

Edin

February 20, 1971

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

It is my understanding that Chief Warrant Officer Frederick W. Boots, the director of the U.S. Army musical group called "The Strolling Strings" will be retiring soon -- within the next 7-10 days.

Please contact the office of the Military Assistant for whatever details you might need -- then prepare for the signature of the President a letter to Boots thanking him for his long and outstanding service ... and for his contributions to the pleasure and enjoyment of guests of the President and Mrs. Nixon

Thank you.

Chen

February 20, 1971

MEMORANDUM FOR: MRS. LUCY A. WINCHESTER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Post-entertainment Musical Group
on the Evening of March 16th

Because we do plan on guests dancing in the Grand Hall after the entertainment on the evening of March 16th, we want to be sure to have a really outstanding musical group on hand for that portion of the evening. Unless you have done so already, please consult with Tricia and Julie on this matter and see if you can come up with a band (or combo) which will be popular with the guests.

The Marine combo should not, under any circumstances, be asked to play on this particular evening.

(I thought our meeting late Friday afternoon was a good one, didn't you? I got the feeling that everyone present left my office with a far better understanding of how easily, and how well we can all work together toward productions of enjoyable first class entertainment.)

cc: Mrs. Constance Stuart

Chom

February 20, 1971

MEMORANDUM FOR: MR. J. ROY GOODEARLE
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Messrs. Byrley and Carihfield

With regard to your February 18 memorandum concerning Messrs. Byrley and Carihfield, I have checked on the matter and found that the President's dinner on the twenty-third is indeed restricted to the Vice President and Mrs. Agnew, the Governors and their wives, several Cabinet Members, and one or two senior members of the White House Staff.

APB:ny

Chen

February 20, 1971

PERSONAL/CONFIDENTIAL

MEMORANDUM FOR: MR. JOHN W. DEAN, III
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Barbara Vidler

I agree with your decision concerning Miss Vidler.

APB:ny

Chen

February 20, 1971
12:00 Noon

MEMORANDUM FOR: MRS. LUCY A. WINCHESTER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Guests for the Governors Dinner on
February 23rd

In addition to the 54 Governors invited to the dinner at the White House on February 23rd, Sandy's office has invited the following persons and their wives:

The Vice President
Secretary Connally
Secretary Richardson
Secretary Romney
Counsellor Finch
Counsellor Rumsfeld
Mr. Ehrlichman

Then, of course, the President and Mrs. Nixon and Mr. and Mrs. Bob Hope will be there ... so the total (with no regrets at all) could be as high as 125. Margaret Deeb tells me that approximately 75% of the 54 Governors have responded, and none so far have regretted.

cc: Miss Rose Mary Woods
Mr. Rex Scouten

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

February 20, 1971

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: The Use of Risers in the East Room

Lucy suggested that I pass on to each of you the fact that Mrs. Nixon has, as recently as yesterday morning, reiterated her "refusal to permit" the use of audience type risers in the East Room.

Chen

February 20, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Merrett Photos of the President

I passed the analysis of the open cuff picture to you last week and said that the Merrett pictures would be forwarded when received. Here they are.

Attachment

even

February 20, 1971

12:00 Noon

MR. PRESIDENT:

Here are some articles from
your News Summary which you may
not have had time to focus on during
the week.

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Administrative Marking
Not National Security Information
By J45 NARA Date 3/29/2016

February 20, 1971

CONFIDENTIAL

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: The President's Secure Telephone

At your request (resulting from General Hughes' memorandum to you of February 5th -- attached hereto) I have personally investigated the operation of the President's secure telephone and the voice reception of persons calling in from overseas locations. The telephone system operates without the slightest flaw, and I could hear the operators at 10 Downing Street loudly and clearly.

In a rather casual manner I mentioned to the President that I had checked out the secure telephone at his desk and found it to be perfect ... in the event that he did receive another overseas call via the system.

Attachment

CONFIDENTIAL

chron

February 19, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Agenda Items for Cabinet Meetings

Your memorandum to me of February 18th says that we should not schedule a briefing of the sort scheduled last Tuesday morning with the Health group at future Cabinet Meetings. You go on to say the Domestic Council is the proper forum for such presentations.

I hope you understand that I have had nothing whatever to do with the planning of agenda items for the last three Cabinet Meetings. I have been instructed by you, through Larry or Dwight, that the items for discussion and/or presentation would be as developed by John Ehrlichman-Ed Morgan and company. In my opinion, all of this domestic material should have been presented in precisely the forum you mention in your memorandum -- the Domestic Council. I even went so far as to report to you, through Larry, that the persons responsible for the presentations at these recent meetings, despite my badgering ~~them~~, failed to coordinate any of their plans or actions with my office until the very last moment -- and only then at my initiative and insistence.

You may remember that the last Cabinet Meeting -- the one you are talking about in your February 18th correspondence -- was to have been an unstructured meeting until the signal came from Caneel Bay that the health talk would be given. Prior to that change of agenda, I had, in fact, consulted with a couple of Cabinet Officers and did have two trip reports lined up along with general discussion ... all in accordance with previously issued guidelines from you and from the President.

I am sure you know that I am ready and willing to arrange any kind of meeting which is wanted, structured or unstructured.

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

February 19, 1971

CONFIDENTIAL

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Press Representatives to be Invited to the
March 16th Evening at the White House
(Staff Secretary Action Memo Log P1409H)

I have passed the information contained in your memorandum to me of February 18th (on the subject indicated above) to Rose Mary Woods, Chuck Colson, Ron Ziegler and Connie Stuart. I will be in a position to ensure compliance.

CONFIDENTIAL

Chen

February 19, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR:

MR. JAMES J. ROWLEY
Director, U. S. Secret Service

SUBJECT:

Late February-Early March Trip to Asia
by the Honorable David M. Kennedy,
Ambassador at Large

The purpose of this memorandum is to inform you that Ambassador Kennedy's coming trip to various parts of Asia (February 27-March 22) is being made at the President's request, and that the Ambassador will be traveling as a special Presidential envoy.

Alexander P. Butterfield
Deputy Assistant to the President

ADMINISTRATIVELY CONFIDENTIAL

bcc: Mr. Rex Beech
Department of State

Chapin

February 19, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: The Krushchev Shotgun
(Staff Secretary Action Memo P1403H)

In your memorandum to me of February 17th you asked for the status of the search for the Khrushchev shotgun, and went on to say that the President asked for it some two months ago.

I think that he was probably dealing with Rose Woods or Marge Acker "two months ago", for I had never heard of such a thing until your query hit my desk.

I spent a couple of hours today probing into the matter and discussing little clues and half-clues with Nesbitt, Good, Scouten and others. My report to you on the status of the search is quite simply that the search is over. The gun has been found. If the President wants to see it, or shoot it, or perhaps use it to kill whoever took so long to find it, it is in the hands of Rex Scouten, Chief Usher.

cc: John Nesbitt

Clem

February 19, 1971

PERSONAL/ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. CHARLES W. COLSON
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Clem Stone's Most Recent Concern

Assuming that you are our prime point of contact for matters pertaining to Clem Stone, I am attaching to this memorandum the material that I mentioned to you on the telephone the other day. It has to do with Clem's most recent concern -- an embarrassing article by William Hickey published in the London Daily Express.

Disposition is entirely in your hands. You may want to give Clem a call and suggest that he write a short note to Walter Annenberg.

Many thanks.

Attachment

PERSONAL/ADMINISTRATIVELY CONFIDENTIAL

Chen

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By 345 NARA Date 3/29/2016

February 19, 1971

CONFIDENTIAL

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Telephone Call from Roy Ash

Roy Ash called me this morning with two things on his mind.
They are:

- (1) An appointment with you next Thursday afternoon, February 25th ... to give you his thoughts on the development of our international economic policy setup under Pete Peterson. Essentially, Roy feels that we cannot possibly make it the way we are going. He said that he would hate to see this thing develop into a major setback for the President.
- (2) The consideration of Alain Enthoven for the Environmental Institute position. Roy believes very strongly that, if properly handled, an Enthoven appointment could result in a real plus. He makes the point that Enthoven is not a political fellow, that he is not the eastern establishment type, and that he very definitely would not be working the other side of the political street. Enthoven, according to Roy, is an exceedingly loyal person to whoever he is working for.

Unless I hear that you want me to handle the action, I will assume that you are going to have Larry or Bruce get back to Roy with an answer to his appointment request.

CONFIDENTIAL

Chen

February 19, 1971

MEMORANDUM FOR: MR. SANFORD L. FOX

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Monthly Report on Invitations to
White House Social Events

Please assume responsibility for sending to me on or about the first of each month a report indicating -- by cumulative total for each of the several types of social functions -- the number of invitations extended to, and the number of regrets received from, senior Administration officials. Specifically, the report should include this information for the heads of federal departments, other members of the Cabinet (Kennedy, Shultz, Finch, Rumsfeld and Bush), Under Secretaries of the federal departments, and the directors or administrators of the larger agencies (i.e. USIA, AID, CIA, GSA, NASA, ACDA, CSC, VA, Peace Corps ... and perhaps a few others). You might include also Dr. Burns, Chairman of the Board of Governors of the Federal Reserve System.

As you will recall, I started to maintain this information at my desk sometime ago, but have not been able to keep it up to date. I am attaching the papers I had in a folder in the hope that they will be helpful to you as a guide in selecting a standard, but very simple, format for your monthly report to me.

Thank you.

Attachment

cc: Lucy A. Winchester

chron

February 19, 1971

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

Please include another FCA Worship Service in your annual Worship Service plan. It should be held approximately one year from the date of the last such Service.

Many thanks.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

February 19, 1971

PERSONAL/CONFIDENTIAL

MEMORANDUM FOR: MISS ROSE MARY WOODS

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Press Representatives to be Invited to the
March 16th Evening at the White House

The President wants to personally approve the list of reporters to be invited to the March 16th (Irish) Evening at the White House. He wants it understood that for that particular evening the press representatives will be in the Residence "as guests" ... and that those who do come are to be there on invitation only, not as members of a press pool designated by any other means.

As I am sure you and the information addressees to this memorandum know, the list should be made up of our friends in the press because this is to be a very personal, family-type evening.

Thank you.

cc: Ronald L. Ziegler
Charles W. Colson
Constance Stuart

PERSONAL/CONFIDENTIAL

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

February 19, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. WILLIAM L. SAFIRE
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Development of Publicity Plan

Someone (I am trying to find out who and will notify you when I have the name) left the attached material in the President's office several days ago with the suggestion that it be used in some clever way at the White House dinner honoring the Apollo 14 astronauts and support team scheduled now for the evening of March 1st.

The President was genuinely enthusiastic about the idea and asked that you give thought to a proposal or two. He too seemed to think that the Apollo 14 dinner would be the most appropriate occasion on which to have a brief humorous presentation, or announcement, or skit. Thinking aloud, he mentioned the possibility of our preparing for presentation a large certificate ... or perhaps a box of RN golf balls.

In coordination with Lucy Winchester, please develop an appropriate plan.

Thank you.

cc: Constance Stuart
Lucy A. Winchester

Attachment

ADMINISTRATIVELY CONFIDENTIAL

Chron

February 19, 1971

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

I am attaching a letter sent to the President by Mr. Millard S. Koogle of Tacoma, Washington. (Mr. Koogle happens to be a close friend of my father and a fairly good friend of mine.)

Please prepare for the signature of the President an appropriate reply.

Thank you.

Attachment

February 19, 1971

MEMORANDUM FOR: HONORABLE ANTHONY J. JURICH
Deputy Special Assistant to the Secretary
Department of the Treasury

SUBJECT: Mr. Stanley Ho of Macao
(Reference: General Russell E. Randall's
visit to your office of some

As a matter of interest, the March 1971 issue of Fortune Magazine pictures Mr. Stanley Ho on page 85, and tells a little bit about him in its article (beginning on page 83) titled, "Businessmen Who 'Weather the Winter' in Nanyang".

Alexander P. Butterfield
Deputy Assistant to the President

bcc: Brig. General R. E. Randall, USAF
(Ret.)

Chen

February 19, 1971

MEMORANDUM FOR: MRS. LUCY M. FERGUSON
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Presidential Gift for
Congressman John C. Kluczynski

U. S. Representative John Kluczynski was 75 years old on February 15th. The President learned of this information when he saw the Congressman at the Democratic Congressional Breakfast in the State Dining Room yesterday morning ... and would like to send him a silver letter opener.

Please comply with the President's request.

Thank you.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

February 19, 1971

PERSONAL

MEMORANDUM FOR: MEMBERS OF THE CABINET

SUBJECT: Invitations to Ceremony at the White House

You are invited to attend the ceremony at the White House on Friday, February 26 at which the Honorable George Bush will be sworn in as U.S. Representative to the United Nations and Representative in the Security Council, with the rank of Ambassador. The ceremony will be held in the State Dining Room of the Residence, beginning promptly at 10:00 A.M.

Please respond to me directly--or to my secretary, Mrs. Sidley.

Thank you.


Alexander P. Butterfield
Deputy Assistant to the President

PERSONAL

February 18, 1971

TO:

Here, for your interest and convenience,
is a personal copy of the guest list for
tonight's dinner.

Alexander P. Butterfield

Enclosure: Guest List for Dinner Honoring
President Emilio Colombo, Council of Ministers, Italian Republic

Distribution to:

Secretary Rogers
Secretary Connally
Secretary Laird
Postmaster Gen. Blount
Secretary Morton
Secretary Hardin
Secretary Stans
Secretary Volpe
Director Shultz
Counsellor Finch
Under Sec. Siciliano
Director Carlucci
Ambassador Martin
Dr. Henry Kissinger

February 18, 1971

MEMORANDUM FOR: MR. CHARLES F. ROTCHFORD
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Plaque for Ambassador Bush's Cabinet
Chair

Please have a plaque made for the Cabinet chair of the new
U.S. representative to the United Nations (Ambassador
George Bush). It should be dated February 26, 1971

Thank you.

February 18, 1971

MEMORANDUM FOR: MR. LAWRENCE M. HIGBY
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: The Merrett Photos

I have a copy of the memorandum which tells what is wrong with the "open cuff" photo of the President and am holding it here at my desk until we receive all of the 8 x 10 photographs from Smith in Los Angeles. They were sent for yesterday afternoon...so we should have them, I should think, by Monday.

February 18, 1971

MEMORANDUM FOR: MR. JON HUNTSMAN
Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Manner of Filing Briefing Papers
and Scenarios Prepared for Presidential
Activities

I want to be sure that all of the briefing papers and scenarios prepared for the President's meetings, conferences and other activities are filed together (in one place) in chronological order dating from January 21, 1969. It may be that they are kept on file in precisely this manner; on the other hand, they may be filed by subject matter and/or by the names of the staff members who prepared and signed them.

Please look into this for me, take whatever action is necessary, and give me a report.

Thank you.

February 18, 1971

MEMORANDUM FOR: MR. LUCY WINCHESTER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: The Irish Evening at the White House

You will recall that at our meeting the other day we talked about the requirement to "use risers" in the East Room at the March 16 Irish Evening at the White House. I have since checked the matter with Bob Haldeman and learned that he meant risers for the audience, not for the stage.

You may want to run this item by Mrs. Nixon.

ok

February 18, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Information Concerning the President's
Desk

You asked me to track down the memorandum concerning the history of the President's desk. The most complete piece of history that I am aware of is the memorandum from Rob Odle to Herb Klein of May 13, 1969...a copy of which is attached hereto. It was the result of some intense research by Rob.

Phon

February 17, 1971

MEMORANDUM FOR: MR. RONALD L. ZIEGLER
MRS. CONSTANCE STUART

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Irish Evening at the White House (March 16)

Please be sure that all press representatives who attend the Irish Evening at the White House on March 16 understand clearly that they must leave the Residence as soon as the receiving line ends.

February 17, 1971

MEMORANDUM FOR: MR. RONALD L. ZIEGLER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: T.V. and T.V. Crews at the Colombo
Dinner

Please insure that no TV cameras are operated after the conclusion of the entertainment at the Colombo Dinner... and that all press photo personnel leave the Residence at that time.

cc: Mr. Chapin
Mr. Goode
Mrs. Winchester
Mr. Elbourne
Mr. Whelihan

February 17, 1971

MEMORANDUM FOR: MR. RONALD L. ZIEGLER

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: T.V. and T.V. Crews at the Colombo Dinner

Please insure that no TV cameras are operated after the conclusion of the entertainment at the Colombo Dinner... and that all press photo personnel leave the Residence at that time.

cc: Mr. Chapin
Mr. Goode
Mrs. Winchester
Mr. Elbourne
Mr. Whelihan

February 17, 1971

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Congressional (Dem) Breakfast Briefing
on Thursday morning (February 18)

The purpose of this short note is to confirm the message passed to you earlier in the day - that the maximum duration of tomorrow morning's briefings are to be as indicated below:

Lt. Gen. Vogt.....10 minutes
Secretary Connally...15 minutes
Mr. Ehrlichman..... 20 minutes

Thank you.

245
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By 245 NARA Date 3/29/2016

February 17, 1971

CONFIDENTIAL

MEMORANDUM FOR: MISS ROSE MARY WOODS

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Irish Evening at the White House
(March 16)

I hope we have not gone too far toward final preparation of the guest list for March 16 because I have just learned that the President promised Tricia and Julie that between them they could invite 100 people...presumably young friends. I know that you will want to get in touch with one or both of the girls right away.

One more item pertaining to the guest list for that evening: the President wants to be sure that Pat Frawley (in Los Angeles) is invited.

CONFIDENTIAL

Classified

February 17, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Mrs. Nixon's Press Coverage (Staff Secretary Action Memo Log No. PI392H)

Mort Allin is now sending to Martha Doss on a daily basis a complete copy of the President's daily news summary as well as all raw news material which pertains to, or might be of interest to, Mrs. Nixon. The raw material is clipped from news publications representing all major areas in the U.S. outside of Washington D. C.

Ron Ziegler's press office is now sending to Martha on a daily basis all of the wire reports.

By noon each day Martha reviews the material received from these three sources, puts together the items she believes will be of interest to the First Lady, and sends them in a single envelope to the second floor of the Residence.

As recently as this morning Connie asked Mrs. Nixon if she had any suggestions whatever for improving the system (now a standard procedure) described above. The First Lady's answer, in so many words, was that she was very pleased indeed and could think of nothing she wanted changed.

February 17, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. JON M. HUNTSMAN
Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Miss Sally L. Inge

From today until the close of business on February 24, Sally Inge will be called upon to leave Bud Wilkinson's office temporarily and sit at the desk outside the President's EOB office whenever the President makes it known that he plans to go over there and work. On February 25 Sally should be transferred on paper from Bud's office to your office ... to sit at the desk outside the President's EOB office on a full-time basis, and to serve you as an additional secretary-stenographer.

(Incidentally, she is now engaged in a number of special projects for Herb Klein and others. We should allow this to continue only until the 25th. From that day forward she should be used exclusively by you and your office ... for general typing and assistance on projects for which you and I are responsible.)

I have already talked to Bud Wilkinson about Sally's release, and he is perfectly willing to go along with the aforementioned schedule. He, himself, will be leaving on the 24th.

Please make whatever arrangements are necessary to carry out this transfer.

Thank you.

ADMINISTRATIVELY CONFIDENTIAL

February 17, 1971

MEMORANDUM FOR: MR. PETER M. FLANIGAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Under Secretary Siciliano

I have just received a carbon copy of the memorandum you sent to Rose Woods on February 11th ... and to say that Under Secretary Rocco Siciliano "has never been invited to a White House function" is stretching things just a little.

I keep a file on the "invitation records" of Cabinet Officers, Under Secretaries and heads of major agencies, and according to Rocco's card he has been invited to 10 social events and attended 7.

The detailed information is below:

<u>Event</u>	<u>Invited</u>	<u>Attended</u>
Major dinner	1	1
Reception	2	1
After Dinner		
Entertainment	1	1
Worship Service	6	4

Admittedly, the Under Secretaries of Departments other than State and Defense have been somewhat neglected. It is a situation we are conscious of and working on to rectify.

cc: Miss Rose Mary Woods

Chen

February 17, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Entertainment at the White House

I have just reviewed your memorandum of earlier today concerning the need for a single (preferably professional) producer of our "Evenings at the White House". As I am sure you know now, Bill Carruthers will serve as that "single producer" for the Irish Evening at the White House scheduled for March 16th. We will, however, keep in mind such persons as Paul Keyes for other future events.

Information about this new general policy, as well as the specific instructions relative to Bill Carruthers and the Irish Evening at the White House, has been relayed to Lucy Winchester ... and she in turn has informed Mrs. Nixon, Connie Stuart and Penny Adams. Lucy was delighted by the news; she, too, has felt the need for a real professional running the entertainment portion of our major social activities.

I have made the point to Dwight that Lucy, the Social Secretary, must be kept abreast of developments so that she can apprise, and when appropriate consult, the First Lady.

The backup entertainment idea is a good one, and I will see that it is given careful consideration during the early planning stages of each occasion. While I am not so sure about how safe we would be over a long period of time getting members of the audience to perform late in the evening (pre-planned or not), I could point to the Nicol Williamson Evening at the White House and say that at that gala event we did precisely that and it went over very well. As you may recall, we had cabaret-type entertainment in the State Dining Room after the East Room feature. It was a hell of a wild night and almost everyone stayed until the wee hours. In fact, my guess is that on the "good-time-had-by-all" scale,

Page Two

the night ranked second only to the Ellington jamboree.

Anyway, I have the instructions and have passed them on. I believe that our sailing will be as smooth as our system of coordinating with each other is efficient. I will be monitoring things as closely as time will allow.

cc: Dwight L. Chapin

Caron

February 17, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. JON M. HUNTSMAN
Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Miss Shelley Ann Scarney

Please transfer Shelley Scarney from my immediate office to yours. This will mean, of course, that you will be her immediate supervisor -- just as you are to be Sally Inge's supervisor from February 25th onward.

(You may want to make Shelley's transfer effective on the same date as Sally's, i.e. the 25th.)

Thank you.

ADMINISTRATIVELY CONFIDENTIAL

Chen

TELEPHONE CALL

STAFF

TO: Miss Rose Mary Woods

RECOMMENDED BY: Alex Butterfield

PURPOSE: To tell her you hope she is feeling better after her especially bad bout with the flu yesterday (February 16th).

BACKGROUND: Rose is out with the flu, as you know. She was quite sick yesterday and is only a little better today.

Chen

February 16, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: The Role of Mr. William Macomber

I have relayed to the State Department Office of Protocol the basic information contained in your memorandum of February 9 concerning Deputy Under Secretary Macomber. He will be on board during the Colombo affair and ready to handle the introductions. I will see to it that he is properly briefed beforehand and familiar with all key procedures.

Meanwhile, I will move in the direction of putting more of these kinds of duties in the hands of the State Department people...as you requested. Mosbacher is away now but when he returns I will meet with him - then get back to you on developments.

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Not National Security Information
By JLS NARA Date 3/29/2016

February 16, 1971

CONFIDENTIAL

MEMORANDUM FOR: MISS TRUDY BROWN

FROM: ALEXANDER P. BUTTERFIELD

I am returning to you, attached to this memorandum, the note that you gave to me the other day concerning Mr. Laurence Kaye Walrath. As you will note, Mr. Ehrlichman feels very strongly that we should not reappoint Mr. Walrath to the Interstate Commerce Commission.

Please inform Mr. Kingsley of Mr. Ehrlichman's judgment in this matter.

Thank you.

Attachment

CONFIDENTIAL

chron

February 16, 1971

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Press and Special T. V. Plans for the
Colombo Dinner

In that the Colombo Dinner is only some 48 hours away, I would be interested in knowing of whatever special plans have been made for press and T. V. crews that evening. I understand that there is a proposal in the mill - or perhaps a fully developed scenario. If so, it would help me to refer to it prior to answering some of the questions being posed by Connie Stuart.

Many thanks.

Chen

February 16, 1971

MEMORANDUM FOR: MR. RONALD L. ZIEGLER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Press Office Inquiries Concerning
Presidential Signature Items

Please ask your staff members to direct their inquiries concerning the status of Presidential signature items to the office of the Staff Secretary ... rather than to my office.

Thank you.

cc: Mr. Gerald L. Warren
Mr. J. Bruce Whelihan
Mr. Jon M. Huntsman,
Staff Secretary

Chen

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By JS NARA Date 3/29/2016

February 16, 1971

CONFIDENTIAL

MEMORANDUM FOR: MR. JON M. HUNTSMAN
Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Order of Precedence

Please give some attention this week to our "order of precedence" list and by Friday give me your recommendation as to what changes should be made.

Several items which we have talked about recently come to mind as I write this: (1) Dr. Arthur Burns should not be on our list. It is only an understanding that he will rank "at the Cabinet level, but after all Cabinet Members" when attending social functions at the White House or Department of State; (2) Pete Peterson should be added, of course ... to the Haldeman/Ehrlichman category; (3) General Hershey is a mystery to me. Do we have him in the right place? Frankly, I don't think we do; (4) Dwight Chapin should be moved up to the Deputy Assistant category, as you know; (5) George Bell and Jon Huntsman -- along with Malek and several others -- should be added to the Special Assistant category; (6) Bill Timmons should rank with the other Presidential Assistants ... but at the end of the list, etc.

Do not work out anything in final form for I will want to go over the paper with you.

Thank you.

CONFIDENTIAL

February 16, 1971

CONFIDENTIAL

MEMORANDUM FOR: MR. H.R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Reduction of Staff Members at Cabinet Meetings

The names of those who normally attend Cabinet meetings - and who are permitted to do so under current policy - are listed below:

<u>Staff</u>	<u>Others</u>
Haldeman	McCracken
Ehrlichman	Weinberger
Kissinger	Weber
MacGregor	Dole
Peterson	Sohmer
Flanigan	
Timmons	
Klein	
Ziegler	
Butterfield	
R. Price	
Safire	
R. Brown	
David	

The total is 19 - 14 White House Staff members and 5 others.

Twenty-two persons can be seated comfortably in the Cabinet Room... so under what I would term "normal conditions" there are three extra chairs for special guests, projector operators,

briefing assistants, etc.

In recapping what the President said in his office this morning to the two of us, we should inform the following persons that they "need not come to Cabinet meetings any longer"...unless, of course, agenda items are going to touch on their special areas of interest.

Staff

Peterson
Flanigan
Timmons
Safire

Others

McCracken
Sohmer
Weber
(Weinberger)

Eliminating those eight will leave these eleven:

Staff

(Haldeman)
Ehrlichman
Kissinger
MacGregor
Price
Klein
Ziegler
David
Butterfield
Brown

Others

Dole

Although I would be glad to talk to supervisors and others concerned, you may want to handle the matter yourself. Please let me know if I can be of any assistance.

CONFIDENTIAL

2-18-71
C. J. ...

TELEPHONE CALL

STAFF

TO: Colonel Ralph D. Albertazzie

RECOMMENDED BY: Alex Butterfield

PURPOSE: To tell him that you heard of his wife's operation yesterday (a mastectomy), and that you hope she is resting comfortably.

BACKGROUND: Because of a cancerous breast tumor it was necessary for Mrs. Albertazzie to undergo a mastectomy operation yesterday. She is at the Bethesda National Naval Medical Center.

NOTE: It may be that you prefer to call Mrs. Albertazzie herself. She will be able to receive calls any time after Thursday, February 18.

Chen

February 16, 1971

MEMORANDUM FOR:

MR. JON M. HUNTSMAN
Staff Secretary

FROM:

ALEXANDER P. BUTTERFIELD

SUBJECT:

Routing of Materials Prepared for the President

^{remind}
Please ~~inform~~ all offices that no materials are to be given to the President directly -- that all items must be routed through your office.

Thank you.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

February 16, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Presidential Phone Call Recommendations

In reference to your memorandum of earlier today to Chuck Colson concerning Presidential telephone calls and specifically those calls which were recommended for this weekend, only the "Senator Cotton" call was a "Colson-controlled" item. All others were from me to the President.

After talking to Larry Higby about your views of the phone call system, and before talking to the President last week, Chuck Colson and I agreed that the project I have been given to furnish the President recommended calls to Cabinet members and White House staffers need not go through him for concurrence or review. He will, however, handle all others.

Of course, I understood your remarks on the Ken Cole call sheet...and even anticipated them. But, I do not like to think that the President failed to make the Hardin call only because he had "spoken to Hardin at last Sunday's worship service". He did talk to Hardin at the February 7 worship service, but on a matter outlined in a previous phone call recommendation. This latest recommendation had to do with the Agriculture Department's excellent staffing of a major annual report and it was concurred in by both Dick Nathan and Don Rice of OMB.

Be all this as it may, I am not sensitive about the calls the President makes. The point of this memorandum was made in the first two paragraphs. Meanwhile, I will try to put more thought into the Cabinet and staff recommendations which I forward independently of Colson.

February 16, 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 Connally (Treasury)
Secretary Laird (Defense)
Attorney General Mitchell (Justice)
Postmaster General Blount (Post Office)
Secretary Morton (Interior)
Secretary Hardin (Agriculture)
Secretary Stans (Commerce)
Secretary Hodgson (Labor)
Secretary Richardson (HEW)
Secretary Romney (HUD)
Secretary Volpe (Transportation)
Robert E. Patricelli (HEW)

Please ensure their immediate access.

Thank you.

Alexander P. Butterfield
Deputy Assistant to the President

Chen

February 16, 1971

MEMORANDUM FOR: MR. DWIGHT L. CHAPIN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Appointment with the President for
Under Secretary of the Interior Fred J. Russell

Please arrange a short appointment with the President for Under Secretary Russell. The attached sheet will give you necessary background information.

Attachment

HB

Chen

February 15, 1971

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Addition to List of Outlets
(in Anecdotalists Program)

Please add Bob Haldeman and Dwight Chapin to your list of officially designated outlets in the anecdotalists program.

Thank you.

cc: Stephen B. Bull

February 16, 1971

MR. PRESIDENT:

Additional staff members sitting in on this
morning's Cabinet Meeting will be:

Mr. Peter G. Peterson

Mr. Kenneth R. Cole, Jr.

Mr. Robert J. Brown

Alexander P. Butterfield

THE WHITE HOUSE

WASHINGTON

February 15, 1971

MEMORANDUM FOR: THE PRESIDENT

SUBJECT: Cabinet Meeting
Tuesday, February 16, 1971
8:00 a.m. (Your Option: 15-60 min)

- I. PURPOSE: To bring the members together; to give them an opportunity to hear from Mel Laird on the interdiction operation in Laos, and from Elliot Richardson on the Administration's health program.
- II. PRESS PLAN: The meeting will be announced, and "color reports" will be circulated in an appropriate and timely fashion; but there will be no formal press involvement.
- III. SUGGESTIONS AND NOTES OF SPECIAL INTEREST:
 - A. After Mel Laird's report, you may want to turn over the meeting to the Vice President and return to the Oval Office. The Vice President is prepared to preside.
 - B. Discussion on Laos should be held to a very few minutes, or postponed until the end of the meeting, in that Elliot Richardson must leave the Cabinet Room at about 8:50 a.m. He's catching a 9:30 a.m. flight to New York where he'll brief news editorial boards.
 - C. As the meeting shifts gears with Elliot's departure, John Connally will be recognized by the Vice President. He will give the members a good 5-minute rundown on the kinds of positive things he makes a point of saying about the President (e.g. what kind of a man he really is, how he approaches the issues, how he works, etc.) as a special and additional part of all speeches, talks and interviews.
 - D. This will be John Connally's first Cabinet Meeting; Rog Morton's second.
 - E. Pat Moynihan was notified sometime ago of your standing invitation to him to attend regular meetings of the Cabinet "whenever convenient". I called him last week about this particular session. He expressed a strong desire to be present, and said he would give me a final answer Monday afternoon.
 - F. The next Cabinet Meeting is set tentatively for 8:00 a.m. Tuesday, March 2.
 - G. The Meeting Agenda and the List of Participants are attached.

THE WHITE HOUSE
WASHINGTON

AGENDA

CABINET MEETING
Tuesday, February 16, 1971
8:00 A.M.

8:00-8:15

1. THE LAOTIAN INCURSION

Honorable Melvin R. Laird
Secretary of Defense

(10 min)

a) Informal Status Report

(5 min)

b) Discussion

8:15-8:50

2. THE ADMINISTRATION'S HEALTH PROGRAM

Honorable Elliot L. Richardson
Secretary of Health, Education,
and Welfare

(20 min)

a) Presentation

- Health insurance
- Reorganization of health service delivery
- Support for medical education
- Protective health and citizen health
education

(15 min)

b) Discussion

8:50-9:00

3. ITEMS OF MUTUAL INTEREST

(10 min)

This will be a short general discussion period. The Vice President is prepared to preside should you not be in the Cabinet Room at the time. Secretary Connally and perhaps others will be called upon. (See paragraph III-C. of cover memorandum to this Agenda.)

TO BE IN ATTENDANCE

At Cabinet Table

The President
The Vice President
Secretary Rogers
Secretary Connally
Secretary Laird
Attorney General Mitchell
Postmaster General Blount
Secretary Morton
Secretary Hardin
Secretary Stans
Secretary Hodgson
Secretary Richardson
Secretary Romney
Secretary Volpe

--

Director Shultz
Counsellor Finch

--

--

Unable to Attend

(Ambassador Kennedy - Mexico)

(Counsellor Rumsfeld - Denver)

(Ambassador Yost - New York)

(Ambassador-Designate Bush-Europe)

Staff

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

Others

--

(Chairman Dole, RNC - Tampa)

Dr. McCracken, CEA Chairman
Dr. Weber, OMB Dep. Dir.
Mr. Weinberger, OMB Dep. Dir.
Mr. Sohmer, Asst. to the Vice President
Mr. Patricelli, HEW (to assist Secretary Richardson)

H
February 15, 1971

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

At the next White House Worship Service -- and proabably thereafter -- the President and Mrs. Nixon will pose with the guest minister, the choir, and others who may have participated in the Service ... then go directly upstairs to their private quarters. There will not be a receiving line.

This means, of course, that the minister and other dignitaries (in and out of the Administration) should be encouraged to circulate more and meet as many of the guests as is possible during the refreshment period.

One additional item: Some one person -- either a social aide or one of the girls from your office -- should be assigned to the minister to make sure that he has an opportunity to meet the more prominent members of the Administration who are present ... as well as many of the guests.

Thank you.

cc: Mrs. Constance Stuart

CHRON

February 15, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. FREDERIC V. MALEK
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: The Seat on the U.S. Court of Military Appeals
Now Held by Judge Homer Ferguson

As you may know, Judge Homer Ferguson had an appointment with the President the other day, and during the short visit mentioned the fact that he would probably be retiring at the expiration of his current term.

Whereas the Judge recommended for his seat Mr. Cabell Flournoy Cobbs (whose resume is attached to this memorandum), the President told me later, in confidence, that he considered that particular seat to be a plum, and that he wanted to give some careful thought to who might best fill it.

Please keep this information in mind so that at the appropriate time you can make the President aware of specific candidates and recommendations.

Thank you.

Attachment

cc: Mr. Peter M. Flanigan

ADMINISTRATIVELY CONFIDENTIAL

C-100

February 15, 1971

MEMORANDUM FOR: MRS. CONSTANCE STUART
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Replacement of Xerox Machine

You will be pleased to know that within the next week or two we will be replacing the 2400 model Xerox machine on the second floor of the East Wing with a 3600 model. The new equipment will require the same careful treatment, of course, but will give you a far speedier duplicating service.

cc: Mrs. Lucy A. Winchester
Brigadier General J. D. Hughes

February 13, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MRS. LUCY A. WINCHESTER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Proposed Evening at the White House

This note merely confirms one of the items we discussed during the meeting here in my office Thursday afternoon -- that the President wants to have an Evening at the White House sometime soon for key people in the motion picture industry. The guests would include producers, actors, some of the all-time greats, etc. Apparently, he (the President) has discussed the matter previously with Jack Warner and Darryl Zanuck.

Please see that some really good "idea people" are put on this project and forward your draft proposal within a week of receipt of this memorandum.

Thank you.

cc: Mrs. Constance Stuart

ADMINISTRATIVELY CONFIDENTIAL

chen

February 13, 1971

ADMINISTRATIVELY CONFIDENTIAL

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Evening at the White House for the
Motion Picture Industry
(Staff Secretary Action Memo Log P1376H)

Planning units are currently working on a draft scenario -- and a proposed guest list -- for an Evening at the White House for the motion picture industry.

Mr. Haldeman is aware of the status of this project.

ADMINISTRATIVELY CONFIDENTIAL

CHRON

February 13, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. DWIGHT L. CHAPIN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Proximity of Crowds to the President

I have received your February 8th memorandum concerning proximity of crowds to the President and stating that it is your understanding the "three-foot rule" is to be the permanent arrangement.

I would like to discuss this matter with you when you have some free time ... but soon. Frankly, I believe that our rather arbitrarily setting down a three-foot rule amounts to a flagrant violation of a carefully considered Presidential Protection policy.

There is a tendency on the part of each of us to forget that there are literally hundreds of thousands of people in this country who for a variety of reasons "hate" the President and would like nothing better than to be given the opportunity to strike out at him and in some way (any way) "get rid of him". Admittedly, most such persons are at least somewhat mentally deranged, but the important thing to remember is that they do exist and they are on the loose. One only has to read any monthly Secret Service report on the various kinds of threats to the lives of the First Family members being recorded each day by Secret Service officials to understand that there is another world out there -- a world of real kooks whose actions and motives are to us totally irrational.

Very simply put, you ask for trouble when you allow any public crowd to move in to within three feet of the President. I don't think I am saying anything at all profound. I'm just stating facts which to my way of thinking should be considered carefully, and respected, by those of us who have a voice in matters affecting the President's protective security.

ADMINISTRATIVELY CONFIDENTIAL

Chen

February 13, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MISS ROSE MARY WOODS
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Proposed Evening at the White House

As you may have heard directly from the President, he wants to have an Evening at the White House sometime soon for key people in the motion picture industry. The guests should include producers, actors, some of the all-time greats, etc. Apparently, he has discussed the matter previously with Jack Warner and Darryl Zanuck.

You may want to give some thought to preparation of a guest list.

Thank you.

bcc: Charles W. Colson

ADMINISTRATIVELY CONFIDENTIAL

edum

February 13, 1971

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Permanent Assignment of Staff Pins

Please assign staff pins on a permanent rather than temporary basis to the following persons:

Douglas A. D'Andrea
Leroy D. Gilbertson
Donald C. Able
David R. Botts
Francis E. Zimmerman
Joseph Higgins
John Marston
Detlev Peters

Thank you.

February 13, 1971

PERSONAL/ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. DANIEL T. KINGSLEY

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Robert O. Beatty's Nomination for
Presidential Appointment as Assistant
Secretary of HEW (Public Affairs)

I am putting a temporary hold on the Beatty nomination pending completion of the FBI full field background investigation and receipt by our security office of a "security clearance". The request for the full field background investigation was received by Miss Trudy Brown, Security Assistant, on February 10th ... so there will be a wait of approximately two weeks.

I realize that with a great number of names going through the mill at all times it becomes difficult to determine precisely which checks have been made for which prospective appointees -- but it is absolutely essential that both political and security clearances be double-checked for completion prior to your submitting nominations to the President for his approval.

Thank you.

PERSONAL/ADMINISTRATIVELY CONFIDENTIAL

bcc: Trudy Brown

chen

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

THE WHITE HOUSE

WASHINGTON

February 12, 1971

PERSONAL

MEMORANDUM FOR

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: February 16th Cabinet Meeting

You are invited to attend Tuesday's Cabinet Meeting. It will begin promptly at 8:00 a.m.

DISTRIBUTION TO:

staff

Mr. H.R. Haldeman
Mr. John Ehrlichman
Dr. Henry Kissinger
Mr. Peter M. Flanigan
Mr. Clark MacGregor
Mr. Bill Timmons
Dr. Edward David
Mr. Herbert Klein
Mr. Ray Price
Mr. Ronald Ziegler
Mr. William Safire

others

Chairman Robert Dole
Mr. Paul McCracken
Mr. Caspar Weinberger
Dr. Arnold Weber
Mr. Art Sohmer

Chen

February 12, 1971

MEMORANDUM FOR: MR. DWIGHT L. CHAPIN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Dr. Burns' Request for an Appointment
with the President

Dr. Burns called today and requested a 25-30 minute appointment with the President "soon" after the President's return from Key Biscayne. He said he believes it quite important that he apprise the President of matters concerning monetary policies. He went on to say that he would hope the appointment could be arranged on either Tuesday, Wednesday or Thursday (February 16, 17 or 18).

Hand

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

February 11, 1971

CONFIDENTIAL

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: The Cabinet Meeting
Scheduled for February 16th

The Vice President will be here in Washington, D. C. on February 16th and knows that he may be called upon to preside at the Cabinet Meeting.

The Agenda plan is approximately as you described it. I will let you know if any changes occur during my discussions of the subject with the President.

CONFIDENTIAL

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

February 11, 1971

copy to Chapin

~~CONFIDENTIAL~~

MEMORANDUM FOR: DR. HENRY A. KISSINGER

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Visit to the United States by President Tito
of Yugoslavia

At the Diplomatic Reception the other night the President spoke to the Yugoslavian Ambassador and mentioned the fact that he thought it would be appropriate for President Tito to visit the United States about one year after his (the President's) visit to Yugoslavia. The Ambassador said that he understood perfectly ... and that he agreed; but he went on to state, or at least intimate, concern for Tito's personal security during a Washington visit because of "the emigre problem". The President assured the Ambassador that every possible protective security precaution would be taken, and that there was no need for him to be particularly apprehensive.

Please proceed with whatever planning is underway at the present time for a visit to this country by Tito, but be sure that in so doing you get together soon with the Yugoslavian Ambassador personally and discuss his conversation with the President ... and the fact that the President has suggested the visit come sometime during the fall months rather than in May or June.

Thank you.

~~CONFIDENTIAL~~

Chen

February 11, 1971

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Preparation of Fact Sheet to Accompany
Suggested Remarks for the President

Please note carefully the memorandum I have just sent to Ray Price (copy attached).

You must have a checklist which you use faithfully when reviewing briefing papers enroute to the President's desk. Admittedly, I should have realized that a fact sheet would have been appropriate -- but you should have caught it first and had one in the mill.

Be certain that you pass this information on to Jon Huntsman.

Thank you.

TELEPHONE CALL

STAFF MEMBER (EXECUTIVE OFFICE OF THE PRESIDENT)

TO: William A. Anders, Executive Secretary
National Aeronautics and Space Council

RECOMMENDED BY: Alex Butterfield

PURPOSE: To thank him for keeping you and the staff
so well informed during the 9-day mission
of Apollo 14.

BACKGROUND: A week ago Monday (February 1), Bill Anders
voluntarily prepared and presented to the
White House staff an excellent 30-minute
briefing on the Apollo 14 mission -- how
it was to be executed, and what was to be
accomplished.

Each day at 8:00 a.m. since the launch of
Apollo 14, he has dispatched to all members
of the White House staff -- and to you -- a
one-page status report. They have been
succinct and clearly written.

Everything that Bill does, he does well --
and because of his sincere desire to be
helpful to others.

TALKING POINTS:

1. Tell him how much you appreciated
receiving his daily status reports.
2. You might want to thank him, too, for
taking the time to set up and present
the mission briefing to White House
staff members.
3. You should extend your appreciation to those
who work with him at the Space Council.

Chen
2-11-71

TELEPHONE CALL

STAFF

TO: Kenneth R. Cole, Deputy Assistant to the President
for Domestic Affairs

RECOMMENDED BY: Alex Butterfield

PURPOSE: To tell him what a fine job you know he has been
doing for John Ehrlichman ... and to say that
you hope he and his family enjoy their vacation
in the Virgin Islands next week.

BACKGROUND: Ken Cole -- one of your best men in terms of
dedication, effectiveness and ability -- is very
upset because of circumstances in your office
this morning implying that he had been other
than completely straightforward in an option
paper being reviewed by the Vice President.

Ken is not in any way advertising his dejected
state, but I happen to know that he is feeling
particularly low.

If you choose not to make this call, I am sure
that a few days' time will heal the wound.
However, a call made on the pretense of wishing
him well on his coming well-deserved vacation
would renew his energies and put him back in his
usual form.

TALKING POINT: You might very simply say that John Ehrlichman
has mentioned his excellent work and able support
on a number of occasions, and that you hope he and
his family have an enjoyable week's rest in the
Virgin Islands.

Chen
2-11-71

TELEPHONE CALL

CABINET

TO: Secretary Clifford M. Hardin

RECOMMENDED BY: Alex Butterfield

PURPOSE: To tell him that you heard what an unusually good job his Department's staff did in the preparation of its '71 Farm Commodity Programs.

BACKGROUND: In the past the staff at the Department of Agriculture has not done as well as it really should have in the preparation and staffing of its farm programs and other major projects.

However, the work which Cliff Hardin and his people put forth on the '71 Farm Commodity Programs (the big ones for wheat, for feed grain and for cotton) was thorough and exceptionally efficient.

The Agriculture staff not only did its homework well, but additionally it laid out for OMB and CEA (the prime reviewing authorities) alternatives complete with backup material.

The Department's proposals were "cleared out" by OMB without any changes. This was a real feather in its hat.

TALKING POINTS:

1. Tell Cliff that you just heard of the exceptionally good job his Department did in putting together the '71 Farm Commodity Programs ... and that you heard also that all of the proposals put forth were "cleared out" without any changes.
2. Tell him how easy his Department's excellent staffing made things for OMB and CEA.
3. You might ask him to relay your compliments to those staff members who were involved.

Cheney
2-11-70

TELEPHONE CALL

SUB-CABINET

TO: Under Secretary Fred J. Russell

RECOMMENDED BY: Alex Butterfield

PURPOSE: To thank him for the particularly fine job he did at Interior as Acting Secretary.

BACKGROUND: Fred assumed the position of Acting Secretary on the evening of November 26th ... and served in that capacity until January 29th.

He faced some difficult decisions during that period, yet handled himself well in all cases.

(NOTE: I think a phone call to Fred would be more appropriate than a letter in that you have written short notes to him for various other reasons 5 times since mid-October. He is very dedicated to you, as I am sure you know ... and your patting him on the back in this personal manner would mean a lot.)

TALKING POINTS:

1. Thank Fred for picking up the ball at Interior and running with it so well during the time he served as Acting Secretary.
2. Tell him you know he made several tough decisions while in the driver's seat, and that you are proud of the way he handled himself.

Chron

February 11, 1971

MEMORANDUM FOR: MR. RAYMOND K. PRICE, JR.
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Preparation of Fact Sheet to Accompany
Suggested Remarks for the President

Sometime ago the President asked that for certain events at which he is scheduled to speak (usually clearly recognizable occasions), a brief fact sheet on the building to be dedicated, the office to be assumed by an appointee, etc., be prepared and sent to him along with the suggested remarks.

We seem to have let this practice go by the boards ... for no apparent reason.

This morning's swearing-in of John Connally served as a case in point. The suggested remarks were fine -- but the President felt the need for some facts and statistics about the Treasury Department and the Office of the Treasury Secretary. With time running exceedingly short, he asked for the number of Treasury Secretaries to date, the number who had come from the South, the number who had come from Texas, etc. With your help, we made it! But it was another squeaker.

Please reinstitute the "accompanying fact sheet procedure".

Thank you.

canon

February 10, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Procedure During Scheduled Camera
Coverage of the President

I have received your memorandum of February 9th concerning the roles of Messrs. Goode and Carruthers prior to events at which there will be TV or other camera coverage of the President and will ensure that plans are laid at the daily 2:00 p.m. meetings to comply with the President's instructions.

February 10, 1971

CONFIDENTIAL

MEMORANDUM FOR: MR. RONALD L. ZIEGLER

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Attendance of a White House Photographer
at Worship Services and "Evenings at the
White House"

The President wants us to ensure that henceforth a White House photographer is on duty throughout each Sunday Worship Service and each "Evening at the White House". The photographer should concentrate on good candid shots of guests being received by the President and Mrs. Nixon -- especially those guests who for various reasons are considered to be "particularly important" -- and on other scenes which he believes most appropriately depict the mood and color of the particular event.

It should be clearly understood by all photographers who might be called upon to cover one of these functions that there are to be no posed shots, no extra lights, and no requests (on their parts) for persons being photographed to "hold it a minute" or "do it again -- once more", etc.

Lists of people who are considered to be especially important to the President and Mrs. Nixon -- and to whom we want to be sure to send photographs later -- will be made up in advance and issued to the photographers.

Please give this new program your careful attention.

Thank you.

cc: Gerald L. Warren
Constance Stuart
J. Bruce Whelihan
Oliver F. Atkins

February 10, 1971

MEMORANDUM FOR: THE PRESIDENT

SUBJECT: Short Meeting with Homer Ferguson,
U. S. Judge on the Court of Military Appeals
3:30 p.m. February 10, 1971 (10 minutes)

PURPOSE: Presumably to give Judge Ferguson the
opportunity to tell of his plan to resign.

BACKGROUND: Bryce Harlow suggested and encouraged
this meeting. Your old friend will be
82 years old on the 25th of this month.

NOTE: There will be no press involvement

NOTE: You may want to give the Judge a set of Presidential
cuff links.

Alexander P. Butterfield

February 10, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MISS ROSE MARY WOODS
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: After Dinner Guest List for the
 Colombo Dinner

If in your opinion there is still time enough to develop an after dinner guest list for the Colombo Dinner, please do so.

The President said today that he would agree to inviting an after dinner group if we made certain all concerned were made to clearly understand that the invitations are for entertainment "only" and (optional) dancing afterward. I assume that most or all the people in these after dinner groups are residents of this area. They would certainly have to be in this case.

cc: Mrs. Lucy Winchester
 Mr. Charles W. Colson

ADMINISTRATIVELY CONFIDENTIAL

THE WHITE HOUSE
WASHINGTON

February 10, 1971

MEMORANDUM FOR: THE PRESIDENT

SUBJECT: Supplement to Basic Briefing Paper on
Tonight's Reception for the Business Council

The Business Council meets regularly four times each year -- twice in Washington and twice outside of the Washington area, usually at the Homestead in Hot Springs, Virginia. As a rule, the Washington meetings are held in February (after the State of the Union and Budget messages have been delivered ... and after the Congress is in session) and in December. The Homestead meetings are generally in the months of May and October. This will be the first Business Council get-together in calendar year 1971.

The Business Council Executive Committee is meeting this afternoon, briefly. No other activity will have transpired prior to the White House reception tonight. After the reception, however, the members will move to the Mayflower Hotel for dinner. Tomorrow they will hold their only business session from 9:00 a.m. until noon at the American Security and Trust Building. Programmed speakers are:

Deputy Secretary Packard (DOD)
Deputy Director OMB, Caspar Weinberger
Dr. Arthur Burns
Mr. William D. Ruckelshaus (Administrator, Environmental Protection Agency)
Mr. R. V. Hansberger (President of the Boise Cascade Corporation and member of the Business Council who will speak for ten minutes on the economy)
Mr. Benjamin Biaggini (President, Southern Pacific Company, and a member of the Business Council)

After a luncheon tomorrow, the members will adjourn and disperse.

Alexander P. Butterfield

chron

February 10, 1971

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

The President said to me the other day that he would be glad to see Allen Drury (again) a second time sometime in the near future ... if Drury would like that.

I believe that Drury would welcome the opportunity to meet with the President again, if for no other reason than to elicit answers to the questions he left with the President during his first visit some 60-90 days ago. The President has been much too busy lately to get down to the chore of replying to Drury's lists of inquiries about his thoughts on various matters, his daily routine, etc., and I believe that our scheduling a second session with Drury would focus the President's attention on this unfinished business, and perhaps help to get most of it completed prior to the appointment hour.

I mention this to you only for whatever consideration you and Bob want to give to it.

chea

February 10, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: The Anecdotalist's Report from This
Morning's Breakfast Meeting with
Democratic Members of Congress

Bill Safire served as anecdotalist. In his opinion there was only one "color" item worth reporting, and that concerns the President's remarks about Reform, Dsraeli and Senator Fullbright. (I don't know anything about the context in which these items were mentioned.)

In accordance with recently established procedures, Safire proceeded to the Press Office and orally briefed Mr. Ziegler. He then went to his office and passed the information to Mr. Schechter of Time Magazine.

Mr. Ziegler has discussed the item with the President and does plan to get out to 3 or 4 press representatives ... but not at one of his regular press conferences.

Safire, of course, will prepare a report and forward it to the Staff Secretary. The Staff Secretary will disseminate the report to all of our designated "outlets". It is assumed that at least some of the outlets who do not yet know this information will get the line out via their own channels.