

THE WHITE HOUSE
WASHINGTON

November 8, 1972

MEMORANDUM RE: Post-Election Activities

All members of the White House staff are expected to submit a pro forma letter of resignation to become effective at the pleasure of the President. Please include with your resignation letter the attached confidential memorandum indicating your personal plans and preferences for the next term. These should be submitted to the Staff Secretary by Friday, November 10.

The purpose of the resignations is to give the President a free hand to strengthen the structure of the government as he begins his second term.

While it is recognized that this period will necessarily be a time of some uncertainty, this will be dispelled as quickly as possible. At present, it is anticipated that virtually all major actions on personnel will be completed by December 15. Prior to that time there will be an opportunity to discuss your own plans and preferences with your Department head and/or the White House personnel office.

Between now and December 15, please plan on remaining on the job, finishing first-term work, collecting and depositing Presidential papers, and making plans for next term. This is not a vacation period.

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Regardless of whether you expect to remain in your present position or not, you should put together a basic book about your current assignment. It should be divided into four sections as follows:

- A. How you define your current job. What is its objective?
- B. What is its current status? Where does it stand?
- C. Where should it go? What are the opportunities for improvement in accomplishing the objectives of your job?
- D. How should it get there? What are the steps to fulfilling the objectives?

This should be as comprehensive as possible -- and should cover the full range of your responsibilities. This project should be completed by December 15.

~~Attachment~~

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