The original documents are located in Box 120, folder "Press Room at Andrews Air Force Base" of the Ron Nessen Papers at the Gerald R. Ford Presidential Library.

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ANDREWS AIR FORCE BASE PRESS ROOM

For several years, many news organizations have made requests to the White House for a space at Andrews Air Force Base to file stories following the return from Presidential trips.

Through the efforts of Ray Zook and Bob Manning--with the cooperation of the people at Andrews--we have been successful in obtaining a Press Room at Andrews. This facility is located at the South end of the Base Operations Building--which is the building adjacent to the Terminal where we presently enter.

We hope to have the Press Room open by March 1. Included with this will be writing space, a place for installation of telephones, a briefing platform should we need it and coffee and drink machines. In short, it will be a complete press facility.

Each news agency wishing to install a telephone will, of course, have to make their own arrangements. The requests should be funneled into Captain Al Alderford, the Base Public Information Officer. He can be reached on 981-4511. Requests should be in by February 25. There will be a space limitation of one telephone booth for each organization. You will be interested to know they will be equipped with an interconnect arrangement so recorders can be connected without removing the transmitter cap.

There will also be two public pay phones installed for use of those who do not have permanent installations. These, of course, will not have the device for the recorder.