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FRANKLIN A. LINDSAY PRESIDENT

December 17, 1968

The Honorable Richard M. Nixon
450 Park Avenue
New York, New York 10022

Dear Mr. President-Elect:

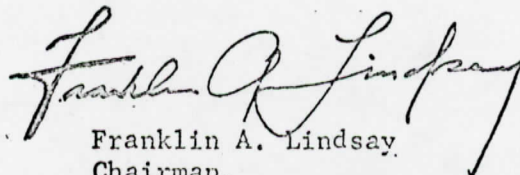
The attached memorandum has been prepared at your direction by your Task Force on Organization of the Executive Branch. We have tried in this study to identify a limited number of actions that might be taken in the early days of your administration to preserve options, to take advantage of opportunities, and to begin to get at urgent problems. We have also outlined a longer term program for achieving effective reorganization which we believe will preserve your initiatives and give you the most flexibility.

We urge that you move quickly in outlining your organization programs in order to seize and hold the initiative, and we have outlined a specific program for your consideration.

Although these recommendations did not anticipate Mr. Moynihan's appointment as Assistant for Urban Affairs, we believe that our recommendations are consistent with this appointment and demonstrate their flexibility to your needs.

We are pleased to be asked to do this study and hope it will be of assistance in the tasks that lie ahead.

Sincerely,



Franklin A. Lindsay
Chairman,
Task Force on Organization
of the Executive Branch

FAL:db
Attachment