

MEMORANDUM

ch

THE WHITE HOUSE

WASHINGTON

June 22, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN
THROUGH: MR. DWIGHT L. CHAPIN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Proposals for Cabinet Meeting Agenda

The following topics, listed in order of preference by key staff members, are proposed for discussion at the tentatively scheduled 1-hour Cabinet Meeting on Thursday morning (8:00-9:00), June 24:

1. Documents Security.. by Rehnquist and Mardian

Pro

Con

- a) Appropriate subject for Cabinet Members.
- b) Timing is perfect.
- c) Dean strongly recommends and Kissinger, Shultz, Ehrlichman, MacGregor and Colson concur.

None

2. Status Report on Pending Major Legislation ... by MacGregor and Timmons

Pro

Con

- a) Appropriate subject for Cabinet Members.
- b) Timing is perfect. (end of year)
- c) All key staff members recommend, however, see argument against presentation being held this week (opposite column).

- a) MacGregor-Timmons staffs exceptionally busy this week on pending legislation ... End of War amendments -- Draft bill -- Welfare Reform -- etc. Anytime next week would be more preferable.

3. Problems of the Blue Collar Worker ... by Monsignor Gino Baroni

Pro

- a) Monsignor Baroni gives an excellent presentation.
- b) The Democrats have been wooing him heavily. Our inviting him for this purpose would benefit our cause and serve as a follow-up action to your seeing him last year.
- c) Ehrlichman, Garment and Colson strongly recommend.

Con

- a) None ... except that we are uncertain at this writing of Baroni's availability. Garment is checking discreetly.

There is another topic I have been holding in reserve for some time. It is a report on what the Federal Government is doing in "man-made" weather research. To my way of thinking, an initiative in this area could well go hand in hand with the clean water initiative launched two months ago. When man can control to some degree at least where rain falls and where it does not, we'll be a long way toward alleviating great suffering (from both flood and drought) and achieving many of the same humanitarian goals to which the clean water program aspires. A 30-minute presentation could be put together by the Department of Commerce staff -- under Stans' supervision ... but again, it would be best to have more than a 48-hour lead time.

In consideration of the information above, I would recommend first that our Cabinet Meeting be postponed until June 29 or 30, or July 1 -- and that we hear the report on pending major legislation at that time. To fill a blank spot on Thursday morning's schedule, we could program the President for a "final visit" to the Post Office Department or something of that sort. I hate to see us jump through a hoop simply to fill a void in the schedule. However, if we must go ahead with the Thursday morning (June 24) Cabinet Meeting, I recommend "Documents Security" by Rehnquist and Mardian.

I will appreciate an early decision.

Thank you.

THE WHITE HOUSE
WASHINGTON

June 22, 1971

Chun
FYI Copies:

VP

Dale

EW

O'Donnell

PERSONAL

MEMORANDUM FOR: MEMBERS OF THE CABINET

SUBJECT: Mr. Patrick E. O'Donnell

The purpose of this brief note is to tell you that on June 1st Mr. Patrick E. O'Donnell joined the White House staff and assumed the responsibilities charged formerly to Messrs. Bart Porter and Richard Howard -- i. e. those pertinent to coordination of an active speaking calendar for Cabinet, Sub-Cabinet and other senior Administration officials. An attorney by profession, Mr. O'Donnell served most recently as Legal Assistant to the Honorable Dean Burch, Chairman of the Federal Communications Commission.

Mr. O'Donnell will be contacting your offices from time to time with requests for you to give serious consideration to speaking invitations which we believe to be especially important. Moreover, he will be available to assist you and your staffs in arranging speaking trips so that full advantage is taken of the time spent away from Washington. I know you will accord him the same ~~full~~ cooperation in achieving our goal of articulating Administration policies and programs that you gave to his predecessors.

Thank you.

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

Chen

June 22, 1971

MEMORANDUM FOR: MRS. PENELOPE A. ADAMS
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Proposals for Fall Season Evenings at
the White House

Penny:

I would appreciate your putting together a brief rundown on what you propose for four Evenings at the White House -- at the rate of one per month, September through December 1971. It is my understanding that we tentatively plan "Old Movie Night" for our Evening at the White House in October ... and of course the December Evening would carry a yuletide theme. Specifically, I would like to have by the end of the day on June 30 the dates and entertainment you recommend for these four events -- and any little extra flairs you might think appropriate for us to add.

Thank you.

cc: Mrs. Constance Stuart
Mrs. Lucy A. Winchester

Chen

June 22, 1971

MEMORANDUM FOR: MRS. LUCY A. WINCHESTER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Guest List for Dinner Honoring
Postmaster General and Mrs. Blount
(June 29)

We will have round tables for the Blount dinner and will not exceed a guest list total of 112 (8 x 14). Please invite right away the persons noted on the attached sheet. A supplemental list bringing us up to the desired total will follow within 24 hours.

Thank you.

Attachment

cc: Mr. Sanford L. Fox

Chro

June 22, 1971

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Installation of "Shelter-Transfer" Button
on E-6 Telephone Console

In reading the attached memorandum from Art Godfrey to all PPD agents, it struck me as being quite odd that the Secret Service didn't know who authorized the installation of the "shelter-transfer" button ... or when. I am interested in pinning down the details, if only for the record. I assume that because the mysterious button transfers the President's telephone capability from the Oval Office to the Shelter, your office gave the authorization to WHCA back in early '69. Is that right?

Many thanks.

Attachment

Chen

June 21, 1971

MEMORANDUM FOR: MR. CHARLES W. COLSON
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Preparation of Presidential Letter

The President chose not to telephone Mr. Anthony McDonald ... thinking that a letter would be more appropriate. He wants you to prepare the letter, in coordination with Ray Price. It should say something along these lines:

Dear Mr. McDonald,

Many people have spoken to me about your excellent appearance on "Face the Nation". Keep up the good work.

Attachment

cc: Mr. Raymond K. Price, Jr.

chen

June 21, 1971

MEMORANDUM FOR: MISS AGNES M. WALDRON

FROM: ALEXANDER P. BUTTERFIELD

Agnes:

Thanks very much for sending me the copy of the Washington Post article, "An Indispensable Man Retires". Oddly enough, I had not seen it ... and am glad now to have it for my files.

Chen

June 21, 1971

MEMORANDUM FOR: MR. LEONARD GARMENT
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Your June 17th Memorandum to Bob Haldeman
Concerning the New York Times Controversy

Many thanks for forwarding your thoughts on the New York Times controversy to Bob Haldeman. The memorandum went eventually to the President and proved very helpful to him in putting together his Rochester speech.

can

June 21, 1971

MEMORANDUM FOR: MR. RAYMOND K. PRICE, JR.
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Preparation of Presidential Letter

The President chose not to telephone Mr. Edward T. Dalton of Pawtucket, Rhode Island. He believes that a letter would be more appropriate and asked that you prepare the note for his signature.

The Recommended Telephone Call sheet is attached hereto. Incidentally, you may want to enclose a copy of the President's West Point speech, for I noticed that you refer to it in the third talking point.

Thank you.

Attachment

Chen

June 21, 1971

MEMORANDUM FOR: MR. CHARLES W. COLSON
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Preparation of Presidential Letters

The President chose not to make the phone calls recommended to Reverend Nathan Bailey and Louis Stulberg. However, he would like a letter to each prepared for his signature. (See attachments.)

Thank you.

Attachments

cc: Mr. George T. Bell

Chow

June 21, 1971

MEMORANDUM FOR: MR. CASPAR WEINBERGER
Deputy Director, OMB

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Notes on Your Revenue Sharing Talk ...
Forwarded to the President on June 8th

The President had an opportunity over the weekend to review the notes on your Revenue Sharing talk -- the ones which you forwarded to him in memorandum form on June 8th. He asked me to thank you and to tell you that he thought the points you made were particularly good.

cc: Mr. George Shultz
Mr. John Ehrlichman

Chen

June 21, 1971

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Your June 10 Memorandum to the President
Concerning the Ad Council's Public Service
Campaign

The President was pleased to read the information contained in your June 10th memorandum concerning the Ad Council's Public Service Campaign for POW's and MIA's.

chen

Determined to be an
Administrative Marking
Not National Security Information
By JAS NARA Date 3/20/2016

June 21, 1971

CONFIDENTIAL

MEMORANDUM FOR: MR. HARRY S. DENT
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Mr. Don Wheeler

The President agrees with the recommendation that you forwarded concerning Don Wheeler. He said that we should let the matter drop where it is.

CONFIDENTIAL

chov

June 21, 1971

MEMORANDUM FOR: MR. PETER M. FLANIGAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Liberalized Depreciation Rules

The President just read Lewis Engman's June 11th report to him on the subject of liberalized depreciation rules. He asked that you, together with Mr. Engman, ensure that all possible steam is put behind the actions being taken currently by Treasury and Justice.

cc: Mr. Lewis Engman

Ch...

June 21, 1971

MEMORANDUM FOR: MR. RAYMOND K. PRICE, JR.

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Preparation of Short Personal Presidential Notes in Response to Letters Which Composed Your Weekly June 5th Mail Sample

The President wants a personal Presidential reply prepared and sent to the following persons:

Mrs. Thomas D. Chenault, Box 555, Eagle Pass, Texas ... who wrote to the President on May 16th. He wants the note to Mrs. Chenault to be "warm" and "special".

Shamim D. P. Shivji, c/o Mayfair Hotel (No. 604), 1256 West 7th Street, Los Angeles, California 90017 ... who wrote to the President on May 17th.

Joseph Torre (a 9 or 10 year old boy whose address is not given). The President wants Bill Safire to prepare this particular reply.

Colonel Richard E. Griffin, USAF, 4202 Weldon Drive, Temple Hills, Maryland 20031 ... who wrote to the President on June 2.

Lorne E. Porter, 1003 South Novarro Street, West Covina, California, 91791 ... who wrote to the President on May 12.

Earl B. Coyle, 5410 Connecticut Avenue, N.W., Washington, D.C. 20015 ... who wrote to the President on June 1.

Gerald Reynolds, P.O. Box 494, Alexander City, Alabama 35010 ... who wrote to the President on May 25.

Thank you.

Chen

June 21, 1971

MEMORANDUM FOR: MR. CLARK MAC GREGOR
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Preparation of Short Presidential Letter
to Representative John Rhodes

The President read with interest your June 15th memorandum concerning the House Republican Conference held that morning. He wants you to prepare, in coordination with Ray Price, a short note to Rhodes for his signature. It should say, essentially:

Dear John,

Many thanks for the speech you made in my behalf on June 15th. Several members told me what a great job you did ... etc.

Please forward the letter for signature through the office of the Staff Secretary.

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

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

June 21, 1971

MEMORANDUM FOR: MR. ROBERT H. FINCH
MR. DONALD RUMSFELD

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Follow-up Actions Subsequent to your
Initial Report on the Recent European Visit

The President appreciated your forwarding to him the June 9th "followup" report relative to your European visit. He was pleased with the actions taken.

cc: Mr. Jon M. Huntsman

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

June 21, 1971

MEMORANDUM FOR: MR. PETER M. FLANIGAN
MR. CASPAR WEINBERGER

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Key States Unemployment Project

The President had an opportunity over the weekend to read the June 15th memorandum which you prepared jointly -- the one concerning the key states unemployment project. He wants you both to ensure that "more heat" is kept on the Departments ... and that you make it clear to Department staffs that he (the President) is personally following their actions.

cc: Mr. George Shultz
Mr. John Ehrlichman

Caron

June 20, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MISS GERTRUDE T. BROWN
 Security Assistant

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: White House Passes for Messrs.
 O'Donnell and Karalekas

Please initiate action to have permanent White House passes issued to the following two members of Mr. Charles Colson's staff:

Mr. Patrick E. O'Donnell

Mr. Spiro Steven Karalekas

Thank you.

ADMINISTRATIVELY CONFIDENTIAL

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RECOMMENDED TELEPHONE CALL

TO: Duke Ellington

RECOMMENDED BY: Alex Butterfield (Colson and Garment concur.)

PURPOSE: In response to his two recent attempts to call you and talk to you personally

BACKGROUND: Ellington called you 5-6 days ago. I talked to him and learned that he wanted two things:

- To pass on his warm regards to you and Mrs. Nixon;
- To ask for Administration assistance in getting the California Youth Symphony (a group of 120 young people, ages 13-18) to Czechoslovakia August 7-13 ... at the invitation of the Czechoslovakian government.

I told him that we would look into the matter. I assumed that he no longer felt it necessary to speak to you personally.

Meanwhile, I have learned from Len Garment that the California Youth Symphony will go to the annual Youth Orchestra Festival at Lausanne, Switzerland at the end of July and that they want to go on from Switzerland to Czechoslovakia but lack the necessary funds and the State Department's approval. State turned down the Youth Symphony's request because they have been given a C rating by the Music Panel on "quality of performance", and because youth groups, in general, are not funded.

Ellington is scheduled to do a 5-week tour of Russia (funded by State) beginning September 14.

TALKING POINTS:

1. Compliment him on his interest in the California Youth Symphony and tell him that we have had Len Garment looking into the matter very closely ... and that you are going to have Len call him.

(NOTE: Garment recommends this approach.)

2. Tell him that you have heard he will tour Russia in September and October and that you are glad because he is certainly one of our greatest and most effective ambassadors.

June 18, 1971

clm

RECOMMENDED TELEPHONE CALL

TO: Speaker Carl Albert and
Congressman Gerald Ford

RECOMMENDED BY: Bill Timmons (C. MacGregor concurs)

PURPOSE: To congratulate and thank them re their
successful efforts in defeating Nedzi-
Whalen by 158-256.

June 17, 1971

cbw

June 17, 1971

MEMORANDUM FOR: MR. JOHN D. EHRLICHMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Elly Peterson

The following information responds to your June 16th memorandum to Larry Higby concerning Elly Peterson ... and her out of joint nose:

- She was invited to four social functions at the White House during the time that she served as Vice Chairman of the Republican National Committee.
- She attended a reception on April 13, 1969 and a dinner on May 26, 1970.
- She regretted a reception held on March 19, 1970, and a luncheon held on September 22, 1970.

cc: L. M. Higby

cham

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

June 17, 1971

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

CONFIDENTIAL

MEMORANDUM FOR: MR. JOHN D. EHRLICHMAN
MR. JOHN C. WHITAKER

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Mr. Whitaker's June 9th Memorandum
to Mr. Ehrlichman Concerning Alaska Pipeline

The President read with interest the subject memorandum and wanted the following message passed to each of you:

The memorandum represents a good statement in defense of the process. I urge, however, that you don't always assume we can't do better. Most important, in any future decisions, until further notice, when the choice is jobs or environment ... jobs will be number one!

CONFIDENTIAL

car

June 17, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. JON M. HUNTSMAN
Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Requested Privileges for Senior Officials
of the White House Conference on Aging

You should give an honorary White House Staff Mess membership to Dr. Arthur Flemming, Chairman of the White House Conference on Aging. The Conference's Executive Director, Mr. Webster Todd, Jr., should not be given either regular or honorary membership.

There should definitely be no White House switchboard hookup with the office of the Conference Chairman. Such installation would cause a tremendous burden to our already overworked switchboard ... and we did not grant the favor to the office of the White House Conference on Children and Youth when they submitted a similar request last year.

ADMINISTRATIVELY CONFIDENTIAL

Chis

June 17, 1971

MEMORANDUM FOR: MR. JOHN R. NESBITT
Staff Director
Office of Presidential Papers and Archives

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Your Personnel Debriefing Program

By July 1 we will have a system under way which will "catch" all departing staff members and steer them your way.

chr

June 17, 1971

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

Attention: Mr. Ronald Pontius

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Institution of Accountability System
for Identification Items

Please institute without delay an accountability system for staff pins, pocket commissions and other items of identification issued to White House-OEOB staff personnel.

Prior to the end of this month I would like to review with you a master list of precisely what has been issued to whom.

Thank you.

Calvin

June 17, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MISS GERTRUDE T. BROWN
 Security Assistant

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Issuance of White House and EOB Passes

Please initiate action to issue Dr. Arthur Flemming, Chairman of the White House Conference on Aging, a White House pass ... and Mr. Webster Todd, Jr., Executive Director of the White House Conference on Aging, an EOB pass.

Thank you.

ADMINISTRATIVELY CONFIDENTIAL

Chen

June 17, 1971

MEMORANDUM FOR: DR. DAVID C. HOOPES

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Development of Appropriate White House Staff Clearance Form for Arriving and Departing Personnel

Please give some thought to a format for a "clearance-in" and a "clearance-out" sheet which can be issued to arriving and departing staff personnel. I have in mind something along the lines of the form we discussed the other day -- a simple 1-page clearance which lists the 5, 6 or 7 offices which arriving and departing personnel must visit briefly prior to being cleared. You may want to list the offices and room numbers in a left-hand column and spaces for the signatures or initials of office representatives in a right-hand column.

I want to incorporate copies of this form in our orientation kit.

Thank you.

chr

June 17, 1971

MEMORANDUM FOR: THE PRESIDENT'S FILE

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Handshake and Photograph with
Mr. Christian de Guigne and His
Son, Christian, IV
June 17, 1971 (12:06-12:11 p.m.)

As Mr. de Guigne, his son Chris, and I walked into the Oval Office, the President came forward and welcomed the two guests with what I thought was unusual enthusiasm. He said, "Well there, Chris. How are you? It's wonderful to see you again." And then, almost before Mr. de Guigne could respond, the President began to reminisce about past visits to the San Francisco area. The two chatted for about three minutes before the President pulled the older gentleman and his son toward the Service Flags and positioned them for a photograph by Ollie Atkins. He placed young Chris (34 years of age) on his right and the father on his left ... then said, "Now just look out there at that good looking fellow with the camera." Ollie smiled broadly and fired away with five or six clicks in rapid succession.

Then, Mr. de Guigne, fully aware of the President's limited time and sincerely desirous of keeping his appointment in the Oval Office short, said, "Mr. President, we know how very busy you are and the last thing we want to do is extend our visit beyond a mere greeting. I do want to ask you to give my very warmest regards to Mrs. Nixon." The President appeared not to have heard the part about Mrs. Nixon, for he responded, "Oh, don't be silly. It's just great to see you here. As a matter of fact, I wouldn't want to have served here as President -- and occupied this Oval Office -- without you coming by just as you have done." I could see the high compliment had had its impact. Mr. de Guigne lowered his gaze to the floor momentarily and his already red face took on a noticeably deeper color. Young Chris, too, looked proud, and I thought for a half-

second that the session was about to come to an end. But quickly the President began to talk about good friends in and around San Francisco. He mentioned the Bohemian Club and the fact that it would be quite impossible for him to go there. He did add, however, that he would very much like to get up to San Francisco sometime during a near future visit to the Western White House at San Clemente ... "just to sit around and sort of chew the fat, very informally, without all the protocol".

It was at that moment that Steve Bull stepped forward with two small boxes, each bearing cuff links. The President presented the gifts and then went to the desk drawer, himself, and withdrew a number of extra mementos -- golf balls; a compact for "Chris' mother"; bow pins for secretaries; cuff links for Mr. de Guigne's other son, Charles, who could not make the trip to Washington because of final exams at his university, etc. The gifts were piled so high in the arms of the guests that farewell handshakes were difficult, indeed. As we moved toward the door to leave, the President said, "I should have given you a bag to carry your loot in". There were chuckles, smiles and lots of thank you's as the appointment came to an end.

Later, as I escorted the two de Guigne's to the West Reception Room, the father remarked that he was absolutely amazed at the President's ability to recall so many names, dates and facts from so long ago.

clm

June 16, 1971

MEMORANDUM FOR: MR. DANIEL T. KINGSLEY
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Development of Program for Indoctrinating
New Appointees

Here is the material I mentioned in our discussion last week -- all pertinent to the development of an indoctrination program for new Presidential appointees.

Enclosure 1 is a memorandum sent to Bob Haldeman by Don Rumsfeld. It is the correspondence which actually triggered our desire to rejuvenate an orientation program which was in being during the first 9-10 months of the Administration. Enclosure 2 is a copy of the memorandum I sent to key staff members on January 25th. As you will note, it requests "new and old ideas" concerning the kinds of information which should be imparted to the newcomers.

Responses are at the tabs as indicated below. (I heard from everyone except Herb Klein and Peter Flanigan.)

Tab A George Shultz
Tab B Bob Finch
Tab C John Ehrlichman
Tab D Henry Kissinger
Tab E Chuck Colson
Tab F Bill Timmons
Tab G Harry Dent

Enclosures

Chen

June 16, 1971

MEMORANDUM FOR: MR. JOHN D. EHRLICHMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Your June 15th Memorandum to EPS
Chief Quimby

I was more than somewhat let down when I read your June 15th memorandum to EPS Chief Quimby concerning an alleged lack of alertness and courtesy on the part of the EPS personnel on duty at the Southwest Gate at midday on June 9. I say this because only recently I had noticed considerable improvement in the general manner in which EPS guards were handling White House (and especially West Wing) visitors. Not only had the number of complaints dropped drastically, but several very favorably impressed guests had taken the time to write notes of appreciation and praise to their staff hosts. Naturally, I am as interested as you are in the facts of the matter and am most anxious to read Quimby's official explanation. With all of the emphasis we've put on courtesy lately, it seems almost inconceivable to me that one of the guards could "turn away" a Congressman without (as you say in your memo) so much as attempting to help him find an alternate parking space.

Meanwhile, it may be a good time to remind your staff of its responsibility to provide the receptionists in the West Lobby with certain required information pertaining to the clearance of your visitors and any additional instructions which might be helpful in expediting the overall process. These additional, or "special", instructions more often than not relate specifically to the item which obviously was not clear in the minds of the Southwest Gate guards when Al Quie arrived there -- automobile parking.

In the continuing drive toward maximum security with maximum courtesy, notes such as yours to Quimby are indeed helpful.

Attachment


MEMORANDUM

THE WHITE HOUSE

WASHINGTON

June 16, 1971

MEMORANDUM FOR: MR. DANIEL T. KINGSLEY

FROM: ALEXANDER P. BUTTERFIELD 

SUBJECT: Development of Program for Indoctrinating
New Appointees

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Tab B Bob Finch
Tab C John Ehrlichman
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Tab F Bill Timmons
Tab G Harry Dent

Enclosures

Chan

THE WHITE HOUSE

WASHINGTON

June 16, 1971

MEMORANDUM FOR: THE PRESIDENT

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Handshake and Photograph with
Mr. Christian de Guigne
Thursday, June 17, 1971
11:45 - 11:50 a.m. (5 mins)

- I. PURPOSE: To renew your acquaintance with Mr. de Guigne ... and to allow him to pay his respects to you.
- II. BACKGROUND: This meeting was set up at the urging of Cap Weinberger, and with the wholehearted endorsement of Bob Finch.

de Guigne, 62-64 years of age, is Chairman of the Stauffer Chemical Company and has his main office in San Francisco. Although you have met him previously, the following facts may be of interest.

- Past Co-Chairman, GOP Finance Committee in California
- Long-time staunch Republican who has never asked for anything and always given most generously of his services and money.
- Active as GOP supporter during the Eisenhower Presidential campaign, and during your campaigns of '60 and '68.
- It is known by de Guigne's personal friends that your seeing him for these few minutes will serve as the "most important recognition" you could give to him for his Party loyalty over the years.

III. PARTICIPANTS: Mr. Christian de Guigne, his two sons, Christian IV and Charles, and Mr. Butterfield.

NOTE: It may be that only the son, Christian, will accompany Mr. de Guigne. We are uncertain at this writing. Both sons are in the 25-35 year age bracket.

IV. PRESS PLAN: Ollie Atkins will take several photographs of you and the de Guignes in front of the Service Flags.

V. ACTION SEQUENCE: Handshake and photograph only. Guests will remain standing. You may want to present cuff links.

Chen

June 16, 1971

MR. PRESIDENT:

Colson tells me that Bob Haldeman has approved the addition of Mr. Melville Stephens at the 4:00 p.m. meeting with Vietnam veteran John O'Neill. Mel Stephens is the fellow who debated John Kerry. Although Kerry got all the publicity (as you know), Stephens did exceptionally well for the side of the patriots. Stephens has just recently been detailed on a temporary basis to Colson's staff.

June 16, 1971

MEMORANDUM FOR: CHIEF LAURENCE B. QUIMBY
Executive Protective Service

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Response to Incident Reported

Please forward through me your explanation to Mr. Ehrlichman of the matter he outlined in his memorandum to you of June 15.

Thank you.

cc: Mr. John D. Ehrlichman

car

June 16, 1971

MEMORANDUM FOR: DR. HENRY A. KISSINGER

Attention: Brig. General A. M. Haig

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Security at SVN-Operated Bases

Someone told the President in the Cabinet Room yesterday that a Marine officer friend of his, just back from gunship pilot duty in Vietnam, couldn't emphasize strongly enough the "gross absence of security at South Vietnamese-run bases" ... Na Trang and others. The young Marine pilot said the lack of security very definitely endangered our aircraft -- the C-130's, etc. He said that on several occasions it was necessary for the American pilots to actually "wake up the South Vietnamese sentries".

The President wants you to look into this matter right away and report back to him -- through the office of the Staff Secretary -- by June 25.

Thank you.

cdw

June 16, 1971

MEMORANDUM FOR: MR. DWIGHT L. CHAPIN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Ambassador Ken Keating

Clark MacGregor told me yesterday that Ambassador Ken Keating is from Rochester and would "dearly love" to arrive in his home town with the President on Friday. I pass this information on without any knowledge whatever of your trip plans. You may want to get back to Clark so that he can put the matter to rest with Keating.

chen

June 16, 1971

MEMORANDUM FOR: DR. DAVID C. HOOPES
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Meeting Schedule

When situations warrant our getting together, we will do so, of course; but meanwhile I would like to establish the period 2:30 - 3:00 p.m. each Tuesday and Thursday for our regular reviews of current projects.

Chen

June 16, 1971

MEMORANDUM FOR: MR. JON M. HUNTSMAN
 Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Procedure When Presidential Briefing Folders
 Are To Be Turned In After 6:00 P.M.

If you don't already provide Mr. Haldeman with a brief sentence or two explaining the reasons why overdue briefing papers were not submitted on time ... please do so henceforth. I would use as an example the situation last night:

-- 12:30 p.m. Mr. Stanley S. Scott (Herb Klein)

Herb is en route home from a trip and insists on signing off on briefing paper already prepared by Margita White. Promised by 8:30 a.m.

-- 12:35 p.m. Presentation by Officers of White House News Photographers Association (Herb Klein)

Same as above.

-- 3:00 p.m. Foreign Minister Singh (Dr. Kissinger)

Paper being retyped due to recent changes in aid program. Promised by 11:00 a.m.

-- 3:45 p.m. Mr. Charles Bluhdorn (John Ehrlichman)

Ehrlichman's office not informed of meeting until just after 6:00 p.m. Item to be discussed will require position statements from three federal departments. Promised by 12:00 noon.

There would be no need whatever to elaborate, but I do think that a short statement as to why papers are not in will be helpful to all of us.

June 16, 1971

MEMORANDUM FOR: DR. HENRY A. KISSINGER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Press Coverage of the Pakistan Situation

The President wanted you to note the fact that weekly magazine reports gave tremendous coverage to the "misery in Pakistan".

Chen

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

June 16, 1971

MEMORANDUM FOR:

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Letters Signed by the President

A

The purpose of this memorandum is to remind you to send to Rose Mary Woods a xeroxed copy of every letter your office has signed by the President. If you do not wish to xerox the signed original, be sure to forward to Rose Mary a carbon copy which reads precisely as the original reads ... and tells how the letter or note was actually signed -- Richard Nixon, RN, etc.

Thank you.

Distribution

R. Finch
D. Rumsfeld
J. Ehrlichman
G. Shultz
H. Kissinger, Atten. J. Davis
C. MacGregor
P. Peterson
W. Timmons
C. Colson
R. Ziegler
H. Klein
R. Price
J. Dean
H. Dent
P. Flanigan
F. Malek
L. Garment

Chen

June 15, 1971

MEMORANDUM FOR: THE PRESIDENT
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Miscellaneous Items Re Tonight's Dinner

1. When you talk to Louis Eilers tonight, you may want to thank him for Eastman's sponsoring of the ABC and NBC coverage of Tricia's wedding. Additionally, you may want to mention that you will be in Rochester on Friday.
2. Jay Lovestone just regretted the party ... on orders from Meany. He called to express his personal regrets and to say that he had no choice in the matter.
3. Today is Dudley Swim's 66th birthday and he will have received a short Presidential note of congratulations just prior to arriving at the Dinner.
4. The German Moselle being served tonight is Schloss Johannisberger 1969. (A copy of the menu is attached.)

P.S. I just talked to Senator Cooper who was aware already of your invitation to Ambassador Keating. Although he is having a small party this evening, both gentlemen plan to leave Cooper's residence together and arrive at the White House by 8:00 p.m.

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

June 15, 1971

CONFIDENTIAL

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Chief Yeoman Phil H. Martinez, USN

Bob:

I interviewed Chief Yeoman Martinez this morning and believe that he will fit the bill exceptionally well. He is quiet, neat and clean ... and appears to have that rare ability to go about his business quickly and efficiently, without fanfare or unnecessary chatter. He has served these past five years as personal stenographer for the Vice Chief of Naval Operations at the Pentagon, and his record there (and previously) would seem to prove his reliability.

A summary of his qualifications is attached hereto and we stand ready to arrange an interview in your office for anytime this week.

Attachment

CONFIDENTIAL

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

June 15, 1971

MEMORANDUM FOR: MR. LILBURN E. BOGGS
Assistant Director, Protective Forces
U. S. Secret Service

MR. VINCENT MROZ
Special Agent in Charge
Secret Service

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Searching Procedure

Please give some serious thought to ways in which we might search briefcases and other containers brought into the White House-OEOB complex without causing embarrassment to the visitors concerned. I have received several complaints in recent weeks and agree with those who brought the subject to my attention that there must, indeed, be a more dignified way of handling this particular security requirement.

I would like to have your ideas before the end of the week.

Many thanks.

Attachment

cc: Laurence B. Quimby
Chief, EPS

bcc: Mr. Peter M. Flanigan (FYI)

William S. Brewster
Chairman of the Board

Boston, Massachusetts USA 02107

May 21, 1971

Mr. Peter Flanigan
Assistant to the President
The White House
Washington, D. C.

Dear Pete:

Thanks for including me at the White House lunch. While the time was very short and we might have had time for more questions, it was certainly worthwhile.

One minor point which I should like to bring to your attention. As I had to leave directly from The White House, I brought my overnight bag with me and your diligent police force, rightfully, wanted to be sure it contained nothing dangerous. As there was no table, booth, or otherwise, I wound up opening my suitcase on the cement walk for them to paw through its contents. I really think the taxpayers could afford a more dignified means of handling this necessary precaution.

I did mention it to one of the guards who may or may not do something about it, but thought perhaps you could assure that something was done about it.

With best regards,

Sincerely,



William S. Brewster

lob

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By JLS NARA Date 3/30/2016

June 15, 1971

CONFIDENTIAL

MEMORANDUM FOR: MR. DANIEL T. KINGSLEY
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Resignation of Presidential Appointee

I am attaching the letter of resignation of Murray L. Weidenbaum, Assistant Secretary of the Treasury for Economic Policy. It was brought to the President's attention last Friday by Secretary Connally who was in the President's office on that day on other business. As you will note, Murray does not plan to leave his office at the Treasury Department until early August.

In coordination with Fred Malek, please take whatever action is appropriate at your end of the line, and then ask Mike Smith to prepare a Presidential letter of acceptance.

Thank you.

Attachment

CONFIDENTIAL

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By JS NARA Date 3/30/2016

June 15, 1971

CONFIDENTIAL

MEMORANDUM FOR: MR. LAWRENCE M. HIGBY
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Dr. Kissinger's Agent

I have talked to Dick Kennedy about Dr. Kissinger's agent and the matter which you outlined in your June 8th memorandum to me. Dick will talk to the several agents on the Kissinger detail and make it clear to them that the West Wing Reception Room is not for informal lounging.

Meanwhile, I have made the same point in more general terms to Director Rowley. I told him that by and large the agents were not guilty of sloppy or unbecoming posture -- whether on or off duty -- but that all of us here kept an eye out for that sort of thing and that the agents should keep that in mind and stay continuously on their toes.

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By 245 NARA Date 3/30/2016

June 15, 1971

CONFIDENTIAL

MEMORANDUM FOR: BRIG. GENERAL JAMES D. HUGHES
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Selection of an Army Physician

Please work with me during the final screening of nominees to
replace Dr. Bear.

Thank you.

cc: Brig. General Walter Tkach

CONFIDENTIAL

THE WHITE HOUSE
WASHINGTON

June 15, 1971

TO:

FROM: ALEXANDER P. BUTTERFIELD

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

chen

Enclosure: Willy Brandt Dinner Guest List

Distribution:

Sec Rogers
Sec Connally
Sec Laird
Sec Stans
Chmn Arthur Burns, FRS
Dir. Frank Shakespeare, USIA
Chmn Paul McCracken, CEA
Dir Gerard Smith, US AC & DA
Dr. Kissinger
Mr. Peterson
Mr. Scali

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

June 14, 1971

MEMORANDUM FOR: MR. JON M. HUNTSMAN
Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Miscellaneous Items

Negotiations Concerning Office Space

I want to confirm in writing what I mentioned to you last week -- that you should stop dealing with other than top White House staff members on matters which will, or may, affect their office areas ... directly or indirectly. We have had three flaps concerning office space -- three in the last 3-4 months. Each resulted from the actions (premature, unpremeditated, presumptuous, excitable, over-anxious, etc.) of a relative underling assigned to a key staff official. Your schemes or proposals should be put to the most senior people concerned -- on a person-to-person basis -- at the very outset, along with your objectives and rationale. As your short (FYI) meetings come to a close, you should tell each official that you will be working out the details of the basic proposal and/or its alternatives with whomever he designates as his representative, and that no moves will be implemented without his knowledge and eventual agreement.

Periodic Meetings Between You and Me

I have just set aside the half-hour period, 2:30-3:00 p.m., each Monday, Wednesday and Friday to meet with you on whatever matters of mutual concern are most pressing. Perhaps I should have done this some time ago. I think it's a good idea and that it will help reduce the number of sensitive memoranda that I see bouncing from office to office. I will meet separately with Dave Hoopes on whatever projects he may be working on for me.

Indiscriminate Hiring of New Personnel

John Dean's orientation package for new and old personnel might well contain a section which warns key staff members against indiscriminate hiring of new personnel. We should give some thought to what such a short blurb would say -- perhaps something along these lines:

Although we believe most staff members understand the importance, indeed the necessity, of obtaining a final clearance from the office of the Staff Secretary prior to hiring new personnel and committing to them specific annual salaries, we want to emphasize the fact that we are operating now at slightly more than peak capacity in terms of both administrative and office space allowances. The central point of contact for all personnel and administrative matters is the immediate office of Mr. Jon M. Huntsman, Staff Secretary. Please make a point of notifying him of your requests at an early date -- i. e. as you see them developing -- and realize meanwhile that we will be reducing slightly (rather than expanding) our staff total between now and September 1st.

But it may be that a memorandum from you to key staff members now would be more appropriate than inserting these words sort of permanently in the John Dean book. I think it would, but I will discuss the matter further when we meet this afternoon.

Accountant to Monitor Special Fund Expenditures

Bruce Kehrli asked me if I'd seen a memo from you on the general subject underlined above. I don't recall having read anything of that nature recently -- but on the surface, I'm opposed to such a plan. I know that the RNC has special funds and that we have great responsibility insofar as their accounting is concerned, yet if the situation appears precarious, we should first review such things as organization, coordinating procedures, and the degree to which discipline is exercised. We'll talk about this at our meeting, too.

June 14, 1971

MEMORANDUM FOR: MR. RAYMOND K. PRICE, JR.
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Recommended Telephone Call Sheets

Ray:

Please submit your Recommended Telephone Call sheets directly to me rather than as a part of your weekly mail sampling. And don't forget to add to the last part of the background a statement of fact assuring the President that a Presidential or staff letter has not yet been written to the person to be called.

Many thanks.

Chun

June 14, 1971

MEMORANDUM FOR: MR. PETER M. FLANIGAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Jim Shepley's Son

The President read your June 11th note about Jim Shepley's son and said that he must, indeed, be a fine man.

chen

June 12, 1971

MR. PRESIDENT:

HERE ARE SOME NEWS ARTICLES
FROM YOUR DAILY SUMMARIES WHICH
YOU MAY NOT HAVE HAD TIME TO FOCUS
ON DURING THE WEEK.

Chen

June 12, 1971

MR. PRESIDENT:

THESE FEW ITEMS WERE LEFT
AT CAMP DAVID LAST WEEK. YOU
MAY HAVE READ THEM BUT WE
WERE NOT SURE.

MEMORANDUM

edron

THE WHITE HOUSE

WASHINGTON

June 12, 1971

MEMORANDUM FOR: DR. HENRY A. KISSINGER
MR. JOHN W. DEAN, III

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Quaker Vigil for Peace

The attached letters were delivered to me yesterday via the Secret Service. I pass them on to you for your general interest -- and for whatever disposition you think appropriate.

Attachments

cc: Mr. Charles W. Colson
Mr. Ronald L. Ziegler