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File

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

August 14, 1974

MEMORANDUM FOR: PHILLIP BUCHEN
 → ROBERT HARTMANN
 JOHN O. MARSH, JR.
 ROGERS C. B. MORTON
 DONALD RUMSFELD
 WILLIAM SCRANTON
 CLAY T. WHITEHEAD

FROM: WARREN RUSTAND *WR*

SUBJECT: Organizational Transition

A meeting was held on Tuesday, August 13, at 2:00 p.m. in the office of General Haig for the purpose of discussing organizational transition. The following were in attendance: Dave Gergen - Milt Friedman; Bill Henkel - Robin Martin; Dave Parker - Warren Rustand; Jerry Jones, Chuck Wardell, George Joulwan and Dave Wimer.

The President, through General Haig, has asked that wherever possible the operations part of the White House staff and the Vice Presidential staff join forces to insure an orderly transition. Specifically, the discussion was directed to scheduling, advance and speech operations.

Dave Parker and I have been asked to develop and coordinate the President's schedule. To facilitate this matter, I will temporarily be located in Room 171-EOB (phone extension 6754) which has been Terry O'Donnell's office. Terry O'Donnell will be performing the aide function in the office immediately adjacent to the Oval Office.

It is my understanding that these quarters and assignments are temporary and transitional in nature and we we will assist the President and all staff involved as well as we can under the circumstances.