

EXECUTIVE OFFICE OF THE PRESIDENT  
COST OF LIVING COUNCIL  
WASHINGTON, D.C. 20507

CONFIDENTIAL

December 8, 1972

EYES ONLY

TO : Don Rumsfeld  
FROM : Don Murdoch *DM*  
RE : NATO Transition Status Report #1

I've spent some time over at the State Department working with Jack Rendahl, Special Assistant to Assistant Secretary Walter Stoessel, Jr. Basically, I have asked him to get together some briefing material and spend some time describing the operations. They have been very helpful, and I've been very appreciative.

Below are several items, some for your information and some requiring decisions.

1. Attached is a memorandum I've done from my discussions over at State. It deals with who does what. It might be helpful as a framework for dealing with the substantive briefings. Attached to it is a book full of biographies of key individuals here and at the Mission.
2. Substantive briefing books will be ready today.
3. At the request of Jack Rendahl, I have not arranged a round of briefings. He has advised that it would be better if Assistant Secretary Stoessel and Deputy Assistant Secretary Springsteen could meet with you before any briefings were set up. I agreed to that readily but did request that a tentative list identifying the individuals who should be talked with be drawn up (attached). This is a very preliminary list, and Stoessel and Springsteen have not seen it. So for the good of Rendahl, treat it as only preliminary and suggestive.
4. I think it would be wise for you, Stoessel and Springsteen to get together Tuesday. Your schedule is at present clear in the afternoon. Rendahl would like you to come over there. I think it might be more useful to get the relationship off on the right foot if they came over to the White House office.



Shall I set up a meeting Tuesday afternoon?

Yes \_\_\_\_ No \_\_\_\_

White House Office \_\_\_\_ State Department \_\_\_\_

5. After you've read the memorandum on who does what, the substantive briefing books, and had the meeting with Stoessel and Springsteen, you may want to schedule a meeting with Hal Sonenfeldt regarding people and issues.
6. There will be a great number of things to get done in what is a relatively short period of time. These include things from preparation for Senate confirmation hearings to shipment of household effects. Dave Wheat and I are presently at work on a scenario with calendar and checklist.

With regard to the Senate confirmation hearings, I think you ought to discuss this with Stoessel and Springsteen, leaving much of the show to the State Department Congressional Relations Office.

7. I've gotten Joyce a book on protocol and one on life in the U.S. Mission in Brussels. In addition, we've lined her up with briefings from the following people:

Mr. Warlow, Director, Foreign Buildings Office. Here she can learn what at the residence has and what needs to be taken over from your own belongings.

Mrs. Lewellyn Thompson. She is the widow of the late distinguished Ambassador Thompson and runs the art in the Embassy's program. Some rich fellow gave an art collection to be loaned out to Ambassadors for their official residence. The collection contains some really great art, and Joyce may want to get over there very quickly while the supply lasts.

Ambassador (Mr.) Marion Smoak. He is the protocol advisor and will school Joyce on the ins and outs of this very complex business.

8. Joyce has arranged her own language lessons. The Foreign Service Institute will provide you instructions in about whatever form you want. They have crash total submersion courses that begin every Monday which last eight hours a day and go on for eight weeks. One-hour classes taken early in the morning before work starting at 7:30 a.m. or individual instruction provided in your office. The Mission does pay a local national to give staff members instructions once they are at the post.





I think the only practical approach to taking lessons here is the individual instruction in your office. If you wish to undertake this, Dave Wheat will work with Elaine in setting up a proposed schedule of appointments.

Go ahead and draw up a proposed schedule.

Yes \_\_\_\_ No \_\_\_\_

Do you want to wait and take language instructions in Brussels?

Yes \_\_\_\_ No \_\_\_\_

I assume you have had no previous French lessons. Is that correct?

Yes \_\_\_\_ No \_\_\_\_

9. There is a wad of personnel forms, Conflict of Interest statements and issues involving your personal finance. Since Lee is in possession of your personal files, I've asked her to undertake the preparation of these forms, and she occasionally will present you with issues which you must resolve. She will also take care of the passports for you and for your family. A sheet of administrative information is attached.
10. Attached to this package are two books which I think you will find of interest. The first contains facts and figures on NATO. I see from your initial briefing materials that a copy was given to you, but I'm not sure that it is the most recent. The attached volume is the most recent.

*I need to see*

Also attached is a description of the life and work of the U.S. Mission-NATO. You will note that it is dated 1968, but that is the most recent version. They are redone about every five years.

Attachments

