

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 17, 1971

MEMORANDUM FOR: MR. VINCENT MROZ  
Special Agent in Charge  
Executive Protective Service

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Members of the Cabinet

Further to my memorandum of March 9th on this same subject, former Counsellor to the President, Dr. Daniel Patrick Moynihan, is no longer a member of the Cabinet. His name should have been included in the third from the last paragraph (along with former Interior Secretary Walter Hickel and former U.S. Representative to the United Nations Ambassador Charles Yost) of the aforementioned March 9th memorandum.

cc: Lilburn E. Boggs  
Assistant Director, Protective Forces

Laurence B. Quimby  
Chief, EPS



Chin

March 17, 1971

MEMORANDUM FOR: MR. DAVID N. PARKER  
FROM: ALEXANDER P. BUTTERFIELD  
SUBJECT: Consideration of Request for Appointment  
with the President

I just received the attached letter from Mr. Stuart Hume, an official at the Australian Embassy. It fully explains a request being put forth by Sir William Kilpatrick (of Australia) for a few moments of the President's time in late May or early June of this year.

Attachment

cc: Mr. Dwight L. Chapin  
w/attachment



can  
March 17, 1971

MEMORANDUM FOR: MR. WILLIAM J. HOPKINS  
FROM: ALEXANDER P. BUTTERFIELD  
SUBJECT: Electric Pencil Sharpener

Please order an electric pencil sharpener for the use of this office,  
and that of Messrs. Haldeman and Chapin.

Thank you.



MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 17, 1971

ADMINISTRATIVELY CONFIDENTIAL

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

Please prepare short Presidential letters to the persons named below ...  
for the reasons indicated:

Mr. and Mrs. Milton Gholson  
Alexandria, Virginia  
(Please coordinate with  
Mr. George Bell.)

The Gholson's are parents of Airman  
1st Class James Gholson, one of the four  
U.S. airmen kidnapped and recently freed  
in Turkey. Mr. Gholson, Sr. is an  
accountant for the District of Columbia  
Department of Human Resources. The  
letter should express sympathy for the  
ordeal they went through and pleasure  
over the recent news of their son's release.

Mr. Lee W. Minton,  
President Emeritus, The  
Glass Bottle Blowers' Assn  
Philadelphia, Pennsylvania  
(Please coordinate with  
Mr. George Bell.)

Minton recently retired from the presidency  
of the Glass Blowers' Association after  
25 years of service. He is now President  
Emeritus. He has strongly supported  
George Meany and has been with us on  
foreign policy issues. The letter should  
congratulate him on his completion of 25  
years service to labor, tell him that the  
President is glad that he is continuing on  
as President Emeritus of the Glass Blowers'  
Association, and thank him for his support  
on foreign policy issues.

Mr. Joe Frazier, the  
professional boxer and  
now universally recognized  
as the World Heavyweight  
Champion  
(Please coordinate with  
Mr. George Bell.)

Mr. Frazier is a Presidential Appointee  
on the Conference on Physical Fitness and  
Sports. He was unable to attend the first  
Conference meeting because he was in  
training at the time for his World Champion-  
ship bout with Mohammed Ali. The letter  
should simply congratulate Frazier on his



hard-won and well-deserved victory. (Incidentally, the President did try to telephone Mr. Frazier this past weekend, from Florida, but was unable to make contact.)

Mr. Fred Borch  
Chairman of General  
Electric and former chair-  
man of the Business Council  
(Please coordinate with  
Mr. Charles Colson.)

About two weeks ago Mr. Borch sent some 500 letters to top business leaders praising the President for the courage he demonstrated by his Davis/Bacon decision. The Borch letters went on to urge business community support for the Administration and its anti-inflation efforts. The letter should thank Mr. Borch for his help and continued support, and possibly ask for general comments and views on the business and industry outlook.

Many thanks.

cc: Mr. Raymond K. Price, Jr.  
Mr. Charles W. Colson  
Mr. George T. Bell

ADMINISTRATIVELY CONFIDENTIAL



MEMORANDUM

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By Jus NARA Date 3/31/2016

THE WHITE HOUSE

WASHINGTON

March 17, 1971

CONFIDENTIAL

MEMORANDUM FOR:

MR. CHARLES W. COLSON  
MR. JEB S. MAGRUDER  
MISS ROSE MARY WOODS

FROM:

ALEXANDER P. BUTTERFIELD

SUBJECT:

Mr. Joseph Cosand, President, St. Louis  
Junior College District

The President wants to be certain that we keep Mr. Joseph Cosand on our top mailing list.

Thank you.

CONFIDENTIAL



Chen

March 16, 1971

PERSONAL/CONFIDENTIAL

MEMORANDUM FOR: MR. FREDERIC V. MALEK  
FROM: ALEXANDER P. BUTTERFIELD  
SUBJECT: Dr. Sanchez Torrento

Here is the information which I outlined to you on the telephone last week.

The evidence supporting our informant's claim would seem to be overwhelming ... and conclusive.

Attachment

PERSONAL/CONFIDENTIAL



Chen

March 16, 1971

Dear Frank:

I received your letter today -- along with the photograph taken during your last visit to the Oval Office -- and hasten to assure you that things will be taken care of just as you requested.

I don't think I had realized that you had retired from your Public Relations Office at the American Legion National Headquarters ... but I am aware of the energy and enthusiasm you always put into your work. There is no question in my mind that you will be sorely missed by Legionnaires nationwide.

Mrs. Sidley or I will get in touch with you soon. Meanwhile, all the best.

Sincerely,

Alexander P. Butterfield  
Deputy Assistant to the President

Mr. Frank X. Kelly  
4545 Connecticut Avenue, N.W.  
Washington, D.C. 20008



Chad

March 16, 1971

MEMORANDUM FOR: MR. DAVID N. PARKER  
FROM: ALEXANDER P. BUTTERFIELD  
SUBJECT: Possible Event for the President's Schedule  
During the Month of June

In this afternoon's Cabinet Meeting Secretary Stans reported on a trip he had taken not long ago to Nicaragua. At the conclusion of his report he mentioned the fact that Nicaragua's President, General Anastasio Somoza Debayle, will be coming to the United States in June of 1971 ... to attend the graduation exercises at the U.S. Military Academy at West Point. General Somoza attended West Point, himself -- and the June graduation ceremony will mark the 21st anniversary of his own graduation.

The President seems somewhat interested in the possibility of his seeing Somoza sometime during the Nicaraguan President's stay here in the United States.

cc: Dwight L. Chapin



March 16, 1971

MEMORANDUM FOR: MR. DAVID N. PARKER

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Possible Event on the President's Schedule  
During the Month of March

While Secretary George Romney was talking about Revenue Sharing in this afternoon's Cabinet Meeting, he suggested that the President meet with city mayors (or at least a representative group of mayors) who will be here in Washington, D. C. next week attending a conference. The Secretary went on to say that he had heard the mayors had a "request in" for a 30-45 minute meeting with the President.

cc: Dwight L. Chapin



Chen

THE WHITE HOUSE

WASHINGTON

March 16, 1971

MEMORANDUM FOR: THE PRESIDENT

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Gift Exchange with Irish Prime Minister and Mrs. Lynch

In keeping with your wishes concerning gift exchanges, and because the Lynch visit is somewhat private, there will be no gift exchange. However, as you know, the Prime Minister will want to present to you the customary St. Patrick's Waterford Crystal and Shamrocks. (This is to be done this evening -- presumably just after you and other members of the First Family have thanked the performers for their entertainment.)

Bus Mosbacher tells me that Mrs. Lynch may bring a birthday present for Mrs. Nixon.

After the Lynch's departure from the United States, you and Mrs. Nixon will send them, as a reminder of their visit here, a silver framed color photograph of their South Lawn arrival. It will bear the following inscription:

"To the Taoiseach and Mrs. Lynch ... with happy memories of your delightful visit.

Richard Nixon

Patricia Nixon

March 16, 1971"

cc: Mrs. Nixon



*Chand*

March 16, 1971

PERSONAL/CONFIDENTIAL

MEMORANDUM FOR: MR. WILLIAM J. HOPKINS  
FROM: ALEXANDER P. BUTTERFIELD  
SUBJECT: Mrs. Mary Crowe Burns

I have just completed my review of the full file concerning Mrs. Mary Crowe Burns.

Because of the circumstances under which this incident occurred (as explained by reliable witnesses and experienced interrogators) -- and by reason of the psychiatric report as rendered by Dr. Frank A. Caprio, a competent medical authority -- I concur with the U.S. Secret Service's recommendation that Mrs. Burns be allowed to return to her White House switchboard operator duties in the Executive Office Building.

Please take whatever actions are necessary to reinstate Mrs. Burns on the White House roll; and on a very confidential basis be certain to consider her first 60 days back on the job a probationary period. It should be a time during which both you and Miss Beverly Cole observe her temperament and efficiency and, with equal care, ensure that every appropriate consideration is given to her so that she is in no way unnecessarily burdened.

Thank you.

PERSONAL/CONFIDENTIAL

bcc: Trudy Brown w/file

*F-11 always. Ans Taylor*



MR. PRESIDENT:

Let me briefly clarify the term Shannon Castle Entertainers ... and relate it to the term Bunratty Castle Singers and Dancers.

In 1963 "entertainers-hostesses" were employed at Bunratty Castle (only 8 miles from Shannon Airport) for the purpose of singing and dancing for tourists who were traveling through or stopping over in the Shannon area. The Bunratty Castle entertainment group was so successful that in the following years two more castles -- Dunguaire in County Galway and Knappogue in County Clare -- employed entertainers and coached them along the lines of the successful Bunratty formula. Then later, in addition to this "castle-type entertainment", Irish promoters put together for the multitude of tourists who were flocking to the region a show depicting a traditional Irish evening in a farmhouse. It has been held regularly over the past year or so on the grounds of Bunratty Folk Village.

Each of the four separate entertainments differs slightly from the others:

- 1) The Bunratty Castle group is made up of singers and dancers who feature songs and music in chorus and solo numbers;
- 2) The Dunguaire Castle group feature selections from the great works of the Irish literary renaissance.
- 3) The Knappogue Castle team is one of talented actors and actresses who tell stories of Ireland in song, verse and drama; usually in 30-minute pageants.
- 4) The Bunratty Folk Village entertainers present (as was mentioned above) traditional Irish evenings in rural Ireland by featuring dancing, ballads and storytelling with rousing Irish music.

When portions of each of the four entertainment groups mentioned above combine for any purpose -- to present a show to foreign dignitaries visiting Ireland, to travel to other countries, etc., they bill themselves as the Shannon Castle Entertainers. There will be 10 or 11 singers and 7 dancers ... 17 or 18 performers in all. Of this number, you and Mrs. Nixon will have seen previously 3 of the singers and 3 of the dancers.

In addition to the Shannon Castle Entertainers, tonight's program will include Mr. Everett Morrison, an American Irish tenor from Jersey City, New Jersey; Mr. Terry Wilson, a balladier from the west coast of County Clare in Ireland; and the Nolan Dancers. (Incidentally, you and Mrs. Nixon met Mrs. Nolan, owner of the Nolan School of Dancing, when you were in Ireland last October. She and her husband will be participating in the Nolan Dancers portion of the program.)

Mr. Clem O'Sullivan, the manager of the Shannon Castle Entertainers, will be on hand also. You and Mrs. Nixon met him when you were in Ireland.

A copy of tonight's program is attached.



Chen

March 16, 1971

MR. PRESIDENT:

Secretary and Mrs. Volpe were  
delighted by your "Camp David  
invitation". They used the Camp  
facilities from Saturday morning  
until just past noon on Monday.

Alex



Chris

March 16, 1971  
4:30 p.m.

MR. PRESIDENT:

GOVERNOR TOM DEWEY DIED EARLIER  
THIS AFTERNOON. HE WAS IN FLORIDA AND  
HAD PLAYED GOLF THIS MORNING WITH  
DWAYNE ANDREAS. ANDREAS REPORTED  
THAT THE GOVERNOR WAS IN THE HIGHEST  
OF SPIRITS AND LOOKING FORWARD VERY  
MUCH TO COMING TO THE WHITE HOUSE  
THIS EVENING.

MRS. DEWEY DIED IN JULY OF 1970.

RAY PRICE IS WORKING ON A SHORT  
STATEMENT.



Can

March 16, 1971

MEMORANDUM FOR: MR. DE VAN L. SHUMWAY

FROM: ALEXANDER P. BUTTERFIELD

Many thanks for forwarding the February 25th release of the Holmes Alexander column which contained so many of our "color items".



Chair

March 16, 1971

MEMORANDUM FOR: MR. JOHN NESBITT  
FROM: ALEXANDER P. BUTTERFIELD  
SUBJECT: Card File Categories

You may recall that some 10-12 days ago I mentioned to you the necessity for reviewing carefully your card file categories ... for not disposing of the "less important" categories too hastily.

I am attaching a copy of the statistical compilation prepared by Terry Good and others on the staff in late December and early January (I realize that you, too, have a copy on file.). It might be a good idea to use this compilation as a guide to the kinds of categories for which card files should be retained.



**RICHARD NIXON PRESIDENTIAL LIBRARY  
DOCUMENT CONTROL SHEET**

**ITEM REMOVED FROM THIS FOLDER**

A RESTRICTED DOCUMENT OR CASE FILE HAS BEEN REMOVED FROM THIS FILE FOLDER. FOR A DESCRIPTION OF THE ITEM REMOVED AND THE REASON FOR ITS REMOVAL, CONSULT DOCUMENT ENTRY NUMBER 7 ON THE DOCUMENT WITHDRAWAL RECORD IN THE FRONT OF THIS FILE FOLDER.



Chen

March 16, 1971

MEMORANDUM FOR: MISS GERTRUDE T. BROWN  
Security Assistant

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: White House Pass for Miss Karen Rietz

Please issue a White House pass to Miss Karen Rietz ... in place of the permanent EOB pass now in her possession.

Thank you.



Chen

March 16, 1971

MEMORANDUM FOR: MR. LAWRENCE M. HIGBY  
FROM: ALEXANDER P. BUTTERFIELD  
SUBJECT: Disposition of "Study Material from the  
Office of the Military Assistant"

Larry:

It is my understanding that you have in your possession some paperwork pertaining to two construction projects currently under consideration -- the exercise room/sauna bath facility for the EOB, and the improved conference facility for Camp David.

If you do have them and would like to turn them over to me, please do so, for I think we should come up with a decision within the next week or two.



Chen  
March 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 3:00 p.m. today:

Secretary Rogers (State)  
Secretary Connally (Treasury)  
Deputy Secretary Packard (Defense)  
Attorney General Mitchell (Justice)  
Postmaster General Blount (Post Office)  
Secretary Morton (Interior)  
Under Secretary Campbell (Agriculture)  
Secretary Stans (Commerce)  
Secretary Hodgson (Labor)  
Under Secretary Veneman (HEW)  
Secretary Romney (HUD)  
Secretary Volpe (Transportation)  
Ambassador Bush (UN)  
Chairman Dole, (RNC)

Please ensure their immediate access.

Thank you.

A  
Alexander P. Butterfield  
Deputy Assistant to the President



THE WHITE HOUSE

WASHINGTON

AGENDA

CABINET MEETING

Tuesday, March 16, 1971

3:00 p.m.

3:00-3:05

1. BRIEF INTRODUCTORY REMARKS  
BY THE PRESIDENT

(5 min)

You may want to open the meeting by saying a word or two about Whitney Young ... and/or commending Members of the Cabinet for taking time out from their schedules to travel to New York City to attend his memorial service.

3:05-3:20

2. REVENUE SHARING

Honorable George W. Romney  
Secretary of Housing and  
Urban Development

(10 min)

a) Secretary Romney will talk briefly about the efforts he has undertaken in support of the Administration's Revenue Sharing Plan ... and the reactions his campaign has received.

(5 min)

b) Discussion

3:20-3:40

3. TRIP REPORT

Honorable John A. Volpe  
Secretary of Transportation

(20 min)

Secretary Volpe will review his November-December 1970 trip through Europe and Asia and highlight items of greatest interest to Cabinet Members.



3:40-3:45

4. TRIP REPORT

Honorable Maurice H. Stans  
Secretary of Commerce

(5 min)

Secretary Stans will review his late  
December-early January visit to Kenya  
and highlight items of greatest interest  
to Cabinet Members.

3:45-4:00  
(15 min)

5. GENERAL DISCUSSION



TO BE IN ATTENDANCE

At Cabinet Table

The President

--

Secretary Rogers

Secretary Connally

Dep. Secretary Packard

Attorney General Mitchell

Postmaster General Blount

Secretary Morton

Under Secretary Campbell

Secretary Stans

Secretary Hodgson

Under Secretary Veneman

Secretary Romney

Secretary Volpe

--

Director Shultz

Counsellor Finch

Counsellor Rumsfeld

Ambassador Bush

Staff

Mr. Ehrlichman

Mr. MacGregor

Dr. David

Mr. R. Price

Mr. Ziegler

Mr. Butterfield

Others

Chmn. Dole

--

Unable to Attend

(The Vice President - Florida)

(Secretary Laird - on Hill)

(Secretary Hardin - New York)

(Secretary Richardson - NIH mtg.)

(Secretary Kennedy - Djakarta)

(Dr. McCracken - Houston)



Chen

March 15, 1971

MR. PRESIDENT:

The following Cabinet Members will be going to the Tuesday morning memorial service for Whitney Young in New York City:

Attorney General Mitchell  
Postmaster General Blount  
Secretary Hardin  
Secretary Stans  
Secretary Hodgson  
Secretary Richardson  
Secretary Romney  
Secretary Volpe  
Director Shultz  
Counsellor Finch  
Counsellor Rumsfeld  
Ambassador Bush

12 total.



MEMORANDUM

THE WHITE HOUSE

WASHINGTON

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March 15, 1971

CONFIDENTIAL

MEMORANDUM FOR:

MR. RICHARD P. NATHAN  
MR. DONALD B. RICE  
MR. BART PORTER

FROM:

ALEXANDER P. BUTTERFIELD

SUBJECT:

Recommended Telephone Calls to  
Cabinet Members

I would like to ask each of you to submit directly to me one recommended Presidential telephone call to a Cabinet Member each week ... using the format outlined as a part of the attached memorandum. Exclude from your list of "Cabinet Members to consider" Secretary Rogers, Secretary Laird, Attorney General Mitchell, Director Shultz, Counsellor Finch and Counsellor Rumsfeld.

Thank you.

Attachment

CONFIDENTIAL



*skind*

March 15, 1971

Bob:

Here is the weekly rundown on the  
effectivness of "color reporting".



CHINA

THE WHITE HOUSE  
WASHINGTON

March 15, 1971

NOTE FOR:

If you still plan to attend the memorial service for Mr. Whitney Young in New York City, you should arrive at the Base Operations Building at Andrews Air Force Base no later than 7:15 a.m. Tuesday morning ... for a 7:30 a.m. takeoff. A continental breakfast will be served en route to New York.

Motorcade transportation has been arranged from La Guardia Airport to the Riverside Baptist Church and back again. It is estimated that the takeoff time from New York will be at approximately 12:30 p.m. -- and your arrival in Washington, D.C. at 1:30 p.m.

A  
Alexander P. Butterfield  
Deputy Assistant to the President

Distribution

Attorney General Mitchell  
Postmaster General Blount  
Secretary Hardin  
Secretary Stans  
Secretary Hodgson  
Secretary Richardson  
Secretary Romney  
Secretary Volpe  
Director Shultz  
Counsellor Finch  
Counsellor Runnels

Ambassador Bush



11  
*chin*

THE WHITE HOUSE

WASHINGTON

March 15, 1971

PERSONAL

MEMORANDUM FOR:

FROM:

ALEXANDER P. BUTTERFIELD *A*

SUBJECT:

March 16th Cabinet Meeting

You are invited to attend Tuesday's Cabinet Meeting. It will  
begin promptly at 3:00 p.m.

Distribution

J. D. Ehrlichman  
C. MacGregor  
Dr. E. E. David, Jr.  
R. K. Price, Jr.  
R. L. Ziegler  
Chmn Dole, RNC



THE WHITE HOUSE

WASHINGTON

March 15, 1971

PERSONAL

MEMORANDUM FOR:

MEMBERS OF THE CABINET

SUBJECT:

Cabinet Meeting -- March 16, 1971

Due to the wishes of so many Cabinet Members to attend the March 16th memorial service in New York City for Mr. Whitney Young, the Cabinet Meeting previously scheduled for 8:00 a.m. that day will now begin at 3:00 p.m. The session will last approximately one hour.

  
Alexander P. Butterfield  
Deputy Assistant to the President



Can

March 15, 1971

MEMORANDUM FOR: MR. W. DEWEY CLOWER

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Cabinet Members Who Plan to Attend  
the Whitney Young Memorial Service  
in New York City

The following Cabinet Members plan to attend the Whitney Young memorial service in New York City on Tuesday, March 16th:

Attorney General Mitchell  
Postmaster General Blount  
Secretary Hardin (will not be returning to Washington)  
Secretary Stans  
Secretary Hodgson  
Secretary Richardson  
Secretary Romney  
Secretary Volpe  
Director Shultz  
Counsellor Finch  
Counsellor Rumsfeld  
Ambassador Bush (will not fly from Washington to  
New York, but will be returning  
from New York with the group)

All of those who will be leaving from Washington, D. C. have been asked to be at the Base Operations Building at Andrews Air Force Base no later than 7:15 a.m.



Chen

March 15, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN  
FROM: ALEXANDER P. BUTTERFIELD  
SUBJECT: Purchase of Rare Vintage Wines

Rex Scouten has checked carefully (with Ron Jackson and others) to see if we have been overlooking a means of purchasing rare vintage wines at a less expensive rate ... and has concluded that we are getting our wines at the best possible price.

Incidentally, the "embassy store" route is not legal -- and, in fact, there was a crackdown some 2-3 years ago on those who resorted to this system.

Rex has placed orders for as many half-bottles as his wine sources will provide.



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March 15, 1971

CONFIDENTIAL

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Recommended Presidential Telephone Calls  
to Cabinet Members and Staff Personnel  
(Staff Secretary Action Memo Log P1322H)

In compliance with instructions outlined in your memorandum of January 18th (Cabinet Officer phone calls) and January 22nd (staff member phone calls), I can now report that a recommended telephone call system has been set up and put into operation. It was closely coordinated with Chuck Colson -- and is explained in my memorandum of March 10th which was addressed to some 40 staff members.

I consider the President's instructions to me to provide at least one recommended telephone call to a Cabinet Member, and one to a staff member, each week as something apart from the standard system mentioned in the paragraph above. That program, too, is running along fairly smoothly. The records are being kept at my desk. (Xeroxed extracts from my record book are attached.)

Attachment

CONFIDENTIAL



*Chen*

March 15, 1971

MEMORANDUM FOR: MR. JOHN H. HOLDRIDGE  
NSC Staff

FROM: ALEXANDER P. BUTTERFIELD

John:

Will you please review this letter, and the attachments, and forward to Dave Parker your recommendation concerning a brief appointment with the President for Dr. Otto.

Mr. Parker's office will respond appropriately to Dr. Otto.

Thank you.

Attachment



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THE WHITE HOUSE  
WASHINGTON

March 15, 1971

CONFIDENTIAL

MEMORANDUM FOR: THE PRESIDENT

FROM: ALEXANDER P. BUTTERFIELD *AB*

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 about 25%.

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 22%.

| <u>Name (Source)</u>          | <u>Seat Allocations</u> |            |
|-------------------------------|-------------------------|------------|
|                               | <u>Old</u>              | <u>New</u> |
| Rose Mary Woods               | 50                      | 50         |
| Chuck Colson                  | 45                      | 50         |
| Cabinet                       | 45                      | 45         |
| *Sub-Cabinet                  | 20                      | 18         |
| *White House Staff            | 20                      | 15         |
| Congress                      | 20                      | 20         |
| Diplomatic Corps              | 20                      | 20         |
| First Lady                    | 10                      | 10         |
| Harry Dent                    | 10                      | 14         |
| *Military                     | 10                      | 8          |
| *POW Wives                    | 6                       | 6          |
| *Secret Service               | 6                       | 6          |
| *Executive Protective Service | <u>6</u>                | <u>6</u>   |
|                               | 268                     | 268        |

\* Non-VIP categories

CONFIDENTIAL



5-12-71

## RECOMMENDED TELEPHONE CALL

### CABINET

TO: Secretary George W. Romney

RECOMMENDED BY: Alex Butterfield

PURPOSE: To tell him how much you appreciate his continuing competent efforts to promote your revenue sharing plan.

BACKGROUND: John Ehrlichman has reported that George Romney's efforts have been continuous and enthusiastic ... and have been reaping rewards.

Romney appeared on the Today Show this morning, (Friday, March 12th) and was most effective in explaining the whys and wherefores of revenue sharing.

You have agreed to our giving the Secretary about 10 minutes at next Tuesday's Cabinet Meeting to give his impressions of the reception he has been getting in his campaign to sell revenue sharing.

TALKING POINTS:

1. Tell him that you heard how effective he was on this morning's Today Show ... in explaining the Administration's objectives regarding revenue sharing.
2. Thank him for his continuing competent support on this issue.
3. You may want to tell him also that you would like him to talk to the other Cabinet Members at next Tuesday morning's meeting and give his impressions of the reception the revenue sharing plan is getting around the country.



RECOMMENDED TELEPHONE CALL

(CABINET MEMBER)

TO: Ambassador George Bush

RECOMMENDED BY: Dick Howard (Alex Butterfield concurs)

PURPOSE: To congratulate him for his really outstanding speech before the Goddard Memorial Dinner group at the Washington Hilton Thursday evening (March 11).

BACKGROUND: George Bush accepted this speaking engagement at the urging of Magruder's office.

Because of the NASA budget cutbacks, this was a particularly difficult group to speak before; yet, following the traditionally heavy Southern Baptist style rhetoric of Hale Boggs, George livened up the evening and was extremely well received.

TALKING POINTS:

1. Thank him for accepting the speaking engagement, and for so effectively representing the Administration.
2. Encourage him to accept more speaking invitations.
3. You may want to comment on the fact that he (Bush) went to the podium a second time and, as the senior Administration representative in attendance, presented the First National Space Club Freedom-Through-Knowledge Award to Bob Hope. (Hope then concluded the program with a particularly great monologue.)



RESULTS OF TELEPHONE CALL RECOMMENDATIONS

(From Out Basket -- March 11, 1971)

| <u>Date</u> | <u>Called</u>                                        | <u>Recommended<br/>By</u>  | <u>Follow-up<br/>Action</u>                      |
|-------------|------------------------------------------------------|----------------------------|--------------------------------------------------|
| Mar 3       | Frank Sinatra                                        | Colson                     | (Send him golf ball)<br>RMW taking care of this. |
| Mar 3       | William Gress<br>(Iowa commentator)                  | Colson                     | --                                               |
| Mar 5       | PM Trudeau                                           | Haig                       | --                                               |
| Mar 5       | Mary Hoffer<br>(staff)                               | Butterfield                | --                                               |
| Mar 5       | Al Capp                                              | Colson                     | --                                               |
| Mar 6       | Gov Reagan                                           | Colson                     | --                                               |
| Mar 6       | Reginald Murphy<br>(Editor, Atlanta<br>Constitution) | Colson                     | --                                               |
| Mar 6       | Peter Brennan                                        | Colson                     | --                                               |
| Mar 6       | Terry Sanford<br>(Pres. Duke Univ.)                  | Colson/Morgan              | --                                               |
| Mar 6       | Vic Riesel                                           | Colson                     | --                                               |
| Mar 6       | Martin Hayden<br>(Editor, Detroit News)              | Colson                     | --                                               |
| Mar 9       | Dan Kuykendall<br>(Cong - Tenn)                      | MacGregor/<br>Sec Connally | --                                               |
| Mar 11      | Alf Landon                                           | Dole                       | --                                               |

Recommended calls not made: (1) To Peter Brennan on March 2nd (but made 4 days later) as indicated above. (2) To Robert McNamara

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Alexander P. Butterfield

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CONFIDENTIAL



MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 13, 1971

MEMORANDUM FOR: MR. DAVID N. PARKER  
FROM: ALEXANDER P. BUTTERFIELD  
SUBJECT: Suggestion for Open Door Hour Event

I received a call this afternoon from Mr. Gene Schneider, Managing Editor of Ski Racing magazine (1801 York Street, Denver, Colorado 80206). He thought we might be interested in arranging for Presidential recognition of Miss Marilyn Cochran, an 18 year old Richmond, Vermont girl who broke into the news recently when she became the first American to smash the "European domination of skiing" barrier.

Here are the facts:

- Marilyn Cochran is a member of the U.S. Ski Team.
- After a World Cup ski meet in Heavenly Valley, California two weeks ago she, among other men and women on the U.S. Ski Team, was selected to go over to Sweden for the World Cup finals.
- The scheduled day of arrival of the U.S. Ski Team members in Europe was to coincide approximately with the opening date of the French National Ski Championship meet at LaPlagne, France ... so the French (certain that it would be safe to invite American participants) extended invitations to the American group to stop off at LaPlagne and enter officially the French National Championship en route to Sweden.
- On March 6th Miss Cochran caused a tremendous stir when she won the giant slalom. On the following day she won the slalom and took fourth in the downhill. This put her well ahead of other contenders on the basis of total points scored ... and put the French ski meet officials into an emergency conference.



After some deliberation, they decided (graciously) that she should receive the French Combined-Skiing Championship Award.

- Miss Cochran is with her teammates in Sweden now -- and will remain there through March 15th. On the 16th she will fly to Montreal, Canada and from there down to her home in Vermont.
- It is my understanding that the Governor will host a dinner in her honor.

Miss Cochran's win was unique in that the French have traditionally dominated international skiing. In certain sporting circles her achievement was tantamount to the first running of the mile in less than 4 minutes.

If we decide to give this suggestion serious consideration, we may want to consider her being accompanied by any one or more of these people: Her ski-crazy brothers and sisters (4 or 5 in all, 2 of which are teammates on the U.S. Ski Team); Mr. Willy Schaeffler, U.S. Ski Team coach and longtime coach at the University of Denver; Mr. Charles Gibson, President of the U.S. Ski Association; the Vermont congressional delegation, etc.

cc: Mr. Dwight L. Chapin



Chen

March 13, 1971

Dear Tom:

Here are some more letters which I hope  
"United We Stand" can get into the international  
mail system.

Many thanks, and all the best.

Sincerely,

Alexander P. Butterfield  
Deputy Assistant to the President

Enclosures

Mr. Thomas Meurer  
United We Stand  
c/o Electronic Data Systems  
200 Exchange Bank Tower  
Dallas, Texas 75235



Chron

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By JLS NARA Date 3/30/2016

March 12, 1971

CONFIDENTIAL

MEMORANDUM FOR: MISS ROSE MARY WOODS

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Presidential Request  
(w/Background Information)

At the recommendation of Messrs. Colson and Cashen (and someone in the office of the Vice President) the President placed a telephone call to Frank Sinatra on March 3rd. Sinatra is thoroughly disenchanted with the liberals -- as evidenced by his support for Reagan and his current friendship with the Vice President -- and many of our "Hollywood celebrity" friends believe that he can be of considerable help to us in future months. About two weeks ago it was announced that Sinatra would receive the Jean Hersholt Humanitarian Award. Bob Hope was the first recipient of this prestigious award.

The President asked that you send Sinatra a Presidential golf ball.

Thank you.

CONFIDENTIAL



Chen

March 12, 1971  
8:45 a.m.

MR. PRESIDENT:

Secretary and Mrs. Volpe  
were delighted by your "Camp David  
invitation". They will be using the  
Camp facilities from Saturday morning  
until Monday noon.

Alex



*The President:*

DEPARTURE CALL FOR AMBASSADOR GERARD SMITH

(12:15 p.m., March 11, 1971)

AMBASSADOR SMITH HAS REQUESTED A MOMENT OR TWO WITH YOU IN THE OVAL OFFICE FOR A PHOTO OPPORTUNITY FOR THE PURPOSE OF DEMONSTRATING YOUR SUPPORT FOR THE NEXT SALT ROUND. HE IS SCHEDULED TO LEAVE WASHINGTON EARLY TOMORROW MORNING.

I WOULD RECOMMEND THAT SECRETARY CONNALLY STEP INTO YOUR PRIVATE OFFICE -- OR INTO MY OFFICE -- DURING THIS BRIEF PHOTO OPPORTUNITY SESSION.

AMBASSADOR SMITH KNOWS THAT YOU ARE IN THE MIDDLE OF ANOTHER MEETING AND HE WILL LEAVE IMMEDIATELY ON THE HEELS OF THE PHOTOGRAPHERS.

RON ZIEGLER RECOMMENDS THAT AMBASSADOR SMITH SIT IN ONE OF THE CHAIRS BESIDE YOUR DESK RATHER THAN STAND WITH YOU IN FRONT OF THE SERVICE FLAGS.

TALKING PAPER IS ATTACHED.

ALEXANDER P. BUTTERFIELD



Chen

March 11, 1971

MEMORANDUM FOR: MRS. LUCY A. WINCHESTER  
FROM: ALEXANDER P. BUTTERFIELD  
SUBJECT: Reception at the White House for the  
National Alliance of Businessmen  
(NAB) -- March 19

I have been informed that there will be a reception for the National Alliance of Businessmen beginning at 5:00 p.m. on Friday, March 19th. Spouses will not be invited.

The attached guest list has been given to me by Mr. Peter Flanigan -- the staff member serving as the point of contact for this particular event. It totals 201 persons.

Attachment

cc: Miss Rose Mary Woods  
Mr. Sanford L. Fox  
(w/attachment)



Chen

March 11, 1971

Dear Lamar:

I just received the law firm's announcement of your partnership and hasten to offer my congratulations and best wishes. We miss you around the West Wing and will always be glad to see you when opportunities bring you to Washington.

Sincerely,

Alexander P. Butterfield  
Deputy Assistant to the President

Lamar Alexander, Esquire  
Dearborn, Warner and Alexander  
400 Commerce Union Bank Building  
Nashville, Tennessee 37219



*Carn*

THE WHITE HOUSE

WASHINGTON

March 10, 1971

PERSONAL

MEMORANDUM FOR: MEMBERS OF THE CABINET

SUBJECT: Cabinet Meeting, March 16

The Cabinet Meeting scheduled for Tuesday, March 16th, will begin promptly at 8:00 a.m. and conclude at approximately 9:00 a.m.

*Alexander P. Butterfield*

Alexander P. Butterfield  
Deputy Assistant to the President



MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 10, 1971

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By J45 NARA Date 3/30/2016

CONFIDENTIAL

MEMORANDUM FOR:

FROM: ALEXANDER P. BUTTERFIELD *A*

SUBJECT: Recommendations for Presidential  
Phone Calls

The purpose of this memorandum is threefold:

- (1) To remind you of the importance of Presidential phone calls;
- (2) To ask your cooperation in a renewed staff effort to give serious thought to this matter and to forward to the President more of these carefully considered recommendations than you have in the past; and
- (3) To set forth a standard procedure which will result in more rapid movement of recommendations to the President's desk, prompt notification to you of results, and the maintenance of accurate records.

Each of you has at least a slightly different area of interest from that of others; and each of you knows better than others what is going on in your field -- who is doing particularly well, who is doing poorly, who is in high spirits and who has a lip on the ground. You are oftentimes aware of successes and disappointments in the families of key persons with whom you are in liaison. In short you are an important link between the President and a category of persons on whom he depends for support. Your alertness to the value of Presidential phone calls can contribute immensely to the quality of that support.

I realize that I am saying nothing here which is news to you; but hopefully, it will be worth a moment's reflection. We have become noticeably complacent on this score over the past 6-8 months, and we must begin now to do better.



Here are some things which you will want to keep in mind:

- Calls, generally, should be recommended to persons who are in some way influential -- although at times you may want to recommend a call to an athlete who has won a high award, or a serviceman who has performed a courageous act, or a youngster who has achieved special recognition in scholarship or some school venture, or a Boy Scout who has saved a life, etc.
- Calls should relate to specific purposes ... as is intimated above. They should recognize something the recipient has done or encourage something he might do; or express sympathy on the occasion of a disappointment or setback, or on the occasion of the loss of a loved one; or ask the recipient's advice, or views, on a particular matter; etc.
- Calls should encourage the recipient's support ... or at least tend to neutralize his opposition.
- Calls when possible should generate some kind of further reaction; they should have a "ripple" effect.

Whereas standardization of format is not absolutely essential, you can help demonstrate that our effort is staff-wide and coordinated by giving some attention to the attached sample ... and by limiting your information always to a single sheet of paper.

The procedure is outlined below. It is simple, and we should try to adhere to it without change for at least 5-6 weeks. If by the end of that period we find that it can be improved, we will take whatever remedial actions are required.

- (1) Type recommendation (along lines of attached format) and forward original to me.
- (2) I will place it with others in special folder which will be handled in same manner as other "action" items destined that day for the President's desk. (If time factor is critical, attach brief note explaining circumstances.)
- (3) My office will notify yours by phone or note of action taken. (Please realize that some recommendations may remain with the President for several days.)

Attachment

CONFIDENTIAL



RECOMMENDED TELEPHONE CALL

TO: Name of person you recommend be called ...  
with brief identifying information only when  
you suspect name will be unfamiliar to the  
President.

RECOMMENDED BY: Your name ... and if recommendation has con-  
currence of another staff member, so state.

PURPOSE: Preferably one sentence; two at the most.

BACKGROUND: Whatever background information you feel will  
be helpful to the President. Usually 3-4 short  
sentences will suffice to set the stage and give  
substance to talking points.

TALKING POINTS: 1.

2. The 2, 3 or 4 points that you  
recommend be made.

3.

4.



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Mr. Peter M. Flanigan  
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Brigadier General Alexander M. Haig  
Brigadier General James D. Hughes  
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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



MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 10, 1971

MEMORANDUM FOR:

SUBJECT: Security Report

I am attaching to this memorandum a computerized listing of employees of your staff who possess White House and EOB passes. Please review the list carefully and return it to me on or before Friday, March 12, along with your personal certification as to which persons still have valid and continuing requirements to retain the passes they have been issued.

In that you are administratively responsible for all individuals assigned to your staff, we must rely on you or your office to advise when any one assignee no longer has a genuine need for White House or EOB access ... and to advise that particular person to return his pass to the Technical Security Division of U. S. Secret Service (Room 23 of the EOB).

To facilitate such reporting -- and to ensure proper security standards as well as improved record maintenance -- I am going to institute a weekly report of personnel additions and separations. It will be due before the close of business each Monday, beginning on March 22nd. Prepared in duplicate and addressed to both Miss Gertrude Brown, Security Assistant (White House West Wing) and Mr. Alfred Wong, Special Agent in Charge, U.S. Secret Service Technical Security Division (EOB Room 23), the report may follow any format ... but, of course, the simpler the better. If your staff has neither gained nor lost personnel during the preceding week, a statement to that effect should be forwarded.



Your cooperation is essential if we are to maintain appropriate security within the White House-EOB complex.

Thank you.

  
Alexander P. Butterfield  
Deputy Assistant to the President

Attachment



DISTRIBUTION

Brigadier General James D. Hughes, USAF  
Military Assistant to the President

Jon M. Huntsman  
White House Staff Secretary  
Attention: Mr. William J. Hopkins

Dr. Paul W. McCracken  
Chairman, Council of Economic Advisors  
Attention: Mr. James H. Ayres  
Security Officer

Mr. George P. Shultz  
Director, Office of Management and Budget  
Attention: Mr. Albert E. Brown  
Security Officer

Mr. John D. Ehrlichman  
Assistant to the President for Domestic Affairs  
Attention: Mr. John L. Campbell

Mr. Arthur J. Sohmer  
Administrative Assistant to the Vice President  
Attention: Mr. Frank A. DeCosta  
Assistant to the Vice President for Administration

Dr. Henry A. Kissinger  
Assistant to the President for National Security Affairs  
Attention: Mr. A. Russell Ash  
Internal Security Coordinating Officer, NSC

Dr. Edward E. David  
Science Advisor to the President  
Attention: Mr. Frank R. Pagnotta  
Executive Officer, Office of Science and Technology

Mr. Charles F. Rotchford  
Acting Director, White House Area  
Operations Division, GSA

Mr. Rex Scouten  
Chief Usher  
The Residence Staff

cc: Mr. Alfred Wong  
Miss Gertrude Brown



Chen

March 10, 1971

Bob:

For obvious reasons I have omitted from the simple list of procedures at the bottom of page 2 our screening system ... i.e. my check with Colson for his concurrence, and my forwarding "Colson-coordinated" recommendations to you for your review prior to our sending the daily telephone call folder to the President. This memorandum had Colson's blessing before it was dispatched. One more item: I will assume responsibility for informing Dwight of action taken on recommended phone calls, and of any follow-up action which the President might have requested.



Chen

March 10, 1971

MEMORANDUM FOR: MR. JON M. HUNTSMAN  
Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: "Requirement for Suggested Remarks"  
for Evening at the White House  
on March 16th

We do not normally require suggested remarks as an attachment to the briefing paper (or scenario) for Evenings at the White House -- only an information sheet on the featured entertainer. But, as you know, the March 16th Irish Evening at the White House will be somewhat different, and I think it best that we attach for the President's consideration some suggested remarks for that period during which he is scheduled to introduce the Bunratty singers and dancers.

The "remarks" paper should tie together these facts: It is Mrs. Nixon's birthday; the following day is St. Patrick's Day; Prime Minister and Mrs. Lynch are present; Prime Minister Lynch will return to the White House on the 17th to present to the President the Irish shamrock (a traditional presentation usually done by the Irish Ambassador); the President's overseas trip last year which took him to Ireland and gave him the opportunity to see the famous Bunratty dancers in their native land; etc.

Thank you.

(A copy of this memorandum is being sent to Ray Price.)

cc: R. K. Price, Jr.



Chin

March 10, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: HONORABLE GEORGE A. LINCOLN  
Director  
Office of Emergency Preparedness

Attention: Mr. John J. Gallagher  
Chief, Security Division

SUBJECT: Security Report

I am attaching to this memorandum a computerized listing of employees of your staff who possess White House and EOB passes. Please review the list carefully and return it to me on or before Friday, March 12, along with your personal certification as to which persons still have valid and continuing requirements to retain the passes they have been issued.

In that you are administratively responsible for all individuals assigned to your staff, we must rely on you or your office to advise when any one assignee no longer has a genuine need for White House or EOB access ... and to advise that particular person to return his pass to the Technical Security Division of U. S. Secret Service (Room 23 of the EOB).

Thank you.

Alexander P. Butterfield  
Deputy Assistant to the President

Attachment

ADMINISTRATIVELY CONFIDENTIAL

b c: T. Brown  
c A. Wong



March 10, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. WILLIAM A. ANDERS  
Executive Secretary  
National Aeronautics and Space Council

Attention: Mr. Russell W. Hale

SUBJECT: Security Report

I am attaching to this memorandum a computerized listing of employees of your staff who possess White House and EOB passes. Please review the list carefully and return it to me on or before Friday, March 12, along with your personal certification as to which persons still have valid and continuing requirements to retain the passes they have been issued.

In that you are administratively responsible for all individuals assigned to your staff, we must rely on you or your office to advise when any one assignee no longer has a genuine need for White House or EOB access ... and to advise that particular person to return his pass to the Technical Security Division of U. S. Secret Service (Room 23 of the EOB).

Thank you.

Alexander P. Butterfield  
Deputy Assistant to the President

Attachment

ADMINISTRATIVELY CONFIDENTIAL

bcc: T. Brown  
A. Wong



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MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 9, 1971

MEMORANDUM FOR: MRS. LUCY A. WINCHESTER

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Presidential Dinner for Latin American Ambassadors (April 6, 1971)

Dr. Kissinger's office feels very strongly that the theme of the Presidential Dinner for Latin American Ambassadors should be "Pan Americanism". I'm not sure what you have planned at this early stage, but the hope is that you can come up with something suggestive of Pan Americanism which will be appropriate.

Recommended guests are:

- The 22 Latin American Ambassadors to the U.S.
- The 16 additional Ambassadors to the OAS ... including the U.S. Representative.
- The Ambassadors from Canada and Guyana.  
(Dr. Kissinger believes that it would be appropriate to have Ambassadors from these two Western Hemisphere nations.)
- The heads of the major Latin American regional organizations headquartered in Washington, D.C. ... i.e. Galo Plaza, Secretary-General of the OAS; Antonio Ortiz Mena, President of the Inter-American Development Bank; Carlos Sanz de Santa Maria, Director of the Inter-American Committee for the Alliance for Progress (CIAP); and Dr. Abraham Horwitz, Director of the Pan American Health Organization.
- Dignitaries who have visited Latin America recently ... i.e. Governor Nelson Rockefeller, Secretary of Commerce Stans, Ambassador David Kennedy, Peace Corps Director Joseph Blatchford, etc.



- Mr. Augustin S. Hart, Jr., Executive Vice President of the Quaker Oats Company ... who was recently appointed by the President as Chairman of the Board of Directors of the (new) Inter-American Social Development Institute (ISDI).
- The Chairmen and ranking Republican members of the House and Senate Subcommittees on Inter-American Affairs ... particularly Representative Dante Fascell, Chairman of the Subcommittee in the House and the principal sponsor of ISDI legislation -- Representative Don Clausen, sponsor of the Pan American Highway Bill which the President supported -- and Representative Jim Wright, co-sponsor of the Pan American Highway Bill and recent returnee from a trip to several Latin American countries.
- Appropriate Administration representatives.

Do you have a file on Herb Alpert? General Haig thinks that he and his music would be particularly well-received by this group. Another of General Haig's suggestions for entertainment is guitarist Charlie Byrd.

I hope the information in this memorandum is of some help to you in laying plans for this particular dinner. (It appears that April will be another busy month. I am trying to find out now if there will be a free Monday night during the month of April on which to hold an Evening at the White House and feature the "No No Nanette" cast. I should have an answer for you by the end of the day.)

cc: Miss Rose Mary Woods  
Mrs. Constance Stuart



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March 9, 1971

CONFIDENTIAL

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Effectiveness of Our Anecdotalists System  
(Staff Secretary Action Memo Log No. P1469H)

At your request, I have instituted a weekly report on the effectiveness of our anecdotalists system. It will be prepared every Monday by Mort Allin and forwarded to me before the close of business. I asked Mort to do this because he has a better feel than anyone else as to the kinds of things which are being reported on a daily basis via national newspapers, magazines and on the television networks. Moreover, he has access to the "color reports" received by Pat Buchanan.

The first report on the effectiveness of our anecdotalists system was sent to you yesterday. It reflected very little (other than Bill Safire's "catch the world on fire" story reported by both Time and Newsweek magazines) -- probably because few events during the seven-day period warranted assignment of an anecdotalist. Then, too, the President was away from Washington for two-three days.

I am in close touch with Mort Allin on this report and together we will strive to make it as thorough and revealing as possible.

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By JHS NARA Date 3/30/2016

March 9, 1971

CONFIDENTIAL

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Wives of Presidential Assistants

Of the five top Presidential Assistants, four are married. The names of their wives are:

Barbara Spicer MacGregor  
Joann Horton Haldeman  
Jeanne Fisher Ehrlichman  
Sally Hornbogen Peterson

You may proceed now with preparation of the special passes.

Thank you.

CONFIDENTIAL



Chen

March 9, 1971

MEMORANDUM FOR: MISS ROSE MARY WOODS

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Disposition of Suggested Supplemental  
Guest List for the March 16th Evening  
at the White House (forwarded to you  
on March 3rd)

This morning the President asked Bob Haldeman and me if the Irish Evening at the White House guest list was "all set" and if we were having "the right people, the Irish congressmen, and others". I said that I thought we were in pretty good shape ... but I did so thinking that the extra space which we will now have because of our cancellation of TV plans was being filled up by the addition to the guest list of at least some of the 21 persons (37 including spouses) named in my March 3rd correspondence. I have since learned from Sandy Fox that only the Jack McCarthy's, the Arthur Burns', and one or two others have been added.

The truth of the matter is that I have no personal interest in the addition of these people ... nor does Chuck Colson; nor does Bob Haldeman. But I do think that the President has a personal interest, and I cannot help but wonder if we are not doing him a disservice by withholding suggestions from Colson when it is known that the White House can easily accommodate some 330 people that night. And I say this in full appreciation of the fact that the occasion is far more a family affair than other events have been or will be.

I hope you will reconsider this matter, or at least take it up personally with the President while there is still about a week remaining. It may be that all is well -- and if so, fine -- but I would guess from his comments this morning that he could use some reassurance from you.

Incidentally, I dislike being in the middle on this guest list business as much as you dislike hearing from me now and then on a subject which is entirely within your province. I can understand your feelings --



really. However, I still believe that we could pull together these lists more quickly and efficiently if we would sit down together -- you, Chuck Colson and me ... or at least you and Chuck -- and review the proposed names as a team. It sounds a little corny, I know, but so much more could be accomplished that way, and in a shorter period of time, than under the present system. It is a fact that the President wants Chuck to give a final review to these lists so that we do not miss a single political consideration. And, of course, it makes good sense that we do precisely that. A 40-45 minute round table discussion of the first draft of each guest list that you put together would serve to fulfill Colson's requirement and at the same time put the President at his ease. Moreover, it would make for a greatly improved "Rose-Chuck-Alex" communications system.

bcc: Charles W. Colson



MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 9, 1971

MEMORANDUM FOR: MR. VINCENT MROZ  
Special Agent in Charge  
Executive Protective Service

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Members of the Cabinet

In that Members of the President's Cabinet are to be admitted to the White House-EOB complex on the basis of immediate visual recognition, I want to review recent personnel changes so that there is no question in your minds as to who is and who is not a Cabinet-level dignitary.

|                                                    |    |                                                                                                      |
|----------------------------------------------------|----|------------------------------------------------------------------------------------------------------|
| The Vice President                                 | -- | Senior to Cabinet Members, but sits with the Cabinet when it meets.                                  |
| Hon. William P. Rogers<br>Secretary of State       | -- | A Member of the President's Cabinet since January 1969.                                              |
| Hon. John B. Connally<br>Secretary of the Treasury | -- | A Member of the President's Cabinet since February 11, 1971. He replaced Secretary David M. Kennedy. |
| Hon. Melvin R. Laird<br>Secretary of Defense       | -- | A Member of the President's Cabinet since January 1969.                                              |
| Hon. John N. Mitchell<br>The Attorney General      | -- | A Member of the President's Cabinet since January 1969.                                              |
| Hon. Winton M. Blount<br>The Postmaster General    | -- | A Member of the President's Cabinet since January 1969.                                              |



|                                                                             |    |                                                                                                                                                                        |
|-----------------------------------------------------------------------------|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hon. Rogers C. B. Morton<br>Secretary of the Interior                       | -- | A Member of the President's Cabinet since January 29, 1971. He replaced Secretary Walter J. Hickel.                                                                    |
| Hon. Clifford M. Hardin<br>Secretary of Agriculture                         | -- | A Member of the President's Cabinet since January 1969.                                                                                                                |
| Hon. Maurice H. Stans<br>Secretary of Commerce                              | -- | A Member of the President's Cabinet since January 1969.                                                                                                                |
| Hon. James D. Hodgson<br>Secretary of Labor                                 | -- | A Member of the President's Cabinet since July 1, 1970. He replaced Secretary George P. Shultz.                                                                        |
| Hon. Elliot L. Richardson<br>Secretary of Health, Education,<br>and Welfare | -- | A Member of the President's Cabinet since June 24, 1970. He replaced Secretary Robert H. Finch.                                                                        |
| Hon. George W. Romney<br>Secretary of Housing and<br>Urban Development      | -- | A Member of the President's Cabinet since January 1969.                                                                                                                |
| Hon. John A. Volpe<br>Secretary of Transportation                           | -- | A Member of the President's Cabinet since January 1969.                                                                                                                |
| Hon. David M. Kennedy<br>Ambassador at Large                                | -- | Served the first two years of the Administration as Secretary of the Treasury. As Ambassador at Large, he remains at the Cabinet Table, but in a different chair.      |
| Hon. George P. Shultz<br>Director, Office of<br>Management and Budget       | -- | Served for the first year and a half of the Administration as Secretary of Labor. As Director of OMB, he remains at the Cabinet Table, but in a different chair.       |
| Hon. Robert H. Finch<br>Counsellor to the President                         | -- | Served the first year and a half of the Administration as Secretary of HEW. As Counsellor to the President, he remains at the Cabinet Table, but in a different chair. |



Hon. Donald Rumsfeld  
Counsellor to the President

-- Became a Cabinet Member on May 26, 1969. He was then an Assistant to the President and Director of the Office of Economic Opportunity. On December 10, 1970 he left OEO, became a Counsellor to the President, and retained his seat at the Cabinet Table.

Hon. George Bush  
U. S. Representative to the  
United Nations (with rank  
of Ambassador)

-- Became a Member of the President's Cabinet on February 26, 1971.

Dr. Arthur Burns was a Member of the President's Cabinet (as a Counsellor) from January 21, 1969 to January 31, 1970. He is no longer a member. However, he still retains Cabinet-level protocol rank ... and because he is still here in Washington, D.C. and a frequent visitor to the White House, he should be admitted as he was previously -- on the basis of visual recognition.

Others who are no longer members of the Cabinet are: Former Interior Secretary Walter J. Hickel ... who has left the Washington, D.C. area; former Counsellor to the President Daniel Patrick Moynihan; and former U. S. Representative to the United Nations, Ambassador Charles Yost.

Please ensure that your staffs -- especially EPS personnel -- are made aware of this information and given a thorough review of photographs of current Members of the President's Cabinet.

Thank you.

cc: Lilburn E. Boggs  
Assistant Director, Protective Forces

Laurence B. Quimby  
Chief, EPS



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