

DOCUMENT WITHDRAWAL RECORD [NIXON PROJECT]

DOCUMENT NUMBER	DOCUMENT TYPE	SUBJECT/TITLE OR CORRESPONDENTS	DATE	RESTRICTION
1	memo	Ollie Atkins to Bob Haldeman re photo personnel (xerox, 1p)	1/8/69	D

FILE GROUP TITLE	WHCF: Subject Files (WH)	BOX NUMBER	17
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FOLDER TITLE	EX WH 5 Personnel Management Begin - 5/12/69
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RESTRICTION CODES

- | | |
|--|--|
| A. Release would violate a Federal statute or Agency Policy. | E. Release would disclose trade secrets or confidential commercial or financial information. |
| B. National security classified information. | F. Release would disclose investigatory information compiled for law enforcement purposes. |
| C. Pending or approved claim that release would violate an individual's rights. | G. Withdrawn and return private and personal material. |
| D. Release would constitute a clearly unwarranted invasion of privacy or a libel of a living person. | H. Withdrawn and returned non-historical material. |

gahr/mt
13
MEMORANDUM

January 11, 1969

TO: JOHN WHITAKER

FROM: KEN COLE

This is just to recap the several things which we discussed during the week of January 6th.

- 1) Many members of the current White House staff will not be retained and arrangements are currently being made to transfer them back to the agency from which they were detailed, or in some cases to transfer personnel assigned to and funded from the White House to an agency of their choice.

It will be necessary immediately after inauguration for you to notify Cabinet members that they will be getting these people not held over. President Johnson has notified the incumbent Cabinet members of the impending transfer, and President-elect Nixon will send out a memorandum indicating his wish that this be carried out shortly after January 20th.

- 2) In setting up my job as Staff Secretary, and I guess this relates to yours as Cabinet Secretary, I will need a list of each Cabinet member's key aide to use as my contact to get things done within each agency. Whenever it is possible, could you provide me with such a list.
- 3) ~~Bryce Harlow~~ ^{Jim Harlow} advises me that all of the agencies and departments make frequent unofficial reports to the White House. Some of these are quite necessary and others are absolutely meaningless. As we agreed, incoming reports from these sources will filter through your office before being passed on to the Staff Secretariat, and if necessary to the President or other concerned staff members.

It might be helpful to you, and I know that it would be to me, to know just what kind of unofficial reports are submitted, as well as how often, when, and to whom ~~right now~~. ^{they go}

- 4) Al Toner will be brought in to handle the staff notes. This is a reporting system from the various agencies that serves as an advance warning on problems that will require Presidential attention. As we discussed, Al most logically belongs under your office, and it is agreed to place him there. Space will be

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MAR 27 1969
CENTRAL FILES

John Whitaker

January 11, 1969

Bull Hopkins
made available for him and his staff in the Executive Office Building. I will work it out with ~~Bryce Harlow~~ to have him detailed to us from the State Department (I hope). Hopefully, Toner can start work on the 21st of January, but we will have to go through the proper channels to get him released from his current job at State. I will start the procedure on Monday.

MEMORANDUM

January 9, 1969

TO: Ken Cole
FROM: John Whitaker

Note on one of my recent conversations with you reads that the following matters are in the gun:

1. That I must tell each Cabinet officer that several LBJ White House staffers on the Civil Service Level must (a) be returned to the Department from which they came or (b) be directed to another Department that can use them.

2. There is a White House budget deficit, and we will have to take the money out of one or more of the Departments.

3. In each of the twelve Departments, a key aide is to be designated by the Cabinet officer as the White House contact.

4. A request directed to each Cabinet officer to prepare a list of the myriad of Departmental reports that, at least by tradition, are to be sent to the White House and on what time-table.

When do I fire the gun?

J. C. W.

:ew

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gab/of
fol/up
1/21

EXECUTIVE

BCC: Messrs.
K. Cole
J. Ehrlichman
H. R. Haldeman
B. N. Harlow

WHS
76 10
76 6-1
1764-27

MEMORANDUM

January 15, 1969

TO: ALL CABINET OFFICERS DESIGNATE
BUREAU OF THE BUDGET DESIGNATE
AMBASSADOR DESIGNATE TO THE UNITED NATIONS

FROM: John C. Whitaker, Cabinet Secretary Designate

With the change of administration on January 20, there will be a group of dedicated, competent men and women, detailed from various Departments to the White House by President Johnson during his administration, who will not be maintained at the White House when the President Elect takes office.

This seems to happen with each change of administration and, through a courtesy and tradition, these men and women have rights (a) to return to the Department in which they served before being detailed to the White House, or (b) in some cases, being directed to still another Department.

President Johnson has notified the incumbent Cabinet Officers of impending transfers from the White House and the President Elect will send out a memorandum indicating his wish that this be carried out shortly after January 20.

Sincerely,

John C. Whitaker
John C. Whitaker

:ew

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EF
ms
MEMORANDUM

January 22, 1969

THE WHITE HOUSE
WASHINGTON

EXECUTIVE ②

WH5
FG6-11-1/Ehrlichman
FG6-11-1 John

TO: ALL MEMBERS OF THE WHITE HOUSE STAFF
(non-clerical)

FROM: JOHN EHRLICHMAN, COUNSEL

At the President's request, I am asking you to make an appointment for a brief conference with me on matters affecting all White House non-clerical personnel.

These appointments should all be completed not later than February 1, 1969.

Please call Jana Hruska on extension 2237 and allow approximately 15 minutes for our conference.

January 22, 1969

same please
make
an appt for me K

12:15 a.m.
1/24/69

1/23/69

TO: KRC

FROM: SAC

Is 12:15 p.m. tomorrow, Jan. 24, O.K. for your
conference with Ehrlichman?

YES



NO.

941/
MEMORANDUM

THE WHITE HOUSE
WASHINGTON

January 24, 1969

EXECUTIVE (4)

WH 5
76 6-11-1
76 139
76 3

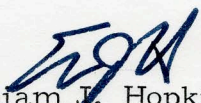
MEMORANDUM FOR MR. HALDEMAN

Our Personnel Office needs specific answers in connection with life insurance, retirement coverages, and health benefits as they relate to personnel that were on the transition rolls and are now moving to the White House rolls.

Our personnel people find in seeking this information from the individuals themselves, many times they do not know the answers to the questions and the only place to get it is from the records maintained by GSA while those employees were on the transition rolls.

Mr. Joe Moody^x, Deputy Administrator of GSA, tells our Personnel Office that he cannot furnish this information unless authorized to do so.

I recommend that he be given this authorization.


William J. Hopkins

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FEB 1 1969
CENTRAL FILES

PRESERVATION COPY

(fold here)

Date 1/24/69

Referred to:

Mr. Cole

By: Mr. Hopkins' Office

*Have me
dictate*

(H)

1969 JAN 24 PM 7 19

THE WHITE HOUSE
RECEIVED

PRESERVATION COPY

ET.
EXECUTIVE

WH5
FG13

January 25, 1969

MEMORANDUM

FOR: Mr. Carl Wallace
Special Assistant to the Secretary of Defense

FROM: Colonel James D. Hughes, USAF
Armed Forces Aide to the President

Attached are two White House personnel actions which involve the Department of Defense. Although not fitting the exact format upon which we agreed, I feel that sufficient information is available to satisfy the Secretary. If this is not the case, please return to me and I will have them redone.

JDH:sas

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JAN 27 1969
CENTRAL FILES

EXECUTIVE

PE 12-3

WHS

January 27, 1969

TO LARRY HIGBY
FROM BUD KROGH
RE SALARY--STEPHANIE WILSON

Would it be possible for me to determine the salary decided upon for my secretary, Miss Stephanie Wilson? This is one memorandum that I promise to remember; if you stop me in the hall, I will recognize the issue; and we will get along much better in the future if you can produce the football purchased with funds, a substantial portion of which was provided out of the considerably depleted resources of yours truly.

Bud

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APR 7 1970
CENTRAL FILES

B/B
RDC
JB

C. F.
JH5
FG

January 28, 1969

FG 6-11-1/Higby, Larry

MEMORANDUM FOR

LARRY HIGBY

I shall be glad to talk to you at your
convenience *about the attached*

William J. Hopkins

(Memo re detailing of White House Staff)

WJH:rah

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FEB 13 1969
CENTRAL FILES

DETERMINED TO BE AN
ADMINISTRATIVE MARKING
E.O. 12356, Section 1.1
By RTP NARS, Date 9/26/86

THE WHITE HOUSE
WASHINGTON

January 28, 1969

~~CONFIDENTIAL~~

MEMORANDUM FOR

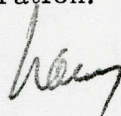
BILL HOPKINS

SUBJECT : Detailing of White House Staff

While I'm sure we all realize the desirability of having as many members as possible on the staff detailed to various agencies, in discussions the other day with Harry Flemming, he raised an interesting point concerning our position with the Hatch Act. Apparently any employee that is being paid by the Civil Service Commission is bound not to engage in any political activity. While none of our people will be primarily concerned with it, certainly many will be involved in political problems and work. It would seem advisable that we keep this in mind as we begin the detailing of the White House staff.

Perhaps it would be best to set up a meeting to discuss this very question.

Thank you for your cooperation.



Larry Higby

BB1

12

MEMORANDUM OF INFORMATION FOR THE FILE

DATE

1/28/69

EXECUTIVE

WH5

FG

FG6-11-1/Higby

Larry

LETTER, MEMO, ETC.

TO:

Larry Higby

FROM:

William Hopkins

SUBJECT:

Detailing of White House Staff

CORRESPONDENCE FILED CENTRAL FILES - CONFIDENTIAL FILE

THE WHITE HOUSE
WASHINGTON

January 29, 1969

Higby file
EXECUTIVE (2)

WH5

746-11-1

PR10

YRB's copy

un 7/9
MEMORANDUM FOR

BOB HALDEMAN
ROSE WOODS
BOB BROWN
DR. ARTHUR BURNS
DWIGHT CHAPIN
JOHN DAVIES
LEE DuBRIDGE
JOHN EHRLICHMAN
BOB ELLSWORTH
HARRY FLEMMING
BRYCE HARLOW
JAMES KEOGH
DR. HENRY KISSINGER
HERB KLEIN
PAT MOYNIHAN
OLIVER ATKINS
JOHN WHITAKER
BUD WILKINSON
RON ZIEGLER
JERRY VAN der HEUVEL
LUCY WINCHESTER
WALTER BARBASH

FROM : LARRY HIGBY *JA*

SUBJECT : Personnel

Would you please check to make sure that all individuals presently on your staff are shown on the attached list. As of now, only those individuals shown on the attached list are on the payroll. If additions or corrections should be made, would you please advise me of those immediately so that we have a complete and accurate payroll ready.

cc: Bud Krogh
Bruce Whelihan

Not looked up per Siff

1/28/69

OFFICE OF MR. HALDEMAN

H. R. HALDEMAN

ALEXANDER P. BUTTERFIELD

KENNETH R. COLE, JR.

Lawrence Mead Higby

John R. Brown, III

Stephen B. Bull

Jay G. Wilkinson

- ② ✓ Anselmo E. Juanich (U. S. Army) *Va. 68 A 412315*
- ⑦ ✓ Douglas Lee Stephens (U. S. Navy) *GC 814 (Rhode Island)*
- ① ✓ Joan Carroll *TRF704 Calif*

~~Sara A. Currence~~

Tara Anne Donohue *(No can)*

- ② ✓ Jean Robinson
- ④ ✓ Beverly Kaye ✓
- ⑤ ✓ Patricia McKee ✓

Noble Melencamp *(walk)*

Anne Higgins *(walk)*

Gwendolyn King *(West Executive)*

- ③ ✓ Martha Gorber *(works nights) Va. 68 - 885862*

EXECUTIVE

WHS

January 30, 1969

MEMORANDUM FOR BILL HOPKINS

Would you please arrange for Sara ^XCurrence to be given a leave of absence without pay effective at the close of business on January 30, 1969.

Sara is currently assigned to Mr. Haldeman's staff.
This assignment was effective January 22, 1969.

KENNETH R. COLE, JR.

KRC:sac

Nothing else sent to
Central Files as of 3/3/69
WR

RECEIVED
JAN 30 1969
CENTRAL FILES

gah/pe

EXECUTIVE

WH 5

(3)

January 31, 1969

MEMORANDUM FOR

Captain J. J. ^xCrowder, U. S. Navy
Commanding Officer
Naval Photographic Center
Naval Station
Washington, D. C.

In response to your memorandum of 29 January 1969, I have discussed the status of Mr. ^xKnudsen with the appropriate officials in the White House, and determined that it is desired to retain him on the payrolls of the Naval Photographic Center with a full-time assignment in his present capacity.

His immediate supervisor is Mr. Ollie ^xAtkins, who has agreed to verify his time cards in the future.

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

Copy to:
Reading File
File

JDH:CRL:wfc

q

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JAN 31 1969
CENTRAL FILES

①
EXECUTIVE

WHS

elm/rs
February 3, 1969

TO LARRY HIGBY
FROM BUD KROGH
RE NEW SECRETARY--DONA VAN ARSDALE^x

As you know, it was necessary for us to hire another girl to serve as secretary for Mr. Charles Stuart. We have hired Miss Van Arsdale and, as you and I determined, brought her on board at a GS-9 rating. This grade is commensurate with her past experience and is adequate.

We are initiating the full-field investigation on Miss Van Arsdale now. Is there anything else we must do to make sure she gets on the payroll and receives the packet of information from Mrs. Robb's office?

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APR 7 1970
CENTRAL FILES

February 4, 1969

MEMORANDUM FOR MR. CARL WALLACE

Attached for your consideration is background information on staff for the National Security Council who will be working at the White House.

COLONEL JAMES D. HUGHES

Attachment

Richard Moose Memo to Col. Hughes with information on Dr. Morton Halperin, Dr. Laurence Lynn, Winston Lord, Lt. Col. Dale Vesser, John C. Court, Delores Nagy, Muriel Hartley, Mary Stifflemire, Colonel Junis Jay Bleiman and Michael Guhin.

JDH:sas

Nothing else sent to
Central Files as of 3/4/69
L.W.

ETC.
[initials]

EXECUTIVE

③

WH5

FG13

Stennis, John

Mahon, George H.

THE WHITE HOUSE

WASHINGTON

February 5, 1969

MEMORANDUM FOR

COL. HUGHES

I noted your memo to Bob concerning DOD personnel presently detailed to the White House. I have been handling the personnel set up for Bob's office and will note your information in the personnel file.

Thanks very much for forwarding it. I imagine *two* will be coming to you and the Department of Defense for additional requests in the near future.

Larry

Larry Higby

THE WHITE HOUSE

WASHINGTON

January 30, 1969

MEMORANDUM FOR

BOB HALDEMAN

Bill Hopkins

~~Colonel Hughes~~ suggests, and I agree, that Colonel Hughes' request to be the White House focal point for transmitting personnel information to the Secretary of Defense be handled in the following way:

- A. No official word be given out to members of the staff.
- B. Hopkins will make sure that all Defense personnel action is channeled directly to Hughes.
- C. Anything that goes directly to Hughes, Hopkins will work with him or as requested.

Hopkins believes that a formal memo at this time would just confuse people more than they already are.

Ken
Ken Cole

Agree *✓* Disagree _____

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

January 27, 1969

MEMORANDUM FOR: STAFF SECRETARY

In his memorandum of January 24, Colonel Hughes requested his office be designated the White House focal point for transmitting the information to the Secretary of Defense regarding all personnel hired for the White House staff who are on DOD payroll.

Colonel Hughes' request is approved and I would appreciate your making arrangements to see that the procedure is carried out as he outlined.


H. R. HALDEMAN

*No official word -
Hoskins will channel to
Hughes -
others go dir to Hug - he
coord w/CS then to Hug
again -*

January 24, 1969

MEMORANDUM FOR MR. BOB HALDEMAN

Secretary Laird has expressed a desire that background information on all personnel hired for the White House staff who are on the Department of Defense payroll be transmitted from a single source in the White House to a single source in the Department of Defense. Specifically, Mr. Laird wants the following information: individual's name, resume, salary and duties. This information is essential when courtesy notification is made of these hirings to Senator Stennis and Congressman Mahon.

According to Mr. Laird, there never has been a problem with Congress in this area and he feels there will not be any problem. However, he does feel that our chances of keeping smooth relations are greatly enhanced by keeping the Congress informed with appropriate information.

Since this is a matter concerning the Department of Defense, I would like to be the White House focal point for transmitting this information to the Department of Defense. This in no way implies a veto authority, but rather is an administrative channel which complies with the wishes of the Secretary of Defense.

COLONEL JAMES D. HUGHES

CC: Mr. Bryce Harlow
Mr. Carl Wallace
Mrs. Jean Robb
Mr. William Hopkins

JDH:sas

EXECUTIVE

PE 2

76 174

WH 5

76 229

February 12, 1969

Dear Luna:

Many thanks for your letter of January 16 welcoming me to Washington and passing along your suggestions. I understand Ogda^XO'Gulien is still with us and Gerry Van der Heuvel tells me she is delighted to have her. I do not know what has happened to James Sasser^X but have passed along your recommendation to our people.

I couldn't agree more on the idea that it would be great to recognize some secretary by giving her an honorary appointment to the Civil Service Commission, but I am sure there are many secretaries in this town standing in line for such a spot. I will pass the idea along and see whether there are any takers!

With kindest personal regards,

Sincerely,

Rose Mary Woods
Personal Secretary
to the President

Miss Luna Diamond
Room 1149
National Foundation on the
Arts and the Humanities
1800 G Street, N. W.
Washington, D. C. 20506

bcc with incoming to Peter Flanigan *out*

RMW/ma

9

RECEIVED
FEB 11 1969
CENTRAL FILE

EXECUTIVE

PE2
FG12
WH5
FG11-4

(2)

February 13, 1969

Dear Lew:

Thank you for your letter of February 6. I am taking the liberty of forwarding your file, etc., to the Secretary of Treasury, as well as to the White House personnel office.

Sincerely,

Kenneth E. BeLieu
Deputy Assistant to the President

Mr. Louis G. ^XFields, Jr.
Consultant, Commodity Control & Surveillance
Vietnam Bureau
Agency for International Development
Department of State
Washington, D. C. 20523

bcc: Honorable David M. Kennedy
Secretary of Treasury ----- w/copy of incoming ltr

Mr. Flemming - w/incoming correspondence
Harry-- Attached for your information.

KEB/ly - 2

RECEIVED
FEB 14 1969
CENTRAL FILE

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

①
To Hopkins
EXECUTIVE
WH 5
WH 9

February 14, 1969

To: Larry Higby

From: Stephen Hess *JA*

Because of the present work load of this office I would appreciate it if you could have a typist from the Correspondence Section assigned to my office for the next few weeks, on a temporary basis, from 6:00 p.m. on.

OK. May I also recall for you our overheated telephone circuits and renew the request for two more lines.

→ Steve we are not equipped to

*Part make sure lines have been
OKed.*

Done/mm

BB/

EXECUTIVE

(12)

February 17, 1969

WH 24 H5
FG 6-11-1
PE PE 12
PE FG 20
FG FG 21
FG 13
FG 17
FG 23
FG 24
FG 19
FG 22
FG 18
FG 25
FG 12
FG 229

MEMORANDUM FOR

Department of:
Agriculture, Mr. E. Fritz Behrens, Executive Assistant
Commerce, Mr. Rocco Siciliano, Under Secretary
Defense, Mr. Robert F. Froehlke, Assistant Secretary
for Administration
Justice, Mr. Richard G. Kleindienst, Deputy Attorney
General
HEW, Mr. L. Patrick Gray III, Executive Assistant
HUD, Mr. Richard Van Dusen, Under Secretary
Interior, Carl McMurray, Assistant Secretary
Labor, Mr. David Taylor, Executive Assistant
Post Office, Mr. James H. Bockhaus, Executive Assistant
Transportation, Mr. George U. Carneal, Special Assistant
Treasury, Mrs. Mary Ann Allen, Personnel Director

You will recall at the meeting held last week at the White House in Bryce Harlow's office with Bob Haldeman, Bryce Harlow, Harry Flemming, Peter Flanigan, Bob Hampton and myself that your respective Cabinet Member agreed to cooperate in placing some personnel now on the White House staff payroll to your Department's payroll and then detailing these people back to the White House staff.

Would you please immediately advise your Department's Director of Personnel on this point and ask him to cooperate with Mr. Samuel Wolk of the Civil Service Commission, who will be telephoning your Department's Personnel Director in the next day or two, with the specific names of those White House personnel who will be placed on the payroll of your Department.

Thank you for your cooperation.

Sincerely,

John C. Whitaker

cc: Mr. Robert Hampton, Chairman, Civil Service Commission
Mr. William Hopkins, White House Staff
Mr. Larry Higby, White House Staff

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FEB 18 1969
CENTRAL FILES

BB/ EXECUTIVE (3)

JH5
FG 6-11-1
PE 12
FG 11
FG 229

February 17, 1969

Dear Don:

As per our telephone conversation would you please have your personnel director at the Department of State be ready for a telephone call from Mr. Samuel Wolk of the Civil Service Commission concerning several White House employees to be put on the payroll of Department of State.

As you know, each of the twelve Departments is being requested to absorb some White House personnel on Department payrolls and then detailing that person back to the White House staff; i. e., a paper transaction.

Sincerely,

S/ John C. Whitaker

Mr. Don McHenry^x
c/o Mr. Richard Pedersen's Office
Department of State
Washington, D. C.

cc: Mr. Robert Hampton, Chairman, Civil Service Commission
Mr. William Hopkins, White House Staff
Mr. Larry Higby, White House Staff

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FEB 18 1969
CENTRAL FILES

RDC
WAS

THE WHITE HOUSE
WASHINGTON

February 20, 1969

6
Memo from Gen'l
Staff
C.F.

JWH5
FG6-11-1

DETERMINED TO BE AN
ADMINISTRATIVE MARKING
E.O. 12356, Section 1.1
By RIP NARS, Date 9/26/86

~~CONFIDENTIAL~~ - FOR HANDLING BY THE ADDRESSEE ONLY

TO: Mr. James Keogh
FROM: Larry Higby
SUBJECT: Detailing of White House Staff

During past Administrations several members of the White House Staff have been detailed to the White House from other agencies and departments. These members of the staff are for all practical purposes like any other employee on the staff, however, they are for budgetary purposes being paid from another agency. They are shown as being an employee of that agency but are detailed to the White House Staff.

Due to the size of our present staff, it will be necessary for some in each department to be detailed. Please have those individuals listed below complete the attached forms immediately and return them to this office. They have been selected as those to be detailed from your office.

Let me stress that the status of those people who are detailed will be affected in no way. This is being done merely for budgetary purposes. They will remain on your staff for all practical purposes and continue to enjoy all the rights and privileges associated with being a White House Staff member.

Lyndon K. Allin
Sally Cutting
Lynda Meyers
Carol Dawson Bauman

RECEIVED
DEC 4 1970
CENTRAL FILES

MEMORANDUM OF INFORMATION FOR THE FILE

DATE 2/20/69

EXECUTIVE

WH5
F66-11-1

LETTER, MEMO, ETC.

TO: James Keogh
FROM: Larry Higley

SUBJECT: Detailing of

Allin, Lyndon K.
Cutting, Sally
White House Staff
Meyers, Lynda
Bauman, Carol Dawson

CORRESPONDENCE FILED CENTRAL FILES - CONFIDENTIAL FILE

galt/OP
EXECUTIVE (5)

WH 5
76 229
76 13

**THE WHITE HOUSE
WASHINGTON**

February 20, 1969

H
Central Files

MEMORANDUM FOR
COLONEL HUGHES

Don, attached is a copy of a memo that went to Sam^x Wolk at the Civil Service Commission the other day. I thought you should be aware with regard to Sgt.^x Watts, *New. B.* and Betty^x Pass, both connected with the DOD.

I imagine they will be going through DOD for some of the other people they have mentioned also.

Larry Higby
Larry Higby

Attachment

RECEIVED
MAR 5 1969
CENTRAL FILES

February 19, 1969

MEMORANDUM FOR

LARRY HIGBY

FROM : GEORGE T. BELL

In order to staff the requirements to process incoming applications the following personnel will be needed Monday morning, February 24, 1969, in Room 153 E.O. B.

- 1 Xerox Operator
- 2 MTST Operators
- 1 Autopen Operator
- 3 Clerk Typists
- 2 Clerks - For opening mail, sorting, etc.
- 2 Clerks - For reading resume's and coding them in accordance with the executive biographical system
- 3 Personnel Types - To review, screen, etc., incoming resume's and applications. (Professional or Semi-professional level).

In addition to the above, it is essential that we retain the service of Sgt. George B. Watts who has been detailed to us from Andrews Air Force Base, 1001 Air Base Group.

All of the above should be personnel not previously detailed to this operation with the exception of those listed below who have performed satisfactorily and indicated a willingness to continue:

Alydia Adams (GSA)	Typist
Betty Pass (DOD)	MTST Operator
James Barrow (VA)	Coder
Marian L. Avent (VA)	Coder

It is difficult to project the length of time the detail will be required, but at least 2 months seems a reasonable estimate, with the possibility of longer service being required. Duration of the operation depends on the volume of incoming applications and mail relative thereto.

PRESERVATION COPY

Ralph Meyers
@ CSC
has talked with
Col. Hughes

PRESERVATION COPY

BB

C. F.
JH5

FEBRUARY 24, 1969
(Dictated 2/22/69)

TO: LARRY HIGBY
FROM: JOHN EHRLICHMAN
RE: HEAD USHER

As you know, J. B. West has resigned as Head Usher and we have replaced him with Rex Scouten who is a Grade-15, Step 3 with the Department of the Interior.

I have agreed with Mr. Scouten that his appointment would be effective March 1 but he will actually start to work on Monday in order to effect an orderly transition.

Mr. Scouten was recommended by Mr. West and Mrs. Winchester as well as Rose Mary Woods. He is well-known to the family.

Will you please do the necessary toward getting Mr. Scouten transferred or detailed or whatever it is you have to do.

cc:
Bob Haldeman
Lucy Winchester

FEBRUARY 24, 1969
(Dictated 2/22/69)

FOR MRS. NIXON

I understand from Lucy Winchester that she has discussed Rex Scouten's employment as Head Usher with you.

She has advised me by message that the appointment is acceptable to you and to her.

Accordingly, I have arranged for Mr. Scouten to undertake the duties of Head Usher commencing March 1. He will spend the intervening week in effecting an orderly transition from Mr. West's administration.

Mr. Scouten will be paid \$22,000 which is a little less than a thousand dollars a year more than he is presently making as a Grade-15, Step 3.

JOHN D. EHRLICHMAN

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

FEB 17 1969

Confidential

DETERMINED TO BE AN
ADMINISTRATIVE MARKING

February 17, 1969

E.O. 12356, Section 1.1
By *RJP* NARS, Date *9/26/86*

MEMORANDUM FOR: MR. EHRLICHMAN

Some odds and ends that you will want to check out while I am gone this week.

You will remember I discussed Rex Scouter with you as a possibility for Chief Usher. I understand Rose Woods has also written you a memo on this subject and the point she makes regarding Rex's acceptability by Mrs. Nixon is, of course, an extremely important one - which I forgot to mention.

Will you follow up on the matter we discussed regarding the reporting of conversations of members of the White House staff.

✓ You also were going to follow up on the meeting with Jerry and Lucy.

see next memo.
✓ On the Ray Bliss matter, ~~I will try to reach him Monday and report to you on the results of the call. If I fail, however, it should be followed up quickly and firmly by you. As you know, the hope now is to have Ray submit his request for relief from duty to the President in writing. The President will then acknowledge by letter and then Ray will proceed to bring Murray Chotiner in as Deputy Chairman for the interim period, call a meeting of the National Committee for mid-April to select a successor, and we will be all set. One thing I didn't mention to Ray which you might want to is that the President would like to give a dinner in his honor in early April prior to his retirement.~~

H
H. R. HALDEMAN

PRESERVATION COPY

✓
FEB 17 1969

THE WHITE HOUSE
WASHINGTON

February 16, 1969

JOHN EHRLICHMAN

If, as I have heard, Mr. West's resignation is to be accepted - Rex Scouten would like very much to be given consideration for the job as Chief Usher.

I would like to highly recommend him. (1) He really loves the White House and takes great pride in trying to keep it in good shape, and he knows that it has been neglected in many ways under Mr. West. (2) He was in the Usher's office under Eisenhower and I believe part of the time under Kennedy so he knows the job (a job which is not being done the way it should be now). (3) He has always been loyal to the President and is extremely fond of the entire family.

Also, I believe he could work well with Mrs. Nixon. He is someone she knows and would be able to trust. And, actually the Usher's office is supposed to run the house, the help, etc.

9
Rog

Dept of Interior 6 - 3

PRESERVATION COPY

2

MEMORANDUM OF INFORMATION FOR THE FILE

DATE 2/24/69

EXECUTIVE

WH5

FG19

LETTER, MEMO, ETC.

TO:

FROM:

SUBJECT:

Larry Higby
John Ehrlichman
Ref Scouten

CORRESPONDENCE FILED CENTRAL FILES - CONFIDENTIAL FILE

gah

EXECUTIVE

①

WH 5-
76 6-11
7I 11-4
76 12-8

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

February 24, 1969

MEMORANDUM FOR EMPLOYEES OF THE WHITE HOUSE OFFICE

FROM: Carson M. Howell

A representative of the Internal Revenue Service will be at the White House to assist White House Employees with their income tax returns due on April 15th. He is scheduled to be here during the following period:

March 3rd through March 7th - 9:00 a.m. to 5:00 p.m.

Those wishing to avail themselves of these services should contact Mr. Howell's Office, Extension 2220, so that a schedule of appointments may be arranged.

RECEIVED
FEB 27 1969
AL FILES

EXECUTIVE

4431

WH5

①

March 7, 1969

NORMA:

Franklin Blair, who works in the Mansion somewhere, has asked for passes to the House and Senate on April 24 for his wife, Mrs. Franklin Blair and Mr. Joseph Thompson.

The Presidential passes are not yet available, and probably won't be for some time. Could you somehow get passes issued by some of your friends on the Hill?

Neil Yates

~~RLG~~xxx

Nothing else sent to
Central Files as of 4/7/69
L.B.

RECEIVED
MAR 7 1969
CENTRAL FILES

get
March 7, 1969

EXECUTIVE

ND 8/P*

WH 5

76 14

MEMORANDUM FOR

Colonel A. L. ^x Hamblen

Reference the attached memorandum concerning brakemen on temporary duty to the White House.

SSM Joe R. ^x Perry is released for assignment to Vietnam. Additionally, there is no requirement to have other brakemen on standby duty or available in support of White House transportation activities. In the event such a need becomes evident in the future, we will notify your office.

COLONEL JAMES D. HUGHES

Attachment

cc: Mr. Robert Taylor, USSS
Mr. Jiggs Fauver (Transportation Office)
Reading File
Central Files

JDH:VCC:sas

RECEIVED
MAR 8 1969
CENTRAL FILES

gab/m
MEMORANDUM

PRESERVATION COPY

THE WHITE HOUSE

WASHINGTON
March 13, 1969

EXECUTIVE

Copy to WH5

for r

Conrad Hel

sent in Harlow

Office

TO: Larry Higby

FROM: John L. Campbell *JLC*

Confirming our conversation of yesterday that Miss Alexandra
*Breed of Vassar College could visit the White House Office at
our expense April 4th. *file*

Also, following up another point of our conversation, I would
appreciate it if you could send over the letters from
Jay Wilkinson's files and from Mr. Harlow's files concerning
young people interested in summer positions at the White
House. I would be most happy to read them over and write
up some ideas and possibilities concerning the possible employ-
ment of several young people as "interns" on the White House
staff this summer.

TO : JAY WILKINSON

FROM : LARRY HIGBY

FYI_ please send John what
you have.

RECEIVED

APR 29 1969

CENTRAL FILES

PRESERVATION COPY

File
Yam

EXECUTIVE

REC.
WH5

March 21, 1969

MEMORANDUM FOR

Larry Higby

RE: White House "Summer Intern" Program - 1969

As a followup to our recent conversation, here are some thoughts on a possible "Summer Intern" program at the White House this summer.

This program would be a very visible way for the President to make known his interest in young people and his respect for their growing maturity and intelligence.

In considering the program, several mechanical things would have to be worked out:

1. What money is available
2. The basis to be used for soliciting and selecting the participants.
3. The staff members to whom they should be assigned

Salaries

Summer intern salaries in Washington range between \$300 and \$600. \$500 a month should provide an adequate income for a college or graduate student. The funds available and staff members interested would determine the size of the program.

Solicitation and Selection

Because of the late date and the quickly approaching summer, an attempt to contact students from all universities seems a bit infeasible from the point of view of adequate evaluation and review.

At a minimum in soliciting names, we should contact the young people who have already contacted us, Republican Senators and Congressmen, members of the White House staff, Rogers Morton at the Republican National Committee, and several universities known for their intern programs of our intention to have a program and ask their assistance in making quick nominations.

Nothing else sent to
Central Files as of 3/24/70
J. M.

RECEIVED
JAN 13 1970
CENTRAL FILES

get/ MEMORANDUM

THE WHITE HOUSE
WASHINGTON

EXECUTIVE

WH 8

SO 3

WH 5

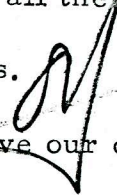
March 26, 1969

TO: LARRY HIGBY
FROM: OLLIE ATKINS
RE: White Tie dress

It is my understanding that the Usher's Office has been given permission to buy white tie outfits for many of the White House employees who have to dress thusly, and that if we get permission from you, this would include the two photographers who take turns at covering these official dinners.

The Secret Service, of course, gets these on a rental basis. Because there are so many agents involved, it would necessitate buying altogether too many outfits. But, in our case there are just two of us who would ever be covering these functions, such as the recent visit of Prime Minister Trudeau.

As I understand it, if you would authorize the Usher's Office to obtain two outfits for the White House photographers, they will take care of all the other details.

Best regards. 

P.S. We have our own black tie outfits, of course.

RECEIVED
AUG 2 1969
CENTRAL FILES



OFFICE OF THE DEPUTY ATTORNEY GENERAL
WASHINGTON, D.C. 20530

EXECUTIVE

3143

FG17

FG17-5

March 27, 1969.

MEMORANDUM TO: KEN COLE
SECRETARY TO THE STAFF
WHITE HOUSE

FROM: RICHARD G. KLEINDIENST
DEPUTY ATTORNEY GENERAL

I attach the enclosed memorandum dated March 6, 1969, from the Director of the Federal Bureau of Investigation for your information.

RGK/t1
Encl.

UNITED STATES GOVERNMENT

Memorandum

TO : The Deputy Attorney General

DATE: March 6, 1969

FROM : Director, FBI

SUBJECT: DETAIL OF CLERICAL EMPLOYEES TO
THE WHITE HOUSE

Reference is made to your memorandum dated February 28, 1969, directed to Heads of Divisions, Bureaus and Offices. On a continuing basis the FBI is called upon to, and does, furnish investigative assistance to the Surveys and Investigations Staff, House Appropriations Committee, and from time to time makes available Special Agent personnel to the White House to assist the Secret Service in connection with the travel of the President. Accordingly, I feel we are cooperating to the fullest extent possible, consistent with the heavy demands placed upon this Bureau by our mounting responsibilities, and should not be called upon to furnish additional assistance in the form of detail of clerical employees to the White House. Your consideration in this regard would be much appreciated.

44-3-11	
DEPARTMENT OF JUSTICE	
10	MAR 25 1969
R.A.O.	
DEPUTY ATTORNEY GENERAL	

File
R6K



PRESERVATION COPY

(F)

L-

Where to from
here -

I suggest let's
bite & fight unless
we have problems.

[Signature]

[Signature]

RECEIVED

MAR 9 1969

THE WHITE HOUSE
WASHINGTON

TO: *Higby*

FROM: KEN COLE

FYI _____

COMMENT _____

Do you know
what this is all
about -

PRESERVATION COPY

Reproduced at the Richard Nixon Presidential Library and Museum

BB

EXECUTIVE (4)

ND13-3

JH 4-1

JH 5

FG 6-11

THE WHITE HOUSE

WASHINGTON

April 2, 1969

File

MEMORANDUM FOR

WHITE HOUSE OFFICE PERSONNEL

It has been brought to our attention that some of the staff offices are not following the prescribed procedures for transmitting Classified Material.

Each office has been furnished a copy of the White House Correspondence Manual. The manner of transmitting Classified Material is spelled out in the Manual, beginning on page 1. (A copy is attached to this memorandum.)

Please read these instructions carefully. It is essential that these procedures be followed.

K
Ken

KENNETH R. COLE, JR.
Special Assistant to the President

Attachment

This memo sent to list
attached

Extra copies filed: Oversized Attachment
RECEIVED
APR 3 1969
CENTRAL FILES

ET
Mr

EXECUTIVE

WH5
FG18
FG3
FG6-11

④

April 10, 1969

MEMORANDUM FOR MR. ROBERTSON

Walter J.
National Archives

Persuant to our conversation this morning
herewith are copies of memoranda in
Mrs. Doherty's case which I mentioned to
you. / X

Fidelia D.

William J. Hopkins
Executive Assistant

Nothing else sent to
Central Files as of *4-25-69*
EH

RECEIVED
APR 19 1969
CENTRAL FILES

January 28, 1969

MEMORANDUM FOR

Honorable Winton M. Blount
The Postmaster General

Herewith are copies of memoranda which Charles S. Murphy, Counselor to President Johnson, sent to The Postmaster General on January 13 and January 17. It was understood and agreed that these memoranda would be confirmed after January 20, and my purpose in writing you now is to inform you that it is the desire of the President that this arrangement be carried out.

H. R. Haldeman
Assistant to the President

Enclosures

HRH:JR:feb

THE WHITE HOUSE

WASHINGTON

January 17, 1969

MEMORANDUM TO THE POSTMASTER GENERAL

A number of the secretarial and clerical personnel in White House Staff Offices who wish to remain in Government service will not be retained in the White House Office after January 20th. Many of these employees have had prior service in one of the Departments or agencies before coming to the White House, and some of them are now detailed to the White House from various Departments and agencies.

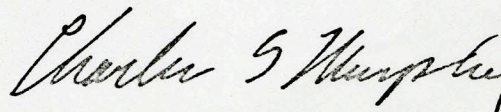
An agreement has been reached with the incoming Administration upon the following plan for the placement of the secretarial and clerical personnel now in White House Staff Offices who are not to be retained in the White House:

1. Personnel detailed from other agencies will be returned to those agencies;
2. Personnel on the White House roll will be assigned to other agencies with the understanding that this will be confirmed by the new President after he takes office.

Accordingly, the following employees now detailed by your agency to the White House Office will be returned to your agency to be carried on your rolls at their present grade and salary:

Mrs. Fidelia D. Doherty, Research Assistant, GS-11, \$10,883.

It is the desire of President Johnson and that of the incoming Administration that all the preliminary work be done promptly, so that this transfer will be made effective as of January 21st.


Charles S. Murphy
Counselor to the President

galt

EXECUTIVE (3)

7E6

WH 2-2-2

WH 5

THE WHITE HOUSE
WASHINGTON

766-11-1/Higby,
Lawrence

April 12, 1969

MEMORANDUM FOR KEN COLE

Would you please allow this office to see copies of any executive orders that go to the President before they are signed that have to do anything with personnel, space, or salaries in relation to the White House or Executive Office Building?

As I'm sure you are aware, we've been trapped on several occasions into staffing operations we're not prepared to handle or committed to giving space that we do not have.

Thank you.

L

Larry Higby

RECEIVED
APR 15 1969
CENTRAL FILES

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

April 30, 1969

EXECUTIVE

WH5

WH9-1

442-35

446-11-1/Atkins, Ollie

3

MEMORANDUM FOR THE RECORD

RE: PERSONNEL CUT-BACK

As of this date, to the best I can determine, the photographic facility here has three photographers working. This compares with the 28 employed here during the LBJ administration. Of this 28, 5 were stills and the balance were newsreel crews. In the laboratory, we have 4 civilian employees. This same facility had 13 civilians during the LBJ administration. In other words, we presently employ a total of 7 people who would be classed as photographers or laboratory personnel and they had 41. This means we have 1/6 of the personnel in these capacities that they had.

The photographic facility is operated by the White House Communications section under the military. It is my understanding that 36 military people were employed there during the LBJ administration and that they worked two shifts. We presently have 18 military working one shift. The military employees at the lab do other things besides work in the laboratory. They are on call for various military duties, and the laboratory there performs certain functions for the military which is of no concern to our White House photo operations.

NOTE: All of the above figures are offered to the best of my calculations. There was so much change from time to time during the LBJ administration it is really impossible to pin down any firm figures. This whole operation was very secret and the personnel fluctuated from time to time when LBJ would give orders to 'fire 5' or whatever. For instance, at one time there were 14 script writers who worked within this newsreel detail here. It is my understanding that they were of GS rank 14 or better, and none of these people are included in the above figures, for I am not sure that they were here when I took over, nor am I really certain that they were or were not included in the figures that were turned over to me.

Ollie Atkins

RECEIVED
MAY 1 1969
CENTRAL FILE

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

February 11, 1970

TO: RON ZIEGLER
FROM: OLLIE ATKINS
RE: WHITE HOUSE PHOTOGRAPHIC OPERATIONS

The substance of this report covers approximately the first year of President Nixon's administration as against the last year of the Johnson administration.*

1. Rolls processed:

1968	1969
<u>5,275</u>	<u>3,169</u>

2. Color Prints processed:

1968	1969
<u>85,405</u>	<u>48,127</u>

3. Black and white prints processed:

1968	1969
<u>267,271</u>	<u>100,230</u>

4. Personnel

Our best estimates indicate that there were 56 people employed in the LBJ photo operations. This includes the newsreel personnel. With the Nixon administration we have 3 full-time photographers, one editor, one secretary, and one laboratory/photographer assigned to the Vice President and staff. In the laboratory we have three civilians against the eleven under the LBJ administration. We have no newsreel capacity at the present time. However, I have learned through the grapevine that authority has been given for the Naval Photo Center to maintain a newsreel capacity as of this date. This is not my responsibility and I am not qualified to comment on it.

RECEIVED
FEB 12 1970
CENTRAL FILES

5. Military Personnel in the Lab:

There is no way to reasonably judge how many military personnel were working there under the LBJ Administration. At the present time we have between 11 and 17 depending on who's policing the area and doing other military duty beyond photographic services. Also, we run one shift except in dire emergency when night or weekend work is required. It was customary under the old administration to work at least two shifts. The responsibilities of the lab extend beyond the President. This includes the entire White House Staff, the Vice President and his staff, the Secret Service, the Curator -- and by the way, this is a major operation -- the Treasury Department, the CIA, and the Department of the Interior.

In Summary:

It is my best judgment that this laboratory is doing about one-third of the work of the former administration and our costs are in line with this figure. These costs, of course, will have to be adjusted for over a four-year term as equipment we have bought this year cannot be justly charged to this year alone when it will be used over a four-year or possibly eight-year period.

The attachments pertain to the subject and may be of interest to you.

*The Johnson administration in 1968 was a lame duck administration whereas the Nixon administration was just taking over and the demands for pictures of the President and his family and the staff requirements were greater than we expect in ensuing years except for the possibility of the campaign upcoming.

cc: Bob Haldeman
John Ehrlichman
Dwight Chapin
Bob Moore

OFFICE OF THE PRESIDENT-ELECT

Richard M. Nixon

450 Park Avenue
New York, N.Y. 10022
(212) 661-6400

January 8, 1969

Mr. Yoichi Okamoto
The White House
Washington, D.C.

Dear Okie:

After consultation with my superiors here, the following people in your photographic and photo laboratory establishment should be released as of noon on January 20:

Mike Geissinger
William Moravek
James Mullaly
Oswald Rapp
Joseph Maida

Howard Moore
Charles Story
Thomas Book
Howard Bibeau
William Holt

Please understand that this is no reflection on the men or their workmanship. It reflects the decision of the new administration to drastically curtail White House photographic operations.

As you can see, the only civilians to be retained are Frank Vincent and Robert Knudsen (permanent civil service). At the present time, no reduction in the military personnel assigned to this duty is anticipated.

As for the news reel film operations, it was decided to completely eliminate this service. The effective date for discontinuance of the film services will be 9:00 a.m. on January 21. This will permit the crews to cover the inaugural activities. And, on this subject, I would like to have one copy of the black and white and one copy of the color footage made at the inaugural ceremonies.

Sincerely,



Ollie Atkins

OA:ml

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

April 30, 1969

MEMORANDUM FOR THE RECORD

RE: PERSONNEL CUT-BACK

As of this date, to the best I can determine, the photographic facility here has three photographers working. This compares with the 28 employed here during the LBJ administration. Of this 28, 5 were stills and the balance were newsreel crews. In the laboratory, we have 4 civilian employees. This same facility had 13 civilians during the LBJ administration. In other words, we presently employ a total of 7 people who would be classed as photographers or laboratory personnel and they had 41. This means we have 1/6 of the personnel in these capacities that they had.

The photographic facility is operated by the White House Communications section under the military. It is my understanding that 36 military people were employed there during the LBJ administration and that they worked two shifts. We presently have 18 military working one shift. The military employees at the lab do other things besides work in the laboratory. They are on call for various military duties, and the laboratory there performs certain functions for the military which is of no concern to our White House photo operations.

NOTE: All of the above figures are offered to the best of my calculations. There was so much change from time to time during the LBJ administration it is really impossible to pin down any firm figures. This whole operation was very secret and the personnel fluctuated from time to time when LBJ would give orders to 'fire 5' or whatever. For instance, at one time there were 14 script writers who worked within this newsreel detail here. It is my understanding that they were of GS rank 14 or better, and none of these people are included in the above figures, for I am not sure that they were here when I took over, nor am I really certain that they were or were not included in the figures that were turned over to me.

Ollie Atkins

JOHN C. JEFFORDS
1108 CLIFTON LANE
NASHVILLE, TENN. 37204

MAY 27 1969

May 10th 1969

GOP News Letter,
312 Congressional Hotel,
Washington, D. C.

Gentlemen;-

Your issue of May 5th contains a statement that "Lyndon Johnson The Great" maintained a staff of 64 persons in the White House just to take pictures - I suppose that some few of them were not pictures of himself - 13 of these people were in the photo developing laboratory, 28 in the photo office and 23 in the motion picture crew which was kept on hand to take his activities in and out of the White House. (This, I suppose, would include his childish skipping about the White House turning off the lights to illustrate how he was saving we tax-payers money).

This article further states that President Nixon has reduced this staff to 3 in the photo office and 4 in the laboratory. The motion picture crew was fired. I say that we should thank God for Mr. Nixon! For the sake of we poor tax-payers, it is to be hoped Mr. Nixon will continue trimming down the payrolls in the many places where it is needed.

Unless my calculations are away out of line for salaries in Washington, these 64 people drew an average salary of \$1,000.00 per month because they all had to be fair technicians and some of them had to be in a higher bracket than that. So we come to a total of \$64,000.00 per month, \$768,000.00 per year ← thrown down the sewer to satisfy the ego of "Lyndon B. Johnson The Great" in his search to get a handsome "image" of himself. You could always see that he was somewhat self-conscious of his peculiar nose.

my question -
am I correct?
JCF

For Mr. Johnson's information and to settle the question, I can say that the "consensus" is that we can, without inconvenience or regret do without his services for many hundreds of years to come.

Sincerely yours,

John C. Jeffords

NIXON PRESIDENTIAL MATERIALS PROJECT
DOCUMENT CONTROL RECORD

ITEM REMOVED FROM THIS FILE 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 1 ON EITHER THE DOCUMENT WITHDRAWAL RECORD (GSA FORM 7279 OR NA FORM 1421) OR NARA WITHDRAWAL SHEET (GSA FORM 7122) LOCATED IN THE FRONT OF THIS FILE FOLDER.

A sanitized copy substituted for an original item which contains information restricted under the Privacy Act.

OFFICE OF THE PRESIDENT-ELECT

Richard M. Nixon

SANITIZED COPY

450 Park Avenue
New York, N.Y. 10022
(212) 661-6400

Jan. 8th, 1969

Memo: to Mr. Bob Haldeman

RE: PHOTO PERSONNEL

As per our discussion I should like to have the following established on our payrolls as of noon Jan. 20th:

Robert F. Moore	Lab Mgr	SS#	\$20,000.00	per annum
John C. Shannon	Chief Tech	SS#	15,000.00	
Karl H. Schumacher	Tech	SS#	12,000.00	
Andrew J. May	Edit-Dispatch	SS#	10,000.00	
Oliver F. Atkins	WH Photog	SS#	22,000.00	

Notes on above: Atkins' pay is down \$3,300.00 from what Okamoto makes. We are releasing 11 and taking on 5 which is better than a 50% reduction. This reflects an immediate salary savings of \$47,940.00.

Additional reductions in the personnel will be made to the extent of at least 50% more as soon as Mr. Moore can determine which ones to release.

Mr. Moore has been instructed to immediately appraise the laboratory facilities with a view to reduction of the physical area, elimination of surplus equipment and elimination of the push-button filing devices.

from: ollie atkins

SANITIZED COPY

MEMORANDUM

File
THE WHITE HOUSE
WASHINGTON

elm
May 1, 1969

TO:

H. R. HALDEMAN

FROM:

JOHN R. BROWN

I agree with both approaches. Let's try to effect the permanent solution as fast as possible.

Get some candidates for the job.

H
EXECUTIVE

In accordance with your request, I have been consulting with Dwight on a plan to insure that an advance man is always assigned to Mrs. Nixon, Tricia and Julie when they are making public appearances and to insure that suggested remarks are made available for them when necessary. As a result of our conversations we make the following recommendations:

*WH5
TR
PP5-1
PP5-2
PP5-3
SP
PR10*

1. PERMANENT SOLUTION

The ideal permanent solution is to hire a mature, young man with college and service experience behind him. His responsibilities would be as follows:

- a. He would advance all appearances of the First Lady, Tricia and Julie.
- b. In addition to his advancing, he would insure that Jim Keogh's office would provide suggested remarks when necessary.
- c. He would work for Dwight Chapin and when not busy on advances for the family, would be available to work on advances for the President.

2. INTERIM SOLUTION

During the interim period between now and the time that we would hire the full-time advance man, we will take the following actions:

- a. Dwight will insure that an advance man is assigned to all public appearances of the First Lady, Tricia and Julie.
- b. I will coordinate with Jim Keogh and Lucy Winchester in order to insure that suggested remarks are provided when necessary.

THE WHITE HOUSE
WASHINGTONMay 1, 1969
Thursday - 2:15 p.m.*File
with my
copy of memo
to Hatt on this
matter*

MEMORANDUM FOR MR. H. R. HALDEMAN

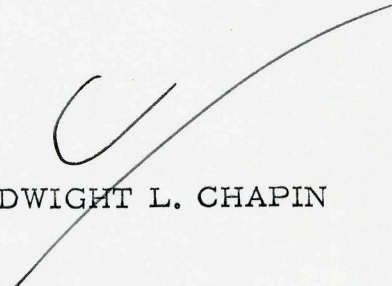
RE: Advancing the Nixon Ladies

Attached you will find a memorandum which John Brown has prepared for you regarding a solution to the advancing problem which we now face with the Nixon ladies.

John has provided you with the permanent and interim solutions and there are a number of good arguments which back up the conclusions John expresses.

John and I would be happy to discuss this with you at your convenience, if you so desire.

Thank you.


DWIGHT L. CHAPIN

DLC:ny

CC: Mr. John Brown

~~Roger Berthe~~

Problems

- 1)
- 2)
- 3)

Interim Solution

- 1)
- 2)
- 3)

Long Range Solution

Have young advance man whose
main responsibility is advancing
for all appearances of First Lady
tricia, and Julie

Secretary to work with
R C office on Pres. Appearances.

PRESERVATION COPY

The President wants a system set up whereby a top advance man is assigned each appearance by Mrs. Nixon and Tricia.

HCH asked Chapin to see that this is done - follow-up with Chapin.

THE WHITE HOUSE
WASHINGTON

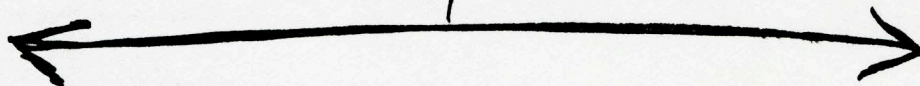
Daryl Butcher

Sam Culbertson

Charlie Fagan

~~John~~ Jim Hamilton

Paul Shirley



Mike Woodson

Ralph Watson

Jim Williams

PRESERVATION COPY

THE WHITE HOUSE
WASHINGTON

Chapin

Pres. wants
a system set up
that a top advance
man be assigned to
each appearance by
Mrs Nixon and Tricia

Follow-up with
Chapin on that:

Check with
Dwight on
Monday.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

April 25, 1969

MEMORANDUM FOR: MR. JOHN BROWN

Confirming our phone conversation this morning, you are going to follow up on the following items:

1. A plan with Chapin to have an advance man always assigned to Mrs. Nixon, Tricia, or Julie when they are making public appearances.
2. A plan developed with Keogh to insure that suggested speech remarks are always made available in adequate time to Mrs. Nixon, Tricia, and Julie when they are making public appearances.
3. Securing a suitable picture of the President and Mrs. Nixon together to be used for distribution. This should be an Engstead picture.



H. R. HALDEMAN

NIXON ADVANCE MEN - *Supplementary*

BINGHAM, W. RICHARD
Kuhn, Loeb & Company
40 Wall Street
New York, New York

BIRELY, WILLIAM C.
900 Ashton Road
Ashton, Maryland 20910

BLAKE, JOE
6006 Beach Tree Drive
Alexandria, Virginia

COLEMAN, ROGER E.
8621 Redwood Drive
Vienna, Virginia

CRONIN, DANIEL J.
5205 Weehawken Road
Washington, D. C. 20016

DECKER, ~~HARRY LEWIS~~ *Russell H.*
440 Marmore Avenue
Coral Gables, Florida

HAWLEY, THOMAS J.
305 East Walnut Street
Green Bay, Wisconsin 54301

HOWARD, W. R. (DICK)
690 East California Blvd.
Pasadena, California 91106

KOETHER, BEN
4 Nutmes Lane
Westport, Connecticut

KRUIDENIER, PETER
7312 East Neale Drive
Scottsdale, Arizona 85251

KUEHN, CHARLES
211 South Monroe Street
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EXECUTIVE (2)

WH 5

76-6-11-1/Sloan, Hugh J.

THE WHITE HOUSE
WASHINGTON

April 29, 1969

J

MEMORANDUM FOR DWIGHT CHAPIN

To confirm the two things we talked about yesterday afternoon, I am following up with Mary Rawlins to make sure that she receives proper consideration for a pay raise. Also concerning Mr. Sloan's problem, we are currently looking for someone who might be able to help out in that area and should have a response by Thursday.

Sorry this item has taken so long, but there seems to be some difficulty in procuring people to work directly for the White House.

L

Larry Higby

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MAY 30 11 33 AM '69
THE WHITE HOUSE

RECEIVED
MAY 3 1969
CENTRAL FILE

lms.
May 7, 1969

TO: LARRY HIGBY

FROM: BILL HOPKINS

In connection with the attached, I suggest adding something like the following to paragraph #2 re compensatory leave:

A valid record of compensatory time must be maintained in your office for use as a basis for granting any compensatory leave.

If this goes out as a memorandum, it also seems important to me that it be addressed only to top staff. In this way the top staff member will be responsible for arrangements for all of those working within his area.

(Memo to Staff re scheduling of secretarial and clerical assistants for vacation period - HRR)

WJH:rah

Nothing else sent to
Central Files as of 6/7/69
L.B.

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THE WHITE HOUSE
WASHINGTON

May 6, 1969

MEMORANDUM FOR

With the approach of the vacation season, it is essential that each Member of the Staff schedule the vacation period of his secretarial and clerical assistants with a view toward assuring that his group remains self sufficient.

As you are aware, the primary mission of the Correspondence Section is to handle miscellaneous correspondence for the President. As such, it will be unable, in most instances, to provide temporary secretarial and clerical assistance during the vacation season. With this in mind, it will be necessary to stagger vacations so that workload can be redistributed during the absence of particular individuals.

Should the situation arise where proper scheduling of vacations within an office cannot alleviate the need for additional help, Mr. Hopkins will need to have advance notice of at least three weeks so that he may attempt to find suitable temporary help. In this way, he will have the opportunity to see what other arrangements, if any, can be made.

H. R. HALDEMAN

LEAVE AND VACATIONS

A summary of the vacation provisions of those employees covered under the Leave Act for the Federal Government are as follows:

1. The rate of annual leave accrual is based on the individual's aggregate amount of creditable service as follows:
 - a. For the first three years of service all employees under the Leave Act earn 13 days annually at the rate of 4 hours per pay period.
 - b. From 3 to 15 years service, 20 days are earned at the rate of 6 hours each pay period.
 - c. Beyond 15 years, 26 days at the rate of 8 hours each pay period are applicable.

With initial appointments under the Leave Act, or appointments after a break in service, a period of 90 days must be served before annual leave can be credited and used.

~~While, for many of those new members of the White House Staff, it will mean that while they have not served a sufficient amount of time to accrue the full 13 days leave, it is possible to allow for 13 days leave on the following basis:~~

While under the above statutes many members of the White House Staff will not have accumulated sufficient service to be entitled to a full 13 days, it is nonetheless possible for them to take 13 days under the following provisions:

1. It is assumed that the employee will continue to work throughout the balance of the year and thereby will have earned the balance of the leave ~~obtainable~~ *for them in granted*

and/or

2. The leave can be considered compensatory if the employee has consistently worked more overtime than he has been compensated for due to the 4 hour overtime limitation each week.

Those members of the White House Staff who hold Commissions are not covered by the Leave Act and the above provisions ~~do~~ *do not* apply.

18131
MEMORANDUM

THE WHITE HOUSE
WASHINGTON

May 12, 1969

EXECUTIVE

2145
FG6-11-1

MEMORANDUM FOR

THE WHITE HOUSE STAFF

In order to most effectively program the utilization of the Correspondence Section personnel, it is necessary to require that all requests for the temporary detailing of secretarial help be submitted in writing to Bill Hopkins. Your memorandum should include:

1. Reason that additional help is required.
2. Time interval for which the help is required.
3. The type of work that is expected to be performed.

This will give us an opportunity to make maximum utilization of the skills of the personnel in question.

Since the Correspondence Section is presently two weeks behind on the Presidential mail, we should all insure that we have a definite requirement before requesting additional help.

JRB

John R. Brown

THE WHITE HOUSE
WASHINGTON

Rose Woods

(Robert J.

Bob Brown

Dr Burns

Chapin

Sloan

Davies

Dr. DuBridge

Ehrlichman

Dent

Morgan

Seans

Cashen

Flanigan

Hofgren

THE WHITE HOUSE
WASHINGTON

Haulow

Belieu

Timmons

Gnubb

Keogh

Buchanan

Price

Safine

Kissinger

Klein

Costello

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Moynihan

Hess

Zantman

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Wilkinson

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Miss Rose Woods

Mr. Harlow

Mr. Zartman

Mr. Robert J. Brown

Mr. BeLieu

Mr. Price

Dr. Burns

Mr. Timmons

Mr. Whitaker

Mr. Chapin

Mr. Grubb

Mr. Charles Wilkinson

Mr. Sloan

Mr. Keogh

Mr. Atwater

Mr. Davies

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Mr. Ziegler

Dr. DuBridge

Mr. Price

Mr. Warren

Mr. Ehrlichman

Mr. Safire

Mr. Elbourne

Mr. Dent

Dr. Kissinger

Mr. Morgan

Mr. Klein

Mr. Sears

Mr. Costello

Mr. Cashen

Mr. Thompson

Mr. Flanigan

Mr. Moynihan

Mr. Hofgren

Mr. Hess

II 73
EXECUTIVE

WH5

(2)

elm./ms.
May 12, 1969

MEMORANDUM FOR LARRY HIGBY
FROM BUD KROGH
SUBJECT EMPLOYMENT OF CATHERINE CAMPBELL /
TWO-WEEK RETENTION OF JAMES COLLIER

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As you know, we hired Catherine Campbell last week to serve as our clerk-typist, who will be assisting Miss Brown and Miss Hruska. She is coming on board at a GS-5 level.

It would be much appreciated if we could keep Jim Collier around for two weeks for training purposes; specifically, Jim has done a great deal of the filing in our revised pass system, and I would like to have him train Miss Campbell and to clear up the large backlog which has developed.

Two weeks should be plenty of time.

Thanks very much.

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