

chron
February 26, 1973

Dear Shelley and Sally:

This is just a short note to verify the fact that (despite appearances) I am leaving the White House staff within 7-10 days, and that although you attend to your receptionist and secretarial duties ably and rather independently, Steve Bull will serve henceforth as your immediate supervisor. As you may know, he has just moved into the office which I occupied.

Thanks very much for the consistently outstanding work, and for always complying with willingness when we were forced to deviate from the day-to-day routine and take on late evening and weekend projects.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Mrs. Shelley S. Buchanan
and Miss Sally L. Inge
The White House
Washington, D. C.

February 26, 1973

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. BRUCE A. KEHRLI
Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Miss Jane Dannenhauer, Staff Assistant
for Security

Bruce:

Now that Jane Dannenhauer's employment probation period is over, I would like her promoted to the 13-1 or 13-2 level, without payment of overtime, in accordance with our earlier agreement. I doubt that this action will benefit her in terms of an increase in pay ... but it will give her a Staff Assistant rating. Additionally, she should be given a Staff Assistant Certificate -- the kind we gave out to so many of our people some 3-5 months ago.

Finally, if she is not now on one of our Staff Mess membership lists, she should be.

I will appreciate your attending to these matters this week.

Many thanks.

ADMINISTRATIVELY CONFIDENTIAL

February 26, 1973

Dear Rex:

This is just a short note to verify the fact that (despite recent appearances) I am leaving the White House staff within 7-10 days, and that Steve Bull will be serving henceforth as your point of contact with the West Wing. As you may know, he has just moved into the office which I occupied.

Thanks very much for being such a great person to do business with. You and those who work for you have never failed to assist and cooperate to the fullest extent when called upon.

I hope I will be seeing you from time to time.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Mr. Rex Scouten
Chief Usher
The White House
Washington, D. C.

Cham

February 15, 1973

MEMORANDUM FOR: MR. LARRY HIGBY

FROM: ALEXANDER BUTTERFIELD

SUBJECT: Correspondence to
Members of the Cabinet
Concerning Dave Parker's
New Role

Larry:

Here is a draft memorandum saying essentially what I would say if I were notifying the Cabinet of Dave Parker's selection as their new point of contact for matters involving Cabinet activities and speaking engagements. I think, however, that Dave would like Bob to do the honors. That being the case, you may want to modify the text in accordance with Bob's style.

There is some need for this to get out right away, so let me know of the decision.

Many thanks.

DRAFT

MEMORANDUM FOR:

MEMBERS OF THE CABINET

SUBJECT:

Cabinet Liaison

While in California this past weekend, the President talked to me about the Cabinet liaison role which I am in the process of vacating, and of his decision to assign the duty to Mr. David Parker, his Appointments Secretary.

If you know Dave already, as most of you do, you will agree with me that the selection is particularly appropriate. A Special Assistant to the President, he is responsible for all scheduling of Presidential and First Family events, and for direction of the Administration's spokesman program. He is an especially capable person - courteous at all times and willing to assist when he can - and I know that you and your staffs will enjoy working with his office.

Mr. Parker's telephone numbers are: 456-2638 and 456-2639.

Alexander P. Butterfield
Deputy Assistant to the President

Cham

February 15, 1973

MEMORANDUM FOR:

MR. JERRY JONES

FROM:

ALEXANDER P. BUTTERFIELD

SUBJECT:

Dr. Alphonse Miele

Jerry:

I am writing this short note to bring to your attention Dr. Alphonse Miele who is currently President of a small college in or around Albany, New York. He is quite an exceptional fellow and a staunch Republican and Nixon supporter. As I recall, I sent his resume to Dan Kingsley (or Harry Flemming) sometime in 1970, along with a strong recommendation that we look carefully at him prior to selecting all of our sub-Cabinet officials at the outset of the President's second term. Perhaps it would be worthwhile to pull his file and review it. He is on record as a volunteer for government service - preferably, ^{but} not necessarily, at HEW.

Let me know what you think we can do with him.

Many thanks.

Chen

February 14, 1973

Dear Mr. Dwyer:

You were kind enough recently to send me a copy of your February 7 letter to Mr. Robert P. Grunwald of the Harwald Company in Evanston. As you may recall, Mr. Grunwald had used Senator Percy, Ambassador Rumsfeld and me as references in his quest for a loan.

The purpose of this letter, therefore, is to advise you that I know Mr. Grunwald only by way of several long-distance (Chicago to Washington, D. C.) telephone conversations back in 1970 -- and perhaps 2-3 in 1971. All of these conversations were brief and resulted from my taking calls placed by unknown persons to the President. If my memory serves me well, Mr. Grunwald followed the President's actions very closely for some 18-24 months. His calls to the White House -- usually placed after major Presidential television speeches and significant Presidential announcements -- were made for the purpose of voicing support and/or criticism. In the course of my very first talk with Mr. Grunwald, he took my name and thereafter -- at irregular intervals, but on the average of once every month for nearly a year-and-a-half -- he sent letters to the President addressed to my care.

I tell you this short story simply to make clear the fact that no pressure whatever against your SBA office would have been applied by this office on behalf of Mr. Grunwald's loan request.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Mr. Robert A. Dwyer
Regional Director, U.S. Small
Business Administration
Midwestern Regional Office (Region 5)
219 South Dearborn Street
Chicago, Illinois 60604

cc: Mr. David A. Wollard, Associate Administrator for Financial Assistance, Small Business Administration, Washington, D. C.

February 7, 1973

MEMORANDUM FOR: MISS JANE DANNENHAUER
Security Assistant

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Access for Mr. Louis J. Churchville

Jane:

Please enter the name Louis J. Churchville on the White House/
OEOB complex access list for the period February 8-23.
Mr. Churchville is now with the Office of Equal Opportunity, but
will be working with me during the aforementioned dates in both
my White House and OEOB offices.

Thank you.

cc: Mr. Louis B. Sims
SAIC, TSD, USSS