

Chen

January 19, 1972

Bob:

- 1) Yes, Knauer and Sanchez were invited ... along with all others who supervise or direct offices within the Executive Office of the President. A copy of the list of those who have accepted is attached hereto.
- 2) The President told Brennan that he wants to leave for Key Biscayne by 10:00 p.m. tomorrow. In that the dinner begins at 7:30 p.m. (actually 7:55 or 8:00 p.m. is the time the receiving line ends), the 10:00 p.m. deadline should be easy to hit ... even with short talks by the President, Harlow, Moynihan, Hardin and Stans. Although we don't have to know now, it might be as good a time as any to discuss with the President the departure plan -- and whether Mrs. Nixon is going to accompany him. She would no doubt want to change clothes, whereas he might just as soon leave in his tux.

Here are two options to consider:

Chopper to South Lawn immediately upon conclusion of State Dining Room activities. The President would depart while the guests are having after dinner coffee and liqueurs.

Approve _____ Disapprove _____

Chopper to Ellipse whenever the President is ready to leave the White House. He would then depart in a limousine from the North Portico

Approve _____

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Chen

January 19, 1972
6:30 p.m.

MR. PRESIDENT:

Here are two papers which should be returned to their offices of origin by about mid-morning tomorrow.

You have reviewed already, but not completed, the correspondence from Henry concerning the U.S. delegation to Denmark. I took the liberty of removing it from your desk for your further consideration this evening.

The second item pertains to your part of the Economic Report. Herb Stein requests your approval and/or comments.

Chen

January 19, 1972

MEMORANDUM FOR: MR. BRUCE A. KEHRLI
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Authorization for White House Transportation
Office to Purchase Airline Tickets

Please give authorization right away to our Transportation Office to purchase round-trip airline tickets to and from Washington, D. C. for the Ray Coniff Singers -- a group of 18 persons. Penny Adams has details.

Thank you.

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chen
January 18, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MRS. LUCY A. WINCHESTER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Mr. John Scali's Request Concerning
the Cabinet Dinner on January 20th

It would be most inappropriate for Mr. Scali's fiancée to accompany him to the White House dinner on January 20th. As you know, this is more a family-type affair -- not at all like the Colombo Dinner and other such State occasions.

Please relay this fact to him and, at the same time, assure him that the matter has been checked out thoroughly at this end of the line.

ADMINISTRATIVELY CONFIDENTIAL

Chen

January 18, 1972

MEMORANDUM FOR: MR. JOHN E. NIDECKER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Ticket for State of the Union Address

John:

If you can finagle one extra ticket to the State of the Union Address on the 20th -- one that you don't know what to do with -- George Shultz could use it to good advantage.

Many thanks.

Chen

January 18, 1972

MEMORANDUM FOR: MR. OLIVER F. ATKINS
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: January 20, 1972

January 20th will indeed be a double red letter day. Not only will it mark the end of the President's third successful year in office, but (from indications received) all of our Cabinet Members will be present at the Cabinet Meeting scheduled for 3:00 p.m. that afternoon.

Hurrah! Hurrah! Hurrah!

Get your gear ready ... and, for Crissake, be sure you have film in the camera.

Chun

THE WHITE HOUSE

WASHINGTON

January 18, 1972

PERSONAL

MEMORANDUM FOR: MEMBERS OF THE CABINET

SUBJECT: Cabinet Activities on January 20th

Here are two items of information which concern Cabinet activities on January 20th:

- 1) As you may have heard already from a member of Speaker Carl Albert's staff, or from the office of the Doorkeeper of the House, you are being asked to assemble in Room H-209 of the House of Representatives by 11:55 a.m. in order to ensure your being escorted as a group to the House Floor, and seated, prior to the President's arrival. Wives will be seated in a separate section, of course -- probably in the Balcony as has been the procedure in past years. I will see to it that by Wednesday evening all of you, and your wives, have tickets in hand.
- 2) The agenda for the 3:00 p.m. Cabinet Meeting is being prepared by OMB Director George Shultz. It will concern the FY '72 and '73 Budgets.



Alexander P. Butterfield
Deputy Assistant to the President

PERSONAL

Chen

January 18, 1972

MEMORANDUM FOR: MISS ROSE MARY WOODS

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Proposed Plan for an After Dinner Group
Attending the Medal Presentations and
Entertainment at the White House on
January 28th

Rose:

I have just discussed with the President the matter of an after-dinner group coming to the White House on the 28th to witness the Medal of Freedom presentations to the Wallaces, and to enjoy the Ray Coniff Singers. He seemed to indicate that he had given this project to someone already ... but he went on to say that you should call Hobe Lewis and ask him to provide the names of appropriate Readers Digest people (some 30, 40, 50 ... or whatever) who might be interested in attending a dinner down here in Washington -- perhaps at the Tayloe House on that same evening. He felt that it might be a good idea to have one of our relatively senior staff members attend that dinner and serve as host, as well as the President's personal representative -- someone like Herb Klein. After the dinner, the Readers Digest group could come across the street to the White House (arriving at the Diplomatic Reception Room in the vicinity of 9:15 or 9:30) and be escorted to the East Room along with White House dinner guests for the Medal presentations and entertainment.

Although this information was not given to me in the manner of a directive, I did notice that the President seemed to think the plan a most appropriate one.

P.S. Ambassador and Mrs. Mobbacher need not be invited to the White House social functions scheduled on January 20, January 28 and February 1st.

OFFICER FITNESS—REPORT—U.S. MARINE CORPS (1611)

NAVMC 10147 (REV. 6-63)
(SUPERSEDES 2-57 AND 4-61 EDITIONS WHICH WILL BE USED)

SECTION A

SSAN 546-62-7082

EMBOSSED PLATE IMPRESSION (Name, Grade, Service No., MOS's)

EMBOSSED PLATE IMPRESSION (Organization)

*1. NAME (Last) (First) (Middle initial) GRADE SERVICE NO.
KEHRLI, BRUCE A. Capt. USMC R 0103092

*2. ORGANIZATION
CoB, HqBn, HQMC, HH, Arl., Va. 22214

*3. PRIMARY MOS ADDITIONAL MOS's
4002 0000/0000

4. OCCASION FOR THIS REPORT (Check appropriate box)
☒ SEMIANNUAL ☐ DETACHMENT OF OFFICER REPORTED ON (Enter unit or station to which detached, below) ☐ CHANGE OF REPORTING SENIOR ☐ CONCURRENT REPORT ☐ OTHER (Explain below)

5. PERIOD COVERED: FROM (Day, month, year) TO (Day, month, year) MONTHS
8Dec70 30Jun71 6

6. PERIODS OF NONAVAILABILITY (30 DAYS OR MORE) (Explain)
none

7. DUTY ASSIGNMENTS DURING PERIOD COVERED: A. REGULAR (Dates, descriptive title, and duty MOS)
Staff Assistant to Honorable H.R. Haldeman

B. ADDITIONAL (Descriptive title and number of months) MARKSMANSHIP QUALIFICATIONS (Lieutenants and Captains)
none NR

8. WIFE'S ADDRESS
2200 N. Pickett St., #203, Alex., Va. 22304

9. AGE, RELATIONSHIP OF DEPENDENTS REQUIRING TRANSPORTATION
1, son

10. OFFICER'S PREFERENCE FOR NEXT ASSIGNMENT (1st choice)
HQMC

(2nd choice) (3d choice)
West Coast Hawaii

SIGNATURE OF OFFICER REPORTED ON DATE
Bruce A. Kehrl
17 JAN 72

SECTION B (To be completed by reporting senior)

11. NAME AND GRADE OF REPORTING SENIOR 12. DUTY ASSIGNMENT
Honorable H.R. Haldeman US Assistant to the President

13. RECOMMENDATIONS FOR OFFICER'S NEXT DUTY ASSIGNMENT

14. DURING THE PERIOD COVERED BY THIS REPORT— YES NO
(a) Has the work of this officer been reported on in a commendatory way? ☐ ☒
(b) Has the work of this officer been reported adversely? ☐ ☒
(c) Was this officer the subject of any disciplinary action that should be included on his record? ☐ ☒
If YES in (a), (b), or (c), and a report has NOT been submitted to the CMC, attach separate statement of nature and attendant circumstances. If a report has been submitted to the CMC, reference such report below:

15. A. ENTRIES ON THIS REPORT ARE BASED ON (Check appropriate box) 15. B. TO BE COMPLETED ON ORGANIZED RESERVE OFFICERS
☒ DAILY CONTACT AND CLOSE OBSERVATION OF THIS OFFICER'S WORK ☐ FREQUENT OBSERVATIONS OF THIS OFFICER'S WORK ☐ INFREQUENT OBSERVATIONS OF THIS OFFICER'S WORK ATTENDED OF SCHEDULED DRILLS

* If embossed plate impression is used, do not complete Items 1, 2, and 3.

SECTION C (To be completed in pen and ink by reporting senior)

Considering the officer reported on in comparison with all other officers of the same grade whose professional abilities are known to you personally, indicate your estimate of this officer by marking "X" in the appropriate spaces below.

16. PERFORMANCE OF DUTY (Based on fact)

	NOT OBSERVED	UNSATISFACTORY	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	EXCELLENT	OUTSTANDING
(a) REGULAR DUTIES							X
(b) ADDITIONAL DUTIES							X
(c) ADMINISTRATIVE DUTIES							X
(d) HANDLING OFFICERS	X						
(e) HANDLING ENLISTED PERSONNEL	X						
(f) TRAINING PERSONNEL	X						
(g) TACTICAL HANDLING OF TROOPS (Unit appropriate to officer's grade)	X						

17. TO WHAT DEGREE HAS HE EXHIBITED THE FOLLOWING?

(a) ENDURANCE (Physical and mental ability for carrying on under fatiguing conditions)	X								
(b) PERSONAL APPEARANCE (The trait of habitually appearing neat, smart, and well-groomed in uniform or civilian attire)									X
(c) MILITARY PRESENCE (The quality of maintaining appropriate dignity and soldierly bearing)									X
(d) ATTENTION TO DUTY (Industry; the trait of working thoroughly and conscientiously)									X
(e) COOPERATION (The faculty of working in harmony with others, military and civilian)									X
(f) INITIATIVE (The trait of taking necessary or appropriate action on own responsibility)									X
(g) JUDGMENT (The ability to think clearly and arrive at logical conclusions)								X	
(h) PRESENCE OF MIND (The ability to think and act promptly and effectively in an unexpected emergency or under great strain)								X	
(i) FORCE (The faculty of carrying out with energy and resolution that which is believed to be reasonable, right or duty)								X	
(j) LEADERSHIP (The capacity to direct, control, and influence others and still maintain high morale)	X								
(k) LOYALTY (The quality of rendering faithful and willing service, and unswerving allegiance under any and all circumstances)									X
(l) PERSONAL RELATIONS (Faculty for establishing and maintaining cordial relations with military and civilian associates)								X	
(m) ECONOMY IN MANAGEMENT (Effective utilization of men, money and materials)	X								

18. Considering the possible requirements of service in war, indicate your attitude toward having this officer under your command.

Would you— ☐ NOT OBSERVED ☐ PREFER NOT TO HAVE? ☐ BE WILLING TO HAVE? ☐ BE GLAD TO HAVE? ☒ PARTICULARLY DESIRE TO HAVE?

19. (a) Indicate your estimate of this officer's "General Value to the Service" by marking "X" in the appropriate box:

NOT OBSERVED	UNSATISFACTORY	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	EXCELLENT	OUTSTANDING
☐	☐	☐	☐	☐	☐	☒

(b) Show distribution of all Item 19. (a) markings awarded officers of his grade for this reporting occasion:

N/A

SECTION D (To be completed by reporting senior in pen and ink.) Record in this space a concise appraisal of the professional character of the officer reported on. (This space must not be left blank.)

Although Captain Kehrli was thrust rather suddenly into an environment quite apart from that of a military unit or headquarters, he adapted quickly and well. Initially he was called upon to monitor nearly all of the action requests which I sent, in the President's behalf, to White House staff members and senior officials in the federal departments and agencies. It was his responsibility to keep accurate records on these papers and follow up when necessary to ensure thorough and timely responses. In meeting head-on the challenges imposed by the staffing processes at the top levels of government, he displayed throughout the period of this report a marked degree of

SECTION E (To be completed by the reporting senior)

I CERTIFY that to the best of my knowledge and belief all entries made hereon are true and without prejudice or partiality.

(Signature of reporting senior)

(Date)

SECTION F (To be completed when required)

(Check One)

I have seen this completed report. ☐ I HAVE NO STATEMENT TO MAKE

☐ I HAVE ATTACHED A STATEMENT

(Signature of officer reported on)

(Date)

SECTION G (To be completed by reviewing officer)

NAME OF REVIEWING OFFICER _____ GRADE _____ US _____

DUTY ASSIGNMENT _____ INITIALS _____

Officer Fitness-Report-U.S. Marine Corps (1611)
Captain Bruce A. Kehrli
Continuation - Section D

diligence, competence and professional zeal.

Captain Kehrli is neat and clean in appearance, immaculate in dress and soldierly in bearing -- an outstanding young officer of great potential.

H. R. Haldeman
Assistant to the President

Chen

January 17, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MISS GERTRUDE T. BROWN
Security Assistant

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: FBI Background Investigation of
Mr. Kenneth Clawson

You may have the FBI proceed with the full-field background investigation of Mr. Kenneth Clawson.

ADMINISTRATIVELY CONFIDENTIAL

chem

January 17, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Discussion of the President's Forthcoming
State of the Union Message

The President has asked that you take positive steps right away to ensure that all staff members stop speculating -- even in the most subtle of ways -- as to what he will say in his forthcoming State of the Union Message. No doubt you will want to bring up this matter, and emphasize its importance, at the 8:00, 8:15 and 10:00 a.m. meetings tomorrow.

ADMINISTRATIVELY CONFIDENTIAL

chron

January 17, 1972

Dear D.P.:

I received your January 12th letter this morning and checked immediately with John Evans to see what, if anything, was being done with the earlier request. John told me that he had given the "ok" on the Washington briefing to one of his staff men, Jim Falk. Evidently, Falk is in the process now of making plans and notifying your people at that end of the line. I will get word to him to address his official correspondence to Mayor Luken ... as you suggested.

Please understand that my role in this matter and my notes to you are unofficial.

All the best.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Colonel D. P. Jones, USAF (Ret.)
Director, Cincinnati Veterans' Clearinghouse
c/o Manpower Planning Division, Rm. 14
City Hall
Cincinnati, Ohio 45202

Chan

January 13, 1972

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

Please have someone on your staff prepare a short but appropriate Presidential response to the attached letter of resignation submitted by Jon Huntsman. You will note that the effective date of Jon's departure is February 5.

Thank you.

Attachment

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Chen

January 13, 1972

TO: Mrs. Lucy M. Ferguson
FROM: Alexander P. Butterfield

Lucy:

On behalf of the Church of Jesus Christ of Latter-day Saints and its Presidency, Jon Huntsman presented this copy of the "Book of Mormon" to the President for the White House. The informal presentation took place in the Oval Office this afternoon. I should think that a letter of acknowledgment to Joseph Fielding Smith would be appropriate.

Thank you.

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THE WHITE HOUSE
WASHINGTON

January 13, 1972

MEMORANDUM FOR THE PRESIDENT'S FILE

FROM: ALEXANDER P. BUTTERFIELD *AB*

SUBJECT: Brief Farewell to Mr. Jon Huntsman
and Family
January 13, 1972, 2:16 - 2:21 p.m.

Jon Huntsman and his family had not been officially scheduled to meet with the President on this day; however, because he (Jon Huntsman) was due to depart the White House staff within a few weeks, and because he and his family happened to be at the White House during the noon hour, I thought it would be fitting to arrange a quick farewell handshake as soon as the President's morning schedule concluded. As it happened, several of the morning events ran considerably over the allotted time and by 2 p.m. the President had not yet had lunch. But he knew that the Huntsmans and their seven children (ages 1 through 11) had been waiting, and were expecting to see him if only for a moment so in his typically considerate fashion he asked me to bring them in.

It was a short but very pleasant meeting. The youngest Huntsmans scrambled about the Oval Office understandably restless after their 2-hour wait in the Roosevelt Room. But as Ollie Atkins prepared to take a picture of the family with the President in front of the Service flags, Karen Huntsman scurried after the toddlers, rounded them up and pulled them gurgling and giggling into the front row of the line-up. The President, as is his custom, did some last-minute shuffling of the order in which people were standing and said, "Just look at that funny looking man out there with the camera. If you smile for him, he will take your picture." Ollie took six or seven photographs, then left the room.

With Steve Bull's help, appropriate Presidential gifts were given to all members of the Huntsman family and the President once again bade Jon and Karen farewell. He added that he knew the White House staff would feel Jon's loss, but that he was glad to have heard that Jon would be working with us closely as an outside helper and consultant to Fred Malek's office.

For a final time the youngest of the Huntsman clan were herded together -- then led out of the Oval Office by their parents.

Chen

January 13, 1971

FAREWELL TO MR. JON M. HUNTSMAN AND FAMILY
Thursday, January 13, 1972
1:15 p.m.

Here are some quick notes concerning Jon Huntsman and his family:

- Wife's name is Karen ... and there are seven children. You saw Karen's mother and father in the Oval Office about six months ago. He (Elder David B. Haight) is one of the 38 General Authorities in the Mormom Church.
- Huntsman spent six months at HEW prior to his one year here at the White House as Staff Secretary. He is leaving the White House, reluctantly, on February 5th, in order to attend to his business enterprises (container companies, recording companies, etc.).
- Huntsman worked for years for Dudley Swim, is close to the Marriott family and has a great many other significant contacts nationwide. Because of this, he is going to work closely with Malek and the Citizens Committee and encourage large contributions during the year. He should be able to do very well in this capacity.
- His letter of resignation is attached hereto. A reply is being prepared now.
- Jon wants to present, through you, to the White House "The Book of Mormon" which has been signed by the First Presidency.

Ollie Atkins will be on hand to take several quick photographs.

Steve Bull will have appropriate gifts set aside.

Alexander P. Butterfield

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

January 12, 1972

5:00 p.m.

MEMORANDUM FOR: MR. HERBERT G. KLEIN
MR. RONALD L. ZIEGLER

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Visit to the White House of Soviet Minister
of Culture Yekaterina A. Fursteva

Tomorrow afternoon Soviet Minister of Culture Yekaterina A. Fursteva, along with a small entourage, will visit and tour the White House -- then (at 3:00 or 3:30 p.m.) have tea with Mrs. Nixon.

You should learn as much about this event as there is to know and see that it gets appropriate publicity.

Thank you.

cc: Mr. Leonard Garment
Mr. Charles W. Colson

Connie Stuart

Chen

January 12, 1972

MEMORANDUM FOR: MR. DAVID N. PARKER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Proposed Presidential Recognition of
Jiggs Fauver's White House Service

It may be that a Presidential handshake for Jiggs Fauver has been proposed already ... but if not, I would like to do so now. The attached memorandum pertains.

Attachment

January 12, 1972

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Preparation of Text for Proposed Presidential
Message to be Taped for Playing at the
Vince Lombardi Award Dinner - January 14

The President does not plan to place a telephone call directly to Ambassador George Bush at the Vince Lombardi Award Dinner on January 14th; however, he may tape a message which can be played that evening in Houston and heard by all of those attending the Rotary Club event.

Drawing from the information on the attached sheet, and coordinating with Harry Dent and/or Wallace Henley, please prepare an appropriate Presidential message of not more than 100 words.

The proposed message should be sent to Dave Parker who will submit it along with a schedule proposal to Messrs. Chapin and Haldeman.

Thank you.

cc: Mr. Harry S. Dent
Mr. Wallace B. Henley
Mr. David N. Parker

Chen

January 12, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. BRUCE KEHRLI
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Wallace H. Johnson

Please note Mr. Haldeman's approval on the attached memorandum of Jon Huntsman's recommendations concerning Wallace H. Johnson ... and take the necessary actions.

Thank you.

Attachment

ADMINISTRATIVELY CONFIDENTIAL

Chen

January 12, 1972

MEMORANDUM FOR: MR. CLARK MAC GREGOR
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Office Routing of Projects to be
Completed by Mr. Sanford Fox

Because of the considerable number of projects being heaped on Sandy Fox by various and sundry staff members (and some persons who are not on the staff), I would like to ask you to route all items to be prepared and materials to be worked on by Sandy Fox and his staff through Lucy Winchester. As you know, Lucy is Sandy's immediate supervisor and it is only proper that she be made aware of the number and kinds of work orders being sent to Sandy for completion.

Many thanks.

Chen

January 12, 1972

MEMORANDUM FOR: MR. JOHN EVANS

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Office Routing of Projects to be
Completed by Mr. Sanford Fox

Because of the considerable number of projects being heaped on Sandy Fox by various and sundry staff members (and some persons who are not on the staff), I would like to ask you to route all items to be prepared and materials to be worked on by Sandy Fox and his staff through Lucy Winchester. As you know, Lucy is Sandy's immediate supervisor and it is only proper that she be made aware of the number and kinds of work orders being sent to Sandy for completion.

Many thanks.

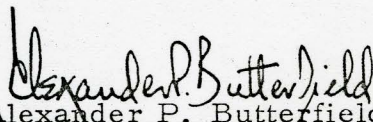
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THE WHITE HOUSE
WASHINGTON
January 11, 1972

PERSONAL

MEMORANDUM FOR: MEMBERS OF THE CABINET
SUBJECT: Cabinet Meeting on January 20

There will be a meeting of the President's Cabinet on Thursday, January 20. The session will begin promptly at 3:00 p.m.


Alexander P. Butterfield
Deputy Assistant to the President

PERSONAL

January 11, 1972

ADMINISTRATIVELY CONFIDENTIAL

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

SUBJECT: U. S. Secret Service Protection for
Soviet Minister of Culture
Yekaterina A. Fursteva

John Richardson's request for U. S. Secret Service protection for Soviet Minister of Culture Yekaterina Fursteva during the period of her visit to this country (delivered to my office last night along with your note of concurrence) has been coordinated with Assistant Secretary Eugene Rossides, representing Secretary Connally, and approved.

Alexander P. Butterfield
Deputy Assistant to the President

ADMINISTRATIVELY CONFIDENTIAL

cc Rossides
Bagge
J. Darius
1/12

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January 11, 1972

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

I would like to relay to you Noel Koch's proposal that a Presidential letter be prepared and sent to Mr. and Mrs. Howard Levens of Media, Pennsylvania -- parents of missing Susan Phillips. She, as you will note by reading the article, is a very attractive and especially talented Delaware girl ("Miss Delaware" of 1967) married to Army Lt. Thomas Kendall Phillips ... also missing. The attached article will give you other pertinent information. If you see no objection to a Presidential letter, then I should think that one should go too to Phillips' parents -- and it may be that Noel can give you the correct name and address.

I am attaching also a copy of a letter to Noel from the girl's parents. Understandably, they are urging for the intervention of the FBI in the search and investigation ... which I think is being conducted now by law enforcement personnel in the states of Alabama and Georgia. I have talked to senior FBI officials, who in turn have discussed the matter with the Director and someone in the Attorney General's office, and it appears that the FBI does not have legal jurisdiction. Nevertheless, the Atlanta FBI office is lending "support" to the effort.

Many thanks.

Attachment

Chen

January 11, 1972

MEMORANDUM FOR: MRS. LUCY A. WINCHESTER

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Final List of Additional Invitees to the
January 20th Dinner Honoring Members
of the Cabinet

Please add the following names to the lists of invitees you have been given already:

Mr. and Mrs. Richard Helms	(CIA)
Mr. and Mrs. Herbert Stein	(CEA)
Mr. and Mrs. Phillip V. Sanchez	(OEO)
General and Mrs. George A. Lincoln	(OEP)
Dr. and Mrs. Edward E. David, Jr.	(OST)
Mr. and Mrs. William D. Eberle	(OSRTN)
Mr. and Mrs. Russell E. Train	(CEQ)
Mr. Clay T. Whitehead	(OTP)
Mr. and Mrs. Wilhelm F. Knauer	(Virginia Knauer - OCA)
Dr. and Mrs. Jerome H. Jaffe	(ODAP)
General and Mrs. Lewis B. Hershey	
Mr. and Mrs. John A. Scali	
Mr. and Mrs. Herbert G. Klein	
Mr. Raymond K. Price, Jr.	
Mr. and Mrs. Leonard Garment	
Mr. and Mrs. Ronald L. Ziegler	
Brig. General and Mrs. James D. Hughes	
Mr. and Mrs. Charles W. Colson	
Miss Rose Mary Woods	
Mr. and Mrs. Charles Stuart	(Constance Stuart)
Mrs. Lucy A. Winchester	

Thank you.

January 11, 1972
12:00 Noon

MEMORANDUM FOR: MR. BRUCE KEHRLI

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Your Attendance at Mr. Haldeman's
10 o'clock Meetings

Bob overruled my bid this morning to have you attend his Tuesday and Thursday 10 o'clock meetings only when I find that I cannot make them -- so you should plan henceforth to be there.

I recognize that you and Bob have a point.

Chen

January 11, 1972

MEMORANDUM FOR: MR. DAVID N. PARKER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Proposed 3-minute Appointment for the
President's Calendar

I would like to propose that the President see Jon Huntsman and his family sometime this week or next for a 3-4 minute photograph and farewell. As Jon reported to me this morning, "All seven children are healthy ... and that's unusual".

I believe that Jon intends to leave the city at the end of next week for a 2-week vacation on the West Coast.

Chen

January 10, 1972

Ralph:

Many thanks again for your kind offer to send a photograph of the Spirit of '76 to Mrs. Walker's son in California. Pertinent information appears below:

Mr. Fernando Walker
319 I Avenue
Coronado, California

He does go by the name, Fernando. As I mentioned to you on the aircraft, he is 20 or 21 years of age, a junior at San Diego State College and very hopeful that he will pass his Air Force ROTC entrance exam on February 19th.

Alex Butterfield

Colonel Ralph Albertazzi
CMR 1255
Andrews Air Force Base

Chen

January 10, 1972

MEMORANDUM FOR: MRS. LUCY A. WINCHESTER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Cabinet Dinner -- January 20

The President wants the January 20th Cabinet Dinner to begin at 7:30 rather than at 8:00 p.m. Please notify all concerned.

Thank you.

Chen

January 10, 1972

Dear Hazel:

This is just a short note to thank you once again for sitting in for Toni during those early morning hours in late December.

Have a Happy New Year.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Mrs. Hazel Cornwall
The White House
Washington, D.C.

bcc: Noble M. Melencamp

Chan

January 10, 1972

Dear Kathy:

Thank you once again for being such a big help to me while Toni was on vacation. As a result of your superior work and attitude, I have recommended you to others on Mr. Haldeman's staff as an excellent temporary or permanent secretary.

Have a Happy New Year.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Mrs. Kathleen M. Tindle
The White House
Washington, D.C.

bcc: Noble M. Melencamp

January 10, 1972

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Consideration of Additional Invitees
to the January 20th Dinner Honoring
Members of the Cabinet

Bob:

Here are some names of persons not yet invited:

- A. Those who direct organizations within the Executive Office of the President. (Only Shultz has been invited, and he because of his Cabinet membership)

Dick Helms	CIA
Herb Stein	CEA
Phil Sanchez	OEO
Abe Lincoln	OEP
Ed David	OST
Bill Eberle	OSRIN
Russ Train	CEQ
Clay Whitehead	OTP
Virginia Knauer	OCA
Jerry Jaffe	ODAP

Comment: It is difficult to have one and not the others, although David and Knauer could be invited as White House staff members with "senior status"... or would that mean Rose Woods and Connie Stuart would have to be added? My recommendation is that only David be invited from this group.

B. Those on the White House staff who are relatively senior:

Len Garment
John Scali (Colson?)
Gen. Hershey
Herb Klein
Ray Price
Ron Ziegler
B/Gen. Don Hughes

Comment: My recommendation is that all except Scali and Colson be invited. I included Hershey because we've seldom before recognized him, and Hughes because he, too, is on the threshold of departure from the staff. As you recognize, this would be a logical (and understandable) cutoff point.

I am attaching information which will tell you what the various options mean in terms of total numbers of invitees.

Attachment

OPTION RECAP

If you follow my recommendations and add these people ...

David
Garment
Hershey
Klein
Price
Ziegler
Hughes
Whitaker
Butterfield
Brown

there will be 89 persons present if all who are invited attend.
($10 \times 2 = 20 + 69 = 89$)

If you should go on to add Knauer, Woods, Stuart and Jaffe, the total will increase to 97. ($4 \times 2 = 8 + 89 = 97$) If you should want to add Lucy Winchester (because of having invited the other ladies on the staff), the total would be increased to 98.

I suggest that we steer clear of inviting the heads of major agencies, boards and commissions.

January 10, 1972

MEMORANDUM FOR: MRS. LUCY A. WINCHESTER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: White House Social Functions Planned
for the Period January 20 - February 1

The purpose of this short note is only to review with you what I know is planned socially for the period January 20 - February 1:

January 20	Cabinet Dinner (to begin at 7:30 rather than at 8:00 p.m.)
January 25	Stag "Working" Dinner for Italian Prime Minister Colombo
January 28	DeWitt Wallace Dinner
January 31	Stag Dinner for Republican Governors
February 1	State Dinner for Liberian President Tolbert

Details will follow as they are learned (and confirmed in this office).

Chen

January 10, 1972

MEMORANDUM FOR: MRS. LUCY A. WINCHESTER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Additional Invitees to the January 20th
Dinner

The President would like to add the following persons to the January 20th guest list:

Mr. and Mrs. Alexander P. Butterfield
Mr. and Mrs. John C. Whitaker
Mr. and Mrs. Robert J. Brown

There is a good chance that some 10-15 other couples will be added to the list of invitees. I will let you know as soon as I hear something definite -- probably before the end of the day.

Chm

THE WHITE HOUSE

WASHINGTON

January 10, 1972

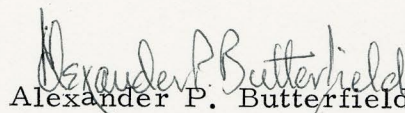
MEMORANDUM FOR THE WHITE HOUSE STAFF

SUBJECT: Administrative Notice - Staff Secretary Change

In accordance with personal plans made known to us early last year, Jon Huntsman, Staff Secretary, will return on February 5th to private life.

Bruce Kehrli, Staff Assistant to the President, is assuming the duties and responsibilities of the Staff Secretary. You should begin now addressing to Mr. Kehrli all materials previously sent to Mr. Huntsman....except for briefing papers and Memoranda For The President's File on Presidential events. These items are to be directed henceforth to Dr. David Hoopes.

Thank you.


Alexander P. Butterfield

Deputy Assistant to the President

January 9, 1971
10:00 p.m.

MR. PRESIDENT:

The following persons placed birthday
telephone calls to you today:

Billy Graham -- this morning from
Puerto Rico ... to say, in addition to
Happy Birthday, that Mrs. Nixon was
nothing short of superb as your personal
envoy in Africa. He went on to say that
most of the banquets over there started
at 7:30 or 8:00 p.m., and that dinner
wasn't served oftentimes until 11:00 p.m.,
and that despite such grueling schedules
he never saw the smile leave Mrs. Nixon's
face.

Paul Keyes -- this afternoon from
Los Angeles.

Bob Dole -- this evening from Miami.

Alex

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

January 7, 1972
3:00 p.m.

MEMORANDUM FOR: H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Proposed Administrative Memo to
Members of the White House Staff

Attached hereto is a draft administrative memo relating to the coming departure of Jon Huntsman and the assumption of his duties by Bruce Kehrli. I would be interested in knowing what you think of the idea. Whereas I am not really in favor of giving Huntsman (or any one person) a pat on the back in full view of others who have worked equally hard, I do believe that the staff should be made aware of this particular personnel change.

DRAFT

MEMORANDUM FOR THE WHITE HOUSE STAFF

SUBJECT: Administrative Notice - Staff Secretary Change

In accordance with personal plans made known to us early last year, Mr. Jon Huntsman, Special Assistant to the President, will return on February 5th to private life. Throughout his tenure in the demanding role of Staff Secretary, Mr. Huntsman has provided outstanding administrative service to the President and to the White House Staff, and demonstrated unfailing courtesy and tact in his dealings with others. He will be missed.

Meanwhile, Mr. Bruce Kehrli, Staff Assistant to the President, is assuming the duties and responsibilities of the Staff Secretary. You should begin now addressing to Mr. Kehrli all materials normally sent to Mr. Huntsman....except for briefing papers and Memoranda For The President's File on Presidential events. These items are to be directed henceforth to Dr. David Hoopes.

Thank you.

Alexander P. Butterfield
Deputy Assistant to the President

DRAFT

MEMORANDUM FOR THE WHITE HOUSE STAFF

SUBJECT: Administrative Notice - Staff Secretary Change

In accordance with personal plans made known to us early last year, Mr. Jon Huntsman, Special Assistant to the President, will return on February 5th to private life.

Meanwhile, Mr. Bruce Kehrli, Staff Assistant to the President, is assuming the duties and responsibilities of the Staff Secretary. You should begin now addressing to Mr. Kehrli all materials normally sent to Mr. Huntsman....except for briefing papers and Memoranda For The President's File on Presidential events. These items are to be directed henceforth to Dr. David Hoopes.

Thank you.

Alexander P. Butterfield
Deputy Assistant to the President

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

January 6, 1972

FOR: BRUCE KEHRLI

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Installation of Night Lighting Equipment
Around the OEOB

Some time ago, as you may know, Bob Kunzig proposed the installation of night lighting equipment around the OEOB....and gave us a cost estimate of \$60,000.

The purpose of this note is to tell you that the lighting installation has been approved. Please inform Mr. Kunzig.

Thank you.

MEMORANDUM

Chm

THE WHITE HOUSE

WASHINGTON

January 6, 1972
10:30 a.m.

MEMORANDUM FOR: H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Official Presidential Portrait

In a memorandum just received, Larry asks when the "Presidential portrait" project will be completed. The answer is: on or before February 15. By that time we will be ready for worldwide distribution of the photographs.

THE WHITE HOUSE
WASHINGTON

January 5, 1972

Chrm

A

Mr. President:

Two quick items:

- (1) I (and others) don't believe the Conference Room is suitable as an alternative to the residence poolside area, for lunch, should the weather Friday noon be inclement. Moreover, Secretary Rogers' foreign affairs meetings are scheduled there throughout most of the day. Steve Bull and Ron Jackson recommend the residence living room -- with most of the furniture temporarily placed elsewhere -- as the ideal "bad weather" solution.

Proceed with original plan, i.e., poolside area
if weather permits and Conference Room otherwise _____

Use living room area in case of inclement weather ff.

Use living room regardless of weather conditions _____

- (2) John Ehrlichman spoke with the Vice President and covered with him the Reagan issue. The prime purpose of the Vice President's call, however, was to express personally his praise of your performance on television the other night with Dan Rather. He would appreciate our calling him back for you after 2:00 p.m. today.

Alex

THE WHITE HOUSE

WASHINGTON

January 5, 1972

FOR: CHARLES COLSON

FROM: ALEXANDER BUTTERFIELD

[Handwritten signature]

The President talked on the telephone to the following persons
December 31st:

Mike Wallace
Billy Graham
John Olin
Taft Schriber
Arnholt Smith
John Rollins
Dick Scaife
Freeman Gosden
Robert O. Anderson

...and attempted unsuccessfully a call to Willard F. Rockwell.

cc: G. Bell
H. Cashen

THE WHITE HOUSE

WASHINGTON

January 5, 1972

FOR: WILLIAM TIMMONS
FROM: ALEXANDER BUTTERFIELD

[Handwritten mark]

The President talked on the telephone December 31st to the following Members of Congress:

Senator Goldwater
Congressman George Mahon
Congressman Les Arends
Congressman Eddie Hebert

cc: C. Colson

THE WHITE HOUSE
WASHINGTON

Chron

January 4, 1972

Mr. President:

Here is the briefing paper for your meeting tomorrow with Drs. Fletcher and Low. The suggested talking points and the Presidential statement at Tabs A and B, respectively, reflect the selection of the name "Space Clipper" for the space shuttle vehicle. However, John Ehrlichman and others have expressed some reservations with regard to this particular name -- and for that reason Peter has submitted some alternatives which are attached at Tab C.

Should you select a name other than "Space Clipper", the Press statement will be revised accordingly.

Alex

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

January 4, 1972

9:45 A.M.

FOR: MR. JOHN EHRLICHMAN
MR. ROBERT FINCH

FROM: MR. ALEXANDER P. BUTTERFIELD

RE: Lawrence Welk's "System of Social Justice"

Lawrence Welk called this morning to talk to the President and asked if he might come down to San Clemente sometime this week to explain what he calls his own system of social justice -- a system which has as its objective the healthy development of young people....and the sharing with them of the benefits of life. Mr. Welk explained that the "program" is precisely the one which he has used in his own organization all these years. He said that he feels certain it would be of great good to the country -- and of course to the President if he were the one responsible for expanding it to a national scale.

Mr. Welk was not at all insistent upon getting through to the President personally and was happy to relay to me the essence of his proposal. He hopes very much, however, that we will be able to have him down -- if only for 15-20 minutes -- to let him explain in his own words just what he envisages with regard to this "young people's development" plan.

It may be that one or both of you could find the time to see him and offer some suggestions as to how he (or we) might proceed. Whatever is done, Mr. Welk would hope that there is no accompanying fanfare.

His office telephone number in Los Angeles is 451-5727....his home phone number is 454-2957. He does plan to play in the golf tournament tomorrow, and he has his show to do tomorrow night; otherwise, he is free through the week-end. My only promise to Mr. Welk was that someone would get back to him within 48 hours.

Many thanks.

cc: H. R. Haldeman
S. Bull