

THE WHITE HOUSE

WASHINGTON

August 25, 1972

MEMORANDUM FOR: THE PRESIDENT

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Recommended Telephone Calls

Only three people have tried to get through to you on the telephone since last Sunday, August 20th -- Governor Rockefeller (Sun, Aug 20), the Vice President (Mon, Aug 21) and Don Rumsfeld (Wed, Aug 23). You have since talked to Governor Rockefeller on the telephone and the Vice President in person. You may want to call Don Rumsfeld. He and Joyce are here in California at the Newporter Inn.

Bill Timmons knows while you were in Florida you talked on the phone to Governor Reagan, Senator Ed Brooke, Mayor Dick Lugar, Anne Armstrong, Senator Barry Goldwater, Representative John Rhodes and Pam Powell. He and Colson recommend that you call in addition those listed below:

SENATOR HUGH SCOTT - Campaign Floor Leader

-- Background: We used his Floor Whip system to pass information to and from the podium. Some of his staff members have hinted that Hugh wanted to be on the Escort Committee. We will need his help during the closing days of Congress.

-- Talking Points: I just wanted to thank you again for the great job you did as our Floor Leader.

GOVERNOR NELSON ROCKEFELLER - Nominator

-- Background: Governor and Mrs. Rockefeller were seated in the President's box.

-- Talking Points: I just wanted to thank you again for the role you played at the Convention. That was a great speech.

- Talking Points: I know how hard you worked on the Convention, Bob, and I want to thank you for your efforts -- and for your cooperation with the other planning elements.

REPRESENTATIVE JERRY FORD - Permanent Chairman

- - Background: None
- - Talking Points: Jerry, you did a great job as Permanent Chairman. I just wanted to call you and thank you again.

I mentioned
both in
Speech -
Hend

I think the world
a guild - I too much -
be better notes to each would
Dan ~~Boley~~ as I said
in my country land
over mountains for
No

on TV.
 President
 & becoming
 more committed
 even Clinton
 you ~~will~~ would
 make a
 great
 speaker

active in getting
 was his intention
 were at the
 opportunity.
 to give it to you
 on the Convention
 -- and for your
 chairman
 s Permanent
 you again.

Dear Hugh
you know how much I would appreciate this if you did it
the convention as our floor leader
as I hope you will do
brother they are making
the morning
up in
mission!
as I said
speech
my country
our country
in November
stop
amount of credit
most of credit
looked so good

**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 5 ON THE DOCUMENT WITHDRAWAL RECORD IN THE FRONT OF THIS FILE FOLDER.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

H

August 11, 1972

Dear Jon:

This is just a quick note to tell you what you probably know already -- that Fred Malek has moved over to the Committee for the Re-election of the President. That being the case, you should consider yourself assigned for your occasional consultant purposes to my office. Even though I have nothing to do with the recruiting business, you can check in with me when you come to the White House ... then work with John Clarke, Bill Marumoto and whoever else you touch base with on personnel matters. I know that you have been using Dave Hoopes' office and I see no reason why you should discontinue that practice. Any time you notice that he and Betty Rothgeb are swamped with work, just give a call to Bruce Kehrli or me and we'll set you up in the consultant's office in the OEOB.

There is one final item which I want to mention, and emphasize, before closing. It is extremely important, especially now, that all of our consultants and others employed on a part-time basis exercise the utmost in care and good judgment with regard to the use of White House telephones, stationery, etc. We cannot afford even the slightest impropriety. The facilities here are for official business only. That's the sum and substance of the rule and we must adhere to it strictly.

Why don't I ever see you? Please drop by the next time you're in the West Wing. I'm anxious to know how you're coping with the business world ... and prosperity.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Mr. Jon M. Huntsman
5315 Falmouth Road
Washington, D.C. 20016

TALKING POINTS

Significance of this occasion and of the approval process

This White House briefing of all affected committees from both Houses to launch Congressional consideration of an international agreement is virtually unprecedented. Like the night report to the Joint Session, this briefing is motivated by our commitment to full executive-legislative partnership on these agreements.

Mention has been made in recent days of U.S. rejection of League of Nations after Wilson's fight with the Senate. That tragedy must not and will not be re-enacted. What Wilson told an audience during the League fight is true of us today: "My clients are the children; my clients are the next generation..." Only by working together can we do justice to our clients.

Because of the complexity of this subject and its close relationship to basic issues of national survival, fullest Congressional and public scrutiny of the agreements is both necessary and appropriate. We encourage an open debate and welcome all questions.

This is why we made available all the supplementary and explanatory material on the agreements Tuesday. This is why RN has instructed Dr. Kissinger, Secretary Rogers, Ambassador Smith, and all other Administration witnesses you may call, to be completely frank and forthcoming in their discussion of these agreements.

But we must remember that debate on this subject will be most useful if kept strictly responsible and constructive in tone and substance. The world will be watching our deliberations -- potential adversaries especially. This is our chance to prove that democratic processes and free speech and press are not a handicap, but an asset in the conduct of foreign policy.

Background of the agreements

Dual keynote of RN's national security policy was stated in the Inaugural: "With those who are willing to join, let us cooperate to reduce the burden of arms, to strengthen the structure of peace... But to all those who would be tempted by weakness, let us leave no doubt that we will be as strong as we need to be for as long as we need to be." These accords effectively serve both sides of that formula.

Road to the summit and these agreements was long, because despite pressure to plunge fast on a SALT bargain in 1969, RN felt a constitutional obligation to move with caution, study the strategic balance in great detail, assure other baskets (Safeguard) for our strategic eggs, firm up our alliances, and generally lay a sound base.

US strategic situation in the wake of the agreements

Our defenses remain second to none. The agreements enhance the security of both sides. The ABM Treaty establishes precise parity, and the Interim Offensive Agreement prevents a dangerous Soviet widening of the ICBM/SLBM numbers gap which, though now more than offset by our warhead advantage and non-frozen forces, would not have been by 1977.

However, the USSR remains an ideological adversary, led by serious and dedicated men. Brezhnev actually used detailed charts to show RN how they intend to pursue various arms programs to the maximum permitted by the agreements.

Thus we must proceed with no illusions or blind faith. "Never has there been a time when hope was more justified or when complacency was more dangerous" -- RN to Joint Session. We must hold course with the policies of strength and mutuality which were the keys to SALT I success. The Administration will push strategic modernization with equal urgency as SALT II in the time ahead.

But if we have both the vision to see what these agreements can mean, and the vigilance to keep our guard up until peace potential is solidly realized, this can be the turning point which heads US, USSR, and the world toward a new era. It is up to us -- all of us.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

August 30, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR:

MR. BRUCE A. KEHRLI
Staff Secretary

FROM:

ALEXANDER P. BUTTERFIELD

SUBJECT:

Coordination of Staff Changes

Bruce:

I have just reviewed some of your recent memoranda and noticed two which concern near-future personnel transfers -- the one to Fred Malek about Stan Anderson and the note to Noble Melencamp on Miles Ambrose. If Trudy Brown is not one of the first people you inform of such changes, please modify your procedures to ensure that she is. Oftentimes, she needs more lead time that we give her.

Thanks.

ADMINISTRATIVELY CONFIDENTIAL

THE WHITE HOUSE

WASHINGTON

August 29, 1972

ADMINISTRATIVELY CONFIDENTIAL

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

The President would like you to prepare for his signature appropriate Presidential letters to Senator Hugh Scott, Senator Bob Dole and Representative Jerry Ford. The purpose, in all cases, is to express thanks for efforts put forth in support of the recent GOP National Convention.

The President asked that the notes read roughly as indicated below:

Dear Hugh:

I want you to know how much I appreciated the job you did at the Convention as our Floor Leader. I hope you win all your battles by the margin we rolled up in Miami!

Dear Bob:

As I said in my acceptance speech, our Convention laid the foundation for victory in November.

You and your staff deserve an enormous amount of credit. I am most grateful.

Dear Jerry:

As I said in my acceptance speech, our Convention laid the foundation for victory in November.

You looked so good on television while presiding that I became more convinced than ever that you would make a great speaker.

- 2 -

You may want to polish slightly and possibly add to these brief texts, but be sure that you don't change the thoughts which the President wants to convey. You should coordinate closely with Bill Timmons.

Many thanks.

cc: Mr. William E. Timmons
Mr. Raymond K. Price, Jr.
Mr. Charles W. Colson

ADMINISTRATIVELY CONFIDENTIAL

San Clemente

August 29, 1972

MEMORANDUM FOR: DR. HENRY A. KISSINGER

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Preparation of Memorandum
for the President's File

Please prepare a Memorandum for the President's File on the President's meeting yesterday morning with Secretary Laird and Representatives of Selective Service Youth Advisory Board.

When completed, the paper should be turned in to Dr. David Hoopes at the White House in Washington.

Thank you.

San Clemente

August 29, 1972

MEMORANDUM FOR: MR. JOHN D. EHRLICHMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Preparation of Memorandum
for the President's File

Please prepare a Memorandum for the President's File on the President's meeting this morning with Secretary George Romney.

When completed, the paper should be turned in to Dr. David Hoopes at the White House in Washington.

Thank you.

August 29, 1972

MEMORANDUM FOR: MR. HERBERT G. KLEIN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Telephone Call to
Mrs. Theodore Granik

Herb:

Mrs. Theodore Granik -- a long-time friend of the Nixons, and an acquaintance of yours too, I believe -- placed a call to the President yesterday. According to Dave Hoopes' secretary in Washington, she wanted to talk about a radio and TV show.

The purpose of this note is to ask you to return Mrs. Granik's call on the President's behalf. It is my understanding that she is still associated with the American Forum -- Youth Wants to Know. Her Baltimore telephone number is 301-448-4384.

Thank you.

Chen

August 29, 1972

MEMORANDUM FOR: THE PRESIDENT
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: S. 3726 and Executive Order
Implementing its Provisions

I am attaching for your signature enrolled Bill S. 3726. It extends, as the Administration requested, the provisions of the Export Administration Act of 1969.

Once you have signed the Bill, your August 1 Executive Order (No. 11677) holding in force temporarily the control mechanism of the expired 1969 Act will become unnecessary -- and to render it invalid an Executive Order of revocation will be required.

That new Order is also attached. Commerce, OMB, CIEP and the appropriate White House staff members have approved its substance and form and recommend that it be signed together with the aforementioned Bill.

Attachments

Chen

August 29, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Taft Schreiber's Phone Call

I returned for you Taft Schreiber's mid-morning phone call. Here are the things which were on his mind:

- We have got to make some significant decisions very soon with regard to the September 26th and 27th dinners in New York and Los Angeles. Programs must be developed and printed, bands must be obtained, etc.
- Ed Carter hopes we will settle on getting Bob Hope to appear at the Los Angeles dinner. Bob is overseas now and must know well in advance what his schedule will be. (It may be that the President will want someone new -- perhaps Sinatra.)
- Evidently, some of the celebrities who went to Miami Beach for the Convention were not given quite the treatment they expected ... despite Ray Caldiero's nearly around-the-clock efforts to see to their needs. It is Taft's understanding that some Committee and White House staff members took tickets which had been earmarked for celebrities, that cars were not assigned to the celebrities individually -- that Jimmy Stewart missed his plane because of car pool delays, etc. He passed this information on more as a comment than as a complaint. He said that he thought you should know about it.

ADMINISTRATIVELY CONFIDENTIAL

Chen

August 29, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Taft Schreiber's Phone Call

I returned for you Taft Schreiber's mid-morning phone call. Here are the things which were on his mind:

- We have got to make some significant decisions very soon with regard to the September 26th and 27th dinners in New York and Los Angeles. Programs must be developed and printed, bands must be obtained, etc.
- Ed Carter hopes we will settle on getting Bob Hope to appear at the Los Angeles dinner. Bob is overseas now and must know well in advance what his schedule will be. (It may be that the President will want someone new -- perhaps Sinatra.)
- Evidently, some of the celebrities who went to Miami Beach for the Convention were not given quite the treatment they expected ... despite Ray Caldiero's nearly around-the-clock efforts to see to their needs. It is Taft's understanding that some Committee and White House staff members took tickets which had been earmarked for celebrities, that cars were not assigned to the celebrities individually -- that Jimmy Stewart missed his plane because of car pool delays, etc. He passed this information on more as a comment than as a complaint. He said that he thought you should know about it.

ADMINISTRATIVELY CONFIDENTIAL

clear

August 28, 1972

MEMORANDUM FOR: MR. RAYMOND K. PRICE, JR.
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Certificates of Appreciation

Ray:

Here are the names of some celebrities who are to receive "Convention appreciation certificates". A few of them, as you will note, did not participate in any Convention events. Needless to say, they are not to be included on our certificate mailing list. (Gary Collins is one of these ... but his wife, Mary Ann Mobley, did participate.)

Attachment

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

August 28, 1972

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Presidential Expressions
of Appreciation

The attached note to you was in the President's out box Saturday afternoon. I have alerted Ray Price to the President's desires with regard to certificates of appreciation and know that he and Timmons are working out a plan. As you see, the last paragraph indicates the President's willingness to call "5 or 6 who worked on arrangements" before and during the Convention. That being the case, you may want to reconsider Bill Timmons' strong appeal for the President to call Dick Herman in Miami Beach today. He suggests either of two approaches -- (1) a personal call to Herman in his office (Room 223) or his room (Penthouse #4) this afternoon at the Seasons ... during which he might express a simple "thank you" and a birthday greeting to Dick's wife. (Her birthday is today.) (2) A less personal call, but still to Herman, in the Champagne Room of the Fontainebleau Hotel at 4:45 p.m. PDT (7:45 p.m. EDT). At that time Herman and others will be hosting all of the state and local leaders who contributed in various ways to the success of our Convention. In attendance will be Miami Beach Mayor Chuck Hall, Mayor David Kennedy, Dade County Metro-Mayor Dave Clark, Governor Askew, Hank Meyer, newspaper editors, city managers, city councilmen, and many others -- all with their wives. If the President were to make this call, he would not have to speak to anyone other than Herman, but he would want to tell Dick to pass on his thanks to the guests.

(You should know that meanwhile we have proceeded with the "telegram to Herman" plan. Ray Price has reviewed the text with Timmons via telephone, and will be sending it out prior to noon today. Timmons just feels that the phone call -- despite the telegram -- is important because so many Democrats will be at the Fontainebleau gathering.

He reminded me, too, that Herman spent the better part of the past 18 months working on Convention arrangements.)

Ok, prepare recommended telephone call
sheet and attach copy of telegram

Disapprove, telegram is sufficient

Attachment

August 26, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. CHARLES W. COLSON
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Recommended Telephone Calls

The President handed the attached package of materials to me the other day and asked me to relay it on to you for "revision and later use". He wants your resubmission of the phone call recommendations limited to those which are "absolutely necessary for political purposes". Personal friends and financial contributors should not be included unless there is some overriding "political reason".

I didn't ask what he meant when he said, "later use", but I would guess that he means now during these post-Convention weeks.

Many thanks.

Attachment

ADMINISTRATIVELY CONFIDENTIAL

Chen

August 26, 1972

MEMORANDUM FOR: DR. EDWARD E. DAVID. JR.
Science Advisor to the President

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Your Trip Report to the President

The President had an opportunity yesterday afternoon to read the report you prepared recently on your visits to the Soviet Union, Poland, Spain and West Germany. He said that you had done a particularly good job and that I should relay that word to you personally. He asked that you keep following up on these items and remain in close touch with Dr. Kissinger.

cc: Dr. Henry A. Kissinger

Chu
August 26, 1972

ADMINISTRATIVELY CONFIDENTIAL/PERSONAL

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Certificates of Appreciation

Ray:

Please note the attached handwritten comments which the President directed this morning to Bob Haldeman. In all probability, Bob will not see the paper until Monday ... and I thought that meanwhile, because you are the grand mogul of certificates, you should have a chance to review the President's instructions and start the ball rolling. It may well be that we have on hand precisely the kind of certificate described. Please contact me by phone, or here in the office, before Monday noon so that I can give a status report to HRH and/or the President.

Many thanks.

Attachment

ADMINISTRATIVELY CONFIDENTIAL/PERSONAL

Chen

August 25, 1972

MEMORANDUM FOR: MR. RAYMOND K. PRICE

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Presidential Telegram

Please prepare by Sunday evening a brief but appropriate Presidential telegram to Dick Herman in Miami Beach. Information on which to base the text (relayed to me by telephone from Bill Timmons, just an hour ago) appears below:

Dick Herman, Vice Chairman of the RNC for Convention Arrangements, will host an appreciation dinner in Miami Beach at the Fontainebleau Hotel on Monday evening, August 28th. The purpose of the dinner is to express our appreciation for the excellent cooperation we received from state and local leaders. Among many others, invitations were extended to Governor and Mrs. Rubin Askew, Mayor and Mrs. Chuck Hall, Mayor and Mrs. David Kennedy, Mayor and Mrs. David Clark, members of the Miami Beach City Council, the Miami Beach City Manager, editors of the Miami News, editors of the Miami Herald, editors of the Miami Beach Sun and Mr. Hank Meyer.

Bill Timmons will call you Sunday evening or early Monday morning to review the draft text and give you whatever significant late inputs he might have. Immediately after you two have talked, you can fire the telegram to him -- or to Herman -- at the Florida end of the line.

Many thanks.

cdw

August 25, 1972

MEMORANDUM FOR: THE PRESIDENT

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Recommended Telephone Calls

Only three people have tried to get through to you on the telephone since last Sunday, August 20th -- Governor Rockefeller (Sun, Aug 20), the Vice President (Mon, Aug 21) and Don Rumsfeld (Wed, Aug 23). You have since talked to Governor Rockefeller on the telephone and the Vice President in person. You may want to call Don Rumsfeld. He and Joyce are here in California at the Newporter Inn.

Bill Timmons knows while you were in Florida you talked on the phone to Governor Reagan, Senator Ed Brooke, Mayor Dick Lugar, Anne Armstrong, Senator Barry Goldwater, Representative John Rhodes and Pam Powell. He and Colson recommend that you call in addition those listed below:

SENATOR HUGH SCOTT - Campaign Floor Leader

- Background: We used his Floor Whip system to pass information to and from the podium. Some of his staff members have hinted that Hugh wanted to be on the Escort Committee. We will need his help during the closing days of Congress.
- Talking Points: I just wanted to thank you again for the great job you did as our Floor Leader.

GOVERNOR NELSON ROCKEFELLER - Nominator

- Background: Governor and Mrs. Rockefeller were seated in the President's box.
- Talking Points: I just wanted to thank you again for the role you played at the Convention. That was a great speech.

- - -

SENATOR BOB DOLE - RNC Chairman

- Background: Dole worked with Timmons and others very closely on the program. He was most cooperative in getting people on the program and moving them. It was his intention to give you a gold Convention medal while you were at the podium. Timmons doesn't know if he had the opportunity. Dole might mention the medal and his desire to give it to you (informally) when you return to Washington.
- Talking Points: I know how hard you worked on the Convention, Bob, and I want to thank you for your efforts -- and for your cooperation with the other planning elements.

REPRESENTATIVE JERRY FORD - Permanent Chairman

- Background: None
- Talking Points: Jerry, you did a great job as Permanent Chairman. I just wanted to call you and thank you again.

**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 6 ON THE DOCUMENT WITHDRAWAL RECORD IN THE FRONT OF THIS FILE FOLDER.

August 25, 1972

MEMORANDUM FOR:

HON. MARION H. SMOAK
Acting Chief of Protocol
Department of State

SUBJECT:

Presidential Gifts for
Prime Minister Tanaka

The President has approved the gift suggestions you forwarded to the White House on August 15th -- those which pertained to his forthcoming visit to Hawaii.

Alexander P. Butterfield
Deputy Assistant to the President

bcc: Miss Rose Mary Woods

Chen

PRESIDENTIAL
CAMPAIGN
HEADQUARTERS ► 1972 REPUBLICAN NATIONAL CONVENTION

Doral on-the-Ocean

4833 Collins Avenue, Miami Beach, Florida 33140

Campaign Phone: 305/674-2121

Hotel Phone: 305/532-3600

August 23, 1972

MEMORANDUM FOR: MEMBERS OF THE CABINET

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Introduction of Cabinet Members / - Tonight's Session

I have just received confirmation of the message passed to you yesterday morning - that members of the President's Cabinet and their wives will be introduced to the delegates and guests at tonight's Convention session. Details follow:

- The introductions, by Congressman Gerald Ford, will be in accordance with the established order of precedence.
- They will come at approximately 9:15 P.M. - just after the announcement of the Committee to notify and escort the Vice Presidential nominee . . . and just prior to the Vice President's Acceptance Speech.
- When Jerry Ford announces your name, you and your wife should stand momentarily.
- Please allow for heavy traffic and plan to be in your Box seats no later than 8:45 P.M.

It is understood now that all Cabinet members and their wives will be present except for Secretary and Mrs. Laird and Ambassador and Mrs. Kennedy. If this is not correct, please notify me immediately. If I am not in the Balboa Room (White House extensions 52 or 53; Scope extensions 2268 or 2269), a member of my staff will take your message.

Thank you.

Cowan

PRESIDENTIAL
CAMPAIGN
HEADQUARTERS ► 1972 REPUBLICAN NATIONAL CONVENTION

Doral on-the-Ocean

4833 Collins Avenue, Miami Beach, Florida 33140

Campaign Phone: 305 / 674-2121

Hotel Phone: 305 / 532-3600

August 21, 1972

Personal

MEMORANDUM FOR: ALL MEMBERS OF THE CABINET
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Convention Attendance

The purpose of this short note is to remind you of the importance of filling the seats which have been reserved under your name at each of the Convention sessions. And remember the special tribute to the First Lady this evening.

Remaining sessions begin at the times indicated:

2nd. . . Monday evening, Aug. 21 . . . 8:30 P.M.

3rd . . . Tuesday Afternoon, Aug. 22 . . . 1:00 P.M.

4th. . . Tuesday evening, Aug. 22 . . . 8:30 P.M.

5th . . . Wednesday evening, Aug. 23 . . . 7:30 P.M.

I suggest that you allow some 20-25 minutes to get from your hotel to the Convention Hall - and at least twice that time on Wednesday.

**PRESIDENTIAL
CAMPAIGN
HEADQUARTERS ► 1972 REPUBLICAN NATIONAL CONVENTION**

Doral on-the-Ocean

4833 Collins Avenue, Miami Beach, Florida 33140

Campaign Phone: 305 /674-2121

Hotel Phone: 305/532-3600

August 22, 1972

MEMORANDUM FOR: MEMBERS OF THE CABINET
FROM: ALEXANDER BUTTERFIELD
SUBJECT: Introduction

We have just learned that Members of the Cabinet will be introduced, individually, during the fifth and final session of the Convention.

Chen

August 17, 1972

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

The President will not be calling Congressman Wayne Hays on the matter discussed on the attached sheet. Therefore, you should prepare, in coordination with Messrs. Cook and Colson, an appropriate Presidential note.

Thank you.

Attachment

cc: Mr. Richard Cook
Mr. Charles W. Colson

Chen

August 17, 1972

PERSONAL

Dear Mr. Ambassador:

I very much disliked being the bearer of bad news during our afternoon telephone conversation. It appears that the Department of State, while willing to fund the trip, believes quite strongly that the mission can be accomplished by an official party of some 3-4 persons, traveling commercially. Under such circumstances, of course, I would ensure through the President's Military Assistant that appropriate military aircraft from Pacific Air Force's resources were on hand to provide in-theater transportation. This would preclude the necessity for your having to obtain commercial air space for your party from Singapore to Tokyo, for I am quite certain that all intermediate stops on your itinerary are well within the Pacific Command's area of jurisdiction.

The textile talks in the various countries to be visited are of great importance, and I am sure that no one can represent us any better than you -- especially in this near-final stage of the negotiating processes. I hope, therefore, that you will reconsider your earlier decision to either postpone or cancel.

I will be leaving for Miami Beach in the morning, but will be available through the White House switchboard if I can be of any assistance whatever.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Honorable David M. Kennedy
Ambassador at Large
1701 North Kent Street, Apt. 1107
Arlington, Virginia 22209

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

August 17, 1972

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

Roland:

Please prepare a very short Presidential note to Phil Sanchez, Director of OEO, who is now at Malcolm Grow Hospital, Andrews AFB ... having just had (on Aug. 16) a fairly serious kidney operation.

I do not have all the facts on this subject but hope you will have a moment or two to check into it with Mr. Lou Churchville, OEO's Director of Public Relations.

(It was recommended that the President call Sanchez but while at Camp David he will not have that opportunity.)

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

August 17, 1972

MEMORANDUM FOR: MR. BRUCE A. KEHRLI
Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Special Files Section

Trudy Brown believes that it is important to get the Diebold filing cabinets installed as soon as possible. I am not at all abreast of this matter, but assume that you are. Please get in touch with her and let her know what type of filing system is to be installed eventually in her new office.

Many thanks.

THE WHITE HOUSE

WASHINGTON

August 17, 1972

MEMORANDUM FOR: MR. ROBERT H. TAYLOR
SAIC, Presidential Protective Division
U. S. Secret Service

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Perquisites

Bob:

Here are the immediate responses to your several recent requests. There may well be reconsideration of some of the items at a future date.

- (1) OEOB office space plan - No. The Secret Service offices in the OEOB must remain where they are now. There is very little chance that favorable consideration will be given to a moving plan now, especially one as drastic as the one proposed.
- (2) East Wing space plan - No. The Staff Secretary is working now on an office plan which would involve utilization of this relatively small area.
- (3) Addition of certain of the more senior agents to the Health Unit membership list - No. The facility was installed for White House staff members, nearly all of whom do not have adequate opportunities to exercise after working hours on working days and on weekends. It would seem that the Secret Service would not only provide such facilities for its agents, but would ensure that each of them receives a particular amount of exercise and general physical conditioning regularly. I should think that "staying in shape" would be a strict Secret Service requirement. The White House staff

is not an organization, per se, and its assignees do not depend upon their physical fitness to enhance their professional capabilities to the extent that agents do. (Isn't there some athletic facility nearby which the agents have access to? It is hard to believe that the Secret Service would allow its people to drift along in desk jobs month-in and month-out without participating in at least some programmed or regulated physical activity.)

- (4) Membership in the White House Mess for Bill Duncan - No. The White House Staff Mess is honestly filled to capacity at the moment. I realize that Art Godfrey had a membership, but since his reassignment, the White House staff and Domestic Council staff have grown tremendously ... and we have been forced to accommodate in the Mess a number of the new assignees. As an alternative measure, however, we have authorized membership for Bill in the OEOb Mess. I hope this will be satisfactory, at least for the time being.

I know that this is not the kind of memorandum you like to receive ... but neither is it the kind I like to send.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

August 17, 1972

MEMORANDUM FOR: MR. RAYMOND PRICE

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Overdue Memoranda for
the President's File

According to our records, you have not yet turned into this office Memoranda for the President's File on the events 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.

Jan. 20	The Cabinet
May 16	The Cabinet

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

August 17, 1972

MEMORANDUM FOR: MR. CHARLES W. COLSON

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Overdue Memoranda for
the President's File

According to our records, you have not yet turned into this office Memoranda for the President's File on the events 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.

Mar. 30	Frank E. Fitzsimmons
May 4	Frank E. Fitzsimmons, Raymond Schoesslinger, Joseph Trerotota, William McCarthy and Weldon Mathias
June 26	Ambassador Henry Cabot Lodge
July 20	Dinner (Sequoia) with Mr. Haldeman and Richard Scammon
July 21	Dinner (Camp David) with Governor Connally and Mr. Haldeman
July 31	Breakfast -- Mr. Louis Harris

Chen
August 17, 1972

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

Dan:

This short memorandum concerns two items, neither related to the other:

- (1) The attachment is Ann C. Webb's resume. She was a secretary here at the White House -- serving in the Office of the Armed Forces Aide to the President -- during most of the Lyndon Johnson regime. More recently, she worked as the social secretary to the U. S. Army Chief of Staff. I know her well enough to say that she is a really top-notch secretary, and Bill Gulley vouches for her loyalty and dependability. Therefore, if you're in need of a GS-10 or -11 replacement, she would probably do very well. (Now that Abrams has replaced Westmoreland, she's unemployed.)
- (2) My friend, Tom Crandall, is bugging me about the FAA position -- the one which was vacant a couple of weeks ago in Boston. Do you have any word at all that I might pass on to him? It is my understanding that he wants only the opportunity to be interviewed.

Many thanks.

Attachment

August 17, 1972

MEMORANDUM FOR: MR. JOHN D. EHRLICHMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Secretary Romney's Recent Visit
to Wilkes Barre

John:

The attached material was given to me by Helen Smith, who received it from Lillian Levy of the NASA staff. I pass it on to you for whatever disposition you think appropriate.

Attachment

August 17, 1972

MEMORANDUM FOR: MR. CLARK MacGREGOR
Chairman, Committee for the
Re-Election of the President

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Overdue Memoranda for
the President's File

According to our records, you have not yet turned into this office Memoranda for the President's File on the events 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.

May 9	Breakfast with Senators Mansfield and Scott
July 27	Dinner (Sequoia) with Mr. Mitchell, Mr. Harlow and Mr. Haldeman

Clear

August 17, 1972

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

Attention: Commander John Dettbarn
 Camp David

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Dining Room Seating at Laurel

Please use the next 2-week period to actually experiment with various seating arrangements in the dining room at Laurel. We still believe that there is a way to seat more than 26 people on the upper level. Although I know that you have thought of a number of different schemes, let me suggest a few which may give us 30-32 places:

- (1) Eight separate tables of four each ... even if this means obtaining somewhat smaller-sized tables.
- (2) Five or six round tables, each of which could accommodate six or seven persons.

Please double check on all conceivable arrangements and get word to me of the results within the month.

Many thanks.

cher

August 17, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: HONORABLE MARION H. SMOAK
Acting Chief of Protocol
Department of State

SUBJECT: Security Coverage at the Israeli
Embassy and Chancery

I understand the concern of Assistant Secretary Sisco and others over the need for some increased police protection in proximity to the Israeli Embassy and Chancery until Ambassador Rabin's departure on or about November 1. Consequently, I have discussed the matter with Mr. Eugene Rossides, Assistant Secretary of the Treasury (Enforcement and Protection), and senior officials at the U.S. Secret Service headquarters, and can assure you that certain adjustments will be made in the scheduling of Executive Protective Service personnel to provide additional security safeguards in the Embassy and Chancery areas throughout the aforementioned time period.

Alexander P. Butterfield
Deputy Assistant to the President

cc: Dr. Henry A. Kissinger
Assistant Secretary Joseph J. Sisco
Assistant Secretary Eugene T. Rossides
Director James J. Rowley, USSS

bcc: Mr. Vincent Mroz, USSS
Mr. Clinton Hill, USSS

Chen
August 17, 1972

MEMORANDUM FOR: MRS. HELEN N. SMITH
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Material Concerning Secretary Romney's
Trip to Wilkes Barre

Helen:

Thanks very much for passing on the "Wilkes Barre" material you received from Lillian Levy. I have relayed it to John Ehrlichman, whose Domestic Council staff has a prime interest in the matter.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

August 17, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: The Olympics Reception



Larry called to announce the President's plan to "remain at Camp David throughout the day" just as I was about to call you with my final report on what we have uncovered relative to the backgrounds of the athletes. The long and short of it is that you made the right decision. I have talked to some of the coaches -- as well as to Bill Toomey, already in Munich -- and all indicated that there was indeed a possibility of an incident. Toomey actually elaborated on the intense idealism of most of these young people, and the fact that that characteristic alone often gives rise to verbal outbursts against the war in Vietnam, the Administration's policies in general, etc. He even named some of the track and field stars who have embarrassed their own athletic organizations in the past. Toomey also verified what I detected to be the case yesterday -- that retired Army Colonel Don Miller doesn't know his socks from his gloves. (He's sort of the traveling manager -- the one who assured me yesterday that all would be well.)

ADMINISTRATIVELY CONFIDENTIAL

August 17, 1972

ADMINISTRATIVELY CONFIDENTIAL/PERSONAL

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Ambassador Kennedy

Bob:

I will be going back to Ambassador Kennedy around midday with a negative answer to his urgent request for military air transportation throughout the two overseas trips he plans between now and October 1. I feel certain that I am on firm ground having discussed the matter (Ambassador Kennedy's travels in his capacities as our NATO Ambassador and Ambassador at Large) generally with the President, and rather specifically in recent days with Messrs. Shultz, Peterson, Flanigan and Dent. The trips are justifiable and, in fact, important -- and because of that, the State Department will furnish travel funds; but not for a military aircraft. They believe that the missions can be accomplished by a party of 3-4 persons -- traveling commercially.

I burden you with this subject only because Kennedy assumes that you or I will be taking the matter directly to the President ... and I will be intimating in my midday response that we have done exactly that. As you will see, he has written a note to you covering the 3-page memorandum to me. The marked portions of the memo -- especially those on page 3 -- will give you some idea of how deeply he feels about the airplane issue.

Attachment

ADMINISTRATIVELY CONFIDENTIAL/PERSONAL

Chron
August 17, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: DR. HENRY A. KISSINGER

Attention: Mrs. Jeanne W. Davis
NSC Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Security Coverage at the Israeli
Embassy and Chancery

I would appreciate your having the appropriate person or persons on the NSC staff review the attached request and get back to me, preferably by telephone, this afternoon. I will be leaving the Washington area tomorrow morning, so must respond to the Acting Chief of Protocol before the close of business today.

Thank you.

Attachment

ADMINISTRATIVELY CONFIDENTIAL

Chen

August 17, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: DR. HENRY A. KISSINGER

Attention: Mrs. Jeanne W. Davis
NSC Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Presidential Gift for PM Tanaka

I am attaching hereto a Presidential gift suggestion which came to my office this morning from the Acting Chief of Protocol. Please review it, today if possible, and give me the benefit of your comments.

Thank you.

Attachment

ADMINISTRATIVELY CONFIDENTIAL

August 16, 1972

MEMORANDUM FOR:

H. R. HALDEMAN

FROM:

ALEXANDER P. BUTTERFIELD

SUBJECT:

Special Consideration of Request
for Use of Camp David

George Shultz is meeting at this moment, in his office, with Herb Stein, Paul Volcker, Arthur Burns and a representative of Secretary Rogers. He would like to know prior to 1:00 p.m. (when the meeting is scheduled to adjourn) if this same group, plus Secretary Rogers, can use Camp David from early Sunday evening, August 20, until 9:00 p.m. Monday, August 21. The purpose would be to continue their discussion of a "very special topic."

Yes _____

No _____

August 16, 1972

ADMINISTRATIVELY CONFIDENTIAL/PERSONAL

MEMORANDUM FOR: MR. BRUCE A. KEHRLI
Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Letter to Mr. Jon M. Huntsman

Please prepare for my signature, prior to the close of business on August 17th, an appropriately worded letter to Mr. Jon Huntsman informing him of termination of his status as a Consultant to the President, effective September 1, 1972.

Thank you.

ADMINISTRATIVELY CONFIDENTIAL/PERSONAL

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

August 16, 1972

MEMORANDUM FOR: MR. DAN KINGSLEY
MISS TRUDY BROWN
MRS. TONI SIDLEY
MRS. SHELLY BUCHANAN
MISS SALLY INGE
MISS MARY K. BURNETT

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Your Forthcoming Trip to Miami

Here are some miscellaneous information items and reminders relative to your forthcoming visit to Miami:

- All of you will be staying at the Doral Hotel ... in the rooms indicated below:

Dan Kingsley	1504
Trudy Brown	1109
Toni Sidley	1530
Shelly Buchanan	1533
Sally Inge	1530
Mary K. Burnett	1656

- The hotel mailing address is:

Doral on the Ocean
4833 Collins Avenue
Miami Beach, Florida 33140

- You can be reached in your rooms via the hotel switchboard or at your (Doral) office desk via the White House Signal line.
- As most of you know, the weather in Miami is fairly warm this time of year and there is generally very little cooling of the air after sunset.
- Please take a page boy if you have one.
- Your return to Washington, D. C. is scheduled now for Thursday, August 24th.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

August 16, 1972

MEMORANDUM FOR: MR. DANIEL T. KINGSLEY
MISS GERTRUDE T. BROWN
MRS. TONI SIDLEY
MRS. SHELLEY B. BUCHANAN
MISS SALLY L. INGE
MISS MARY K. BURNETT

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Departure for Miami

I have talked to some of you already about the plan for departure from Washington this Friday and Saturday ... but thought that I had better put what we know to date in writing. All of you, except Shelley Buchanan, are scheduled now to leave Washington National Airport Friday morning aboard an Eastern Airlines aircraft chartered by the Committee for the Re-election of the President. You should plan to arrive at the Page Terminal no later than 9:30 a.m., and to enter that facility via the commuter entrance at the south end. Take-off time will be at 10:00, and the flight time will be approximately two hours and ten minutes.

These same instructions apply to Shelley -- but 24 hours later, on Saturday, August 19th.

If there is any change in the instructions, I will notify you without delay.

August 16, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MISS GERTRUDE T. BROWN
Security Assistant

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Mr. Jesse Kirkland -- Termination
of Employment

I am writing this note to confirm instructions passed to you earlier in the day -- that White House messenger Jesse Kirkland's employment should be terminated today.

cc: Mr. Noble M. Melencamp
Mr. Alfred Wong, USSS

ADMINISTRATIVELY CONFIDENTIAL

Chen

August 15, 1972

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Courtesy Safety Examination
of the Russian Hydrofoil

Brent:

There is nothing objectionable about the Coast Guard Auxiliary examining the Russian hydrofoil, and publicizing that action. But under no circumstances would we want that publicity to include even the hint that minor modifications might be required for the hydrofoil to meet Federal safety standards.

In consideration of this point, and the fact that the hydrofoil is a personal gift to the President, I suggest that we turn down the Coast Guard Auxiliary's request and keep ourselves free from all commitments.

Chen

August 15, 1972

MEMORANDUM FOR: MR. CHARLES W. COLSON
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Recommended Call to John Griner

The President did not call John Griner. Although his birthday was more than a week ago, you may want to have Roland Elliott draft and send a belated greeting.

Attachment

cc: Mr. Roland L. Elliott
Miss Rose Mary Woods