

THE WHITE HOUSE

WASHINGTON

November 1, 1972

Memorandum For: Mr. H. R. Haldeman
From: Alexander P. Butterfield
Subject: White House Aides
Continue to Make News

Bob:

I can't tell you how sorry I am that word of my '67 and '68 moonlighting activities leaked to the press. Never in my wildest dreams would I have guessed that without the wig my Australian past would catch up with me. I suppose now our exposure to the public eye is 100%. Like you, I had hoped that at least one of us would see the four years through in the low-profile style initially specified.

chun

RECOMMENDED TELEPHONE CALL

TO: Speaker Carl Albert

RECOMMENDED BY: William E. Timmons Colson concurs*

PURPOSE: To return the Speaker's call of 11:15 a.m.,
Monday, November 27th.

BACKGROUND:

1. This office returned the call. You were meeting with the Attorney General and had Henry Kissinger waiting to discuss the Paris Peace Negotiations. The Speaker understood.
2. He does, however, want to personally alert you to the fact that Mrs. Hale (Lindy) Boggs is planning a memorial service in New Orleans on January 4th for the missing Majority Leader.
3. As you can see, the memorial service will be held preparatory to Hale's slot being declared vacant ... and to Mrs. Boggs announcing that she will run for it in a special election.
- ✓ 4. Do not allow yourself, or any member of the First Family, to be in any way committed to attend the memorial service. (The subject of representation at the event is being staffed.)

TALKING POINT: I am sorry that I wasn't able to take your call of the other day. As I'm sure Bill Timmons has told you, we have been working some pretty long hours on the Administration's reorganization and personnel changes.

November 30, 1972

*Colson agrees that return call should be made, and that you should steer clear of any memorial service commitment until staffing completed.

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

November 30, 1972

MEMORANDUM FOR: MISS CORAL SCHMID
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: The First Lady's Calendar

Coral:

Here is a request for Mrs. Nixon (or Tricia of Julie) to appear at a Republican party event in Seattle, Washington on April 6, 1973. It comes from a good friend who will appreciate your giving it every consideration.

I am attaching also a letter from the friend, Mrs. Edward Neils, to The First Lady. You may want to pass it on to the correspondence section.

Many thanks.

Chen

RECOMMENDED TELEPHONE CALL

TO: Speaker Carl Albert

RECOMMENDED BY: William E. Timmons

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November 30, 1972

SECRET

THE WHITE HOUSE
WASHINGTON
November 30, 1972

This document is unclassified
when separated from the
attachment

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

SUBJECT: USSS Protection for
Visiting Foreign Dignitaries

The State Department's requests for U.S. Secret Service protection for Foreign Minister Abba Eban of Israel and Princess Muna of Jordan -- for the periods of their visits to the U.S. -- have been approved.

Alexander P. Butterfield
Deputy Assistant to the President

Dr. Henry A. Kissinger
Asst. Sec. Joseph J. Sisco (State)
Asst. Sec. Eugene T. Rossides (Treas)
Mr. David Korn (State)
Director James J. Rowley (USSS)

Chuo

November 30, 1972

MEMORANDUM FOR: MR. FREDERIC V. MALEK
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Louis J. Churchville
(Personnel Recommendation No. 4)

Fred:

Here is a resume on Lou Churchville who, according to all reports I've heard, has been doing a tremendous job as Associate Director for Public Affairs at OEO since first being hired by Don Rumsfeld nearly three years ago. I do know Churchville very well and along with Rumsfeld, Carlucci and Sanchez, can recommend him highly for an elevation in post prior to commencement of the President's second term. Because everything your staff needs to know is included in the attached materials, I will not elaborate; but please be assured that Churchville's work is the best -- totally professional -- and that his loyalty to the President is without question.

I see him in a more senior (Sub-Cabinet) public affairs position -- perhaps as an Assistant Secretary or Deputy Assistant Secretary in one of the eleven Federal Departments. Then, too, he is a diplomat at heart and could serve with distinction in an ambassadorial post in one of the smaller countries of Central or South America. His own choice would be Asuncion because he lived there for several years and has maintained his contacts with senior government officials.

Attachment

claw
November 30, 1972

MEMORANDUM FOR: MR. FREDERIC V. MALEK
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: James G. Johnston, Special Assistant
to the Solicitor (Dept of Labor)

Fred:

To date, I have sent you three personnel recommendations (Lilley, Richstein and Silvius). This is not another one ... but only because I cannot give you an honest evaluation of Johnston's competence. I just do not know him that well. I have heard, however, that he is a good man, and "very sharp"; and I know that he is married to a first cousin of the brothers Terry and Pat O'Donnell, both of whom serve currently on the White House staff.

Thus, I can do little more than forward to you his resume and letter, and ask that your staff members give him the consideration he requests.

Many thanks.

Attachment

THE WHITE HOUSE

WASHINGTON

November 30, 1972

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Status Report - Miscellaneous Items

Bob:

I feel that before you depart for Florida I should give you a report on where we stand with regard to these minor projects:

- (1) Chairs for the Residence - The President has looked closely at the three different chairs -- the small gold armless chair now in use, the folding chair with arms and the expensive (\$330 each) hand-painted chair with arms. He liked very much the expensive chair and said that we should get some ... not only for the East Room, but for the State Dining Room as well. The folding type, he thought, should be used in hospitals and high school auditoriums. But he did not leave it at that. He said that he would defer to Mrs. Nixon's judgment and that we should have her review them soon.

The First Lady was enthusiastic about the expensive, hand-painted chair; however, she was equally impressed by the fact that its use would reduce rather drastically the number of guests accommodated at State Dinners, Evenings at the White House, etc. She came to no final conclusion, saying that she would discuss the matter further with the President.

Rex Scouten has just informed me of the results of the First Lady's talk with the President. Although he likes the expensive chairs, he does not want to see the number of guests accommodated at the White House appreciably reduced. Thus, he said, "Forget it. We'll stick with the chairs we are using now." Mrs. Nixon has also eliminated from consideration the wider (22") expensive, hand-painted chair. She intends, however, to continue looking for something a bit sturdier, more

comfortable and more attractive than the gold armless chairs used currently.

- (2) Renovation of the (2nd floor) Family Kitchen - The President has not yet reviewed the artist's drawings of the various renovation schemes -- but the First Lady has. She is going to discuss the matter with the President within the next few days. (The bar plan is included in these drawings.)

Carol

November 30, 1972

TO: Mr. David N. Parker
FROM: Alexander P. Butterfield
SUBJECT: The President's Calender

Dave:

You may want to use the attached material in planning an event or two for the President's calendar during the period of the Apollo XVII mission.

THE WHITE HOUSE
WASHINGTON

clean
INFORMATION
(Low Priority)

November 30, 1972

MEMORANDUM FOR: THE PRESIDENT
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Apollo XVII

Here is some information on Apollo XVII which may be of interest:

(1) Crew:

- Spacecraft Commander ... Capt. Eugene A. (Gene) Cernan, USN. He was a crew member on the Gemini IX and Apollo X missions.
- Command Module Pilot ... Comdr. Ronald E. (Ron) Evans, USN. He served as the back-up Command Module Pilot for Apollo XIV.
- Lunar Module Pilot ... Dr. Harrison H. (Jack) Schmitt. He served as back-up Lunar Module Pilot for Apollo XV. He is a civilian "scientist-astronaut" and the first geologist to be a primary space crew member.

(2) Mission Highlights:

- Launch to be from Kennedy Space Center at 9:53 p.m. EST, Wed., Dec 6 -- the first night launch of the Apollo series.
- Man's ninth flight to the moon, the seventh with a lunar landing objective, and the last in the Apollo program.
- The trip to the moon will take approximately 74 hours and the spacecraft will orbit for 24 hours before launching its lunar vehicle.
- Landing of the lunar vehicle ("The Challenger") is scheduled for 2:55 p.m., Dec 11. It will touch down in the Taurus Littrow region of the moon.

(3) Lunar Surface Operations:

- The astronauts will remain on the lunar surface for a maximum of 75 hours.
- Three lunar surface exploration periods are planned -- each to last approximately seven hours.

(4) Return Flight Operations:

- The voyage from lunar orbit to splashdown in the Pacific will take almost three days.
- During the transearth coast, the Command Module Pilot, Ron Evans, will leave the cabin of the spacecraft, move along the outside surface and retrieve the film from the scientific instrument modules. (TV coverage programmed.)

(5) Splashdown:

- Planned for a point approximately 350 miles southeast of Samoa ... at 2:34 p.m. (EST), Dec 19.

(6) Activity and TV Schedule:

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>TV Coverage</u>
Launch	Dec 6	9:53 p.m.	Yes - liftoff
Translunar injection	Dec 7	1:14 a.m.	
Lunar orbit insertion	Dec 10	2:49 p.m.	
Descent orbit insertion	Dec 10	7:06 p.m.	
Lunar landing	Dec 11	2:55 p.m.	
Lunar exploration #1	Dec 11	6:33 p.m.	Yes - 7:48 p.m.
Lunar exploration #2	Dec 12	5:03 p.m.	Yes - 5:21 p.m.
Lunar exploration #3	Dec 13	4:33 p.m.	Yes - 4:58 p.m.
Lunar liftoff	Dec 14	5:56 p.m.	Yes - 5:41 p.m.
LEM-spacecraft rendezvous	Dec 14	7:58 p.m.	Yes - 7:54 p.m.
Transearth injection	Dec 16	6:33 p.m.	Yes - 6:46 p.m.
Transearth EVA	Dec 17	3:23 p.m.	Yes - 3:19 p.m.
Splashdown	Dec 19	2:34 p.m.	Yes - 2:15 p.m.

*Carder 2 copies - M. Pollner
1 " - O. Young*

SECRET 11/30

This document is unclassified
when separated from the
attachment

November 29, 1972

MEMORANDUM FOR: HONORABLE JAMES C. FLETCHER
Administrator
National Aeronautics and Space Administration

SUBJECT: Protective Security of Apollo XVII Crew
Members and Their Families

Jim:

Several days ago I heard through Bill Anders that NASA had word of some apparently serious threats to the lives of the Apollo XVII crew members and their families. I went immediately to Dick Helms for a reading on the situation, and on November 27th received the response attached hereto.

I feel quite honestly that under the circumstances known to us now I cannot generate a Presidential directive authorizing U.S. Secret Service protection. This does not mean, in any way, that we do not appreciate the possible seriousness of the threatening notes. There is just not enough evidence yet to warrant the relatively unusual Presidential action which would be required to put the men and their families under the protective security of the Secret Service.

Meanwhile, as the only alternative I can suggest at this juncture, I have alerted the office of the Acting Director of the FBI, as well as the Directors of the CIA and USSS, to keep me abreast of all developments. I will evaluate these notices in the context of the total Apollo XVII threat case -- and in consideration of the current trend toward unpredictable terrorist activities worldwide -- and remain in close touch with you.

Alexander P. Butterfield
Deputy Assistant to the President

Attachment

SECRET

November 29, 1972

TO: MR. BRUCE A. KEHRLI
Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Preparation of Presidential Letter

Please ensure that the attached letter is substituted for Mr. Dent's earlier (pro forma) letter of resignation ... and that a Presidential letter of acceptance is prepared and dispatched within 5-7 days. You will note that Harry's desired date of departure is December 26th. This has been checked with and approved by Bob Haldeman's office.

Attachment

November 29, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: DR. HENRY A. KISSINGER

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Participants in the President's
10:00 A.M. Meeting, November 30

It would seem appropriate to me if Brigadier General Scowcroft were invited to sit in on the President's meeting tomorrow with Secretary Laird, Deputy Secretary Rush, Admiral Moorer and the four Service Chiefs. I mention this only in the event that his omission from the list of participants on the schedule proposal was an oversight.

His omission was not inadvertent _____

No objection to his participation _____

ADMINISTRATIVELY CONFIDENTIAL

November 29, 1972

Dear Colonel Mackey:

Thanks very much for your November 27th letter recommending the services of Officer and Mrs. Howard Dublin. It was good to hear from you and to be reminded of our earlier associations ... and, of course, we are always glad to receive information about those who have performed outstandingly in the past, in any capacity.

I know you are aware of my inability to guarantee anything at all; but I have at least called Mrs. Dublin for a resume and promised to get it into the proper channel when it arrives. If nothing can be done now, there is every possibility that something can be done later. The important thing, I think, is to have the biographical data -- along with your letter and the one which I plan to write -- on file.

Best wishes.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Lt. Colonel Gerald F. Mackey, USAF
3922 Llyde Lane
Montgomery, Alabama 36106

November 29, 1972

MEMORANDUM FOR: MR. BRUCE A. KEHRLI
Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: 89th In-flight Fund

Bruce:

I am told that the 89th In-flight Fund is down to its last dollar ... literally. If you have not done so already, please make whatever arrangements are necessary to pay it in the amount due.

Chen
Copies x
Trudy x
Jm
November 29, 1972

Dear Mr. O'Hara:

Thanks very much for your complimentary note concerning Miss Trudy Brown and her cooperation over the past four years with your Personnel Security Office. Your taking the time to write was most thoughtful. As a matter of fact, it was precisely because of Trudy's diligence and efficiency that we selected her to organize a new office charged with the responsibility of preserving the security of Presidentially-restricted papers. This means that she is still on my staff and one of the few who know now that they will be around for a while longer.

Incidentally, we feel very fortunate that we were able to lure Miss Jane Dannenhauer from the other job opportunities which were hers at the time that the Presidential campaign came to a close. She was on the staff of the Committee for the Re-election of the President and very highly recommended to us by Messrs. Clark MacGregor and Fred Malek. I know that she will work with you and your people as closely and as cheerfully as did Trudy.

Sincerely,

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

Mr. Joseph P. O'Hara
Assistant Director of Personnel
(Personnel Security)
Department of the Treasury
Washington, D. C.

chen

THE WHITE HOUSE

WASHINGTON

November 29, 1972

ADMINISTRATIVELY CONFIDENTIAL

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

SUBJECT: USSS Protection for Vladimir A. Kirillin,
Chairman of the Soviet State Committee
for Science and Technology

The Department of State's request for U.S. Secret Service protection for Vladimir Kirillin, Chairman of the Soviet State Committee for Science and Technology, during the period of his visit to this country, has been approved.

Alexander P. Butterfield
Deputy Assistant to the President

cc: Dr. Edward E. David, Jr.
Dr. Henry A. Kissinger
Asst. Sec. Walter J. Stoessel, Jr. (State)
Asst. Sec. Eugene T. Rossides (Treas)
Director James J. Rowley, USSS

ADMINISTRATIVELY CONFIDENTIAL

Chron
November 29, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. BRUCE A. KEHRLI
Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Prospective Chief Executive Clerk

Bruce:

Please bring me up-to-date on the subject of prospective Chief Executive Clerks. It is my understanding now that John Pinckney is the prime contender. Is that true? And regardless, where do Bob Linder, John Ostenso and Bill Skidmore stand at this juncture?

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

November 28, 1972

ADMINISTRATIVELY CONFIDENTIAL/
LIMITED OFFICIAL USE

MEMORANDUM FOR: MR. RAYMOND K. PRICE, JR.
BRIG. GENERAL BRENT SCOWCROFT
MR. BRUCE A. KEHRLI

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: The Special Assistant to the President
for Liaison with Former Presidents

The Office of the Special Assistant to the President for Liaison with Former Presidents will be disbanded effective December 1. From that date forward its support functions will be assumed by the Office of the Military Assistant, and its documentary/archivist functions will be assumed by the Office of Presidential Papers.

The office space at 716 Jackson Place is to remain open and the second, third and fourth floors of the building reserved, as they are now, for use by former Presidents.

Meanwhile, Colonel Richard Streiff is to be reassigned to the Department of the Army. The effective date of his transfer is to be December 6. And Brigadier General Robert Schulz's resignation is to be accepted, via Presidential letter, effective December 31. The administrative arrangements relating to the secretary now in that office, Helen Mehl, are to be handled by Mr. James Rogers.

cc: Mr. Frederic V. Malek
Mr. Roland L. Elliott
Mr. James R. Rogers
Mr. Louis B. Sims, USSS
Miss Jane Dannenhauer

ADMINISTRATIVELY CONFIDENTIAL/
LIMITED OFFICIAL USE

chron
November 28, 1972

Dear Jon:

Although I know that you are aware and understanding of the recent orders to rather drastically reduce personnel strengths on the White House staff and throughout most of the Federal Departments and Agencies, I regret very much that it falls to me to tell you that we will be letting your appointment as Consultant to the President expire on December 1st.

Believe me, this action is only one of a great many. Bob Schulz's entire office was disbanded only yesterday and, of course, none of us permanent members of the staff, except for the most senior few, knows what his immediate future holds.

I recall the letter that the President wrote to you upon your departure from the Staff Secretary post, and frankly, there is little that I can add to his eloquent expressions of appreciation for your consistently outstanding contributions to the Administration. Without question, you will remain always a member of the Nixon Team.

Sincerely,

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

Honorable Jon M. Huntsman
5315 Falmouth Road, N.W.
Washington, D.C. 20016

November 28, 1972

MEMORANDUM FOR: MR. FREDERIC V. MALEK

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Leonard W. Lilley
(Personnel Recommendation No. 1)

Fred:

Here is Bill Lilley's resume. He's the gentleman I spoke to you about on the telephone the other day. He lives here in the local area, is currently President and Chief Executive Officer of The Ironside Corporation (management consultants), and is one who has helped us in a great many important ways since the beginning of our "Silent Majority" effort back in November of 1969. Bob Haldeman knows of Lilley (although my guess is that he would have to be reminded of the specific instances in which we made contact with him and enlisted his aid) and would surely endorse his dedication and loyalty. The purpose of this note, therefore, is to vouch for Lilley's all-round competence. With a tremendous amount of experience in the fields of aviation, research and development and public relations, he is quiet, hard working and of the low-key variety. His age is 48, and his salary over the past year has been in the \$42,000-47,000 range.

I see Lilley serving in one of the top billets at DOT, most appropriately in FAA ... or in any of the Assistant Secretary posts in the Department of the Army, Navy or Air Force.

Attachment

November 28, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MISS JANE DANNENHAUER
Security Assistant

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: White House Passes Held by GSA Personnel

Please retrieve the White House passes held now by former GSA Administrator, Robert Kunzig, and GSA's present General Counsel, William Casselman. Neither person has a need for frequent visits to the White House-OEOB complex. Meanwhile, you should convert Mr. G. C. Gardner's White House pass to one which admits him only to the OEOB.

Thank you.

ADMINISTRATIVELY CONFIDENTIAL

Chen

November 28, 1972

MEMORANDUM FOR: MR. FREDERIC V. MALEK

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Mr. A. R. Richstein
(Personnel Recommendation No. 2)

Fred:

Here is Mr. A. R. Richstein's resume. Cap Weinberger reviewed it some 5-6 months ago and, I believe, was more than mildly interested ... but there were just no slots available in OMB at the time.

Richstein is a very diligent, quiet legal brain. His specialty is international law.

I see him serving in a good, responsible position below the Sub-Cabinet level -- in the GS-16 - GS-18 range in either the Department of State or the Office of Management and Budget.

cc: Mr. Caspar W. Weinberger
Mr. Roy L. Ash

Chron
November 28, 1972

MEMORANDUM FOR: MR. FREDERIC V. MALEK
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Mr. Raymond Silvius
(Personnel Recommendation No. 3)

Fred:

I do not have a resume on Ray Silvius, but feel certain that John Clarke does. I will not go into detail here, except to say that Silvius would be a great addition to the Richard Nixon team during the second term. He is about 48 years of age and currently with Western Airlines as Vice President for Public Relations.

I see Silvius serving in one of the top billets at DOT -- perhaps as Assistant Secretary for Public Affairs.

November 27, 1972

PERSONAL

Dear John:

Here is the material I spoke to you about on the telephone. Please make any changes and additions which you know to be factual ... and give me dates whenever possible.

(Sheets for those who are currently members of the Cabinet are at Tab A. Sheets for those who served previously are at Tab B.)

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Enclosure

Honorable John N. Mitchell
Mudge, Rose, Guthrie & Alexander
20 Broad Street
New York, New York 10005

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

November 27, 1972

MEMORANDUM FOR: MR. JOHN D. EHRLICHMAN
MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: The President's Meeting with
Rep. Gerald Ford (R-Mich.), Nov 28

I am enclosing herewith the President's copy of the briefing paper concerning his meeting tomorrow afternoon with Jerry Ford. There are copies included for each of you. Bill Timmons felt obliged to put this paper together, although we recognize at this end of the line that it may not be accurate ... in which case you will want to draw from it (possibly) and prepare something more appropriate.

Attachments

November 27, 1972

MEMORANDUM FOR: MISS ROSE MARY WOODS
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Vice Admiral Rickover

Jim Schlesinger informed me over the weekend that Vice Admiral Rickover is at Bethesda Naval Medical Center for rest and observation after a recent mild heart attack. He will be there for some 5-6 weeks (although this is not generally known), and Jim thought that we might want to send some flowers or a note from the President.

November 27, 1972

MEMORANDUM FOR: MR. S. STEVEN KARALEKAS
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Mr. Demetri Boosalis

Steve:

Please accept my belated thanks for your memorandum concerning Mr. Demetri Boosalis. Although we are not looking for a barber at the moment, I am glad to have his name on file.

November 27, 1972

Dear Rick:

I have once again reminded Cap Weinberger of our earlier discussion of you, and the possibility of your moving to an appropriate OMB position. He has a copy of your resume and has promised to review it and forward a copy to Fred Malek. Fred, as you probably know, is charged with the operational task of putting together the new Administration ... that is, insofar as the Department and Agency structures are concerned. I hope something comes of this effort. Hang in there, and I will get some word to you within 3-4 weeks.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Mr. A. R. Richstein
8713 Mary Lee Lane
Annandale, Virginia 22003

November 27, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. CASPAR W. WEINBERGER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Mr. A. R. Richstein

Cap:

Believe me, I am not trying to bug you on the subject of Mr. Richstein. I mention it now only because we are in the midst of a transition and he is a well-qualified legal brain who seeks a position with the Nixon Administration -- either in the Office of Management and Budget or as a legal advisor at the Department of State. I know that you have a copy of his resume in your file -- in fact, it's the only copy available, to my knowledge -- and would like to ask you to forward it or a reproduction of it to Fred Malek ... and I will send him a copy of this note.

Many thanks for any further consideration which you might give to this matter.

cc: Mr. Frederic V. Malek

ADMINISTRATIVELY CONFIDENTIAL

November 26, 1972

ADMINISTRATIVELY CONFIDENTIAL

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Prospective Military Assignees

Brent:

Here is the latest status concerning Lt. Commander Dave Miller and Colonel Larry Adams:

Lt. Commander Miller - His relieving John Dettbarn has been approved. Please get him up to Camp David immediately so that he can spend 3-4 days closely observing Dettbarn and his staff's procedures. Then, transfer him on temporary duty to the hotel school we discussed. Almost immediately upon his return, he should assume command.

Colonel Adams - I have talked to Colonel Adams, as you probably know ... and so has Bruce Kehrli. But before we bring him aboard, we must set up interviews with Messrs. Chapin and Walker. They will be back in their offices on Tuesday or Wednesday of this week. Upon completion of those interviews, I will get together with all concerned and let you know of the reading. It may be, then, that Bob Haldeman will want to see Adams for 5-10 minutes.

cc: Mr. Dwight L. Chapin
Mr. Ronald H. Walker

ADMINISTRATIVELY CONFIDENTIAL

THE WHITE HOUSE

WASHINGTON

November 24, 1972

MEMORANDUM FOR:

DR. HENRY A. KISSINGER

Attention: Colonel Richard Kennedy

FROM:

ALEXANDER P. BUTTERFIELD

SUBJECT:

Presidential Letter to the
President of Mexico

As we thought might be the case, the President had nothing special in mind with regard to substance when he asked that a letter to President Echeverria be prepared for his signature. He wants the text to be quite general in nature -- something which your staff, in coordination with Ray Price, can put together quickly and easily. He understands, of course, that the correspondence is to be sent to Governor Reagan and delivered by him, personally, to Echeverria.

But more important than the letter is a talking paper for Reagan. This item should cover in a straight-forward way each of the points we want Reagan to make in his private session or sessions. The President does not want to review any of the material before it is dispatched. He will rely on the judgment of your experts.

cc: Mr. Raymond K. Price Jr.

THE WHITE HOUSE
WASHINGTON

November 24, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Miscellaneous Items

Bob:

Here are the results of two discussions I have had recently -- one with the President, and one with Rex Scouten:

- (1) Al Haig's Departure -- I talked to the President about Haig's imminent departure and suggested that he and Mrs. Nixon might want to have a small private dinner soon to honor Al and to say farewell to him and Pat. He seemed pleased to be reminded of the subject and agreed that just such an event -- probably without Henry in attendance -- would be the most appropriate way of recognizing Al's hard work and dedication over the past four years. He said he would think a bit more about this and let me know.
- (2) The Residence Staff -- Early in the week I talked to Rex Scouten about the several specific items included in Larry's November 15th memorandum to me. His reaction was generally one of surprise and disappointment. His comments were approximately as indicated below:

-- A new maitre d' ... "I just can't understand that request. John Ficklin is doing a terrific job and the whole family seems to love him. I know the girls and Mrs. Nixon are especially fond of him. But, of course, we'll do anything that we're told."

-- Ron Jackson ... "Gee, I don't understand that. You know, we do a great deal now to assist the Staff Mess. We make up many of their menus, provide suggestions from time to time and even prepare food on occasion. It just doesn't make sense to me that Ron would be able to give assistance to our kitchen staff. Ron was assigned

to the Residence once; in fact, when he first came to the White House, it was to the Residence. He brought several people with him which is what he would do if he were to come over now. He'd bring 6-7 others and I just don't think we need them. Of course, I like Ron and think he has plenty of ability but as I said before, we help the Staff Mess now so why should he come over to the Residence in an attempt to help us? "

-- Household Staff ... "Well, we can begin to integrate the staff, I suppose, but many of the blacks who are working there now are the sons, younger brothers and nephews of others who have worked there. Their loyalty has been proven over the years. And because they know so much about the family, I would hate to see any of them forced out. If we have to integrate I would hope we could do it at the rate of attrition."

Rex went on to say that he does know that Mrs. Nixon is interested in reducing the Staff -- and that she is interested in finding a family cook (perhaps Dela Cruz) instead of having to rely on the two chefs, Henri Haller and Hans Raffert. She feels that they prepare things much too elaborately for simple family dining.

Larry said that perhaps he and I should talk after my conversation with Rex. I am ready anytime.

November 24, 1972

ADMINISTRATIVELY CONFIDENTIAL/LIMITED OFFICIAL USE

MEMORANDUM FOR:

HONORABLE RICHARD HELMS
Director, Central Intelligence

SUBJECT:

Possible Threat to Apollo XVII Crew

Dick:

I have heard from Jim Fletcher that your Agency has uncovered evidence of a possible threat by the Black September Group to the lives of the Apollo XVII crew members and their families. Because this information is generating a request for the President to direct Secret Service protection, I would appreciate your providing me, by Monday if at all possible, a current assessment of the situation.

Many thanks.

Alexander P. Butterfield
Deputy Assistant to the President

ADMINISTRATIVELY CONFIDENTIAL/LIMITED OFFICIAL USE

November 24, 1972

ADMINISTRATIVELY CONFIDENTIAL

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

The President called Former President Johnson, Pat Gray and Senator James Eastland on November 22 ... and Maury Stans on November 23.

cc: Mr. Ronald Ziegler

November 24, 1972

MEMORANDUM FOR: MR. JOHN D. EHRLICHMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Notes from the President

The attachments to this memorandum bear personal notes to you from the President.

(As you see, these materials have been extracted from Rose's red folder ... so please don't give me away.)

Attachments

November 24, 1972

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Notes from the President

The attachments to this memorandum bean personal notes to you from the President.

(As you see, these materials have been extracted from Rose's red folder ... so again, please don't give me away.)

Attachments

Chen

November 22, 1972

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Record of Presidential Activities

Brent:

Please double check to ensure that the Military Aides on duty at Camp David are accurately logging all of the President's activities during this period of transition between his two terms in office.

Many thanks.

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

November 21, 1972

MEMORANDUM FOR: H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Presidential Letter for the
President of Mexico

Bob:

Colonel Dick Kennedy of the NSC Staff just told me that he and his people are being baggered by Governor Reagan's office about a letter which the President told Reagan on the telephone "recently" (the two talked last on Nov. 10th) that he wanted hand carried by the Governor to President Echeverria. The California Governor is to visit Mexico for about 5-6 days, beginning on Monday, Nov. 27th. Naturally, rather than rely on Reagan's version of what the letter is to contain, the NSC Staff wants to get the information directly from the President. Presumably, there are a number of significant points to be relayed.

If you can elicit something and pass it on to me, or directly to Dick Kennedy, it will be very helpful.

Many thanks.

November 21, 1972

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Presidential Recognition of PRC
Science Delegation

Bob:

It is well understood by all concerned, including the Chinese, that the President is absorbed in government reorganization activities at Camp David and unable to meet with the science delegation from the PRC. As an alternative to such a meeting, however, the NSC staff recommends that a brief Presidential note be sent down from Camp David to Ed David -- something along the lines of the text attached hereto. The PRC group will be here today and tomorrow only. I will coordinate the handling of this matter if you see fit to follow through in the manner suggested.

Attachment

C

November 21, 1972

MEMORANDUM FOR: MR. DAVID N. PARKER

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Cancellation of Schedule Proposal

Please consider cancelled the schedule proposal which calls for the President to do a 60-second taping of a Christmas message to Veterans. The President will not do the Thanksgiving or Christmas greeting tapings this year.

cc: Mr. Raymond K. Price, Jr.
Mr. Stephen B. Bull

November 21, 1972

MEMORANDUM FOR: MR. LAWRENCE M. HIGBY
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Pat Gray's Condition

As of 11:30 a.m. today Pat Gray was still under observation. His condition is considered stable, and it is only probable, not positive, that he is suffering from an intestinal obstruction. The necessity for surgery has not yet been established.

A copy of the Presidential telegram sent out last night is attached hereto.

Attachment

THE WHITE HOUSE
WASHINGTON

November 21, 1972

MEMORANDUM FOR: MR. LAWRENCE M. HIGBY

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Interviews with Prospective Military Assignees to the White House Staff

Yesterday, November 20, I spent some 30-minutes with Al Redman and his prospective replacement, Colonel Larry Adams ... and a good 50-minutes alone with John Dettbarn's prospective replacement, Lieutenant Commander Dave Miller. From what I could learn during those interviews both men will be able to fill their assigned roles in a manner highly satisfactory to us.

Colonel Adams is an expert in his field and has been working in close liaison with WHCA for some time. Moreover, he seems to have that all-important understanding of the need for hip-pocket contingency plans and operational flexibility. There is a gamble with everyone new, of course, but I think he will fit the bill very nicely.

Miller, too, seems to have all of the technical knowledge and zeal we could ask for. You inquired in a recent note to me if he was "really the best the Navy can do." My answer to that -- the best one I can give you at this stage of the game -- is: "Yes. I think so. He probably is the best the Navy can do considering the prerequisites -- that the assignee be from the Civil Engineer Corps (CEC) and in the grade of Lieutenant Commander." I have double checked his capabilities and personality traits with the Admiral for whom he works, the Deputy Chief of Naval Operations for Logistics. Miller is considered superior in military bearing, military conduct, ability to plan and ability to perform. I won't deny that military efficiency ratings have long been inflated, but we will probably not be able to find anyone within his grade range in CEC who has a better all-around record. I do think, however, that he should have the benefit of at least three weeks of overlapping with Dettbarn. He has not been as close to Dettbarn to date as Adams has been to Redman.

If you need anymore on these two officers, please let me know ... but meanwhile, we are ready to effect the changes in command whenever Bob gives the word.

cc: Brig. General Brent Scowcroft

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

November 20, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. RAYMOND K. PRICE, JR.
MR. JOHN W. DEAN, III

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: L. Patrick Gray

As you both may have heard, L. Patrick Gray, Acting Director of the FBI, was admitted last night to Lawrence and Memorial Hospital in New London, Connecticut because of an intestinal obstruction. Dr. Tkach tells me that an operation is to take place this afternoon.

Evidently, the illness could be quite serious. Therefore, you, Ray, should have an appropriate Presidential telegram prepared and dispatched right away -- and you, John, should prepare a recommended telephone call sheet for me to forward to Camp David. You may want to attach to the phone call sheet a copy of the telegram text.

Thank you.

Additional Note: I am not sure of the name of the hospital. Pat Gray's office calls it Lawrence and Memorial, while Dr. Tkach refers to it as Lawrence Memorial. At any rate, Pat is in Room No. 322.

ADMINISTRATIVELY CONFIDENTIAL

November 20, 1972

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

Nebraska State Senator Otho G. Kime placed a call to the President this morning, but agreed to give his message to me. He wanted a Presidential congratulatory telegram to be sent to two of his constituents, Frank and Margaret Dabsovolny, who on November 22nd will have been married 69 years. I told the Senator that I would be glad to prepare something appropriate. Therefore, I would like to ask you to take care of this request and dispatch something brief, but suitable, to the elderly couple. They reside in Atkinson, Nebraska, and the residence telephone number is 402-925-2292.

Many thanks.

cc: Mr. Raymond K. Price, Jr.

CLM
November 20, 1972

Dear Lillian:

You have done a magnificent job in the Security Office during the long period of Trudy's absence from the full-time supervisory role. While business has hummed along at its usual frenetic pace, you have seen to it that all of our important security procedures have been carefully and thoroughly adhered to. You must believe me when I say that I am well aware of what it has meant in terms of time and effort on your part. Now that Jane Dannenhauer is about to report to us for duty, I hope you will take some time off and give yourself a much-deserved rest. My suggestion is that you remain in the office Monday, Tuesday and perhaps Wednesday -- then consider the next week and a half, until December 4th, your Thanksgiving vacation.

Have fun -- and again, my thanks for your diligence and conscientiousness on the job.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Mrs. Lillian H. Greene
The White House
Washington, D.C.

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

November 20, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: BRIG. GENERAL BRENT SCOWCROFT
MR. GERALD L. WARREN
MISS ROSE MARY WOODS
MR. DAVID N. PARKER
MR. BRUCE A. KEHRLI
MR. STEPHEN B. BULL

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Miscellaneous Information

Here are some items concerning the President's schedule during the next several days which may be of interest to you:

- (1) The President will continue his Camp David meetings through Wednesday afternoon, November 22.
- (2) The President and the First Family will have Thanksgiving dinner at 5:00 p.m. at Camp David.
- (3) The President will return to the White House Friday morning, November 24. Sometime during the morning hours, he will meet separately in the Oval Office, or possibly in the OEOB office, with Secretaries Romney and Volpe.
- (4) The President will not be going to Florida over the weekend.
- (5) The President will meet with Attorney General Kleindienst on Monday, November 27th ... either here in Washington or at Camp David.

cc: Mr. George Collins
Miss Terry Decker

ADMINISTRATIVELY CONFIDENTIAL

Chun
cc: BIC

THE WHITE HOUSE
WASHINGTON

Bob -

I did not cover with P the proposal concerning the football safety film. I realize that the film is in an "interlock" status pending his decision - so will discuss the matter with him at the next opportunity (telephone or otherwise).

[Signature]
Nov 19, 1972

THE WHITE HOUSE
WASHINGTON

Nov. 19, 1972

Bob -

① Mondan's Mtgs - Bush, Flanigan, Richardson, Rumsfeld, Helms, Butz & Garment have been given all necessary info - and there should be no hitches. P has schedule and Colson is lined up to fly up in Garment's 4:20 - 4:50 pm chopper.

② Tuesday's Mtgs - Morton, Schlesinger, Klein and Casey are available and awaiting appointment info. None has expressed an afternoon or morning preference.

THE WHITE HOUSE
WASHINGTON

② Wednesday's Mtgs - Amb

Kennedy, Jim Hodgson and George Romney are lined up for Wed appointments, but since I spoke to you on the phone Romney has appealed. He now requests a post-Thanksgiving vacation mtg w/P, saying that he and his family get into Los Angeles (for Hawaii) Tuesday evening - and that

- 3 -

THE WHITE HOUSE

WASHINGTON

The 3-hour time differential
between here & there would
make a Wednesday session
at Camp David "almost
impossible."

You may want to let
him have his (new) way,
or have me set up a
plane to get him from
west to east by 4:30 or
5 pm - and up to C.D.

- 4 -

THE WHITE HOUSE
WASHINGTON

by 5 or 5:30 pm —

then on to Michigan
where he wants to be
Wednesday night. Plse
let me know. (He's
obviously had second
thoughts. Initially he
was agreeable to Wed-
nesday.)

- 5 -

THE WHITE HOUSE
WASHINGTON

③ After Wednesday -

Remaining advisors will be
Volpe, perhaps Ramsey, and
Kleindienst & Finch (neither of
whom you are concerned about
for mtg purposes). Then, too,
there is the "other man" whose
name you could not recall
last night.

[Signature]

November 17, 1972

ADMINISTRATIVELY CONFIDENTIAL

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Installation of Signal Telephone Lines

Please install telephone lines to the Signal switchboard in the temporary Fort McNair offices of the three or four White House staff members who (without being detached) will be working until January 20th with the Inaugural Committee. Mr. Mike Duval in the Tour Office has the details, so General Redman's people should work directly with him.

Thank you.

ADMINISTRATIVELY CONFIDENTIAL