

2 March 1942

Dear Lady Bird:

1. I don't want anything purchased from the stationery room except on your order. If you need a dozen pencils write a memorandum similar to the one attached. Keep a copy on your desk and give the memo to whoever you tell to purchase the pencils. When anything in the outer office is needed, a note should be prepared to you telling you what they want and you can O. K. or reject it.
2. Make a study of the stamps we are using and caution every person in the office to use them only when necessary. I think I would inaugurate a system of cautioning them by memo rather than verbally. Attached is a sample memo.
3. Assuming there is a night train or plane going to Calif., I suggest that you prepare an instructing memo to each person (and let it include Ed and Gayle) to have on your desk by 5 in the afternoon, one page (more if necessary) directed to me through you giving me their picture of their day in the office. Also include any suggestions they may care to give me. Often they have good ideas. If you think the suggestions are good, put them into force then. If doubtful, I will write my comments on the margin of the memo to me.
4. Although you lack experience, you more than compensate in many ways. Remember, you are the executive head of the office--you approve or disapprove anything that requires a decision from the head. Don't hesitate to do one or the other--even if you are wrong. A few wrong decisions will equip you before many moons. Don't be wishy-washy or doubtful. Always be firm and direct.
5. Supervise everything but my personal accounts and I have already given O. J. detailed instructions regarding them. Try to get to the office with the rest of the force and keep reasonably regular hours, but when the opportunity presents itself, follow through on contacts at lunches, cocktails and evening dinners when you can. You can do more good by contacting people I ordinarily see in an hour than you can by staying in the office three.
6. Your work there and the comments I have received have exceeded my fondest expectations. Without exception, all of your decisions appear to have been good ones.



My only suggestion is to make more of them because of the excellent training it gives you. Dollars won't pay you for the work you are doing, but there will be compensations.

7. For the month of January and February, (Part time) I am sending a \$200.00 check to the Marshall National Bank to deposit in your account with instructions to send you the deposit slip. Beginning now and until further notice, I will set aside a minimum of \$50.00 every month which I want you to use in buying lunches and dinners for people that I would ordinarily spend it on. Keep a list for me, and do a good job on this. I can't over stress its importance

8. In your next letter, I should like for you to give me an outline of your finances...about what you think the total expenditures will be each month if you live reasonably comfortably and carry out my suggestions on the dinners, etc.

9. Attached is a check for the other lighters and engraving.

10. Start watching the carbon paper and stationery. All of the memos to me can be prepared on cheap yellow paper instead of letter heads, leaving wide margins for me to write in. The daily memos from all of the office can come to your desk and after you check them, send them to me by regular mail by frank. Anything personal or important can come by air mail or wire.

11. Encourage O. J. to make personal acquaintances in the Departments whenever possible. Also encourage Mary to do this. Try to make a visit or so to the Departments yourself. You will do a very good job, and it will be much appreciated when we get back together if you will do. Please don't miss writing me each day. You can't insist on the others doing it if you fall down, and too, I frequently send 8 or 10 cards to people as a result of the suggestions and memos you all have sent me.

12. Keep enough courage to contact Sam every few days, and also Jim, Tex, and the people I ought to work with. Don't let those fires go out.

13. When the force sends their memos, it will be through you, and will be sent back to you, and mail for you should be opened by you. I will be personally communicating with everyone in the office through you. If you want to send me any interesting letters from people, I will send them back to you.

14. In sending out the 40 or 50 letters to the people I suggested, I think it would be wise to work out a reasonably personal letter (not too familiar), and approve it to send to a list of people not living in the same place so that Mary and Gayle can type them and leave you free to do other things.



( 15. If any of you have a spare moment, I wish you would write out 15 or 20 more or less personal messages that I could write on post cards. I get mighty stale after about a 100 straight running. )

( 16. Each day try to send me 3 or 4 new birthdays of people I know. This is something that Mary can do. )

( 17. I received your wire about Aubrey and have already called him. )

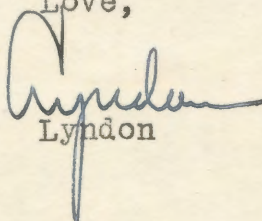
19. Just received your letter of the 28th. I see no objection to remarks like those in your second paragraph so long as the letters are to personal friends.

20. There is no reason that I know of why the Longs or the Brooks should feel differently toward us.

( 21. Follow through on material to Legion and material to nurses as suggested by Mrs. George. )

22. I think you are absolutely correct about Altavene, and you should carefully avoid talking about the situation at all.

Love,

  
Lyndon