

- | | |
|-------------------------------------|--|
| 1. Family Assistance Program | Donald A. Webster
Assistant to the Secretary
(Treasury Department) |
| 2. Revenue Sharing | Murray L. Weidenbaum
Assistant Secretary of the Treasury
(Economic Policy) |
| 3. Comprehensive Manpower Act | Arnold Weber
Assistant Secretary of Labor for
Manpower |
| 4. Higher Education | Lewis Butler
Assistant Secretary of Health,
Education & Welfare for Planning
& Evaluation |
| 5. Elementary & Secondary Education | Sidney Marland
Assistant Secretary of Health,
Education & Welfare for Education
& Commissioner, Office of Education |
| 6. Emergency Public Interest | Laurence H. Silberman
Solicitor, Labor Department |
| 7. Environment | John C. Whitaker
Deputy Assistant to the President |
| 8. District of Columbia Crime | Donald E. Santarelli
Associate Deputy Attorney General
for Criminal Justice (Justice Department) |
| 9. Crime and Narcotics | John W. Dean III
Associate Deputy Attorney General for
Legislation (Justice Department) |
| 10. Inflation | Peter M. Flanigan
Assistant to the President |
| 11. School Desegregation | Ed Morgan
Deputy Assistant to the President
for Domestic Affairs |
| 12. All Volunteer Army | Martin Anderson
Special Consultant to the President
for Systems Analysis |
| 13. Draft Reform | Peter M. Flanigan
Assistant to the President |

THE WHITE HOUSE

WASHINGTON

5:45 6:10
 (550) 6:00 - 6:15 Teeth + shave
 6:12 - 6:25
 6:17 - 6:27 Exercise + Sun
 6:27 - 6:37
 6:30 - 6:45 Shower
 Sun + vocab (2 words)
 6:40 - 6:
 6:45 - 6:50 Shower ^{dress} + dry
 6:50 - 7:00 Dress 2 words - paper

7:05 Depart House

7:40 WH

(7:05-7:30
 French)

(7:50 ~ 8:10 → 8:25)

News Summary
 Papers per floor

> AM

Lunch - rev 2 words
 French lessons

> Noon

Books owned - office
 N books

> PM

Memo for Pres File on ~~Environ~~ Council Mtg

Mtg w Dr. DuB

✓ this → ~~X~~ Mtg w Pres Adv Council

~~X~~ Mtg w Big City Mayors

Mtg w Cong Scott

~~X~~ Mtg w/ Inflation Gp

~~X~~ Mtg w/ AFL-CIO Exec
Council

~~X~~ Mtg w/ Amer Legion

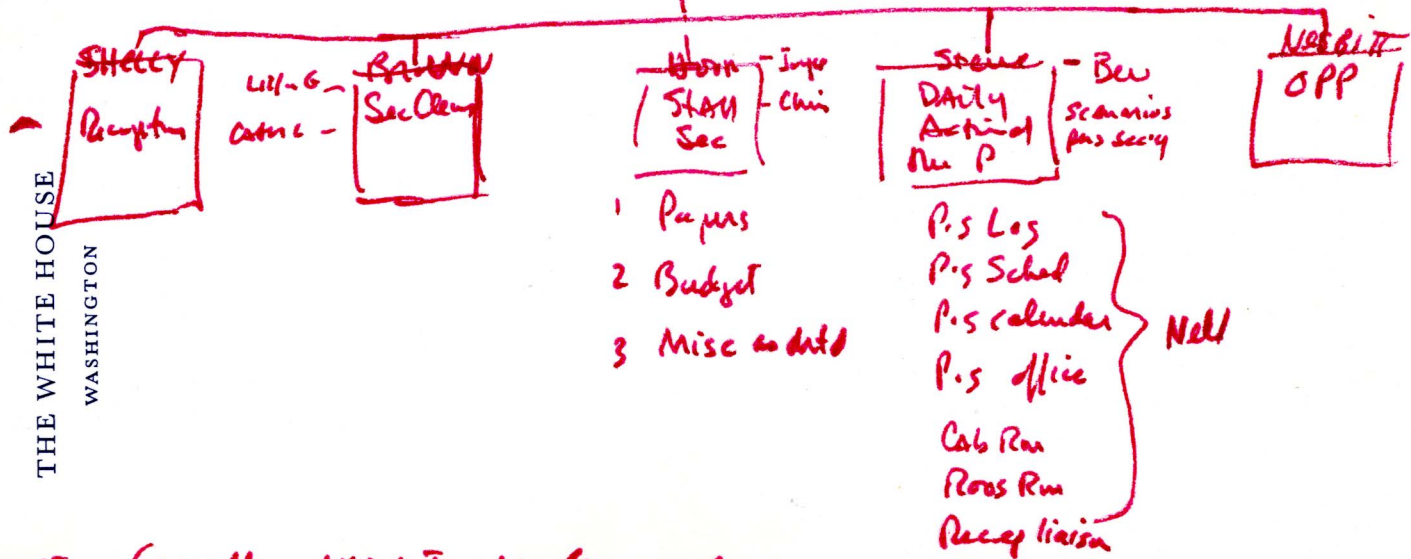
~~X~~ Mtg w/ Golden Spike

Mtg w/ SEC

~~X~~ Mtg w/ Nagler

~~X~~ Mtg with Quadrad

Personal Assist to P - Sec



THE WHITE HOUSE

WASHINGTON

Personal Ass't to the Pres

Pres Papers

Staff Sec

Copy am
FYB
Actm

Sit
Brief

Weekend Rds

News Summary

Staff Sec

Budget

Staff Sec = Ass't to the Pres

Pres Activities - oversee

side

Visitors

SS - PPD

Int Sec - Doc

Pres

EPS

~~10~~ - Shelby

~~11~~ - DPP

(12) - Social

Curator

Pres Staff

See Clearance

- * 1. ✓ Aide
- * 2. ✓ Visitors
- L 3. First Lady
- L 4. Social

Seamst
Furnell

Street

Windsor

- * L 5. SS. Protec first family
- Protec Candidate
- Protec for Disps
- EPS
- Intel Security
- Pass & ID

Taylor/Duncan

Trenn/Romley/Biggs

State/Trenn/Romley/Biggs

MVWG/Quinby

Wing

Wing

(PA's
Tobias)

Moran

Buchanan

- Canger

- Scruton

- Keheli

- Bull

- Nesbitt

- * Get rid of DepOSAT file
- * Recognize as Cb Sec & use title in Cb Comms
- * I must handle what is in my area
- * I must know what is going to happen if it will affect one of these elements

Tel Calls ^{any} _{to B. Hall} _{by day}

State gifts

Long form lists

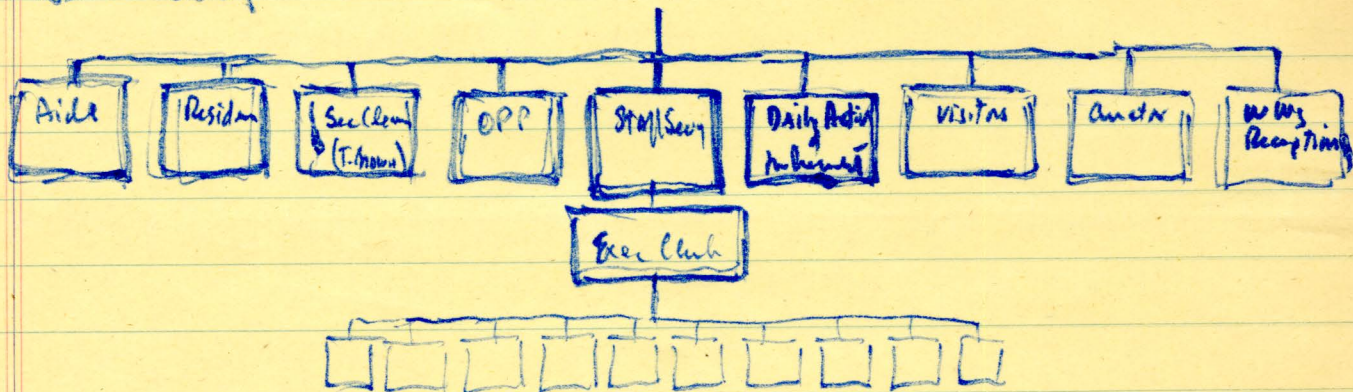
Cb Comms

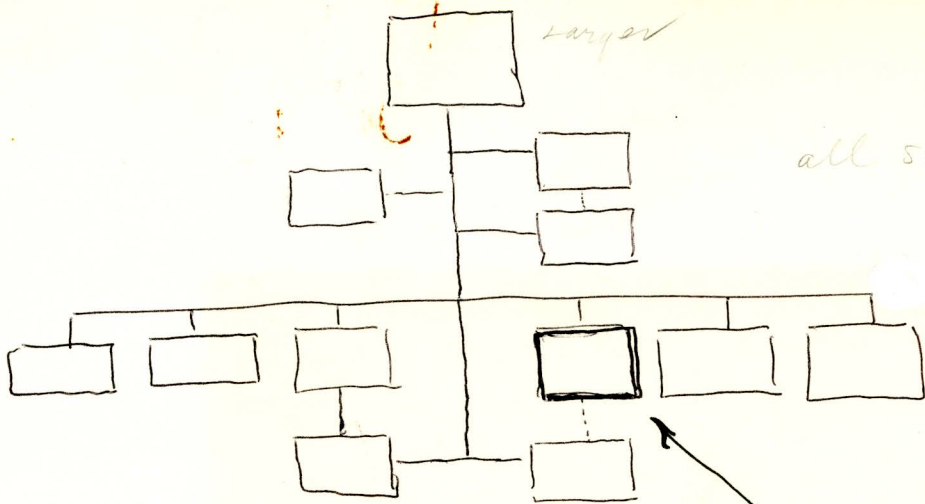
Memo for P. file

Briefing papers

Cb & Sublet Travel OK

Cb Secell





larger

all same

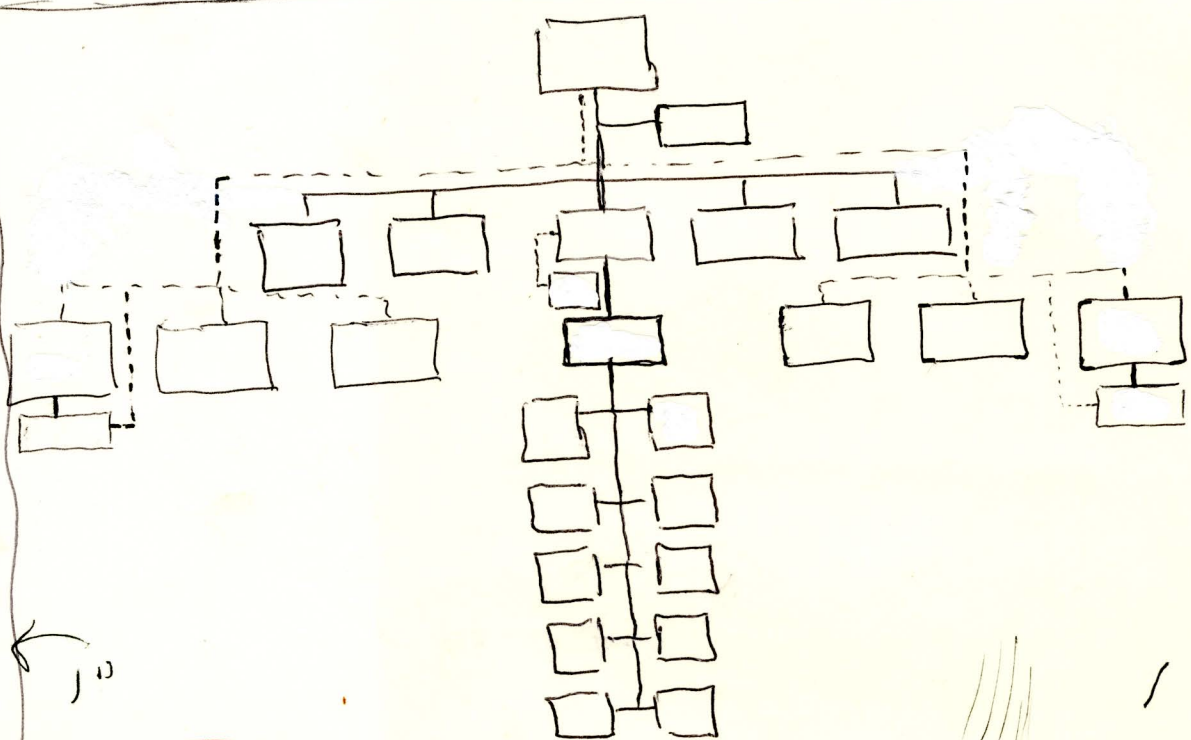
Make heavier box

margin

Approx 1 1/2 inches

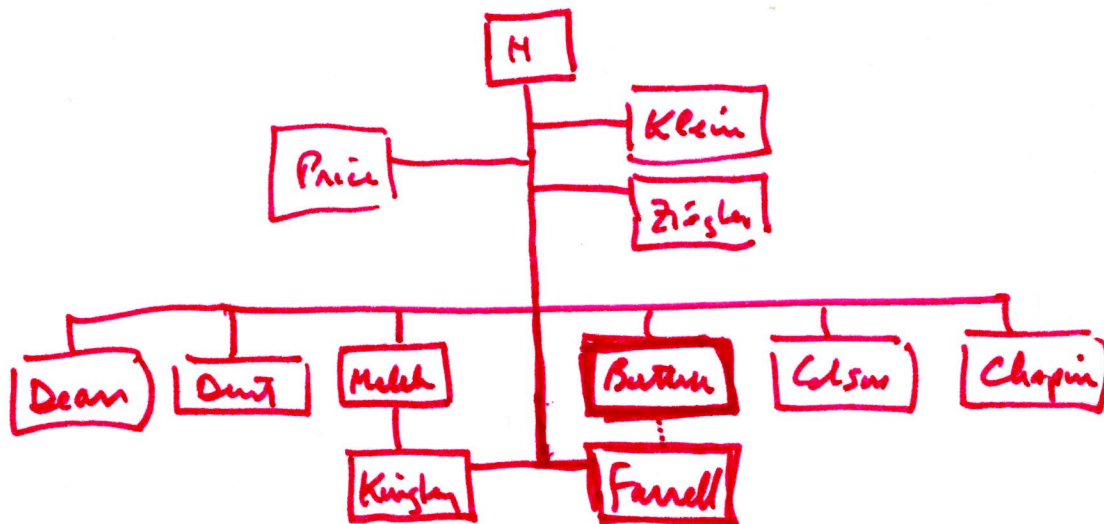
(line in center of page)

center of page



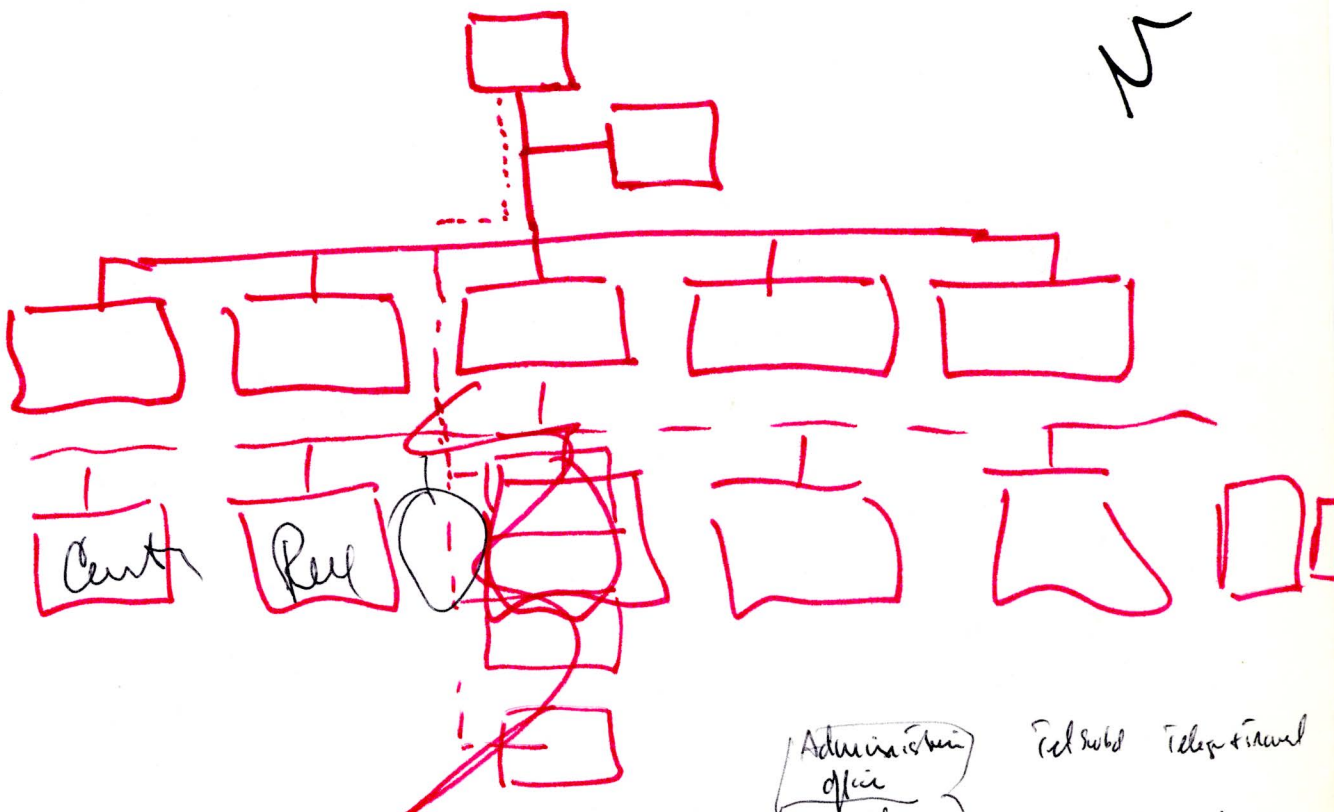
(Margin, but no line)

no need here for more than 1/2 - 3/4"



APPROXIMATE ~~ESTIMATE~~

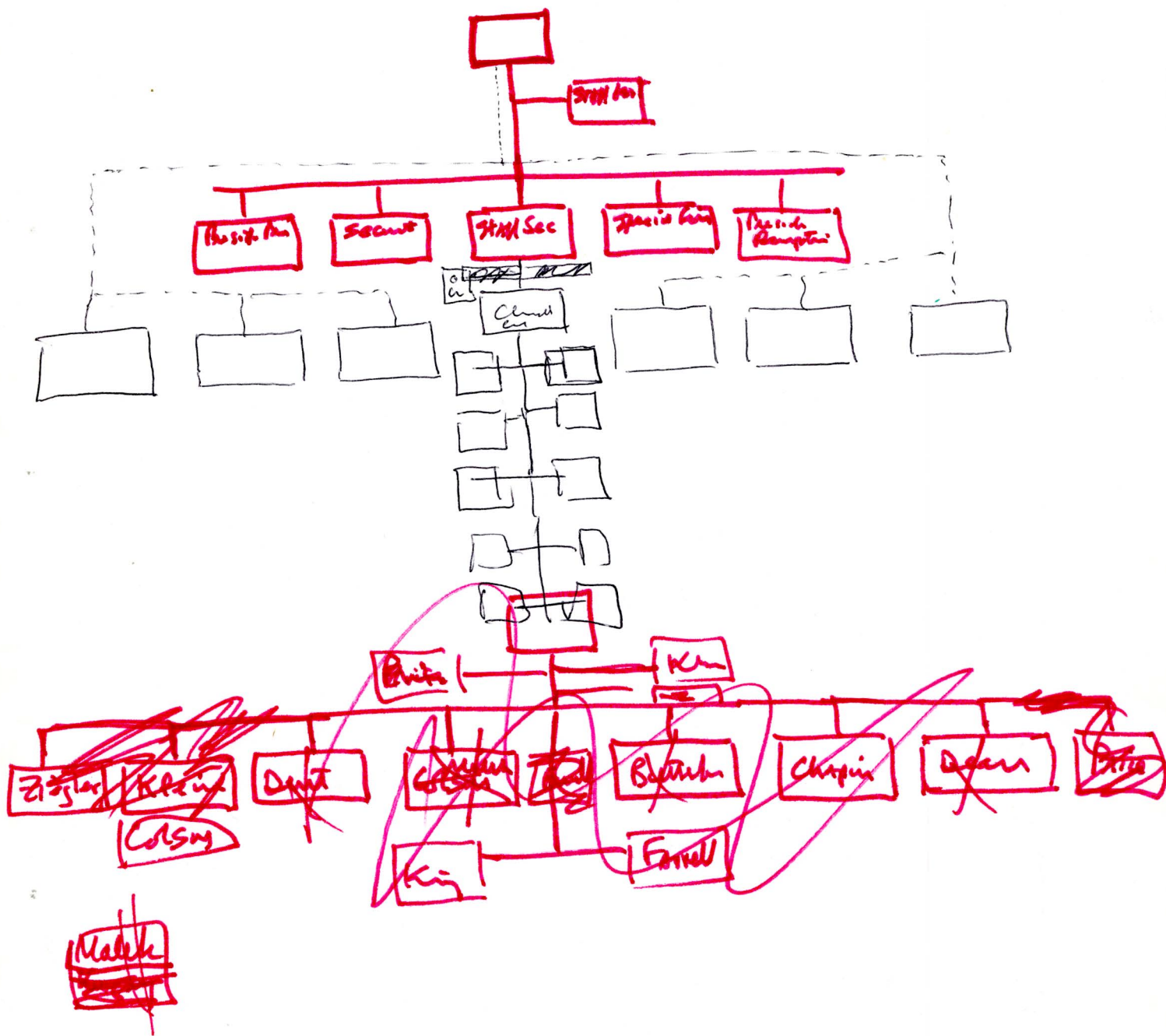
[Handwritten scribbles and marks]



[Handwritten marks: "SS" and "GR"]

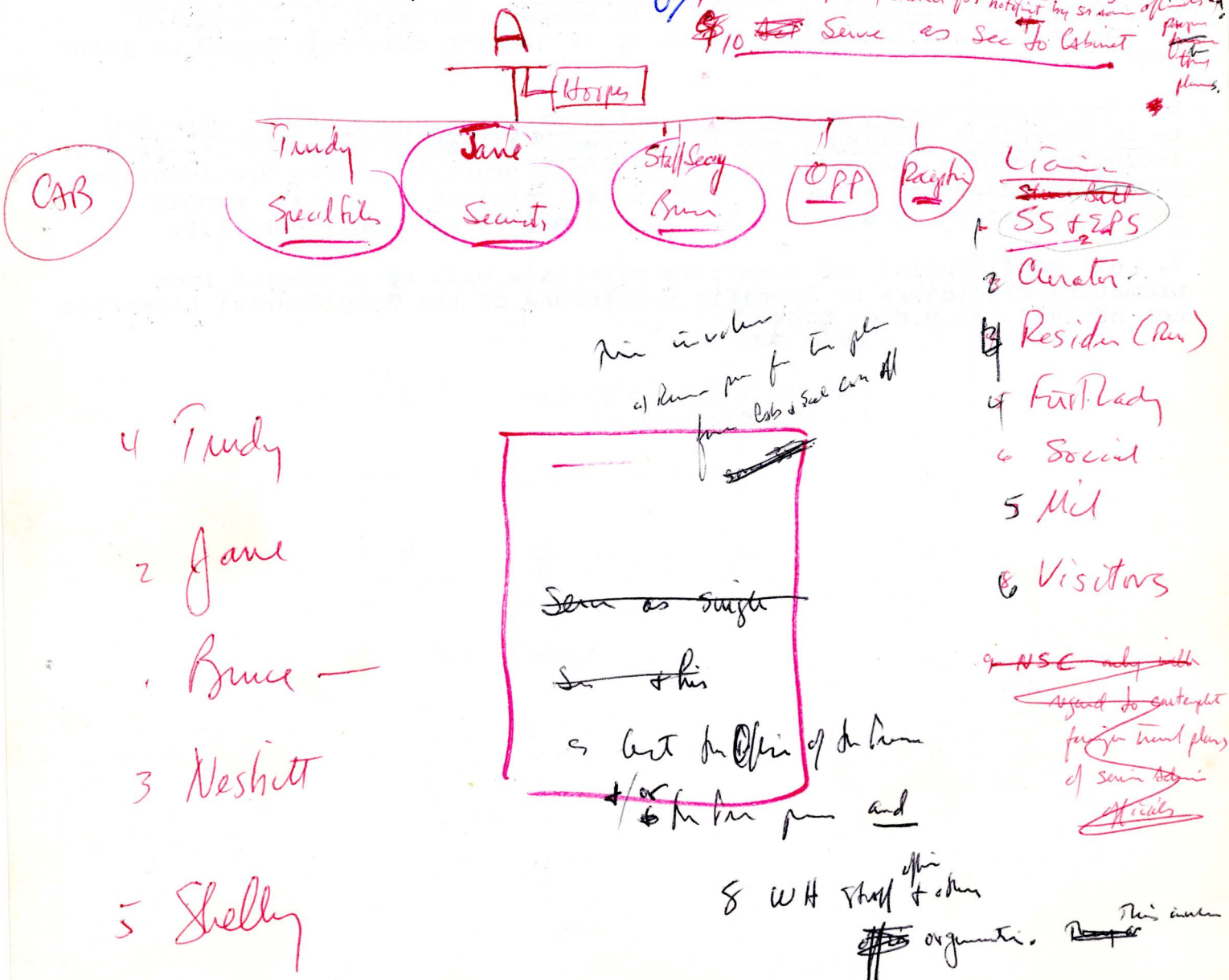
Administration
office
business
supplies

Telephone
Records
Mailing
Covers
Exhibit
Records
Press Release
Museum
Service

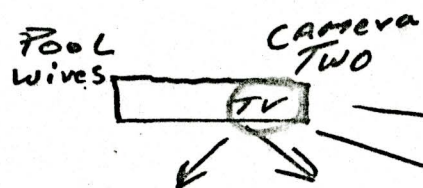
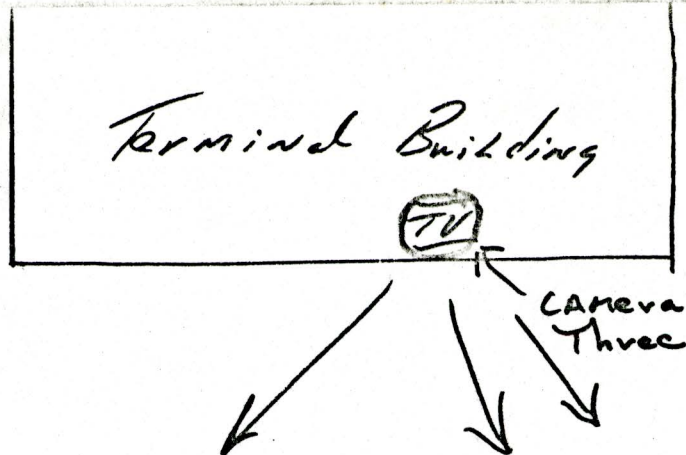


- 1 OK Respon for smooth run of P's days ^{in Wash DC}
- 2 OK Serve as alternate to White House
- 3 OK Supreme ^{be} Staff Sec - but in ^{position} a role
- 4 OK Supreme ^{Op} Offi ^{Senior} Special Fin ^{for he is}
- 5 OK Supreme Offi ^{had an} Presidential Papers ^{idea}
- 6 OK Supreme Offi ^{all} Special Files ^{work}
- 7 OK Supreme ^{work of} Receipts ^{of his work}
- 8 Services ^{can't be} liaison between P & 8 ^{staff} ^{other} ^{offices}
- 9 OK ⁱⁿ Serve as part of contact for ^(list) ^{him by} ^{11/2/68}
- 10 OK ^{from} Serve as Sec to Cabinet ^{other} ^{plans}

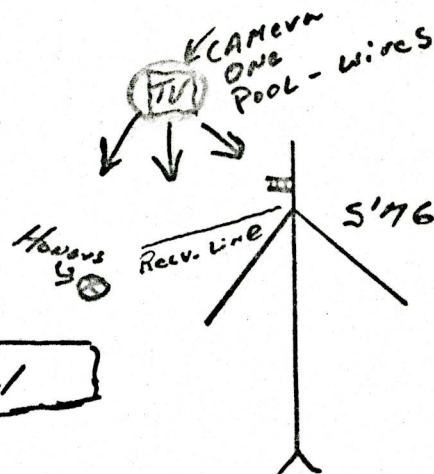
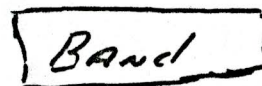
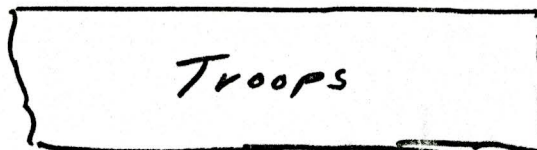
This involves ^{in principle} ^{very} general, ^{indi} ^{Supreme} ^{for}



TV-
CAMERA 4
ON ROADWAY



Recv. Line
.....



4-WK SCHEDULE FOR LATE SHIFTS* SATS. & HOLIDAYS

(Nov. 16 - Dec. 12, 1970)

CARMEL	SHELLEY	NELL	DEV	DAT	TONI	HARRIET	BONNIE
--------	---------	------	-----	-----	------	---------	--------

--	--

16- Mon.
17- Tues.
18- Wed.
19- Thurs.
20- Fri.
21- Sat.

X	X	X	X				
X	X	X	X				
	X	X	X	X			
	X	X	X	X			
		X	X	X	X		
		X	X	X	X		

23- Mon.
24- Tues.
25- Wed.
26- Thurs.
27- Fri.
28- Sat.

			X	X	X	X	
			X	X	X	X	
				X	X	X	X
				X	X	X	X
X					X	X	X
X					X	X	X

30- Mon.
1- Tues.
2- Wed.
3- Thurs.
4- Fri.
5- Sat.

X	X					X	X
X	X					X	X
X	X	X					X
X	X	X					X
X	X	X	X				
X	X	X	X				

7- Mon.
8- Tues.
9- Wed.
10- Thurs.
11- Fri.
12- Sat.

	X	X	X	X			
	X	X	X	X			
		X	X	X	X		
		X	X	X	X		
			X	X	X	X	
			X	X	X	X	

COPY FOR:

4-WK SCHEDULE FOR LATE SHIFTS* SATS. & HOLIDAYS

(December 14, 1970 - January 9, 1971)

CARMEL	SHELLEY	NELL	BEV	PAT	TONI	HARRIET	BONNIE
--------	---------	------	-----	-----	------	---------	--------

--	--

14 - Mon.

				X	X	X	X
--	--	--	--	---	---	---	---

15 - Tues.

				X	X	X	X
--	--	--	--	---	---	---	---

16 - Wed.

X					X	X	X
---	--	--	--	--	---	---	---

17 - Thurs.

X					X	X	X
---	--	--	--	--	---	---	---

18 - Fri.

X	X					X	X
---	---	--	--	--	--	---	---

19 - Sat.

X	X					X	X
---	---	--	--	--	--	---	---

21 - Mon.

X	X	X					X
---	---	---	--	--	--	--	---

22 - Tues.

X	X	X					X
---	---	---	--	--	--	--	---

23 - Wed.

X	X	X	X				
---	---	---	---	--	--	--	--

24 - Thurs.

X	X	X	X				
---	---	---	---	--	--	--	--

25 - Fri.

	X	X	X	X			
--	---	---	---	---	--	--	--

26 - Sat.

	X	X	X	X			
--	---	---	---	---	--	--	--

28 - Mon.

		X	X	X	X		
--	--	---	---	---	---	--	--

29 - Tues.

		X	X	X	X		
--	--	---	---	---	---	--	--

30 - Wed.

			X	X	X	X	
--	--	--	---	---	---	---	--

31 - Thurs.

			X	X	X	X	
--	--	--	---	---	---	---	--

1 - Fri.

				X	X	X	X
--	--	--	--	---	---	---	---

2 - Sat.

				X	X	X	X
--	--	--	--	---	---	---	---

4 - Mon.

X					X	X	X
---	--	--	--	--	---	---	---

5 - Tues.

X					X	X	X
---	--	--	--	--	---	---	---

6 - Wed.

X	X					X	X
---	---	--	--	--	--	---	---

7 - Thurs.

X	X					X	X
---	---	--	--	--	--	---	---

8 - Fri.

X	X	X					X
---	---	---	--	--	--	--	---

9 - Sat.

X	X	X					X
---	---	---	--	--	--	--	---

* Begin at 6:15 p.m.

COPY FOR:

FOUR-WEEK SCHEDULE FOR LATE SHIFTS* SATS & HOLIDAYS

(January 11 - February 6, 1970)

CARMEL	SHELLEY	NELL	BEV	PAT	TONI	HARRIET	BONNIE
--------	---------	------	-----	-----	------	---------	--------

--	--

Mon.	11	X	X	X	X				
Tues.	12	X	X	X	X				
Wed.	13		X	X	X	X			
Thurs.	14		X	X	X	X			
Fri.	15			X	X	X	X		
Sat.	16			X	X	X	X		

Mon.	18				X	X	X	X	
Tues.	19				X	X	X	X	
Wed.	20					X	X	X	X
Thurs.	21					X	X	X	X
Fri.	22	X					X	X	X
Sat.	23	X					X	X	X

Mon.	25	X	X					X	X
Tues.	26	X	X					X	X
Wed.	27	X	X	X					X
Thurs.	28	X	X	X					X
Fri.	29	X	X	X	X				
Sat.	30	X	X	X	X				

Mon.	1		X	X	X	X			
Tues.	2		X	X	X	X			
Wed.	3			X	X	X	X		
Thurs.	4			X	X	X	X		
Fri.	5				X	X	X	X	
Sat.	6				X	X	X	X	

* Begin at 6:15 p.m.

COPY FOR:

4-WK SCHEDULE FOR LATE SHIFTS* SATS. & HOLIDAYS

CARMEL	SHELLEY	NELL	BEV	PAT	TONI	HARRIET	BONNIE
--------	---------	------	-----	-----	------	---------	--------

--	--

Mon.

Tues.

Wed.

Thurs.

Fri.

Sat.

Mon.

Tues.

Wed.

Thurs.

Fri.

Sat.

Mon.

Tues.

Wed.

Thurs.

Fri.

Sat.

Mon.

Tues.

Wed.

Thurs.

Fri.

Sat.

* Begin at 6:15 p.m.

--	--	--	--	--	--	--	--

--	--

Mon.

Tues.

Wed.

Thurs.

Fri.

Sat.

Mon.

Tues.

Wed.

Thurs.

Fri.

Sat.

Mon.

Tues.

Wed.

Thurs.

Fri.

Sat.

Mon.

Tues.

Wed.

Thurs.

Fri.

Sat.

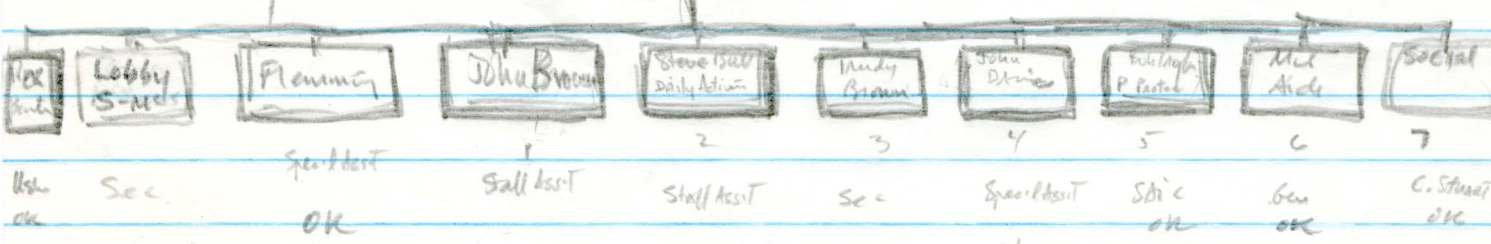
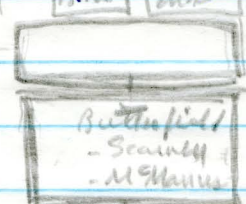
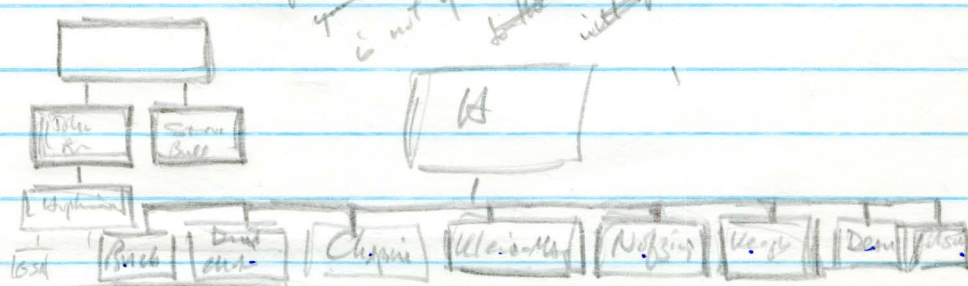
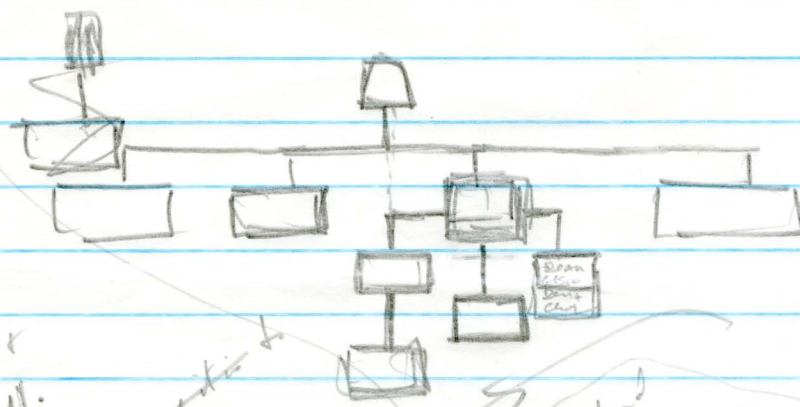
Mess
 July 20 I received from [unclear]
 [unclear]

In July 20 I notified
 you of the results of the
 passes for Mess 5 -
 by the of the USE staff.

It was my [unclear] at the [unclear]
 [unclear] [unclear] [unclear] [unclear]
 [unclear] [unclear] [unclear] [unclear]

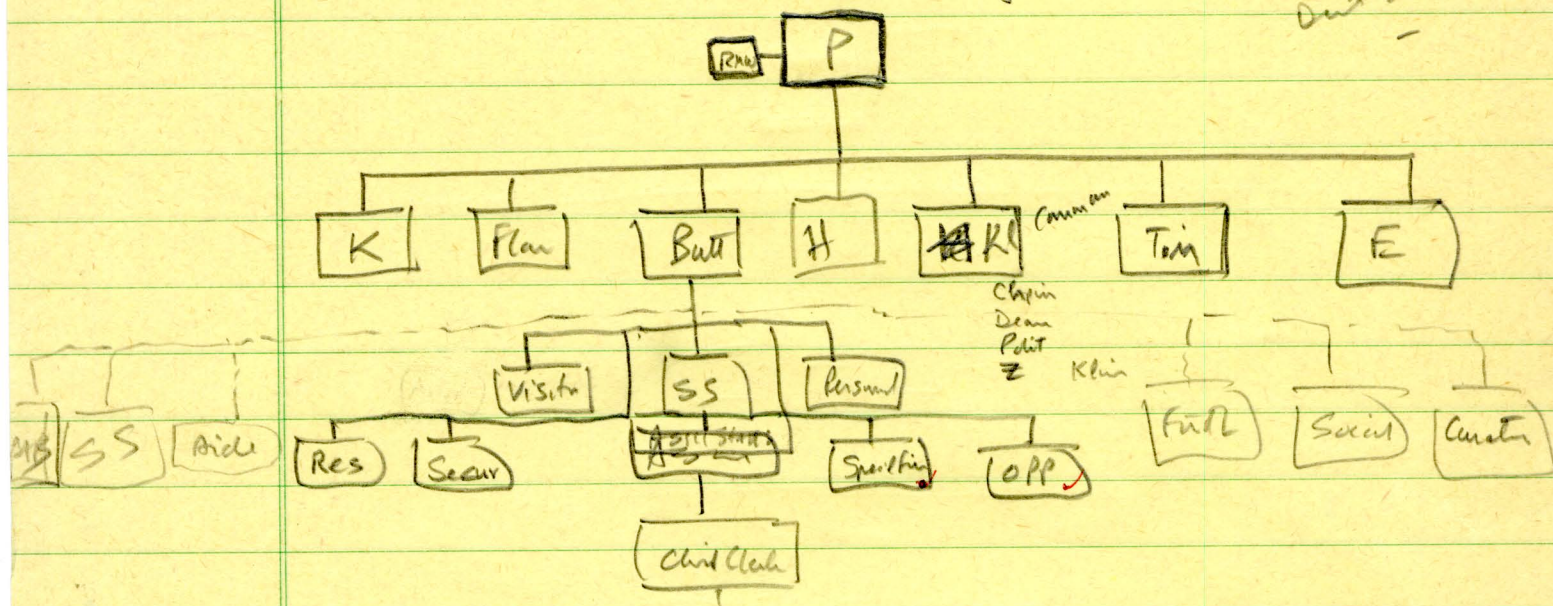
But because I have not heard
 from you, I am assuming
 you are not of vital interest
 to the [unclear] of [unclear]
 with [unclear] [unclear]

I have another [unclear]
 access to the [unclear] for the
 past 40 days. I have
 [unclear] [unclear] [unclear]



1. Use Sec OK
2. Sec OK
3. Special OK
4. Ball Asst
5. Staff Asst
6. Sec OK
7. Special OK
8. SDIC OK
9. Gen OK
10. C. Stuart OK

Chor - Special Project
Dem - Counselor
Out - Polit



H Assist to P (Personal) * ~~Asst. Sec. Affairs~~

* optional

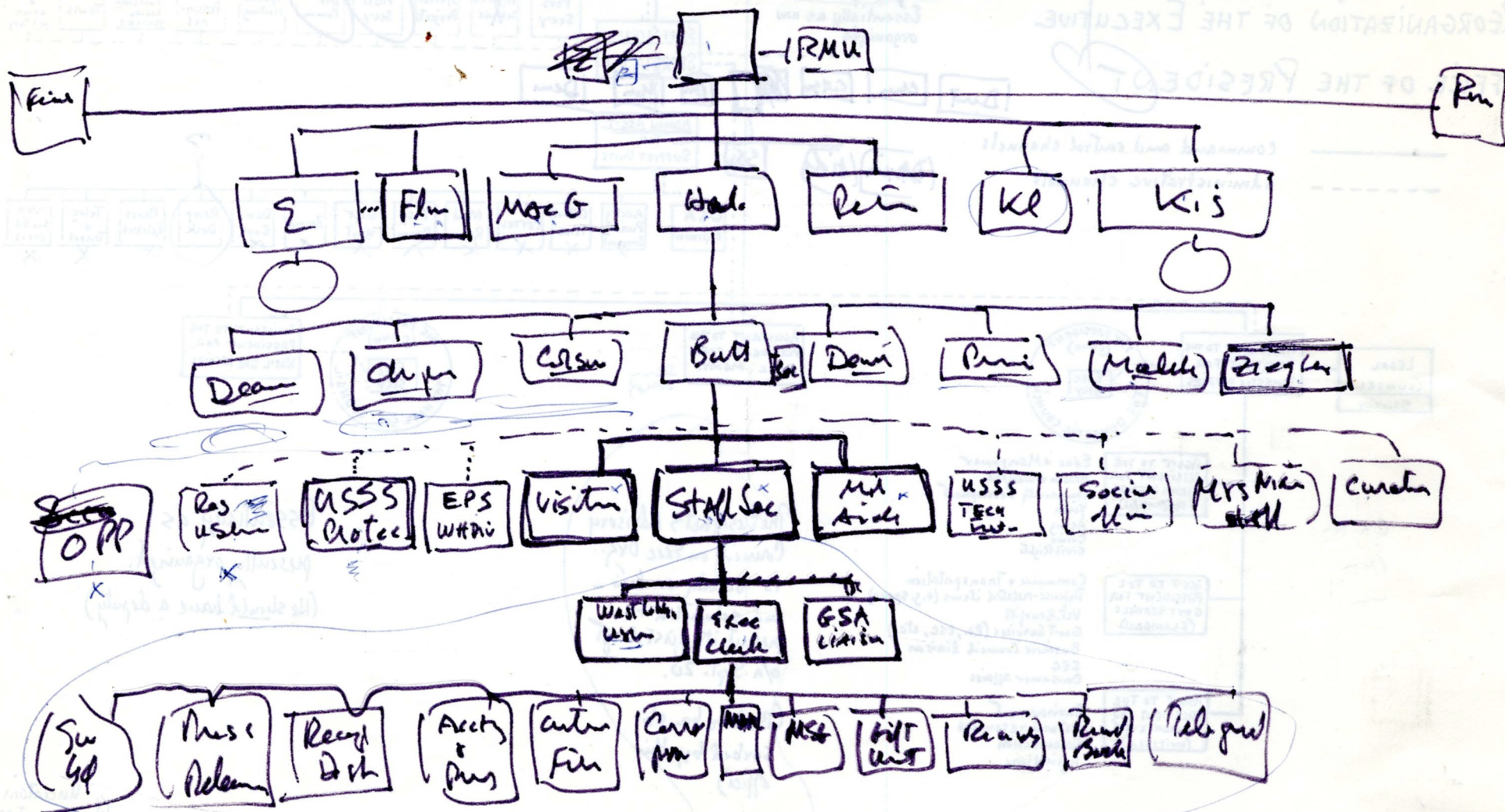
A Assist to P (Admin)

Asst. T to P (Int'l Sec. Affairs)

Asst. to P (Int'l-Econ. Affairs)

Asst. to P (Congressional Affairs)

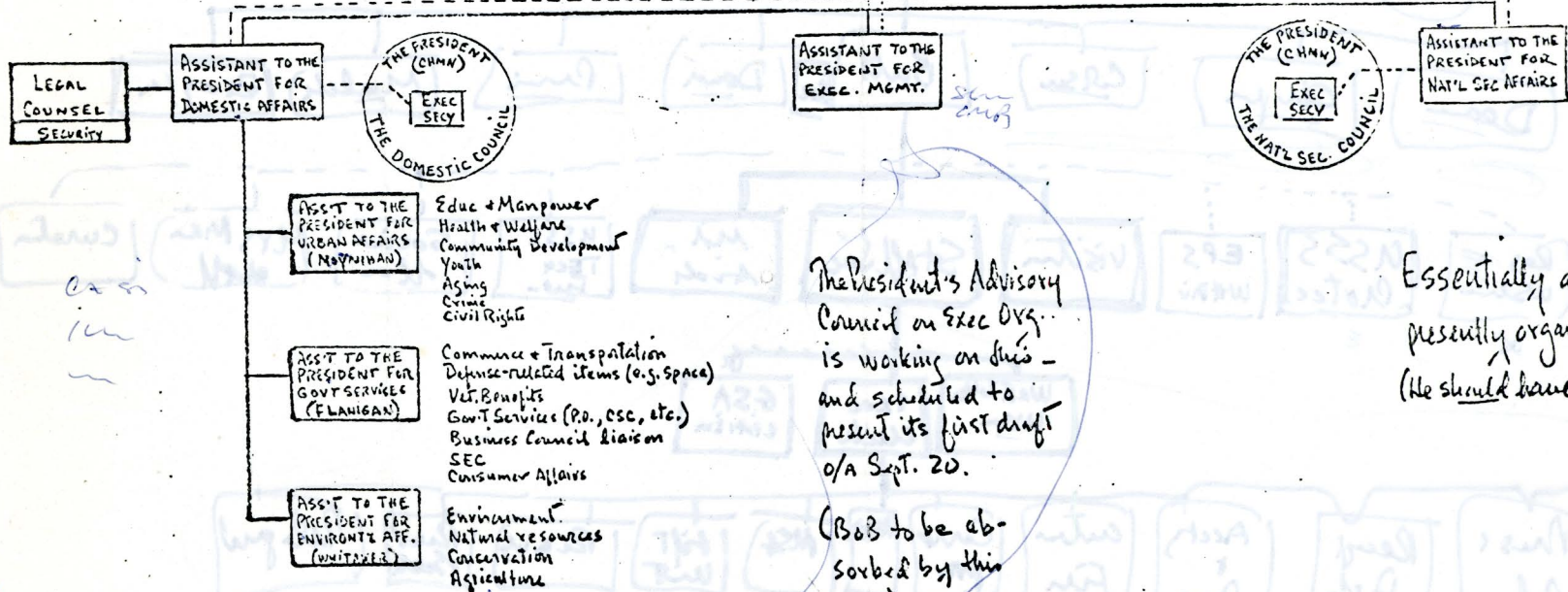
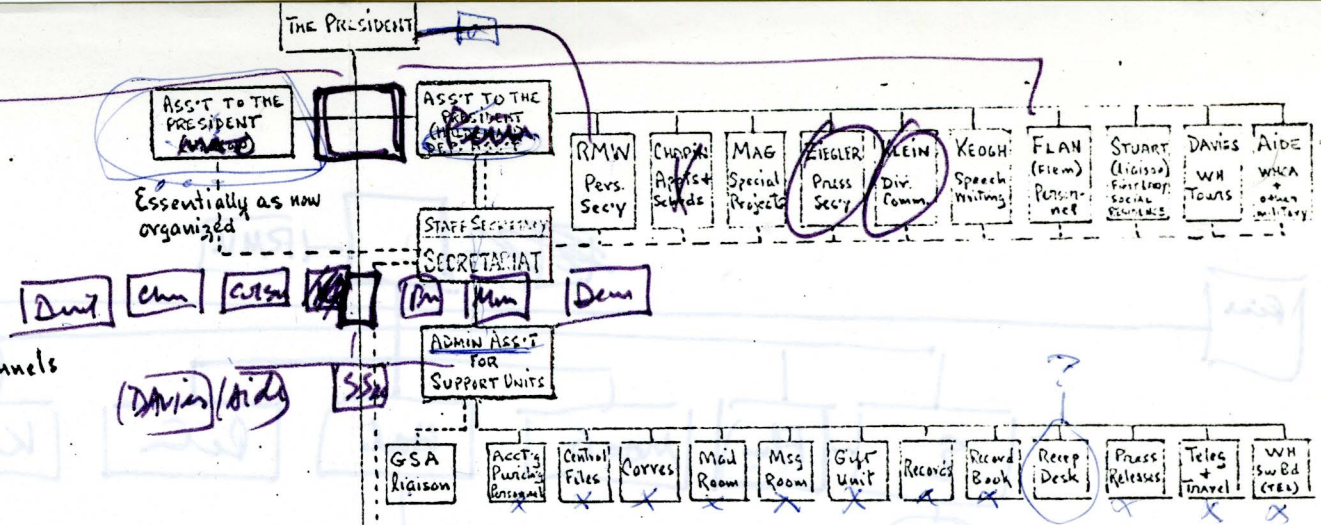
Asst. to P (Domestic Affairs)



FIRST DRAFT (SEPT 2nd 1969)

REORGANIZATION OF THE EXECUTIVE OFFICE OF THE PRESIDENT

————— command and control channels
 - - - - - administrative channels

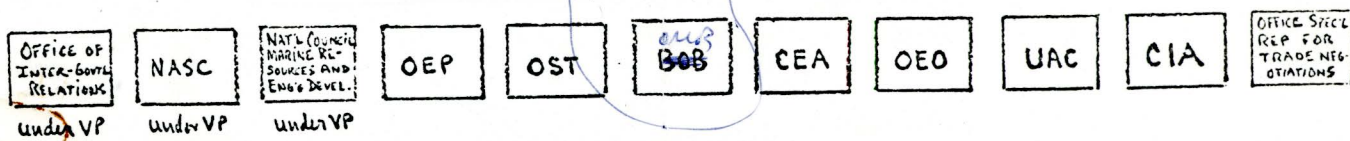


The President's Advisory Council on Exec Org. is working on this - and scheduled to present its first draft o/a Sept. 20.

(BoB to be absorbed by this office)

Essentially as presently organized. (He should have a deputy)

Separate offices and agencies NOW within the Exec Office of the President



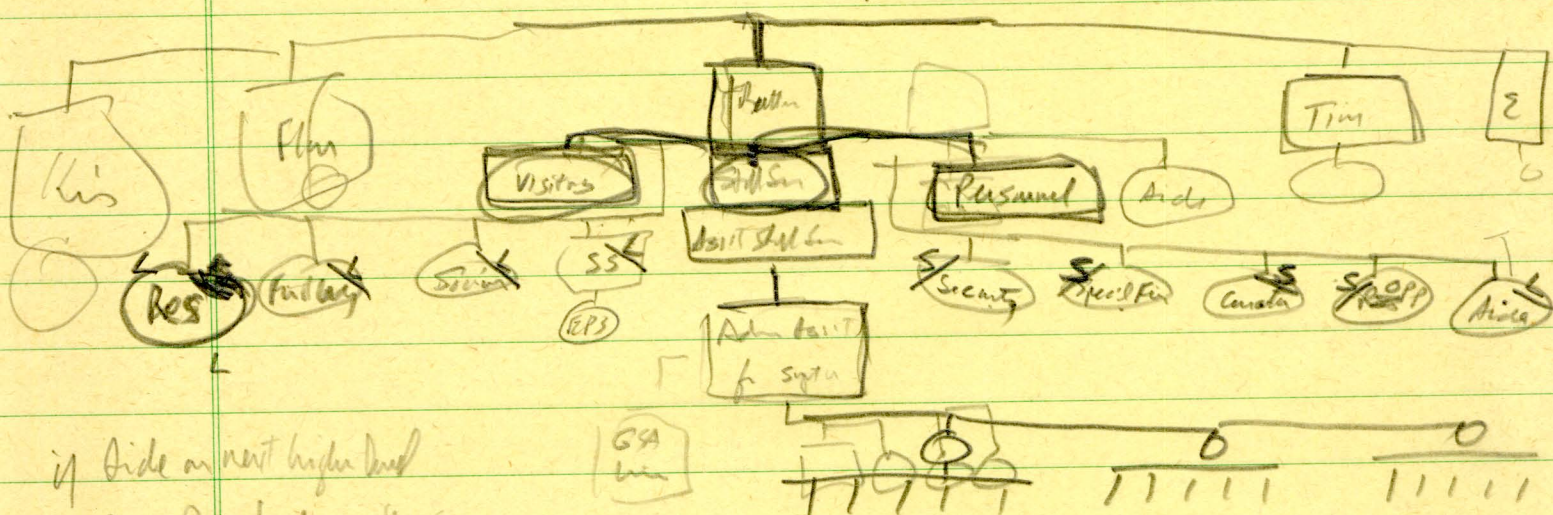
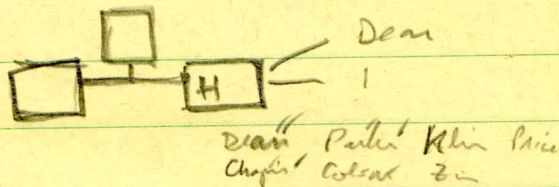
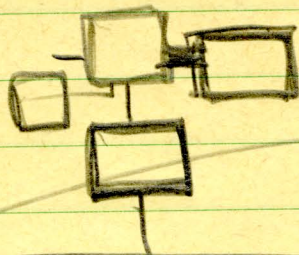
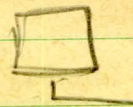
Proposed plan for each

remain as is as is for now 1-yr. Extn is up Jun 30 1970. Consider elim or absorption Consider elim or absorption to be within office of Exec Mgmt remain as is Consider elim or absorption will be a sub-office of Domes. C. remain as is consider absorption (commerce)

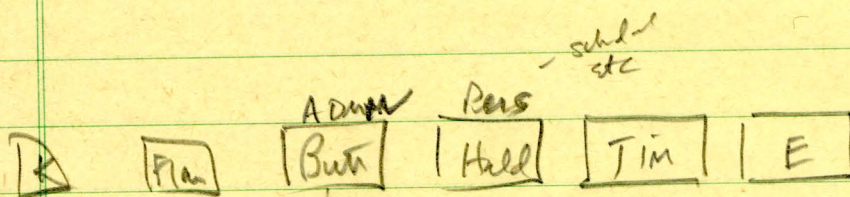
Uncertain as to most appropriate location

POLIT OFFICE (CENT)

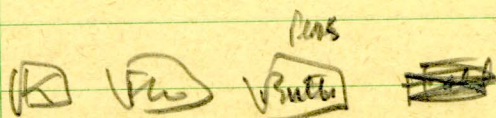
for this office due to its involvement in all areas

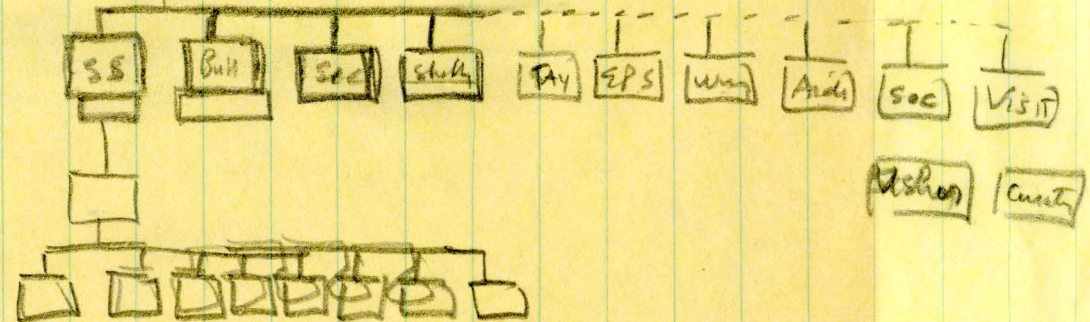
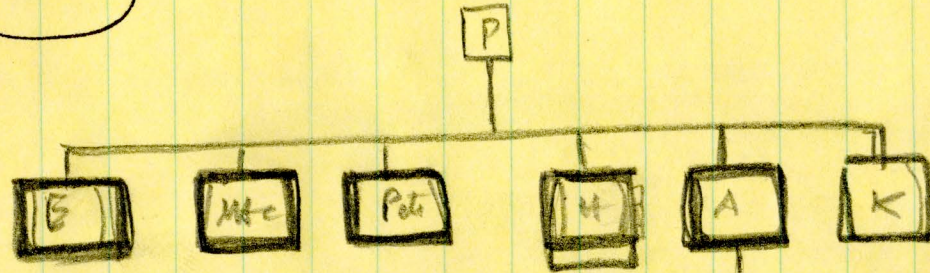
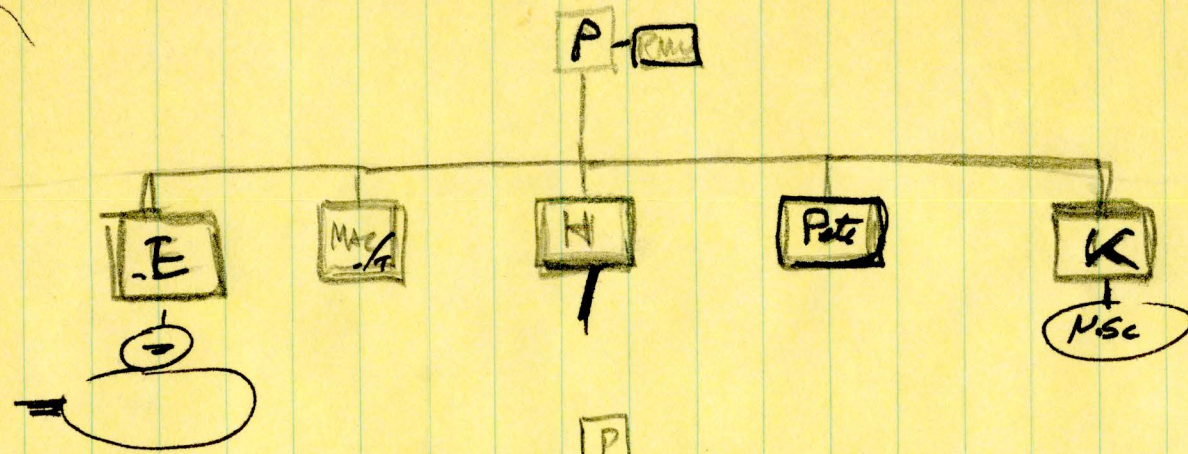


if Aide on next higher level
Chase Res to L; otherwise
Res = S



10 54 10 10





Com
Com

Ben Asst L & P
Elin m i 10m
Flm Am
Helen Am L & P
Kis Am 15
Man Agam 1m
Tim Am

Com L & P
Din d an
Am

Dep Asst

12

10

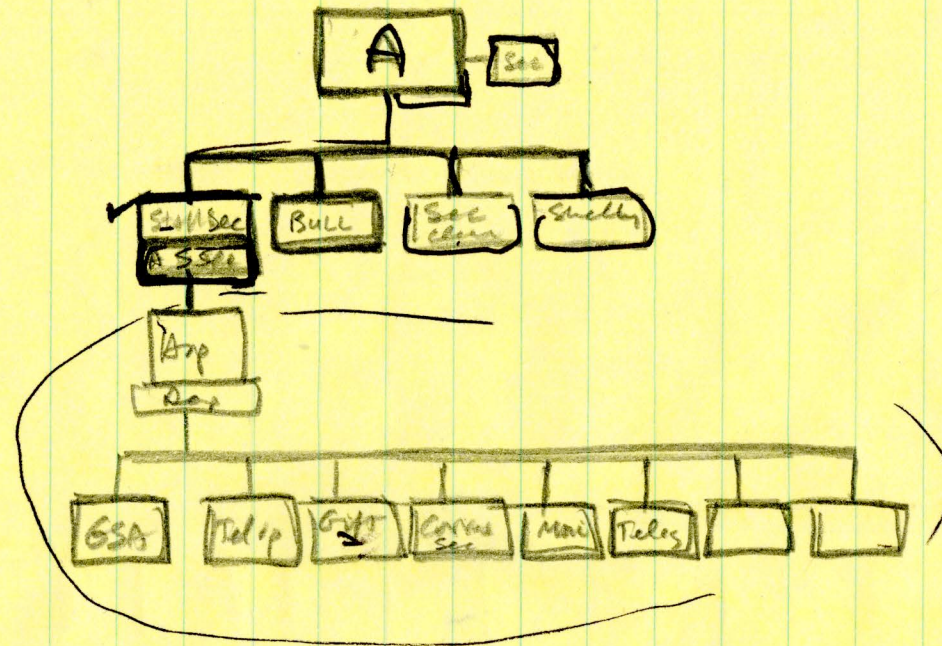
Sum Asst
2m

11

noon day before

12
12
21
36

36 hr



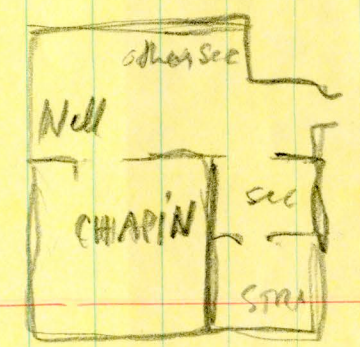
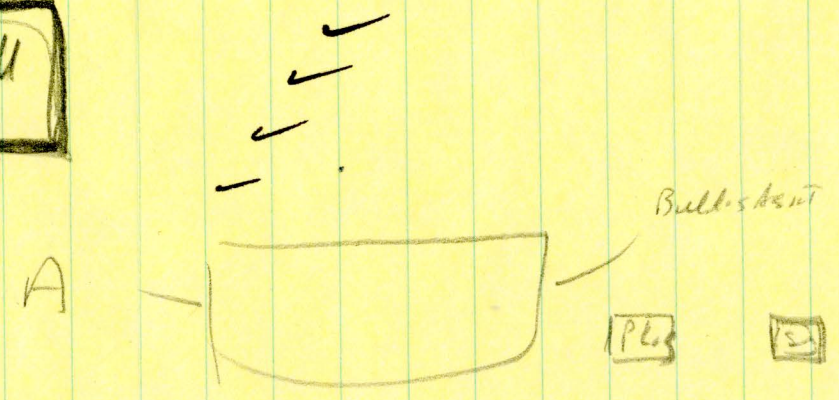
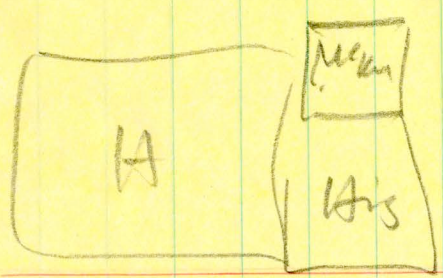
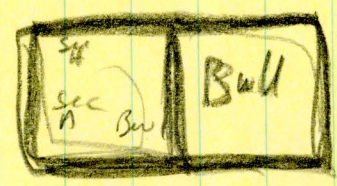
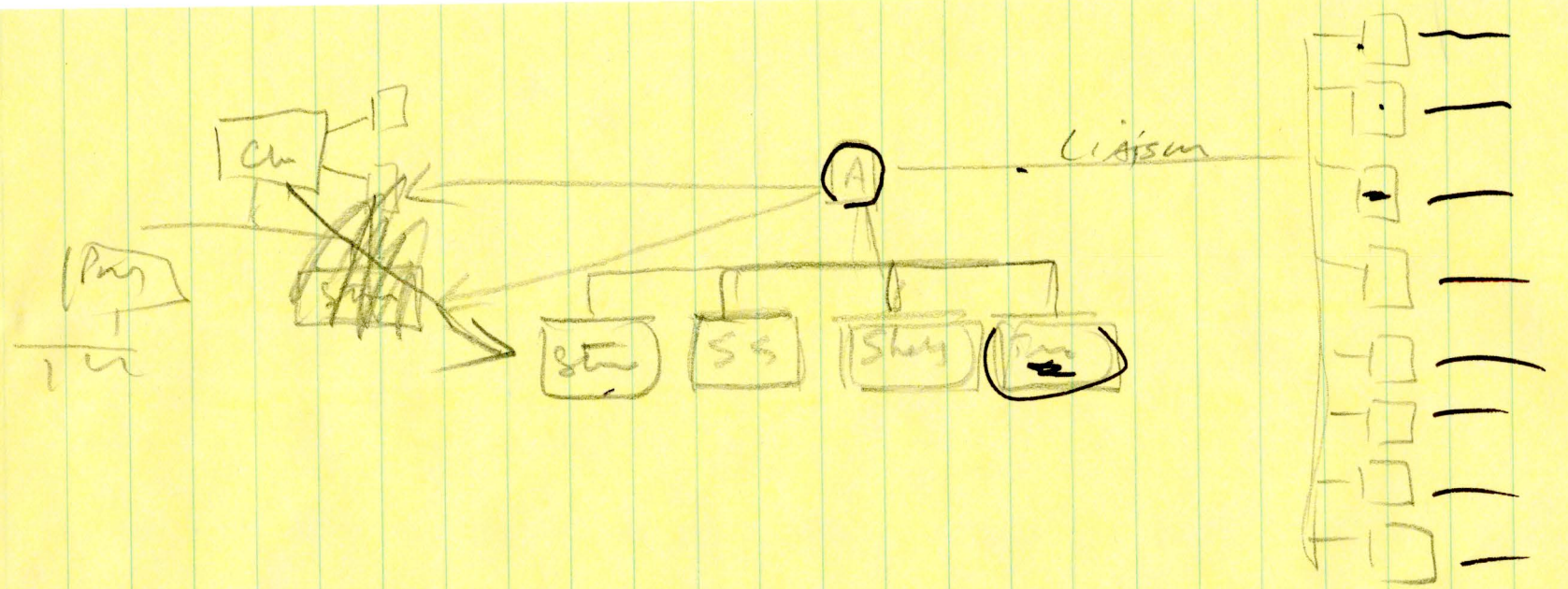
Holden > Plan only
Chapin >

Steve Bull - App to set up
Scenarios written
Rege invite
Rege cancel
All staging

Steve's Asst - in & out
with P

his girl keeps P's Pos
& serves as Sec

Chapin	Colson	Ziegler	Klein/Mag	Price	Dent	Dean	Person
<u>Plan</u>	<u>Plan</u>	<u>Plan</u>	<u>Plan</u>	<u>Plan</u>	<u>Plan</u>	<u>Plan</u>	<u>Plan</u>
	in Bull - as Toma Sec						



MEMORANDUM

THE WHITE HOUSE
WASHINGTON

CONFIDENTIAL

January 26, 1971

FOR:

GEORGE SHULTZ
JOHN EHRLICHMAN
PETER FLANIGAN
CLARK MACGREGOR
HERBERT KLEIN
WILLIAM TIMMONS
CASPAR WEINBERGER

Determined to be an
Administrative Marking
Not National Security Information
By JLG NARA Date 3/9/2016

VIA:

DWIGHT L. CHAPIN

FROM:

STEPHEN BULL *SB*

RE:

Presidential Contact with Middle Level
White House Staff Members

It has been recommended that there be an expanded effort to increase the number of middle-level staff members who meet with the President. Without looking for additional forums, there already exist a number of opportunities for increasing these contacts. Following is a summary of a few of them:

1. Inclusion in regular meetings. For those meetings in which a staff member in your department has a particular knowledge or expertise of the subject under discussion, you may wish to have him present when you discuss the subject with the President.
2. In large meetings, such as the recent session with the 40 members of the construction industry, those members of your staff who have working interest in the subject matter under discussion could be included in the gathering.
3. In public and widely-attended events such as bill signings, signings of a budget report, etc., those staff members who have a working interest in the subject can be invited to attend.

4. In non-substantive events included in such forums as the Congressional Half-Hour or the Open Door Hour, you might wish to delegate the responsibility for escorting the guest into the President's office to a subordinate staff member in your department.

Obviously, the above suggestions have to be tempered by the space limitations and the particular nature of the meeting.

As another means of increasing the amount of contact between White House staff members and the President, the President has said that he is happy to greet White House staff members' families who may be visiting in Washington. The most workable time to implement this is at the conclusion of the President's formal appointments in the morning, usually between 12:15 and 12:45 p.m. Perhaps the easiest method of implementing this greeting to the family would be for the staff members to check with my office around noon to determine the nature and pace of the President's schedule. Should all factors appear positive, the individual and his relatives could come to the waiting area outside the President's office and, when the President is free, the staff member could take them in and introduce them to the President. The short greetings only last a minute but, as you well know, the President is extremely effective at them and, what's more, enjoys doing them. It would be appreciated if you could informally disseminate the word to members of your department of this family greeting opportunity. They should be cautioned, however, that the President's schedule and responsibilities being what they are, there will be many times when they might be disappointed because of the unavailability of the President. Therefore, they should view this as an opportunity rather than a stringent program.

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

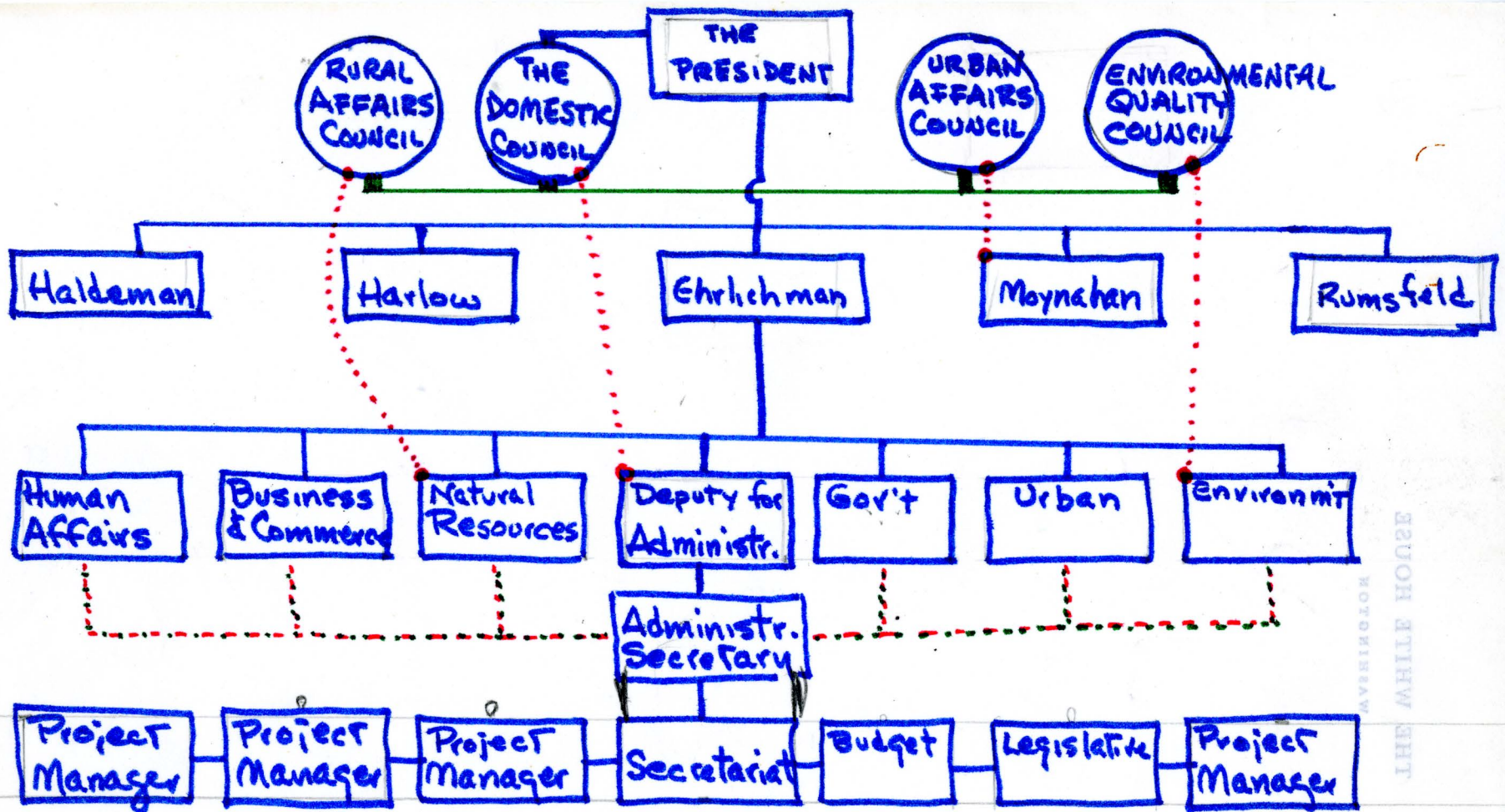
January 28, 1971

MEMORANDUM FOR: ✓ MR. ALEXANDER P. BUTTERFIELD
MR. STEPHEN B. BULL
MR. DAVID PARKER
MR. HUGH SLOAN, JR.

FROM: DWIGHT L. CHAPIN *[Signature]*

The President wants to make sure that whenever he meets with Black leaders that Bob Brown is in attendance at the meetings.

*Tell L. Dwyer about this. Don't
this a function (responsibility) of his office -
exclusively ... and perhaps Starn's ?*



**RICHARD NIXON PRESIDENTIAL LIBRARY
DOCUMENT CONTROL SHEET**

ITEM REMOVED FROM THIS FOLDER

A RESTRICTED DOCUMENT OR CASE FILE HAS BEEN REMOVED FROM THIS FILE FOLDER. FOR A DESCRIPTION OF THE ITEM REMOVED AND THE REASON FOR ITS REMOVAL, CONSULT DOCUMENT ENTRY NUMBER _____ ON THE DOCUMENT WITHDRAWAL RECORD IN THE FRONT OF THIS FILE FOLDER.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION