

Chen

February 2, 1971

Dear Noel:

This is just a very short note to tell you how pleased the President was with the 1000-word draft you prepared for his use at this morning's National Prayer Breakfast. He made the comment that you had done an excellent job and asked me to convey his personal compliments.

Sincerely,

**Alexander P. Butterfield
Deputy Assistant to the President**

**Mr. Noel C. Koch
Staff Assistant
The White House**

cc: Mr. R. K. Price, Jr.

February 12, 1971

Dear Sandy:

Many thanks to you and your staff for voluntarily taking the time to prepare a chart indicating the proper seating arrangement at the Cabinet Table for Members of the Cabinet.

The sketch will be very helpful to Messrs. Carl Jones and Roger Hallman and others who are responsible for the orderliness of the Cabinet Room ... and to me personally in answering the many inquiries received each week from interested students.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Mr. Sanford L. Fox
Director of Graphics and
Coordinator of Protocol
The White House

Chen

February 24, 1971

MEMORANDUM FOR: MR. JOHN K. ANDREWS, JR.
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Complimentary Remark from the President

The President was pleased with the job you did in putting together for him suggested remarks to be used on the occasion of the National Governors Dinner. He especially liked the entire first paragraph in which you compared the Senators' "exclusive club" with that of the Governors'.

cc: Mr. Raymond K. Price, Jr.

2-27-71
TELEPHONE CALL

STAFF

TO: John K. Andrews, Jr.

RECOMMENDED BY: Alex Butterfield

PURPOSE: To congratulate him on the especially good job he has been doing as a new speech writer.

BACKGROUND: John Andrews has been on the staff less than a year.

Until 11 days ago he was Ron Ziegler's Administrative Assistant ... but, as you know, he is now one of the writers on Ray Price's staff.

In the past 11 days he has written the suggested remarks for the following 9 events:

American Legion Banquet
Military Reception
Physical Fitness Council Reception
Reception for YR's
Governors Drop-by
National Governors Dinner
Federal Executive Board Chairmen
Bush Swearing-in
Acceptance of Adams Portraits

You wrote complimentary comments on the "remarks" material he prepared for your use at the National Governors Dinner. (You liked his comparing the Senators' "exclusive club" with that of the Governors', etc.)

TALKING POINTS:

1. Tell him that you have noticed the good job he has been doing.
2. You might say you wish we had uncovered his writing talents earlier -- that we always need top-notch writers on the staff

February 27, 1971

MEMORANDUM FOR: MISS ROSE MARY WOODS

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Additional Guests for the Apollo 14
Dinner on March 1st

Rose:

As you may know, both the President and Mrs. Nixon have approved the plan to have the Apollo 14 Dinner in the East Room of the Residence rather than in the State Dining Room. This will allow us to have at least eight additional guests. It is my understanding that you have some people on a standby list, and I know that Timmons is especially anxious for us to invite Senator Tower and Representative Frey (Florida). Moreover, Bob Haldeman just told me that the President does want to invite Mr. and Mrs. Frank Borman.

I hope we can work something out, even so it's awfully late in the game to be doing so.

Chron

February 26, 1971

MEMORANDUM FOR: MRS. LUCY A. WINCHESTER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: White House Staff Guest to Attend
March 7th Worship Service

Edna Rosenberg, who works in the Executive Office Building -- on Bill Hopkins' support staff -- will have worked at the White House for 42 years on March 7th. I'm sure you will agree with me that it would be appropriate to invite her to this service ... and the President, I know, will want to say something special as he receives her in the State Dining Room after the Service.

February 26, 1971
7:00 p.m.

MR. PRESIDENT:

Ray Price is making some slight
revisions to this first draft and will
have final copy ready by Saturday
noon.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

February 26, 1971

ADMINISTRATIVELY CONFIDENTIAL

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

Lucy:

I'm attaching the approved quotas for seats at future White House Worship Services.

As you will note, I am sending this correspondence only to you, Chuck Colson and Rose Mary Woods.

Attachment

cc: Charles W. Colson
Rose Mary Woods

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

February 26, 1971

MEMORANDUM FOR: MR. RONALD L. ZIEGLER
MR. MARK I. GOODE

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Instruction Applicable to Television
Filming of the President

Please ensure that there are no still photographers on the scene during a television filming of the President.

Thank you.

cc: Mrs. Constance Stuart
Mr. J. Bruce Whelihan
Mr. Oliver F. Atkins
Mr. Timothy G. Elbourne

February 26, 1971

MEMORANDUM FOR: HONORABLE GEORGE BUSH
U.S. Representative to the United Nations

SUBJECT: Seating Arrangement at the Cabinet Table

Attached for your information is a copy of the new seating arrangement at the Cabinet Table.

Alexander P. Butterfield
Deputy Assistant to the President

Attachment

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

February 26, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MRS. M. JEAN ROBB
Personnel Officer

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Staff and Personnel Transfers

The following staff and personnel transfers should be made effective on (or about) the dates indicated:

- (1) Mr. Jon M. Huntsman's office and office staff should be made a sub-unit of my office ... as is Trudy Brown's office now (on or about the day Mr. Huntsman was placed on the White House rolls).
- (2) Miss Shelley Ann Scarney should be transferred from my immediate office, and supervision, to that of Mr. Huntsman (on or about March 1st).
- (3) Miss Sally L. Inge should be transferred from Bud Wilkinson's office to Mr. Huntsman's office (on or about March 1st). For your information, Sally will serve in a receptionist/stenographer capacity ... as Shelley Scarney's assistant. Her desk will be in the President's EOB outer office.
- (4) Mrs. Bonnie Dean Andrews should be transferred from my office to Mr. John S. Davies' office (on March 1st). She will serve in a receptionist/stenographer capacity and her desk will be in the new East Wing Reception Room.

ADMINISTRATIVELY CONFIDENTIAL

Determined to be an
Administrative Marking
Not National Security Information
By J45 NARA Date 3/29/2016

February 26, 1971

~~CONFIDENTIAL~~

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

As you know, Shakespeare was cancelled out again today.

Don't make a date for another appointment until the situation requires it.

~~CONFIDENTIAL~~

chin

February 25, 1971

MEMORANDUM FOR: MR. DWIGHT L. CHAPIN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Planting of Sequoia Gigantea on the
South Grounds on Arbor Day (April 30)

Points of contact at the Department of Agriculture for details and other information concerning the planting (by the President) of a Sequoia Gigantea on the South Grounds on April 30th are:

Mr. E. Fritz Behrens, Executive Assistant
to the Secretary (Telephone: 111-3631)

Dr. John Barber, U.S. Forest Service
Department of Agriculture (Telephone: 111-4507)

In that I worked a little on this project last year, each of the persons listed above will be directing to me whatever correspondence is necessary ... and I, in turn, will keep each of the addressees of this memorandum informed.

cc: Stephen B. Bull
Rex Scouten

CHRON

February 25, 1971

PERSONAL/CONFIDENTIAL

MEMORANDUM FOR: MR. LYNDON K. ALLIN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Excedrin

Mort:

In reference to your comment at the top of page 11 of this morning's News Summary -- the one concerning the need for heavy doses of Excedrin -- the President said, "Save it! I won't bother reading the material."

PERSONAL/CONFIDENTIAL

Chron

February 25, 1971

MEMORANDUM FOR: MR. J. ROY GOODEARLE
Office of the Vice President

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: The Vice President's Dinner for
Members of the Cabinet

The purpose of this quick note is simply to confirm the information passed to your office by telephone late yesterday afternoon -- that the March 19th date is perfectly okay for the Stag Dinner for Cabinet Members ... and the dress can be as the Vice President wishes.

The President will neither attend nor drop by.

Caro

February 25, 1971

PERSONAL

MEMORANDUM FOR: DR. HENRY A. KISSINGER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Report on Laos by John Chancellor

On top of the already heavily negative NBC view, John Chancellor noted last night that General Vogt had claimed the North Vietnamese "only had the Ho Chi Minh Trail" left as a supply route after Sihanoukville was closed to them when Sihanouk was ousted. Chancellor went on to report that "From other sources we learned Sihanouk, himself, had closed the port to the Communists six months before he was ousted ... but that is not the way the Pentagon put it today."

You have been asked to call Chancellor directly and give him the correct figures.

Thank you.

PERSONAL

Chen

February 25, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Open Door Hour Anecdotalists
(Staff Secretary Action Memo Log P1430H)

You asked in your memorandum of February 19th if Steve and I can work out a system whereby the Open Door Hour anecdotalists enter the President's Oval Office along with the guests ... having met and spoken to the guests beforehand.

The answer, of course, is that we can do this very easily -- and that we will.

As it happens, I have spoken to the President personally about this matter and he has suggested that we eliminate anecdotalists from all Open Door Hour events which do not give promise of "color". He suggested that we assign color reporters to only those events designated beforehand by Ziegler as appointments with "human interest".

We are going to work with this modified system for awhile and see if it puts the President more at ease without losing any really worthwhile anecdotes.

cc: Ronald L. Ziegler
Stephen B. Bull

Chen

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

February 25, 1971

CONFIDENTIAL

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Questions Resulting from your Economic
Report of February 24th

With reference to your half-page economic report of February 24th -- the one on which data are being released today at 1:00 p.m. -- the President asked these questions:

- (1) What is the cause of the sharp food increase? What is Cliff Hardin's view on this?
- (2) Can we do anything to slow it down?
- (3) How will this offset the consumer food prices ... and when?

Please respond to these queries to the office of the Staff Secretary by the close of business on March 2nd.

Thank you.

CONFIDENTIAL

THE WHITE HOUSE

WASHINGTON

February 25, 1971

PERSONAL

MEMORANDUM FOR: MEMBERS OF THE CABINET

SUBJECT: Cabinet Meeting Schedule

In that some of you will meet with the President at tomorrow's National Security Council session and almost all other members will participate in the President's rural development meeting in Des Moines on Monday, we have scheduled the next meeting of the Cabinet on March 16th.



Alexander P. Butterfield
Deputy Assistant to the President

February 25, 1971

MEMORANDUM FOR: MR. PATRICK J. BUCHANAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Yesterday's Supreme Court Ruling
on the Use of Illegally Obtained Evidence
at Criminal Trials

It was noted that the Burger Court's limiting of Miranda should contribute immensely to the cause of conservatism.

Chron

February 25, 1971
8:30 a.m.

MR. PRESIDENT:

Technicians and others will want to have access to the entire Oval Office complex from 9:30 a.m. until about 10:40 a.m. Therefore, you may want to go directly from the Residence to your EOB Office.

Chron

February 25, 1971
8:45 a.m.

MR. PRESIDENT:

So that I will not have to bother you during the morning, you may want to sign now the enclosed two (2) transmittal letters to the Congress on your Second Annual Review of U.S. Foreign Policy. The letters must be on the Hill prior to 12:00 noon.

The Disaster Declaration should be signed also.

Ch

February 25, 1971

PERSONAL/CONFIDENTIAL

MEMORANDUM FOR: DR. HENRY A. KISSINGER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Identification of "High White House Source"

On ABC last night John Scali told of a "high White House source" saying the decision to go into Laos had not been based on very good odds. Evidently, the mystery source went on to surmise that chances of complete success in the operation were rated as "perhaps 52 to 48".

Please investigate the origin of this report and submit your findings to the Staff Secretary.

Thank you.

cc: Jon M. Huntsman

PERSONAL/CONFIDENTIAL

Chas

February 25, 1971

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Harvard Economist Eckstein

The morning News Summary contained an item concerning Harvard Economist Eckstein and his recent statement that the economy's performance in the first six weeks of 1971 gives no support to RN's prediction of a rapid economic snapback this year. According to the news piece, Eckstein told the House-Senate Joint Economic Committee that in his opinion even if RN's forecast of \$1,065 Billion output can be achieved, unemployment will still average 5.4% this year.

The President would be interested in your assessment of Eckstein's ability. He would like to know, too, if you think he is politically motivated, or one who is merely speaking out in honest disagreement.

Please respond to the President's inquiry through the Staff Secretary at your early convenience.

cc: Jon M. Huntsman

THE WHITE HOUSE

WASHINGTON

February 25, 1971

MEMORANDUM FOR: THE PRESIDENT

FROM: ALEXANDER P. BUTTERFIELD *APB*

SUBJECT: SECRETARY JOHN B. CONNALLY

I called John Connally this morning to reiterate: (1) your appreciation of the exceptionally heavy schedule he has held to since even before coming aboard officially, and (2) your sincere wish that he and his wife (and friends if they want to include them) use the Camp David facilities this weekend.

Obviously grateful for the "extra telephone call", he said that he and his wife, Nellie, would be delighted to accept your invitation, and that they were both looking forward to a weekend of rest and quiet. No others will accompany them.

Commander Larson here and Commander Dettbarn at Camp David have assured me that every effort will be made to make the Connally's stay especially comfortable and enjoyable.

Incidentally (although you may know this already), yesterday was Nellie Connally's birthday ... and on Saturday John will be 54. The Camp David staff knows this.

February 25, 1971

PERSONAL/CONFIDENTIAL

MEMORANDUM FOR: DR. HENRY A. KISSINGER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Alleged Plan for Jane Fonda to Tour
U.S. Military Bases

On page 5 of this morning's News Summary there was an article concerning Bob Hope's performance at the White House Dinner for State Governors. A portion of the item read as follows: "Reasoner opened ABC's lengthy report by noting that Jane Fonda is planning to tour GI bases as an alternative to the Bob Hope show."

You should make it clear to Secretary Laird that this must not be approved.

Please forward through the Staff Secretary a report to the President

Thank you.

cc: Jon M. Huntsman

PERSONAL/CONFIDENTIAL

THE WHITE HOUSE

WASHINGTON

February 25, 1971

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

Retired U.S. Army General Mark W. Clark had a column in the February 24th issue of the New York Times titled, "No Retreat in Southeast Asia". A copy is attached hereto.

The President enjoyed the article and asked that you prepare for his signature a brief (Dear Mark) note of thanks to the General.

Gracias.

cc: Raymond K. Price, Jr.
Rose Mary Woods

Chen

February 24, 1971

MEMORANDUM FOR: MR. JON M. HUNTSMAN
Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Distribution of Anecdotalist's Color Reports

Please add Cecilia (Ceil) Bellinger to your list of those to whom you distribute completed color reports.

Your list should now read:

Finch	(Outlet)
Rumsfeld	"
Klein	"
Safire	"
Buchanan	"
Shumway	"
Ziegler	"
Haldeman	(Info)
Chapin	"
Bull	"

Continue, for the time being, sending the originals to me.

P.S. Negative reports need not be distributed, as I am sure you know.

February 24, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: HONORABLE EUGENE T. ROSSIDES
Assistant Secretary (Enforcement and Operations)
Department of the Treasury

SUBJECT: Forthcoming Trip to Buenos Aires by the
Honorable Charls E. Walker, Under Secretary
of the Treasury

The purpose of this memorandum is to inform you that Under Secretary Charls E. Walker will be attending a meeting of the Board of Governors of the Inter-American Development Bank in Buenos Aires, Argentina on March 1st as the Special Representative of the President.

Alexander P. Butterfield
Deputy Assistant to the President

bcc: Under Secretary C. E. Walker
Director James J. Rowley
Secret Service

ADMINISTRATIVELY CONFIDENTIAL

Chen

February 24, 1971

ADMINISTRATIVELY CONFIDENTIAL

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

SUBJECT: Forthcoming Trip to Buenos Aires by the
Honorable Charles E. Walker, Under Secretary
of the Treasury

The purpose of this memorandum is to inform you that Under Secretary Charles E. Walker will be attending a meeting of the Board of Governors of the Inter-American Development Bank in Buenos Aires, Argentina on March 1st as the Special Representative of the President.

Alexander P. Butterfield
Deputy Assistant to the President

bcc: Under Secretary C. E. Walker
Director James J. Rowley
Secret Service

ADMINISTRATIVELY CONFIDENTIAL

Chen
2-24-71

TELEPHONE CALL

CABINET

TO: Secretary Clifford M. Hardin

RECOMMENDED BY: Alex Butterfield

PURPOSE: To tell him that you received his report, and to thank him for representing you on the scene in Mississippi.

BACKGROUND: See Secretary Hardin's report attached hereto
(As you will recall, Cliff cancelled out on a luncheon for some of the governors which he was co-hosting with George Romney in order to make this trip.)

February 23, 1971

4:30 p.m.

MEMORANDUM FOR: THE PRESIDENT

SUBJECT: Secretary Hardin's Report on his Morning Tour
of the Disaster Areas in Mississippi

Secretary Hardin just returned from a tour of the Mississippi disaster areas. As you know, he flew down to Jackson this morning as your personal representative.

The essence of a formal report to be forwarded to you tomorrow appears below:

- General Lincoln and I met with Governor Williams from 8:00 till 9:00 a.m. at the Jackson Municipal Airport.
- We flew over the devastated areas for some three hours in the company of Lt. Governor Sullivan.
- I visited personally with the heads of Department of Agriculture agencies.
- I visited the town of Inverness which was the most critically damaged. It is a town of 1300 persons. Approximately one-half of the homes and shops were destroyed.
- I visited with many of the families affected by the tornadoes and held three press conferences.
- I made clear to all with whom I came in contact -- and throughout the press conferences -- that I was on the scene as your personal emissary, and that you were deeply interested in the welfare of all concerned.

-- These were my impressions ... shared, incidentally, by Fritz Behrens, my Special Assistant.

- Everyone was hard at work -- even those who had been affected by the storms.
- Where there was devastation, it was complete ... *but* always along narrow strips of land. This allowed for a great many bases for rescue and support.
- The food began rolling in early yesterday morning, and all people were being fed.
- The cleanup and rebuilding effort seemed to be far better organized than it was after Camille. The people had obviously profited from the Camille experience.
- I think clearly we saw government operating as it should.

Alexander P. Butterfield

Chen

February 24, 1971

MEMORANDUM FOR: MR. JOHN K. ANDREWS, JR.
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Complimentary Remark from the President

The President was pleased with the job you did in putting together for him suggested remarks to be used on the occasion of the National Governors Dinner. He especially liked the entire first paragraph in which you compared the Senators' "exclusive club" with that of the Governors'.

cc: Mr. Raymond K. Price, Jr.

Edson

February 24, 1971

MEMORANDUM FOR: MR. STEPHEN B. BULL
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Assigning Anecdotalists to
Presidential Events

Please use Messrs. Finch and Rumsfeld -- and some of the other designated anecdotalists -- far more than you have been in the past. Whereas I agree generally with your practice of assigning speech writer anecdotalists to those events at which "their suggested remarks" might be used by the President, I do not think such assignments are a must.

In other words, I agree fully with John Andrews -- that guests Finch and/or Rumsfeld could have served the "color report" purpose every bit as well as, if not better than, John Andrews. At the Governors Dinner John was a fifth wheel floating around the periphery.

Chen

February 24, 1971

MEMORANDUM FOR: MISS ROSE MARY WOODS
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Possibility of an Additional Guest
at the Apollo 14 Dinner

I believe that Laura Snyder, the 23 year old married daughter of Alan Shepard, should be invited to the Apollo 14 Dinner. This is strictly a personal opinion, but I wanted to mention it because, to my way of thinking, she qualifies in every way. (I believe her husband is on duty in Vietnam.) What do you think?

cc: Mrs. Lucy A. Winchester

Chen

February 24, 1971

MEMORANDUM FOR: MR. JOHN S. DAVIES

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Special White House Tour for the
Children of Apollo 14 Astronauts

Word has been relayed to me by NASA officials that the children of Apollo 14 astronauts are very anxious to see the White House ... and know that they are not being invited to the Apollo 14 Dinner on the evening of March 1st (with the possible exception of Laura Snyder, the 23 year old married daughter of Alan Shepard).

I am not sure exactly when the "Apollo 14 families" will be in town, but thought you might want to look into this in coordination with Don Hughes' office and think about a 30 or 45 minute tour for these young people. The list of astronaut children appears below:

Alan Shepard's Children

	<u>Age</u>
Mrs. Laura Snyder (married)	23
Julie	19 (20 on March 16)
Alice	19

Ed Mitchell's Children

Karyln (girl)	17
Elizabeth	11 (12 on March 24)

Stuart Roosa's Children

Christopher	11
John	10
Stuart A., Jr.	8 (9 on March 12)
Rosemary	7

If, after considering this suggestion, you believe that something can be worked out, you should get in touch with the proper NASA officials -- again through Don Hughes' office.

cc: Mrs. Lucy A. Winchester
Mrs. Constance Stuart
Brig. General Hughes

THE WHITE HOUSE
WASHINGTON

February 23, 1971

TO:

FROM: ALEXANDER P. BUTTERFIELD

I am attaching for your interest and
general information a personal copy
of the guest list for tonight's Dinner
at the White House.

Enclosure: National Governors Dinner Guest List

Distribution:

The Vice President
Secretary Connally
Secretary Richardson
Secretary Romney
Director Shultz
Counsellor Finch
Counsellor Rumsfeld
Mr. Ehrlichman
Mr. Bob Hope

Chen

February 23, 1971

MEMORANDUM FOR: HONORABLE GEORGE P. SHULTZ
Director, Office of Management and Budget

SUBJECT: Seating Arrangement at the Cabinet Table

Attached for your information is a copy of the new seating arrangement at the Cabinet Table.

Alexander P. Butterfield
Deputy Assistant to the President

Attachment

Carr

February 23, 1971

MEMORANDUM FOR: HONORABLE DONALD RUMSFELD
Counsellor to the President

SUBJECT: Seating Arrangement at the Cabinet Table

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Alexander P. Butterfield
Deputy Assistant to the President

Attachment

Chen

February 23, 1971

MEMORANDUM FOR: HONORABLE DAVID M. KENNEDY
Ambassador at Large

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Alexander P. Butterfield
Deputy Assistant to the President

Attachment

February 23, 1971

MEMORANDUM FOR: HONORABLE ROBERT H. FINCH
Counsellor to the President

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Alexander P. Butterfield
Deputy Assistant to the President

Attachment

Chen

February 24, 1971

MEMORANDUM FOR: MR. RAYMOND K. PRICE, JR.
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Fact Sheets for the President

The fact sheets which you and your staff are preparing for the President -- to accompany the suggested remarks -- are excellent. They are proving to be a big help to the President. Keep up the good work.

Chen

February 24, 1971

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Texts of Citations for NASADistinguished
Service Medals to Apollo 14 Astronauts

Here are copies of citations which someone will read on the night of March 1st.

Attachment

Chen

February 24, 1971

MEMORANDUM FOR: MR. RAYMOND K. PRICE, JR.
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Texts of Citations for NASA Distinguished
Service Medals to Apollo 14 Astronauts

Here are the citation texts which I said I would send to you. They may be of some help in the preparation of the President's remarks for the evening of March 1st.

Attachment

Cam
2-24-71

TELEPHONE CALL

CABINET

TO: Secretary Clifford M. Hardin

RECOMMENDED BY: Alex Butterfield

PURPOSE: To tell him that you received his report, and to thank him for representing you on the scene in Mississippi.

BACKGROUND: See Secretary Hardin's report attached hereto.
(As you will recall, Cliff cancelled out on a luncheon for some of the governors which he was co-hosting with George Romney in order to make this trip.)

February 23, 1971

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- I made clear to all with whom I came in contact -- and throughout the press conferences -- that I was on the scene as your personal emissary, and that you were deeply interested in the welfare of all concerned.

-- These were my impressions ... shared, incidentally, by Fritz Behrens, my Special Assistant.

- Everyone was hard at work -- even those who had been affected by the storms.
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- I think clearly we saw government operating as it should.

Alexander P. Butterfield

Chen

February 23, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Timely Submission of Briefing Papers
for the President

Bob:

I needn't tell you how long we've been working on a solution to late submissions of briefing papers for the President. And believe it or not, the situation has been getting gradually better. But yesterday was quite the exception. Only so much can be done when Presidential meetings are added to the schedule as late as 6:00 and 7:00 p.m. It was definitely not the day for Bruce Kehrli to cite in his talk (for you) to Jon Huntsman.

No one is more anxious to get the papers in on time than Jon Huntsman. After all, he and I are the two who remain here until they are in. Last night it was 9:10 p.m....and even then, the East Wing scenario was not among the completed packages because of their wanting so desperately to appeal our order that the guests will enter the White House this evening via the North Portico.

Even in the case of Bill Timmons' briefing paper for a standard event -- the GOP Leadership Meeting -- material could not be put in final form until John Ehrlichman provided Bill's office certain bits of pertinent information.

Let's realize that Huntsman is new -- that he has a hell of a lot to assimilate before he has a really good feel for the Staff Secretary's responsibilities in toto. I have great confidence in him and feel absolutely certain that he will remedy the situation.

Chan

February 23, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Inaugural Medals for Bob Abplanalp
and Jim Crosby

Both Bob Abplanalp and Jim Crosby received Inaugural Medals.
This fact has been confirmed now by Steve Bull's records.

Chen

February 23, 1971

MEMORANDUM FOR: MR. STEPHEN B. BULL
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Presidential Gifts for Bob Abplanalp
and Jimmy Crosby

Please find out if either Bob Abplanalp or Jimmy Crosby ever
received an Inaugural Medal from the President.

Chao

February 23, 1971

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Identification of Presidential and
Vice Presidential Limousines

Please list for me by make and other significant identifying information each Presidential automobile, what occasions it is used for primarily, when it came into service as a Presidential automobile, and when it is scheduled to be deleted from the Presidential automobile fleet.

On a separate sheet I would like the same information for those automobiles assigned to the Vice President.

You may want to list this information in columns as indicated below:

<u>AUTOMOBILE</u>	<u>PRIMARY</u>	<u>JOINED</u>	<u>TO DEP.</u>
<u>IDENTIFICATION</u>	<u>USE</u>	<u>FLEET</u>	<u>FLEET</u>

I would appreciate having this information as soon as possible.

Many thanks.

Chen

February 23, 1971

PERSONAL

MEMORANDUM FOR: MR. JOHN D. EHRLICHMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Clothing Attire of White House Messengers

Many thanks for jarring me out of my lethargy with your memorandum to Bob Haldeman on the clothing attire worn by some of our White House messengers. I, too, had noticed how inappropriately many of them dressed and had vowed time and again to do something about it ... but somehow what I assumed to be higher priority projects always interfered.

We are now taking some positive action, and I feel certain that we will see a great improvement in the very near future.

PERSONAL

February 23, 1971

MEMORANDUM FOR: MRS. LUCY A. WINCHESTER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Teas for Congressional Wives

It occurred to the President that the First Lady might want to give a series of teas -- perhaps two, three or four in all -- for the wives of current Members of the Congress. This could be done in a manner similar to that in which the President gives Congressional Breakfasts from time to time; but, of course, each tea in the series should be a completely bipartisan affair ... the guests being asked in alphabetical or some other order. Music and entertainment would add just that much more to the occasions.

I know that this is something that you and/or Connie will want to talk to Mrs. Nixon about. Please let me know what develops.

Thank you.

cc: Mrs. Constance Stuart

February 23, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: The Presidential Gifts for Bob Abplanalp
and Jimmy Crosby
(Staff Secretary Action Memo Log P1410 H)

This is just a quick note to tell you that Rose Mary Woods is off and running with the projects outlined in your memorandum to me of February 18 concerning Presidential gifts for Messrs. Abplanalp and Crosby.

Meanwhile, Steve Bull is double checking the matter of Inaugural Medals. He, too, believes that the President gave a medal to Abplanalp at least; he's not sure about Crosby.

A list of personal gifts has been prepared and will be forwarded to you within a day or two.

February 23, 1971

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Presentation of NASA Distinguished Service
Medals at Apollo 14 Dinner (March 1)

While in the State Dining Room during the Apollo 14 Dinner, the President will present to each of the Apollo 14 astronauts the NASA Distinguished Service Medal. Citations -- or at least a common citation -- will be read.

I pass this information on to you because I am sure you will want to put your "ceremony specialists" together with Lucy Winchester so that an appropriate scheme for these presentations can be incorporated into the draft scenario to go forward to Mrs. Nixon ... then to the President.

As you may have heard, there will be no special entertainment on that particular evening, i.e. nothing in the East Room after dinner. The thought here is that the NASA people and others interested in space exploration will enjoy seeing each other and talking informally ... more or less in the manner of a reunion such as we all witnessed during the recent Military Reception.

Chen

February 23, 1971

MEMORANDUM FOR: MR. RAYMOND K. PRICE, JR.
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Suggested Remarks for the President
on the Occasion of the Apollo 14 Dinner
(March 1)

While in the State Dining Room during the Apollo 14 Dinner, the President will present to each of the Apollo 14 astronauts the NASA Distinguished Service Medal. You will want to prepare some remarks for the President which will tie into this portion of the program. Someone at NASA is going to be sending me xerox copies of the citations and, when I receive them, I will shoot them to you without delay so that you can get a better feel for each astronaut's contribution to the Apollo Mission.

Incidentally, there will be no special entertainment that evening -- in fact, there will be nothing at all in the East Room after the President and Mrs. Nixon receive their guests there.

February 23, 1971

MEMORANDUM FOR: MRS. LUCY A. WINCHESTER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Presentation of Medals at the
Apollo 14 Dinner (March 1st)

While in the State Dining Room at the Apollo 14 Dinner on March 1st, the President will present to each of the three Apollo 14 astronauts the NASA Distinguished Service Medal.

Please get together with Steve Bull on the staging of this event and incorporate the details in an early scenario proposal.

Thank you.

cc: Dwight L. Chapin
Ronald L. Ziegler
Constance Stuart
Stephen B. Bull

Chrom

February 23, 1971

MEMORANDUM FOR: MR. JON M. HUNTSMAN
Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Clothing Attire of White House
Messengers

The clothing attire worn by some White House messengers is most inappropriate. In fact, it is disgraceful.

This is not to say that their dress should be fancy or costly. But it must be neat and clean without being bizarre. It must be more in keeping with the tone and style of the White House offices. They, as much as others here, represent the President.

I'm sure you will have as many ideas on this subject as I do, so I will not elaborate further. Just put someone on the project who has some imagination and ensure that at least interim remedial action is taken this week.

Thank you.

cc: Mr. William J. Hopkins

Chen

February 23, 1971

MEMORANDUM FOR: MRS. LUCY A. WINCHESTER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Program of Entertainment at the
Apollo 14 Dinner on March 1st

The President agrees that it might be best to dispense with a separate "East Room entertainment package" on the occasion of the Apollo 14 Dinner on March 1st.

You may proceed, therefore, with your plan to bring in a chorus (probably military) and the Strolling Strings. I think that with our medal presentation ceremony, your suggested plan is all the more appropriate.

cc: Mrs. Constance Stuart

THE WHITE HOUSE

WASHINGTON

February 22, 1971

PERSONAL/ADMINISTRATIVELY CONFIDENTIAL

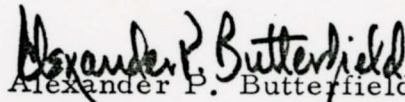
MEMORANDUM FOR: MEMBERS OF THE CABINET

SUBJECT: Soviet Embassy Reception on
February 23rd

Tomorrow, February 23rd, is Soviet Armed Forces Day and to honor the occasion a reception is planned at the Soviet Embassy. It will be given by Soviet military attaches, not by the Ambassador.

The purpose of this memorandum is not to discourage attendance at this reception by U.S. officials who are in fairly regular contact with Soviet Embassy officers, but only to suggest that you remind your staffs of these facts:

- The event is of primary concern to a certain few members of our military services;
- The State Department will be represented by personnel at the Country Director level; and
- Extraordinary attendance by others would seem to be unnecessary and somewhat inappropriate.


Alexander P. Butterfield

Deputy Assistant to the President

PERSONAL/ADMINISTRATIVELY CONFIDENTIAL

CABINET

TO: SECRETARY CLIFFORD HARDIN

RECOMMENDED BY: Alex Butterfield

PURPOSE: To thank him for volunteering to go to the Mississippi disaster area tomorrow morning with General Abe Lincoln.

BACKGROUND: Cliff Hardin has cancelled out of a luncheon for ten or twelve Governors tomorrow - a luncheon which he and Governor Romney were co-hosting - in order to go to Jackson, Mississippi, meet with Governor Williams and tour some of the areas damaged by storms and tornadoes.

TALKING POINTS:

1. You should thank Cliff for moving out on this project so enthusiastically.
2. If it is your plan to call Governor Williams tonight, you may want to tell Cliff that you have done so.
3. Remind him to express your deep concern to the Governor and others with whom he comes in contact while in Mississippi.

February 22, 1971

February 23, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: The Letter from "someone in the Senate
about the President's Desk"

I am attaching to this memorandum the mystery letter. As you will note, it was written to the President on January 29, 1969 by William W. Vaughan, former press aide to the late Alben W. Barkley (and to RN when he served as Vice President).

Between Rob Odle's research paper and this letter, you should be well confused by facts.

(Mr. Kehrli is to be complimented ~~for~~ causing me to persevere in this matter.)

Chen

February 23, 1971

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

Your memorandum to me of February 19th concerning proper introductions of guests to the President made an excellent point ... and I have relayed the information to both Lucy Winchester and Don Hughes.

The advice about stating the city or state from which a guest comes was also well taken. We have done that to a certain extent, but I cannot honestly say that it is standard procedure.

Don and Lucy will see to it that the Social Aides receive the message and the rationale behind it.

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

THE WHITE HOUSE

WASHINGTON

February 23, 1971

CONFIDENTIAL

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: The Mystery of the Wilson Desk

In response to Larry's memorandum of February 16th, I sent you Rob Odle's research paper on the history of the President's Oval Office desk. It seems to indicate, almost conclusively, that that particular desk is the one used by Vice President Henry Wilson.

Bruce Kehrli tells me now that you would like me to persevere ... and try harder to find the letter which evidently was written by one of President Wilson's former aides and was sent to the President (since the 1969 Inaugural) by a "fellow from the Senate".

I have several people participating in the search and have hopes of getting back to you soon with the mystery letter in hand.

Meanwhile, Rob Odle believes that the President's EOB Office desk is President Woodrow Wilson's desk; and he points out that the "fellow from the Senate" is right if he's talking about that desk and not the Oval Office desk. Rob says that the EOB Office desk is the desk used by all Presidents from Theodore Roosevelt through Dwight Eisenhower, and that it is often referred to as the "Eisenhower desk". It would be the same desk, of course, that was used by President Woodrow Wilson. He goes on to say that "without question" the Oval Office desk is not the Woodrow Wilson desk -- that it is a desk made in the 1850's, for which he has copies of the original construction papers, and of which he has photographs pretty well substantiating his claim.

But, as I said above, I will pursue the search for the letter.

CONFIDENTIAL

February 23, 1971

CONFIDENTIAL

MEMORANDUM FOR: MRS. LUCY A. WINCHESTER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Private Dinner at the Residence on
Tuesday, March 23, 1971

As I believe you know already, the President will host a private dinner in the Residence on the evening of Tuesday, March 23rd.

In addition to the President and Mrs. Nixon, there will be approximately 10 guests. As now compiled, the guest list reads as follows:

Secretary and Mrs. George Romney
Counsellor and Mrs. Robert Finch
Mr. and Mrs. John Ehrlichman
Mr. and Mrs. Henry Ford, III
Mr. and Mrs. Edwin Etherington

I will keep you abreast of developments.

cc: Mr. Rex Scouten

CONFIDENTIAL

February 22, 1971

MEMORANDUM FOR: MR. JON M. HUNTSMAN
Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Draft Option Paper Concerning Airconditioning
and Possible Purchase of Western White
House Buildings

I am attaching to this memorandum a draft proposal concerning central airconditioning in, and the possible purchase of, Western White House buildings.

Please send the proposal to the Office of Management and Budget with the request that they study the matter and forward a recommendation to this office by the close of business on Monday, March 8th.

Thank you.

Attachment

Chen

February 22, 1971

MEMORANDUM FOR: MR. DWIGHT L. CHAPIN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Presidential Dinner Honoring the
Postmaster General Upon His Retirement
from Office and from the Cabinet

You asked me a week or so ago when the Office of the Postmaster General would officially cease to exist ... and when, because of that major change in Executive Branch organization, the Postmaster General and his chair would permanently retire from the Cabinet circle.

The date is July 1, 1971

February 22, 1971

MEMORANDUM FOR: MRS. LUCY A. WINCHESTER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Guest for Worship Service

A Miss or Mrs. Thelma Larsen wrote a very nice letter to the President last week, and he would like you now to invite her to a near future Worship Service.

The woman is a government employee who works now in the Office of Procurement in the Postal Department. Her address is:

1613 Harvard Street, N.W.
Apartment 408
Washington, D.C. 20009

A copy of her letter to the President is attached.

Thank you.

Attachment

cc: Miss Rose Mary Woods
w/Attachment

February 22, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Arranging for, and Producing, Entertainment
at the White House

I have talked to Connie Stuart, as you asked me to do, and have assured her that the "East Wing expertise" and her office's extensive files on entertainers would not go to waste. And I feel that after the meeting we had in my office last Friday afternoon (with Carruthers, Goode, Winchester, Chapin, etc.) she, herself, was assured that her people were not being completely cut out of things.

February 22, 1971

MEMORANDUM FOR: MR. RAYMOND K. PRICE, JR.
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: The President's Remarks at the George Bush
Swearing-in Ceremony Scheduled for
Friday, February 26th

I have just learned from a contact at the Department of State that it is likely that Ambassador Charles Yost, the outgoing U.S. Representative to the UN, will be in attendance at the Friday morning swearing-in ceremony. Because of this, you may want to include in the suggested remarks for the President a word or two about Yost, the outstanding service he has rendered to his government, and the splendid job he has done at the UN during his tenure.

February 22, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Redheaded Guy with Spruance

In a recent memorandum you asked the name of the "redheaded guy" who was with Spruance when he was Ambassador in the Philippines, and who got Magsaysay into office, and who is now out on a farm.

When I think of Magsaysay and the Philippines, I think of Ed Lansdale, a retired Air Force Major General. Lansdale was in the Philippines from 1950 until 1953 ... and Admiral Spruance was there as Ambassador from January 1952 until sometime in 1955. There was a very close relationship between Lansdale and Magsaysay. Lansdale is retired, of course, and lives in Alexandria, Virginia. Whereas he was never really a "redhead", he did have light brown hair and a ruddy complexion.

The other possibility is a retired Major (either Army or Air Force; I am not sure which) named Charles T. Bohannon. He served in the Philippines from 1950 to 1956, was friendly with Magsaysay and was in fairly frequent contact with Ambassador Spruance. Bohannon had brown hair and freckles ... and I am told that he lives now in the Philippines -- not on a farm.

Which do you suppose it is? I suspect you are looking for Lansdale. He has a long history in the Huk-guerrilla warfare business and, as I suppose you know, is the self-proclaimed originator of the "hearts and minds of the people" theme.

If neither name rings a bell with the President, please come back to me and I will investigate further.

ADMINISTRATIVELY CONFIDENTIAL

February 22, 1971

MEMORANDUM FOR: MR. JON M. HUNTSMAN
Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Format of Briefing Papers for the President

I am attaching to this memorandum a briefing paper for the President prepared by Len Garment and those on his staff. The President thought that it was a particularly good paper -- concise and to the point.

You may want to use this as a sample or guide for those staff members who are having trouble holding their papers to the desired page or page and a half.

Somewhere in your files is a sample format which you should review. I am sure that Terry Decker can find it within a minute or two. It might be a good idea for you to personally visit the offices of those persons called upon most frequently to prepare briefing papers and show them the sample and the Garment paper.

Unless we stay on top of this particular item -- one of considerable importance to the President -- papers will soon become unacceptably long and formats will appear in all varieties.

Attachment

Chen

February 20, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MISS GERTRUDE T. BROWN
Security Assistant

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: White House and EOB Passes

Once you have received from Mr. Lyn Nofziger his now invalid White House pass, you should issue to him and to Mr. Tom Evans (one of the two Deputy RNC Chairmen) permanent EOB passes.

Thank you.

ADMINISTRATIVELY CONFIDENTIAL

Eden

February 20, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. W. RICHARD HOWARD

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Request for Administration Official
to Speak (to (Housing Contruction Group))

Mr. Robert Biggane, a gentleman who served with the President in the South Pacific during World War II, called me the other day to ask if it would be possible to arrange for a senior Administration official -- preferably the Secretary of Labor or the Secretary of HUD, or the Under Secretary or one of the Assistant Secretaries from either Department -- to speak at a conference of electrical construction executives being held in New Orleans during the period May 9-14. All of the conferees would be from the New York-New Jersey area -- some 600 persons. Biggane said they are the "biggest electrical construction group" in the Northeast United States, and that the meeting agenda would pertain primarily to housing construction.

This is not necessarily a priority item; however, you should give it some attention and at least put in a personal call, in the manner of a status report, to Bob Biggane. His telephone number in New York is (716) 852-1664. (Incidentally, he has been a big help to my office on a project of special interest to the President -- one having to do with identifying other friends who served in the President's unit on Guadalcanal and Green Island in early 1944.)

ADMINISTRATIVELY CONFIDENTIAL

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February 20, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Coordination of the President's Schedule
with Mrs. Nixon and Her Staff Director
(Staff Secretary Action Memo Log P 1389H)

In your memorandum to me of February 16th, you say in the second paragraph that I must be sure Mrs. Nixon's schedule is always held open during those periods when there is a possibility of a Presidential trip to Key Biscayne, San Clemente, or even Camp David. You can probably guess what my initial reaction was: Who, me? I? A, his own self? Old ish should keep Mrs. Nixon's schedule open?

But now, after having given some thought to the matter, I'm sure that I understand what you meant. You want me to make damn sure that Connie Stuart stays well abreast of changes, and even possibilities of changes, in the President's schedule. (Even a casual passerby would have thought that such was the case already.)

The system worked out is a simple one, and has been coordinated with all concerned. It is as follows:

- Dwight Chapin, who serves functionally as the Appointments Secretary, will make a point of reviewing the President's future schedule with Connie Stuart every Monday afternoon.
- Connie Stuart will pay attention.

I will sit in with Dwight and Connie when I can and use the occasions (when Dwight has finished his review and returned to his office) to go over items of interest which are more for Connie's attention than for Lucy's.

Bob - I view this as purely a Chapin - Stuart matter.

car

February 20, 1971

PERSONAL/ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. J. ROY GOODEARLE
Assistant to the Vice President

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: The Vice President's Stag Dinner
for the Cabinet

I have just talked to Art Sohmer, and he said that you are the man with whom I will be working and coordinating on details concerning the Vice President's stag dinner for members of the Cabinet. That being the case, I thought you would be interested in having as soon as possible all of the guidelines which have come to me thus far. Here they are:

- The dinner should be held as soon as possible.
- All members of the Cabinet should attend. (I will take on the chore of working toward 100% attendance. And by 100% I mean all of those persons who sit at the Cabinet Table as regular members -- Secretary Rogers down through Secretary Volpe, plus Ambassador Kennedy, Director Shultz, Counsellor Finch, Counsellor Rumsfeld and Ambassador Bush.)
- RNC Chairman Dole should be included also... as the only non-Cabinet Member.
- No members of the White House staff are to attend.
- I am to be the person on this staff with whom you coordinate and keep abreast of developments.

(I assume that this will be a black tie affair.)

I don't want to get in your way -- but I do want to help whenever and wherever possible. Until I hear from you I will do no more at this point than lean on those persons to be invited in such a way as to make it known that 100% attendance is important to both the President and the Vice President.

PERSONAL/ADMINISTRATIVELY CONFIDENTIAL