

Chen

January 23, 1971

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Precedence List of Presidential Staff Members

I would like to meet with you sometime Tuesday afternoon -- about 3:00 p.m., if that is convenient -- to review the current Precedence List of Presidential Staff Members, and to make the several changes necessitated by recent personnel shifts.

Meanwhile, you should ensure that Mr. Fox holds off on further preparation of the new list.

cc: Mrs. Constance Stuart
Mrs. Lucy A. Winchester
Mr. Sanford H. Fox

Chen

January 23, 1971

MEMORANDUM FOR: MR. JOHN NESBITT
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Presidential Items of Possible Historical Value

I am attaching to this memorandum a letter to the President written by David Gater, President of the California Republican Assembly. As you will note, Mr. Gater refers to several items in the Historical File of the California Republican Assembly which may be of interest to you.

I believe that the kinds of things which Mr. Gater mentions are indeed what we want to obtain for the Nixon Library.

I would very much appreciate your contacting Mr. Gater and thanking him for his offer ... then ensuring that either a member of your staff, or Mr. Terry Good's staff, search Mr. Gater's files for articles of value.

Thank you.

Attachment

Chron

January 23, 1971
12:30 p.m.

MR. PRESIDENT:

This is to remind you that the
Attorney General and Senator Dole
are holding in Bob Haldeman's
office for their meeting with you.

A

**RICHARD NIXON PRESIDENTIAL LIBRARY
DOCUMENT CONTROL SHEET**

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chron

January 22, 1971

MEMORANDUM FOR: MR. CHARLES F. ROTCHFORD
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Recent Installation of Door Locks

I want to thank you for the quick installation of new locks on the office doors in the vicinity of the President's Oval Office. I have experimented with them over the past two-three day period and find that they work very well -- much better than the sample lock did on the day of the "demonstration".

Chron
January 22, 1971

Dear Governor and Mrs. Connally:

Here are your tickets. (Your names are written lightly in pencil on the reverse side.) I assume that my secretary, Mrs. Sidley, got word to your secretary that it is important for you all to arrive early ... preferably by 8:30 p.m.

Mrs. Finch, Mrs. Rumsfeld and Mrs. Bush will be sitting with Mrs. Connally.

This whole business has resulted in quite a fiasco, but I hope that neither of you were seriously inconvenienced.

Enjoy yourselves!

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Honorable and Mrs. John B. Connally
The Sheraton Park Hotel
Suite G600
Washington, D.C.

Chron

January 22, 1971

MEMORANDUM FOR: MR. WILLIAM J. HOPKINS
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: List of Past Cabinet Secretaries

Bill:

It seems to me that this subject has come up several times before ... but if you passed on to me the names of some of the previous Cabinet Secretaries, I no longer have the information on file.

The purpose of this memorandum, specifically, is to ask you to search your records and your memory -- and the memories of some of those who have been here in the White House for a considerable number of years -- and come up with a chronological list of Cabinet Secretaries, and those who handled the Cabinet Secretary chores, from the beginning of the Truman Administration to the present.

There is no urgency to this matter, but I would appreciate at least an interim report in about a week's time.

Thank you.

Chen

January 22, 1971

MEMORANDUM FOR: MR. CLEMENT E. CONGER
White House Curator

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Framed Inaugural Medals

Many thanks for your note concerning the "little treasure". I believe that our best course of action would be to send the item to the Archives or wherever things destined for the Nixon Library are being stored.

Chen
January 22, 1971

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Preparation of Draft Letter

Please refer to the attached memorandum to me from General George Lincoln, Director of the Office of Emergency Preparedness ... then task that office, or the office of the Military Assistant to the President, with responsibility for preparing in draft form an appropriate letter for me to send to the Members of the Cabinet in order to remind them of the coming Exercise and to impress upon them and their staffs the importance of emergency planning and preparedness.

Thank you.

chm
January 22, 1971

MEMORANDUM FOR: MR. ANTHONY J. JURICH
Special Assistant to the Secretary
(National Security Affairs)
Department of the Treasury

SUBJECT: Stanley Ho

I am enclosing with this note the Stanley Ho file which
Brigadier General Russell E. Randall, USAF (Ret.)
mentioned during his recent visit to your office.

It is my understanding that General Russell wants the file
returned to him as soon as it has been reviewed by those in
your office concerned with this matter.

Alexander P. Butterfield
Deputy Assistant to the President

Enclosure

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

January 21, 1971

MEMORANDUM FOR: MR. DWIGHT L. CHAPIN
MR. STEPHEN B. BULL
MR. TERRY W. GOOD
MR. JOHN NESBITT

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: The President's Log

I would like to sit down with all of you sometime in the very near future to discuss all aspects of the maintenance of the President's Log and various systems for ensuring that it is thorough, accurate and kept current always.

My secretary, Toni Sidley, will be calling you between now and Monday evening to arrange a meeting time which will be mutually agreeable. Meanwhile, you may want to be thinking about this matter and developing some ideas.

Thank you.

January 21, 1971

ADMINISTRATIVELY CONFIDENTIAL

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Insurance of Contingency Plan

Please check with Bill Hopkins to be certain that we have on hand all of the materials which will be required in the event that Former President Truman should become more critically ill and die in the coming days or weeks.

Thank you.

(P.S.: Dwight Chapin is aware of this possibility -- and that concerning Senator Richard Russell, as well -- and is giving consideration to possible schedule contingencies.)

ADMINISTRATIVELY CONFIDENTIAL

Chron
January 21, 1971

PERSONAL

Dear Trudy:

This is just a very short note to tell you that you are being elevated in Grade to the GS-12/1 level ... effective at the outset of the next pay period.

Your diligence on the job; your many conscientious efforts to improve the efficiency of your office, the records filing system, and the security clearance procedures, and; your proven ability to assume the full scope of responsibilities of an office manager and a security assistant more than justify this Grade increase. Frankly, I would like to have made it even higher, but for various reasons was unable to do so. (The recently authorized 6% pay increase should help, however.)

Keep up the outstanding work.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Miss Gertrude T. Brown
Security Assistant
The White House

THE WHITE HOUSE

WASHINGTON

January 21, 1971

MR. PRESIDENT:

Bill Timmons called again from the Hill to report that Robert Byrd defeated Ted Kennedy for Majority Whip. The vote was 31 to 24. Frank Moss replaces Byrd as Chairman of the Democratic Caucus.

On the Republican side, Bill reports that Hugh Scott was reelected Leader by a vote of 24 - 20. Bob Griffin is still Whip, Margaret Smith Conference Chairman, and a new one - Norris Cotton - replaces Milton Young as Secretary to the Conference. Gordon Allott is still Policy Committee Chairman.

Because of time pressures, however, they have put off electing Peter Dominick as Campaign Chairman until tomorrow.

Bill suggests you might consider calling some of these Leaders.

[Handwritten signature]

THE WHITE HOUSE

WASHINGTON

January 21, 1971.

MR. PRESIDENT:

Congressmen Ford and Boggs are ready to fulfill their responsibilities under the Constitution to advise you that the House of Representatives has convened, that a quorum is present, and that the House is ready to transact legislative business.

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

January 21, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD *APB*

SUBJECT: Maintenance of the President's Log
(Staff Secretary Action Memorandum Log P1308)

In your memorandum to me of January 19th (on this same subject) you stated that the upkeep of the President's Log was a responsibility of my office.

Rest assured that I will assume the responsibility conscientiously, but that until I received that particular correspondence from you, I had not known of your assumption, or expectation. As a matter of fact, I only saw the "President's Log" for the first time a few weeks ago when Dwight made me aware of its existence.

This subject brings up a couple of points:

- (1) I have discovered that Terry Good's office is often 10-14 days behind the current date in final form on facts and figures relating to the President's schedule, his phone calls and his personal contacts ... and I have never understood why. It seems to me that if the Ushers office, the person at Harriet Elam's desk, the telephone operators (or Dwight or Nell) and all others who have information concerning the President's activities during a particular day, get that information in any form whatever to Terry Good by the end of that day, the final compilation could be done on the following day. Under no circumstances should Mr. Good be more than two days behind the current date ... unless, of course, his office is being called upon to perform a number of duties other than that which is prime.

ADMINISTRATIVELY CONFIDENTIAL

- (2) If responsibility for the accuracy of the President's Log is indeed going to be mine, I believe that the person who is assigned the duties now performed by Harriet Elam should work directly for me. I say this without a thorough knowledge of all of the things which Harriet now does. It may be that she does a sufficient number of things, entirely within Dwight's bailiwick, to justify her assignment to his office rather than to mine. But if this is not the case, she should work for me.
- (3) This second point (above) brings up the subject of Steve Bull and the necessity, under the current situation, for him to respond to several people directly. I am just wondering as I write this if it might be worthwhile to consider him attached principally to my office in that together we spend most of our time attending to the President's daily activities each day, from 2:00 p.m. on the preceding day. On the other hand, Dave Parker and Dwight (along with you) concern themselves for the most part with the President's schedule two, three, four and more days in advance of the current date. In my own mind it is as though you are all strategists and tacticians and Steve and I are the implementers. We really carry out each day what you have planned in advance. I don't think we have to jump through a hoop and have a major organizational change to run the President's daily activities with efficiency ... but I do think that something along the lines of this suggestion might result in more clearly defined roles and missions for Steve and me.

As for our better covering events around Washington, D. C. in which the President participates, logging the names of attendees, etc., I will ensure that plans are made at my 2:00 p.m. meetings to obtain all necessary information "on location" (as it were ... and preferably), but at the latest by the end of the day.

Attachment

ADMINISTRATIVELY CONFIDENTIAL

Chron
January 21, 1971

PERSONAL

MEMORANDUM FOR: MR. DWIGHT L. CHAPIN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Harriet Elam

The President just spoke to me about Harriet Elam. He seemed concerned about her leaving and asked again for the reasons. I said that you had been completely honest and straightforward in your recent memorandum to him, and that you were taking a personal interest in finding a billet which offers the challenges and opportunities Harriet seeks. I made clear the point that there was absolutely no bitterness involved ... or the slightest dissatisfaction with general working conditions or personnel here at the White House.

The President was glad to be reassured of that fact and emphasized his own interest in your finding for her the most suitable and desirable position possible ... commensurate with her qualifications and experience level. He went on to suggest that you take a good look at what might be available at USIA, if you haven't already done so.

I'm sure he will want to be kept informed of developments.

Chow

January 21, 1971

ADMINISTRATIVELY CONFIDENTIAL

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: The President's Outer EOB Office

Please get to me as soon as possible a drawing of the President's outer EOB office converted to a conference room. The room arrangement which I have in mind would be along these lines:

- There should be a conference table at or near the center of the room -- one which is as large as the room will "comfortably take".
- The cartoons now displayed on the wall of the room should remain in place.
- The couch should stay in the room ... but it can be placed wherever you think best.
- The room should be made as attractive as possible ... in keeping, of course, with its present decor.

Please have Gaile Moore participate in development of the plan, and call me if you have any questions.

Thank you.

cc: J. R. Brown, III

ADMINISTRATIVELY CONFIDENTIAL

Cham

January 21, 1971
5:00 p.m.

MR. PRESIDENT:

Planned events leading up to the interment of Senator Russell are outlined below:

- At 9:30 a.m. tomorrow the body will be taken from Gawlers Funeral Home in Bethesda to Andrews AFB.
- In the company of a military escort, the body will be flown in a military aircraft from Andrews AFB to Dobbins AFB in Atlanta ... arriving there at 1:30 p.m.
- The body will be taken directly to the State Capitol where it will lie in state from 3:00 p.m. Friday until 3:00 p.m. on Saturday.
- At 3:00 p.m. Saturday the body will be transported to Winder, Georgia and placed in the Senator's home there until 1:30 p.m. on Sunday.
- At 1:30 p.m. Sunday the body will be taken, in a walking procession, to nearby Russell Memorial Park where the following persons will deliver eulogies: Georgia Governor Carter, Senator Mansfield, Senator Stennis, Senator Talmadge, U.S. Representative Landrum and Senate Chaplain Elson.

NOTE: If you were to go to Georgia, it would be appropriate for you to eulogize the late Senator at this pre-funeral service.

- From Russell Memorial Park (probably at about 3:30 p.m.) the body will be taken, again in a walking procession, to the family burial ground where the funeral service will be held.

Page Two

We still do not have information concerning the scheduling of a memorial service here in Washington, D. C.

It is my understanding that Mrs. J. K. Stacey, a sister, is the next of kin; however, Bill Timmons' office is checking to confirm this.

Supplemental information will follow as it is received.

January 21, 1971

MEMORANDUM FOR: MRS. CONSTANCE STUART
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: The Christian Science Monitor

Thank you for your note concerning the availability to staff members of the Christian Science Monitor while we are in California.

Please proceed with notification of the journal's representative and tell him that we would very much appreciate the distribution service he has offered.

Many thanks.

Determined to be an
Administrative Marking
Not National Security Information
By JLS NARA Date 5/29/2016

January 21, 1971

CONFIDENTIAL

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Cable Delivery to the President

I have talked to Rose Mary about her circumventing the established system for forwarding materials for the President earlier today. She said she had received a telephone call from Maggie Runkle, Secretary Rogers' personal secretary, and had been told by Maggie that the Secretary had a very important, "Eyes Only", message for the President which should be delivered as soon as possible without going first to anyone or any office. Rose cleared the State Department messenger at the gate and received from him the sealed envelope marked "For the President -- Eyes Only". She said that she felt obliged to follow the instructions which had come from the Secretary himself ... and that she took the envelope to the EOB and handed it to the President. She feels that, under the circumstances, she had no choice -- and that she would do it again.

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

January 21, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: BRIG. GENERAL JAMES D. HUGHES
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Renewed Presidential Interest in
National Park Service Facilities

Again the President has expressed his interest in going some time to Camp Hoover ... and quite possibly to some of the other camps and facilities which are maintained by the Department of Interior. He mentioned specifically, "a camp someplace in New England" (probably the cabin at the Cape Cod National Seashore) and "one in Nassau" (more than likely the Wintberg and Trunk Bay Houses).

Without limiting your sights to the Camp Hoover, Cape Cod and Virgin Island areas, please look into the matter of which facilities might be most suitable (and comfortable) for a Presidential visit. Some of the camps may present insurmountable logistical problems ... and if so, we want to know about it.

You should proceed with the preparation of a plan (to include photographs) for traveling to and from each facility which gives promise of a restful Presidential visit. I would like to have your report within seven or eight days, but if that request is unreasonable, please let me know.

Thank you.

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

January 21, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. HERBERT G. KLEIN
MR. RAYMOND K. PRICE, JR.
MR. RONALD L. ZIEGLER

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Continued Interest in the Remarks
of the President upon Adjournment
of the January 19th Cabinet Meeting

At noon today I talked to Henry Hubbard about the President's inspirational comments immediately prior to adjournment of Tuesday's Cabinet Meeting. His chomping at the bit to get more of the detail of those potentially historic moments reminded me of the fact that we can and must relay to the weekly news magazine representatives the substance of the President's comments, the Cabinet Room setting and the mood into which the President put those present.

In addition to telling Henry more of what the President said (supplementing what Ron had told him earlier), I let him know that the Cabinet Room group represented probably the largest number of senior Administration officials brought together under that roof during this Administration. I told him that every member of the Cabinet was present except for UN Ambassador Charles Yost, and that Yost's announced replacement, George Bush, was seated at the Cabinet Table along with prospective Interior Secretary Rogers Morton.

In all probability the three of you are well ahead of me on the matter of exploiting the weekly news journals to get this unique pre-State of the Union story to the American public.

ADMINISTRATIVELY CONFIDENTIAL

Chen
January 21, 1971

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

SUBJECT: Gifts for the Children of Their Royal
Highnesses, The Prince and Princess
of Spain

Many thanks for your recommendations for gifts to be presented to the children of Prince Juan Carlos and Princess Sophia. The President approved them with the comment that they were excellent.

Alexander P. Butterfield
Deputy Assistant to the President

Determined to be an
Administrative Marking
Not National Security Information
By 345 NARA Date 3/29/2016

January 21, 1971

CONFIDENTIAL

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Dana G. Mead

Dana Mead graduated from the U. S. Military Academy in June of 1957. He has progressed rapidly through the ranks to his present grade -- that of Lieutenant Colonel -- having been last promoted on August 21, 1968. Under current U. S. Army promotion policy (and incidentally, these policies change frequently ... as the National Security situations, the manpower needs and other requirements change), he will not be eligible for even early (or what is called "Secondary Zone") promotion to Colonel until he serves a full five years as a Lieutenant Colonel. This means that he would be considered by the first "full Colonel" promotion board meeting on or after August 21, 1973.

Lt. Colonel Mead will be 35 years of age on February 22nd of this year.

CONFIDENTIAL

Clem

January 21, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Visual Aids to be Used at Cabinet Meetings
(Staff Secretary Action Memo P 1301)

The purpose of this memorandum (written in response to yours of January 19th) is to assure you that henceforth I will personally review the visual aids which are to be used at Cabinet Meetings ... and take appropriate action when, in my opinion, any one of them is not suitable.

I must say, however, that I believe this to be the true responsibility of the senior person in the department, agency or office which prepares the briefing. I believe that I should make them aware of the importance of visual aids from time to time ... but that I should certainly not have to check them out personally. I say this not at all by way of resistance to your instruction. I will do as I said I would do in the first paragraph. I want merely to make the point that what we so often consider to be the pat solution -- that those of us in your office will "follow up and ensure that mistakes made by others are not repeated" -- is not the best solution. While I realize that because of the nature of things (i. e. the sensitivities of those close to and long-associated with the President, human frailties in general, etc.), we will pretty much stick with our present way of doing things, I wish that just once we would strike out and take to task the culprit, himself.

As for the projection system in the Cabinet Room, it is there ... and ready for use anytime. I must admit, however, that I did not remind Ed Morgan (or anyone on John Ehrlichman's staff) of its availability. I have talked to Morgan since and learned that even

if he had known of the projection room, he would have stayed with the double viewgraph plan because he felt it to be a more effective means of aiding his presentation.

January 20, 1971

MR. PRESIDENT:

Bill Timmons called to advise you that Representative Barber Conable (R-N. Y.) was elected by the House Republican Conference to be the new Chairman of the Research and Planning Committee, replacing Bob Taft. Conable was unopposed.

Also, Conable's reform recommendations regarding seniority were adopted by the House Conference. Timmons reports that Conable is one of your principal supporters for revenue sharing on the Ways and Means Committee and suggests you may want to call him also.

APB:WET:ny

Cham

January 20, 1971

MR. PRESIDENT:

Bill Timmons called to report that the House Republican Conference reelected John Anderson as its Chairman, defeating Sam Devine by a vote of 89 - 81.

Also, the Conference filled Bill Cramer's vacancy as Vice Chairman of the Conference with Bob Stafford, defeating Jack Edwards by a vote of 85 - 82.

Bill suggested you may wish to call all four of these House Republicans.

ALEX BUTTERFIELD

WET:my

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

January 20, 1971

MEMORANDUM FOR: MRS. LUCY A. WINCHESTER
MISS DEBORAH MURRAY

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Answers to Recent Questions on
Near Future Social Events

The purpose of this note is to confirm in writing the answers passed on to you earlier in the day concerning near future White House social events.

Worship Service (January 24th)

- Reverend and Mrs. Eugene Coffin and Miss Ethel Waters will join the President and Mrs. Nixon for coffee prior to the Service.
- Reverend and Mrs. Coffin and Miss Waters will pose with the President for a photograph immediately after the Service.
- Miss Waters should be in the receiving line in her wheel-chair ... unless she prefers not to (which I doubt will be the case).

State Dinner for Prince Juan Carlos (January 26th)

- The Yellow Oval Room group should include, in addition to the President and Mrs. Nixon, Prince Juan Carlos, Princess Zophia, the Rogers, the Mosbachers, Ambassador and Mrs. Hill, Ambassador and Mrs. Arguelles and Mr. and Mrs. Lopez Bravo
- The National Anthem should not be played after the toasts.

Reception for Congressional Newcomers (January 28th)

- The dress is black tie.
- Guests should be invited for 6:00 p.m.
- Guests should include only the newcomers in the Congress and their wives ... not the Leadership.
- Cabinet Members and their wives should be invited also.
- Bill Timmons and his staff and the most senior category of White House staffers should be asked to attend without wives.
- The President will make brief informal remarks to the guests after entering the East Room (without honors).
- He and Mrs. Nixon will receive their guests in the East Room.

Evening at the White House (February 2nd)

- I have not yet received your proposals.

Diplomatic Reception (February 8th)

- Please invite the 116 Ambassadors, the OAS Ambassadors, the Members of the Cabinet, Department of State Under Secretaries Irwin and Johnson, the Secretary General of the OAS, the Assistant Secretary General of the OAS, the five regional Department of State Assistant Secretaries, Present UN Ambassador Yost, UN Ambassador-Designate Bush, Ambassador-at-Large (Designate) David Kennedy and the Papal Delegate.
- The Yellow Oval Room group will include the President and Mrs. Nixon, the Agnews and the Rogers.
- The Agnews and the Rogers will descend to the State Floor by elevator and go directly to the parlors in which they are to receive guests ... while the President and Mrs. Nixon make their formal entry into the East Room.

- The President will make welcoming remarks in the East Room, and the Dean of the Diplomatic Corps will respond.
- The President and Mrs. Nixon will receive in the Green Room, the Vice President and Mrs. Agnew will receive in the Blue Room, and Secretary of State and Mrs. Rogers will receive in the Red Room ... and guests will be announced upon entry into each room as they move from the East Room to the State Dining Room.
- Members of the Cabinet and others who will not be expected to go through the receiving line will proceed directly from the East Room to the State Dining Room and mingle there with the diplomatic guests.
- Members of the press and press photographers will be positioned at the north end of each of the parlors during the receiving of guests.

cc: Mrs. Constance Stuart

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By Jus NARA Date 2/29/2016

January 20, 1971

CONFIDENTIAL

MEMORANDUM FOR: MISS GERTRUDE T. BROWN
Security Assistant

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Mrs. Gail Fell

I have talked to Messrs. Klein and Magruder about Mrs. Gail Fell and feel confident that she will continue to be an efficient and loyal secretary.

You may consider her clearance complete and issue her permanent pass.

CONFIDENTIAL

January 20, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. HARRY S. FLEMMING
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Proposed Recess Appointees to the ICC

According to our security records, recent background investigations have not been completed -- or even initiated -- on Dale W. Hardin, Laurence Walrath and Virginia Mae Brown. Because of this fact, I want to caution against your moving ahead with their recess appointments. I really feel that to do so would be a risk that we don't want to take ... unless, of course, there are some overriding circumstances of which I am not aware, and the appointments are absolutely essential at this time.

Please give me a call.

cc: Peter M. Flanigan

ADMINISTRATIVELY CONFIDENTIAL

cc: Miss Gertrude T. Brown
Mr. William J. Hopkins - FYI

clm

January 20, 1971

MEMORANDUM FOR: MR. CHARLES W. COLSON
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Ambassador Daniel Hofgren's
White House Pass

I would appreciate your asking Dan Hofgren to turn in his White House pass. Mr. Al Wong has written a letter to him but received no response. His pass is no longer valid, as you know, for he no longer a member of the White House staff. If he should choose to keep the pass, he may do so, but only if he allows the Secret Service's Pass and I.D. Office in the Executive Office Building to invalidate it by perforation.

Chen

January 19, 1971

Dear Mr. Ives:

This is just a short note to tell you that your recent letter to the President was referred by the President to me -- and that the suggestion you asked us to consider will receive my immediate personal attention.

You may rest assured that your interest in the Executive Residence is very much appreciated, and that I will be in touch with you to relay developments and decisions.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Mr. Philip Ives
Philip Ives Associates, Architects
65 East 55th Street
New York, New York 10022

cc: Mr. Samuel Meek
Walker and Company

Chen

January 19, 1971

Dear Mr. Meek:

Bob Haldeman asked me to jot this quick note to you to pass on his appreciation -- and that of the President, who has been made aware of this matter -- for your December 8th correspondence expressing high regard for Philip Ives and strong support for his very interesting suggestion.

You will be pleased to know, I am sure, that I have just written a letter to Mr. Ives (a copy of which is enclosed), and that we will be looking into the feasibility of his proposal. I will be glad to keep you posted on developments at the same times that I communicate with Mr. Ives.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Enc.

Mr. Samuel Meek
Walker and Company
720 Fifth Avenue
New York, New York 10019

Chron

January 19, 1971

MEMORANDUM FOR: MRS. LUCY A. WINCHESTER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Early 1971 White House
Worship Services

I have not yet seen the proposed guest list for the January 24th White House Worship Service, but I assume that in accordance with the attached memorandum (and the President's expressed desire) the bulk of the guests are from that group of Sub-Cabinet Members who were not invited to the Christmas Reception for Administration Officials.

And further to this same subject, but with reference to a different group -- I should pass on to you the fact that the President wants us to be certain to include on these early 1971 Worship Service guest lists Justices Blackmun, White, Harlan, Black and Stewart.

Thank you.

Attachment

Chen

January 19, 1971

PERSONAL/CONFIDENTIAL

Honorable Richard Helms
Director
Central Intelligence Agency
Washington, D.C. 20505

Dear Dick

You may want to put someone in touch with Mr. Jack A. Gleason -- within recent weeks a member of this staff, but now a partner with The Washington Consulting Group, 3524 K Street, N.W., Washington, D.C. 20007 (telephone: 338-5700) -- who tells me that on two occasions since late December, he has received "indications" from Yury Barsokov, a Soviet news representative here in Washington, that he (Barsokov) would welcome the opportunity "to talk further".

We have a file on Gleason and I can assure you that he is completely loyal and wholly reliable. I do not know, however, how he met Barsokov initially, or how well he knows the Soviet citizen at this time. But I am sure you will agree that his reported suspicion is worth investigating.

All the best.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

January 19, 1971

CABINET MEETING TODAY

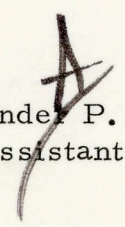
The following persons from outside the White House/EOB Complex will be attending a Cabinet Meeting in the Cabinet Room at 9:30 a.m. today:

Secretary Rogers (State)
Secretary Kennedy (Treasury)
Secretary Laird (Defense)
Attorney General Mitchell (Justice)
Postmaster General Blount (Post Office)
Acting Secretary Russell (Interior)
Secretary Hardin (Agriculture)
Secretary Stans (Commerce)
Secretary Hodgson (Labor)
Secretary Richardson (HEW)
Secretary Romney (HUD)
Secretary Volpe (Transportation)

John B. Connally
Rep. Rogers C. B. Morton
Chairman Robert J. Dole, RNC
Mr. George Bush
Mr. Murray Weidenbaum
Mr. Russell Train
Mr. Dana Meade
Mr. John Evans

Please ensure their immediate access.

Thank you.


Alexander P. Butterfield
Deputy Assistant to the President

THE WHITE HOUSE
WASHINGTON

January 19, 1971

MEMORANDUM FOR THE PRESIDENT

SUBJECT: Cabinet Meeting
Tuesday, January 19, 1971
9:30 a.m. (for approx. two hours)

I. \ PURPOSE

To give Cabinet Members background on the State of the Union message ... and on your plans for supporting it during the coming year.

II. BACKGROUND, PARTICIPANTS AND PRESS PLAN

A. Background:

You advised Cabinet Members at the January 5 meeting that you would be holding this meeting today to provide necessary information on the State of the Union. Each of the Cabinet Members has been briefed by John Ehrlichman or a member of his staff as to the general nature of your CY 71 programs.

B. Participants:

See Tab A.

C. Press Plan:

None (no press involvement)

III. ACTION SEQUENCE (including Agenda items)

<u>9:30-9:35</u>	<u>You</u> make opening remarks (See Tab B) ... <u>then</u> turn the meeting over to John Ehrlichman. (5 min.)
<u>9:35-9:45</u>	<u>John Ehrlichman</u> will set the stage by outlining briefly the concept and philosophy behind the forthcoming proposals. (10 min.)

9:45-9:50 . George Shultz will present the concept of the full employment budget. (5 min.)

9:50-10:00 Murray Weidenbaum will outline plans for the revenue sharing proposal. (He will not go into specific dollar figures.) (10 min.)

10:00-10:05 George Shultz will outline the Executive Branch reorganization. (5 min.)

10:05-10:15 Elliot Richardson will outline plans for health. (10 min.)

10:15-10:30 Russell Train will outline your Environmental proposals. (15 min.)

10:30-10:45 Edward Morgan will present the overall plan for the supporting and sustaining, with presentation and impact, of our Domestic programs throughout the year. (15 min.)

10:45-10:50 You make closing remarks ... by simply emphasizing the need for all of us to clear the decks and to be prepared to join together in promoting these programs in a sustained effort over the entire year ... then return to the Oval Office. (1-5 min.)

NOTE:

~~If the meeting lasts until 11:30 a.m.,~~ you may want to introduce to the Cabinet Mr. Peter G. Peterson, who by *is here* ~~that hour will have arrived~~ for his scheduled 12:00 noon appearance before the press ... and his announcement as Assistant to the President for International Economic Affairs and Executive Director of the Council on International Economic Policy. (I will be prepared to bring him in at your signal.)

*Press Office will be ready
for Peterson any time.*

Alexander P. Butterfield
Deputy Assistant to the President

TO BE IN ATTENDANCE

At Cabinet Table

Unable to Attend

The President
The Vice President
Secretary Rogers
Secretary Kennedy
Secretary Laird
Attorney General Mitchell
Postmaster General Blount
Acting Secretary Russell
Secretary Hardin
Secretary Stans
Secretary Hodgson
Secretary Richardson
Secretary Romney
Secretary Volpe
Director Shultz
Counsellor Finch
Counsellor Rumsfeld

--

(Ambassador Yost - New York)

Sec. Designate Connally
Sec. Designate Morton
UN Amb. Designate Bush

Staff

Others

Mr. Haldeman
Mr. Ehrlichman
Dr. Kissinger
Mr. MacGregor
Mr. Timmons
Mr. Flanigan
Mr. Klein
Mr. Price
Mr. Butterfield
Dr. David
Mr. Ziegler
Mr. Garment
Mr. Whitaker

Chairman Dole, RNC
Dr. McCracken, CEA Chairman
Mr. Weinberger, OMB Dep. Dir.
Dr. Weber, OMB Dep. Dir.
Mr. Sohmer, Assistant to the Vice President
Mr. Weidenbaum, briefer
Mr. Train, briefer
Mr. Morgan, briefer
Mr. Evans, assistant briefer
Mr. Meade, assistant briefer
Mr. Krogh, Domestic Council staff
Mr. Harper, Domestic Council staff

SUGGESTED OPENING REMARKS

1. The general theme: We have reached a point in our history where fundamental changes are needed both in basic programs and basic governmental institutions in order to respond to the demands of the people.
2. The basic program proposals are a response to the national demand for action and reform in the areas of welfare, health services, and environment.
3. Far more fundamental, however, is the need for reform in the way government performs, how governmental power is distributed, how the different levels of government -- federal, state and local -- relate to each other.
4. At one turning-point after another, the great debates of American history related to the relationship between units and government. In each debate -- and most dramatically in the 1930's -- the question was resolved in favor of a stronger central government -- and the nation grew and prospered.
5. A new balance must be introduced. Central government is now so overwhelming in size and so complex in structure that it has brought local government to the point of bankruptcy and individual citizens to the point of distrust and anger toward all government.
6. Revenue-sharing and executive branch reorganization are the tools by which this Administration will try to make government once again an effective instrument to serve the nation's needs.
7. What we will be proposing will be the most dramatic and far-reaching set of governmental reforms of this century. What we must prepare for is a national debate of historic proportions. This meeting is the first stage of preparation for that debate. Each of you will have a major role to play.

cron

January 19, 1971

PERSONAL

MEMORANDUM FOR: MISS SHELLEY A. SCARNEY

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Alternation of Duties

Please begin right away to alternate receptionist and secretarial duties with Bonnie Andrews. You may do this in accordance with a schedule of your own choice ... but the schedule should be one which is specific, and one which ensures a fairly equal distribution of duties.

Thank you.

(Incidentally, I am still trying to find a spot here in the West Wing for you and Bonnie when you are not on duty in the West Reception Room. Ideally, you should not have to go to the EOB office until we receive word that the President will be going to his EOB office.)

THE WHITE HOUSE

WASHINGTON

January 18, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. HARRY S. FLEMMING
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Security Clearances

I will grant security clearances for the following persons if it is for various reasons decidedly to our advantage to give them recess appointments:

George Joseph Steigler		Board of Securities Investor		
		Protection Corporation (PAS)		
Glenn Elwood Anderson	...	"	"	"
Donald Thomas Regan	...	"	"	"
Andrew J. Melton, Jr.	...	"	"	"
Byron D. Woodside	...	"	"	"

Chester L. Mize ... Chairman, Tariff Commission (PAS)

I would like to emphasize the importance of giving our Security Office adequate time to forward names to the Federal Bureau of Investigation and receive back from that organization results of completed investigations. We have been caught more than once by insisting that Presidential Appointments be made, and announced, prior to receipt of background investigation reports. The Internal Revenue Service check takes longer than all of the others (usually two-three weeks) ... and is the one which usually uncovers the greatest number of delinquencies.

cc: Peter M. Flanigan
Staff Secretary, attn: W. Hopkins

ADMINISTRATIVELY CONFIDENTIAL

Chapin

January 18, 1971

MEMORANDUM FOR: MR. STEPHEN B. BULL

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Reporting Hour on Normal
Workday Mornings

If someone were to ask me what time the President comes to his office in the mornings -- and, in fact, many have asked that question -- I would say, "Between 8:15 and 8:45, depending greatly upon the load of his schedule that day and for the succeeding three or four days. But, more often than not, he is in and working by 8:30".

Today no one was in your office until 8:31! And, as I am sure you will admit, no one is there normally until 8:20 or 8:25 a.m.

In that your office is charged with responsibility for the upkeep of the President's office, the accuracy of his printed schedule, etc., it is essential that either Beverly or Harriet be at her desk and ready to work by 8:00 a.m. After all, that is only 15 minutes prior to the time that the President might well come to work. Toni Sidley, too, will be here by 8:00 a.m. It will be up to you to make arrangements for relieving Harriet (or Beverly) with an overtime secretary.

(The overtime schedule which we have been distributing to the offices of Messrs. Haldeman, Chapin, Butterfield, Bull was devised for this very purpose -- to more evenly distribute the workload among the eight secretaries assigned. Stricter adherence to this schedule by the principals would be to everyone's advantage over the long run.)

cc: D. Chapin

January 18, 1971

MR. PRESIDENT:

Participants at 10:00 a.m. meeting on
United Kingdom Agricultural Problems are:

Secretary Rogers
Secretary Hardin
George P. Shultz
Henry A. Kissinger
Paul W. McCracken
Julius Katz
C. Fred Bergsten

Chen

January 18, 1971

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

Thank you for your recommendations concerning the David Webb gift items.

You may order either two or three of both item 1 (the gold eagle) and item 5 (the replica of the White House) ... whichever number you think most appropriate. Reordering one each of all remaining items -- except for item 4 (the gold picture frame ... of which we have three in reserve) should provide a sufficient supply for the coming year and perhaps beyond.

(I am returning with this memorandum the six drawings that Nick Ruwe left with me on Friday.)

Alexander P. Butterfield
Deputy Assistant to the President

Attachments

chov

January 18, 1971

MEMORANDUM FOR: DR. HENRY A. KISSINGER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Briefing Papers for
Presidential Meetings

The substance of Presidential briefing papers is important, of course -- yet two things which the President looks for are: (1) brevity ... preferably one page; (2) an appropriate press plan ... which has been coordinated with the Press Office and others concerned.

The briefing paper which your office submitted through the Staff Secretary to me at 8:40 this morning was not only too long (in my opinion), but it failed to mention a press plan. Moreover, it was not prepared in accordance with the standard format and, probably as a result, gave no indication as to what persons would be in attendance.

The briefing paper on the President's 10:30 a.m. meeting with Secretary Rogers, Secretary Laird and others was too long also (again, in my personal opinion) -- and as in the case of the Agriculture paper, there was no mention of a press plan. It goes without saying that format is of some importance to the reader. These papers must be clear, concise, yet thorough. To achieve this, day after day, will require more careful monitoring of their preparation by your office.

Thank you.

Chen

January 18, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MISS GERTRUDE T. BROWN
Security Assistant

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Cletus Lee Clark

Cletus Lee Clark, a painter, is scheduled to be working in the Residence soon, under the supervision of Mr. Rex Scouten, Chief Usher. It is my understanding that he is to be a permanent employee ... but you may check the details with Mr. Scouten.

Please proceed with the full field background investigation of Mr. Clark.

Completed forms (Standard Form 86) are attached.

Thank you.

Attachment

ADMINISTRATIVELY CONFIDENTIAL

ADMINISTRATIVELY CONFIDENTIAL

Chro

January 18, 1971

MEMORANDUM FOR: MR. DWIGHT L. CHAPIN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Presidential Event Honoring Social Aides

This is just a short note to go on record opposing the recommendation that the President host a function of any kind to honor the Social Aides. This is not to say that I do not think highly of the Military Social Aides, or that they do not do an excellent job. I simply believe that they are adequately compensated without this "Lucky Strike extra". It is a feather in the cap of each to be selected ... and the fact that a man has served in the Social Aide capacity lives with him, and benefits him, throughout his military career.

I realize that Social Aides come to the White House on their own time, and that their Social Aide duties are performed over and above their normal military duties. Nevertheless, they consider the assignment an honor and a privilege. They enjoy the opportunities to mingle and to get to know senior Administration officials, foreign dignitaries, business and industry leaders, etc. Finally, they are given outstanding mementos in the form of color photographs of the President and the First Lady, personalized, I believe, by inscriptions and signatures.

To schedule a Presidential activity for them, on top of the fringe benefits coming their way now, would waste the President's time and no doubt have a spoiling effect on the entire group.

(Compensation that might be worthwhile, however, is additional pay. I am sure that they could use an extra \$25 per month, at least; to take care of extra laundry and cleaning bills. It may be that they are compensated in this manner already ... but I doubt it. I will discuss this with Don Hughes.)

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

January 18, 1971

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Staff Viewing of TV Film Titled
"A Man Named Lombardi"

Mr. Paul Fischer, projectionist assigned to the office of the Military Assistant to the President, has in his possession the TV film titled, "A Man Named Lombardi".

Please make arrangements for the film to be shown on Channel 2 and notify staff members, by memorandum, of the dates and times.

Thank you.

cc: Brig. General J. D. Hughes

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

January 18, 1971

MEMORANDUM FOR: MR. CLEMENT E. CONGER
Curator of the White House
MR. REX SCOUTEN
Chief Usher

FROM: ALEXANDER P. BUTTERFIELD *A*

SUBJECT: Proposed Small Chapel or Place of
Worship in the Executive Residence

Please review the attached letter to the President from Mr. Philip Ives and give me your thoughts on the matter prior to the close of business on Friday, January 22nd.

Thank you.

Attachment

Chro
January 18, 1971

MEMORANDUM FOR: MRS. LUCY A. WINCHESTER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Dinner for the Governors
(February 23, 1971)

The President has a special interest in making the February 23rd dinner for the Governors a really first class event. Therefore, you should draw up plans, and put forth your proposed scenario, as much in advance as possible.

Many thanks.

cc: Mrs. Constance Stuart

THE WHITE HOUSE

WASHINGTON

January 18, 1971

MEMORANDUM FOR: MRS. CONSTANCE STUART

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Long Term Plan for White House
Worship Services

Please prepare a 20-month plan for White House Worship Services ... assuming that we will follow through with one Worship Service per month.

Your plan should propose ministers, choirs, special events as may be appropriate for the dates and/or seasons, guests (when the predominance of a particular group is desirable), place (assuming that the South Lawn or some other location might be preferable, on occasion, to the East Room), etc.

(In conjunction with this request, you should contact -- if you haven't done so already -- Dr. Billy Graham, Dr. Norman Vincent Peale and other clergymen whom we know equally well, and get their recommendations for ministers around the country who might officiate at these Services.)

Please try to have at least an outline of this plan ready for the President's review by the close of business on Friday, January 22. I will be meeting with you, as scheduled, at 2:30 p.m. on Wednesday, and we can discuss the subject further at that time.

cc: Mrs. Lucy A. Winchester

Chen

January 18, 1971

MEMORANDUM FOR: MR. ROBERT NEWBRAND
Special Agent in Charge
Executive Protective Service

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Security Briefings

Please get together at your earliest convenience with Miss Shelley Scarney and Mrs. Bonnie Andrews and make arrangements to brief them (together) on all aspects of West Reception Room security. It may be that you would like to do this in one long briefing session, or in two or three briefing sessions. It doesn't matter so long as the briefings are held soon and the necessary information imparted and made clear.

(Perhaps you should have in attendance the three, four or five EPS officers who are normally assigned to Post C7 which works so closely with the West Lobby receptionist.)

Let me know when the briefings have been completed.

Thank you.

cc: V. Mroz
A. Wong
S. Scarney
B. Andrews

Chen
January 18, 1971

MEMORANDUM FOR: MR. STEPHEN B. BULL
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Staff Attendees at the State of the
Union Address

Please get together with Bill Timmons (or John Nidecker) and get an accurate count of the number of seats, as well as the amount of standing room, available to White House staff personnel at the State of the Union Address on the evening of January 22nd. Once this information is known, you should relay it to the Staff Secretary and together with him work out arrangements for bussing staff personnel from a central location (probably here at the White House) to Capitol Hill and back again.

The Staff Secretary will inform staff personnel of details by official memorandum.

(Meanwhile, I will be checking with the President and Mrs. Nixon on the subject of seating in the President's box. Whatever seats are not going to be used by First Family members and their official guests will go to our most senior staff members.)

cc: John R. Brown, III
Constance Stuart

THE WHITE HOUSE
WASHINGTON

January 17, 1971

PERSONAL

MEMORANDUM FOR:

FROM: ALEXANDER P. BUTTERFIELD 

SUBJECT: January 19th Cabinet Meeting

You are invited to attend Tuesday's Cabinet Meeting. It will
begin promptly at 9:30 a.m.

Distribution

H. R. Haldeman
J. D. Ehrlichman
H. A. Kissinger
C. MacGregor
W. E. Timmons
P. M. Flanigan
A. J. Sohmer
P. W. McCracken
A. Weber
C. Weinberger
E. David
R. K. Price
H. G. Klein
R. L. Ziegler
Chm Robert J. Dole, RNC
Rep. Rogers C. B. Morton

Chron

January 16, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Trip Reports by Cabinet Members
(Staff Secretary Action Memorandum
No. P 1270 H)

I have contacted Secretaries Stans and Volpe and alerted them to the probability that their reports on their recent trips to overseas areas will be Agenda items at the next unstructured Cabinet Meeting.

Meanwhile, I have made note of the fact that henceforth we will want to schedule these kinds of reports at Cabinet Meetings rather than in private meetings with the President.

Chen
January 16, 1971

MEMORANDUM FOR: MR. HERBERT G. KLEIN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Support of Democrats by Some
Ambassadors

I agree with your recommendations. You may drop the project.

January 16, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: DR. WALTER TKASH
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: List of Key Personnel

I will respond to your request for a current list of Cabinet Members and key White House staff members on February 10th -- one year after preparation of the list sent to you initially.

There are a number of personnel changes in the mill at the moment, and anything I gave to you at this time would only have to be revised.

ADMINISTRATIVELY CONFIDENTIAL

THE WHITE HOUSE

WASHINGTON

January 16, 1971

PERSONAL

MEMORANDUM FOR:

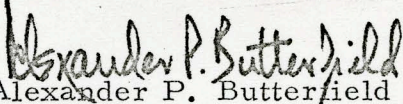
MEMBERS OF THE CABINET

SUBJECT:

Cabinet Meetings

*The Cabinet Meeting scheduled for Tuesday, January 19th will be held in the Cabinet Room at the White House ... not at Camp David as tentatively planned last week. It will begin promptly at 9:30 a.m.

The succedent meeting is scheduled for 10:00 a.m. Tuesday, February 2nd.


Alexander P. Butterfield
Deputy Assistant to the President

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

January 15, 1971

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Confirmation of Dates of Events
on the President's Calendar

The purpose of this short note is to confirm the fact that the following events on the President's Calendar have been scheduled for the dates indicated:

Evening at the White House		February 2
Diplomatic Reception		February 8
Military Reception		February 17
Dinner for Governors		February 23
Evening at the White House (Irish)		March 16

cc: Miss Deborah Murray

chron

January 15, 1971

MEMORANDUM FOR:

MR. TERRY V. GOOD
Office of Presidential Papers

FROM:

ALEXANDER P. BUTTERFIELD

SUBJECT:

Record of Presidential Activities
(January 6 through January 14, 1971)

I am attaching hereto daily records of the President's activities during his recent visit to San Clemente.

Attachment

THE PRESIDENT

Chen

(Thursday - January 14, 1971)

Received call from John Andrews in Washington at 8:54 a.m.

Departed San Clemente (via helicopter) for El Toro MCAS at 9:10 a.m.

Chen

January 13, 1971

MEMORANDUM FOR:

MR. HERBERT KLEIN
MR. RAY PRICE

FROM:

ALEXANDER P. BUTTERFIELD

SUBJECT:

Brig. General Carl J. Fleps,
USMC (Ret.)

Please put on file the name Brigadier General Carl J. Fleps, USMC (Ret.), and make a note to refer it to future biographers of the President to whom you talk or otherwise come in contact. Fleps served with the President during the war for fourteen months and was his immediate superior for six months of that period. As you may recall, he wrote a letter to LIFE Magazine not long ago in which he cited the President for competency, leadership, devotion to duty and outstanding service as a Naval officer during World War II.

(I assume that Allen Drury knows of Fleps already ... but you may want to double check this.)

Thank you.

APB:ny