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2-3-75

THE WHITE HOUSE
WASHINGTON

Don R

O brassy, we
should try to figure
up a travel date as
early as possible.

THE WHITE HOUSE
WASHINGTON

Date 2/3/75

TO: DON RUMSFELD
FROM: JERRY H. JONES

For your information.

THE WHITE HOUSE

WASHINGTON

January 25, 1975

2
RA7

MEMORANDUM FOR:

DICK CHENEY

FROM:

RED CAVANEY 

SUBJECT:

SUGGESTED TIMETABLE
PRESIDENTIAL PUBLIC EVENTS

Attached you will find a copy of a Public Event Timetable and a narrative description of each of the stages within the flow chart.

As previously mentioned, this system is "tried and proven" through years of experience in the exceptionally complex environment of Presidential travel. It has the full concurrence of WHCA, the Secret Service, and other elements of support involved in Presidential advance work. Dramatic deviation from this format on a semi-consistent basis will almost assuredly result in a public embarrassment of the President at some future time.

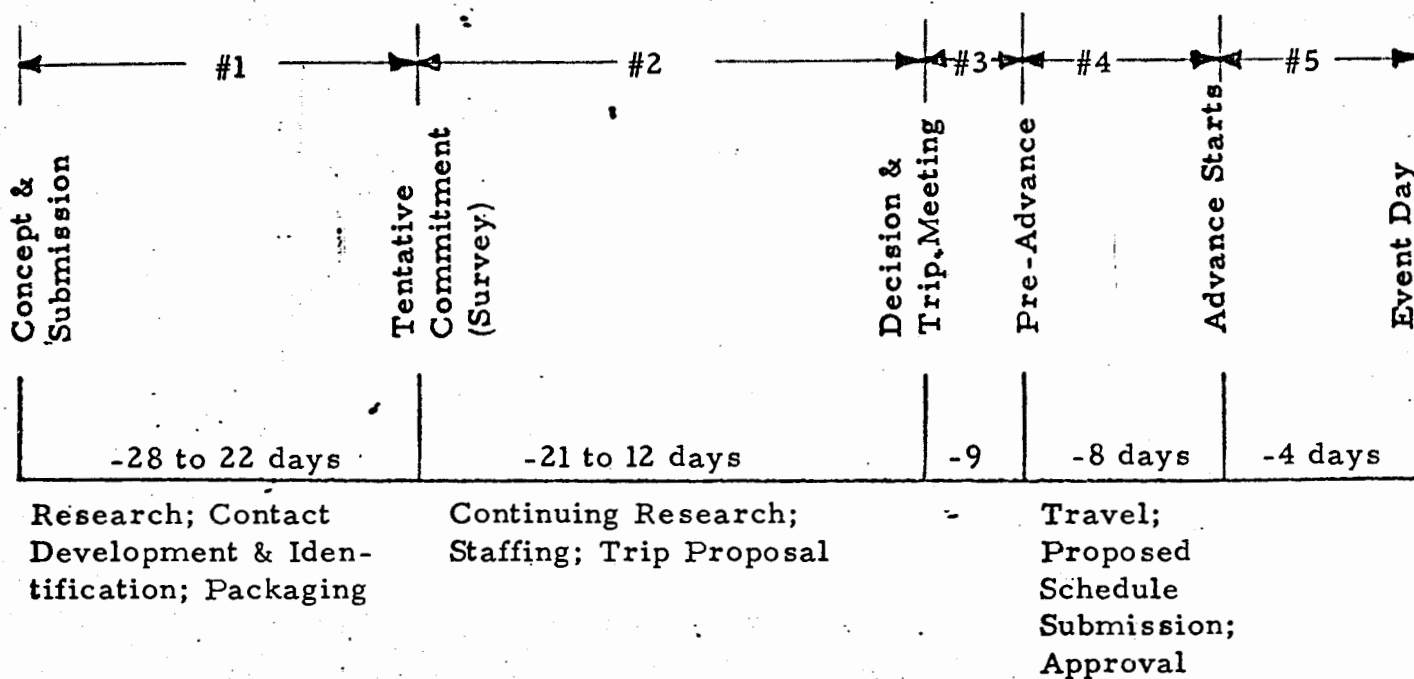
If this flow chart is utilized, our ability to implement "spontaneous" or "spur-of-the-moment" trips in addition to the normal projected travel is enhanced significantly.

I would appreciate your assistance in instituting this arrangement and welcome the opportunity to further discuss the subject, if desired.

cc:

J. Connor
T. O'Donnell
W. Rustand
T. DeCair

PUBLIC EVENT TIMETABLE



NOTES:

- a. Day computation does not include Sundays.
- b. Add one or more days to the Advance if event involves an overnight, crowd-raising, or non-structured event.
- c. Aforementioned timetable represents "averages" but should be accurate for at least 90% of schedule items.
- d. A survey consists of an advanceman travelling to a proposed event site and doing a feasibility study--can the concept be converted to fact. He considers logistics, technical problems, geographics, local political climate and other items, which are submitted to the Director of the Advance Office.
- e. A Trip Meeting is convened in Washington to alert all support elements, disseminate proposed Pre-Advance itinerary and key contact information, and identify team problems.

PERSONNEL

	<u>Pre-Advance</u>	<u>Advance</u>
Advance Office (Staff & Volunteers)	2	4
Press Advance	1	1
Secret Service	2	6
WHCA	2	35
Military Aide	1	1
Air Force 1	1	1
Helo	1	2
Doctor	1	0
Researcher	1	0
Aircraft Crew	5	0
TOTAL	17	50**

**Needs for each stop on a trip

NARRATIVE DESCRIPTION OF TIMETABLE

Stage #1

1. Time span begins with the development of a concept, either within the Scheduling Office or through submission of another office.
2. Scheduling Office researches concept for potential value and gathers specifics, ie. potential hosts, key contact identification, political climate and value, etc.
3. Concept is packaged and submitted to the President to ascertain if concept has merit. At this juncture, the Scheduling Office is seeking approval from the President to proceed to the next stage. In essence, if the concept is appealing to the President, specifics will be gathered and further practicality of trip will be researched.

Stage #2

1. If approved concept includes "non-structured" activity (coal mine tour, helo trip to off-shore oil rig, etc), the Scheduling Office should discuss with the Advance Office whether or not a Survey would be of value. If it is determined that a Survey is desired, it is undertaken and submitted to the Scheduling Office.
2. Detailed research, including "staffing out", continues.
3. Overview dialogue is initiated with key contacts, insuring that planned activities will generally coincide with the time parameters of the President's schedule.
4. A Trip Proposal, which includes Outline Schedule and Survey, is submitted to the President for approval. In short, approval will indicate that the President will do the trip unless the Pre-Advance surfaces some major problems.

Stage #3

1. Armed with the basic commitment from the President, the Director of the Advance Office convenes a Trip Meeting with all support elements to discuss trip parameters and establish the time of the Pre-Advance.

Note: Prior to convening the Trip Meeting, the Director of the Advance Office talks with the key contacts on specific areas of concern, ie. hotel room needs, function room availability, etc.

2. All elements of the White House who have a potential role in the trip are informed of the President's intentions.

Stage #4

1. The Pre-Advance proceeds to the proposed location, meets with the key contacts, and views all of the proposed sites of Presidential activity. It is at this juncture that all support elements reach a general agreement on the specifics of the trip, finalizing the conversion of a concept to a reality.
2. All support elements develop logistical and personnel requirements for the pending advance.
3. A Proposed Schedule (including various options) is submitted to the President, with the recommendations of the Pre-Advance.
4. Schedule approval is received from the President.

Stage #5

1. The Advance Team proceeds to the trip site and the development of the Detailed Guest and Staff Schedule is undertaken.

NOTE: Announcement of the President's trip can occur at any time during Stages #3 through #5. Earlier announcement increases the likelihood of introducing the President into an unfavorable environment.