

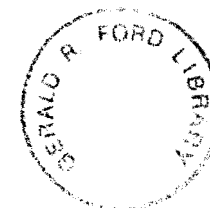
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THE PRESIDENT AND/OR THE SECRETARY OF STATEMessages and Special Actions

	<u>Ready by:</u>	<u>When sent:</u>
1. Statement at time of swearing-in on continuity of foreign policy	3:00 pm Thursday	
2. Special Presidential messages to Heads-of-Government	8:00 am Friday	Immediately after swearing-in
1. Algeria	20. Luxembourg	
2. Australia	21. Mexico	
3. Belgium	22. NATC/SYG (Rumsfeld to deliver)	
4. Brazil	23. Netherlands	
5. Canada	24. Norway	
6. Denmark	25. CAS/SYG (Maillard to deliver)	
7. Egypt	26. Pakistan	
8. FRG	27. Poland	
9. France	28. Portugal	
10. GVN	29. PRC	
11. Greece	30. Romania	
12. Iceland	31. Saudi Arabia	
13. India	32. Syria	
14. Iran	33. Turkey	
15. Israel	34. UK	
16. Italy	35. UN/SYG - Waldheim	
17. Japan	36. USSR (Brezhnev)	
18. Jordan	37. Zaire	
19. Korea		



3. Special messages from the
Secretary to Heads-of-Government:

8:00 am Friday

Immediately after
swearing-in

- | | |
|-----------|-----------------|
| 1. Egypt | 5. Jordan |
| 2. FRG | 6. Saudi Arabia |
| 3. Iran | 7. Syria |
| 4. Israel | 8. Turkey |

4. Special messages from the
Secretary of State to Foreign Ministers:

8:00 am Friday

Immediately after
swearing-in

- | | |
|---------------------------|-----------------------|
| 1. Algeria | 10. Japan |
| 2. Brazil | 11. Jordan (to Rifai) |
| 3. Cyprus | 12. Mexico |
| 4. EC Commission (Ortoli) | 13. Pakistan |
| 5. Egypt | 14. PRC (Chou en-lai) |
| 6. FRG | 15. Saudi Arabia |
| 7. France | 16. Turkey |
| 8. India | 17. UK |
| 9. Israel | 18. USSR |

5. Circular letter from the Secretary of
State to all posts (except those in 2 through
4 above) for the Ambassador to deliver
to the Foreign Minister.

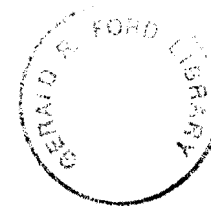
8:00 am Friday

Immediately after
swearing-in

6. Presidential message to the
Armed Forces

Thursday noon

Immediately after
swearing-in



7. WSAG Meeting chaired by the Assistant to the President

When:

10:00 am Friday

Attendance: (

Principals and Deputies

8. The Secretary of State calls in the following Ambassadors:

Time:

Place:

Attendance:

Friday pm

1. NATO Ambassadors

2:00

Roosevelt Room

2. Japan

2:45

Secretary's WH Office

3. USSR

3:15

Secretary's WH Office

4. Middle Eastern Ambassadors

4:00

Roosevelt Room

5. PRC

4:45

Secretary's WH Office

6. Latin American Ambassadors

5:15

Roosevelt Room

7. Israel

6:00

Secretary's WH Office

8. Vietnam

6:30

Secretary's WH Office

The Secretary, the relevant Assistant Secretary and a notetaker. Note: the President might wish briefly to see the Soviet, PRC, Nato, Israeli and Japanese representatives.

Saturday am

9. Organization of African Unity Ambassadors

9:00

State Department

10. Pakistan

9:30

"

11. Spain

10:15

"

12. Iran

10:45

"

13. India

11:30

"

14. Romania

12:00

"



9. The Deputy Secretary of State calls in the following Ambassadors:

- | | |
|-------------------|-----------------|
| 1. Australia | 8. Korea |
| 2. Bulgaria | 9. Laos |
| 3. Cyprus | 10. Philippines |
| 4. Czechoslovakia | 11. Poland |
| 5. Hungary | 12. Taiwan |
| 6. Indonesia | 13. Thailand |
| 7. Khmer Republic | 14. Yugoslavia |

10. Under Secretary of State for Political Affairs calls in the following Ambassadors:

- | | |
|----------------|------------------|
| 1. Afghanistan | 9. Malta |
| 2. Austria | 10. Nepal |
| 3. Bangladesh | 11. New Zealand |
| 4. Burma | 12. Singapore |
| 5. Fiji | 13. South Africa |
| 6. Finland | 14. Sri Lanka |
| 7. Ireland | 15. Sweden |
| 8. Malaysia | 16. Switzerland |



11. NSC Meeting

When:

~~Monday~~
TUES
Monday am

Attendance:

NSC Members

12. The President meets with the Joint Chiefs of Staff

Monday pm

JCS, Secretary
Kissinger, Secretary
Schlesinger

13. Preparation of briefing papers for the President on crisis areas (State and NSC Staff):

Ready by:

Saturday am

1. The Middle East
2. Cyprus
3. Vietnam

14. Preparation of briefing books on less critical issues, foreign visitors scheduled, and other upcoming events (State and NSC staff)

Tuesday pm

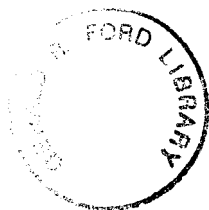


<u>Time</u>	<u>Place</u>	<u>Ambassador(s)</u>	<u>Presidential Participation</u>	<u>Other Participation</u>	<u>Briefing Responsibility</u>	<u>Talking Points Due To Secretary</u>
2:00 PM	Roosevelt Room	<u>NATO Ambassadors</u> - Belgium - Italy - Canada - Luxembourg - Denmark - Netherlands - France - Norway - Germany - Portugal - Greece - Turkey - Iceland - U. K.	Possible	Secretary, Stabler, Notetaker	EUR	8:00 AM Friday
2:45	Secretary's White House Office	Japan	Possible	Secretary, Hummel Notetaker	EA	8:00 AM Friday
3:15	Secretary's White House Office	Soviet Union	Possible	Secretary, Sonnenfeldt, Notetaker	EUR	8:00 AM Friday
4:00 PM	Roosevelt Room	<u>Middle Eastern Ambassadors</u> - Algeria - Oman - Egypt - Qatar - Jordan - Saudia Arabia - Kuwait - Sudan - Lebanon - Syria - Libya - Tunisia - Morocco - United Arab Emirates - Yemen		Secretary, Atherton, Notetaker	NEA	8:00 AM Friday
4:45 PM	Secretary's White House Office	PRC	Possible	Secretary, Lord, Notetaker	EA, S/P	8:00 AM Friday



<u>Time</u>	<u>Place</u>	<u>Ambassador(s)</u>	<u>Presidential Participation</u>	<u>Other Participation</u>	<u>Briefing Responsibility</u>	<u>(Making Points To Secretary</u>
5:15 PM	Roosevelt Room	<u>Latin America</u> - Argentina - Haiti - Chile - Honduras - Colombia - Jamaica - Barbados - Mexico - Boliva - Nicaragua - Brazil - Panama - Costa Rica - Peru - Dominican Rep. - Trinidad - Ecuador & Tobago - El Salvador - Uruguay - Guatemala - Venezuela - Guyana - Paraguay - Bahamas		Secretary, Kubisch, Notetaker	ARA	8:00 AM Friday
6:00 PM	Secretary's White House Office	Israel	Possible	Secretary, Atherton, Notetaker	NEA	8:00 AM Friday
6:30 PM	Secretary's White House Office	Vietnam		Secretary, Hummel, Notetaker	EA	8:00 AM Friday

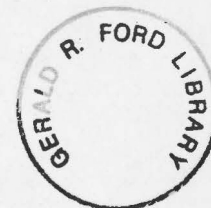




THE PRESIDENT AND/OR THE SECRETARY OF STATE

Messages and Special Actions

	<u>Ready by:</u>	<u>When sent:</u>
1. Statement at time of swearing-in on continuity of foreign policy	3:00 pm Thursday	
2. Special Presidential messages to Heads-of-Government	8:00 am Friday	Immediately after swearing-in
1. Algeria	20. Luxembourg	
2. Australia	21. Mexico	
3. Belgium	22. NATO/SYG (Rumsfeld to deliver)	
4. Brazil	23. Netherlands	
5. Canada	24. Norway	
6. Denmark	25. CAS/SYG (Maillard to deliver)	
7. Egypt	26. Pakistan	
8. FRG	27. Poland	
9. France	28. Portugal	
10. GVN	29. PRC	
11. Greece	30. Romania	
12. Iceland	31. Saudi Arabia	
13. India	32. Syria	
14. Iran	33. Turkey	
15. Israel	34. UK	
16. Italy	35. UN/SYG - Waldheim	
17. Japan	36. USSR (Brezhnev)	
18. Jordan	37. Zaire	
19. Korea		



3. Special messages from the
Secretary to Heads-of-Government:

8:00 am Friday

Immediately after
swearing-in

- | | |
|-----------|-----------------|
| 1. Egypt | 5. Jordan |
| 2. FRG | 6. Saudi Arabia |
| 3. Iran | 7. Syria |
| 4. Israel | 8. Turkey |

4. Special messages from the
Secretary of State to Foreign Ministers:

8:00 am Friday

Immediately after
swearing-in

- | | |
|---------------------------|-----------------------|
| 1. Algeria | 10. Japan |
| 2. Brazil | 11. Jordan (to Rifai) |
| 3. Cyprus | 12. Mexico |
| 4. EC Commission (Ortoli) | 13. Pakistan |
| 5. Egypt | 14. PRC (Chou en-lai) |
| 6. FRG | 15. Saudi Arabia |
| 7. France | 16. Turkey |
| 8. India | 17. UK |
| 9. Israel | 18. USSR |

5. Circular letter from the Secretary of
State to all posts (except those in 2 through
4 above) for the Ambassador to deliver
to the Foreign Minister.

8:00 am Friday

Immediately after
swearing-in

6. Presidential message to the
Armed Forces

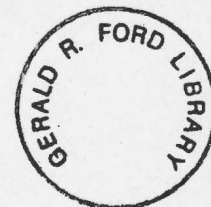
Thursday noon

Immediately after
swearing-in



	<u>When:</u>	<u>Attendance:</u>
7. WSAG Meeting chaired by the Assistant to the President	10:00 am Friday	Principals and Deputies
8. The Secretary of State calls in the following Ambassadors:	<u>Time:</u>	<u>Place:</u>
	<u>Friday pm</u>	<u>Attendance:</u>
1. NATO Ambassadors	2:00	Roosevelt Room
2. Japan	2:45	Secretary's WH Office
3. USSR	3:15	Secretary's WH Office
4. Middle Eastern Ambassadors	4:00	Roosevelt Room
5. PRC	4:45	Secretary's WH Office
6. Latin American Ambassadors	5:15	Roosevelt Room
7. Israel	6:00	Secretary's WH Office
8. Vietnam	6:30	Secretary's WH Office
	<u>Saturday am</u>	
9. Organization of African Unity Ambassadors	9:00	State Department
10. Pakistan	9:30	"
11. Spain	10:15	"
12. Iran	10:45	"
13. India	11:30	"
14. Romania	12:00	"

The Secretary, the relevant Assistant Secretary and a notetaker. Note: the President might wish briefly to see the Soviet, PRC, Nato, Israeli and Japanese representatives.



9. The Deputy Secretary of State calls in the following Ambassadors:

- | | |
|-------------------|-----------------|
| 1. Australia | 8. Korea |
| 2. Bulgaria | 9. Laos |
| 3. Cyprus | 10. Philippines |
| 4. Czechoslovakia | 11. Poland |
| 5. Hungary | 12. Taiwan |
| 6. Indonesia | 13. Thailand |
| 7. Khmer Republic | 14. Yugoslavia |

10. Under Secretary of State for Political Affairs calls in the following Ambassadors:

- | | |
|----------------|------------------|
| 1. Afghanistan | 9. Malta |
| 2. Austria | 10. Nepal |
| 3. Bangladesh | 11. New Zealand |
| 4. Burma | 12. Singapore |
| 5. Fiji | 13. South Africa |
| 6. Finland | 14. Sri Lanka |
| 7. Ireland | 15. Sweden |
| 8. Malaysia | 16. Switzerland |



11. NSC Meeting
12. The President Meets with the Joint Chiefs of Staff
13. Preparation of briefing papers for the President on crisis areas (State and NSC Staff):
 - a) The Middle East
 - b) Cyprus
 - c) Vietnam
14. Preparation of briefing books on less critical issues, foreign visitors scheduled, and other upcoming events (State and NSC Staff)

When:

Monday a. m.

Monday p. m.

Ready by:

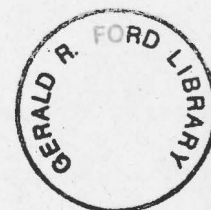
Saturday a. m.

Tuesday p. m.

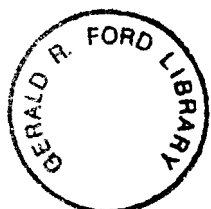
Attendance:

NSC Members

JCS, Secretary Kissinger,
Secretary Schlesinger



II. Detailed Checklist

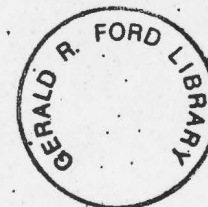


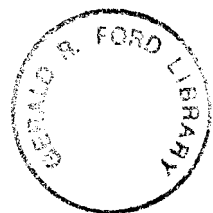
Talking
Points Due
To Secretary

<u>Time</u>	<u>Place</u>	<u>Ambassador(s)</u>	<u>Pr()dential Participation</u>	<u>Other Participation</u>	<u>Briefing Responsibility</u>	<u>Talking Points Due To Secretary</u>
9:00 AM	State Dept	<u>OAU Ambassadors</u> - Botswana - Burundi - Cameroon - Central African Republic - Chad - Dahomey - Equatorial Guinea - Ethiopia - Gabon - Gambia - Ghana - Guinea - Ivory Coast - Kenya - Lesotho - Liberia	- Madagascar - Malawi - Mali - Mauritania - Mauritius - Niger - Nigeria - Rwanda - Senegal - Sierra Leone - Somalia - Swaziland - Tanzania - Togo - Upper Volta - Zaire - Zambia	Secretary, Mulcahy, Notetaker	AF	2:00 PM Friday
9:30	State Dept.	Pakistan		Secretary, Atherton, Notetaker	NEA	2:00 PM Friday
10:15	State Dept.	Spain		Secretary, Stabler, Notetaker	EUR	2:00 PM Friday
10:45	State Dept.	Iran		Secretary, Atherton, Notetaker	NEA	2:00 PM Friday



<u>Time</u>	<u>Place</u>	<u>Ambassador(s)</u>	<u>Presidential Participation</u>	<u>Other Participation</u>	<u>Briefing Responsibility</u>	<u>Timing Points Due To Secretary</u>
11:30	State Dept.	India		Secretary, Atherton, Notetaker	NEA	2:00 PM Friday
12:00	Secretary's White House Office State Dept.	Romania		Secretary, Stabler, Notetaker	EUR	2:00 PM Friday





TOP SECRET/SENSITIVE/EYES ONLY

TALKING POINTS

-- A change in the Presidency of the United States, by its very nature (by virtue of the U.S. position of political, military and economic leadership in the world) creates uncertainty among our allies as well as our adversaries. It is vitally important to move immediately to reassure friendly foreign governments and to reaffirm our strength and purpose to potential adversaries.

-- With respect to immediate considerations of national security and the threat of attack, it is the judgment of Secretary Schlesinger and Director Colby, which I support, that there will be no strategic military initiative by the Soviet Union in the face of immediate and clear exercise of authority and leadership within the U.S. Government. Thus, I do not believe it is necessary or desirable to increase the alert status of U.S. strategic or general purpose forces.

-- The entire intelligence and military community is, however, maintaining a close watch worldwide for any indication of unusual activity which might seek to take advantage of the situation.

-- I suggest for your consideration the following scenario for the next few days designed to demonstrate clearly your assumption

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DECLASSIFIED
E.O. 12958, Sec. 3.5
NSC Memo, 11/24/98, State Dept. Guidelines
By dal, NARA, Date 12/18/03

TOP SECRET/SENSITIVE/EYES ONLY

of personal command of the national security and foreign policy apparatus:

- At the earliest moment, perhaps even Thursday night, it would be valuable for you to issue a strong statement affirming the continuity of U.S. foreign policy and announcing my continuation in the role of Assistant to the President and Secretary of State;

- On Friday morning, I would propose convening a meeting of the Washington Special Actions Group -- our senior-level crisis management group -- to discuss the transition and identify any potential problem areas, with a view to assuring appropriate contingency planning;

- On Friday afternoon I propose a circular message to all U.S. Ambassadors instructing them to approach their host governments to inform them of your assumption of the Presidency and of your intention to maintain the continuity of our relationships;

- In addition, you should send personal messages to key world leaders (e.g. our NATO allies, the USSR, PRC, Japan, etc.) expressing your commitment to continuing our relations based upon the principles that have governed them in the past. The message to our allies also would reaffirm your intention to maintain U.S.

TOP SECRET/SENSITIVE/EYES ONLY



TOP SECRET/SENSITIVE/EYES ONLY

security commitments. For those leaders to whom there are specific commitments, e.g., for state visits, you would reaffirm the invitation (Foreign visit schedule at Tab A).

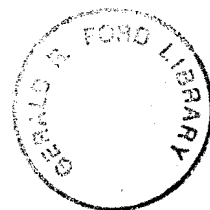
- On Friday afternoon, I would call foreign ambassadors of a number of key countries into the White House to convey to them your intentions concerning continuation of our relationships. You might wish to drop in to greet a selected few.

- On Monday I suggest you convene a meeting of the National Security Council. The purpose of this meeting would be to demonstrate to the world your immediate assertion of leadership and to assert to the Council members your intent to continue the NSC system under your personal direction.

-- By early next week I will have for you summary briefing materials on:

- Major national security issues
- Potential or active crisis situations
- On-going negotiations
- Outline of 40 Committee programs
- Schedule of coming events
- Selected CIA issues
- Selected Defense Department issues

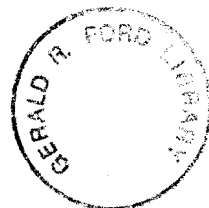
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~~TOP SECRET~~/SENSITIVE/EYES ONLY

-- At some time next week I would suggest a brief meeting with the Joint Chiefs of Staff to make clear your assertion of your Commander-in-Chief responsibilities.

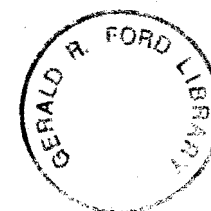
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IV. Internal -
State Department

INTERNAL - STATE DEPARTMENT

	<u>When:</u>	<u>Where:</u>
1. Secretary meets with all principals, Assistant Secretaries and Deputy Assistant Secretaries	8:30 A.M. Friday	Secretary's Conf. Room
	<u>Prepared by:</u>	<u>Ready by:</u>
2. Secretary's letter of resignation	Eagleburger	Friday A.M.
3. State Department principals' and Assistant Secretaries' letters of resignation	Relevant Principal/ Assistant Secretary (in conjunction with Dean Brown)	Friday A.M.
4. Circular telegram to all Ambassadors requesting their resignations.	Dean Brown	Friday A.M.



V. Intra -
Governmental Mtgs



THE SECRETARY'S
INTRA-GOVERNMENTAL
MEETINGS

<u>Who</u>	<u>When</u>	<u>Where</u>	<u>Attendance</u>
1. Senior State Department Personnel	8:30 a.m. Friday	Secretary's Conf. Rm. State Department	Secretary, Principals, Assistant Secretaries, Deputy Assistant Secretaries
2. WSAG Meeting Chaired by The Assistant to the President	10:00 a.m. Friday	White House	Principals and Deputies
3. Meeting with NSC Staff Members	After WSAG	White House	NSC Staff Members



SECRET/NODIS

CHECKLIST OF ACTIONS AND DECISIONS TO
RAISE WITH PRESIDENT-DESIGNATE FORD
AT YOUR 3:00 P.M. Meeting

1. MESSAGES TO HEADS OF GOVERNMENT.

Review attached Plan of Action relating to President's and Secretary's Messages to Heads of Government. Does he wish to review messages?

2. TRADE BILL.

Markup in progress; Title IV now in form of Jackson-Vannik Amendment.

Need to indicate readiness to veto if no change in text;

Approve compromise on basis of exchange of letters regarding Soviet emigration policy between Secretary of State and Jackson.

3. SALT

Resumption in Geneva planned for early September. NSC meeting and general Presidential decision on approach (probable NSDM) required in next several weeks.

4. BREZHNEV VISIT.

Next visit to US extended at last summit to take place next spring (1975); needs to be reaffirmed. (Note discussion of special summits if warranted; referred to also in final communique; but no decision required now.

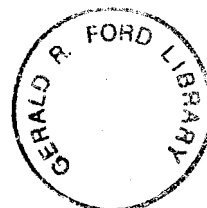
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E.O. 12958, Sec. 3.5

NSC Memo, 11/24/98, State Dept. Guidelines

By del, NARA, Date 12/18/03

SECRET/NODIS



5. GIEREK VISIT

Invitation extended for October 8-9; planning in progress. Needs to be reaffirmed.

6. CW: ENVIRONMENTAL WARFARE

Papers in NSC process; decisions on options required to permit Moscow summit follow-up in late August-October.

7. FAHMY VISIT

Agree to meet with him some time between August 12 and 14.

8. HUSSEIN VISIT

Agree to meet with him on August 16 and give a dinner on evening of August 16. (Dinner should probably be large social occasion since Queen is accompanying Hussein.)

9. RABIN VISIT

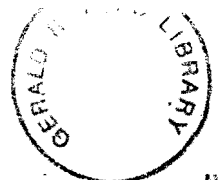
Late September or early October. It would be desirable to confirm this in his Presidential Message to Rabin.

10. SADAT Visit

In November. It would be desirable to confirm this in his Presidential Message.

11. RECOGNITION OF GUINEA-BISSAU

Presidential determination on recognition of Guinea-Bissau will be necessary when Portugal formally grants independence to that country. Approval of a proposed Presidential announcement will also be necessary; this might be necessary next week.



12. DIPLOMATIC RELATIONS WITH THE GDR

We have held up announcement of establishing diplomatic relations with the GDR because of harassments in the Berlin area. These have ceased. Ask his approval for going ahead now with the announcement.

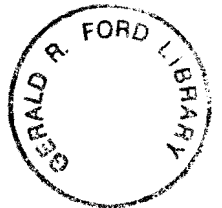
13. CHINA

Tell him about Presidential commitments on the normalization schedule as well as our general policy on the Taiwan issue. Obtain his approval for these to be re-confirmed by him to Mao and by you to Chou.

Inform him of your next planned visit to China, probably in November. Ask him whether he wishes to express at this time a general desire to visit China (date unspecified).

14. PRESENTATION OF CREDENTIALS

Presentation of Credentials by various Ambassadors: Spain, Syria, Indonesia, Ghana, Barbados, Costa Rica, Venezuela. This should be done as soon as possible and might be a suitable occasion for him to dramatize his involvement in the foreign policy field in the course of next week some time.



SCHEDULE

Friday, August 9

8:30 a. m. Meeting with State Department
Principals and Assistant Secretaries
9:15 a. m. *East Room*
10:00 a. m. WSAG (W. H.)
Meet w/NSC Staff
12:00 noon Swearing-In
2:00 - 7:00 p. m. Ambassadorial Meetings (W. H.)

Saturday, August 10

9:00 a. m. - 12:30 p. m. Ambassadorial Meetings (State)

Monday, August 12

? NSC Meeting (W. H.)
? Meeting with the President, the Joint
Chiefs of Staff, and Secretary
Schlesinger (W. H.)

