

RICHARD NIXON PRESIDENTIAL LIBRARY DOCUMENT WITHDRAWAL RECORD

DOCUMENT NUMBER	DOCUMENT TYPE	SUBJECT/TITLE OR CORRESPONDENTS	DATE	RESTRICTION
1	Memo	Alexander P Butterfield to the President re: Deserters to Canada, 1 p.	4/1/1971	D
2	Letter	Alexander P Butterfield to Fred J Maroon re: Photographs, 1 p.	5/31/1971	G
3	Memo	Alexander P Butterfield to Jon M Huntsman re: Mr Ed Barner, 1 p.	5/25/1971	D
4	Memo	Alexander P Butterfield to Peter M. Flanigan re: John J. McGovern, 1 p.	5/8/1971	D
5	Memo	Alexander P Butterfield to Walter R. Tkach, 1 p.	5/6/1971	A
6	Memo	Alexander P Butterfield to Ronald L. Ziegler re: Mr Charles Herbert Phillips, Jr., 1 p.	6/23/1971	D
7	Memo	Alexander P Butterfield to Michael B. Smith re: Preparation of Presidential Letters, p. 4	6/2/1971	D

COLLECTION TITLE

WHCF· SMOF: Alexander Butterfield

BOX NUMBER

13

FOLDER TITLE

1971 Outbound from APB Part 2

PRMPA RESTRICTION CODES:

A. Release would violate a Federal statute or Agency Policy.
B. National security classified information.
C. Pending or approved claim that release would violate an individual's
rights.
D. Release would constitute a clearly unwarranted invasion of privacy
or a libel of a living person.

E. Release would disclose trade secrets or confidential commercial or
financial information.
F. Release would disclose investigatory information compiled for law
enforcement purposes.
G. Withdrawn and returned private and personal material.
H. Withdrawn and returned non-historical material.

DEED OF GIFT RESTRICTION CODES:

DOG Closed in accordance with restrictions contained in the donor's deed of gift.

RICHARD NIXON PRESIDENTIAL LIBRARY DOCUMENT WITHDRAWAL RECORD

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8	Letter	To Miss Virginia Yang re: Pleasant note, 1 p.	6/1/1971	G
9	Memo	Alexander P Butterfield to Frank R. Pagnotta re: Elia Burke, 1 p.	7/30/1971	D
10	Memo	Alexander P Butterfield to H R. Haldeman re: Secret Service Posts Aboard the SEQUOIA, 1 p.	7/24/1971	A
11	Memo	Alex Butterfield to Mark Goode re: Bottle, 1 p.	7/22/1971	G
12	Memo	Alexander P Butterfield to Gertrude T Brown re: Miscellaneous Items, 1 p.	7/20/1971	D
13	Memo	Alexander P Butterfield to Robert H Taylor re: Modifications to New Presidential Limousine, 1 p.	7/13/1971	A
14	Memo	Alexander P Butterfield to Robert H Taylor re: Modifications to New Presidential Limousine, 1 p.	7/12/1971	A

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15	Memo	Alexander P Butterfield to Gertrude T Brown re: Charlotte M. McAuliffe, 1 p.	7/7/1971	D
16	Memo	Alexander P Butterfield to Gertrude T Brown re: Miscellaneous Items, 1 p.	7/11/1971	D
17	Memo	Alex Butterfield to Gertrude Brown re: Issuance of a White House Pass to Arthur Dewey, 1 p.	8/20/1971	D
18	Memo	Alex Butterfield to Gertrude Brown re: Miscellaneous Items, 1 p.	8/20/1971	D
19	Memo	Alexander P Butterfield to Gertrude Brown re: Richard McCormick, 1 p.	8/13/1971	D
20	Memo	Alexander P Butterfield to H R. Haldeman re: Secret Service Posts Aboard the SEQUOIA, 1 p.	8/9/1971	A
21	Memo	Alexander P Butterfield to H R. Haldeman re: Mrs. Julie M Robinson, 1 p.	8/6/1971	D

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MEMORANDUM

THE WHITE HOUSE
WASHINGTON

April 7, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

During the period of my 4-1/2 days away from the office, materials and activities mentioned below will be handled as indicated. The temporarily modified procedures have been discussed with and carefully reviewed by all concerned.

- Action and info items for the President - This material will be brought to your office by Jon Huntsman -- reviewed by you -- then hand-carried by Larry or Bruce to Steve Bull, who will place it on the President's back table at appropriate times.
- Signature items for the President - They will be brought to your office by Jon Huntsman -- reviewed by you -- then hand-carried by you into the President's office at the appropriate times. (I just assumed that you would prefer to handle this material and that you would witness the signings and return it all to Larry ... who would hand-carry it back to Jon Huntsman.)
- Briefing papers for the President's meetings - Jon Huntsman will deliver these papers to Steve Bull, and Steve will place them on the President's desk. But Huntsman will handle the deliveries of briefing papers which must go to the President during the evening hours when he is in the Residence.
- Recommended Telephone Calls - In that all of these come to my desk, Toni Sidley (or the girl sitting in for her, which will be the case on Friday and Monday) will turn them over to Steve Bull. Steve will check for Colson's concurrence via telephone and bring the approved recommendations to you. Your office (Larry) will return "fully approved" recommendations to Steve ... and Steve will place them, in salmon-colored folders properly dated, on the President's back table. Because few if any calls will be made until Friday and Saturday, disposition of call sheets placed in the President's Out-Box (and the notifications to Colson, Chapin and other staff members) will await my return.

- Out-Box materials - Steve will gather up the out-box materials and hand-deliver them to Jon Huntsman.
- Morning inspection of the President's office - Steve Bull will do this.
- 2:00 meetings - Jon Huntsman will chair these meetings. They will continue to be held in my office. (Chapin's attendance will serve as a tremendous assist.)
- Action on Social Scenarios - I think that you are the only one who can handle these inquiries from the East Wing. What you cannot determine at a glance, you can discuss with the President. Larry or Dwight can relay decisions to Lucy Winchester or Debby Sloan.
- Cabinet Meeting tentatively scheduled for April 13th - It is my understanding that if this meeting is held as tentatively planned, the agenda will concern the President's Domestic programs and John Ehrlichman will prepare the briefing paper. Jana has alerted John and Ken Cole to the fact that I will be out of town, and that Toni Sidley stands ready to assist in any way that she can. I have already notified the Cabinet Members of the probability of a 1-hour meeting on that date.
- Memoranda for the President's File and Color Reports:-
These items will be held for my review ... prior to being filed.
- Other duties for which I am responsible :-
 - Security matters - Trudy Brown will work with John Dean.
 - Staff Secretarial matters - Jon Huntsman will come to you.
 - Presidential Papers matters - John Nesbitt will work with Jon Huntsman

-- Liaisons for which I am responsible:

- Aides Office - Don Hughes will come to you.
- Social Office - Lucy Winchester and Debby Sloan will come to you through Larry.
- Visitors Office - John Davies will work with Jon Huntsman.
- Business with Curator - Clem Conger will work with Jon Huntsman.
- Ushers Office - Rex Scouten will work with Jon Huntsman.
- Internal Security - Al Wong will work with Jon Huntsman and John Dean.
- S.S. Protective Division - Bob Taylor will work with Dwight Chapin and John Dean.
- E.P.S. - Chief Quimby and Secret Service Agent Vince Mroz will work with John Dean.

cc: Dwight L. Chapin
Stephen B. Bull
Jon M. Huntsman
John W. Dean, III
Lawrence M. Higby
Bruce Kehrli

ch
April 22, 1971

Dear Mrs. Moss:

This is just a quick note to tell you how much I appreciate the help you gave me on the telephone early Wednesday evening. You provided precisely the information I needed to complete a report for the President.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Mrs. Florence P. Moss
Administrative Officer
Room 4214
Department of Justice
Washington, D.C. 20530

April 29, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Dr. Graham's Recommendations of
Ministers to Conduct White House
Worship Services

In an April 27th memorandum to you the President mentioned his recent discussion with Billy Graham and Billy's recommendations of several ministers to conduct future White House Worship Services. You asked me to call Billy and get a more detailed rundown on each minister mentioned to the President ... and on any others that he might be able to think of and recommend as highly.

I talked to Billy at length yesterday afternoon and as always he was happy to oblige. Here is an outline in black and white of the data he passed to me.

BLACK

-- Dr. Edward Hill

- Pastor of the Mt. Zion Baptist Church in Watts.
- Supported Martin Luther King in the early days, then broke abruptly with the King forces.
- Helped stabilize Watts; a powerful leader.
- Backed Sam Yorty.
- Worked for Hubert Humphrey during the '68 Presidential campaign, but came out publicly in support of the President after the January '69 Inauguration.
- Was chairman of the religious portion of the Honor America Day event in Washington in 1970.
- An absolutely superb speaker, among the top two black speakers that I know.
- A first rate minister and every inch a gentleman -- one who would never say or do anything to embarrass the President.

-- Dr. John Williams

- Pastor of the St. Stephen's Baptist Church in Kansas City, Missouri.
- Vice President of the Baptist World Alliance.
- An outstanding individual; a gentleman of the statesman type.
- A good solid supporter of the President.

-- Dr. Herman Nutter (mentioned as "McNutter" in the President's memorandum to you)

- Pastor of the First Baptist Church in Lexington, Kentucky.
- One of the top Negro ministers in the country.
- Delivered the prayer which so impressed the President at the Whitney Young funeral.
- Every inch a statesman.
- A solid supporter of the President.

-- Mr. M. L. Scott

- Pastor of a church in Pasadena or Glendale.
- Came to the White House once ... to meeting with the President in the Cabinet Room.
- He is a little man, quite short, but a real leader among the blacks.
- One of the two best speakers that I know of among black ministers in this country.

WHITE

-- Dr. Harold Brown (mentioned in the President's memorandum to you)

-
- A major intellectual religious leader.
- Director of the International Christianity Students Organization.
- A Harvard graduate.
- Very young for one of such prominence and stature -- about 31 or 32.

- Theologically conservative.
- An absolutely brilliant writer.
- Unknown at this time:
 - a. Speaking ability
 - b. Social and political philosophy

-- Dr. Harold Lindsell

- A Baptist clergyman.
- Editor of a widely distributed religious newspaper, "Christianity Today", with an office in the Washington Building in Washington, D.C. (Howard Pugh of Philadelphia is the principal financial backer of the paper.)
- Attended the first White House Worship Service as Dr. Graham's guest.
- He is an outstanding religious leader.

I think it is important to add that I spoke to Bob Brown about each of the blacks listed above ... and received from him confirmation as to their general acceptance in the role contemplated. But he made a good point. He said that we should be looking for black ministers where the black vote is, and that much of the black vote revolves around Dr. J. H. Jackson of Chicago and his following of more than 5 million persons. Dr. Jackson is President of the National Baptist Convention (Chicago, Illinois), the largest black religious group in the United States. He was one of the first black leaders to endorse the President's candidacy for the office he now holds, and he campaigned vigorously in our behalf. Inviting him to officiate at a White House Worship Service would amount to a real plus for our side -- and for that reason he is the first choice of both Brown and Dent.

Chen

April 29, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Air Transportation for Special Presidential
Guests to the LBJ Library Dedication Ceremony
(May 22)

This note is only to assure you that I have received your April 27th memorandum on this subject, had a conference with General Hughes and Bill Gulley on the resources available and taken over from Steve Bull the pertinent items which he and Dwight had been working on prior to today.

Determined to be an
Administrative Marking
Not National Security Information
By J45 NARA Date 3/30/2016

April 29, 1971

SECRET

MEMORANDUM FOR: MISS GERTRUDE T. BROWN
Security Assistant

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Mr. Robert L. Kunzig

I have just reviewed the results of the recently completed full-field background investigation on Mr. Robert Kunzig -- the one which, as you know, updated the full-field investigation completed in early 1969 -- and am satisfied that the case can now be closed without concern for possible compromises to security or decorum.

It is essential that this issue be discussed with no one.

cc: Mr. John W. Dean, III
Mr. Alfred Wong, SAIC
Technical Security Div., USSS

SECRET

Chen

April 29, 1971

MEMORANDUM FOR: MRS. PENELOPE A. ADAMS
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Cantinflas

I received the note you relayed through Toni Sidley concerning your talks with Taft Schreiber about Cantinflas. We are still interested in lining him up for a future performance here at the White House so please proceed with the plan to contact him, or his agent, discuss the matter in general, and get a reading as to his (or their) reaction.

Thank you.

cc: Mrs. Constance Stuart

April 29, 1971

MEMORANDUM FOR: MR. DAVID N. PARKER

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Possible Presidential Meeting with
New U.S. Navy Rear Admirals

As you may have heard from another source, the President mentioned to Secretary Laird and General Hughes in their April 28th Oval Office meeting with Johnny Johnson that he would like to see Navy Captain Samuel Gravely sometime soon. Captain Gravely was on the recent list of Rear Admiral nominees which the President sent to the Senate on Tuesday -- the first black in U.S. Naval history to attain flag rank. The idea, of course, would be to have several others on the list accompany Gravely -- perhaps Captain Alan Shepard and another one or two.

General Hughes will be giving this plan some thought so you should check in with him and coordinate developments from there.

cc: Mr. Dwight L. Chapin

April 29, 1971

MEMORANDUM FOR: MR. JON M. HUNTSMAN
Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Memoranda for the President

You must give a closer review to memoranda for the President prepared by members of the staff.

The attached paper is one which requires a Presidential decision. The pages should be stapled, the word "ACTION" typed in capital letters in the right-hand corner and an "Approve-Disapprove" section should be added after the last paragraph on page 2.

Please return the paper directly to my office when it has been put in proper order.

Attachment

chron

April 28, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Outstanding Presidential Action Requests
(Ref: Your memorandum to me of April 21
on this same subject)

Your April 21st memorandum to me concerning outstanding Presidential action requests gave me a good, and well-deserved, jolt.

Up until just prior to John Brown's departure from the staff I was not in the chain of command, administratively ... so did not see his periodic reports to you on outstanding action requests. For this reason, I was unaware of the fact that one of Brown's administrative systems had inadvertently fallen by the wayside. Jon Huntsman, too, was unaware because of a combination of events: John Brown's rather rapid departure from the scene, Terry Decker's sudden illness followed immediately by a 7 or 10-day vacation and a reassignment to Dwight's office, and the signing on of two new secretaries. The transition was just a little hectic, and this is one procedure that was allowed to slip through the cracks. I hope there are no others.

I have had a long conference with Jon Huntsman and he has moved out energetically to pull things together, reinstitute the periodic reporting system and reduce drastically the numbers of outstanding action requests each week. As you probably know by now, he has sent a recap of outstanding action requests to every staff member whose name appears on the master discrepancy list. Additionally, he has talked to these people on the telephone and explained to them the importance, indeed the necessity, of cleaning up the backlog. Meanwhile, until the slate is completely clear, he (Jon) will strive for continual reductions in the numbers of outstanding actions periodically reported.

Adm

April 28, 1971

MEMORANDUM FOR: MR. JON M. HUNTSMAN
Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Presidential Letter to Representative
Frank T. Bow

On March 19th I sent a memorandum to Mr. Timmons saying that the President would like him to prepare a short note of appreciation to Representative Frank Bow for Bow's pro-Administration efforts in the recent SST battle. I have just checked with Central Files and learned that to date no such letter has been dispatched ... yet the request does not appear on your April 26th list of past due action memoranda items.

Please look into the matter at once and determine why this instruction was not followed.

Thank you.

Attachment - March 19 memo
cc: Mr. William E. Timmons
Mr. Kenneth R. Cole, Jr.

Chen

April 28, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. BART PORTER

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Suggested Presidential Telephone
Call to Secretary Morton

Many thanks for forwarding the recommendation that the President call Secretary Morton to congratulate him on his recent successful series of nationwide appearances in connection with Earth Week activities. The President did not make the call, but only because he had congratulated the Interior Secretary personally at Tuesday morning's Cabinet Meeting.

I will appreciate your keeping an ear to the ground on these kinds of things and forwarding your recommended phone call to a Cabinet Member at least once each week.

cc: Mr. Richard Nathan, OMB
Mr. Donald Rice, OMB

ADMINISTRATIVELY CONFIDENTIAL

Chen

April 28, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Proper Clearing of Visitors to the White House
and OEOB Offices
(Staff Secretary Action Memo Log P1604)

Thank you for your reminder concerning the general laxity of staff members in providing the East and West Wing receptionists, and the Executive Protective Service, adequate advance information on their expected visitors. I have discussed the matter with Jon Huntsman and John Davies and believe that the distribution of the attached memorandum will serve to remedy the present situation.

Attachment

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

April 28, 1971

CONFIDENTIAL

MEMORANDUM FOR: MR. JOHN W. DEAN, III

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Minimum Work Force Personnel
on May 3, 4 and 5

Having assured you yesterday that military personnel assigned to the White House and on duty here next Sunday evening (May 2nd) will be able to sustain themselves in place throughout the period of programmed demonstrations, May 3-5, I am forwarding herewith the names of those persons on the White House operating and supporting staffs who must be in their offices to conduct official business on the dates indicated. Those representing the minimum force from the operating staff are named at Tab A. Supporting unit staff members are named at Tab B.

To help clarify the key in the far right column of the Tab A list, M-am (of which there are 71 total) means Sunday evening or very early Monday morning; M-pm (of which there are 89 total) means Monday evening or very early Tuesday morning. The difference in totals is due to the fact that 18 "key people" will be away from Washington and with the President on Monday. All 89 personnel will have to be in their offices on Wednesday.

Each of the 37 persons listed at Tab B will be required to come to work on all three days -- Monday, Tuesday and Wednesday; however, as you will notice, 2 of the 37 will not require transportation assistance under any circumstances in that they will be on duty Sunday night and remain here throughout the demonstration.

Attachment

CONFIDENTIAL

Cham

April 27, 1971

Dear Jan:

I am attaching to this note some information which I had on file concerning the Nixon Cabinet and its members. I am uncertain as to precisely what Cabinet information you need, but hope that this will fill the bill. If it doesn't, please call my secretary, Toni Sidley at ext. 2106 ... and we will obtain for you whatever else is required.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Miss Jan Ehrlichman
c/o Mr. John D. Ehrlichman
The White House

C. A. [unclear]

April 27, 1971

MEMORANDUM FOR: MR. DAVID N. PARKER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Mrs. M. Jean Robb

I would like to urge your consideration (and that of Bob and Dwight) of including Mrs. M. Jean Robb in a near future Open Door Hour in the Oval Office. She will be leaving the White House on May 14th after having served here for slightly more than 25 years. For the past 15 years she has been at the helm of our personnel office.

P.S. Where does the Bill Hopkins matter lie? I recall that some 7-10 days ago we were considering various ways to honor him upon his retirement from the White House rolls after a period of 40 years.

cc: Mr. Dwight L. Chapin

THE WHITE HOUSE

WASHINGTON

April 27, 1971

CABINET MEETING TODAY

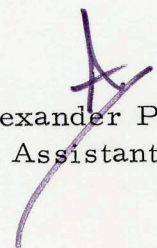
The following persons from outside the White House-OEOB complex will be attending a Cabinet Meeting in the Cabinet Room at 8:00 a.m. today:

Under Secretary Irwin (State)
Secretary Connally (Treasury)
Secretary Laird (Defense)
Attorney General Mitchell (Justice)
Postmaster General Blount (Post Office)
Secretary Morton (Interior)
Secretary Hardin (Agriculture)
Under Secretary Designate Lynn (Commerce)
Secretary Hodgson (Labor)
Secretary Richardson (HEW)
Secretary Romney (HUD)
Secretary Volpe (DOT)
Ambassador Bush (UN)
Chairman Dole (RNC)

Mr. Donald Johnson (VA)
Mr. Malcolm Lovell (Labor)
Mr. Robert Brown (Labor)

Please ensure their immediate access.

Thank you.


Alexander P. Butterfield
Deputy Assistant to the President

Chen

April 26, 1971

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

I am attaching to this memorandum the weekly report on the effectiveness of our anecdotalist program.

Attachment

Chen

April 26, 1971

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

While at Camp David this weekend the President had an opportunity to read the statement Senator Goldwater made before the Senate Foreign Relations Committee on Friday, April 23rd. (A copy of the 9-page statement is attached hereto.)

Please prepare for the President's signature a short "Dear Barry" note telling the Senator what an excellent job he did.

Thank you.

Attachment

cc: Mr. Clark MacGregor
Mr. William E. Timmons
Mr. Raymond K. Price, Jr.

Chen

April 26, 1971

MEMORANDUM FOR: MR. KENNETH E. BE LIEU
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Presidential Comment

While at Camp David on Saturday, the President read your April 23rd status report to him concerning legislative proposals on military pay and the extension of the draft. He was pleased with the manner in which your report was prepared and he commented that your follow-up activities had been especially well-planned and executed.

cc: Mr. Clark MacGregor
Mr. William E. Timmons

Chris

April 26, 1971

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

The attached letter was hand delivered to me by the writer's parents whom I know quite well. According to them, young Chris was especially upset by the anti-war demonstrations this past weekend and the rationale which the demonstrators expressed as justification for their activities.

Please prepare a very short response for the signature of the President. Many thanks.

Attachment

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

April 26, 1971

MEMORANDUM FOR: MR. CLARK MAC GREGOR
MR. WILLIAM E. TIMMONS

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Presidential Comment

Having read over the weekend Ken BeLieu's status report on legislative proposals concerning military pay and extension of the draft, the President said that he was particularly pleased with the manner in which you and your staffs planned and executed the follow-up activities.

Chen

("Only for" envelope)

Determined to be an
Administrative Marking
Not National Security Information
By JUS NARA Date 7/30/2016

April 24, 1971

CONFIDENTIAL

MEMORANDUM FOR: MR. JON M. HUNTSMAN
Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Personnel Action

On May 1st Mr. Fred F. Fielding will be elevated to the post of Associate Counsel on the staff of Mr. John Dean. Please ensure that this change is reflected in our records of White House staff personnel and that Mr. Fielding's annual compensation is increased, effective on that date, to \$25,000 per year.

Meanwhile, as I believe you know already, Mr. Dean has been given authorization to add a junior Staff Assistant to his office staff. The new junior man will replace Mr. Tom Huston.

CONFIDENTIAL

Chen

April 23, 1971

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

The President did not call Dean Taylor believing that, in this case, a Presidential note would be more appropriate.

Attachment

cc: Mr. Roger E. Johnson

Chen

April 23, 1971

MEMORANDUM FOR: MRS. LUCY A. WINCHESTER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Additional Congressional Guests at the
Salute to Agriculture Dinner
(Ref: Mr. Timmons memo to you on
this same subject, dated today)

Lucy:

I agree with what Bill Timmons has said in the memorandum referenced above ... and urge you to do your best to include those few people he mentions.

Chen

April 23, 1971

MEMORANDUM FOR: MRS. LUCY A. WINCHESTER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Salute to Agriculture (May 7th)

I am attaching to this memorandum a list of persons who are to be invited to the entertainment portion of the Salute to Agriculture if the decision is made on the morning of May 7th to hold the entertainment outdoors on the South Grounds. You will note that all are Washington, D. C. area people.

We plan to proceed on the assumption that we will hold the entertainment outdoors. The "indoor" alternative will be resorted to only if an unfavorable or marginal weather report is received on the morning of the day of the event.

Attachment

edon

April 23, 1971

MEMORANDUM FOR: MR. CLARK MAC GREGOR
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Letter to Senator Javits

The President would like you to respond briefly to the April 12th letter Senator Javits wrote to the President. (A copy of his letter is attached.)

Thank you.

Attachment

cc: Miss Rose Mary Woods

Editor

April 23, 1971

MEMORANDUM FOR: DR. HENRY A. KISSINGER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Proposed Foreign Travel by Secretary Volpe

Secretary Volpe is planning now to visit Spain, Yugoslavia, and France during the period May 23 to June 5.

His correspondence to me on the matter is attached hereto.

Attachment

chron
April 23, 1971

MEMORANDUM FOR: MRS. LUCY A. WINCHESTER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Mother's Day Worship Service at the
White House (May 9th)

We should have a Protestant minister (probably an Episcopalian in that it is the one major denomination which has not yet been represented) officiate at the Mother's Day Worship Service.

Meanwhile, please contact Billy Graham and see if you can get from him the name of the black minister who he has recommended on several occasions in the past. Evidently he is not one of the ministers mentioned in Debby's April 20th memorandum to me. This is to say that you can proceed with lining up a black minister for the next Worship Service.

Thank you.

cc: Mrs. Deborah M. Sloan

cdw
April 23, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Prices for Vintage Wines

You asked me for a comparison of prices charged for vintage wines in Embassy stores and those charged the White House by regular wholesale and retail distributors.

You should know at the outset that I was unable to obtain a comparison of prices for the really rare wines that we serve at our State Dinners and other major functions because the Embassy stores do not carry them. I was able, however, to get enough feel for the differences in costs of a sufficient number of other brands to conclude that the average saving through diplomatic channels is approximately 60%. (See Rex Scouten's memorandum to me, attached.)

Attachment

Chen

April 23, 1971

MEMORANDUM FOR: MR. JON M. HUNTSMAN
Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Briefing on White House Administration

Please set up 3 or 4 near future briefing periods -- sometime soon after the President returns from his coming visit to the Western White House -- at which you and I together can review quickly and efficiently the significant administrative procedures which all White House staff members should know. Our presentations should be designed so as not to exceed 30 minutes each.

Thank you.

Chen

April 23, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Musical Entertainment
(Staff Secretary Action Memo Log P1188H)

Shortly after receiving your December memorandum concerning musical entertainment, I discussed the entire matter with Lucy Winchester and learned that Connie Stuart and Penny Adams, with occasional advice from Len Garment, make the "musical selection" decisions ... and that her (Lucy's) suggestions are seldom considered seriously. Here, I think, is where the problem lies, for in my opinion Lucy has a very good feel for the things which will please our guests. Then, too, with Bill Carruthers, Mark Goode and other professionals now taking their turns at serving as "single production managers" of major White House entertainment packages, our disaster days should be over.

At one point, while mulling this problem over in my mind, I thought of putting together a small group to serve as a sort of final reviewing board considering all aspects of social functions before the scenarios go to press. I may have mentioned this to you sometime ago. The group might include such persons as Pat Mosbacher, Mrs. Hardin or another Cabinet wife or two, the wife of a senior White House staff member, a representative of the State Department Protocol Office, one or two members of the White House staff, and perhaps a Member of the Cabinet. Lucy Winchester and I would sit in, of course. In fact, she and I might serve as the only permanent members with the others having 6, 7 or 8 month memberships. But whereas I like the idea, I realize that it would be a bit difficult to implement. It is still a consideration, however.

Meanwhile, as I indicated above, we will see to it that musical selections are not made by Connie, or Penny, or Len Garment's office ... rather that they are made by our "production manager" after consultation and close coordination with the entertainer or performing group and Lucy Winchester.

John **JH**

April 23, 1971

MEMORANDUM FOR: MRS. CECELIA BELLINGER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: The President's Public Papers

Thank you for your suggestion of early March concerning the President's Public Papers. Yes, you should take steps to make available fifty (50) copies for the President's personal use.

Chen

April 23, 1971

MEMORANDUM FOR: MR. CHARLES W. COLSON
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Norman L. Stepno

I am attaching a copy of a letter sent to the President on June 18, 1970 by Norman L. Stepno. In that he is a Massachusetts lawyer and claims to be well known by both Secretaries Volpe and Richardson, I thought you might be interested in what he had to say.

For some reason a reply was never dispatched. If you think one would be appropriate, even at this late date, you may want to prepare one quickly for your own signature.

Attachment

Chen

April 23, 1971

MEMORANDUM FOR: MRS. LUCY A. WINCHESTER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Guest List for National Center for Voluntary
Action Reception (April 27th)

I am returning the guest list for next Tuesday evening's Reception which you said was forwarded to you by the National Center for Voluntary Action. You will note that I have deleted all persons who are not members of the Board of Directors or past or present officers of the organization. The action has the concurrence of Chuck Colson and George Grassmuck (speaking for Counsellor Bob Finch) ... and is in accordance with instructions received in this office in March of 1970 to the effect that we, and not outside organizations, should maintain control of guest lists for White House social functions.

Attachment

cc: Mrs. Deborah M. Sloan

April 22, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Reply to Allen Drury
(Staff Secretary Action Memo Log P1583)

You will recall that the President wanted you to give Allen Drury answers to most of the questions on page one of the "Drury Questionnaire", particularly question no. 3 which concerns the checks the President has on the performances of his staff members and his ability to judge individual competence. Guided by the President's words in his memo to you, and by the contents of several other papers, I have written for you a draft reply. It is attached hereto, and has been reviewed and approved by Ray Price.

Attachment

Question No. 3: What check do you have on the performance of the staff once it is appointed? Can you judge individual competence, or do you depend on Haldeman, Ehrlichman, other key men, to do it for you?

I don't think there's any question about it, the President can judge very well, based on performance, the competence of those on his staff ... and yes, he does check on them. He checks on them personally and he checks on them, as I'm sure you know, through the key people here -- his top assistants. But then, this is nothing new. He's always believed in follow-up action of one kind or another -- perhaps because he's so persistent, himself. (His record should bear me out on that.) It's been habit with the President for as long as I can remember to check closely and frequently to see if his instructions are being carried out properly, if they are being followed in accordance with the original intent. I am not suggesting that he doesn't trust those of us who work for him, not at all, for he imposes the same sort of checking or double-checking system on himself. He simply believes that without a little prodding any staff or individual will tend to falter occasionally, or to get so caught up in the press of day-to-day urgencies that longer-term projects get neglected ... and of course, that's true. Because of that fact, he insists on status or progress reports from those responsible for long-term projects, and final reports from everyone who completes an assigned task. Although most of

these reports (whether written or oral) receive his personal attention, the follow-up system itself is administered by a "Staff Secretary" and supervised by Alex Butterfield. I keep an eye on the overall operation of the staff which of course includes the administrative process.

To put all of this into what may be a better perspective, I should explain that the President is one who has a fierce inner drive to get things done. In fact, it's my own personal opinion that the one thing that makes the Presidency enjoyable for him is the realization that he is now in a position where he can actually accomplish much of what he believes needs doing in the country, and throughout the world. There are hundreds of examples, for instance:

- He took steps immediately after the Inauguration to redefine America's role in foreign affairs.
- He moved positively on the Vietnam issue and before most people knew what was happening turned an increasing American presence and combat role into an abruptly de-escalating involvement.
- He changed our role in South Korea to one more supportive of that government and its military forces.
- He cut back the official U. S. presence (civilian and military) worldwide ... for a more efficient and less conspicuous approach.

- In an unprecedented action in mid-1970, he banned the use of biological and toxin weapons and renounced this country's first use of lethal and incapacitating chemical weapons.
- Recognizing that the present structure of the Federal Government has outlived its time, he proposed a sweeping reorganization of the Executive Branch -- and at the same time a revolutionary new approach to the federal-state-and-local relationship that revitalizes the states and cities.
- He proposed a complete restructuring of our entire Welfare Reform Plan.
- He met a head-on runaway of the economy and has fought relentlessly and unswervingly toward reasonable price stability. His steadfastness is paying off now for the tide of inflation has begun to turn.

I could go on and on with the accomplishments, many of which, admittedly, have been only partially achieved at this point in time, but all of these things demonstrate quite clearly, I think, that the President has an almost unlimited capacity for diligence and perseverance. By way of illustration, we were flying back to the White House from Camp

David one Sunday afternoon and passed fairly low over that wonderful expanse of the Mall between the Washington Monument and the Lincoln Memorial. He spotted a long row of ugly buildings there -- the Navy and Munitions Buildings, that has bothered him ever since his Navy days in World War II. As you may know, they had been put up as temporary buildings during the First World War and had remained there ever since -- kept in place by a sort of stubborn inertia that often seems to afflict the government. They were outmoded, and really awful eyesores -- like patched-up plaster facades. Anyway, when he saw them that Sunday he asked John Ehrlichman why, if they were meant to be temporary, they were still there after more than half a century. Without knowing the history -- without knowing of the resistance the bureaucracy had thrown up to past Presidents who had wanted them removed -- John replied, "Probably because no President has ordered them taken down". That occasion started a fire that smoked for several weeks while senior Navy Department officials scrambled around making phone calls and visiting Congressmen ... pleading a variety of cases. But the President (typically) hung tough and insisted on a firm timetable for the dismantling process. Before long, the buildings were down and a great area of the Mall, thus reclaimed at last through sheer Presidential persistence, was made ready for spring seeding.

I guess it all ~~really~~ boils down to the fact that he really gets his greatest personal satisfaction from accomplishment. And that being the case, it's understandable that he would put an especially high premium not only on figuring out what ought to be done, but also on making absolutely sure that it actually gets done.

chron

April 22, 1971

Dear Mrs. Moss:

This is just a quick note to tell you how much I appreciate the help you gave me on the telephone early Wednesday evening. You provided precisely the information I needed to complete a report for the President.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Mrs. Florence P. Moss
Administrative Officer
Room 4214
Department of Justice
Washington, D. C. 20530

Chen

April 22, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Cantinflas
(Staff Secretary Action Memo Log P1488)

Further to my memorandum on this subject dated March 2 (attached), Bill Carruthers came back to me with the following data:

- Cantinflas had a heart attack about a year ago but is now back on the circuit with his 1-man show.
- He performs primarily in his own country but does accept bids for performances elsewhere.
- Because of the recent illness, he understandably operates at a reduced pace; however, he is available.

Penny Adams is going to contact Cantinflas' agent -- probably through Taft Schreiber -- to check the reaction to our interest in the comedian's coming sometime to the White House.

The President has been informed.

Attachment

Chen

April 22, 1971

PERSONAL

MEMORANDUM FOR: CHIEF LAURENCE B. QUIMBY
Executive Protective Service

SUBJECT: Precautionary Measures During
the Coming Demonstration Period

Please be sure that you emphasize to your EPS personnel the extreme importance of their being especially alert during the coming demonstration period. Identification of persons seeking entry to the White House-OEOB complex must be checked with exceptional care, and packages and briefcases of visitors and others not positively known to those on duty at perimeter posts must be investigated thoroughly and without fail.

My guess is that you are well ahead of me on this, but I felt it worth mentioning nevertheless.

Thank you.

Alexander P. Butterfield
Deputy Assistant to the President

bcc: Vincent Mroz, SAIC
EPS

Determined to be an
Administrative Marking
Not National Security Information
By J45 NARA Date 3/30/2016

April 22, 1971

CONFIDENTIAL

MEMORANDUM FOR: MISS GERTRUDE T. BROWN
Security Assistant

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: FBI Background Investigations

Please initiate full-field background investigations on Father John McLaughlin (a Jesuit priest) and Mr. Roland L. Elliott.

Mr. Elliott's resume is attached to this memorandum ... as is a brochure giving bits and pieces of information about Father McLaughlin.

These two investigations are to be completed as quickly as possible in that both individuals are programmed to come onto the White House Rolls with assignments to Mr. Ray Price's office.

Thank you.

Attachments

CONFIDENTIAL

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

April 21, 1971

MEMORANDUM FOR: MR. CHARLES W. COLSON
MISS ROSE MARY WOODS

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Persons Suggested for Receipt of
Invitations to the White House on the
Evening of the Salute to Agriculture
(May 7, 1971)

I am attaching to this memorandum an outstanding bit of research put together by John Whitaker on appropriate persons to be invited to the White House on the evening of the President's "Salute to Agriculture" -- some to the dinner and some only to the after-dinner entertainment. I know that each of you contributed considerably to the compilation.

Lucy Winchester is checking to see if there is any chance of our inviting more than the standard maximum total of 120. I will have her answer before the hour of our meeting this afternoon.

Attachment

Chen

April 21, 1971

MEMORANDUM FOR: MRS. LUCY A. WINCHESTER

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Persons to be Invited to the Salute to Agriculture
Dinner and the After Dinner Entertainment on the
Evening of May 7, 1971

I am attaching to this memorandum the names of the persons who are to be invited to the White House on the evening that the President gives his "Salute to Agriculture".

Those to be invited to the dinner are listed at Tab A. (Sandy's people, I am sure, will address the invitations to Senators and Congressmen properly ... and not like they appear on page two.) Please add to this primary dinner list the following couples -- both are close friends of the President and Mrs. Nixon:

Mr. and Mrs. Russell Giffen
Post Office Box 7
Huron, California

Mr. and Mrs. William Camp
701 Oleander Avenue
Bakersfield, California 93304

The paper at Tab B gives the names of those who are to be invited to the dinner as regrets from the primary list allow. The more of this category we can accommodate, the better. The names of those who are to be invited for After Dinner Entertainment only appear at Tab C. We should include along with this group all of those persons on the secondary dinner list who, despite the number of regrets received from the primary list, are not being invited to the dinner ... unless, of course, you feel that the travel distance involved is too far for the relatively short time that a particular party will be at the White House.

Attachment

cc: Mr. Charles W. Colson
Miss Rose Mary Woods

Chen

April 21, 1971

MEMORANDUM FOR: COLONEL ALBERT REDMAN, JR.
Commanding Officer
White House Communications Agency

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Members of the White House Staff -
April 1971

Here is a current list of the separate offices which compose the White House staff. Although a little less than half of our total personnel force are named, the compilation may be some help to your Signal switchboard operators.

Attachment

Chen

April 21, 1971

MEMORANDUM FOR: MISS BEVERLY A. COLE
Chief Telephone Operator
White House Switchboard

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Members of the White House Staff -
April 1971

Here is a current list of the separate offices which compose the White House staff. Although a little less than half of our total personnel force are named, the compilation may be some help to your switchboard operators.

Attachment

Chen

April 21, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

I am attaching to this memorandum the weekly report on the effectiveness of our anecdotalist program.

Attachment

Chen

April 21, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. JAMES J. ROWLEY
Director
U. S. Secret Service

SUBJECT: Your Request for the President to Speak at the
Graduation Ceremony of EPS Class No. 9
(June 25, 1971)

Many thanks for apprising me of the details concerning the graduation of EPS Class 9.

Your request for the President to speak to the graduates is in the hands of Mr. Chapin, the Appointments Secretary. Either he or Mr. David Parker will be contacting you soon with regard to a decision.

Alexander P. Butterfield
Deputy Assistant to the President

cc: David N. Parker

ADMINISTRATIVELY CONFIDENTIAL

Chen

April 21, 1971

MEMORANDUM FOR: MR. JON M. HUNTSMAN
Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Timely Submission of Briefing Papers
for the President

You may want to use the following facts as ammunition when requesting timely submission of briefing papers concerning Presidential events:

- The Attorney General and Secretary Richardson were scheduled (admittedly late in the day) to see the President at 9:45 on the following morning. Mr. Ehrlichman's office was responsible for preparation of the briefing paper.
- You were told by Mr. Ehrlichman's office that the briefing paper could not be done that evening ... but that it would be finished, signed and on your desk no later than 8:30 a.m. the next day.
- At 8:40 this morning, with the President still in the Residence, I called you to see if the paper had been turned in. You replied that it had not.
- The President came into the office at 8:52 a.m. and was free until 9:17 a.m. Had the paper been on his desk, he could and would have reviewed it.
- At 9:17 a.m. a guest and a staff member entered the President's office.
- At 9:20 a.m. the briefing paper from Mr. Ehrlichman's office was delivered to me by your secretary. There was no point in my taking it into the President while he was conversing with a guest and a staff member.
- The subject meeting immediately followed the President's discussion with his early morning guest and there was no opportunity for him to review the paper which had been prepared for that purpose.

April 20, 1971

Dear General Milton:

I thought you'd be interested in having the enclosed document and the pen with which it was signed just before noon today.

Congratulations and warmest good wishes to both you and Mrs. Milton.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Enclosures

Lt. General Theodore R. Milton, USAF
Deputy Chairman
NATO Military Committee
Brussels, Belgium

mailed 5-5-71

April 20, 1971

Dear Billy:

This is just a quick note to express my gratitude for the personalized copy of "Words of Wisdom". Dick Burress forwarded it to me here at my office earlier this week.

I was especially sorry that I was unable to attend the Saturday morning meeting that so many of our staff members had with you in the Roosevelt Room in February. I was in my office, just across the hall, completely tied up in paper work.

I look forward to seeing you here at the White House sometime soon. Meanwhile, my thanks once again for the very nice gift and best wishes to you and your family.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Dr. Billy Graham
Post Office Box 937
Montreat, North Carolina 28757

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

April 20, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. JON M. HUNTSMAN
MR. STEPHEN B. BULL

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Standard Procedure

Under normal circumstances -- i. e. when the President has nothing on his calendar prior to 9:00 a.m. other than meetings with staff members -- there must be at least one secretary at a desk ready to work by 8:00 a.m. in the outer offices of Messrs. Butterfield, Huntsman and Bull. If a Presidential event is scheduled at 8:00 a.m., whether in the Residence or in one of the President's offices, the aforementioned desks will be occupied by 7:45 a.m. This procedure must be made clear. I have mentioned it before and do not like having to repeat it.

Needless to say, the instruction does not signify any lack of appreciation on my part for the work performed by our secretaries. I realize that along with the secretaries in the offices of Messrs. Haldeman and Chapin, they work as hard and long as any others in the White House-EOB complex -- probably a good bit harder and almost certainly longer. But such conditions must be considered necessary evils or hazards of the business, or simply as one of the prices being paid for the privilege of working for and in proximity to the President. The unalterable fact of the matter is that we can ill-afford to be less than fully prepared for the contingencies which can and do occur in the President's day.

ADMINISTRATIVELY CONFIDENTIAL

bcc: Dwight L. Chapin