

**RICHARD NIXON PRESIDENTIAL LIBRARY
DOCUMENT WITHDRAWAL RECORD**

DOCUMENT NUMBER	DOCUMENT TYPE	SUBJECT/TITLE OR CORRESPONDENTS	DATE	RESTRICTION
1	Memo	W. Richard Howard to Alex Butterfield re: Laotian Operation, 9 pp. with attachment	3/31/1971	B
2	Memo	Henry A. Kissinger to White House Staff re: Contacts with Diplomatic and Official Representatives of the USSR and Soviet Bloc Governments. 1 p.	8/6/1971	B
3	Report	Metropolitan Police Department, Statement of Facts re: Committing an indecent and obscene act, 1 p.	3/23/1961	D
4	Schedule	Detailed Staff Schedule, President's Visit to Wright Patterson Air Force Base, pp. 4-5	9/2/1971	D
5	Memo	Alfred Wong to Alexander P. Butterfield re: Construction Proposals for Protective Purposes, 2 pp.	9/14/1971	A & B
6	List	United States Intelligence Board Technical Surveillance Countermeasures Committee, 11 pp.	10/1971	A & B
7	Memo	To Richard Helms re: Membership in the Technical Surveillance Countermeasure Committee, 1 p.	n.d.	B

COLLECTION TITLE

WHCF: SMOF: Alexander Butterfield

BOX NUMBER

7

FOLDER TITLE

1971 Inbound to APB Part 1: Jan.-Dec. 1971

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A. Release would violate a Federal statute or Agency Policy.
 B. National security classified information.
 C. Pending or approved claim that release would violate an individual's rights.
 D. Release would constitute a clearly unwarranted invasion of privacy or a libel of a living person.

E. Release would disclose trade secrets or confidential commercial or financial information.
 F. Release would disclose investigatory information compiled for law enforcement purposes.
 G. Withdrawn and returned private and personal material.
 H. Withdrawn and returned non-historical material.

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THE WHITE HOUSE

WASHINGTON

January 18, 1971

MEMORANDUM FOR THE CABINET AND WHITE HOUSE STAFF

With the economy a central issue of discussion in and out of government, I think you will be interested in the attached fact sheet which points up some of the reasons behind the growing optimism and confidence in the nation.

As the President said during his recent network conversation, he believes 1971 will be a "good year" and 1972 will be a "very good year."

One of the most interesting indications of growing public confidence is found in a Harris Poll taken last week for ABC.

In December, 1970, Harris found that 48% of the public felt there would be a recession in 1971 and 25% felt there would be no recession. The poll broadcast last week showed a dramatic reversal. It found 40% of the public believes there will be no recession and 37% is still doubtful.

To me this indicates growing confidence in the President and his program backed by solid facts noted individually by more and more Americans.

I hope this fact sheet will be helpful to you and your associates in your public and private discussions.

Herbert G. Klein

Herbert G. Klein
Director of Communications
for the Executive Branch

January 15, 1971

FACT SHEET - THE AMERICAN ECONOMY

There are growing indications substantiating President Nixon's statements that America can look forward to an expanding economy and the creation of more jobs and price stability. Factors pointing to this include the following accomplishments:

-- Interest rates have come down; the prime rate has dropped 2 1/4 points from 8 1/2% to 6 1/4%.

-- In the short period of the last two months, the Federal Reserve Board has approved the lowering of the discount rate from 6% to 5 1/4%.

-- We are seeing the beginning of substantial declines in consumer lending rates.

-- Housing starts have surged from an annual rate of 1.2 million in the first quarter of 1970 to 1.7 million in November and headed upward.

-- In the last two months the FHA mortgage rates have dropped from 8 1/2% to 7 1/2%, an action which will continue to encourage home purchases. Conventional mortgage rates continue to drop as well.

-- The President's policies have helped cut in half the rise in wholesale prices (from 4.8% in 1969 to 2.3% in 1970).

-- The dangerous runaway trend in inflation has been turned around. The gathering momentum of the consumer price index sent it from a 4.7% rise in 1968 to 6.1% in 1969. But in the last six months of 1970, it was turned to about a 4.5% increase. The direction is downward.

-- In 1969 food prices were rising at an annual rate of 8.2%; in the last half of 1970, food prices were rising less than 1% a year. This one attainment is an enormous accomplishment in holding down the cost of living for everyone and especially for the poor.

-- Personal savings rates of 7.5% of disposable income point to expansionary days ahead as the money is released for consumer purchases, especially in a time when the auto outlook is favorable.

-- Industrial production advanced 1.4% in December, the greatest rise in three years, showing that the economy is beginning to snap back.

-- Excluding automobiles from the picture, retail sales as estimated in December of 1970 were 8% up from December of 1969 and 0.8% (10% annual rate) up from November.

-- The third quarter of 1970 saw a gratifying increase in the annual rate of productivity in the private nonfarm economy -- up from 3.9 in the 2nd quarter of 1970 to 4.8 in the third quarter.

Other factors pointing to better days ahead include:

-- State-insured unemployment claims are going down.

-- State and local spending is heavy.

-- The President's decision to liberalize depreciation schedules will stimulate expansion of plant and equipment in 1971.

-- There are heavy inflows of savings into the mortgage markets.

-- There has been strong performance in the bond markets and the stock market has risen dramatically from its low of 1970.

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

January 23, 1971

File

MEMORANDUM FOR: ALEX BUTTERFIELD
FROM: LARRY HIGBY *L*

Will you please check out the attached matter from Herb Kalmbach with the Secret Service. Is this something the Secret Service would consider to be a security item that we would want to have them cover or are the items here of a personal nature and therefore should be paid out of the President's private fund.

Dme

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

File

January 28, 1971

MEMORANDUM FOR : ALEX BUTTERFIELD
FROM : L. HIGBY *h*
SUBJECT : Memoranda for the President's File
 Material

Bob would like the request for memoranda for the President's file to start going out the same day as the meeting and to try and speed up the procedure of getting these memoranda in.

Obviously much of the flavor and content of the meeting is lost even if one has extensive notes as time goes by. Therefore, getting them in the next day is important.

Dme

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

W.H.
CONFIDENTIAL

February 2, 1971

MEMORANDUM FOR: ALEX BUTTERFIELD
FROM: H. R. HALDEMAN

The President is interested in pursuing the possibility of a State Dinner for Prince Ranier and Grace.

He wants to do this only if the Kennedy's didn't have a dinner in their honor. I can't remember whether they did or not, so the first thing is to check the record on that. If indeed such a dinner has not yet been held, we should develop a plan for having one.

cc: Mr. Chapin

*London
1961
WH
Pres JFK*

Amsted

THE WHITE HOUSE

WASHINGTON

Attached is a speech which I think you would want to read in that it draws on both Administration initiatives and personal anecdotes in an interesting way.

AN ADDRESS BY THE
HONORABLE JOHN D. EHRLICHMAN
ASSISTANT TO THE PRESIDENT FOR DOMESTIC AFFAIRS
THURSDAY, FEBRUARY 11, 1971
BEFORE THE LINCOLN CLUB OF LOS ANGELES
AT THE CALIFORNIA CLUB

Mr. Chairman, distinguished members of this Lincoln Club and fellow-guests. I am most honored by your invitation to be here. I would have been very content had it been only an invitation to come, to visit with old friends and to dine.

But your invitation to speak tonight I take less as a franchise than as a stewardship, since this is a gathering of serious and commendable purpose.

I propose to talk some about Presidents.

The moon is much in our minds today. That planet presents its face to us day and night and never turns its other side for our inspection. Only the astronauts in orbit around the moon have seen its full dimensions.

An analogy to Kings, Presidents and other national leaders is obvious.

Man quests to understand the unknown. It seems we are never comfortable knowing that there is a public person whose every aspect is not totally catalogued.

The President of the United States makes decisions every day which touch all our lives. Well informed Americans should know and understand the Presidents of their times -- as people. The bonds of confidence between citizens of the Nation and their President are essential to his ability to do his job.

We have seen in recent past years how directly the President's ability to govern rests on the day-to-day confidence of a majority of the American people. I believe such confidence is made up of subjective judgments, by millions of people, resting on hundreds of scattered impressions of the President -- of his decisions, yes, but also of his life-style, his apparent standards of conduct, what he says and how he says it, the relationship between his promises and performance. I know, from the mail, that the ladies watch how he treats his wife and daughters, and other ladies.

Although television has made some of these factors more accessible for scrutiny, I would think public confidence in our Presidents has always had such a broad, non-specific base.

It's a good thing to do, I think, to also try and understand better a President of another century, and particularly a very good one. I haven't studied as much Presidential history as I would like; but since accepting your kind invitation I have dipped into seven or eight books on Lincoln recommended by the Library of Congress, in an effort to be in tune with those of you who have been participating in these dinner observances for many years.

I'm struck by the difficulty the historian has in giving his reader the true essence of his President-subject.

The author who has not been a John Hay, or secretary to some other President, must patch together a history which is a mosaic of other people's recollections and impressions. Even a confidential secretary or aide, sometimes, cannot know a President's thoughts or motives in making a decision or taking some action.

Contemporary chronicles are, in my view, often less reliable than the retrospective accounts by real students of the Presidency. If I had a dollar for every misstatement of fact that has run in newspaper columns during this past two years, I would have a handsome fortune by now. Rumor, hunch, gossip and malicious second-hand misstatement all find their way into print, comingled with all or parts of the truth. When I read of what I am supposed to have said or done -- well knowing that I didn't -- I wonder whether other readers of these columns regard them with the suspicion they deserve.

My Lincoln readings have made me want to know a great deal more about the man and his times, and I'm grateful to you, for kindling this interest. It has sharpened my awareness of the surroundings in which I work, and of the difficulty involved in gaining a true sense of a President, as a man.

The Oval Office, the President's "official office" is in what is called the West Wing. Two office buildings are joined to the Residence by low buildings. These offices are called the East and West Wings.

When he writes, or wants to read quietly, or seeks a more informal conversation, President Nixon often leaves the West Wing. He goes west, across a narrow private lane to a five-storied, gray Victorian, gingerbread building now called the Executive Office Building. Here most of his staff have their offices, and the mail room, the secret service detail, the President's doctor, Science Advisor, Council of Economic Advisors, and the famous "Indian Treaty Room" are located. The Vice President has one of his offices here, too.

Having offices with high ceilings, fireplaces and huge doors and windows, the staff, officing here, have a true historical sense of where they are.

As a comment on the burgeoning of the Federal bureaucracy, it should be remembered that in the 19th century this one elaborate building housed, at the same time, all of the departments of War, State and Treasury. Their departmental seals are still found on the door hardware. Now each of those departments occupy huge complexes of their own in other parts of Washington.

As to my new awareness, the other day I was called over to the President's hide-away in the EOB and as I walked over from the White House I recalled having just read that Lincoln would, nearly every morning make that walk to an "office" he kept at the War Department.

There he read, escaped the routine of the White House and held informal meetings. In fact, this is part of what I read:

"He would have breakfast about 9, then walk over to the War Department building a few steps from the White House... His visits to the War Office were for a variety of purposes:... holding informal conferences, escaping White House crowds, and seeking a retreat to avoid interruption while composing an important State paper.

"The vivid account by David Homer Bates indicates that Lincoln found enjoyment in these War Department intervals.

"His tall, homely form, wrote Bates, could be seen crossing the well-shaded lawn between the White House and the War Department day after day with unvaried regularity... He seldom failed to come over late in the evening before retiring, and sometimes would stay all night...."

Knowing something of the thinking that went into President Nixon's request that an office be set aside for him over there, when the staff was first working out the space assignments, I think I get a little feel for one aspect of Lincoln the man as President, and how he liked to work.

I thought it might be of some interest to you to know a little more about the present President, as I have seen him in daily activity. Many of you know him well, as a friend, a former colleague or as a guest of this club. But perhaps I can add a little to your knowledge and understanding of him, in view of your once-a-year roles tonight, as historians.

His life-style is an interesting mixture of the officially opulent and personally spartan. His personal pleasures are centered around reading, (biog-history), music, family and a little exercise, usually bowling, sometimes golf, sometimes a movie. He eats frugally -- at least by my standards. He appreciates the difference between a good California wine and one (from elsewhere, of course) not so good. But he's not one given to rhapsodies over a Sauce Bernaise.

Some unknowing Newsweek writer said a couple of weeks ago that the President enjoys the trappings of his office -- the helicopters, formal dinners and military aides.

If that reporter knows that to be true, he knows something I don't know. As a matter of fact, Richard Nixon does enjoy being President, but the thing that makes it zestful, for him, I think, is the feeling that he is in a situation to get some things done that need doing. Yesterday, for example, in a meeting with his new Commissioner of Education, the President pounded away for early changes in our methods of education and change in our ways of financing education.

This drive to get things accomplished explains how it is that he has advanced the first major proposal for reorganization of the Federal Government in 20 years. He believes it's time for a change. During those 2 decades, while the government has done business in the same old way:

9 Cabinet Depts became 12
 27 Independent Agencies - 41
 Fed. Employees - add 600,000
\$42B Fed. Budget to \$220 Billion
 140 Domestic Programs to 1400

The President's revenue sharing proposal, of course, is also a profoundly radical proposal for change:

Since the time of the New Deal, all of the trends have been away from local government and toward more and more Federal responsibility.

Revenue sharing proposes to return \$10 billion (1/3) of Federal programs to state and city control. This opening proposal involves about 1/3 of all of the Federal programs on the books involving aid to states and localities.

- Local Decision
- No Fed. Applications
- No Matching Requirements
- No Loss of Money

The President gets great personal satisfaction from accomplishment. He puts a high premium on results, and he has an eye for detail. One Sunday, as we were flying back to the White House from Camp David, the helicopter passed low over the Mall between the Washington Monument and the Lincoln Memorial. The President spotted a long row of old temporary buildings there. The Navy and Munitions buildings. They had been built during the war -- the First World War -- on the Mall because, as he later said, the then Assistant Secretary of The Navy, Franklin Roosevelt, figured that no one would allow them to remain there, in that beautiful place, once the war ended.

And so they remained for 55 years, patched, repaired, with plaster facades. Lt. (j.g.) Richard Nixon was stationed there briefly during World War II.

When he saw them from the air that Sunday, the President asked me why they were still there, being new to Washington, and naive, I replied: "Probably because no President has ordered them taken down." (You see, I had not yet learned how Presidential desires can be frustrated by the career bureaucracy).

And so I wrote a short memorandum to the friendly proprietors of the Navy and Munitions building and told them that the Commander-in-Chief would like that they should please get their buildings off the public's grass.

It wasn't long before I began hearing from Assistant Secretaries and Captains. As I persevered, I began hearing from Under-Secretaries and Admirals. One Admiral talked to me all the way to Philadelphia, for I had rather thoughtlessly accepted a ride to the Army-Navy game on the Navy's special train.

But the President, to his credit, hung very tough, gave us full backing, and insisted on a firm timetable.

To make a very long story short, the buildings are all down at last and the great area of the Mall thus reclaimed will be seeded to lawn this spring.

And now, as he rides by the site of those old buildings and looks across at the Lincoln Memorial, you can hear the President mutter, "Well, at least that's one thing we've gotten done around here."

The State of the Union Address this year was, of course, all about change and accomplishment. The central theme was: Make Government Work Better For People. You might be interested in how the President came to decide on the content of these new proposals.

The ideas basically stemmed from studies begun in response to requests made by the President months and, in some cases, years ago. As a result of his experience in the Congress and as Vice President, he has some very well defined ideas about government, and how it should work.

At night and on weekends the President uses a dictating machine to question and prod and request. At about 10 the next morning some of the White House Staff will get piles of memoranda on stiff bond paper. Although they are usually unsigned, there is no doubt who they came from.

On Monday morning for example, this week I got memoranda asking:

(1) For a report on what was being done this week to insure rehiring of the unemployed professionals laid off in the Aerospace Industry;

(2) About a judicial vacancy that has gone unfilled in spite of congested court calendars;

(3) For a report on airlines from staff economists;

(4) And one having to do with the upcoming Health Legislation.

The State of the Union Reforms had their origins in inquiries of that kind months ago -- over the last 18 to 24 months our staff, with working groups made up of people from inside and outside government, have worked on policy questions like revenue sharing. And the President has talked to experts, Mayors, County Executives, citizen representatives, Congressmen.

In late June of last year the President was here, at San Clemente. We spent three days with the President in the conference room of the Western White House there. The first day was devoted to a review of the economy and the budget issues to be faced in Fiscal 1972, the second day reviewed a broad range of domestic problems, and the third day was spent on national security issues.

In presenting a proposed attack on a domestic problem we tried to define the problem, propose a policy basis for solution, present programs consistent with the policy and give accurate cost estimates.

The President, Bob Finch, Don Rumsfeld (and those of us responsible for the staff work) discussed the proposed decisions, solutions to problems, budget issues and their inter-related aspects. The President cross-examined the departmental people and staff who made the presentations. He made occasional notes on a pad as proposals were projected on the vu-graph screens.

The President made no decisions then, but within a few days we began to get instructions from him.

San Clemente's less intense daily routine gives the President (and the rest of us) a freedom to read and reflect which is very valuable.

Because he so strongly believes in government being responsive to the electorate, the President decided to move strongly for more government reform this year. Revenue sharing, as the President has proposed it, must really be thought of as reform.

Last Saturday afternoon, with his feet on the desk, he was explaining to four of us why he made the decisions he did. Saturdays, when the pressure is off a bit, we occasionally get a chance for reflective conversation. He told us about the Federal government he found when he first came to Washington as a Congressman right after the war, and he traced the changes in Administrations since 1947. The people voted for change in 1952, and President Eisenhower was elected. And about 1,000 Presidential appointees came to town to replace Democrats.

But beneath that level, very little happened to change the Executive branch of the Federal government.

In 1960 John Kennedy came in, but the bureaucracy went right on. And the same in 1968.

The President believes that local government responds better, more directly, when the voters express their will. He knows how hard it is for the will of the people to have any effect in Washington, and this is not true of the Executive branch alone.

When a Congressman loses, what happens to his legislative assistant and other aides? They are the sergeants, in this army of public servants, the ones on whom a legislator depends -- and therefore they are very influential in the Congress.

When a Congressman or Senator loses or leaves his position, most of his staff find jobs quickly either with a Congressional committee or another member. The flowers in the Congressional garden may bloom and then fade, but these bumblebees go on forever, spreading their ideologies and their pet programs as they move about.

These careerists never, ever need a voter's approval for anything they believe in or do. In fact a great many have a healthy contempt for "majority views". And yet they go on and on.

One way to break this sameness-in-change is to move some of the functions of government away from this unresponsive Federal bureaucracy and into the hands of governments more accessible to the voter.

This is the essence of special revenue sharing. And it is one of the important by-products of the reorganization proposals.

Reduction in Federal overhead also will result -- Fewer employees.

In reaching a decision the President absorbs information in enormous quantities, reaching out for more and more, through the staff and Cabinet, on the phone, assembling experts for question sessions and by voluminous reading.

He prefers to learn by reading. But he has a technique in meetings that I think of as "counter-point", to draw people out.

He'll often leave the subject theme of a meeting to attack on the flank of the concept, raising questions involving what turn out to be the more essential issues.

At the risk of sounding a little like Jack Valenti, I must say I have developed an enormous respect for his mental processes and retentive capacity.

That's a little about the President. A few pieces for the mosaic. I wish it could be more.

I'm afraid that, from the nature of this club and its membership I was pre-destined to take from this experience tonight more than I've contributed to it.

And so there only remains for me to thank you, most sincerely for this memorable evening, which, now, I do.

* * * *

February 15, 1971

*Butterfield
Set up
Report*

MEMORANDUM FOR: ALEX BUTTERFIELD
FROM: H. R. HALDEMAN

Is Mrs. Nixon now receiving copies of all the wire stories on her activities as well as the newspaper stories?

You were going to have Connie Stuart set up a program to select and distribute these stories to Mrs. Nixon. What is the status of this project.

HREH: BK: kh

Determined to be an
Administrative Marking
Not National Security Information
By JKS NARA Date 3/17/2014

File

February 16, 1971

CONFIDENTIAL -- EYES ONLY

MEMORANDUM FOR:

JOHN BROWN
~~ALEX BUTTERFIELD~~

FROM:

L. HIGBY *L*

Bob asked that you track down the memorandum that exists somewhere that provides the basis that the claim the desk the President uses is the Woodrow Wilson desk. Apparently it is a letter from a fellow from the Senate who had a letter from Wilson's former Aid who wrote the President after he became President, verifying the desk. The President remembers seeing this letter but asked Rose for it later and she was unable to find it. Somehow we have to track it down. When we do find it please forward it immediately to Haldeman.

(Bob told) Memo found & forwarded

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

February 19, 1971

hir

Suciu

MEMORANDUM FOR: ALEX BUTTERFIELD
FROM: H. R. HALDEMAN *H*

One minor problem last night was that when Anna Maria Alberghetti came down the receiving line, the aide introduced her as Mrs. Guzman. This, of course, is her correct name, but the President had no idea who she was and this created a rather awkward situation.

The aide should be sure, when introducing the star of the evening or any other celebrity who goes by a different name than the popularly known name, that he identifies the person carefully for the President.

As a matter of fact, to the extent possible, all celebrities and notable people should be identified as well as introduced by name. It also helps if they could be introduced as Mrs. "so and so" or Mr. "so and so" from Cincinnati or whatever, so that the President can get them fixed quickly.

The White House and the Department of State prescribe the protocol to be used only for ceremonies of state. The protocol differs somewhat for each ceremony and the rules used are not binding at private functions. For this reason it is the policy of the White House not to make the rules public, or to give out the order of precedence of government officials.

3/17/71

CONFIDENTIAL

(DEPARTMENT OF STATE PRECEDENCE LIST)

1. The President
2. The Vice President
(Governor of a State in his own State)
3. The Speaker
The Chief Justice
Ex-Presidents of the United States
4. The Secretary of State
5. Secretary General of the United Nations
Pres., UN General Assembly (when assembly is in session, outranks
President of the United Nations Security Council Secy. Gen. of the UN)
President of the International Court of Justice (According to UN
precedence)
Ambassadors Extraordinary & Plenipotentiary of Foreign Powers
accredited to the U.S. (in order of the presentation of their
Letter of Credence)
6. Widows of Ex-Presidents
7. Envoys Extraordinary and Ministers Plenipotentiary of
Foreign Powers accredited to the U.S. (in order of
the presentation of the Letter of Credence)
8. Associate Justices of the Supreme Court, according to
the date of their commission. Retired Associate
Justices rank with but after active Associate Justices.
9. The Secretary of the Treasury
The Secretary of Defense
The Attorney General
The Postmaster General
The Secretary of the Interior
The Secretary of Agriculture
The Secretary of Commerce
The Secretary of Labor
The Secretary of H. E. W.
The Secretary of H. U. D.
The Secretary of Transportation
10. Senators, according to the length of continuous service
(President pro-tempore of the Senate ranks with,
but before his colleagues)

Ambassador at large - Kennedy
Dir., Off. Mgt. & Budget - Shultz
Counsellors to the Pres-- Finch
Rumsfeld
U.S. Rep. to the UN - Bush

CONFIDENTIAL

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10. (cont.)
 - Governors of States, when not in their own State,
according to the date of admission of the State to the Union
 - Acting heads of Executive Departments
 - Ex-Vice Presidents
11. Members of the House of Representatives, according to
the length of continuous service. Delegates rank with,
but after the representatives.
 - District of Columbia Commissioner
12. Charge d'Affaires en titre of Foreign Powers
Charge d'Affaires ad interim of Foreign Powers
 - Ex-Secretaries of State
13. The Under Secretary of State
The Under Secretary of the Treasury
The Deputy Secretary of Defense
The Deputy Attorney General
The Deputy Postmaster General
The Under Secretary of the Interior
The Under Secretary of Agriculture
The Under Secretary of Commerce
The Under Secretary of Labor
The Under Secretary of H. E. W.
The Under Secretary of H. U. D.
The Under Secretary of Transportation
Solicitor General
Administrator of the Agency for International Development
Director of the U.S. Arms Control & Disarmament Agency
The Under Secretary of State for Political Affairs
The Ambassadors at large
The Under Secretary of the Treasury for Monetary Affairs
The Secretary of the Army
The Secretary of the Navy
The Secretary of the Air Force
Chairman, Council of Economic Advisers
Chairman, Board of Governors of the Federal Reserve System
Chairman, Council on Environmental Quality
14. Chairman, Joint Chiefs of Staff
The Chief of Staff of the Army
Chief of Naval Operations
Chief of Staff of the Air Force
(in order of seniority)

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14. (cont.)

Commandante of the Marine Corps
Five-star Generals and Admirals in order of Seniority

The Secretary General of the OAS

(Pan American Union) (ranks after the Representatives
when the OAS sits as a body)

Representatives to the OAS

Persons with Ambassadorial rank (foreign non-accredited)

Heads of international organizations such as NATO, CENTO,
SEATO, etc., and other international intergovernmental
organizations, i. e., Managing Dir., International Monetary
Fund, President, International Bank for Reconstruction &
Development, etc.

15. Director of Central Intelligence

General Services Administrator

Director of the U.S. Information Agency

Adm. of Nat'l Aeronautics & Space Administration

Chairman, Civil Service Commission

Chairman, Atomic Energy Commission

Dir. of Defense Research & Engineering

Dir. of Office of Emergency Planning

Dir. of Peace Corps

Dir. of Office of Science & Technology

Dir. of Office of Economic Opportunity

Dir., Office of Telecommunications Pol.

Adm., Environmental Protection Agency

16. American Ambassadors on State and Official visits (see #20 also)

(rank with the Chief of Protocol except that, outside of
Washington, they shall be preceded by the Chief of Protocol)

The Chief of Protocol

(when at the White House, accompanying the President, and
on State and Official visits)

Ambassadors of Career rank on duty in the U.S.

Spec. Rep. for Trade Negotiations

US Rep to the INTELSTAT Conference (Rank of Ambassador)

17.

White House Officials - refer to chart of WH Staff

18. The Chief Judge and Circuit Judges of the U.S. Court of Appeals
for the District of Columbia according to the length of service

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19. Chief Judges of the U.S. Court of Appeals, according to the length of service.
20. All Deputy Under Secretaries of the Executive Departments
Dep. Dir., U.S. Arms Control & Disarmament Agency
Commandant of the Coast Guard
All Assistant Secretaries of the Executive Departments,
including the Legal Adviser and the Counselor of the
Department of State.
U.N. Under Secretaries
Dep. US Rep. to the OAS
Dep. Dir., CIA
The Chief of Protocol (see #16)
Dep. Dir., Office of Management & Budget
Dep. Dir., Office of Economic Opportunity
Dep. Dir., Office of Emergency Preparedness
Dep. Dir., Peace Corps
21. Dep. Assts. to the Pres & other WH Staff - See Chart
Asst. Admin., AID
Comptroller General of the U.S.
Court of Military Appeals
Members of the Council of Economic Advisers (rank alphabetically)
22. American Ambassadors and Ministers, either Designate
or in the U.S. under normal orders or on leave
(Chiefs of Diplomatic Missions)
Archbishops (Catholic)
23. Governors of Territories: Puerto Rico
Guam
American Samoa
Virgin Islands
Mayor-Commissioner of the District of Columbia
24. Under Secretaries of the Army, Navy and Air Force
Ministers of Career rank of the U.S.
Acting Assistant Secretaries of Exec. Departments
25. Four-star Generals and Admirals, in order of seniority
(Air Chief Marshals)
26. Assistant Secretaries of the Army, Navy and Air Force
Dir., Selective Service System

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27. Lieut. Generals and Vice Admirals (Air Marshals)
28. Chairman of the American Red Cross
29. Bishops of Washington
30. Ex-American Ambassadors and Ministers
(Chiefs of Diplomatic Missions)
31. Special Assistants to the Pres. - See Chart
Heads of certain independent establishments, according
to date of establishment
Treasurer of the U.S.

Chairmen, Bureaus, Boards and Commissions,
Librarian of Congress, etc.
Vice Chairman and members of the Board of Governors
of the Federal Reserve System
Dep. Spec. Rep. for Trade Negotiations
Secretary of Smithsonian Institute
32. Non-accredited Ministers of Foreign Powers assigned to
foreign Diplomatic Missions in Washington
Deputy Mayor, District of Columbia
Assistant to the Commissioner
Chmn., D. C. Council
33. Deputy Assistant Secretaries of State
Deputy Chiefs of Protocol
Chiefs of Bureaus of Executive Departments
Directors of Offices of Executive Departments

Exec. Secy., Nat'l Aeronautics & Space Council
Exec. Secy., Nat'l Security Council
Asst. Dir., USIA (Dir., Voice of America)
34. Counselors of Embassies or Legations of Foreign Powers
Consul General of Foreign Powers
35. Major Generals & Rear Admirals-upper half (Air Vice Marshals)
(retired officers rank with but after active officers)
Dir., National Security Agency
Officers of Army, Navy and Air Force of equal rank are given
precedence according to date of commission
Surgeon General, U.S. Public Health Service
36. The Chief Judge and Associate Judges of the U.S. Court of Claims

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37. The Chief Judge and Associate Judges of the Court of Customs and Patent Appeals
The Chief Judge and Judges of the U.S. Customs Court
38. The Chief Judge and Judges of the Tax Court of the U.S.
39. The Chief Judge and Judges of the U.S. District Court for the District of Columbia
40. Brigadier Generals and Rear Admirals - Lower half and Commodores (Air Commodores)
41. Senior Secretaries of Embassies of Legations of Foreign Powers when there is no Counselor
Assistant Chiefs of Protocol
Secretary of the Senate
42. Members of Bureaus, Boards, Commissions, etc.
43. Subordinate Government Officials

NOTE: Husbands and wives have equal rank regardless of which holds the official position.

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3/19/71

THE WHITE HOUSE

Washington

Counsellor to the President -- Robert H. Finch
Counsellor to the President -- Donald Rumsfeld
Assistant to the President for Domestic Affairs -- John D. Ehrlichman
Assistant to the President -- Peter M. Flanigan
Assistant to the President -- H. R. Haldeman
Assistant to the President
for National Security Affairs -- Dr. Henry A. Kissinger
Counsel to the President for Congressional Relations -- Clark MacGregor
Assistant to the President
for International Economic Affairs -- Peter G. Peterson
Assistant to the President for Congressional Relations -- William E. Timmons
Science Advisor to the President -- Dr. Edward E. David, Jr.
Special Consultant to the President -- Leonard Garment
Advisor to the President
on Manpower Mobilization -- Gen. Lewis B. Hershey, USA
Director of Communications for the Executive Branch -- Herbert G. Klein
Special Assistant to the President -- Raymond K. Price, Jr.
Press Secretary to the President -- Ronald L. Ziegler
Military Assistant to the President -- Brig. Gen. James D. Hughes, USAF
Deputy Assistant to the President -- Alexander P. Butterfield
Deputy Assistant to the President -- Dwight L. Chapin
Special Counsel to the President -- Charles W. Colson
Counsel to the President -- John Wesley Dean III

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Special Counsel to the President -- Harry S. Dent

Special Assistant to the President -- Frederic V. Malek

Deputy Assistant to the President
for National Security Affairs -- Brig. Gen. Alexander Meigs Haig, Jr.

Deputy Assistant to the President -- John C. Whitaker

Deputy Assistant to the President -- Henry C. Cashen II

Deputy Press Secretary -- Gerald L. Warren

Personal Secretary to the President -- Miss Rose Mary Woods

Special Assistant to the President -- George T. Bell

Special Assistant to the President -- Patrick J. Buchanan

Special Assistant to the President -- Richard K. Cook

Special Assistant to the President -- Eugene S. Cowen

Special Assistant to the President -- John S. Davies

Special Assistant to the President -- William L. Gifford

Special Assistant to the President -- Mark I. Goode

Special Assistant to the President -- Jon M. Huntsman

Special Assistant to the President -- Roger E. Johnson

Special Assistant to the President -- Daniel T. Kingsley

Special Assistant to the President
for Consumer Affairs -- Mrs. Virginia H. Knauer

Deputy Director of Communications -- Jeb S. Magruder

Special Assistant to the President -- William L. Safire

Special Assistant to the President
for Liaison with Former Presidents -- Robert L. Schulz

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Staff Director for Mrs. Nixon -- Mrs. Constance Stuart

Social Secretary -- Mrs. Lucy Alexander Winchester

Physician to the President -- Brig. Gen. Walter R. Tkach, USAF, MC

Executive Assistant -- William J. Hopkins

Chief Usher -- Rex W. Scouten

THE WHITE HOUSE

WASHINGTON

MARCH 28-71

ALEX -

AS YOU WILL NOTE I'M
SENDING ALL RESIDENTIAL
INFORMATION / CORRESPONDENCE
TO YOU - I THOUGHT IT SAFER
FOR YOU TO HANDLE THAN
SEND TO MILITARY AIDES' OFFICE,
ETC. PLEASE LET ME KNOW
IF THIS IS INCORRECT PROCEDURE
WHEN YOU ARE AWAY WITH
THE PRESIDENT —

THANK YOU —

Jim

P.S. YOU'RE A GOOD MAN A. —

—SURELY ENJOY WORKING WITH YOU—

THE WHITE HOUSE

WASHINGTON

March 29, 1971

Dear Mr. Butterfield:

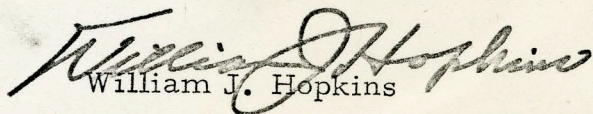
As I informed Mr. Brown, and subsequently indicated to Mr. Huntsman, I have found it necessary to give thought to retirement from Government service. Having been a Federal employee since 1929, with nearly 40 years in the White House Office, I have now concluded that, for personal reasons, this is the 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

**RICHARD NIXON PRESIDENTIAL LIBRARY
DOCUMENT CONTROL SHEET**

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MEMORANDUM

THE WHITE HOUSE

WASHINGTON

April 1, 1971

MEMORANDUM FOR THE STAFF

SUBJECT: Office Communications Equipment

As you are aware, the White House Communications Agency (WHCA) provides communications support for the White House. This includes the President, Vice President, White House staff and Secret Service in their protective role.

The most expensive single items which WHCA provides are television sets, IBM dictating and transcribing units, and AM/FM radios. Consequently, it has become necessary to establish guidelines in order to control their purchase and issue. In this connection, the following criteria will apply when requesting these items:

- A. TV sets, IBM equipment and AM/FM radios will be authorized only for commissioned staff members.
- B. Routinely, only one of each item will be issued to an individual or office except in the case of IBM equipment. Additional units must be justified.
- C. All requests for this equipment must be submitted by the respective department head to the Commander, WHCA, and will be forwarded to the Staff Secretary for final consideration.

Except for commissioned staff members, all requests for equipment which have not been honored will be resubmitted in accordance with the provisions of this memorandum.

We solicit your understanding of the expense involved and the need to control the allocation of this equipment in the interest of effectiveness and economy.

Thank you.

JON M. HUNTSMAN
Special Assistant to the President

BRIGADIER GENERAL JAMES D. HUGHES
Military Assistant to the President

- Out-Box materials - Steve will gather up the out-box materials and hand-deliver them to Jon Huntsman.
- Morning inspection of the President's office - Steve Bull will do this.
- 2:00 meetings - Jon Huntsman will chair these meetings. They will continue to be held in my office. (Chapin's attendance will serve as a tremendous assist.)
- Action on Social Scenarios - I think that you are the only one who can handle these inquiries from the East Wing. What you cannot determine at a glance, you can discuss with the President. Larry or Dwight can relay decisions to Lucy Winchester or Debby Sloan.
- Cabinet Meeting tentatively scheduled for April 13th - It is my understanding that if this meeting is held as tentatively planned, the agenda will concern the President's Domestic programs and John Ehrlichman will prepare the briefing paper. Jana has alerted John and Ken Cole to the fact that I will be out of town, and that Toni Sidley stands ready to assist in any way that she can. I have already notified the Cabinet Members of the probability of a 1-hour meeting on that date.
- Memoranda for the President's File and Color Reports:-
These items will be held for my review ... prior to being filed.
- Other duties for which I am responsible:-
 - Security matters - Trudy Brown will work with John Dean.
 - Staff Secretarial matters - Jon Huntsman will come to you.
 - Presidential Papers matters - John Nesbitt will work with Jon Huntsman

-- Liaisons for which I am responsible:

- Aides Office - Don Hughes will come to you.
- Social Office - Lucy Winchester and Debby Sloan will come to you through Larry.
- Visitors' Office - John Davies will work with Jon Huntsman.
- Business with Curator - Clem Conger will work with Jon Huntsman.
- Ushers Office - Rex Scouten will work with Jon Huntsman.
- Internal Security - Al Wong will work with Jon Huntsman and John Dean.
- S.S. Protective Division - Bob Taylor will work with Dwight Chapin and John Dean.
- E.P.S. - Chief Quimby and Secret Service Agent Vince Mroz will work with John Dean.

cc: Dwight L. Chapin
Stephen B. Bull
Jon M. Huntsman
John W. Dean, III
Lawrence M. Higby
Bruce Kehrli