

THE WHITE HOUSE

WASHINGTON

December 11, 1971

PERSONAL/ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR:

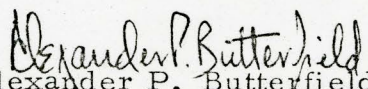
SUBJECT: Early Notification of Proposed Foreign Travel
Plans by Senior Administration Officials

During the past year several rather confusing situations arose because of a lack of early notification of proposed foreign travel plans by senior Administration officials. In one or two instances there was potential for serious consequences.

To preclude reoccurrences, I want to bring to your attention the following procedure -- effective immediately and applicable to all members of the Cabinet and Sub-Cabinet: Basic itineraries of official and unofficial foreign travel are to be forwarded to me in writing as soon as they are developed, and in all cases at least before communication is made with representatives of other governments.

Your full and continual cooperation in this matter will assist me in coordinating with the Assistant to the President for National Security Affairs, and he with the Department of State, to:

- Ascertain the international political propriety of the planned visits during the particular time periods proposed;
- Ensure that, when the trips are to be official, other senior members of the Administration are not going to be making independent visits to the same countries on or close to the same dates, and;
- Permit the preparation of briefings which might be of particular interest to you and your party.


Alexander P. Butterfield
Deputy Assistant to the President

PERSONAL/ADMINISTRATIVELY CONFIDENTIAL

Chen

December 10, 1971

MR. PRESIDENT:

The Senate tonight voted to sustain your veto
of the OEO Bill by a vote of 51 to 36.

(Ten Republicans voted to override -- Javits,
Brooks, et al.)

Alex

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

December 10, 1971

CONFIDENTIAL

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

Ray:

I am attaching to this note a copy of David Packard's letter of resignation -- delivered to the President by the Deputy Secretary, personally, less than an hour ago. We will need an acceptance letter for the President's signature today -- hopefully prior to the 4:00 p.m. press briefing. For a number of reasons, it must be dated December 13th and signed prior to the President's departure for Camp David.

Many thanks.

Attachment

CONFIDENTIAL

Chen

December 10, 1971

MEMORANDUM FOR: MR. JOHN EVANS

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: The "Cincinnati Plan" -- a Proposal
for the Establishment of a Veterans
Clearing House

Attached hereto is a letter I received this morning from Mr. R. L. Krabach, Cincinnati's City Manager. As you will note, he describes what is now being called the "Cincinnati Plan" -- a proposal whereby a Veterans Clearing House serves as an ombudsman for veterans in facilitating their productive reentry into the civilian community. Ohio Senators Saxbe and Taft, as well as U. S. Representatives Donald Clancy and William Keating, have written to Secretaries Stans and Hodgson ... and to Richard Roudebush, endorsing this proposal and advocating federal assistance to supplement what has already been provided by the City of Cincinnati.

Although Mr. Krabach encloses a Program Summary, he urges our assistance in setting up a briefing here in Washington at which two of his representatives (Messrs. D. P. Jones and Val Habjan) could present the details of the innovative plan to interested White House Presidential Assistants, Donald Johnson or his Deputy and, hopefully, the Secretary or Under Secretary of Labor.

This appears to me to be a project well worth our looking into. It's off and running and needs only some stimulus from this (the federal) end of the line.

Many thanks in advance for giving this material your attention, and for responding appropriately to City Manager Krabach.

Enclosures

chow

December 10, 1971

MEMORANDUM FOR: MR. HARRY S. DENT
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Presidential Telephone Call

At 11:53 a.m. yesterday the President called and talked to Mrs. Willis Smith, Sr., wife of the former Senator from North Carolina. He talked for about two minutes.

Chen

HIGH PRIORITY

Determined to be an
Administrative Marking
Not National Security Information
By J45 NARA Date 4/4/2016

December 10, 1971

CONFIDENTIAL

MEMORANDUM FOR: DR. HENRY A. KISSINGER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Special Presidential Action Request

Please note the President's comments on the attached pages extracted from today's News Summary and take actions as indicated.

On these particular matters your report back to the President must reach the office of the Staff Secretary by 4:00 p.m. today.

Attachment

CONFIDENTIAL

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

December 10, 1971

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Presidential Telephone Calls

I told you yesterday that at your request the President had called Congressman Wilbur Mills. I just learned today that he called both Mills and Byrnes at about 2:40 p.m.

December 9, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. JON M. HUNTSMAN
Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Perquisites for WHCA and Military
Assistant's Office Personnel

Please add the following persons to the membership lists indicated:

Brig. General Redman - Health Unit (primary list)

Lt. Colonel Pirddle - Health Unit ("restricted use" list) and OEOB
Staff Mess

Mr. Warren Gulley - Health Unit ("restricted use" list)

ADMINISTRATIVELY CONFIDENTIAL

Chris

December 19, 1971
11:00 a.m.

MR. PRESIDENT:

A young college girl, Chris Wilde, was brought on at the beginning of the summer to help out in our Staff Secretary's office. She had completed three years at the University of Utah and planned to return to school in September. However, she performed so superbly at the very outset -- especially with regard to her task of handling the briefing papers for your meetings -- that we asked her to stay on beyond the summer period. She agreed to do so until December.

She leaves today at 4:00 p.m., and I thought that because of her close association with your briefing materials you might want to thank her and wish her well personally.

Alex

Chen

December 8, 1971
8:30 a.m.

MR. PRESIDENT:

Speaker McCormack called last night during the Medici Dinner -- probably to thank you and Mrs. Nixon for your several kindnesses toward him over the past few days. He understood that you could not return his call then ... but expressed the hope that you would be able to do so today.

Alex

Chen

December 8, 1971

MEMORANDUM FOR: MRS. BARBARA H. FRANKLIN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Cynthia Holcomb Hall

Barbara:

I have known Cynthia Holcomb Hall for many, many years and can vouch for the fact that she is an ardent Republican, a strong supporter of President Nixon and a highly respected woman attorney. I do not have her resume in hand and can give you only the following information:

- Age about 40 or 41
- Residence address: Mrs. John Hall, Bunker Hill Towers, 800 West First Street (Apt. 3108) Los Angeles, California 90012 Telephone: 213-628-1407
- Business address: Brawerman and Holcomb Law Firm, Suite 610, Executive Life Building, 9777 Wilshire Boulevard, Beverly Hills, California 90212

She may be worth keeping in mind.

cc: Mr. Frederic V. Malek
Mr. Daniel T. Kingsley

Chen

December 8, 1971

MEMORANDUM FOR: MR. JON M. HUNTSMAN
Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Possible Relocation of the Offices of
the USSS Presidential Protective Division

Jon:

You may recall that when we moved Bob Taylor's offices from the East Wing to the OEOB, we told him that consideration would be given later on to eventual relocation of his staff to the office space immediately adjacent to Mr. Al Wong's office.

Bob is now asking what the chances are of our approving that move soon. Evidently he is anxious to vacate his presently assigned space and take over the Southwest corner area on that same floor of the building.

I seem to remember your telling me recently that a group with a long term mission is in the desired area now, and that Taylor missed his chance to be there when he was given that option earlier in the year. If that is the case, you have only to call Bob in and tell him. On the other hand, if it would be feasible to put the special project group (or whatever it is) up in the front part of the building where Bob is now and move Bob's people next door to Wong, you may want to discuss that course of action.

In either case, please take five minutes to talk to Taylor and give him a status report.

Thank you.

December 7, 1971

MEMORANDUM FOR: THE PRESIDENT

SUBJECT: Meeting with Dr. Daniel P. Moynihan
December 7, 1971
5:00 p.m. (30 mins)

- I. PURPOSE: To discuss several items of general concern.
- II. BACKGROUND: This meeting was set up at your request.
- III. PARTICIPANTS: Pat Moynihan and John Ehrlichman
- IV. PRESS PLAN: There will be no press involvement; however, Ollie Atkins will take one or two photographs at the outset of the session.
- V. ITEMS FOR DISCUSSION: I am attaching the last three letters you have received from Dr. Moynihan
 - At Tab A is the September 20th memorandum concerning Pat's views on Richard Herrnstein's article, "I. Q. ";
 - At Tab B is the November 9th memorandum on public education and the mixing of races in schools; and
 - At Tab C is the more recent (November 23rd) letter about Nathan Glazer's comments on Family Assistance in his article, "The Limits of Social Policy" ... and the interesting parallel with Winston Churchill's unemployment insurance scheme.

Alexander P. Butterfield

December 7, 1971

MEMORANDUM FOR: MR. MICHAEL B. SMITH

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Preparation of Short Presidential Letter
to Mr. Dent

Mr. Harry Dent served yesterday as the President's personal representative at the Raleigh, North Carolina funeral service for Willis Smith, Jr.

Please prepare a short Presidential note of thanks to Mr. Dent.

Thank you.

cc: Mr. Raymond K. Price, Jr.

Chapman

December 7, 1971

MEMORANDUM FOR: MR. MICHAEL J. FARRELL
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Your December 3rd Memorandum
to Mr. Haldeman (attached)

Here is the memorandum you sent to Mr. Haldeman on December 3rd. It was forwarded to the President yesterday afternoon and, as you see by his handwritten note in the bottom right corner, he appreciated not only your report, but as well, your efforts to accommodate and make welcome the delegates to the White House Conference on Aging.

Attachment

December 7, 1971

MEMORANDUM FOR: MR. KENNETH COLE

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Captain Bruce M. Freeman, USAF
- Candidate for Selection to the
White House Fellows Program

Ken:

Whereas I have no real personal interest in the selection of Captain Bruce M. Freeman to the White House Fellows Program, I thought you might be interested in the attached material which leaves little question in one's mind that he is a truly outstanding young man. You may want to leaf through these papers rather quickly now, then file them away for another review at a time closer to the selection sessions.

Attachment

car

December 7, 1971

MEMORANDUM FOR: MR. PATRICK J. BUCHANAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Commendation by the President

The President just read your December 3rd memorandum and commented that your analysis of the Godfrey Sperling article and the American farmers' political views generally was especially perceptive.

Chen

December 7, 1971

TO: Mr. David N. Parker

FROM: Alexander P. Butterfield

Bob Haldeman says these should go to you for resubmission as Presidential schedule proposals. If he (the President) decides to deliver the messages, they will be done on tape.

attachment

Jim Raker, GM

Joe Paterno, Pa St Football team

Chen

THE WHITE HOUSE
WASHINGTON
December 7, 1971

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

For President Medici - Gold and rock crystal presentation desk ornament, approximately 3-1/2" high and 5" wide, consisting of a large gold Presidential Seal mounted against a multifaceted round block of rock crystal resting upon a gold base with engraved presentation inscription. Designed and created by David Webb.

For Mrs. Medici - Large Boehm Porcelain Blue Grosbeak Finch, resting on a tree-branch laden with oak leaves and acorn clusters. Approximately 12" high and 10" wide.

For President and Mrs. Medici - Color photograph of you and Mrs. Nixon, President Medici and Mrs. Medici ... to be taken this evening and placed tomorrow morning in a sterling silver frame bearing the Presidential Seal.

From President Medici - Set of three large portfolios (bound in raspberry silk) of color engravings representing a picturesque and historic trip to Brazil and the journey of an artist in Brazil from 1816-1831 by J. B. DeBret. The original set was published in Paris in 1834. This set was reproduced in 1965 to commemorate the 400th anniversary of the founding of Rio de Janeiro. The folio cases inside are approximately 15-1/4" wide, 22-1/2" long and 2-1/8" deep. They contain pictures of indians, settlers, etc.

Also, from President Medici - Gold commemorative medal. On its principal side is an outline of Brazil and an inscription in Portuguese which translates "Visit of President Medici to the United States of America". On the reverse side is the Seal of Brazil. It is approximately 2-3/8" wide, 3/16" deep and of solid gold. It is contained in a wooden presentation case.

From Mrs. Medici - Silver pensa from the Province of Bahia in Brazil. It consists of a 36" long chain supporting an elaborate 9" wide pendant decorated with flowers and birds. From it are suspended 11 miniature items (grapes, drinking vessel, pineapple, hand of good fortune, vase, fish, tamborine and four pieces of unidentified fruit -- all about 4" overall in size). It is contained in a wooden case, lined in red velvet. (Hundreds of years ago, when wealthy Brazilian women went to church, they dressed very modestly. However, their women servants accompanying them wore pensas to display the wealth of the family. They were also omens of good fortune.

From the President and Mrs. Medici - Color photograph of the President and Mrs. Medici, inscribed in the President's hand and signed by both. It is engraved with the Seal of Brazil.

Edw

December 8, 1971

PERSONAL/CONFIDENTIAL

MEMORANDUM FOR: MR. DWIGHT L. CHAPIN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Terrence O'Donnell

This is just a reminder of my earlier recommendation of Terrence O'Donnell -- now an Air Force Captain assigned to the Cost of Living Council, but soon to be a civilian. In addition to being a Republican and a strong supporter of Richard Nixon, O'Donnell is an exceptionally neat, clean, orderly and bright person. About 26 or 27 years of age, he is the good-looking younger brother of Pat O'Donnell (who serves now on Chuck Colson's staff), a graduate of the Air Force Academy and Georgetown Law School, and a member of the District of Columbia Bar. And probably most important of all is the fact that he has a very pleasant manner and meets people well.

Although I have known Terry for many years, see him fairly often and strongly endorse his candidacy (if not his selection) for the position we discussed, I have mentioned nothing whatever to him concerning personnel matters.

PERSONAL/CONFIDENTIAL

Chen

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CONFIDENTIAL

PRESIDENT MEDICI

Governor (of New York) Rockefeller ...
for sure

Any Senators and Congressmen

Any U.S. Government officials --
particularly Secretary Connally and
Counsellor Finch

December 7, 1971
President Medici Dinner

Chen

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CONFIDENTIAL

THE PRESIDENT

Honorable and Mrs. W. W. Keeler
(Chairman, Phillips Petroleum)

Honorable and Mrs. Joseph M. Margiotta
(New York State Assemblyman)

Mr. and Mrs. Pollard Simons
(Dallas, Texas)

Mr. and Mrs. Meredith Willson
(Musical Director)

--

- No Senators or Congressmen
- No U.S. Government officials
- No Clem Stone

December 7, 1971
President Medici Dinner

THE WHITE HOUSE
WASHINGTON

Don.

As you'll surely guess I'm not really all fired up and serious about this incident. In fact, the memo was written purely in the spirit of good fun. But it did (and does) interest me how we got conned into providing this extra-special service for den little darlings.

✓
Dec 7

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

December 1, 1971

PERSONAL

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

FROM: ALEXANDER P. BUTTERFIELD 

SUBJECT: "Perks" for Punks?

As I disembarked from the staff plane at Andrews the other evening, I saw the usual orderly (parallel) alignment of White House limousines on the ramp -- out some 75-80 feet from the mobile stairway.

But surprisingly (to me at least), there was one limousine which was holding at the very base of the stairway and parked at an angle to allow its intended passenger or passengers the quickest and easiest possible access to the rear seat ... and as a consequence, to force others less privileged to go slightly left or right before proceeding by the most direct route to their own assigned vehicles, or to private cars. Moreover, this obviously "special" limousine, in order to accommodate its "special" passenger(s), was immediately adjacent to the area in which baggage was being off-loaded by means of a conveyor belt affair -- and again, for about eight minutes the multitude of "others" were oh-so-slightly inconvenienced. Instead of being able to form a semicircle at the bottom of the conveyor rig and see and pick up their assorted items of personal baggage as they were delivered, they had to group themselves in what amounted to rows four or five deep in a very small space just to the left of the plane's nose ... and at the same time exercise particular caution lest they be run down when the mystery car sped off into the night.

I don't think that any of us here are really big on the rank business -- or care too much how closely the precedence list is followed where services and privileges are concerned. But generally speaking, all of us (you and we) do adhere to the established guidelines and

grant what favors we can in accordance with the list's order. What's more, we admit that whereas wives have no official rank, they are due the courtesy of a certain degree of recognition of their husbands' rank.

If you agree with the foregoing, you will concur with my conclusion that of the passengers leaving the staff plane on that recent occasion, Mr. Herb Klein was the senior individual. If anyone's car was to have been pulled out of line and brought close to the mobile stairway (a ridiculous and unsafe procedure, in my opinion), it should have been his. The manifest included also Mrs. Haldeman, Mrs. Chapin and a great many other adults, all of whom should be accorded whatever courtesies are being rendered before any non-adults. Yet, lo and behold -- it was Elizabeth and David Kissinger (ages 12 and 10) who eased proudly into the waiting sedan.

How did that happen? Did "Dr. David" issue the instruction, himself? What are our standard procedures? Please, for my own peace of mind, answer these questions ... and for the record, assure me that this will not happen again.

Many thanks.

P.S. The usual "kidnap danger" excuse won't stand up very well in this case for, as you know, the entire aircraft parking ramp is patrolled by armed Air Policemen and considered a secure area.

PERSONAL

THE WHITE HOUSE

WASHINGTON

December 7, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MEMBERS OF THE CABINET

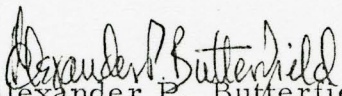
SUBJECT: Early Notification of Proposed Foreign Travel Plans by Senior Administration Officials

You may recall that on March 19th and December 4th of last year I sent out reminders of the importance of your informing my office by note or telephone as soon as you or your Under Secretaries contemplate trips to one or more foreign countries ... whether the proposed visits are to be official or unofficial. Because several somewhat confusing situations have developed in the interim, we think it best now to extend the request to all members of the Sub-Cabinet, and to insist upon written notifications.

Therefore, I would like to ask you to bring to the attention of the persons who comprise your key staffs the procedure whereby they too contact me in writing when foreign travel plans of any kind begin to develop -- and in all cases at least before communication is made with representatives of other governments. (Incidentally, these same instructions are being sent today in a similar memorandum to the heads of major agencies, boards and commissions, and to those who direct the organizational elements within the Executive Office of the President.

Full and continual cooperation in this matter will give me time to coordinate carefully with the Assistant to the President for National Security Affairs, and he with the Department of State, to:

- Ascertain the international political propriety of the planned visits during the particular time periods proposed;
- Ensure that, when the trips are to be official, other senior members of the Administration are not going to be making independent visits to the same countries on or close to the same dates; and
- Permit the preparation of briefings which might be of interest and/or benefit to principals and their parties.


Alexander P. Butterfield
Deputy Assistant to the President

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

December 7, 1971

MEMORANDUM FOR: MR. RAYMOND K. PRICE, JR.
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: The Presidential Citizens Medal

In the early part of the Administration the President asked us to work out a design for a Presidential Citizens Medal. As I am sure you recall, designs were drawn, one of them approved by the President, himself, and 500 of the items were manufactured, boxed and later stored in the office of the Military Assistant. About this same time it was decided (by whom, I don't know) that the award would rank only a single notch below the Medal of Freedom ... and that serious consideration should be given right away to worthy candidates. But to date, none has been presented. This would seem to me to be a campaign year gem.

Perhaps you or I should bring this subject up for a brief discussion during our 10:00 meeting with Bob Haldeman on Thursday.

cc: Mr. Herbert G. Klein
Mr. Charles W. Colson

bcc: Mr. Harry S. Dent
Mr. John W. Dean, III
Mr. Frederic V. Malek
Mr. Dwight L. Chapin
Mr. Stephen B. Bull

Chen

December 6, 1971

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

SUBJECT: Gift Exchanges During Presidential
"Working Meetings" with Chiefs of State
and Heads of Government

Please proceed with your plan to suggest through the appropriate channels that there be no exchanges of gifts during the President's near future bilateral meetings with President Pompidou, Prime Minister Heath, Chancellor Brandt and Prime Minister Sato. We should dispense too, at least in the cases of the aforementioned meetings, with the custom of exchanging inscribed photographs.

Your recommendation concerning gifts for Prime Minister Caetano and President Thomaz have been approved.

Alexander P. Butterfield
Deputy Assistant to the President

can

THE WHITE HOUSE

WASHINGTON

December 6, 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.

Enc. Guest List for PM Trudeau Dinner

Distribution:

The Vice President
Secretary Rogers
Secretary Connally
Mr. Flanigan
Dr. Kissinger
Mr. Peterson
Mr. Shultz

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December 6, 1971

Dear Warren:

This is just a short note to let you know that I received your November 29th correspondence requesting a near future Presidential meeting with Jerry Cohen of New York. I have put the item in the hopper, and you should be hearing very soon from either Dwight Chapin or his assistant, Dave Parker.

Best regards.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Mr. Warren Adler
Warren Adler, Ltd.
5225 Wisconsin Avenue, N.W.
Washington, D.C. 20015

bcc: Mr. Charles W. Colson
Mr. Dwight L. Chapin
Mr. David N. Parker

Chu

December 6, 1971

MEMORANDUM FOR: MR. CLARK MAC GREGOR
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Letter to Me from Mr. David Evans
Concerning Proposed Bills H.R. 802
and H.R. 7836

Clark:

I am passing on to you and Bill Timmons the attached letter from a good friend, Dave Evans who, as you will note, is employed by The Susquehanna Corporation (a member of the National Mineral Wool Insulation Association).

I have no personal interests whatsoever in this matter ... so, because the correspondence speaks for itself, will leave the action up to your good judgment.

Attachment

cc: Mr. William E. Timmons

December 6, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Disposition of West Wing Waste Paper

Bruce said that you were concerned about the disposition of West Wing waste paper -- especially that which is removed each night from your offices. This brief note is only to assure you that no changes have been applied to the system established almost two years ago. All West Wing waste paper -- including that which has been placed in green bags -- is placed in the macerator in the OEOB and in that way destroyed.

Responsible persons are spot-checked at odd intervals, and on December 2nd a meeting was held for the express purpose of emphasizing to EPS and GSA personnel the importance of their carrying out their duties conscientiously.

Chen

December 6, 1971

MEMORANDUM FOR: MR. DAVID N. PARKER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Proposed Presidential Meeting
with the National Commander of
the Jewish War Veterans

Dave:

The attached memorandum just received from Warren Adler speaks for itself. I feel certain that Chuck Colson will endorse this request for a Presidential meeting with Mr. Jerry Cohen, this year's National Commander of the Jewish War Veterans.

Attachment

cc: Mr. Charles W. Colson
Mr. Dwight L. Chapin

December 6, 1971

MEMORANDUM FOR: MR. CLARK MAC GREGOR
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Presidential Telephone Call

At your suggestion, the President called Congressman John Byrnes Thursday night, December 2nd. The call lasted from 9:55 until 10:03 p.m.

cc: Mr. William E. Timmons

Ch...

December 6, 1971

Mrs. Rogers:

Here is an up-to-date list of the
Sub-Cabinet which I thought might
be helpful to you -- and possibly
to the other wives of Cabinet
Members.

Alex Butterfield

Chen

December 2, 1971

MEMORANDUM FOR: MRS. LUCY A. WINCHESTER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Miscellaneous Items

Lucy:

Here are some comments in response to questions you have asked recently. As has been the case for the past 5-6 weeks, we just don't have much information to put out.

- 1) The Sato Dinner - All we can tell you at this time is that it is scheduled for the evening of January 6th. I can't even tell you for certain what the dress will be. . . . or where it will be.
- 2) Cabinet Dinner honoring the President and Mrs. Nixon - Until we know what the Congress will do . . . i.e. when they will adjourn and when they will reconvene in January, we cannot tell when the President will be making his State of the Union Address or when the President and Mrs. Nixon will be free to attend the traditional Cabinet Dinner. From what we think we know at the moment, January 20th would be the best date to shoot for. I will be able to give you (and Mrs. Rogers) reliable information in about 5 or 6 more days.

Chen

December 2, 1971

MR. PRESIDENT:

Here are some news items from
Mort Allin which might be of
interest.

Alex

Shen

December 2, 1971

MEMORANDUM FOR: DR. HENRY A. KISSINGER
Attention: Mrs. Jeanne W. Davis
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Current Foreign Travel by
Herbert G. Klein

I only learned this morning that Herb Klein is en route to Brussels. At the Attorney General's request, he is going to give a speech (in place of RNC Chairman Bob Dole) before the International Association of Political Consultants on Friday. He will be returning to the United States on Saturday.

In the event that you knew nothing of the trip -- which I would guess is the case -- I am attaching a xerox copy of his itinerary.

Relative to the subject of foreign travel by Administration officials, I will be preparing a memorandum this afternoon which says, in essence, that all Members of the Cabinet and Sub-Cabinet, and all persons assigned to the Executive Office of the President must inform Dr. Kissinger's office, as well as my own, as soon as their trip plans are proposed -- and always prior to their contacting representatives of foreign governments. It will be a note similar to the one I wrote to Members of the Cabinet on March 19 and again on December 4, 1970.

Attachment

December 2, 1971

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

On Tuesday, November 30th, in an unofficial capacity, Mr. Thomas Evans, Co-Chairman of the Republican National Committee, represented the President at the funeral service for J. Howard Pew.

Please prepare for the President's signature a short note of thanks to Mr. Evans.

Thank you

cc: Miss Rose Mary Woods

THE WHITE HOUSE

WASHINGTON

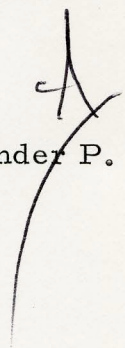
December 2, 1971

The following persons from outside the White House-OEOB complex will be attending the Swearing-In Ceremony to be held in the Oval Office at 5:00 p.m. today:

Secretary Rogers (State)
Secretary Laird (Defense)
Attorney General Mitchell (Justice)
Secretary James D. Hodgson (Labor)
Secretary Elliot L. Richardson (HEW)
Secretary George W. Romney (HUD)
Associate Justice Harry A. Blackmun (Supreme Court)

Please ensure their immediate access.

Thank you.


Alexander P. Butterfield

Chen

December 1, 1971

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

SUBJECT: Gifts Recommended for Presentation
to the President of Brazil and Mrs. Medici

The President has approved for presentation to the President of Brazil and Mrs. Medici the gifts you suggested in your memorandum of November 30th.

Alexander P. Butterfield
Deputy Assistant to the President

December 1, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. L. NICHOLAS RUWE
Assistant Chief of Protocol
for Ceremonial Affairs
Department of State

SUBJECT: Former President Johnson's
Recent Stay at Blair House

I worded poorly my instruction of November 18th concerning Blair House bills to be sent to former President Johnson in Texas. What the lieutenant meant to say was "please send to Tom Johnson on the former President's staff the bill for the private reception held at the Blair House on the evening of November 12th. All other Blair House costs accrued during that weekend are to be absorbed by the Department of State".

Many thanks.

Alexander P. Butterfield
Deputy Assistant to the President

ADMINISTRATIVELY CONFIDENTIAL

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December 1, 1971

MEMORANDUM FOR: HONORABLE GEORGE P. SHULTZ
Director
Office of Management and Budget

SUBJECT: Reduction of White House Staff
Personnel Strength

I am attaching to this memorandum Jon Huntsman's final report to me on the White House staff's personnel reduction effort. You will note that the 5% goal was attained just prior to the December 1st target date.

Alexander P. Butterfield
Deputy Assistant to the President

Attachment

chen

December 1, 1971

MEMORANDUM FOR: MR. MICHAEL B. SMITH
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Preparation of Presidential Letter
of Condolence

Mrs. John Volpe's father, Mr. Sante Benedetto, died last night at his home in New Hampshire. He was quite elderly and from what I have heard (but you had better check this), he died of natural causes. A funeral service is to be held this coming Friday morning, December 3rd, in Wakefield, Massachusetts.

Please prepare a Presidential note of condolence to Jennie Volpe.

Thank you.

cc: Mr. Raymond K. Price, Jr.
Miss Rose Mary Woods

chen

December 1, 1971
10:00 a.m.

Rose:

Here are the details of the Benedetto funeral ...
as passed to me a moment ago by Nancy Reinhard
in Secretary Volpe's office:

Funeral services for Sante Benedetto will
begin at 10:00 a.m. Friday, December 3rd,
at St. Florence's Church on Butler Avenue,
Wakefield, Massachusetts.

(Although I doubt that it will be of interest
to any of us here at the White House, there
will be a wake on the day prior -- Thursday.
It will be held at the Butler Funeral Home
in Wakefield from 2:00-4:00 p.m. and
from 7:00-9:00 p.m.)

Alex

December 1, 1971

8:30 a.m.

MR. PRESIDENT:

Mrs. Volpe's father, Mr. Sante Benedetto, died last night at his home in New Hampshire. He was quite elderly and from what I have heard, he died of natural causes. John Volpe is now at the Newporter Inn in California with Mrs. Volpe (Jennie). They will probably be heading for New Hampshire today or tomorrow. Funeral details, when known, will be passed to Rose Woods.

Alex

chen

December 1, 1971

9:00 a.m.

MR. PRESIDENT:

Here is Lee Huebner's third draft of the Speech on Aging. Ehrlichman has perused it and made several very minor changes. He thinks it is basically a very good draft. Other people reviewing this text are Flemming, McLane, Garment and Paul O'Neil (OMB). Their comments are due back to Ray Price by 10:00 a.m., and immediately thereafter typing will begin on the fourth draft. The "Speech Insert", which is attached to the back of the draft, was prepared by John Andrews. Neither Price nor Ehrlichman believe that it should be used.

Alex