

**The original documents are located in Box 45, folder “President - Directives” of the Philip Buchen Files at the Gerald R. Ford Presidential Library.**

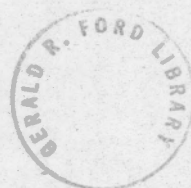
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Presidential  
Directives

Recd:

Jim S. is going to check  
on what matters are  
being channeled through  
the President's military  
assistant. P.



THE WHITE HOUSE

WASHINGTON

October 31, 1974

MEMORANDUM FOR: THE SECRETARY OF DEFENSE

SUBJECT: Liaison Procedures

At the beginning of my Administration, I would like to establish procedures concerning the guidelines for liaison between the White House and the Department of Defense.

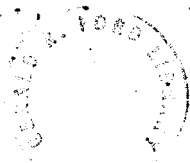
Communications on issues involving national security or Defense policy will be channeled through my Assistant for National Security Affairs. On other matters not involving policy, I want all communications to be channeled through my Military Assistant, who will maintain liaison with your Special Assistant.

*Ronald R. Felt*

PPTAR

JUN 19 1975

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THE WHITE HOUSE

WASHINGTON

June 13, 1975

MEMORANDUM FOR PHILIP BUCHEN  
FROM: DONALD RUMSFELD

During the course of Meetings the President frequently gives directives that require follow-up by staff. In order to ensure that proper follow-up occurs, I would appreciate it if the lead staff member present at the meeting would report the following:

- ... What actions, if any, have been directed by the President at the meeting.
- ... Who is responsible for follow-up.
- ... When the follow-up is due.

In most cases the lead staff member would be the one who submitted the President's briefing paper. In cases where there is no briefing paper, or where the paper is a joint submission, the staff members should decide in advance of the meeting who is responsible for reporting on it.

You should submit your reports to me and to Jim Connor, the Secretary to the Cabinet, within twenty-four hours of the meeting.

