

PERSONS TO ATTEND MARCH 18TH CABINET MEETING

- All members of the Cabinet are expected to be present except Secretary Finch and Ambassador Yost (according to a March 17th telephone check).
- Under Secretary Veneman (HE W)
- Chairman Morton
- Chairman McCracken
- Chairman Train - to give presentation
- Dr. DuBridge
- Mr. Haldeman
- Mr. Ehrlichman
- Mr. Flanigan
- Mr. Klein
- Mr. Keogh
- Mr. Butterfield
- Mr. Ziegler
- Mr. Whitaker - only for Russ Train's presentation
- Mr. Cole
- Mr. Theodore Cross (OEO) - to assist Dir. Rumsfeld, and to be in Cabinet Room only for that presentation.

Chow

March 17, 1970

MEMORANDUM FOR: THE PRESIDENT
FROM: ALEXANDER P. BUTTERFIELD
RE: Explanatory Note

Late this afternoon you were forced by circumstances to sign several items hurriedly. All were routine but these few may be of interest:

- Ltr to Cong. Schwengel encouraging him and his "Volunteers for Vietnam" to make a second inspection visit to S.E. Asia and report back to you
- Exec Order delegating to Sec State authority to issue and sign extradition warrants
- Exec Order creating within the Department of Commerce a new position, "Assistant to the Secretary"

Chron

March 17, 1970

PERSONAL

MEMORANDUM FOR: MR. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

RE: Henry Hubbard's Letter to You of
March 13th

Not that I think it matters a whole hell of a lot, my words to Henry Hubbard during our "chance encounter" done been misinterpreted. I did say, however, that you ran the President's "personal and support staff", and that you made most of the final decisions on matters which affect the President's activities. This was something which Henry knew anyway and I said what I said only in the manner of confirming the facts. He (Hubbard) knows very well that he should deal with Ron Ziegler.

Attachment

PERSONAL

chwa

March 17, 1970

MEMORANDUM FOR: Mr. John Brown
Staff Secretary

FROM: Alexander P. Butterfield

Thank you for your thoughtful memorandum of March 13th concerning the availability of a speed-reading course for "selected members of the White House Staff." Naturally I am proud to be among those selected.

I have been reading the memorandum most of the morning, and I am now down to the part which says, "around the first of April" When I finish the paragraph (and I can hardly wait to learn what it is all about), I will be in touch.

chrw

Determined to be an
Administrative Marking
Not National Security Information

By J43 NARA Date 3/25/2016 March 17, 1970

Personal and Confidential

Mr. Arthur Downey
Staff Member, National Security Council
Room 368 - Executive Office Building
Washington, D. C. 20500

Dear Mr. Downey:

The President was particularly pleased
with your expert drafting of the letter to
President Pompidou which he signed on
March 14th. He asked me to convey his
thanks and personal compliments.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Copy to: Dr. Henry Kissinger,
Assistant to the President
for National Security Affairs

Personal and Confidential

chron

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 17, 1970

MEMORANDUM FOR: MISS WOODS
MR. CHAPIN
MR. BUCHANAN
GEN. HUGHES
MR. ROBERT TAYLOR

FROM: ALEXANDER P. BUTTERFIELD 

I am attaching a March 13th letter to Mr. Charles Clapp from Herbert R. Collins, Associate Curator of the Smithsonian Institution's Division of Political History. As you will notice, the correspondence requests information on, and photographs of, any special automobiles and limousines owned or used by the President over the years i.e. before and since his inauguration. I, of course, know nothing of the subject but the thought occurred to me that you (the addressees to this memorandum, collectively) might be able to provide sufficient material to satisfy the total requirement.

I will drop out of the picture at this point, and leave you to deal, as you see fit, with Mr. Herbert Collins.

Attachment

chron

March 16, 1970

MEMORANDUM FOR: THE PRESIDENT
FROM: ALEXANDER P. BUTTERFIELD
RE: Cabinet Meeting, Wednesday, March 18th

There are three things concerning this Wednesday morning's Cabinet Meeting which I should mention to you today:

- (1) The proposed agenda. It is attached at Tab A.
(You wanted time allotted for a 15-minute report by Bob Hampton, but because he will be testifying on the Hill during the period of this meeting I have slipped his presentation to the next meeting.)
- (2) The Cabinet Room renovation was completed last Sunday night, and the new Cabinet table, chairs and special lighting are in place. The room is being kept locked until Wednesday morning but the thought occurred to me that you may want to see it now (today) so that if anything is not to your liking it can be remedied prior to that time. With 2-3 minutes notice I can have it unlocked.
- (3) Mr. Roy Hoopes -- working through Herb Klein's office -- is putting together materials for a book about the Cabinet and "what Cabinet members do." He is the author of several other books about various aspects and organizations of the Federal government, one of which (his latest) is entitled, "What a U. S. Senator Does". In that Hoopes is trying to finish his book on the Cabinet by April 30th, he would like to get most of the

necessary photographs from this meeting coming up on Wednesday morning. Ollie Atkins has been briefed and is fully prepared to do the photography. To obtain what is needed he would have to take:

- Several shots of the Cabinet members as they arrive in the Cabinet Room and talk informally awaiting your entrance.
- One or two shots of you as you enter the Cabinet Room from Steve Bull's office ... possibly accompanied by me.
- Several shots, from different angles, of the Cabinet group seated at the table with you.
- Two or three close-ups of you presiding ... taken from a position directly behind the Vice President's chair.
- One or two shots of each of the three briefers as he begins his presentation.

There would be no need for any posed pictures or any special arrangements -- and Ollie would have to be trusted to use good judgment.

Approve _____

Disapprove _____

See me _____

AGENDA

CABINET MEETING

Wednesday, March 18, 1970

9:30 A.M. to 11:00 A.M.

9:30-10:00

1. THE LISTENING POST PROJECT -- A report on the first, and thus far only, Listening Post visit (to Philadelphia, October 1969) ... to brief members of the Cabinet who will be making similar visits in future months.

Honorable George W. Romney,
Secretary, Department of Housing
and Urban Development

a) Sub-topics

- Review of project objectives
- Highlights of the Philadelphia visit (13-minute film)
- Benefits derived
- Recommendations

(20 min)

(10 min)

b) Discussion

10:00-10:20

2. INTERIM REPORT FROM THE COUNCIL ON ENVIRONMENTAL QUALITY

Honorable Russell Train, Chairman,
Council on Environmental Quality

a) Sub-topics

(15 min) -- The Jackson Act and what it means to the Executive departments

-- The oil spill situation

(5 min)

b) Discussion

10:20-10:55

3. NEW OEO EFFORTS

Honorable Donald Rumsfeld, Director
Office of Economic Opportunity
Mr. Theodore Cross, Consultant to the
Office of Economic Opportunity

a) Sub-topics

(25 min) -- Results of insufficient capital and credit in low-income communities

-- Creation of the Opportunity Funding Corporation (non-profit)

-- Selected projects to be tested

(10 min)

b) Discussion

10:55 --

4. BRIEF REMARKS BY THE PRESIDENT

(Suggestions to be provided.)

Approved as is _____

Approved with modifications indicated _____

Disapproved; see me _____

Chron

A G E N D A

CABINET MEETING

Wednesday, March 18, 1970
9:30 A.M. to 11:00 A.M.

9:30-10:05

1. REPORT ON PRODUCTIVITY -- TRENDS IN OUTPUT PER MAN-HOUR

Honorable George P. Shultz,
Secretary, Department of Labor

a) Key Points

(20 min)

- Review of over-all trends, the situation in industry, international comparisons, and the short and long-term approaches to the improvement of productivity. (Output per man-hour in the private economy, excluding the farm sector, rose by only 0.4 percent during 1969 -- the poorest performance since 1956, and well below the trend growth from 1950 to 1969 of 2.6 percent per year.)

b) Discussion

(15 min)

(President's remarks re the Administration's position of "no recession", and the need for positive attitude.)

10:05-10:25

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MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 16, 1970

MEMORANDUM FOR: MR. CHAPIN
MR. BULL

FROM: ALEXANDER P. BUTTERFIELD A

RE: Random Thoughts Concerning the
Presidential Calendar

Although Bob Haldeman's March 13th memorandum on "bits and pieces" of that day's Presidential calendar is addressed to Dwight, I consider it correspondence for me as well (if not principally) because I am responsible for the final review of briefings and plans for Presidential activities.

Of course I must say at the outset that it would be a far simpler task to peruse briefing material, and if necessary have it corrected by the responsible staff member, if it were turned in to the Staff Secretary on time. But it isn't. In fact, some papers come in so ridiculously late that I am hardpressed to give them any more than a fast glance before having to place them on the President's desk. Naturally I plan to continue to work with the staff toward helping all concerned understand that 2:00 p.m. means 2:00 p.m. for a reason that any one individual's briefing paper is not the only such paper to be reviewed and that there may well be last minute changes in the President's schedule and/or desires which could necessitate modifications to what has been submitted earlier.

Meanwhile, however, I suggest our use of a check list along the lines of the one which I have hurriedly compiled and attached hereto. Time and time again one or two items are overlooked and, as a consequence, guests are brought into the Roosevelt Room through Ron Ziegler's outer office, or there is excessive noise in the hallway immediately outside the Oval Office, or camera crews are not set up and ready to roll in time, or an important guest is inadvertently omitted from participation in or observation of a ceremony, or a

visitor is left to shift for himself and find his own way out of the White House after meeting with the President, or a staff member other than the person named in the briefing paper bounces into the President's office and sits in on the meeting ... etc. ad infinitum. We and others simply do not take the time to think these events through step by step (as Bob said in his memo, and has said before). We seem to forget that we and we alone are responsible for planning the actions of the President. But it's true, and therefore absolutely essential that everything go smoothly. In the final analysis nothing is more important than the efficient functioning of the President's calendar and his confidence in our individual and collective abilities to prepare him for all activities thereon.

Note: In addition to our adherence to the check list, we must keep the lines of communication open between our three offices. None of us should operate alone. We must check, ask questions, and double check ... but on the day before an event occurs, not at the last minute.

cc: Mr. John Brown

CHECK LIST FOR PLANNING EVENTS INVOLVING THE PRESIDENT

Guests - Visitors - Observers - Participants

- Are all persons included who should be ... and no more?
- Where will they enter the White House complex?
- Who will meet and escort them?
- By what route should they be escorted from their cars to the Lobby or "holding room"?
- Where will they wait?
- Who will brief them as to precisely what will happen, the time allotted, how they will make their exit from the building, etc.?

Security

- Do the White House Police have all necessary information (i.e. number and names of guests, route by which they will proceed to the President's office or other meeting area, route by which they will leave the meeting area)?
- Does the Secret Service have all necessary information?

Meeting Area

- Has the most appropriate room (office) been selected for the meeting or ceremony?
- Are any special arrangements required (coffee, training aids, etc.)?
- Have you insured that training aids, etc. will be in place and tested no later than 30 minutes prior to the meeting?
- Should any portion of the scenario (a script, a film, etc.) be reviewed or dry run prior to the meeting?
- Have you taken all steps possible to prevent distractions (construction noise, hecklers, embarrassing signs, etc.)?

Press Considerations

- Has the White House Press Office been notified and, if necessary, briefed on events?
- Do members of the press and/or the White House photographer know precisely what to do, when and for how long?
- Has careful thought been given to all appropriate press arrangements?

General Considerations

- Is there any need whatever for an alternative plan (due to weather or some other factor)?
- If an alternative plan has been prepared, has as much thought been given to it as to the principal plan?
- Has every office with a need-to-know been informed of the event (Military Assistant, Social, Usher, West Lobby, Klein, Congressional Liaison, etc.)?
- Does the President's schedule give him sufficient time to fully prepare?

Dwight, Steve, and John:

Think of some more items. With your help we should be able to put together a really complete check list.

chron

March 13, 1970

MEMORANDUM FOR: GENERAL HUGHES
FROM: ALEXANDER P. BUTTERFIELD
RE: Ross Perot

I talked to Ross Perot recently and he passed on these 2 pieces of information which may be of interest to you:

- The Navy and Air Force are taking good care of the POW wives and families -- keeping them informed, keeping in close touch, etc. ... but the Army is doing "a terrible job". "I see and hear evidence of this throughout my travels around the country."
- "I would give anything if DoD would get moving on a program to send a package once every other month to every man who is listed in our records as being captured or missing. The package should contain concentrated foods, medicines, ointments, letters and pictures from home, etc. This is the least we can do. I just don't understand why they won't get off dead center on this program. It would do so much good yet cost so little."

chron

March 13, 1970

MEMORANDUM FOR: GENERAL HUGHES
FROM: ALEXANDER P. BUTTERFIELD
RE: Literature Concerning American POWs

I am attaching for your interest (and that of DoD, if you wish to pass it on) some material which gives evidence of the growing impatience in some circles with the Federal government's, and the President's, lack of "positive and vigorous action" to relieve the plight of American servicemen being held captive in Southeast Asia. I would call particular attention to the third sheet -- Eugene Guild's letter to the U.S. Army Judge Advocate General.

Attachments

Chron

March 13, 1970

MEMORANDUM FOR: MR. MELENCAMP
FROM: ALEXANDER P. BUTTERFIELD
RE: Mailing List

Here are 14 more names of those who support the President's peace plan. You should add them to your mailing list.

Enclosure

chron

March 13, 1970

MEMORANDUM FOR: MR. MELENCAMP

FROM: ALEXANDER P. BUTTERFIELD

I am attaching a proclamation for the State of Ohio's Week of National Unity (November 9-15, 1969) ... and a letter to the President from John M. McElroy, Executive Assistant to Governor Rhodes. Please ignore this material if you have seen it previously. I found it only today among some of my "hold" basket items.

Attachments

Chen

March 12, 1970

Mrs. James B. Stockdale
547 A Avenue
Coronado, California 92118

Dear Sybil:

I am writing to thank you for forwarding the Glen Springs material indicating the growing impatience of many Americans and for your thoughtful concern for the President.

Although I most certainly understand your desperate need for something really significant to happen -- and your lack of enthusiasm for more of the same old "high-level statements," proclamations and resolutions (well meaning, of course, yet all so passive and impotent in nature) -- I want to assure you that there truly is underway a gradual softening of Hanoi's resistance to the various pressures. We can actually see it! And you should know, too, that there is more coming in the way of positive action -- things which we believe will hasten this already-begun process of erosion of enemy intransigence.

It's a terribly long and rough road for you. I know that. But you, especially, have done so remarkably well over these difficult years that your giving way now to what seem on the surface to be endless and uneventful days would only compound the tragedy. Please look up. Don't feel buffeted, and don't despair.

Yours sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Chen

March 12, 1970

MEMORANDUM FOR: Mr. John Campbell
Staff Assistant to the President

FROM: Alexander P. Butterfield

RE: Your Action Memorandum - Log No. 3339
of March 12th Concerning Secretary Hickel's
Note to the President

Although I recall Congressman William Scott's being aboard Air Force One on its October 28, 1969 flights to and from Roanoke, Virginia, I did not sit with or near him on either occasion; further, I do not remember overhearing conversation about the Rappahannock River.

I note that Harry Flemming's name is not among your action memo's addressees ... yet he did accompany us and may well be able to provide some helpful information.

March 11, 1970

MEMORANDUM FOR: Members of the White House Staff

SUBJECT: Presentation of Films

Because so many White House Staff members indicated an interest in the three USIA films -- The Soviet Invasion of Czechoslovakia, John Steinbeck and America, and President Nixon's Visit to Romania -- we have arranged to run the series three times this week and once next Monday. The one-hour presentations will be in the White House Theater on Wednesday, Thursday, Friday and Monday (March 11, 12, 13 and 16) beginning promptly at 1:15 p. m.

On the first three days, Wednesday through Friday of this week, seating will accommodate slightly less than half the theater's normal capacity of 80 so if you arrive after all chairs are taken, please understand that there is this limitation and try to return for a subsequent showing.

Alexander P. Butterfield
Deputy Assistant to the President

chron

March 11, 1970

MEMORANDUM FOR: MR. MAGRUDER
FROM: ALEXANDER P. BUTTERFIELD
RE: "Tell It to Hanoi" Mailing List

With this memorandum I am forwarding to you 40,000 names and addresses sent to me earlier today by Pat O'Hara, President of the "Tell It to Hanoi" Committee. More names are to follow soon.

Enclosure

cc: Mr. Melencamp

Chron

March 11, 1970

MEMORANDUM FOR: THE PRESIDENT
FROM: ALEXANDER P. BUTTERFIELD

The information which you requested appears below:

- Date U.S. military men in Vietnam first received combat pay (hostile fire pay): October 1, 1963. For income tax purposes Vietnam was designated a combat zone on April 24, 1965 by Executive Order 11216 ... retroactive to Jan 1, 1964.
- Date U.S. first committed ground forces to Vietnam: March 6, 1965. On that date we announced publicly that we were sending two Marine battalions to Vietnam to defend U.S. bases in that country. The Marine battalions landed on Vietnam soil on March 8th.
- American casualties from the official beginning of the Vietnam conflict (January 1961):

<u>Before</u> <u>Committing</u> <u>Forces</u>	<u>KIA</u>	<u>After</u> <u>Committing</u> <u>Forces</u>	<u>KIA</u>
CY 61	1	2-4 Qtr CY 65	1,294
62	31	CY 66	4,989
63	77	67	9,358
64	146	68	14,561
1st Qtr CY 65	71	69	9,367
Total	326	Thru Feb 70	448
		Total	40,017

Grand Total: 40,343

Chen

March 10, 1970

MEMORANDUM FOR: MISS GERTRUDE BROWN

FROM: ALEXANDER P. BUTTERFIELD

Please initiate whatever action is necessary to list Mr. Robert H. Cannon, Jr., the Assistant Secretary for Systems Development and Technology (DOT), as one to be granted access to the EOB throughout the period March 12-July 31, 1970. Mr. Cannon, in addition to working closely with Dr. Hubert Heffner, Deputy Director OST⁷, is a member of the President's Science Advisory Committee and will be attending meetings in the EOB, and coordinating activities with OST officials on almost a daily basis.

Chen

March 10, 1970

Mr. Robert H. Cannon, Jr.
Assistant Secretary for Systems
Development and Technology
Department of Transportation
Washington, D. C. 20590

Dear Mr. Cannon:

This admittedly overdue note is to acknowledge the letter you wrote in early February requesting an Executive Office Building pass, and to tell you that despite the necessity of your frequent visits to the Office of Science and Technology my favorable consideration of that request would be counter to sound and long-established policy. I realize how ridiculous this may seem to you, especially if you know of a department or agency pass holder with less need than yours ... or if during past months you have experienced inexcusably long delays or other inconveniences upon entering the White House-EOB complex. Nevertheless, I must support our carefully considered policy. I hope you will understand.

As an alternative measure, I have asked the Secret Service to include your name on the daily EOB access list from March 12 through July 31, 1970. This action was coordinated with Dr. Hubert Heffner and we both feel that it will serve your purpose during the period of the PSAC's most frequent meetings and heaviest work schedule.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

cc: Trudy Brown

Chrou

March 10, 1970

MEMORANDUM FOR: MRS. MARGITA WHITE

FROM: ALEXANDER P. BUTTERFIELD

This memorandum responds to your recent query concerning the wisdom of arranging an appointment with the President for Miss Delia Alvarez and other members of the family of Lieutenant Everett Alvarez, Jr.

My initial thought was that we should drop the matter ... but since that time I have received several pieces of correspondence which indicate quite clearly that there is a move underway (by an association known as "Fighting Home Folks of Fighting Men") to bring increasing pressures to bear on the President for his "inaction and lack of genuine interest." We do have a POW task force in the making but until Henry Kissinger and his staff come forward with the final proposals as to its organization and modus operandi, it (and the President's steadfast interest in the prisoner issue) will remain unknown to the public. Thus, an appointment with the President for some of the members of the Alvarez family might not be a bad idea, especially if timed so as to fall within a day or two of our announcement of the formation of the POW task force.

Before you approach Dwight Chapin or Hugh Sloan on the matter, you should check out Miss Delia Alvarez and other members of the Alvarez family with Dick Capen at Defense. (Although Dick is now Assistant to the Secretary for Legislative Affairs, he still has a hand in POW matters.) If any of the family members have been troublemakers throughout the long period of Lt. Alvarez's imprisonment -- or if there is any suspicion by Defense officials that any one of them may have an axe to grind -- we should quickly and simply decline the request.

(Senators and Representatives will continue to push for appointments with the President for members of their constituencies who are in the same boat with Miss Alvarez -- and, as you know, the President can't begin to see all of these women. But if Lt. Alvarez was really the first American taken captive in North Vietnam during this war (August 5th, 1964), that fact warrants our consideration of the appointment.)

chron

March 10, 1970

MEMORANDUM FOR: Mr. John Brown
Staff Secretary

FROM: Alexander P. Butterfield

RE: Coordination of Memoranda for the
President

This is just a reminder that both of us must remain constantly alert for:

- The proper coordination by Dr. Kissinger's staff of all HK papers of possible domestic interest; and
- The proper coordination by Mr. Ehrlichman's staff of all E papers of possible national security interest.

The meat import policy memorandum is a good example of one which (through no fault of yours) got to the President without being reviewed by interested staff members. Fred Bergsten prepared it and told HK in a covering note that it had been coordinated with the domestic staff. Then ... somehow, "due to a special rush to get it to the President", it arrived on my desk without having gone through you. Unaware of its slipshod staffing and improper routing, I gave it to the President who acted in accordance with the "K recommendation".

In reviewing the paper later -- prior to returning it to your office -- I noticed that no staff member or agency official was listed as having concurred in or been in opposition to the recommendation. I have since notified the "domestic" persons concerned and believe that they are in the process of writing a rebuttal. Whereas I am sure that the President will not reverse his decision -- for I can see by his remarks that it was made with his full knowledge of the adverse domestic political implications -- the serious fact of the matter is that contrary to Bergsten's statement to HK no one on the domestic staff was made aware of the new paper or its recommended Presidential action.

Please treat this merely as a word to the wise and a memorandum for record.

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

March 9, 1970

MEMORANDUM FOR:

Mr. Haldeman
Mr. Ehrlichman
Dr. Kissinger
Mr. Timmons
Mr. Flanigan
Mr. Keogh
Mr. Klein
Mr. Ziegler
Mr. McCracken
Mr. Cole

FROM:

Alexander P. Butterfield

RE:

Cabinet Meeting

There will not be a meeting of the Cabinet on March 11th. The next meeting will be at 9:30 a.m. Wednesday, March 18th.

cc: Mr. Chapin
Mr. Bull

Chen

Monday, March 9th
7:10 p. m.

Mr. President:

I have 4 action papers which should receive your attention today ... although they can wait until tomorrow. They are:

- (1) Kissinger paper posing 3 options re meat import policy.
- (2) Ehrlichman paper re D.C. City Council appointments.
- (3) Ehrlichman paper re letters to House and Senate requesting their selection of appointees to Population Commission.
- (4) Flanigan paper re Proclamation limiting U.S. imports of Canadian crude and unfinished oil for period March 1-December 31, 1970.

Other materials are on your back table, but these 4 are in a blue folder on your desk ... thus facilitating their identification by an usher or guard if you are not going to return to the office and want to send for them. (The Usher's Office has been briefed.)

Alexander P. Butterfield

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

Determined to be an
Administrative Marking
Not National Security Information
By JCS NARA Date 3/25/2016

March 9, 1970

CONFIDENTIAL - EYES ONLY

MEMORANDUM FOR: MR. HALDEMAN
MR. EHRLICHMAN

FROM: ALEXANDER P. BUTTERFIELD

RE: Arch A. Moore, Jr., Governor of
West Virginia

I wanted to let each of you know that late last week I received a report from the Internal Revenue Service to the effect that West Virginia's Republican Governor Arch A. Moore, Jr. may soon be criminally prosecuted for income tax deficiencies for the years 1961-1967 ... in the approximate amount of \$100,000. (Prosecution has been recommended by the IRS.)

Based on this information I eliminated Governor Moore from further consideration for membership on the National Civil Defense Advisory Council.

Harry Flemming, in the course of his business, has been made aware of this information -- and I have conveyed it orally, in confidence, to Harry Dent.

CONFIDENTIAL - EYES ONLY

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Chron

March 9, 1970

MEMORANDUM FOR: Members of the White House Staff

SUBJECT: Presentation of Films

We have access to three truly outstanding USIA films, two of which have been nominated recently for Academy Awards. The three films are:

The Soviet Invasion of Czechoslovakia ... 14 minutes.
(A particularly emotion-packed film taken by amateur photographers at the scenes of action. No narration; music only.)

John Steinbeck and America ... 20 minutes.
(In color; with narration.)

President Nixon's Visit to Romania ... 20 minutes.
(In color; with narration.)

Our desire is to arrange two presentation periods in the White House Theater at hours most convenient to the majority of interested White House Staff members. Therefore, if you are interested in viewing these films please indicate below (by writing the numbers 1 and 2) which two periods of those listed are most suitable to your schedules ... and return this form to my office prior to the close of business on March 10th.

_____ Wed., March 11	3:00 - 4:00 p. m.
_____ Thurs., March 12	1:30 - 2:30 p. m.
_____ Fri., March 13	1:30 - 2:30 p. m.
_____ Fri., March 13	5:30 - 6:30 p. m.

Alexander P. Butterfield
Deputy Assistant to the President

Chen

March 9, 1970

MEMORANDUM FOR: MR. FLANIGAN
FROM: ALEXANDER P. BUTTERFIELD
RE: Alfonse R. Miele

I am attaching to this memorandum some rather complete biographical data on a long-time friend of mine, Dr. Alfonse R. Miele. As you will note, Miele is exceptionally well qualified to assume a position of leadership in any of a number of areas, particularly the field of education. He holds a Ph.D. degree from Columbia University, is completely fluent in the Russian and French languages, and serves at the present time as Executive Vice President and Academic Dean of Loretto Heights College in Denver. Politically, Dr. Miele's views are pretty well in line with those of retired 4-star Generals Gruenther and Norstad. He (Miele) served on Norstad's staff when the General was Commander in Chief Allied Air Forces Central Europe ... and he was Senior Aide to, and interpreter for, General Gruenther when the latter served as Supreme Allied Commander Europe (SACEUR).

Note: I have just learned that Dr. Miele is one of 2 persons in the running for the Presidency of Saint Rose College, a girls Catholic college in Albany, New York. Because his prime interest is service to the government and the country, I know that he would much prefer to join the Administration if an appropriate billet were made available to him.

Attachment

cc: Mr. Flemming

Chron

THE WHITE HOUSE

WASHINGTON

March 9, 1970

MEMORANDUM FOR:

MEMBERS OF THE CABINET

SUBJECT: Cabinet Meeting

There will not be a meeting of the Cabinet on March 11th.
The next meeting will be at 9:30 a. m. Wednesday, March 18th.

Alexander P. Butterfield

Alexander P. Butterfield
Deputy Assistant to the President

chron

March 6, 1970

Memorandum for: Mr. Krogh

From: Alexander P. Butterfield

Many thanks for following up with Justice Department officials on the status of Mr. and Mrs. Phu's permanent resident visas. Evidently all the problems have been resolved, and I have the feeling that all that was needed was the knowledge at the local level of your office's interest in the matter.

Chron

March 6, 1970

Brigadier General R.E. Randall, USAF (Ret.)
1230 Glen Oaks Boulevard
Pasadena, California

Dear Russ:

I just learned today that both Mr. and Mrs. Phu were found to be eligible for permanent residency in this country and that their status was so adjusted on March 3rd. (My letter to you, written yesterday, was a bit out of date.) Within a week or two the Phus will receive Forms I-151 -- Alien Registration Receipt Card -- as evidence of their newly acquired status.

All the best,

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Chen

March 6, 1970

Honorable Alphonzo Bell
House of Representatives
Washington, D. C. 20515

Dear Mr. Bell:

I just learned today that both Mr. and Mrs. Phu were found to be eligible for permanent residency in this country and that their status was so adjusted on March 3rd. (My letter to you, written yesterday, was a bit out of date.) Within a week or two the Phus will receive Forms I-151 -- Alien Registration Receipt Card -- as evidence of their newly acquired status.

This information, too, has been sent to General Russ Randall.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 5, 1970

MEMORANDUM FOR: MR. HALDEMAN
MR. EHRLICHMAN

FROM: ALEXANDER P. BUTTERFIELD *A*

RE: Message from Ross Perot

Ross wants each of you to know that he has been receiving numerous requests to "meet and discuss items of mutual concern" from such liberal-minded luminaries as Arthur Goldberg, Averell Harriman, Ted Kennedy, David Hackett, etc. Even the like of John Glenn wants some of Ross's time ... (time??).

Ross, of course, understands that the name of their game -- if the truth could be told -- is "replenishment" of DNC coffers ... but he believes that he can do some good for us, and our side, by pursuing either of 2 courses of action:

- (1) Talking to them -- but listening, really, more than talking -- and passing back to us those bits of information which seem to him to be significant.
- (2) Joining some of their organizations -- actually "getting in bed with them" -- but keeping his head, of course, and (as above) reporting back to us the moods and plans of his new-found friends.

He is most anxious to know your views on this matter.

(Perhaps I should add that my advice to Ross was that he stay well clear of that entire crowd.)

Chen

March 5, 1970

MEMORANDUM FOR: MR. ODLE
FROM: ALEXANDER P. BUTTERFIELD
RE: Your Silent Majority Follow-up
Activities

I am attaching some information (circled in red) which may lend to your continuing efforts to keep the silent American majority active and aligned with Administration policy ... especially in those areas which affect national security.

Attachment

chron

March 5, 1970

MEMORANDUM FOR: MR. MAGRUDER

FROM: ALEXANDER P. BUTTERFIELD

RE: Interim Reports on Our "Silent Majority"
Follow-up Activities

Not long ago I received a memorandum from Rob Odle pertaining to the Readers' Digest article "From Hanoi -- With Thanks". He said that your office had arranged for the Washington Campus News Service to mail copies of this article to the editor of every college and university newspaper in the country ... and the news director of every campus radio station. Whereas we are forever trying to keep relatively-low priority items from the President's desk, an occasional "FYI" paper as to what we are doing to keep the great silent American majority alive, high spirited, and unified is very much in order. As you know, the President asks from time to time about our silent majority follow-up activities.

cc: Mr. Klein
Mr. Odle

chron

March 5, 1970

Mr. Roy Hoopes
6511 Wiscasset Road
Washington, D. C. 20016

Dear Mr. Hoopes:

This is just a short note to tell you that Herb Klein's staff is geared to work with you and help in the collection of necessary photographs and materials for your forthcoming book about the Cabinet and Cabinet members. I suggest that at your earliest convenience you contact Mr. Rob Odle, Staff Assistant to Mr. Klein. He has been made aware of your project and is standing by to assist as appropriate.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

bcc: Mr. Klein
Mr. Magruder
Mr. Odle

chron

March 5, 1970

Miss Dale W. House
Secretary to Mr. Alphonzo Bell
Room 113, Cannon House Office Building
Washington, D. C. 20515

Dear Miss House:

In compliance with your earlier request, I am returning herewith the materials which you sent to my office at the end of last November.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Enclosures

March 5, 1970

Honorable Alphonzo Bell
House of Representatives
Washington, D. C. 20515

Dear Mr. Bell:

This is just a short note to tell you that my office checked on the matter concerning Mr. and Mrs. Phu Lam Anh and their applications for permanent resident visas. Evidently, things are well on track and it should now be a matter of only a few weeks before the visas are granted. The essence of the response which I received recently from the Justice Department is cited below:

The applications of Mr. and Mrs. Phu for permanent resident status were filed on April 19, 1968. Of necessity, final action was delayed until just recently. Now Mr. Phu's case is completed except for the securing of a visa number. Mrs. Phu lacks only an interview by our (the Justice Department's) Los Angeles officials. Assuming that the interview will be favorable, visa numbers will be requested from the Department of State.

You may be interested in knowing that I have conveyed this information already to General Russ Randall in California.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

ckm

March 5, 1970

MEMORANDUM FOR: MR. COLSON
FROM: ALEXANDER P. BUTTERFIELD
RE: Project Alert

I am attaching a copy of a letter I received some time ago from John Appleyard, Executive Secretary of Project Alert (in Pensacola, Florida). You may recall drafting a letter to Appleyard back in mid-December.

The purpose of this quick note is simply to remind you that Project Alert does exist and is standing by to work with us in any of a number of ways. You will probably want to pass this information on to Peter White. The organization and its prime interests should be recorded along with the Taft Institute and others -- and some personal contact should be made soon with its leadership.

Attachment

Chen

March 4, 1970

MEMORANDUM FOR: THE PRESIDENT

FROM: ALEXANDER P. BUTTERFIELD

RE: Reminder for Your Meeting at
12:15 p.m. Today

This is a small point, but -- so that you will not be caught unaware -- you may want to know that Ed Hoffman (who will be accompanying Pat Hitt at the 12:15 p.m. meeting in your office today) has been telling people recently that he met you once before in someone's kitchen in Cleveland, Ohio. I don't know how long ago this occurred, or whose kitchen you visited, but Hoffman may well mention the incident.

chron

March 4, 1970

SECRET - When With Attachment

MEMORANDUM FOR: GEN. HAIG

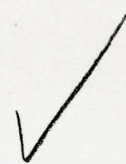
FROM: ALEXANDER P. BUTTERFIELD

As you will note, the attached memorandum for the President was sent from New York via Air Pouch ... in an envelope addressed to me. I am sure it should go to your office first -- and, as a matter of fact (if I understand my priorities), should probably not take the President's time.

Attachment

SECRET - When With Attachment

Chron



THE WHITE HOUSE
WASHINGTON

March 3, 1970
2:50 p. m.

MEMORANDUM FOR: THE PRESIDENT

FROM: ALEXANDER P. BUTTERFIELD *A/*

By a vote of 228 to 152, the House has instructed
its conferees to accept the Senate version of the
HE W Bill.

Chen

March 3, 1970

MEMORANDUM FOR: THE PRESIDENT

FROM: ALEXANDER P. BUTTERFIELD

RE: Meeting with Key Administration Officials
Wednesday, March 4, 1970
3:00 P.M.
(The Blue Room)

I. PURPOSE

- To give you the opportunity to personally encourage strong Administration support of your forthcoming message to the Congress on reorganization of the Executive Office of the President.
- To introduce Roy Ash and voice your appreciation for the timeless efforts he and others on the Council (and Walter Thayer's staff) have put forth on this project.
- To insure that key Administration officials are apprised of imminent changes in the organization of the government's Executive branch.

II. BACKGROUND

You know this; however, a few facts which may be useful are listed at Tab A.

III. ATTENDEES

- 3 Advisory Council members (Roy Ash, John Connally and Walter Thayer)
- The Vice President
- Members of the Cabinet

- Under Secretaries of the 12 Executive departments
- The heads of 9 major agencies
- Key White House Staff personnel
- Walter Thayer's staff.

IV. ACTIONS REQUIRED

- You should leave your office just before 3:00 p. m. and proceed to the Residence.
- No members of the press will be in the Residence. Only Ollie Atkins will be on hand to take photographs.
- Enter the Blue Room via the center door and move around to your left to a position in front of the fireplace. A diagram is at Tab B.
- Address the group briefly. Suggested remarks are at Tab C.
- At the conclusion of your remarks you should turn over the meeting to Roy Ash. He will be sitting with the Vice President, John Connally and Walter Thayer in the front row to the right of center.

Note: Members of the press are not yet aware of this meeting. However, even though they are told of the meeting sometime on Wednesday, present plans call for our not divulging the subject matter until early next week just prior to release of the Presidential message. Attendees have been apprised of these facts.

Chron

PRESIDENT'S ADVISORY COUNCIL
ON EXECUTIVE ORGANIZATION

Roy Ash, Council Chairman, was carefully selected early last year.

The first five distinguished citizens approached and asked to join the Council accepted without hesitation. They are:

Dr. George Baker, Dean of Harvard's Graduate School of Business Administration

Governor John Connally, former Secretary of the Navy and former Governor of Texas - partner of the law firm Vinson, Eldins, Searls and Connally

Mr. Fred Kappel, Chmn of the Executive Committee, AT&T

Mr. Dick Paget, partner of the management-consultant firm Cresap, McCormick and Paget

Mr. Walter Thayer, former President of Whitney Communications Corp. Walter is also a Special Consultant to the President and as such serves in a liaison capacity between my office and the Advisory Council.

The Council was formally announced by the White House Press Office from Key Biscayne on April 5th, 1969.

Murray Comarow is the Executive Director of the Council and Andy Rouse is Deputy Executive Director.

Tab A

Chron

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 3, 1970

MEMORANDUM FOR:

FROM:

ALEXANDER P. BUTTERFIELD *A/*

RE:

Meeting on March 4th

The President has asked that you attend a meeting in the Blue Room of the White House at 3:00 p.m. on Wednesday, March 4th. It is planned that the meeting will last approximately 2 hours.

Chen

March 3, 1970

MEMORANDUM FOR: MR. FLANIGAN
FROM: ALEXANDER P. BUTTERFIELD
RE: Memoranda for the President's File

No, the requirement for memoranda for the President's file has not been dropped; far from it. As a matter of fact, for the purpose of hopefully precluding the necessity for continually prodding Staff members to complete these papers which are so vital to the record of the President's day-to-day activities we are thinking seriously of entering the requirements for completion of these particular memoranda on the Staff Secretary's published logs of "Action Items Issued" and "Key Items Due".

Our records indicate that you are being held responsible for memoranda for the President's file on the following (1970) meetings in which the President participated:

<u>Date</u>	<u>Time</u>	<u>Meeting</u>
Jan 9	12:10	Cardinal Terence Cooke, Monsignor William McCormack, Dr. Kissinger and Mr. Flanigan
Jan 20	11:42	Archbishops Giovanni Benelli and Luigi Raimondi, Bishop Joseph Gremellon, Dr. Kissinger and Mr. Flanigan
Jan 22	4:09	Thomas Paine, Mr. Ehrlichman and Mr. Flanigan
Jan 27	9:12	Charles DiBona and Peter Flanigan
Jan 27	3:05	Will William Buckley and Mr. Flanigan

Feb 9	10:41	Secretary Shultz, Messrs. Harlow, Ehrlichman and Flanigan
Feb 10	4:37	Quadriad and Mr. Flanigan
Feb 18	4:05	Secretary Shultz, Mr. and Mrs. Edward Miller and Mr. Flanigan
Feb 27	10:00	Glass Import Group and Mr. Flanigan

There is some confusion from time to time as to precisely who sat in on what meeting. Therefore, please do not hesitate to let us know if we have you listed erroneously.

Chrou

March 3, 1970

MEMORANDUM FOR: Mr. John Brown
Staff Secretary

FROM: Alexander P. Butterfield

RE: Presidential Messages to the Congress

With reference to my memorandum to you of February 25th concerning dispatching to Members of the Cabinet "advance copies" of Presidential messages to the Congress, I am sending you, herewith, approximately 20 copies of the President's message to the Congress on elementary and secondary education. I believe you mentioned to me recently that Bill Hopkins is geared to handle this administrative task.

I am attaching a list of names and addresses of those persons who are due receipt of these kinds of messages prior to noon on the day of their publication.

Attachments

Chen

March 2, 1970

MEMORANDUM FOR: Mr. John Brown
Staff Secretary

FROM: Alexander P. Butterfield

On February 26th you sent a memorandum to me indicating the President's desire that Colonel Chappie James be made aware of our interest in the unfortunate Pensacola incident in which he was the victim of racial discrimination by the management of a local (public) lounge.

This is to inform you that Colonel James is aware, and appreciative, of our interest. This fact does not warrant a separate memorandum to the President.

chron

THE WHITE HOUSE

WASHINGTON

March 2, 1970

MEMORANDUM FOR:

MEMBERS OF THE CABINET

SUBJECT: Meeting on March 4th

The President has asked that Members of the Cabinet and Under Secretaries of the 12 Executive departments attend a meeting in the East Room of the White House at 3:00 p. m. on Wednesday, March 4th. It is planned that the meeting will last approximately 2 hours.

Alexander P. Butterfield

Alexander P. Butterfield

Deputy Assistant to the President

Chron

THE WHITE HOUSE
WASHINGTON

March 2, 1970

MEMORANDUM FOR: Chairman, Atomic Energy Commission
Administrator, Veterans Administration
Administrator, National Aeronautics and
Space Administration
Director, Office of Science and Technology
Chairman, Council of Economic Advisors
Administrator, General Services Administration
Director, Office of Emergency Preparedness
Chairman, Civil Service Commission
Chairman, Council on Environmental
Quality

SUBJECT: Meeting on March 4th

The President has asked that you attend a meeting in the East Room of the White House at 3:00 p. m. on Wednesday, March 4th. It is planned that the meeting will last approximately 2 hours.

Alexander P. Butterfield
Alexander P. Butterfield
Deputy Assistant to the President

Chen

March 2, 1970

MEMORANDUM FOR: Honorable Nils A. Boe, Director
Office of Intergovernmental Relations

SUBJECT: Meeting on March 4th

The President has asked that you attend a meeting in the East Room of the White House at 3:00 p. m. on Wednesday, March 4th. It is planned that the meeting will last approximately 2 hours.

Alexander P. Butterfield
Deputy Assistant to the President

chron

THE WHITE HOUSE
WASHINGTON

March 2, 1970

MEMORANDUM FOR:

Mr. Haldeman
Mr. Ehrlichman
Dr. Kissinger
Mr. Timmons
Mr. Flanigan
Mr. Thayer
Mr. Keogh
Mr. Klein
Mr. Ziegler
Mr. Cole

FROM:

Alexander P. Butterfield

RE:

Meeting on March 4th

The President has asked that you attend a meeting in the East Room of the White House at 3:00 p. m. on Wednesday, March 4th. It is planned that the meeting will last approximately 2 hours.

chron

March 2, 1970

MEMORANDUM FOR: DR. KISSINGER
FROM: ALEXANDER P. BUTTERFIELD
RE: Conflict of Meetings on March 4th

I just received your March 2nd memorandum informing members of the White House Safeguard Steering Group of a meeting to be held in the Situation Room at 4:00 p. m. on Wednesday, March 4th.

For you (if you intend to go) and me, and probably others, this meeting would be in conflict with an East Room meeting the President has just this moment called for 3:00 p. m. on the same day. Participants at his meeting session are to be: all Cabinet members; the Under Secretaries of the 12 Executive departments; Assistant to the President for National Security Affairs; those key White House Staff members who normally attend Cabinet Meetings as observers (i. e. Klein, Keogh, Ziegler, Ehrlichman, et al); and the heads of 9 other agencies, councils, and commissions.

Please let me know if this information changes the Safeguard Steering Group's schedule.

cc: Mr. Klein
Mr. BeLieu
Mr. Ziegler

Chron

March 2, 1970
1:30 p. m.

MEMORANDUM FOR: THE PRESIDENT

FROM: ALEXANDER P. BUTTERFIELD

RE: Unconfirmed Report Concerning
Former President Johnson's Health

Through unofficial sources Don Hughes' office has just learned that former President Johnson is at this moment enroute to Brooke General Hospital (Fort Sam Houston, Texas) with chest pains. Tkach's office is in the process of getting confirmation of this report.

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

Chron

March 2, 1970

MEMORANDUM FOR: MR. EHRLICHMAN
FROM: ALEXANDER P. BUTTERFIELD
RE: Cabinet Meeting Briefing

I spoke to Bob Hampton last Friday about his forthcoming 15-minute Cabinet Meeting briefing. He knows that the next Cabinet Meeting is scheduled for Wednesday, March 11th, and we plan to stay in close touch during the interim period.

cc: Mr. Chapin

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

chron

March 2, 1970

MEMORANDUM FOR: MR. MAGRUDER

FROM: ALEXANDER P. BUTTERFIELD

RE: Mailing List of Those Supporting the
President's Vietnam Peace Plan

After trying unsuccessfully for 2 days to speak to Pat O'Hara, I finally made contact last Friday afternoon. He "promised" to have "all or nearly all" of his "Tell It to Hanoi" mailing list on your desk by the end of the day on Tuesday, March 3rd.

As I may have mentioned to you last week, Jerry Milbank has been talking again to Bill Casey about the use of the Tell It to Hanoi mailing list for RNC contribution solicitations. I have told Pat O'Hara that this is absolutely not to be done but I happen to know that Casey sees no harm in it and I am not confident that O'Hara can keep Casey from giving Milbank the "okay" to go ahead. You may want to check with your RNC contact to be sure that this hasn't been done, or that it is not being planned.