

THE WHITE HOUSE

WASHINGTON

April 10, 1970

FOR Steve Bull

FROM Will Kriegsman



Per your request, attached is a complete schedule of events for Apollo 13. I have marked the significant events of the 15th and 16th on pages 19-21.

Launch Events

Time			Event	Altitude Feet	Velocity Ft/Sec*	Range Naut. Mi.
Hrs.	Min.	Sec.				
00	00	00	First Motion	198	0	0
00	01	23	Maximum Dynamic Pressure	42,139	1,600	3
00	02	15	S-IC Center Engine Cutoff	139,856	5,120	24
	02	44	S-IC Outboard Engines Cutoff	218,277	7,775	51
00	02	45	S-IC/S-II Separation	220,576	7,804	52
00	02	46	S-II Ignition	225,368	7,788	54
00	03	14	S-II Aft Interstage Jettison	300,222	8,173	88
00	03	20	LET Jettison	313,619	8,276	95
00	07	43	S-II Center Engine Cutoff	588,840	17,650	603
00	09	18	S-II Outboard Engines Cutoff	615,508	21,503	892
00	09	19	S-II/S-IVB Separation	615,789	21,517	895
	09	22	S-IVB Ignition	616,616	21,518	906
00	11	45	S-IVB First Cutoff	627,996	24,239	1,429
00	11	55	Parking Orbit Insertion	628,014	24,243	1,468

-17-

* Not including velocity due to Earth's rotation, about 1,350 feet-per-second.

Apollo 13 Mission Events

Events	GET Hrs.:Min.	Date/EST	Vel. Change Feet/Sec.	Purpose & Resultant Orbit
Earth orbit insertion	00:11	11 2:24 p.m.	25,593	Insertion into 103 nm cir- cular Earth parking orbit.
Translunar injection (S-IVB Engine ignition)	02:35	11 4:48 p.m.	10,437	Injection into free-return translunar trajectory with 210 nm pericynthion.
CSM separation, docking	03:06	11 5:19 p.m.	--	Hard-mating of CSM and LM
Ejection from SLA	04:00	11 6:14 p.m.	1	Separates CSM-LM from S-IVB-SLA.
S-IVB evasive maneuver	04:19	11 6:32 p.m.	9.4	Provides separation prior to S-IVB propellant dump and thruster maneuver to cause lunar impact.
Midcourse correction 1	TLI+9 hrs	12 1:54 a.m.	*0	*These midcourse correc- tions have a nominal velo- city change of 0 fps, but will be calculated in real time to correct TLI dis- persions. MCC-2 is an SPS maneuver (15 fps) to lower pericynthion to 59 nm; trajectory then becomes non-free return.
Midcourse correction 2 (Hybrid transfer)	30:41	12 8:54 p.m.	15	
Midcourse correction 3	LOI-22 hrs.	13 9:38 p.m.	*0	
Midcourse correction 4	LOI- 5 hrs.	14 2:38 p.m.	*0	
Lunar orbit insertion	77:25	14 7:38 p.m.	-2.815	Inserts Apollo 13 into 57x168 nm elliptical lunar orbit.
S-IVB impact	77:46	14 7:59 p.m.	--	Seismic event.

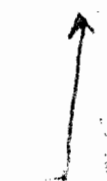
Events	GET Hrs.:Min.	Date/EST	Vel. Change Feet/Sec.	Purpose & Resultant
Descent orbit insertion	81:45	14 11:58 p.m.	-213	SPS burn places CSM/LM into 7x57 nm lunar orbit.
CSM-LM undocking	99:16	15 5:29 p.m.	--	Establishes equiperiod orbit for 2.5 nm separation at PDI maneuver.
CSM circularization	100:35	15 6:48 p.m.	70	Inserts CSM into 52x62 nm orbit.
LM powered descent initiation (PDI)	103:31	15 9:44 p.m.	-6635	Three-phase maneuver to brake LM out of transfer orbit, vertical descent and touchdown on lunar surface.
<u>LM touchdown on lunar surface.</u>	103:42	15 9:55 p.m.	<u>LANDING</u>	Lunar exploration, deploy ALSEP lunar surface geological sample collection, photography.
Depressurization for first lunar surface EVA.	108:00	16 2:13 a.m.		
<u>CDR steps to surface</u>	108:16	16 2:29 a.m.		
CDR collects contingency samples	108:21	16 2:34 a.m.		
<u>LMP steps to surface</u>	108:27	16 2:40 a.m.		
CDR unstows and erects S-band antenna	108:32	16 2:45 a.m.		
LMP mounts TV camera on tripod	108:34	16 2:47 a.m.		

MON
WALK

Events	GET Hrs.:Min.	Date/EST	Vel. Change Feet/Sec.	Purpose & Results
LMP reenters LM to switch to S-Band antenna	108:43	16 2:56 a.m.		
LMP returns to lunar surface	108:57	16 3:10 a.m.		
CDR deploys U.S. flag	109:04	16 3:17 a.m.		
CDR and LMP begin unstowing and deployment of ALSEP	109:30	16 3:43 a.m.		
CDR and LMP return to LM collecting samples enroute	111:10	16 5:23 a.m.		
CDR and LMP arrive back at LM, stow gear and samples	111:20	16 5:33 a.m.		
LMP deploys solar wind composition experiment	111:34	16 5:47 a.m.		
LMP reenters LM	111:43	16 5:56 a.m.		
CDR reenters LM	111:58	16 6:11 a.m.		
LM hatch closed, repress	111:59	16 6:12 a.m.		
CSM plane change	113:43	16 7:56 a.m.		
Depress for EVA-2	127:45	16 9:58 p.m.		
CDR steps to surface	127:58	16 10:11 p.m.		
LMP steps to surface	128:07	16 10:20 p.m.		

M
O
O
N

W
A
L
K



Moonwalk

--more--

--20--

Event	GET Hrs.:Min.	Date/EST	Vel. Change Feet/Sec.	Purpose & Remarks
Begin field geology travers, collect core tube and gas analysis samples, dig soil mechanics trench, magnetic sample collection.	128:18	16 10:31 p.m.	MOON ↓	
Complete geology traverse	131:04	17 1:17 a.m.		
Return to LM area, retrieve solar wind experiment, stow gear and samples.	131:05	17 1:18 a.m.	WALK ↓	
<u>LMP enters LM</u>	131:28	<u>17 1:41 a.m.</u>		
CDR transfers samples, LMP assists	131:35	17 1:48 a.m.	↑	
<u>CDR enters LM, close hatch</u>	131:41	<u>17 1:54 a.m.</u>		
Repress cabin	131:44	17 1:57 a.m.		
LM ascent	137:09	17 7:22 a.m.	6,044	Boosts stage into 9x45 nm lunar orbit for rendezvous with CSM.
Insertion into lunar orbit.	137:16	17 7:29 a.m.		
LM RCS concentric sequence initiation (CSI) burn	138:19	17 8:32 a.m.	50	Raises LM perilune to 44 nm, adjusts orbital shape for rendezvous sequence.
LM RCS constant delta height (CDH) burn	139:04	17 9:17 a.m.		Radially downward burn adjusts LM orbit to constant 15 nm below CSM.

-more-

Event	GET Hrs.:Min.	Date/EST	Vel. Change Feet/Sec.	Purpose & Results
LM RCS terminal phase	139:46	17 9:59 a.m.	24.7	LM thrusts along line of sight toward CSM, mid-course and braking maneuver as necessary.
Rendezvous (TPF)	140:27	17 10:40 a.m.		Completes rendezvous sequence.
Backtracking	140:45	17 10:58 a.m.		Commander and LM pilot transfer back to CSM.
LM jettison, separation (SM RCS)	143:04	17 1:17 p.m.		Prevents recontact of CSM with LM ascent stage during remainder of lunar orbit.
LM ascent stage deorbit (RCS)	144:32	17 2:45 p.m.	-186	Seismometer records impact event.
LM ascent stage impact	145:00	17 3:13 p.m.		Impact at about 5,508 fps, at -4° angle 35 nm from Apollo 13 ALSEP.
Plane change for photos	154:13	18 12:26 a.m.		Descartes and Davy-Rille photography.
Transearth injection (TEI) SPS	167:29	18 1:42 p.m.	3,147	Inject CSM into trans-earth trajectory.

Event	GET Hrs.:Min.	Date/EST	Vel. Change Feet/Sec.	Purpose & Resultant
Midcourse correction 5	182:31	19 4:44 a.m.	0	Transearth midcourse corrections will be computed in real time for entry corridor control and recovery area weather avoidance.
Midcourse correction 6	EI-22 hrs	20 5:03 p.m.	0	
Midcourse correction 7	EI- 3 hrs	21 12:03 p.m.	0	
CM/SM separation	240:34	21 2:47 p.m.	--	Command module oriented for entry.
Entry interface(400,000 feet)	240:50	21 3:03 p.m.	--	Command Module enters Earth's sensible atmosphere at 36,129 fps.
Splashdown	241:04	21 3:17 p.m.	--	Landing 1,250 nm down-range from entry 1.5° South latitude by 157.5° West longitude.

April 9, 1970
10:25 A.M.

FOR: DWIGHT L. CHAPIN

FROM: STEPHEN BULL

RE: White House Events - Scenarios
(Your Memo of April 8 - Same Subject)

Whenever possible, and please understand that there will certainly be exceptions, White House scenarios will be submitted to you for final approval no less than four days prior to the event. The exceptions will undoubtedly include events such as:

Congressional Half-Hours.
Signing Ceremonies.
Filmings and Message Tapings.

With regard to yesterday's Presidential greetings in the Rose Garden, the matter of Charlie Rhyne's participation may or may not have been considered even had the scenario been in four days in advance. I agree with you that advance consideration of events, which can be accomplished through examination of the scenario, well in advance of the event can preclude last-minute changes such as occurred with Charlie Rhyne. It is not my intention to defend the events that took place yesterday since I recognized at the time of execution that inadequate provisions had been made for Charlie Rhyne's participation. However, the background information on the scenario (Tab A) did note the association of Charlie Rhyne with NIMLO. It did not specify that he would be there.

Mr. Rhyne introducing the President was a spontaneous thing. It was not included in the scenario because it was not supposed to happen. The intention was to keep the entire event informal so that the President could deliver "informal remarks". At the conclusion of the President's remarks we were hoping that the President would greet the people right on the steps rather than in his office. That is why I walked forward to him and suggested it and opened up the rope for the people to get through. However, the President changed his mind and decided to walk into the office with Rhyne and have the receiving line there. In my opinion receiving the guests in the office was a slower process than it would have been had he received them in the Rose Garden as I suggested

when I walked up to him. Receiving lines seem to go slower in the office because, in addition to being awed by the President's presence, they are awed by being in the room and come up with all sorts of excuses for staying there. On the other hand, had the President stayed on the steps part of the enchantment of the whole effect would still lay ahead of the Presidential greeting for the prospect of seeing the President's office next would be a motivating factor not to make inane and time-consuming conversation with the President.

With regard to seeing the President's office as you noted in your memorandum, this was the President's idea entirely and he suggested it just before going out on the terrace to greet the people. He asked me if there would be any problem in doing it and I replied that there would not. At the same time I asked him if he really meant that he wanted to shake hands with each individual and he replied in the affirmative.

With regard to the press coverage in the Rose Garden, you are absolutely right that the event was to be a photo opportunity (Tab B - original approval sheet and Tab C - your comments on my preliminary scenario sent to you for approval). No mention, however, was made of a "photo pool set-up". I assume that you are suggesting that there should not have been a photo platform as there was yesterday. With regard to "5-8 writing press" accompanying the photo pool, it was my understanding that for photo opportunities such as this the writing press would be permitted to be present and that there would be no restrictions as to number, particularly since we were not restricting the number of photographers.

You noted that we are "ultimately responsible to see that what is on the President's scenario is what happens". I don't think that his scenario should include such trivial matters as numbers of press to be present.

I agree with you completely that it is our responsibility to insure that every Presidential event is meaningful, fruitful, productive and, whenever possible, imaginative. Part of "productivity" is in the manner in which the press interprets or records the event. Our procedure for the determination of the extent of press coverage is perhaps the weakest aspect of our entire operation. The appointment approval forms are supposed to spell out the extent of press coverage and we are supposed to adhere to whatever is approved. However, frequently there are changes and adjustments not

only in the extent but the type of press coverage, and for events that specify no press it is not unusual to go through a series of stages where we end up with full press coverage. A perfect example of this was the "Save the Symphony" drop-by. The point is that not only must we, the Appointments Office, and I, the individual who writes scenarios, be guided by what the President approves for press coverage, but the Press Office, particularly the Press Secretary, must determine in advance, not at the last minute, the extent and type of press coverage. Too often we are guided only by what the Press Office thinks we need rather than what Bob or the President have agreed to. I think this may have been the case for the President's greetings to the Drug Meeting attendees.

In summary, our problems are not going to be solved by merely submitting scenarios four days in advance. Rather, what is required is greater thought and advanced planning, discussion and consultation by those staff members having cognizance over those areas of operation affected by the Presidential event.

April 7, 1970

FOR: DWIGHT L. CHAPIN
FROM: STEPHEN BULL
RE: Astronauts Film and Peale Tape,
Friday, April 10, 4:45 p.m.

Preparations for the above-mentioned event are in progress as you directed. Tim and I suggest that we do the filming and the taping in the family theatre. This would give the camera crews as much time as they wanted to set up and would not require the usual disruptive activity in either the President's office or the Roosevelt Room. Since the filming is the last event on the President's schedule, he could return to the Residence as soon as the filming is completed where he would remain until the Brandt dinner. Sneaky, eh what?

Approve_____ Disapprove_____

April 3, 1970

FOR: DWIGHT L. CHAPIN
FROM: STEPHEN BULL

Mr. Robert Short, President of the Washington Senators, invited David Eisenhower to throw out the first ball at the game on Monday, April 6. I discussed this matter personally with David and he accepted this invitation. The Washington Senators have been advised of David's decision.

cc: Connie Stuart
Ron Ziegler
Helen Smith

April 1, 1970

MEMO

TO: Dwight Chapin

FROM: Stephen Bull

You are listed as a copy recipient on the attached memo. This was at the request of Jeb Magruder who feels that it is his responsibility to put together this plan. Additionally, I wasn't sure whether you might have an objection to my mentioning the Stone Mountain trip, so neither the copies nor the original have yet been sent out.

The attached memo is not really a very good plan. It is intended really as a device to trigger ideas for Jeb who wanted to put the final plan together.

April 2, 1970

FOR: DWIGHT L. CHAPIN
FROM: STEPHEN BULL
RE: Telephone Call to Al Cole

This morning at 10: 55 a.m. I returned Mr. Al Cole's telephone call to you. He asked that I pass on a message to you which is paraphrased as follows:

"In the future I will have much less enthusiasm when asked to undertake projects for the President. Mr. Wallace and I are very interested in this organization (the World Press Institute Fellows) and they carry a great deal of weight. I cannot understand why these 15 individuals, who are very influential around the world, cannot see the President of the United States for just a few minutes.

"I have a great deal of respect and friendship for Dwight Chapin and felt that I should make my feelings known to him.

"Next year I will make the same request but do it about seven months ahead of time."

I think that Mr. Cole sufficiently vented his rage upon me.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

CONFIDENTIAL

March 31, 1970

FOR: DWIGHT L. CHAPIN
FROM: STEPHEN BULL
RE: Opening of the Press Facility

BACKGROUND

Your memorandum of March 31st suggested that the plan for the opening of the new press facility include live television and be somewhat ceremonial in nature. Tim Elbourne and I have discussed this matter and concur that ceremony be down-played and possibly eliminated and that there be no live television. The reason, basically, is that we may be subject to criticism for the relatively large expenditures of money, not only for the renovations in the colonnade area which benefit the press directly, but in the entire West Wing. Therefore, when we open the press facility, we should immediately diffuse the potential criticisms against the financial expenditures and emphasize the functional aspects of the new facility rather than the aesthetics.

There is no record of the President ever having committed to the date of April 1st as the one when the facility would be opened. However, Ron Ziegler has responded with "about April 1st" when asked about the completion date. Therefore, I think that we should open the facility on Tuesday, April 1st.

SEQUENCE OF EVENTS

In order that the house not be packed with other than White House regulars, Ron Ziegler will not make a specific announcement relating to the precise date and time of the opening of the press facility. Rather, a press briefing will be scheduled for 3:00 p.m. and will not specify the location.

104-10000
DETERMINED TO BE A
ADMINISTRATIVE MARKING
E.O. 12065, Section 6-102
BY McKinnell DATE 4/1/70

3:00 p.m.

Ron Ziegler will bring the following White House Press Corps "leaders" into the President's office:

Chuck Bailey, President,
White House Correspondents Association
Merriman Smith, Dean of the
White House Press Corps
George Thames, President of the
White House Photographers Association

Accompanied by these gentlemen, the President will proceed from his office out the terrace to the door to the new press facility leading from the Rose Garden into the briefing room. With the press leadership, the President will inspect the working area upstairs and downstairs. During this period one of Ron Ziegler's assistants will be bringing the press over to the lounge/briefing area and they will all be in place at the conclusion of the President's inspection of the press facility.

3:10 p.m.

The President will then go upstairs, walk through the group of press who will be congregated in the briefing area and will move directly to the platform. The photographers will be set up on their permanent photo platform. The President will step up onto the briefing platform, make a few introductory remarks relating to the press facility, and then throw open the gathering to questions on any subject. This would be an impromptu news conference similar to the one which the President held on Saturday, March 21st. Of course, holding a news conference would be dependent upon the President's preparedness to answer questions on the delicate subjects of Cambodia, Laos, the postal strike and the air controllers' strike.

3:40 p.m.

Press conference concludes.

Holding such an impromptu news conference would definitely emphasize the functional nature of the new press facilities and would imply that such impromptu news conferences will be a regular thing and that the expenditure of money was well worth it in terms of increasing the availability of the President to the press.

The press conference would last about 1/2 hour and of course would be given full press coverage.

cc: Ron Ziegler
 T. Elbourne
 G. Warren
 B. Whelihan

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 31, 1970

MEMORANDUM FOR DWIGHT CHAPIN

FROM: Tim Elbourne

RE: Opening of new press facility

Dwight:

After discussions with Ron Ziegler, Jerry Warren, and Steve Bull, I feel that the press center opening activities should take the following form and tone:

1. Live television should not be considered. Use of live TV suggests that the President is making a major announcement to the nation -- I think we want just the opposite here. Also the briefing room is not designed for live origination, even though the capability does exist in emergencies or extreme special situations.
2. The President told the press at the Press Conference in his office that the new facility would be opened on April 1st. Accordingly, I think it should be opened on April 1.
3. The optimum time for the opening would be at 3 p.m. This would give network film crews time to process film and do stories for the evening network news shows.
4. The way I visualize it:
 - a. The President would meet officers of the White House Press Corps in the old Press Lobby and walk outside to the main doors of the new press facility. Walking with him would be:

Chuck Bailey, President, White House
Correspondents Association
Jack Horner, Permanent Secretary of the
Association
George Thames, President, White House
News Photographers Association
Merriman Smith, Dean of the White House
Press Corps

The rest of the regular press corps would be gathered outside of the new facility.

- b. The President, with the officers surrounding him, would cut a ribbon fashioned from wire service copy and TV film. Press coverage of this event would be limited to silent film and still photos.
 - c. The President would then enter the new press room along with the officers, using the main door. The remainder of the press would follow.
 - d. The President would move slowly, talking briefly with the press, toward the podium. (This will give cameramen time to get to pre-set positions in the room). No film coverage.
 - e. The President would then make remarks opening the new press facility and then open himself to questions for approximately 15-20 minutes. There would be full press coverage of his remarks.
 - f. Following the Q & A period, the President would leave the room through the side door and return to his office.
5. The reporters would file their copy from 3:45 to 5 p.m. At approximately 5:30 p.m. the White House Correspondents Association could, if they desire, have a reception in the new facility. The President would not have to be involved since he had already participated.

CC: Ron Ziegler
Jerry Warren
Steve Bull

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

DETERMINED TO BE AN
ADMINISTRATIVE MATTER

E.O. 12066, Section 6-102

By Jack Russell 1000, 1010, 12/13/79

March 31, 1970

Tuesday - 9:00 a.m.

CONFIDENTIAL

MEMORANDUM FOR MR. RON ZIEGLER

FROM: Dwight L. Chapin 

RE: Press Facility

The President wants a plan immediately for the opening of the new press facility. His thought is perhaps to do it at 6:00 p.m. on Thursday, April 2. There would be a ribbon-cutting, then the President would proceed through the lobby, shaking hands with the various members of the White House Press Corps who would be present, and then proceed to the platform area and hold a small press conference. It is his thought that perhaps this whole event might be carried on live television.

I think that we have to give some deep consideration to the staging of such an event and the problems involved in carrying it off on live television. The President entering, cutting the ribbon, and mingling with the press may not be Presidential, and, if not that, could look awfully awkward to the viewer at home.

The other question is -- is live television feasible for press conferences out of the new press facility?

In any case, the people to be invited Thursday at 6:00 p.m. (if that is the date and time selected) are to be only White House regulars.

We should meet on this as soon as possible.

CC: Mr. Bull
Mr. Warren
Mr. Elbourne

March 31, 1970

FOR: DWIGHT L. CHAPIN
FROM: STEPHEN BULL
RE: Stag Luncheon for Speaker McCormack

This afternoon I discussed with Bryce Harlow the May 27th luncheon for Speaker McCormack. Apparently from all points of view the details are rather uncertain, especially with regard to the President's personal preferences.

It is my understanding that the Speaker's luncheon is pretty much a product of Bryce Harlow. It is visualized that approximately 40 people will be in attendance. The luncheon will be held in the State Dining Room at Noon on Wednesday, May 27th. The 40 participants would probably include the following elements of the leadership as well as the deans of the House and Senate:

Senators: Mansfield
Russell
Kennedy
Byrd
Young
Scott
Griffin
Allott
Smith
Aiken

Congressmen: Albert
Boggs
Rostenkowski
Ford
Arendt
Rhodes
J. Andersen
Taft
Celler

Others: Carl Vinson
Dick Richards

White House Staff: Harlow
Timmons
BeLieu
Dick Cook

Bryce Harlow is going to contact John Monahan, Legislative Assistant to Speaker McCormack, in an attempt to determine those individuals that the Speaker would particularly like to have present. After Bryce has obtained these names, I will consolidate the list and submit it in one package for review.

Following is a very rough and tentative scenario for the luncheon:

12:00 Guests arrive Diplomatic Entrance.
 Speaker McCormack arrives President's office.

12:05 President and Speaker McCormack proceed to
 State Dining Room.

12:10 Arrive State Dining Room.
 Guests who are seated at rectangular table
 give standing ovation to President and Speaker
 McCormack.
 President and Speaker take their seats at head
 portion of table in front of fireplace.

12:15 Lunch is served.

12:45 Lunch concludes.
 A giant cake with a candle for each of Congressman
 McCormack's years as Speaker will be brought in by
 the Chef.
 Cake is cut.

1:00 President presents Speaker with a gift.

NOTE: Bryce suggests a replica of a mace, which
 is the symbol of the Speaker's authority.
 The replica could be done in silver mounted
 on a mahogany back and with an appropriately
 inscribed plaque.

1:05 President's presentation and remarks conclude.
 He then calls upon four or five guests present
 to make complimentary remarks about the Speaker.

1:25 President calls upon Speaker McCormack to
 respond.

1:30 Lunch concludes.
 Guests depart.
 President returns to office.

cc: B. Harlow
 W. Timmons

March 31, 1970

FOR: DWIGHT L. CHAPIN

FROM: STEPHEN BULL

RE: Drop-By at Republican Leadership Conference
Wednesday, April 15, 1970

Tab A is a letter from Chairman Morton inviting the President and Mrs. Nixon to attend the Republican Leadership Conference at which approximately 1400 Republican leaders will be in attendance.

Tab B is a memo from Jim Allison to Harry Dent emphasizing the importance of the President and Mrs. Nixon's attendance.

Tab C is a standard Presidential appointment request form which was prepared by Hugh Sloan but sent back to him to be reworked. Tab D is a memo from Harry Dent to you and Bob Mardeman that makes reference to Jim Allison's basic memo. In Harry Dent's memo he notes that three thousand top Republican leaders will be present.

In this memo Harry recommends that, if the President cannot attend the function, we do the same thing we did with the Republican ladies last fall, that being having a reception for them on the White House lawn and having the President and Mrs. Nixon make a brief appearance.

Tab E is a Presidential appointment request form which you sent to the President and which resulted in disapproval decisions on two options that were offered to the President.

Tab F is your letter to Chairman Morton in which you regret the invitation for the President and Mrs. Nixon to attend the leadership conference.

Tab G is a memorandum from Rogers Morton to H. R. Haldeman that apparently crossed in the mail with your letter regretting the invitation. In Morton's memo there is a reemphasis on the importance of three specific events, one of which is the leadership conference.

Tab H is your memorandum to Harry Dent and Murray Chetner in which you state that "the President has agreed to do a 10-minute drop-by for brief welcoming remarks...". You indicate that Morton and Allison have been advised of this fact.

Summary

The only thing that the President has agreed to do is a 10-minute drop-by at the Washington Hilton Hotel on April 15th. He will make brief welcoming remarks to the Leadership Conference. No mention is made of Mrs. Nixon.

I have discussed this matter with Hugh Sloan and Harry Dent and to their knowledge no further commitments have been made other than those just stated.

March 23, 1970

FOR: DWIGHT L. CHAPIN
FROM: STEPHEN BULL
RE: Ceremony in Residence

Although the second floor of the Residence is off-limits, and understandably so, perhaps on a one-time basis we might consider holding some sort of ceremony in the second floor Lincoln cabinet room. This is the room that has the original Lincoln cabinet table and, if I recall, the walls are green. I think it is right next to the Lincoln Bedroom. By any means, it is a very historical place. Perhaps if we want to draw attention to a piece of legislation or a special Message to Congress, we might consider having the signing ceremony upstairs.

The fact that people never go the Residence, coupled with the history of the room, would certainly be enough drama in itself for any ceremony.

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

March 20, 1970

FOR: DWIGHT L. CHAPIN
FROM: STEPHEN BULL
RE: Distribution of Monthly Schedule

This morning I received a telephone call from Nick Ruwe inquiring as to whether or not Ambassador Mosbacher would be receiving the President's monthly schedule. I was my usual evasive self. However, one of these days we will have to grapple with this directly and give him a reason why he is not receiving the list.

Along these same lines, Jack Caulfield will probably ask to be put on the distribution list which we have not done. This is just to prepare you.

*Mosbacher
is to ~~see~~
get it*

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

November 6, 1969

FOR: D. Chapin

RE: Congressional Half-Hours

At this morning's Congressional Half-Hour a situation developed that could have been potentially embarrassing. Although it was understood that Congressman John Wold was to present the President with a fact book on Vietnam, he suddenly unraveled a lengthy petition on gun control legislation and asked the President to pose with him for a photograph that would subsequently be published in the Congressman's home newspapers. Although I don't know what the President's reaction was to this unexpected development, it is obvious that such future occurrences of this nature could be embarrassing, if not damaging, to the President. In a situation such as this morning there is practically no way that the President can say no and consequently must accede to these requests.

An additional comment about this morning's Congressional Half-Hour is that two of the three Congressmen brought more people with them than the ones that had been approved in the basic request.

If we are going to continue to hold Congressional Half-Hours, and to keep them effective, we should tighten up immediately on these matters. Bill Timmons' primary function at the Congressional Half-Hour is not to search and seize contraband that crafty Congressmen want to smuggle in to the President's office. At some point in the initial planning for a Congressional Half-Hour event we should lock up who is coming and what is going to happen and then hold the participants to this. I think the only way that this can be done is for the person in Bryce Harlow's office who confirms the Presidential appointment with the requester to specify in strict terms exactly who should come and what should happen. The understanding must be made well in advance--it is too late when Bill Timmons is greeting the Congressional Half-Hour participants in the Roosevelt Room.

The best reason for tightening up on the Congressional Half-Hours is that a few more like this morning and we are going to lose the Half-Hours altogether. I don't think the President will retain his sense of humor at such matters much longer.



Stephen Bull

cc: Bill Timmons
Susan Reinke

March 20, 1970

FOR: DWIGHT L. CHAPIN

FROM: STEPHEN BULL

This telephone call to Hiram Fong, prepared by Chuck Colson, is a special case. According to Chuck, John Ehrlichman and the President requested complete background for this call. It is a complicated matter as you can see and Chuck is afraid that without the full information the President would not be adequately equipped to make the call. Additionally, this telephone call will take the place of a substantive meeting.

March 20, 1970

FOR: DWIGHT L. CHAPIN
FROM: STEPHEN BULL
RE: White House Correspondents' Dinner

Attached is the complete file of the White House Correspondents' Association Dinner. Unfortunately, I am unable to comply with your request for a program with the exact timing. Dick Howard is advancing this dinner with someone by the name of Mike Conlin assisting him. I am asking Dick to expedite the obtaining of the information you have requested.

March 20, 1970

FOR: DWIGHT L. CHAPIN
FROM: STEPHEN BULL
RE: Attendees at Evening at the White House
March 19, 1970

At Tab A is the guest list correct as of the 17th of March and submitted to the President. This list contains 248 names.

At Tab B is a finalized list containing names of 237 people correct as of the afternoon of March 19th. The checkmarks by each name indicate those people who were present at the White House.

Following is an explanation of the differences between the two lists.

Sixteen people regretted (Tab C).

Five people were added to the list (Tab D).

The net difference between the list prepared on the 17th and the final list on the 19th is 11 people.

Of the 237 people who were expected to attend, 17 people did not show up (Tab E).

There were a total of 220 guests present for the performance on the 19th.

The matter of a late session of Congress apparently had little effect upon attendance since only two Congressmen appear on the "no show" list.

LAST MINUTE REGRETS

Secretary of State and Mrs. Rogers
Secretary Maurice Stans
Mr. and Mrs. Kenneth Cole
Rep. and Mrs. William Dickinson
Mr. and Mrs. J. P. Grace
Sen. Robert Griffin
Mrs. Roger Hull
Mrs. Frank Jameson
Mr. and Mrs. Richard Kleindienst
Mr. and Mrs. William Lake

TOTAL

16

NO SHOWS

Postmaster General and Mrs. Blount
Secretary George Romney
Rep. Wayne Aspinall
Mr. and Mrs. Stanley Freeman
Leonard Garment
Mr. and Mrs. Jerome Hyams
Mr. Lionel Lerner
Rep. and Mrs. Chester Mize
Miss Rita Moriarty
Mr. and Mrs. A. Schneider
Mr. and Mrs. Hugh Williamson

TOTAL 17

LAST MINUTE ADDITIONS
TO FINAL LIST

Mr. and Mrs. David Eisenhower
Mrs. F. E. Cavin
Mr. Richard Griffin
Mrs. Deborah Szekely

TOTAL	5
-------	---

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

March 19, 1970

MEMORANDUM FOR

→ MR. DWIGHT CHAPIN
COLONEL REDMAN

~~Khan to~~
Bull
Point out in
P. Service
C

We have received the following information concerning State arrivals from Mr. Khan, State Department Protocol:

a. Chancellor Brandt, West Germany, April 10, 1970

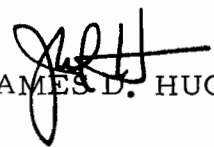
(1) Arrival Ceremony: No airport stand is desired

(2) State Dinner: No lecturn or toast podium is desired

b. PM Baunsgaard, Denmark, April 14, 1970

(1) Arrival Ceremony: Airport stand is required for remarks

(2) State Dinner: Lecturn or toast podium is required for remarks.


GENERAL JAMES D. HUGHES

cc: LCdr Larson
Maj Brennan

March 19, 1970

FOR: DWIGHT L. CHAPIN
FROM: STEPHEN BULL
RE: Guest Light

Under the new physical setup, certain staff members, particularly John Ehrlichman, have been entering the President's office through Alex Butterfield's office. In some cases Alex is not present in the office and does not know that the President's office has been entered and, unless we peek in every few minutes, we are unaware that the individual is in the President's office. When this happens we obviously cannot put on the guest light nor can we keep an accurate log. Additionally, we lost a certain amount of control which I think is required.

I am not sure if there is any one solution to this problem. Some of the possibilities are as follows:

1. Ask Alex to keep his outside door closed to discourage people from cutting through his office.
2. Have someone at a high level request of John Ehrlichman and any other staff members who may have discovered this new shortcut that they not enter the President's office by the Butterfield route.
3. Place a small alarm light on the door leading from Alex's office to the President's hallway so that every time the door is opened we can at least see that someone is going in. Most of the time that "someone" will be Alex, but even so this will help us to know what is going on in the President's office.

March 19, 1970

FOR: DWIGHT L. CHAPIN
FROM: STEPHEN BULL
RE: Press Photos at Selected Presidential Events

We still do not have any system whereby the Appointments Office is advised in advance (i. e., more than 3 minutes) of those Presidential appointments where we are to bring the press in for a photo opportunity. It was, and still is, my understanding that, at the morning staff meeting, the Press Secretary will review the President's schedule, determine significant points of discussion which will subsequently be released at the briefing session, and designate which appointments will be photographed.

In order for the Appointments Office to function properly, it is necessary that we be advised of what the President's desires are with regard to the photo sessions. More specifically, we need to know which events the President has agreed to have photographed, not the events that someone in the press office thinks the President might wish to have photographed. The reason for this distinction has been made abundantly clear by the President to you and to me on numerous occasions.

I propose a fairly simple solution to this problem. After the Press Secretary has met with the President in the morning, he advises Alan Woods of those events for the day that the President has just indicated he wants photographed. The information will include at what point in the meeting the photographers will be brought in. Alan and I will then discuss this matter and, working together, implement the President's desires.

cc: R. Ziegler
A. Woods

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 19, 1970
Thursday - 1:00 p.m.

MEMORANDUM FOR MR. STEPHEN B. BULL

FROM: Dwight L. Chapin

RE: Boys Club Delegation

The President's meeting with the representatives of the Boys' Club this morning was poorly staged and executed. We have got to spend more time thinking through the mechanical operation of what is going to happen and how best to have it portrayed on camera.

In particular, the President walked into the Roosevelt Room and was met off in the corner by John Burns and Boyd Hines and then walked with his back to the press and cameras along the line of boys- shaking hands and greeting each one personally. It would have been much better to have each one of the boys walk into the President's office and be greeted at the door by the President, with Ollie taking individual pictures. Then after having greeted all of the boys, have them assemble around the President's desk, and at that time have the press come in for pictures. It would have been a lot less clumsy and the President would have felt much more at ease. Needless to say, it would also have given us a much better picture, in a more symbolic way, to have the President posed with the boys near his desk.

The other thing that we must think of and that you should point out to Elbourne and Ollie Atkins is that each one of those boys represents a different state. Therefore, if we can get an individual shot of the boy shaking hands with the President there is a chance for that special picture in the boy's home town *paper*.

2.

As I recall, the schedule sheet was approved for the ceremony in the President's office, which was the best idea and it should have never been changed.

Let's discuss this if you have any questions.

CC: Mr. H. R. Haldeman
Mr. Hugh Sloan, Jr.
Mr. Tim Elbourne
Mr. Ron Ziegler

March 19, 1970

FOR: DWIGHT L. CHAPIN
FROM: STEPHEN BULL
RE: Boys' Club Presentation

From my point of view, the Boys' Club presentation this morning was pretty much of a failure and evidenced a lack of imagination to a great degree on my part. There were only two things that took place: (1) the President met the national finalists and their respective regional directors; (2) the President met the "Boy of the Year" and congratulated him. At the conclusion there was very little transition and there was an extremely awkward moment when the President said words to the effect of "Well, that's it".

I should have structured the event in such a manner that the President would not have had that awkward moment and also so that the sequence of events were such that they followed logically one from another and a natural conclusion was built in. However, I think that perhaps the President was not really enthusiastic about this event because it followed immediately upon the heels of the Higher Education Message filming and the Executive Protection Signing Ceremony. Also, all the ceremonial events were scheduled for the morning and what I think are probably some very tough and demanding meetings are all scheduled for the afternoon. I kind of have the impression that the President was thinking ahead to this afternoon and didn't have his heart in the morning's activities.

Probably most ceremonial events are a burden for him. However, on a day when there are a lot of meetings that are demanding upon him intellectually a ceremonial event might be a welcome respite between two tough sessions. I may be all wrong and this would just annoy him. Perhaps it is something you might consider. By any means, there might be some merit in avoiding separating his schedule so that the morning is all ceremony and the afternoon all substance. On the other hand, as Beverly just pointed out, there may be equal merit in getting all ceremony out of the way before getting into the substantive portion. You know the President better than any of us and know what he prefers. This is just offered for what it is worth.

cc: H.R. Haldeman
Hugh Sloan
Tim Elbourne
R. Ziegler

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

March 17, 1970
6:50 P.M.

FOR: DWIGHT L. CHAPIN

FROM: STEPHEN BULL

As I just indicated to you, John Ehrlichman reported that the President would like to meet for a period of one-half hour with James Coleman sometime prior to Friday. Also present should be John Ehrlichman, Len Garment and John Price.

James Coleman is a Professor of Education at Johns Hopkins University. He is most noted for his study on compensatory education which John Price termed "the most massive social science study of education undertaken". Basically Coleman questions in the conclusions of his study the effectiveness of compensatory education programs as they are now being run.

Some of Coleman's opinions supposedly influenced the President's veto of the HEW Bill.

On our calendar the Higher Education Message is scheduled for release on Thursday. However, John Ehrlichman noted that the meeting had to be before Friday so perhaps the release of the Message will be delayed by one day. By any means, it is likely that the President's purpose for this meeting is related to the Higher Education Message.

*Steve
Let's
try
it
High Ed -
don't
for the
human
assume
facts -
nearly to do with
only - Desegregation*

NO

March 16, 1970

FOR: DWIGHT L. CHAPIN
FROM: STEPHEN BULL
RE: NEW PROBLEM

About 4:20, a few minutes after the President's meeting with Chancellor Dumke began, the President picked up the telephone and told the operator to have Pat Moynihan come upstairs. I don't know whether this has happened before or not, but this practice obviously creates problems for us. I have asked the telephone operators to contact this office (being my phone or yours) when the President makes such requests.

March 13, 1970

FOR: DWIGHT L. CHAPIN
FROM: STEPHEN BULL
RE: Meeting with Baseball Commissioner
and League Presidents

This will confirm my conversation with Baseball Commissioner Bowie Kuhn this afternoon in which we agreed on March 31st at 11:30 a.m. as the time for the presentation. It is my understanding that the Commissioner will accompany the two Presidents into the office and there will be a photo opportunity while the League Presidents present the passes.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 12, 1970
Thursday - 10:00 a.m.

MEMORANDUM FOR MR. STEPHEN B. BULL

FROM: Dwight L. Chapin

RE: Diplomatic Credentials - Irish Ambassador

As you know, on St. Patrick's day, the Irish Ambassador will be coming to present his Diplomatic Credentials. Will you find out if his wife is going to be accompanying him? The President would like for her to come along. He also wants to make sure that Mrs. Nixon is involved. After the presentation of credentials, they can move into the Red Room for some tea.

Will you develop a scenario on this right away? Also, clue in Ambassador Mosbacher as to the plans — *also Connie!*

Thank you.

March 10, 1970
2:45 P.M.

FOR: Dwight L. Chapin
FROM: Stephen Bull
RE: Week-End Schedule for Julie and David

In marginal notes on two items you sent to me, you inquired as to the schedule of the First Family. Connie Stuart was uncertain as to the precise schedule but the Secret Service provided the following information:

Mrs. Nixon will depart for New York City accompanied by Tricia on Thursday, March 12.

On Friday, Julie and David will fly down to New York City from Northhampton and join Mrs. Nixon and Tricia. During the day all three ladies will go shopping. I do not know what David will be doing.

On Friday evening Mrs. Nixon and Julie and David will fly back to Washington and return to the White House. It is not known for certain whether or not David will be attending the Gridiron Dinner on Saturday. Tricia may or may not return to Washington with them.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 10, 1970
Tuesday - 11:30 a.m.

MEMORANDUM FOR MR. STEPHEN B. BULL

FROM: Dwight L. Chapin 

RE: Appointment Office

Per our conversation earlier today, I would like to have you eliminate any of the chairs which are out in the area where Beverly and Harriet are sitting. The area outside of that office between it and the Cabinet Room should be set up as a lounge area. When a Cabinet Member or any other guest comes, they should wait out in that lounge area just outside the Cabinet Room. There should be a telephone there with two White House extensions on it. The press public address line which is on that phone should be removed so that some Cabinet Member does not pick it up by accident. The furniture should be up-graded and the black couch should be eliminated.

You should talk to Gail Moore and she should make it as nice as possible.

You should also talk to the Stewards and they should realize that when a Cabinet Member or an important guest sits down there, they should offer them coffee. This coffee can be served out of the President's kitchenette.

You should also speak to Manolo and make him well aware of the arrangements. If Manolo has any questions, then he should contact me.

One other question becomes where do Manolo and the Stewards sit? They should realize that if there are guests in that area they should not be seated there until the guests leave.

Will you please try to work out an arrangement for all of this?

Thank you very much.

March 10, 1970

FOR: DWIGHT L. CHAPIN
FROM: Stephen Bull
RE: Filming for Friday, March 13

In the event that all approvals are received, the President will do the following three filmings on Friday:

1. Reorganization Statement - 3 networks plus AP.
2. Documentary on White House Mail - ABC-TV
3. Job Bank - Private, probably Roger Ailes

Tim Elbourne advises that it is feasible to consolidate the set-up of the filming of these three films. I would recommend the following adjustment in Friday's schedule:

- 9:30 President retires to Oval Office, or private office, or remains in Residence. Since Mrs. Nixon will be in New York City, the President could conduct any staff meetings in the Residence. At this time the networks would begin setting up in the President's office.
- 10:30 President delivers statement on Reorganization, 1-2 minutes.
- 10:33 All camera crews with exception of ABC depart office.
- 10:35 President does 30 seconds to 1 minute silent at his desk for White House Correspondents Documentary.

- 10:37** **President retires to private office to prepare for Job Bank film. ABC departs, and Roger Ailes sets up cameras. Since lighting will remain same in the office, not more than five minutes will be required for Roger and his crew to adjust their cameras (this is per Tim Elbourne).**
- 10:45** **President delivers 1-2 minute statement on the Job Bank.**
- 11:00** **President will meet with the Executive Committee of the Advertising Council in the Roosevelt Room.**

cc: Tim Elbourne

March 3, 1970

FOR: DWIGHT L. CHAPIN
FROM: STEPHEN BULL
RE: Promotion Ceremonies for Military Aides

Lt. Commander Chuck Larson has been selected for the next higher grade, that being Commander (equivalent of Lt. Col. in the Army or Air Force). "Selection" means only that the name is put on the list and when there is a vacancy the person is promoted.

Inevitably, the question will arise as to whether the President should participate in promotion ceremonies for White House military personnel below flag rank (General or Admiral). As a general policy I would recommend that the President not participate in these ceremonies for military support personnel below flag rank except in the cases of the Military Aides who should be considered White House staff. Therefore, it is recommended that, when Lt. Commander Larson's promotion becomes official, approximately July 1st, a brief promotion ceremony be scheduled in which the President would participate. The following elements would be included in the ceremony:

The Oval Office

The President and Mrs. Larson pin on the rank insignia.
Immediate family and Military Aide's Office staff in attendance.

Photograph by Ollie Atkins.

Approve _____ Disapprove _____

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

(F)

February 26, 1970

FOR: DWIGHT L. CHAPIN

FROM: STEPHEN BULL *SB*

RE: Miscellaneous Items

*Steve -
Keep looking around
these kind of ideas /c*

*No
ask me*

1. I have noted on the long-range schedule and in a memorandum that you sent to Bob that a Medal of Freedom dinner is planned for May 21st. Before you get tied in too closely to any particular format and, more particularly, the area of contribution for which the individuals are being honored, we should recognize that April 2nd is the first anniversary of the authorization of the Medal of Freedom to David Bruce, which has yet to be presented to him. Perhaps we could slip him in on the 21st of May.

*3-15
Tom*

2. Senator Dodd was extremely gracious today concerning the cancellation of his appointment with the President. I believe that it should be rescheduled as soon as possible if only as a matter of courtesy to him.

*None
with you
Rat.*

3. Lt. Commander Larson has been selected for the next higher grade, that being Commander (equivalent to Lt. Col. in the Army or Air Force). "Selection" means only that the name is put on the list and when there is a vacancy the person is promoted. It looks as though Chuck's actual promotion will come through approximately July 1st. We will probably have a request for the President to participate in the ceremony. Sometime between now and July you might want to consider whether or not the President will want to involve himself with military promotions below the rank of General. As we are all well aware, there is an abundance of military personnel in and around the White House and the President's participation in such a relatively low level promotion ceremony might set an awkward precedent. On the other hand, the Military Aides may be special exceptions.

4. Last Fall the President did a fairly predictable thing on Veterans Day: he visited a Veterans hospital. How about an unannounced drop-by at a Veterans hospital some time before Tuesday, March 10th, when there will be a message on Vietnam Veterans. The tie-in between the two is obvious but, more important, the President could demonstrate his sincere concern in this area at a time when it is not something expected of him.

5. Two weeks ago you were talking about Tricia doing a film tour of the White House, copies of which would be distributed to schools and civic organizations throughout the country. You said that you would discuss this with Bob. Although the idea is a bit reminiscent of Mrs. Kennedy's TV special in 1962, I thought it kind of an interesting thought with some real possibilities. Would you like me to follow up in any way on this.

6. Drop-Bys. The President has visited the Correspondence section, the telephone operators, the File Room, the Mail Room, and some East Wing offices. Sometime while he is in the EOB office, he might wish to walk through one or more of the following offices:

Herb Klein

Harry Flemming

CEA

Hugh Sloan (highly desirable for many reasons, all of which you are more familiar with than I)

Carson Howell

February 26, 1970

FOR: DWIGHT L. CHAPIN
FROM: STEPHEN BULL
RE: Miscellaneous Items

1. I have noted on the long-range schedule and in a memorandum that you sent to Bob that a Medal of Freedom dinner is planned for May 21st. Before you get tied in too closely to any particular format and, more particularly, the area of contribution for which the individuals are being honored, we should recognize that April 2nd is the first anniversary of the authorization of the Medal of Freedom to David Bruce, which has yet to be presented to him. Perhaps we could slip him in on the 21st of May.
2. Senator Dodd was extremely gracious today concerning the cancellation of his appointment with the President. I believe that it should be rescheduled as soon as possible if only as a matter of courtesy to him.
3. Lt. Commander Larson has been selected for the next higher grade, that being Commander (equivalent to Lt. Col. in the Army or Air Force). "Selection" means only that the name is put on the list and when there is a vacancy the person is promoted. It looks as though Chuck's actual promotion will come through approximately July 1st. We will probably have a request for the President to participate in the ceremony. Sometime between now and July you might want to consider whether or not the President will want to involve himself with military promotions below the rank of General. As we are all well aware, there is an abundance of military personnel in and around the White House and the President's participation in such a relatively low level promotion ceremony might set an awkward precedent. On the other hand, the Military Aides may be special exceptions.

4. Last Fall the President did a fairly predictable thing on Veterans Day: he visited a Veterans hospital. How about an unannounced drop-by at a Veterans hospital some time before Tuesday, March 10th, when there will be a message on Vietnam Veterans. The tie-in between the two is obvious but, more important, the President could demonstrate his sincere concern in this area at a time when it is not something expected of him.
5. Two weeks ago you were talking about Tricia doing a film tour of the White House, copies of which would be distributed to schools and civic organizations throughout the country. You said that you would discuss this with Bob. Although the idea is a bit reminiscent of Mrs. Kennedy's TV special in 1962, I thought it kind of an interesting thought with some real possibilities. Would you like me to follow up in any way on this.
6. Drop-Bys. The President has visited the Correspondence section, the telephone operators, the File Room, the Mail Room, and some East Wing offices. Sometime while he is in the EOB office, he might wish to walk through one or more of the following offices:

Herb Klein

Harry Flemming

CEA

Hugh Sloan (highly desirable for many reasons, all of which
you are more familiar with than I)

Carson Howell

CONFIDENTIAL

February 23, 1970

FOR: DWIGHT L. CHAPIN
FROM: STEPHEN BULL
RE: Participation of Jack Caulfield
in Presidential Advance

Jack Caulfield stopped by my office this afternoon and explained that his function for all political events would be to make a political view and evaluation of those activities affecting the President's visit. He considers himself independent of either the Secret Service or the White House advancement in the sense that neither report to him in any way.

As you are well aware, Jack's effectiveness to date is somewhat questionable particularly in the eyes of certain advancement. However, the ineffectiveness may be due more to a lack of understanding of Jack's function and the innate, apriori, bias and prejudice against any outsider interfering in an advance. Personally, I question just how effective Jack can be in fulfilling the function he described to me. However, the job he is trying to perform, if performed properly, can be of considerable help to all concerned, i.e., the advancement, the Secret Service and the President. Therefore, I think we should make every effort to give Jack Caulfield the chance to function in the manner supposedly authorized by Bob Haldeman and John Ehrlichman.

I propose that we bring in Jack Caulfield 100%. This would be done by the following:

1. To allow for preplanning on his part, provide him with the long-range Presidential calendar.
2. Include Jack in any pre-trip meetings, particularly the initial one.

3. Give him the option of participating in any event in which he feels he can make a contribution.
4. Include him as part of the regular "advance team" along with the Military Aide, Secret Service advance, Press Office, Helicopter/Air Force One and WHCA.

Other than Ron Walker, none of our advancements have any familiarity with Jack Caulfield. This is a positive factor for Jack in that it allows him to start off with a clean slate. I recommend that we make every effort to equip Jack with the information so that if he is capable of performing the job he outlined to me, he can perform it.