

Caron

March 25, 1971

MEMORANDUM FOR: MR. REX SCOUTEN
Chief Usher

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Reimbursement for NAB Reception
(March 19th)

The matter of reimbursement for the recent NAB Reception has been taken care of. You will be contacted soon by a NAB representative who will forward through you a check made out to the Treasurer of the United States.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 25, 1971

MEMORANDUM FOR:

FROM:

ALEXANDER P. BUTTERFIELD *A*

SUBJECT:

Change to Recently Outlined Procedure
for Submitting Recommended Presidential
Telephone Calls

REFERENCE:

My memorandum to you of March 10th ...
Subject: Recommendations for Presidential
Phone Calls

Henceforth, please submit directly to me the original plus 3 copies
of your recommendations for Presidential phone calls.

I realize that this will require a little extra work at your end of the
line but the additional copies are necessary if we are to properly fulfill
our post-call notification obligations at this end of the line.

Many thanks.

DISTRIBUTION

Mr. George T. Bell
Mr. Robert J. Brown
Mr. Patrick J. Buchanan
Mr. Stephen B. Bull
Mr. Henry C. Cashen, II
Mr. Dwight L. Chapin
Mr. Kenneth R. Cole, Jr.
Mr. Charles W. Colson
Mr. John W. Dean, III
Mr. Harry S. Dent
Mr. John D. Ehrlichman
Mr. Robert H. Finch
Mr. Peter M. Flanigan
Mr. Leonard Garment
Brigadier General Alexander M. Haig
Brigadier General James D. Hughes
Mr. Roger E. Johnson
Dr. Henry A. Kissinger
Mr. Daniel T. Kingsley
Mr. Herbert G. Klein
Mr. Clark MacGregor
Mr. Egil Krogh, Jr.
Mr. Jeb S. Magruder
Mr. Frederic V. Malek
Mr. Peter G. Peterson
Mr. Edward L. Morgan
Mr. Raymond K. Price, Jr.
Mr. Donald Rumsfeld
Mr. William L. Safire
Mr. George P. Shultz
Mr. William E. Timmons
Mr. John C. Whitaker
Miss Rose Mary Woods
Mr. Ronald L. Ziegler
Mr. W. Richard Howard
Mr. Donald Rice
Mr. Richard Nathan
Dr. Edward E. David, Jr.
Dr. Paul W. McCracken
Mr. Mark I. Goode

Chen

March 25, 1971

RECOMMENDED TELEPHONE CALL

STAFF

TO: Mrs. M. Jean Robb
Personnel Officer (for Mr. Hopkins' White House support units)

RECOMMENDED BY: Alex Butterfield

PURPOSE: To personally acknowledge the 25th anniversary of her continuous service in the White House Office.

BACKGROUND: Mrs. Jean Robb started working here at the White House on March 25, 1946 ... 25 years ago today.

She began her employment here as a clerk in the file room, but for the past 20 years she has been in administration and personnel work.

Her husband has been a longtime employee at the Interstate Commerce Commission.

Mrs. Robb has an excellent attendance record and is known for her diligence and efficiency.

TALKING POINTS:

1. Tell her that you know of her long and faithful government service, and congratulate her on the occasion of her 25th anniversary here at the White House.
2. You may want to express appreciation for the hard and usually thankless kind of work that she and her colleagues perform in our administrative offices.
3. The government owes a great deal to couples like the Robb's who dedicate themselves to a lifetime of government service.

PRELIMINARY BRIEFING PAPER

THE WHITE HOUSE

WASHINGTON

March 24, 1971

MEMORANDUM FOR: THE PRESIDENT

SUBJECT: Drop-By Meeting of Student Body Presidents
Counselor Finch's Office
Thursday, March 25, 1971
9:50 a.m. (5 minutes)

I. PURPOSE: To give you an opportunity to meet five student body Presidents who represent the policy committee of the Association of Student Governments ... and to express to them our appreciation of their efforts to work "within the system" to improve student government generally.

II. BACKGROUND: Bob Finch has been discussing with these five student body Presidents a proposal whereby the Federal Government would grant the Association a sum of money sufficient to allow for the development of a program designed to prove that student government can work toward its own betterment ... and do so "within the system".

Mr. Finch has been extremely impressed with this group. He will be meeting with them again at 9:30 Thursday morning (March 25), and will be expecting you to drop-by at approximately 9:50.

III. PARTICIPANTS: This information will be furnished in the morning.

IV. PRESS PLAN: No press involvement; however, Ollie Atkins will be available.

V. TALKING POINTS: This information will be furnished in the morning.

Alexander P. Butterfield

March 24, 1971

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Preparation of Master Schedule for
Renovation of Second Floor/East Wing Offices

We will begin moving Mr. Robert Taylor's office unit from the second floor of the East Wing to Room 1 of the Executive Office Building at 7:30 p.m. this evening.

Based on that action, please prepare a master schedule -- similar to the one that you prepared for me some 6-7 weeks ago -- indicating each phase of the renovation plan requested by the First Lady for her staff offices. I am attaching to this memorandum the "old" master schedule. It should be helpful to you in the development of the new one.

Please have the completed paper to me by 2:00 p.m. Thursday, March 25th.

Thank you.

Attachment

cc: Mr. William J. Hopkins

Determined to be an
Administrative Marking
Not National Security Information
By JLS NARA Date 2/30/2016

March 24, 1971

CONFIDENTIAL

MEMORANDUM FOR: MISS GERTRUDE T. BROWN
Security Assistant

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: FBI Investigation

Please tell the FBI to proceed with the check on Mr. Cortizzi.
(I am not certain of the spelling of the name ... but he is the Leisure
Village man that you mentioned to me the other day.)

The investigation need not be the full-field type. In fact, it should
be just a bit more than the normal "name check". We are in a hurry
for the results.

Thank you.

CONFIDENTIAL

Determined to be an
Administrative Marking
Not National Security Information
By JLS NARA Date 3/30/2016

March 24, 1971

CONFIDENTIAL/SENSITIVE

MEMORANDUM FOR: DR. HENRY A. KISSINGER
Attention: Brig. General A. M. Haig

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Staff Study of Proposals Concerning the
U. S. Passport Office

I am attaching to this memorandum two proposals forwarded to me recently by Frances G. Knight, Director of the U.S. Passport Office. Armed with a considerable amount of supporting "documentation", she recommends: (1) the establishment of a semi-autonomous United States Passport Service, and; (2) the institution of an international travel and citizenship identification document for the better protection of Americans traveling abroad.

The basic attachments to this memorandum are a 3-page paper titled, "A Recommended Course of Action on the Passport Office", and an 18-page paper titled, "A Briefing Paper on the Passport Office, January 1971". As you will note at a glance, both contain fairly sensitive material. But even more sensitive are the enclosures at Tabs A, B, C and D. I believe you should take 10-15 minutes to review them personally and decide for yourself if you want to forward them (i. e. the tabbed enclosures) along with the basic papers.

It is a fact that the President expressed a definite interest in having these matters staffed by your office. He understands that there a number of touchy areas involved and wants you to be certain that the staffing process is carried out with the utmost discretion. Please submit your recommendations on these proposals to the office of the Staff Secretary on or before Monday, April 19.

Thank you.

Attachments

CONFIDENTIAL/SENSITIVE

Chan

March 24, 1971

MEMORANDUM FOR: MRS. LUCY A. WINCHESTER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Presidential Dinner for the Prince and
Princess of Monaco

Lucy:

I'm not sure what kind of dinner the President and Mrs. Nixon have in mind for the Prince and Princess of Monaco ... that is, if there is to be one.

If you will check at that end of the line, I will do the same here.

Thank you.

March 24, 1971

MEMORANDUM FOR: MR. DAVID N. PARKER

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Presidential Dinner for the Prince and Princess of Monaco

As I believe you know already, the National Security Council staff has informed us that the Prince and Princess of Monaco are tentatively planning a visit to the United States in late June of this year ... and that they will probably remain here in this country until about mid-July.

I believe it is safe for you to proceed with a plan to schedule a Presidential Dinner in late June or early July. You should stay in close touch with Jeanne Davis, Staff Secretary for the National Security Council ... and keep Rose Woods and Lucy Winchester informed as developments occur.

Thank you.

cc: Mr. Dwight L. Chapin
Mrs. Lucy A. Winchester
Miss Rose Mary Woods

March 24, 1971

RECOMMENDED TELEPHONE CALL

STAFF

TO: Mrs. Lillian H. Greene
(a 64 year old secretary who works in
Mr. Butterfield's Security Office)

RECOMMENDED BY: Alex Butterfield

PURPOSE: To tell her that you heard of her bad fall in
her West Wing office Wednesday morning ...
and that you hope she is feeling better.

BACKGROUND: Mrs. Greene is an exceptionally strong
Republican and a rabid supporter of yours.
Moreover, she has been active for years in
Republican ladies organizations, and recently
attended a tea at the White House given by
Mrs. Nixon. Last October I hired her to work
in the West Wing office where security records
and your personal papers are filed.

Wednesday morning Mrs. Greene caught her
foot on an electrical cord in her office and
fell forward, striking her head on a desk.
She was badly shaken up and with the assistance
of Doctors Tkach and Lukash was taken to the
hospital for tests and X rays. She is still at the
hospital at this writing.

TALKING POINTS: 1. Tell her that you just heard of her bad fall
in her office, and that you certainly hope
she is feeling better ... and ~~that she will~~
be back on the job soon.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 24, 1971

PERSONAL

MEMORANDUM FOR:

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Cabinet Meeting

You are invited to attend a one-hour Cabinet Meeting scheduled for 10:00 a.m. Friday, March 26th.

Distribution

Mr. Ehrlichman
Dr. Kissinger
Mr. MacGregor
Mr. Klein
Mr. Ziegler
Mr. R. Brown
Mr. R. Price
Dr. David
Dr. McCracken , CEA
Chmn Dole, RNC

Chen

March 24, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MISS GERTRUDE T. BROWN
Security Assistant

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Request for Full-field Background Investigation
(Mr. David C. Hoopes)

I am attaching to this memorandum a biographical resume on Mr. David C. Hoopes who (pending the results of an FBI background investigation) will join my office staff on or about May 1st.

Please initiate a full-field FBI investigation on Mr. Hoopes.

Thank you.

Attachment

ADMINISTRATIVELY CONFIDENTIAL

Chen

March 24, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: New Staff Pin

Here is one of the new staff pins.

They will be used during the coming trip to California.

Determined to be an
Administrative Marking
Not National Security Information
By JUS NARA Date 3/30/2016

March 24, 1971

CONFIDENTIAL

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

NOTE: This note supersedes my correspondence of March 15, 1971 on the same subject.

I am listing below the new quotas for White House Worship Services.

Rose Mary Woods	52
Chuck Colson	52
Cabinet	45
*Sub-Cabinet	18
*White House Staff	15
Congress	20
Diplomatic Corps	20
First Lady	10
Harry Dent	15
*Military	8
*POW Wives	6
*Secret Service	4
*Executive Protective Service	4

Categories which are preceded by an asterisk are those which presumably will not include VIP's or other special guests.

CONFIDENTIAL

cc: Miss Rose Mary Woods
Mr. Charles W. Colson
Mr. Harry S. Dent

March 24, 1971

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

Please prepare for the signature of the President short appropriate notes to Mr. Val Choslowski and Mr. David Laub. Pertinent information on each gentleman is attached hereto.

(You may want to coordinate the final products with Mr. John Whitaker for it was he who recommended several days ago that the President telephone Messrs. Choslowski and Laub for the reasons indicated on the attachments.)

Attachments

cc: Mr. John C. Whitaker

Chron

March 23, 1971

MEMORANDUM FOR: MR. DAVID N. PARKER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: The Presidential Calendar

In his meeting with dairy industry personnel this morning the President expressed his regret at having had to miss the dairy-men's last big meeting in Chicago.... (or perhaps it was a meeting of the Associated Milk Producers . He went on to say that he would try his best to be present at their next meeting.

He made no promises, of course--but he did leave his visitors with the clear impression that he would give high priority to scheduling other events in such a way as to leave himself free to speak to them at their annual get-together.

cc: Dwight L. Chapin

Chron

Determined to be an
Administrative Marking
Not National Security Information
By 0-15 NARA Date 5/30/2016

March 23, 1971

CONFIDENTIAL

MEMORANDUM FOR: MISS GERTRUDE T. BROWN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Mr. Sherman Unger

Please take immediate steps to update the full field FBI investigation of Mr. Sherman Unger....and ask the investigators to pay particular attention to the background and current status of the IRS records.

Thank you.

CONFIDENTIAL

THE WHITE HOUSE
WASHINGTON

March 23, 1971
7:50 p.m.

MR. PRESIDENT:

Secretary John Connally just called to pass on word that he had delivered your message to former President Johnson . . . and that he (LBJ) was very grateful.

A

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 24, 1971

MEMORANDUM FOR: MR. ROBERT H. FINCH
MR. DONALD RUMSFELD
MR. HERBERT G. KLEIN
MR. RONALD L. ZIEGLER
MR. WILLIAM L. SAFIRE
MR. PATRICK J. BUCHANAN
MR. DE VAN L. SHUMWAY

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Color Report Material

I am attaching to this memorandum a TV report written earlier today by Connie Stuart. Whereas it tells about television appearances by Julie and Tricia, it contains as well some good information about the President which you should try to disseminate along with "color report" items.

Attachment

cc: Mr. Dwight L. Chapin

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 24, 1971

MEMORANDUM TO AL SNYDER
MARK GOODE
BILL CARUTHERS

cc: Bob Haldeman
Alex Butterfield
Herb Klein
Penny Adams
Helen Smith

FROM: CONSTANCE STUART

SUBJECT: TV REPORT

As Al and I discussed last week, Julie Eisenhower gave an interview yesterday to Clare Crawford of WRC. Penny Adams handled the technical set-up and I worked with Clare Crawford on questions and presentation. The filming took place in the Queen's Bedroom and took about 45 minutes.

Clare's questions were quite good, even Julie complimented her afterwards saying they were not the usual trite questions she is often asked. Julie responded well to each question and the total interview was quite successful.

Of particular interest to you should be Julie's remarks about her father. She described him as a calm decision maker, explained that he did not agonize over decisions. She used the President's phrase of "having peace at the center". She also described her father as an extremely thoughtful man who has great concern for his two daughters. She also described his sense of humor, citing as an example the family's last weekend in Florida when they were aboard Bebe's houseboat. She explained that David as a newly commissioned Ensign felt it was time for him to captain a ship and asked to take the wheel and "drive the ship". The President's reaction was to nervously don two life preservers and stand right behind David as he steered. Julie also said that the criticism of her father that bothered her the most was that he was "an opportunist and insincere". She explained he was anything but that and gave examples.

The interview will have the following exposure:

1. WRC will provide a transcript of the entire interview to my office which we will release to all media on Friday with an embargo of 6:00 a.m. Monday. The embargo time has been requested by Clare.

2. Plans at this time call for the interview to be aired in five segments beginning Monday, March 29 through Friday, April 2. There is also a possibility the film will be edited into a half hour show.
3. Locally in Washington the 5 program segments will run on the 6:00 p.m. WRC Evening News.
4. The program segments will be offered through the NBC network to all NBC affiliates.
5. Clare Crawford will do a major piece on Julie based on the interview to run in the Monday, Washington Daily News and be syndicated to the 19 Scripps Howard newspapers.
6. Clare will also do another piece for a Chicago-based syndicate FAN which has 22 newspapers in the chain.
7. Clare will also do a series of radio spots on the NBC network beginning most likely with Monitor on Saturday, March 27.

Timing was with us on Tuesday. A second NBC crew was on the South Lawn to film portions of the NBC special on the White House Conference on Children and Youth. They had not been able to shoot on Monday because of weather. I told Julie that if she had time we could dove-tail the two filmings so she could do one right after the other. She agreed and did a delightful two to three minutes with the Reitz puppets. In her comments she mentioned her father's concern for children and for his own daughters. The program will air Saturday, April 24 from 10-11:00 a.m.

✓ Tricia's filming done several weeks ago at the Kennedy Center has been edited into its final version and we've seen the work print. As the youngest member of the Board of Trustees of the Center, Tricia agreed to do a TV spot to help promote the Center. The spots are being offered to over 600 stations as a series. There are seven spots in total and two of them feature Tricia. No other spokesman is featured in other spots.

One spot is done quite artistically with still shots of Tricia visiting the uncompleted Center with Princess Sofia of Spain. It runs 30 seconds. The filming of Tricia in the President's box of the incomplete concert hall was so good that the Center, the PR counselor and the producer want to release the spot as a two minute program segment. They have received favorable response from networks and stations as to the length of this spot. They will continue to research the time length and may find it more feasible to edit the material into a one minute spot also. The series will be released April 1 and will run in April and May.

Chris

Determined to be an
Administrative Marking
Not National Security Information
By JLS NARA Date 3/30/2016

March 24, 1971

CONFIDENTIAL

MEMORANDUM FOR: MR. CHARLES W. COLSON
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Invitations to Commerce Department Briefings

As I mentioned to you earlier today, 12 persons have accepted the Stag Dinner being held at the White House tomorrow evening (March 25th), who were not previously invited along with the other guests to the Commerce Department briefings scheduled for that afternoon. I will list below the names of these 12 persons and at the same time ask you to notify each of the Commerce Department briefings. Incidentally, the briefing subjects are: (1) the economy, and (2) the President's programs. Secretary Stans, Secretary Hodgson and CEA Chairman McCracken will be making the presentations. The time is 4:00 p.m., and the Commerce Department room number is 6802.

Persons to be invited:

General Lucius D. Clay
Mr. William Batten (Chmn, J.C. Penney Co)
Mr. Richard Berlin (Pres, Hearst Corp)
Mr. Francis L. Dale (Cincinnati Inquirer)
Mr. H. Chapman Rose (Cleveland, Ohio)
Mr. Edwin H. Gott (Chmn, U.S. Steel Corp)
Mr. Wayne M. Hoffman (Chmn, Flying Tiger Lines, Inc)
Mr. James Crosby (Chmn, Resorts International)
Mr. Fred J. Russell (Washington, DC)
Mr. Gustave Levy (Goldman Sachs)
Mr. John E. Swearingen, Jr. (Chmn, Standard Oil Co)
Mr. John Harper (Aluminum Co. of America)

cc: Mr. Peter M. Flanigan

CONFIDENTIAL

Determined to be an
Administrative Marking
Not National Security Information
By JUC NARA Date 5/30/2016

March 24, 1971

CONFIDENTIAL

MEMORANDUM FOR: THE PRESIDENT

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: VIP's at White House Worship Services

You sent a memorandum to me on March 8th which said, in essence, that the number of non-VIP's at future White House Worship Services should be limited quite rigidly to approximately 20%.

I am listing below two columns of figures indicating seat allocations for White House Worship Services. The column on the left reflects allocations adhered to since January 1st of this year ... resulting in a non-VIP quota of about 25.5%. The column on the right reflects allocations which will be adhered to henceforth. It will result in a non-VIP quota of not more than 20.5%.

<u>Source</u>	<u>Seat Allocations</u>	
	<u>Old</u>	<u>New</u>
Rose Mary Woods	50	52
Chuck Colson	45	52
Cabinet	45	45
* Sub-Cabinet	20	18
* White House Staff	20	15
Congress	20	20
Diplomatic Corps	20	20
First Lady	10	10
Hary Dent	10	15
* Military	10	8
* POW Wives	6	6
* Secret Service	6	4
* Executive Protective Service	6	4
	<u>268</u>	<u>269</u>

* Non-VIP categories generally

CONFIDENTIAL

March 24, 1971

MEMORANDUM FOR:

MR. JON M. HUNTSMAN
Staff Secretary
Attention: Mr. William J. Hopkins

FROM:

ALEXANDER P. BUTTERFIELD

SUBJECT:

Sub-Cabinet List

Please prepare a complete list of all members of the Sub-Cabinet. It should include Under Secretaries and Deputy Secretaries in the 12 federal departments, the Assistant Secretaries and General Counsels in the 12 federal departments, all administrators in the Department of Transportation who are considered to be equivalent in rank or senior to Assistant Secretaries, the three Service Secretaries at the Department of Defense and their Under Secretaries, Assistant Secretaries and General Counsels, and the heads of major commissions and agencies.

I must have the final product by noon on Friday, March 26th.

Thank you.

Curran

March 24, 1971

MEMORANDUM FOR: MRS. CONSTANCE STUART
Attention: Miss Penny Adams

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Entertainment for Dinner Honoring
King Hassan (April 22nd)

I would appreciate your digging into your bag of tricks and coming up with some options for appropriate entertainment on the evening of April 22nd.

Please try to have your paper delivered to my office by noon on Friday, March 26th.

Thank you.

cc: Mrs. Lucy A. Winchester

March 23, 1971

ADMINISTRATIVELY CONFIDENTIAL

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Military Reception at the White House
(February 17, 1971)

The total cost for food, beverages, flowers and extra labor for the Military Reception held at the White House on February 17, 1971 was \$2,929.32. Reimbursement should be made by check -- payable to the Treasurer of the United States -- and delivered to Mr. Rex Scouten, Chief Usher.

Thank you.

ADMINISTRATIVELY CONFIDENTIAL

Chen

March 23, 1971

Dear Mr. Rutherford:

I am embarrassed to say that your letter of early January has been bouncing around from office to office ... and only recently landed here at my desk. I believe the delay was due to the fact that Mr. John Whitaker, to whom you addressed your request, has been out of the "Cabinet Secretary" business since November of 1969. It should have been routed directly from his office to mine, but probably was returned to the central files section instead. At any rate, I can answer your question, and will do so now without wasting any more of your time. Here are the facts:

- In the Roosevelt and Hoover administrations, and before, no one served formally or informally as Cabinet Secretary.
- During the Truman administration Mr. Matthew J. Connelly, a senior staff member who served principally as Appointments Secretary, sat in on Cabinet Meetings and took fragmentary notes for the President.
- The current concept of the Cabinet Secretary had its origin in the early part of the Eisenhower administration when, on October 19, 1954, Mr. Maxwell M. Rabb was formally commissioned as Secretary to the Cabinet. He held that post until relieved by Mr. Robert Keith Gray on May 16, 1958. Gray served until January 20, 1961.
- President Kennedy made it clear from the outset of his administration that he would not have a Cabinet Secretary, per se. However, the chores one associated with a Cabinet Secretary were handled at first (January 21, 1961 to December 3, 1961) by Mr. Frederick G. Dutton, Special Assistant to the President, but strictly as an additional duty. Upon Dutton's departure from the White House staff, the Cabinet chores were taken over Mr. Timothy J. Reardon. Mr. Reardon worked with the Cabinet throughout the remainder of the Kennedy administration and into

the Johnson administration ... until February 20, 1964.

- The duties of the presidential assistant associated with the Cabinet were a bit more extensive during the Johnson years than during the Kennedy years. Following Reardon was Mr. Horace Busby, Jr., Special Assistant to the President. He attended to Cabinet matters from April 1, 1964 until October 1, 1965.
- Mr. S. Douglass Cater, Jr., Special Assistant to the President, acted as interim caretaker for Cabinet affairs between the time of Busby's departure and Mr. Robert E. Kintner's arrival on April 20, 1966. Kintner was also a Special Assistant to the President and looked after Cabinet matters as an additional duty until June 30, 1967.
- From June 30, 1967 until the end of the Johnson administration, Mr. Charles M. Maguire (at first a Staff Assistant and later elevated to Staff Assistant to the President) carried on for Mr. Kintner.
- On January 21, 1969, at the beginning of the Nixon Administration, Mr. John C. Whitaker was commissioned Secretary to the Cabinet. He was the third person to be given the title formally ... Messrs. Rabb and Gray being the other two.
- On November 5, 1969 the duties of the Secretary to the Cabinet were transferred from Mr. Whitaker to me. However, I still retain my title as Deputy Assistant to the President.

I hope this rundown is adequate and will be of help to you.

Best wishes.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Mr. Fred L. Rutherford
5020 Spring Grove Avenue
Cincinnati, Ohio 45232

THE WHITE HOUSE

WASHINGTON

March 23, 1971

MEMORANDUM FOR: THE PRESIDENT'S FILE

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: "Color Report" on the President's Meeting in
the Cabinet Room with Key Dairy Industry
Personnel -- March 23, 1971

What happened at this meeting was not at all unique; I have witnessed such scenes a hundred times. Yet it is a story worth telling.

Like members of other groups who come to the White House to see the President, the 18-20 dairy farmers stood in the Cabinet Room and chatted in low tones, each making an effort to hide a natural nervousness. There was an occasional cough, and a laugh, but not a trace on any face of genuine ease.

Then, all of a sudden, BOOM ... the President was announced and standing among those at the south end of the room. He looked tan, healthy and relaxed. The dairymen were noticeably surprised, for they expected a somber man. The President smiled broadly and without a pause began walking around the Cabinet Table shaking hands, laughing, joking, and saying something to identify himself with each home state. By the time he took his seat, the prevailing mood in the room was one of complete informality.

Then, he spoke to his visitors, welcoming them warmly as a group -- telling them of his awareness of their deep commitments to the principles for which America stands, and expressing his gratitude for their steadfast nonpartisan support on the issues which are critical to the nation's security and general welfare.

I will not belabor the point. The President did only what he does so often. He demonstrated warmth, gratitude, sincerity, understanding and just plain humanness -- and in so doing he moved a large group of somewhat uncertain and apprehensive visitors to express themselves similarly.

There was one other thing that I thought of while I sat there: No one could have been with me -- hearing a dairy farmer from Oklahoma, another from Kansas, another from Arkansas, and another from Iowa telling it to the President "like it is" -- and gone away with the thought that RN is an isolated man. It would seem to me that the point should be made again and again to our news media friends that a meeting such as this one today is typical -- that these sessions occur with many and varied special interest groups day in and day out, here in Washington and on the road as well -- that we have a President who listens, a President who cares.

What I have done as of this writing:

1. Personally reviewed information above with Gerry Warren, Deputy Press Secretary.
2. Reviewed information above, via telephone, with Van Shumway.

Recommended action by others:

Dissemination via appropriate means to news media representatives.

This report tells of 2 things -- (1) the President's humanness ... as reflected by his warmth, informality, etc.; (2) the President's continual exposure to individuals and groups ... and to their particular problems and interests. Neither is news to us, yet both items are relatively unknown to the American public. One should be described as a typical characteristic, ~~OR~~ trait; the other should be described as a typical event in the President's day.

Chen

March 23, 1971

MEMORANDUM FOR: DR. HENRY A. KISSINGER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: The Laos Operation

Here is the article I mentioned at the conclusion of your 4:00 p.m. briefing yesterday. It says essentially what you said -- that the Laos operation is already a success, strategically and tactically.

Attachment

cc: Raymond K. Price, Jr.
Charles W. Colson
Patrick J. Buchanan
William L. Safire
Jeb S. Magruder

Chen

March 23, 1971

MEMORANDUM FOR: MR. ROBERT H. TAYLOR
Special Agent in Charge
Presidential Protective Division
U. S. Secret Service

SUBJECT: Reassignment of Office Space

Today I made two decisions which will affect you and your office unit in a way that I hope will not be inconvenient or unsatisfactory for, as I am sure you know, that is not my intention.

The First Lady's staff will expand into the office area which you currently occupy on the second floor of the White House East Wing. This will be done on Thursday evening, March 25th. The new office space assigned to you includes all of Room No. 1 and the adjacent corridor on the ground floor of the Executive Office Building. It is an area totaling 850 square feet -- 350 square feet more than you have now. Arrangement of separate offices within the limits of this space will be in accordance with your personal wishes.

If after a fair testing period of some 8-10 weeks you should find that the relocation is causing serious operational problems, Mr. Jon Huntsman, the Staff Secretary, will do his best to work out one or more remedial alternatives.

Alexander P. Butterfield
Deputy Assistant to the President

cc: Director James J. Rowley
U. S. Secret Service

Chou

March 23, 1971

Dear Clem:

I just this minute came across the book which you so kindly sent to me--Og Mandino's U. S. in a Nutshell. It was among several hundred items in my "in" basket this morning... and there is no question in my mind that it will be the most enjoyable to read.

Many many thanks for your thoughtfulness,
and all best wishes,

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Mr. W. Clement Stone
Combined Insurance Company of America
5050 Broadway
Chicago, Illinois 60640

Chron

Determined to be an
Administrative Marking
Not National Security Information
By J43 NARA Date 3/30/2016

March 23, 1971

~~CONFIDENTIAL~~

MEMORANDUM FOR: MR. JOHN W. DEAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Mr. Sherman Unger

This is to inform you that we are taking immediate steps to
update the full field FBI investigation of Mr. Sherman Unger.

cc: Fred F. Fielding
David T. Kingsley

~~CONFIDENTIAL~~

chron

March 23, 1971

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

Until you hear otherwise the President and Mrs. Nixon will no longer receive their guests at Evening at the White House events.

cc: Constance Stuart
Rex Scouten

Chen

March 23, 1971

MEMORANDUM FOR: MISS GERTRUDE T. BROWN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: White House pass for Mr. Noble K. Collison

I received a call from the office of the Vice President late today. Evidently, they made an error in a request they sent to us recently concerning the issuance of White House and EOB passes. Mr. Noble K. Collison's duties require him to have a permanent White House pass rather than a permanent EOB pass.

Please take the necessary action to satisfy this requirement.

Thank you.

Chen

March 23, 1971

MEMORANDUM FOR: MR. DWIGHT L. CHAPIN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Possible Meeting of Western States Bankers
at the Western White House

If you and Bob decide to go with the one-day meeting between Secretary Connally and Western States bankers -- with the President opening the session, or dropping by -- let me know and I will relay the material which I am holding to the Secretary.

March 22, 1971

TO: H. R. HALDEMAN

Bob:

Attached hereto is the weekly report
of color reporting effectiveness.

Alex

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 22, 1971

Determined to be an
Administrative Marking
Not National Security Information
By JUS NARA Date 3/30/2014

CONFIDENTIAL

MEMORANDUM FOR: MISS ROSE MARY WOODS

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Development of Guest List for the
White House Dinner Honoring King Hassan

The guest list for the April 22nd White House Dinner honoring King Hassan should be made up almost entirely of Sub-Cabinet officials -- especially those who have seldom or never attended White House dinners and those who have been particularly helpful and energetic in their support of the Administration's policies and pronouncements. You will want to invite several of the Cabinet Members of course ... and probably all of the Under Secretaries; but selection of the really top Assistant Secretaries, commissioners and agency heads will have to be done with considerable care.

As you may know, I keep a current record of the invitations extended to Under Secretaries and Deputy Secretaries -- and to certain of the directors of major agencies. For your interest and planning purposes I am attaching xerox copies of those records. The figures are up-to-date through the March 19th NAB Reception. As I am sure you have realized already, the "D" stands for a major White House dinner, the "AD" stands for an after dinner function, the "E" stands for an Evening at the White House, the "R" stands for a reception, and the "C" stands for a church service. Figures in parenthesis represent regrets. You will note at a glance that the Under Secretary of State and the Deputy Secretary of Defense have attended many more social functions than others ... because so many of the events are held in honor of State visitors and other foreign dignitaries.

Whereas you will not be including any of the fat cats or "Colson-types", I know that Chuck can work with Ken Cole, Ed Morgan, Bob Brown and others and put together a pretty good list of some 30-40 Sub-Cabinet hotshots below the Under Secretary level.

cc: Charles W. Colson
Harry S. Dent
Constance Stuart
Lucy A. Winchester

Attachment

CONFIDENTIAL

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 22, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. JOHN D. EHRLICHMAN
MR. H. R. HALDEMAN
MR. CLARK MAC GREGOR

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Carl Albert and Labor Department
Briefings on Economic Indicators

There was a piece in the March 20th News Summary which read as follows:

Carl Albert accused the Administration of "muzzling" the Labor Department experts who usually give news reporters explanations of the economic indicators. Albert said that he was "appalled" to learn that these briefings had been stopped. He went on to say that apparently the Administration is aware of the gap between promise and prediction ... and has come to fear impartial interpretation of the state of the economy in a public forum.

In reference to this news item the comment was made that obviously the labor bureaucrats put Albert up to this ... and that that fact would seem to demonstrate the wisdom of our move.

cc: Mr. William E. Timmons

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 22, 1971

MEMORANDUM FOR: MR. RONALD L. ZIEGLER
BRIGADIER GENERAL J. D. HUGHES
MR. DWIGHT L. CHAPIN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Special Requirements for Identification
of Persons on the White House Staff
or Affiliated with Presidential Missions

It has come to my attention that for what I understand to be good and valid reasons your offices have made independent plans for printing and issuing various kinds of White House identification passes which will give the holders essentially unrestricted access to areas in proximity to the President ... wherever the President might be.

The purpose of this memorandum is simply to remind you of the possible consequences should one of these uncontrolled passes fall into the hands of someone other than the individual to whom it was issued. All passes which grant access to the White House-EOB complex, and to the President -- either here in Washington or elsewhere -- must be carefully controlled by a single agency; and, as I am sure you know, that particular controlling authority was sometime ago vested in the U.S. Secret Service.

I would like to suggest that representatives of your office meet with me, in my office, at 5:00 p.m. Tuesday, March 23rd so that I can be made aware of your requirements. Please understand that there is no intention here to stifle one's ability to operate as he should -- that is, with maximum efficiency. I will see to it that your identification needs are fulfilled, but in a manner which will give the Secret Service positive control over the printing, issuing and retrieving processes.

Thank you.

cc: Ronald Walker Alfred Wong
Oliver F. Atkins Trudy Brown
Robert H. Taylor

Chen

March 22, 1971

MEMORANDUM FOR: MR. ALFRED WONG
Special Agent in Charge
Technical Security Division
U. S. Secret Service

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Security Briefing

I would like to set up a security briefing for early April -- one similar to that held on two consecutive days in March of 1969. I am thinking now of April 6th and 7th, and would like to know if you will be here in Washington on those dates to conduct the 30-40 minute sessions.

Please get in touch with me right away on this matter so that notices can be prepared and sent to White House staff offices.

Thank you.

cc: Miss Trudy Brown

THE WHITE HOUSE
WASHINGTON

March 22, 1971

PERSONAL

MEMORANDUM FOR: MEMBERS OF THE CABINET

SUBJECT: Cabinet Meeting, Friday, March 26th

There will be a meeting of the President's Cabinet on Friday, March 26th. The one-hour session will begin promptly at 10:00 a.m.


Alexander P. Butterfield
Deputy Assistant to the President

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 22, 1971

Determined to be an
Administrative Marking
Not National Security Information
By 345 NARA Date 3/30/2016

CONFIDENTIAL

MEMORANDUM FOR: DR. HENRY A. KISSINGER

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: James Reston

According to the wire reports on Indochina -- as outlined in the March 20th News Summary -- James Reston is saying that RN is not telling Americans the truth about the widening war in Indochina. In Reston's own words ... "There is a credibility gap of great consequence -- as bad as I've ever seen. Nixon invaded Laos without a single word to the American people."

Without question, Mr. Reston should be nailed for this one ... but good; especially in view of the fact that he was one of those who objected so strenuously to the "rhetoric" of Cambodia.

Please take appropriate action to set the record straight on this matter -- and to make Reston eat his words; then submit a brief report to the office of the Staff Secretary.

Thank you.

cc: Herbert G. Klein
Ronald L. Ziegler
Jeb S. Magruder
Patrick J. Buchanan

CONFIDENTIAL

Caron

March 22, 1971

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Full-Time PR Activities Relative to the
Administration's Efforts on Behalf of
Prisoners of War and Those Listed as
"Missing in Action"

I know that on or about March 10th you and Herb Klein and other members of the ad hoc interagency group on POW's and MIA's met with Mr. Robert Keim, President of the Advertising Council ... and that you are going to keep me informed of the progress being made in the PR area.

The purpose of this note is merely to say what you probably know already -- that meeting with Keim, and working out an arrangement by which he will assist in the overall PR endeavor, does not satisfy the initial requirement to get a top-notch PR specialist working on this program on a full-time basis. It would seem to me that someone in Dan Henkin's shop could either handle the assignment himself or tell us where to go to find the right man.

The President has expressed a special interest in this project and will want to hear from you as soon as the individual has been selected. When you submit your report on this action, please do so through the office of the Staff Secretary.

Thank you.

Chen

March 22, 1971

MEMORANDUM FOR: THE PRESIDENT

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Status Report on the Series of Luncheons
or Teas to be Given by the First Lady for
Congressional Wives

Your thought that the First Lady might want to give a series of teas or luncheons -- perhaps two, three or four in all -- for the wives of current members of the Congress was relayed to Lucy Winchester on February 23rd. A copy of my memorandum to her is attached.

Mrs. Nixon is going to give a luncheon on April 5th for (all) wives of current and former senators. The wife of each member of the House of Representatives will be invited to one of three luncheons scheduled in May. The dates are the 3rd, the 10th and the 24th.

Attachment

Chen

March 22, 1971

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

SUBJECT: Policy Concerning the Exchange
of State Gifts

The President wants now to continue the practice of exchanging gifts with Chiefs of State and heads of government on the occasions of official State visits.

Alexander P. Butterfield
Deputy Assistant to the President

Chen

March 22, 1971

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: White House Staff Speakers for DOD's
Summer Intern Program

In response to your query of March 13th, I believe that all of the following persons should at least be considered by DOD officials in their search for speaker-participants for their Summer Intern Program:

Counsellor Finch
Counsellor Rumsfeld
Mr. Ehrlichman
Mr. Haldeman
Dr. Kissinger
Mr. MacGregor
Mr. Peterson
Mr. Timmons
Mr. Flanigan

They should probably consider some others in the Executive Office of the President. I am thinking of Director Shultz, Chairman McCracken, Director Lincoln, Director Helms, Director Carlucci, etc.

If I can be of any help, please let me know.

chm

March 22, 1971

MEMORANDUM FOR: MR. SANFORD L. FOX
Attention: Mrs. Ruth E. Johnston

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: The President's Box at the National Symphony

I am sorry that it has taken me so long to consider the question posed in Mr. William Denton's March 4th letter to Sandy Fox ... but I feel certain that we can wrap up the matter this week and get our decision off to Mr. Denton, the music director of the National Symphony, the Board of Directors, and others.

I agree that 12 seats would be extremely difficult for us to fill with any degree of regularity. In fact, it would be almost impossible. But what would the objection be to a 6 and 6 split? In addition to being equitable, it would seem to me to be a more practical and convenient allocation.

As soon as I hear from you on this proposal, I will write an official reply.

Thank you.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 20, 1971

MEMORANDUM FOR: MR. ROBERT H. FINCH
MR. DONALD RUMSFELD
MR. HERBERT G. KLEIN
MR. RONALD L. ZIEGLER
MR. PATRICK J. BUCHANAN
MR. WILLIAM L. SAFIRE
MR. DE VAN L. SHUMWAY

FROM: ALEXANDER P. BUTTERFIELD *A*

SUBJECT: Color Report

Each of you should know that on March 11th the President telephoned Mrs. Glen P. Fisher, the (pregnant) widow of the young District of Columbia Police Officer (Glen P. Fisher) who was killed during a narcotics raid on March 10th.

There was no earlier memorandum on this item, but we should have been alert enough to have picked it up from our daily review of the President's telephone calls. Admittedly, it is too late to get the desired mileage out of this event ... but you should still be able to cite it during casual conversations and interviews with media representatives.

cc: Charles W. Colson
Jeb S. Magruder
Dwight L. Chapin

THE WHITE HOUSE

WASHINGTON

March 20, 1971

PERSONAL/CONFIDENTIAL

MEMORANDUM FOR: MEMBERS OF THE CABINET

SUBJECT: Probability of Cabinet Meeting
on March 26th

The purpose of this memorandum is simply to alert you to our tentative plan to schedule a Cabinet Meeting from 10:00 a.m. to 11:00 a.m. on Friday, March 26th.

You may want to know also that the President is giving serious thought to spending about one week (March 27-April 4) in the Western U.S. -- most of it at San Clemente. If this schedule is developed and made firm, it will be announced officially on or about March 24th. Meanwhile, the trip plan is strictly confidential.


Alexander P. Butterfield

Deputy Assistant to the President

PERSONAL/CONFIDENTIAL

Chen

March 19, 1971

MEMORANDUM FOR: MR. WILLIAM E. TIMMONS
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Preparation of Presidential Letter

The President chose not to place a telephone call to Representative Frank T. Bow to thank him for his efforts in the recent SST battle in the House. He believes it would be more appropriate to send Bow a short note of appreciation.

In coordination with Ray Price, please prepare a Presidential note and forward it through the office of the Staff Secretary for signature.

Thank you.

cc: Mr. Clark MacGregor
Mr. Raymond K. Price, Jr.

Chen

March 19, 1971

MEMORANDUM FOR: MR. CHARLES W. COLSON
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Breakfast with George Meany

You mentioned in your March 15th memorandum to the President (concerning another of your memos dated March 8th) that you would "very shortly have a recommendation ... on a meeting with Meany...."

The President has agreed to the plan and he wants it to be a breakfast meeting.

Please get together with Meany on this matter as soon as you can and stay in close touch with Dave Parker and Dwight Chapin.

cc: Dwight L. Chapin
David N. Parker

Chin
Determined to be an
Administrative Marking
Not National Security Information
By JLF NARA Date 3/30/2016

March 19, 1971

CONFIDENTIAL

MEMORANDUM FOR: MR. RONALD L. ZIEGLER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Presidential Interviews

On page five of the "Wire Reports" section of today's News Summary there was a piece on the President which said in part that RN has begun to grant exclusive interviews to writers.

Please take immediate steps to obtain the precise number of interviews, exclusive and non-exclusive, granted over the past two years -- and get those figures out to the various news sources.

Submit through the office of the Staff Secretary, before the close of business on March 25, a report on action taken.

Thank you.

cc: Charles W. Colson
Jeb S. Magruder

CONFIDENTIAL

chin

March 19, 1971

MEMORANDUM FOR: DR. HENRY A. KISSINGER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Television Report of Combat in Laos

The President wanted you to note the following item which appeared in the "Television Report" section of his daily News Summary:

It appears (from television reports on all three networks) that ARVN is taking a serious shellacking ... and is in retreat after having been driven out of its firebases in Indochina. The retreating forces are being badly chopped by by the NVA as they try to get out of the area. Chopper pilots interviewed by ABC representatives confirmed the reports while both ABC and NBC had film of the heavy ARVN casualties being ferried into ARVN bases in South Vietnam.

car
Determined to be an
Administrative Marking
Not National Security Information
By JLS NARA Date 3/30/2016

March 18, 1971

~~CONFIDENTIAL~~

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Our Democrat Friends

There was a piece in this morning's News Summary about Tom Dewey's death ... and Bess Truman telling inquiring reporters that "Mr. Truman will make no comment on the death of Mr. Dewey".

The information elicited a comment -- directed to you personally: "Our Democrat friends always play it partisan to the end".

~~CONFIDENTIAL~~

THE WHITE HOUSE
WASHINGTON

March 18, 1971

PERSONAL/ADMINISTRATIVELY CONFIDENTIAL

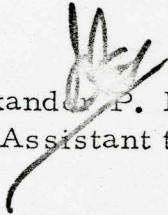
MEMORANDUM FOR: MEMBERS OF THE CABINET

SUBJECT: Request for Information

It would be very helpful to me if each of you would have someone on your immediate staff forward to my office before March 26th the following materials:

- 1) A current biographical resume written in narrative style
- 2) A list of each occasion (by identification and date) on which you have served during this Administration as an officially designated Presidential representative, or envoy

Thank you.


Alexander P. Butterfield
Deputy Assistant to the President

PERSONAL/ADMINISTRATIVELY CONFIDENTIAL

Determined to be an
Administrative Marking
Not National Security Information
By J-S NARA Date 3/30/2016

March 18, 1971

MEMORANDUM FOR: DR. HENRY A. KISSINGER
Attention: Brig. General A. M. Haig

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: U. S. Representation at the 1971 Coral Sea
Celebration in Australia and New Zealand

As I am sure you realize, Tricia will be unable to represent her father at the 1971 Coral Sea Anniversary event because the dates conflict with preparations for her June wedding.

I would appreciate some word from you -- either by note or phone call -- as to where this matter stands at the moment. By "this matter", I mean, more specifically, the subject of Mosbacher's participation. I know he's mentioned as a "possible" in the memo Ted Eliot sent to you recently. Whereas he and Pat visited Australia less than a year ago, there is no question that as a couple they would help to round out a younger team. Bus is as well known and respected as a sailor "Down Under" as Palmer or Nicklaus are as golders here in America.

Thanks.

ADDED NOTE:

While people are suggesting others to represent the U.S. at this 2-week funfest -- which incidentally, in Australia, is the biggest and most widely celebrated event of the year -- I'd put in a vote for eliminating Admiral McCain and sending (along with Mosbacher) two other sports figures, one in his teens or early 20's and one around 30 years of age; for example, Marilyn Cochran, the great 18-year old U.S. Ski Team member from Vermont who recently won the Combined-Skiing Championship of France, and Jack Nicklaus or Dean Beman, or someone of similar age and fame. Because Australians are so very keen on athletics -- and not so very keen on anything else -- I think an all-athletic contingent with a good age spread would be ideal.

Determined to be an
Administrative Marking
Not National Security Information
By 345 NARA Date 3/30/2016

March 18, 1971

CONFIDENTIAL

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

The report that Sander Vanocur will soon move in as full time anchorman on the NBC outlet in New York City was taken as "bad news" for us ... especially in New York.

CONFIDENTIAL

March 18, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MISS GERTRUDE T. BROWN
Security Assistant

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Mrs. Alice Katherine Laurence

Please get word right away to Messrs. Kingsley and Hopkins that Mrs. Alice Katherine Laurence is not to be employed within the White House-EOB complex.

Thank you.

ADMINISTRATIVELY CONFIDENTIAL

March 18, 1971

MEMORANDUM FOR: MRS. LUCY A. WINCHESTER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Answers to Miscellaneous Questions
Concerning Near Future Events to be
Held at the White House

NAB Reception -- 6:00 p.m., March 19th

- The President, alone, will receive the guests in the State Dining Room after entering and delivering brief remarks.
- There will be no press involvement; however, a White House photographer should be present.
- If the NAB has its own photographer, he, too, may be present.

Stag Dinner -- 7:30 p.m., March 25th

- The President will receive his guests.
- He will probably speak briefly to the group after dinner.
- There will be no press involvement; however, a White House photographer should be present.

Dinner for Latin American Ambassadors -- 8:00 p.m., April 6th

- Dress should be white tie.

Hawaiian Worship Service

- You should proceed with plans for a Hawaiian Worship Service on the South Lawn in early May.

cc: Mrs. Constance Stuart
Mrs. Deborah Sloan

cher
March 18, 1971

ADMINISTRATIVELY CONFIDENTIAL

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Captain Frank Merrihew, USAF

Page two of today's News Summary tells of an Air Force helicopter pilot, Captain Frank Merrihew, who with his chopper crew evidently persevered and performed in the traditional gallant fashion while operating in and around Firebase Lolo. The news report used some of Merrihew's quotes, all of which emphasize the intensity of the fighting and the optimistic gung ho attitude of the ARVN and American personnel who were involved.

Please ensure that Captain Merrihew receives a Presidential "Well Done" ... in whatever form the Department of Defense thinks appropriate.

cc: Dr. Henry A. Kissinger

ADMINISTRATIVELY CONFIDENTIAL

ch
Talking Paper

March 18, 1971

MEMORANDUM FOR: THE PRESIDENT
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Miscellaneous Options Concerning Near Future
White House Social Events

NAB Reception -- 6:00 p.m., March 19th

I would assume that you want a format for this event to follow that of the Business Council Reception some six weeks ago. If so, I propose that you enter the State Dining Room approximately 30 minutes after the Reception begins, mingle informally for 20-25 minutes, move to a position in front of the fireplace for delivery of brief remarks, then return to the second floor. I would propose further that there be no press involvement.

Agree _____

Disagree _____

Comments _____

Stag Dinner -- 7:30 p.m., March 25th

Dress for this dinner is business suit. I assume that you will not want to take the time to receive these guests individually, but instead will want to mingle informally for several minutes before going into dinner. I would propose that you set aside 5-10 minutes for after-dinner remarks and that there be no press involvement.

Agree _____

Disagree _____

Comments _____

Dinner for Latin American Ambassadors -- 8:00 p.m., April 6th

Bus Mosbacher and Lucy Winchester lean in favor of "white tie" as the dress for this dinner. They are aware that your dinner for African Ambassadors was a black tie affair, but feel that that fact did not necessarily set a precedent. However, the April 6th dress should set the pattern for future dinners for ambassadors -- European and Asian -- in the fall ... and others subsequent to those, too.

My own vote is for black tie because:

- It should appear that the African dinner did, in fact, set the pattern;
- It allows for (even seasonal) schedule changes; and
- It reserves the white tie attire for State and other really special occasions during the fall and winter months.

White tie _____

Black tie _____

In accordance with your recent request, we plan now to have appropriate entertainment during dinner but no featured performer or entertainment group after dinner.

Hawaiian Worship Service

You may recall that Reverend Akaka and his Hawaiian entourage had to cancel out once last year because of the Reverend's illness ... and another time because of a necessary schedule change which had to be made at this end of the line. We made a firm "raincheck" commitment for having them here for a White House Worship Service sometime this spring or summer. Lucy Winchester suggests a Hawaiian Vesper Service on the South Lawn during the month of May -- unless you and Mrs. Nixon think that preparations for this Service would interfere with plans being laid for Tricia's wedding. (If we

do have it on the South Lawn, we would expect to invite up to 1,000 guests.)

Proceed with plan for Hawaiian Service in early May _____

Postpone Hawaiian Service until after June wedding _____

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 18, 1971

CONFIDENTIAL

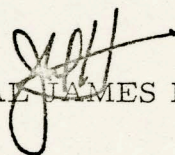
MEMORANDUM FOR ALEX BUTTERFIELD

SUBJECT: Privileges for Ambassador George Bush

Ambassador Yost, as a member of the President's Cabinet, had an honorary Mess membership and Camp David privileges. He neither used nor requested the Camp.

We have made Ambassador Bush an honorary member of the Mess. However, with the heavy usage and scheduling difficulties at Camp David, I wonder if it might be wise not to mention this privilege, thus quietly phasing out one user. We certainly do not lack for customers and his assignment in New York is not very conducive to Camp David usage.

How do you feel about this?


BRIGADIER GENERAL JAMES D. HUGHES

DO NOT OFFER THE CAMP _____

GIVE HIM CAMP PRIVILEGES ~~A~~ _____

LET'S TALK _____

*but I feel certain that he'll
seldom if ever request the
facility. I believe that we
must treat each Ambassador as we
treat all others. Too risky to do*

RECOMMENDED TELEPHONE CALL

TO: Representative William B. Widnall (R-NJ)

RECOMMENDED BY: Richard K. Cook (Timmons concurs)

PURPOSE: To wish him a happy 65th birthday (yesterday, March 17th), and to thank him for his victory in the fight to make the Minority Report of the Joint Economic Committee read positively about the Administration's efforts to curb inflation ... rather than negatively.

BACKGROUND: You called Representative Widnall on his last birthday.

At last Monday's meeting of GOP House and Senate members of the Joint Economic Committee (on the subject of that committee's annual report), Widnall insisted that draft minority views highly critical of the Administration's economic policies be rewritten.

Under Widnall's leadership -- and as a result of his victory in a tough fight with House Committee members and Senator Javits -- the Minority Report will be rewritten to reflect the positive actions taken by the Administration with respect to inflation and unemployment.

Widnall would be pleased to know that you were aware of his efforts and their importance.

- TALKING POINTS:
1. Wish him a happy 65th birthday (March 17th).
 2. Thank him for his leadership in the successful fight to have the Minority Report of the Joint Economic Committee rewritten to reflect the Administration's positive actions with respect to curbing inflation and unemployment.

March 17, 1971

MEMORANDUM FOR: MR. DAVID N. PARKER

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Two Miscellaneous Items

- 1) I sent to you earlier today a letter from Mr. Stuart Hume of the Australian Embassy concerning Mr. William Kilpatrick's request for an appointment with the President. I assume that you will get back to Hume with some word on this. Please do, for he is a friend of mine.
- 2) On March 4th I sent a note to you concerning a request by Ted Schroeder (of Pacific Southwest Airlines) for a presentation of an airplane model to be made to the President. It just occurred to me that this might be an appropriate 5-minute event for the California schedule.

cc: Dwight L. Chapin

chron

March 17, 1971

TO: BRIG GENERAL J. D. HUGHES
Military Assistant to the President

The attached memorandum may be of
assistance to the Signal switchboard
operators.

Alexander P. Butterfield
Deputy Assistant to the President

*man 9 new
+ Mrs. Taylor*

CHRON

March 17, 1971

TO: MISS BEVERLY COLE
Chief of Telephone Service

The attached memorandum may be of assistance to you and your White House switchboard operator staff.

Alexander P. Butterfield
Deputy Assistant to the President

Cham

March 17, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. CHARLES W. COLSON
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Cardinal Krol of Philadelphia

Please resubmit your recommendation that the President place a telephone call to Cardinal Krol after there has been more definitive action in the case involving litigation of federal aid to parochial schools.

ADMINISTRATIVELY CONFIDENTIAL