

RICHARD NIXON PRESIDENTIAL LIBRARY DOCUMENT WITHDRAWAL RECORD

DOCUMENT NUMBER	DOCUMENT TYPE	SUBJECT/TITLE OR CORRESPONDENTS	DATE	RESTRICTION
1	Memo	Alexander P. Butterfield to Brent Scowcroft re: Mr. Ralph Carter Bellamy (NSC Staff), 1 p.	1/30/1973	D
2	Letter	Alexander P. Butterfield to A. P. Clark re: My recent nomination, 1 p.	1/22/1973	G
3	Memo	Alexander P. Butterfield to John W. Dean, III re: Personal Data Statement, 5 pp.	1/19/1973	D
4	Memo	Alexander P. Butterfield to William E. Timmons and John W. Dean, III, re: Passage of Special Legislation..., 5 pp.	1/18/1973	D
5	Memo	Alexander P. Butterfield to Marion H. Smoak, 1 p.	1/10/1973	B

COLLECTION TITLE

WHCF: SMOF: Alexander Butterfield

BOX NUMBER

16

FOLDER TITLE

1973 Outbound

PRMPA RESTRICTION CODES:

A. Release would violate a Federal statute or Agency Policy.
B. National security classified information.
C. Pending or approved claim that release would violate an individual's rights.
D. Release would constitute a clearly unwarranted invasion of privacy or a libel of a living person.

E. Release would disclose trade secrets or confidential commercial or financial information.
F. Release would disclose investigatory information compiled for law enforcement purposes.
G. Withdrawn and returned private and personal material.
H. Withdrawn and returned non-historical material.

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DOG Closed in accordance with restrictions contained in the donor's deed of gift.

THE WHITE HOUSE
WASHINGTON

January 30, 1973

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Proposal to Rename the Manned Space
Flight Center After Former President
Johnson (Second Memorandum)

As you will recall, I sent a note to you on this same subject last week; but I'm writing again because in the past few days Senator Bentsen has introduced a Bill to make official the proposed renaming of the Houston facility. The hearings have been scheduled for Friday, and Jim Fletcher has been asked to testify. He feels that he should favor the proposal on behalf of the NASA organization, but does not want to do so if we will object. My guess is that the mood is right for passage of the Bill, especially in consideration of the facts that Lyndon Johnson was a Texan and (as mentioned in my earlier correspondence) "Houston is still in Texas". The question seems to be whether we want the President or Senator Bentsen to get credit for the renaming.

If you have any signals for Fletcher, please let me know and I will pass them on to him. Otherwise, we will let nature take its course.

cc: Mr. John D. Ehrlichman
Mr. Kenneth R. Cole, Jr.

Chen
January 30, 1973

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

SUBJECT: Proper Channeling of Future Correspondence
Involving State Gift Exchanges

Please route all future correspondence to the White House on the subject of gifts to be received or presented by the President to Mr. Bruce A. Kehrli, Staff Secretary. It could be that in 4-6 weeks he (Kehrli) will want you to send these papers to Steve Bull -- but at least for the present, Mr. Kehrli's office should serve as your contact point in that I am only a week or two away from Senate hearings and a new post in the Administration.

Alexander P. Butterfield
Deputy Assistant to the President

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Chen

January 30, 1973

MEMORANDUM FOR: MR. GEORGE J. COLLINS
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Mr. Tom Evans
(Former RNC Co-Chairman)

You asked a few weeks ago if it was true that Tom Evans had "never been invited to a White House dinner" in the four years that he served as RNC Co-Chairman. The answer is "yes". However, he was invited to the Surrogates Reception at the White House on December 19 th ... but because of a previous engagement, he was forced to regret. There have been no other invitations extended to Mr. Evans to date.

I have passed this information -- along with Maury Stans' concern -- to Rose Mary Woods.

cc: Miss Rose Mary Woods

Chris

January 26, 1973

MEMORANDUM FOR: DR. DAVID C. HOOPES
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Commendation

Dave:

It is always a pleasure to forward correspondence of this kind. You did indeed do a fantastic job with the Inaugural ticket project ... and I fully appreciate the magnitude of the task.

Betty, too, deserves a big share of the plaudits, for as I'm sure you'll agree, you'd still be licking envelopes (or hanging by your tie in the men's room) if she hadn't "hung in there" in such fine fashion.

You both have my sincere thanks for bringing such credit to this office.

Attachment

cc: Miss Betty Rothgeb

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

January 25, 1973

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Naming the Manned Space Flight Center
in Houston after Former President Johnson

Jim Fletcher called me yesterday to pass on an idea -- a suggestion, actually -- which originated in the higher echelons of the NASA organization. It is that the Manned Space Flight Center at Houston be named by the President after former President Lyndon B. Johnson -- i.e. the Lyndon B. Johnson Space Flight Center. It would be referred to, of course, as the Johnson Manned Space Flight Center. Dr. Fletcher doesn't want this proposal to make huge waves, or to become an issue in any way. He simply wanted to relay the fact that the feeling around NASA Headquarters and around the Houston facility was that such a move by President Nixon would be very appropriate indeed.

I, in turn, have run the idea past several of our key staffers. Names and comments appear below:

- Ray Price - My initial reaction is that it would be a pretty good idea, a "plus" for the President. I would be interested in knowing first, however, if we (or perhaps I should say the Floridians) were ever successful in reverting the name of the Florida Cape from "Kennedy" back to "Canaveral".
- Bill Safire - Well, first of all I think it would be ridiculous for us to move too fast. There is no hurry. It is always best to allow some time to pass and not rush into things like this. There is, however, a strong case in favor of the suggestion in that LBJ was a Texan -- and Houston is in Texas; quite unlike the Kennedy examples, for neither Washington's Center for the Performing Arts nor Florida's missile launch Cape

nor New York City's major airport is in Massachusetts.

- Ken Clawson - My first reaction is negative. Now that doesn't mean that I'm opposed to the idea absolutely; it just means that the naming of installations and facilities for those who have passed on shouldn't be done quickly and while all concerned are affected by their emotions. I think there is plenty of time to think about this.
- Ron Ziegler - I don't like the idea at all. It's a complete "negative". If we are going to start naming things after people, we ought to name them after Richard Nixon ... or at least after Republicans.

If the proposal strikes you as one which we ought to forget, at least for the time being, let me know and I'll thank Jim Fletcher, and at the same time tell him not to hold his breath. If, on the other hand, you think something might be done with the idea, I will leave the matter in your hands.

cc: Mr. John D. Ehrlichman
Mr. Kenneth R. Cole, Jr.

THE WHITE HOUSE

WASHINGTON

January 24, 1973

Dear Mr. Galpern:

Thanks very much for your letter of January 9th and the kind invitation to attend and participate in the January 31st ceremony at your Fort Wayne offices. I believe, however, that I must decline in that I appear to be a long way from assuming the FAA Administrator's post. To date, there is no indication that my Senate confirmation hearings will be scheduled prior to February. Moreover, I am not yet out from under the burden of duties and responsibilities here at the White House. Naturally, I am hoping that relief will come soon.

Please understand that I very much dislike having to turn down invitations of this kind. I would like nothing better than to get out of town for a day and meet some of the many people with whom I (presumably) will be working during the next several years.

Congratulations to you and your Division's staff for an outstanding delivery record.

Best wishes.

Sincerely,

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

Mr. A. H. Galpern
President
Aerospace/Optical Division
ITT
3700 East Pontiac Street
Fort Wayne, Indiana 46803

cc: Mr. J. D. Usina
Manager of Administration and Public Relations

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chea
January 22, 1973

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Mike Farrell

Bob:

I sent a note to you the other day concerning Mike Farrell's willingness to take on a few extra duties should you wish him to do so. He has been looking to me as a sort of liaison with you and the President. He now feels, I'm sure, a bit out in left field. Perhaps Larry or Terry could give him a call and tell him that you have at least reviewed his memorandum to me and given some thought to his office setup and personal role during the coming 4-year term. You may want to tell him, too, that he should henceforth work out his EPS and other problems with Kehrli or Higby ... or perhaps O'Donnell. The main point here is simply that someone should touch base with him and let him know that his shop should continue to run in essentially the manner it has operated over the past four years.

Thanks.

Chen

January 22, 1973

MEMORANDUM FOR: MR. BRUCE A. KEHRLI
Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: White House Transportation List "A"

On February 1, 1973 please delete my name from the "A" list of those authorized White House limousine service.

ch
January 22, 1973

MEMORANDUM FOR: MR. BRUCE A. KEHRLI
Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Access to the President's OEOB Office

Please delete my name from the list of those who have access,
via the east steps, to the President's OEOB office.

cc: Mr. Stephen B. Bull

Chen

January 22, 1973

MEMORANDUM FOR: MR. BRUCE A. KEHRLI
Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Daily News Summary

Please delete my name from the list of those who daily receive
copies of the President's News Summary.

cc: Mr. Mort Allin

January 18, 1973

ADMINISTRATIVELY CONFIDENTIAL / EYES ONLY

MEMORANDUM FOR: MR. BRUCE A. KEHRLI
Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Miss Gertrude Brown's Salary

Bruce:

Please look into the matter of Trudy Brown's salary. Evidently, when we gave her the grade elevation to GS 13-1, and at the same time deprived her of overtime compensation, we reduced (or barely increased) her monthly pay. That, of course, was not my intention. Her pay should be raised some appreciable amount, keeping in mind the fact that she has done a really outstanding job during her four years on the staff, and that she is one of our most able and trustworthy Staff Assistants.

ADMINISTRATIVELY CONFIDENTIAL / EYES ONLY

CHW

THE WHITE HOUSE

WASHINGTON

January 19, 1973

PERSONAL

MEMORANDUM FOR: MEMBERS OF THE CABINET

SUBJECT: Miscellaneous Items

Here are three notices which will be of interest to you:

- 1) Dress for Inaugural Ceremony - You were given erroneous information in one of my recent memoranda. The correct attire for male Members of the Cabinet during the Inaugural Ceremony will be club coat (not cutaway), white shirt, gray or gray and white striped tie and gray and black or silver and black striped trousers. The President will not be wearing a hat. (Gray vest optional)
- 2) Your arrival at Capitol Hill for the Inaugural Ceremony - When you arrive at the Senate entrance to the Capitol (on the east side of the Capitol), Senate aides will meet you and escort your spouses directly to their seats. You will then proceed (without your spouse) to Room S-216, reporting there by 10:45 a.m.
- 3) Cabinet Meeting - The first meeting of the President's Cabinet, scheduled previously for Wednesday morning, will now be held on Thursday morning, January 25. The session will begin promptly at 10:00.


Alexander P. Butterfield

Deputy Assistant to the President

PERSONAL

Chen

January 19, 1973

PERSONAL

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: David Hoopes

Bob:

I am attaching to this brief note a copy of Dave Hoopes' biographical resume. Frank Herringer's staff has a copy, too ... but I thought that you might want to file it away and perhaps refer to it later if you should decide to move Dave to a Department or Agency.

Attachment

PERSONAL

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January 19, 1973

MEMORANDUM FOR: MR. ROBERT V. DAVISON
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Mr. William H. Hamilton

Here is the Central Files folder of correspondence to and from Mr. William H. Hamilton. His case interests me somewhat because he has called a number of times asking for my assistance in finding him employment in a super-grade position either at Justice or Treasury ... or at Central Intelligence Agency. My interest is aroused because I heard that he left the Commerce Department voluntarily. It is my understanding, too, that he voluntarily left the CIA several years ago.

I would appreciate your enlightening me, if you can, concerning the facts surrounding his Commerce Department departure -- and his efficiency on the job while there. If he's a good man (and he certainly seems to have a wide variety of good experience to his credit), I would like to lend a hand. But if he's a chronic complainer and a thorn in our side, despite his strong pro-Republican leanings, I will exert no efforts on his behalf.

Many thanks for whatever information you are able to uncover.

Attachment

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

January 18, 1973

Carson

FyZ to Bull

MEMORANDUM FOR:

FROM:

ALEXANDER P. BUTTERFIELD *Ay*

SUBJECT:

Telephone Call Recommendations
for the President

Henceforth, telephone call recommendations for the President (the original and four copies) should be submitted directly to Steve Bull rather than to me. He will handle the coordination as I have done in the past, and get back to you within several days concerning disposition.

Distribution

Mr. Peter Flanigan
Mr. Herbert Klein
Mr. William Timmons
Mr. Charles Colson
Mr. Kenneth Clawson
Mr. Richard Cook
Mr. Ronald Ziegler
Mr. Gerald Warren
Mr. William Baroody
Mr. Raymond Price
Mr. William Safire
Mr. Patrick Buchanan
Mr. Kenneth Cole
Mr. Tom Korologos

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MEMORANDUM

THE WHITE HOUSE

WASHINGTON

January 18, 1973

MEMORANDUM FOR: MRS. JEANNE W. DAVIS
NSC Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Foreign Travel Clearances for
Cabinet and Sub-Cabinet Members

Jeanne:

I have not yet been told who will take over the coordination of the foreign travel clearances once I have left the White House staff, but my time is already very short and to date I have put in no more than 90 minutes preparing for my hearings. Thus, I am forced to turn over everything to you -- the book in which the clearance requests are logged, travel plans pending State-NSC coordination and clearance, etc. For the next 7-10 days, I will send everything I receive on this subject directly to you. Your staff can handle the clearances as they normally do, then assume the responsibility of getting word back to those contemplating foreign travel with the approvals and disapprovals. Hopefully, I will have enough time after my hearings to put out a memorandum to Cabinet and Sub-Cabinet members, telling them of the slight change in procedure. I assume that all of this will be taken over by you and your staff officially by that time. If it does not go to you, it will probably go to Bruce Kehrli -- i. e. he will serve in the role which I now serve, that of recipient of the Administration-wide requests and principal coordinator.

Many thanks.

cc: Brig. General Brent Scowcroft
Mr. Bruce A. Kehrli

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

January 18, 1973

MEMORANDUM FOR: MR. DAVID N. PARKER
MR. STEPHEN B. BULL
MR. WILLIAM HENKEL, JR.

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Information to Outgoing Cabinet Members

I spent most of yesterday afternoon talking on the telephone and corresponding in writing with members of the Cabinet. I think that most of those who will serve on the President's Cabinet at the outset of this new year are pretty well up-to-speed with regard to their participation in Inaugural Day activities. Calls have yet to be made, however, to those who will be leaving the Cabinet explaining their part in Inaugural events -- what time they should arrive at the Capitol, where they sit, whether or not they will be escorted, why they were not invited to the "Cabinet Luncheon", how they get from Capitol Hill to the White House, etc.

I really must get out of the business now, I have been putting it off for more than a week and find that in the eyes of Tom Korologos and others on the Congressional Relations staff I am almost inexcusably delinquent in my studies preparatory to the Senate hearing scheduled soon. George Bush should be one of the first persons called, for he has inquired several times about an invitation to the Cabinet Luncheon.

Many thanks for taking this on. Hopefully, Bob Haldeman will designate a Cabinet coordinator within the next day or two.

THE WHITE HOUSE
WASHINGTON

January 17, 1973

China
Sick
To all Cab.
new & old

PERSONAL

MEMORANDUM FOR:

SUBJECT: Miscellaneous Information
for Cabinet Members

In consideration of your recent appointment to the President's Cabinet, I am sending along some materials which, though general in nature, might answer some of your questions with regard to Cabinet membership, meetings, seating, etc. They are:

- 1) The Cabinet - Although most of this data has been extracted from an encyclopedia, I have amended it here and there in the interest of clarifying certain points, and to reflect such significant changes as the 1971 creation of the U.S. Postal Service and the consequent deletion of the Postmaster General from the Cabinet group.
- 2) A Few Brief Historical Notes on the Cabinet - Precisely that. But as you know, almost everything is subject to change. I am thinking now of Cabinet meetings and their frequency. In 1969 the President called 13 sessions of his Cabinet. In 1970 the number of meetings held increased to 15. 1971 was the busy year with 21 such meetings, and in 1972 the total dropped to 11.
- 3) Secretary to the Cabinet (A Brief History) - None of this information pertains to you or to your future participation as a Member of the Cabinet body. It is included only to indicate that there is usually some one individual on the President's staff, designated by him personally, to at

least function as the liaison between the Oval Office and the Members. (As of this moment, I do not know who will replace me in this role.)

- 4) Order of Succession to the Presidency - Only this order of succession is statutory. Membership on the President's Cabinet is not. It may be significant to add here that the order of precedence for protocol purposes is in accordance with the order of succession. Additional Members of the Cabinet are given protocol ranking by the President personally -- and follow, in that order, the Secretary of Transportation.
- 5) Cabinet Table Seating Chart - Seating at the Cabinet Table (or any other table during Cabinet meetings held at locations other than the White House) is in accordance with the order of protocol of the Members. The Vice President sits directly across the table from the President, the Secretary of State to the President's immediate right, the Secretary of the Treasury to the Vice President's immediate right, the Secretary of Defense to the President's immediate left, the Attorney General to the Vice President's immediate left, the Secretary of the Interior to the President's right and next to the Secretary of State, and so on.

Most Cabinet meetings are held in the Cabinet Room in the West Wing of the White House, although two during the first Administration were held at Camp David and one or two at the Western White House in San Clemente. Sessions are very informal, with everyone getting an opportunity to contribute. Several White House staff members attend the meetings, sitting in chairs around the room's periphery. The Chairmen of the Council of Economic Advisers and Republican National Committee attend, too. Meetings average about 1 hour and 20 minutes in duration, despite the President's preference for agenda items which can be presented and discussed within a 1-hour time frame. As a rule there are two or three agenda items -- one of them nearly always being a report on the economy by the Secretary of the Treasury and/or the Chairman of the CEA. The Director of the Office of Management and Budget is heard from frequently with regard to current budget outlooks.

The pattern during the past four years has been as follows:

Agenda Item No. I	15-minute presentation 10-minute discussion
Agenda Item No. II	15-minute presentation 10-minute discussion
Agenda Item No. III	10-minute closing remarks by the President

Time scheduled 1 Hour

I hope this note and its attachments are helpful to you.


Alexander P. Butterfield

Deputy Assistant to the President
And Secretary to the Cabinet

Attachments

PERSONAL

The Cabinet

The Cabinet is a creation of custom and tradition, going back to the First President; and it functions at the pleasure of the President. Its purpose is to advise the President on any matter which may be of particular concern (pursuant to Article II, Section 2, of the Constitution).

The Cabinet is composed of the heads of the eleven federal departments - the Secretary of State, the Secretary of the Treasury, the Secretary of Defense, the Attorney General, the Secretary of the Interior, the Secretary of Agriculture, the Secretary of Commerce, the Secretary of Labor, the Secretary of Health, Education, and Welfare, the Secretary of Housing and Urban Development, and the Secretary of Transportation. Certain other officials of the Executive Branch have been, are now, and in all probability will continue to be accorded Cabinet rank. The Vice President participates in all Cabinet meetings. Others are invited from time to time for discussion of particular subjects. The Cabinet Secretary is designated to provide for orderly handling and followup of matters brought before the attention of the members.

The President and his Cabinet are called the Administration, since they are primarily concerned with the operation of the laws, rather than with the making of them. The President is the head and center of the Administration, possessing all power of direction, short of suspending laws, and usually cooperates with the department heads to enforce the principles of the party in power. There are no gradations of authority, the departments being equal in their subordination. The department heads have no direct power in legislation, and by law are prohibited from being members of a legislative body (Article I, Section 6, paragraph 2 of the Constitution). Hence the privilege of debate and even of personal communication with Congress as a body has been withheld from department heads since early days. Actually the Cabinet was not recognized by congressional statute until 1907.

The Cabinet Members are responsible only to the President, in the sense that they are called to office by him and are subject to dismissal at any time, whereas the President is responsible to the country by popular election. The President very seldom endeavors to direct ordinary department operations. Practical necessity has clothed the secretaries with a measure of authority and discretion. Hence, as department heads, the Cabinet Officers are morally responsible to

Congress and indirectly to the country for the conduct of the affairs of their separate departments. They are liable for censure and impeachment, and conviction on impeachment means removal from office; which also results actually, though not technically, from a vote of censure. Appointments of Cabinet Officers are subject to the approval of the Senate, which is rarely withheld, and the only limitation on the power of removal is consideration of party welfare.

In forming his Cabinet, the President usually endeavors to strengthen his Administration politically, by observing a code of geographical and other rules, distributing his departments to cultivate doubtful sections or to reward party strongholds. In early times a Cabinet changed with the party, but with the developments of the powers of appointment and removal the Cabinet now comes into office with the President and retires with him. Whereas in countries with the cabinet form of government, the ability to debate, personal prestige and political sagacity are usually essential to cabinet appointments, this is not true of the American Cabinet. The President may fill the various portfolios with totally unknown men, in reliance on their unproved abilities without serious risk, and some of these appointments have been eminently successful. The Secretary of State is usually selected with the greatest care, since he is regarded as the head of the Cabinet in prestige; but he has neither the power nor the political influence of the European premier, these residing in the President.

A Few Brief Historical Notes on the Cabinet

- The American Cabinet originated in a clause in the U.S. Constitution ... a clause which simply requires the heads of the executive departments to supply the President with written opinions at his request.
- There were only four executive departments in George Washington's day, so his Cabinet was composed of only four members. They were: Secretary of State, Secretary of the Treasury, Secretary of War (after 1947 called Secretary of Defense), and the Attorney General (head of the Justice Department).
- American Presidents attach varying degrees of importance to the Cabinet and to the deliberations of its members; for example, President Jackson (1829-1837) relied principally on the advice of close friends outside of government. This group was known unofficially as President Jackson's "kitchen cabinet". In more recent times, President John F. Kennedy, like Jackson, met with a small circle of intimate friends for his consultations on the more significant domestic and foreign affairs issues. It is said that he felt more at ease with those few highly-trusted friends than with the larger, more impersonal cabinet group.
- President Eisenhower organized his Cabinet into a policymaking body. It had its own secretariat, its members submitted "position papers" and, in general, it was run much like the National Security Council.
- The Cabinet meets any time the President wishes to call its members together. The intervals between meetings vary considerably. Under President Eisenhower, the Cabinet met about once a week. Under President Kennedy, it met with much less frequency. During the Johnson administration, the Cabinet averaged 1-2 meetings per month; and under President Nixon it meets approximately twice a month.
- The purpose of the Cabinet is primarily "consultation".
- Officials other than the eleven executive department heads can and often do sit in on Cabinet meetings. In fact, a President can give "Cabinet rank" to anyone at all, and look upon that person as a bona fide member of his Cabinet. In other words, the American Cabinet in all ways serves, and is responsible to, the American President.

SECRETARY TO THE CABINET

(A Brief History)

- In the Roosevelt and Hoover administrations, and before, no one served formally or informally as Secretary to the Cabinet.
- During the Truman administration Mr. Matthew J. Connelly, a senior staff member who served principally as Appointments Secretary, sat in on Cabinet Meetings and took fragmentary notes for the President.
- The current concept of the Cabinet Secretary had its origin in the early part of the Eisenhower administration when, on October 19, 1954, Mr. Maxwell M. Rabb was formally commissioned as Secretary to the Cabinet. He held that post until relieved by Mr. Robert Keith Gray on May 16, 1958. Gray served until January 20, 1961.
- President Kennedy made it clear from the outset of his administration that he would not have a Cabinet Secretary, per se. However, the chores one associated generally with the Cabinet Secretary post were handled at first (January 21, 1961 to December 3, 1961) by Mr. Frederick G. Dutton, Special Assistant to the President ... but strictly as an additional duty. Upon Dutton's departure from the White House staff, these Cabinet liaison tasks were taken over by Mr. Timothy J. Reardon. Mr. Reardon worked with the Cabinet throughout the remainder of the Kennedy administration and into the Johnson administration, until February 20, 1964.
- The duties of the presidential assistant associated with the Cabinet were a bit more extensive during the Johnson years than they had been under President Kennedy. Following Reardon was Mr. Horace Busby, Jr., Special Assistant to the President. He attended to Cabinet matters from April 1, 1964 until October 1, 1965.

- Mr. S. Douglass Cater, Jr., Special Assistant to the President, acted as interim caretaker for Cabinet affairs between the time of Busby's departure and Mr. Robert E. Kintner's arrival on April 20, 1966. Kintner was also a Special Assistant to the President and his handling of Cabinet matters was only one of several assigned responsibilities.
- From June 30, 1967 until the end of the Johnson administration, Mr. Charles M. Maguire (at first a Staff Assistant and later elevated to Staff Assistant to the President) carried on for Mr. Kintner.
- On January 21, 1969, at the beginning of the Nixon Administration, Mr. John C. Whitaker was commissioned Secretary to the Cabinet. He was the third person to hold that title officially and to assume the Cabinet liaison duties on a full-time basis ... Messrs. Rabb and Gray being the other two.
- On November 5, 1969 Mr. Whitaker became Deputy Assistant to the President on the staff of Mr. John Ehrlichman, Assistant to the President for Domestic Affairs ... and the assignment as Secretary to the Cabinet was transferred to another Deputy Assistant to the President, Mr. Alexander P. Butterfield.
- Mr. Butterfield continues to coordinate all matters which pertain to or affect the Cabinet as a body. Although the associated duties are in addition to others for which he is responsible, his office is located immediately adjacent (on the west side) to the Oval Office giving Cabinet members assurance of a close liaison with the President.

Order of Succession to the Presidency

(Ref: 3 U.S. Code 19)

The Vice President

The Speaker of the U.S. House of Representatives

The President pro tempore of the U.S. Senate

The Secretary of State

The Secretary of the Treasury

The Secretary of Defense

The Attorney General (Justice Department)

The Secretary of the Interior

The Secretary of Agriculture

The Secretary of Commerce

The Secretary of Labor

The Secretary of Health, Education, and Welfare

The Secretary of Housing and Urban Development

The Secretary of Transportation