

✓ ACCOMPLISHED AS OF 12/30/78

FIRST DRAFT: Programs of Action for Governor-Elect In Loosely Priority Order Assumes ParaTalk Programs of Action Will Spin Off When Formed Confidentiality Until After Polls Closed Essential Requires Transition Officer Have Confidence of Incumbent Governor TRUE Essential that Transition Officer Be Known to GE Staff as Temporary Only and Not Beyond Inaugural But To Have Full Backing of GE in Interim

✓ Incomplete
or
DECLINED

HAVE NOT SEEN

1. Campaign Crew Compiles Appreciation Lists, Prepares Thank Yous, Finance Reports, Alpha of Donors, Donors by Amts, By Occupations, by Cities.
- ✓ 2. Schedule Vacation for G-E and wife. Away. Tan or Sunlamp or Ski. urge until Jan. 8
- ✓ 3. In concession ~~xxx~~ phone call or within 72 hours of election, set conference with I-G.
4. Establish dates for Conferences with (a) Legis. Ldrs; (b) Chief Justice (C) Cong Del; (d) Statewide Elective Officers.
- ✓ 5. Set Up Interim Office. Place and Furnishings, Equipment.
- ✓ 6. Name top secretary. 6A. Every major appointment has Tax, Police, Motor Veh Check.
7. After Conference with I-G meet with press together, if climate permits, giving outcome of Conference and agreeing upon a transition officer. Phone Check: P, T, MV. Meet press separately if climate does not permit together.
- ✓ 8. Establish job nomination/application tickler system for dated jobs. Overlay I-G file if made available, form one of own if not made available
- ✓ 9. Prepare review of jobs without dates (pleasure of) (a) Immediate Office (b) Key "Cabinet" Types
10. Begin Appointments and Announcements to Personal Staff (a) Executive Assistant (b) Director of Finance (c) Legal Twins Nuclear (d) Liaison With Press (e) Continue as time and coordination permit. *Russell Oliver*
- ✓ 11. Phone Calls to Those Department Heads You Know You Want to Keep. (Avoids implication that no news is you don't want them and good ones begin landing new jobs and are lost.)
12. Boards and Commissions: at least three cross-filings: Alpha, Expiration Date, Bd/Comm Name. *Gov. Straub's MAGGIE Fendleton*
- ✓ 13. G-E resigns Business Connections
- ? 14. G-E establishes Blind Trust for Investments
- ✓ 15. Invite Catholic/Protestant/Jewish Delegations
- ✓ 16. Request Supt. State Police To Compile List of Nominees for Security Detail/Accompany.
- ✓ 17. Organize Inaugural Message Team: Tom Vaughn, etc. *Jack Faust, Howard Runkel*
- ✓ 18. Organize Ceremony Liaison Team: Consider Sw/In Outside; Boy Scouts; ~~Generals~~.
- ✓ 19. Organize Inaugural Ball Committee: Armory, NG band, Bruce Kelley, Consults. *Russell Edwards*
- ✓ 20. Organize Inaugural Church Service Committee: Mall Presby/Catholic, Walk Between S or
- ✓ 21. Schedule Thanksgiving, Christmas, New Year's Visits to Blind, Deaf, Mental, Penal.
- Reverse: 22. I-L-E Invites IOL to Home plus Barbara Hanaman and Glenia Hayden.
- ✓ 23. Portland House Completely Wired for Security/State Police Liaison. Beach/Mt " " " " " " " " " "
- ✓ 24. New official photograph of self; and one of family.
25. Invite Lobby Leadership: Business, Labor, Socially Concerned.
26. County officials; League of Oregon Cities Leadership.
- ✓ 27. Involvement of Norma in spirit of Mondale Orientation. Let it be known.
28. Call Dixy Lee Ray, Jerry Brown if they have not called GE. Suggest call
- ✓ 29. Get G-E Schooling Date from Council of State Govts.
- ✓ 30. Announce no Christmas Cards.
- ✓ 31. Date Foreign Consults for Call After Inauguration
- ✓ 32. Prepare Directive to State Police to Continue F-G Service Post Inaugural *Garnet*
- ✓ 33. Recommend Exec. Asst, Fin Dir, Legal Aid, Press Invite All Worthy Predecessors to ~~Get~~
- ✓ 34. Master Calendar Must Dates: Gov. Conf, Port 1st Citz, Rose Parade, Pend Rndup, Shakes, SF.
- ✓ 35. Assemble speech team for three or four basic themes.
- ✓ 36. Create 10-12 Task Forces: (a) Youth, (b) Economy, (c) Govt Act.