

Chen

THE WHITE HOUSE

WASHINGTON

AGENDA

CABINET MEETING

Monday, November 15, 1971

3:00 - 4:00 P.M.

3:00 - 3:10

I. REPORT ON THE TRANSITION FROM
PHASE I TO THE POST-FREEZE
STABILIZATION PROGRAM

Honorable Donald Rumsfeld
Counsellor to the President

(5 min)

a) Brief Report

(5 min)

b) Discussion

3:10 - 3:30

II. TRANSPOR '72

Honorable John A. Volpe
Secretary of Transportation
(assisted by Mr. William Bird, Consultant
for Transpo '72)

a) Presentation

(15 min)

-- Resume of plans laid thus far
(5-6 color slides)

-- Statement of importance of cooperation
by Federal Departments and Agencies

(5 min)

b) Discussion

3:30 - 3:50

III. TRIP REPORT

Honorable John A. Volpe
Secretary of Transportation

(15 min)

a) Statement of highlights of visits to Germany, Italy, Poland, Romania and Spain

(5 min)

b) Discussion

3:50 --

IV. BRIEF CLOSING REMARKS BY THE
PRESIDENT

You may want to:

- 1) Take this opportunity to make the Cabinet Chair presentation to Cliff Hardin. (The chair has been purchased already by his colleagues at the Department of Agriculture.) Cliff will remain the Agriculture Secretary through Wednesday evening, at which time he departs the city. Under Secretary Phil Campbell will assume the duties of Acting Secretary on Thursday.
- 2) Say a word or two about your troop withdrawal announcement.

NOTE: A list of participants and observers is at Tab A. Some information pertinent to the Cabinet Chair presentation (if you should decide to do it) is at Tab B.


Alexander P. Butterfield

TO BE IN ATTENDANCE

At Cabinet Table

The President

--

(The Vice President - en route to Los Angeles)

Secretary Rogers

Secretary Connally

Secretary Laird

Attorney General Mitchell

Under Secretary Pecora

(Sec Morton - San Francisco)

Secretary Hardin

Secretary Stans

Secretary Hodgson

Under Secretary Veneman

(Sec Richardson - Philadelphia)

Secretary Romney

Secretary Volpe

Ambassador Kennedy

Director Shultz

--

(Counsellor Finch - South America)

Counsellor Rumsfeld

--

(Amb Bush - UN. This is first day PRC delegates seated.)

Staff

Mr. Haldeman

Mr. Ehrlichman

~~Dr. Kissinger~~

Mr. R. Price

Mr. Ziegler

Mr. Butterfield

Others

~~Chmn Dole, RNC~~

Mr. William Bird, V.P., Kaiser Industries

(on leave without compensation -- now serving as Transpo '72 consultant to DOT)

Mr. Chester Spurgeon, DOT

Chen

November 15, 1971

Dear Paul:

It was great receiving your note of November 10th ... and thanks a million for checking in. I have thought about you on numerous occasions -- mostly in connection with our continuous search for talented young executives. I won't go into detail now, for I haven't time; but I do want to encourage our keeping in touch now that contact has been reestablished.

No, I don't get on any of the overseas trips. My job is primarily administrative, so I keep the home fires burning unless the President is going to stay someplace out of the city for four or five days or more. On those occasions, I accompany him. That means I go almost always to San Clemente ... and now and then to Camp David and Key Biscayne. Bob Haldeman is the personal staff member who accompanies the President on his travels. However, if Bob does not go with the President for one reason or another, I fill in in his place. I am really sort of a jack-of-all-trades insofar as keeping tabs on the President's schedule and personal affairs are concerned. This means, in essence, that I supervise the operation of the staff secretariat (administration, budget, office space, briefings and debriefings for arriving and departing staff members, perquisites, flow of papers to and from the President's desk, etc.); monitor in a supervisory way the daily activities of the President; oversee the "security clearance" processes; and serve in a liaison capacity between the President and the Military Aides Office, the Office of White House Visitors, the Secret Service, the Social Office and several other support elements. Additionally, I am the Secretary to the Cabinet. This may seem like a lot, but really, it isn't. So much of it, as I mentioned, is supervisory in nature -- over exceptionally capable people -- that the hours aren't as bad as they were in some of my Air Force assignments. Even the Cabinet Secretary duty does not take as many hours per week as one would imagine. And then, when the President is away from the White House, much of what I must do when he is here can be forgotten until his return. None of this is to say that we just sit around here with our feet on the desks ... but I wouldn't want to sound dramatic about "all of our

responsibilities". The environment, of course, is superb ... as are the staff members. There is absolutely no elbowing one another out of the way or jockeying for position. Most of the staffers were good friends during the '68 campaign, and many of them were close to each other during the '60 campaign.

But enough of this. You will just have to drop by the next time you're in the U.S. and observe for yourself.

Charlotte and the children are fine, although she and Susan had a bad head-on automobile accident a year ago (November 16th). Alex is a pre-med student at Duke University and Susan is at the University of Virginia.

Write again soon and tell me all about your rapid rises with Coca Cola. Meanwhile, my thanks again for your letter and all the best.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Mr. Paul J. Graf
Manager
Southeast Asia Region
The Coca Cola Export Corporation
P.O. Box 523
Bangkok, Thailand

Chan

November 15, 1971

MR. PRESIDENT:

Cabinet Meetings: In the nearly 34 months of your Administration, you have met with the Cabinet 48 times (including today's meeting).

-- 13 mtgs throughout '69

-- 15 mtgs throughout '70

-- 20 mtgs to date in '71

This equates to one meeting every 19 or 20 days.

MEMORANDUM

Determined to be an
Administrative Marking
Not National Security Information
By 145 NARA Date 4/4/2016

THE WHITE HOUSE

WASHINGTON

November 15, 1971

CONFIDENTIAL

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Guest List for the Medici Dinner
(December 7) and Other Major Social
Events Which Follow

The President reiterated to me this morning two points he had made back in early September -- I believe while we were still at San Clemente. They were:

1. Be certain that Chuck and Rose sit down together and review the Medici guest list before invitations are sent out. We want to be absolutely sure that we are taking full advantage ("politically") of this and other dinners which follow.
2. I still think we are having the Cabinet Members too often. Let's be sure that we get a good representation of Deputy and Under Secretaries ... and other Sub-Cabinet people, as well.

CONFIDENTIAL

Chen

November 15, 1971
9:30 a.m.

MEMORANDUM FOR: MR. DWIGHT L. CHAPIN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Entertainment Package for December 18th
Evening at the White House

I mentioned to you last week that I would be back today with a report on the latest status of the entertainment package for the December 18th Evening at the White House. As of 9:00 a.m. today, the plan is as follows:

8:30 - 8:55 p.m.	Singing by the Pat Boone family ... interspersed by light religious and Christmas readings, perhaps only one or two, by Jimmy Stewart
8:55 - 9:05 p.m.	Singing by Pearl Bailey
9:05 - 9:15 p.m.	Group singing led by Pearl Bailey
9:15 - 9:20 p.m.	Finale (probably White Christmas by Bing Crosby who will have been invited as a guest, but primed for this "surprise" participation)

This plan pretty well meets the requirements set down by the President -- that the theme of the Christmas Season Evening at the White House be set along "generally traditional lines". Mrs. Nixon has approved the plan ... as has the President. Penny Adams is moving ahead with arrangements.

chen

THE WHITE HOUSE

WASHINGTON

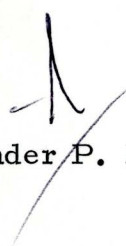
November 15, 1971

The following persons from outside the White House - OEOB complex will be attending a Cabinet Meeting in the Cabinet Room at 3:00 p.m. today:

Secretary Rogers (State)
Secretary Connally (Treasury)
Secretary Laird (Defense)
Attorney General Mitchell (Justice)
Under Secretary Pecora (Interior)
Secretary Hardin (Agriculture)
Secretary Stans (Commerce)
Secretary Hodgson (Labor)
Under Secretary Veneman (HEW)
Secretary Romney (HUD)
Secretary Volpe (Transportation)
Ambassador Kennedy (State)
Ambassador Bush (UN)
Senator Dole (RNC)
Mr. William Bird (Transportation)

Please ensure their immediate access.

Thank you.


Alexander P. Butterfield

char

November 15, 1971

Julie:

The President asked me to bring to your attention a piece which appeared in his morning News Summary. It concerned Paul Healey's column in the New York Daily News which featured the "GOP secret weapon". What was it? "Julie Eisenhower ... her dad's tireless backer". The article went on to say, "It is doubtful indeed that the Democrats will ever come up with anyone to match this charming bundle of energy."

Alex Butterfield

Chen

November 12, 1971

MEMORANDUM FOR: THE PRESIDENT

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Invitation to Former President and
Mrs. Johnson to Attend White House
Worship Service

Former President and Mrs. Johnson have accepted your invitation for them to attend the White House Worship Service on November 14th. They know that they are to meet with you and Mrs. Nixon in the Yellow Oval Room prior to the Service.

Chen

November 12, 1971

MEMORANDUM FOR: MR. WILLIAM L. SAFIRE
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Commendation from the President

The President remarked yesterday afternoon that you had done a really outstanding job on the Domestic and Foreign Affairs briefing books. He was most appreciative of the long hours you put in on the project.

November 12, 1971

MEMORANDUM FOR: THE PRESIDENT
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Miscellaneous Items

1. John Ehrlichman is anxious to talk to you about possible initiatives for property tax relief. He submitted a memorandum on this subject last weekend and attached to it was a 3-page action paper which you still have in your briefcase.
2. Former President and Mrs. Johnson have accepted your Worship Service invitation ... which, incidentally, was extended to them in precisely the context you desired. They know that they are to meet with you and Mrs. Nixon in the Yellow Oval Room prior to the Service -- and stand with you in the receiving line. We do not yet know about the Robbs attendance at the Service.
3. Chuck Colson heard from Don Johnson this afternoon that Mrs. John Eisenhower's father -- Colonel Percy Thompson -- has just been admitted to Gainesville, Florida Veterans Hospital with pneumonia and high fever. According to Walt Tkach, the elderly gentleman has had several strokes and is very ill.
4. Tricia and Ed are driving to Camp David now. They will arrive about 7:00 p.m.

Chen

November 12, 1971

Memorandum for: Mr. H. R. Haldeman
From: Alexander P. Butterfield
Subject: Presidential Certificates
for Staff Assistants

This is one of those memos (attached) which I initialed mechanically ... only because it is being sent to you by way of my office. I have had nothing whatever to do with the development of this particular project -- and whereas I am not really opposed to the issuance of "Presidential Certificates" to White House Staff Assistants, I do believe very strongly that everyone shouldn't get everything, that there should be such a thing as perquisites, and that they should be doled out by degrees based on the various kinds of seniority. Otherwise, those who are relatively young and inexperienced will have little or nothing to work for and look forward to.

Attachment

THE WHITE HOUSE ,
WASHINGTON

November 12, 1971

PERSONAL

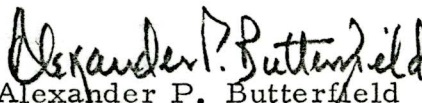
MEMORANDUM FOR:

MEMBERS OF THE CABINET

SUBJECT:

Cabinet Meeting - November 15

The next meeting of the President's Cabinet will be held on Monday, November 15th. The 1-hour session will begin promptly at 3:00 p.m.


Alexander P. Butterfield
Deputy Assistant to the President

PERSONAL

November 11, 1971

MEMORANDUM FOR: MR. RAY PRICE

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Preparation of Short Presidential Note to
Mr. Jack Gilbert, Member of the KCRG
Editorial Board

Please prepare for the President's signature an appropriate note to Mr. Jack Gilbert, Member of the KCRG Editorial Board, expressing appreciation for his broadcasting the editorial comment which appears on the attached sheet.

Thank you.

Attachment

cc: Herb Klein
Charles Colson

APB:elr

November 11, 1971

MEMORANDUM FOR: MR. CHARLES COLSON
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: CBS Again

The President wanted you to note the fact that this morning's News Summary mentioned CBS's referral to a recent GI death toll of seven (7), in a single day, as the "highest in over two months."

APB:elr

November 11, 1971

MEMORANDUM FOR: DR. KISSINGER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: National Security Briefing for Former
President Johnson

Henry:

The attachment to this memorandum tells of Former President Johnson's plan to come to Washington this weekend. He will be accompanied by Mrs. Johnson, and the couple will be staying at Blair House.

The President would like for you to give a call to the Former President sometime during his stay and offer to drop by and give him a short briefing on the current National Security situation.

Attachment

APB:elr

November 10, 1971

MEMORANDUM FOR: MR. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: The Rufus Youngblood Matter

The delay in getting things off the ground on the Rufus Youngblood matter was due at first to John Dean's absence from Washington over a long weekend and our consequent postponement of a meeting between John, Director Rowley, Jack Warner (the Secret Service's Public Relations Chief) and me. On the day the meeting was to be held, John couldn't make it ... so I met alone with the Secret Service representatives. Rowley and Warner felt fairly strongly that any countering of the Youngblood utterances would serve only to fan the flames and give the former Deputy Director and the things he is saying far more publicity than they deserve. Subsequently, I ran this response by your 10 o'clock meeting group and those present seemed about evenly divided on the matter -- Chuck Colson being the most outspoken in support of the Secret Service position and Larry Higby (with some help from Malek) being the most outspoken in opposition. Again, John Dean was not present.

Now, today, after having received your note on this subject and having talked to John Dean, I have asked the Secret Service to prepare a paper which will list each Youngblood allegation and the true facts of the matter. With that material in hand (Friday morning, November 12), we will be able to move at last in the direction initially contemplated.

APB:elr

November 10, 1971

MEMORANDUM FOR: FRED MALEK
DAN KINGSLEY

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Mr. Joseph W. Garrett, Former Vice President
U.S. Steel

I am attaching some information concerning Mr. Joseph W. Garrett, a former Vice President of U.S. Steel. In light of the material presented you may want to consider him as a candidate for a Presidential appointment to one of our Boards or Commissions.

Attachment

cc: Peter Flanigan

APB:elr

November 10, 1971

CONFIDENTIAL

MEMORANDUM FOR: H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Assignment of Military Personnel to the
White House Photo Office

Brigadier General Hughes has reviewed the modified proposal to attach temporarily six (6) U.S. military photographers to the White House photo lab on a PCS (permanent change of station) basis.

His reply is to the effect that his original method of computing the approximate costs (to DOD) of this action is correct -- meaning that PCS assignments are out of the question -- and that although the request can be fulfilled, it would be most inadvisable to involve members of the Armed Services, in even a peripheral way, in the political campaign activity.

Based on some of my past personal experiences -- and my awareness of the large number of persons such as Joe Califano, Marvin Watson, and others like them in the enemy camp who are crouched in the wings spring-loaded to trip us up publicly on such "typical improprieties" -- I concur with the position taken by the Military Assistant.

bcc: Brig. General Hughes

APB:elr

CONFIDENTIAL

November 10, 1971

CONFIDENTIAL

MEMORANDUM FOR: H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Assignment of Military Personnel to the
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bcc: Brig. General Hughes

APB:elr

CONFIDENTIAL

November 10, 1971

CONFIDENTIAL

MEMORANDUM FOR: MISS TRUDY BROWN
Security Assistant

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: FBI Full Field Background Investigations
of Presidential Appointees

It is my understanding that there are several Presidential appointees on our list of Subcabinet members who have only "name check" information in their security files. If, in fact, FBI full field background investigations of these persons have not yet been conducted, please see to it that they are initiated without appreciable delay. According to my records, the individuals whose security files are incomplete are:

Honorable William Walton, Chairman, Commission of Fine Arts
General Mark Wayne Clark, USA (Ret.), American Battle
Monuments Commission - Note: In the case of General
Clark, a copy of the DOD security file will suffice
Honorable Ben Reifel, Chairman, National Capital Planning
Commission
Honorable Ronald S. Berman, Acting Chairman, National
Endowment for the Humanities
Honorable Philip H. Trezise, Assistant Secretary of State
for Economic Affairs
Honorable Erwin N. Griswald, Solicitor General, Department
of Justice

I will not insist that in all cases FBI full field background investigations be conducted if you can gather sufficient material from other departments and agencies.

Thank you.

CONFIDENTIAL

APB:elr

Chen

November 10, 1971

MEMORANDUM FOR: MR. NOBLE MELENCAMP
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Revision of List of Subcabinet Members

Please revise the official list of Subcabinet members by deleting the following persons who are not Presidential appointees:

Department of the Treasury

John K. Carlock, Fiscal Assistant Secretary
Ernest C. Betts, Jr., Assistant Secretary for Admin.

Department of the Army

John E. Davis, Director of Civil Defense
Robert E. Jordan, III, General Counsel

Department of the Navy

Hart T. Mankin, General Counsel

Department of the Air Force

Jack L. Stempler, General Counsel

Department of Justice

Leo M. Pellerzi, Assistant Attorney General, Admin. Division

Department of Agriculture

Frank B. Elliott, Assistant Secretary for Admin.

Department of Commerce

Donald P. Katz, Director, Office of Foreign Direct Investment

Department of HEW

Rodney H. Brady, Assistant Secretary for Admin.
James B. Cardwell, Assistant Secretary Comptroller
Dr. Charles C. Edwards, Commissioner of Food and Drugs
Dr. Robert Q. Marston, Administrator, National Institute of Health
Dr. Vernon L. Wilson, Administrator, Health Services and Mental
Health Administration
John D. Twiname, Administrator, Social and Rehabilitation Service

Department of HUD

Lester P. Condon, Assistant Secretary for Admin.
George Bernstein, Federal Insurance Administrator

Department of Transportation

William S. Heffelfinger, Assistant Secretary for Admin.

Send a copy of the revised list to me and another to Miss Trudy Brown. The new list should be bound by a cover of some kind (a regular three ring notebook will serve the purpose very well) and tabbed by sections in this order:

Executive Office of the President
Federal Departments
Agencies, Commissions, Boards and Special Offices

Thank you.

cc: Jon Huntsman

APB:elr

November 10, 1971

MEMORANDUM FOR: MR. MICHAEL SMITH
 FROM: ALEXANDER P. BUTTERFIELD
 SUBJECT: Preparation of Presidential Letters

Please prepare for the President's signature two short notes -- one to James R. Schlesinger, Chairman of the Atomic Energy Commission, to congratulate him for the safe and efficient manner in which the Cannikin test was conducted, and one to Mr. Fred Borch to express appreciation for his support of our new international economic policies.

The text of the Schlesinger correspondence should be developed from the information on the attached "recommended telephone call" sheet and coordinated prior to final typing with Messrs. Colson and Rhatican. The text of the Borch letter should be developed from the information on the other attachment to this memorandum and coordinated prior to final typing with Mr. Peter Flanigan.

Thank you.

cc: William F. Rhatican
 Charles W. Colson
 Peter Flanigan

APB:elr

**RICHARD NIXON PRESIDENTIAL LIBRARY
DOCUMENT CONTROL SHEET**

ITEM REMOVED FROM THIS FOLDER

A RESTRICTED DOCUMENT OR CASE FILE HAS BEEN REMOVED FROM THIS FILE FOLDER. FOR A DESCRIPTION OF THE ITEM REMOVED AND THE REASON FOR ITS REMOVAL, CONSULT DOCUMENT ENTRY NUMBER 8 ON THE DOCUMENT WITHDRAWAL RECORD IN THE FRONT OF THIS FILE FOLDER.

Chron

November 9, 1971

MEMORANDUM FOR: DWIGHT CHAPIN
DAVE PARKER

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: The President's Schedule

As you will note by reading the attached item, the President has agreed to participate at a "brief dinner or lunch" with Jack Dreyfus ... with no one else present.

Attachment

APB:elr

November 9, 1971

Chen

CONFIDENTIAL

MEMORANDUM FOR: PETER FLANIGAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Post for Wiley Buchanan

Peter:

I am attaching a copy of a memorandum from Rose Woods to the President, dated November 2. As you will note, it concerns an ambassadorial appointment for Wiley Buchanan.

The President has agreed (here) to "give him a minor post", but I thought it best that you give this item some thought and forward a memorandum of your own on just what action might be most appropriate.

Attachment

APB:elr

CONFIDENTIAL

Chapin

November 9, 1971

MEMORANDUM FOR: DWIGHT CHAPIN
DAVE PARKER

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: The President's Schedule

As you will note by reading the attached item, the President has agreed to meet with Najeeb Halaby for about 20 minutes ... with Peter Flanican sitting in.

Attachment

APB:elr

Chapin

November 9, 1971

MEMORANDUM FOR: DWIGHT CHAPIN
DAVE PARKER

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: The President's Schedule

The President agreed sometime ago -- and reiterated his intentions again over the weekend -- to drop by Hobe Lewis' house for dinner sometime during the Christmas season, probably before Christmas, but at any rate when Mrs. Nixon, Julie and David can accompany him. Temporary plans call for the President's party staying at the Essex House and combining with the New York visit attendance at a service at Dr. Peale's church.

APB:elr

November 9, 1971

Dear Ted:

I have just read your memorandum concerning your discussion with Roman Hruska about an appearance before the Senate Constitutional Rights Subcommittee -- and I feel very strongly that as Vice President you should never appear before a Committee of Congress.

With best personal regards,

Sincerely,

The Honorable Spiro T. Agnew
The Vice President of the United States
The White House
Washington, D.C.

RN:APB:elr

November 9, 1971

MEMORANDUM FOR: LUCY WINCHESTER

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Worship Service Invitation (Bishop Bernadine)

To confirm my earlier telephone request of Debbie Sloan, please invite Bishop Bernadine (Director of the U.S. Catholic Conference) to the White House Worship Service on November 14. He should be considered as a part of Chuck Colson's quota.

APB:elr

**RICHARD NIXON PRESIDENTIAL LIBRARY
DOCUMENT CONTROL SHEET**

ITEM REMOVED FROM THIS FOLDER

A RESTRICTED DOCUMENT OR CASE FILE HAS BEEN REMOVED FROM THIS FILE FOLDER. FOR A DESCRIPTION OF THE ITEM REMOVED AND THE REASON FOR ITS REMOVAL, CONSULT DOCUMENT ENTRY NUMBER 9 ON THE DOCUMENT WITHDRAWAL RECORD IN THE FRONT OF THIS FILE FOLDER.

Chron

November 8, 1971

MEMORANDUM FOR: MR. EGIL KROGH
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Acknowledgement to Bernard Workman

I talked to Mr. Bernard Workman on the telephone the other day and listened for several minutes to his complaint that we have not acknowledged "any of his letters" concerning his ideas on ways to eliminate heroine traffic from this country. I do not know how many letters he has written to us but even he admits (by way of an enclosure with his note to me) that the Treasury Department acknowledged an early 1967 letter and went so far as to have him in for a personal interview.

At any rate, he is upset because he has heard nothing back from us regarding his October 4 correspondence to Mrs. Nixon.

Please take whatever action you think appropriate.

Thank you.

Enclosure: Incoming correspondence from Mr. Workman

APB:elr

Chron

Determined to be an
Administrative Marking
Not National Security Information
By 345 NARA Date 4/4/2016

THE WHITE HOUSE

WASHINGTON

November 5, 1971

CONFIDENTIAL

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Election Year Eve Analysis of Duties
and Responsibilities

There is perhaps less election year eve gearing up to be done in my areas of responsibility than in those of most others -- yet it is obvious, even at first-glance, that some changes can and should be made. I gave thought to the matter assuming, as I felt I must in order to view and write things with at least a modicum of conscience, that my own role would remain essentially the same for the balance of the term. But the thinking exercise, by and large, was preliminary; and for that reason resultant comments, outlined below by functions and offices in which I have either a supervisory or liaison interest, are a bit sketchy. My second assumption, however, is that we will continue to analyze and refine.

1. Daily Activities of the President (Direct supervision over Steve Bull) -- I have no comments which relate to this responsibility. Events in the President's day are considered, reviewed and scheduled by others. Steve and I merely implement, rather mechanically, what is passed on to us -- he in a "traffic cop" sort of way, and I in the manner of a "traffic coordinator".

2. Office of Presidential Papers (Direct supervision over Jack Nesbitt) -- There have been some improvements in the general maintenance of the President's Log over the past 6-month period, but not yet enough to warrant a celebration. The weakest area is that which pertains to Presidential travels, for no one individual in the Presidential (traveling) party is held responsible for compiling the "activity" data and by day's end double-checking its accuracy. We do a good deal better than we used to at Camp David, Key Biscayne and San Clemente -- but on visits to other places (here in the U.S., and overseas especially) a surprising amount of information of

probable historical value does slip by unrecorded. In view of the fact that the President will be on the road more this coming year than he was during any of the previous three, immediate resolution of this data gathering problem becomes a must. I have made a special note of the requirement and will report back to you before the end of the month on what actions have been taken to satisfy it once and for all.

3. Office of the Staff Secretary (Direct supervision over Jon Huntsman) -- Believing that Jon should speak for himself on the major items associated with the Staff Secretariat, I am attaching at TAB A his memorandum to you on the subject of the election year. The memo at TAB B also pertains. It is a copy of Jon's November 4 correspondence to Fred Malek on Secretariat reorganization -- or perhaps, to be accurate, I should say, "abolishment". I will not go into detail here for his statement of the proposals is clearly put and concise. But in a word, he recommends acknowledgement of the four categories into which the current duties and responsibilities of the Staff Secretary fall, and reassignment of those four job areas to the three persons who can assume them most easily and appropriately ... and give attention to them most independently. I am familiar with the plan, endorse it strongly, and hope that you will give favorable consideration to at least a 30-day trial run before the end of the calendar year.

4. Security Clearances for Presidential Appointees and Others (Direct supervision over Trudy Brown) -- The coming year, with its increase in Presidential activities, will bring an increased work load to the Security office. It will come on the heels of a really magnificent effort by Trudy Brown's staff and FBI investigative task forces to provide almost immediate background information on the literally hundreds of candidates for appointments to the Pay Board, Price Commission and other elements associated with the Economic Program's Phase II ... and concurrently with the "3-year updating" investigations about to begin on all those appointed by the President in early 1969. I have no objection to Trudy's people burning the midnight oil, but they have been at it now for quite some time. Suffice it to say here that whereas I do not recommend a personnel augmentation of even one file clerk, there is a correlation between Presidential activities (the numbers of people with whom the President comes in contact) and the Security office function. Consequently, I will be keeping a close watch on developments.

5. Internal Security (Policy guidance for, and general liaison with: Al Wong for identification passes, document security and technical security; and Vince Mroz for EPS matters) -- Although I once favored the institution of a new pass system here at the White House, I believe now that a more worthwhile course of action would be to better educate all concerned about the current system, why it has been devised as it has, and why it must be strictly adhered to. I have met with Al Wong on this matter and will have a report soon on what can be done to give staff members a greater appreciation for the precautions taken and demands made. Meanwhile, we will redouble our efforts to issue passes with discrimination (and discretion), and to retrieve passes from those who departed without surrendering them as asked. Document security and the subject of leaks can and will be given greater attention in the succeeding months. Here again, education is the key, for almost all violations are inadvertently committed. The education process will highlight a number of "danger areas", among them: (1) dating members of the press; (2) failing to escort visitors back to lobbies, waiting rooms and exit points; (3) failing to ensure the destruction of typewriter ribbons; (4) revealing sensitive information on the telephone to persons not thoroughly identified; and (5) assuming that all campaign staff "volunteers" are Nixon loyalists. The election year will generate hundreds upon hundred of infiltration attempts by our political opponents -- far more than we have had to date -- and the staff must be made aware of the pitfalls to complacency. The EPS problems are being attended to, but admittedly without much noticeable improvement. I am working, primarily with Deputy Chief Drescher (who came to us from the MPD and impresses me as a very savvy policeman of the Wilson variety), to instill a "security with courtesy" sort of motto and not only to recognize acts of unusual courtesy, but to start applying strict disciplinary measures when exceptional courtesy is not shown. As for personnel at the top, I am for near future removal of both Quimby, the Chief, and Mroz, the Secret Service Agent in Charge. Both are impediments to progress. I will meet soon with John Dean to work out a plan.

6. Presidential Protective Division, USSS (Policy guidance for, and general liaison with Bob Taylor) -- My only thoughts about the PPD, in the context of election year considerations, concern organization. It is my opinion that Bob Taylor should remain as Special Agent in Charge, with Bill Duncan serving as his "operational" deputy, until the end of the campaign period ... but no longer. From mid-November until mid-January ('72 and '73) Bill Duncan and Dick Keiser should transition into the one and two slots respectively.

Meanwhile, I must get together with John Dean and Dwight Chapin to establish more clearly who calls the shots when various Secret Service matters require attention. The most appropriate formula, I believe, is one that puts all PPD (i.e. First Family) issues on my desk and allows me to delegate to Dwight the handling of those which involve trip problems. The remainder of the Secret Service liaison should be from John Dean's office.

7. Office of White House Visitors (Policy guidance for, and general liaison with Mike Farrell) -- Mike will continue to think of and recommend special events which may have, to us, an election year appeal. Meanwhile, I do not propose a change in visiting hours or basic operation of the Visitors Office. The matter that does need attention, however, is Mike's liaison with the Colson-Klein staff. He, of course, comes into direct contact with nearly all luminaries who arrive and depart the tour area. More often than we realize, these people -- athletes, entertainers, etc. -- upon their departure from the complex, are caught up in a patriotic and/or Nixon fervor that would put most of us to shame. They want more than anything to participate, to join, to sign up -- in some way to contribute. But because all zeal diminishes in time, it becomes quite important, if we are to capitalize on this phenomenon, for Mike to know precisely who to call upon to take charge ... regardless of the hour. I will be working out a plan this month.

8. Office of the Military Assistant (Policy guidance for, and general liaison with Don Hughes) -- I will ensure that Brent Scowcroft receives a good thorough series of briefings on what we do, how we do it, and why. It is important for him, at the outset, to have an understanding of our modus operandi ... so that he will not go immediately on the defensive and deal with us as members of an enemy camp. The only other item I want to mention in this paragraph does not concern anything the Aides can do better or differently. But they are indirectly involved. The subject is travel reimbursement and the accurate statements of the purposes of trips taken by the President and members of his staff. I know that you and some others are aware of the dangers that lurk in this area -- but we must educate everyone.

9. The White House Social Office (Policy guidance for, and general liaison with Lucy Winchester) -- I have no comment relative to election year considerations for the Social Office, but I will say that since September we have held both a preliminary and a final planning meeting prior to each major social event ... and the additional preparation, and coordination with interested

CONFIDENTIAL

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personnel, has proven worthwhile.

10. Ushers Office and the Residence Staff (Policy guidance for, and general liaison with Rex Scouten)-- No comment.

11. The Curator's Office (Policy guidance for, and general liaison with Clem Conger) -- No comment.

12. The West Reception Room (Policy guidance for, and general liaison with Shelley Buchanan) -- No comment. As you know, Shelley has been given just recently the responsibility for appropriate filling of seats in the Presidential Boxes at the Kennedy Center. Bruce Kehrli has briefed her carefully and any discussions of improvements on the system at this time would seem premature. I know that she understands our objectives.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

CONFIDENTIAL

November 4, 1971

MEMORANDUM FOR:

H. R. HALDEMAN

THROUGH:

ALEXANDER P. BUTTERFIELD

FROM:

JON M. HUNTSMAN

SUBJECT:

Election Year Status Report

We have recently submitted to you our October Quarterly Report concerning White House Support Activities (Staff Mess, OEOB Mess, Office Space, White House Transportation, Health Unit, etc.). Quarterly reports will be submitted in January, April, July and October 1972. It is not anticipated that any significant problems or adjustments will develop in the support operations noted above. We are currently holding a sufficiently large number of offices for potential use in the campaign, available in both the OEOB and the NEOB.

The White House budget appears to be in excellent shape. The President's Travel Account (\$75,000 per year) is being closely guarded. Currently we are on a program to shift expenses to other accounts in order to keep this unaudited account as high as possible for the latter part of FY-72. Our overall expenses and withdrawals from RNC funds have been on the down swing for the past several months. Our Special Projects Account will have a healthy surplus by the end of FY-72, if all reimbursements have been made by that time (the major reimbursement will be made by the Drug Agency when legislation is passed on its behalf).

The White House Staff personnel strength has been reduced from 547 on August 15 to 519 as of this morning. This is a reduction of 4% below our authorized personnel strength of 540. By the end of November, we will reach the 5% reduction requested by the President. The number of people detailed to the White House is currently at a minimum with virtually all of the detailees being assigned to Nesbitt's Office of Presidential Papers, PFIAB, and either Finch's or Rumsfeld's staffs. Most requests for details from other departments have been denied these past several months in order to leave as many openings as possible for the build up during the campaign, if such is required.

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Organization relative to Presidential papers, briefing papers and the other flow of information to and from the President's office appears to be in good order.

Please let me know if the above noted factors should be revised or adjusted in some manner to accommodate greater flexibility during the ensuing months.

Thank you.

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MEMORANDUM

THE WHITE HOUSE

WASHINGTON

CONFIDENTIAL/SENSITIVE

November 4, 1971

MEMORANDUM FOR:

FRED MALEK

FROM:

JON M. HUNTSMAN 

SUBJECT:

Reorganization of Staff Secretariat

You requested my thoughts relative to a reorganization of the Staff Secretary's office after my departure the first part of the year. I have given this some serious thought, keeping in mind that a minimum number of changes in both people and responsibilities would be the most effective, particularly during the final leg of this four year term. Based on my familiarity with the functions involved as well as adhering to a sound organizational framework in carrying out these duties, I would recommend the following type of structure:

1. The Staff Secretary's current responsibilities are of a multi-fold nature: (a) Presidential Papers -- includes briefing papers, written materials going to the President, presidential action requests, news summary followup requests, etc. (b) Administrative Support -- includes all functions connected with office space, White House and OEOB mess, cars, health unit, etc. (c) Personnel -- includes the assignment of non-commissioned people, salary administration and authorization for detailees from other departments. (d) Budgets -- includes both White House and RNC funds and the various accounts of each.

I would recommend dividing these functions completely. There is little if any relationship between Presidential papers and administrative support. The administrative support functions take more time and effort simply because of the sensitive personal aspects involving one's status. Nevertheless, the presidential papers flow is much more critical and essential in the operating of the President's office. Similarly personnel and budget are not directly related to presidential papers.

2. Presidential papers would be best handled by the Butterfield/Hoopes office. David Hoopes is very familiar with all phases of my office. He is particularly alert and knowledgeable in

CONFIDENTIAL/SENSITIVE

page two

the areas of presidential papers and requested followup. This is a natural tie-in to Alex Butterfield's responsibilities and, between the two of them, there could be a very efficient and smooth operation. It has always been apparent to me that Alex's title should be something considerably different than Deputy Assistant to the President (which is also the same title as Henry Cashen, Dwight Chapin, Gene Cowan, Dick Cook, etc). A more fitting title for Alex would be Personal Assistant or Confidential Assistant to the President. He is the one man on the staff who has the entrée to the President's office and who does, in fact, handle all of the personal papers and confidential matters pertaining to the President's office. Hoopes should have the title of Deputy Special Assistant to the President which is what Alex and I committed to him when he was hired last April. This would provide Dave with the necessary clout to followup on briefing papers, handle requests by the President, etc. Dave would, of course, report directly to Alex and be on Alex's staff.

3. The administrative support functions can best be handled by Bruce Kehrli since most of the final authorizations for these gratuities are approved through Mr. Haldeman, who in the final analysis, must determine the recipient of the fringe benefits. It is always difficult to have anyone less than the Chief of Staff, (or in the case of a corporation -- the President) pass out the gratuities.

4. The personnel responsibilities can best be handled as an adjunct to the Malek/Kingsley operation. Your office is well equipped and has the expertise to administer salaries, arrange for detailees, etc.

5. Budgets can best be handled by the Butterfield/Hoopes office. Dave Hoopes is currently very familiar with all phases of this operation and has done a superb job of working with both Wilbur Jenkins and RNC.

I would suggest that the title of Staff Secretary either be left vacant or be given as an additional title to Alex Butterfield. It would only be confusing to the staff to divide the current duties of the Staff Secretary, and then utilize the title for only one man. I remember well when John Brown left this same office, he recommended a division of responsibilities similar to what I have outlined.

Please know, Fred, that I will support and work with any organizational

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page three

setup that you, Alex and Bob deem best. The important thing is that we move in a direction that will create the most efficient and smoothest operation and at the same time cause the least amount of alteration as far as the staff is concerned.

Thank you.

CC: H. R. Haldeman
Alexander P. Butterfield ✓

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chen

THE WHITE HOUSE

WASHINGTON

November 5, 1971

The following persons from outside the White House - OEOP complex will be attending a Cabinet Meeting in the Cabinet Room at 10:00 a.m. today:

Secretary Rogers (State)
Under Secretary Walker (Treasury)
Deputy Secretary Packard (Defense)
Attorney General Mitchell (Justice)
Secretary Morton (Interior)
Under Secretary Campbell (Agriculture)
Secretary Stans (Commerce)
Secretary Hodgson (Labor)
Secretary Richardson (HEW)
Secretary Romney (HUD)
Under Secretary Beggs (DOT)
Deputy Attorney General Kleindienst (Justice)
Under Secretary Lynn (Commerce)
Under Secretary Silberman (Labor)
Under Secretary Van Dusen (HUD)
Mr. Robert Hitt (Interior)
Mr. Jonathan Moore (HEW)

Chairman Dole (RNC)

Please ensure their immediate access.

Thank you.

Alexander P. Butterfield

THE WHITE HOUSE

WASHINGTON

November 4, 1971

MEMORANDUM FOR: THE PRESIDENT

SUBJECT: Opening of Cabinet Meeting
November 5, 1971
10:00-10:15 a.m. (10-15 min)

- I. PURPOSE: To set the tone for presentations and discussions concerning the campaign year and '72 election.
- II. BACKGROUND: Messrs. Mitchell, Finch, Dole, Ehrlichman, Magruder and others recommended that political discussions (centered around the '72 campaign) be held at a November Cabinet Meeting. You approved the recommendation, and these agenda items:
 - The '72 Campaign ... John Mitchell
 - Management of the Executive Branch in a Political Year ... John Ehrlichman
 - Sustaining Our Burden of Proof ... John Scali
- III. PARTICIPANTS: Listed at TAB A.
- IV. PRESS PLAN: There will be no press involvement.
- V. ACTION SEQUENCE:
 - You open the meeting with tone setting remarks. Suggested talking points are at TAB B.
 - You refer to your remaining schedule (a signing ceremony and your second meeting with PM Gandhi), and turn over the meeting to the Vice President who is prepared to preside. He will follow the agenda at TAB C.

Alexander P. Butterfield

TO BE IN ATTENDANCE

At Cabinet Table

(Unable to Attend)

The President	
The Vice President	
Secretary Rogers	
Under Secretary Walker	(Sec Connally - Indonesia)
Deputy Secretary Packard	(Sec Laird - S. Vietnam)
Attorney General Mitchell	
Secretary Morton	
Under Secretary Campbell	(Sec Hardin - Turkey)
Secretary Stans	
Secretary Hodgson	
Secretary Richardson	
Secretary Romney	
Under Secretary Beggs	(Sec Volpe - Poland)
Ambassador Kennedy	
Director Shultz	
Counsellor Finch	
Counsellor Rumsfeld	
Ambassador Bush	

Staff

Mr. Haldeman	Mr. Colson
Mr. Ehrlichman	Mr. Scali
Mr. Flanigan	Mr. Dent
Mr. MacGregor	Mr. Moore
Mr. Klein	
Mr. R. Price	
Mr. Ziegler <i>Neal Ball</i>	
Mr. Malek	
Mr. Gifford	

Others

Dep Attorney General Kleindienst (Justice)
U Secretary Lynn (Commerce)
U Secretary Silberman (Labor)
U Secretary Van Dusen (HUD)
Mr. Robert Hitt (Interior)
Mr. Jonathan Moore (HEW)
Chairman Dole (RNC)
Mr. Magruder (Campaign Committee)
Mr. Flemming (Campaign Committee)
Mr. Cole (Domestic Council)

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SUGGESTED TALKING POINTS FOR OPENING CABINET MEETING

(Friday, November 5, 1971)

1. Indicate indirectly that you will be running for re-election in 1972 ... e.g. "The '72 election will be held one year from now. At that time this Administration will be judged on its record"
2. The Cabinet comprises the Administration's leading spokesmen. ("It's time to put on your political hats, to shift gears from business as usual to a campaign orientation.")
3. This group has the burden of proof re:
 - The Administration's accomplishments
 - The Administration's proposals
 - The failure of the opposition to enact proposals
 - The error of our opponent's ways (Cite the Richardson and Bush examples)

THE WHITE HOUSE

WASHINGTON

CABINET MEETING

Friday, November 5, 1971

10:00 - 12:00 Noon

NOTE:

The President will enter the Cabinet Room at 10:00 a.m., open the session officially and make brief remarks relating generally to the campaign year and the roles to be played by Members of the Cabinet (the Administration's leading spokesmen). At the conclusion of his remarks, and just prior to returning to the Oval Office, he will ask the Vice President to preside.

- - - A G E N D A - - -

10:15-10:20

I. BRIEF INTRODUCTORY REMARKS

The Vice President

(5 min)

- Stresses importance of Cabinet Members and other senior officials seeking political guidance on decisions bearing political implications
- Adds that political decisions must be fully executed by Department personnel
- Advises of requirement to take and carry out media advice of Messrs. Klein and Scali ... and of Department PIO personnel and other experts in the field

10:20-11:00

II. THE '72 CAMPAIGN

Honorable John Mitchell

(40 min)

- Reviews U.S. political situation generally
- Calls on Mr. Magruder for a 7-10 minute talk on the functional organization of the Campaign Committee and the operation of the Spokesmen Resources Program
- Calls on Senator Dole for a 7-10 minute presentation on the status of the Republican Party in the states
- Ascertains that all present understand the relationship between the RNC and the Campaign Committee
- Cautions against speculation about the campaign, its costs, etc.
- Emphasizes the importance of a positive tone throughout the year, and the requirement to get credit for the Administration's accomplishments
- Ties together loose ends and ensures the discussion ends within the first hour (i.e. by about 11:00 a.m.)

11:00-11:25

III. MANAGEMENT OF THE EXECUTIVE BRANCH
IN A POLITICAL YEAR

Honorable John D. Ehrlichman

- Mentions a new Civil Service policy letter on employee dissent

(25 min)

- Discusses accountability for unauthorized disclosures
- Explains political liaison requirement
- Ensures discussion ends within 25 minutes (by about 11:25 a.m.)

11:25-11:40

IV. SUSTAINING OUR BURDEN OF PROOF

Honorable John A. Scali

(15 min)

- Briefs on news domination program at year-end (i.e. 3-year accomplishments; pending proposals and Presidential domestic policy defined)
- Discusses scheduled coordination for maximum effect.
- Tells how to get and use best coverage.

11:40 --

V. BRIEF CLOSING REMARKS (Summary Optional)

The Vice President

THE WHITE HOUSE

WASHINGTON

November 4, 1971

MEMORANDUM FOR: THE PRESIDENT
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Gift Exchange Information

Your gift to Prime Minister Gandhi was a Paul Revere Sons of Liberty Bowl.

Mrs. Nixon's gift to the Prime Minister was a Boehm bird.

Together, you presented an inscribed photograph in a silver frame.

You received from the Prime Minister a carved ivory box with elaborately carved elephants, tigers, birds and trees. The box sits on four carved elephants. It stands 3-3/4" high, is 6" wide and 5" long.

Mrs. Nixon received from the Prime Minister a pink and green silk gauze sari of floral design. It is 16 ft. long and 4 ft. wide. She also received a small round silver box which is decorated with flowers. It is 4" in diameter and 2" deep.

THE WHITE HOUSE

WASHINGTON

November 3, 1971

MEMORANDUM FOR: THE PRESIDENT

SUBJECT: Photograph with Mr. and Mrs. Arthur Godfrey
November 4, 1971
12:00 Noon (5 min)

- I. PURPOSE: To thank Art Godfrey for his many years of dedicated service to the Presidential Protective Division of the U.S. Secret Service ... and to pose for a photograph with Art and his wife.
- II. BACKGROUND: Art is being promoted (in title, but not in Civil Service rating or pay) to Special Agent in Charge of Special Projects at Secret Service Headquarters. As you know, he has been serving since your inauguration in 1969 as Deputy Special Agent in Charge of the Presidential Protective Division -- behind Bob Taylor.

Additional items of interest:

- Joined the Secret Service in February of 1951.
- Joined the White House detail on July 1, 1952 and has been here ever since -- the longest period of service here that anyone in the Secret Service can remember.
- While serving five Presidents, he has been to all of the 50 states and to 62 foreign countries.
- He is noted primarily for his outstanding swimming ability.
- During the Eisenhower Administration, he was selected to be in charge of the Secret Service detail which accompanied Winston Churchill during the distinguished old gentleman's last visit to the United States.
- The Godfreys have two teen-age children, a boy and a girl. The boy is in college this year and the girl is a horse trainer on a large farm in Middleburg, Virginia.
- Bill Duncan will replace Art as the number two man on the Presidential detail.

III. PARTICIPANTS: Mr. and Mrs. Godfrey and Mr. Alex Butterfield

IV. PRESS PLAN: The White House Photographer will take several quick photographs of you and the Godfreys standing in front of the Service Flags.

chen

THE WHITE HOUSE

WASHINGTON

November 2, 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.

Attachment: PM McMahon Dinner List

Distribution:

Secretary Rogers
Secretary Morton
Secretary Hodgson
Director Shultz
Under Secretary Phil Campbell
Under Secretary James Lynn
Under Secretary John Veneman
Hon. Robert Kunzig
Hon. James Schlesinger
Hon. Dean Burch
Hon. Winton Blount
Dr. Kissinger

can

THE WHITE HOUSE

WASHINGTON

November 2, 1971

PERSONAL

MEMORANDUM FOR: MEMBERS OF THE CABINET

SUBJECT: Editorial from "The Indianapolis Star"
(October 24)

The President read the attached editorial over the weekend and asked me to pass a copy to each of you right away.

Alexander P. Butterfield

Alexander P. Butterfield
Deputy Assistant to the President

Attachment

PERSONAL

November 2, 1971

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

Penny:

Please make a quick, but thorough, check on Graciela Rivera. If she appears to meet all of our normal qualifications for one who entertains here at the White House, let me know right away. The President has an interest in scheduling her for one of the near future dinners -- perhaps the Medici Dinner on December 7th.

Thank you.

Attachment

cc: Mrs. Constance Stuart
Mrs. Lucy A. Winchester
Mrs. Deborah M. Sloan

Determined to be an
Administrative Marking
Not National Security Information
By JLS NARA Date 4/4/2016

November 2, 1971

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MEMORANDUM FOR: DR. HENRY A. KISSINGER

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Travel Arrangements for Secretary Stans'
Forthcoming Trip to the Soviet Union

Do you suppose that through your good offices we could talk Secretary Stans into accepting an arrangement whereby he and his party are dropped off in Moscow (or wherever in the Soviet Union he wants to arrive) on or about November 17th, and picked up from his final departure point on or about December 4th? I ask this question because we will be facing a fairly serious VIP aircraft problem if the Secretary insists on retaining "possession" of his assigned VC-137 throughout the 17-day period of his planned visit. The Military Assistant's office tells me that much of his traveling will have to be via Soviet commercial aircraft and/or Soviet military aircraft regardless ... for our VC-137 planes cannot be adequately supported at a good many of the Russian airdromes -- and are prohibited from over-flying a multitude of ground areas. The feeling is that the airplane would be "on the ground" most of the time while, if here in the U.S., it could be (and would be) used for a number of other trips by senior government officials.

There is one other point in favor of the "drop-off/pick-up" plan. If we do otherwise, Bob Finch may very well have to go to South America in a C-118 (DC-6).

Even while I write this, Secretary Stans is busily trying to make firm the details of his travel plan. I would appreciate your views on this matter and if they are sympathetic with Hughes' position, we would be grateful for assistance.

Many thanks.

CONFIDENTIAL

Chen

November 2, 1971

MEMORANDUM FOR: MR. CHARLES W. COLSON
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Local Area "Grass Root" Republicans

Chuck:

Here are the names of some really good Republicans who live in the local area and who, through the years, have been friends, contributors and supporters of Richard Nixon.

To my knowledge, none of them has been invited to a White House function ... and I say that realizing, of course, that only one or two of them can be invited at any one time.

The list is a compilation of contributions by various staff members who have sworn that the persons they have recommended are above all loyal to this President and this Administration.

I would guess that some of the names will be familiar to you. Those that are not are more than likely persons who have served for long periods as volunteers on various White House projects, Inaugural Committee members and helpers, etc. If you will give the list a good review -- and an okay -- I will send it on to Rose Woods so that she can use it as a source for "gap-filler" types.

Many thanks.

Attachment

November 2, 1971

MEMORANDUM FOR: MR. REX SCOUTEN
Chief Usher

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Request from the District of
Columbia Fire Department

You may make arrangements for the fire engine to come onto the South Grounds on Saturday morning, November 6th, or Monday morning, November 8.

November 2, 1971

ADMINISTRATIVELY CONFIDENTIAL

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Military Personnel for the
White House Photo Lab

Here is a great bulk of material which pertains to the assignment of military personnel to the White House Photo Lab.

Please read the October 14th memorandum from Messrs. Kehrli and Strachan to Mr. Haldeman (the second memo from the top) ... and comment, if you will, on the alternative proposal involving the transfer of only six DOD people rather than twelve, as was initially requested. We are anxious to obtain your position on this matter as quickly as possible so that a decision can be made at this end of the line and a course of action pursued.

Thank you.

Attachment

ADMINISTRATIVELY CONFIDENTIAL

November 2, 1971

MEMORANDUM FOR: MR. JON M. HUNTSMAN
Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Adherence to Clearing Procedures
for Departing Staff Members

Jon:

Please be absolutely certain that the staff members who are departing this week and next, and the week after (I believe there are quite a few), are adhering to our recently-established clearing procedures for departing personnel. We want to be sure to obtain from each his full file of correspondence relating in any way to official matters. Then, there is the matter of identification passes: We do not want anyone to leave without surrendering his White House identification pass (and some people have two -- the regular gate pass and the "pocket commission") ... or, without having it invalidated.

Thank you.

Eden

November 2, 1971

MEMORANDUM FOR: MR. JON M. HUNTSMAN
Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Memos for the President's File

Jon:

Here is the sample format of a Memo for the President's File. It's the one we used to use all the time. In fact, one of these used to be sent out with each action request.

I am attaching also a sample of the kind of memo which Marty should get out from time to time, over your signature of course, to the perennial delinquents.

Attachments

Determined to be an
Administrative Marking
Not National Security Information
By JUS NARA Date 4/4/2016

November 1, 1971

CONFIDENTIAL

MEMORANDUM FOR: MR. CHARLES W. COLSON
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Clayton Fritchey

As you may have noticed on page 13 of today's News Summary -- devoted to a report on news items concerning the recent Supreme Court nominations by the President -- Clayton Fritchey suggests that because of the "WASP" appointments to the Court, and attacks on the press owned or managed by Jews, some people are beginning to ask themselves if the Administration is not touched with a bit of "anti-Semitism".

This elicited the kind of comment you might expect (What about Kissinger? What about Garment? What about Safire? What about Burns? What about a host of others?) ... and in instruction directed to you: Please ensure that someone cracks down on Fritchey "but good" for this inexcusable innuendo.

Submit a report on action taken, through the office of the Staff Secretary, prior to the close of business on Thursday, November 4th.

Thank you.

CONFIDENTIAL

Chen

November 1, 1971

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

Please prepare for the President's signature a short note to Ambassador George Bush. It should read as follows:

Dear George:

From all reports, you did a superb job on "Issues and Answers" yesterday. It is most reassuring to have such an able and loyal Administration supporter in the UN post.

Those are the words that the President asked be sent ... but if you wish to modify it slightly, feel free to do so. Forward the letter, after it has been put into final form, to me.

Thank you.

Edm
November 1, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Disunity Among the Dems (FYI)

Page 12 of today's News Summary concerns reports from various sources on the nation's economy. After reading the bottom paragraph of that page -- the part about 1962 CEA member, James Tobin, charging in the Post that the Administration is taking "an enormous and reckless gamble with the American economy" -- the President commented to the effect that our Democratic critics seem to want it both ways. Some ask for more controls while some (Tobin and others) are against any.

November 1, 1971

MEMORANDUM FOR: MR. JOHN D. EHRLICHMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Presidential Comment (FYI)

The President noted on page 15 of today's News Summary that John Lindsay has begun to switch his budgetary priorities from things "environmental" to the police, the courts, and the firemen. The comment which was made -- and directed to you -- was to the effect that even Lindsay is beginning to learn now what issues have appeal.

THE WHITE HOUSE

WASHINGTON

November 1, 1971

PERSONAL

MEMORANDUM FOR: MEMBERS OF THE CABINET

SUBJECT: Cabinet Meeting - November 5

The next Cabinet Meeting will not be on November 11th, as tentatively scheduled late last week; instead, it will be this coming Friday, November 5th. The session will begin promptly at 10:00 a.m. and will last about two hours.

Agenda items have been passed to your personal secretaries via telephone.


Alexander P. Butterfield
Deputy Assistant to the President

PERSONAL