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January 13, 1971

MEMORANDUM FOR : MR. HALDEMAN
 FROM : ALEXANDER P. BUTTERFIELD
 SUBJECT : Planning a Variation of Picture
 Settings in the Oval
 Office
 (Staff Secretary Action Memorandum
 Log No.P-1204)

Dwight Chapin, Ron Ziegler, Steve Bull, Ollie Atkins and I have discussed and given thought to this matter. I know that Ron Ziegler will get together with Ollie from time to time and work out variations to what is now the standard setting; but in addition to that, I will see to it that consideration of setting, backdrop, etc. is made a part of the 2:00 p.m. meeting held in my office to review final details of events scheduled on the President's calendar for the following day.

If we do what we say we are going to do conscientiously, I feel certain that we will come up with some acceptable alternatives.

bcc: O. Atkins
 R. Ziegler
 S. Bull
 D. Chapin
 APB:pm

Chen

THE WHITE HOUSE

WASHINGTON

January 13, 1971

PERSONAL

MEMORANDUM FOR:

MEMBERS OF THE CABINET

SUBJECT:

Exhibit Premiere (A Reminder)

You have been invited to the Smithsonian Institution's Museum of History and Technology on January 19th (during the hours 6-8 p.m.) to attend the opening of an especially interesting exhibit: The First Two Years - A Photographic Impression of The Presidency. The photographs to be on display during the period of this exhibit are among the best taken by Mr. Oliver Atkins, White House Photographer, and his staff throughout the past two years.

Aware of the dinner which you and your wives are giving that evening for the President and Mrs. Nixon, I write this note on behalf of the Inaugural Committee, sponsors of the Exhibit, only to remind you of the occasion ... and to encourage your dropping by en route to Blair House.

Alexander P. Butterfield
Alexander P. Butterfield

Deputy Assistant to the President

THE PRESIDENT

(Wednesday - January 13, 1971)

Alex Butterfield in to Study at 10:30 a.m.

Alex Butterfield out of Study at 10:40 a.m.

Telephoned John Ehrlichman at 11:00 a.m. (from Residence)

Telephoned Bob Haldeman at 11:16 a.m. (from Residence)

Telephoned John Ehrlichman at 12:19 p.m. (from Residence)

Telephoned Bob Haldeman at 12:43 p.m. (from Residence)

Received call from Rose Woods at 12:51 p.m. (in Residence)

Received call from Rose Woods at 1:18 p.m. (in Residence)

Departed Residence at 1:56 p.m. for Building B for photograph session with Mr. Merrett Smith.

2:40 p.m. departed the compound for Concordia School.

Arrived Concordia School at 2:44 p.m.

Departed Concordia School at 3:04 p.m.

Arrived office at 3:07 p.m.

Alex Butterfield in at 3:08 p.m.

Fred Maroon in at 3:10 p.m.

Fred Maroon out at 3:13 p.m.

John Ehrlichman in at 3:16 p.m.

Alexander Butteffield out at 3:19 p.m.

Henry Kissinger in at 3:41 p.m.

Henry Kissinger but at 3:59 p.m.

The President

Wednesday - January 13, 1971

Rose Woods in at 4:15 p.m.

Henry Kissinger in at 4:16 p.m.

Rose Woods out at 4:19 p.m.

Henry Kissinger out at 4:20 p.m.

Ray Price in at 4:17 p.m.

Ray Price out at 5:03 p.m.

Henry Kissinger in at 4:47 p.m.

Henry Kissinger out at 5:03 p.m.

Alex Butterfield in at 5:33 p.m.

Alex Butterfield out at 5:36 p.m.

John Ehrlichman out at 5:36 p.m.

Telephoned Attorney General John Mitchell at 5:39 p.m.

Departed for Residence at 6:21 p.m.

Telephoned Attorney General John Mitchell at 7:04 p.m. (from Residence)

Telephoned Ray Price at 8:04 p.m.

Telephoned Ray Price at 8:08 pm

Telephoned Bob Haldeman at 8:20 p.m.

Telephoned Attorney General John Mitchell at 8:54 p.m.

Telephoned Bob Haldeman at 9:03 p.m.

Chm

January 13, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Selection of Ministers for White House Worship Services

I have discussed the matter of careful selection of ministers for White House Worship Services (subject of one of your memoranda to me, dated January 5) with Lucy Winchester. We do have a long list of ministers in reserve - all of them having been recommended strongly by persons on and off the staff.

In that Lucy and I meet every Wednesday afternoon, I will make a point of getting the list of ministers from her at our next session and giving it a thorough going over. The review of names will be done in conjunction with Rose Mary Woods, Chuck Colson, Lucy Winchester, Harry Dent, Peter Flanigan, Len Garment and others who I believe will be sources of good information and at the same time discerning judges. Ministers recommended after this "rescreening" process is over will undergo the same thorough scrutiny.

APB:ny

January 13, 1971

MEMORANDUM FOR : MR. EHRLICHMAN
MR. HALDEMAN

FROM : ALEXANDER P. BUTTERFIELD

SUBJECT : Telephone Call from Roy Ash

I took a telephone call from Roy Ash at mid-afternoon today. The points he wanted to get through to the President - and to each of you - were essentially as outlined below:

-My intelligence net indicates that Ribicoff has told his aides that he will stand by only until February 1 awaiting Presidential action in two areas, and if, by that date, nothing has been done, he (Ribicoff) will seize the initiative. The two areas are (1) organization generally and (2) international economic policy.

-I want to strongly endorse the content of the memorandum Andy Rouse sent to Bob Haldeman late last week. It has to do with selecting a program enactment manager - a fulltime project engineer (so to speak) who can manage our efforts through to a success.

-Relative to the State of the Union Address, I think it would be most helpful for the President to acknowledge that the changes recommended are not a panacea to all things - that there is much work yet to be done in the bringing about of maximum efficiency in the Federal government - that this is only a start and that we intend to do more. Perhaps the President would want to say something too about the machinery of government ... in answer to those columnists and editors who are saying that machinery isn't everything. It would seem that he might want to admit that machinery is not everything but, in the same breath, make it clear to his listeners that it is an essential ingredient - that government could not operate without it.

-I am ducking all telephone calls, all requests to do things, and all lines of inquiry relative to organization. I do not want or intend to speak out on my own. However, I will gladly be apart of your symphony - that is, if you all think that you have a part for me to play. And, I am sure that the other members of our council (and its staff) feel the same way.

APB: pm

THE PRESIDENT

(Tuesday - January 12, 1971)

Received call from Alex Butterfield at 10:14 a.m. (In Residence)

Alex Butterfield in to Study at 10:15 a.m.

Alex Butterfield out of Study at 10:25 a.m.

Telephoned Rose Woods at 10:20 a.m.

Received call from Rose Woods at 10:27 a.m.

Telephoned John Ehrlichman at 10:29 a.m.

Alex Butterfield in to Study at 10:55 a.m.

Alex Butterfield out of Study at 11:15 a.m.

Received call from John Ehrlichman at 11:30 a.m.

Telephoned John Ehrlichman at 12:09 p.m.

Telephoned Ray Price at 12:40 p.m.

Telephoned Rose Woods at 12:55 p.m.

Telephoned John Ehrlichman at 1:20 p.m.

Telephoned John Ehrlichman at 3:09 p.m.

Telephoned Rose Mary Woods at 3:18 p.m.

Telephoned Rose Mary Woods at 4:37 p.m.

Telephoned John Ehrlichman at 4:39 p.m.

Telephoned Ray Price at 4:46 p.m.

Telephoned John Ehrlichman at 7:49 p.m.

Telephoned Ann Duggan in New York City at 8:02 p.m.

Placed call to Paul Keyes but did not talk at 8:11 p.m.

Chen

January 12, 1971

MEMORANDUM FOR : MR. HALDEMAN
FROM : ALEXANDER P. BUTTERFIELD
SUBJECT : Telephone Call Notification System
to Accommodate Mr. Ziegler
(Staff Secretary Action Memorandum
P-1226H)

Largely through the efforts of Dwight Chapin and Ron Ziegler (himself), a very simple, but I think foolproof, system has been worked out and set up to provide the Presidentially-initiated telephone call information which Ron needs for his morning and afternoon briefings to the press. Details, in brief, are cited below:

-Beverly Cole and the other White House Operators know that they have permission to give to Ron Ziegler or a known member of his staff - twice each day - information pertaining to persons and places called by the President.

Ron Ziegler or his designated representative will call the White House switchboard at or close to 10:45 a.m. and 3:45 p.m. on most weekdays and some Saturdays, and job down the Presidential call information which is of interest.

To some degree, at least, the success of the system will depend upon Ron and his representatives - and their adherence to the established procedure. In other words, there should be no dwindling off of inquiries by Ziegler's office. The calls to the switchboard should be made daily, or almost daily, and as close to the designated times as possible so that the White House operators become used to receiving them.

APB:ps
cc: Ron Ziegler

Chen

January 12, 1971

MEMORANDUM FOR : MR. JOHN EHRLICHMAN
FROM : ALEXANDER P. BUTTERFIELD
SUBJECT : Cabinet Meeting Scheduled
for January 19

I would appreciate your keeping me informed of matters which concern the next Cabinet Meeting - the area and facilities to be used, the program, special training aids and other equipment to be required, special guests to be invited, etc.

(I personally favor Camp David for this meeting - not Williamsburg. What are your thoughts on this particular subject: Camp David is free, and Commander Larson knows that we are contemplating its use on the 19th.)

APB:pm

Chen

January 12, 1971

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

SUBJECT: State Gifts for Presentation to Prince
Juan Carlos of Spain and the Princess
Sophia

The President has approved for presentation to Prince Juan Carlos of Spain and the Princess Sophia the gifts which you recommended in your memorandum of January 7.

Alexander P. Butterfield
Deputy Assistant to the President

APB:ny

Chen

January 12, 1971

MEMORANDUM FOR :

MR. ROBERT TAYLOR
Special Agent In Charge
Presidential Protective Division

FROM :

ALEXANDER P. BUTTERFIELD

SUBJECT :

Note of Appreciation

Thanks very much for handling so smoothly and expertly the demonstration at the Western White House gate Sunday morning by members of the Ethiopian Student Union. I am sure that your courteous approach, expressions of understanding of their grievances, and your taking the time to explain our procedures for setting up Presidential appointments went a long way toward convincing the delegation members that a prolonged demonstration would gain little, if anything, for their cause.

APB:pm

Chuan
January 12, 1971

MEMORANDUM FOR: THE PRESIDENT
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Christmas Holiday Television
Coverage of Presidential and
First Family Activities

The attached memorandum from Herb Klein responds to your inquiry as to the reasons for the relatively poor television coverage of Presidential and First Family activities over the period December 24 - 26, 1970.

APB:ny

January 12, 1970

~~CONFIDENTIAL~~

MEMORANDUM FOR: JEB MAGRUDER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Action Request

It would seem that Administration officials have been conspicuous by their silence during the recent period of Democratic attacks against the President and his economic policies. Most of these attacks, as you know, have been brought on by the announcement of the 6 percent unemployment rate. Wright Patman said that the rise was "further assurance that we have a one-term President on our hands." Others, of course, have joined in the assault: Larry O'Brien, Ted Kennedy, Senator Proxmire, Representative James O'Hara, etc.

It is not enough for us to sit idly by and take what the Dems have to dish out . . . Then come back a few days later with a weak response in the form of a few half-hearted rebuttals. We've got to be on the job fulltime -- pointing up the positive, correcting distortions and putting other charges into proper perspective.

Please forward through the Staff Secretary a report which accounts for our key spokesmen during this particular period (January 9 to 11) of attacks by the Democrats - where they were and what they were doing - and stating what is planned to meet future attacks head-on, as they are launched.

Thank you.

cc: H.R. Haldeman
H. Klein
J. Brown

Chrm

January 12, 1971

PERSONAL/CONFIDENTIAL

MEMORANDUM FOR: MR. VINCENT MROZ
Special Agent in Charge, EPS

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Complaint Concerning GAO
Security Procedures

On the morning of December 1, I received a telephone call from a very irate, and surprisingly rude, Father Nagle of St. Mary's Church. As soon as he identified himself, he launched hurriedly into a complaint which ran essentially as outlined below:

St. Mary's Church abuts the GAO Building at Fifth and H Streets, N.W. The paper boy stands near (or almost "in") the entrance way to the GAO Building and I cannot buy a paper and go through the GAO Building to St. Mary's because of "your ridiculous security system." If your security were worth anything at all you wouldn't have the paper boy standing there.

Because the Padre's problem was put to me in such a rush of words - without background - I was forced to ask a few questions; yet when I did, he told me that I was stupid and that I "had better get with it" or he would "go to my boss". Finally, I was able to elicit from him the fact that he wanted a pass which would permit him to go through the GAO Building. He said that if I didn't "do something in a hell of a hurry" he would go to the newspapers.

It was obvious, of course, that the Priest was more than somewhat worked up over this and probably other issues. Certainly he was well beyond being either courteous or rational ... despite

my several offers to do what I could to have the situation reviewed and the appropriate people call him.

I am writing to you about this now - some six weeks after the fact - because Father Nagle has called again, because he persists in thinking that I am in charge of security for all Federal buildings (or something like that) and because the White House is becoming implicated unnecessarily. Whereas I don't really take all of this too seriously, I think the best course of action at this point is for you, or someone designated by you, to talk to Mr. Larry A. Herman who, I understand, is the Chief Security Officer for the General Accounting Office. You need do no more than review the highlights of this memorandum with Mr. Herman. Under no circumstances should you give him a copy of this correspondence. The objective is to simply put Herman in touch with Father Nagle so that we are on record as having either resolved an issue or explained a security procedure and the reasons for adherence to it. And the quieter this is done, the better.

Thanks very much.

PERSONAL/CONFIDENTIAL

APB:ny

Chm

January 12, 1971

MEMORANDUM FOR : BRIGADIER GENERAL HAIG
FROM : ALEXANDER P. BUTTERFIELD
SUBJECT : Memorandum for the President's File
 (On his meeting with White House
 Fellows, December 22, 1970
 attached).

Because of the reasons outlined in my early January memorandum to you concerning memoranda for the President's file and the desire (i.e. necessity) to accept only "originals", I am returning the xeroxed copy of the NSC-prepared memo describing events at the President's meeting with White House Fellows on December 22nd ...and asking that you return in its place the original paper.

Many thanks.

Attachment

APB:pm

THE PRESIDENT

Chen

(Monday - January 11, 1971)

To the office accompanied by Bebe Rebozo at 9:56 a.m.

Rose Woods in at 9:57 a.m.

Rose Woods out at 10:00 a.m.

Rose Woods in at 10:04 a.m.

John Ehrlichman in at 10:30 a.m.

John Ehrlichman out at 10:37 a.m.

Alexander Butterfield in at 10:38 p.m.

Alexander Butterfield out at 11:05 a.m.

Rose Woods out at 11:16 a.m.

John Ehrlichman in at 11:25 a.m.

Rose Woods in at 12:32 p.m.

Bebe Rebozo in at 12:32 p.m.

Telephoned Henry Kissinger at 1:37 p.m. (Call Incomplete)

John Ehrlichman out at 1:40 p.m.

Rose Woods out at 1:45 p.m.

Bebe Rebozo out at 1:52 p.m.

Telephoned Bob Haldeman at 1:52 p.m.

Talked to Henry Kissinger at 2:07 p.m.

Bebe Rebozo in at 2:20 p.m.

Rose Woods in at 2:21 p.m.

Rose Woods out at 2:35 p.m.

The President
Monday, January 11, 1971

Alexander Butterfield in at 2:37 p.m.
Alexander Butterfield out at 2:41 p.m.

To the Residence with Bebe Rebozo at 2:45 p.m.

John Ehrlichman telephoned the President at 3:51 p.m. (from Residence)

Telephoned Ray Price at 4:00 p.m. (from Residence)

Rose Woods called the President at 4:13 p.m.

Telephoned Rose Woods at 4:59 p.m. (from Residence)

Telephoned Charles Mortimer at 5:13 p.m. (from Residence)

Telephoned Jesseman West who was on vacation in Mexico at 6:05 p.m.
(call incomplete)

Chen

January 11, 1971

MEMORANDUM TO: MISS ROSE MARY WOODS
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Milton Kronheim

The President wants to be sure that Mr. Milton Kronheim is included as a guest at one of our future "Evenings at the White House" that is, if he has not been to one already.

Thank you.

APB:ny

January 11, 1971

Chen

MEMORANDUM FOR: MISS ROSE MARY WOODS
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Mr. and Mrs. Henry Ford, II

This is just a quick note to tell you that the President would like us to include the Henry Fords in more of our White House social events.

APB:ny

January 11, 1971

Chen

MEMORANDUM FOR: MISS ROSE MARY WOODS

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Suggested Congressional Guests
for the Juan Carlos Dinner
(January 26, 1971)

Dick Cook just called from Washington to pass on - in Bill Timmons' absence - the suggestions of the Congressional Relations' Office for Congressional guests at the Juan Carlos dinner scheduled for January 26, 1971. They are:

Senator and Mrs. Mike Mansfield
Senator and Mrs. Hugh Scott
Senator and Mrs. Gordon Allott
Speaker and Mrs. Carl Albert
Representative and Mrs. Gerald Ford
Representative and Mrs. George Mahon

I just talked to Haldeman, too. He said that he will not take the time to look over this particular guest list and that you should go ahead and discuss it with the President as soon as possible.

APB:ny

Chman

January 11, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. JEB MAGRUDER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Plan for Countering Dem-Contrived
Straw Polls

Senator Muskie "defeated" President Nixon's bid for reelection by a landslide in a "preview of 1972" conducted by a New York radio station. In a telephone poll registering the choice of some 5,000 persons, RN polled only 43% and Wallace received less than 1%. RN had defeated Lindsay by some 50% to 43% in the GOP primary. The poll was conducted by Bill Scott on his News Call program from 6:00 to 9:00 a.m. over Radio Station WCA. Station sources noted that Scott may have influenced the outcome of the Dem primary by announcing in advance that EMK had stated positively that he would not run ... and that HHH seems unlikely to be a candidate.

This paragraph appeared in the January 9 News Summary.

Please submit through the Office of the Staff Secretary a plan for handling this kind of "straw poll" ... in that they will surely become increasingly common in future months. (We should have no trouble whatsoever in finding news outlets which will play our line.)

APB:ny

Chan
January 11, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: The Youth Potential

From a smattering of articles recently in the news, we have all become more aware of the organized wooing, nationwide, of the new 18-20 year-old voters - some of it, of course, by the Democrats, and some of it by union political action groups (one of them being COPE which through its front element, "Frontlash", is going after Blacks, Puerto Ricans, Chicanos and poor white youths of the central cities ... as well as working youths, housewives, servicemen and women, job seekers and high school dropouts).

Pertinent to all of this, the thought was put forth for your consideration that perhaps Bob Finch would be a good man to take on the effort to concentrate on (and organize), in similar fashion, our youth potential.

You should discuss this matter with the President within a few days.

APB:ny

January 11, 1971

MEMORANDUM FOR:

MR. NOBLE MELENCAMP

FROM:

ALEXANDER P. BUTTERFIELD

SUBJECT:

Preparation of Presidential Letter

Please prepare for the President's signature a short letter to Mr. George Minot expressing appreciation for his article titled "President Has Last Laugh" (a copy of which is attached hereto).

Thank you.

CC: Mr. Klein
Mr. Price

APB:ny

January 11, 1971

MEMORANDUM FOR: MR. DWIGHT L. CHAPIN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: The Reverend Dr. Billy Graham

As you may know, Billy Graham is going to be in Washington, D.C. - or, at least, in the Washington, D.C. vicinity - during the first fourteen days of February. He has mentioned this fact twice to the President and now the President is wondering if he should perhaps attend one of Dr. Graham's meetings.

I would suggest that you look into the details of Dr. Graham's Washington schedule right away so that a recommendation can be made to the President in connection with the question posed.

(Meanwhile - for your general information - the President has asked us to have Dr. Graham in for one of our Church Services ... if we are going to have one during that period, and if Dr. Graham can work it in.)

APB:ny

Chm
January 11, 1971

MEMORANDUM FOR:

MR. HERBERT KLEIN
MR. RAY PRICE
MR. RONALD ZIEGLER

FROM:

ALEXANDER P. BUTTERFIELD

SUBJECT:

George Minot

Please be sure to keep George Minot well filled in on what the President and the Administration are doing ... and why. Judging from some of his past articles - to include the January 6th piece which appeared in the Boston Herald Traveler, titled "President Has Last Laugh", he can help our cause considerably.

Thank you.

CC: Mr. Magruder
Mr. Safire

APB:ny

January 11, 1971

Chen

MEMORANDUM FOR:

MR. JOHN BROWN
Staff Secretary

FROM:

ALEXANDER P. BUTTERFIELD

SUBJECT:

Staff Circulation of George Minot
Article

Please distribute to members of the Staff the George Minot article titled "President Has Last Laugh" (from the January sixth issue of the Boston Herald Traveler). As copy is attached hereto.

CC: Mr. Klein
Mr. Allin

APB:ny

January 11, 1971

Chen

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: HONORABLE PAUL McCracken
Chairman
Council of Economic Advisers

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Preparation of Informative Letter

As you know, nearly all of the recent attacks on the Administration by the Democrats have concerned the economy and more specifically the announcement of the 6% unemployment rate.

Because these attacks seem clearly to be built around the theme that "such a dismal performance hasn't taken place since the last GOP Administration, in 1958", it is felt that a good sharp letter might be useful - something forceful and factual which would make it clear to the public that the unemployment average in the early sixties (when Jack Kennedy and LBJ were in office) was above 5.5% ... and that reductions to something more acceptable have come only upon our entry into a war, or a wartime situation. Please discuss the possible merits of such a letter with Messrs. Shultz, Ehrlichman and others - and submit a recommendation to the President through the Office of the Staff Secretary.

Thank you.

CC: Mr. Shultz
Mr. Ehrlichman

January 11, 1971

Chay
—

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Teen-agers in the Political Arena

There was a piece in the January 9th News Summary which pertained to the 18-year-old vote, the busy activities of a great many of the Nation's 18-and-19-year-olds and the fact that a 19-year-old boy became the first teen-aged Democratic Committeeman in Nassau County.

The news item elicited a comment, directed to you, to the effect that all of this is organized, "of course" ... and that we should easily be able to get some 18-and-19-year-olds to move our way, in statements and in other ways.

CC: Mr. Magruder

APB:ny

Chan

January 11, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. JEB MAGRUDER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Increasing Political Activity of
Teen-agers

There have been a number of articles lately (as I am sure you have noticed) concerning excited 18-and-19-year-olds plunging headlong into the political arena. Most of what has been written thus far accentuates the cause of the Democrats and points an accusing finger at the alleged shortcomings of Nixon Administration policies.

Please submit through the Staff Secretary a plan for generating some vocal and enthusiastic 18-and-19-year-old support for our side - some evidence of a loyal following in this age group to give balance to, but preferably smother, the noises being made by the opposition.

Thank you.

APB:ny

Chen
January 11, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Countering Dem-Contrived Straw
Polls

Senator Muskie "defeated" President Nixon's bid for reelection by a landslide in a "preview of 1972" conducted by a New York radio station. In a telephone poll registering the choice of some 5,000 persons, RN polled only 43% and Wallace received less than 1%. RN had defeated Lindsay by some 50% to 43% in the GOP primary. The poll was conducted by Bill Scott on his News Call program from 6:00 to 9:00 a.m. over Radio Station WCA. Station sources noted that Scott may have influenced the outcome of the Dem primary by announcing in advance that EMK had stated positively that he would not run ... and that HHH seems unlikely to be a candidate.

This paragraph appeared in the January 9 News Summary. It elicited a comment, directed to you, to the effect that we must find an effective man right away to handle this kind of "straw poll" for such polls will become increasingly common in future months. We ought to be able to find plenty of news outlets which will play our line.

CC: Mr. Klein
Mr. Magruder
APB:ny

Chen

January 11, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. JEB MAGRUDER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Action Request

It would seem that Administration officials have been conspicuous by their silence during the recent period of Dem attacks against the President and his economic policies. Most of these attacks, as you know, have been brought on by the announcement of the 6% unemployment rate. Wright Patman said that the rise was "further assurance that we have a one-term President on our hands." Others, of course, have joined in the assault: Larry O'Brien, Ted Kennedy, Senator Proxmire, Representative James O'Hara, etc.

It is not enough for us to sit idly by and take what the Dems have to dish out ... then come back a few days later with a weak response in the form of a few half-hearted rebuttals. We've got to be on the job full time - pointing up the positive, correcting distortions and putting other charges into proper perspective.

Please forward through the Staff Secretary a report which accounts for our key spokesmen during this particular period (January 9 - 11) of attacks by the Democrats - where they were and what they were doing - and stating what is planned to meet future attacks head-on, as they are launched.

Thank you.

CC: Mr. Klein
APB: ny

THE PRESIDENT

(Sunday - January 10, 1971)

Amman

Telephoned Bob Haldeman at 10:42 a.m. (from Residence) (Unsuccessful)

Telephoned Ray Price at 10:47 a.m. (from Residence)

Talked to Bob Haldeman (who returned earlier call) at 11:09 a.m.
(from Residence)

To the office at 1:04 p.m.

Telephoned Attorney General John Mitchell at 1:21 p.m.

Telephoned Mrs. Paula Woods (POW Wife) in Lemoore, California.
(Unsuccessful)

Telephoned James Keogh at 2:43 p.m.

Telephoned Hobart Lewis at 2:51 p.m.

Talked to Mrs. Paula Woods at 3:06 p.m.

Telephoned John Ehrlichman at 3:20 p.m.

Telephoned Bob Finch at 3:30 p.m.

Telephoned Bob Haldeman at 3:59 p.m.

Departed office for Residence at 4:20 p.m.

Received call from Mr. Rebozo at 4:50 p.m.

Telephoned Rose Mary Woods at 5:36 p.m.

Telephoned Rose Mary Woods at 6:30 p.m.

Telephoned Rose Mary Woods at 6:39 p.m.

Telephoned John Ehrlichman at 6:51 p.m.

January 9, 1971

Chen

MEMORANDUM:

FOR THE PRESIDENT

FROM:

ALEXANDER P. BUTTERFIELD

SUBJECT:

National Press Coverage of White
House and First Family Christmas
Activities

I am attaching Mort Allin's response to your late December request for a report on how our positive Christmas stories fared in the national press.

APB:ny

January 9, 1971

Am

MEMORANDUM FOR: BRIG. GENERAL JAMES D. HUGHES
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: TV Film Titled "A Man Named Lombardi"

A Mr. Arthur O'Connor will be calling you this weekend (probably today) concerning early availability, for the President's viewing, of a television film titled "A Man Named Lombardi".

It is my understanding that the film will appear on nationwide television on January 17 as a One Hour Special immediately prior to the Super Bowl game. I think the President would indeed be interested.

APB:ny

THE PRESIDENT

(Saturday - January 9, 1971)

Chen

To the office at 9:37 a.m.

Ron Ziegler in at 9:51 a.m.

Ron Ziegler out at 10:03 a.m.

Telephoned Admiral Jerry Land at 10:14 a.m.

Ron Ziegler in at 10:26 a.m.

Ron Ziegler out at 10:29 a.m.

John Ehrlichman in at 10:29 a.m.

Departed the office for the Residence at 10:50 a.m.

John Ehrlichman departed the office at 10:50 a.m.

Arrived Residence at 10:55 a.m.

Departed Residence at 10:56 for walk along the beach.

Arrived Residence at 11:17 a.m.

Received telephone call from Bob Haldeman at 11:29 a.m. (In Residence)

Telephoned Rose Mary Woods at 12:21 p.m. (from Residence)

Telephoned John Ehrlichman at 12:28 p.m. (from Residence)

Telephoned Chief Abelardo Convento in Staff Mess at 12:51 p.m. (from
Residence)

Telephoned Mr. Ron Ziegler at 12:54 p.m. from Residence.

To Building B at 1:05 p.m. with Tricia to see birthday gifts. (Flowers, etc.)

To the office with Tricia at 1:10 p.m.

Departed the office with Tricia at 1:16 p.m.

The President
January 9, 1971

Received telephone call from Dr. Kissinger at 2:42 p.m. (in Residence)

Received telephone call from Mrs. Mamie Eisenhower at 3:54 p.m.
(In Residence)

Received telephone call from the Vice President at 4:40 p.m. but
did not talk until 5:16 p.m. (In Residence)

Received telephone call from Julie Eisenhower at 5:07 p.m. (In Residence)

Birthday Dinner:

The President

Mrs. Nixon

Tricia Nixon

Mr. and Mrs. Don Nixon

Mr. and Mrs. Jack Drown

Mr. Bebe Rebozo

Mr. Ray Price

Miss Rose Mary Woods

THE PRESIDENT

Chan

(Friday - January 8, 1971)

In Office at 8:24 a.m.

John Ehrlichman in at 9:20 a.m.

Ron Ziegler in at 9:46 a.m.

Ron Ziegler out at 11:17 a.m.

Telephoned George Allen at 12:02 p.m.

John Ehrlichman out at 12:15 p.m.

Rose Mary Woods in at 12:15 p.m.

Telephoned Mrs. Nixon at 12:24 p.m.

Rose Mary Woods out at 12:34 p.m.

Alexander Butterfield in at 12:34 p.m.

Alexander Butterfield out at 12:37 p.m.

Rose Mary Woods and Mrs. Dulaney Palmer in at 12:37 p.m.

To Rose Mary Woods' office with Rose Mary Woods and Mrs. Dulaney Palmer
at 12:39 p.m.

Returned to office at 12:40 p.m.

Rose Mary Woods in at 12:42 p.m.

Rose Mary Woods out at 12:44 p.m.

Bebe Rebozo in at 12:44 p.m.

Bebe Rebozo out at 12:50 p.m.

Telephoned Bob Haldeman at 12:56 p.m.

The President
Friday - January 8, 1971

Accompanied by Bebe Rebozo, departed for Residence at 1:37 p.m.

Telephoned Bob Haldeman at 2:28 p.m. (from Residence)

Departed via helicopter for Santa Catalina Island at 2:50 p.m.

Arrived Catalina Island at 3:17 p.m.

Departed Pebbly Beach, Catalina Island at 4:35 p.m.

Arrived Residence at 5:57 p.m.

Telephoned Susan Eisenhower at 5:05 p.m. (from Residence)

Telephoned John Ehrlichman at 5:13 p.m. (from Residence)

Received telephone call from Ed Nixon at 5:54 p.m. (In Residence)

Telephoned Rose Mary Woods at 6:10 p.m. (from Residence)

Telephoned Bob Haldeman at 6:13 p.m. (from Residence)

Telephoned Bob Haldeman at 6:26 p.m. (from Residence)

THE PRESIDENT

Chman

(Thursday, January 7, 1971)

To office at 8:22 a.m.

Alexander Butterfield in at 8:24 a.m.

Alexander Butterfield out at 8:30 a.m.

Telephoned Bob Finch at 8:43 a.m. (Unsuccessful)

Telephoned George Shultz at 8:45 a.m.

Talked to Bob Finch (who returned the President's earlier call) at 9:20 a.m.

Rose Mary Woods in at 9:35 a.m.

Rose Mary Woods out at 9:39 a.m.

Telephoned Dick Moore at 9:40 a.m.

Rose Mary Woods in at 9:54 a.m.

Rose Mary Woods out at 9:59 a.m.

Alexander Butterfield in at 10:00 a.m.

Alexander Butterfield out at 10:05 a.m.

Telephoned San Diego Mayor Frank Curran at 10:12 a.m.

Henry Kissinger in at 10:15 a.m.

Henry Kissinger out at 11:55 a.m.

Henry Kissinger in at 11:56 a.m.

Rose Mary Woods in at 11:57 a.m.

Telephoned Bob Haldeman at 12:02 p.m.

Rose Mary Woods out at 12:04 p.m.

The President

Thursday, January 7, 1971

Henry Kissinger out at 12:05 p.m.

Alexander Butterfield in at 12:08 p.m.

Alexander Butterfield out at 12:10 p.m.

John Ehrlichman in at 12:14 p.m.

John Ehrlichman out at 12:50 p.m.

To the Residence in the company of Bebe Rebozo at 12:53 p.m.

Telephoned John Ehrlichman at 1:16 p.m. (from Residence)

Telephoned Julie Eisenhower at 1:35 p.m. (from Residence)

Telephoned Julie Eisenhower at 1:43 p.m. (from Residence)

Went for Automobile drive with Bebe Rebozo at 1:58 p.m.

Returned from automobile drive at 4:12 p.m.

Received call from Julie Eisenhower at 4:20 p.m. (Talked from Residence)

Telephoned Rose Mary Woods at 4:22 p.m. (from Residence)

Telephoned Rose Mary Woods at 5:06 p.m. (from Residence)

Telephoned John Ehrlichman at 5:08 p.m. (from Residence)

Telephoned John Ehrlichman at 6:32 p.m. (from Residence) (Unsuccessful)

Received telephone call from Speaker McCormack at 8:29 p.m. (Talked from
Residence)

January 7, 1971

Cushman

MEMORANDUM FOR: DR. HENRY A. KISSINGER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Lt. General Cushman, USMC

The attached copy of Don Hughes' January 4th memorandum to the President concerns consideration of Lt. General Cushman as the next Marine Corps Deputy Commandant. As you will note, the President likes the idea.

Please look into the matter more thoroughly and prepare a brief opinion paper for the President's review.

Thank you.

APB:ny

January 7, 1971

Chen

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. WILLIAM E. TIMMONS
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: John McCormack

The President has approved your recommendation that you explore the possibility of finding a suitable post within the Administration for recently retired Speaker of the House, John McCormack.

Meanwhile, you should know that the President asked Henry Kissinger to take the following actions with regard to McCormack:

- Advise as to the suitability (in Henry's opinion) of McCormack's becoming a member of the FIAB.
- Invite McCormack to bi-partisan meetings on national defense ... but only when they are to be broadly based.
- Have Dick Helms brief McCormack periodically - about every three months.

APB:ny

January 7, 1971

Chen

MEMORANDUM FOR: MR. JOHN D. EHRLICHMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Miscellaneous Items

Arthur Burns has been trying to get through to the President on the telephone. The President would like for either you or George Shultz to call Arthur ... and handle the matter, whatever it is.

Paul McCracken called me last night to say that he felt it quite important that he come out here to California and meet with the President for some 45-60 minutes or more ... to discuss some dangling issues on economic policy and what we are going to say in the President's Economic Report. Before we give a yes or no answer to Paul's request, you should get together with George Shultz and make a decision as to the value of such a meeting.

Thank you.

~~DMG:xxx~~

APB:ny

Chm

January 7, 1971

ADMINISTRATIVELY CONFIDENTIAL

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

There was a short piece in the January 6th News Summary which said, in essence, that Senator Hughes had just named as his new Press Secretary George Mitrovich, the former Press Secretary to Senator Goodell and that before joining Goodell, Mitrovich had been the press aide to RFK.

The President's personal comment to you was that this may explain, in part, Goodell's conduct.

APB:Ny

January 6, 1971

Chen

MEMORANDUM FOR: MR. STEPHEN B. BULL
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Air Transportation Requirement

Please make arrangements for transporting Dr. Kissinger from Washington, D. C. to El Toro MCAS on the afternoon of January 11. He will be free to depart Andrews any time after 3:00 p.m. that day.

You should coordinate this action with the Office of the Staff Secretary so that courier use can be made of the aircraft.

Thank you.

APB:ny

January 6, 1971

Chron

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR:

MR. JOHN D. EHRLICHMAN
DR. HENRY A. KISSINGER
MR. RONALD ZIEGLER
BRIG. GEN. JAMES D. HUGHES
MR. RAY PRICE
MISS ROSE MARY WOODS
MRS. CONSTANCE STUART
DRS. STANLEY BEAR AND
WILLIAM M. LUKASH

SUBJECT:

Personal Security

As you probably know, several of the more dissident, politically oriented groups in the country have publicly announced their intentions to kidnap an official of the Nixon Administration, hold him captive under the threat of death, and demand for his safe return the release from Federal, State or local custody of such persons as Bobby Seale, Angela Davis, etc. More than once such announcements have "targeted" named and unnamed members of the White House Staff.

The purpose of this note, therefore, is to remind you that because of these repeated forewarnings, the militant and often-times irrational character of the organizations from which they come, the relative proximity of the Angela Davis pre-trial proceedings -- and perhaps especially because elements of the Black Panther Party and Weatherman faction of SDS are currently training in Southern California for the express purpose of committing "lawless acts and kidnappings" -- there is a clear and present danger of abduction. Moreover, that danger is not confined necessarily to persons of senior status.

Here are some things that you can do to minimize your own vulnerability:

1. Stay alert to events which seem unusual ... and to strangers who may appear to be observing you and your daily routine.
2. As on overseas trips with the President, avoid going places alone...especially during hours of darkness.
3. Remove the name tag from the windshield of your automobile and put it in the glove compartment. (It was placed there only for purposes of initial identification.)
4. Remove the white "VP" tag from the windshield of your automobile and put it in the glove compartment. (It is for use only on El Toro MCAS.)
5. When you park and vacate your car away from the Western White House, remove the easy-to-disconnect, snap-on type antenna and place it on the floor or seat; then lock the doors to safeguard the equipment.
6. If you are a lady staff member, whether or not assigned a personal car, you should use motor pool transportation as much as possible.

I would appreciate your passing the contents of this memorandum to every member of your staff who is here in California. It is most important, I believe, to caution against complacency. The frequency of political kidnappings in foreign lands indicates, beyond doubt, that the practice is fast becoming an acceptable tool of organized extremists. Bizarre as it may seem to us in this country, abductions are being planned and may be attempted.

APB:my

ALEXANDER P. BUTTERFIELD

THE WHITE HOUSE

WASHINGTON

Chen

January 6, 1971

MEMORANDUM FOR:

MR. JOHN D. EHRLICHMAN
DR. HENRY A. KISSINGER
MR. RONALD ZIEGLER
BRIG. GEN. JAMES D. HUGHES
MR. RAY PRICE
MISS ROSE MARY WOODS
MRS. CONSTANCE STUART

FROM:

ALEXANDER P. BUTTERFIELD A/

SUBJECT:

Standard Administrative Procedure

Throughout our stay here at the Western White House, please send to me - either directly or through Mr. Bruce Kehrli - all material intended for the President's review and/or action which need not be sent to the Office of the Staff Secretary in Washington.

Thank you.

January 6, 1971

Chen
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MEMORANDUM FOR: DR. HENRY A. KISSINGER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Air Transportation to Washington

This note is to confirm the fact that arrangements have been made for your air transportation to Washington on Friday, January 8. The aircraft, a Jet Star bearing tail number 4197, is scheduled to depart El Toro MCAS at 8:00 a.m. PST. Transportation from San Clemente to El Toro - by either car or helicopter - should be coordinated between your office staff and the Office of the Military Aide.

APB:ny

THE PRESIDENT

(Wednesday - January 6, 1971)

Telephoned George Shultz from Residence at 7:59 a.m.

To office at 8:50 a.m.

Alexander Butterfield in at 8:55 a.m.

Alexander Butterfield out at 9:00 a.m.

Telephoned Attorney General Mitchell at 9:02 a.m.

John Ehrlichman in office at 9:45 a.m.

(Tried to call Secretary Rogers at 10:05 a.m.)

- Unsuccessful.
- Secretary enroute Virgin Islands.

Telephoned Virginia Knauer at 10:27 a.m.

Henry Kissinger joined President and Ehrlichman in office at 10:35 a.m.

Henry Kissinger out at 12:01 p.m.

John Ehrlichman out at 12:45 p.m.

Alexander Butterfield in at 12:45 p.m.

Alexander Butterfield out at 12:50 p.m.

Rose Mary Woods in at 12:50 p.m.

Rose Mary Woods out at 1:00 p.m.

Telephoned Rose Mary Woods at 1:16 p.m.

Departed office for Residence at 1:17 p.m.

The President

Wednesday - January 6, 1971

Telephoned Chuck Colson at 1:25 p.m. (from Residence)

Telephoned John Ehrlichman at 1:43 p.m. (from Residence)

Telephoned Bob Haldeman at 1:56 p.m. (from Residence)

Telephoned Rose Mary Woods at 4:01 p.m. (from Residence)

Telephoned Billy Graham at 4:03 p.m. (Unsuccessful) (from Residence)

Telephoned Dr. Tkach at 4:04 p.m. (from Residence)

Telephoned John Ehrlichman at 4:08 p.m. (from Residence)

Telephoned Bob Haldeman at 4:17 p.m. (from Residence)

Telephoned Bill Safire at 4:20 p.m. (from Residence)

Telephoned Ray Price at 4:21 p.m. (from Residence)

Telephoned John Ehrlichman at 4:42 p.m. (from Residence) (Unsuccessful)

Telephoned John Ehrlichman at 5:27 p.m. (from Residence) (Unsuccessful)

Telephoned George Shultz at 5:28 p.m. (from Residence)

Telephoned Dick Moore at 6:34 p.m. (from Residence) (Unsuccessful)

Alexander Butterfield in Study at Residence at 6:35 p.m.

Alexander Butterfield out of Study at Residence at 6:45 p.m.

Telephoned John Connally at 6:45 p.m. (from Residence)

Joined guests (see attached list) at 7:00 p.m.

Talked to Rev. Billy Graham (who returned President's earlier call) at 7:20 p.m.

Guests departed Residence at 9:15 p.m.

THE WHITE HOUSE

WASHINGTON

Chen

January 6, 1971

ADMINISTRATIVELY CONFIDENTIAL/PERSONAL

MEMORANDUM FOR:

MR. JOHN D. EHRLICHMAN
DR. HENRY A. KISSINGER
MR. RONALD ZIEGLER
BRIG. GEN. JAMES D. HUGHES
MISS ROSE MARY WOODS
MRS. CONSTANCE STUART

FROM:

ALEXANDER P. BUTTERFIELD *A*

SUBJECT:

The President's Time

As you know, this next seven or eight days will be a period of reduced official work load during which the President will have an opportunity to concentrate on budget and economic matters, and to further develop his State of the Union Address. Your cooperation in discouraging unscheduled callers to his office, and all other activities involving his time which he personally does not request, will be very much appreciated.

January 6, 1971

Chman
—

MEMORANDUM FOR:

STAFF MEMBERS
Western White House

SUBJECT:

Change in Courier Schedule

A courier aircraft will depart Washington, D.C. at 5:00 p.m. EST, January 7, and arrive at El Toro MCAS at approximately 8:00 p.m. PST. The flight will be in accordance with the courier schedule as initially published.

This same plane, bearing tail number 4197, will make its return flight to Washington on January 8 ... departing El Toro at 8:00 a.m. Thus, the courier pouch in the Military Office will close at precisely 7:00 a.m. that day.

ALEXANDER P. BUTTERFIELD

APB:ny

January 6, 1971

Chen

MEMORANDUM FOR: MISS ROSE MARY WOODS
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Preparation of Presidential Letter

The President would appreciate your typing in final form, for his signature, a short note to Nate Cummings, Honorary Chairman of Consolidated Foods Corporation. It should read:

Dear Nate:

Paul McCracken passed on to me your generous comments on my television interview Monday night. Many thanks!

I hope my economic predictions stand up.

Sincerely,

Richard Nixon

APB:ny

January 6, 1971

Chen

MEMORANDUM FOR: MR. DWIGHT L. CHAPIN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Cabinet Meeting on January 19th

This is just a quick note to tell you that you can consider January 19th a firm date for the next Cabinet Meeting. The President, himself, mentioned the date to the Members at yesterday morning's session.

There is a good chance that the meeting will be held at either Camp David or Williamsburg (although I personally would hope to discourage the later except during the spring or fall seasons) ... and that it will extend well beyond the new one-hour time allocation.

I will stay in close touch with John Ehrlichman on details and keep you abreast of developments.

APB:ny

Cham

January 6, 1971

MEMORANDUM FOR: MR. HERBERT KLEIN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Action Request

The January 6th News Summary told of ABC's plan to combine an opinion poll with a live election-night atmosphere to see what people are thinking about the national issues. Just thirty-six hours before the January 13th broadcast, 600 pollsters will be sent out across the country to interview some 3,000 people on their views concerning youth, the economy, law and order and war and peace. The results are to be fed into computers and reported and analyzed by Lou Harris and Frank Reynolds ... in much the same manner that voting results are reported on an election night. Additional analyses will come from a group of "prominent Americans" who will answer questions and offer opinions in their own particular fields. Among these persons are Ramsey Clark, Walt Rostow, Bill Moyers, Walter Heller, and Eva Jefferson (the Student Body President at Northwestern University).

Please see to it that the fact that all of the "prominent Americans" on the panel are Democrats is made known ... and that some mild complaints are registered. A report on the specific actions taken in this matter should be forwarded to the Office of the Staff Secretary.

Thank you.

CC: Mr. Magruder
Mr. Ziegler

APB:ny

January 6, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: DR. HENRY A. KISSINGER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: John McCormack

Bill Timmons sent a January 2nd memorandum to the President concerning recently retired Speaker John McCormack. It said, in essence, that because of Mrs. McCormack's poor health the couple will not be returning to Boston for some time (at least) ... and that friends on the Hill have suggested that McCormack will surely become restless without a job and certain responsibilities of office to occupy his time.

Bill believes that it would be good politics and good Congressional relations to find a suitable post within the Administration for McCormack - probably in the field of national defense.

The President has approved Bill's recommendation that he explore possibilities and discuss prospects with the Speaker, himself.

Relative to all of this, the President wants you to take the following actions:

- Advise as to the suitability (in your opinion) of McCormack's becoming a member of the FIAB.
- Invite McCormack to bi-partisan meetings on national defense ... but only when they are to be broadly based.
- Have Dick Helms brief McCormack periodically - about every three months.

2.

Please prepare and forward through the Staff Secretary a report to the President in response to these action requests.

XXXX

APB:ny

THE WHITE HOUSE

WASHINGTON

January 5, 1971

MEMORANDUM FOR:

MR. JOHN D. EHRLICHMAN
DR. HENRY A. KISSINGER
MR. RONALD ZIEGLER
BRIG. GEN. JAMES D. HUGHES
MR. RAY PRICE
MISS ROSE MARY WOODS
MRS. CONSTANCE STUART
MR. ROBERT TAYLOR
DRS. STANLEY BEAR AND
WILLIAM M. LUKASH

FROM:

ALEXANDER P. BUTTERFIELD *A*

SUBJECT:

The President's Schedule

At 12:00 noon each day, and never later than 2:00 p.m., I will call your office and pass on new information which may be of interest to you concerning the President's California schedule ... with emphasis of course on the 24-hour period immediately to follow.

CC: Brig. Gen. Haig
Mr. Kehrli
Mr. Hullin
Mr. Atkins
Mr. Whelihan
SS Command Post

January 5, 1971

Chapin

MEMORANDUM FOR: HARRY DENT

FROM: DWIGHT L. CHAPIN

The President will host a reception for the National Committee which will be meeting here in Washington on January 15th. The reception will be at 5 p.m. The President will probably enter at 5:30 p.m. and will have a receiving line. There will be no Press coverage or photographs taken and there will only be a receiving line - - no speech or informal remark.

A guest list should be developed for approval.

cc: Alex Butterfield
m Lucy Winchester

DLC ?hle

Char

January 4, 1971

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

This is just a note to remind you that we want to include in our first two or three White House Worship Services of the new year a considerable number of those Sub-Cabinet Members (and their families) who were not invited to the Christmas Reception for Administration officials. I believe there were about 150 of them, and that you have their names.

You may want to think also about inviting to some later Worship Services various (middle level) members of the staff of the Supreme Court Justices. There is a tendency to forget them in much that we do here at the White House ... and I have reason to believe that our neglect is noticeable to them.

Please be aware, of course, that none of what I have said above is meant to supersede the general guidelines set down earlier with regard to persons to be invited to Worship Services during 1971.

Thank you.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

January 4, 1971

MEMORANDUM FOR: MR. JOHN D. EHRLICHMAN
MR. CLARK MAC GREGOR
MR. WILLIAM E. TIMMONS
MR. RONALD L. ZIEGLER
MR. HERBERT G. KLEIN
MR. CHARLES W. COLSON
MR. JOHN W. DEAN, III
MR. FRANKLYN C. NOFZIGER
MR. JOHN R. BROWN, III
MISS GERTRUDE T. BROWN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Paper Shredder

GSA will place a paper shredder in your secretarial office sometime during the next week. The purpose of the shredder is to reduce the amount of classified and otherwise sensitive material which accumulates during the day, and must now be taken in bags from the White House each evening and transported to the macerator in the basement of the Executive Office Building.

Please encourage your staff members to make good use of the shredder.

Thank you.

Chen

January 5, 1971

MEMORANDUM FOR: MR. CHARLES F. ROTCHFORD
Manager, White House Area
General Services Administration

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Paper Shredders

This memorandum supersedes my note to you on this subject of January 4th.

Please place a paper shredder in each of the following locations:

Mr. John Brown's outer office ... West Wing, ground floor
Miss Trudy Brown's office ... West Wing, ground floor
Mr. John Ehrlichman's secretarial office ... West Wing, second floor
Corridor entrance to Mr. Ken Belieu's office ... East Wing, first floor
Mr. Ron Ziegler's secretarial office ... West Wing, first floor
Mr. Clark MacGregor's secretarial office ... West Wing, first floor
Mr. Dwight Chapin's secretarial office ... West Wing, first floor
(already in place)
Mr. Chuck Colson's secretarial office ... EOB, first floor
Mr. Herb Klein's secretarial office ... EOB, first floor
Mr. John Dean's secretarial office ... EOB, first floor
Mr. Lyn Nofziger's secretarial office ... EOB, first floor
Situation Room ... West Wing, ground floor (already in place)

Keep the remaining shredders on hand, but in storage, until you next hear from me.

Finally, I would appreciate your briefing secretarial personnel concerned as to the correct use of the paper shredder device.

Thank you.

Chen

January 5, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MRS. M. JEAN ROBB
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Mrs. Bonnie Dean Andrews

This note is to inform you that you may terminate Mrs. Andrews' probationary period today and put her name on the regular White House rolls for an indefinite duration.

Thank you.

ADMINISTRATIVELY CONFIDENTIAL

ehon

January 5, 1971

MEMORANDUM FOR: THE PRESIDENT

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Sentences Imposed in the U. S.
on Convicted Hijackers

Last week you asked for a report on precisely how the U. S. is and has been dealing with hijackers ... to include what consideration, if any, has been given to the death sentence.

That report, having been prepared by John Dean, is attached. The last paragraph deals with the death sentence.

Attachment

Edron

January 4, 1971

MEMORANDUM FOR: MR. CHARLES W. COLSON
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Action Plans by American Youth
for a Just Peace

I am in favor of all I have read about the American Youth for a Just Peace and that organization's plan for a national advertising campaign on the POW issue.

Whereas the proposed advertisement is generally very good, I would make these suggestions to the drafter.

- Steer away from the narrative format, and reduce the content. (A one or two-page fact sheet would be preferable.)
- Rather than concluding with the question, "Will you help us launch this world crusade to save our POW's by sending your contribution immediately?" ... it would be more appropriate to say, "We ask your help in launching this world crusade. Please send your contributions to"
- Recheck all figures (statistics) with John Holdridge or a DOD representative immediately prior to publication.

chron

January 5, 1971

MEMORANDUM FOR: BRIGADIER GENERAL ALEXANDER M. HAIG
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Memoranda for The President's File

Al:

I dislike having to come back to you with a change in policy -- but I must.

We must insist, henceforth, on receiving the "original" of all memoranda for The President's File ... whether prepared by members of the NSC staff or State Department personnel. I apologize for having misled you by my earlier note on this same subject.

I will appreciate your passing the word -- and returning to my office the original of the attached xerox copy of the memorandum on the President's meeting with the White House Fellows.

Many thanks.

Attachment

Chen
January 5, 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 8:00 a.m. today:

Secretary Rogers (State)
Secretary Kennedy (Treasury)
Deputy Secretary Packard (Defense)
Attorney General Mitchell (Justice)
Deputy Postmaster General Klassen (Post Office)
Acting Secretary Russell (Interior)
Under Secretary Siciliano (Commerce)
Secretary Hodgson (Labor)
Secretary Richardson (HEW)
Secretary Romney (HUD)
Under Secretary Beggs (Transportation)
Secretary Hardin (Agriculture)

Please ensure their immediate access.

Thank you.

A
Alexander P. Butterfield
Deputy Assistant to the President

THE WHITE HOUSE
WASHINGTON

AGENDA

CABINET MEETING

Tuesday, January 5, 1971

8:00 a.m.

8:00 - 9:00

REMARKS BY THE PRESIDENT
AND/OR GENERAL DISCUSSION

NOTE: Your next appointment is with Mr. Peter G. Peterson
(and George Shultz) at 9:30 a.m.

TO BE IN ATTENDANCE

At Cabinet Table

(Unable to Attend)

The President	
The Vice President	
Secretary Rogers	
Secretary Kennedy	
Deputy Secretary Packard	(Secretary Laird - enroute to Vietnam)
Attorney General Mitchell	
Dep. Postmaster General Klassen	(Postmaster General Blount - Switzerland)
Acting Secretary Russell	
Secretary Hardin	
Under Secretary Siciliano	(Secretary Stans - Kenya)
* Secretary Hodgson	
Secretary Richardson	
Secretary Romney	
Under Secretary Beggs	(Secretary Volpe - Virgin Islands)
Director Shultz	
Counsellor Finch	
Counsellor Rumsfeld	
--	(Ambassador Yost - New York)

Staff

Mr. Haldeman
Mr. Ehrlichman
Mr. Flanigan
Mr. Timmons
** Mr. Klein
Mr. Price
Mr. Butterfield
Mr. Safire (Anecdotalist)
Mr. Ziegler
Dr. David
Mr. Sohmer

Others

Dr. McCracken
Mr. Weinberger
Mr. Weber
--

(Rogers C. B. Morton - Puerto Rico)

- * Secretary Hodgson may be late for the meeting - on Today Show
** Mr. Klein may be late for the meeting - on CBS Morning News Show

Chen

January 4, 1971

MEMORANDUM FOR: MRS. LUCY A. WINCHESTER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: The Diplomatic Reception Scheduled
for February 8th

I would appreciate your putting together, as soon as possible, as much as you can of the scenario for the Diplomatic Reception scheduled to be held on Monday evening, February 8th. You can send it to me in California through the Staff Secretary.

Thank you.

cc: Mrs. Constance Stuart
Miss Deborah Murray

Chen

INFORMATION

January 4, 1971

MEMORANDUM FOR: THE PRESIDENT
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Apollo 14

Apollo 14 is scheduled for lift-off from Cape Kennedy at 3:23 p.m., EST, Sunday, January 31st. It will be the second space flight for Navy Captain Alan B. Shepard, the mission commander. (You will recall that he became America's first man in space when he made a suborbital flight aboard "Freedom 7" on May 5, 1961.)

The oxygen system which caused such serious problems for the Apollo 13 crew has been redesigned ... and Apollo 14 will plan a landing where Apollo 13 was to have gone, in the geologically interesting Fra Mauro region. As indicated on the attached fact sheet, the flight is planned for nine days. The most interesting phases of the mission, and the dates on which they will occur, appear below:

Launch Sunday, January 31st
Lunar landing and exploration.. Friday, February 5th
Recovery Tuesday, February 9th

Messrs. Haldeman and Chapin have a rundown on the various ways in which you might observe (and/or participate in) the mission operation.

Bill Anders, Executive Secretary of the National Aeronautics and Space Council, is prepared to provide White House staff personnel and others written or verbal summaries of the day-to-day activities.

Attachment

*Copy attachment to H.
12-8 memo from Anders*

Chron

January 4, 1971

MEMORANDUM FOR: MR. DWIGHT L. CHAPIN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: The Apollo 14 Mission and Options
Concerning Presidential Involvement

I am attaching for your interest and consideration a memorandum from Bill Anders which concerns the Apollo 14 mission (planned for the period January 31 - February 9) and various suggestions for the President's involvement.

Attachment

Chen

January 4, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Dr. D. P. Moynihan
(Staff Secretary Action Memo PI206)

I have extended to Pat Moynihan, on the President's behalf, an invitation to all general Cabinet Meetings ... and to certain Cabinet-type social functions. He knows that I will contact him in advance of the appropriate occasions.

Needless to say, he was most grateful to the President.

Chen

January 4, 1971

MEMORANDUM FOR: MR. CLEMENT E. CONGER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Framed Inaugural Medals

Clem:

Please take a close look at the large inaugural medals recently placed on a red velvet background and framed. To my way of thinking the final product suggests nothing at all beautiful; however, the proposal has been made that we find a place to hang the item here in the West Wing. I would be interested in your comments ... and your advice.

Thank you.

Chen

January 4, 1971

MEMORANDUM FOR: MR. CHARLES F. ROTCHFORD
Manager, White House Area
General Services Administration

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Paper Shredders

Please place a paper shredder in each of the following locations:

Mr. John Brown's outer office ... West Wing, ground floor
Miss Trudy Brown's office ... West Wing, ground floor
Mr. John Ehrlichman's secretarial office ... West Wing, second floor
Dr. Kissinger's secretarial office ... West Wing, first floor
Corridor entrance to Mr. Ken Belieu's office ... East Wing, first floor
Mr. Ron Ziegler's secretarial office ... West Wing, first floor
Mr. Clark MacGregor's secretarial office ... West Wing, first floor
Mr. Dwight Chapin's secretarial office ... West Wing, first floor
(already in place)
Mr. Larry Higby's secretarial office ... West Wing, first floor

Keep the remaining shredders on hand, but in storage, until you next hear from me.

Thank you.

Chen

January 4, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: The Use of Risers at White House
Services and other East Room Events

I have talked with Connie about this matter and she has assured me that henceforth risers will be used.

Chen

January 4, 1971

MEMORANDUM FOR: MR. ROBERT H. TAYLOR
Special Agent in Charge
Presidential Protective Division

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Background Material on the
Weatherman Faction of SDS

Many thanks for making available to me the interesting material on the Weatherman faction of SDS. I was able to review it over the weekend ... and am returning it now along with this note.

Attachment

January 4, 1971

Dear Joan:

Here are several copies of one of the photographs taken at the White House the day the President honored the Son Tay group. I thought you, Mary Jane and the others might want a copy or two.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Enclosures

Mrs. B. J. Vinson
Coordinator
National League of Families of
American Prisoners and Missing
in Southeast Asia
One Constitution Avenue, N.E.
Washington, D.C. 20002

Chen

THE WHITE HOUSE
WASHINGTON

January 4, 1971

PERSONAL

MEMORANDUM FOR:

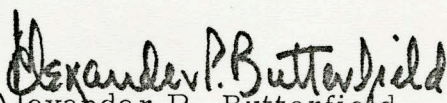
MEMBERS OF THE CABINET

SUBJECT:

Cabinet Meeting

This brief note is to confirm the message that I passed to most of you yesterday afternoon -- that there will be a Cabinet Meeting on Tuesday, January 5th. However, the meeting will begin at 8:00 a.m....not at 9:30 a.m. as initially announced.

Incidentally, the President will depart for San Clemente later that day, expecting to return to Washington on or about January 14th.


Alexander P. Butterfield

Deputy Assistant to the President

PERSONAL

Chen

January 1, 1971
10:05 a.m.

MR. PRESIDENT:

I just talked to Billy Graham, who called in a moment ago. As you probably know, he is the Rose Parade Grand Marshal this year ... and is at the moment at Tournament House in Pasadena. He said that because you had been a Grand Marshal twice, he thought it would be appropriate to talk to you this morning on the telephone so that he could mention the conversation publicly as opportunities presented themselves throughout the day.

He'll be available until about 11:15 a.m. our time, the White House Operator has his number.

January 1, 1971

10:05 a. m.

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