

THE WHITE HOUSE
WASHINGTON

dd
Get samples.
1

UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION
WASHINGTON, D.C. 20405



FEB 17 1971

MEMORANDUM FOR HONORABLE JOHN R. BROWN, III
Staff Secretary of the White House Office

SUBJECT: Government Building Signs

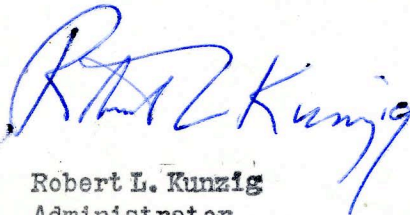
I am indeed pleased to submit to you the top eight entries from the Federal building signs competition, which was participated in by our in-house architects and other GSA employees all over the United States. In selecting these eight, the GSA jury recommends that certain modifications and refinements would be necessary to all entries in an effort to achieve the best possible design.

In this light, a ninth solution entitled "Sample Composite Design" is enclosed for the purpose of showing possible supplements within the young designers solutions. The samples shown depict possible combinations between solutions 1 and 4 and 2 and 4. Perhaps the President himself might suggest other modifications.

It might be well, should you so desire, for our Chief Architect to explain or assist in any matters during your review of the designs.

We are hopeful that the President may be able to make a final selection of the design from this group. If not, we will immediately bring in new suggestions for your consideration.

As soon as the preferred design is selected, we will proceed as expeditiously as possible to install the new signs at all Federal buildings in the Washington, D.C., area.


Robert L. Kunzig
Administrator

UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION
WASHINGTON, D.C. 20405



FEB 17 1971

MEMORANDUM FOR HONORABLE JOHN R. BROWN, III
Staff Secretary of the White House Office

SUBJECT: Government Building Signs

I am indeed pleased to submit to you the top eight entries from the Federal building signs competition, which was participated in by our in-house architects and other GSA employees all over the United States. In selecting these eight, the GSA jury recommends that certain modifications and refinements would be necessary to all entries in an effort to achieve the best possible design.

In this light, a ninth solution entitled "Sample Composite Design" is enclosed for the purpose of showing possible supplements within the young designers solutions. The samples shown depict possible combinations between solutions 1 and 4 and 2 and 4. Perhaps the President himself might suggest other modifications.

It might be well, should you so desire, for our Chief Architect to explain or assist in any matters during your review of the designs.

We are hopeful that the President may be able to make a final selection of the design from this group. If not, we will immediately bring in new suggestions for your consideration.

As soon as the preferred design is selected, we will proceed as expeditiously as possible to install the new signs at all Federal buildings in the Washington, D.C., area.

Robert L. Kunzig
Administrator

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

February 20, 1971

Determined to be an
Administrative Marking
Not National Security Information
By JWS NARA Date 5/16/2016

CONFIDENTIAL

MEMORANDUM FOR MR. H. R. HALDEMAN

VIA: MR. DWIGHT L. CHAPIN *DC*
FROM: RONALD H. WALKER *RH*
RE: STATE FUNERAL FOR FORMER PRESIDENT HARRY S.
TRUMAN

1. Former President Truman will be buried on the fourth day following his death unless that is a Sunday, in which case the funeral will be on Monday. If he does not die in Independence, the first day will be counted when the body arrives there.

On the third day the body will be taken to the Truman Library, and lie in State; on the following day Masonic funeral services will be conducted (20 minutes).

2. The following is the recommended Presidential participation:
 - A. Arrive at approximately 1:45pm for the funeral services on the fourth or fifth day.
 - B. Be ushered from the holding room to the auditorium for the services at about 2:00pm. The President will be the last to arrive and the first to depart (the family will not be seated in the auditorium).
 - C. Return to the holding room to await the formation of the procession.
 - D. Proceed to the grave site (approximately 35 yards from the courtyard of the Library) with the procession.
 - E. Prior to the benediction, lay the Presidential wreath.
 - F. After the presentation of the flag ceremony, pay respects to the family and depart.

DON H. CLAUSEN
REPRESENTATIVE IN CONGRESS
1ST DISTRICT, CALIFORNIA
"THE REDWOOD EMPIRE DISTRICT"

WASHINGTON OFFICE:
1035 HOUSE OFFICE BUILDING
WASHINGTON, D.C. 20515
PHONE: 225-3311
AREA CODE 202

DISTRICT OFFICE:
206 ROSENBERG BUILDING
306 MENDOCINO AVENUE
SANTA ROSA, CALIFORNIA 95401
PHONE: 945-8844

Congress of the United States
House of Representatives
Washington, D. C.

March 10, 1971

COMMITTEE:
PUBLIC WORKS

SUBCOMMITTEES:
RIVERS AND HARBORS
FLOOD CONTROL
ROADS
FEDERAL-AID HIGHWAYS
ECONOMIC DEVELOPMENT

COMMITTEE:
INTERIOR AND INSULAR AFFAIRS

SUBCOMMITTEES:
IRRIGATION AND RECLAMATION
NATIONAL PARKS AND RECREATION
PUBLIC LANDS

President Richard M. Nixon
The White House
Washington, D.C.

Dear Mr. President:

As a fellow Californian and Representative in Congress of the North Coast region known as "Wine Country", I am taking the liberty of writing you regarding questions and expressions of concern from our California wine growing constituency relating to the serving of wines from other countries at certain White House and State Department functions.

My concern, Mr. President, is over the press clippings to the effect that foreign wines are being served in greater proportion than our American wines.

At the outset, let me say that I fully appreciate and respect the fact that the serving of wines is your prerogative and yours alone --- whether it be in the White House or anywhere else.

Further, I am fully aware of the important role wines can play in enhancing our diplomatic posture under certain circumstances. Obviously, when General DeGaulle visited our country or President Pompidou from France is being honored at a White House Dinner, it is most appropriate to serve French wines as a gesture of courtesy and recognition of their quality wines. The same would be true of high officials from Germany or any other wine producing country.

As you recognized and indicated at the cellar book presentation, the products of our California wineries are now ranked with the truly great wines of the world; an opinion frequently affirmed by knowledgeable wine experts everywhere.

In our respective travels abroad, I'm sure we have both observed the tradition and pride of host countries that goes into the serving of local beverages and products --- especially at State dinners and receptions. By the same token, it is often considered a courteous gesture and "good diplomacy" to include on the menu something "American". With recent

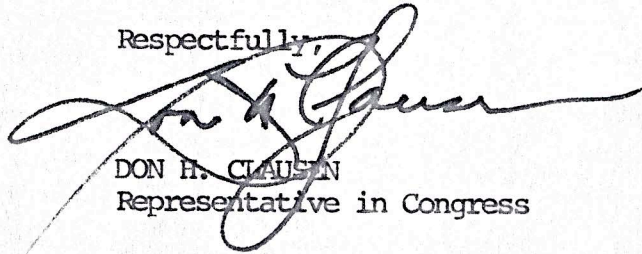
President Richard M. Nixon
March 10, 1971
Page 2, Cont'd

advances made by our domestic wines and a growing national trend toward wine, I believe the issue at stake, Mr. President, is not so much one of excluding foreign wines, rather a desire to put America first in this field.

Our plea, therefore, is to ask that more emphasis be given to serving California and other fine American wines at the White House functions because of the added prestige it could offer to the high quality of our domestic wines. We would hope that, where possible, a minimum ratio of two American to one foreign wine serving be the policy unless, of course, there are some unusual or extenuating diplomatic circumstances.

It is certainly not my intent to be presumptuous in this matter because you have always been most gracious in accepting constructive suggestions that are brought to our attention by our respective and mutual constituencies.

Respectfully,

A handwritten signature in dark ink, appearing to read "Don H. Clausen", written in a cursive style. The signature is positioned above the printed name and title.

DON H. CLAUSEN
Representative in Congress

DHC:sb

Hold

THE WHITE HOUSE
WASHINGTON

March 15, 1971

Dear Senator Scott:

As you know, both Senator Symington and Senator Hollings have indicated that there has been an enormous increase in the size of the White House staff. This is not so.

Senator Hollings was quoted as saying the White House staff has grown from 250 persons last year to 533 thus far this year. In point of fact, the size of the White House staff has not increased in the last two years, and the Senator's reference to 250 persons is simply incorrect.

Until President Nixon came to office, the White House Office budget category "salaries and expenses" never truly reflected the actual size of White House operations. For years, in addition to the White House Office budget, employees were detailed to the White House from the departments and agencies at a cost never reflected by the White House Office budget. Moreover, funds for special projects were allocated for White House activities.

When preparing the budget for fiscal 1971, the President decided to discontinue the use of the special projects fund and permanent personnel details from other agencies to augment funds available for the regular White House Office staff. He has thereby adopted a policy of bringing all regular employees of the White House directly on to the White House Office payrolls. This is, of course, a more candid way of presenting the full cost of the White House Office operation.

In terms of figures you will find the following:

For fiscal year 1970 (in fact, the last Johnson Administration budget) the appropriation for the White House Office was \$3,940,000 with another \$2,500,000 appropriated for special projects. In addition, personnel detailed to the White House Office from the departments and agencies under authority of law resulted in basic compensation costs to those departments and agencies at the rate of \$2,820,000. Thus, the total authorization for FY 1970 was in excess of \$9,200,000, involving 576 employees.

March 15, 1971

As I noted above, the change in presenting the White House Office budget took place in FY 1971, the first budget presented by this Administration. Thus the budget request for FY 1971 of 548 employees and funds in the amount of \$8,550,000 for the White House Office represented a substantial decrease of \$650,000 in funds and 28 personnel from the year before.

For fiscal year 1972, the budget calls for setting the number of employees in the White House Office at 540, a decrease of 8 from FY 1971.

Therefore, the authorized strength of the White House Office has declined in the last two years, far different from the impression left by your colleagues.

It might also be noted that since 1968 there have been statutory salary increases in the neighborhood of 25%. Moreover, the volume of correspondence coming to the President has more than doubled since the 1968 period. Taking these additional factors into consideration, there is little question but that the White House budget has been very well and prudently managed. The criticism is simply not supported by the facts.

Sincerely,

William E. Timmons
Assistant to the President

The Honorable Hugh Scott
United States Senate
Washington, D. C.

March 23, 1971

MEMORANDUM FOR : JON HUNTSMAN
FROM : L. HIGBY

Bob does not have objections or see any problem with the attached providing all White House expenses will be taken care of and that we make sure that we spend the entire White House budget plus any of the Special Projects budget necessary to cover any items, equipment, etc. needed here at the White House for this fiscal year. If all these considerations can be satisfactorily answered in your mind, proceed with making the necessary arrangements for the \$172,000 for the Commission on Financial Structure and Regulation. If there are problems, please see me.

LH:pm

Attachment

✓cc: Alex Butterfield



THE SECRETARY OF THE TREASURY
WASHINGTON

L
OK
MAR 1, 1971
allow separate
budget

MEMORANDUM FOR THE PRESIDENT

Subject: Financing of Commission on Financial Structure and Regulation

In June 1970, you established a commission to study and report on appropriate changes in financial structure and regulation. The Commission, under its chairman, Mr. Reed O. Hunt, is making good progress, and the final report is expected to be submitted to you before the end of 1971.

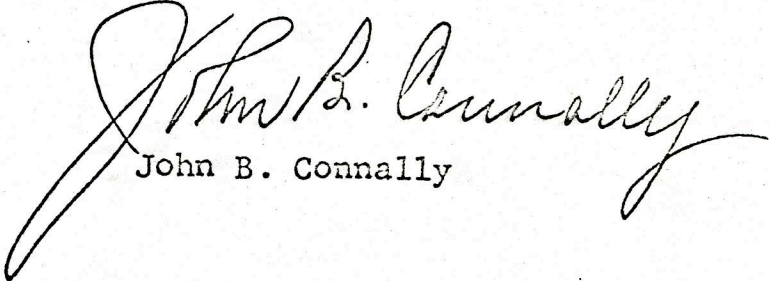
The Commission has, however, been plagued with difficulties in its own financing. In February you authorized a \$100,000 advance to the Commission from your Special Projects fund to keep the Commission going. This was a stop-gap action, and I hereby recommend an approach which will fully solve the Commission's problems.

Up to this time, the Comptroller of the Currency, the Federal Deposit Insurance Corporation, and the Federal Home Loan Bank Board have contributed \$50,000 each. I believe that each agency would agree to an additional contribution of \$122,000 if an additional \$172,000 from White House funds could be obtained. This would bring the total White House contribution to \$272,000, or less than 30 percent of the total projected expenditure of \$888,000.

Have agreed

A contribution from your funds of \$86,000 now and an additional \$86,000 in July, to fall in fiscal year 1972, would adequately meet the Commission's needs.

Recommendation: That you authorize a contribution of \$172,000 in White House funds for the Commission on Financial Structure and Regulation, \$86,000 to be paid now and the remainder in July 1972.


John B. Connally

Approve _____

Disapprove _____

cc: The Honorable
Caspar Weinberger
Deputy Director
Office of Management and Budget

THE WHITE HOUSE
WASHINGTON

March 31, 1971

Send this
to Alexfa Action

[Handwritten signature]

MEMORANDUM FOR H. R. HALDEMAN

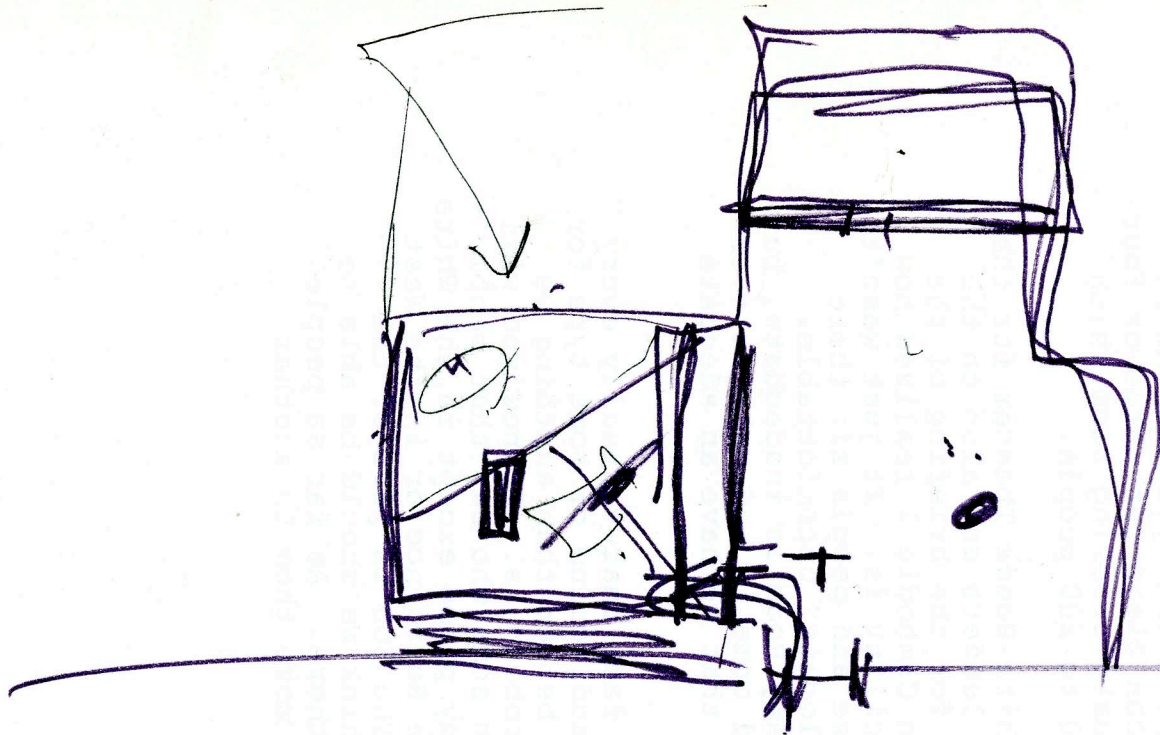
FROM THE PRESIDENT

[Handwritten initials]

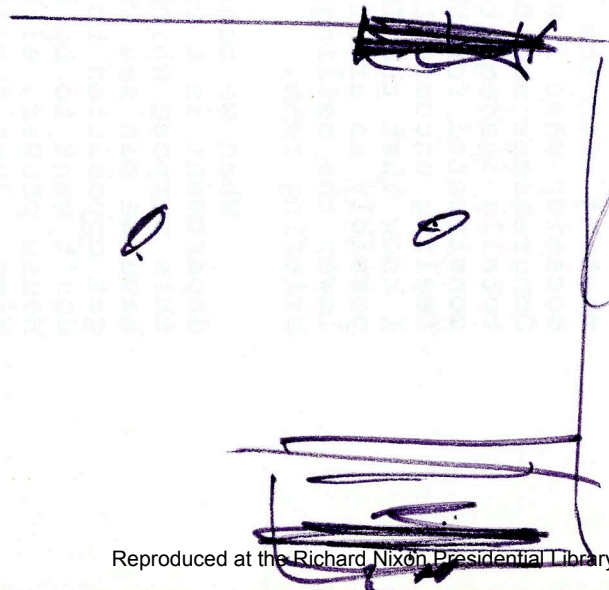
On as urgent a basis as is possible, consistent with our budget limitations, I want you to find an area in the EOB where you can clean out three or four offices and set up an adequate briefing room which will seat approximately 150 to 200 people.

When I went to the White House Theater for the meeting with the religious leaders and also on the occasion when I went there for the briefing of the Congressmen and Senators on Cambodia I realized how totally inadequate that facility is. It just wasn't constructed for that purpose and people sit there feeling uncomfortable and looking uncomfortable. I know that the Indian Treaty Room is inadequate, but possibly an architect could come in and make it over - lower the ceiling, etc. so that we have an adequate briefing room.

When we consider the fact that virtually every department in town has an auditorium of some type for this purpose which is much better than anything we have we can see what our problem is. I know you will get opposition to this from some who say that people don't want to be briefed any place except in the White House proper, either in the Residence or in the West Wing. Just forget that. The EOB is part of the White House proper and I think we should be able to find an adequate facility there. As far as people that are in offices there, move them to another building.



Road



Printed
Rover

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

April 6, 1971

CONFIDENTIAL

Determined to be an
Administrative Marking
Not National Security Information
By JLS NARA Date 3/11/2014

MEMORANDUM FOR: LARRY HIGBY

FROM: JON HUNTSMAN

SUBJECT: Bill Hopkins

Following up our conversation today here are a few of the responses I gained from a 45-minute visit I had with Bill Hopkins in my office immediately following the receipt of his letter of resignation (attached hereto).

1. He has had serious problems with his eyes --primarily his cataracts and feels that an operation should take place within the next 8-12 months. He stated, that with this in mind, it may require absences as long as six months while the eyes are healing before he would be able to return to work. This seemed to concern him a great deal as most of his work is engaged in one form or another of reading.

2. If he retires after May 31, 1971, he will receive less retirement pay than if he retired prior to that date. The reason for this is the escalation clause in the Civil Service Retirement program, which states that after three consecutive months of cost of living index increases there will be an automatic 3% increase in retirement up to May 31st, after which the base will return once again to normal. Since both March and April showed cost of living increases, it is almost a certainty that May will also. And, should he not retire prior to May 31st, he would lose this additional 3% pay plus 1% bonus or a total of 4% additional income. Bill stated, that if he would have retired last July, he would have received considerably more than he would receive this May -- and this May he will receive considerably more than he will receive thereafter. He stated that this was one of the unusual quirks in the Retirement Civil Service law that perhaps, should be revised.

3. His predecessor who spent some 47 or 48 years in the job died while he was still "in the saddle" and this seems to have bothered Bill. With his wife's promptings over the last several years there is some strong desire on his part to be able to get away from the vigorous six-day a week schedule and to travel or spend sometime with her before the same fate should happen to him.

4. In asking Bill his thoughts relative to a replacement he felt the strongest characteristic one should process is a flexibility of dealing with administrations who vary the nature and responsibilities of his role. He particularly stated, that the Truman Administration utilized his talents, energies better than any other Administration and one of the reasons for this was that President Truman held a daily coordination meeting each morning at which Bill participated and of course, this gave him first-hand observations and dealings with the President. Although not directly mentioned there was inference toward the importance of increased staffing and the staffs role with both the Eisenhower and Nixon Administrations. This unique ability to adjust for each Administration and to continue to perform with energy and total dedication is very important to Bill, and the key ingredient he foresees in his successor. He feels he has displayed these traits over the last seven President's whom he has served.

I have detected absolutely no bitterness, or feeling of resentment, because of a decreasing role in my two discussions (another one again today) with Bill. In addition to the above observations, it should be noted that he is concerned that his support staff is being squeezed into smaller and smaller quarters and is not keeping up with the ratio of the non-support staff.

In my own personal observations I conclude that this is a logical time for Bill to retire. He is very aware that next year is an election year and according to him the "old school training" says that one does not leave during an election year, which means, he would have to be here two full years before he retires. I believe he has thought out his decision well and is most desirous of helping us any way possible in order to bring his replacement aboard. He has stated that he would stay on after May 31st in a consulting capacity while we are training a replacement.

I have discussed paying him some consulting fee in addition to his retirement to bring his total salary up to what he is currently making, and he felt this would be equitable and would certainly be agreeable with him. I sense another key concern with Bill's departure -- that of the role of the Civil Servant. Bill represents all Civil Servant's in his close proximity to the President, and needless to say, many throughout government will be observing how Bill's situation is handled and what responses and attention is given to him by the President and key staff members here at the White House. We should insure that proper ceremonies and recognition are forthcoming after his long service and dedication to seven Presidents. He is currently developing a list of potential replacement candidates, some of whom we discussed in my office, in order that we may have some recommendations that are logical and well thought out. This will be the first time, in Bill's opinion, that his position has not been filled by a long-time understudy or assistant. I have told him that in my own opinion, John Ratchford, has not displayed those leadership qualities that make him the prime contender for the position although he certainly must be considered to be a candidate. This Bill seems to totally agree with.

I will keep you posted regarding any further meetings or information I receive.

Thank you.

cc: Alex Butterfield

CONFIDENTIAL

March 29 1971

Dear Mr. Butterfield:

As I informed Mr. Brown, and subsequently indicated to Mr. Huntsman, I have found it necessary to give thought to retirement from Government service. Having been a Federal employee since 1929, with nearly 40 years in the White House Office, I have now concluded that, for personal reasons, this is the prudent course to follow. Accordingly I am making application for retirement, effective the last week in May 1971, and seek acquiescence in this decision.

Over the years it has been my steadfast purpose, and that of the other civil servants with whom I have worked, to serve the President and members of his Staff, irrespective of Party, loyally and to the best of our ability. That is a spirit inherent in the guidance we received from our predecessors and represents a tradition which I trust will long continue.

Service in the White House Office during the Administration of seven Presidents of the United States, and the opportunity to work with and for their Staffs, has for the most part given me great personal satisfaction, and I am truly appreciative. Such an experience cannot help but instill in one the greatest respect for the Office of the Chief Executive and for the man chosen by all the people of this great Nation to be their President.

I am deeply grateful to the President and to everyone on his Staff for their kindness and consideration. My heartfelt best wishes go with the President as he strives to fulfill his aspirations for the American people and for just and lasting peace in the world.

Sincerely,

William J. Hopkins

Honorable Alexander P. Butterfield
Deputy Assistant to the President
The White House

cc: Mr. Huntsman ✓

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

April 22, 1971

MEMORANDUM FOR MR. HUNTSMAN:

While discussing my letter of March 29 to Mr. Butterfield, you suggested that some comment as to a successor would be welcome.


In my opinion, providing intelligent continuity in the White House Office is among the greatest contributions the incumbent of the position can make. This requires (1) ability and the willingness to expend the necessary effort to provide leadership of the Support Units in furnishing services to the satisfaction of the President and the members of his Staff and (2) a non-partisan background of Government experience with the necessary knowledge and flexibility to stand a reasonable chance of surviving a change of Administration. Training in the law is helpful. If the incumbent is to provide knowledgeable counseling on the basis of precedents and past procedures, nothing takes the place of on-the-job training in the White House Office, and I know of no shortcuts.

Although I do not deem it appropriate that I make recommendations, I have always advocated promotion from within if a qualified prospect is available. I think the fact that I chose John Ratchford as my Assistant speaks for itself. He is a graduate of Georgetown Law School, a member of the Bar, and his long-time experience in the White House Office has been diversified. When my predecessor died years ago, the technique used was to keep me, who had been his Assistant, on the job in an acting capacity for a matter of months before I was finally elevated as the senior Executive Clerk on a so-called "permanent" basis.

Should it be decided to give consideration to other career personnel, one possibility would be to ask the appropriate people in the Office of Management and Budget and the Chairman of the Civil Service Commission for recommendations. But again I stress that, in my opinion, there is no adequate substitute for experience in the White House Office.

Time is marching on and, as the law now stands, unless my family and I are to lose the benefit of the cost of living increment I must proceed with my application to the Civil Service Commission so that retirement will be effective by the end of May. In good conscience I would also like to feel free before the end of April to apprise the supervisors of the Support Units, with whom I have worked closely over the years, of my plans.

As I indicated earlier, in response to your query, should there be desire after my retirement for me on occasion to serve part time in a consulting capacity, I shall be glad to be helpful in any way I can.


William J. Hopkins

Sunday, May 9, 1971

DRAFT

MEMORANDUM FOR H. R. HALDEMAN

FROM : THE PRESIDENT

One question which we should have included on the poll which would have answered my concern was whether those polled thought the President was too firm, too soft, or just about right in his handling of demonstrators. In other words, get the same question with regard to the President that we have with regard to the police forces.

At this time I want to reiterate my suggestions at our meeting this morning:

1. We must search for a way and not just through backgrounders, for identification ~~with~~ of RN of a very hard line against ~~disruption~~ disruptive demonstrators. This can be accomplished through statements by Mitchell, Agnew, ~~and~~ as well as Congressmen and Senators.
2. I think we have tended to be somewhat gun-shy on this issue because of our seeing it so closely through the eyes of the Washington press corps. As a result, we tend to get the worst of both worlds. We make rather strange statements which infuriate the liberals who support the demonstrators and which do not come out strong enough to mobilize our own forces.
3. This is one of those issues where people see it pretty much in black and white terms. It is a good guy, bad guy

issue. I think the press particularly TV, have acutally muted the statements of strong support for the police made by Ziegler because they were quite aware that the worst position we could be in would be to appear right in the middle.

4. In a larger context this is the problem we have on a number of issues. The press knows very well where I stand, but they realize that in some cases my position may be publicly popular. Consequently, they treat the stories in a way that my position does not appear to be strong one way or another. What it really gets down to is the craving of people for strong leadership in situations like this. As a matter of fact, the support Agnew had some months ago and much of which he has retained up until this time, is due to the fact that he appeared firm and outspoken even though some may not have agreed with all of his positions. I tend to come off too bland - except in those instances when I get to hit the question head on in a press conference which cannot be more than once a month. We tried to correct this on the welfare issue. It was interesting to note that the press played it up the first time I made the point at Williamsburg - thinking it would probably hurt us - but then realizing that it was having the opposite effect, almost totally ignored the point when I repeated it again at the Chamber of Commerce.

What our opponents in the media will try to do whenever possible, is to make it appear that RN is vacillating on an issue, that he will not take a strong position one way or another, that he is dodging a public position, etc. They know this is not true, but they also know that this is the best way to hurt us.

I want you to have a meeting with Colson on this and then perhaps bring in Moore ~~á~~, Ziegler, and Scali (use your judgment as to the extent you want to discuss this matter with Scali in view of the need to take the gloves off on the attitude of the press). It is a major PR problem - we simply have not been effectively handling and the real concern for us is that we have not adequately recognized the problem.

In sum, let us begin with the demonstrator issue and see what we can do to get across a strong and true impression of RN's leadership and firmness on this issue. Then after that, consider the problem in general as related to other issues, and see what we can do to come through with a more clear ~~and~~/decisive ~~image~~ and strong image wherever possible. Have in mind in these discussions that all of the ~~cleaver~~ clever people in the press who may be our opponents, will try desperately not to fight us straight out on an issue where our position may prove popular but that they will try to blur~~f~~ the discussion in such a way that they can present to the public an image of indecisiveness and weak leadership. It gets back again and again to Connally's point that the nation wants strong, firm, ~~decisive leadership~~ ^{decisive leadership} that is exactly what we have

been providing in both foreign and domestic policy, and that due to our own PR failures, coupled with a very skillful operation on the part of the press, we are not getting this across. You will remember a year ago, we were surprised to note that despite everything I had said on law and order, that polls indicated the people thought that Teddy Kennedy was stronger on law and order than I was. This is exactly the kind of problem we have today in virtually every area with the possible exception of the handling of Vietnam - where, of course, the issue so closely divides the country that being strong can have almost as many negatives as it can positives, although, even on this one, ~~we/did~~ our greatest mistake is not to be wrong as far as public opinion is concerned, but to be weak.

Supreme Court of the United States
Washington, D. C. 20543

CHAMBERS OF
THE CHIEF JUSTICE

May 10, 1971

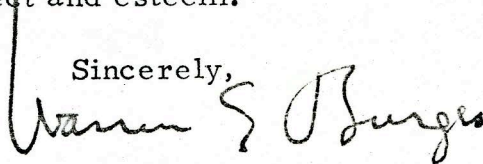
Dear Mr. President:

I was tempted to phone you Saturday night after the dinner but feared I might disturb your household. Your fortitude and forbearance in the face of gross rudeness by your hosts will always have my unbounded admiration. In my many personal observations of the press corps over the past 18 years this was one of their worst performances. To respond as you did with dignity and charity is a mark of your qualities and I suspect it was not lost on all those present.

It is no comfort but it is perhaps instructive to remember how the press treated your predecessors, and particularly Washington and Lincoln. Having been reading closely some of the events from 1789 to 1800, fairness to the present day press corps compels acknowledgment that they are now slightly less savage, less sadistic and less cruel than 150 to 200 years ago. So viewed, this is progress of sorts.

I repeat that Saturday night marked a new measure of your capacities that will in time be recognized, and enlarged my respect and esteem.

Sincerely,



The President

The White House