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REFERENCE OR OFFICE SYMBOL	SUBJECT
DCOU-C	Release Procedures for Audio Tapes and Feeding Audio Programs

TO Audio Productions FROM Chief, AV Branch DATE 3 Oct 74 CMT 1

1. As a result of a phoncon this date with Assistant Press Secretary Tom DeCair, the following Press Office Persons are authorized to release Presidential and Administration Tapes and to authorize the feeding (patching/piping) of live audio programs of the same categories:

Mr. Ron Nessen - Press Secretary  
 Mr. Jack Hushen - Deputy Press Secretary  
 Mr. Tom DeCair - Assistant Press Secretary  
 Mr. Bill Roberts - Staff Assistant

2. Directions for release of Presidential or Administration tapes and feeding of live audio programs from persons other than as listed above should be referred to Mr. Tom DeCair (2100) for resolution.

CF: CDR, DCOU w/o attachments  
 Capt Andreski w/o attachments  
 Capt Consoli w/o attachments  
 → Mr. Tom DeCair w/o attachments

*T. A. Coates*  
 T. A. COATES  
 LCDR, USN  
 Chief, AV Branch

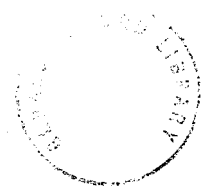
## ATTACHMENTS:

- 1 A-V Productions SOP, subj: Release Procedures of Audio Tapes,  
 dtd: 20 Aug 74, 2 pages  
 2 A-V Productions SOP, subj: Approval for Distribution of Audio Programs  
 dtd: 20 Aug 74, 2 pages

*Yes*

RON: Hope you approve. I'll add Mead ~~xxxx~~ to the list. But I want to keep a handle on how much stuff people ask WHCA to give out. It costs money and it may, at times, if we give out too much, put WHCA into competition with AP Radio, UPI Audio and others.

tom



*Billo*  
20 December 1974

MEMORANDUM FOR RECORD

FROM: LCDR COATES

SUBJECT: Demonstration of Lecterns and Microphones to  
the PRESUS

1. A demonstration was setup this date in the Roosevelt Room of various lecterns and microphones to the PRESUS. Also present were BG Adams, CPT White, SFC Mathieu, Mr. O'Donnell, Mr. Nessen, Mr. Mead, and LCDR. Todd.

2. The PRESUS examined each exhibit and comments were as follows:

a. Formal Toast Lectern - Accepted as demonstrated. Generally, the Formal Toast Lectern will be used in those instances where it can be prepositioned on the dining table.

b. Toast Microphones - Accepted as demonstrated. The PRESUS requested a small, angled reading surface (Informal Toast Lectern) be developed to be used in conjunction with toast microphones that would be large enough for 5"x7" cards.

c. Travel Lectern - The blue top lectern was designated as the travel lectern. Some modifications were requested. It was agreed by the PRESUS that this lectern would be used for travel situations (away from the WH/EOB area).

d. Airport stand - Accepted as demonstrated.

e. Informal Lectern - Accepted as demonstrated with some modifications. It was agreed by the PRESUS that this lectern would be used in the WH/EOB area.

f. Lapel Microphones - Demonstration resulted in the agreement of usefulness for unique situations as one-on-one interviews.

Enclosures:

1. Description of Informal Toast Lectern
2. Modifications to Travel Lectern Prototype
3. Modifications to Informal Lectern

Distribution:

BG Adams  
CPT White  
Mr. O'Donnell  
Mr. Nessen

*T.A. Coates*  
T.A. COATES  
Mr. Mead  
LCDR Todd (Mil Aide)  
LTC Bishop (DCAU)  
Agent Keiser (EOB 1)

DESCRIPTION OF INFORMAL TOAST LECTERN

(Construct an angled reading surface for 5"x7" cards from description provided by LCDR Coates)

- Generally, the form should be of wooden construction with a flat reading surface of approximately 12 1/8" x 9 1/4".
- Surface should be angled up approximately 45° with a paper stop halfway down and at bottom of long dimension.
- Sides of lectern should be solid with a four finger on each side, centered on balance point.
- Mount PRESUS Seal in center of upper half of reading surface. Seal should be recessed even with surface.
- Painted same color as formal toast lectern. Paint should be conducive to occasional damp wiping to remove minor smudges. Final number of Informal Toast Lecterns needed is 6. Construct 1 now (by 2 Jan).

MODIFICATIONS TO TRAVEL LECTERN PROTOTYPE

- Modify angle of reading surface.
- Reduce size of hand rail nearest speaker.
- Remove existing light system and fans.
- Install light system similar to Informal Lectern at top of reading surface.
- Redesign mic holder to accept a 3-mic clamp yet maintaining the same profile.
- In base of Lectern:
  - Install variac for reading light.
  - Provide storage for PRESUS Seal and spare reading lights.
- Refinish blue finish on head.
- Cooperate with Secret Service on armor.
- Final # required 6.
- Complete modification of prototype by 2 Jan.
- Stop for speech box, 5x7 card, 8x10 paper.
- Install clock on reading surface.

MODIFICATION TO INFORMAL LECTERN

- Cut 1 1/2 inches off height of prototype Informal Lectern and hold as is.
- Begin construction on 3 Informal Lecterns with modifications as follows:
  - 1 1/2 inches shorter than original prototype.
  - Recess mics for lower profile.
  - Redesign center section for better visual balance (possibly enlarge base).
  - Redesign clock holder for easier access/attachment (no glue).
  - Design paper stop that can be used for speech box, 5x7 card, or 8x10 paper.
  - Provide PRESUS seal and spare lamp stowage under lectern head.
  - Provide 2 vice 1 retaining straps when lectern head is raised.
  - Provide construction on bottom of base to ensure venner will not pull loose when moving lectern across an uneven surface.

January 8, 1974

MEMORANDUM FOR: GENERAL LAWRENCE ADAMS  
FROM: LOUIS THOMPSON  
SUBJECT: Signal Phone for Larry Speakes

Request installation of a White House Signal phone in the residence of Larry Speakes, Assistant Press Secretary. Larry is an Assistant in the News/Press side of our operation and alternates the nightly duty of handling press queries after the Press Office is closed. Additionally, it is necessary for Larry to communicate through the Signal board to the Presidential party while on domestic and overseas trips.

Larry requests installation in the master bedroom of a white, push-button, trimline set with a long cord from receiver to set. His residence is 1000 Sixth Street, SW, Apartment 604, Wash. D.C. He will arrange for Mrs. Speakes to be there on the day of installation.

Thank you for your assistance.

LT/pp



April 9, 1975

MEMORANDUM FOR GENERAL ADAMS

FROM: LOU THOMPSON

SUBJECT: AM-FM Radio

Would you please provide Jim Shuman, the new editor of the President's news summary, with an AM-FM radio as soon as possible. It is essential that he have the radio to keep abreast of all areas of the news.

Thank you.





April 11, 1975

MEMORANDUM FOR WHCA OPERATIONS

FROM:           RON NESSEN

SUBJECT:       Nessen Briefings

It is my understanding that my daily press briefings held out of the Washington area on a Presidential trip are transmitted to my Washington office on an as required special request basis. I feel that it is essential to the total press office operation to establish the capability to transmit back to my office in the White House on a regular basis, all of my daily briefings given at a trip location and any specialized briefings, such as a Presidential Press Conference, as required.

If at the time of the need for a Signal line to transmit the briefing, all Signal lines are busy, it is not necessary to cancel a call which is in progress but that the briefing be transmitted at the soonest possible time that a line becomes available.

Thank you for your help and cooperation.



EOB 597

MEMORANDUM

THE WHITE HOUSE  
WASHINGTON  
April 1, 1975

Jay -  
Make arrangements  
to have out-of-town  
briefings piped  
back to White House,  
RAN

MEMORANDUM FOR RON NESSEN

FROM: JOY CHILES

SUBJECT: Press Briefings Piped to White House Press Office

The current procedure for having your daily press briefings piped back to the White House Press Office while you are on the road is that we make an "as required special request" for them. I asked WHCA that during the week the President was in California that they automatically pipe your briefings to us on a daily basis. They were glad to do so, but for this to become standard procedure on subsequent Presidential trips, they need a memo from you.

The problem becomes one of the number of lines Signal has for use. On the Palm Springs trip, Signal had five lines and a good number of staff requiring use of those lines. When WHCA knows they are going to pipe your briefing, one of those lines must be designated for use of transmitting the briefing back to the White House. If all the Signal lines are busy at the time of your briefing, they would have to cancel a call in order to transmit your briefing. Understandably, WHCA would like to have an official request for this service so that they can justify establishing this new policy.

If you do decide that you want your briefing to be routinely transmitted back to the White House Press Office, perhaps you would want to suggest that no other staff member's call be bumped, but that your briefing be transmitted at the soonest possible time that a line becomes available. Being able to hear your briefings here is an invaluable link with the press office on the road.

The memo should be directed to WHCA Operations.





The memo should be directed to MHCV Observers.

...with the press office on the 10th.  
...to pass your resignation back to  
...at the moment because the time that  
...no other work member, a call to  
...the White House Press Office, before you  
...you want your resignation to be

...with the press office on the 10th.  
...to pass your resignation back to  
...at the moment because the time that  
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...the White House Press Office, before you  
...you want your resignation to be

SUBJECT: Press Release Filed to White House Press Office

FROM: JOE CHILES

MEMORANDUM FOR THE MESSER

APR 11 1972

THE WHITE HOUSE

MEMORANDUM

*Handwritten notes and signatures in the bottom right corner, including a large signature that appears to be 'Joe Chiles'.*

April 30, 1975

MEMORANDUM FOR GENERAL ADAMS

FROM: TOM DeCAIR

SUBJECT: Wire Service Machine Cabinet

We have requested GSA to modify the wire service machine cabinet in Ron Nessen's office in order to accommodate the four new X-tel printers soon to be installed. If there are any particular specifications which should be kept in mind in re-modeling the cabinet, would you please have one of your men advise us.

Thank you for your help.



May 6, 1975

MEMORANDUM FOR:

GENERAL LARRY ADAMS

FROM:

TOM DECAIR

William I. Greener has joined the staff as the principal Deputy Press Secretary to the President. He has requested a triple-TV set-up in his office with remote control.

If such a set-up exists, I would appreciate your letting me know and placing it in Mr. Greener's office as soon as possible.

Thank you for your cooperation.

TDC/pp  
KJ/PPK



MEMORANDUM

THE WHITE HOUSE

WASHINGTON

July 1, 1975

MEMORANDUM FOR: RON THOMPSON

FROM: RON NESSEN *RAN*

Please make arrangements to transfer the press call box from Ed Savage's office (Room 165 OEOB) to the office of Bob Mead (Room 352 OEOB)

Thank you.

July 25, 1975

**MEMORANDUM FOR:                   GENERAL ADAMS**  
**FROM:                               RON NESSEN**  
**SUBJECT:                           CAMP DAVID COMMUNICATIONS**

For the first time in some months, we had occasion to open the Press Trailer at Camp David July 5, during President Suharto's visit to President Ford, and uncovered some communications problems. We had planned to pipe the exchange of toasts between the President's at Laurel Lodge to the Press Trailer, and from there to the Press Room in Washington.

However, the sound was not of broadcast quality during the President's toast and went completely while President Suharto was speaking. As always, dependable WHCA had a backup tape recorded at the Lodge, which was of good quality, and which was used later to give the Press Trailer a broadcast-quality feed. But people in the Press Room in Washington complained that the lines from the Press Trailer were so poor that even the good tape was not of broadcasting quality when received in Washington.

All of which leads me to wonder what caused the problems. And whether they can be corrected, or whether it might be better to avoid scheduling such events at Camp David.

Any advice you can give me on the subject would be appreciated.



THE WHITE HOUSE

WASHINGTON

July 7, 1975

MEMORANDUM FOR:                   RON NESSEN

FROM:                               BILL ROBERTS *WRB*

SUBJECT:                           COMMUNICATIONS PROBLEMS  
AT CAMP DAVID

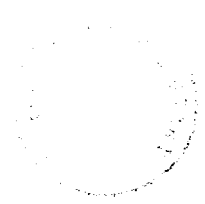
We had some press problems at Camp David last Saturday, as a result of the failure of the sound system carrying the exchange of toasts from Laurel Lodge to the press trailer.

The sound was very low and somewhat garbled during the President's toast. It was audible, but not broadcast quality. When President Suharto began his toast, the sound level was so low it was almost inaudible, and partway through, went out completely.

Fortunately, WHCA had their recorder working on a separate line, and were able to bring us, 15 minutes after the conclusion of the toasts, a tape with good broadcast quality.

However, the failure of the "live" line carrying the toasts caused great complaints in the press trailer, and in the Press Room in Washington, and led to other complaints.

Because of the delay in getting the toasts, there was no writer coverage of the photo of the two Presidents leaving Laurel, since all the U.S. and Indonesian correspondents were in the trailer waiting for the toasts. And the Indonesians had to leave without a decent recording of President Ford's toast, since I was warned by Pappy to get the Indonesians to the helicopter landing area for Suharto's departure just as that replay began. Most of the U.S. writers also missed the Suharto departure, since they wanted to hear the clean tape.





I understand from Larry that the start of your briefing was missed by WHCA, so those in the Washington Press Room had to wait for a replay of the tape.

All this helped add to the ill-feeling those members of the press already unhappy about working on a holiday. And none of it was the fault of the Press Office, though we got blamed, of course.

WHITE HOUSE COMMUNICATIONS AGENCY  
THE WHITE HOUSE  
WASHINGTON, D.C. 20500

WHCA

5 August 1975

MEMORANDUM FOR:       RON NESSEN  
FROM:                   GENERAL ADAMS *ESB*  
SUBJECT:                Camp David Communications

In reply to your memorandum of 25 July, subject as above, we have reviewed circumstances surrounding the aborted feed at Camp David. The problem was caused by failure of an amplifier in the Camp David switchboard conference matrix through which the feed was routed. This was an isolated incident and we are making some changes to guard against a similar problem in the future.

Our feed arrangements from any trip site to the White House are not engineered to provide "broadcast quality." The feeds are provided over standard telephone lines, whereas a broadcast quality feed requires conditioned lines. Conditioned lines are occasionally ordered and paid for by the Press. Under such arrangements, WHCA provides a microphone feed to the network representative(s) who then inserts its own mixer/amplifier equipment and connects to the broadcast line. In the past there have been live radio broadcasts from Camp David (Laurel) and such arrangements pose no special technical problems. As a matter of fact, WRC ordered a broadcast feed for Camp David for the Suharto visit. The line was installed at the Press trailer and we had no indication of trouble on it.

We recommend that when the Press requires broadcast quality service for events at Camp David they be advised to order the service in the normal manner. Such installations can be made either at Laurel or the Press trailer and WHCA will provide a microphone feed to the media.

In summary, the technical problem at Camp David during President Suharto's visit has been identified and there are no technical limitations that should discourage future events at that location.



THE WHITE HOUSE  
WASHINGTON

8-7-75

NOTE FOR: *Husain*

FROM : RON NESSEN

FYI

RAW



October 4, 1975

**MEMORANDUM FOR: COLONEL L. J. RILEY**  
**WHITE HOUSE COMMUNICATIONS AGENCY**  
**Room 597, EOB**

**FROM: RON NESSEN**

**In accordance with past practices, I request that the White House Communications Agency tape the following television programs on a regular basis:**

**ABC Evening News**  
**NBC Nightly News**  
**CBS Evening News**  
**Washington Week in Review**  
**Agronsky and Company**  
**Issues and Answers**  
**Face the Nation**  
**Meet the Press**  
**CBS Morning News**  
**Today Show**  
**AM America**

**Bob Mead of my office will be sending you periodic requests for WHCA tapings of special news programs and documentaries.**

**RN/cg**  
**cc: Bob Mead**



WHITE HOUSE COMMUNICATIONS AGENCY  
THE WHITE HOUSE  
WASHINGTON, D.C. 20500

WHCA

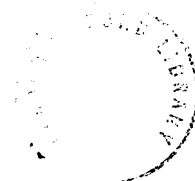
23 October 1975

MEMORANDUM FOR: WHITE HOUSE STAFF TELEVISION USERS  
FROM: COLONEL L. J. RILEY  
SUBJECT: Evening News Composite Playback

The White House Communications Agency's video tape recording facility will replay a composite of the previous evening's news each weekday morning at 9:30 A.M. This composite will consist of selected segments of the previous evening's ABC, CBS, and NBC news as compiled by the News Summary Office.

This scheduled playback will commence on Monday, November 3, 1975 and can be viewed on Channel 6 of the OEOB and White House TV system. The playback normally will require 30 to 45 minutes to view except for the Monday morning playback which will require approximately one hour since it includes the Friday, Saturday, and Sunday news.

This playback will neither lessen WHCA's present capability nor its desire to satisfy individual requests for taping or replay, rather it should enhance this service consistent with machine and channel availability.



November 13, 1975

**MEMORANDUM FOR WHITE HOUSE COMMUNICATIONS AGENCY**

**FROM: Connie Gerrard**

**This is a request for William Greener, Deputy Press Secretary to the President, be added to the list for approval of release of audio programs and audio tapes.**

**Thank you.**



MEMORANDUM

THE WHITE HOUSE

WASHINGTON

February 18, 1976

MEMORANDUM FOR COMMANDER COATES

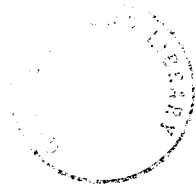
FROM: RON NESSEN *RNN*

Here is an updated list of those with authorization to release WHCA tapes:

Ron Nessen  
John Carlson  
Larry Speakes'  
Bill Roberts  
Connie Gerrard  
ThymSmith

Bob Orbin

Thank you.



THE WHITE HOUSE  
WASHINGTON

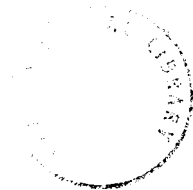
March 1, 1976

MEMORANDUM FOR COLONEL RILEY

FROM: RON NESSEN *RAN*  
SUBJECT: SIGNAL DROP ON TRIPS

I should appreciate your arranging to have a Signal drop installed in Larry Speakes' room on overnight trips with the President.

Larry is managing our office operation while we are on the road and it is necessary that I be able to get in touch with him.





THE WHITE HOUSE

WASHINGTON

June 10, 1976

MEMORANDUM FOR: COLONEL LEN RILEY (WHCA) ✓  
MARY BURNS (CHIEF OPERATOR) ✓

FROM: RON NESSEN *RHN*

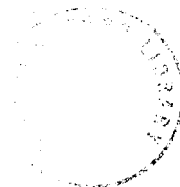
SUBJECT: PRESIDENTIAL TELEPHONE CALLS

During the past several primary election nights, we have experienced a problem with Presidential telephone calls to campaign chairmen in various states being piped "live" to the President Ford Committee. As perhaps you know, these calls are often carried over a public address system at the Campaign Headquarters to newsmen and others who might be present.

On calls of this type we should like to institute the following guidelines:

1. that the calls be placed through the Signal Board to facilitate recording by the WHCA;
2. that no calls be piped to the White House briefing room or to the President Ford Committee without prior approval by the Press Office; and,
3. that no calls be piped "live."

Whenever press coverage of these telephone calls is desired, the Press Office will make arrangements with WHCA and the Admin. Board to facilitate recording. We will notify WHCA when and where to pipe the recordings following the actual call.



WHITE HOUSE COMMUNICATIONS AGENCY  
THE WHITE HOUSE  
WASHINGTON, D.C. 20500

DCOU-A

7 July 1976

MEMORANDUM FOR:      RON NESSEN  
FROM:                      COLONEL RILEY *R*  
SUBJECT:                    Presidential Telephone Calls

Procedures were implemented on June 16, 1976 in accordance with the guidelines set forth in your June 10, 1976 memorandum. The White House Communications Agency is prepared to record calls through the Signal Switchboard and will feed calls only after specific approval from the White House Press Office.



WHITE HOUSE COMMUNICATIONS AGENCY  
THE WHITE HOUSE  
WASHINGTON, D.C. 20500

WHCA

27 July 1976

MEMORANDUM FOR:           RON NESSEN  
FROM:                       COLONEL RILEY *Ji*  
SUBJECT:                    Stenographic Services to WHPO

During the month of August we will be renegotiating the contract for this service. Although Alderson has held the contract for many years, negotiations are done competitively with wide distribution of the opportunity and specifications. Mr. Hushen personally participated in this action last year. Participation by your office appears especially beneficial since this is probably the last year that WHCA will have responsibility for the contract.


Please let me know if you desire to provide a representative to review the specifications and participate in the review of bids.



WHITE HOUSE COMMUNICATIONS AGENCY  
THE WHITE HOUSE  
WASHINGTON, D.C. 20500

DCOU-A

AUG 13 1976

MEMORANDUM FOR: WHITE HOUSE STAFF  
FROM: COLONEL RILEY   
SUBJECT: Video Composite Playback

The White House Communications Agency's video tape recording facility has been replaying at 9:30 each weekday morning a composite of the previous evening's news. This composite consists of selected segments of the ABC, CBS, and NBC news programs and generally requires approximately fifteen minutes to view.

To better accommodate the replay into staff schedules, as well as to satisfy requests for an expanded composite, effective 23 August 1976 a more inclusive replay will be shown each weekday morning at 10:30 A.M.

In addition to selections from the previous evening's news programs, this new composite will include selected segments of the morning shows. These shows are the CBS Morning News, AM America, and The Today Show.

This expanded playback can be viewed on Channel 6 of the OEOB and White House television system. Playback normally will require thirty minutes to view, except for the Monday playback which will require forty-five minutes since it includes segments from the Friday, Saturday, and Sunday programs.

As with the previous composite playback program, this service will neither lessen WHCA's present capability nor its desire to satisfy individual requests for taping or replay.

