

THE SECRETARY OF DEFENSE
WASHINGTON, D. C. 20301

November 10, 1976

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
DIRECTOR OF DEFENSE RESEARCH & ENGINEERING
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL
DIRECTOR, PLANNING AND EVALUATION
DIRECTOR, TELECOMMUNICATIONS AND COMMAND
AND CONTROL SYSTEMS
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: Transition

The President has indicated his intention that this Administration cooperate fully with the transition of the President-elect and do everything possible to assist and facilitate the forthcoming transition. I will personally supervise DoD's fulfillment of that commitment. As we proceed through the transition period, I am asking each of you to work within your department, organization or agency to achieve this end. You should be guided by the thought that while the leadership of this Department has a responsibility to manage the Department of Defense until January 20th, we want to do so in a manner which will assist our successors. I'm confident you will carry on in a highly professional and nonpartisan manner. The best test is to ask "how would we wish to find the Department were we the ones arriving in January?"

I intend to remain in my position until January 20th or, at the pleasure of the President-elect, until such time as my successor is sworn in. I will remain available to discuss with you any issues that may develop during this period.



I have asked The Special Assistant to the Secretary and Deputy Secretaries of Defense, Stephen E. Herbits, to be the Department of Defense transition coordinator. He will be contacting you with specific requests for the preparation of written background materials, presentations and the like. His office will be the primary contact point for individuals representing the President-elect and will arrange for appropriate clearances and credentials for these individuals. To assure that appropriate and timely support is provided the President-elect, all contacts with and assistance to his transition team should be through the Office of The Special Assistant.

D. R. Jones

