

Chen

March 24, 1972

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Saturday Office Hours

Certainly there is no reason for you to adhere to a strict Saturday morning schedule if you personally feel that the tasks at hand do not require it. I would prefer that henceforth you serve as your own judge, and that you base your decisions on your workload.

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MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 24, 1972

MEMORANDUM FOR: MRS. LUCY A. WINCHESTER

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Entertainment at the OAS Dinner
(April 15)

The President has approved your suggestion that there be entertainment in the East Room after the OAS Dinner ... but he said, "Only on the condition that it is really a top-notch performer -- someone with the stature of Dorothy Kirsten."

Please let me know what you and Mrs. Nixon decide. Meanwhile, Rose Woods will proceed with the development of an after dinner guest list.

cc: Mrs. Constance Stuart
Miss Rose Mary Woods
Mrs. Jeanne Davis (NSC)
Mrs. Penny Adams

Chao

March 24, 1972

MEMORANDUM FOR: MR. NOBLE M. MELENCAMP
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Request for Summer Employment

I have received from two eager and attractive young people (Jennifer Young and Nelson Bunn) requests for summer employment here in the White House-OEOB complex. Each has written his own resume which I attach hereto.

I would appreciate your looking into the possibility of our hiring them in some appropriate roles during the summer months ... and letting me know the outcome of your check.

Many thanks.

Attachments

Chen

March 24, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. BRUCE A. KEHRLI
Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Miss Susan Davis (Office of Presidential Papers)

It is my understanding that Mr. Dennis Henley from the Office of Presidential Papers went to work for Wilbur Jenkins during the month of July 1970 ... and eventually was assigned to Jenkins' office staff. If Henley's slot in OPP was never filled -- which I hear is the case -- please look into what might be involved in elevating Miss Susan Davis to the vacated position, a GS/8 Research Assistant.

You may want to talk to Jack Nesbitt and Jerry Jones about this, but I personally feel strongly that it should be done if the action presents no major obstacles. As you know, Miss Davis has done a particularly outstanding job and is highly deserving of every consideration.

Finally, if completion of this personnel reassignment allows the addition of one new employee for Nesbitt's office, I think we should tell him to begin interviewing right away.

ADMINISTRATIVELY CONFIDENTIAL

advised

March 24, 1972

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Mrs. Grubb's Request

You may want to get word to Mrs. Grubb that her proposal was carefully considered ... but that unfortunately the President will be out of town this weekend.

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

March 24, 1972

PERSONAL/CONFIDENTIAL

MEMORANDUM FOR: MR. WILLIAM R. HOLMES
Inspector, Office of Protective Forces
U. S. Secret Service

MR. LAURENCE B. QUIMBY
Chief, Executive Protective Service

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: EPS Matters

I am attaching two memoranda which provide more evidence of the kind of thing we were discussing in my office this morning.

I want to reemphasize the point I made earlier -- that I am personally fed up with assurances that "all will be well". These incidents have got to stop, and I think at least some of the answers are:

- 1) Far more stress on the extreme importance of courtesy.
- 2) More frequent use of the telephone -- if not to the office which the guest intends to visit, then by all means to some of the other EPS posts to see if they have on hand any information which might be of assistance.
- 3) More rigid enforcement of rules and regulations.
- 4) Tougher penalties (disciplinary measures) whenever it is discovered that discrepancies are a result of complacency, culpable negligence, etc.
- 5) A more active program to instill pride and spirit, and to promote incentive to do well.

I know that Mr. Farrell visits the posts from time to time -- not to spy, but to learn more about the problems encountered from day to day and offer advice and assistance in the realm of "handling visitors"... which is his business. Dr. Hoopes and I will be visiting the posts, as well.

In closing, let me repeat that the meeting this morning and this follow-up memorandum are not to be taken as a castigation of the Executive Protective Service. It is a fine organization. Most of its members are top-notch people who strive always to wear the uniform well, conduct themselves properly and discharge their protective security duties with common sense and efficiency. But in an 850-man organization, there are going to be some weak individuals -- some who perform in a sub-standard manner and do not have the best interests of the mission at heart. I believe that every effort must be made to identify those persons and either jack them up or get rid of them. A really elite unit will not allow its escutcheon to be marred.

Attachment

PERSONAL/CONFIDENTIAL

Chen

March 24, 1972

MEMORANDUM FOR: MR. FREDERIC V. MALEK
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Allegation Concerning Inefficient
Clearance of White House Visitors

Thanks very much for the follow-up memorandum which cited the specific examples of clearance system breakdown experienced by members of your staff.

I have had the matter investigated by Chief Quimby and learned (by way of his report) that all of the correct information was given to the EPS duty officers by your staff personnel well in advance ... and that apparently the material was misfiled.

I appreciate your bringing the discrepancies to my attention and assure you that measures are being taken to preclude reoccurrence.

(Incidentally, the activation of the new EPS appointments center, and the relatively sophisticated equipment which will be used to feed data to and from it, is scheduled for mid-April and will serve as a giant step toward the positive elimination of these human error incidents.)

Carol

March 23, 1972

ADMINISTRATIVELY CONFIDENTIAL

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Construction of Additional Family
 Housing at Camp David

Please forward to me a blueprint of the contemplated housing construction plan for Camp David and the specifics with regard to anticipated costs and funds available. While there is no reason to believe now that we will not be able to proceed with the addition of the 4-6 family units, it would be wise for you to withhold your green light until I have had a chance to review the information requested and get back to you.

Many thanks.

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 23, 1972

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: GOP Leadership Meeting
Agenda (March 28)

The President has approved the agenda which you proposed and forwarded to me on March 20th ... with these stipulations:

- 1) Add 10 minutes to the agenda and have Director George Shultz give a rundown on the Pay Board situation.
- 2) Be sure that the legislative chart being prepared is made large enough for all present to see in detail whatever data it bears.
- 3) Brief all concerned to hold their presentations to the allotted times.

Chen

March 23, 1972

MEMORANDUM FOR: MISS ROSE MARY WOODS
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: New Emphasis on Celebrities

Rose:

I have just received word from Bob Haldeman that henceforth, i. e. throughout the remainder of the campaign year, we want to increase the number of "celebrity friends" invited to White House social functions approximately 100% over the number invited as a general rule in the past.

I would guess that it is too late to do much, if any, adding to the Hussein dinner guest list ... but we should be ready to implement this revision to past policy in conjunction with the first scheduled event after the OAS affair in mid-April.

March 23, 1972

MEMORANDUM FOR: MISS ROSE MARY WOODS

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Consideration of Additional Invitee to the
Hussein Dinner (March 28th)

Rose:

Harry Dent, Chuck Colson, Gordon Strachan and others have strongly urged our adding to the Hussein dinner guest list Mr. Roger Milliken of Deering-Milliken (and a member of Gideon's Army).

Thanks for whatever you can do.

Chair

March 23, 1972

MEMORANDUM FOR: BRIGADIER GENERAL BRENT SCOWCROFT
Military Assistant to the President

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Telephone Installation at 340 House
(Key Biscayne)

There is no reason not to install a Signal telephone at 340 House at Key Biscayne anytime it is occupied by a staff member or a Presidential guest.

Canon

March 23, 1972

MEMORANDUM FOR: DR. DAVID C. HOOPES
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Easels for the Cabinet Room

Dave:

Please see to it that there are two easels in the Cabinet Room -- to be kept there at all times. Each of them should bear a little tag saying "Cabinet Room".... or those words could be lettered someplace on the metal.

The West Lobby ushers keep a spare easel in their office, but that one should remain in reserve.

Thanks.

March 23, 1972

ADMINISTRATIVELY CONFIDENTIAL

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Removal of White House (Signal) Telephones

The purpose of this short note is simply to confirm word passed to you earlier -- that the White House (Signal) telephones at the private homes of former Secretary of Commerce Maurice Stans and former Attorney General John Mitchell should be removed.

Mr. Kehrli, the Staff Secretary, will inform Mr. Stans or someone in his office today ... so the appropriate person on your staff can feel free on Monday of next week to follow up with a request of Mr. or Mrs. Stans for an appointment to remove the equipment.

The Staff Secretary will talk to the Attorney General on or about April 7th (after the Mitchells return from their vacation in Florida). Therefore, you should not follow up in this case until April 11th or 12th, and until you have coordinated the matter with Mr. Kehrli.

Thank you.

cc: Mr. Bruce A. Kehrli

ADMINISTRATIVELY CONFIDENTIAL

Chen

March 22, 1972

MEMORANDUM FOR: DR. DAVID C. HOOPES
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Office Safe Survey

Dave:

Please undertake as a special project a survey of all White House, Domestic Council and CIEP offices in order to get an up-to-date reading as to which of them contain safes. We will want to know in addition the types of safes, and whether or not they are electronically alarmed.

I am attaching to this note a form which Officer Hyman of the EPS thought would be helpful. I think you will want to revise it somewhat. At any rate, give the matter some thought -- then see me prior to launching into your survey activity.

Many thanks.

Attachment

THE WHITE HOUSE

WASHINGTON

March 22, 1972

MEMORANDUM FOR: MISS ROSE MARY WOODS

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Planned Presidential Reunions

Thanks for your information pertaining to the SCAT group.

Yes, the President did ask me to set up two reunions -- one with the Duke Law School group on May 9th, and the other with his World War II friends and acquaintances (Quonset, SCAT, etc.) on June 13th. He told me to work closely with Charlie Rhyne on the law school people ... and with Carl Fleps and Paul Williams on pulling together those who were with him during the war. I had lunch with Fleps here in my office one day while you were in the PRC -- and brought him into your office to meet Marje.

All is on track for the law school class reunion. I have the complete list and will forward it to you soon. The World War II bunch is posing a problem or two. Fleps and Biggane and others can provide the names of most of those we want to come from the SCAT organization ... but no one seems to be able to get a handle on just who the President's friends were at Quonset and Ottumwa. Any help you might be able to give us would be greatly appreciated, of course.

Incidentally, I talked to Bill Rogers about Quonset, but he was able to give me only two names. He has the Quonset list and will continue to review it with the hope that he will recognize more names.

I am attaching hereto the complete list of those who served with the President. Tab A names those who were on the faculty at Quonset; Tab B names those who were students at Quonset (Bill Rogers among them); Tab C names those who were at Ottumwa; Tab D names the SCAT group; Tab E names the people who were with the President

in Fleet Air Wing 8 (Peter Boyle, et al); Tab F names those who were at BUAER; Tab G lists those who have been of help to me from time to time and who might be of further help on this reunions project.

Attachment

Chen

March 22, 1972

MEMORANDUM FOR: MR. WALLACE B. HENLEY

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Proposal to Send Certificates
to County Clerks and Letters
to Passport Recipients

Thanks very much for passing on the Passport Division suggestions concerning Presidential certificates and letters. While the ideas are good, and would definitely reflect the President in a favorable light, it was the judgment of the staff that the particular project should be deferred until next year sometime -- possibly in the spring.

Please let those who were involved at the Passport Division end of the line know that we appreciated very much the initiative they took in forwarding the plan, and that we will continue to welcome and encourage such proposals.

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

March 22, 1972

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

Here quickly are some items of information which Dave Parker will no doubt confirm before too long:

- (1) There will not be a White House Worship Service on April 9. This is now definite.
- (2) There will be a NAB reception at the White House on April 10. Details will follow.
- (3) There will be an ASNE reception at the White House on April 20. Details will follow.

THE WHITE HOUSE

WASHINGTON

March 22, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. MICHAEL J. FARRELL
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Additional Attraction at This
Year's Easter Egg Roll

The television program "New Zoo Revue" has offered to send its three animal characters, and their young lady friend (Emily Peden), to Washington next month to provide some extra color and fun at this year's White House Easter Egg Roll. I have staffed the proposition through Chuck Colson, John Dean and Lucy Winchester ... and all agree that it would be a good idea to accept.

Information on the show and the animals is attached hereto. Educational in nature, the program is for children in the 3-10 year age group. It is directed by our own "sometime" consultant, Bill Carruthers, and financed by Dave Bradshaw, Clem Stone's son-in-law. You can catch the 1/2-hour act on WTTG/TV at 3:30 p.m. any weekday.

I will appreciate your carrying the ball from here. You will want to contact both Carruthers and Bradshaw. Their business telephone numbers are listed below:

Carruthers 213-461-3447

Bradshaw 312-372-5494

Please coordinate all of your initial actions very closely with John Dean. Dave Bradshaw has willingly agreed to state in writing that there will be no commercial exploitation of this appearance whatever. He assumes, of course, that there will be some PR benefits to the show which will flow naturally as a result of the full press coverage of this traditional activity. I will ask John to get together with Bradshaw on the format, wording and timing of the statement.

cc: Mr. John W. Dean, III
Mr. Charles W. Colson
Mrs. Lucy A. Winchester
Mrs. Constance Stuart

Chen

March 21, 1972

MEMORANDUM FOR: CHIEF LAURENCE B. QUIMBY
Executive Protective Service

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Allegation Concerning Inefficient
Clearance of White House Visitors

The other day, Mr. Malek mentioned to me the fact that his office had experienced recent "inefficient handling of clearances of visitors" by EPS personnel. I told him that such reports were most unusual and that investigation generally proved that the "breakdowns" were results of staff personnel failing to follow the proper notification procedures. I reminded him, too, that these procedures were clearly outlined in our White House Staff Book. But I offered to look into his particular complaint if he could provide some specifics.

The attached memorandum came to me subsequently. As you will note, it gives as much information about each of the alleged "system breakdowns" as Mr. Malek and his office staff could recall to mind.

I will appreciate your looking into these cases very carefully and reporting to me whatever facts can be uncovered.

Thank you.

Attachment

Chen

March 21, 1972

MEMORANDUM FOR: MR. DAVID N. PARKER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Proposed Brief Meeting of the President
and Danny Thomas

Dave:

The attached memorandum explains the Danny Thomas situation as relayed to Bart Porter by Taft Schreiber. I spoke to Taft afterward and he stressed again the importance, in his mind, of the President taking just a moment to see Mr. Thomas on Wednesday. "Just a handshake would do the trick", he said.

I am sending Bob a copy of this memorandum and the attachment.

cc: Mr. H. R. Haldeman

Attachment

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 20, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MISS ROSE MARY WOODS

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Record of Invitations to White House
Social Events Extended to Cabinet
and Sub-Cabinet Members

Rose:

Hopefully the material at the tabs -- current figures concerning the numbers of White House social function invitations extended to Cabinet and Sub-Cabinet Members -- will be of help to you in the near future development of guest lists. Tab A pertains to the Cabinet; Tab B, the Sub-Cabinet.

Attachment.

ADMINISTRATIVELY CONFIDENTIAL

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THE WHITE HOUSE

WASHINGTON

March 21, 1972

TO:

FROM: Alexander P. Butterfield

I am attaching for your interest
and general information a personal
copy of the guest list for tonight's
dinner at the White House.

Enc: List for PM Erim Dinner

Dist:

Secretary Rogers
Secretary Butz
Deputy Secretary Rush
General Haig
Anne Armstrong

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 21, 1972

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

I have just been talking on the telephone to Mr. William Kelly at the Department of State (telephone: 632-3447, 48 or 49). He said that it is Secretary John Volpe's plan to go to the Netherlands Antilles on or about April 20 to present a posthumous award to the family of recently deceased Overseas National Airlines hostess, Margareth Abraham. It is my understanding that Miss Abraham died courageously in the performance of her hostess duties as the airliner on which she was serving ditched into the Caribbean somewhere off the shore of St. Croix.

You probably know all of this because Kelly went on to say that a proposed text for the "certificate of valor" was in your hands for approval ... and that the certificate, itself, required approval here in that it is to be presented by Volpe on the President's behalf.

Do you or Dave Gergen have any information on this item? Even though the Transportation Secretary is not leaving until the latter part of April, there is some urgency to the State Department's request in that the "approved text" is to be cast in bronze prior to the ceremony.

Please enlighten me -- or call Kelly directly.

Many thanks.

cc: Mrs. Jeanne Davis, NSC Staff Secretary

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By 245 NARA Date 4/12/2016

March 21, 1972

CONFIDENTIAL

MEMORANDUM FOR: MISS ROSE MARY WOODS
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Celebrities

Rose:

I have just talked again to Taft Schreiber and obtained from him the full names and addresses of Bob Evans and Richard Zanuck. The information appears on the attached forms.

I noticed that Lucille Ball and her husband were invited to the dinner tonight ... but evidently couldn't come. Too bad -- but at least we got credit for the gesture. I'm sure Taft will be pleased.

Incidentally, my only role in this business during the campaign year is to maintain a close liaison with Schreiber, and to the extent appropriate work his highest priority requests into the President's scheduled business and social activities. Bart Porter at the Citizens Committee will be touching base with me at least once a week, but his prime responsibility is to help schedule others on Schreiber's list of "celebrities committed to the support of the President" into speaking engagements, public appearances, rallies and other such activities around the country which do not involve Presidential participation.

Attachments

CONFIDENTIAL

Suggestion for Invitations to White House Functions:

Name

Mr. _____

Mr. and Mrs. Robert Evans (Mrs.: Miss Ali McGraw, actress)

Mrs. _____

Miss _____

Home Address 1032 North Beverly Drive

Beverly Hills, California Telephone: -
90210

Business Affiliation Motion picture industry

Business Address Mr.: Executive Vice President (Productions)
Paramount Studios, Hollywood, California
Telephone: _____

Function:

Dinner X

"Evening at the White House " _____

Reception _____

After Dinner Entertainment _____

Church Service _____

Reason for Consideration:

Strongly urged by Taft Schreiber. (On
Schreiber's "top priority" list.)

Submitted by: Alex Butterfield

March 21, 1972

Suggestion for Invitations to White House Functions:

Name

Mr. _____

Mr. and Mrs. Richard D. Zanuck

Mrs. _____

Miss _____

Home Address 546 Ocean Front Boulevard

Santa Monica, California Telephone: 90402

Business Affiliation Motion picture industry

Business Address 20th Century Fox Studio
Beverly Hills, California
Telephone: _____

Function:

Dinner X

"Evening at the White House " _____

Reception _____

After Dinner Entertainment _____

Church Service _____

Reason for Consideration:

Strongly urged by Taft Schreiber (On
Schreiber's "top priority" list.)

Submitted by: Alex Butterfield

March 21, 1972

chm

THE WHITE HOUSE

WASHINGTON

March 21, 1972

MEMORANDUM FOR: THE PRESIDENT

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Gift Exchange Information - Visit of
Prime Minister and Mrs. Nihat Erim
of Turkey

You have received a small carpet of bokara design, 4 ft. by 6 ft. It has a geometric design and the predominant color is red. (Other colors are blue, gray and gold.)

Mrs. Nixon has received a round silver framed and backed dresser mirror, with stylized floral repousse work, set with turquoise. It is 12 inches in diameter.

Prime Minister Erim will be given a Kittinger hand-crafted reproduction of Newport block-front chest of drawers by John Goddard (circa 1760) with engraved vermeil presentation plaque.

Mrs. Erim will be given Boehm porcelain "Orchard Orioles", consisting of two orioles sitting on tulip flowers, on walnut base with the Presidential Seal.

The Prime Minister and Mrs. Erim will be given a family photograph with the following inscription: "To His Excellency Prime Minister Erim and Mrs. Erim, With every good wish on the occasion of their visit to Washington,

Richard Nixon

Patricia Nixon

March, 1972"

Chen

March 20, 1972

PERSONAL/CONFIDENTIAL

MEMORANDUM FOR: DR. DAVID C. HOOPES
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Honor America Day

Dave:

Please be very careful throughout the coming months about your associations with John Cosgrove and others involved in the development of the 1972 Honor America Day program. Under no circumstances should you write and/or mail out any materials which link us to the Committee.

(My note is prompted by your March 17th correspondence to Cosgrove attaching Kathleen Balsdon's offer to address envelopes, etc.)

PERSONAL/CONFIDENTIAL

March 20, 1972

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: March 15th Letter to the President from
Mrs. James M. Harrington, Jr.

I am forwarding for whatever action you deem appropriate a letter written to the President by an Air Force Lt. Colonel's wife, Gail J. Harrington.

At tachment

cdun

March 20, 1972

PERSONAL

Dear Mr. Thorpe:

Thank you for your March 16th note informing me of Mr. Johnson's plan to be in Paris during the period April 20-23. You will be hearing from us soon.

Incidentally, the attached memorandum supersedes Bob McDermott's correspondence of February 9, 1971.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Attachment

Mr. Robert S. Thorpe
Assistant to the Commissioner
Federal Communications Commission
Washington, D. C.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 20, 1972

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Current Record of Official
Documents Signed by the President

Some time ago, I asked Noble Melencamp to keep a current record of the number of official documents the President had signed ... and to report the figures to me biweekly.

Realizing that each of you may well have an interest in this information -- and occasion to draw from it from time to time -- I am attaching the report received this morning and promising you (if you want them) copies of all reports received in the future.

Attachment

March 20, 1972

PERSONAL/CONFIDENTIAL

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Presidential Comments on RMW
Correspondence

Bob:

I am attaching hereto three memoranda extracted from Rose's weekly FYI folder after the President placed it in his out box. The assumption, of course, is that you will be hearing from Rose very soon with regard to the President's handwritten comments ... but regardless, please do not give away my surreptitious review of this particular folder as it moves to and from the Oval Office. (Incidentally, I do not always see it as it goes to the President, for it is hand-delivered some 50% of the time. The interception record after the President's perusal is 100%.)

Attachments

PERSONAL/CONFIDENTIAL

Chen

THE WHITE HOUSE

WASHINGTON

March 20, 1972

MEMORANDUM FOR: MR. ROLAND L. ELLIOTT

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Preparation of Presidential Note to
Ronald S. Berman, Chairman of the
National Endowment for the Humanities

In a March 16th letter to the President -- along with which he sent a large book titled, "La Revolution Francaise" (a huge volume, written in French but mostly illustrative in format, all about life in France during the revolutionary period) -- Mr. Ronald S. Berman, Chairman of the National Endowment for the Humanities, wrote, "...I must confess the illustrations spoke a good deal louder to me than the words."

The purpose of this memorandum is to ask you to write a Presidential letter of acknowledgement to Mr. Berman thanking him for his kindness. The President spent 45 minutes late Saturday afternoon leafing through the 485 pages. When he finished, he wrote in the margin of the original of Berman's letter, "I agree -- but a fascinating volume! Many thanks." These words, of course, should be incorporated in the text you develop ... and you should coordinate your effort with Len Garment and/or Brad Patterson.

Thank you.

cc: Mr. Len Garment
Mr. Brad Patterson

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 20, 1972

MEMORANDUM FOR: MR. STEPHEN B. BULL

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Assignment of Color Reporters

Steve:

I was prepared to discuss the assignment of color reporters at our 2:00 p.m. meeting ... but, of course, you were in New York with the President. I believe that we should have someone designated and on hand for the following events:

- The 10:30 a.m. Arrival Ceremony
- The 12:30 p.m. Signing Ceremony
- The 4:00 p.m. Presentation
- The 8:00 p.m. State Dinner

I should perhaps remind you once again of Bob Haldeman's desire that we use John Scali more frequently as a color reporter, especially for those activities which we feel will be somewhat "emotion-filled". There may be nothing like that on tomorrow's calendar, but keep it in mind anyway.

Thanks.

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

March 20, 1972

MEMORANDUM FOR: MR. GERALD L. WARREN
MR. SANFORD L. FOX

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Correction to March 21st
Dinner Guest List

In reviewing what I assume is the final typing of the March 21st White House Dinner guest list copy, I noticed Al Haig listed as Brigadier General. Although it may seem to be a small point, he was elevated to the rank of Major General on March 1st ... and should be so listed.

Many thanks.

cc: Mrs. Lucy A. Winchester

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 20, 1972

MEMORANDUM FOR: MR. DAVID N. PARKER

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Proposal for the President's
April 6th Calendar

As I believe you know already, the Cherry Blossom Princesses from the 50 States of the Union will be here at the White House on the morning of April 6th. If you are looking for events for the President, I would suggest his talking to this group of young people for 4-5 minutes.

MEMORANDUM

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Administrative Marking
Not National Security Information
By JCS NARA Date 4/12/2016

THE WHITE HOUSE

WASHINGTON

March 20, 1972

CONFIDENTIAL

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Key Biscayne Housing Proposal by the
State Department's Office of Protocol

Evidently, King Hussein has asked for a "house by the sea" so that he can water ski, etc., for a portion of the time that he is visiting here in the United States. As a result, the State Department's Office of Protocol has suggested that he stay in House 340 at Key Biscayne. The vacation period would be of some 5-10 days' duration, and would begin, from what I hear, on or about April 5th. (John Mitchell has it from March 21 until April 5.)

This word was passed just this morning to Commander Campbell by Bebe ... who had been contacted directly by Bill Codus.

You may want to discuss this with the President -- or at least mention it to him. The King's tentative itinerary while here is as follows:

-- March 27	Arrive U.S.
-- March 28	The White House
-- March 30	1-2 days of medical exams
-- April 5 or 6	Begin 5-10 days of vacation (in some out-of-the-way place ... to water ski, etc.)
-- April 15	Depart U.S.

CONFIDENTIAL

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

March 20, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MRS. LUCY A. WINCHESTER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: April 9th Worship Service

Lucy:

Please take no further actions toward preparing for an April 9th
Worship Service until you hear from me.

Thank you.

ADMINISTRATIVELY CONFIDENTIAL

THE WHITE HOUSE
WASHINGTON

March 20, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: DR. DAVID C. HOOPES

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Your March 20th Correspondence to
Mr. Haldeman Concerning White House
Office Certificates for Staff Assistants
(Attached Hereto)

Dave:

Before I initial and pass on to Bob Haldeman your memo concerning certificates for Staff Assistants, I'd like to ask several questions:

- 1) If you have separated present-day Staff Assistants (Tab A) from those who served here previously (Tab B), why are Caulfield and Shumway named with others at Tab A? Aren't they both at the Citizens Committee?
- 2) Isn't Jon Rose to be considered a "former Staff Assistant"? And, hasn't he just recently received a regular Presidential Commission?
- 3) In that you have listed Noble Melencamp twice (once as a Staff Assistant to the President and again as the Chief Executive Clerk), and Lee Huebner twice (once as Staff Assistant and again as Deputy Special Assistant), why not list Bruce Kehrli twice (once as Staff Assistant and again as Staff Secretary)?
- 4) Is Harry Dent's secretary, Rose Smith, a Staff Assistant or a secretary? If we are going to be realistic about this, I should think that we would list her in the secretarial category; otherwise, you should perhaps include Doris Jones, Leona Goodell, Nell Yates, and a few others who have been

given arbitrarily "other than purely secretarial" titles by their supervisors.

- 5) Why include Nesbitt, Good and Corbett of the Office of Presidential Papers when, in truth, they are not even members of the White House staff? I agree with you fully that they are members of the family -- and that we should treat them as such whenever and wherever appropriate. But I like to think of something as formal as White House Office certificates as being legal in every sense of the word.

Finally, although I am essentially (but not strongly) opposed to the granting of these certificates to those who do not hold Commissions, I would favor giving them to all who have served as Staff Assistants rather than discriminating against those who have departed. After all, as someone said when the decision was made to print and distribute them, "They don't cost us anything". There is no requirement for you to respond to this note in writing. Just see me at your convenience -- but soon -- and we will discuss these items; then I will relay the memo to HRH.

Attachment

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM

Chen

THE WHITE HOUSE

WASHINGTON

March 20, 1972

Determined to be an
Administrative Marking
Not National Security Information
By JCS NARA Date 4/12/2016

CONFIDENTIAL

MEMORANDUM FOR: MISS GERTRUDE T. BROWN
Security Assistant

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Mr. Berry Gordy, Jr.

Trudy:

Please run a name check on Mr. Berry Gordy, Jr., President of Motown, Incorporated. It is my understanding that he resides both in Beverly Hills, California and Detroit, Michigan, and that he is oftentimes associated with the entertainment world.

If you can obtain any information in addition to that which is provided by a name check, please do so.

Thank you.

CONFIDENTIAL

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 20, 1972

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By JLS NARA Date 4/12/2016

CONFIDENTIAL

MEMORANDUM FOR: MISS ROSE MARY WOODS

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Possible Addition to Tomorrow
Evening's 10:00 Guest List

I have just been reminded by Gordon Strachan and Bruce Kehrli that LynRae McClintock will be leaving the White House on or about April 1st and returning with her husband to California. In that she has not been here quite long enough (just short of a year, I think) to be scheduled for a farewell handshake with the President in the Oval Office -- and because her husband has been serving the Administration as a lawyer in the Department of Justice's Antitrust Division -- you may want to consider adding the couple to tomorrow night's 10:00 guest list.

She knows nothing of Gordon's talk to me, or of my writing this memorandum, so we are in the clear if you think it too late or otherwise inappropriate.

CONFIDENTIAL

Chen

March 17, 1972

PERSONAL/ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. GERARD P. BURKE
Executive Secretary
President's Foreign Intelligence
Advisory Board

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

Your March 16th interpretation of my December 11th memorandum on the subject of Early Notification of Proposed Foreign Travel Plans by Administration Officials is correct ... and the system you propose for implementing the basic notification procedures is perfectly satisfactory.

Many thanks for your cooperation.

Alexander P. Butterfield
Deputy Assistant to the President

PERSONAL/ADMINISTRATIVELY CONFIDENTIAL

Caron

March 17, 1972

MEMORANDUM FOR: MR. ROLAND L. ELLIOTT
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Preparation of Presidential Letters

The President will not be making the four telephone calls recommended on the four separate sheets attached hereto. However, if we have not already prepared Presidential notes to these individuals (Senator Norris Cotton, Senator Edward Gurney, Representative James Cleveland and Representative Louis Wyman), we should do so without delay.

Please use the information provided on the call sheets in the preparation of the texts and coordinate your work with staff members concerned.

Thank you.

Attachments

cc: Mr. William E. Timmons
Mr. Noel Koch

March 17, 1972

PERSONAL/CONFIDENTIAL

MEMORANDUM FOR: MR. BRUCE A. KEHRLI
Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Proper Addressing of Correspondence
to the Office of the Military Assistant

Bruce:

I have been looking through my copies of the memoranda you put out yesterday, March 16th, and the brief note to Bill Gulley caught my eye.

Henceforth, please address all general correspondence destined for the office of the Military Assistant to Brigadier General Scowcroft ... not to one of the Aides or Bill Gulley. I know you strive to be short, efficient and to the point in the numerous memoranda you prepare each day -- and that you want to get quickly to the specific individual who is going to implement the action. However, in your role as Staff Secretary it is far more appropriate for you to communicate directly with the senior man. Not only is it preferable (proper, actually), it is beneficial to the kind of relationship we want to establish. It forces the department or section head -- in this case, the Military Assistant -- to pay closer attention to the day-to-day operations for which he is responsible; it allows him to assign and delegate. Finally, it lends to the position of authority your office really should hold vis-a-vis the Aides Office and its support function.

(But, Bruce -- at least you don't belabor the obvious and the trivial ... like some people I know.)

PERSONAL/CONFIDENTIAL

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By 048 NARA Date 4/12/2016

THE WHITE HOUSE
WASHINGTON
March 17, 1972

CONFIDENTIAL

MEMORANDUM FOR RECORD

SUBJECT: Candidate Protection

(This is the third memorandum for record on the subject of Secret Service protection for major Presidential and Vice Presidential candidates. The first two were dated January 26 and 27.)

Martin Pollner just called from New York City to relay the latest information concerning candidate protection. He said that on Monday, March 20th -- in accordance with the Candidate Protection Advisory Committee's late January recommendation to Secretary Connally -- Secret Service protection for the following candidates will begin:

Senator Muskie
Senator McGovern
Senator Humphrey
Governor Wallace

The protection is being withheld from other candidates who admittedly at one time received at least a 5% popularity rating in either the Harris or Gallop Polls. This action is based on the fact that the 5% "suggestion" was only a suggestion ... or a recommendation, of the Committee; it was never established as a rule. Therefore, the Secretary of the Treasury does not feel at all bound by it. No doubt the position being taken will generate some heat from Jackson, Chisholm, Ashbrook and others, but Mr. Connally is prepared to ride it out. Pollner did say, however, that Connally is weighing heavily the merit of providing the protection service to Senator Jackson ... in view of his rather outstanding showing in the Florida Primaries; but except for a possible decision affecting the Washington State Senator, no moves will be made until on or about April 4th, after the Wisconsin Primaries. It is felt that by then Chisholm and Lindsay and perhaps others will have dropped by the wayside.

On the separate subject of Senator Ted Kennedy, it is significant to note the stand being taken by Secretary Connally. It is this: In view of the Senator's publicly sworn affidavits of non-candidacy in several states, he is, in fact, a non-candidate ... and as such, not entitled to Secret Service protection.

Pollner doubted that he would have any reason to get back to me before the first week in April.

Alexander P. Butterfield

cc: Mr. H. R. Haldeman
Mr. J. D. Ehrlichman
Mr. J. W. Dean, III

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By JUS NARA Date 4/12/2016

March 17, 1972

CONFIDENTIAL

MEMORANDUM FOR: MISS GERTRUDE T. BROWN
Security Assistant

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Mr. William Jorden's File

Trudy:

Please insert into Mr. William Jorden's security file the two attachments to this note.

Attachments

CONFIDENTIAL

March 16, 1972

PERSONAL

MEMORANDUM FOR:

MR. BRUCE A. KEHRLI
Staff Secretary

FROM:

ALEXANDER P. BUTTERFIELD

SUBJECT:

Document Security Violation

I realize that you may not have had time to think out and set up a foolproof system for ensuring the security of all classified documents processed and/or filed in your office ... but I must call your attention to the attached report and ask that you outline to me in writing by the close of business on Monday, March 20, what particular set of procedures you believe will preclude reoccurrence.

As we have both agreed in the past, your office is the filtering point for the most sensitive and highly classified documents in the country. Certainly it should be the least vulnerable to probes by security inspectors. If you want to institute the old system of requiring the last person to leave the office to check each desk and each safe and sign a log indicating that he has done so, you may. A few drastic measures may be just what we need to arouse some security consciousness among our staff members. Infiltration is not at all uncommon, especially by one's own countrymen who are only political adversaries.

Attachment

PERSONAL

THE WHITE HOUSE

WASHINGTON

March 16, 1972

The following persons from outside the White House-OEOB complex will be attending a briefing in the Cabinet Room at 7:00 p.m. this evening:

Secretary Rogers (State)
Under Sec Charls Walker (Treasury)
Assistant Attorney General Patrick Gray (Justice)
Secretary Morton (Interior)
Mr. Robert Hitt (Interior)
Assistant Sec Frank Elliott (Agriculture)
Secretary Peterson (Commerce)
Secretary Hodgson (Labor)
Secretary Richardson (HEW)
Under Sec Richard Van Dusen (HUD)
Secretary Volpe (DOT)
Ambassador Kennedy (State)
Deputy Sec Kenneth Rush (Defense)

Please ensure their immediate access.

Thank you.

Alexander P. Butterfield

March 16, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. DONALD RUMSFELD
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: White House Pass for
OEO Director Sanchez

Don:

Thanks for your note on Sanchez ... and your interest in his receiving a pass. The order went out on March 7th, the very day I heard he was without one.

Incidentally, there never was a restriction against Phil's having such a pass. All of those who head organizational elements within the Executive Office of the President are given White House passes upon request; and I don't think he had requested a pass for himself.

ADMINISTRATIVELY CONFIDENTIAL

**RICHARD NIXON PRESIDENTIAL LIBRARY
DOCUMENT CONTROL SHEET**

ITEM REMOVED FROM THIS FOLDER

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

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Not National Security Information
By JLH NARA Date 4/12/2016

March 16, 1972

CONFIDENTIAL

MEMORANDUM FOR:

MR. ALFRED WONG
Special Agent in Charge
Technical Security Division
U.S. Secret Service

FROM:

ALEXANDER P. BUTTERFIELD

SUBJECT:

Mr. Alvester Wilbanks

Thank you for your report of earlier in the day concerning
Alvester Wilbanks -- and I approve of the action recommended.
Please let me know of the results of the interview.

CONFIDENTIAL

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

March 16, 1972

MEMORANDUM FOR: DR. DAVID C. HOOPES
MR. NOBLE M. MELENCAMP
MR. JOHN J. RATCHFORD

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Sub-Cabinet List

Thanks very much to all of you for your work in recent weeks putting together a complete and accurate list of Sub-Cabinet members ... and for updating that list yesterday.

Let's see to it that we keep abreast of all changes, no matter how minor, and restrict its distribution to your offices and mine.