

The original documents are located in Box 26, folder “Presidential Trips - Scheduling Procedures (Political Office Input)” of the Robert T. Hartmann Files at the Gerald R. Ford Presidential Library.

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THE WHITE HOUSE

WASHINGTON

February 10, 1975

MEMORANDUM TO: Robert T. Hartmann ✓
John O. Marsh
Donald Rumsfeld
Gwen Anderson

FROM: Jack Calkins 

The attached memoranda are self-explanatory and are furnished for your information.



THE WHITE HOUSE

WASHINGTON

February 7, 1975

TO: Jack Calkins

FROM: Jim *J*omor

Your memo of February 6th fully covers our understanding of the Presidential trip procedure.



THE WHITE HOUSE

WASHINGTON • ,

February 6, 1975

MEMORANDUM TO: Jim Connor
FROM: Jack Calkins *JC*
RE: Agreed procedure for Political Office
input on forthcoming Presidential trips

There follows my understanding of the points we agreed on during our conversation Wednesday, February 5, in which Red Cavaney happened to join halfway through.

1. Counsellor Hartmann's office will be represented at the regular Friday scheduling meetings. Any change in the schedule for those meetings will be passed to our office.
2. Our office can submit suggestions for items on the President's trip schedule and prior to the Trip Meetings all memos and other correspondence should go to Warren Rustand for inclusion in the proposals which are submitted to the President for decision.
3. Our office will be invited to be represented at all Trip Meetings. Subsequent to the Trip Meeting for any given trip, all memos and correspondence from this office pertaining to that trip will be sent to Red Cavaney for inclusion in the proposals made to the President for decision.
4. As soon as the President has decided on any facets of a trip which have political overtones, our office will be notified. If he has approved a list of local residents who will be invited to meet him at a given stop, we will be notified of this fact also and we may then proceed to notify the Republican National Committee of the approved list and give them authority to make the necessary local contacts in order to extend the invitations.

(more)



5. It is not necessary to send copies of memos and correspondence to you or to anyone else except for cases where we feel the information could be utilized by another division (e. g. perhaps copying Jack Marsh and Max Friedersdorf in cases which have an overlap into Congressional Relations).
6. Our office will be furnished with the completed tentative trip agenda as soon as it is available. (Will your office make sure of this distribution or is it the responsibility of Red Cavaney?).

I believe the above items cover all of the necessary points to avoid confusion and make sure that our suggestions are worked into the system for Presidential decision, but if you have any others you wish to include, please feel free to do so. Once you have agreed to my memory of the above factors I will copy Bob Hartmann, Don Rumsfeld and Jack Marsh. Please advise.

