

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

February 24, 1972

MEMORANDUM FOR: MR. CHARLES W. COLSON
BRIG. GENERAL BRENT SCOWCROFT
MR. NEAL BALL
MR. NOBLE M. MELENCAMP

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Presidential Representation

Ambassador and Mrs. Emil Mosbacher will represent the President and Mrs. Nixon at the funeral service (Friday morning, February 25th, at Wilmington, Delaware) for the son of Mr. John Rollins. Ambassador Mosbacher will convey the President's condolences orally to Mr. Rollins.

Whatever additional facts you might need can be obtained, I believe, from Ambassador Mosbacher's office at the Department of State ... or from Marge Acker in Rose Woods' office.

For Neal Ball only: Neal -- You may want to know that the President was notified of this tragedy by Mr. Haldeman (whom I called yesterday), and that he asked specifically that Ambassador Mosbacher represent him and convey his deepest sympathies. Incidentally, Presidential letters will be written to Mr. and Mrs. Rollins and others who have suffered through tragedies over the past week after the President returns to the U.S.

February 23, 1972

MEMORANDUM FOR:

MR. JAMES J. ROWLEY
Director, U. S. Secret Service

SUBJECT:

Manpower Augmentation for the Tour
Guide Element of the Executive
Protective Service (EPS)

I am writing this note to bring to your personal attention, and to that of Chief Quimby, our strong desire to beef up by some 5-8 men the tour guide element of the EPS.

Mrs. Nixon has a number of new ideas concerning the handling and making comfortable of special and other visitors to the White House. She spoke to me about this subject on the morning of February 15, and I believe she has discussed it at greater length with Mr. Farrell. Whereas, admittedly, she has not been specific about the means which might be employed to implement her plans, it is my guess that little can be done without some increase in the number of EPS tour guides. As I am sure you know, we are approaching what will most certainly be a busy visitors season. All of us -- and especially the First Lady -- want to feel assured that our modus operandi where visitors are concerned is the very best.

I can well appreciate the fact that what I am suggesting here is probably easier to say than to do; yet, more often than not, where there is a will there is a way. It is for these reasons that I am referring the matter to you and asking that a quick study be made in conjunction with Chief Quimby and his senior officers and a determination forwarded to Mr. Farrell as to precisely how we might proceed.

Many thanks.

Alexander P. Butterfield
Deputy Assistant to the President

APB:kmt

cc: Mike Farrell

Chon

February 22, 1972

PERSONAL

MEMORANDUM FOR: MEMBERS OF THE CABINET
SUBJECT: Scheduled Presidential Events

Here are two items for your calendars:

(1) You and your wives are cordially invited to the February 28th Arrival Ceremony welcoming the President and Mrs. Nixon back from Peking. The event will be held on the Andrews Air Force Base flight-line, beginning at about 9 p.m.

I suggest that in anticipation of heavy crowds and traffic you allow for some extra driving time from your residences -- whatever you think necessary to insure your being in the Distinguished Visitors Lounge of the Base Operations Building by 8:45. Your meeting this schedule will allow White House and Base officials to transport and escort you as a group from the DV Lounge to the VIP Welcoming Area.

Details will follow as they are developed and confirmed.

(2) It is the President's tentative plan to hold a Cabinet meeting in the Cabinet Room on February 29th -- probably in the afternoon.

Again, I will get word to you as soon as the time and date have been made firm.

Alexander P. Butterfield
Deputy Assistant to the President

PERSONAL

February 17, 1972

MEMORANDUM FOR: MR. ROBERT H. FINCH

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Letters of Recommendation
for Stanley K. Foshee

Bob:

Here is a resume on Mr. Stanley Kirkland Foshee, a very fine, and diligent messenger on the White House Office staff. As you will note, he has a B.S. degree (earned mostly at night) and aspires now to attend law school -- preferably at one of the California universities.

He asked me to write a letter of recommendation to each of the three schools listed below ... which I have done and would hope that you, too, could recommend him.

Mr. Michael S. Rappaport
Assistant Dean
Office of Special Programs
UCLA School of Law
Los Angeles, California 90024

Office of Admissions
Law School
University of Southern California
University Park
Los Angeles, California 90007

Office of Admissions
University of California, Berkeley Campus
Law School
Berkeley, California 94720

Attachment

February 17, 1972

Dear Sirs:

I am writing this letter to recommend very highly as a student to your Law School, Mr. Stanley Kirkland Foshee of Washington, D. C.

Quite simply put, Mr. Foshee -- a greatly admired and respected member of the White House Office staff -- is a gentleman of unquestionable honesty and integrity. He is one whose diligence and perseverance, and past accomplishments under oftentimes very difficult conditions, truly justify every consideration on the part of those who review student applications.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President
(and Secretary to the Cabinet)

Office of Admissions
University of California, Berkeley Campus
Law School
Berkeley, California 94720

February 17, 1972

Dear Sirs:

I am writing this letter to recommend very highly as a student to your Law School, Mr. Stanley Kirkland Foshee of Washington, D. C.

Quite simply put, Mr. Foshee -- a greatly admired and respected member of the White House Office staff -- is a gentleman of unquestionable honesty and integrity. He is one whose diligence and perseverance, and past accomplishments under oftentimes very difficult conditions, truly justify every consideration on the part of those who review student applications.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President
(and Secretary to the Cabinet)

Office of Admissions
Law School
University of Southern California
University Park
Los Angeles, California 90007

February 17, 1972

Dear Mr. Rappaport:

I am writing this letter to recommend very highly as a student to your Law School, Mr. Stanley Kirkland Foshee of Washington, D. C.

Quite simply put, Mr. Foshee -- a greatly admired and respected member of the White House Office staff -- is a gentleman of unquestionable honesty and integrity. He is one whose diligence and perseverance, and past accomplishments under oftentimes very difficult conditions, truly justify every consideration on the part of those who review student applications.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President
(and Secretary to the Cabinet)

Mr. Michael S. Rappaport
Assistant Dean,
Office of Special Programs
UCLA School of Law
Los Angeles, California 90024

THE WHITE HOUSE

WASHINGTON

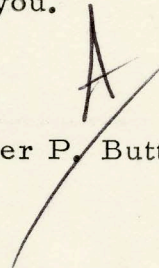
February 17, 1972

The following persons from outside the White House-OEOB complex will be attending the Farewell Ceremony for President and Mrs. Nixon on the South Lawn at 10:10 a.m. today. They have been instructed to arrive at the Northwest Gate and park their vehicles in the North Driveway, then proceed to the North Portico and be escorted to their positions at the ceremony.

Acting Secretary John Irwin and Mrs. Irwin (State)
Secretary Connally (Treasury)
Secretary Laird (Defense)
Attorney General Mitchell (Defense)
Acting Secretary William Pecora and Mrs. Pecora (Interior)
Secretary and Mrs. Butz (Agriculture)
Acting Secretary James Lynn and Mrs. Lynn (Commerce)
Secretary and Mrs. Hodgson (Labor)
Under Secretary John Veneman and Mrs. Veneman (HEW)
Secretary and Mrs. Romney (HUD)
Secretary and Mrs. Volpe (DOT)
Ambassador and Mrs. Kennedy (State)
Mrs. George P. Shultz
Mrs. Donald Rumsfeld

Should any one of the above persons be accompanied by another Administration official carrying in his possession a ticket for the ceremony, that person, too, should be admitted and proceed through the North Portico entrance with the Cabinet officials.

Please ensure their immediate access. Thank you.


Alexander P. Butterfield

Chin

THE WHITE HOUSE

WASHINGTON

February 16, 1972

Dear General Ryan:

I recall writing to you more than a year ago about General Don Hughes and his performance here at the White House as my top Military Assistant. Aware now that a final report is due, I want to take a moment before leaving for Peking to tell you once again of my great admiration for Don -- not only as a senior officer in our Air Force, but as a truly extraordinary man.

Throughout the 15 or 16 years that I have known him he has displayed a unique combination of operational and managerial skills, and used his talents with uncommon creativity and strong personal commitment to accomplish whatever tasks were at hand. I have never known him not to persevere, or to fail to meet head-on whatever challenges were imposed upon him in the processes of getting the job done. He is a two-fisted individual, as I believe you know -- one who is intensely proud of the uniform he wears and the country he serves.

While commanding all of the military elements which support the White House, he has given quite voluntarily a considerable amount of time and attention to the issues involving our prisoners of war. In so doing he has very ably represented me in keeping hundreds of thousands of friends and relatives of those men abreast of the Administration's policies and activities concerning the prisoners' plight.

In closing, let me say simply that I cannot commend General Hughes too highly. Although, as you know, he was just recently elevated to the grade of Major General, I feel confident that he will go on in the years ahead to serve with even greater distinction, and to be relied upon in the Air Force's most senior positions of leadership.

Sincerely,

signed
Richard Nixon

General John D. Ryan, USAF
Chief of Staff
United States Air Force
The Pentagon
Washington, D.C. 20330

RN:APB:ts

February 16, 1972

Bob:

You asked me to obtain Memoranda for the President's File on the Malraux Dinner from both Len Garment and John Scali ... under the condition that neither knew the other was given the task.

I am attaching that material hereto -- Garment's memo at Tab A and Scali's at Tab B. (The originals have been placed in the President's personal file.)

THE WHITE HOUSE

WASHINGTON

February 16, 1972

MR. PRESIDENT:

Governor Nelson Rockefeller called tonight, but didn't insist that he speak to you directly. He wanted merely to pass on his very best wishes for a successful and productive visit in Peking. He wanted me to convey his warmest regards to both you and Mrs. Nixon.

Alice Roosevelt Longworth called at about 7:10 p.m. She said that she was afraid a telegram would get lost in the mail and wanted to convey through me her fondest wishes to both you and Mrs. Nixon as you depart for Peking. She added, "Good luck and much love".

chap

February 16, 1972

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Request by Jim Keogh

Jim Keogh has asked for transcripts of WHCA's tape recordings of two functions at which the President participated in the State Dining Room. They are:

- The Businessmen's Stag Dinner on May 27, 1970 ... during which one disgruntled invitee sounded off midst the boos of the other guests
- The Dinner honoring Secretaries Hardin and Stans and other Cabinet Members on January 20, 1972

Jim has heard that these particular transcripts of the President's remarks would be of great benefit to him in the preparation of his current book.

Give him the transcripts _____

Hold off for now _____

See me on this _____

February 16, 1972

Dear Admiral Zumwalt:

I was just informed by General Walter Tkach that he rendered a fitness report recently on Dr. William Lukash, the Naval physician on my staff. Although it was not intended that I officially endorse that report, or those which immediately preceded it, I want to pass on now -- to you and to the Bureau of Medicine -- my highest personal compliments on the manner in which Dr. Lukash has approached and discharged his duties and responsibilities here at the White House.

My family and I place great value in his competence as a doctor, and in his trust and loyalty as well. He is one who represents the U.S. Navy and his esteemed profession in the best possible light.

Sincerely,

Signed
Richard Nixon

Admiral Elmo R. Zumwalt, Jr., USN
Chief of Naval Operations
Department of Defense
The Pentagon
Washington, D.C. 20301

RN:APB:ts

February 15, 1972

MEMORANDUM FOR: MR. JOHN R. NESBITT
Office of Presidential Papers

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Questions Relating to the
President's Daily Diary

Persons not on the Daily Diary access list who call with questions concerning the President's past contacts and activities should be referred to Dr. David Hoopes rather than to the Staff Secretary. Dr. Hoopes is responsible for briefing papers for Presidential activities, Memoranda for the President's File and dissemination of information concerning past Presidential events.

(I was in error when I wrote to you on this matter in late January.)

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

February 15, 1972

PERSONAL

MEMORANDUM FOR: MR. GEORGE P. SHULTZ

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Policy Concerning Utilization of
Defense Department Base
Housing Facilities

George:

I have checked very carefully with Carl Wallace in Secretary Laird's office and again with Brent Scowcroft on the policy pertaining to utilization of DOD base housing facilities. Simply put, it is this:

DOD base housing facilities are not to be utilized by other than Defense Department personnel, regardless of rank or rank equivalent, unless those persons are at a particular military installation on official DOD business, or on DOD or other business with the President of the United States -- or unless they are at the military base, for any reason, at the President's direction.

I am told -- and I am sure this is true -- that the policy is one which is quite strictly adhered to. If it weren't, Defense would be deluged with requests from department, agency, board and commission officials.

On the subject of aircraft travel, there remains in effect a fairly liberal DOD policy with regard to making military planes available to Cabinet Members and certain other very senior federal government officials who must travel on official business to the Caribbean area ... or to states in the southeast portion of the U.S., especially those which border on the Atlantic Ocean and the Gulf of Mexico. Those who require such security measures as are afforded by military air travel must not

use military planes for unofficial travel, that is, for the purpose of transporting themselves to various locations for rest and relaxation. (The attached Memorandum for Policy File, dated May 17, 1971, pertains.)

In effect, this travel policy prohibits certain senior government officials from vacationing in or near the Caribbean: If they want to go to that nearby "fun in the sun" area for rest and relaxation, they must travel via commercial carriers; yet they have been asked quite pointedly not to use commercial carriers to and from those parts of the world because of the hi-jacking dangers ... to use military air transportation instead.

I dislike being the bearer of bad news; however, this policy word which I am relaying to you has been cross-checked for accuracy.

Attachment

PERSONAL

SENSITIVE

THE WHITE HOUSE
WASHINGTON

May 17, 1971

MEMORANDUM FOR POLICY FILE

In a confidential discussion with John Ehrlichman some aircraft ground rules were reaffirmed.

Granted that the use of military aircraft by senior White House staff is a prestige item as well as a security measure. Accordingly, the following personnel are those who rate military air from a prestige standpoint: George Shultz, Robert Finch, Don Rumsfeld, Bob Haldeman, John Ehrlichman, Henry Kissinger and Pete Peterson.

Within this group the following have need for security measures in addition to the prestige factor: Bob Haldeman, John Ehrlichman, George Shultz and Henry Kissinger.

Those individuals not needing security measures should not be given aircraft solely by virtue of their position when they are not traveling officially and such travel would result in pre-empting an aircraft on official business from someone else. Those individuals who require security measures should not be permitted to take aircraft for rest and relaxation purposes to areas where criticism is likely to occur, i. e. the Virgin Islands.

BRIGADIER GENERAL JAMES D. HUGHES

[Handwritten signature]

Extract this from file

Can
FYE PN
Julie

THE WHITE HOUSE

WASHINGTON

February 15, 1972

MR. PRESIDENT:

Late yesterday afternoon, Mr. Alan Brown called from Madrid to speak to either you or Mrs. Nixon. Rose Woods suggested that Mrs. Nixon take the call, or return it, but when I talked to Mrs. Nixon about it she suggested that, because I know Brown and have been in contact with him several times over the past three years, I return the call ... which I did.

Mr. Brown wanted only to relay to you his "declaration of faith" in your competence and good judgement ... and to wish you every success on your historic trip to the Peoples Republic of China. Although obviously a little disturbed over having to give his message to me rather than to you or Mrs. Nixon directly, he was most understanding about your busy schedule and the many things that you both have on your minds at the moment. He went on to wish each of you well and to pass on his special love to Mrs. Nixon and Julie.

**RICHARD NIXON PRESIDENTIAL LIBRARY
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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

February 15, 1972

PERSONAL/CONFIDENTIAL

MEMORANDUM FOR: MR. RAYMOND K. PRICE, JR.
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Preparation of Special Presidential
Letter to General Ryan, Chief of Staff, USAF

Ray:

I would very much appreciate you or someone on your staff assisting me in the preparation of Don Hughes' efficiency report ... to be signed by the President. Normally, as I am sure you know, such reports are rendered in accordance with a specific format -- but because the President, when he was Vice President, had written "letters" to the Air Force Chief of Staff on Don's performance as his Aide, I decided to stick with the letter technique during Don's tenure as Military Assistant here at the White House. Attached hereto is the one which I prepared in mid-August of 1970. This next efficiency report (in letter form) is to cover the period September 1, 1970 through January 31, 1972.

I think the text should be at least one full page in length and touch on Don's command responsibilities while here, his character, integrity, etc. You would probably want to mention also the fact that he was awarded the Distinguished Service Medal upon his departure for his new assignment as Vice Commander of the U.S. Twelfth Air Force headquartered at Bergstrom AFB in Texas. On the other hand, the letter should not go into much detail.

Because I have a fairly good feel, myself, for what is appropriate, I will -- with your permission -- reserve the right to make a few final additions and/or deletions just to ensure that all the "military bases" are covered.

I will need the draft by noon on Wednesday at the latest.

Many thanks.

Attachment

P.S. We should keep this entire matter personal and confidential.

February 14, 1972

GUEST LIST - TONIGHT'S DINNER IN HONOR OF M. ANDRE MALRAUX

The President

M. Malraux

Secretary Rogers

Senator Hugh Scott

Dr. Kissinger

Mr. Garment

Mr. Ziegler

Mr. Scali

Hon. Marshall Greene
Assistant Secretary of State

Brig. General Haig, USA

Ambassador Lucet

Mr. H. K. Smith

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Not National Security Information
By JUS NARA Date 4/4/2016

February 14, 1972

CONFIDENTIAL

MEMORANDUM FOR: MR. DANIEL T. KINGSLEY
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Mrs. Catalino Minor

Dan:

Thanks very much for your successful efforts to obtain employment
for Mrs. Catalino Minor.

CONFIDENTIAL

February 14, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MISS GERTRUDE T. BROWN
Security Assistant

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Authorization for Issuance of
Permanent White House Passes
to Messrs. Maurice H. Stans
and Herbert W. Kalmbach

Trudy:

Please see that Messrs. Maurice H. Stans and Herbert W. Kalmbach are issued permanent White House passes.

Thank you.

ADMINISTRATIVELY CONFIDENTIAL

February 14, 1972

PERSONAL

Dear Mrs. Porson:

The President just called me into his office to tell me how very pleased he was with your excellent interpreting of the discussions he held late this afternoon with Andre Malraux. He said that you did superbly well ... and I know that both he and Dr. Kissinger will have you foremost in their minds when another such occasion arises.

Incidentally, the President would have liked to invite you to the dinner tonight as a guest, had Mrs. Nixon been able to rearrange her schedule and attend along with you, but unfortunately, time was too short.

With best wishes.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Mrs. Sophie K. Porson
OPR/LS
Department of State
Room 2206
Washington, D.C.

cc: Mr. Theodore H. Leon
Chief, Language Services Division
Department of State

cc: Mr. Theodore L. Eliot, Jr.
Mr. William B. Macomber

February 14, 1972

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

The President read the attached recommendation over the weekend, but thought that in this case a letter would be more appropriate.

Please prepare a Presidential note to Mr. Bellson ... and coordinate the text with Mr. Cashen.

Thank you.
Attachment

cc: Mr. Henry C. Cashen, II
Mr. Roland L. Elliott

February 14, 1972

9:00 a.m.

MR. PRESIDENT:

The following persons have accepted the invitations to the Dinner tonight honoring M. Andre Malraux:

1. Sec Rogers
2. Sen Scott
3. Amb Lucet
4. Dr Kissinger
5. Asst Sec Marshall Greene
6. B/Gen A. M. Haig
7. Mr H. K. Smith

Plus

8. The President
9. M. Malraux

Speaker Carl Albert will not be able to accept or regret until noon today. (As you know, Mansfield and Ford sent their regrets last Friday evening.) If Albert accepts, we will have 10 at the dinner ... with two additional chairs which could be filled. If Albert regrets, we will have three slots which could be filled.

Incidentally, Bill Timmons suggests Sen Gale McGee as a consideration, should Albert not be able to attend. Although McGee is not necessarily up to

speed on things French or Chinese, he has been a solid supporter on the Foreign Relations Committee and is someone we are counting on heavily to keep our security assistance levels high when Foreign Aid appropriations are debated. (Bob Haldeman does not concur.) Alternatively, you may want to add Ron Ziegler now that Howard Smith is coming. Ron has asked about this and I told him I'd check with you.

Alex

THE WHITE HOUSE

WASHINGTON

February 11, 1972

PERSONAL

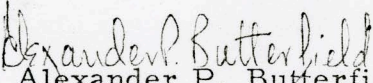
MEMORANDUM FOR: MEMBERS OF THE CABINET

SUBJECT: Farewell Ceremony at the White House
(February 17)

You and your wives are invited to attend a brief South Lawn ceremony on February 17th to say farewell to the President and Mrs. Nixon just prior to their departure for Peking.

You should arrive at the Southwest Gate by 9:45 a.m., or 9:50 a.m. at the latest. The President and Mrs. Nixon will come out of the Diplomatic Reception Room onto the South Lawn at exactly 10:00 ... and depart by helicopter from the southern-most portion of the South Lawn at 10:15.

I will inform your offices immediately upon learning of changes and/or significant details.


Alexander P. Butterfield
Deputy Assistant to the President

PERSONAL

February 11, 1972

MEMORANDUM FOR: MR. DANIEL T. KINGSLEY
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Mr. James H. Porter

The attached letter and resume were sent to me by Mr. Joseph H. Porter.

I do not know Mr. Porter and suggest, therefore, that your office handle the matter.

Attachment

February 11, 1972

MEMORANDUM FOR: MR. NEAL BALL

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Congratulatory Telegrams Sent to
Medal Winners at Winter Olympics

Here is the current list of those who have won Medals at the Winter Olympics. The President has sent -- or is sending -- telegrams to each person listed.

I thought you would want to know this so that local newspapers could be given the information.

Attachment

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Bhen

February 11, 1972

MEMORANDUM FOR: MR. DAVID N. PARKER

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Earlier Proposal that Mrs. Earl Hubbard
Meet for a Few Minutes with the President

The attached letter bears on the earlier proposal I put through, on Barbara Hubbard's behalf, that she meet briefly with the President to tell him of the plans of the Committee for the Future.

Attachment

cc: Mr. Dwight L. Chapin

MEMORANDUM

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

THE WHITE HOUSE

WASHINGTON

February 10, 1972

CONFIDENTIAL

MEMORANDUM FOR:

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Giving Extra Thought to Recommended
Presidential Phone Calls

It was suggested just this past week that the President call a blind gentleman in Ohio who, despite his handicap, had scored 277 points in a bowling game.

Admittedly, this particular "buckeye" would have some trouble with a Presidential letter, but I cite the case because in a quite general sense the subject matter (a high bowling score) is typical of that which we want to restrict from the President's recommended phone call list, at least until the Peking and Moscow trips are completed. Phone call recommendations concerning birthday anniversaries and other significant dates in the lives of key officials, opinion leaders and actual and potential supporters are fine ... as are those which pertain to various uncomplicated human-interest incidents. But give added thought henceforth to the relatively routine situations involving words of cheer to the sick and injured, expressions of thanks to fans and honest critics and congratulatory remarks to local heroes. Think carefully, too, about those "human-event" occurrences which are so strongly characterized by grief, compassion and/or poignancy as to render a telephone conversation inordinantly difficult for the President.

It might be wise to ask yourself, in all instances, these two questions:

-- Would the public be truly interested in the story?

and

-- Can we be assured of worthwhile media coverage afterward?

In other words, we must be more alert for the next several months -- and thereafter, for that matter, throughout the balance of the campaign year -- to the oftentimes subtle distinction between cases which are really made to order for Presidential phone calls and those which will be equally well or better served by Presidential letters.

(To remind you of the recommended phone call format and other details, I am attaching my memorandum of last March.)

Attachment

CONFIDENTIAL

DISTRIBUTION

Mr. Desmond Barker
Mr. George T. Bell
Mr. Robert J. Brown
Mr. Patrick J. Buchanan
Mr. Stephen B. Bull
Mr. Henry C. Cashen, II
Mr. Dwight L. Chapin
Mr. Charles W. Colson
Mr. Richard K. Cook
Mr. John W. Dean, III
Mr. Harry S. Dent
Mr. John D. Ehrlichman
Mr. Michael J. Farrell
Mr. Max L. Friedersdorf
Mr. Robert H. Finch
Mr. Peter M. Flanigan
Mr. Leonard Garment
Mr. William L. Gifford
Mr. Mark I. Goode
Brigadier General Alexander M. Haig
Dr. Henry A. Kissinger
Mr. Daniel K. Kingsley
Mr. Herbert G. Klein
Mr. Clark MacGregor
Mr. Tom C. Korologos
Mr. Frederic V. Malek
Mr. Peter G. Peterson
Mr. Raymond K. Price, Jr.
Mr. Donald Rumsfeld
Mr. William L. Safire
Mr. George P. Shultz
Brigadier General Brent Scowcroft
Mr. Herbert Stein
Mr. William E. Timmons
Mr. John C. Whitaker
Miss Rose Mary Woods
Mr. W. Richard Howard
Dr. Edward E. David, Jr.
Mr. Richard Moore

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 10, 1971

CONFIDENTIAL

MEMORANDUM FOR:

FROM: ALEXANDER P. BUTTERFIELD ~~A~~

SUBJECT: Recommendations for Presidential
Phone Calls

The purpose of this memorandum is threefold:

- (1) To remind you of the importance of Presidential phone calls;
- (2) To ask your cooperation in a renewed staff effort to give serious thought to this matter and to forward to the President more of these carefully considered recommendations than you have in the past; and
- (3) To set forth a standard procedure which will result in more rapid movement of recommendations to the President's desk, prompt notification to you of results, and the maintenance of accurate records.

Each of you has at least a slightly different area of interest from that of others; and each of you knows better than others what is going on in your field -- who is doing particularly well, who is doing poorly, who is in high spirits and who has a lip on the ground. You are oftentimes aware of successes and disappointments in the families of key persons with whom you are in liaison. In short you are an important link between the President and a category of persons on whom he depends for support. Your alertness to the value of Presidential phone calls can contribute immensely to the quality of that support.

I realize that I am saying nothing here which is news to you; but hopefully, it will be worth a moment's reflection. We have become noticeably complacent on this score over the past 6-8 months, and we must begin now to do better.

Here are some things which you will want to keep in mind:

- Calls, generally, should be recommended to persons who are in some way influential -- although at times you may want to recommend a call to an athlete who has won a high award, or a serviceman who has performed a courageous act, or a youngster who has achieved special recognition in scholarship or some school venture, or a Boy Scout who has saved a life, etc.
- Calls should relate to specific purposes ... as is intimated above. They should recognize something the recipient has done or encourage something he might do; or express sympathy on the occasion of a disappointment or setback, or on the occasion of the loss of a loved one; or ask the recipient's advice, or views, on a particular matter; etc.
- Calls should encourage the recipient's support ... or at least tend to neutralize his opposition.
- Calls when possible should generate some kind of further reaction; they should have a "ripple" effect.

Whereas standardization of format is not absolutely essential, you can help demonstrate that our effort is staff-wide and coordinated by giving some attention to the attached sample ... and by limiting your information always to a single sheet of paper.

The procedure is outlined below. It is simple, and we should try to adhere to it without change for at least 5-6 weeks. If by the end of that period we find that it can be improved, we will take whatever remedial actions are required.

- (1) Type recommendation (along lines of attached format) and forward original to me.
- (2) I will place it with others in special folder which will be handled in same manner as other "action" items destined that day for the President's desk. (If time factor is critical, attach brief note explaining circumstances.)
- (3) My office will notify yours by phone or note of action taken. (Please realize that some recommendations may remain with the President for several days.)

Attachment

CONFIDENTIAL

RECOMMENDED TELEPHONE CALL

TO: Name of person you recommend be called ...
with brief identifying information only when
you suspect name will be unfamiliar to the
President.

RECOMMENDED BY: Your name ... and if recommendation has con-
currence of another staff member, so state.

PURPOSE: Preferably one sentence; two at the most.

BACKGROUND: Whatever background information you feel will
be helpful to the President. Usually 3-4 short
sentences will suffice to set the stage and give
substance to talking points.

TALKING POINTS: 1.

2. The 2, 3 or 4 points that you
recommend be made.

3.

4.

Date

DISTRIBUTION

Mr. George T. Bell
Mr. Robert J. Brown
Mr. Patrick J. Buchanan
Mr. Stephen B. Bull
Mr. Henry C. Cashen, II
Mr. Dwight L. Chapin
Mr. Kenneth R. Cole, Jr.
Mr. Charles W. Colson
Mr. John W. Dean, III
Mr. Harry S. Dent
Mr. John D. Ehrlichman
Mr. Robert H. Finch
Mr. Peter M. Flanigan
Mr. Leonard Garment
Brigadier General Alexander M. Haig
Brigadier General James D. Hughes
Mr. Roger E. Johnson
Dr. Henry A. Kissinger
Mr. Daniel T. Kingsley
Mr. Herbert G. Klein
Mr. Clark MacGregor
Mr. Egil Krogh, Jr.
Mr. Jeb S. Magruder
Mr. Frederic V. Malek
Mr. Peter G. Peterson
Mr. Edward L. Morgan
Mr. Raymond K. Price, Jr.
Mr. Donald Rumsfeld
Mr. William L. Safire
Mr. George P. Shultz
Mr. William E. Timmons
Mr. John C. Whitaker
Miss Rose Mary Woods
Mr. Ronald L. Ziegler
Mr. W. Richard Howard
Mr. Donald Rice
Mr. Richard Nathan
Dr. Edward E. David, Jr.
Dr. Paul W. McCracken
Mr. Mark I. Goode

February 10, 1972

MEMORANDUM FOR: MISS ELISKA A. HASEK
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Preparation of Presidential Telegram

The President noted in today's News Summary that an Illinois girl (Anne Henning of Northbrook) won a gold medal in speed skating at the Winter Olympics. He asked that you prepare and send an appropriate wire of congratulations.

Thank you.

cc: Mr. Raymond K. Price, Jr.

STATUS OF PRESIDENTIAL BRIEFING AND READING MATERIAL
FOR THE PEKING TRIP

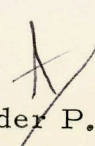
To date the President has been given six black 3-ring notebooks and two sensitive memoranda ... all dealing with his forthcoming trip to Peking:

- Book I - Record of previous visits arranged by subject matter (Top Secret/Sensitive/Exclusively Eyes Only) -- In black travel bag marked "China Reading Material for the President's Eyes Only".
- Book II - Record of previous visits arranged by subject matter ... continuation of Book I. (Top Secret/Sensitive/Exclusively Eyes Only) -- In same black travel bag.
- Book III - Record of previous visits ... not by subject matter (Top Secret/Sensitive/Exclusively Eyes Only) -- In same black travel bag.
- Book IV - Readings on Mao and Chou (Secret) ... bears Feb 3 cover memo from HAK. Book contains Tabs A through F. -- In same black travel bag.
- Book V - Briefing papers for the China trip (Top Secret/Sensitive/Exclusively Eyes Only). First paper in book is dated Feb 8, memorandum to the President from HAK. Book was updated by Winston Lord at 4:30 p.m. on February 10. -- In Manolo's personal handbag.
- Book VI - General reading materials. Book contains green tabs A through G. -- In Manolo's personal handbag.

February 5 memorandum to the President from HAK. Subject: "Your Encounter with the Chinese" ... regarding "New Experiences, etc." -- In red folder in black briefcase with brass locks. (TS/S/EEO)

February 7 memorandum to the President from HAK. Subject: "Sparring with the Chinese" ... bearing at Tab an excerpt from HAK's meeting with Chou on October 24th. -- In separate red folder in black briefcase with brass locks. (TS/S/EEO)

Stephen Schram's pocket edition of Mao-Tse-tung, in black briefcase with brass locks.


Alexander P. Butterfield

February 10, 1972

Bob:

There is little time remaining to invite guests to the Malraux Dinner and line up whatever entertainment is desired.

Only an hour ago, Rose Woods handed me this draft guest list, which I believe came to her from Henry.

Because Henry is with you now, I thought you might want to discuss the matter with the President and make some decisions. Of course, if you don't get an opportunity to do this, I will cover it with the President later.

Thanks.

Attachment

1
February 10, 1972

MEMORANDUM FOR: DR. HENRY A. KISSINGER
Attention: Mrs. Jeanne W. Davis
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Proposed Foreign Travel by
CEA Chairman Herbert Stein

Dr. Herbert Stein has received (and accepted) an invitation from the government of Israel to visit that country. He is to be a guest of the Central Bank and to meet a number of people involved in Israel's economy. He would like to schedule this visit for the latter part of April ... in connection with his stay in Paris for the OECD. I am not certain of the dates. You will want to check this matter with his office. I do know, however, that the suggested itinerary would put him in Israel on Israel's Independence Day.

cc: Dr. Herbert Stein

February 10, 1972

MEMORANDUM FOR: MR. FREDERIC V. MALEK
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Mr. Joseph Garrett

This is just a quickee to tell you that I had an opportunity yesterday afternoon to meet and chat with Mr. Joseph Garrett, staunch Republican supporter and former Vice President of U.S. Steel International. I mention this fact, and my excellent impression of Garrett, because I know we have his resume on file and are considering him (I believe) for a Presidential Appointment eventually to one of our federal departments or major agencies. He is best suited, as I am sure you know, for something in the Department of Commerce and it is my understanding that Pete Peterson is aware of his availability.

It is my personal opinion Garrett should be labeled a "top candidate".

(Mr. Garrett was in Washington as an attendee at the White House Conference on the Industrial World Ahead.)

cc: Mr. Daniel T. Kingsley
Mr. Stanton Anderson

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

February 10, 1972

MEMORANDUM FOR: DR. HENRY A. KISSINGER

Attention: Mrs. Jeanne W. Davis
Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Proposed Foreign Travel by
Assistant Secretary Herbert F. DeSimone,
Department of Transportation

I have just heard by telephone that Herbert F. DeSimone, Assistant Secretary for Environment and Urban Systems at the Department of Transportation plans to visit several European countries on official (science and technology) business during the period February 27-March 11. It is my understanding that the Department of State is aware of this proposal already. (Evidently, word concerning the procedure whereby Cabinet and Sub-Cabinet Officers notify this office as soon as their foreign travel plans are known did not filter down to the Assistant Secretaries and other Sub-Cabinet members at DOT.)

I will appreciate your contacting the appropriate persons at State and getting this one back on track. Mr. DeSimone is anxious to receive approval of his trip so that communication can begin with government officials in the foreign countries he intends to visit. If you have any questions about his overall travel plans, you should contact Colonel Bernard Ramundo in DeSimone's office. The telephone number is 426-4398.

Thank you.

cc: Colonel Bernard Ramundo
Department of Transportation

February 10, 1972

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

Barbara:

Thanks very much for keeping me abreast of correspondence between your office and Cynthia Holcomb Hall in California. Judging from the letter she wrote to you on February 1st, and from the resume she attached, we have found an excellent woman candidate for a Presidential Appointment.

cc: Mr. Daniel T. Kingsley

February 10, 1972

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

Please prepare a short Presidential note to Senator Gordon Allott thanking him for serving as the President's personal representative at the funeral service in Las Animas, Colorado (at the First Presbyterian Church) which will be held at 2:00 p.m. tomorrow, February 11, for Ambassador Llewellyn Thompson.

Thank you.

February 10, 1972

MEMORANDUM FOR:

DR. HENRY A. KISSINGER

Attention: Mrs. Jeanne W. Davis
Staff Secretary

FROM:

ALEXANDER P. BUTTERFIELD

SUBJECT:

Proposed Travel to Mexico
by Mr. Peter G. Peterson

I just discovered, quite by chance, that Mr. Peter Peterson is planning an official visit to Mexico -- leaving here within the next few days. Evidently, he too was unaware of the new procedure whereby Cabinet and Sub-Cabinet Officers notify this office of contemplated foreign travel plans prior to finalizing itineraries and communicating with foreign government officials. I will send him a copy of my December 11th memorandum right away.

Meanwhile, please make a quick check with the Department of State and come back to me with what I know will be an approval.

Thank you.

cc: Mr. Peter G. Peterson

February 9, 1972

PERSONAL

Dear George:

This is just a very short note to assure you that 500 copies of the recently published Presidential Report to the Congress: "U.S. Foreign Policy for the 1970's -- The Emerging Structure of Peace" -- will be in your New York City office within 7-8 days, probably before you return from Africa. They will be mailed to Dorothy Pappas in the News Section, as requested.

I hope all is going well in Africa and that you and your party are enjoying yourselves while accomplishing the mission.

Best regards to you and Barbara.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Honorable George Bush
U. S. Representative to
the United Nations
799 UN Plaza
New York, New York

THE WHITE HOUSE
WASHINGTON

February 9, 1972

MEMORANDUM FOR THE PRESIDENT'S FILE

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: The President's Brief Drop by the
West Wing Office of Mrs. Nell Yates,
Mrs. Mary A. Sidley, Mrs. Kathy
Bachman and Miss Terry Decker
February 9, 1972, 12:05 - 12:09 p.m.

En route to his OEOB office, the President dropped by the secretarial office of Nell Yates, Toni Sidley, Kathy Bachman and Terry Decker all of whom were at their desks and working at the time. He made a comment or two about the hard work that all of them put in and how much it meant to the smooth and efficient running of the White House. Then he referred to the fact that Nell Yates was scheduled to accompany him and other official party members on his forthcoming trip to Peking. There followed some (anticipated) exaggerated groans of disappointment from Kathy Bachman's corner, and the President said, "Well, there is a Soviet Union trip coming up pretty soon. We'll have to see to it that the rest of you go to Moscow." This statement, of course, prompted a number of excited responses, none of which I heard very clearly. It was obvious, however, that the ladies (i.e. the three not going to Peking) were going to hold the President to his "promise".

The President continued to carry on a light and casual conversation with the four women for another minute or two, then walked on to his OEOB office via the West Basement.

NOTE: The President frequently stops by one or two secretarial offices en route to and from the OEOB. His exchanges with the staff members are always pleasant and generally of short duration. The occasion described above was recorded only because it was noted as being typical.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

February 9, 1972

MEMORANDUM FOR: MR. NOBLE M. MELENCAMP

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Request by Ambassador George Bush

It is my understanding from our discussion this morning that by Friday, or next Monday at the latest, we will have in our possession several thousand copies of the U.S. Printing Office publication of the President's recent Report to the Congress: "U.S. Foreign Policy for the 1970's -- the Emerging Structure of Peace".

The purpose of this note is to ask you to send 500 copies of the publication to Ambassador George Bush, care of Miss Dorothy Pappas in the News Section of the Ambassador's New York office.

Let me know if any problems develop. I don't want to disappoint Ambassador Bush. He called personally on this matter and assured me that he would be putting the printed reports to good use.

Thank you.

cc: Dr. Henry A. Kissinger
Mr. Herbert G. Klein
Mr. Charles W. Colson
Mr. Bruce A. Kehrli

February 9, 1972

PERSONAL

Dear Chappie:

This afternoon, just prior to his departure for Camp David, the President signed and sent to the Senate the paper which nominated you and a number of others for promotion to the temporary grade of Major General. He gave special attention to your name and told me to be sure to write a note to you on his behalf and pass on his congratulations and compliments.

As you probably know, he admires you greatly and wishes you continued success in all that you undertake.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Brigadier General Daniel James, Jr.
USAF
Deputy Assistant Secretary (Public Affairs)
Department of Defense
Washington, D.C.

bcc: Mr. Robert Brown

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

February 9, 1972

MEMORANDUM FOR: MR. HERBERT G. KLEIN
MR. RONALD L. ZIEGLER
MR. CHARLES W. COLSON

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Presidential Representation at the
Funeral Service for Sinclair Weeks

Honorable John A. Volpe, Secretary of the Treasury, will serve as the President's personal representative at the funeral service Thursday, February 10th (at Harvard Memorial Church in Cambridge, Massachusetts) for former Senator and Secretary of Commerce Sinclair Weeks.

For your information, there is to be a second service -- on Friday -- in Lancaster, New Hampshire. Mr. Weeks' home address was Cat Bow Farms, Lancaster, N.H. 08354. He is survived by his wife, ~~two~~³ sons and ~~3~~ daughters.

(Incidentally, Secretary Volpe worked for Sinclair Weeks at one time. I believe it was during the Eisenhower Administration, when Mr. Weeks served as Secretary of Commerce.)

cc: Brigadier General Brent Scowcroft
Miss Rose Mary Woods

February 9, 1972

MEMORANDUM FOR: MISS ROSE MARY WOODS
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Presidential Wreath or Floral Arrangement

Rose:

As you may know, Secretary Volpe will be the President's personal representative at the funeral service tomorrow (at Harvard Memorial Church in Cambridge, Massachusetts) for Sinclair Weeks. A Presidential floral arrangement would be appropriate -- a wreath if that is what is customary. The service begins at 2:00 p.m. EST.

I will be asking Eliska to prepare a letter to Mrs. Weeks, and perhaps to the two sons and daughter who also survived the former Commerce Secretary.

Cham

February 9, 1972

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

Ray:

Please prepare a Presidential letter to Secretary Rogers thanking him for serving as the personal representative at the National Cathedral funeral service today for Ambassador Llewellyn Thompson.

It may be helpful to you -- or to the person who drafts the text -- to first obtain a copy of the letter which the President signed and sent to Mrs. Thompson. It bore a significant hand-written postscript. Evidently, the Nixons and Rogers knew the Thompsons fairly well and (at least the two men) stayed at the Thompsons' residence in Vienna for a day or two during their 1956 trip to Hungary. (The President refers to Mrs. Thompson as Jane.)

A second Presidential letter should be prepared for Secretary Volpe, who will represent the President tomorrow in Cambridge, Massachusetts at one of two funeral services being held for former Senator and Secretary of Commerce Sinclair Weeks.

As you may know, John Volpe worked for Mr. Weeks during the Eisenhower Administration and knew him very well.

Many thanks.

February 9, 1972

MEMORANDUM FOR: MR. DAVID N. PARKER

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Alleged Erroneous Information
Given to Your Office Concerning the
President's 1971 Contacts with the
Apollo XV Astronauts

I hate to "beat a dead horse", really ... but what I have here bears on the Apollo XV issue that we discussed last week.

I went, as you know, to John Nesbitt and to Noble Melencamp for reports as to why the Office of Presidential Papers and the Central Files staff would give out inaccurate information concerning the President's "previous contacts" with the three Apollo XV astronauts -- if, in fact, they did.

Noble's response is at Tab A. It says in essence that it is highly unlikely that anyone would call Central Files for such specific information, and that no one working there recalls having received questions relevant to the subject of Apollo XV crew members. John Nesbitt's report is at Tab B. He has queried his entire staff and feels certain that no one in OPP received questions on January 31st relative to the President's previous participation with Scott, Irwin and Worden. He has gone so far as to enclose with his memorandum to me a xerox copy of requests received by his people on January 31st, February 1st and February 2nd.

I would agree with you that the matter can be put to bed now. Surely, all concerned have been impressed ^{by} our highlighting over the past week the importance of accuracy when dealing with Presidential matters, and the consequences resultant from negligence and/or carelessness.

Attachments

February 9, 1972
11:45 a.m.

TELEPHONE CALL RECOMMENDATION

MR. PRESIDENT:

Secretary Rogers called at about 11:30 --
while you were in the Barber Shop --
to compliment you on the radio speech.
He said that you handled the Vietnam
portion especially well.

Alex

Chen

THE WHITE HOUSE

WASHINGTON

February 9, 1972

MR. PRESIDENT:

Secretary Rogers will be your personal representative at the National Cathedral funeral service today for Llewellyn Thompson. I have talked to him about the matter and he would prefer to deliver your letter to Mrs. Thompson, himself, when he visits with her in her home immediately following the service. He wanted to remind you of the visit you two made to Hungary in 1956 -- when Tommy was our Ambassador to Austria -- with the thought that you may want to mention in a postscript your pleasant stay at the Thompsons' residence on that occasion.

Alex

February 9, 1972

Dear Jane:

Our thoughts are with you, and our hearts go out to you in your grief at your husband's death. Tommy was one of those remarkable statesmen whose wisdom was valued by many Presidents, whose perseverance was admired by all who worked with him and whose dedication to duty will remain an inspiration to his fellow citizens for a long time to come.

I am deeply grateful for the generous manner in which he shared his experience and talent with me and with the members of my Administration, and for the important ways in which he helped to advance our goals of a just and lasting peace. I hope that at this time you may be comforted by your pride in his enduring achievements. That pride is felt by countless fellow Americans.

Pat and I send you and your family our deepest sympathy and prayers.

Sincerely,

Mrs. Llewellyn E. Thompson, Jr.
3915 Watson Place, NW.
Washington, D.C. 20016

RN:Hasek:ick:AFB:ts

cc: Rose Mary Woods/J. Warren/M. White/E. Hasek/CF
Approved by Ray Price

Chron
February 8, 1972

Dear John:

The President asked me to pass on to you, with his personal compliments, this pen -- one of two he used this morning to sign the Environment Message for 1972 and the letters of transmittal to the Congress.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Honorable John C. Whitaker
Deputy Assistant to the President
The White House
Washington, D. C.

February 8, 1972

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

Please prepare an appropriate Presidential note to Mr. Elmer Fischer of Cincinnati, Ohio congratulating him for his outstanding display of talent despite his severe handicap.

Details are contained on the attached Recommended Telephone Call sheet.

You may want to coordinate the text of the correspondence with Mr. Max Friedersdorf.

Thank you.

Attachment

cc: Mr. Roland L. Elliott
Mr. Max Friedersdorf

February 8, 1972

Dear Dick:

The President asked me to pass on to you, with his personal compliments, this pen -- one of two he used this morning to sign the Environment Message for 1972 and the letters of transmittal to the Congress.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Mr. Richard Fairbanks
Staff Assistant
Domestic Council
The White House
Washington, D. C.

February 8, 1972

TO: Mr. Charles W. Colson
FROM: Alexander P. Butterfield

Here are the only books remaining after this morning's distribution in the Grand Hall of the Residence. Senator Smith almost escaped via the elevator, but I caught her downstairs and tucked a copy under her arm. I think the group was pretty well-covered.

Your idea was a good one and I hope you will relay the President's personal compliments to those on your staff who were responsible.

February 8, 1972

MEMORANDUM FOR: MR. REX SCOUTEN
Chief Usher

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Appreciation

Rex:

Thanks very much to you and your staff for the fine cooperation on arrangements for this morning's Breakfast Meeting of the Cabinet and GOP Congressional Leadership. I realize only too well that the information which you need for planning purposes came dribbling in bit by bit ... and much of it at or near the last minute; but in typical fashion you, John Ficklin and those you supervise saw to it that things were well put together by 8:00 a.m. and that all went smoothly and comfortably for the President and his guests throughout the 2-hour event.

cc: Mrs. Lucy A. Winchester

February 8, 1972

MEMORANDUM FOR: MR. DAVID N. PARKER

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Presidential Schedule Proposal
for March 1

Al Haig's promotion to Major General will be effective on March 1st. Dr. Kissinger recommends -- and Brent Scowcroft and I concur -- that a brief ceremony take place in the Oval Office with the President's participation.

Please inform Dr. Kissinger and Brigadier General Scowcroft of the decision on this proposal once it is made.

Thank you.

cc: Mr. Dwight L. Chapin

February 8, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. REX SCOUTEN
Chief Usher

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Catalino Minor's Letter to the First Lady

Rex:

Here is the letter which Catalino Minor wrote to the First Lady -- the one which we have discussed at considerable length, and on which action is being taken. I thought you might want it for your files. If not, please throw it away.

Attached

ADMINISTRATIVELY CONFIDENTIAL

February 8, 1972

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

Penny:

I received your note relayed via telephone to my secretary on January 27 -- the one concerning your thoughts about near future Evenings at the White House. With those items and the suggestions you have put forth in the past in mind, please prepare a typewritten memorandum which states in some detail the full programs of entertainment which you (in coordination with Connie, Lucy and the First Lady) believe would be most appropriate for our next three "Evening at the White House" events ... regardless of the dates. Don't worry, at this point, about the political affiliations of the various entertainers; simply put down programs which you think would be good, and which you know will have (or actually have) Mrs. Nixon's approval. List the order in which performers and/or performing groups entertain, the estimated duration of their acts, etc. With that kind of "full-blown" proposal in our hands, we at this end of the line will be better able to explain to the President what has been considered by your office and approved by the First Lady. And as a probable consequence, we will elicit Presidential decisions more quickly.

I hope you can have the memo completed before the end of the week.

Many thanks.

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

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

February 8, 1972

MEMORANDUM FOR: DR. HENRY A. KISSINGER
MR. HERBERT G. KLEIN
MR. RONALD L. ZIEGLER
MR. CHARLES W. COLSON

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Presidential Representation at the
Llewellyn Thompson Funeral Service

The Honorable William P. Rogers, Secretary of State, will serve as the personal representative of the President at the funeral service tomorrow (at the National Cathedral) for Ambassador Llewellyn Thompson.

Chen

February 8, 1972

MEMORANDUM FOR: MR. RONALD L. ZIEGLER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Alec MacKenzie's Request for
an Interview

Ron:

Evidently, Mr. Alec MacKenzie has been knocking at our doors since early November in quest of an interview or two concerning a book or article he is writing about the management of the President's time. I will be glad to ignore his calls to my office, if that is the best thing to do -- but it would seem to me that someone owes him the courtesy of a reply.

Two questions: Has he been checked out? Should Steve Bull and/I talk to him?

Determined to be an
Administrative Marking
Not National Security Information
By JLS NARA Date 4/4/2011

February 8, 1972

CONFIDENTIAL

MEMORANDUM FOR: MR. DAVID N. PARKER

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Your Request for a Record of Anti-war
and Other Demonstrations on the Campus
of New York University

Late last week you asked for a record of anti-war and other demonstrations which have occurred on the Washington Square and University Heights campuses of New York University. The report -- which was sent to my office just this morning by Director Hoover -- dates from 1965 to the present, and covers only those incidents made known to FBI authorities. Even so, it appears to be quite complete.

(Whereas the material has not been classified officially, I will appreciate your treating it as though it were Confidential. Thanks.)

Attachment

CONFIDENTIAL