

The original documents are located in Box 23, folder “Press Office - Administrative Matters (1)” of the Ron Nessen Papers at the Gerald R. Ford Presidential Library.

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Press Secretary to the President

Jack Hushen

Deputy Press Secretary to the President

Larry Speakes

Assistant Press Secretary to the President

Bill Roberts

Assistant Press Secretary to the President

Tom DeCair

Assistant Press Secretary to the President

Lou Thompson

Assistant Press Secretary for Administration

Jerry Warren

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Bob Kelly

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Paul Miltich

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WHITE HOUSE PRESS OFFICE

<u>RON NESSEN</u> (Presidential) \$42,500 +5%

<u>BILL GREENER</u> (Presidential) \$39,000 +5%

PRESS OFFICE

TELEVISION ADVISOR

COMMUNICATIONS

ADVANCE

<u>Assistant Press Secretary</u> (unclassified) (To be named) \$37,000 \$36,000-\$37,000 (Depends on person selected)	<u>Bob Mead</u> (unclassified) \$34,800 \$34,800	<u>Margita White</u> (Presidential) \$36,000 +5%	<u>Eric Rosenburger</u> (unclassified) \$27,500 \$30,000 \$29,900
<u>John Carlson</u> (unclassified) \$34,300 +5%	<u>Helen Collins</u> (unclassified) \$20,583 \$20,583	<u>Randy Woods</u> (unclassified) \$36,000 \$36,000	<u>Pappy Noel</u> (unclassified) \$25,000 +5%
<u>Larry Speakes</u> (unclassified) \$34,000 +5% \$36,000		<u>Jim Shuman</u> (unclassified) \$28,500 \$30,000 \$29,900	
<u>Bill Roberts</u> (unclassified) \$33,500 +5%		<u>Margaret Earl</u> (unclassified) \$16,500 +5%	
<u>Thym Smith</u> (unclassified) \$18,000 +5%			



* This table showing existing and proposed new salaries for the White House Press Office is based on advice from Dick Cheney that the 5% pay raise is discretionary for unclassified employees.

IF ASKED ABOUT SALARIES ON THE ANNOUNCEMENTS THEY ARE:

GREENER: \$39,900 Level IV

Reed: \$44,600 Level II

USIA
UNITED STATES
INFORMATION AGENCY
WASHINGTON 20547

MARGITA E. WHITE

Office: Appointed by Director James Keogh as ASSISTANT DIRECTOR, UNITED STATES INFORMATION AGENCY (Public Information) February, 1973.

Born: June 27, 1937, Sweden; U.S. Citizenship since 1955.

Education: Master of Arts in Political Science, Eagleton Institute of Politics, Rutgers University, 1960; Bachelor of Arts, Magna Cum Laude, in Government, University of Redlands, 1959.

Family: Married to Stuart C. White, Attorney at Law; one daughter, one son. Daughter of Mr. and Mrs. Eyvind O. Eklund, Tustin, California.

Professional History: Assistant to Director of Communications for the Executive Branch, Herbert G. Klein, on the White House staff, from January, 1969 to February, 1973; also assistant to Klein in the 1960 and 1968 Nixon Presidential campaigns.

Between 1963 and 1967, held positions in Washington, D.C. as assistant to columnist Raymond Moley; research assistant and writer for the Free Society Association; assistant to the Director of Research of the Goldwater for President Committee; and research associate, Republican National Committee.

Minority Press Secretary, Hawaii House of Representatives, 1963; and Administrative Assistant for the Honolulu office of Whitaker and Baxter Advertising Agency, 1962.

On the staff of the late U.S. Senator William F. Knowland, spring and summer, 1958, while participating in American University's Washington Semester Program.

Honors and
Awards:

Distinguished Service Award, University of Redlands Alumni Association, 1974; Biographical Listings in Women's Organizations & Leaders, 1973-75; Community Leaders and Noteworthy Americans, 1973-74; Outstanding Young Women of America, 1965; Who's Who in American Universities and Colleges, 1959; Woodrow Wilson National Fellowship, 1959.

Memberships:

Executive Women in Government (founding member); National Press Club.

Home:

McLean, Virginia.

THE WHITE HOUSE
WASHINGTON

NOTE FOR: DAVE HOOPES

FROM: TOM DECAIR

I just learned that Gay Pirozzi is still on the Interior payroll and just got her last paycheck (under 6-month rule, I think, but I'm not sure). Please put her on WH rolls, effective beginning of last pay period, so she can (1) get paid, and (2) get overtime. If pay records show she is eligible for a raise, please raise her one grade.

Also, Gay Pirozzi and Jill McAulay both work late at night frequently and should be allowed to park on State Place. I think we should be able to fill Betty ~~xxx~~ Rothgeb's place (since she's no longer with Press Office) and also I'm sure we can ~~xxx~~ squeeze in another, can't we?

What sort of paperwork do you need?

September 10, 1974
September 10, 1974

MEMORANDUM FOR DICK KAISER

FROM: TOM DECAIR

SUBJECT: Commission Books

Bob Mead, formerly of CBS, has joined the Press Office Staff acting as a television advancement. His title is Television Adviser to the President and he requires a Commission Book.

Also, my job description has changed, and I now serve as Assistant Press Secretary to the President and will need a Commission Book.



September 10, 1974

MEMORANDUM FOR JERRY JONES

FROM: TOM DECAIR

SUBJECT: Garage "B" List

Bob Mead, of the Press Office Staff will be making all of the advance trips and will need the use of a staff car from time to time. Would you please place his name on the "B" list with the Garage.

Thank you.



September 10, 1974

MEMORANDUM FOR GENERAL ADAMS

THRU: JERRY JONES

FROM: TOM DECAIR

Bob Mead has recently joined the Press Office Staff as Television Adviser to the President. He will need a signal line into his home:

**3846 North 26th Street
Arlington, Virginia (located off military road)**

His requirements are two phones each with a long cord from the wall to the instrument.

Thank you.



September 10, 1974

MEMORANDUM FOR JERRY JONES

FROM: TOM DECAIR

SUBJECT: Elipse Parking

Bob Mead has recently joined the Press Office Staff and requires Elipse parking. Would you please notify Mike Farrell as soon as possible with the request.

Thank you.



September 12, 1974

MEMORANDUM FOR DAVID HOOPES

FROM: TOM DECAIR

SUBJECT: Staff Pins

The following people of the Press Office staff require staff pins for their frequent travel with the President.

**Thym Smith
Jill McAuley
Gay Pinessi
Judy Gibson**

Thank you for your help in expediting this.



September 19, 1974

MEMORANDUM FOR GENERAL LAWSON

THRU: JERRY JONES
FROM: JACK HUSHEN
SUBJECT: Garage "B" List

Tom DeCair, Assistant Press Secretary to the President, and Eric Rosenberger, Staff Assistant to the President, both are heavily involved in Presidential travel -- both from the advance aspect and during the trips themselves, and will need the use of staff cars from time to time. Would you please place their names on the "B" list with the garage.

Thank you.



FOR IMMEDIATE RELEASE

SEPTEMBER 20, 1974

OFFICE OF THE WHITE HOUSE PRESS SECRETARY

THE WHITE HOUSE

REMARKS OF THE PRESIDENT

AND

RONALD NESSEN

UPON APPOINTING

RONALD NESSEN

AS

PRESS SECRETARY TO THE PRESIDENT

THE BRIEFING ROOM

1:45 P.M. EDT

MR. HUSHEN: Ladies and gentlemen, the President of the United States.

THE PRESIDENT: Thank you very much, Jack.

This is an opportunity for me to make a very, very pleasing announcement. I think I am very, very fortunate on this occasion to have the opportunity of announcing to all of you and to others, in fact, that Ron Nessen is going to be my Press Secretary.

Ron, as you know, has a superb reputation, standing in the electronic media, but I was pleased to find out in my discussions with him that he had a background in the writing press.

So we are very fortunate to have someone like Ron who not only knows the writing but also the electronic press.

I had the opportunity of getting acquainted with Ron in the many, many trips that he took with me on Air Force Two. I think the number is some 57. So, in that luxurious aircraft, in the many travels we made around the country, I was given the opportunity of getting to know Ron very well.

I admired his skill and objectivity as a reporter. I enjoyed his company. I was greatly impressed with his ability and overall approach to the problems that I faced and others did.

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So when I asked Ron if he would take the job, I couldn't have been more pleased.

I must say that this announcement comes at a somewhat unique time. I just spent 2-1/2 hours with one of the leading Communists, and now I am about to meet with one of the most wealthy and influential capitalists. So in between those two meetings, it is my privilege and pleasure to indicate to all of you that Ron Nessen will be my Press Secretary, and I couldn't be more pleased.

MR. NESSEN: Thank you, Mr. President.

THE PRESIDENT: Fine, Ron. You are the boss.

MR. NESSEN: My wife said to tell you that this entitles you to one free dancing lesson. (Laughter)

THE PRESIDENT: I need it. (Laughter)

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MR. NESSEN: Thank you very much for the trust you put in me, and I will try to live up to it.

THE PRESIDENT: I have no doubt about it, Ron.

So, I will turn the job over to Ron. He has my full backing and support, and I think I am very lucky to have somebody like him handling the job.

MR. NESSEN: You are not going to leave me out here all alone, are you?

THE PRESIDENT: You better get used to it. No, I am going to stand here until you finish your remarks.

MR. NESSEN: Well, I did want to say a couple of things.

I hope the White House Press Corps is ready for another Ron. I am a Ron, but not a Ziegler, I can tell you that.

I do want to say a couple of things. One is that I will never knowingly lie to the White House Press Corps. I will never knowingly mislead the White House Press Corps, and I think, if I ever do you would be justified in questioning my continued usefulness in this job.

My conception of the job is that a Press Secretary does not always have to agree with the decisions of the President. I think a Press Secretary's job is to report to you the actions of the President, why he has taken the actions, how he has arrived at the action. I don't think that the Press Secretary and the press are natural antagonists. I think we really both have the same aim.

I have been out on the other side for a long time, and now I am on this side, but I think we have the same aim, which is to get as much news as possible about what goes on in this place to the American people.

Obviously, the Press Secretary needs to know what is going on to do that job, and I have been assured that I will know what is going on. I don't expect to be a salesman for the President. I am not going to try to sell his programs to you.

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I am apolitical. Like most of you, I have worked on covering most of the political campaigns of the last 15 years. The last time I voted, I am ashamed to say, was in 1960 when I voted for John Kennedy. Other than that, I have no affiliation with any political party.

I think my models in trying to do this job will be Bill Moyers for his knowledge and his honesty and the amount of information that he put out, Pierre Salinger for the good humor and the good fellowship and the grace that he brought to this job, and I would hope to be able to earn as much respect from you as Jerry terHorst had.

I think it is probably too late to go back to a honeymoon, but maybe we could have a trial reconciliation.

Thank you.

THE PRESIDENT: Thank you, Ron.

We are very proud to have him, and we look forward to working together.

I will leave you to your friends.

Thank you very much.

MR. NESSEN: Thank you very much, sir.

If you have any questions about my job, I would be happy to answer them. I really haven't been here long enough to know anything else.

Q Ron, are you going to provide us a bio?

MR. NESSEN: The Press Office is making one or has already made it.

Q Are you taking over right now?

MR. NESSEN: Yes.

Q How much is your salary?

MR. NESSEN: \$42,500.

Q Ron, Jerry was a little upset because he felt he was betrayed in his last couple of days in office. Have you talked to Mr. Buchen, have you talked to other people Jerry had some problems with to make sure this doesn't happen to you?

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MR. NESSEN: I have talked to people here, and they understand what the problem was with Jerry terHorst, and I don't think that will be a problem again.

Q What was it?

MR. NESSEN: I think Jerry has spelled out himself what his problem was, and I really shouldn't speak for Jerry.

Q Can you tell us when you heard about this, how this came about?

MR. NESSEN: About a week ago I was contacted by one of the offices at the White House that deals with recruiting and asked if I would be interested, and I said I would be interested under certain conditions. I was later contacted by one of the President's advisers, and we discussed it, and I made some of the same points that I have made to you, and then I had a chat with the President yesterday in which I made these same points and in which he offered me the job and I accepted.

Q What were the conditions that you accepted the job?

MR. NESSEN: I don't think I would call them conditions. Some of the points that I made to you, that I did not picture the Press Secretary as having to be a salesman, that I did not think the Press Secretary had to agree with every Presidential decision, but I very strongly felt that the Press Secretary needed to know what was going on in this place so he could do his job.

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MR. NESSEN: If you would like to think about that or have us think about that, we will.

Q Ron, are you going to make any changes on the staff?

MR. NESSEN: Well, for the moment everybody on the staff is going to stay on the staff.

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MR. NESSEN: Yes, Phil?

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MR. NESSEN: Where is Les. That is his question.

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He will be leaving soon. (Laughter)

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MR. NESSEN: This job does have three aspects to it, really. One is to be the President's spokesman, the second is the administrative function that I mentioned, and the third is to advise the President. The President has a group of senior advisers, as you know, numbering about five or six, and the Press Secretary is one of those senior advisers and, therefore, will have an input as well as an output.

Q The President met with Mr. Gromyko for, I think he said, two and a half hours. Are you going to give us something on that today?

MR. NESSEN: There will be a posting on what happened at the meeting with Gromyko.

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MR. NESSEN: I think if I misled or lied to you, then you are justified in questioning my continued usefulness in this job.

Q Ron, could you say in your own mind what persuaded you to take the job after so many years in the news field?

MR. NESSEN: I think, like most people out there, I have had an itch for a while to be a participant in events instead of always an observer at events, and this opportunity presented itself to be a participant, and I took it for that reason.

Q Ron, do you believe you could ever go back to being a reporter after you hold this job?

MR. NESSEN: John, this is my first day on the job. I rather not look forward to retirement quite yet.

Q Ron, does the fact that you took a leave of absence indicate, like Jerry terHorst kept telling us when he first came on -- he said I am not necessarily permanent, I am on a leave of absence -- does this mean that you also want to make sure that promises that have been made to you are going to be kept?

MORE

MR. NESSEN: No, that was not really the reason. Well, in all honesty, I don't know what the White House set-up is, how soon I get on the payroll, how soon I get my first check, whether I get hospitalization, or pension, or what, and I want to make sure I hang on to my NBC pension and hospitalization and so forth until I am fully aboard over here. That is the only reason.

Q Did Brokaw recommend you? (Laughter)

MR. NESSEN: I don't know.

Q What about Jack Hushen? Is he still deputy?

MR. NESSEN: Yes.

Q Ron, Jerry terHorst's column today says that a Presidential spokesman is responsible -- and he puts them in this order -- to the media, to the President and to the public. Do you want to look at it?

MR. NESSEN: I would say that the Press Secretary is responsible first to the public.

Q Ron, do you have any notions on how often a President ought to have a press conference?

MR. NESSEN: I think as often as possible, and I think this President has and intends to continue to hold press conferences frequently.

Q Is that part of the agreement between you and the President?

MR. NESSEN: I didn't think there was any need for an agreement because that has been his policy and as far as I know will continue to be his policy.

THE PRESS: Thank you.

END (AT 2:00 P.M. EDT)

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Q Ron, could you say in your own mind what persuaded you to take the job after so many years in the news field?

MR. NESSEN: I think, like most people out there, I have had an itch for a while to be a participant in events instead of always an observer at events, and this opportunity presented itself to be a participant, and I took it for that reason.

Q Ron, do you believe you could ever go back to being a reporter after you hold this job?

MR. NESSEN: John, this is my first day on the job. I rather not look forward to retirement quite yet.

Q Ron, does the fact that you took a leave of absence indicate, like Jerry terHorst kept telling us when he first came on -- he said I am not necessarily permanent, I am on a leave of absence -- does this mean that you also want to make sure that promises that have been made to you are going to be kept?

MR. NESSEN: No, that was not really the reason. Well, in all honesty, I don't know what the White House set-up is, how soon I get on the payroll, how soon I get my first check, whether I get hospitalization, or pension, or what, and I want to make sure I hang on to my NBC pension and hospitalization and so forth until I am fully aboard over here. That is the only reason.

Q Did Brokaw recommend you? (Laughter)

MR. NESSEN: I don't know.

Q What about Jack Hushen? Is he still deputy?

MR. NESSEN: Yes.

Q Ron, Jerry terHorst's column today says that a Presidential spokesman is responsible -- and he puts them in this order -- to the media, to the President and to the public. Do you want to look at it?

MR. NESSEN: I would say that the Press Secretary is responsible first to the public.

Q Ron, do you have any notions on how often a President ought to have a press conference?

MR. NESSEN: I think as often as possible, and I think this President has and intends to continue to hold press conferences frequently.

Q Is that part of the agreement between you and the President?

MR. NESSEN: I didn't think there was any need for an agreement because that has been his policy and as far as I know will continue to be his policy.

THE PRESS: Thank you.

END (AT 2:00 P.M. EDT)

September 20, 1974

MEMORANDUM FOR JERRY JONES

FROM: TOM DECAIR

SUBJECT: Staff Mess Privileges

Bob Mead, Television Adviser to the President, recently with the Press Office should be placed on the list for Executive Mess Privileges.

Thank you for your help.



September 24, 1974

MEMORANDUM FOR DICK KEISER

THRU: DAVID HOOPES

FROM: RON NESSEN

Commission Books are required for the following:

**Ronald H. Nessen, Press Secretary to the President
John W. Hushen, Deputy Press Secretary to the President
Thomas P. DeCair, Assistant Press Secretary to the President
Robert Mead, Television Adviser to the President
Eric Rosenberger, Press Advance Representative
James M. Crowe, Press Advance Representative**

Thank you for your help.



September 25, 1974

MEMORANDUM FOR JERRY JONES

FROM: TOM DECAIR

SUBJECT: White House Staff Mess Privileges

Would you please place Bob Mead, Television Adviser to the President on the Press Office Staff, on the list for White House Staff Mess privileges.

In my memo of September 20 requesting "Executive Mess" privileges, I inadvertently misspoke myself, and thought I was requesting WH Staff Mess privileges and was today informed that Bob now has OEOB Mess privileges. Would you please correct this error.

Thank you for your help.



September 25, 1974

MEMORANDUM FOR ERIC ROSENBERGER

FROM: TOM DECAIR

SUBJECT: Pappy Noel and Local Press Handling

As you can see from the attached, Ron didn't buy your idea. You can either appeal or try to find someone else.

As you can also see there have been some problems with locals and Ron bought Roberts' idea that locals be involved in the press advance. Also you know that locals were very pleased in Detroit (many told Hushen, who's from Detroit). Let me know if this raises problems. Ron feels they should be included in pools where appropriate -- but only if they **FULLY** understand pooling responsibilities.

Attachments (2)



THE WHITE HOUSE

WASHINGTON

September 24, 1974

MEMORANDUM FOR: RON NESSEN
VIA: TOM DECAIR
FROM: ERIC ROSENBERGER

As you know, Mike Crowe will be coming on board to help me starting September 30, 1974.

Due to the increased level of announced travel through the Japan and Korean trip, I recommend that I bring on one additional person.

Pappy Noel, who was with UPITN and is now busy doing free lance work for the Washington stations and networks is very interested in the position. I feel he is well qualified and has the disposition and attitude needed for the job. I would like to bring him on board. Tom and I have talked salary and Pappy is agreeable.

It is uncertain as to whether the level of travel will be maintained at the October and November level after the foreign trips and, therefore, whether a third Press Advanceman would be needed after that time is uncertain. However, recent experience indicates that the President's travel schedule probably will not slow down.

In any event, Pappy will be willing to come on during the crunch and await confirmation of a full time position until after the foreign trips.

Considering the situation with intowners and the expected level of Presidential travel, I recommend that we bring on Pappy Noel on a full time basis.

APPROVE: _____ DISAPPROVE: X

ERB

*unless I can be
talked into it.
We need someone
younger*

September 24, 1974

MEMORANDUM FOR RON NESSEN

FROM: BILL ROBERTS

SUBJECT: UNHAPPY NEWS DIRECTORS

I think the following is important enough to call to your attention for possible action. On September 13th, I spoke to the Radio Television News Directors Association International Conference in Montreal, carrying with me filmed greetings from the President, which were well received. However, in a Q and A session following the speech, a number of news directors registered strong protests to what they charged was a White House policy of discrimination against local media in coverage of Presidential visits. Most of the complaints came from Nixon Administration policies--but one was our baby. During the President's visit to Pittsburgh, some local TV stations were not informed of the possibility that the President might visit a school on the way back to the airport from his speech, which he subsequently did. The attached letter from protestor, Fred Young, explains in detail. I said I thought this was wrong, and suggested that in future trips, our advance people include at least one representative of the local papers, and one representative of the local TV and radio stations in the press coverage planning sessions, so all would know what was going on. Which seemed to have some effect in lulling the protests. When I got back, I checked with Eric Rosenberger, who said it was an oversight that the local stations were not informed of the photo possibility. Rosenberger liked the suggestion of keeping at least one representative of local press and broadcasting informed of all plans, and I am furnishing him a list of possible candidates for Radio-TV at future stops.

But since this occurred during the interregnum, I thought you should be alerted to this informal arrangement and approve or disapprove as you see fit.

September 25, 1974

MEMORANDUM FOR DAVID HOOPES

FROM: TOM DECAIR

SUBJECT: Newspapers

Tom DeCair currently receives the following newspapers:

**Washington Post
New York Times
Wall Street Journal
Baltimore Sun**

He should receive the following additional papers daily:

**Chicago Tribune
Newsday
New York Daily News
Washington Star News (first and last editions)
Kalamazoo (Michigan) Gazette**

The Associated Press is delivered each morning several papers. They would like to receive the Wall Street Journal; instead of the Baltimore Sun.

Thank you.



September 25, 1974

MEMORANDUM FOR DAVID HOOPES

FROM: TOM DECAIR

SUBJECT: Joy Chiles

Please take the appropriate steps to raise Joy Chiles to the unclassified equivalent of GS 10/3 (\$14,271) plus overtime (total \$16,278).



September 26, 1974

MEMORANDUM FOR DAVID HOOPES

FROM: TOM DECAIR

SUBJECT: GSA Construction of Two Radio Booths

Ron Nessen requests that construction of two radio booths in the lower press lobby begin immediately. Two major radio networks are without such booths until the project is completed.

Although we have explored with the radio networks the possibility of their paying some or all of the cost, and they have agreed in principle, it is desired that the White House bear the entire cost. If the radio networks were allowed to pay for the booths, it would give them a claim on the facilities that others don't enjoy, and it would reduce our control over the press room facilities.



UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION



DATE: September 19, 1974

Region 3

Washington, DC 20407

REPLY TO
ATTN OF:

Manager, White House Area

SUBJECT:

Estimate to construct two radio booths
in lower Press Area

Mr. Tom DeCair
White House

The estimated cost for constructing two radio booths, Press Area
lower level, and match them to the existing sound booths in the
area is \$7,479.40.

D.J. SPALDING
Manager, White House Area

September 26, 1974

MEMORANDUM FOR DICK EMERY

FROM: TOM DECAIR

SUBJECT: Moving Signal Phone

Tom DeCair is moving from 215 North Cherry Street, Falls Church, Virginia, to Apt. 717, 250 Whiting Street, Alexandria, Virginia. He currently has a manual signal phone in his residence which should be moved to the new location on Monday, September 30.

In addition, a regular private telephone should be installed at the new location at that time. The private phone at the old location should not yet be removed.

Can both installations be accomplished Monday?



September 26, 1974

MEMORANDUM FOR JERRY JONES

FROM: JOY CHILES

Re: Supplies

**Would you please authorize the Supply Room to order two
spindles.**

Thank you.



September 27, 1974

MEMORANDUM FOR GENERAL LAWSON

FROM: RON NESSEN

SUBJECT: Use of Garage Personnel on Presidential Trips

Just to keep you advised, I am having Ray Zook and Tom DeCair enter into discussions with Bob Linder and Jerry Jones in an attempt to find an alternative to the use of garage personnel on Presidential trips.

I appreciate your cooperation in this matter until we get through the busy October-November period.



September 28, 1974

MEMORANDUM FOR JERRY JONES

FROM: RON NESSEN

SUBJECT: Press Pool Vehicles

General Lawson will be talking to you soon about our request to the Military Office to provide two vehicles to transport the press pool (and related staff members) on in-town Presidential motorcades.

As you may be aware, during the Nixon Administration either three or four vehicles were used -- three when the coverage by the pool was purely protective and four when there was a coverage situation.

At some point early in the Ford Administration we found ourselves being provided only a cumbersome van, which is difficult to get in and out of quickly and which occasionally loses the motorcade at lights and in traffic. We find this arrangement to be unsatisfactory and ask that you approve our request to have two vehicles for the press pool for in-town motorcades.

You should be aware that from our small quota of seats in these vehicles we will be transporting necessary White House staff as well as press. Staff include a White House photographer, a Press Office staff member, a WHCA sound man, and a Navy film photographer. By greatly reducing what used to be a standard in-town protective press pool, we can make do with two vehicles, which, you should note, is a reduction from previous levels.



September 30, 1974

MEMORANDUM FOR DAVID HOOPES

FROM: TOM DECAIR

SUBJECT: White House Phones

Would you please approve the White House phone service for installation at the Nessen residence.

Thank you.



THE WHITE HOUSE

WASHINGTON

September 30, 1974

MEMORANDUM FOR: DONALD RUMSFELD

FROM: RON NESSEN

SUBJECT: "Holdovers" on Press Office Staff

Listed below are the professionals (non-secretarial) people on the Press Office staff who were here before the August 9 transition.

1. Ronald L. Ziegler, Assistant to the President and Press Secretary, \$42,500. In San Clemente with the former President; a constant subject of press questions.
2. Ken W. Clawson, Communications Director to the President, \$40,000. One of the two major topics of press questions about holdovers who are leaving. He should leave the White House in the very near future.
3. Gerald L. Warren, Deputy Press Secretary to the President, \$36,000. Most helpful in providing precedents and counsel in difficult situations, most recently the handling of the announcement that Mrs. Ford would be hospitalized. I am in no hurry whatsoever to have Jerry leave and believe that he should be allowed to take as much time as he wants, as he will continue to be an asset until he does so.
4. Thomas P. DeCair, Assistant Press Secretary to the President, \$30,000. Tom has proved invaluable to Jerry terHorst and myself in orienting us to our job and, as a consequence, was promoted by the President to Assistant Press Secretary. I plan to retain him as a personal assistant, primarily in the areas of long-range planning and thinking and as a special projects man and troubleshooter.
5. James R. Holland, Assistant Press Secretary to the President, \$36,000. Jim is handling some of the old Clawson function and was formerly Ken's deputy. I am looking at the advisability of retaining him and have no recommendation at this time. I will advise you when I have determined more clearly his abilities and liabilities.

6. Franklin R. Gannon, Special Assistant to the President, \$35,300. In San Clemente with the former President. I am told he is an extremely bright young man and could very well be brought back. He wishes to do so. However, I am given to understand that he may be undertaking a project in California which would preclude his early return. I am told he was of particular help to Ken Cole and the speechwriters when he was here.
7. Oliver Atkins, Official White House Photographer, \$34,500. Ollie has held the photo office together administratively for the past two months since the new set-up includes a Personal Photographer to the President who does not function administratively. However, Ollie has an excellent offer from Curtis Publishing (Vice President) and will probably leave to take it if he is unable to get a handle on the whole photo operation. I urge his retention if it can be accomplished.
8. John McLaughlin, Deputy Special Assistant to the President, \$33,000. He is the major holdover problem from a public relations standpoint. There is absolutely no place for him in my operation and he must go as soon as possible.
9. John G. Carlson, Deputy Special Assistant to the President, \$32,500. John is my link with the Domestic Council and the economic people and as such is an essential element of my staff. He should remain.
10. Alvin Snyder, Staff Assistant, \$32,500. There is no place for him in my organization (he was a contact point for the networks). He is currently trying to tell people that he is unable to find time to get another job because of the work he is doing for us. You should know that he has no responsibilities from this office whatsoever. He is not a particular PR problem, but should go soon.
11. Larry M. Speakes, Staff Assistant, \$30,500. Larry will probably stay, with a possible change in duties. I will be able to discuss this more thoroughly at a later date.
12. L. Diane Sawyer, Assistant to Mr. Ziegler, \$21,000. With the former President in San Clemente. An occasional subject of press questions about White House staff members in San Clemente.

A separate memo enumerates the "holdovers" who are the subject of press inquiries, as you learned this morning.

THE WHITE HOUSE
WASHINGTON

September 30, 1974

MEMORANDUM FOR:

DONALD RUMSFELD

FROM:

RON NESSEN

SUBJECT:

"Holdovers"

Listed below are the so-called Nixon holdovers who are the subject of frequent press inquiries. In order to be responsible to the press -- and they have been asking for weeks -- I feel we must determine public postures, preferably with termination dates, for these individuals.

- | | |
|---------------------|---------------------|
| 1. Ron Ziegler. | 5. Dick Moore. |
| 2. John McLaughlin. | 6. Dave Gergen. |
| 3. Ken Clawson. | 7. Ray Price. |
| 4. Pat Buchanan | 8. Jerry Warren. |
| | 9. J. Fred Buzhardt |

Your cooperation in a rapid resolution of this matter would be greatly appreciated and would greatly enhance the image and posture of the Ford White House vis a vis the Nixon White House.

In addition, I need a current list of White House personnel detailed to San Clemente, their pay and how long they will remain on our payroll.

THE WHITE HOUSE

WASHINGTON

September 30, 1974

MEMORANDUM FOR:

DONALD RUMSFELD

FROM:

RON NESSEN

SUBJECT:

Lou Thompson

It is urgently requested that you approve, or obtain the President's approval of, my hiring Lou Thompson as an Assistant Press Secretary. He would be charged with handling a myriad of administrative duties for me and keeping a watch on the enlarged Press Office operation.

While the Press Office staff, as such, has not grown (despite the increasing demands of keeping up with a busy President), it has acquired two new functions. One is the President's news summary, which I am currently reviewing to ensure that it reflects the needs of both the President and the White House staff; and the old Clawson communications operation (at least those parts of it which are consistent with the President's wishes).

Because of the diverse nature of all these responsibilities, I feel I can only be effective as the President's chief spokesman if I can unload the substantial administrative burden on someone with enough clout (hence the title Assistant Press Secretary) to speak for me with authority. I propose that Lou be paid \$32,000.

Lou is currently with the American Enterprise Institute and is about to be made a senior staff member there. He joined AEI (Bill Baroody, Sr.'s organization) last month after resigning his commission as a U.S. Army Major. He had been Jerry Friedheim's assistant at Defense and is extremely well-grounded both administratively and substantively. He comes highly recommended by the Baroody's (Jr. and Sr.), Jerry Warren, Tom DeCair and the NSC (especially Les Janka, who serves as my link to State and Defense and Kissinger), and outside by Mel Laird and others.

I strongly urge that you approve this request urgently so that I can get a grip on this whole operation before it gets out of hand.

October 8, 1974

MEMORANDUM FOR GENERAL ADAMS

FROM: TOM DECAIR

Re: Pageboy for Ron Nessen

Would you please issue a pageboy for Ron Nessen, Press Secretary.

Thank you!

October 10, 1974

MEMORANDUM FOR:

JERRY H. JONES

SUBJECT:

Quality Increase for Catherine M. Koob

The Civil Service Regulations provide for the granting of additional within-grade increases in recognition of high quality performance above that ordinarily found in the type of position concerned.

Miss Koob has performed in a most outstanding manner the many functions assigned to her. Her work is of a high level of effectiveness and represents a devotion to duty that is exceptional. This high level has been sustained during her tenure in this office as a Secretary and is characteristic of her day-to-day activity. Indeed, her accomplishments substantially exceed normal requirements. I am convinced that Miss Koob will continue to carry on her duties in an outstanding manner and I recommend her for a Quality Increase.

If you approve, this action will raise her from GS-8/1 to GS-8/2.

RN

Ronald H. Nessen
Press Secretary to the President

Approved _____

Disapproved _____

THE WHITE HOUSE
WASHINGTON

JIM ROGERS:

Please prepare a memo to
give Koob a quality step
increase and return to Eric
Rosenberger for his signature.

Thank you.

DAVE HOOPE

10/4/74

eff 10/13/74
per Dr Hooper
acc
10/5/74

10-11-74

THE WHITE HOUSE

WASHINGTON

October 4, 1974

MEMORANDUM FOR: DAVE HOOPES

FROM: ERIC ROSENBERGER *ER*

SUBJECT: Cathy Koob

In the spirit of what we discussed today and with what the attachments say, can you advise me on what we can do to get Cathy some more dough? If we are having problems, since she has new responsibilities and a new job title, will they help us in our effort?

THE WHITE HOUSE

WASHINGTON

Check and see if Jerry still needs
her in his new office.

THE WHITE HOUSE

WASHINGTON

October 25, 1974

MEMORANDUM FOR:

LOU THOMPSON

FROM:

DAVID C. HOOPES



SUBJECT:

Antoinette H. Besecker

The transfer of Antoinette H. Besecker from Dr. McLaughlin's office to Gerald L. Warren's office is approved. It was noted, however, that there may be a need for you to change this assignment if Ron Nessen is asked to cut slots.

Thank you.