

Chen

November 25, 1970

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Christmas Receptions for Residence
and White House Office Staffs

Lucy and I agree that (inconceivable as it may seem) members of the Residence and White House Office Staffs who do not work in proximity to the President and key members of his personal staff look forward to seeing at the Christmas Receptions the likes of you, Ehrlichman, Kissinger, Moynihan, Klein, Ziegler, Chapin, Rose Mary Woods, Shultz, Rumsfeld, Flanigan and many others almost as much as ^{to} seeing the President, Mrs. Nixon, Tricia, Julie and David. For this simple reason, assuming it is valid, we would like to suggest that the Saturday and Sunday afternoon reception groups be divided by alphabet rather than by the system mentioned in your recent memorandum to me. We would then encourage key members of the White House Staff to be on hand not only for the Sunday morning Worship Service, but for at least one of the afternoon receptions.

If you approve our dividing the total group in accordance with the "alphabet" system, I will get the word to Lucy and she will make up the guest lists right away. If, on the other hand, you prefer that we divide the group as you originally instructed, please indicate hereon so that we can proceed with those guest lists.

Thanks.

Chen

THE WHITE HOUSE

WASHINGTON

November 25, 1970

MEMORANDUM FOR THE PRESIDENT
FROM. ALEXANDER P. BUTTERFIELD
SUBJECT. Congressional Attendees at Today's
Award Ceremony

The following Members of Congress will be present at the Award Ceremony to be held in the State Dining Room at 4:00 p.m. today.

Senator Harry F. Byrd, Jr.
*Senator Mike Mansfield *
*Senator Thomas J. McIntyre
Senator Richard S. Schweiker
*Senator Hugh Scott
*Senator John Stennis
*Senator Stuart Symington
Senator Strom Thurmond
*Senator Stephen M. Young

*Congressman Carl Albert
Congressman J. Glenn Beall
*Congressman William Bray
Congressman Jack Brinkley
Congressman Donald Clancy
Congressman W. C. Daniel
Congressman William Dickinson
Congressman O. C. Fisher
*Congressman Gerald Ford
Congressman Ed Foreman
Congressman C. Elliott Hagan
Congressman John Hunt
*Congressman Richard H. Icord
Congressman Alton Lennon
Congressman Philip Philbin
Congressman William Randall
Congressman Robert T. Stafford
Congressman Samuel Stratton
Congressman Richard White
Congressman Bob Wilson

Sen. Robert Griffin
Sen. Bob Dole
Sen. Gordon Allott
Sen. Clifford Hansen
Sen. Ed. Gurney
Sen. Marlow Cook
* Sen. John Sherman Cooper
Sen. James Allen
* Sen. Gale McGee
* Sen. Roman Hruska
* Sen. Tom Dodd
* Sen. Carl Curtis

Rep. G.V. "Sonny" Montgomery
Rep. John Rhodes
Rep. Robert Sikes
Rep. John Schmitz and son
Rep. Louis Frey
Rep. John Rousselot
Rep. John Myers
* Rep. Thomas Morgan
Rep. Ross Adair
* Rep. Paul Findley

* Will Attend If Possible

Chen
(typed
22B-71)

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.

THE WHITE HOUSE
WASHINGTON

Per telephone call received from Mrs. Vinson at 3 10 p.m., Mrs. Eaton and Mrs. Parrish will not attend. Mrs. Elizabeth Hill, a member of the League and a USAF POW wife will attend.

Message passed on to Bev, Nell, Shelley and Col. Coffey.

ts

11-25-70

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

November 25, 1970

MEMORANDUM FOR. MR. STEPHEN BULL
 MR. DWIGHT L. CHAPIN
 LT. COL. VERNON C. COFFEY
 MISS SHELLEY SCARNEY

FROM ALEXANDER P. BUTTERFIELD

The following representatives of the National League of Families of American Prisoners and Missing in Southeast Asia who will attend the 4:00 p.m. ceremony in the State Dining Room are

- Mrs. Joan M. Vinson, National Coordinator
and wife of USAF Colonel missing in action
- Mrs. Mary Jane McManus, National Secretary for
the League and wife of USAF POW
- Mrs. Kathy Plowman, National Deputy Coordinator
and wife of USN POW
- Mrs. Jean Eaton, member of the League and wife of
USAF Lt. Colonel missing in action
- Mrs. Candy Parrish, member of the League and
wife of USN POW.

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By J45 NARA Date 3/29/2016

November 25, 1970

CONFIDENTIAL

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD

I have just been informed by General Haig that Mel Laird would prefer the President withhold an announcement today concerning Colonel Simons' promotion to Brigadier General until he (Laird) can review more closely the propriety of such action.

CONFIDENTIAL

THE WHITE HOUSE

WASHINGTON

LIGHTING CEREMONY

Wednesday, November 25, 1970

The South Lawn

THE PRESIDENT

BACKGROUND

The Inaugural Committee has provided funds for the exterior lighting of the White House. This event, a sort of informal unveiling ceremony, will reveal the new exterior lighting for the first time. In addition to approximately 16 special guests (list attached), members of the White House Staff and others - representing the Administration and the public, and totaling about 1000 - will be gathered on the South Lawn to witness the event.

SEQUENCE OF EVENTS

5:50 p.m. You and Mrs. Nixon will walk from the Diplomatic Room to the South Lawn. Announcement and "Hail to the Chief."

You will both proceed across the driveway to the platform on the southwest side of the lawn. A diagram is attached.

5:55 p.m. After you are both up on the platform facing the press and the assemblage of guests, you will make opening remarks about the work that Mrs. Nixon has done and its significance. A stand-up microphone will be in place on the platform.

Suggested remarks are attached.

- 6:00 p. m. Upon completion of your remarks you will allow Mrs. Nixon to step forward and press the button which will illuminate the full exterior of the White House.
- You and Mrs. Nixon will turn and face the White House. As the guests applaud, the Marine Band will play "America the Beautiful".
- 6:05 p. m. You and Mrs. Nixon will then escort the special guests back to the driveway and up the South Portico stairway into the Blue Room.
- 6:10 p. m. Arrive in the Blue Room - Reception
- The guests will be served hot cider and ginger cookies.
- 6:20 p. m. You and Mrs. Nixon will depart the Blue Room.
(approx.)

PRESS PLAN

There will be full Press Coverage at the Lighting Ceremony. Immediately afterwards, the press will be offered an opportunity to proceed with escorts through the press area to the North Grounds for a view of the front of the Residence.

There will not be Press Coverage at the Reception in the Blue Room

Coral Schmid

Chen

November 25, 1970

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: This Afternoon's Ceremony

Mel Laird will be excused and will attend the ceremony. Bill Timmons is handling the arrangements in coordination with Laird and Morgan.

Timmons has the list of persons to be invited and is now in the process of making his phone calls.

There is just no way that the awards and decorations to be presented to these men can be hung around their necks. The Medal of Honor is the only American military medal which comes with a ribbon and is presented to living recipients in that manner. Therefore, all must be pinned on the uniform above the breast pocket. It would be highly improper to do otherwise. The medals to be presented are (as of 10:00 a.m.):

- The Distinguished Service Medal (Air Force DSM) to Brigadier General Manor. This is a non-combat medal ranking about third from the top....i.e. just under the Distinguished Service Cross.
- The Distinguished Service Cross (Army DSC) to Colonel Simonds. This is the nation's second highest combat decoration.
- Either the Air Force DSC or the Silver Star to the Air Force enlisted man.
- Either the Army DSC or the Silver Star to the Army enlisted man.

Determined to be an
Administrative Marking
Not National Security Information
By JUC NARA Date 3/29/2016

November 25, 1970

Chen

CONFIDENTIAL

MEMORANDUM FOR: MR. WILLIAM E. TIMMONS

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: This Afternoon's Ceremony Honoring
Military Participants in the Recent
Raid to Free American POWs

Please make arrangements with House Foreign Affairs Committee Chairman Morgan to have Secretary Laird excused from his Congressional Testimony Session long enough to come to the White House and attend the 4:00 p.m. Award Presentation Ceremony.

You may want to give Mel Laird a call first. You can tell him that the President feels very strongly that he should be at the ceremony.

You should invite the following Members of Congress:

- All of those who serve on the Armed Services Committees
- The "Big Six"
- Others who have spoken out favorably, on the floors of the House or Senate or during press conferences or interviews, about this specific raid and/or its objectives.

You should consider each member of Congress very carefully and make sure that no one is invited who has spoken out unfavorably. . . . e.g. Senators Fullbright, Aiken, et al.

Thank you.

CONFIDENTIAL

Chen

November 24, 1970

MEMORANDUM FOR: MR. REX SCOUTEN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Stockpiling of American Flags

The purpose of this short note is to confirm the request made of you via telephone earlier today -- that you begin stockpiling, after their 4-6 weeks of use, the American flags which are flown over the White House.

Many thanks.

Chron

November 24, 1970

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Stockpiling of American Flags

Rex Scouten will no longer destroy (by burning) the American flags which are flown over the White House for periods of 4-6 weeks; instead, he will stockpile them in accordance with your recent request.

It may be of interest to you to know that we have a 12-flag headstart in the stockpiling process, for Don Hughes -- sometime ago -- had Rex fly 12 flags over the White House, each for a very short period of time, so all appear to be practically new. Don has them in his possession and is holding them in reserve for the same purpose that you mentioned in your note to me -- i.e. to be presented as personal gifts from the President on rare and very special occasions....and never in answer to a specific request.

cc: John D. Ehrlichman

ADMINISTRATIVELY CONFIDENTIAL

ebon

November 24, 1970

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: The Tennis Court on the
South Grounds

The construction project to enlarge the tennis court on the South Grounds to regulation size has been completed. New screens and rain drains have been installed....and a new net has been put up.

During the next two weeks some additional landscaping will be done in the area immediately surrounding the court; and in May of 1971 a new playing surface (Dynaturf) will be laid down. During that month the court will have to be closed for about a three-week period.

Chen

November 24, 1970

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: East Wing Visitors' Reception Area

About a week ago Mrs. Nixon asked me, point-blank, when we would be freeing space (Harry Dent's office complex) on the East Wing's first floor so that she could begin planning the layout for the Visitors' Reception Area. She reminded me of her summer talk with you and the fact that the two of you had agreed to "do nothing until after the November 3rd elections". I assured her that we were aware of the agreement and that we would take immediate steps to accommodate her wishes. I said too that I would keep her abreast of developments.

If we do, in fact, intend to move Harry Dent and Murray Chotiner from the East Wing to the Executive Office Building, we should do so soon. John Brown has advised me that the office space in what is now Bud Wilkinson's area would be the most appropriate place for the Dent-Chotiner operation. Bud's office is Room No. 126. It is directly opposite Room No. 130 which is now vacant. The two offices share a very large outer office -- one which can easily accommodate three or four secretaries. If we are ready to move now, we can put Harry in the vacant office (Room No. 130) and spring-load Murray to a quick move into Room No. 126 immediately on the heels of Bud Wilkinson's departure (...i.e. if he is going to be departing soon).

I will be interested in your comments on this proposed action, for I feel that Mrs. Nixon will be inquiring soon about the progress we are making.

Many thanks.

ADMINISTRATIVELY CONFIDENTIAL

Chen

November 24, 1970

MEMORANDUM FOR: MR. RONALD H. WALKER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Advance Men

Ron:

Many thanks for your recent memo concerning staff pins. As it happens, however, I am less interested in staff pins now (because we are in the process of designing a new one) and more interested in the identification cards assigned to those who are working for you on the road.

It would be helpful to me if you could drop by, at your convenience, and go over with me a complete list of all Advance Men....and tell me which of them is used on a full time basis, which of them is used on a part time basis, which of them is no longer used, who has an I.D. card, who needs an I.D. card, who should no longer have an I.D. card, etc.

Many thanks.

FYI Copy to Jim Haig
Chen

November 24, 1970

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. DWIGHT L. CHAPIN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Consideration of an Appointment
with the President for Ross Perot

Dwight:

Ross Perot called late yesterday afternoon to let me know of his disappointment (and disgust) with our procedures for handling those who wish to see the President. As you may recall he asked for a 20-30 minute visit with the President just a few days prior to the Europe trip....and we put him off saying that there just wasn't adequate time to work it in. He accepted that response and asked for an appointment "sometime after the President's return".

I suppose we should have given him at least a call and I was probably the one to have done it in that I am one of his "prime contacts" here. At any rate, I didn't call him and he was hopping mad. His ire was intensified by the fact that he had conceived (or at least believed that he had conceived) the idea of sending a red-hot combat task force into the North to free some American POWs. Yesterday's news of the military's failure to achieve success in an endeavor similar to the one he had in mind set him off -- but good. His exact words to me: "If I had been in charge of this operation you can bet your bottom dollar that the President, at this very moment, would be shaking hands with freed prisoners. We wouldn't have hit just one camp, we would have hit several."

ADMINISTRATIVELY CONFIDENTIAL

Continued...

Memorandum for Dwight L. Chapin
November 24, 1970

Page Two

The long and short of this note is to tell you that he is giving us one more chance to have him in for a brief chat with the President.

And because he didn't mention a new topic, I must assume that he wants to talk some more about his plan to extricate some prisoners....and possibly to critique this recent DOD plan which failed. I would appreciate your considering his request and if a near future appointment cannot be set up (or should not be) your giving him a call to explain the situation.

Thank you.

ADMINISTRATIVELY CONFIDENTIAL

abron

November 24, 1970

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Arrangement of Appointments for
Mr. Jeff Hart with Mrs. Nixon,
Tricia and Julie

I have talked to Stephanie Wilson (Appointments Secretary for Mrs. Nixon, Tricia and Julie) and told her at least part of the story of Jeff Hart, what he is doing and our wish to see him transfer his emphasis from a more political approach to a more personal approach designed to convey items and anecdotes of human interest. She (Stephanie) is going to contact Keogh and get from him a bit more information concerning Mr. Hart. Then she will write short separate notes to Mrs. Nixon, Tricia and Julie asking them when they might be able to meet with Mr. Hart for interview sessions of some 30-45 minutes. There should be no problem arranging Hart's appointments with the two girls. Mrs. Nixon's calendar, however, is quite full; but, of course, Stephanie will do the best she can.

cc: Mr. Herbert G. Klein
Mr. James Keogh
Mrs. Constance Stuart

Chen

November 23, 1970

MEMORANDUM FOR: MR. WILLIAM D. RUCKELSHAUS
Administrator
Environmental Protection Agency

I am attaching to this memo a copy of the Personal Qualifications Statement of Mrs. Phyllis Corbitt, an exceptionally bright woman who comes highly recommended by my good friend at OEO, Louis J. Churchville. In that Mrs. Corbitt is especially interested in our environmental programs, I pass her name on to you with the hope that you may be able to find an appropriate place for her within your new organization....now or at some later date.

Many thanks.

Alexander P. Butterfield
Deputy Assistant to the President

Attachment

November 23, 1970

MEMORANDUM FOR: MR. RUSSELL E. TRAIN
Chairman
Council on Environmental Quality

I am attaching to this memo a copy of the Personal Qualifications Statement of Mrs. Phyllis Corbitt, an exceptionally bright woman who comes highly recommended by my good friend at OEO, Louis J. Churchville. In that Mrs. Corbitt is especially interested in our environmental programs, I pass her name on to you with the hope that you may be able to find an appropriate place for her within your organization....now or at some later date.

Many thanks.

Alexander P. Butterfield
Deputy Assistant to the President

Attachment

chron

November 23, 1970

MEMORANDUM FOR: MISS DOLORES A. ULMAN

FROM: ALEXANDER P. BUTTERFIELD

Here is a Form 171 on Mrs. Phyllis Corbitt. The covering memo to me (from Louis Churchville at OEO) will give you some additional information.

I have already sent a copy of this material to Russell E. Train and William D. Ruckelshaus. Whatever you can do additionally will be greatly appreciated.

Many thanks.

Enc.

ohron

November 23, 1970

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. PETER FLANIGAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Brigadier General Carl J. Fleps,
USMC (Ret.)

You may have read recently about retired U. S. Marine Corps Brigadier General Carl J. Fleps. He was mentioned in the LIFE magazine article of two weeks ago -- the one concerning the President's life and telling of his World War II participation in the South Pacific. On November 6th Fleps wrote a letter to LIFE's editors taking them to task for not giving their readers a more accurate picture of "Richard Nixon, the efficient young officer"...and for not telling more of his superior performance as a ground support officer on Green Island.

The President would like you to get a line on Fleps -- where he is and what he is doing -- and consider him for an appropriate appointment to a board or commission.

ADMINISTRATIVELY CONFIDENTIAL

Chen

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By JLS NARA Date 3/29/2016

November 23, 1970

CONFIDENTIAL

MEMORANDUM FOR: MISS GERTRUDE BROWN
Security Assistant

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: FBI Background Investigation on
Betty Noland

Please get as much information as you can from the FBI on Betty Noland (I suppose Elizabeth is her first name), who works for the Republican National Committee.

In all probability she will become increasingly involved in our letter writing campaigns.

Thank you.

CONFIDENTIAL

chron

November 23, 1970

MEMORANDUM FOR: MR. DWIGHT L. CHAPIN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Appointment with the President

The President would like to see Jim Keogh alone, for about 30 minutes, sometime prior to Thanksgiving.

**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 14 ON THE DOCUMENT WITHDRAWAL RECORD IN THE FRONT OF THIS FILE FOLDER.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

Dean

November 19, 1970

MEMORANDUM FOR: MR. JOHN W. DEAN, III
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Proposed Bell Canyon Airport

I hope you were able to get in touch with Herb Kalmbach concerning the Tuesday afternoon meeting in Santa Ana on the proposed Bell Canyon airport. It would be interesting to know precisely how the airport and its flight patterns would affect the Western White House area.

I am attaching to this memorandum some newspaper clippings which tell something of the background of the proposal. You may be interested in looking them over.

Incidentally, the girl who brought this matter to my attention is Miss Gloria M. McDowell. Her home address is 34587 Calle Paloma, Capistrano Beach, California 92624. As I mentioned to you on the telephone, I have corresponded with her several times on items having to do with absent voters ballots for the President and Mrs. Nixon. She works in the office of the Registrar of Voters in Orange County.

Thanks again for picking up the ball on this one.

Attachment

MEMORANDUM

SAVE THIS

MEMO

THE WHITE HOUSE

WASHINGTON

November 16, 1970

MEMORANDUM FOR ^{MISS} ROSEMARY WOODS

FROM

ALEXANDER P. BUTTERFIELD

SUBJECT

Guest Lists

As you might guess I found myself several times
 Again I find myself on the periphery of a matter which is in your bailiwick. . . so let me explain.

START *bailiwick - guest lists; so let me quickly explain relay*
 While at Camp David this weekend, the President and Mrs. Nixon discussed with me a number of their preferences for the entire Christmas season calendar. Naturally, the subject of guest lists came up, and I hasten to relay all that transpired, which may be of help to you and your planning operation.

- Lucy and Debbie are putting together a guest list for the November 22 Worship Service which is comprised predominantly of "political friends," Persons on this list, however, are not the really closest friends or and the top contributors. Persons in that category are to be invited to the Evening at the White House scheduled for December 18, (possibly the 19th). The entertainment that evening will carry a Christmas theme and it will be quite special in all respects.

Whereas the guest list for the November 22 worship service

That will be a very special evening in every sense of the word.

- There will be an "Irish" Evening at the White House on December 8. Jack Mulcahy has assured us that he can obtain the same Irish entertainers ^{who} that performed before the President and Mrs. Nixon during their stay in Ireland. The guest list for this particular event will quite naturally consist of "our Irish friends" nationwide.

should

- The White House will be decorated for the Christmas season during the period December 11-13.

- The Christmas receptions for members of the Congress and their families will probably be held from 5 00 to 7 00

- We did not discuss the guest list for the Health Dinner.

P.M. on December 14 and 15.

- As you know, the Heath Dinner is scheduled for December 17, ^{still} and ~~received no new guidelines on this~~
- The Christmas Evening at the White House is scheduled tentatively for December 18.
- The afternoons of Saturday and Sunday, December 19 and 20 are being set aside for the White House Staff Christmas Receptions. We plan to have approximately one-half of the full staff invited each afternoon. . . probably from 4.00 to 6.00 P.M. I mean here, of course, the full support staff -- the staff assistants, the secretaries, the military support personnel, the Secret Service agents, the White House Police, Bill Hopkins' entire professional staff, etc.,, all with their spouses and children. We had most of these people on one afternoon last year, December 21, and they totaled 1,020. It should be far easier this year having them on two afternoons.
- ~~The key members~~ Other members on the White House Staff -- the Special Assistant level and above -- will be invited to a Worship Service the morning of Sunday, December 20.
~~XXXX XXXXXX XXX~~
- On December 21, Mrs. Nixon will give a small Christmas Party of her own for the children of Residence staff members.
- On the evening of December 21 -- from 5 00 to 7 00 P.M. -- we will have a Christmas Reception for Cabinet and sub-Cabinet members as well as Agency heads -- all with families.
- The Diplomatic Children's Party is scheduled for December 22 from 4:00 to 6 00 P.M.
- The Christmas Reception for the White House Press Corps is scheduled for December 23 from 4 00 to 6 00 P.M.

Will keep you informed as changes occur.

R I hope this will be of some help to you. in your

November 17, 1970

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

The attached memo from Bob Haldeman to me provides guidance for Worship Services to be planned during the months of January, February and March of 1971.

Attachment

Chen

November 16, 1970

MEMORANDUM FOR: LUCY WINCHESTER
DEBBIE MURRAY

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Answers to Miscellaneous Questions

Dinner for Kalmbach Group

Guests should gather in the Yellow Oval Room and dine in the Second Floor Dining Room.

The Ash Council Dinner

The President will make some brief remarks and it is expected that Roy Ash will respond. There should be no press coverage of the Dinner, no photo opportunity in the State Dining Room and no remarks released to the Press. The President's remarks should be recorded for the Presidential Archives only.

Ceremony Dedicating the New Exterior
Lighting of the White House

Please check with Mrs. Nixon (and Connie Stuart) and see if November 25 would be an acceptable date for this event. If so, we should hold the ceremony on that evening rather than on the 20th so that we do not delay the President's planned 5:00 or 5:30 P.M. departure for Camp David.

The proposal that the Press be given a quick helicopter flight around the White House in order to get the benefit of an aerial

view of the exterior lighting was not well received. I think we should plan instead on the bus tour beginning and ending at the Ellipse. . .i.e. if Connie believes that some sort of a tour around will be required.

I would be interested in seeing a rough scenario of whatever you decide to do that evening in conjunction with the turning on of the exterior lights.

Thanks.

November 16, 1970

MEMORANDUM FOR: LUCY WINCHESTER
DEBBIE MURRAY

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Guest Lists

Please keep close track of the names of those persons eliminated from the originally compiled worship service guest list. . . that is, the worship service scheduled for November 22. Many of the names we eliminated -- names of persons we might term "ultra-VIP's" -- should be forwarded to Rosemary Woods so that she can put them on the guest list for the December 18 Evening at the White House. As you know, the President wants to be sure that those invited to that particular Evening at the White House are best friends and/or especially distinguished personages and/or really top contributors. It is to be a very special night and he wants all of us to give full attention to the guest list . . . and see that it is prepared in coordination with the preparation of the guest lists for the November 22 Worship Service, the December 8 (Irish) Evening at the White House and the Heath Dinner.

Thank you.

cc: Rosemary Woods

Chen

November 16, 1970

MEMORANDUM FOR: MISS ROSE MARY WOODS
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Guest Lists

While at Camp David this weekend, the President and Mrs. Nixon discussed with me a number of their preferences for the Christmas season calendar. As you might guess I found myself several times on the periphery of a matter which is in your bailiwick -- guest lists; so let me quickly relay all that transpired.

- Whereas the guest list for the November 22 Worship Service is comprised predominantly of "political friends", the really closest friends and top contributors are to be invited to the Evening at the White House scheduled for December 18. That will be a very special evening in every sense of the word.
- There will be an "Irish" Evening at the White House on December 8. Jack Mulcahy has assured us that he can obtain the same Irish entertainers who performed before the President and Mrs. Nixon during their stay in Ireland. The guest list for this event should consist (naturally) of "our Irish friends".
- We did not discuss the guest list for the Heath Dinner.

I hope this will be of some help to you.

FYI copy to Carlson

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

November 16, 1970

MEMORANDUM FOR. DR. HENRY A. KISSINGER
MR. JOHN D. EHRLICHMAN

FROM. ALEXANDER P. BUTTERFIELD

SUBJECT The Richards' Plan for Mexico's
Border Industrialization

The attached material arrived in the mail this morning. As you will note, it comes from a Mr. Joe Richards of the Bank of Commerce in Laredo, Texas and concerns a plan (presumably his plan) to establish an industrial and distributing belt along the Rio Grande.

I am forwarding it to you for whatever disposition you deem appropriate.

Attachment

Chair

November 16, 1970

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: The Post Office Department's
Request of the Kittinger Company for
Duplicate Cabinet Room Chairs

I strongly recommend against the Kittinger Company's manufacturing for the Post Office Department 11 chairs exactly like the President's chair in the Cabinet Room.... and 14 other chairs exactly like those used by Cabinet Members.

It is my personal opinion that the Cabinet Room chairs should be unique; and whereas we have no legal way of controlling what a private party orders and pays for, we should most certainly be able to exercise some control over what one of our own Federal Departments orders and pays for.

Your memorandum to me of November 16th is attached.

Attachment

Chron

November 16, 1970

MEMORANDUM FOR: MRS. LUCY WINCHESTER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: The Ash Dinner

It is my understanding that the Ash Dinner is to be held in the State Dining Room. The purpose of this note is merely to inform you that it is the President's desire that it be held there and not in one of the smaller dining rooms.

Thank you.

November 16, 1970

MEMORANDUM FOR: MR. DWIGHT L. CHAPIN
 FROM: ALEXANDER P. BUTTERFIELD
 SUBJECT: A Private Meeting Between the
 President and Senator Mansfield

The purpose of this short memo is to confirm the message passed to you via telephone late yesterday afternoon--that the President wants to meet alone with Senator Mansfield some time this week. After reviewing the proposed weekly schedule, he (the President) suggested a breakfast meeting beginning at 8:00 a.m. Thursday, November 19.

Chen

November 13, 1970

MEMORANDUM FOR: THE PRESIDENT'S FILE

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: The President's Late Afternoon Meeting
with Jeffrey Hart (4:30-5:15 p.m.)

NOTE: In accordance with the President's instructions, no one sat in on this meeting. For that reason the following report is incomplete.

Mr. Hart's interview had been scheduled for 4:00 p.m.--the last of the President's appointments prior to his planned 5:00 p.m. departure for a weekend of rest at Camp David. The schedule had slipped, however, and Mr. Hart did not enter the Oval Office until about 4:30 p.m. The President greeted him warmly and asked him to sit at the desk (to the President's left).

Mr. Hart had brought with him a series of 35-40 questions--each handwritten on a separate sheet of yellow legal-sized paper. Apparently it was Mr. Hart's intention to have the President respond, at this meeting, to each of the questions.

About 20 minutes into the meeting, the President buzzed for Steve Bull and asked that Steve, upon the conclusion of the meeting, have Mr. Hart's questions typed on bond paper and sent up to Camp David where he (the President) would review them over the weekend and into the following week.

Mr. Hart's interview with the President continued for another 20-25 minutes and concluded at 5:15 p.m. By that time the helicopter had landed on the South Lawn preparatory to taking the President, Mrs. Nixon and Tricia to Camp David.

Memorandum for the President's File
November 13, 1970

Page Two

Mr. Hart indicated to Steve Bull after the meeting that it was the President's intention to review the questions and, when he had the time, dictate the answers onto tapes using his office dictating machine. Additionally (according to Mr. Hart), the President said he would like to have another meeting, similar to this one, some time in the near future....but presumably not until all of the questions which the President wanted to answer had in fact been answered.

Almost immediately after Mr. Hart left the Oval Office, the President proceeded to the South Lawn and boarded the helicopter.

Chron

November 16, 1970

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Clear Air Turbulence Detector

I am attaching a letter and some accompanying material sent to me recently by Lawrence B. Smith, Vice President of the Quantum Dynamics Corporation. As you will note, it concerns the possible installation of a clear air turbulence detector on AF-11 and other aircraft assigned to the Special Air Mission Wing at Andrews....and should have been sent to you.

Attachment

THE WHITE HOUSE
WASHINGTON

November 13, 1970

Pat McKee

The attached two sheets are additional names for the November 22nd White House Worship Service provided by Mrs. Lucy Winchester. Will you please give them to Mr. Haldeman.

Toni

THE WHITE HOUSE
WASHINGTON

November 13, 1970

Mr. Colson.

Attached two sheets are additional
names for the November 22nd Worship
Service provided by Mrs. Lucy
Winchester.

Toni Sidley
Secty to Mr. Butterfield

Chapin

November 13, 1970

MEMORANDUM FOR: MR. DWIGHT L. CHAPIN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Adherence to Established
Administrative Procedures

According to my understanding of established administrative procedures, your last three requests of Bob Taylor (two on November 11th and one today) and your request of Connie Stuart for a skeleton schedule of events for this coming Christmas season (dated and dispatched today) should have emanated from my office...and over my signature.

I realize that you sent them yourself thinking that procedure to be the most expeditious; but those to whom you have addressed your requests are put in a bit of a quandary as to what office--yours or mine--they should direct their responses.

I can promise you that I will never sit on any of these inquiries. If I cannot move them immediately in memorandum form, I will move them by telephone and follow up with memoranda.

Thanks.

Chen

November 13, 1970

MEMORANDUM FOR: DR. HENRY A. KISSINGER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: November 13th Letter to the President
From the Postmaster General (attached)

I am sending the attached letter (not yet seen by the President)
to you for whatever staffing you think necessary.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

November 13, 1970

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR MR. PETER FLANIGAN
MR. HARRY S. FLEMMING

FROM ALEXANDER P. BUTTERFIELD

SUBJECT Mr. John Vann (Deputy for CORDS
in Vietnam)

I am attaching to this memorandum a letter just received from Mayor Yorty. As you will note, it concerns Mr. John Vann, Deputy for CORDS in Vietnam....and Yorty's strong recommendation that he be considered for an eventual appointment to the Department of the Army as an Assistant Secretary.

Attachment

ADMINISTRATIVELY CONFIDENTIAL

November 13, 1970

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Scenario and Proposed Guest List
for the November 22nd White House
Worship Service

Deborah Murray has submitted the attached material in response to the President's request to look over, this weekend, a proposed guest list for the November 22nd White House Worship Service.

The names at Tab A were submitted by Harry Dent; those at Tab B by Murray Chotiner; those at Tab C by Rose Mary Woods; and those at Tab D by Chuck Colson. The names total 173.... and there is some duplication, but not much. Invitations should be dispatched in the mail prior to the close of business on Monday, November 16th.

*Chen*THE WHITE HOUSE
WASHINGTON

November 11, 1970

MEMORANDUM FOR THE PRESIDENT
FROM ALEXANDER P BUTTERFIELD *A*
SUBJECT: Exchange of Token Gifts with the
President-Elect and Mrs. Echeverria

I have just been advised by the State Department that President-Elect Echeverria may bring to Washington a "small personal gift" for you, and that Mrs. Echeverria will probably give or send flowers to Mrs. Nixon. In consideration of this information I have authorized the presentation of these token gifts from you and Mrs. Nixon.

For the President-Elect... A pair of gold double-button cuff links bearing the (US) Presidential Seal in high relief.

For Mrs. Echeverria... A pearl-studded brooch bearing the (US) Presidential Seal.

For Miss Echeverria... A bracelet of heavy gold link chain with a hanging disc bearing the (US) Presidential Seal in high relief.

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

November 12, 1970

MEMORANDUM FOR MRS. LUCY WINCHESTER
MISS DEBORAH MURRAY

FROM ALEXANDER P. BUTTERFIELD

SUBJECT Early Preparation of Scenario and
Guest List for November 22nd
Worship Service

Please prepare, and turn in^{to} the office of the Staff Secretary
by 3 00 p.m. on November 13th, a preliminary scenario and
guest list for the November 22nd Worship Service.

I realize that the scenario is fairly standard in format....
but the President is anxious to look at the initial compilation
of "suggested guests".

Thank you.

cc C. Colson
H. Dent
R. Woods

chron

November 12, 1970

MEMORANDUM FOR: MRS. JEANNE W. DAVIS
National Security Council Staff

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: The President's Contacts with
Foreign Leaders (1947 to the present)

I have just learned that the President, on April 22, 1960 when he was the Vice President, attended a State Dinner here at the White House honoring President De Gaulle.

In that this particular 1960 occasion is not reflected in the overall record of the President's contacts with foreign leaders (which your staff prepared recently), it should be inserted at Tab F.... and someone on your staff should check with the office of Mr. Sanford Fox in the East Wing to arrange for a review of all guest lists of social functions at which the President--prior to his 1969 inauguration--might have met and talked to foreign dignitaries. I believe that Mr. Fox's records go back to 1947, the year in which our "Richard Nixon" record begins.

It may be, too, that Mr. Terry Good will have information which is not in your November 5th summary.

Thank you.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

November 12, 1970

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR. MRS. CONNIE STUART
MRS. LUCY WINCHESTER
MISS DEBORAH MURRAY

FROM ALEXANDER P. BUTTERFIELD A

SUBJECT: Worship Service, November 22nd

The purpose of this short note is to confirm the message passed to Debbie Murray early yesterday--that there will be a Worship Service at the Residence on Sunday, November 22nd.

The Catholic priest recommended recently by Secretary Volpe should officiate. I do not recall his name now but know that you have it on file. He is the priest we have discussed so much over the past 6-8 weeks.

The guest list must be compiled with considerable care. We want to include predominantly the top political leaders and those whom we consider to be our political friends. And among them should be a fair sprinkling of conservative leaders from New York State. This is a must. I am sure that Rose Mary Woods can be extremely helpful in putting together a list. Harry Dent, Murray Chotiner and Chuck Colson should be able to provide additional names.... and Colson, at least, (if not the others, too) should be given an opportunity to review the list before it is typed in final form.

Thank you.

cc C. Colson
H. Dent
R. Woods

ADMINISTRATIVELY CONFIDENTIAL

Chen

November 12, 1970

MEMORANDUM FOR: MR. BRYCE N. HARLOW
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Presidential Note to the Vice President

Please draft an appropriate Presidential note to the Vice President.... one which can be delivered to the Republican National Committee's "Salute to the Vice President" Dinner tonight at the Sheraton Park Hotel. The message must appear to have come directly from aboard AF-1 and it should bear those words: "From Air Force 1".

You should submit your draft to Jim Keogh for a quick review by him prior to its being typed in final form.

Thank you.

clean

November 12, 1970

MEMORANDUM FOR: DR. HENRY A. KISSINGER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Foreign Travel Planned by the
Secretary of Housing and Urban
Development

Secretary Romney will be attending a conference in
Acapulco, Mexico during the period November 18-20.

(I believe the conference is being held under the auspices
of Time-Life, Inc. and that quite a few of our Senior
Administration Officials are planning to attend.)

Chron

November 12, 1970

MEMORANDUM FOR: DR. HENRY A. KISSINGER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Foreign Travel Planned by the
Secretary of Agriculture

Secretary Hardin is planning to travel to eight European countries--including Romania--during the period December 1-15. His visits will be official, of course, and will involve discussions of foreign trade and agricultural matters.

Other items of interest appear on the attached memorandum.

Attachment

CHRON

November 12, 1970

MEMORANDUM FOR:

MRS. LUCY A. WINCHESTER

FROM:

ALEXANDER P. BUTTERFIELD

SUBJECT:

Thanksgiving Day Event

I have just learned (in answer to your earlier question) that whatever is planned for the residence on Thanksgiving Day is entirely up to Mrs. Nixon.

Chen

November 12, 1970

MEMORANDUM FOR: AMBASSADOR EMIL MOSBACHER, JR.
Chief of Protocol
Department of State

SUBJECT: Gifts to be Presented to
President-Elect and Mrs. Echeverria

The President has approved the gifts you recommended for presentation to President-Elect and Mrs. Echeverria.

Alexander P. Butterfield
Deputy Assistant to the President

THE WHITE HOUSE

WASHINGTON

November 10, 1970

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. NOBLE M. MELENCAMP
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Preparation of Presidential Letter

Please prepare for the President's signature a short note to Harry Reasoner on the occasion of his (Mr. Reasoner's) voluntary transfer from CBS to ABC.

It is my understanding that Mr. Reasoner....

- will be replacing Frank Reynolds at ABC....
having done his last late Sunday evening news show and his last 60-minute news show (and having substituted for Walter Cronkite for the last time).
- He is known for his wry humor.
- He is considered "a moderate" politically.

It would not be at all inappropriate for you to inject a bit of humor into this particular letter. As you know we have been gently pushing ABC and are not at all sorry to see Frank Reynolds leave that network. (You may want to check my information and possibly get some more and better ideas from Herb Klein, Jeb Magruder and/or Jim Keogh.)

Thank you.

cc: H. Klein
J. Keogh

ADMINISTRATIVELY CONFIDENTIAL

chron

November 10, 1970

MEMORANDUM FOR: BRIGADIER GENERAL JAMES D. HUGHES
ATTENTION: MAJOR JOHN V. BRENNAN
OR MR. WARREN L. GULLEY

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Duty Hours for USMC Sentry at
Entrance to West Reception Room

The President's plan to return to Washington this evening changes somewhat the USMC Sentry schedule which I forwarded to you last week. Please ensure now that a Sentry will be on duty from 7:00 a.m. until Noon on Wednesday, November 11th....and from 7:00 a.m. until 7:00 p.m. (normal duty hours) on Friday, November 13th. We cannot yet tell about Saturday's schedule, although it is our understanding that the President will be at Camp David all day.

On Monday, November 16th, the USMC Sentries should resume their regular 12 hour duty tours.

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

November 10, 1970

MEMORANDUM FOR: MRS. CONNIE STUART
MRS. LUCY WINCHESTER
MISS DEBORAH MURRAY

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: The Luncheon Honoring
President-Elect Echeverria and
Mrs. Echeverria on Friday,
November 13, 1970

I am sure you will agree that responsibility for the planning and development of a final scenario for the Echeverria luncheon should be yours' now that the event is to be held here at the Residence. In accordance with mutually understood procedures--outlined by Bob Haldeman in his office late last week--I will provide you, without delay, any and all pertinent information which evolves from the West Wing offices.

What I know to date that you should know appears below:

- Mr. Arnold Nachmanoff (with whom you worked prior to and during the President's visit to Puerto Vallarta) is serving as our liaison with President-Elect Echeverria and his party. You should work very closely with Arnie, for it is he who must relay decisions made here to the Mexican group in Mexico City.
- Nachmanoff has told the Mexican party already that they should plan their arrival (block time) at Andrews at approximately 12:20 p.m. on Friday. This arrival time, I think, is precisely right. It allows for a five

minute greeting at Andrews by the Air Force officials, the chopper flight to the South Grounds, an informal greeting on the South Lawn by the President and Mrs. Nixon and others, a brief freshening up period and a short get-together of all guests in the Yellow Oval Room prior to moving into the second floor Family Dining Room for the 1:00 p.m. luncheon.

- From what I understand there will be no change to the guest list....which now totals 12; that is, unless Tricia is added--now that the luncheon is being held here in Washington. (Perhaps I should add here the fact that Dr. Kissinger strongly urges our including Arnie Nachmanoff as a guest. Kissinger says that Nachmanoff should be included if Meyer is to be there.)
- I have not heard that the menu has been approved. This is something you will have to check on immediately for I am sure that Sandy Fox is chomping at the bit.
- The meeting between the President and President-Elect Echeverria is to take place after the luncheon. It may well be that the President will want this private meeting to take place in the Yellow Oval Room in the Residence. He has had "unofficial" private meetings there before and seems to prefer that room to the Oval Office for such occasions. If he does meet in the Yellow Oval Room in the Residence, I assume that the others--the advisors--will meet as they normally do....in the Cabinet Room.
- Nachmanoff believes it extremely important that there be live-TV on the South Lawn to record President-Elect Echeverria's arrival....12:40 p.m. He said that one of the prime purposes of the visit, in the minds of the Mexican guests, is to get some really "good publicity".

Page Three

Although it isn't worth much at this point, I am attaching to this memorandum the draft scenario which I put together late yesterday afternoon and dexted to Haldeman and Chapin at Key Biscayne last night. It may contain one or two items worth reviewing. (One of them might be at the middle of page 5--the business about the time period to be devoted to the luncheon.)

If I can be of any help as you proceed, please give me a call.

Attachment

P.S. I have just talked to Dwight Chapin on the telephone and learned there is little chance that the President will approve live-TV being on hand on the South Lawn at the time of the Echeverria's arrival

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

November 10, 1970

MEMORANDUM FOR: MRS. CONNIE STUART
MRS. LUCY WINCHESTER
MISS DEBORAH MURRAY

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: The Heath Visit

Dress for the State Dinner honoring Prime Minister Heath
will be black tie....rather than white tie.

cc: Ambassador Emil Mosbacher, Jr.

Cham

TO: H. R. HALDEMAN
FROM: A. P. BUTTERFIELD

November 9, 1970
8:00 p.m.

MEETING AND LUNCHEON WITH PRESIDENT-ELECT ECHEVERRIA

Key Biscayne, Florida
Thursday, November 12, 1970

(Draft Proposal)

11:45 a.m.

Arrival at Homestead AFB

- The President-Elect and Party greeted by Air Force officials, Mr. William Codus (State), Naval Aide to the President, and Mr. Don Barnes, State Department interpreter.
- No formal ceremony

11:50 a.m.

Departure Homestead AFB

- Enroute to Key Biscayne helipad

President-Elect Echeverria
Mrs. Echeverria
Miss Echeverria
Ambassador Rabasa
Senor Zapata (Press Aide to the President-Elect)
Mr. William Codus
Mr. Don Barnes
Cdr. Larson

12:05 p.m.

Arrival Key Biscayne Helipad

- Informal greeting by the President and Mrs. Nixon and the Secretary of State and Mrs. Rogers
- Press photo opportunity -- no remarks -- (previously proposed and approved)

NOTE:

Secretary and Mrs. Rogers need not be on hand for the Echeverria's arrival at the helipad....in that the visit will not be official in the strict sense of the word. However, it would seem simpler, and more natural, if they were in that both will be participating in the events immediately following.

12:10 p.m.

Meetings

- Men proceed to House 516.
- 12:15 p.m. Private talks begin in the President's office (the President, the President-Elect and Mr. Don Barnes); press photo opportunity at beginning of private meeting (previously proposed and approved)
- Simultaneously (12:15 p.m.) advisors meet in adjacent room of House 516
- 1:00 p.m. (approx.): The two meetings at House 516 conclude.
- The President and the President-Elect join the advisors for a moment, then proceed to House 500.
- 1:10 p.m. Men arrive at House 500

12:10

Ladies' Activities

Mrs. Nixon
Mrs. Echeverria
Miss Echeverria
Mrs. Rogers
State Department interpreter (female) --to be named

- Ladies proceed to House 500.

NOTE:

Although several suggestions have been made concerning an activity for the ladies during the period 12:15-1:10 (i.e. chopper tour of Miami and surrounding area, automobile tour of Key Biscayne and walk-through Key Biscayne hotel area, brief tour of Marine land, etc.), Mrs. Nixon has expressed her desire that the schedule be left loose--that it be played in a casual, low-key manner--that the ladies either remain in House 500 or go for a short ride on Mr. Rebozo's boat.

-- 1:10 p.m. Men join ladies at House 500.

1:15 p.m.

Luncheon

President and Mrs. Nixon
President-Elect and Mrs. Echeverria
Miss Echeverria
Secretary of State and Mrs. Rogers
Ambassador Rabasa
Ambassador McBride
Senor Zapata
Dr. Kissinger
Mr. Meyer

NOTE:

It would seem that either Mr. Barnes and/or the female State Department interpreter should be included at the luncheon... but not as guests.

- Proposed menu previously submitted
- Suggest brief remarks and informal toast by the President as luncheon period draws to a close.
- No press coverage

2:05 p.m.

Luncheon Concludes

- Guests adjourn and proceed to living room area for coffee.

2:20 p.m.

Departure from Key Biscayne

- President and Mrs. Nixon escort President-Elect and Mrs. Echeverria and Party to helipad for informal departure.
- Secretary and Mrs. Rogers and others accompany.

- Press photo opportunity--no remarks--
(previously proposed and approved)
- 2:30 p.m. chopper departs Key Biscayne
helipad.

President-Elect Echeverria
Mrs. Echeverria
party of three
Mr. Barnes
Cdr. Larson

2:45 p.m. Arrival Homestead AFB from Key Biscayne

- Greeted by Air Force officials
- No formal ceremony
- 2:50 p.m. President-Elect and Mrs.
Echeverria board Aeronaves aircraft.

3:00 p.m. Departure from Homestead AFB for Mexico City

Mrs. Nixon has told Connie that:

- She will defer to the President's judgement re luncheon
setting.
- She does not want Marineland tour to be scheduled as one
of the ladies' activities.
- She wants to decide "at the time" what the ladies might
do from 12:10-1:15 p.m.
- She does not want Lucy Winchester to come to Key Biscayne
from Kentucky for this small luncheon.

- She believes that Ron Jackson can handle things perfectly well.
- Tricia will not be coming to Florida.

Sandy Fox is most anxious to have confirmation of:

- The guest list
- The proposed menu

Final comments: The scenario outlined above is strictly a draft. The times and other proposals having come from Connie, Nachmanoff, Steve Bull and me. As I believe you know now, neither Bull nor I were aware of much other than the event itself....only that there was to be a small affair . . . held at Key Biscayne on the 12th. Proposals previously submitted by Nachmanoff, and some of the decisions generated by that scenario, unfolded gradually this afternoon. It is important to note that I have taken the liberty of cutting down considerably the initially approved times. In fact, I have cut them down by a full hour. Nachmanoff tells me that he had your okay for a luncheon period lasting from 1:30 p.m. to 3:15 p.m. He wanted me to flag this particular item and urge your giving some reconsideration to an extension of the luncheon to fall in line roughly with those original times....especially in view of the fact that they have been relayed already to the Mexicans. He said too what we all know--that lunch is normally a 1-1/2 to 2 hour affair in Mexico and that anything less (at this late date) might well be misinterpreted by our guests. Under such circumstances I would strongly recommend:

- Moving into talks more gradually....so that they begin at 12:30 rather than 12:15 p.m.
- Concluding the talks after an hour, i.e. at 1:30 p.m.
- Starting the luncheon at 1:45 p.m.
- (Perhaps a small segment from one of our military choral groups could sing a few selections during the dessert and coffee period and 8-10 members of one of the strolling strings groups could be on hand for the guests' arrival at and departure from the KB helipad. While some music ^{would} ~~will~~ be most appropriate, adding a sort of festive air to the occasion, it may well be that the President will insist on keeping everything very simple -- as originally planned.)

Chen

November 9, 1970

MEMORANDUM FOR: DR. HENRY A. KISSINGER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Ambassador Yost's Monthly Report
(SECRET)

I am attaching to this memorandum the twentieth regular monthly report of important problems which came before the UN and the U.S. Mission during October 1970.

Attachment

Chen

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

November 9, 1970

DEX'D TO HRH

11-9-70 AT KEY
BISCAYNE

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Social Planning

I realize that the Echeverria Luncheon, to be held at Key Biscayne this coming Thursday, will be small enough to allow for our being fairly flexible up to the last minute-- but here are some questions which will require answers eventually:

- If Mrs. Nixon does not want the event to be held at the Key Biscayne Residence, where will it be held?

Comment:

I am checking on this matter with Connie. She is to ask Mrs. Nixon today what alternative places she might have in mind....in the Key Biscayne area. I will get word to you as soon as I learn something.

- Will the President want to toast Echeverria?

Comment:

Ron Jackson will have a suitable champagne on hand. This decision can be made as late as "toasting time". I think that when Lucy asked this question initially she was more interested in knowing how the President wanted to play the luncheon....whether he wanted to move quickly through the event and end it almost

immediately following the dessert course, or take his time and perhaps even adjourn to the living room (or if the luncheon is to be held some other place-- The Key Biscayne Hotel, for instance) another room for coffee.

- Connie Stuart just this minute called me on the telephone. She said that Mrs. Nixon had mentioned The Key Biscayne Hotel as a possible spot for the Echeverria Luncheon. Perhaps Larry could look into their facilities and a decision could be made within the next 24-36 hours.

The only other question I have at the moment--and even this one can wait for a while--concerns the dinner at the Residence on Thanksgiving Day. Lucy seems to think that if we have another big event....i.e. one with another 200-250 guests, we'll be setting a precedent and possibly forcing ourselves to have a big event on that particular day each year. She is in favor of something considerably smaller--perhaps with only 30-40 guests. They could be wounded Vietnam veterans from the local VA hospitals, POW families, or something similar.... even a mixed group.

- Do you suppose you could elicit some feeling for the Thanksgiving Day event from the President when and if you discuss the Echeverria Luncheon?

Comment:

I, too, think that a smaller group--smaller than last year's group--would be more appropriate, and probably more desirable to the President and the First Lady.

Chen

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

November 6, 1970

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

FROM: ALEXANDER P. BUTTERFIELD

On October 30 Pierre Rinfret wrote a letter to the President which said in essence:

In 1960 Mr. Kennedy won the elections on the basis of a stagnant, recession-prone American economy. In 1972 we could be in the same situation.

We are now in the midst of a very modest, almost miniscule economic recovery. We have 5.5 percent unemployment, continuing inflation at a six percent annual rate and a real economic growth rate below 1.5 percent.

If we achieve a three percent growth rate in 1971 we will have eight percent unemployment by the end of that year. Continue that rate of economic expansion and by election time 1972 we will have a ten percent unemployment rate. A national average of ten percent unemployment will mean an average unemployment rate for the blacks of about 25 percent and about 50 percent for the black 18 to 24 year olds.

The Democrats may beat us on the same economic issues in 1972 as they did in 1960.

I am concerned, deeply concerned. We can do better. I would be glad to discuss this with you if you so desire.

Memo for Mr. Paul W. McCracken
November 6, 1970

Page Two

After reviewing the letter, the President said he thought Rinfret made fairly good sense.... "though he tends to exaggerate his case".

He would now like for you to get together with Rinfret and ask him what he recommends. Then, after you have talked to him you should bring him in to see the President....checking first of course with Dwight Chapin.

cc: Dwight Chapin

Determined to be an
Administrative Marking
Not National Security Information
By 345 NARA Date 4/15/2012

THE WHITE HOUSE

WASHINGTON

November 6, 1970

CONFIDENTIAL

MEMORANDUM FOR:

MEMBERS OF THE CABINET

SUBJECT:

Non-attendance of American Officials
at Soviet National Day festivities and
social functions (November 6, 1970)

The purpose of this memorandum is to confirm the message passed to you personally or to your Under Secretary or Deputy late last evening--that unless Soviet Authorities, sometime today, publicly announce the release of the three U. S. Armed Forces officers who were aboard the light aircraft which inadvertently landed on Soviet territory last month, it will be considered inappropriate for any Presidential Appointee to attend Soviet Embassy or Mission social functions held on this date in observance of the Anniversary of the October Revolution.

This decision has been made at the highest level in consideration of the unwarranted, prolonged detention by the U. S. S. R. of the crew and passengers of this particular aircraft.

Alexander P. Butterfield

Alexander P. Butterfield
Deputy Assistant to the President

CONFIDENTIAL

THE WHITE HOUSE

WASHINGTON

November 5, 1970

MEMORANDUM FOR: THE PRESIDENT'S FILE

SUBJECT: The President's Short Mid-afternoon Meeting with OMB Director Shultz, OMB Deputy Director Weinberger, the Under Secretaries of the Executive Departments and the Heads of the VA, NASA, AEC and GSA
November 5, 1970 (3:30-3:50 p.m.)

Director Shultz had been meeting in the Roosevelt Room with the persons mentioned above (and listed on the attachment to this memorandum) for the purpose of briefing them on the current budget outlook for Fiscal Years 1971 and 1972. It was planned that the President interrupt the meeting shortly after the Shultz/ Weinberger presentation and give those present the benefit of his views with regard to the total budget situation and the state of the nation's economy. The President's talk was to follow generally the lines of his talk to the Cabinet Members earlier in the day.

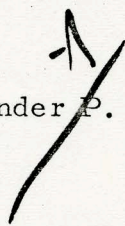
That is essentially what occurred. The President entered the Roosevelt Room promptly at 3:30 p.m. and sat at the east end of the conference table. His main points are cited below:

- We are faced with the prospect of a large deficit.
- Restraint in spending plans is absolutely essential. It will be largely up to you people--Under Secretaries and Deputy Secretaries--to keep a tight rein on expenditures and to review all current plans and programs with an eye toward eliminating those which are not vital.

- I, myself have reviewed the plans and programs of the departments quite thoroughly and feel that I am familiar with them. I have discussed existing budget problems with Messrs. Shultz and Weinberger and have made decisions as to what must be done.
- Cap Weinberger will continue to work toward resolution of our problems, and in so doing will carry out the decisions I have made to date.
- This is not to say that these decisions are unalterable. They definitely can and will be reviewed and reconsidered if you in the departments and agencies can justify your needs concisely, in memorandum form.
- I have complete confidence in Cap Weinberger. All he needs now is your coordination and cooperation.

Then the President spoke for a few minutes about the results of the recent elections. He thanked those present for hitting the campaign trail and working as hard as they did on behalf of GOP incumbents and candidates. He made clear the point that their efforts were very much worthwhile and that we (the Republican Party) had made unprecedented off-year election gains. The President's final point concerned the gubernatorial races. He admitted that he was sorry to see us lose so many Republican Governors, but he reminded the group that these losses will have no effect whatever on the 1972 national elections.

The President then turned the meeting back to George Shultz and returned to the Oval Office.


Alexander P. Butterfield

Attachment

Chen

November 5, 1970
6:00 p.m.

MR. PRESIDENT:

In that the Soviet embassies and missions around the world will be celebrating the October Revolution tomorrow (November 6th), you should give your attention tonight, if possible, to the top paper in this folder.



THE WHITE HOUSE
WASHINGTON

Chris

November 5, 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.

Y

Distribution

Secretary Rogers
Secretary Kennedy
Secretary Laird
Secretary Stans
Secretary Richardson
G. P. Shultz
R. H. Finch
- R. C. B. Morton
A. F. Burns
J. D. Ehrlichman
H. A. Kissinger
J. Keogh
J. H. Chafee

THE WHITE HOUSE
WASHINGTON

Cabinet Meeting

10:00 A.M., November 5, 1970

AGENDA

10:00 - 11:00 a.m.

1. The Budget Outlook for FY '71 and FY '72

Honorable George Shultz
Dir., Office of Management and Budget

Honorable Caspar Weinberger
Dep. Dir., Office of Management and
Budget

a. Presentation:

- You should call first on Director Shultz. He is prepared to introduce and begin the presentation.
- Messrs. Shultz and Weinberger will highlight the difficult and important problems we are having holding the budget within the full employment revenues of the present tax system.
- One of the major problems stems from the high requests and elaborate expenditure plans of the agencies.

(30 mins.)

b. Discussion:

You should conclude the discussion session by stating these things:

(30 mins.)

- that Weinberger will be working continuously toward resolution of these problems.

- that Weinberger has your complete confidence.
- that we must keep control of expenditures....i.e., Cabinet members must keep a tight rein on the expenditure plans of their departments.

11:00 -

2. Brief Remarks by the President

Only key staff members will be present. You may wish to give the Cabinet members and others in the room the benefit of your assessment of the elections.

CHRON

PRESIDENT'S COPY

THE WHITE HOUSE

WASHINGTON

AGENDA

CABINET MEETING

Thursday, November 5, 1970

10:00 A.M.

10:00-11:00

1. BUDGET OUTLOOK FOR FY '71 AND '72

Honorable George P. Shultz, Director

Office of Management and Budget

Honorable Caspar W. Weinberger, Deputy

Director, Office of Management

and Budget

(30 min)

a) Presentation

-- You should call first on Director Shultz.
He is prepared to introduce and begin
the presentation.

-- Messrs. Shultz and Weinberger will
highlight the difficult and important
problems we are having holding the
budget within the full employment
revenues of the present tax system.

(30 min)

b) Discussion

-- You should conclude the discussion
session by making these three points:

- Weinberger will be working contin-
uously toward resolution of these
problems.

- Weinberger has your full confidence.

- We must keep control of expenditures....
ie, Cabinet Members, especially, must
keep a tight rein on the expenditure plans
of their departments.

11:00 --

2. BRIEF REMARKS BY THE PRESIDENT

Only key staff members will be present. You may wish to give the Cabinet Members and others in the room the benefit of your assessment of election results.

TO BE IN ATTENDANCE

At Cabinet Table

(Cabinet Member Unable to Attend)

The President	
The Vice President	
Secretary Rogers	
Secretary Kennedy	
Secretary Laird	
Attorney General Mitchell	
* Postmaster General Blount	
Secretary Hickel	
Secretary Hardin	
Secretary Stans	
Secretary Hodgson	
Secretary Richardson	
Secretary Romney	
Under Secretary Beggs	 (Secretary of Transportation - Far East)
Director Shultz	
Counsellor Finch	
--	 (Harlow - Miami)
Counsellor Moynihan	
Director Rumsfeld	
--	 (Ambassador Yost - New York)

Staff

Mr. Haldeman
Mr. Ehrlichman
Dr. Kissinger
Mr. Flanigan
Mr. Timmons
Mr. Klein
Mr. Keogh
Mr. Butterfield
Mr. Sohmer
Dr. David
Mr. Ziegler

* NOTE: The Postmaster General will have to leave the Cabinet Meeting at about 11:10.... for the Christmas Stamp dedication ceremony (with Tricia) at the National Gallery.

Others

Dr. McCracken
Mr. Weinberger
Mr. Weber

November 5, 1970

CABINET MEETING TODAY

The following persons from outside the White House-EOB complex will be attending a Cabinet Meeting in the Cabinet Room from 10:00-11:30 a.m. today:

Secretary Rogers (State)

Secretary Kennedy (Treasury)

Secretary Laird (Defense)

Attorney General Mitchell (Justice)

Postmaster General Blount (Post Office)

Secretary Hickel (Interior)

Secretary Hardin (Agriculture)

Secretary Stans (Commerce)

Secretary Hodgson (Labor)

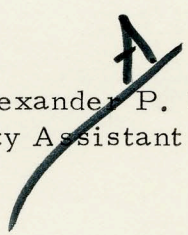
Secretary Richardson (HEW)

Secretary Romney (HUD)

Under Secretary James Beggs (Transportation)

Please ensure their immediate access.

Thank you.


Alexander P. Butterfield
Deputy Assistant to the President

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

November 3, 1970

MEMORANDUM FOR: MISS DEBBIE MURRAY
FROM: TONI SIDLEY / FOR ALEXANDER P. BUTTERFIELD
SUBJECT: Mountbatten Dinner

Mr. Butterfield was unable to reach you by telephone last evening regarding your proposed scenario. He asked that I pass along the following information to you.

1. Arrival -- Approve Option No. 2 -- No press coverage
2. Yellow Oval Room -- Approve Option No. 1
3. Entrance -- Approve Option No. 2
4. Dinner -- President's remarks will be recorded for the Presidential Archives only, not for the press and no transcripts will be released.
5. Entertainment -- Lord Mountbatten should introduce the film.
6. Summation of Press Coverage --
 - a) There will be no photo coverage of greeting at North Portico.
 - b) There will be photo coverage of the President and Lord Mountbatten at foot of Grand Staircase.
 - c) Remarks will not be piped to the press and no transcripts will be released to the press.
 - d) No press pool will be allowed to attend the entertainment (film).

November 2, 1970

MEMORANDUM FOR: MR. RON ZIEGLER
MR. JERRY WARREN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Presidential Action on the Three Remaining
Bills (S 2755, S 3586 and HR 15069)

At 5:00 P.M. today, the President acted on the following bills in the manner indicated:

- S 2755 (for the relief of Donal N. O'Callaghan)...Not signed.
Approved pocket veto. Statement or Memorandum of Dis-
approval is attached.
- S 3586 (to amend Title VII of the Public Health Service Act.)
Signed.
- HR 15069 (to authorize an additional Toll Bridge across the
St. Lawrence River.)
Signed.