

26 February 1942

Dear Lady Bird:

When anyone calls the office for the "Secretary", I think you should talk with them. When you are not there, Mary and O. J. will have to use their judgement as to whether they should talk or wait until you arrive.

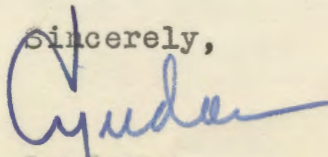
Tell O. J. to give the balance this month to Idanell in cash. In the future, she will make all purchases for the office upon an order from you. She can keep the money there in the safe, and should keep a very strict account for income tax purposes, etc. O. J. can give her the money this month in cash, but my judgement is that she should go on the payroll for the balance next month.

I think you should talk with O. J., and Mary, and if they have not already divided the work in the office, then you should make some division that will keep them all busy, including Nellie. For instance, Mary should go through all of my campaign speeches and pick out phrases about the war--predictions that have been borne out--and send them to Gordon for his column. She should watch the Hotels for people from Texas whom you should call; read every paper for births, deaths, weddings, for a letter over your signature. (If Mary has too much to do, Nellie can do this.); find something to send all of our editors every ten days or two weeks over your signature; send me all of the birth dates of friends possible every day or so; write a letter to everyone who comes in from Texas for your signature...she will know the procedure--she did it when I was there. If Mary feels that she should take dictation in order to keep her shorthand and typing in form, then O. J. should dictate her mail to her; if she had rather compose her own mail, then divide it between the two. Nellie can handle purchases, supplies, scrapbook, and do typing and shorthand if necessary. O. J. should be largely responsible for the departmental work, and for the books. Nellie should also learn the files.

You can work out the details in any way that seems best in your judgement, but I wanted to give you an idea of what I meant.

These are a few thoughts I have jotted down. I will try to answer in detail all of the letters I have received from the office shortly.

Sincerely,



Lyndon