

February 8, 1972

MEMORANDUM FOR: MR. DWIGHT L. CHAPIN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Maintenance of the President's Log
Throughout His Round-trip to the PRC

Aware that you have a great many things on your mind as February 17th approaches, I hesitate to mention the subject of the maintenance of the President's Log throughout the round-trip to the PRC ... but it is something which we should give some thought to, and have a plan for, within the next week. You may feel that the matter is a simple one -- that you can handle it precisely as you did during the President's trip to the Azores -- and I would agree if you are sure that you will not be too busy with other things to adequately review the names, dates, places and times turned in to you each day by the Military Aides. I suppose, in the final analysis, either you or Larry will be designated the reviewing authority. Accuracy of dates and times, and the names of foreign people and places, will require care on the part of all concerned with the Log's upkeep.

I will talk about this to Brent Scowcroft and ascertain that he knows the system which has worked so well in the recent past. Moreover, I will encourage his obtaining a copy (unclassified, if need be) of whatever compilation the State Department forwards through Henry's staff to help prepare the President for his meetings and other activities. Such material should greatly facilitate the note-taking chore.

bcc: Brig. Gen. Scowcroft
Mr. John R. Nesbitt

THE WHITE HOUSE

WASHINGTON

February 8, 1972

The following persons from outside the White House-OEOB complex will be attending a Cabinet-GOP Congressional Leadership Breakfast Meeting in the State Dining Room at 8:00 a.m. today:

These VIP's
should be
encouraged
(but not forced) to
use the SW gate
and Diplo Recep Rm
entrance.

- Thank you

Secretary Rogers (State)
Secretary Connally (Treasury)
Attorney General Mitchell (Justice)
Secretary Morton (Interior)
Secretary Butz (Agriculture)
Secretary Stans (Commerce)
Secretary Hodgson (Labor)
Secretary Richardson (HEW)
Secretary Romney (HUD)
Secretary Volpe (DOT)

Senator Robert J. Dole (RNC)

Senator Hugh Scott
Senator Robert P. Griffin
Senator Margaret Chase Smith
Senator Norris Cotton
Senator Peter H. Dominick
Senator William E. Brock, III

Representative Gerald R. Ford
Representative Leslie C. Arends
Representative John B. Anderson
Representative Barber B. Conable, Jr.
Representative Richard H. Poff
Representative Bob Wilson
Representative John J. Rhodes
Representative H. Allen Smith
Representative Samuel L. Devine
Representative William A. Steiger
Representative Jack E. Kemp

Please ensure their immediate access.

Thank you.

Alexander P. Butterfield

Car

February 8, 1972

MEMORANDUM FOR: MR. DAVID N. PARKER

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Approved Press Plan for the
President's Meeting on Monday,
February 7th, with the
30 U.S. Attorneys

Dave:

I would appreciate your confirming the fact that a press pool photo opportunity had been approved as the press plan for the President's meeting on Monday with the 30 U.S. Attorneys.

I ask this favor because the President wrote in the upper left hand corner of his briefing paper on Monday morning that Ollie Atkins only should come into the Cabinet Room and take photographs -- that there should not be press coverage. There is no evidence that he conveyed this written message to any one person ... for, as you probably know, we proceeded in accordance with the press plan as written on the briefing paper and did, in fact, have the press pool come into the Cabinet Room and do their thing. It was only after the meeting concluded and the President put the briefing paper in his out box that I discovered his written comments about what he considered to be the appropriate press plan for that event.

Can you shed any light on this situation? We don't want to disappoint him again if it can be helped.

Thank you.

MEMORANDUM

Determined to be an
Administrative Marking
Not National Security Information
By JLS NARA Date 4/4/2015

THE WHITE HOUSE

WASHINGTON

February 7, 1972

CONFIDENTIAL

MEMORANDUM FOR: MR. WILLIAM E. TIMMONS
MR. CHARLES W. COLSON

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Approved Breakfast Meeting Agenda

The following agenda items for presentation at tomorrow's Breakfast Meeting were approved by the President ... to be given in the order indicated:

5 mins.	I.	The Dock Strike and its Impact on Middle America	Sec. Butz
3 mins.	II.	Dock Strike Legislation	Rep. Ford
5 mins.	III.	The Welfare Situation	Sec. Richardson
5 mins.	IV.	Putting the Value Added Tax in its Proper Perspective	Mr. Ehrlichman
10 mins.	V.	The President's Peace Initiatives	Sec. Rogers
5 mins.	VI.	Answering the Irresponsible Critics of the President's Peace Initiatives	Sen. Scott
12 mins.	VII.	Achievements and Objectives	Sec. Connally
	VIII.	Closing Remarks by the President	

CONFIDENTIAL

Chur

UNCLASSIFIED UPON
SEPARATION FROM
SECRET/EYES ONLY
DOCUMENT ATTACHED

February 7, 1972

MEMORANDUM FOR: BRIG. GENERAL A. M. HAIG
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Accurate Classification of
Memoranda Being Forwarded
to the President

Al:

Admittedly, you are a better judge of the true classification of the attached paper than I am, but it would not seem to me to be an "Eyes Only" item.

My reason for concern is that "Eyes Only" papers are (properly) routed to me, circumventing the Office of the Staff Secretary. If other memoranda -- those not truly pertinent to "Eyes Only" matters -- are not sent through the Staff Secretariat, there will eventually be a breakdown in our current system of keeping accurate records of correspondence flowing to and from the Oval Office.

Please confirm that the classification of this particular paper is "Secret/Eyes Only" and resubmit it to my office -- or, downgrade it to its real classification and submit it to the Staff Secretary.

Many thanks.

Attachment

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By JLS NARA Date 4/4/2016

THE WHITE HOUSE

WASHINGTON

AGENDA

BREAKFAST MEETING
OF THE
CABINET AND GOP LEADERSHIP

Tuesday, February 8, 1972

I. OPENING REMARKS BY THE PRESIDENT

- Welcome guests and/or open meeting
with appropriate brief comments
- Recognize Sec Stans and the fact that this
will be his last meeting with his Cabinet
colleagues. Because he will be sitting in
his Cabinet Chair, it might be appropriate
to mention the "Cabinet Chair" tradition.
(His key staff at Commerce are covering
the \$500 expense.)

5 mins.

II. THE WEST COAST DOCK STRIKE AND ITS
IMPACT ON THE FARMER

Honorable Earl L. Butz
Secretary of Agriculture

5 mins.

III. DOCK STRIKE LEGISLATION

Honorable Gerald R. Ford
House Minority Leader

5 mins.

IV. THE WELFARE REFORM PROGRAM --
URGENCY OF ACTION

Honorable Elliot L. Richardson
Secretary of Health, Education,
and Welfare

5 mins.

V. PUTTING THE VALUE ADDED TAX
IN ITS PROPER PERSPECTIVE

Honorable John D. Ehrlichman
Assistant to the President
for Domestic Affairs

10 mins.

VI. THE PRESIDENT'S PEACE INITIATIVES

Honorable William P. Rogers
Secretary of State

5 mins.

VII. ANSWERING THE IRRESPONSIBLE CRITICS
OF THE PRESIDENT'S PEACE INITIATIVES

Honorable Hugh Scott
Senate Minority Leader

10 mins.

VIII. ACHIEVEMENTS AND OBJECTIVES

Honorable John B. Connally
Secretary of the Treasury

IX. CLOSING REMARKS BY THE PRESIDENT

You may think it appropriate to:

- Reemphasize the requirement for vigorous Administration support activity during the Lincoln Day recess
- Touch on your forthcoming visit to the PRC in that this probably will be your last meeting with the Cabinet and a number of the GOP Leaders prior to February 17th.
- Acknowledge the presence of (wild cards) Sen Bill Brock and Reps Bill Steiger and Jack Kemp. All three, under Brock's leadership, have been especially active in publicly praising Adm accomplishments. (Additionally as you know, Brock has a constitutional amendment in on busing.

- Mention the success of the Adm briefing last Friday to GOP Congressional wives. They can and should be used to supplement our efforts to speak out on achievements and objectives.
- Tell Cabinet Members and Leaders that Chuck Colson's office has prepared for distribution packets containing background data and talking points for their Lincoln Day activities.

ADDITIONAL NOTES:

- 1) There will be no press involvement, but the White House photographer will take several quick photographs during the first few minutes of the event.
- 2) A list of participants is at TAB A.
- *** 3) In the Red Room, immediately following the breakfast meeting, Senator Scott will present to you a bound copy of the catalog of Chinese Calligraphy Exhibition which was held at the Philadelphia Museum of Art last September. The catalog was especially prepared for you with the thought that you, in turn, might want to present it to Mao Tse-tung or Chou En-lai at some point during your PRC visit. (The presentation will be informally made with only a White House photographer on hand.)

A
Alexander P. Butterfield

CONFIDENTIAL

TO BE IN ATTENDANCE

(Unable to Attend)

The President
The Vice President
Secretary Rogers
Secretary Connally

--

(Sec Laird - Phoenix)

Attorney General Mitchell
Secretary Morton
Secretary Butz
Secretary Stans
Secretary Hodgson
Secretary Richardson
Secretary Romney
Secretary Volpe

--

(Amb Kennedy - Mexico)

Director Shultz
Counsellor Finch
~~Counsellor Rumsfeld~~

--

(Amb Bush - Africa)

GOP Leaders

Staff - Cont'd

Senator Scott
Senator Griffin
Senator Smith
Senator Cotton
Senator Dominick
Representative Ford
Representative Arends
Representative J. Anderson
Representative Conable
Representative Poff
Representative Wilson
Representative Rhodes
Representative Smith
Representative Devine

Mr. Culson
Mr. Butterfield
Mr. Ziegler
Mr. Korologos
Mr. Cook

Others

Senator Dole (RNC)
Senator William Brock (Wild Card)
Representative William Steiger (Wild Card)
Representative Jack Kemp (Wild Card)

Staff

Mr. Ehrlichman
Mr. Timmons
Mr. Klein
Mr. Peterson
Mr. Dent

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

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

chen

THE WHITE HOUSE

WASHINGTON

February 7, 1972

PERSONAL

MEMORANDUM FOR:

FROM:

ALEXANDER P. BUTTERFIELD

SUBJECT:

Cabinet-GOP Congressional Leadership
Breakfast Meeting on February 8

You are invited to attend the Cabinet-GOP Leadership Breakfast Meeting tomorrow, February 8th. Breakfast will be served at 8:00 a.m. in the State Dining Room.

PERSONAL

Distribution:

Mr. Ehrlichman
Mr. Peterson
Mr. Timmons
Mr. Klein
Mr. Dent
Mr. Ziegler
Mr. Korologos
Mr. R. Cook

February 7, 1972

MEMORANDUM FOR: MR. MICHAEL B. SMITH

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Preparation of Presidential
Letter of Thanks

Please prepare a short Presidential letter to Judge Benjamin L. Hooks thanking him for serving as the President's personal representative at the New Orleans funeral service for Mahalia Jackson.

(As you may recall, Mr. Sammy Davis, Jr. was the President's representative at the Chicago service for Mahalia Jackson ... but a separate service was held a day or two later in New Orleans. Please check the date and other details carefully with Mr. Bob Brown or someone in his office prior to finalizing the letter's text.)

Thank you.

cc: Mr. Raymond K. Price, Jr.
Mr. Robert Brown
Mr. Roland L. Elliott

THE WHITE HOUSE

WASHINGTON

February 7, 1972

MEMORANDUM FOR: THE PRESIDENT

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Proposed Agenda for the February 8th
Breakfast Meeting of the Cabinet and
GOP Congressional Leadership

I have received the guidelines you set down over the weekend concerning tomorrow morning's breakfast meeting agenda...and discussed the matter at some length with Chuck Colson. He and I believe that the agenda outlined below will:

- Get us away from the regular format of "routine" Cabinet and Leadership Meetings;
- Clarify and emphasize the gut items and issues -- i.e. those which will be the most important to get across to the public during the Lincoln Day recess; and
- Motivate and inspire all present to follow through vigorously.

You will note that the proposal covers two categories -- first, your Vietnam (and world) peace initiatives; secondly, our prime domestic concerns.

BREAKFAST MEETING AGENDA

(10 mins.)	I. The President's Peace Initiatives (The President as "man of peace")	Sec. Rogers
(5 mins.)	II. Answering the Irresponsible Critics of the President's Peace Initiatives (To provide "lift and inspiration")	Sen. Scott
(5 mins.)	III. The Dock Strike and its Impact on Middle America (To make clear the message that it is the President who is	Sec. Butz

trying to end the Dock Strike and the Democrats who are, as a group, the obstacle to relief of the burden being put upon the farmers ... to encourage our Republican speakers to sieze the initiative ... to provide "lift and inspiration")

- | | | |
|------------|---|-----------------|
| (3 mins.) | IV. Dock Strike Legislation | Rep. Ford |
| (5 mins.) | V. The Welfare Situation
(Admittedly not a subject with which to inspire those present, but a necessary item to clarify at this time because of its extreme importance nationwide.) | Sec. Richardson |
| (5 mins.) | VI. Putting the Value Added Tax in its Proper Perspective, and explaining what we are trying to do (Another item which requires clarification prior to recess.) | Mr. Ehrlichman |
| (12 mins.) | VII. The Economy -- Achievements and Objectives (The inspirational finale -- a real "go-gettum" talk) | Sec. Connally |
| | VIII. Closing Remarks by the President
(reemphasizing the need for vigorous activity out among the people and touching possibly on your forthcoming visit to the PRC in that this may be your last meeting with the Cabinet and certain others in attendance prior to February 17) | |

APPROVE _____

DISAPPROVE _____

COMMENTS _____

Persons to be in Attendance

All of the Cabinet Members expect to be there except Laird, Kennedy and Bush, who will be out of the city.

Leaders who have accepted the invitation are Senators Scott, Griffin, Smith, Cotton and Dominick ... and Representatives Ford, Arends, Anderson, Conable, Poff, Wilson, Rhodes, Smith and Devine.

"Wild cards" in attendance will be Senator Brock and Representatives Steiger and Kemp.

Bob Dole will be there in his capacity as Chairman of the RNC.

Holding staff members to a minimum, attendees will total 42 or 43.

Seating

I have told Lucy Winchester to plan on the "hollow-square" table pattern because on several similar occasions in the past you have specified that particular arrangement. Guests will not be seated in protocol order; we will mix them appropriately.

Optional Item

This would be the ideal time to present, in a minute or two, Maury Stans' Cabinet Chair. I would suggest that rather than do this at the end of the breakfast meeting and take a chance of dampening what we hope will be an inspirational final note, you simply refer to the Chair, and its tradition, at the beginning of the breakfast. We could have Maury seated in it, if you like.

(Incidentally, his key staff members at Commerce are making the \$500 purchase.)

February 7, 1972

MR. PRESIDENT:

Here is the third draft of your
Foreign Policy radio talk. It
totals 1248 words ... and although
K's staff is aware of the 400-word
deletion, Henry has not cleared
it personally.

Alex

February 7, 1972

MEMORANDUM FOR: THE PRESIDENT
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: 90th Birthday Anniversary of
Dr. Riland's Father

You asked sometime ago that I remind you of the date of Dr. Riland's father's birthday. The old gentleman will be 90 years of age tomorrow, February 8th. His name and address appear below:

Mr. H. Walter Riland
11 Warwick Avenue
Scarsdale, New York

(Your next scheduled appointment with Dr. Riland is 6:00 p.m. Wednesday, February 9th.)

Attachment

MEMORANDUM

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By JYS NARA Date 4/4/2016

THE WHITE HOUSE

WASHINGTON

February 5, 1972

CONFIDENTIAL

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD *A/*

SUBJECT: Proposals Concerning the February 8th
Breakfast Meeting of the Cabinet and
GOP Congressional Leadership

This memorandum is in two parts: Part I concerns agenda item topics for the breakfast meeting on Tuesday, and Part II offers suggestions and a recommendation pertaining to additional persons (staff members and others) who might be invited.

PART I

The following agenda item topics have been suggested by persons indicated:

- | | | |
|----|--|---|
| 1) | Brief resume of the substance of the State of the World Message by Secretary Rogers and Dr. Kissinger | Timmons Proposal
(K not much in favor unless we omit altogether mention of VN) |
| 2) | Some words on the forthcoming trip to China by the President | Colson Proposal
(K has no objection) |
| 3) | Short updating of the West Coast Dock Strike situation by Secretary Hodgson | Colson Proposal |
| 4) | Debt Ceiling Legislation ... in that it looks troublesome | Shultz Proposal |
| 5) | Gold Price Legislation and when it might come up by Secretary Connally | Shultz Proposal |
| 6) | Description of the Real Property Tax and Education Finance issues by Secretaries Connally and Richardson | Ehrlichman Proposal |

- | | | |
|----|---|---------------------|
| 7) | Putting the Value Added Tax Proposal in its proper perspective by Secretaries Connally and Richardson | Ehrlichman Proposal |
| 8) | Description of the Advisory Council on Inter-governmental Relations (ACIR) process in reviewing such issues as the two listed above (items 6 and 7) ... by the Vice President | Ehrlichman Proposal |
| 9) | Brief House and Senate reports by Scott and Ford | Timmons Proposal |

RECOMMENDATION:

I recommend either of the following two agendas:

Agenda A

- | | | |
|-----|--|-------------|
| I. | Resume of Substance of the State of the World Message -- <u>to include</u> a word or two about the forthcoming China Trip -- all by the President | 15-20 mins. |
| II. | House and Senate Reports -- <u>to include</u> status reports on the West Coast Dock Strike, the Debt Ceiling Legislation and the Gold Price Legislation -- by Scott and Ford | 15-20 mins. |

Agenda B

- | | | |
|------|--|-----------|
| I. | Description of Real Property Tax and Education Finance Issues -- by Secretaries Connally and Richardson | 5-8 mins. |
| II. | Putting the Value Added Tax Proposal in Its Proper Perspective -- by Secretaries Connally and Richardson | 5-8 mins. |
| III. | Describing the ACIR Process in reviewing such issues as those listed above -- by the Vice President | 5-8 mins. |

- IV. Closing Remarks by the President ...
possibly touching on his forthcoming
China Trip.

PART II

Those who from time to time have been considered "regular attendees"
at Cabinet Meetings are:

Haldeman
Ehrlichman
Kissinger
MacGregor - out of town
Flanigan
Peterson
Timmons
Klein
David
Price
Butterfield
Ziegler
Brown
Dole
Sohmer
Stein
Weinberger

Those who from time to time have been considered "regular attendees" at
GOP Congressional Leadership Meetings are:

Timmons
Cook
Korologos
Dent
Buchanan
Klein
Ziegler

Bill Timmons will add "wild cards" after we receive here the President's decision
with regard to agenda items. Bill Brock has already been suggested as an ideal
"wild card" regardless of what topics are to be discussed in consideration of his
recent hard-hitting attacks against Muskie, et al.

RECOMMENDATION:

I recommend the inclusion at the February 8th breakfast meeting of the following persons:

Ehrlichman
Kissinger
Peterson - as a courtesy
Flanigan
Timmons
Klein or Ziegler
Cook
Korologos
Dole
Stein
Weinberger

Plus 2 or 3 "wild cards" to be decided by Timmons.

I will appreciate your getting some answers back to me soon ... especially information concerning additional guests. Rex Scouten will need an approximate figure before ordering food and hiring additional waiters.

Many thanks.

CONFIDENTIAL

Cham

February 5, 1972

MEMORANDUM FOR: MR. ROBERT H. FINCH

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Possible Quarterly Meeting of the
Cabinet Committee on Opportunity
for the Spanish Speaking

This is just a quick reminder that the next Cabinet Meeting will be held on the morning of February 8th ... in conjunction with a GOP Leadership Meeting. It is to be an 8:00 breakfast meeting. I thought you would like this information in the event that you want to schedule for mid-morning (about 9:45 or 10:00) a meeting of the Cabinet Committee on Opportunity for the Spanish Speaking.

cc: Mr. Ray D. Hanzlick

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By 5-15 NARA Date 4/4/2016

February 4, 1972

CONFIDENTIAL

MEMORANDUM FOR: MR. HENRY C. CASHEN, II
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Russell E. MacCleary

We have received a "clear name check" on Mr. Russell E. MacCleary,
Vice President of the Automobile Manufacturers Association.

CONFIDENTIAL

February 4, 1972

MEMORANDUM FOR: MR. GEORGE P. SHULTZ
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Memoranda for the President's File

Just a quick note to thank you for your recent efforts to include more of the substance of your meetings with the President in the memoranda for the President's File which you are asked to write. Those which we have received in the past several weeks are precisely what we are looking for ... and will contribute significantly to the President's personal record of his activities while in Office.

bcc: Mr. Charles Perry

February 4, 1972

Dear Jeb:

The President met with Miss Dona Mason in his Western White House office on January 8th. Although Rose Woods was not present during the brief office meeting, she did write a memorandum for the President's File which indicated Miss Mason's desire "to be helpful, if at all possible" during the campaign. (It is my understanding that Dona Mason is an artist -- a sculptress, I believe -- and that she is of Mexican descent.)

I pass this information on feeling certain that you or someone on your staff will want to contact her. Perhaps Rose can be of some help.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Mr. Jeb S. Magruder
Citizens Committee for the Re-election
of the President
1701 Pennsylvania Avenue
Washington, D. C.

February 4, 1972

PERSONAL

MEMORANDUM FOR: BRIG. GENERAL BRENT SCOWCROFT
Military Assistant to the President

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Appropriate Announcing of the President's
Arrival at Both Public and Private Events

The appropriate announcing of the arrival of the President (and the First Lady) at both public and private events is quite important, as I am sure you realize; yet time and again we designate persons to perform this function who do not, or cannot, say what must be said in the precisely correct manner and tone. The announcement must not be dull or flat, or partially inaudible. At the same time, it must not be shouted out, gushed effusively ... or sung.

I know that I'm belaboring something you understood from the start, but it's my opinion that the solution is not so much in training just anyone to say the words properly as it is in finding those 2, 3 or 4 people who have the natural feel for this sort of thing and can do it with perfection on the first attempt.

In almost all cases, the "voice" comes from someone who is out of sight of the group being addressed. Thus, those designated to perform need not be Military Aides on your staff, or even Social Aides. It seems to me that we have some WHCA people designated already who do a fairly good job.

Please look into this matter and give me the benefit of your findings and comments sometime early next week.

Many thanks.

PERSONAL

February 4, 1972

MEMORANDUM FOR: MR. WILLIAM HENKEL
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: The Best U.S. -Produced Champagne

I was asked to let you know by the end of the week the name of the champagne which, according to the opinions of recognized wine connoisseurs, is the best this country produces. Not at all oddly when dealing with wines and those who taste them critically, there are two: Beaulieu Vineyards Brut (either '65 or '67), and Schramsberg Blanc De Blanc ('69).

The BV Brut is very rare -- almost impossible to obtain in single purchase quantities of more than 1-2 bottles. Schramsberg, therefore, is the recommendation.

Incidentally, I was told just this afternoon, after I had tracked down this information, that Bob Haldeman told you or Mike Duval, or Dwight, that the champagne had to be a California product. (Luckily, the New York vintages aren't even in the running.)

P.S. To repeat an earlier bulletin sent to your office on Wednesday, 150 full bottles is the recommended quantity. If I can be of help to you in making the purchase, please let me know.

Chris

February 4, 1972

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

The President will not be placing a telephone call to young Joshua Taylor, Jr., believing that in this particular case a letter bearing his signature might be more appropriate.

Please prepare the letter, based on the information you sent this office several days ago (attached).

Thank you.

Attachment

THE WHITE HOUSE

WASHINGTON

February 4, 1972

MEMORANDUM FOR: MR. DAVID N. PARKER

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Request for Appointment with the President
by Members of the Committee for the Future

Mrs. Earl Hubbard (Barbara Hubbard -- the oldest daughter of Mr. Louis Marx, Sr.) is the Organizing Director of the Committee for the Future. She has come to the White House twice in the past year and on each occasion I have taken a few moments to see her -- but primarily because her father and I are friends. She and her group are extremely enthusiastic about their proposal to mount a citizen-sponsored lunar expedition to begin experiments soon as to the utility of the moon for man. The concept of a "people's-of-the earth" mission to the lunar surface is, in fact, gaining fairly wide support from globally-minded people who see this non-sensitive, non-ideological project as a constructive initiative for world unity. Accordingly (to go on and fill you in on this project which is known as "Harvest Moon"), members of the Committee are planning a trip to Europe, Japan, Africa and the Soviet Union to meet with like-minded individuals on an informal basis to discuss how such a people's effort could be initiated. They will seek to develop participation worldwide in the first truly trans-national effort in human history. It is hoped that nations having the technological capacities will contribute the hardware and know-how. However (as Mrs. Hubbard is quick to point out), the emphasis is not on hardware; it is on people. Anyone, anywhere in the world, whether or not his nation has achieved even the slightest degree of space technology, can become a sponsor on an equal footing with other sponsors ... and thus initiate work which will open a common frontier for a common good. In other words, "Harvest Moon" is to be a venture by humanity for humanity, stimulated by people throughout this planet who seek an expanding future for mankind.

I should make clear to you the fact that I am neither pushing nor pulling for Barbara or her Committee. I am only relaying to you the information I have gathered over past months with regard to the Committee's objectives and project "Harvest Moon".

I do think that the President should be made aware of the mere fact that the Committee exists and that the project is off and running ... though in its infancy at the moment. He should know, too, as should Henry Kissinger and his staff, that the Committee's representatives plan to travel about a number of foreign countries soliciting interest and probably selling shares in the "Harvest Moon" lunar expedition.

Barbara Hubbard's own words are: "I would like to have the opportunity to tell the President personally that there is future-oriented support for the thrust of his policies. And, of course, I would like to tell him very very briefly what our Committee stands for and what project "Harvest Moon" will do for the development of new frontiers in space." Should you wish to call her or write to her, the address is: Committee for the Future, Lakeville, Connecticut 06039. The telephone number is: (203) 435-9621.

cc: Mr. Dwight L. Chapin

February 4, 1972

MEMORANDUM FOR: MR. NOBLE M. MELENCAMP
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Investigation Concerning Central Files

Sometime on January 31st, Mr. Dave Parker of the Appointments Office had one of his staff members call Central Files to see if the President had ever met with members of the Apollo XV crew. It is my understanding from Mr. Parker that the answer received was that the President had not. (As you may know, we have since learned that the President and Mrs. Nixon dined at the White House with the Apollo XV astronauts and their families on the evening of September 16th, then sent the group up to Camp David for a 2-day stay.)

Please investigate this matter thoroughly and report the facts to me on Monday, February 7th. I want to know who gave out the erroneous information ... and why.

cc: Mr. Bruce A. Kehrli

bcc: Mr. David N. Parker

February 4, 1972

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Investigation Concerning the Office
of Presidential Papers

Sometime on January 31st, Mr. Dave Parker of the Appointments Office had one of his staff members call the Office of Presidential Papers to see if the President had ever met with members of the Apollo XV crew. It is my understanding from Mr. Parker that the answer received was that the President had not. (As you may know, we have since learned that the President and Mrs. Nixon dined at the White House with the Apollo XV astronauts and their families on the evening of September 16th, then sent the group up to Camp David for a 2-day stay.)

Please investigate this matter thoroughly and report the facts to me on Monday, February 7th. I want to know who gave out the erroneous information ... and why.

bcc: Mr. David N. Parker

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

February 3, 1972

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: The VIP Waiting Room

Larry told me yesterday that you were concerned about the operation of the VIP waiting room outside Steve Bull's office. Evidently, you noticed some shortcomings during your brief visit there with Dr. Graham on Tuesday. Here are my thoughts on the matter:

- For Beverly Kaye to function as a secretary to Steve, she must answer telephones, receive mail, speak to staff members and others who are doing business with that office and/or seeking opportunities to talk to Steve, etc. It is my personal opinion that given our present West Wing room configuration she can do these things only if she is located in what is now the VIP waiting room ... at one end or the other. We should not even chance the degradation of efficiency of an office as important as Steve's by moving her to the busy hallway outside, or to a remote area.
- If Beverly's desk were relocated to a position adjacent to the Cabinet Room wall (where it was several days ago), she could do much to keep the staff traffic to a minimum. Any of a number of signals could be used -- a dirty look, a wave of the hand, or perhaps best of all, a tiny light installed on or near the hallway side of the door and actuated by a button at her desk. A simple red/green mechanism should do the trick very nicely. There are quite a few other advantages to putting Beverly back where she was, but you know of them already. (They were listed in a memo Steve wrote to you some six weeks ago when this subject was being kicked around initially.)

- Alternatively to the scheme whereby Beverly's desk is moved to a position adjacent to the Cabinet Room wall and a light switch is installed in the hallway, I can suggest only three considerations:
 - Install a locking device on the hall door. But this has at least two bad features. It would increase to an almost unacceptable level the flow of traffic directly into Steve's office from the hallway, and it would prompt occasional loud pounding by those who never get the word.
 - Use the President's small private office for the VIP waiting room, and put Steve and Beverly in my office. I would move to the area where Beverly sits now and Toni would go into a modified version of Steve's present office.
 - Use the President's small private office for the VIP waiting room without moving staff members. Steve can simply escort the special guests to my office and one or the other of us can usher them into the sanctum. Then (if they're not forgotten), Steve can fetch them either from my office or from the Oval Office.
- Finally, I should say that no matter where Beverly sits, or Steve sits, or what sort of signaling system is adopted, we can, as you have suggested, educate staff personnel (especially those who frequent Steve's office) to the fact that there is a VIP waiting room between the Oval Office and Cabinet Room ... and that frequently VIPs wait there. Our failure to do this to date is more my fault than anyone's. I had just not thought of it. As Dwight mentioned the other day, those persons seeking information concerning Oval Office visits (i.e. Who saw the President when, and for how long?) can be directed to Terry Decker's desk in Dwight's outer office. There is no reason that they have to obtain such facts and figures from Beverly. Surely with some concentration on the education aspect, we can alleviate 80% of the problem without even considering new locations for people or signals to would-be intruders.

Related to all of this, but not directly, was the discovery on my part that while I was going about my study of what might be wrong with the present situation and how remedies might be applied, Dwight the Chapin was doing the same thing -- presumably at your instruction also. Thus, both of us descended at once on Stephen B who, from the very beginning, had been pretty well excluded from the entire business of his outer office's conversion. But, if he was supposed to have been given a set of instructions to go along with the office facelifting, I erred in that I provided nothing.

RECOMMENDATION: That you approve our moving Beverly's desk back to the north end of the room and installing from it to the hall door an inconspicuously wired red/green light system to signify the presence and absence in the waiting room of one of more distinguished visitors.

cc: Mr. Dwight L. Chapin
Mr. Stephen B. Bull

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

February 2, 1972

9:00 a.m.

CONFIDENTIAL

MEMORANDUM FOR: MR. RONALD L. ZIEGLER

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Press Announcements Naming
Presidential Representatives at Funeral
Services and Other Events

Whereas I noticed in a recent White House press release that you mentioned the fact that Dick Kleindienst was to be the President's personal representative at the funeral service of Carl Hayden (albeit in a somewhat vague manner), I have not seen any evidence of your having announced the representation assignments of Sammy Davis, Jr. or Major Jack Brennan. And I don't believe any mention was made of my having represented the President at the Fort Myer funeral service for Rosy O'Donnell on December 29th.

Perhaps there are good reasons for this -- but if there are not, I would like to say that unless a release is made to the press 12-36 hours prior to an event, the individual representative oftentimes finds it extremely awkward to present himself to the next of kin (or whoever it is that should know of his attendance). This may seem on the surface to be a minor point, but in fact it is the whole point.

(I write this only as a reminder ... realizing that you have a great many things to sort out and think about just prior to your daily press conferences.)

cc: Mr. Gerald L. Warren
Mr. Neal Ball

CONFIDENTIAL

THE WHITE HOUSE

WASHINGTON

February 2, 1972

Henry or Al:

It appears that my underlining portions of the Daily Brief has resulted in an extra burden for someone on your staff. It was the first time that I had ever reviewed this particular material with pen in hand. I might propose, however, that rather than task your people with the "underlining" responsibility, you allow me to continue to do it. It is probable that an NSC staff member would look at almost all of the material as "vital". Whereas my separating the wheat from the chaff might well be more in line with the President's views. Moreover, I apply the underlining technique to virtually all other papers which are destined for the President's desk -- action memos, FYI items, meeting briefings, etc.

Let me know what you think.

Alex

chen

THE WHITE HOUSE

WASHINGTON

February 2, 1972

PERSONAL

MEMORANDUM FOR: MEMBERS OF THE CABINET

SUBJECT: Breakfast Meeting on February 8

There will be a breakfast meeting of Cabinet Members and GOP Congressional Leaders in the State Dining Room of the White House on February 8th. Breakfast will be served at 8:00 a.m.

I will inform you of additional information as it is confirmed here in this office.

Alexander P. Butterfield
Alexander P. Butterfield

Deputy Assistant to the President

PERSONAL

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

February 2, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: DR. HENRY A. KISSINGER
BRIG. GENERAL BRENT SCOWCROFT

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Favorable Statements Attributed to
Former POW John Sexton
(Information Only)

The President was pleased to read in the middle of page 2 of today's News Summary that former POW John Sexton had commented publicly that the recently enunciated peace proposal is "a step in the right direction". Evidently, Sexton went on to tell reporters that he was disgusted over the way the VC told him they would free him -- along with all other POW officers -- as soon as RN set a pullout date. "The President did exactly that and the VC lied", said Sexton.

ADMINISTRATIVELY CONFIDENTIAL

Determined to be an
Administrative Marking
Not National Security Information
By JAS NARA Date 4/4/2010

February 2, 1972

CONFIDENTIAL

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Recent Comments by Senator Buckley

There is a piece at the bottom of page 2 of today's News Summary which tells of Senator Buckley's concern over the "terribly damaging shock waves being created throughout Asian allied nations" by RN's overtures to the PRC. "The forthcoming trip to China has caused all kinds of lingering doubts as to what deals will be made under the table", said Buckley as he made clear his plans to request a meeting soon with the President.

Because of the importance of our taking every precaution, now and henceforth, to preclude anyone's "kicking us, then using us" ... you should ensure that the Senator's proposal doesn't develop beyond its present stage -- and that, meanwhile, he is diverted to the office of HAK for a brief chat.

cc: Dr. Henry A. Kissinger

CONFIDENTIAL

Chen

February 2, 1972

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

Please prepare brief Presidential notes of thanks to the following persons for personally representing the President at funeral services indicated:

Mr. Sammy Davis, Jr.

February 1st funeral service in
Chicago for Mahalia Jackson

(Dear Sammy:)

Major John V. Brennan, USMC

February 1st funeral service in
New York City for police officer
Gregory Foster, and separate
funeral service in New York City
the same day for police officer
Rocco Laurie

(Dear Jack:)

If you should need some background material concerning the funeral services of the two police officers, I suggest you contact Chuck Colson or Dick Moore. As you may recall, they were the two young men (both former Marines) who were gunned down in cold blood for no apparent reason last Thursday night.

Thank you.

cc: Mr. Raymond K. Price, Jr.

February 2, 1972

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

Rather than call Mr. Al Snyder and his father, the President would like to send each a letter of condolence.

Please prepare these notes based on the information contained in the attached Recommended Telephone Call sheet ... and coordinate with Chuck Colson.

Thank you.

Attachment

cc: Mr. Charles W. Colson

Chen

February 1, 1972

MEMORANDUM FOR: MR. CLARK MAC GREGOR

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Your Request for Additions to the
Governors' Dinner Guest List

Clark:

With regard to your request earlier this morning that the 17 Members of Congress be invited to attend the Governors' Dinner at the White House tonight, let me just say quickly (because time is short) that according to the Vice President, the Governors expressed a strong desire that the dinner be "a small one with only the Cabinet Members in attendance". Since the Vice President furnished these guidelines, we have added at the President's specific instruction the following individuals:

Bob Dole	---	because he is the RNC Chairman
Harry Dent	---	because of his work with the Governors
John Ehrlichman	---	because he is the Executive Director of the Domestic Council, etc.
Cap Weinberger	---	because of his Budget responsibility

Just last evening, at the Vice President's request, C. D. Ward was added because of the fact that he is now fully responsible for the operation of the Office of Intergovernmental Relations.

Finally, Rex Scouten tells me that the food has been ordered and that "it couldn't possibly stretch to feed another 15-17".

In view of the request put forth by the Governors, themselves, many weeks ago and the food shortage, I am afraid that we are unable to act favorably on your proposal ... although admittedly it does make good sense.

THE WHITE HOUSE

WASHINGTON

February 1, 1972

The following persons will meet with the President in the Oval Office at 11:30 a.m. today:

Colonel and Mrs. Dave Scott
Colonel and Mrs. Jim Irwin
Lt. Colonel Al Worden
Ambassador and Mrs. Mosbacher

Please ensure their immediate access.

Thank you.

A,

Alexander P. Butterfield