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THE WHITE HOUSE

WASHINGTON

October 29, 1974

MEMORANDUM FOR THE FIRST LADY

SUBJECT: Announcement of Your and Susan's
Japan Trip Intentions

I had word of your and Susan's decision about the Japan trip and immediately thereafter participated in a meeting with Warren Rustand and others discussing the general Japan advance preparations.

The only remaining question concerning you is the timing of the announcement that you and Susan will not be going.

The Japanese have to make a Cabinet Announcement about the whole trip on Friday and should know today (for the Cabinet) about your plans.

Options:

1. Notify the Japanese in confidence at the end of today that you and Susan will not be coming.
2. Tell the Japanese that the plans are still as originally announced, but then cancel your plans later.

Warren and I and the others at the meeting did not favor Option 2 and our recommendation is Option 1.

Approved _____ Disapproved _____ See Me _____

We further recommend that you authorize Mr. Nessen to make this announcement on our side here at the White House at his noon briefing tomorrow.

Approved _____ Disapproved _____ See Me _____

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The First Lady
October 29, 1974

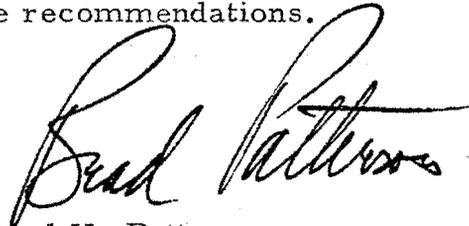
The only other background I should add here is that we estimate that Mrs. Kissinger will follow your and Susan's declination with one of her own, and that the Japanese will then largely follow suit, making the visit into, in effect a stag affair on both sides.

In order to help Ron handle questions which may come up following his announcement, I have drafted the kind of oral announcement he might make.

We solicit your concurrence in it.

Approved _____ Revised/Disapproved _____ See Me _____

Sheila Weidenfeld concurs in these recommendations.



Brad H. Patterson

cc: Nancy Howe
Sheila Weidenfeld
Nancy Lammerding
Susan Porter
Dick Cheney

THE WHITE HOUSE
WASHINGTON

February 17, 1976

NOTE TO RON NESSEN

We are about ready to go ahead with printing our Briefing Book for new executives. Your own contribution is right on target and will be included.

Two questions: (1) is the chart attached to your memo (copy attached here) still up to date? If not, could we have a current one? (2) May we include as an attachment to your contribution your memo of May 7, 1975 about "Ground Rules" for dealing with newsmen? You authorized us to give it out to the two "classes" we have had and I think it is very applicable to all the new appointees.

Frank Patterson

February 19, 1976

Connie
FX

MEMORANDUM FOR: BRAD PATTERSON
FROM: RON NESSEN

Attached is my currently correct table of organization
for the Press Office.

Yes, you may include my memorandum on ground
rules for dealing with newsmen.

Attachment:

Organization Chart

RN/jb



RON NESSEN
Press Secretary to
the President

WHITE HOUSE PRESS OFFICE
John Carlson
Deputy Press Secretary to the
President
(456-2100)

OFFICE OF COMMUNICATIONS
Margita White
Assistant Press Secretary
to the President (456-2977)

Spokesmen
Larry Speakes
Assistant
Press Sec.
to the Pres.

Bill Roberts -
Assistant
Press Sec.

Margaret
Earle
Staff Ass't

Connie
Gerrard
Staff Ass't

Advance

Eric Rosenberger
Pappy Noel
David Wendall
Dorrecne Smith

Television

Bob Mead

Departmental Liaison
Speakers/Briefings

Randy Woods

News Summary
Correspondence
Briefing Papers

Jim Shuman