

March 16, 1972

PERSONAL/CONFIDENTIAL

Dear Messrs. Luebeck and Kosimar:

I have just this moment heard of your futile trek to the 5th floor of the Old Executive Office Building and hasten to offer my sincere apologies. Evidently, Mr. Goode's current working office is not where it used to be -- but your escort should not have allowed that very minor problem to go unchallenged. I have just spoken to him here in my office and reprimanded him for failing to persevere ... or at least to have called my office to inform Mrs. Sidley or me of his dilemma.

I do hope that you found our short discussion somewhat worthwhile and that you understand that within a week or two our file will be ready for your perusal. (Incidentally, I have spoken to Mr. Chapin about your eventually reviewing Fritz Roland's documentary film, and he has assured me that the request poses no problems.)

I will look forward to seeing you again soon. Meanwhile, you should stand by for a call from my office.

Yours truly,

Alexander P. Butterfield
Deputy Assistant to the President

Messrs. John Luebeck
and Gerald Kosimar
Central Intelligence Agency
Washington, D. C.

MEMORANDUM

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

THE WHITE HOUSE

WASHINGTON

March 16, 1972

CONFIDENTIAL

MEMORANDUM FOR:

DR. HENRY A. KISSINGER
MR. CLARK MAC GREGOR
MR. CHARLES W. COLSON

FROM:

ALEXANDER P. BUTTERFIELD

SUBJECT:

Expeditious Completion of the
Hussein Dinner (March 28) Guest List

It is my understanding from a conversation late yesterday afternoon with Jeanne Davis that the State Department has forwarded only 14 or 15 names as suggestions of those Americans who might appropriately be invited to the Hussein Dinner scheduled for March 28th. If we add to that number some 7-10 Jordanians, we come out with a total of no more than 25 ... yet the guidelines we set down for this particular event were clear: It is to be a large, stag, black tie, working dinner.

Thus, we need to add to this meager list of suggested invitees quickly -- something in the neighborhood of 50-60 more names -- and forward them to Rose Woods at the very latest by noon, Friday (March 17).

Please give this effort a high priority.

Thank you.

cc: Miss Rose Mary Woods

P.S. I am attaching the list of names forwarded to us by State.

CONFIDENTIAL

chen

March 16, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MISS GERTRUDE T. BROWN
Security Assistant

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: FBI Background Investigation of
Mr. Robert W. Kitchen, Jr.

Please initiate a full-field background investigation of Mr. Robert W. Kitchen, Jr., currently serving with our UN Mission in New York as Acting Deputy U.S. Representative to the Economic and Social Council.

Thank you.

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 16, 1972

ADMINISTRATIVELY CONFIDENTIAL

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: The Gridiron Worship Service
(April 9)

As you may know already, we want to invite to the April 9th White House Worship Service those publishers, editors, etc., who have endorsed us fairly regularly in the past and who are going to be at the Gridiron Dinner on the evening prior.

Please give this matter some close attention in the next several days and forward your lists of names directly to Lucy Winchester by the middle of next week -- certainly no later than March 23rd.

Thank you.

cc: Mrs. Lucy A. Winchester

ADMINISTRATIVELY CONFIDENTIAL

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

March 15, 1972
4:15 p.m.

CONFIDENTIAL

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Miscellaneous Items

Bob:

Here are some questions and FYI items which came up this afternoon

- 1) The message I passed to Cabinet Members concerning Business Council invitations - I just learned this morning that while I was making my calls to Cabinet Members telling them that until further notice they should not accept any Business Council invitations, Pete Flanigan was calling Jack Burke in an attempt to get the Secretary of State "on the program" for the next Homestead meeting (the second week in May). I have since called Peter and talked to him about this. He said that he had discussed the matter with the President, and with you, and that the earlier order had been rescinded. If that is a fact, shouldn't I call the Cabinet Members again and explain the situation as Peter put it to me? (Pete said that the current instructions are for our top people not to accept "blindly", but to put the Business Council on standby while a check is made with us to determine what purposes might be served by accepting and the wisdom, all things considered, in doing so. In other words, we will use a bit more discretion with regard to the dispatching of Administration officials than we have in the past.)
- 2) Your March 14th memorandum to me concerning the display of State gifts from China - I received this particular correspondence from you at 3:00 p.m. today. I can't imagine what caused the delay, but I intend to look into the matter. It could be that the paper was dictated Mar 14

and typed today. At any rate, I held a 4:00 p.m. meeting with Clem Conger, Rex Scouten, Connie Stuart, Lucy Ferguson and Ollie Atkins ... and everything is on track. It was agreed that the primary "State gift display area" is the best place to setup this more elaborate exhibition of gifts from China. Menus, typical place settings, place cards, chopsticks, color photographs, etc. -- all the things that you mentioned in your note -- will be mounted and displayed in such a manner as to artistically embellish the basic gift collection. Meanwhile, Tricia and Julie will get complete sets of pictures in addition to duplicate menus and other items of interest. (Much of that had been done already.) Tricia's gifts from her parents will go on display at the Boston Museum while Julie's will go on display at a museum in Jacksonville. The additional photographs they will be receiving from Ollie will be added to those museum displays ... and some will be used at locations where the girls make personal appearances. Both Clem and Rex believe that everything can be in place by Monday morning. Only the photographs will pose a problem. Ollie claims that he is up to his clavicle in orders for pictures; but I let him know that this project had to be given the highest priority.

CONFIDENTIAL

**RICHARD NIXON PRESIDENTIAL LIBRARY
DOCUMENT CONTROL SHEET**

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March 15, 1972

MEMORANDUM FOR: MR. BRUCE A. KEHRLI
Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Mr. Tom Pappas' Personal Letter
to the President ... with Study Enclosed

Bruce:

Please ensure the proper staffing of the attached study on the effects of future trends and developments put together recently by Ambassador Tasca and Tom Pappas ... and sent to the President just prior to his departure for the PRC. Once the 12-page effort has been reviewed by our experts and condensed to a page or two of highlights, a letter of acknowledgement should be prepared and forwarded for signature.

Many thanks.

Attachment

March 15, 1972

MEMORANDUM FOR: DR. HENRY A. KISSINGER

Attention: Mrs. Jeanne W. Davis
NSC Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Proposed Extension of Deputy Director
Caspar Weinberger's Overseas Travel Plan

As you will recall, in late January Deputy Director Weinberger forwarded an overseas travel plan which indicated that he would be visiting the United Kingdom on official business during the period March 29-April 2. That plan was coordinated with the Department of State, then approved by State and your office on or about February 11.

The purpose of this note is to advise you that Mr. Weinberger will be extending his foreign travel from the United Kingdom to Morocco ... for a week's vacation. He will proceed via Paris on April 2 and return to the United States on April 9.

Unless I hear from you before Friday noon, I will consider the trip extension approved.

Cham

March 14, 1972

PERSONAL/CONFIDENTIAL

Maury:

This check comes from Bill Perkins in Chicago (the CNA Financial Corporation, 310 South Michigan Avenue). As you may know, Bill is a good friend of Ed Nixon, Bob Ostrander, Bob Stuart, etc. I just talked to him on the phone and he asked that I deliver the check in person ... and tell you that Bob Stuart (a Director on CNA's Board, President of Quaker Oats and Illinois State Committeeman) hints that there will be more coming in from that neck of the woods.

Alex Butterfield

Enclosure

Chen

THE WHITE HOUSE
WASHINGTON

March 13, 1972

PERSONAL/ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR:

MEMBERS OF THE WHITE HOUSE STAFF

SUBJECT:

Early Notification of Proposed Foreign
Travel Plans by Administration Officials

Attached hereto is a memorandum which was distributed in mid-December to members of the Cabinet and Sub-Cabinet. Please read it carefully in that it applies, as well, to members of the White House Staff and others assigned to the Executive Office of the President.

Thank you.


Alexander P. Butterfield
Deputy Assistant to the President

• THE WHITE HOUSE

WASHINGTON

December 11, 1971

PERSONAL/ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR:

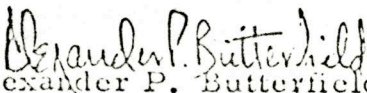
SUBJECT: Early Notification of Proposed Foreign Travel
Plans by Senior Administration Officials

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

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

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

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


Alexander P. Butterfield
Deputy Assistant to the President

PERSONAL/ADMINISTRATIVELY CONFIDENTIAL

THE WHITE HOUSE

WASHINGTON

March 13, 1972

Chen
6cc: Ted Elliot
Bill Panell
(for Sec Conclly)
3/15

ADMINISTRATIVELY CONFIDENTIAL

*Scowcroft + send
Hind v. Ray Buck*

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

SUBJECT: Authorization for Military Air Transportation
for Ambassador David M. Kennedy

The President has approved the use of a USAF Special Air Mission aircraft for Honorable David Kennedy's initial trip to Brussels as U.S. Permanent Representative to the NATO Council. However, because this authorization does not constitute a Presidential directive, aircraft operating costs must be borne by the parent organization, the Department of State.

Incidentally, you should know that as Ambassador at Large, a member of the President's Cabinet and Chairman of the Special Working Group of the Council on International Economic Policy, the U.S. Representative to NATO will have occasion to travel back and forth between Brussels and Washington somewhat more frequently than did his predecessors. But in consideration of the exorbitant expenses involved in the chartering of military jet aircraft for transoceanic flights, it is understood that except under very special circumstances the Ambassador henceforth will reduce the size of his official traveling party and utilize either commercial air carriers or (VIP) military flights previously scheduled.

Alexander P. Butterfield
Deputy Assistant to the President

ADMINISTRATIVELY CONFIDENTIAL

Chen

March 13, 1972

Dear Carl:

This is just a quick note to tell you that the World War II (reception) reunion will be held late on Tuesday afternoon, June 13. We will not be ready to notify those concerned for some time yet -- but at least you know now that you have more planning time.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Mr. Carl J. Fleps
Vice President - Government Relations
The Greyhound Corporation
Suite 406
1000 16th Street, NW.
Washington, D. C. 20036

APB:kmt

Chron

March 13, 1972

Dear Charlie:

The purpose of this note is to report a change in the date set for the Law School Class Reunion. The event is to be held (for sure) late Tuesday afternoon, May 9.

I received your March 8 list of faculty members and will call you as soon as I have had a chance to review the entire list of names with the President.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Mr. Charles S. Rhyne
Rhyne & Rhyne
400 Hill Building
Washington, D. C. 20006

APB:kmt

Chron

March 13, 1972

MEMORANDUM FOR:

JEANNE DAVIS
National Security Council Staff

FROM:

ALEXANDER P. BUTTERFIELD

SUBJECT:

The Trip to Costa Rica by the Prayer
Breakfast Group

Jeanne:

Thank you very much for your March 7 memorandum giving additional information about the Prayer Breakfast Group's two-day visit in Costa Rica. I have since talked to Dick Burress and he assures me that on or about February 17 (before he accepted the invitation extended by the Costa Rican President) he called Al Haig to explain the purpose of the trip and to check on the wisdom of his going to the Central American country along with four others. Because Haig was not in the office at the moment, Burress took the time to dictate to "a secretary" all of the data he thought would be of interest to the NSC staff. By noon on February 19 he had heard nothing from the Kissinger-Haig office so promptly accepted the invitation and made his final trip plans.

The five American travelers were: Dick Burress, Wallace Henley, Douglas Coe, Reverend Richard Halverson and Louis Kramp. Their expenses were paid by the U.S. Prayer Breakfast Group.

As you mentioned in your correspondence to me, Burress did call Charlie Meyer at State upon his return -- but I would suggest that someone on the NSC staff get in touch with Burress and debrief him personally. Whereas he and his colleagues made a point of steering clear of discussions of subjects other than religion, they seem to have picked up a good bit of interesting material.

I think we can put this subject to bed now. It is significant, however, that Burress called Haig's office about five days before his departure from the United States. Had his message filtered through to you or your office, I have no doubt that the American Ambassador in Costa Rica would have been notified of the visit in advance.

APB:kmt

Chron

March 13, 1972

PERSONAL/ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR:

MEMBERS OF THE WHITE HOUSE STAFF

SUBJECT:

Early Notification of Proposed Foreign
Travel Plans by Administration Officials

Attached hereto is a memorandum which was distributed in mid-December to members of the Cabinet and sub-Cabinet. Please read it carefully in that it applies, as well, to members of the White House Staff and others assigned to the Executive Office of the President.

Thank you.

Alexander P. Butterfield
Deputy Assistant to the President

APB:kmt

Chron

March 13, 1972

MEMORANDUM FOR: H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Publicity Given to the ITT Issue (FYI)

At the bottom of page 14 of today's News Summary there is a brief report concerning the ITT issue ... and Fritchey's view that the controversy has wiped the PRC trip completely off page 1 and given new life to the Democrats' charge of GOP favoritism for big business.

It was noted that getting the PRC trip wiped off the front page was, without doubt, the real goal of the Dems and the liberal press.

APB:kmt

Chron

March 13, 1972

Dear Mr. Schorn:

Your letter of February 29th arrived here in my office only this morning. There was obviously some delay in its getting from our central mailroom to my desk ... and for that I apologize.

As you may know, members of an American President's Cabinet include the Vice President, the heads of the major federal departments (State, Treasury, Defense, Justice, etc.) and any other Administration officials he might wish to designate. On President Nixon's Cabinet -- in addition to the Vice President and the heads of the 11 federal departments -- sit the following persons: David Kennedy, U.S. Ambassador at Large and Senior U.S. Representative-Designate to NATO; George Shultz, Director of the Office of Management and Budget; Robert Finch, Counsellor to the President (a member of the White House staff); Donald Rumsfeld, Counsellor to the President (a member of the White House staff and currently serving also as the Executive Director of the Cost of Living Council); and George Bush, Senior U.S. Representative to the United Nations.

The complete list, in the format you requested, is attached hereto. I hope that it, along with the information above, will answer all of your questions.

Sincerely,

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

Enclosure

Mr. Frank J. Schorn
78-53 82nd Street
Glendale, New York 11227

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MEMORANDUM

THE WHITE HOUSE
WASHINGTON

March 10, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: DR. DAVID C. HOOPES
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Liaison with Bart Porter

I have just learned that Bart Porter, who is now at the Citizens Committee, will be serving as sort of a staff man to me on business relative to the entertainment world and those stars, young and old, who have pledged or might pledge their support to the President.

I will be talking to Taft Schreiber on the West Coast about twice a week, but Bart will be guiding, directing and keeping track of the mechanics of the business -- who in the Administration might drop by and say "hello" to Bart Starr on his way through Wisconsin, which musical group might be brought in to perform at a minor Presidential event, who might best serve as the MC at a Nixon rally in Arkansas, etc. Thus, I would expect to be talking to Bart Porter two or three times a week ... and to receive a copy of the periodic memoranda he sends to Bob Haldeman apprising him of where we stand.

ADMINISTRATIVELY CONFIDENTIAL

chem

TO: MR. HALDEMAN
FROM: MR. BUTTERFIELD

Date: March 10, 1972 (3:00 p.m.)

INVENTORY - PRESIDENTIAL PRC GIFTS FOR OTHERS

GIFT ITEM	PURCH'D	SENT OR GIVEN TO								TOTAL DIST'D	BEING HELD BY OR AT				TOTAL ON HAND
		Family & Rels.	Cab. Mbrs.	Other Adm. Offs.	Sr. Staff Mbrs.	Cong'l Ldrs.	State Govs.	Other State Offs.	Friends & Contribs.		Steve Bull	Rose Woods	Gift Unit	Key Pisc.	
1. Jewelry Boxes	50		18		10					28	7	10	5		22
2. Lacquer Boxes	50					22				22	7		21		28
3. Tea Mugs	100		18		19					37	1		58	4	63
4. Wood Carved Figurines	200	4								4	1		195		196
5. Lacquer Pill Boxes	100									0	1		99		100
6. Chopstick Sets	600									0	1		599		600
7. Bamboo Scroll Prints	50								Consulting Art. to Busby/Limite 5	2	2		43		45
8. Cloth Prints	200									0	25		175		200
9. Elephants	400	7			28	22				57	15	30	298		343
10. Tea Sets, 3 pc.	3	1								1			2*		2*
11. Tea Sets, 5 pc.	6	5								5			1**		1**
12. Tea Sets, 7 pc.	3									0			3***		3***

* 1 set incomplete ... 1 cup broken

** This 1 remaining set incomplete ... 1 saucer broken

*** 1 set incomplete ... 1 cup broken and 1 sugar pot top missing

CC: R. Woods, S. Bull, L. Ferguson

March 10, 1972

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Official Photograph of the President

Rose Woods, Ron Ziegler and I met here in my office yesterday afternoon to critically review once again the several photographs which have been almost but not quite accepted as the new photo of the President. The result of our review and discussions was that it would be more wise to arrange for another sitting with Conant (or at least with someone who has taken the President's picture previously) than to rush headlong into a mass reproduction of one of the photos already on hand ... despite the rather severe time limitations which exist. It was agreed that the official photograph which eventually goes up on the walls of offices, embassies, etc. all over the world must be as close to flawless as possible. And we see some rather major flaws in both the Ollie and Conant efforts.

Step 1, therefore, is to break to the President the news that we do not feel any of the photographs produced thus far do him the justice they should -- and that we strongly recommend one more sitting. I think if he balks, we must persevere and possibly bring in the best of the pictures we have and show him why they are not quite good enough. Step 2 -- assuming we get by Step 1 unscathed -- is to get Conant down here to Washington, brief him thoroughly on what we see as the shortcomings of his last try and get him set up in the Map Room or the Theater for a good solid 20-25 minute session. It may be that the President will want to give Ollie another chance on that same day. Ron suggested our setting up Conant in one room and Ollie in another and gearing each of them to fire away with as many shutter clicks as he can get away with in whatever time is finally allotted. Finally, we get together with Mrs. Nixon and probably Julie, and select. Then we move out quickly to reproduce and hope that the distribution can be underway by May 1st.

The key to the success of this plan is selling the President on the idea. The longer we delay in approaching him (assuming he will eventually agree to the sitting), the later in the year our distribution will begin. I should think that May 15th would be the absolute deadline.

March 10, 1972

MEMORANDUM FOR: MR. GORDON C. STRACHAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Who's on Third?

What the hell is going on? You came to me with the request that I call Taft Schreiber and ask him two questions:

- 1) May I please have a copy of the latest list of "committed celebrities"?
- 2) What is it that we can be doing for you during the next 2-3 weeks?

Taft told me that the most recently compiled "committed celebrities" list totaled some 100 names and that Bart Porter -- right here in Washington -- had it in hand. When I called Bart to ask him to forward a copy to me, I learned that he was busy preparing a memorandum for Bob Haldeman (at your request) enclosing the list and telling Bob, among other things, what transpired during my telephone conversation with Taft. Although I had already outlined in my March 9th memorandum to Rose Woods (a copy of which goes automatically to HRH), I proceeded to tell Bart what he needed to know in order to complete his Strachan-requested paper.

No one can say that you aren't covering yourself well ... but most of us have too much to do to be duplicating the efforts of others. I'm sure Bart Porter would agree.

THE WHITE HOUSE

WASHINGTON

March 10, 1972

MEMORANDUM FOR: THE PRESIDENT

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Record of Social Invitations Extended
to Cabinet and Sub-Cabinet Officials

You asked recently that we maintain statistics concerning invitations to White House social functions extended to Cabinet and Sub-Cabinet officials. For some two years now, I have been keeping that information on Cabinet Members, federal department Under Secretaries and heads of major agencies, boards and commissions ... so it was a simple matter to add to our lists the 150-160 persons representing the balance of the Sub-Cabinet.

The record is now complete and up-to-date. It will remain on file in my office at all times. Rose, too, will have a copy -- to assist her in the development of guest lists.

Chen

March 10, 1972

MR. PRESIDENT:

Here is some weekend reading
forwarded by Mort Allin.

A

Chen

March 10, 1972

MEMORANDUM FOR: MR. CHARLES F. ROTCHFORD
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Cabinet Chairs

Please have a metal plaque installed on the back of Cabinet Secretary Peterson's chair. It should bear the date that he was sworn in as head of the Department of Commerce -- February 29, 1972.

Meanwhile, you should remove from the table Attorney General Mitchell's chair and put in its place a matching chair which does not bear a plaque.

Thank you.

March 10, 1972

PERSONAL/CONFIDENTIAL

MEMORANDUM FOR: MR. FREDERIC V. MALEK

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Your March 9th Memorandum to Me
Concerning Alleged Weaknesses in the
System for Clearing Visitors to the
White House-OEOB Complex

Fred:

I am interested, of course, in getting to the bottom of whatever went wrong in the four cases you referred to in your March 9th memorandum ... but I can do little without some facts. I should say, too, that the first question that pops into my mind is whether or not those in your office who are doing the "clearing" are following the regular appointment clearance procedures outlined so clearly in the White House Staff Book. The section of the Staff Book which pertains is A-3. You may want to check on this matter personally -- then, if you are satisfied that the embarrassments were resultant from EPS errors and/or inefficiencies, and if you can provide some names and dates and approximate times, I will go from there and ensure that whatever problem areas exist are remedied.

I know all of this sounds as though I am reluctant to accept criticism of the EPS, but that is not true at all. It is unusual, however, to receive complaints about the clearance system. There have been relatively few in the past. We do get complaints from time to time concerning the "treatment" that some visitors receive at the various entry gates, and delays encountered during the clearing process ... but hardly ever have I heard of a clear-cut case of "system breakdown". And the four boo-boos in ten days does make me wonder about the steps being taken by your staff members.

PERSONAL/CONFIDENTIAL

March 9, 1972

Bob-

The High School chorus from Principia (in St Louis) is here at the White House - on a tour. They would welcome the opportunity to sing a few songs for the President anytime between 10 AM and 12 noon. John Andrews assures me that the group (40 in all) does not expect an affirmative response. The young people have been told the President has a busy schedule meeting with staff members. However, if the President were to hear them - Andrews suggests they be brought to the Rose Garden and no closer. The President could step out

onto the porch and wave and thank them
after the 2nd or 3rd selection.

A
9:50 AM Thurs. March 9, 1972

MEMORANDUM

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

THE WHITE HOUSE

WASHINGTON

March 9, 1972

Chap
bcc L. Winchester
P. Adams

CONFIDENTIAL

MEMORANDUM FOR: MISS ROSE MARY WOODS

FROM: ALEXANDER P. BUTTERFIELD *A*

SUBJECT: Taft Schreiber's Recent
White House Guest List
Suggestions

Rose:

As you may know, I was asked about a month ago to keep in close touch with Taft Schreiber concerning his contacts with personalities in the entertainment world, and his recommendations as to who among the galaxy of stars we might want to invite to attend certain White House social functions and/or perform in the East Room before one of our State Dinner or Evening at the White House groups.

This note is just to say that I spoke to Taft late today, and that he felt the following requests were sufficiently important to be relayed to you and to Lucy and Penny in the East Wing:

- Lucille Ball should be on a near future guest list ... for a number of very good reasons.
- Dick Zanuck should be on a near future guest list. He is a potential strong supporter.
- Bob Evans (I think that's the Paramount Studio Evans -- the one married to Ali MacGraw) should be invited to a near future social function. Evans is a registered Republican who, I believe, left the GOP camp for JFK, but who now supports Richard Nixon. Taft says that he can throw a tremendous amount of weight our way.
- Several of the key country western personalities from the Nashville area should be invited to near future White House social events. Taft did not give me any names, but said

that he would follow up later. I just noticed that Eddy Arnold is already on the list of invitees to the Erim Dinner planned for March 21st.

- Chad Everett, the young television actor who came back last year to help kick off the young voters activity, should be invited to a near future social event.

Taft is still pressing hard for us to ask Jack Benny to entertain. I will talk to Connie, Lucy and Penny about this right away in that we are currently in the throes of settling on some form of entertainment for the next Evening at the White House. If Benny isn't to be asked to entertain soon, I would guess that we should get him in as a guest.

I hope this information is helpful to you.

CONFIDENTIAL

March 9, 1972

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

SUBJECT: Presidential Gifts for Presentation
to Prime Minister and Mrs. Erim

The President has approved your March 9th suggestion of gifts to be presented to Prime Minister and Mrs. Erim during their forthcoming visit to the United States.

Alexander P. Butterfield
Deputy Assistant to the President

bcc: Miss Rose Mary Woods
Mrs. Lucy M. Ferguson
w/attachment

March 9, 1972

MEMORANDUM FOR: DR. DAVID C. HOOPES

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Maintenance of Records Indicating Presidential Contacts with Cabinet and Sub-Cabinet Members and Invitations to White House Social Functions Extended to Those Same Officials

Dave:

I am returning herewith the four books you sent to me the other day -- those which concern Presidential contacts with Cabinet and Sub-Cabinet members and White House social invitations extended to those same individuals.

I would like for you to assume full responsibility for obtaining from Jack Nesbitt and Sandy Fox at the end of each month whatever information is required ... and forward to me sometime during the first week of each month the original updated set of statistics (in booklet form). That book, which will remain here with me, will be considered "the President's book". Copies should go at the same time to Rose Woods, Jack Nesbitt and Sandy Fox. You may want to keep an additional copy for yourself.

Thank you.

March 9, 1972

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Maintenance of Records Indicating
Presidential Contacts with Cabinet
and Sub-Cabinet Officials

Jack:

As I am sure you were informed recently by Dave Hoopes, the President has expressed a strong personal interest in our maintaining accurate records of his contacts with Cabinet and Sub-Cabinet members ... as well as information relative to invitations to White House social functions extended to those same officials.

Thanks to you and your staff -- and to Sandy Fox's office -- we now have precisely the kind of file (in booklet form) that we want to keep, and update on a monthly basis.

Dr. Hoopes will be responsible for getting the updated material to me during the first few days of each month. Meanwhile, he will be contacting you on the matter of procedure. I know that you will give him your full cooperation.

Many thanks.

cc: Dr. David C. Hoopes

Cham

March 9, 1972

MEMORANDUM FOR: MR. SANFORD L. FOX

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Maintenance of Records Indicating
Presidential Contacts with Cabinet
and Sub-Cabinet Officials

Sandy:

As I am sure you were informed recently by Dave Hoopes, the President has expressed a strong personal interest in our maintaining accurate records of his contacts with Cabinet and Sub-Cabinet members ... as well as information relative to invitations to White House social functions extended to those same officials.

Thanks to you and your staff -- and to Sandy Fox's office -- we now have precisely the kind of file (in booklet form) that we want to keep, and update on a monthly basis.

Dr. Hoopes will be responsible for getting the updated material to me during the first few days of each month. Meanwhile, he will be contacting you on the matter of procedure. I know that you will give him your full cooperation.

Many thanks.

cc: Mrs. Lucy A. Winchester
Dr. David C. Hoopes

Adm

March 9, 1972

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Proposal that the President Sign the
Resolution Re a National Week of
Concern for the Plight of our POWs

Bob:

First, let me say that I should not be involved -- and wouldn't be if Sybil Stockdale (the National League's founder and first president) hadn't called me personally to discuss the matter.

It seems that the board members of the National League of Families are in town now ... from all over the U.S., and only through this coming Sunday. It is for this reason -- and because Henry has cancelled his previously scheduled 5:00 p.m. Friday talk to the ladies -- that I would recommend inclusion of this event on the President's Friday calendar. This is not to say that I would be in favor of bending over backward for this group anytime, under any circumstances. I definitely would not, for admittedly a certain percentage of the League's members are not with us. But in this case, if the President does not demonstrate some personal interest after Henry's briefing cancellation, the League will be convinced of a sudden White House conspiracy against its aims and objectives.

Incidentally, in view of the circumstances mentioned above, Colson too now favors the signing.

To: MR HALDEMAN

cc: R. WOODS
S. BULL
L. FERGUSON

can

Date: March 8, 1972 (3:00 p.m.)

INVENTORY - PRESIDENTIAL GIFTS FOR OTHERS

<u>GIFT ITEM</u>	<u>SENT OR GIVEN TO</u>					<u>TOTAL DISTRIBUTED</u>	<u>BEING HELD BY</u>			<u>TOTAL ON HAND</u>
	<u>President's Family</u>	<u>Cabinet Members</u>	<u>Leaders</u>	<u>Senior Staff Members</u>	<u>Key Biscayne</u>		<u>Bull</u>	<u>Woods</u>	<u>Gift Unit</u>	
1. Jewelry Boxes (50)		18		10		28	7	10	5	22
2. Lacquer Boxes (50)			22			22	7		21	28
3. Tea Mugs (100)		18		19	4	41			59	59
4. Wood Carved Figurines (200)	4					4			196	196
5. Lacquer Pill Boxes (100)						0			100	100
6. Chopstick Sets (600)						0			600	600
7. Bamboo Scroll Prints (50)						0			50	50
8. Cloth Prints (200)						0			200	200
9. Elephants (400)	7		22	28		57	15		328	343
10. Tea Sets (Sm.) (3)	1					1			2*	2*
11. Tea Sets (Med.) (16)	5					5			1**	1**
12. Tea Sets (Lg.) (3)						0			3***	3***

* 1 set incomplete ... 1 cup broken.

** This 1 remaining set incomplete ... 1 saucer broken.

*** 1 set incomplete ... 1 cup broken and 1 sugar pot top missing.

Chron

March 8, 1972

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Inventory of Presidential China
Gifts for Others

You asked me for an inventory of gifts for others which the President purchased in China. It is attached hereto ... current as of 3:00 p.m. today. Although I am not personally involved in the distribution of these gifts, I will remain abreast of distribution actions and keep you advised of inventory statistics.

Attachment

March 8, 1972

Dear Mr. Wilson:

I just received your letter of March 5th
and obtained the photograph you requested.
It is a pleasure to forward it to you herewith.

Best wishes.

Sincerely,

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

Enclosure

Mr. Jonathan Wilson
477 West Alexandrine
Detroit, Michigan 48201

Cher

March 8, 1972

MEMORANDUM FOR: MR. DAVID N. PARKER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Activity Proposal for the
Presidential Calendar

Although I have heard nothing definite as yet from Chief Quimby, I happen to know that the Executive Protective Service plans to ask the President to its 50th anniversary banquet to be held here in the city on Friday evening, June 9th. You may want to consider proposing through Dwight and Bob a drop-by in that it is a significant anniversary celebration and because we do relatively little year in and year out toward recognizing the EPS' mission. Moreover, a simple 5-minute drop-by would undoubtedly assuage some of the hurt feelings which resulted last year and the year before from our limited extensions of invitations to EPS personnel to attend Worship Services and Christmas Open Houses.

March 8, 1972

MEMORANDUM FOR: COMMANDER CRAIG CAMPBELL
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Films for Camp David

If you haven't done so already, please obtain for the Camp David supply copies of the films, "Dirty Harry" and "The French Connection".

Thank you.

cc: Brig. General Brent Scowcroft

Chen
3-8-72

THE WHITE HOUSE
WASHINGTON

MEMORANDUM FOR:

FROM: DAVID C. HOOPES

SUBJECT: Overdue Memoranda for
the President's File

According to our records, you have not yet turned into this office Memorandum for the President's File on the event(s) listed below. In that the President has asked specifically that this important personal file be complete at all times, to within 2-3 days of the current date, I would like to ask you to take a few minutes today -- while your memory of the facts is still fresh -- to prepare a summary of what transpired, what commitments were made (if any) and what kind of mood or atmosphere prevailed.

As you are probably aware, these papers need not be lengthy. Write as much or as little as you think appropriate keeping in mind the historical significance of the total file, and the fact that it will increase greatly with time.

Thank you.

March 8, 1972

MEMORANDUM FOR: MR. ROBERT H. FINCH

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Planning for Your Next Meeting with the
Cabinet Committee on Opportunities
for the Spanish Speaking People

Bob:

I am sorry to say that at this point we simply do not know with any degree of certainty when we will have our next regular Cabinet Meeting. For your planning purposes, however, you can assume that it will probably be held sometime during the period March 16-21 ... more than likely on either the 16th or 21st. As soon as I know something more definite, I will get word to you.

Chand

March 7, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MISS GERTRUDE T. BROWN
Security Assistant

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Issuance of White House Pass
to Mr. Kenneth Clawson

If you haven't done so already, please issue a permanent
White House pass to Mr. Kenneth Clawson.

Thank you.

ADMINISTRATIVELY CONFIDENTIAL

Chen

March 7, 1972

PERSONAL/CONFIDENTIAL

Dear Dick:

Mrs. Nell Yates, Secretary to Dwight Chapin and the member of the PRC trip team who was charged with the responsibility for keeping an accurate record of all Presidential activities during that historic week, wisely suggested to me just this morning that we coordinate with you on all of the items of information which fell into our hands, one way or another, during the President's visit ... and the several staff visits which preceded it. (I should have thought of this, myself -- but I didn't.)

Of course, in all probability you are miles ahead of me and have been in close touch with Henry's staff from the very beginning. If not, however, and if you would be interested in what non-personal data we have gathered together for the President's Log, please let me know.

The attached list is only a sample.

Best regards.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Attachment

Honorable Richard Helms
Director
Central Intelligence Agency
Washington, D.C. 20505

Chan

March 7, 1972

MEMORANDUM FOR: MR. DAVID N. PARKER

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Proposals for Near Future
Evenings at the White House

Dave:

I just this minute received a short memorandum from you asking for some proposals concerning an Evening at the White House "sometime this month". I thought I had sent you copies of everything received on this subject from Penny Adams and/or Lucy Winchester ... but perhaps I have been delinquent. Toni Sidley assures me, however, that we did relay to you a copy of Penny's latest (February 11th) correspondence to me outlining three specific Evening entertainment programs. I believe that it was sent your way on the 17th.

Meanwhile, I will be glad to review -- here and now -- what Penny, Lucy and Connie believe to be the best of a great number of possible events:

- 1) Ella Fitzgerald and Pete Fountain
Ella and Pete would spell each other and, in addition, do a duet or two. Pete Fountain's band would support both entertainers, and the program would last approximately 45 minutes.
- 2) Mark Twain ... featuring Hal Halbrook
This one-man show has received excellent reviews to date. It was most recently applauded at Ford's Theatre. Although it is of some two hours duration, it could be cut to 50-60 minutes.
- 3) A Salute to Youth ... featuring the Mike Curb Congregation, the Carpenters and the Partridge Family
All three groups, as you know, are big hits on television and in the recording business. We would have to package

this particular show to fit a 50-60 minute time frame ...
which would take some time, certainly more than that
required to put together the two programs outlined above.

I hope this information is of some help to you.

cc: Mr. Dwight L. Chapin

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

THE WHITE HOUSE

WASHINGTON

March 7, 1972

CONFIDENTIAL

MEMORANDUM FOR: MR. JEB S. MAGRUDER
Citizens Committee for the
Re-election of the President

SUBJECT: Recall of White House and OEOB Passes
in the Possession of Certain Members of
the Citizens Committee for the
Re-election of the President

Jeb:

You are going to hate me, for I am about to renege on my part of the agreement we made some 6-8 weeks ago concerning retention of White House and OEOB passes by certain of your Committee's members.

Due to some policy clarification of which I was just made aware, I must insist on the recall of the White House and OEOB passes currently in the possession of the following persons:

Allen Kaupinen
Harry Flemming
Robert Marik
Robert Odle
Herbert Porter
Gene Roberts (Miss)
Hugh Sloan
Kenneth Smith
Dolores Ulman (Miss)
De Van L. Shumway
George Gordon Liddy
Dorothy Lea Jablonsky (Miss)
Martha Duncan (Miss)
Laura Frederick (Miss)

There is yet some question concerning the passes of Jack Caulfield and your messenger, Monico Bungato. It is my understanding at the moment that Jack will remain on the White House staff as a consultant, even though he will be working with you at the Citizens Committee headquarters. I am looking into the matter now and will let you know soon what develops.

I will appreciate your explaining this action to the members as one which is wise and wholly consistent with "relationship" guidelines set down way back at the time of your reassignment. Meanwhile, I will see to it that key staff members here are alerted to this "divestiture", and told of the new requirement to clear beforehand with the EPS those Citizens Committee members from whom they expect visits.

My thanks in advance for your cooperation in this matter.

Alexander P. Butterfield
Deputy Assistant to the President

cc: Mr. Robert C. Odle, Jr.
Mr. Alfred Wong
Miss Gertrude T. Brown

CONFIDENTIAL

March 7, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. DANIEL T. KINGSLEY
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Miscellaneous Items

Dan:

Here are two items very quickly -- one a statement, and the other a question:

- 1) The McFarland investigation is being expedited and the results will be relayed to us via telephone on or about March 13th.
- 2) Whereas I do not know Mr. Coleman or what he does in The Plains, Virginia, I wondered to myself when I saw the attached letter if our method of notifying him of his Presidential Appointment was appropriate. Was it?

Thanks.

Attachment

ADMINISTRATIVELY CONFIDENTIAL

March 7, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MISS GERTRUDE T. BROWN
Security Assistant

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Reissuance of OEOB Pass to
Mr. Boyd H. Gibbons

Please reissue to Mr. Boyd Gibbons his OEOB pass. I have just been advised of the circumstances pertaining to the Gibbons-Creekmore incident and find that his case was grossly misrepresented in the EPS report.

ADMINISTRATIVELY CONFIDENTIAL

Determined to be an
Administrative Marking
Not National Security Information
By JCS NARA Date 4/8/2016

March 7, 1972

CONFIDENTIAL

MEMORANDUM FOR: MISS GERTRUDE T. BROWN
Security Assistant

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: White House-OEOB Passes in the
Possession of Certain Members of
the Citizens Committee for the
Re-election of the President

Trudy:

Please give me a list right away of those persons on the Citizens Committee who have not yet surrendered their White House-OEOB passes.

Thank you.

CONFIDENTIAL

Chen

March 7, 1972
8:30 a.m.

Larry:

As it turned out, the small elephants did arrive in time. Steve had one of them at each of the GOP Leader's place this morning ... and the President was briefed beforehand.

A

chen

March 6, 1972

MEMORANDUM FOR: MR. BRUCE A. KEHRLI
Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Letter to the President From
S. Dillon Ripley, Secretary,
Smithsonian Institution

I am attaching hereto a March 6th letter to the President from Dillon Ripley, Secretary of the Smithsonian Institution. As you will note, it concerns the giant pandas which were presented to the President and Mrs. Nixon while they were in the PRC. Please ensure that copies are sent to the NSC Secretariat and Mr. Patrick Daly in the Protocol Office at the Department of State. (The President has not seen the letter and, as you know, no commitments have been made yet or are to be made, concerning eventual disposition of the pandas.)

Thank you.

Attachment

Copy #11111
3-8-72

March 6, 1972

ADMINISTRATIVELY CONFIDENTIAL

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Assignment of Military Aircraft
for Ambassador Kennedy's Trip
to Brussels

Please cancel the March 7th military aircraft requirement for Ambassador Kennedy. It appears now that he will not depart the U.S. for Brussels until next Monday, March 13th. Meanwhile, we will determine precisely, once and for all, the guidelines governing the Ambassador's travels.

ADMINISTRATIVELY CONFIDENTIAL

Chapin

March 6, 1972

MEMORANDUM FOR: MR. DAVID N. PARKER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Presidential Schedule Proposal

I understand from Clem Conger, who understands from Mark Evans, who understands from John Kluge that he (Kluge) probably would like to come to the White House to personally present to the President the painting he owns and is loaning to us. It is called, "Spirit of '76" ... and the presumption is that we would keep it here on display in an appropriate place until at least 1976.

The attached paper from Clem Conger will give you other details. Meanwhile, consider Clem to be your "contact man" on this matter.

Thank you.

Attachment

cc: Mr. Dwight L. Chapin

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

March 6, 1972

CONFIDENTIAL

MEMORANDUM FOR: MISS GERTRUDE T. BROWN
Security Assistant

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Mr. William J. Jorden

You may consider Mr. William J. Jorden cleared for security purposes. (This, as you know, is a reversal of my previous decisions on this matter.)

CONFIDENTIAL

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March 2, 1972

MEMORANDUM FOR: MR. JAMES J. ROWLEY
Director, U.S. Secret Service

Jim:

I very much appreciate your giving personal attention to the matter of proposed improvements for the White House tour program. I am sure that whatever solution is worked out by Chief Quimby and his senior officials will pose its share of scheduling problems; yet, at the same time, I have confidence that in the long term the adjustments made will prove worthwhile.

Again, my thanks for your willing and cooperative spirit.

Alexander P. Butterfield
Deputy Assistant to the President

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 2, 1972

MEMORANDUM FOR: MR. DAVID N. PARKER

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Proposed Event for the
President's Calendar

Vince Mroz, the U.S. Secret Service Deputy Assistant Director who is in charge of the EPS here in Washington, called me from Charlottesville the other day. He is in the middle of an 8-week course there which is presented several times annually to some 63 senior (GS-16-17-18) government employees by the Federal Executive Institute ... evidently under the auspices of the Civil Service Commission. Vince told me that during the last week of the course the student group is brought up to Washington, D.C. to sit in on lectures by various Administration officials -- OMB Deputy Directors, Domestic Council personnel, CEA members, etc. His group will be in the Capitol during the last week of March and the course director, Mr. Frank Sherwood of the Civil Service Commission, has asked that the President address the "students" sometime during that period -- March 27-31.

I know what the answer must be, but promised Vince that I would at least pass the information along to your office. If you want to call him while he's in Charlottesville -- which I would suggest you do -- his number is (703) 296-1235. An alternate number is 296-0181.

March 1, 1972

Al:

More aware than most people of the amount of time you spend on the job, and the superior quality of your work -- and having known you since you were a mere Lieutenant Colonel -- I think I am as pleased as anyone by your promotion to the grade of Major General, which is effective today. I have every confidence that at least two more such achievements will be yours within the next few years.

Congratulations and every good wish.

Alex

March 1, 1972

MEMORANDUM FOR: THE PRESIDENT
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Reunions

This is just a quick note to assure you that everything is on track for the two planned reunions -- the SCAT and Quonset Platoon 17 group on Tuesday, April 25th, and the law school group on Tuesday, June 13th.

I have been working closely with Carl Fleps and Charlie Rhyne and they, in a very low key manner, have been in touch with the other persons you suggested in your initial memorandum on this subject (Paul Williams, Dick Kiefer, Mack Holland, et al). No one other than these trusted friends has been advised of the plans.

Charlie Rhyne's list of those who might be included in the "35th Reunion of the Law School Class of 1937" is completed and attached hereto... but the much longer SCAT-Quonset list will not be ready for your review until early next week.

cdm
March 1, 1972

MR. PRESIDENT:

Here is some weekend reading
material forwarded by Mort Allin
some 10-15 days prior to your
departure for the PRC.