

11/19

COTENNEY

① Def + Training Sects really too busy.
Committee Chair + constitution of those depts
not incl. will be upset.

② Clean House except military office -
but new top level ^{military} aides

③ Keep Chief Clerk - career prof.s.

④ Keep all career profs. (about 1/2 of the employees)

⑤ Get rid of Eleanor Conner

⑥ Keep Louie Bernard + Nell Yates

Give office
space
decisions
to him.
(Parking,
Training, com,
living.)

⑦ Darman - good staff secty - familiarity w/ govt.
(Stopping looks on on a piece of paper showing who sees paper before
it goes in.)

⑧ Can split Lab Secty + Staff Secty.

⑨ Make all the trips w/ Pres.
Cos S.

Deans will
have
Depty title

⑩ Gen'l Deputy to run the shop when gone (Berger?
Hodwell?)

⑪ Maybe - Berger as asst to Pres for Conner.

Central theme
we ought to
push

Pres. seriously weakened in recent yrs.

Restore power + auth to Exec Branch. - Need strong leadership.

Get rid of War Powers Act - restore independence rights

2) Strong Cab + strong staff in Wt. ["]Not either or["]
Have to have both proposition.

3) Orderly schedule + orderly paper flow in way you
protect the Pres.

Well designed system. Good to be brutal in
scheduling decisions

Most valuable asset in DC is time of RA

Need to have discipline + order + be discriminating

4) Stay away from "Oh by the way" decisions -
(Common Pitfall Picketers)

Take a walking tour when see Watson.

It's not in anyone's interest to get an "Oh by the
way decision" - + all have to understand that.

Can hurt the Pres. Bring it up at a Cab. Mtg.

Make sure everyone understands this.

Requests from Cab. members to see Pres. have to
give 24 hrs turnaround time.

- * BE AN HONEST BROKER
- * DON'T USE THE PROCESS TO IMPOSE YOUR
- * POLICY VIEWS ON PRES.

Keep a low profile

Talk to press - always on background.

You've got good credibility w/ press. Husband it carefully.

If you become a major public figure - quoted all time in papers - you lose credibility - feathering own nest rather than serving Pres. Also no way to be public re issues w/out ~~the~~ appearing to take sides.

Do a Meet Press occasionally - try to limit to style - process + procedures and not issues.

8 or 9 senior people can have portal to portal transp.

Council's
Miss
Doit

* Have full field FBI investigations run on all W.D. staff. This gives "Top Secret" clearance. You should

decide who should receive clearance over & above
Top Secret.

Col S should see Pres's daily brief from CIA.

Staff
Secrets
Office
will have
a copy.

Code of Ethics under Ford will be a good
one to use. aftermath of Watergate. Get Council
office work on it. Publish them
Conflicts of Ints - Blind Trusts, etc

Talk w/ the Leadership re Person for Long's
Relations. New one elected Dec. 8

Doesn't
be perfect?
Need
someone
close to
Pres.

Need
Pres's
out front.

Press Secty: Doesn't have to be a reporter or
journalist. Better off if not! What press really
wants is someone who: (1) speaks for Pres (2) they can
trust what he says. (Not ^{the} press guy in Oval Office
but a Pres's guy in press room.)

~~Ed Schan~~