

THE WHITE HOUSE

WASHINGTON

Tuesday
August 13, 1974

For Staff Meeting:

What contacts are between
the Transition Team and
Ken Cole, Dave Parker, Sid Jones,
and Ken Rush.

Re getting read file to the President
for his evening reading, should be
in to Al Haig by 4:00.

Re 16 general action transition items,
these are now in Bill Timmon's office
and are likely to remain there for
1 1/2 to 2 days. They will not go into
the President until after we have
seen a copy with the changes they make.

August 13, 1974

Projects as Result
of Transition Group Daily Meeting

Mr. Seidman:

1. Input to terHorst by 11:00 on Economic Summit
2. Arrange Greenspan, Whitehead, Seidman on Summit inputs
3. Forward VP travel schedule to Rumsfeld
4. Form letters for staff meeting review
5. Check on CNO House (Rumsfeld to raise with President)

Mr. Marsh:

Should institute procedure to permit early planning and Presidential decision on travel manifest

Amb. Rumsfeld:

1. To check with President on cancelling all political appointments, and let us know
2. To get list of appointments sent to the Senate for Scranton

Mr. Whitehead:

To talk to Parker to get on longer-range Presidential scheduling

Agenda for
Transition Office Staff Meeting
August 13, 1974

1. Whitehead -- Administrative: (a) Presidential schedule, information and inputs
(b) Daily read file from Transition Team to President
2. Reports on Action Items
3. terHorst -- Summary of announcements for the day
4. Materials for 8:30 Haig/Rumsfeld meeting with the President

~~PTW~~
→ ~~CTW~~ OMB papers / 15 WH memo re Tim Ash Cole
→ CTW → H re: publications etc. ~~later~~ (later AM)
: press TV for TT

Weekly Calendar

Sun. - Aug. 11	Mon. - Aug. 12	Tues. - Aug. 13	Wed. - Aug. 14	Thurs. - Aug. 15	Fri. - Aug. 16	Sat. - Aug. 17

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Aug. 11	Aug. 12	Aug. 13	Aug. 14	Aug. 15	Aug. 16	Aug. 17
Aug. 18	Aug. 19	Aug. 20	Aug. 21	Aug. 22	Aug. 23	Aug. 24
Aug. 25	Aug. 26	Aug. 27	Aug. 28	Aug. 29	Aug. 30	Aug. 31
Sept. 1	Sept. 2	Sept. 3	Sept. 4	Sept. 5	Sept. 6	Sept. 7
Sept. 8	Sept. 9	Sept. 10	Sept. 11	Sept. 12	Sept. 13	Sept. 14

Sid Jones
Greenman

staff 8715

1. CTW → tH re publishers etc
2. WH staff contact for econ summit (Calk? Rusk?)
3. Daily read file for TT
4. TT shed @ Judy will distribute & be contact point on last min changes, disputes.
 - ① CTW will → Parker to get items on

→ tH ① Econ summit → to tH by 11

~~Seidman~~ (TT preside?)

~~Seidman~~ → Seidman re Greenman & WH contact

- ② Sobersmity — wants strength re staying on.
- ③ Meany mtg.

March

mtg C. Albert:
to be kept inf.
CIA briefing PDB + NIB
SS ok

travel manifest — TT likes pers control.

March → (*) inputs to March for who goes.

longer-range TT shed & help from Long.

Seidman → (*) get old VP travel shed & what's cancelled.

R → TT → (*) cut all point ~~at~~ travel shed.

AF2 costs & fares

WS — orgn & pers

PB — list ready for legal counsel

RM — Cab mtgs finished today.
Putting together consensus

EPA

over

Serdus

from the - Etch
① " " reviewed TT stuff only.

DR items for TT to consider

① { Council office, St Clair, etc } Council
TT appt new Council | St Clair - go inmed.
custody.

② Alex hse { TV in house last day or so
CNO has for VP.

③ Serdus

④ trappings

⑤ Cab WH mess etc.

WS ⑥ DR appts to Senate but not approved.
bill signals

August 13, 1974

Minutes of Daily Staff Meeting
of Transition Group

1. Whitehead: Review of how Presidential schedule information is handled by Transition Office.
2. Whitehead: Review of daily read file from Transition Team to President.
3. Seidman/Whitehead: To find contact point for Economic Summit.
4. terHorst: Needed information on how to handle Economic Summit, Saxbe meeting, and Meany meeting.
5. Marsh: Reported on his meeting with Carl Albert. To act as the President's liaison. Albert has to be kept informed, receive CIA briefings, etc. Generally pleased with Secret Service.
6. All inputs should go Marsh on Presidential travel requests, and there should be planning for long range President scheduling in order to get help from the Congress.
7. It was agreed that all political and nonpolitical VP travel commitments should be cut out.
8. Marsh and Seidman: raised problems of Air Force II costs and fares.
9. Scranton expects to have an organization and personnel paper.
10. Buchen has list ready for Legal Counsel.
11. Morton will finish his meeting with Cabinet officers today and will put together consensus by Friday.
12. Seidman: talk with Hasek re some draft letters for review.
13. There was no disagreement that there should be a new Legal Counsel appointed, but St. Clair should go immediately and that the custody problem could be resolved in an expeditious way.
14. Rumsfeld pointed out that many people have told him how good it looks for the President to be living in Alexandria and community; question about whether he should have TV there the last day.

15. Rumsfeld will discuss CNO housing arrangements with the President; and Seidman will be responsible for follow through.
16. It was agreed that at some point the trappings of Presidential office and high governmental offices should be reviewed in order to reduce them further.
17. Cabinet and agency membership in the White House Mess should be discussed. Also, the Executive Office as an organization as opposed to physical location.
18. Scranton: Jerry Jones has not complied with his request for a list of appointments pending before the Senate. Rumsfeld will raise with Haig. We need this in order to give the Hill signals about which appointments should be expedited and which may be withdrawn.

Monday, August 12, 1974

Agenda for
Transition Team Staff Meeting

1. Mr. Seidman -- Offices and Logistics
2. Mr. Rumsfeld -- Discussion of Presidential Scheduling
3. Mr. Whitehead -- Discussion of Planning Calendar
-- Discussion of Announcement Procedures
-- Discussion of Handling of Substantive Items
4. Mr. Rumsfeld -- Items for 8:30 Meeting with President, et al.
5. Mr. terHorst -- Discussion of Announcements

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State of the Union Calendar

Aug. 11-17

Aug. 18-24

Aug. 25-31

Sept. 1-7

Sept. 8-14

Sept. 14-21

Sept. 21-28

Sept. 29-Oct. 5

Oct. 6-12

Oct. 13-19

Oct. 20-26

Oct. 27-Nov. 2

Nov. 3-9

Nov. 10-16

Nov. 17-23

Nov. 24-30

Dec. 1-7

Dec. 8-14

Dec. 15-21

Dec. 22-28

Dec. 29-Jan. 4, 1975

Jan. 5 - Jan. 11, 1975

Jan. 12 - Jan. 18, 1975

Jan. 19 - Jan. 25, 1975

Jan. 26 - Feb. 1, 1975