

Personal for Mr. Haldeman at the Western White House
from Butterfield

Chronology of Major White House/Administration News Play in Area Newspapers
(As of 10:00 A.M. EST, June 26)

Wash. Eve. Star (June 25 Night Final)

Page 1 -- New Cambodian Frontier Opened

- Police Chief Wilson Predicting a Drop in Crime
- Sec Rogers Tells of New Effort to Bring Peace in Mid-East
- FCC Sets New Rules for Cable TV System

Page 2 -- Agnew Assails War Critics

- Nixon Leaves for Coast and St. Louis Talk

Page 3 -- Volpe Asks Workers to Cut Out Violence

Note: Nothing on the President's St. Louis speech --
Paper went to press too early.

Wash. Post (June 26)

Page 1 -- U.S. Urges Talks By Mid-East ~~Foes~~ in 90-Day Truce
(w/photo of Sec Rogers)

- *Nixon Cheered in St. Louis, Hails "What's Right" with U.S., w/especially large photo of enthusiastic supporters breaking through police lines to grasp President's hand during motorcade through St. Louis which "drew thousands". Story continued page A-10 with another large photo of the President, the First Lady and Tricia at rostrum at Jaycee convention. Continuation covers approx. 2/3 of page and carries 2 headlines: Thousands Cheer Nixon in St. Louis and Nixon Says "We Should Be Proud".

- Air Aid to Cambodia Tied to U.S. Strategy
- House Rejects Hospital Bill Veto 279-98

*Item refers to President's St Louis visit.

Page 1

- Stans Backs Import Quota for Textiles
- Chance Call Started Honor America Day
- Dent Promotes Homes for the Needy w/photo of Harry ... Story tells of his letters on White House stationery to South Carolina Negroes who have been approached to do business by brother Billy Dent's home construction company. Harry says in response to charge, "Letters were absolutely not written to help Billy sell houses, but rather to persuade doubting South Carolina blacks that the Nixon Administration is firmly committed to the current array of Federal programs to help needy families buy low-cost homes." (Story starts lower right corner front page and covered all of top half page 7.)

Page 2 -- Richardson Calls Welfare Measure His Key Priority
w/large photo of ER.

- Desegregation Aid Voted by Senate

N. Y. Times (June 26)

Page 1 -- U. S. Mid-East Plan Urges Both Sides to Start Talking

- White House Asks Law to Restrict Textile Imports
- *Jaycees Cheer Nixon Talk on What Is Right in U. S.
w/same photo that Wash. Post carried - with caption
"Secret Service Man Rushes to Protect President Nixon
After Spectators Breached Police Line in St. Louis
Where Mr. Nixon Was on His Way to Address Jaycees".
(Story by Bob Semple continued page 19.)

- Hanoi Said to Confirm List Putting Prisoners at 334

Page 2 -- Excerpts From News Conference by Sec Rogers

Note: *Separate story re St. Louis Jaycee Convention covers
1/8 of page 18 without photos.

*Item refers to President's St. Louis visit.

Page 2

Following press reaction info refers exclusively to President's visit to St. Louis and Jaycee speech.

Wall Street Journal (June 26)

Page 1 -- Following appeared under the "What's News" section:
"Nixon received warm reception from convention of Jaycees in St. Louis and declared it is time to 'stand up and speak about what is right about America.' "

N. Y. Daily News (June 26)

Page 1 -- No mention

Page 2 -- Article by Jerome Cahill w/UPI picture of crowd-lined streets, blacks and whites, many American flags, police barricade being broken as citizens rush to shake President's hand. All of this under headline "Nixon: Talk Up For America." Principal extracts follow: RN warmed by tumultuous welcome from nation's Jaycees; RN told cheering audience of 12,000 etc.; Jaycees gave RN, First Lady and Tricia a whistling, stomping, cheering ovation that made the usual political convention rally seem dull by comparison; RN sounded like the RN of inaugural day 1969 as he asked the Jaycees to help bring young people back into the system.

Chicago Tribune (June 26)

Page 1 -- Same UPI picture of crowds breaking police lines as they rush toward President cheering and waving flags. Principal extracts from article follow: RN cheered; RN received tumultuous greeting, thousands line route of motorcade; audience cheered repeatedly as did thousands who lined 15-block motorcade route to Kiel Auditorium; Handful of demonstrators drowned out by cheers of crowds as President arrived ... among them enthusiastic construction workers wearing hardhats; RN received 20-minute welcome by Jaycees; Presidential limousine eventually completely surrounded as cheering crowds reached out to touch RN. Observers called St. Louis scene "extremely unusual" in these security-conscious days ... as motorcade moved slowly along streets packed 4 deep with wildly cheering spectators.

Page 3

Baltimore Sun (June 26)

Page 1 -- Article by John Carroll titled "President Nixon, Ovation from 14,000 Jaycees" and subtitled "Heal Rifts, Nixon Urges", with close-up photo of President waving. Principal extracts follow: RN urged eager throngs of Jaycees to return to their home towns with a mission -- to heal the rifts between young and old, black and white; reception at convention was tumultuous ... 7 solid minutes of noise; RN's over-all message in St. Louis was one of hope. Story continued on page 8 along with UPI photo.

Wash. Daily News (June 25)

Page 1 -- Large headline read "RN's Size-Up of US: Never Have More People Shared More Wealth ... Opportunity". Principal extracts from UPI story follow: RN gets tumultuous welcome and gives rousing off-the-cuff speech; the young businessmen cheered him repeatedly.

Boston Herald-Traveler (June 26)

Page 1 -- AP story by Dan Hamrick without photo. Principal extracts follow: RN gets warm and boisterous reception from 14,000 Jaycees; thousands lined motorcade route; many swarm into streets to greet President; on return trip RN got out of limousine to go into streets to shake hands with well-wishers.

Boston Globe (June 26)

Page 1 -- Headline read "Nixon: Stand Up for US"; second headline read "President Stresses What's Right in the Land". Paper ran Wash. Post story on front page along with UPI photo.

Notes to Mr. Haldeman:

- (1) All of the foregoing supplements television report on Thurs. night telecasts and news summary on AP and UPI wires sent to you earlier today by Mort Allin.
- (2) Complete transcript of President's talk, with cover memo, has been sent to Cabinet members and I have made calls to all of them who are in local area today stressing support angle, etc. along lines Higby relayed to me last night.

Chen

THE WHITE HOUSE
WASHINGTON

June 25, 1970

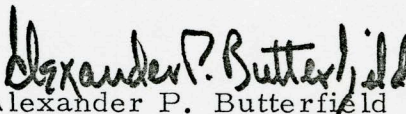
MEMORANDUM FOR:

MEMBERS OF THE CABINET

The attached memorandum was distributed to the Staff here at the White House earlier this morning. Our plan, however, is to include in this drive all Cabinet members so that the blankets collected by Friday afternoon will represent a single donation from the President's entire official family.

You may bring the blankets to Room 113 of the Executive Office Building ... or drop them off at any of the guard posts surrounding the White House grounds.

Thank you.


Alexander P. Butterfield
Deputy Assistant to the President

Attachment

chm

June 25, 1970

MEMORANDUM FOR: MR. ROTCHFORD
FROM: ALEXANDER P. BUTTERFIELD
RE: Cabinet Room Drapes

The green drapes over the two west wall doors in the Cabinet Room need to be tied back a little tighter on the sides. As they are now hung, the material is being rubbed and increasingly worn each time the doors are opened and closed.

I would appreciate your remedying this situation as soon as possible.

Thank you.

cc: Gaile Moore

Chen

June 24, 1970

9:30 a.m.

MEMORANDUM FOR: MR. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

RE: Mr. James Reinke

Evidently Eastern Airlines' Vice President for Federal Affairs, Mr. James Reinke, tried several times to get through to you on June 22. At Larry's request I called Reinke -- twice yesterday (June 23) -- but was unable to catch him at his office. I left the message that I was your Deputy, that we worked in the same office, and that I would be happy to talk to him anytime. As yet he has not returned the call.

Chen

June 24, 1970

MEMORANDUM FOR: MR. CHAPIN
FROM: ALEXANDER P. BUTTERFIELD
RE: The President's Schedule (June 30)

As you may know, a special election will be held in California's 35th District (the President's district) on June 30 a run-off between the high Republican and the high Democrat. John Schmitz (a Bircher, I believe) is the Republican.

Several days ago I applied for absent voters' ballots for the President and Mrs. Nixon -- and they have just arrived. But it occurs to me now that it might be a good idea for the President to cast his ballot in person on June 30th. For the obvious political reasons the President should not fail to vote -- one way or the other. I have been advised by Chotiner that it's expected to be a very close race -- one in which every vote will count.

Please advise me as soon as possible of the decision reached by you and Bob. If you should think that the "personal voting" idea is a bad one, I will get on with the completion and mailing of the absentee forms.

Thanks.

P.S. On second thought this may not be a good idea ... for two reasons: You are trying to keep that particular day clear for preparations for a TV address and Mrs. Nixon will be out of the country (having already cast an absentee ballot). But let me know what you think.

**RICHARD NIXON PRESIDENTIAL LIBRARY
DOCUMENT CONTROL SHEET**

ITEM REMOVED FROM THIS FOLDER

A RESTRICTED DOCUMENT OR CASE FILE HAS BEEN REMOVED FROM THIS FILE FOLDER. FOR A DESCRIPTION OF THE ITEM REMOVED AND THE REASON FOR ITS REMOVAL, CONSULT DOCUMENT ENTRY NUMBER 10 ON THE DOCUMENT WITHDRAWAL RECORD IN THE FRONT OF THIS FILE FOLDER.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

Chou

June 24, 1970

MEMORANDUM FOR: MR. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
RE: Secretary John Volpe

The attached letter was delivered to me at 7:10 p.m. this evening with the request (from the sender) that I "get it in the President's hands as soon as possible".

Attachment

chron

June 24, 1970

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. CHAPIN
FROM: ALEXANDER P. BUTTERFIELD
RE: Secretary John Volpe

Secretary Volpe is particularly anxious to see the President. As I am sure you realize, he has been through quite a lot over the past three-week period -- and it is rather obvious that he could use a morale boost.

I don't like to pass something like this along to you without having staffed it out first ... or learned at least some of the particulars. But it is late and you are leaving fairly early in the morning, so take it for what it is worth in this form and know that I will try to get more to you later.

ADMINISTRATIVELY CONFIDENTIAL

Chron

June 24, 1970

MEMORANDUM FOR: MR. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
RE: Western White House Activities

You may want to mention to the President sometime during this visit to San Clemente that since we began to allow and schedule other government activities at the Western White House, 14 conferences have been held there involving 530 conferees.

Chen

June 24, 1970

MEMORANDUM FOR: B/GENERAL HUGHES
FROM: ALEXANDER P. BUTTERFIELD
RE: Commendation

This is just a quick note to tell you that the two stewards who served coffee at this morning's Cabinet Meeting did their work especially well -- quietly, courteously and carefully. They had met briefly with me beforehand and knew where the speakers would be standing, how the session would be conducted generally, and about how often they should come into the room. You may want Commander Larson to pass on a word of thanks to Ron Jackson.

Incidentally, in accordance with our earlier instructions to the stewards, they used only the north door to the Cabinet Room. Although this does put them in and out of the room in proximity to the speakers, it is better than having them add to the congestion at the "busy" south door.

cc: Commander Larson

ckm

June 24, 1970

MEMORANDUM FOR: Miss Gertrude Brown
Security Assistant

FROM: Alexander P. Butterfield

RE: Procedures for Reviews of Security Files

I want to be absolutely certain that henceforth no one reviews one of our security files unless he first:

- has my permission to do so, or Mr. Haldeman's (granted through you).
- has been positively identified by you or Catherine Campbell by means of visual recognition

or

- has been positively identified by you or Catherine Campbell by means of official identification papers and (in such cases) you have double-checked his identity with his office by telephone after his arrival in your office.

It goes without saying, of course, that you must conduct your identity checks in an especially courteous manner ... yet without apologizing for the procedure itself, for it is right and must be done.

June 23, 1970

MEMORANDUM FOR: Miss Gertrude Brown
Security Assistant

FROM: Alexander P. Butterfield

RE: Revocation of White House Pass

Please take immediate action, through Mr. Al Wong, to revoke the White House pass of Mr. Gus Weiss of the National Goals Research Staff. If, after checking carefully with Mr. Weiss's supervisor and Mr. Ken Cole, you find that he (Weiss) requires an EOB pass in the normal course of his official business, you may issue to him that type.

This action should be taken by the close of business today.

Thank you.

Cham

June 24, 1970

MEMORANDUM FOR: Mr. John Brown
Staff Secretary

FROM: Alexander P. Butterfield

RE: Cabinet Chairs

Please inform Mr. Charles Rotchford that the plate on the back of Counsellor Finch's Cabinet chair will have to be redone.

In accordance with a plan we discussed some two weeks ago, he had the month and the year engraved on the plate and left a space for the date. However, the space is in front of the word "June" rather than after the month and before the year. In other words, we have dated the good Counsellor's swearing in as the military would do it and unlike other Cabinet chair plates.

The new plate should be installed prior to July 3rd.

Thank you.

Chm

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

June 24, 1970

PERSONAL/CONFIDENTIAL

Dear Clark:

Just a quick note to remind you to double-check your files prior to vacating your EOB office. I believe Miss Brown said that you still have the folder on Beeson, as well as material concerning some 20-25 celebrities of the entertainment field forwarded to you through separate channels.

Record copies of your routine correspondence during the period of your tenure as Special Counsel to the President should be turned in to Mr. John Brown, Staff Secretary, or to Mr. Bill Hopkins, Executive Assistant.

Many thanks.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

P.S. And although this isn't the ideal time or place, let me add my congratulations on your prestigious new posting and my warm good wishes for continued successes.

PERSONAL/CONFIDENTIAL

chron

June 24, 1970

ADMINISTRATIVELY CONFIDENTIAL

Mr. Earl F. Lane
Assistant Director for Personnel Security
Division of Security
Atomic Energy Commission
Washington, D. C. 20545

Dear Mr. Lane:

After July 1st, 1970, Mr. Clark Mollenhoff will not require access to Restricted Data in his capacity as Special Counsel to the President. His AEC Clearance number is WA-132036.

Thank you.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

ADMINISTRATIVELY CONFIDENTIAL

Chron

June 24, 1970

Honorable Lawrence H. Dunn
Assistant Secretary for Administration
Department of Interior
Washington, D. C. 20240

Dear Mr. Dunn:

Mr. Robert E. Rogers, Security Officer of the Geological Survey's Topographic Division, will be welcomed in the office of Miss Gertrude Brown, White House Security Assistant, anytime on June 26, 1970 for the purpose of reviewing the investigative file of Thomas B. Owen, Rear Admiral (Ret.).

If he will call Miss Brown at least one-half hour prior to his arrival at the White House, his entry clearance will be arranged.

Sincerely yours,

Alexander P. Butterfield
Deputy Assistant to the President

chron

THE WHITE HOUSE
WASHINGTON

A G E N D A

CABINET MEETING

Wednesday, June 24, 1970
10:00 A.M. - 11 30 A.M.

10:00-10 30

1. THE CAMPUS MIND TODAY

Honorable Alexander Heard
Special Advisor to the President

(15 min)

- a) A summarization of what we have learned to date

(15 min)

- b) Discussion

10:30-10:55

2. ECONOMIC OUTLOOK

Honorable Paul W. McCracken
Chairman, Council of Economic Advisers

(15 min)

- a) Review of the current economic situation, prospects, and other implications for economic policy

(10 min)

- b) Discussion

10.55-11.20

3. THE OFFICE OF MANAGEMENT AND BUDGET

Honorable George P. Shultz
Secretary of Labor

(10 min)

- a) Organization, functions and coordinating responsibilities

(15 min)

- b) Discussion

4. BRIEF REMARKS BY THE PRESIDENT

You may wish to touch briefly on one or more of the following subjects.

-- Contents of Cabinet Members' Speeches.

(Their need for improvement generally; their need to be more effective, more political .. more forceful in support of Administration principles and themes.)

Note. Next week Klein's office will begin working with the political people in the Departments re the late summer-early fall public appearance and speaking schedules of Cabinet and sub-Cabinet members.

-- Disaffection of Key Personnel.

(Sub-Cabinet)

-- The Domestic Policy Council.

(The fruitful meetings held at Camp David last week ... Ehrlichman's staff and domestic Cabinet members, the fact that the Council is being tailored to provide well-structured options for your decisions.)

-- Your California Schedule

(June 25, St. Louis enroute to San Clemente, July 1, swearing in of Hodgson and Shultz, July 6, return to Washington, D.C.)

-- Plans for Your Cambodia Speech.

Chrou

THE WHITE HOUSE
WASHINGTON

A G E N D A

CABINET MEETING

Wednesday, June 24, 1970
10:00 A.M. - 11:30 A.M.

1. THE CAMPUS MIND TODAY

Honorable Alexander Heard
Special Advisor to the President

2. ECONOMIC OUTLOOK

Honorable Paul W. McCracken
Chairman, Council of Economic Advisers

3. THE OFFICE OF MANAGEMENT AND BUDGET

Honorable George P. Shultz
Secretary of Labor

4. BRIEF REMARKS BY THE PRESIDENT

TO BE IN ATTENDANCE

At Cabinet Table

(Absent)

The President

(Vice President in Denver)

Secretary Rogers

Under Secretary Walker

(Secretary Kennedy in Chicago)

Deputy Secretary Packard

(Secretary Laird in Europe)

Attorney General Mitchell

Postmaster General Blount

Under Secretary Russell

(Secretary Hickel in Alaska)

Secretary Hardin

Secretary Stans

Secretary Shultz

Secretary Richardson

Under Secretary Van Dusen

(Secretary Romney in Europe)

~~Secretary Volpe ... on the Hill;~~
~~will be late~~

(will not be here) on the Hill
(Sec Volpe)

Counsellor Finch

Counsellor Harlow

Counsellor Moynihan

Director Rumsfeld

(Director Mayo on vacation)

(Amb. Yost in N. Y. at 4-Power Mtg)

Staff

Mr. Haldeman

Mr. Ehrlichman

Dr. Kissinger

~~Mr. Timmons~~

Mr. Flanigan

Mr. Klein

Mr. Keogh

Mr. Butterfield

Mr. Cole

Mr. Ziegler

Dr. DuBridge

Dr. Heard ... for his presentation only

Others

Dr. McCracken

Chairman Morton

Under Secretary Hodgson (as a courtesy ... and
to hear Shultz's OMB briefing)

Dr. James Cheek ... for Heard's presentation
and discussion thereof

Asper Wambagen

SWEARING-IN CEREMONY
AND
CABINET MEETING ATTENDEES

Wednesday, June 24, 1970

(9:45 A.M. Swearing-In Ceremony)
(10 00 A.M. Cabinet Meeting)

Secretary of State William Rogers
Under Secretary of State Elliot Richardson
Under Secretary of Treasury Charls Walker
Deputy Secretary of Defense David Packard
Attorney General John Mitchell
Postmaster General Winton Blount
Under Secretary of Interior Fred Russell
Secretary of Agriculture Clifford Hardin
Secretary of Commerce Maurice Stans
Secretary of Labor George Shultz
Under Secretary of Labor James Hodgson
Secretary of HEW Robert Finch
Under Secretary of HUD Richard Van Dusen
Secretary of Transportation John Volpe
Dr. Alexander Heard
Honorable Rogers C. B. Morton
Under Secretary James Hodgson
Dr. James Cheek

chron

June 23, 1970

MEMORANDUM FOR:

MR. HALDEMAN

FROM:

ALEXANDER P. BUTTERFIELD

Bob:

I have talked to John about some of the items the President might wish to mention just prior to adjournment of the Cabinet Meeting tomorrow morning -- but before I have the final briefing paper typed I thought I should get your thoughts on the matter. Here's roughly the way I plan to outline agenda item #4:

11:20--

4. BRIEF REMARKS BY THE PRESIDENT

You may wish to touch briefly on one or more of the following subjects:

- Contents of Cabinet Members' speeches. (They need improving generally. They need to be more effective, more political, and more forceful in support of Administration principles and themes.)

Note: Herb Klein's office will begin next week to work with the political people in the Departments re the political campaign scheduling of Cabinet and sub-Cabinet members.

- Disaffection of key Staff members in the Executive Departments. (Sub-Cabinet)
- The Domestic Policy Council. (Your understanding that Staff and domestic Cabinet members had fruitful meetings at Camp David last week; also that Council

is being tailored to provide well-structured options for President's decisions.

- Your California schedule, briefly.
(June 25 -- stop at St. Louis enroute;
July 1 -- swearing in for Hodgson and
Shultz; July 6 -- approximate return
date.)
- Plans for your Cambodia speech.

Chow

June 23, 1970

MEMORANDUM FOR: MR. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
RE: Roger Johnson

Miss Gertrude Brown, Security Assistant, has received from the FBI a "clear name check" on Mr. Roger Johnson, Vice President of Superior Oil International (London, England). A full field investigation of Mr. Johnson is underway, but we have been advised by FBI officials that a biography of Mr. Johnson would be most helpful. I have instructed the investigators not to go to the Superior Oil Company files until I was certain in my own mind that the Company knew what was in the wind. Roger Johnson is not listed in Who's Who.

Chron

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

June 23, 1970

CONFIDENTIAL

MEMORANDUM FOR: MR. HIGBY

FROM: ALEXANDER P. BUTTERFIELD

RE: John Wesley Dean, III

I am attaching to this memorandum the complete Department of Justice security file on John Wesley Dean.

Incidentally, I have recently instituted a new procedure for viewing security files. In essence, it requires persons cleared in advance by me to view another individual's security folder only in Trudy Brown's office, after signing a log. In other words, I am deviating from standard operating procedures when I loan you the Dean file ... so please return it as soon as you have had a chance to look it over.

Many thanks.

Attachment

CONFIDENTIAL

Chen

June 23, 1970

MEMORANDUM FOR: MR. MAGRUDER
FROM: ALEXANDER P. BUTTERFIELD
RE: Request for Speaker

I would appreciate your giving some special consideration to the attached request for a speaker. Although as you will note in the fifth paragraph only "lady speakers" are mentioned, this group would be just as happy with a man.

Please give Rose Mary Woods and/or me a call when arrangements have been made.

Thank you.

Attachment

chron

June 23, 1970

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. BULL
FROM: ALEXANDER P. BUTTERFIELD
RE: Order of Precedence of Cabinet Members

Because of the several Cabinet changes which will be taking place June 24th and July 1st, let me review with you the order of precedence of Cabinet members after Secretary Volpe.

Effective June 24

Counsellor Finch
Counsellor Harlow
Counsellor Moynihan
Dir. Mayo
Assistant Rumsfeld
Amb. Yost

Effective July 1

Dir. Shultz
Counsellor Finch
Counsellor Harlow
Counsellor Moynihan
Counsellor Mayo
Assistant Rumsfeld
Amb. Yost

You will note that for this coming Wednesday's Cabinet Meeting there will be 20 members (20 chairs although Yost and Mayo will be absent without representatives sitting at their places at the table). On July 1st there will be 21 members of the Cabinet (i.e. Shultz remains and Hodgson comes aboard).

Please make a point of double-checking before each Cabinet Meeting to be certain that the chairs of Cabinet members are placed in the proper order.

Thank you.

ADMINISTRATIVELY CONFIDENTIAL

Chroo

June 22, 1970

MEMORANDUM FOR: MR. CHAPIN

FROM: ALEXANDER P. BUTTERFIELD

RE: The President's Appointments

I think your noon hour memo concerning "times on the President's calendar versus times on folders" -- of which I was sent a copy -- was essentially inaccurate. (You're right, this is one of those defensive-type memos; but I am writing it because Steve, Harriet and I do give attention to this subject every day and my brief research on what transpired this morning indicates that our system of double and triple checks is working.)

The first thing I did when I arrived at work was review the President's schedule, and desk calendar, to be sure the appointment times matched those on the briefing folders. I noted no discrepancies; only a mistake in the designated location of the Heard meeting ... and that was quickly remedied. Incidentally, there were only three meetings requiring folders -- Heard at 10:30 a.m., Congressional Half-Hour at 3:00 p.m., and Polack at 3:30 p.m.

Between 9:00 and 10:00 a.m., during the period the President was meeting with Staff members, I received from your office two appointment time changes (the Congressional Half-Hour to 12:00 noon and the Polack meeting to 12:30 p.m.) and one schedule addition (the meeting with Shultz and Meany). Purposely, no attempt was made to change anything on the President's desk while Staff members were in his office. However, as soon as he went to the Cabinet Room for his meeting with Dr. Heard, I went to his desk, removed the old folders (which had been marked in ink, presumably by Bob Haldeman, to reflect the new times), had clean folders sent up to me and new "appointment information" labels typed.

Well before the President returned to his office his schedule and calendar once again matched his briefing folders.

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

June 22, 1970

MEMORANDUM FOR

MR. GARMENT

FROM

ALEXANDER P. BUTTERFIELD

This is just a note to remind you that you have not yet turned in to this office a Memorandum for the President's File on the following meeting(s)

May 12, 1970

3.06 p.m.

Chancellor Heard, Secretaries Finch, Shultz and Hardin, Messrs. Haldeman, Ehrlichman, DuBridge, Garment and Ziegler

MEMORANDUM

Chen

THE WHITE HOUSE
WASHINGTON

June 22, 1970

MEMORANDUM FOR

DR. MOYNIHAN

FROM

ALEXANDER P. BUTTERFIELD *A*

This is just a note to remind you that you have not yet turned in to this office a Memorandum for the President's File on the following meeting(s)

May 12, 1970

3:06 p.m.

Chancellor Heard, Secretaries Finch, Shultz and Hardin, Messrs. Haldeman, Ehrlichman, DuBridge, Garment and Ziegler

Please redo & send to Garment

CHW

THE WHITE HOUSE
WASHINGTON

June 22, 1970

MEMORANDUM FOR

MEMBERS OF THE CABINET

SUBJECT: Swearing In Ceremony

You are invited to attend the swearing in of the Honorable Elliot Richardson as Secretary of Health, Education and Welfare, and the Honorable Robert H. Finch as Counsellor to the President. The ceremony will be held in the White House Rose Garden at 9 45 a.m. Wednesday, June 24th -- prior to the Cabinet Meeting.


Alexander P. Butterfield
Deputy Assistant to the President

ckw

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

June 22, 1970

MEMORANDUM FOR.

MR. ROBERT BROWN

FROM

ALEXANDER P. BUTTERFIELD *A/*

This is just a note to remind you that you have not yet turned in to this office a Memorandum for the President's File on the following meeting(s)

March 5, 1970

3 10 p.m.

Meeting with Top Negro Appointees
(List of Attendees Attached)

Attachment

MEMORANDUM

chron

THE WHITE HOUSE
WASHINGTON

June 22, 1970

MEMORANDUM FOR
FROM

MR. BUCHANAN

ALEXANDER P. BUTTERFIELD

A/

This is just a note to remind you that you have not yet turned in to this office a Memorandum for the President's File on the following meeting(s)

March 23, 1970	1 04 p.m.	Bi-Partisan Leadership Meeting
May 19, 1970	8 40 a.m.	GOP Leadership Meeting

MEMORANDUM

Chen

THE WHITE HOUSE
WASHINGTON

June 22, 1970

MEMORANDUM FOR.

MR. BULL

FROM

ALEXANDER P. BUTTERFIELD *A/*

This is just a note to remind you that you have not yet turned in to this office a Memorandum for the President's File on the following meeting(s)

April 13, 1970

12 08 p.m.

Delegation from American Cancer
Society

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

June 22, 1970

MEMORANDUM FOR.

MR. CASHEN

FROM

ALEXANDER P. BUTTERFIELD

This is just a note to remind you that you have not yet turned in to this office a Memorandum for the President's File on the following meeting(s):

April 3, 1970

11:28 a.m.

Secretary Shultz, Secretary Volpe,
and Henry Cashen - joined by John
Ehrlichman

MEMORANDUM

chron

THE WHITE HOUSE
WASHINGTON

June 22, 1970

MEMORANDUM FOR: MR. CHOTNER
FROM ALEXANDER P. BUTTERFIELD

This is just a note to remind you that you have not yet turned in to this office a Memorandum for the President's File on the following meeting(s)

March 3, 1970	3 08 p.m.	Congressmen Thomas Kleppe and John Dent
April 3, 1970	12 26 p.m.	Senator George Murphy
May 19, 1970	12:57 p.m.	Judge and Mrs. McIntyre Faries

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

June 22, 1970

MEMORANDUM FOR.

MR. COLSON

FROM

ALEXANDER P. BUTTERFIELD

This is just a note to remind you that you have not yet turned in to this office a Memorandum for the President's File on the following meeting(s):

March 2, 1970	12:30 p.m.	Members of Future Farmers of America
April 28, 1970	12:24 p.m.	Executive Committee of American Society of Association Executives
April 28, 1970	3:09 p.m.	Representatives of Military and Patriotic Groups
May 7, 1970	3:06 p.m.	"Citizens Committee for Peace and Freedom in Vietnam" (Douglas Committee)
May 26, 1970	12:31 p.m.	Representatives and Members of Building and Trades Council of Greater New York

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

June 22, 1970

MEMORANDUM FOR.

MR. GARMENT

FROM

ALEXANDER P. BUTTERFIELD A/

This is just a note to remind you that you have not yet turned in to this office a Memorandum for the President's File on the following meeting(s)

May 13, 1970

11 52 a.m.

Roy Wilkins (NAACP) and Director
Don Rumsfeld

Chen

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

June 22, 1970

MEMORANDUM FOR
FROM

MR. HARPER

ALEXANDER P. BUTTERFIELD *A*

This is just a note to remind you that you have not yet turned in to this office a Memorandum for the President's File on the following meeting(s)

April 2, 1970

4:47 p.m.

Postmaster General Blount, Secretary
Shultz, George Meany (President,
AFL-CIO)

*6-23-70
Says he did not
attend*

MEMORANDUM

Chen

THE WHITE HOUSE
WASHINGTON

June 22, 1970

MEMORANDUM FOR.

MR. KEOGH

FROM

ALEXANDER P. BUTTERFIELD */*

This is just a note to remind you that you have not yet turned in to this office a Memorandum for the President's File on the following meeting(s).

March 18, 1970

9 34 a. m.

Cabinet Meeting

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

June 22, 1970

MEMORANDUM FOR:

MR. KLEIN

FROM

ALEXANDER P. BUTTERFIELD

This is just a note to remind you that you have not yet turned in to this office a Memorandum for the President's File on the following meeting(s)

Jan 31, 1969	2:17 p.m.	Editors and Newsmen
May 19, 1969	11 51 a.m.	Attorney General Mitchell, Wendell Smith and Richard Hedley (National Jaycees)
Sep 19, 1969	12:45 p.m.	American Association of Editorial Cartoonists - joined by Ron Ziegler, Dwight Chapin and Steve Bull
Dec 17, 1969	3 05 p.m.	Vermont Royster
May 21, 1970	12 32 p.m.	Johnny Grant

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

June 22, 1970

MEMORANDUM FOR.

MR. MORGAN

FROM

ALEXANDER P. BUTTERFIELD

This is just a note to remind you that you have not yet turned in to this office a Memorandum for the President's File on the following meeting(s):

Feb 2, 1970	4:14 p.m.	James E. Allen, John Ehrlichman, Ed Morgan and Pat Moynihan
Feb 9, 1970	5 20 p.m.	Meeting with Emergency Labor Disputes Group
Mar 16, 1970	4:16 p.m.	Glenn S. Dumke, H. R. Haldeman, and Ed Morgan - joined briefly by Dr. Moynihan
May 28, 1970	11:54 a.m.	President James Cheek of Howard University, Dr. Heard, John Ehrlichman, Len Garment and Pat Moynihan

MEMORANDUM

Chen

THE WHITE HOUSE
WASHINGTON

June 22, 1970

MEMORANDUM FOR

FROM

MR. NIDECKER

ALEXANDER P. BUTTERFIELD *A/*

This is just a note to remind you that you have not yet turned in to this office a Memorandum for the President's File on the following meeting(6):

Jan 13, 1970

12 29 p.m.

Members of Football Committee of
Rose Bowl

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

June 22, 1970

MEMORANDUM FOR
FROM:

MR. RAY PRICE

ALEXANDER P. BUTTERFIELD A

This is just a note to remind you that you have not yet turned in to this office a Memorandum for the President's File on the following meeting(s)

Feb 3, 1969	10 03 a.m.	Council for Urban Affairs
Feb 12, 1969	10 00 a.m.	Council for Urban Affairs - and Governor Nelson Rockefeller
Mar 6, 1969	10 09 a.m.	Urban Affairs Council
Mar 17, 1969	10 09 a.m.	Urban Affairs Council
Apr 7, 1969	10 00 a.m.	Urban Affairs Council
Jun 13, 1969	10 12 a.m.	Urban Affairs Council
Jul 11, 1969	10:23 a.m.	Urban Affairs Council
Sep 29, 1969	10:15 a.m.	Cabinet-Urban Affairs Council Meeting
Oct 17, 1969	10:12 a.m.	Urban Affairs Council
Dec 5, 1969	10 06 a.m.	Urban Affairs Council
Feb 9, 1970	7 00 p.m.	Stag dinner for Secretary Finch, Casper Weinberger, and Messrs. Harlow, Ehrlichman, Flanigan, Moynihan and Price

Chen

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

June 22, 1970

MEMORANDUM FOR
FROM

MR. SAFIRE

ALEXANDER P. BUTTERFIELD

This is just a note to remind you that you have not yet turned in to this office a Memorandum for the President's File on the following meeting(s).

Jun 24, 1969

4:12 p.m.

Cabinet Committee on Economic Policy

Dec 18, 1969

3 40 p.m.

Cabinet Committee on Economic Policy

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

June 22, 1970

MEMORANDUM FOR.

MR. WHITAKER

FROM

ALEXANDER P. BUTTERFIELD

This is just a note to remind you that you have not yet turned in to this office a Memorandum for the President's File on the following meeting(s)

Mar 10, 1970

2:58 p.m.

Secretary Hardin, Mr. Harlow and
John Whitaker

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

June 22, 1970

MEMORANDUM FOR.

MR. CHARLES WILKINSON

FROM

ALEXANDER P. BUTTERFIELD

Y

This is just a note to remind you that you have not yet turned in to this office a Memorandum for the President's File on the following meeting(s)

Mar 13, 1970

11 05 a.m.

Executive Committee of Advertising
Council

Cham

June 22, 1970

Mr. George Meany
President, AFL-CIO
815 Sixteenth Street, N.W.
Washington, D. C.

Dear Mr. Meany:

I am attaching a copy of the latest
statistical report on the U.S. -ARVN opera-
tion along the Cambodia frontier.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Attachment

Chen

June 22, 1970

MEMORANDUM FOR: MR. CHAPIN
FROM: ALEXANDER P. BUTTERFIELD
RE: Effective Dates of New Appointments

As I indicated to you the other day, Secretary Shultz would appreciate our waiting until July 1st to swear in Jim Hodgson as Secretary of Labor. If we do this, I assume that we will be swearing in Shultz as Director, Office of Management and Budget on the same day.

This brings to mind the swearing in schedule for Bob Finch. Will you please let me know as soon as you know if he will be sworn in on Wednesday, the 24th -- the same day that Richardson officially becomes Secretary of Health, Education and Welfare. (It would seem to me that we could sneak in a short private ceremony during the President's "personal time" that afternoon.)

Thank you.

June 22, 1970

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MISS GERTRUDE BROWN
FROM: ALEXANDER P. BUTTERFIELD
RE: Mr. Roger Johnson

Please request of the FBI, on a high priority basis, a full field background investigation of Mr. Roger Johnson who is associated with the Superior Oil Company. Meanwhile, I will need from you an interim (name check) report on Mr. Johnson by the close of business Tuesday, June 23.

Thank you.

ADMINISTRATIVELY CONFIDENTIAL

June 19, 1970

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. HIGBY
FROM: ALEXANDER P. BUTTERFIELD
RE: Security Clearance for Mr. Gregg
Petersmeyer

The background investigation of Mr. Gregg Petersmeyer has been completed and he is cleared for access to material up to and including that which is classified Top Secret.

cc: Mr. Chapin

ADMINISTRATIVELY CONFIDENTIAL

Chron

June 19, 1970

MEMORANDUM FOR: Mr. Robert Taylor, SAIC
Presidential Protective Division
U. S. Secret Service

FROM: Alexander P. Butterfield

RE: Access Lapel Pins

Please submit to me by Wednesday, June 24th, three separate lists -- one of names of persons who have been issued Executive Staff (Black) access lapel pins, another of persons who have been issued Regular Staff (Blue) access lapel pins, and a third of those persons who have been issued Black or Blue pins on a temporary basis only. This third list should include additionally those persons who no longer require their pins but have not yet turned them in.

I would appreciate having these lists updated once each month.

Thank you.

chron
ACTION

June 19, 1970

MEMORANDUM FOR: THE PRESIDENT
FROM: ALEXANDER P. BUTTERFIELD
RE: Cabinet Meeting Agenda

I am attaching for your approval the agenda which John Ehrlichman and I propose for next Wednesday's Cabinet Meeting.

APPROVE _____

DISAPPROVE _____

SEE ME _____

A G E N D A
C A B I N E T M E E T I N G

Wednesday, June 24, 1970
10:00 A.M. - 11:30 A.M.

- | | | |
|--------------------|----|---|
| <u>10:00-10:30</u> | 1. | THE CAMPUS MIND TODAY |
| | | Honorable Alexander Heard
Special Advisor to the President |
| (15 min) | a) | A summarization of what we have learned to date |
| (15 min) | b) | Discussion |
| <u>10:30-10:55</u> | 2. | ECONOMIC OUTLOOK |
| | | Honorable Paul W. McCracken
Chairman, Council of Economic Advisers |
| (15 min) | a) | Review of the current economic situation, prospects, and other implications for economic policy |
| (10 min) | b) | Discussion |
| <u>10:55-11:20</u> | 3. | THE OFFICE OF MANAGEMENT AND BUDGET |
| | | Honorable George P. Shultz
Secretary of Labor |
| (10 min) | a) | Organization, functions and coordinating responsibilities |
| (15 min) | b) | Discussion |
| <u>11:20-11:30</u> | 4. | BRIEF REMARKS BY THE PRESIDENT |

June 19, 1970
9:50 a.m.

MEMORANDUM FOR: THE PRESIDENT

FROM: ALEXANDER P. BUTTERFIELD

RE: British Elections and Your Calls
to Heath and Wilson

The Conservatives now have an absolute majority in the House. Although Wilson has not yet officially conceded, he has publicly requested an audience with the Queen ... presumably for the purpose of tendering his resignation.

On the basis of this information (just received), Ambassador Annenberg recommends that you place your calls now -- first to Heath, then to Wilson. It is mid-afternoon in England.

Henry's staff has prepared talking points which are attached.

Attachment

chron

June 19, 1970

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MISS TRUDY BROWN
FROM: ALEXANDER P. BUTTERFIELD
RE: Mr. John Dean (Department of Justice)

Please obtain for me the security file on Mr. John Dean of the Department of Justice. If this should present a problem, give me a call right away.

Thank you.

ADMINISTRATIVELY CONFIDENTIAL

June 19, 1970

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
RE: Candidates for the West Lobby Desk

I have spoken personally to John Davies concerning Shelley Scarney's candidacy for the West Lobby desk job. His response, in essence, was, "whatever will be best for Shelley." He said that he has wanted for some time to arrange for her a raise in salary and title. In view of Shelley's long and loyal tenure with the President, I am inclined to agree that we can give her something a little better than a GS-10. Therefore, if she does come over to the West Lobby I will arrange an appropriate upgrading. (Unless directed otherwise, I will authorize a raise in her grade and salary even if she stays with John but perhaps not to the same extent.)

The second candidate for the job, unfortunately, has been eliminated. It was Carol McMahon who, as you know, works for Bus Mosbacher at State. Frankly, she was my first choice. She just felt too committed to Bus to even consider a transfer to the White House. (And she will keep my job proposal to herself.)

The third candidate is a young POW wife whose name is Mary Jane McManus. I have yet to see her, but I am told the following:

- She is 24 or 25 years of age.
- She looks very much like Carol McMahon.
- She is a college graduate ... and brilliant.
- She worked either on the campaign or during the President-elect period in New York evidently with Frank Shakespeare in the TV business.

ADMINISTRATIVELY CONFIDENTIAL

ADMINISTRATIVELY CONFIDENTIAL

- She is an ardent Republican and Nixon supporter.
- She lived only 5 days with her husband before he was sent to Vietnam, where he was shot down. (He is a 1965 graduate of the Air Force Academy and I think a confirmed prisoner rather than a missing person.)
- She is coming to Washington from New York tomorrow to work voluntarily for the Washington headquarters of the National League of Families of American Prisoners in Southeast Asia.

She is at least a possibility, and I plan to talk to her on Monday.

I will stay on this matter and be in a position to give you a better report next Tuesday or Wednesday.

ADMINISTRATIVELY CONFIDENTIAL

**RICHARD NIXON PRESIDENTIAL LIBRARY
DOCUMENT CONTROL SHEET**

ITEM REMOVED FROM THIS FOLDER

A RESTRICTED DOCUMENT OR CASE FILE HAS BEEN REMOVED FROM THIS FILE FOLDER. FOR A DESCRIPTION OF THE ITEM REMOVED AND THE REASON FOR ITS REMOVAL, CONSULT DOCUMENT ENTRY NUMBER 41 ON THE DOCUMENT WITHDRAWAL RECORD IN THE FRONT OF THIS FILE FOLDER.

June 18, 1970

PERSONAL

MEMORANDUM FOR: MR. TIMMONS

FROM: ALEXANDER P. BUTTERFIELD

RE: Congressional Half-Hour with the President

I am told by Steve Bull that today's Congressional Half-Hour was not typical. "Not quite", he said. I suppose that's fortunate, for if it had been typical we would probably be cancelling them out for the remainder of the calendar year. Frankly, the problem is one of discipline. Yet that to me seems odd, for why should "Congressional" groups be more undisciplined and show less respect for the President personally, and for his Office, than other groups? Of course, we're not talking about all Congressional groups, or even most of them; but a sufficient number have caused problems in past months to warrant some immediate attention to the matter.

Let me give you a little rundown on the Dole group which happened to be event #3 during today's "half-hour". It serves as a fairly good example. First of all, the participants were lined up out of sight. They were supposed to include the crew of the hijacked airliner, Capt. Hupe's family, one or two airline officials, and several Congressmen -- a near-mob scene to begin with -- but they must have added along the way at least half of the airplane's passengers. Seriously, they were single-filing into the Oval Office for a full 10 minutes, the entire allotted time of the meeting. Secondly, every other guest had a camera. We had everything in there from baby brownies to super land cameras ... and again, to my own amazement, no one seemed at all shy about telling the President where to stand and how to pose. It was wild, like a circus to watch. And as Steve Bull said to me later, "One could only watch, for things were utterly out of control."

Well, enough elaborating. I think there are two actions worth considering: (1) limiting the number of persons in each Congressional group to some easily manageable total -- perhaps 10; and (2) prohibiting cameras in the President's office and leaving all photographing to Ollie Atkins.

PERSONAL

PERSONAL

I know that you appreciate as fully as anyone the importance of our maintaining at least some semblance of orderliness in the Oval Office. Don't you agree that adherence to these few points will help tremendously?

cc: Mr. Nidecker

bcc: Mr. Chapin
Mr. Bull

PERSONAL

Chen

June 18, 1970

MEMORANDUM FOR: MR. MELENCAMP
FROM: ALEXANDER P. BUTTERFIELD
RE: Proposed Letter
Noble:

You asked me to review your proposed letter to those who are writing in concerning the UPI article "A One-Sided Phone Line on Nixon Vote", and other similar articles. Although I was not in on the plans that were laid that evening to receive incoming telephone calls, I suggest something along the following lines:

Dear _____:

The article which you enclosed with your recent letter to the President carries an implication of erroneous fact. Here is precisely what happened that evening, April 30th, immediately following the President's report to the Nation on Cambodia: With the White House switchboard being literally swamped with incoming calls, we hurriedly pressed into service a considerable number of our younger staff people with only the instruction to acknowledge callers' comments. The switchboard was given a list of telephone extension numbers to which incoming calls could be routed.

In retrospect this may not have been a wise thing to do on the spur of the moment, for several of these staff members did take the brief instruction to mean that a record of yeas and nays was to be logged. But we did not want a poll, per se -- and none was maintained. There was only a very tentative plan to eventually give the President a resume' of the kinds of messages that were coming in -- to give him a feel for the true tenor of the responses to his talk.

Whereas I can readily understand your concern about the information contained in the news clipping, I can assure you that nothing whatever was or is done here in an intentionally "one-sided" manner. Such tactics, in the long run, would serve the President least of all.

With best wishes.

Sincerely,

Please use your own judgment on this matter. It may very well be that your initial proposal -- the simple, short paragraph -- is much better than my long explanation of the facts. I do think that we should always strive to be as courteous as possible, but then you and your people are well aware of that.

I hope I have helped somewhat.

Chen

June 18, 1970

MEMORANDUM FOR: Mr. John Brown
Staff Secretary

FROM: Alexander P. Butterfield

RE: Proper Coordination of Budget Matter

On June 11th, at the President's direction, I sent to Bob Mayo the memorandum at Tab A. As you will note, it concerns restoration of \$500,000 recently withdrawn from AID's FY '71 appropriation for grant assistance to Project HOPE. However, because dispatching a memo to Mayo was not (and is not) one of my normal functions -- and because the subject matter pertained to BoB -- I asked, or at least think I asked, you to check with Cole and Haig to see if either wanted to handle the request through his staff. I heard nothing, so assumed that things were on track.

Today I received the long memorandum at Tab B. It is from Bob Mayo, and he says in essence that Project HOPE is fat, that if we are really serious about adding \$500,000 to its FY '71 grant, he sees only two methods for providing the funds at this late date.

The point of this correspondence is to ask you to get this item into the proper channel immediately so that the President's directive can be carried out.

Thanks.

Attachments

June 18, 1970

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MISS TRUDY BROWN

FROM: ALEXANDER P. BUTTERFIELD

RE: Security Clearance for Mr. C. Gregg
Petersmeyer

Please request of the FBI a full field background investigation of Mr. C. Gregg Petersmeyer, a summer intern working now (and probably for the remainder of the summer months) in the office of Mr. H. R. Haldeman. We will want to grant Mr. Petersmeyer a Top Secret security clearance as soon as he is cleared.

Thank you.

ADMINISTRATIVELY CONFIDENTIAL

chron

June 18, 1970

Reverend Father John A. Grace
Our Lady of Loretto Rectory
24 Fair Street
Cold Spring on Hudson, New York

Dear Reverend Father Grace:

This is just a short note to thank you for your understanding letter of June 12th, and for your several expressions of support for the President's Vietnam peace plan.

It is a shame that your letter to the editor of the "New York Daily News" was not published. You said precisely what needs to be said to, and understood by, more Americans. I am going to pass on a copy to Mr. Herb Klein, our Director of Communications.

Best wishes.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Cham

June 18, 1970

MEMORANDUM FOR: MR. MELENCAMP
FROM: ALEXANDER P. BUTTERFIELD

Noble:

Here is another supporter -- Reverend Father John A. Grace of Our Lady of Loretto Rectory in Cold Spring on Hudson, New York. I have written to him already, so you need only log his name in our file of strong supporters.

Thanks.

Attachment

chron

June 18, 1970

MEMORANDUM FOR: MR. JOHN BROWN

FROM: ALEXANDER P. BUTTERFIELD

RE: Improvement of Briefing Papers
for the President

In the interest of our continual efforts to promote better and better briefing papers for the President, I was just about to dash off a memo to you and Ken Cole saying that the Federal Executive Board's briefing paper for this morning's meeting was particularly well done when I learned via the Haldeman-Chapin chain (Petersmeyer wasn't around) that the President had singled it out as being especially bad.

Obviously, now, this is not a congratulatory note.

But an excellent point has been made, and one which we should have alerted ourselves to some time ago. It concerns the attachments to the basic briefing papers. Using the Federal Executive Board's briefing memo as an example, I will say first of all that the basic memo was indeed very good. It covered everything we ask for and did not exceed two pages in length. However, the attachment section was something else. The list of participants alone might have been acceptable (although a shorter list of key participants would have been more appropriate), but the addition of the "organization history" and "conference agenda" sections practically doubled the thickness of the overall package. So put yourself in the President's shoes. He picks up a one-inch thick sheaf of papers for a 15-minute pow-wow. The implication is obvious: "Sir, you are about to chair what will be one of history's most significant meetings. The stakes are high. You must commit this material to memory or all will be lost. Hurry, you have only a few minutes to prepare." (Not as exaggerated as it may at first seem.)

Really, this whole business is so simple, and to do it right takes nothing more than the projection of one's self into the President's busy schedule.

No doubt we've put off too long the meeting we talked about several months ago -- the getting together of all of those who most frequently are called upon to write these meeting briefs. Please set a near-future date -- or perhaps two dates so that we make contact with as many of the regular briefing writers as possible -- and I will hold forth on the points which we have tried for so long to emphasize. I know precisely what I want to say and have a couple of handouts which should lend to the occasion. But this does not mean that I am not open to suggestions from you, Dwight, and Steve. Press on.

Thanks.

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

June 17, 1970

CONFIDENTIAL

MEMORANDUM FOR: MR. JOHN BROWN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Secretary Finch's Personal Staff

Reference: Your Confidential Memorandum, Same
Subject, dated June 15th

This memorandum serves as official approval of the addition to the White House Staff of the following 3 members of Secretary Finch's personal staff ... at the grades and salaries indicated:

William Horton	GS-15/5	\$25,937
Doris Jones	GS-13/3	\$17,878
Marjorie Neenan	GS-12/1	\$14,192

I cannot approve -- at least at this time -- any further personnel assignments to that particular office. (I say this with reference to your statement that 4 other "Finch staffers" are contemplating a near-future move from HEW to the EOB.) Neither can I confirm the fact that Mr. Horton's promotion to GS-16/3, and salary raise to \$28,317, will become effective on September 14, 1970, as is his (Mr. Horton's) present understanding. These items will have to be taken up as separate matters at a later date.

CONFIDENTIAL

ckm

June 17, 1970

MEMORANDUM FOR: MR. MAGRUDER
FROM: ALEXANDER P. BUTTERFIELD
RE: White House Pass for Mr. J. Willard
Marriott

Whereas I understand why Bill Marriott wants (and feels he needs) a White House pass -- and why you passed on the recommendation -- my acting favorably on the request would be counter to sound and long-established policy. Moreover, we are presently in the midst of a concerted effort to drastically reduce the total number of outstanding White House passes. The figure is near-astronomical, and results in problems for our security people the most difficult of which is recovering passes of departed Staff members. It seems that almost everyone is reluctant to give up the little ticket once it is obtained.

I assume you will relay this negative response, along with the explanations, to the senior Mr. Marriott. However, I will be glad to tell him directly if you will not be seeing or talking to him in the near future.

One final point. You said that Bill Marriott had been detained by the EPS guards on several occasions. If this has occurred, I would guess that it has been due in each case to Bill's neglect to notify a Staff member in advance of his arrival at the gate. He knows enough people here to arrange an immediate clearance anytime.

Chen

June 16, 1970

Mr. Frank J. Coughlin
Sales Manager, Eastern Sales Division
Scripto, Inc.
7603 Empire State Building
350 Fifth Avenue
New York, New York 10001

Dear Mr. Coughlin:

I read with interest your letter of June 15th, and agree wholeheartedly that the red, white and blue ball point pen idea is a good one.

In that the Honor America Committee is promoting the July 4th rally, and handling all arrangements, I would suggest that you contact it's main office as quickly as possible and make your proposal known to officials there. The address is: 1725 DeSales Street, N.W., Washington, D. C. 20036.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Chen

June 16, 1970

MEMORANDUM FOR: MR. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
RE: Henry Kearns

Evidently Henry Kearns called you at 5:45 and was unable to get through. Larry asked me to call him back ... which I did.

Henry has no real problems, but he does want very much to see the President "if only for 5 or 10 minutes." He said that it had been a good 6 months since he had been in the President's company and that frankly he needed "a kind word from the boss." He did not reveal any specific topics that he wanted to discuss with the President, and I have no reason to believe that he has any in mind.

I am sending Dwight Chapin a copy of this memo and assume that he will check out the matter through Peter Flanigan.

cc: Mr. Chapin

Chrov

June 16, 1970

MEMORANDUM FOR: B/GENERAL HUGHES
FROM: ALEXANDER P. BUTTERFIELD

Many thanks for your complete report of earlier in the day concerning previously established procedures for notifying Bahamian Government officials of intended visits to its territory by the President. From what you have said, there is no reason to believe that things have not been going along smoothly.

I have passed your correspondence on to Bud Krogh.

Chen

June 16, 1970

Memorandum for: Mr. Krogh

From: Alexander P. Butterfield

Bud:

I have looked into the matter which you mentioned to me yesterday and attach Don Hughes' report. Evidently things have been running smoothly without notifying Turner Shelton. But of course if we should notify him, we will. More will be known after Jack Brennan talks to him on the telephone.

Attachment

Chron

June 16, 1970

MEMORANDUM FOR: MR. FLEMMING
FROM: ALEXANDER P. BUTTERFIELD
RE: Federal Impasses Panel

Bob Hampton called me today and reiterated the importance of our announcing as soon as possible the Federal Impasses Panel ... "even if it must be done with only the 6 or 7 members presently approved."

As you know, we are ready, willing and able to move quickly with the additional names -- but meanwhile, I see no reason for our not going ahead with the announcement, especially if the pressures are as intense as Hampton claims. Is there any reason that we cannot do as he urges?

cc: Mr. John Brown
Mr. Ken Cole
Mr. Bill Hopkins

chron

THE WHITE HOUSE
WASHINGTON

June 16, 1970

MEMORANDUM FOR.

MEMBERS OF THE CABINET

SUBJECT: Cabinet Meeting

There will not be a Cabinet Meeting this week as previously planned. The next meeting of members of the Cabinet will be at 10:00 a.m. Wednesday, June 24th.


Alexander P. Butterfield

Deputy Assistant to the President

FYI copies sent to:

- Under Sec Elliot Richardson
- Under Sec James Hodgson
- Mr. Haldeman
- Mr. Ehrlichman
- Dr. Kissinger
- Mr. Timmons
- Mr. Flanigan
- Dr. DuBridge
- Mr. Klein
- Mr. Keogh
- Mr. Ziegler
- Mr. Chapin
- Mr. Ken Cole
- Mr. Bull
- Dr. Alexander Heard
- Dr. Paul McCracken
- Chairman Rogers Morton
- Office of the Vice President

Chern

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

June 16, 1970

PERSONAL/CONFIDENTIAL

MEMORANDUM FOR: MR. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
RE: Mr. Milton Pitts

I have interviewed barber Milton Pitts, and he will be here this coming Friday (June 19) from 1:00 p.m. until about 5:00 p.m.

I am not sure if I mentioned him to you previously. He is our #1 prospect for Martini's replacement. Other information which may be of interest to you follows:

- He is about 52 years of age.
- He owns 2 barber shops here in Washington, D. C., one in the Georgetown Building on Wisconsin Avenue and one in the Sheraton-Carlton Hotel on 16th Street.
- He enjoys an excellent reputation personally, and has a barber and hair stylist.
- His clients have included numerous motion picture and television celebrities, Vice President Humphrey, and other well-known persons.
- Chuck Colson recommends him most highly.
- An initial (first phase) FBI background investigation check revealed no derogatory information whatever.

The object of his coming in Friday afternoon is to allow an opportunity for you and certain others on the Staff to meet him. (Some of us may even get hair-cuts.)

If he passes all of the preliminary tests, we would hope to schedule the President for a "light trim" sometime next week; and if that goes well, I will meet immediately afterward with Martini and make our break with him neat, clean and official.

PERSONAL/CONFIDENTIAL