

WJ

12-12-70

AT Am

THE WHITE HOUSE
WASHINGTON

Bob.

I need a few more answers
concerning the Cab Mtg coming
up on Monday.

① All Cab mbrs will be
there except: Mr V.P. (N.Y.C.)
Hardin (Europe)
Harlow } (were not
OK Maynicham } invited)
Yost }

.... and Fred Russell, Actg
Inten Sec will be there, of course.

P82

THE WHITE HOUSE
WASHINGTON

Ques: Should Under Sec Campbell
represent Hardin . . . as he would
under normal circumstances?

Yes

✓

No

(2) Observer types invited
thus far - and planning to

attend - are:

Heldmann	Butterfield
Ehrlichman	Klein
Kissinger	Ziegler
Timmans	STAFF
Flanigan	TOTAL: 9
R. Price (for Kemp)	==

pg 3

THE WHITE HOUSE
WASHINGTON

Mbrs of Congress who will be
there are: Scott
Ford
Griffin
Brenda
J. Williams
J. Byrnes
W. Bennett

Cong
TOTAL = 7

✓ Reg Merton was invited, but
said he'd be at Sun Valley

Ques: Who among the following
non-WH staffers should attend?

✓ McCracken - usually present
Abdo ✓ Dr. Arnold Weber - " "

P84

THE WHITE HOUSE
WASHINGTON

✓ Cap Weinberger - usually present

No Art Sohmer - present when
the U.P. is there ... but
Man UP will be in N.Y.
Should Art come to glean
+ relay info?

Ques. Is Dr. David a special
case here? He is normally
present. Shall I ask him
for Monday? Yes
✓ No

pg 5

THE WHITE HOUSE
WASHINGTON

(3) I assume that as on previous occasions similar to this one I should submit nothing more than an Agenda format ... indicating starting time and the President's next appointment and a list of attendees, and leave the substance up to the President. Is this right? Thanks. ^{your welcome} ~~A~~
Yes.

~~W~~ ~~ALEX~~
THE WHITE HOUSE
WASHINGTON

12-12-70

Sat.
5 pm

Bob-

Another question concern-
ing Cabinet meetings: With
Byrce away we can only
wait until a later date
to present him his Cabinet
Chair ~~~~~ but what
about Moyukhan? Will
the mood at the conclusion

2/
THE WHITE HOUSE
WASHINGTON

of Monday's meeting be conducive
to chain presentation business.. ^{NO}
.... or would the Cabinet/
Sub-Cabinet affair on the after-
noon of the 21st be the more
appropriate event at which to
program this traditional pro-
ceeding? Yes

I'm not sure why, but
if pressed now (knowing as
little as I do about agenda),

3/

THE WHITE HOUSE
WASHINGTON

I'd vote for the 21st. The
few minutes devoted to this,
at the end of Pat's remarks,
would probably add a nice
touch. And the 200 or so
sub-cabinet members would
feel they'd really seen some-
thing special. *Right!*

A

Chen

December 12, 1970

Dear Vince:

Here is the photo you asked for, signed
by the President. I am sorry it has taken us
so long to get it to you.

All the best.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Mr. Vincent Mroz
Special Agent In Charge
Executive Protective Service
1800 G Street, N. W.
Washington, D. C. 20226

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THE WHITE HOUSE

WASHINGTON

December 12, 1970

MEMORANDUM FOR MR. H. R. HALDEMAN
FROM ALEXANDER P. BUTTERFIELD
SUBJECT Christmas Gifts for Senator Mansfield
and Others

I will respond to the substance of your high priority memo (bearing today's date) item by item.

A Christmas Present for Mike Mansfield Last year Mike Mansfield was given a set of the double cuff links (\$24.50). Mrs. Mansfield was given one of the pearl-studded Presidential bow pins (\$37.50). We have already gift wrapped Presidential bookends for Mike and one of the sterling silver letter openers for his wife. They are ready now for presentation by the President.

Gifts for the GOP Leaders and their Wives All of the GOP leaders have Presidential ash trays and both Scott and Griffin have, in addition, Presidential bookends. We are in the process of checking to see specifically what each person in this group of 32 received from the President last year...and we will have appropriate gifts wrapped and ready for presentation by the close of business on Monday.

A Gift for Mrs. McCormack: The President had asked me previously to have something ready for Mrs. McCormack prior to his scheduled breakfast with the Speaker. In checking on the matter I learned that Mrs. McCormack received a Presidential

bow pin last year. We have on hand --and already gift wrapped -- a miniature Boehm bird. Incidentally, this is one of the new gifts which we plan to present more of during the coming year. Its actual value is approximately \$100 and we are getting them for about \$30. Although we had not planned to have anything ready for presentation to the Speaker (in that he was just given a very nice plaque), we will have one of the Presidential money clips (\$9.50) ready for presentation at the breakfast.

The "Christmas Gift" and "New Gift" Project: As I indicated above, the President has spoken to me several times about these things. I am working with Steve on building a stock of appropriate gifts -- especially for presentation to ladies -- in the \$30-45 range. We are going to put some of the Mulcahy silver products on this stock list.

New Gifts in the "Trinket" Category: To my knowledge little or no thought has been given to the trinket category...but Steve and I will work on it. In fact, we will put together a list of gifts in all categories used in the past and a list of new gifts in all categories recommended for future presentations. The lists will be ready for your review --and for you to pass on to the President if you wish -- sometime during the first week of January.

cc Stephen Bull

Chas

December 11, 1970

Dear Guy:

I am enclosing the pen which was used by the President this morning to sign the White House document addressed to the Senate naming his nominees for temporary appointment to the grade of Brigadier General in the United States Air Force.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Enc.

Lt. Colonel Guy Hecker, Jr., USAF
Chief, Regular General Officer Matters
Office of the Assistant for General
Office Matters
DSC Personnel
Washington, D. C. 20330

Chen

December 11, 1970

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Procedure for Reserving the EOB
Bowling Alley for the President's Use
(Staff Secretary Action Memo P1120)

I have talked to Bill Hopkins and Mr. Joe Taylor (Secretary of the Bowling League) about the matter which you brought up in your memorandum to me of December 9th.

Rest assured that henceforth the bowling alley will be reserved for use by the President and First Family Members after the hour of 9:00 p.m. on the evenings that the President's calendar shows him to be in Washington and uncommitted.

December 11, 1970

MEMORANDUM FOR: MR. ROBERT TAYLOR
Special Agent In Charge
Presidential Protective Division
United States Secret Service

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Informal Commendation

I am attaching an article from the Chicago Tribune magazine. No doubt you have seen it already. This is the kind of publicity we should be getting all the time. It's a great public relations piece...and indicates that Agent Bob Hall went about his job in the usual outstanding manner.

Congratulations from all of us here in Mr. Haldeman's office... to you and Bob Hall, and to others on your staff.

Attachment

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

MEMORANDUM

Chron

THE WHITE HOUSE

WASHINGTON

December 11, 1970

MEMORANDUM FOR. MRS. CONSTANCE STUART
 MRS. LUCY A. WINCHESTER

FROM ALEXANDER P. BUTTERFIELD

SUBJECT Answers to Questions Concerning the
 Participation of Press Representatives
 at White House Christmas Season Social
 Functions

I want to apologize for failing to check either of the two options concerning the participation of women social reporters at the Congressional Open Houses planned for December 14th and 15th. I had meant to check "no". At any rate, that is the answer. I have double-checked it since talking to you and "no" it is.

At the State Dinner honoring Prime Minister Heath on December 17th the women social reporters should not come in until just moments prior to the entertainment period. They may then remain with the guests until all have departed.

There is not to be a Photo Opportunity at the December 18th Evening at the White House during the time that the President and Mrs. Nixon are on stage thanking Mr. David Frost for his performance.

I believe that the information above puts the finishing touches on the answers to questions posed in Connie's memo to me of December 9th. There is still a lot to be done, I realize -- especially in the realm of preparing final guest lists and issuing invitations. I am hoping that tomorrow will be a good time to sit down with the President and really discuss some of these things which all of us must know before we proceed much further.

Chen

December 11, 1970

MEMORANDUM FOR: MR. WILLIAM J. HOPKINS
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Procedure for Reserving the EOB
Bowling Alley for the President's Use

Will you please get together with Joe Taylor and ensure that appropriate notices are distributed as necessary to the effect that the bowling alley will be reserved for use by the President and First Family Members after the hour of 9:00 p.m. on the evenings that the President's calendar shows him to be in Washington and uncommitted.

Thank you.

Chap

December 11, 1970

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: U. S. Marine Corps Sentry
at West Wing Entrance

I have thought about your suggestion that we perhaps drop the U. S. Marine Corps Sentry at the entrance to the West Wing Reception Room... or that we delete the post except for days on which we have scheduled relatively significant events involving the President's participation. Additionally I have talked to Jack Brennan and learned of his feelings on this matter.

In a nutshell, we (Jack and I... as well as Don Hughes) believe that the Sentry post should be retained, that the Marines who stand duty there are proud to be serving in that particular way and believe that they are contributing, and that the presence of a Marine Sentry does enhance the overall appearance of the West Wing entrance area.

Both Shelley and I have received a number of complimentary comments about the Marine Sentry.

Chen

December 11, 1970

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Revision of Door in the President's
Oval Office
(Staff Secretary Action Memo P1106)

The necessary reconstruction work on the door leading from the President's private office and hallway into the Oval Office will be completed this weekend while the President is at Camp David.

Chen

December 11, 1970

MEMORANDUM FOR: MR. CHARLES F. ROTCHFORD
Acting Director, White House Area
Operations Division, GSA

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Construction Work in the President's
Office

The purpose of this note is to confirm my approval of your Plan "A" for revising the door which leads from the President's private office and hallway to his Oval Office.

You should make arrangements to have the construction work done this weekend. The President is scheduled to depart for Camp David at approximately 5:45 p.m.

Thank you.

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

Chen

December 11, 1970

Mr. President:

Here are some items for your
weekend reading... some of which were
attachments at the back of recent daily
News Summaries.

THE WHITE HOUSE

WASHINGTON

December 11, 1970

PERSONAL

MEMORANDUM FOR.

FROM

ALEXANDER P. BUTTERFIELD

SUBJECT

Cabinet Meeting

You are invited to attend a short meeting of the Members
of the Cabinet beginning promptly at 10 30 a.m. Monday,
December 14th.

PERSONAL

Chen

THE WHITE HOUSE

WASHINGTON

December 11, 1970

PERSONAL

MEMORANDUM FOR

MEMBERS OF THE CABINET

SUBJECT

Cabinet Meeting (December 14th)

There will be a short meeting of the Members of the Cabinet
in the Cabinet Room beginning promptly at 10 30 a.m. Monday,
December 14th.

Alexander P. Butterfield

Alexander P. Butterfield
Deputy Assistant to the President

PERSONAL

Chen
12-10-70

COMMENTS BY CABINET MEMBERS

(Report by Butterfield)

Blount:

It was absolutely great! The press representatives were out for blood, that was obvious. Yet the President couldn't have come through any stronger. He absolutely pulverized them with several of his answers. I thought his response to the question concerning the frequency of his press conferences was particularly good. He let them know that they can't have it both ways. He made it clear that his responsibility is to communicate with the people -- not just with the press.

Mitchell:

I just think it was fabulous -- especially his answer to the opening question on Vietnam. On the other responses -- generally -- he was short and to the point when he should have been, and took his time when it was to his advantage to do so. In other words he used the press conference to his full advantage. On previous occasions he has spoken

Mitchell:
(continued)

too long on many questions which did not require long answers. I thought his handling of the Hoover question was superb....and that he did especially well on the SST. It was really great. He seems to get better with each performance.

Hardin.

In Europe

Hodgson.

By God, I thought this was unqualifiedly the best performance by the President I have ever seen. I really mean that! It was the best in terms of substance and it was the best in terms of tone.-- absolutely without parallel. He shocked the members of the press with his great humility in handling the question concerning past utterances. He showed everyone who watched the press conference his candor....and his good humor. And his stance was excellent. He stood up there and knocked them back, and didn't miss a beat. Incidentally, my wife, who is very sensitive to these things, thought it was a marvelous press conference for the President. She

Hodgson:
(continued)

thought he scored the highest possible marks in all areas.

Richardson.

In Boston....in the midst of a toast. He was probably unable to see the press conference.

Stans

In Florida....about to leave for his return flight to Washington.

Shultz:

The President was tremendous -- really superb -- and the press were just plain poor. The press members made themselves look bad. It was so obvious that they were going to great lengths (in many instances) to back the President into a corner. And it was equally obvious that the President was there to answer questions honestly and directly.

Laird

I thought all of the answers on foreign policy came through very well. They will certainly set the stage well for me. I have got to testify on the Hill tomorrow and everything the President said tonight

Laird:
(continued)

will be a big assist. I do think however that he (the President) will experience some problems as a result of his comments about Bush and Rumsfeld. The problems I am talking about will be generated by Les Arends, Jerry Ford and some of our own people on the Hill. I feel certain that they are going to voice some concern over what personnel actions may be in the offing. But all in all, it was a great press conference and the President came through in his usual fine fashion.

Rumsfeld.

For starters it was superb, but there are a couple of specific points I would like to make 1) The President's answers were well balanced between short and long. I liked the short ones especially well. They were really crisp. 2) The President looked good. He stood straight and appeared to be most sincere. 3) The press guys were meaner than they usually are. 4) I liked the Goodell answer very much. 5) I thought the President's demonstration of humility -- when he answered the question about

Rumsfeld:

some things he had said previously and admitted so openly and freely that he had perhaps made a mistake -- was extremely effective. People had to like and respect his answer.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

December 10, 1970

MEMORANDUM FOR MR. W. E. TIMMONS
MR. DWIGHT L. CHAPIN
MRS. CONSTANCE STUART
MRS. LUCY A. WINCHESTER

FROM ALEXANDER P. BUTTERFIELD

SUBJECT Presidential Reception for New Members
of Congress (January 1971)

The purpose of this note is to confirm the fact that we will not be including the Chairmen and Ranking Members of the various Congressional committees on our guest list for the Presidential Reception honoring new Members of Congress. We will be asking only new Members of the House and Senate, Members of the Cabinet, the Chief Justice of the Supreme Court and Bill Timmons' staff.

It is my understanding that this will be a two-hour event -- from 6 - 8 p.m. -- and that it will be held on or about the 28th of the month.

Determined to be an
Administrative Marking
Not National Security Information
By J45 NARA Date 3/22/2016

December 10, 1970

CONFIDENTIAL

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Second Lieutenant Barry Edward Carter
(Information Item Only)

This is just a quickee to let you know that Second Lieutenant Barry Edward Carter, U. S. Army is assigned to the NSC Staff. . . . and is Robert McNamara's son-in-law.

It is my understanding that he was commissioned during the month of October 1969 and is serving on continuing active duty.

CONFIDENTIAL

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

December 10, 1970

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR DR. HENRY A. KISSINGER
MR. JOHN D. EHRLICHMAN
MR. WILLIAM E. TIMMONS

FROM ALEXANDER P. BUTTERFIELD

SUBJECT Briefing Material for the President's
Press Conference

Please ensure that all briefing materials you wish to forward to the President -- in preparation for his 7 00 p.m. Press Conference -- are in the hands of Mr. John Brown, Staff Secretary, no later than Noon today.

Thank you.

cc H. Klein
cc: R. Ziegler
P. Buchanan

ADMINISTRATIVELY CONFIDENTIAL

Chen

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

December 10, 1970

MEMORANDUM FOR MR. H. R. HALDEMAN
MR. DWIGHT L. CHAPIN

FROM. ALEXANDER P. BUTTERFIELD

SUBJECT Tentatively Planned White House
Worship Services During Early 1971

I note from the most recently published Presidential calendar that White House Worship Services are tentatively planned for January 17th, February 7th and February 28th of 1971.

The purpose of this brief note is to urge confirmation of those plans in that there will be a large number of people we will want to invite to the White House during the first few months of the New Year -- people who for various reasons were unable to attend Christmas Season social functions as guests of the President and Mrs. Nixon.

(It will take at least two and possibly three of these Services to accommodate the numbers of people on our "reserve" list -- even though it is understood that a certain number of "other guests" must be included.)

Chron

December 9, 1970

MEMORANDUM FOR: DR. HENRY A. KISSINGER

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Foreign Travel Contemplated by
Secretary Stans

Secretary Stans plans to make a two-week unofficial visit to Kenya and other countries on the African continent -- and possibly to Spain -- during the period December 24, 1970 - January 13, 1971.

You were probably aware of this plan already but I wanted to be certain that your staff had all of the information which was relayed to me recently by the Secretary's office.

December 9, 1970

Mr. Haldeman:

Mr. Butterfield will not be in until
10:00 a.m. this morning.

He asked me to tell you that he does not need your comments to resolve the problems concerning persons to be invited to the White House staff receptions on the afternoons of December 19th and 20th. He will be meeting with Lucy and others in the East Wing today on that subject and only thought you might want to comment, or make suggestions prior to that meeting. I think the meeting will be around mid-afternoon.

Toni Sidley

Chen

THE WHITE HOUSE
WASHINGTON

December 8, 1970

TO:

FROM ALEXANDER P. BUTTERFIELD

I am attaching for your interest and general information a personal copy of the Guest List for tonight's dinner at the White House.

Attachment:

Hussein Dinner Guest List

Distribution.

Secretary Rogers
Secretary Laird
John A. Hannah
Richard M. Helms
Frank J. Shakespeare
Henry A. Kissinger

THE WHITE HOUSE

WASHINGTON

December 8, 1970

MEMORANDUM FOR:

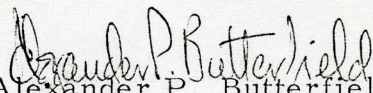
MEMBERS OF THE CABINET

SUBJECT:

Cabinet Meeting

A Cabinet Meeting has been scheduled for 10:00 a.m.
Wednesday, December 23rd.

Information concerning the Agenda item or items will follow.


Alexander P. Butterfield

Deputy Assistant to the President

Chen

December 8, 1970

MEMORANDUM FOR: MR. ARTHUR SOHMER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Purchase of Cabinet Chair

The purchase price of the old-type Cabinet chair is \$154.50. Please make your check payable to the Treasurer of the United States and have it delivered to me at your convenience. Meanwhile, I will have Charlie Rotchford deliver the chair to your office.

Chen

December 8, 1970

MEMORANDUM FOR: MR. ERNST W. MINOR

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: White House Christmas Season
Invitations for the Vice President
and Mrs. Agnew

As you will note from the attached memo I have checked with Dwight Chapin on the subject of our recent telephone discussion. The functions referred to are:

- (1) The Congressional Open House on December 14.
- (2) The Congressional Open House on December 15.
- (3) The reception for senior administration officials (Cabinet/Sub-Cabinet members on December 21).
- (4) The reception for members of the White House press corps on December 23.

APB:ba

Chron

Determined to be an
Administrative Marking
Not National Security Information
By JUS NARA Date 4/15/2016

December 8, 1970

CONFIDENTIAL

MEMORANDUM FOR: DR. HENRY A. KISSINGER

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Foreign Travel Plan Contemplated
by the Secretary of Defense

As I am sure that you and your staff know already, Secretary Laird is planning an official visit to the Republic of Vietnam (and other countries in Southeast Asia) during the period January 5-15, 1971.

CONFIDENTIAL

Chen

December 8, 1970

MEMORANDUM FOR: MRS. LUCY A. WINCHESTER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Presidential Reception Honoring the
Diplomatic Corps

The President has approved our initial planning of a reception at the White House in January to honor the Diplomatic Corps. Right now the 7th of the month appears to be the most appropriate date.

I would appreciate your putting together as quickly as possible a basic scenario for this event. It will start at 9:00 p.m. and the dress will be white tie, with decorations.

Many thanks.

chap

December 8, 1970

MEMORANDUM FOR: BRIGADIER GENERAL JAMES D. HUGHES
 Military Assistant to the President

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Motion Picture Film for the President

I am attaching to this memorandum the letter from Charles
Bluhdorn to the President which we discussed on the telephone
earlier today.

Please let me hear from you on this matter.

Attachment

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

December 7, 1970

MEMORANDUM FOR. MR. H. R. HALDEMAN
FROM. ALEXANDER P. BUTTERFIELD
SUBJECT Miscellaneous Items

Lucy Winchester has advised me that if we limit the invitees to the White House Worship Service on Sunday, December 20th, to key staff members (those whose names appear on the precedence list we published sometime ago) and their families, we will not have enough people in the White House to make the function worthwhile. She added the information that last year we included in this group the staff assistants and their families....and that that made the difference.

We have at least two options here

Option No. 1 -- Invite staff assistants and their families
....as was done last year.

Option No. 2 -- Invite to the Worship Service those senior members of the organizations within the Executive Office of the President whose names were deleted from the list of invitees to the December 21st White House Reception for Senior Administration Officials, i. e. Cabinet/Sub-Cabinet Members. (A pertinent background note I cut the huge, but complete, Cabinet/Sub-Cabinet list down from 641 to 388 in order to accommodate the wives and children of the more senior officials. The President said that that action was okay with him as long as we did something at a later date for those whose names were deleted. This option would add to the Worship Service group only those officials who are

assigned to organizations within the Executive Office of the President....but, at the same time, it would reduce the total number of persons we must do something for at a later date.)

I am sending these options your way only because my instincts tell me that you have an interest in the matter. My own thought is that we should invite the staff assistants and their families as we did last year, and invite the Administration officials who are not being allowed to come to the Cabinet/Sub-Cabinet Reception to the first two Worship Services in 1971....before we begin our recently discussed 1971-Worship Service Game Plan.

Approve Option No. 1 _____ Approve Option No. 2 _____

I believe that a decision must be made concerning invitations to White House Christmas events extended to the Vice President's staff.

We have at least two options

Option No. 1 -- Invite the key members of the Vice President's staff to the December 20th White House Worship Service and invite the other members of the Vice President's staff (in two groups) to the afternoon Receptions here on December 19th and 20th.

Option No. 2 -- Invite all members of the Vice President's staff (in two groups) to the afternoon Receptions on December 19th and 20th.

I recommend Option No. 1 in that we are talking about only 70 staff members -- 14 or 15 with their families at the Worship Service and about 55 with their families at the afternoon Receptions.

Approve Option No. 1 _____ Approve Option No. 2 _____

We could well get ourselves into some fantastic numbers in the planning of the two afternoon Receptions for the White House staff. This is what we could expect in the way of numbers of people if we were as generous as we could possibly be

EPS Personnel	650	
Secret Service	180	
Military	900	
White House Staff	475	
Domestic Council Staff	37	
National Security Council Staff	150	
Total	2,392	(without wives or children)

As you know, 800 is a large crowd in the White House....and 1,000 persons are almost impossible to handle. To my way of thinking, the Christmas parties at the White House should be pleasant and thoroughly enjoyable for those who attend....which means that they should not be frantic crowd scenes. And the more thought I give to the matter, the more inclined I am to want to eliminate the children....not from the Congressional Open Houses or from the Receptions on December 21st and December 23rd (because those groups, although large, will be at least controllable), but from the two afternoon Receptions for White House staff members on December 19th and 20th. If we were to do this (omit children, or limit the invitations to only those dependent children 16 or 18 years of age and older), and also eliminate EPS, Secret Service and military personnel, we would have some 600 people coming in each afternoon and everyone would have a far nicer time. Personally I believe that we could get by with this. Perhaps the President would be willing to shake hands with each of the EPS members sometime between now and Christmas....or perhaps sometime soon after the New Year. He might do something similar with the Secret Service personnel. As for the military, we could invite those who are attached to the White House to something appropriate in the spring. I just don't believe in trying to do what cannot be done reasonably well.

I would appreciate your thoughts on these matters -- the last item especially.

Thanks.

Chron

December 7, 1970

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Sunday Worship Services at the
White House
(Staff Secretary Action Memo P980)

I have carefully reviewed your November 23rd memorandum to me concerning Sunday Worship Services at the White House. In addition to discussing pertinent portions of the correspondence with Lucy Winchester, Steve Bull and Bill Timmons, I have sent a note to all Cabinet Members explaining that we will no longer be able to accommodate their requests to bring staff members and their families (and others not specifically invited by the President and Mrs. Nixon) to these Services.

Chen

December 7, 1970

Mrs. Nixon:

Karl Schumacher, one of the photographers on Ollie Atkins' staff, took this picture early one evening last week.

The President thought it was especially good and wanted you to see it.

Alexander P. Butterfield

Chen

December 7, 1970

MEMORANDUM FOR: MRS. LUCY A. WINCHESTER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: White House Worship Services

Relative to our plans for the 1971-Worship Services -- and our several objectives, as previously discussed -- Bill Timmons asks that his office be given as much advance notice as is possible as to the confirmed dates of the Services and the number of seats to be allotted to Congressional guests.

Thank you.

bcc: W. E. Timmons

Chen

December 7, 1970

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MISS GERTRUDE BROWN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: White House - EOB Access for
Mr. Allen Drury

There will be no need to issue Mr. Allen Drury a White House Pass -- either permanent or temporary. However, you should check with Al Wong right away and ensure that Drury is on the access list. . . . and that he remain there through February 15th.

Thank you.

ADMINISTRATIVELY CONFIDENTIAL

Chapin

December 7, 1970

MEMORANDUM FOR: MR. DWIGHT L. CHAPIN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Attendance at White House Christmas
Season Functions by the Vice President
and Mrs. Agnew

In the memorandum I sent to you on December 1st concerning planned Presidential activities during the Christmas season I mentioned the proposal that the Vice President and Mrs. Agnew attend the Christmas Open Houses that will be held at the White House on December 14 and 15 for Members of the Congress and their families, the Christmas Reception for Senior Administration Officials scheduled for December 21st and the Christmas Reception for members of the White House Press Corps and their families scheduled for December 23rd. If you agree with me that their attendance at these functions would be appropriate, please let me know at your earliest convenience so that I can relay the word to Ernie Miner.

Many thanks.

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Chow

December 7, 1970

MEMORANDUM FOR: THE PRESIDENT
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: The Japanese Samarai Armor

I have located the suit of Samarai armor and made arrangements to get it to the National Archives and have it held there along with other items earmarked for the Nixon Library.

Incidentally, the armor was not at the Smithsonian. It is in storage here in Washington, D.C. and Mrs. Nixon is going to help Lucy Ferguson get it out of storage and into the Archives soon after Christmas.

Chron

December 7, 1970

MEMORANDUM FOR: DR. HENRY A. KISSINGER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Foreign Travel Contemplated by the
Postmaster General

The Postmaster General plans an unofficial visit to Switzerland with his family during the period December 27, 1970 - January 5, 1971. It is my understanding that he will be staying in Davos.

Canon

December 5, 1970

MEMORANDUM FOR: THE PRESIDENT
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Louis Martini vs. Beaulieu

I have talked to Rex Scouten about his having recently served B.V. wines in the Residence. He said that he was aware of the generally high rating of the Louis Martini wines -- and that most of the California wine connoisseurs we contacted several months ago had recommended the Louis Martini products.-- but that Professor Amerine of the University of California at Davis (Bob Finch's friend) had told him that certainly B.V. wines were superb and rated right along with the Louis Martini wines.

Henceforth, however, he will see that the California Red served at the Residence is Louis Martini's Cabernet Sauvignon.

(Incidentally, Louis Martini has not been purchased by the Beaulieu Vineyard; it is under the same ownership. But Beaulieu has been purchased by Heublein.)

Ch
December 5, 1970

MEMORANDUM FOR: STEVE BULL
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: A New Presidential Gift for Ladies

The President would like for you and Lucy Ferguson to give some serious thought to a new Presidential gift for ladies -- something quite different from the kinds of things we are giving out now, yet in the approximate price range of the pearl-studded Presidential bow pin (\$30.00-45.00). He feels that at some time in the not too distant future we will inadvertently give a bow pin, or some other gift that we are giving out at the present time, to someone for the second time.

Please let me know within a week from now what your collective ideas are along this line.

Thank you.

cc: Lucy Ferguson

December 5, 1970

Chapin

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. DWIGHT L. CHAPIN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: William Harrison Carruthers

I am attaching to this memorandum the background investigation material you requested recently on Mr. William Carruthers.

APB:ny

Chron

December 4, 1970

Dear Mr. Secretary:

The President thought you would be interested in knowing that he just nominated your old friend, John Hyland, for appointment to the grade of Admiral (4-star rank), "when retired".

As I am sure you are aware, Admiral Hyland is serving now as Commander-in-Chief, Pacific Fleet. He plans to retire on January 1st.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Honorable William P. Rogers
Secretary of State
Washington, D. C. 20520

Chen

December 4, 1970

MEMORANDUM FOR: MR. STEPHEN B. BULL
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Meeting with Speaker McCormack

The President will be having a Breakfast Meeting sometime later this month with Speaker McCormack. From what I understand, it will be a private meeting.

At the time of this get-together, he (the President) would like to give the Speaker a gift for Mrs. McCormack -- something fairly nice such as a pearl-studded Presidential bow pin.

Please make whatever arrangements are necessary and be certain that the gift is wrapped and on hand prior to the meeting.

Thank you.

cc: Dwight L. Chapin

Chen

December 4, 1970

MEMORANDUM FOR: MR. DWIGHT L. CHAPIN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: The President's Schedule

The President would like for you to schedule an 8:30 a.m. Breakfast Meeting for him....with the Attorney General, the Chief Justice and Mr. Ehrlichman. He said he hoped the Breakfast Meeting could be put on the calendar around the 10th or 11th of the month, or possibly a little later -- but he went on to say that it could wait until January if it appeared to crowd the December calendar.

If former Governor John Connally can come for a Breakfast Meeting with the President (this coming Monday morning, December 7), please set up a private Breakfast Meeting with the President at that time. If the early hour poses a problem for Connally, the alternative is a private 5:00 p.m. meeting in the Map Room.

Thank you.

THE WHITE HOUSE

WASHINGTON

December 4, 1970

PERSONAL

MEMORANDUM FOR.

MEMBERS OF THE CABINET

SUBJECT

Miscellaneous Information Items

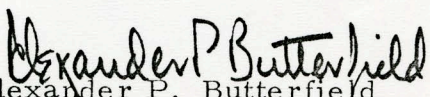
1. White House Worship Service -- Beginning with the new year the White House Social Office will no longer be able to accommodate your requests to bring to these Services staff members and their families and others not specifically invited by the President and Mrs. Nixon. Your own immediate family members are always welcome, of course.... as are your house guests. But please be sure to inform the Social Office as soon as you know who will be accompanying you.
2. Christmas Reception for Senior Administration Officials Within a day or two you and your wives and children who reside with you will be invited to a Christmas Reception in the White House for Senior Administration Officials. It will be held on Monday, December 21st, from 5 00 - 7 00 p.m.
3. Official Family Assistance at White House Christmas Season Functions -- We want to ask each of you to attend, along with key members of the White House Staff, as many of the following White House Christmas season functions as possible.... to mingle with the guests and in this way (as Official Family members) assist the President and Mrs. Nixon.
 - Open House for Members of Congress and their families (First Half).... 5 00 - 7 00 p.m.,
December 14th

PERSONAL

Page Two

- Open House for Members of Congress and their families (Second Half).... 5 00 - 7 00 p.m., December 15th
- Reception for White House Press Corps.... 4 00 - 6 00 p.m., December 23rd
- 4. Cabinet Meeting -- There will probably be one more meeting of the Cabinet before the end of the year. I will notify you as soon as the date is known.
- 5. Early Notification of Foreign Travel Plans -- Because there have been some cases in the past in which foreign travel plans of Cabinet Members have been pretty firmly laid before they were made known to the National Security Council Staff and the Department of State, I thought I might mention here -- as a reminder -- that my office should be informed by note or telephone just as soon as you or your Under Secretaries contemplate a trip to one or more foreign countries....and at least before any foreign government representatives have been contacted. As outlined in a memorandum I sent to you on March 19th (attached), your full and continual cooperation in this matter will give us time here to check carefully with the NSC Staff and Department of State to:
 - Ascertain the (international political) propriety of the planned visit during the particular time period proposed,
 - Ensure that another Senior Administration Official is not going to be making an independent visit to the same country at the same time, and
 - Permit the preparation of any briefings which might be of benefit to you and your party.

Thank you.


Alexander P. Butterfield
Deputy Assistant to the President

Attachment

Cabinet

THE WHITE HOUSE

WASHINGTON

March 19, 1970

MEMORANDUM FOR:

MEMBERS OF THE CABINET

SUBJECT: Coordination of Foreign Travel Plans

On several occasions in the past there have been slight confusions concerning plans for visits to foreign countries by members of the Cabinet. Therefore, I would like to suggest that each of you inform me of such plans as soon as they are proposed so that in a central coordinator capacity I can:

- Check the travel plans of others to preclude the possibility of two or more senior Administration officials making independent visits to the same foreign country during the same time period.
- Insure notification of the National Security Council staff.
- Make the necessary arrangements for whatever briefings you might want or need prior to your departure from Washington.

Thank you.

Alexander P. Butterfield
Alexander P. Butterfield

Deputy Assistant to the President

chron

THE WHITE HOUSE

WASHINGTON

December 3, 1970

8 30 a.m.

Mrs. Nixon.

When we met the other day in the Residence -- along with Lucy and Connie -- someone mentioned the White House Conferences on Children and Youth and none of us at the time knew much about either. But because you seemed somewhat interested in the two events, I uncovered the following bits of material which should provide most of what is known to date

- The Official Program (booklet) on the 1970 White House Conference on Children
 - For the purposes of the Conference children are considered those who are 13 years old or younger
 - The Conference is to be held at the Sheraton-Park and Washington Hilton Hotels in Washington, D C. during the period December 13-18, 1970.
 - A brief rundown on the history of the White House Conferences on Children can be found on pages 39-41 of the Program
 - A calendar of events ^{is} on pages 42-43.
- The Official Bulletin on the 1971 White House Conference on Youth
 - For the purposes of this Conference the word youth is defined as young people between the ages of 14 and 24 years

Page Two

- The Conference is to be held at the YMCA Convention Center, Estes Park, Colorado, during the period March 28 - April 23, 1971.
- The more pertinent information in the typewritten bulletin has been underlined.
- A calendar of events can be found on the last page of the bulletin (page 5).

The question of your participation in the December Conference -- and that of the President -- is currently under consideration.

Alexander P. Butterfield

Attachments

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chron

December 3, 1970

MEMORANDUM FOR: DR. HENRY A. KISSINGER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Monthly Report to the President
from Ambassador Yost (SECRET)

I am forwarding herewith the report to the President of the United States Representative to the United Nations concerning significant activities, and decisions made, during November 1970.

Attachment

Chron

December 3, 1970

MEMORANDUM FOR: MR. JOHN R. BROWN, III
Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Christmas Receptions for the
White House Staff
(Staff Secretary Action Memo P965)

Since receiving the Action Memo mentioned above, I have discussed this matter with Mr. Haldeman and he has agreed to Lucy Winchester's suggested method of dividing the total White House Staff for the purpose of issuing invitations to the two Christmas Receptions planned for the afternoons of December 19 and 20.

No further action is required.

Chen

December 3, 1970

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Early Notification of Foreign Travel
Plans by Key Administration Officials
(Staff Secretary Action Memo P 995)

Cabinet Members have been asked previously to notify my office prior to moving ahead with plans for travel to foreign countries. At the time that I passed this word to them (March 19, 1970 -- see attached memo) I telephoned each to make clear the point that word should come to my office before any foreign government representatives were contacted.

I realize that on some occasions the travel itineraries are not reaching me at all....and that on other occasions the plans are being relayed after they have been firmly laid. Therefore, I am preparing today a second memo which will emphasize to each Cabinet Member the importance of his notifying this office (so that I can pass the word to Dr. Kissinger's staff) when his foreign travel plan is first contemplated.

John Brown is preparing an additional memo which says essentially the same thing. It will be sent to top agency officials and key members of the White House staff

Attachment

Thron

December 3, 1970

MEMORANDUM FOR: MR. JOHN R. BROWN, III
Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Early Notification of Foreign Travel
Plans by Key Administration Officials
(Staff Secretary Action Memo P 995)

Too many of our senior Administration officials are making foreign travel plans without first notifying Dr. Kissinger or an appropriate member of his National Security Council staff. Such notification -- well before any contacts are made with foreign representatives -- is an absolute must... for obvious reasons.

I am preparing an appropriately worded instruction to Members of the Cabinet. (It will be the second such correspondence. A copy of the first is attached for your general information.)

Please prepare an additional memo for top agency officials and key White House staff members outlining the importance and necessity of strict adherence to this 'early notification' procedure.

Thanks.

Attachment

Chen

December 3, 1970

MEMORANDUM FOR: MR. DWIGHT L. CHAPIN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Prospective Recipients of Rose Bowl
Tickets from the President

Two Ohio POW wives now living in California are:

- (1) Mrs. Margie Dene Kopfman
221 Cougar
Naval Air Station
Lemoore, California 93245
- (2) Mrs. Mary J. Lurie
15261 Osceola Road
Apple Valley, California 92307

Mrs. Kopfman is the wife of known-POW Commander Thomas Frank Kopfman, USN, who was shot down over North Vietnam and captured on June 15, 1966.

Mrs. Lurie is the wife of known-POW Major Alan Pierce Lurie, USAF, who was shot down over North Vietnam and captured on June 13, 1966.

John Holdridge (on the NSC staff) can provide whatever additional information you might need.

Chen

THE WHITE HOUSE

WASHINGTON

December 2, 1970

MEMORANDUM FOR

THE PRESIDENT'S FILE

FROM

ALEXANDER P. BUTTERFIELD *A/*

SUBJECT

Mid-morning Meeting in the President's Office with James Lovell, Chairman of the President's Council on Physical Fitness and Sports, and Mr. Carson Conrad, the Council's Executive Director.... Wednesday, December 2, 1970 (11 00 - 11 15 a.m.)

I escorted James Lovell and Casey Conrad into the President's Office by way of the center door. The President greeted the two guests warmly and asked them to sit down at his desk. Both sat to the President's left.

Almost immediately, the White House photographers came into the room and began their two-minute photo session. During this time the President and Lovell spoke inaudibly.... and somewhat uneasily, for they had not yet had an opportunity to clearly establish a discussion topic. Finally, Tim Elbourne called for an end of the photos and the press corps personnel filed out of the room.

Then as I pulled a chair up to the front center of the President's desk -- the President began to speak more loudly and seemed more interested in his guests and their business. He asked Conrad where he was from and Conrad replied, "California, sir -- around the Sacramento area". There followed some 3-4 minutes of general discussion on California. Then the President asked Jim Lovell to give him a rundown on the Council's activities. Lovell replied that on November 9th the Council had had its first meeting.... "its first real meeting in 13 years". He went on to say that Elliot Richardson had given an excellent and very enthusiastic talk to the Council members and that he (Lovell) was more pleased than ever about the Council member-

ship and what he believed it could do (given the time and funds). He told the President that the 100-member Conference on Physical Fitness and Sports was going to meet with the Council in early February and that all concerned hoped the President would be able to make at least a brief appearance during that particular get-together. Lovell said that he thought the President's appearance at that meeting would lend a lot to the objectives of both the Council and the Conference. The President indicated that he heartily agreed with Lovell and he asked me to do my best to work it into his schedule.

(NOTE As soon as the meeting was over and we had left the President's Office, I made it very clear to Lovell that despite the President's enthusiasm about the idea of making an appearance at the early February meeting, he should not really count on Presidential participation at this stage of the game. I said that we cannot -- for obvious reasons -- commit the President to anything so far in advance. Lovell assured me that he understood and said that he would stand by for some more positive word from Dwight Chapin.)

In that the prime objective of the meeting (to give visibility to Lovell and his position as Chairman of the Council by way of press photos) had been achieved, I stood and returned my chair to its normal place....while mentioning that Len Garment was in the process of reviewing the Council's recently drafted recommendations for a more productive future, and that Len would be in touch with Lovell.

Before the guests departed the Oval Office, each received from the President a Presidential golf ball ("for yourselves"), a Presidential bow pin ("for your wives....or your girlfriends") and a Presidential pen ("for your secretaries").

Chapin

December 2, 1970

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Proposed New White House Staff
Pins for Use during Presidential Trips

About two weeks ago I received a copy of a memo from Dwight Chapin to Bob Taylor concerning staff pins....and the fact that the Vice President's staff uses a pin which has a "more distinguished" appearance than that which is used by the White House staffers. The memo went on to suggest that several designs be drawn up for a new pin and forwarded to you for approval.

This note is to inform you that four designs have been proposed by the Secret Service. They appear in the form on drawings on the attached board. Please let me know what you think. We can modify any one of them to suit your tastes. (I don't think B is bad at all. In fact, it's my first choice of the four selections. The gold trim would look better, however, if the field were black.)

Many thanks.

Attachment

FYI TO Chapin

Chapin

cc: Lucy Winchester

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

December 1, 1970

MEMORANDUM FOR. MR. DWIGHT L. CHAPIN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Planned Presidential Activities During
the Christmas Season

In response to your request of 9 05 this morning, I am listing below a chronology of Christmas season events which will involve the President's participation. The nature and extent of that participation -- as planned at this time -- will be, as indicated.

<u>Date</u>	<u>Event</u>	<u>Nature & Extent of Presidential Participation</u>
Dec. 14	Cong'l Reception 5-7 p.m. (1st Half)	The President and Mrs. Nixon will come downstairs at 6 00 p.m. and mingle with the guests for one-half hour -- no more. No Receiving Line no remarks.
Dec. 15	Cong'l Reception 5-7 p.m. (2nd Half)	" " " "
Dec. 16	Christmas Tree Lighting at Ellipse	The President and Mrs. Nixon will attend and will be seated on the platform. The President will speak briefly. (Plan and details are uncertain at this point.)
Dec. 17	Heath arrival (10:00 a.m.) and Heath Dinner that evening (8 00 p.m.)	Normal Presidential participation
Dec. 18	Evening at the White House	Normal Presidential participation, however, a proposal is being prepared in the East Wing which suggests at the conclusion of the enter-

<u>Date</u>	<u>Event</u>	<u>Nature & Extent of Presidential Participation</u>
Dec. 18		tainment period (David Frost's readings interspersed with appropriate musical selections) the President play "Silent Night" on the piano while the guests sing.
Dec. 19	WH Staff Recep. ...incl. Res. & Mil. staffs 4-6 p.m. (1st Half)	The President and Mrs. Nixon will come down stairs at 5:00 p.m. and mingle with guests for one-half hour -- no more. No Receiving Line, no remarks.
Dec. 20	WH Worship Service (Sr. Staff & families)	Normal Presidential participation
Dec. 20	WH Staff Recep. ...incl. Res. & Mil. staffs 4-6 p.m. (2nd Half)	The President and Mrs. Nixon will come down stairs at 5 00 p.m. and mingle with guests for one-half hour -- no more. No Receiving Line, no remarks.
Dec. 21	Reception for Adm. Officials (Cabinet/Sub-Cabinet) 5-7 p.m.	The President and Mrs. Nixon receive guests for first 45 minutes -- then mingle with guests for another 45 minutes before going upstairs. No remarks.
Dec. 22	Diplomatic Children's Party 4-6 p.m.	None
Dec. 23	Christmas Party for children of Res. Staff Members 11.00 a.m. - 1.00 p.m.	None

<u>Date</u>	<u>Event</u>	<u>Nature & Extent of Presidential Participation</u>
Dec. 23	Reception for WH Press Corps 4-6 p.m.	Plan uncertain. The President has said that he will not speak....that he will only drop by. Lucy Winchester believes that he should receive guests for about 45 minutes <u>or</u> speak briefly.

Miscellaneous Notes

1. No events (other than the President's travel) have been scheduled for the Christmas season.
2. It is proposed (and assumed) that the Vice President and Mrs. Agnew will attend Congressional Receptions on December 14 and 15, the Cabinet/Sub-Cabinet Reception on December 21, and the White House Press Corps Reception on December 23.
3. It is proposed (and assumed) that at least half of the Cabinet Members, without their wives, will attend the Congressional Reception on December 14 and 15 and the White House Press Corps Reception on December 23.
4. It is proposed (and assumed) that most of the key White House Staff members, without their wives, will attend the Congressional Reception on December 14 and 15, the White House Staff Receptions on the afternoons of December 19 and 20, and the White House Press Corps Reception on December 23.
5. Numbers of persons who attended last year's Christmas season events were

Congressional Reception	286 (many could not come at the last minute)
Reception for full White House Staff and families	1,020
Worship Service	-- (count not available)

Bob Hope Christmas Show 186

I have scheduled an afternoon meeting with Lucy Winchester. If you know of any modifications to the proposal outlined above by 2 00 p.m., please give me a call or relay the information through Nell and Toni.

Thank you.

Chen

November 30, 1970

Dear Mrs. Saunders:

I am sending you, along with this note, a copy of the latest edition of the "United States Government Organization Manual - 1970/71". It is an excellent reference manual and will provide all of the information you asked for in your letter of November 13th.

If I can be of any further assistance, please let me know.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Enclosure

Mrs. Joe A. Saunders
3110H Lawndale Drive
Greensboro, North Carolina 27408

Chron

November 30, 1970

PERSONAL AND CONFIDENTIAL

MEMORANDUM FOR: MR. JOHN D. EHRLICHMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Responsibility for Secret Service Matters

John:

Bob relayed the attached memo to me and asked that I get together with Jim Rowley and handle the two issues mentioned. I expect to meet with Rowley tomorrow.

Incidentally -- with reference to the underlined portions -- I am ready, willing and able to assume full responsibility for all matters which come to us relative to the Secret Service. This I believe was your intent (and Bob's too) at the time of our November 1969 organizational shift. But until Rowley can turn to no one else, the "changeover" will not become complete and confusion will persist. Don't you agree?

Attachment

PERSONAL AND CONFIDENTIAL

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chron

November 30, 1970

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. CHARLES W. COLSON
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: First Draft of Guest List for
December 18th Evening at the
White House (attached)

Because the December 18th Evening at the White House is for "ultra VIPs" and the President's "very closest friends", and because Rose Woods has a pretty good feel for who these people are, you may not want to suggest modifications to this particular guest list. At any rate, I am attaching it hereto for your review.

ADMINISTRATIVELY CONFIDENTIAL

Chro

November 30, 1970

MEMORANDUM FOR: DR. HENRY A. KISSINGER
ATTENTION: MR. HAROLD H. SAUNDERS
NSC Staff

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Israeli Landing Rights in Los Angeles

I was about to agree with you that the State Department should draft a reply to Mayor Yorty when the attached letter from the good Mayor arrived in my morning mail.

I think now that a State Department letter -- courteous and fully explanatory -- would be all the more appropriate.

(I am having some trouble reconciling Mr. Flanigan's action of November 16th with the last sentence of your memo to me of November 27th.)

Attachment

Chen

November 27, 1970

MEMORANDUM FOR: MR. JOHN R. BROWN, III
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Correspondence Samples for the President

Will you pull together quickly -- this afternoon -- recently received correspondence concerning the November 21st raid into North Vietnam to rescue American POWs. Please include both letters and telegrams.

Specifically, the material I want on my desk by 11:30 a.m. tomorrow is:

- The total number of letters and telegrams on this subject received to date
- Of that total, the number favorable, unfavorable and neutral
- A sampling of favorable correspondence

Thank you.

Chen

November 27, 1970
2:30 p.m.

MEMORANDUM FOR: MISS ROSE MARY WOODS
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Proposed Modifications to Heath
 Dinner Guest List

I have just heard from Chuck Colson. He feels very strongly that if it is not too late to make some changes on the Heath Dinner Guest List, we should take these actions:

- Delete Scranton and Abel....for obvious reasons.
- Add, in Scranton's place, Dr. and Mrs. Sidhey Hook.
(Dr. Hook helped us fight the Scranton Commission.)
- Add Dr. and Mrs. Joseph P. Cosand, Mr. and Mrs.
Raymond R. Corbett (New York State AFL-CIO),
Dr. and Mrs. Ernest L. Wilkinson (he is President of
Brigham Young University), Mr. and Mrs. James
Rademacher, Mr. and Mrs. Murray Miller, Mr. and
Mrs. Ralph J. Perk and Mr. and Mrs. John E. Swear-
ingin, Jr.

I have asked Jan Ingersoll to hold up on the dispatch of Scranton and Abel invitations until she hears from you.

I understand, of course, that you may not be able to follow through on all of these requests....due simply to limited space at the dinner table. I hope, however, that you can squeeze in most of those named. In that the Evening at the White House on the following night is for "ultra VIPs" and "very close friends" only, the Heath Dinner will be our last opportunity for a while to repay those who supported us and our objectives so wholeheartedly during the recent Congressional campaign period.

Chen

November 27, 1970

MEMORANDUM FOR: MR. PAUL W. MC CRACKEN
Chairman, Council of Economic Advisors

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Proposed Appointment with the President
for Pierre Rinfret

In consideration of your reservations about bringing Rinfret in for a short chat with the President -- expressed in your recent memo to me -- the President has decided against the idea.

chron

November 27, 1970

MEMORANDUM FOR: MR. GERALD L. WARREN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Information Request from
"Editorial Research Reports"

This is just a quick note to tell you that a Mr. Warsenow of Editorial Research Reports (telephone: 296-4880, ext. 226) called me the other day to ask how many Cabinet Meetings we had had this year....and the date of the last such meeting.

You or someone in your office may want to return the call. I see no reason why we can't give him the following bits of information:

- We have had 13 Cabinet Meetings thus far during calendar year 1970.
- The last meeting was held on November 5th.
- Thus far in this Administration there have been 26 Cabinet Meetings....the first of which was held on January 22, 1969.
- Cabinet Meetings are not planned in accordance with any special or periodic schedule.

MEMORANDUM
OF CALL

TO:

A. Butterfield



YOU WERE CALLED BY—



YOU WERE VISITED BY—

Mr. Wassenaar

OF (Organization)

Electoral Research Reports



PLEASE CALL —→

PHONE NO.
CODE/EXT.

296-4880 ext 226



WILL CALL AGAIN



IS WAITING TO SEE YOU



RETURNED YOUR CALL



WISHES AN APPOINTMENT

MESSAGE

*Asks how many Cabinet
meetings this year and
what was date of last one*

RECEIVED BY

ts

DATE

11-23-70

TIME

11:20 AM

STANDARD FORM 63

REVISED AUGUST 1967

GSA FPMR (41 CFR) 101-11.6

GPO : 1969-O-48-16-80341-1 332-389

63-108

Cham

November 27, 1970

MEMORANDUM FOR: MR. DWIGHT L. CHAPIN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Request of Accompanying the President
on his Flight to and from New York City
on December 4th

This short note is simply to let you know that Jim Hodgson has inquired about the possibility of his accompanying the President to and from New York City on December 4th. As you may know, Secretary Hodgson is one of three Cabinet Members who will be present at the dinner.... others being Postmaster General Blount and Secretary Stans.

For what it may be worth, I have given Jim no encouragement whatever. In fact, I have told him that because of the uncertainty of the President's precise schedule, "Administration officials" should make their own travel arrangements.

November 25, 1970

MEMORANDUM FOR: MR. KENNETH R. COLE, JR.
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: White House Fellow Candidate (1971)

Major Michael Francis Connelly, USAF, will be a candidate for the 1971-72 White House Fellows Program. It is my understanding that he is an especially outstanding officer with all of the attributes we are looking for in our final selectees. You may want to put his name on file so that you can take an especially close look at him (and his record) next year.

Thank you.

November 25, 1970

MEMORANDUM FOR: THE PRESIDENT

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Appeal for Reconsideration of Proposal
to Promote Colonel Arthur D. Simons
to the Grade of Brigadier General

Let me go on record at the outset of this appeal as one who truly believes that Colonel Arthur D. Simons is one hell of a fine soldier. However, I urge you to reconsider the idea of promoting him to Brigadier General solely because of his display of courage and gallantry on the November 21st POW rescue mission.

As you are well aware, no actions by military promotion boards are more carefully contemplated than elevations to general and flag rank -- and persons finally selected (with a few exceptions of course) are those who have demonstrated from the dates of their commissions the full range of capabilities and personal attributes desired by their Services.

To promote an enlisted man on the battlefield is one thing; to promote an officer for valor, especially to general or flag rank, is quite another. Such action would have a detrimental effect on the military promotion system which for these senior people is based traditionally and properly on unit and command recommendations, annual efficiency reports and promotion board reviews -- all geared to a promotion candidate's ability to manage and fitness to command as compared to others in his "consideration zone" ... not to any single act of heroism. Moreover, it would create its share of morale problems (although the Services would probably not admit to this) for the very good reason that it would be so conspicuously unfair to the literally thousands of others who have always given of themselves fully -- regardless of the assignments and regardless of the odds.

How can we measure prowess or bravery by degrees? And what about the POW's themselves? Certainly no special out-of-line promotions are being given to them. Yet who can say that they were any less courageous in undertaking their forays into enemy territory than Colonel Simons was in volunteering for his?

I have belabored the matter, but unintentionally. To conclude, I strongly recommend your reconsideration of the promotion proposal. Brigadier Generals Hughes and Haig concur.