

Richard Nixon Presidential Library
White House Special Files Collection
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21	13	11/27/1968	Memo	Memo from Ehrlichman to RN RE: Inaugural Ceremony Dress. 1pg.
21	13	12/02/1968	Memo	Memo to "The Staff" from Ehrlichman RE: Harry Dent joining staff as Associate Counsel. 1pg.
21	13	12/02/1968	Memo	Memo to "The Staff" from Ehrlichman RE: Harry Dent joining staff as Associate Counsel. 2pgs. Not scanned
21	13	12/02/1968	Memo	Memo from Ehrlichman to RN RE: Inaugural Ceremony Dress (duplicate). 1pg. Not scanned.
21	13	12/03/1968	Memo	Memo from Ehrlichman to "The Staff" RE: Harry Dent & John Sears joining staff as Deputy Counsel. 1pg.

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21	13	12/23/1968	Memo	Memo from Ehrlichman to Ziegler RE: News articles. 1pg.

To: President-elect Nixon

Date: November 27, 1968

From: John Ehrlichman

Subject: Inaugural Address

We have advised the Inaugural Committee that attire will be club coat and striped pants. The question now arises whether you wish to specify ascot ties or not.

Ascots are apparently conventional with this costume.

An alternative would be wing collar and black tie.

Please advise me of your preference.

John Ehrlichman

JE:sw

To: President-elect Nixon
From: John Ehrlichman
Subject: Inaugural Ceremony Dress

Date: November 27, 1968

We have advised the Inaugural Committee that attire will be club coat and striped pants. The question now arises whether you wish to specify ascot ties or not.

Ascots are apparently conventional with this costume.

An alternative would be wing collar and black tie, which Bob M^CCune (our appointee as Executive Director) recommends.

Please advise me of your preference.

John Ehrlichman

JE:sw

To: The Staff
From: John D. Ehrlichman
Subject: Mr. Harry Dent

Date: December 2, 1968

This will introduce Mr. Harry Dent, who is joining our staff as Associate Counsel.

Mr. Dent will be working with Bryce Harlow and myself. His special interest will be policy planning matters of all types. It is suggested that you forward to him all inquiries and advisory letters regarding policy questions of any nature.

John D. Ehrlichman

JDE:sw

To: The Staff

Date: December 3, 1968

From: John D. Ehrlichman

Subject: Mr. Harry Dent and Mr. John Sears

This will introduce Mr. Harry Dent and Mr. John Sears, who join our staff as Deputy Counsel.

I am asking Mr. Dent to act as the Counsel's contact with the various legislative and policy-planning groups.

I am asking Mr. Sears to assume responsibilities linking the Counsel's office with the various political activities which are of concern to the President-elect.

Administration of our office will be under the charge of Charles E. Stuart for non-legal matters and Egil (Bud) Krogh for legalistics (including conflicts of interest questions, so in vogue just now).

John D. Ehrlichman

JDE:sw

To: Harry Flemming
From: John D. Ehrlichman
Subject: Call from Craig Truax

Date: December 4, 1968

Craig Truax called to recommend Jack Crawford, who works for Lockheed Aviation in Burbank, California.

He is a Negro in his early 30's, 6'2", and 260 pounds who is a graduate attorney. He works in labor relations in Lockheed's Personnel Department, and Craig feels that he is an individual of the highest quality. He has some personal past contact with the Nixon family. He worked in the campaign for Craig Truax, meeting with key Negro independents in urban areas.

Truax feels that he could be extremely effective if he could be persuaded to come with us. His address is:

904 Manzanita Avenue
Pasadena, California.

His telephone number is: (213) 681-8139.

John D. Ehrlichman

JDE:sw
cc: Leonard Garment

To: Chuck Stuart

Date: December 5, 1968

From: John D. Ehrlichman

Would you please secure for Peter Flanigan a roster of the membership of the Task Forces for our use in preparing for a wind-up dinner party for that group on or about January 10?

JDE:sw

John D. Ehrlichman

To: Dwight Chapin

Date: December 5, 1968

From: John D. Ehrlichman

Subject: Wind-up Dinner for Task Forces

At a recent meeting with Paul McCracken, Arthur Burns, et al, it was decided that between January 1 and January 20 a dinner party would be held at the Plaza Hotel or similar location for the 200-odd members of the Task Forces, together with the Chairman of the Task Forces and members of the Cabinet.

This will be an evening dinner. I would appreciate your advising me of available dates during that period of time.

John D. Ehrlichman

JDE:sw

To: John Sears

Date: December 5, 1968

From: John D. Ehrlichman

I would appreciate your ideas in memorandum form for the accomplishment of the analysis called for in this memorandum.

John D. Ehrlichman

JDE:sw
Attachment.

To: D. C.

Date: December 5, 1968

From:q John D. Ehrlichman

Subject: Ripon Society Recruiting

Our records show that we received a number of recruiting suggestions from Tom Petrie of the Ripon Society about the third week in October, 1968.

These suggestions have been included in our lists of prospects which are being processed in the regular way.

So far as I know, no one on our staff has discouraged the Ripon Society from engaging in any supplemental talent hunt or in furnishing us with the results of such a hunt.

I have written the enclosed letter to attempt to correct this misapprehension.

JDE:sw
Enclosure

John D. Ehrlichman



To: Larry Higby
From: John D. Ehrlichman
Subject: Harriet L. Elam

Date: December 5, 1968

We have hired Miss Harriet L. Elam who now works at the CIA (European Division) for Mr. Darwin Curtis, French Branch Chief.

Her office telephone is 351-5798 or 351-5981. Her home telephone is 638-3699.

She is at present a GS 7-4. Her agreed future salary will be \$10,000 per annum.

By agreement she will start with us in our Washington office on January 3.

Will you please do the necessary to effect her transfer through the transition representatives and arrange the necessary payroll details?

JDE:sw

John D. Ehrlichman



To: John Mitchell
From: John D. Ehrlichman
Subject: Presidential Appointees

Date: December 5, 1968

There are three Presidential appointees to the National Commission for the Revision of the Federal Criminal Code.

At present they consist of Edmund "Pat" Brown, Chairman, Don Thomas (a Texas attorney), and Ted Voorhees (an excellent Philadelphia attorney).

Congressman Poff (Virginia) is Vice Chairman of the Commission.

The Congressman advises me that the present drift of the deliberations of the Commission are poor, in his opinion. They are unduly progressive and unduly sociological, and tend to eliminate the element of punishment from Federal criminal process.

Congressman Poff recommends that the three Presidential appointees be reconsidered. It would be his suggestion that the two attorneys be removed and that, in an act of magnanimity, Pat Brown be left on the Commission.

John D. Ehrlichman

JDE:sw

To: Bryce Harlow

Date: December 5, 1968

From: John D. Ehrlichman

Subject: Meeting with Senator Hruska and Congressman Poff

Last week Bud Krogh and I had a meeting with these august gentlemen on the subject of law and order.

I have given you their voluminous work product on a previous occasion.

In the course of our conversation they suggested that Senator McClellan be consulted with regard to personnel policies in the Department of Justice. It is their understanding that McClellan has passed the word to the Bureau of the Budget that there is to be no more hiring in the Department of Justice until further notice. Presumably, this is in aid of the new Administration.

Senator Hruska and Congressman Poff were concerned that the Law Enforcement Assistant title is being misused. Block grants are called for therein, but these block grants are being granted only subject to very detailed and stringent conditions and guidelines by the Federal Government, rather than on a relatively unlimited basis for administration by the States.

Congressman Poff is Vice Chairman of the National Commission for the Revision of the Federal Criminal Code. Three members of this Commission are Presidential appointees. At present they are Edmund "Pat" Brown, Chairman, Don Thomas, a Texas attorney, and Ted Voorhees, an excellent Philadelphia attorney.

The Congressman suggests that Pat Brown be retained and that the other two Presidential appointees be replaced. He feels that the trend of the Committee deliberations on the Revision of the Federal Criminal Code is unduly sociological and progressive.

John D. Ehrlichman

JDE:sw

To: Chuck Stuart

Date: December 5, 1968

From: John D. Ehrlichman

Subject: Space Shot, December 21

Would you please arrange with Dr. Lee DuBridge to attend the December 21 space shot on behalf of the President-elect.

John D. Ehrlichman

JDE:sw

To: Bob Finch

Date: December 5, 1968

From: John D. Ehrlichman

Subject: Discussion with Bud Wilkinson

Would you please arrange to be available for a discussion with Bud Wilkinson on December 11 (Wednesday afternoon) concerning Bud's role in the Administration or National Committee.

Bud's telephone number is: (202) 659-1570. He will be here at the Pierre that afternoon unless he hears from us to the contrary.

John D. Ehrlichman

JDE:sw

To: Peter Flanigan

Date: December 11, 1968

From: John D. Ehrlichman

Subject: Transition Office in Washington

Harry Flemming advises me that he is going to be desperately short of space in the Washington office.

John D. Ehrlichman

JDE:sw

cc: Bob Haldeman

John Mitchell

To: John Mitchell

Date: December 11, 1968

From: John D. Ehrlichman

Subject: Veterans' Administrator

"Please see me before anything is done about the Veterans' Administrator."

Herein fail not at your peril.

John D. Ehrlichman

JDE:sw

To: Robert McCune
From: John D. Ehrlichman
Subject: John Wardlaw

Date: December 11, 1968

Mr. Nixon had a driver whose name was John Wardlaw. He is presently assigned to Senator Carl Hayden.

The President-elect would like Mr. Wardlaw to drive the car in the Inaugural Procession in which Julie and Tricia and David Eisenhower will ride.

Doubtless this will have to be worked out with the Secret Service representative who is assisting with transportation plans for the Inaugural Parade.

I would appreciate it if you would cause this to be done.

John D. Ehrlichman

JDE:sw

To: Julie Nixon
From: John D. Ehrlichman
Subject: Wedding Photographs

Date: December 12, 1968

Dear Julie:

I thought I should give you a memo on the arrangements which I have made with Artie Schatz regarding photographs to be taken at your wedding and reception.

Artie can be reached at EL 5-6750. He will be in Palm Springs at the Governors' Conference and then intends to take seven or eight days off, but he will be available in New York around the 20th to begin to set up for the wedding.

My understanding with him is that he is to be the employee of the Nixon family for purposes of taking photographs at the wedding and reception, with the exception that he will bring the photographs to you and David wherever you designate (during your honeymoon) in order that you can review them and pick out one photograph which you will permit Life magazine to run.

Ron Ziegler is to set the fee for Artie's services. Ron advises me that, in view of the fact that you are permitting Artie's magazine to run one photograph, the fee should be extremely nominal. Ziegler will take care of this with Artie directly.

It is my understanding that arrangements will be made for the press to photograph the wedding party at the Plaza Hotel after your arrival there, and before your reception, in a separate room to be set aside and prepared for this purpose.

By a copy of this memorandum to Gerry Vander Heuvel, I think we can understand that you will make these preparations and arrangements with the press.

Following this general press picture, you will retire to your reception where, again, Artie Schatz will be the only photographer, and he will be working on behalf of the family. You will get the customary shots, the wedding cake, and so forth, for your album.

I would suggest that you review these arrangements with David to be sure that they are exactly as you wish to have them. If there are to be any changes in the arrangements, will you promptly advise me so that there is no later confusion.

Happy Wedding!

John D. Ehrlichman

JDE:sw

cc: Ron Ziegler
Gerry Vander Heuvel
Artie Schatz
Bill Duncan SAIC

To: Don Hughes

Date: December 12, 1968

From: John D. Ehrlichman

Subject: Air Travel Cards

Mrs. Nixon has mentioned that when she and the girls travel independent of the President-elect, it is frequently necessary for the Secret Service to acquire airplane tickets for them. For this purpose they have been using an out-dated Air Travel Card.

Will you please provide Vern Copeland, Mrs. Nixon's Secret Service agent, and whichever agents are to be assigned to the girls (via Bill Duncan) with current Air Travel Cards for this purpose. It might also be advisable for you and Dwight Chapin to be supplied with Air Travel Cards to use for the President-elect, should the occasion require.

John D. Ehrlichman

JDE:sw

To: Harry Dent

Date: December 12, 1968

From: John D. Ehrlichman

Subject: Bud Wilkinson

Bud Wilkinson will require Inauguration tickets. He asks that we also provide seating for Mr. and Mrs. Rune Arledge to be with him. Mr. Arledge is the President of ABC Sports.

John D. Ehrlichman

JDE:sw

To: Harry Flemming
From: John D. Ehrlichman
Subject: Arthur Gatenby

Date: December 12, 1968

Walter Mears of the A. P. recommends consideration for:
Arthur Gatenby, Chichester Lane, Fairfax, Virginia.

He is age 33, in the Washington office of Booz, Allen, Hamilton, Management Consultants, married with 2 children, a graduate of Rensselaer Polytechnic Institute, and the holder of a Masters degree in Business Administration.

He is interested in coming into this Administration and, as a courtesy to Walter Mears if nothing else, we should take a look at this gentleman.

John D. Ehrlichman

JDE:sw

To: Harry Dent
From: John D. Ehrlichman
Subject: Inauguration Tickets

Date: December 14, 1968

I had a conversation with Murry Chatner yesterday (December 13) on the subject of Inauguration tickets.

He has an office at the Republican National Committee in Washington (Extension 198 - secretary, Barbara Higgins).

Family List:

Murry has been developing a family list with the cooperation of Don and Ed Nixon and Rose Mary Woods. Bob McCune tells me that very shortly Jack Drown will be coming to Washington as executive vice chairman of the Inaugural Committee, and his principal assignment will be the care, feeding, and tender loving attention to the housing, transportation, seating, and other problems of the Nixon family. I have suggested to Harry Dent, and by this memorandum I suggest to Bob McCune, that Jack Drown be given an administrative aide in the accomplishment of these objectives.

I would also suggest that this aide be made primarily responsible for making sure that the family list is complete, and that it receives the attention it deserves.

Accordingly, I suggest that Rose, Murry, and Harry forward their family lists to Bob McCune at the soonest possible time, and that Bob appoint a family aide to Drown right away.

It is my understanding that Don Nixon has been preparing a list of close and intimate friends, such as Chief Newman, etc. Jack Drown's aide should be advised to contact Don to obtain this list at the soonest possible time.

For Bob McCune's and Murry's information, Harry Dent will now be officing at GSA Building #7 in Washington, D. C., in order that we have someone on the scene from the Counsel's office during these difficult days. If you have questions, don't hesitate to contact him.

John D. Ehrlichman

JDE:sw
cc: Murry Chatner
Bob McCune

To: Harry Flemming
From: John D. Ehrlichman
Subject: Louis J. Wright

Date: December 14, 1968

A friend of mine has recommended Louis J. Wright, 631 East Sixth Street, Hinsdale, Illinois (312-323-6586), who is general manager of the Chicago office of New York Life Insurance Company.

Apparently he has a resume on file which he sent to Bob Haldeman.

The recommendation which I have received is of the strongest and highest character. Mr. Wright is interested in urban redevelopment and is undoubtedly a prospect for a responsible position in H. U. D.

Would you please correlate this recommendation with the material you already have on file and give it careful consideration?

John D. Ehrlichman

JDE:sw

To: Dwight Chapin
From: John D. Ehrlichman
Subject: Mail

Date: December 16, 1968

Here is a bundle of letters and wires received by John Brown's mail operation in connection with the recent Cabinet introduction. The President-elect would like to see a sampling of the mail, perhaps 15 or 20 pieces, after each one of these sorts of events.

This should be a matter of standard procedure, worked out with the mail room.

It would be my suggestion that a random of 100 pieces, perhaps half wires and half letters, be delivered to my office after each major television appearance by the President.

We will then forward you a representative sampling for inclusion in the President's morning mail.

Here is the gleaning of the early receipts following the Cabinet announcement. Since the mail room is now running approximately a week behind, there is no assurance this is up-to-date or fairly representative.

John D. Ehrlichman

JDE:sw
cc: Bob Haldeman

To: John Mitchell

Date: December 16, 1968

From: John D. Ehrlichman

Subject: Raymond C. Cleavanger

Bob Semple of THE NEW YORK TIMES highly recommends a young attorney named Raymond C. Cleavanger for a position in Justice.

His resume either has been sent to us or is being sent to us under separate cover.

John D. Ehrlichman

JDE:sw

To: Bob McCune

Date: December 16, 1968

From: John D. Ehrlichman

Subject: Inaugural Attire

I would suggest that you get out a small handbook or poop sheet on the Inaugural Ceremony attire.

I have had a number of inquiries about the correct definition of a "club coat".

I believe I informed you that Mr. Nixon has elected to go with striped pants that day.

John D. Ehrlichman

JDE:sw

To: Charles Stuart

Date: December 16, 1968

From: John D. Ehrlichman

Subject: Nobel Prize Winners, Pulitzer Prize Winners

Will you please get the names and addresses of the six Nobel Peace Prize Winners for Science recently awarded in Sweden. They are all American citizens.

Will you please also obtain a list of all of the American Nobel Prize Winners, with their addresses and also a list of all the Pulitzer Prize Winners and their addresses for future reference.

John D. Ehrlichman

JDE:sw

To: John Mitchell
From: John D. Ehrlichman
Subject: Peter Fay

Date: December 16, 1968

I have a radical suggestion for Solicitor.

You may remember Peter Fay, who is Bill Frates' partner in Miami. He is the young Democratic Nixon-Agnew Chairman in Miami who did such a good job for us.

His image is unbeatable. Aside from being a Nixon Democrat, he is young, handsome, has a beautiful blond wife, and three young children. He is a pre-eminent trial lawyer with a great depth of experience. He and Bill are the seniors in a firm of about twenty lawyers.

I do not know if you could get him, but if you could, I think it might be a real stroke.

John D. Ehrlichman

JDE:sw

To: Henry Loomis
Charles Stuart

Date: December 16, 1968

From: John D. Ehrlichman

Subject: Task Forces

You will both recall that the President-elect desires the various task forces to come to the Pierre Hotel during this month to deliver their final reports to him as they are ready. The format will be that the task forces will meet at the Pierre during the morning, finalize their recommendations, and ratify their reports; the chairman of the task force will then have a meeting with Mr. Nixon; they will then drop by the task force meeting, and go on to a press conference to report the delivery of their task force message.

Some time around January 10 the President-elect, the Cabinet, and the task forces should meet at dinner with the various task force chairmen at the head table.

Invitations for this dinner should go out now.

When the task forces render their reports, the appropriate Cabinet members involved should be present, if at all possible, to receive the reports along with the President-elect.

Henry Loomis was to get to us a list of the task forces, their make-up, and their chairmen, together with addresses, and indicate to us which task forces have reports ready for delivery.

John D. Ehrlichman

JDE:sw

DETERMINED TO BE AN
ADMINISTRATIVE MARKING
E.O. 12065, Section 6-102
By RAV NARS, Date 2-23-83
~~CONFIDENTIAL~~

To: Harry Dent December 16, 1968
From: John D. Ehrlichman
Subject: Daniel Hofgren

As soon as possible, please secure for my eyes only an FBI report on Daniel Hofgren, staff assistant to the Assistant to the President, Bob Ellsworth.

You may have to check with Ken Cole to get the home address for Hofgren, who lives here in New York City. This must be handled very quietly, and discreetly, and very quickly.

John D. Ehrlichman

JDE:sw

To: Bob Haldeman

Date: December 17, 1968

From: John D. Ehrlichman

Subject: Medical Consultants

RN requests that you cause appropriate certificates of appointment and letters to be forwarded to Jack Lundgren and Dr. de Luccia, designating them as medical consultants to the President of the United States, or the White House, or whatever the appropriate designation is.

John D. Ehrlichman

JDE:sw

To: H. R. Haldeman

Date: December 17, 1968

From: John D. Ehrlichman

Subject: Inauguration Ball Schedule

Herewith is Diefenbach's memorandum which should be considered by the Schedule Committee at its next meeting. Please review it, and if you think it worthwhile, pass it along to Chapin.

John D. Ehrlichman

JDE:sw

To: John Sears

Date: December 17, 1968

From: John D. Ehrlichman

Subject: Republican National Committee Memorandum

Here is Charlie McWhorter's memorandum of December 10, re: The National Committee.

As you know, Bryce Harlow is going to have a meeting with Ray Bliss right away.

Please prepare a comparable proposal for the reorganization of the National Committee to serve as a basis for conversations with the President-elect.

John D. Ehrlichman

JDE:sw

To: Bud Krogh
From: John D. Ehrlichman
Subject: Breaking Leases

Date: December 17, 1968

Dwight Chapin inquires whether or not entry into Government on the White House staff entitles one to break a lease in New York State or Connecticut.

Presumably, the Soldiers and Sailors Relief Act would apply where he would be going into military service.

I doubt that entrance into federal civilian service is anything more than an analogy, but I would appreciate your giving it a cursory check.

John D. Ehrlichman

JDE:sw

To: Leonard Garment
From: John D. Ehrlichman
Subject: David Black, 279-0150

Date: December 17, 1968

This is a Broadway producer who sent a letter to RN, apparently on projects to bring the Administration and show business closer together.

No matter what you may think of this doubtful objective, I would be grateful if you would call Mr. Black and find out what he has in mind specifically.

John D. Ehrlichman

JDE:sw

To: Peter Flanigan
From: John D. Ehrlichman
Subject: James M. Mitchell

Date: December 17, 1968

James M. Mitchell, director, the Brookings Institution, advises me that they have on file the names of 1500 middle-to-top management people who have participated in short programs for business executives on public policy processes and issues.

If you wish these names, please contact:

James M. Mitchell, Director
The Brookings Institution
1775 Massachusetts Avenue, N. W.
Washington, D. C. 20036.

Mr. Mitchell has furnished me with the names of a number of people who have participated recently in their six-day conference on Federal Government Operations.

I am sending these names to Harry Flemming for him to seek further information about (if I may be permitted to end the sentence that way).

John D. Ehrlichman

JDE:sw

To: Charles E. Stuart
From: John D. Ehrlichman
Subject: Apollo Mission

Date: December 17, 1968

As a matter of priority, will you please ascertain when the Apollo Mission is scheduled to splash down, where, and whether or not the astronauts will be taken to Cape Kennedy for any period of time before being taken to Houston for de-briefing. Please give me a memo on this as soon as possible.

John D. Ehrlichman

JDE:sw

To: Chuck Stuart
From: John D. Ehrlichman
Subject: Victor Montoya

Date: December 17, 1968

As you know, we are anxious to recruit Mexican-Americans. We have had a telephone call from Mr. Victor Montoya of Albuquerque, New Mexico, (505) 243-3640, on December 12. His address is:

909 Tijeras, N. W.
Albuquerque, New Mexico.

He says he has submitted all informational documents. See if you can find out where they are before you call him, and if he appears to be qualified for O. E. O. or for some similar post, let's give it priority attention.

John D. Ehrlichman

JDE:sw

To: Harry Flemming

Date: December 17, 1968

From: John D. Ehrlichman

Subject: Personnel List from Brookings Institution

These names come from the Brookings Institution. They are people who have taken the Brookings Public Affairs courses, which are very comprehensive. These people all show an interest in Government, if not Government service, by their participation.

I would suggest that you send your follow-up questionnaire to them and seek resumes from any who might be interested. As you see, many of them are from middle-executive positions and might constitute some pretty good talent.

John D. Ehrlichman

JDE:sw



To: Schedule File

December 18, 1968

From: John D. Ehrlichman

Subject: Gridiron Dinner

Mr. Nixon has accepted an invitation to appear at the
Gridiron Dinner in March.

John D. Ehrlichman

JDE:sw

To: Schedule File
In care of Dwight Chapin

Date: December 18, 1968

From: John D. Ehrlichman

Subject: January 3, 1969, Chicago, Illinois

RN proposes that Clint Stone (or someone else) give a dinner in honor of Kennedy and Shultz to which RN can travel en route from Los Angeles to Washington, D. C.

John D. Ehrlichman

JDE:sw

To: Schedule File

Date: December 18, 1968

From: John D. Ehrlichman

Subject: New York Birthday Party, January 9

The President-elect suggests that a New York Group sponsor a large birthday party on January 9 in New York city. This should be considered by the Schedule Committee.

John D. Ehrlichman

JDE:sw

To: Schedule Committee

Date: December 18, 1968

From: John D. Ehrlichman

Subject: Briefing

Mr. Nixon would like to gather the Cabinet and sub-Cabinet officers for a "team briefing" at which Cabinet officers and other substantive speakers would appear on the Wednesday or Thursday prior to Inauguration, which would be January 15 or 16.

John D. Ehrlichman

JDE:sw

To: John Whitaker
From: John D. Ehrlichman
Subject: White House Physician

Date: December 18, 1968

Dr. (Colonel) Walter Tkosh will be the White House physician.

The President-elect desires that the Cabinet be advised that Dr. Tkosh is also available to the Cabinet and their wives for medical attention.

I am asking Charles Stuart to research the availability of other Government medical facilities for the use of the Cabinet and the sub-Cabinet, and we will advise you on that subject.

John D. Ehrlichman

JDE:sw

To: Bud Wilkinson
From: John D. Ehrlichman
Subject: Sunday Church Services

Date: December 18, 1968

It is suggested that, whenever the President is in the White House on a Sunday, church services be conducted in the East Room, or some other suitable room, consisting of the following order of service (more or less):

Welcome by the President and introduction of the guest minister and musical group

Hymn

Scriptural selection

Solo or musical offering

Ten- to twenty-minute sermon

Hymn.

The President and his family would then remain in an adjoining room for a few minutes to have coffee with those attending.

It is suggested that the congregation be by invitation and consist of a mix of the following types of people: White House staff, clerical help, police, landscapers, drivers, etc.; Cabinet officers and those of sub-Cabinet rank; military personnel; visitors to Washington, D. C., particularly friends of the family and those recommended by friendly Congressmen; visiting celebrities of note.

Obviously, seating, hymnals, musical instruments, rostrums, etc., are physical arrangements to be permanently arranged for.

John D. Ehrlichman

JDE:sw

STATEMENT FOR THE CIVIL SERVICE JOURNAL

By

Richard Nixon

With every change of administration our governmental process displays a remarkable strength through an orderly transition of power.

New men have been chosen to lead our nation; new programs and policies must be applied to the pressing needs of today and tomorrow.

The new leadership understands a great strength of our system: the dedication of governmental careerists to new policies and new directions.

Teamwork between appointees of the new administration and the men and women in civil service will be established smoothly, because there is a lively appreciation by these appointees of the imagination, experience, professional talents and skills of those who have chosen the public service as a lifelong career.

To the tasks ahead, career employees have already committed their support. I welcome your full participation--I am confident of your best efforts--and I assure you of a constant receptivity to your constructive ideas.

Together we will move our nation on a new road of unity and progress.

To: President-elect Nixon

Date: December 20, 1968

From: John D. Ehrlichman

Subject: Congratulatory Telegram

Some twenty governors will be inaugurated this year, many of them between now and your inauguration.

Harry Dent suggests that each receive a telegram of congratulations in the form attached.

Question: Do you wish such a wire to be sent?

John D. Ehrlichman

JDE:sw
Attachment

To: John Sears
From: John D. Ehrlichman
Subject: Nixon Network

Date: December 23, 1968

RN would like us to establish an effective "Nixon Network" to function during the first two years of the administration consisting of people around the country who spontaneously and on signal would write letters to the editor and telephone television commentators, etc., to counterattack.

Will you please devote attention to the establishment of this network at the soonest possible time and give me a follow-up so that RN is satisfied that we are under way?

John D. Ehrlichman

JDE:sw

To: Dr. D. P. Moynahan

Date: December 23, 1968

From: John D. Ehrlichman

As programs are proposed and developed, I am concerned that we give adequate attention to the need for names which will provide easy identification.

As we work along, would you please jot down any ideas which occur to you in this area and forward them to me?

John D. Ehrlichman

JDE:sw

To: Bill Safire

Date: December 23, 1968

From: John D. Ehrlichman

Subject: Research Paper

RN requests that a research paper be developed which includes a recapitulation of the typical opposition smears of Richard Nixon back through the years, including the more vicious press comments.

John D. Ehrlichman

JDE:sw
cc: Pat Buchanan

To: Robert McCune

Date: December 23, 1968

From: John D. Ehrlichman

Subject: High School Inaugural Ball

For the January 21 High School Inaugural Ball, how about inviting the children of the Cabinet members, the Nixon girls, David Eisenhower, etc. ?

I suggest you make Bud Wilkinson and Dr. Daniel P. Moynahan members of the sponsoring committee, along with Cabinet members, and so forth.

It is a good idea.

John D. Ehrlichman

JDE:sw

To: Don Hughes

Date: December 23, 1968

From: John D. Ehrlichman

Subject: Inaugural Etiquette

Would you please prepare a briefing sheet on the proper etiquette to be observed during the playing of "Hail to the Chief" and "Ruffles and Flourishes", along with some history of these ceremonies for the White House staff?

Would you also please prepare a short briefing for the President-elect which we will schedule, when you are ready to do it, as to the etiquette which he should observe during these ceremonies?

Merry Christmas and Happy New Year.

John D. Ehrlichman

JDE:sw

To: Bob Finch

Date: December 23, 1968

From: John D. Ehrlichman

Subject: Personnel

Ray Moley told the President-elect that Chuck Lichtenstein would like to work for you.

John D. Ehrlichman

JDE:sw

P. S. RN thinks it is not a half-bad idea.

To: Ron Ziegler

Date: December 23, 1968

From: John D. Ehrlichman

Subject: News Articles

RN would like copies of Allen Otten's recent article on the selection of the Cabinet and Hugh Sidey's "Presidency" article in LIFE magazine this last week (Mark Twain cover).

John D. Ehrlichman

JDE:sw