

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

January 17, 1973

MEMORANDUM FOR: MR. PATRICK E. O'DONNELL  
MR. WILLIAM HENKEL, JR.

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Inaugural Day Access List

It has just been brought to my attention that our Inaugural Day access list will of necessity be a compilation of lists submitted by those of you who will be serving as project managers. In all probability there are more such people than the two of you ... but I thought I would bring the matter out in the open so that you would be aware of the requirements and pass them on to whoever else should know. There is a lot going on, I know, and few people will feel that they have the time to devote to the development of an accurate access list; but it is something which absolutely must be done. Good security is important always; on Inaugural Day -- and the 2-3 days before and after -- it is perhaps more important than ever.

One of you should ensure that Chief Quimby has the required list, or lists, well in advance of major events which will involve masses of people entering the White House-OEOB complex.

cc: Mr. David N. Parker  
Mr. Stephen B. Bull  
Miss Jane Dannenhauer  
Chief Laurence B. Quimby, EPS

*Dean*

THE WHITE HOUSE

WASHINGTON

January 16, 1973

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

SUBJECT: State Department's Requests for  
USSS Protection for Visiting  
Foreign Dignitaries

Henceforth, please direct your Department's requests for U.S. Secret Service protection for visiting foreign dignitaries to Mr. John W. Dean, III, Counsel to the President. As you may know, I am in the midst of detaching myself from the White House staff.

Alexander P. Butterfield  
Deputy Assistant to the President

cc: Mr. John W. Dean, III

THE WHITE HOUSE

WASHINGTON

January 16, 1973

PERSONAL

MEMORANDUM FOR:

SUBJECT: Cabinet Events - January 20

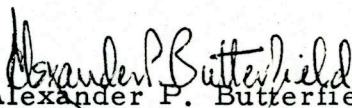
Realizing that little, if any, information has been passed to you concerning Cabinet Member participation in the Inaugural Day activities, I thought I would put in writing what is known at this time, and ask Messrs. Dave Parker, Bill Henkel and Steve Bull of the White House Appointments Office to keep you abreast of significant developments and answer whatever questions may arise in the interim.

On Inaugural Day, Members of the President's Cabinet (for special seating and other purposes involving recognition) will be the Vice President and those persons nominated or designated to serve in Cabinet-level posts as the second term begins, i. e. those to whom this memorandum is being distributed.

Here is the chronology of events in which you will be expected to participate on January 20:

- 10:45 a.m. - Report in the company of your spouse to Room S-216 on the second floor of the Senate side of the Capitol Building. (Dress: Business Suit)
- 11:05 a.m. - Move to the reserved seating section of the Presidential platform in the company of Senate staff escorts. (Spouses are seated in a separate section nearby.)
- 11:30 a.m. - Official Program begins.

- 12:25 p.m. - Official Program concludes. You and your spouse are escorted to a Capitol Hill luncheon to be hosted by Senators Percy and McClellan.
- 1:15 p.m. - You and your spouse are escorted to the motorcade area. (There will be a separate car for each Cabinet Member.)
- 1:25 p.m. - Motorcade departs the Capitol.
- 2:05 p.m. - Motorcade arrives at the Presidential reviewing stand in front of the White House. You and your spouse are escorted to a reserved section.
- 4:00 p.m. - Inaugural Parade ends, and your time is free until commencement of the Inaugural Balls.

  
Alexander P. Butterfield

Deputy Assistant to the President

PERSONAL

Distribution

Secretary Rogers  
Secretary Shultz  
Secretary-Designate Richardson  
Attorney General Kleindienst  
Secretary Morton  
Secretary Butz  
Secretary-Designate Dent  
Secretary-Designate Brennan  
Secretary-Designate Weinberger  
Secretary-Designate Lynn  
Secretary-Designate Brinegar  
Director-Designate Ash  
Counsellor-Designate Armstrong  
Ambassador-Designate Scali

*Allen*

THE WHITE HOUSE  
WASHINGTON

January 15, 1973

PERSONAL

MEMORANDUM FOR:

SUBJECT: Cabinet Meeting

The first Cabinet Meeting of the President's second term of office will be held in the Cabinet Room on Wednesday morning, January 24th. The 1-hour session will begin promptly at 8:30.

*Alexander P. Butterfield*  
Alexander P. Butterfield  
Deputy Assistant to the President

PERSONAL

*Chen*

THE WHITE HOUSE

WASHINGTON

January 15, 1973

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

SUBJECT: USSS Protection for  
Prime Minister Sato of Japan

The Department of State's request for USSS protection for former Prime Minister Sato, during the period of his forthcoming visit to the United States, is approved.

Alexander P. Butterfield  
Deputy Assistant to the President

cc: Dr. Henry A. Kissinger  
Asst. Sec Eugene T. Rossides (Treas)  
Asst. Sec Marshall Green (State)  
Director James J. Rowley (USSS)

THE WHITE HOUSE  
WASHINGTON

January 10, 1973

Dear Mel:

It occurred to me just this morning that I have put nothing to you in writing on the subject of General Brent Scowcroft's absolutely superior performance of duty during the past year as my top Military Assistant.

I recall very well the high recommendation that your Department gave him for this assignment, and our conversations at that time about his many exceptional attributes. So, I am particularly pleased to tell you now, officially, that by commanding in his quiet and efficient way what I know to be an unusually large support organization of rather diverse elements -- and by ensuring safe and comfortable travel for me, and my family and staff, over thousands of miles worldwide -- he has more than lived up to the advance billing. Additionally, he has been a most able chairman of the interdepartmental committee concerned with our Prisoners of War and those listed as Missing in Action. In this capacity, as in several others, he has represented me at the highest levels of government. Then too, as you know, Brent played a key role in the planning of my visits to China and Russia. I am aware of much of what transpired during the trying months preceding each of those major trips, and without doubt his judgments on significant issues proved vital to the successes we were able to achieve.

In short, he is an extremely bright, capable and effective officer of unquestionable integrity -- one of those rare, well-rounded individuals who has the ability to handle

all responsibilities entrusted to him with the utmost tact and skill. It is for this reason, of course, that I have directed his transfer to the post vacated by General Haig -- that of Deputy Assistant to the President for National Security Affairs. It is a position of great importance, and I am fully confident that he will continue to serve with dedication and distinction.

Meanwhile, I strongly urge his promotion to Major General at the earliest possible date. I consider this a matter of high priority and wish that you would so inform Secretary Seamans and General Ryan. The Air Force should be proud indeed that it can lay claim to an officer of Brent's caliber. He represents his Service and his country in the best possible light.

Sincerely,

A handwritten signature in cursive script, appearing to read "Richard M. Nixon", with a long horizontal line extending to the right.

Honorable Melvin R. Laird  
Secretary of Defense  
Washington, D. C.

**RICHARD NIXON PRESIDENTIAL LIBRARY  
DOCUMENT CONTROL SHEET**

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*Chow*

January 10, 1973  
9:00 a.m.

MR. PRESIDENT:

John Connally called last night while  
you and Mrs. Nixon were in the Theater.  
He and Nellie merely wanted to wish  
you a Happy Birthday.

Alex

*Chron*

*rye - S. Bull*

January 10, 1973

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

SUBJECT: Presidential Wedding Gifts for the  
Daughters of the President of the  
Central African Republic

The President has reviewed your memorandum to him of January 8th and approved the wedding gifts suggested for presentation to the two daughters of President Bokassa.

Alexander P. Butterfield  
Deputy Assistant to the President

*Chen*

January 8, 1973

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

Please prepare a Presidential note of congratulations to Coach John McKay of the University of Southern California. You should coordinate the text of the correspondence with Chuck Colson. Details are attached hereto.

Thank you.

Attachment

cc: Mr. Charles W. Colson

Church

January 5, 1973

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR:           MISS JANE DANNENHAUER  
                                  Security Assistant

FROM:                       ALEXANDER P. BUTTERFIELD

SUBJECT:                   Mr. Warren Church (CIEP)

Jane:

Mr. Warren Church will not remain on the CIEP payroll (or the White House payroll) beyond February 6th. Please see to it that the expiration date of his temporary pass is extended through that date.

Thank you.

ADMINISTRATIVELY CONFIDENTIAL

THE WHITE HOUSE

WASHINGTON

January 3, 1973

ADMINISTRATIVELY CONFIDENTIAL/EYES ONLY

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Selection of Military Assistant  
to the President

Bob:

For the following reasons Mel Laird, Brent Scowcroft and I believe that Brent's replacement should be an Air Force rather than an Army officer:

- 1) One of the principal responsibilities of the Military Assistant is the ensuring of safe air transportation for the President and his family and staff; and air travel consumes the biggest part of the Military Assistant's budget.
- 2) If an Army officer is selected, we will have to bring an Air Force Colonel or Lt. Colonel onto the Military Assistant's staff ... and probably get rid of Lt. Colonel Golden in the process. The assignment of an Air Force officer will preclude the necessity for these two shuffles.
- 3) The senior military assistant in Carl Wallace's office at DOD is now an Army Colonel. It would be best if the Military Assistant to the President -- one who deals almost daily with the Military Assistant to the Special Assistant to the Secretary of Defense -- were not a member of the same Service.

Notwithstanding these opinions, we have quietly obtained the personnel folders of six candidates -- three from the Air Force and three from the Army. Rather than bore you with long and detailed sets of personal history and assignment data, let me just say that each has an absolutely

outstanding military record. I happen to know four of them well and have expressed myself rather freely with regard to their characteristics and personalities. These and other information statements, along with photos, are at the tabs as indicated:

- Tab A - Brigadier General Bill Yancy, USAF
- Tab B - Colonel Dick Lawson, USAF
- Tab C - Brigadier General George Sylvester, USAF
- Tab D - Brigadier General John Wickham, USA
- Tab E - Brigadier General Bob Gard, USA
- Tab F - Brigadier General Bill Lemnitzer, USA

Laird and Scowcroft recommend Lawson first, Yancy second and Sylvester third. I strongly recommend Yancy first, Sylvester second and Lawson third.

If you should decide to consider only the Army officers, I would recommend either Wickham or Lemnitzer.

Attachments

ADMINISTRATIVELY CONFIDENTIAL / EYES ONLY

BRIGADIER GENERAL BILL YANCY, USAF

Age: 48

BS - U.S. Military Academy  
MS in International Relations, George Washington University

Now serving on the Air Force's Planning Staff at the Pentagon,  
and about to be transferred to the Joint Staff.

I have known Bill and his wife for about 15 years -- He is conscientious, yet highly flexible and has the sense of humor one needs in a position of this sort -- I spoke to you about him some 18 months ago and recommended then that he be considered the next time we selected a Military Assistant to the President.

COLONEL DICK LAWSON, USAF

Age: 43

BS - Parsons College (Iowa)  
MS in Public Administration, George Washington University

Now serving in the office of the Deputy Chief of Staff of Operations,  
Washington, D. C.

I do not know Lawson, but he is highly recommended by everyone --  
He has spent most of his career in the Strategic Air Command and  
is about to be promoted to Brigadier General (having been selected  
in 1972).

BRIGADIER GENERAL GEORGE SYLVESTER, USAF

Age: 45

BS - U.S. Military Academy  
MS in International Relations, Georgetown University

Now serving in the office of the Deputy Chief of Staff for Tactical Systems Testing and Evaluation, Washington, D.C.

I have known George and his wife for about 8 years -- He was the junior military assistant to McNamara when I worked across the hall for Califano -- He would be right for the job in every way, flexible, understanding, etc., but may be a little senior to assume the post at this time -- He was promoted to Brigadier General in 1970 and is eligible for Major General this month.

BRIGADIER GENERAL JOHN WICKHAM, USA

Age: 44

BS - U.S. Military Academy  
MPA in Public Administration, Harvard University  
MA in Economics and Government, Harvard University

Now serving in the office of the Chairman, Joint Chiefs of Staff,  
Washington, D. C.

I know John and his wife very well -- He was a National War College  
classmate -- Straight-laced -- Little sense of humor -- Seldom  
smiles -- Generally inflexible -- Absolutely top-notch officer --  
A "strictly by the book" man -- Efficiency is his forte.

Photo attached.

BRIGADIER GENERAL BOB GARD, USA

Age: 44 (Will be 45 on Jan 28)

BS - U.S. Military Academy  
MPA in Economics and Government, Harvard University  
PhD in Economics and Government, Harvard University

Now serving in the office of the Army's Deputy Chief of Staff  
for Personnel, Washington, D. C.

I do not know Gard, but understand from Scowcroft that he is on the  
threshold of being promoted to Major General -- Both Brent and I  
feel that he is a bit too senior.

Photo attached.

BRIGADIER GENERAL BILL LEMNITZER, USA

Age: 44

BS - U.S. Military Academy  
MA in Industrial Chemistry, Columbia University

Has worked closely during this term with the NSC staff. Now serving in the office of the Army's Deputy Chief of Staff for Military Operations, Washington, D.C.

I know Bill and his wife very well -- He was a National War College classmate -- He is bright and flexible, with a sense of humor -- Although he would serve very well as Military Assistant to the President -- I rate him 4th or 5th in the overall lineup

*Chen*  
*cc Ed Margan*

THE WHITE HOUSE  
WASHINGTON  
January 3, 1973

ADMINISTRATIVELY CONFIDENTIAL

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

SUBJECT: U. S. Secret Service Protection for the  
Deputy Prime Minister of Greece

The Department of State's request for U. S. Secret Service protection for Deputy Prime Minister Pattakos, during the period of his forthcoming visit to the United States, is approved.

This request was brought to my attention telephonically only moments ago by Mr. Ruwe -- but there is no need for a memorandum to follow. It is my understanding that Deputy Prime Minister Pattakos will be arriving in New York at 1:00 p.m. Thursday, January 4, and proceeding on to Washington, D. C., arriving here at 5:30 p.m. If present plans are followed, he will be staying at the embassy residence of the Greek Ambassador, and departing the country on Saturday, January 6th.

Alexander P. Butterfield  
Deputy Assistant to the President

- cc: Dr. Henry A. Kissinger  
Asst. Sec. Joseph J. Sisco (State)  
Asst. Sec. Eugene T. Rossides (Treas)  
Mr. L. Nicholas Ruwe (State)  
Director James J. Rowley (USSS)

ADMINISTRATIVELY CONFIDENTIAL

*Char*

January 3, 1973

MEMORANDUM FOR: MR. CHARLES F. ROTCHFORD  
Manager, White House Area  
General Services Administration

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Oval Office Door Repair

Charlie:

The opening and closing of the west door to the Oval Office is far more noisy now than it used to be. I would appreciate your having someone look at it today. I will call you as soon as the President moves to his OEOB office ... if he does.

Thank you.

Chen

January 2, 1973

PERSONAL

MEMORANDUM FOR: MR. H. R. HALDEMAN  
FROM: ALEXANDER P. BUTTERFIELD  
SUBJECT: Termination of Duties

Bob:

Each day I find that I have more and more to learn about FAA before my confirmation hearings. Therefore, I would like to suggest this coming weekend as the appropriate time to begin Steve Bull's period of transition. I could work with him for a few days -- then hole up someplace in the OEOB and attend to my studies and scheduled calls on various members of the Senate Commerce Committee .

The attached list of my current duties and responsibilities (extracted from the booklet I prepared at your earlier instruction) bears my written comments with regard to who should assume what ... and why.

I will do what I can to find a home in the Administration for Dave Hoopes. Toni Sidley, my secretary, has been at loose ends too. She wants very much to remain here in proximity to the Oval Office where she knows the routine so well, but if that is not in the cards I will see what might be done toward placing her in Anne Armstrong's office -- or possibly with Gerry Warren or Brent Scowcroft. It is an uneasy time for people working for principals who are being moved, and the sooner they can be told what is happening and whether or not they can look forward to remaining in their present or similar jobs, the better.

Attachment

PERSONAL

Bob - These hand-written comments have been coordinated closely with Bruce Kehrl. We agree in all areas except that of Cab liaison. I'll withhold info copies for John Dean + Steve Bull until I hear from you.

HOW DO YOU DEFINE YOUR CURRENT JOB?

WHAT IS ITS OBJECTIVE?

A  
Jan 5

I define my assignment as Deputy Assistant to the President in several ways, depending upon the occasion, for the duties and responsibilities are rather diverse. Perhaps the best concise description of the role is:

Principal Deputy to H. R. Haldeman  
in the supervising and coordinating  
of all elements associated with  
Presidential activity and support.

Functionally, I operate as a personal assistant to the President, i. e., as a member of his personal staff, as opposed to one who serves on his Domestic Affairs, National Security Affairs, Congressional Relations or International Trade Policy staff.

Then, additionally and quite apart from office supervisory and liaison work, I serve as Secretary to the Cabinet ... but without holding that title in any official way.

Specifically, the separate routine duties and responsibilities are these:

- 1) Serve as alternate to H. R. Haldeman, Assistant to the President. This involves:
  - (a) Responding to spontaneous Presidential queries. (Bull)
  - (b) Following up on Presidential action requests. (Kehrl)
  - (c) Reviewing and discussing with the President schedule proposals forwarded from the Appointments Office, and passing back to Nell Yates whatever decisions are made. (Bull)

{ KEHRLI  
&  
BULL

- (d) Advising on possible courses of Presidential action -- but only as a rule when the options pertain to personal, household, social and other such generally non-substantive matters. (Ball... unless a project +/or work order is required, then Kehrlí)
- (e) Traveling with the President as the senior member representing the personal staff. ? (To date these travels have included only trips to Camp David, Key Biscayne, New York and other U.S. cities in proximity to Washington, D.C.) (Perhaps Bull; perhaps Parker; perhaps no one)
- (f) Issuing to senior officials of the Federal Departments and Agencies, and to members of the White House and other Executive Office staffs, directives, action requests, announcements, etc. ... as appropriate. (Kehrlí)

2) Supervise the operation of the Staff Secretariat. In practice this involves very general, essentially indirect, supervision, for the Staff Secretary is the hub around which all White House Office administration revolves. Many facets of his work cannot be supervised in any strict sense of the word. Certain other facets are generated, and thus supervised directly, by H.R. Haldeman. I do, however:

{ KEHRLI ALONE... W/H AS ULTIMATE SUPERVISOR

- (a) Oversee the manner in which materials destined for the President's desk are coordinated and prepared for forwarding. (H)
- (b) Receive from the Staff Secretary and/or H.R. Haldeman's office all papers going to the President; put such materials before the President at the proper times; then retrieve and stamp the papers ("The President has seen ...") and ensure their timely return to the Staff Secretary for whatever follow-up actions might be required prior to filing. (Ball)
- (c) Review and approve monthly White House Budget Summaries. (Kehrlí in coord w/H)

\* Perhaps set up specific 3-5 minute periods (2 per working day) during which Kehrlí goes in for signing, etc; other times, Ball

- (d) Review and approve, prior to forwarding to H. R. Haldeman, the quarterly White House Budget and Personnel report. (Kehrli in coord w/H)
- (e) Maintain final approving authority on all other matters not of special interest to H. R. Haldeman. (H)

Note: See separate Assignment Book submitted by Bruce Kehrli, Staff Secretary. A copy of the "duties" portion of Mr. Kehrli's book is at Tab 1.

- (3) Supervise the operation of the Security Office. This involves direct supervision on an almost daily basis. It involves also:

} DEAN

- (a) Making the final determinations concerning security clearances of all candidates for nominations for Presidential Appointments.

Note: See separate Assignment Book submitted by Trudy Brown, former Staff Assistant (Security), for Jane Dannenhauer, recently assigned. A copy of the "duties" portion of this book is at Tab 2.

- (4) Supervise the operation of the <sup>\*</sup>Office of Presidential Papers. This involves direct supervision on an almost daily basis. (This particular office is staffed by detailees from other agencies -- eight from GSA and one from VA.)

} DEAN  
RE LEGAL  
ASPECTS,  
BUT  
KEHRLI  
FOR  
GENERAL  
DAY-TO-DAY  
SUPERVISION

Note: See separate Assignment Book submitted by John Nesbitt, Staff Assistant and Chief Archivist. A copy of the "duties" portion of Mr. Nesbitt's book is at Tab 3.

\* I think Trudy Brown's newly organized office of Special Files should be called Office of Presidential Papers, for that's precisely what it is.  
Nesbitt's Shop should be Office of Presidential Diary or something similar.

- 5) Supervise the operation of the Office of Special Files.  
This involves direct supervision on an almost daily basis.

Note: See separate Assignment Book submitted by Trudy Brown, Staff Assistant. A copy of the "duties" portion of Miss Brown's book is at Tab 4.

DEAN  
RELEGAL  
ASPECTS  
AND  
KEHRLI  
FOR ALL  
ELSE

- 6) Supervise the work of the Presidential Receptionists.  
This involves direct supervision on an almost daily basis.

Note: See separate Assignment Book submitted by Shelley Buchanan, Receptionist/Secretary. A copy of the "duties" portion of Mrs. Buchanan's book is at Tab 5.

KEHRLI

- 7) Responsible for the smooth running of the President's scheduled activities throughout each day that he is in Washington, D. C. or at the Western White House in San Clemente. This involves:

BULL

- (a) Making the final inspection each morning of the Oval Office, the small adjoining private office and the Cabinet Room -- or of the President's Western White House Office -- for proper positioning of furniture and appointments, and for orderly appearances.
- (b) Ensuring that maintenance personnel and ushers have set the clocks, filled the pens, serviced the dictaphone, etc.
- (c) Meeting at 2:00 p.m. (almost) daily with representatives of the Press Office, the Executive Protective Service, the Speech Writers Office, the Staff Secretary's Office, the White House Photographers Office and the Appointments Office to review each detail of the following day's Presidential schedule.

(d) Ensuring, according to standard format, the preparation and completion of briefing papers for each Presidential event, regardless of its planned duration and the degree of its complexity; delivery of the original papers to the President's desk, and distribution of nine copies of each to certain interested offices and personnel.

(e) Keeping in close touch throughout each day with Steve Bull who, although a member of the Appointments Office, reports directly to me on all matters relative to implementation of Presidential events.

Tom Hart

(f) Responding quickly and adjusting appropriately to contingencies.

8) Serve as the prime point of contact, or principal liaison, between the Office of the President, or the President personally, and eight White House staff offices and other organizational elements. This involves continual liaison activity as well as meeting with a representative of each of them at least weekly. Discussion sessions cover such things as operational procedures, problems being encountered, solutions, improvements, etc. The aforementioned "eight White House staff offices and other organizational elements" are:

SEE  
BELOW  
↓

(a) U.S. Secret Service's Presidential Protective Division and Technical Security Division (usually Bob Taylor and Al Wong, respectively -- although the latter has just been replaced by Lou Sims).

{ PARKER &/OR  
BULL FOR  
TRAVEL;  
DEAN FOR  
ALL ELSE

(b) Executive Protective Service (usually Vince Mroz, USSS's Deputy Assistant Director in charge of EPS matters).

{ DEAN ... OR  
POSSIBLY  
KEHRLI  
???

(c) Curator (Clem Conger). { KEHRLI

(d) Chief Usher of the Executive Residence (Rex Scouten). { KEHRLI

?

(c) Military Assistant to the President (Brigadier General Brent Scowcroft).

} KEHRLI

(f) Office of White House Visitors (Mike Farrell)

} KEHRLI

(g) Director of the First Lady's Staff (Connie Stuart)

} BULL

(h) White House Social Secretary (Lucy Winchester)

} BULL

9) Serve as single point of contact for notification by Cabinet and Sub-Cabinet Members of all of their proposed foreign travel plans. This involves speaking for the President. The procedures are:

} K-STAFF;  
PROBABLY  
THE NSC  
STAFF SEC'y

(a) Receiving and logging-in proposed itineraries at an average rate of eight per week, writing and attaching cover memoranda addressed to the NSC Staff Secretariat and forwarding the information with minimum delay.

(b) Receiving written evidence of NSC's coordination with the State Department on the itineraries and official business matters to be conducted with foreign governments, as well as the approvals of both organizations -- then logging this data in the master travel record book maintained in this office.

(c) Stamping the travel clearances on the original itineraries, or indicating which portions are objectionable and thus disapproved, and returning them to the senior Administration officials from whom they came.

10) Serve as single point of contact, or principal coordinator, on all matters concerning Presidential representation at significant ceremonies and other events. This involves speaking for the President. The procedures are:

(?)

} WHOEVER  
ASSUMES  
CAB SEC'y  
OR CAB  
LIAISON  
ROLE  
???

(a) Determining, in the President's behalf, the propriety of designating and sending one or more representatives.

- (b) Authorizing and designating appropriate personnel (usually from the Cabinet, Sub-Cabinet or White House staff) as single representatives of the President, or as members of Presidential delegations.
  - (c) Authorizing and ensuring the timely writing and dispatching of Presidential letters of sympathy, congratulations, etc., when appropriate.
  - (d) Authorizing and ensuring the timely preparation and sending of Presidential floral arrangements, when appropriate.
  - (e) Authorizing whatever special transportation arrangements might be required.
  - (f) Informing the Staff Secretary, Military Assistant and Press Office of pertinent details.
  - (g) Authorizing and ensuring the writing and dispatching of Presidential letters of thanks to those who serve as personal representatives of the President.
- 11) Serve as single point of contact, or principal coordinator, on all matters concerning the assignment of U.S. Secret Service protection to visiting foreign dignitaries ... and special assignments of EPS personnel. This involves speaking for the President. The routine procedures are: } DEAN
- (a) Receiving from the Chief of Protocol at the Department of State requests for USSS protection of senior foreign dignitaries scheduled to visit the U.S. (Normally, I receive along with these requests some information about the purposes and durations of these stays, as well as recommendations by the Chief of Protocol concerning the propriety of the President's authorizing the special protection.)
  - (b) Discussing the pros and cons of the authorizations with Dr. Kissinger and/or his Deputy, and with the Assistant Secretary of the Treasury for Enforcement.
  - (c) Making final judgments for the President and informing the Chief of Protocol, in writing, of decisions rendered.

- (d) Discussing special EPS assignments with the Assistant Secretary of the Treasury for Enforcement.
  - (e) When appropriate, authorizing special EPS assignments.
- 12) Serve as single point of contact, or principal coordinator, on all matters concerning the President's exchanges of State gifts. This involves speaking for the President. The routine procedures are: } BULL
- (a) Determining on the President's behalf which gifts suggested by the Chief of Protocol would be most appropriate for presentation to Chiefs of State and Heads of Government who will be exchanging gifts with the President here in Washington, or in their own countries.
  - (b) Informing the Chief of Protocol in writing of the gift or gifts selected ... or simply approving in writing the gift or gifts recommended.
  - (c) Reminding the President and First Lady by separate correspondence -- and in a timely fashion, certainly prior to a State Dinner -- of the descriptions of the gifts that were presented and received.
- 13) Serve as single point of contact, or principal coordinator, on all matters concerning the lowering of the U.S. flag to half-staff over federal buildings, aboard Naval vessels, at U.S. embassies and missions overseas, etc. This involves speaking for the President. The routine procedures are: } KEHRLI
- (a) Determining on the President's behalf the appropriateness of lowering the U.S. flag to half-staff on certain occasions (e.g. the death of a senior government official or other distinguished personage). If convenient for the President, the matter might first be discussed with him. Generally, it is not. (I should mention here that the course of action with regard to the lowering of the U.S. flag to half-staff

on the occasion of the death of many senior government officials is covered by Executive Orders already in force.)

- (b) Informing the Chief Executive Clerk who in turn ensures the preparation of the required Executive Order.
- 14) Serve as single point of contact, or principal coordinator on all matters concerning the assignment of military aircraft for Presidential, or "White House-directed", missions. This involves speaking for the President. The routine procedures are: } KEHRLI
- (a) Authorizing on the President's behalf military air transportation for certain purposes.
  - (b) Informing the Military Assistant to the President of decisions made.
- 15) Serve as single point of contact, or principal coordinator, on all matters concerning the official closing of federal buildings. This involves speaking for the President. The routine procedures are: } KEHRLI
- (a) Determining on the President's behalf the propriety of closing all executive departments, independent establishments, and other governmental agencies, including their field offices, on certain occasions (e.g. the day of death and/or interment of a former U.S. President). If convenient for the President, the matter might first be discussed with him. Generally, it is not.
  - (b) Informing the Chief Executive Clerk who in turn ensures the preparation of the required Executive Order.

- 16) Serve as single point of contact, or principal coordinator on all matters concerning the early release of Washington area federal employees. This involves speaking for the President. The routine procedures are: } KEHRLI
- (a) Determining on the President's behalf the propriety of an early release from work for Washington area employees because of special circumstances (e.g. a sudden heavy snow which threatens to badly snarl traffic and create hazardous driving conditions).
  - (b) Informing the Chief Executive Clerk who in turn informs designated officials at GSA and CSC.
- 17) Serve as single point of contact, or principal coordinator, on all matters concerning Presidential telephone call recommendations. This involves: } BULL
- (a) Receiving the originals and four copies of the recommendation sheets directly from recommending White House and certain other Executive Office staff members.
  - (b) Discussing with Chuck Colson, via telephone, the merits of each recommendation; indicating in the upper right-hand corner of the "originals" only his concurrence or nonconcurrence; forwarding the (original) sheets to H. R. Haldeman; then placing in a "hold" file all copies.
  - (c) Receiving from Mr. Haldeman those recommendations which he, too, has approved and forwarding them to the President for consideration.
  - (d) Receiving the recommendation sheets from the President and notifying the originators and other interested personnel (Messrs. Ziegler, Colson and Chapin), by way of hand-written notes on copies of the original recommendations, of the actions taken.

- 18) Serve as principal adviser to White House and Signal telephone switchboard operators on the handling of each incoming call to the President. (Steve Bull serves as alternate adviser.) This involves:

BULL AND HART (2)

On second thought, I think the alternate must be Hart, eventually.

- (a) Receiving and responding quickly to an average of 20-25 inquiries per week concerning actions to be taken on incoming telephone calls to the President.
- (b) Reviewing every morning the President's "telephone calls" log for the previous day, and following up on those incoming calls which were not completed or properly acknowledged.

- 19) Provide secretarial support to the President while he is at Camp David, Key Biscayne or other rest areas. This involves:

BULL

- (a) Selecting from among ten designated, totally loyal and trustworthy, senior secretaries who work daily at the White House in proximity to the President the one or two or three who will, one at a time, be on duty with the President at Camp David, Key Biscayne or other rest area during weekends and other periods. (The ten specially designated secretaries are: Rose Woods, the President's Personal Secretary; Marje Acker; Nell Yates; Bev Kaye; Pat McKee; Toni Sidley; Sally Inge; Terry Decker; Dianna Gwin and Shelley Buchanan.)

Rose - seldom goes

Marje - goes only w/Rose (Jus for)

Nell - OK

Bev - OK

Pat - OK if H goes; otherwise very doubtful

Toni - scratched from list although P used to seeing her & she is top sec'y.

Sally - enjoys C.D. & good cooperative sec'y, but scratched from list. Has already been to C.D. three times.

Terry - probably leaving WH staff

Dianna - enjoys C.D. & good sec'y, but scratched from list. Has already been to C.D. twice.

Shelley - knows P well; scratched from list.

- (b) Keeping a record of the extra duty time served by each of these ladies, and ensuring fairly equal distribution of these special assignments ... i.e. to the extent that the President's specific instructions will allow.

- 11 -

\* Larry just scratched Toni, Sally Inge, Dianna and Shelley which is too bad, in my opinion, for it means really that when you are not with the President Pat will not be considered - resulting in Nell & Bev sharing the extra duty burden (& Nell, who is married, could well have commitments).

20) Inform the Press Office in timely fashion of all unscheduled events which involve the President, and which may be newsworthy. This involves:

} Bull

- (a) Passing the information, by telephone or memorandum, to Jerry Warren or Neal Ball. (Examples of Presidential actions which might be reported are: 1) The President has just instructed the Department of Defense to provide a military aircraft to transport former Speaker McCormack from Boston to Washington to attend the Truman Memorial Service; 2) This afternoon, as the 93rd Congress began its initial session, the President received the traditional telephone calls from Senate and House Leaders. He spoke to Senators Mansfield and Scott at 1:35, and to Representatives Ford and O'Neill at 3:10.)
- (b) Passing the same information to others on the staff who may have an interest -- e.g. Bill Timmons, Herb Klein, Chuck Colson, Bill Safire, etc.

21) Serve in special liaison capacity between the President and the First Lady. This particular role is apart from that mentioned in paragraph 8(h) page 6. It involves such things as:

} BULL  
USUALLY,  
BUT IN  
ONE INSTANCE  
POSSIBLY  
KEHRLI

- (a) Discussing with the President all proposed social event scenarios after they have been approved by the First Lady, indicating on the scenario forms any changes the President wants made, and returning all necessary information to the Social Secretary for final typing and distribution. (Bull)
- (b) Reviewing and attempting to resolve with both the President and First Lady such issues as minor Executive Residence renovations, Executive Residence staff changes, selections of official individual and family photographs, selections of official entertainment for social events, selections of new pieces of furniture, selections of gifts for

official and unofficial occasions, selections of menu items for White House dinners, changes in ceremonial procedures, etc. (Bull)

(c) Keeping the First Lady (and the Director of her staff) apprised of Presidential events which will require her participation. (Bull)

(d) Keeping the First Lady (and the Director of her staff) apprised of each action taken in her name by the President ... (e.g. notes of condolence sent to next of kin of persons deceased; flowers sent to funeral services and to those who are ill; etc.) (Bull or Kehali. To be coordinated)

22) Maintain current inventory of the President's personal wines. This involves:

(a) Keeping the most recent inventory on hand in my office. } BULL

(b) Obtaining from Rex Scouten, Chief Usher at the Executive Residence, an inventory of the President's personal wines at the end of each month.

23) Maintain master record of the President's personal contacts with distinguished foreign personages. This involves: } BULL

(a) Keeping the red master book on hand in my immediate office.

(b) Ensuring that this master book, or at least a copy, is aboard the President's plane whenever he travels to a foreign country.

(c) Ensuring that the NSC staff updates the master book, as well as the three copies (held by the NSC Staff Secretariat, Rose Mary Woods and the Office of Presidential Papers), at the end of each month, and within three days after the President returns from a visit to a foreign country.

24) Maintain master record of all of the President's contacts, personal and otherwise, with Cabinet and Sub-Cabinet members. This involves:

} KEHRLI

- (a) Keeping the master book in my office.
- (b) Ensuring that the Chief Executive Clerk updates this master computer printout, as well as the three copies (held by Dave Hoopes, Rose Mary Woods and the Office of Presidential Papers), at the end of each month.

?

25) Function as Secretary to the Cabinet. This involves:

} MUST BE CAREFULLY CONSIDERED BY H

- (a) Discussing agenda proposals with Cabinet and certain senior White House staff members, and preparing same in memorandum form for the President's review and consideration. (Probably Bull)
- (b) Preparing Cabinet Meeting briefing papers for the President based on the decisions he made after reviewing agenda proposals. (Probably Bull)
- (c) Ensuring timely notification to Cabinet Members of Cabinet Meeting information. (Could be Bull)
- (d) Making Cabinet Meeting arrangements -- e.g., transportation (when meetings are held at locations other than the White House ... e.g. Camp David, San Clemente, etc.), access lists, training aids, special seating, etc. (Probably Bull)
- (e) Ensuring that Minutes of the meetings are recorded either by Ray Price or a designated alternate. (Could be Bull)
- (f) Following up personally to ensure that appropriate and timely action is taken on all requests made by the President during the meetings. (Probably Kehrl)
- (g) Relaying directly to Members of the Cabinet, by telephone or mail, special and often highly personal and/or sensitive Presidential messages. (Cabinet Sec'y or whoever senior liaison might be)

I believe that we are it to Cab Mbrs to designate fairly Senior staff member to serve as their pt of contact for Cab matters.

\* Bruce Kehrl feels that he could handle this & probably should.

- (?) (h) Keeping Cabinet Members advised of the President's plans, when appropriate. (Could be Bull or Kehrlis)
- (?) (i) Ensuring that Cabinet Members keep the White House telephone switchboard advised of their precise whereabouts when out of the local area. (This requires continual reminders.) (Could be Bull or Kehrlis)
- (?) (j) Maintaining records on Cabinet Members -- to include general biographical data, dates of birthdays and Senate confirmations of their appointments, occasions on which each has officially represented the President, etc. (Could be Bull or Kehrlis)
- OK (k) Arranging plans for ~~presentations~~ presentations of Cabinet chairs to departing Cabinet Members. (Bull)
- OK (l) Coordinating with GSA, departing Cabinet Members and their staffs on the matters of chair purchases and deliveries. (Kehrlis)
- (?) (m) Assisting and advising Cabinet Members (and at times their spouses and families) in miscellaneous ways, both officially and unofficially. \* (Cab Secy or whoever senior liaison might be.)
- (n) Answering letters from the public which relate directly or indirectly to meeting procedures, membership, etc. \* (Cab Secy or whoever senior liaison might be; or possibly Correspondence thru Kehrlis)
- 26) Attend to special classified and/or highly sensitive projects of particular interest to the President. This involves:
  - (a) Taking actions as directed.
  - (b) Keeping the President and/or H. R. Haldeman informed of significant developments.

{ BULL +/OR  
KEHRLI

\* Bruce Kehrlis feels that he could and probably should handle this, I defer to your judgement

Chen

January 2, 1973

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

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Authorization for Limousine Transportation

Please be prepared to provide White House limousine transportation for Mr. and Mrs. Clifton Daniel during the period of their forthcoming stay in Washington, D.C. The couple will be residing at Blair House during the approximate period, January 4-5. A precise itinerary will follow.

Thank you.

C.A.S.

January 2, 1973

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

FROM:                       ALEXANDER P. BUTTERFIELD

SUBJECT:                   Authorization for  
                                  Military Air Transportation

Please provide military air transportation for former Speaker of the House of Representatives John McCormack in accordance with the following schedule:

Jan 4    From Boston, Massachusetts to  
          Andrews Air Force Base

Jan 5    From Andrews Air Force Base  
          to Boston, Massachusetts

Mr. Dick Cook should serve as your principal point of contact. He will be giving you a more accurate schedule.

Thank you.

cc:       Mr. Richard Cook

Chen

January 2, 1973

Dear Bob:

Although the nature of your business here in my office last week came as quite a surprise, I was of course glad to see you once again -- and delighted, too, to meet Mr. Katz. If my nomination is approved by the Senate late this month, or in February, I probably will be seeing more of him ... and learning more of Xonics' interesting developments. I certainly hope so. Meanwhile -- until confirmation is a reality -- I simply cannot, with propriety, intercede.

With best wishes for the New Year,

Sincerely,

Alexander P. Butterfield  
Deputy Assistant to the President

Mr. Robert K. Gray  
Hill and Knowlton, Inc.  
One McPherson Square  
Vermont at K Street  
Washington, D.C. 20005

PF

January 2, 1973

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. H. R. HALDEMAN  
FROM: ALEXANDER P. BUTTERFIELD  
SUBJECT: Brent Scowcroft's Request  
for an Appointment

Bob:

Brent Scowcroft has not asked me to help him get an appointment with you ... but I'm sure the subject was on his mind when he spoke to me earlier today. He said that he's been trying to see you for some time, and that he's come close but never quite made it. He needs only 6-8 minutes -- preferably on Wednesday or Thursday, January 3 or 4. I think he wants to discuss briefly his new job which no one has talked to him about in any official way. Henry mentioned the "possibility" of his replacing Haig, but it was done in a very informal and offhand manner some six weeks ago; and recently Haig and Larry have talked to him on the telephone as though the reassignment were a fait accompli.

ADMINISTRATIVELY CONFIDENTIAL

*Chun*

*see Emory*

THE WHITE HOUSE  
WASHINGTON

January 2, 1973

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

SUBJECT: USSS Protection for  
Vice President Yen Chia-kan

The Department of State's request for U. S. Secret Service protection for Vice President Yen Chia-kan of the Republic of China, during the period of his forthcoming visit to the United States, is approved.

Alexander P. Butterfield  
Deputy Assistant to the President

cc: Dr. Henry A. Kissinger  
Asst. Sec. Eugene T. Rossides (Treas)  
Mr. L. Nicholas Ruwe (State)  
Director James J. Rowley (USSS)

C. W. W.

January 2, 1973

**MEMORANDUM FOR:** MR. STEPHEN B. BULL  
**FROM:** ALEXANDER P. BUTTERFIELD  
**SUBJECT:** Presidential Secretaries

**Steve:**

**Here is the list of secretaries with whom the President will work:**

- 1) Rose Mary Woods
- 2) Marje Acker
- 3) Terry Decker
- 4) Bev Kaye
- 5) Nell Yates
- 6) Sally Inge
- 7) Toni Sidley
- 8) Pat McKee
- 9) Shelley Buchanan
- 10) Dianna Gwin

**To the extent possible, we should shoot for equal distribution among these ladies of weekend and holiday work loads... even though the President is most familiar with Rose, Marje, Bev, Nell and Pat.**