

**RICHARD NIXON PRESIDENTIAL LIBRARY
DOCUMENT WITHDRAWAL RECORD**

DOCUMENT NUMBER	DOCUMENT TYPE	SUBJECT/TITLE OR CORRESPONDENTS	DATE	RESTRICTION
N-1/71	Memo	From Haldeman to Chapin re: Drop-bys	07/09/1970	C (Nixon)
N-2/72	Memo	From Bull to Parker re: Monthly Calendars	03/19/1973	C (Nixon)
N-3/73	Memo	From Butterfield to Bull re: Presidential Secretaries	01/02/1973	C (Nixon)
N-4/74	Memo	For Bull & Walker from Whelihan	08/20/1972	C (Nixon)
N-5/75	Memo	From Chapin to Bull, Goode & Walker	04/10/1972	C (Nixon)
N-6/76	Memo	From Butterfield to Bull re: Working Hours	01/18/1971	C (Nixon)
N-7/77	Memo	From Haldeman to Higby re: Ellender OPENED 01/2010	08/06/1970	C (Nixon)

COLLECTION TITLE

WHSF: SMOF: Stephen B. Bull

BOX NUMBER

3

FOLDER TITLE

Appointments Office Procedures [II] [1 of 2]

PRMPA RESTRICTION CODES:

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

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G. Withdrawn and return private and personal material.
H. Withdrawn and returned non-historical material.

RICHARD NIXON PRESIDENTIAL LIBRARY DOCUMENT WITHDRAWAL RECORD

DOCUMENT NUMBER	DOCUMENT TYPE	SUBJECT/TITLE OR CORRESPONDENTS	DATE	RESTRICTION
N-8/78	Memo	From Butterfield to Bull re: Cabinet Members	06/23/1970	C (Nixon)
N-9/79	Memo	From Bull to Haig re: Incoming Tel. Calls OPENED 01/2010	07/10/1973	C (Nixon)
N-10/80	Memo	From Butterfield to Bull re: Phone Calls	02/10/1972	C (Nixon)
N-11/81	Memo	From Bull to Haldeman re: Cabinet Calls	02/22/1971	C(Nixon)
Ditto/81	Ditto	Ditto [Copy]	Ditto	C (Nixon)

COLLECTION TITLE	BOX NUMBER
WHSF: SMOF: Stephen B. Bull	3

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6
July 24, 1973

FOR: MRS. JEANNE DAVIS
FROM: STEPHEN BULL
RE: Family Attendance at Credentials Ceremonies

I am very much aware that it was originally the President's suggestion that we have families in attendance at Credentials ceremonies. However, we are going through a new phase, and until further notice we apparently will not have families. This will apply to the Japanese Ambassador on Thursday.

Thank you.

cc: Gen. B. Scowcroft

MEMORANDUM

NATIONAL SECURITY COUNCIL

3535

July 20, 1973

MEMORANDUM FOR STEVE BULL

FROM:

Jeanne W. Davis 

SUBJECT:

Family Attendance at Credential Ceremonies

In order to have Japanese Ambassador-designate Yasukawa accredited before the President's meeting with Prime Minister Tanaka, a credentials ceremony is being tentatively planned for July 25 at 12 Noon. You will recall, Gen. Scowcroft sent you a memo on June 17 pointing out that the idea of families accompanying ambassadors was originally introduced by the President in order to eliminate the possibility of their engaging in substantive discussion. Would you let me know if families are to be invited to credentials ceremonies?

THE WHITE HOUSE
WASHINGTON6
3299

June 17, 1973

MEMORANDUM FOR: STEVE BULL

FROM: BRENT SCOWCROFT /P

SUBJECT: Families of Arriving Diplomats at
Credentials Ceremonies

We have your memo of June 13 to Mr. Kissinger concerning attendance of families at future credentials ceremonies. We will, of course, arrange future ceremonies accordingly.

However, ~~we~~^I would like to point out that the idea of families accompanying Ambassadors to present their credentials was originally introduced by the President (Tab A, paragraph 3). A major consideration in making that change was the desire to eliminate the possibility that the Ambassadors could use the occasion to engage the President in substantive discussion. A return to the practice of meeting with the Ambassador only would reopen the possibility that some Ambassadors might seek to raise substantive issues. Should this develop, it could require more preparation by the President for these occasions, and you may wish to consider the change in this light.

Attachment

February 21, 1970

MEMORANDUM FOR AMBASSADOR MOSBACHER

After considerable thought the President has some ideas on ways that we might improve the handling of receiving diplomatic credentials.

One possibility that occurred to him was to follow the procedure of having the Vice President receive the Ambassador immediately upon his arrival and let him present his credentials at that time so he would then be immediately accredited. The Ambassador would then be invited to the first White House social function - Church or an Evening at the White House or whatever that came up after his arrival and he would meet the President at that time then we would have an annual diplomatic reception where the President would formally receive all members of the Diplomatic Corps each year.

The more he thinks about it though, the more he thinks it's probably better to keep it on the basis of his receiving the credentials but suggests some improvement in that process. He thinks it would be better and more impressive to the Ambassador if we were to invite his wife and immediate family to come for the credential presentation, and also have Mrs. Nixon there and then eliminate the private talk which would make the whole process somewhat simpler for the President, require less preparation and perhaps be more gratifying to the Ambassador because of the presence of his family. If we do this we should do no less than three at a time and hopefully about five at a time, set the thing up so that the Ambassador is announced with great fanfare into the Blue Room where the President and Mrs. Nixon would receive him and his family, accept the credentials, chat briefly, and then they would be ushered on to the State Dining Room for refreshments. After the five groups had gone through, the President and Mrs. Nixon would come down to the State Dining Room and mingle briefly with the guests before the President returned to his office.

This would give us the opportunity to add a little more ceremony to the whole thing and yet reduce the need for preparation time on the part of the President.

If you concur with this procedure let's set it up for the next batch and let's also keep these scheduled so that we don't have any more delay time than is absolutely necessary.

H. R. HALDEMAN

HRH:pm

cc: Dwight Chapin
Connie Stuart

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

June 13, 1973

ADMINISTRATIVELY CONFIDENTIAL

FOR: DR. HENRY KISSINGER
FROM: STEPHEN BULL *SB*
RE: Families of Arriving Diplomats

In accordance with the usual procedure, families of the arriving Ambassadors will accompany the Ambassadors to the White House for the Diplomatic Credentials ceremony scheduled for Thursday, June 14. The President has requested that, for all future ceremonies, the practice of families accompanying the Ambassadors be terminated.

Thank you.

cc: Gen. A. Haig
T. Hart
D. Parker
R. Ziegler

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

February 28, 1973

FOR: DR. HENRY KISSINGER
FROM: STEPHEN BULL *AB*
RE: Families Accompanying Arriving Diplomats

The President has reconsidered his decision on excluding families from Diplomatic Credentials presentations. It will be permissible to continue the policy of having families of arriving Ambassadors present for the Diplomatic Credentials presentation.

cc: Mrs. J. Davis
H. R. Haldeman

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

October 27, 1971
10:00 a.m.

FOR: BRIG. GEN. ALEXANDER HAIG
FROM: STEPHEN BULL *SB*
RE: Presentation of Diplomatic Credentials

During the last Diplomatic Credentials presentation, the format was arranged to preclude substantive discussions. However, three of the arriving Ambassadors did engage the President in conversation but, since we had neither an NSC nor State representative present, we have no record of the discussions.

For future Credentials presentations, we still want to follow a format that discourages substantive discussions, following the same format that is totally ceremonial in nature. However, we will have a note taker present, either from State or from NSC. It seems to me that the easiest thing would be to have one single NSC representative present in the room through which the President and arriving Ambassador pass where any discussion might occur. I think this is better than having an Assistant Secretary from State, since his presence would merely encourage discussions. The final option would be to have an NSC representative who has expertise in the geographical area being represented by the arriving Ambassador but the problem with that is, since we have a number of Ambassadors arrive for presentations at one time, we would have to keep changing the NSC representative.

Could I please have some direction on this matter?

Options:

1. Single NSC representative _____
2. NSC representative with substantive background
in country or region represented _____
3. Assistant Secretary of State _____

cc: A. Butterfield
D. Chapin
D. Parker

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

October 22, 1971
11:15 a.m.

Bull

MEMORANDUM FOR: H. R. HALDEMAN
FROM: STEPHEN BULL *SB*
RE: Presentation of Diplomatic Credentials

Although the new format for the Diplomatic Credentials Presentation is intended to preclude substantive discussions, the President did end up having discussions with the Ambassadors from Malta, Yugoslavia, and Argentina. We no longer have the Assistant Secretaries present for the Credentials Presentation, and therefore have no way of knowing what has been said. The presence of the Assistant Secretary might encourage a substantive discussion but, on the other hand, without someone there such as an Assistant Secretary or even an NSC representative, we might find ourselves in a difficult position trying to determine at a later date what had transpired during any conversation that might have taken place.

In view of the above, should we reinstitute having a substantive State or staff member present for Credentials Presentations?

Yes *H* No

If "yes": Assistant Secretary
NSC representative

Whichever is best

cc: A. Butterfield
Gen. A. Haig
D. Parker

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

October 22, 1971
11:15 a.m.

DLC

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In view of the above, should we reinstitute having a substantive State or staff member present for Credentials Presentations?

Yes _____ No _____

If "yes": Assistant Secretary _____
NSC representative _____

AKH
plg

cc: A. Butterfield
Gen. A. Haig
~~H. Parker~~

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

October 22, 1971
11:15 a.m.

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In view of the above, should we reinstitute having a substantive State or staff member present for Credentials Presentations?

Yes ☒ No ☐

If "yes": Assistant Secretary ☐
NSC representative ☒

cc: ☒ A. Butterfield
Gen. A. Haig
D. Parker

Steve: My view. P talked privately

*for a total of 20 minutes. The entire
event lasted 30 minutes.*

A

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

October 14, 1971

9:00 a.m.

FOR: DR. HENRY A. KISSINGER
AMBASSADOR EMIL MOSBACHER, JR.

FROM: STEPHEN BULL *JS*

RE: Presentation of Diplomatic Credentials

The President has directed some minor modifications in the procedure for the presentation of Diplomatic Credentials. The basic ceremony, i.e., trumpets and cordon on the south grounds and honor guard on north grounds, will remain unchanged. However, the procedure will run as follows:

The new Ambassador and the Protocol Officer will arrive at the south grounds in an appropriate limousine with the flag of the country being represented. In a second limousine, immediately behind the Ambassador's car, will be a family car carrying the wife and children of the new Ambassador. Upon arrival, the Ambassador and his family will proceed to the designated room on the State Floor and the Ambassador will sign the guest book. The Ambassador will present his Credentials to the President before the Press cameras per the usual procedure. The family will remain off to the side, out of camera range. After the formal presentation of credentials, the President will then invite the family members to join the arriving Ambassador for a family photograph. At the conclusion of this photograph, the President will escort the arriving Ambassador and his family directly out the door, bid them farewell, and will not engage in substantive discussions. Upon the departure of that Ambassador and his family, the President will repeat the procedure with the next arriving Ambassador. The entire time elapse would not exceed three minutes and, therefore, when there are a series of new Ambassadors arriving to present credentials, they should arrive at the south grounds three minutes apart.

cc: A. Butterfield
D. Chapin
Gen. J. Hughes

*Xerox to
Ball* *File*

February 21, 1970

MEMORANDUM FOR AMBASSADOR MOSBACHER

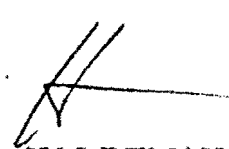
After considerable thought the President has some ideas on ways that we might improve the handling of receiving diplomatic credentials.

One possibility that occurred to him was to follow the procedure of having the Vice President receive the Ambassador immediately upon his arrival and let him present his credentials at that time so he would then be immediately accredited. The Ambassador would then be invited to the first White House social function - Church or an Evening at the White House or whatever that came up after his arrival and he would meet the President at that time then we would have an annual diplomatic reception where the President would formally receive all members of the Diplomatic Corps each year.

The more he thinks about it though, the more he thinks it's probably better to keep it on the basis of his receiving the credentials but suggests some improvement in that process. He thinks it would be better and more impressive to the Ambassador if we were to invite his wife and immediate family to come for the credential presentation, and also have Mrs. Nixon there and then eliminate the private talk which would make the whole process somewhat simpler for the President, require less preparation and perhaps be more gratifying to the Ambassador because of the presence of his family. If we do this we should do no less than three at a time and hopefully about five at a time, set the thing up so that the Ambassador is announced with great fanfare into the Blue Room where the President and Mrs. Nixon would receive him and his family, accept the credentials, chat briefly, and then they would be ushered on to the State Dining Room for refreshments. After the five groups had gone through, the President and Mrs. Nixon would come down to the State Dining Room and mingle briefly with the guests before the President returned to his office.

This would give us the opportunity to add a little more ceremony to the whole thing and yet reduce the need for preparation time on the part of the President.

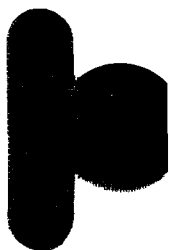
If you concur with this procedure let's set it up for the next batch and let's also keep these scheduled so that we don't have any more delay time than is absolutely necessary.



H. R. HALDEMAN

HHH:pm

cc: Dwight Chapin ✓
Connie Stuart



MEMORANDUM

THE WHITE HOUSE

WASHINGTON

November 15, 1971
10:00 a.m.

H
High Priority

MEMORANDUM FOR:

STEPHEN BULL
DAVID PARKER

FROM:

DWIGHT L. CHAPIN 

SUBJECT:

The President -- Kennedy Center

Sometimes we get indications the President may make a "spontaneous" appearance at the JFK Center. Whenever we have a good enough indication that he is considering a visit, please notify Shelley Buchanan.

By copy of this memo we will ask Shelley to save two tickets whenever we feel confident the President will go. She will understand as well as anyone the need to keep the possible appearance confidential.

We should make sure, once it is known the President won't go, that Shelley is notified so the tickets can be released.

cc: Mr. Butterfield
Mrs. Buchanan
Mr. Kehrli

H

March 27, 1971

✓

MEMORANDUM FOR:

MR. RON WALKER

FROM:

DWIGHT L. CHAPIN

Following are some notes which I have from the GOP Fund Raising Dinner the other night. I am sure you caught most of the points which I will mention.

The program was running late and the President arrived ahead of time. It seems to me that when we are in Washington we should have it set up so that the President does not leave the White House any earlier than is absolutely necessary. His tendency once he does arrive is to want to move in to the head table. It confuses things and throws those people at the head table off-guard. It also, in my opinion, lowers the dignity of the Presidency which we are trying to achieve.

I will talk to Steve and you should mention to the Advance Men that when the President does arrive -- and if he gets there early -- he should use the holding room per my comments above. There is no need for him to think that all the people know he has arrived in the hall. They don't know that.

As you noted the other night, the President was announced twice after Ruffles & Flourishes. Besides the WHCA man who made the announcement, we had Peter Dominick saying, "The President of the United States." When it is set up so that the announcement is going to be made by an off-stage announcer, why don't we kill the microphones on the podium during the period of the announcement? In fact, it would probably be a good idea to have the person who is running the controls for the podium mike to turn off the sound from the podium mikes completely until after the applause subsides. My point here is that many times it picks up many little comments made by the President at the podium which have no positive effect but could have a negative one if the wrong sounds were uttered.

DLC:ny

Mrs. Nixon was introduced in the announcement with the President which is standard. However, she was not introduced by Peter Dominick prior to the President. Whenever Mrs. Nixon is along, she is to be introduced. It is to be done right and with grace.

cc: Mr. Bull ✓

MEMORANDUM

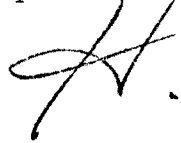
THE WHITE HOUSE
WASHINGTON

July 9, 1970

MEMORANDUM FOR: MR. CHAPIN

Following up on my earlier request that you keep a lookout and give me a weekly rundown on potential drop-bys here in Washington for the President, let me add that what we are looking for, as I mentioned way back, is Middle America type crowds, not hunger, poverty, Black, or environment oriented groups, but rather good national cross-sections that will have heavy dosage of the Silent Majority types in them.

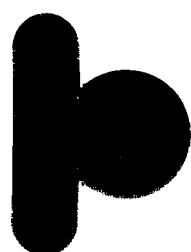
For example, the President feels we should plan probably to do the DAR Convention next year, and also look for some other Right or Conservative-oriented groups of this sort.



H.R. HALDEMAN

Xerox to
- Hugh
- Steve
- WALLER

C
Also
copy
to Hargrave
& Calson
FYI
C



February 5, 1973

FOR: BRUCE A. KEHRLI
FROM: STEPHEN BULL
RE: Access to President's OEOB Office

Would you please see that Mr. Thomas Hart's name is added to the list of those who have access, via the east steps, to the President's OEOB office.

Thank you.

By ADH NARA, Date 5/9/96

CONFIDENTIAL

February 22, 1971

MEMORANDUM FOR: H. R. HALDEMAN

VIA: DWIGHT L. CHAPIN

FROM: STEPHEN BULL

RE: Certain Incoming Cabinet Telephone Calls

In Mr. Haldeman's memo to Mr. Chapin dated February 16, four people were mentioned "who should be able to feel that their calls are put through directly to the President...." The word "feel" raises the question in my mind as to its true meaning; does this mean that we should not go through the normal checking procedure when Rogers, Laird, Mitchell and Connally call, or that we should merely expedite this checking procedure so that they feel the calls are being put through directly?

Continue to check _____

Discontinue checking _____

Check only with President _____

cc: A. Butterfield

DETERMINED TO BE AN
ADMINISTRATIVE MARKING
E.O. 12356, Section 1.1

~~CONFIDENTIAL~~

By RAH NARA, Date 5/9/96 February 22, 1971

MEMORANDUM FOR: H. R. HALDEMAN

VIA: DWIGHT L. CHAPIN

FROM: STEPHEN BULL

RE: Certain Incoming Cabinet Telephone Calls

In Mr. Haldeman's memo to Mr. Chapin dated February 16, four people were mentioned "who should be able to feel that their calls are put through directly to the President...." The word "feel" raises the question in my mind as to its true meaning; does this mean that we should not go through the normal checking procedure when Rogers, Laird, Mitchell and Connally call, or that we should merely expedite this checking procedure so that they feel the calls are being put through directly?

Continue to check _____

Discontinue checking _____

Check only with President _____

cc: A. Butterfield

THE WHITE HOUSE

WASHINGTON

May 8, 1973

FOR: BEVERLY COLE

FROM: STEPHEN BULL 

RE: Modification of Presidential Telephone Call Access

The departure of Mr. Haldeman has necessitated a modification in the procedure for telephone calls to the President. Please substitute General Haig for Mr. Haldeman in all matters relating to your telephone call procedure. In summary, those with direct access to the President by telephone are as follows:

During Working Hours

General Haig
Larry Higby
Stephen Bull
Rose Woods
Senior Secret Service Agent
(emergency situations only)

After Working Hours

General Haig
Larry Higby
Stephen Bull
Rose Woods
Alice Longworth
Secret Service
(emergency only)

The clearance procedure for incoming telephone calls from other than those listed above will remain the same, i. e., check first with Bull and, in his absence, Higby.

Thank you.

cc: Gen. Haig
L. Higby

14
February 26, 1973

FOR: BRUCE KEHRLI
FROM: STEPHEN BULL

Dave Parker is laboring away at establishing a telephone call system which, ultimately, will involve you insofar as getting in the call recommendations to the President. This past week-end someone apparently daxed to Camp David a recommendation that the President call Governor Wallace. It was by accident that I ran across this telephone call recommendation.

Because we need to have control of this system, please let us handle telephone calls in the usual manner. That is, through Parker, to me, cleared by Mr. Haldeman, and submitted by me to the President. After the call sheet has been reviewed by the President, I notify Dave Parker, the originator of the call, and others of the disposition of the call, i.e., the call was made, call not made, alternative action specified by President.

cc: D. Parker

February 15, 1973

FOR: CHIEF TELEPHONE OPERATOR
FROM: STEPHEN BULL
RE: Modification in Instructions Concerning
Incoming Calls to the President

You have previously received detailed instructions from Mr. Butterfield regarding the appropriate handling of telephone calls in Washington, at Camp David, in Key Biscayne and in California. All of these instructions remain the same with the following exception:

Mr. Butterfield is no longer to be involved in the clearance procedure since he is departing the White House. Effective immediately, incoming calls requiring clearance should be checked first with me and, if I am not available, with Mr. Higby.

Thank you.

cc: L. Higby

DRAFT 8/29/72

INSTRUCTIONS CONCERNING THE HANDLING OF INCOMING
TELEPHONE CALLS TO THE PRESIDENT

When the President is in Washington, D. C.

When people whose names are familiar, and others who sound as though their requests deserve attention, call in to speak to the President, White House and Signal switchboard operators should notify either Mr. Butterfield or Mr. Bull without forcing the callers (especially those of stature and/or renown) to remain holding on the line for more than a few seconds. Mr. Butterfield or Mr. Bull will determine the course of action to be taken.

- Those who should be put through to the President directly, unless of course the switchboards have received temporary instructions to the contrary, or unless the operators know for certain that the President cannot conveniently take calls

Mrs Longworth?
Mrs. Mammie Eisenhower? at that moment, are: Mr. Haldeman, Mr. Butterfield, Miss Woods, Mr. Bull ... and in emergency situations Messrs. Robert Taylor and William Duncan of the U. S. Secret Service.

- First Family members should be put through directly also, but only after conclusion of the President's work day when he has returned to the Residence.

Calls from Dr. Billy Graham should be referred to Mr. H. R. Haldeman. Notify Mr. Butterfield ^{Mr. Bull} only when Mr. Haldeman cannot be contacted within a reasonable time period.

When the President is at Camp David or Key Biscayne

When people whose names are familiar, and others who sound as though their requests deserve attention, call in to speak to the President, White House and Signal switchboard operators should notify either Mr. Butterfield, Mr. Bull (if either is with the Presidential party at that location), or alternatively the Military Aide on duty, without forcing the callers (especially those of stature and/or renown) to remain holding on the line for more than a few seconds. Mr. Butterfield, Mr. Bull or the Military Aide on duty will determine the course of action to be taken.

-- Those who should be put through to the President directly, unless of course the switchboards have received temporary instructions to the contrary, or unless the operators know for certain that the President cannot conveniently take calls at that moment, are: First Family members, Mr. Haldeman, Mr. Butterfield, Miss Woods, Mr. Bull ... and in emergency situations Messrs. Robert Taylor and William Duncan of the U.S. Secret Service.

Calls from Dr. Billy Graham should be referred to Mr. H. R. Haldeman. Notify Mr. Butterfield ^{or Bull} only when Mr. Haldeman cannot be contacted within a reasonable time period.

When the President is at San Clemente

When people whose names are familiar, and others who sound as though their requests deserve attention, call in to speak to the President during the hours 7:00 a.m. - 7:00 p.m., White House and Signal switchboard operators should notify either Mr. Butterfield or Mr. Bull. The Military Aide on duty should be notified of calls placed between 7:00 p.m. and 7:00 a.m. In all cases, operators should be cautious not to force the callers (especially those of stature and/or renown) to remain holding on the line for more than a few seconds. Mr. Butterfield, Mr. Bull or the Military Aide will determine the course of action to be taken.

-- Those who should be put through to the President directly, unless of course the switchboards have received temporary instructions to the contrary, or unless the operators know for certain that the President cannot conveniently take calls at that moment, are: Mr. Haldeman, Mr. Butterfield, Miss Woods, Mr. Bull ... and in emergency situations Messrs. Robert Taylor and William Duncan of the U.S. Secret Service.

-- First Family members should be put through directly also,
but only after conclusion of the President's work day when
he has returned to La Casa Pacifica.

Calls from Dr. Billy Graham should be referred to
Mr. H. R. Haldeman. Notify Mr. Butterfield ^{or Bull} only when Mr. Haldeman
cannot be contacted within a reasonable time period.

THE WHITE HOUSE

WASHINGTON

January 18, 1973

MEMORANDUM FOR:

FROM:

ALEXANDER P. BUTTERFIELD

SUBJECT:

Telephone Call Recommendations
for the President

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

Distribution

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

DRAFT 8/29/72

INSTRUCTIONS CONCERNING THE HANDLING OF INCOMING
TELEPHONE CALLS TO THE PRESIDENT

When the President is in Washington, D. C.

When people whose names are familiar, and others who sound as though their requests deserve attention, call in to speak to the President, White House and Signal switchboard operators should *dismiss* notify either Mr. Butterfield or Mr. Bull ~~without forcing the callers~~ (especially those of stature and/or renown) ~~to remain holding on the line for more than a few seconds.~~ Mr. Butterfield or Mr. Bull will determine the course of action to be taken.

- VSP party +*
- Those who should be put through to the President directly, unless of course the switchboards have received temporary instructions to the contrary, or unless the operators know for certain that the President cannot conveniently take calls at that moment, are: Mr. Haldeman, Mr. Butterfield, Miss Woods, Mr. Bull ... and in emergency situations Messrs. Robert Taylor and William Duncan of the U. S. Secret Service.
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When the President is at Camp David or Key Biscayne

When people whose names are familiar, and others who sound as though their requests deserve attention, call in to speak to the

President, White House and Signal switchboard operators should ^{dismiss} ~~notify~~

The VSB party and notify either Mr. Butterfield, Mr. Bull (if either is with the Presidential

party at that location), or ^{otherwise} alternatively the Military Aide on duty,

without forcing the callers ~~(especially those of stature and/or~~

~~renown) to remain holding on the line for more than a few seconds.~~

Mr. Butterfield, Mr. Bull or the Military Aide on duty will determine the course of action to be taken.

- Those who should be put through to the President directly, unless of course the switchboards have received temporary instructions to the contrary, or unless the operators know for certain that the President cannot conveniently take calls at that moment, are: First Family members, Mr. Haldeman, Mr. Butterfield, Miss Woods, Mr. Bull ... and in emergency situations Messrs. Robert Taylor and William Duncan of the U.S. Secret Service.

Calls from Dr. Billy Graham should be referred to Mr. H. R. Haldeman. Notify Mr. Butterfield only when Mr. Haldeman cannot be contacted within a reasonable time period.

When the President is at San Clemente

When people whose names are familiar, and others who sound as though their requests deserve attention, call in to speak to the President during the hours 7:00 a.m. - 7:00 p.m., White House and Signal switchboard operators should notify either Mr. Butterfield or Mr. Bull. The Military Aide on duty should be notified of calls placed between 7:00 p.m. and 7:00 a.m. In all cases, operators should be cautious *to Dismiss VSP* ~~not to force~~ the callers (especially those of stature and/or renown) to ~~remain holding on the line for more than a few seconds.~~ Mr. Butterfield, Mr. Bull or the Military Aide will determine the course of action to be taken.

-- Those who should be put through to the President directly, unless of course the switchboards have received temporary instructions to the contrary, or unless the operators know for certain that the President cannot conveniently take calls at that moment, are: Mr. Haldeman, Mr. Butterfield, Miss Woods, Mr. Bull ... and in emergency situations Messrs. Robert Taylor and William Duncan of the U.S. Secret Service.

-- First Family members should be put through directly also,
but only after conclusion of the President's work day when
he has returned to La Casa Pacifica.

Calls from Dr. Billy Graham should be referred to
Mr. H. R. Haldeman. Notify Mr. Butterfield only when Mr. Haldeman
cannot be contacted within a reasonable time period.

THE WHITE HOUSE
WASHINGTON

M

August 10, 1972

MEMORANDUM FOR :

BEVERLY COLE

FROM :

L. HIGBY L

Whenever Billy Graham calls for the President, the call should be checked directly with Mr. Haldeman before any action, including putting it through to Mr. Butterfield, or the President, is taken.

If the President does not talk to Billy Graham, Mr. Haldeman should always be the one taking the call.

Would you please make sure that all of your operators are advised of this procedure for any future calls from Reverend Billy Graham?

Thank you.

cc: Alex Butterfield
Steve Bull ✓

THE WHITE HOUSE
WASHINGTON

June 27, 1972

To: Mr. Bull

M

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: ALEXANDER BUTTERFIELD
FROM: L. HIGBY

Whenever Billy Graham calls the President, Bob would like to be made aware of that phone call if at all possible.

Thank you.

cc: Stephen Bull

Steve: This is a new rule -
but... did you by any chance ask
B.G. if anyone else
could assist?
-1-

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

May 3, 1972

MEMORANDUM FOR: MISS BEVERLY T. COLE
Chief of Telephone Service

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Proper Clearance of Incoming
Calls to the President

I want to bring to your attention the fact that the President received an incoming telephone call at 10:43 last night (from Mr. Dent) without that call's having been cleared beforehand with me ... or with Mr. Bull, who is the alternate staff member for this purpose.

I am sure that in this particular case Mr. Dent was calling back with information requested by the President during his telephone conversation some 70-75 minutes earlier. Nevertheless, decisions concerning the President's availability to answer incoming calls -- even return calls -- are Mr. Bull's and mine to make, not Manolo's, and not the switchboard operators'.

This is really a very minor incident, I'll admit. And no doubt the working operator understood that the President was interested in interim results of the Indiana and Ohio primaries, and that Mr. Dent's return call pertained to those statistics. But the procedure we have established serves a very important purpose and must be strictly adhered to.

Many thanks.

17
April 17, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MISS BEVERLY A. COLE
Chief of Telephone Service

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Screening of Telephone Calls
to the President

Beverly:

Henceforth, all telephone calls for the President will be screened by either Mr. Bull or me. If your operators are unable to contact me, they should get in touch with Mr. Bull. In other words, I will be the principal and he will be the alternate. Mr. Chapin will no longer be involved.

Thank you.

cc: ✓ Mr. Stephen B. Bull
Mr. Noble M. Melencamp
Mr. John J. Ratchford

ADMINISTRATIVELY CONFIDENTIAL

NIXON PRESIDENTIAL MATERIALS PROJECT
DOCUMENT CONTROL RECORD

ITEM REMOVED FROM THIS FILE FOLDER

A RESTRICTED DOCUMENT OR CASE FILE HAS BEEN REMOVED FROM THIS FILE FOLDER. FOR A DESCRIPTION OF THE ITEM REMOVED AND THE REASON FOR ITS REMOVAL, CONSULT DOCUMENT ENTRY NUMBER N 10 ON EITHER THE DOCUMENT WITHDRAWAL RECORD (GSA FORM 7279 OR NA FORM 1421) OR NARA WITHDRAWAL SHEET (GSA FORM 7122) LOCATED IN THE FRONT OF THIS FILE FOLDER.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 10, 1971

CONFIDENTIAL

DETERMINED TO BE IN

ADDITIONAL INFORMATION

MEMORANDUM FOR: *Emphise* 2-11-80

FROM: ALEXANDER P. BUTTERFIELD *A*

SUBJECT: Recommendations for Presidential
Phone Calls

The purpose of this memorandum is threefold:

- (1) To remind you of the importance of Presidential phone calls;
- (2) To ask your cooperation in a renewed staff effort to give serious thought to this matter and to forward to the President more of these carefully considered recommendations than you have in the past; and
- (3) To set forth a standard procedure which will result in more rapid movement of recommendations to the President's desk, prompt notification to you of results, and the maintenance of accurate records.

Each of you has at least a slightly different area of interest from that of others; and each of you knows better than others what is going on in your field -- who is doing particularly well, who is doing poorly, who is in high spirits and who has a lip on the ground. You are oftentimes aware of successes and disappointments in the families of key persons with whom you are in liaison. In short you are an important link between the President and a category of persons on whom he depends for support. Your alertness to the value of Presidential phone calls can contribute immensely to the quality of that support.

I realize that I am saying nothing here which is news to you; but hopefully, it will be worth a moment's reflection. We have become noticeably complacent on this score over the past 6-8 months, and we must begin now to do better.

Here are some things which you will want to keep in mind:

- Calls, generally, should be recommended to persons who are in some way influential -- although at times you may want to recommend a call to an athlete who has won a high award, or a serviceman who has performed a courageous act, or a youngster who has achieved special recognition in scholarship or some school venture, or a Boy Scout who has saved a life, etc.
- Calls should relate to specific purposes ... as is intimated above. They should recognize something the recipient has done or encourage something he might do; or express sympathy on the occasion of a disappointment or setback, or on the occasion of the loss of a loved one; or ask the recipient's advice, or views, on a particular matter; etc.
- Calls should encourage the recipient's support ... or at least tend to neutralize his opposition.
- Calls when possible should generate some kind of further reaction; they should have a "ripple" effect.

Whereas standardization of format is not absolutely essential, you can help demonstrate that our effort is staff-wide and coordinated by giving some attention to the attached sample ... and by limiting your information always to a single sheet of paper.

The procedure is outlined below. It is simple, and we should try to adhere to it without change for at least 5-6 weeks. If by the end of that period we find that it can be improved, we will take whatever remedial actions are required.

- (1) Type recommendation (along lines of attached format) and forward original to me.
- (2) I will place it with others in special folder which will be handled in same manner as other "action" items destined that day for the President's desk. (If time factor is critical, attach brief note explaining circumstances.)
- (3) My office will notify yours by phone or note of action taken. (Please realize that some recommendations may remain with the President for several days.)

Attachment

CONFIDENTIAL

Emp. in

2-11-80

RECOMMENDED TELEPHONE CALL

TO: Name of person you recommend be called ...
with brief identifying information only when
you suspect name will be unfamiliar to the
President.

RECOMMENDED BY: Your name ... and if recommendation has con-
currence of another staff member, so state.

PURPOSE: Preferably one sentence; two at the most.

BACKGROUND: Whatever background information you feel will
be helpful to the President. Usually 3-4 short
sentences will suffice to set the stage and give
substance to talking points.

TALKING POINTS: 1.

2. The 2, 3 or 4 points that you
recommend be made.

3.

4.

Date

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

August 2, 1971

MEMORANDUM FOR: MR. STEPHEN B. BULL

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Trip Information for the President's Log

Please make a point of getting together with Larry Higby, Jack Brennan and Ron Walker for the purpose of reviewing precisely who the President saw (or telephoned) during this recent trip to Ohio and Iowa. We want to be certain that Nesbitt, Good, et al, get all of the information they would receive if the President had remained here in Washington.

Thank you.

cc: Lawrence M. Higby
Major John V. Brennan
Ronald Walker

THE WHITE HOUSE

WASHINGTON

July 26, 1971

FOR: RONALD H. WALKER

FROM: STEPHEN BULL *JS*

RE: Presidential Telephone Calls
on Trips

A recent memorandum directed that a procedure be established whereby the advancement for any particular city would provide a set of five or six telephone calls for the President to make upon his arrival. These calls would be prepared in the standard telephone call recommendation form (sample attached) that the President is used to seeing for calls that he makes from the White House.

There is already a telephone call procedure operated by Chuck Colson and Alex Butterfield. Alex Butterfield is the receiving agent for all telephone call recommendations, a majority of which come from Chuck Colson. I think that it is important to maintain the same continuity of operation for trip phone calls as we do for White House calls; that is, to run things through Alex. We should add Harry Dent's opinion of the recommendation since most will probably be of a political nature and Harry would have the greatest amount of familiarity with the call recipients and the points that need to be made.

In summary, the telephone call procedure for trips will be as follows:

1. Submission of call recommendations from the advancement to Mike Schrauth.
2. Mike Schrauth forwards the calls, in proper format, to Stephen Bull for checking and possible revision of format.
3. Bull forwards them to Dent for his input and possible revision.

4. Dent forwards the call recommendations to Butterfield.
5. Butterfield includes in trip package.

cc: A. Butterfield
D. Chapin
C. Colson
H. Dent
M. Schrauth

RECOMMENDED TELEPHONE CALL

TO: Name of person you recommend be called...
with brief identifying information only when
you suspect name will be unfamiliar to the
President.

RECOMMENDED BY: Your name...and if recommendation has
concurrence of another staff member,
so state.

PURPOSE: Preferably one sentence; two at most.

BACKGROUND: Whatever background information you feel
will be helpful to the President.
Usually 3-4 short sentences will suffice to
set the stage and give substance to talking
points. No letter has been sent.

TALKING POINTS:

- 1.
- 2.
3. The 2, 3 or 4 points that you
recommend be made.
- 4.

NOTE: Original plus 4 copies are to be
sent to Mr. Butterfield.

Date of Submission

June 30, 1971

MEMORANDUM

FOR: A. Butterfield
C. Colson

FROM: S. Bull

Would you please review the attached memorandum that I wrote to Dwight Chapin. Unless you have problems with this procedure, I will initiate action on it so that it becomes standard policy for all trips.

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

OK Goodman
June 29, 1971
9:00 a.m.

FOR: DWIGHT L. CHAPIN
FROM: STEPHEN BULL *SB*
RE: Presidential Telephone Calls
on Trips

A recent memorandum directed that a procedure be established whereby the advancement for any particular city would provide a set of five or six telephone calls for the President to make upon his arrival. These calls would be prepared in the standard telephone call recommendation form (sample attached) that the President is used to using for calls that he makes from the White House.

There is already a telephone call procedure which is operated by Chuck Colson and Alex Butterfield. Basically, Alex Butterfield is the receiving agent for all telephone call recommendations, a great majority of which come from Chuck Colson. Those which have not been specifically recommended by Chuck are run through him and receive his concurrence or rejection. I think that it is necessary to maintain the same continuity of operation for trip phone calls as we do for the White House, and that is still to run things through Alex and check them with Colson. We might wish to add an additional element, which is Harry Dent's opinion, for these trip phone calls since most of the calls will probably be of a political nature and Harry would have the greatest amount of familiarity with the call recipients and the points that need to be made.

In summary, I visualize a telephone call procedure as follows:

1. Submission of call recommendations from the advancement to Mike Schrauth.
2. Mike Schrauth forwards the calls, in proper format, to me for checking and possible revision of format.

- 2 -

3. Bull forwards to Dent for his input and possible revision.
4. Dent forwards the call recommendations to Butterfield via Colson.
5. Butterfield includes in trip package.

cc: R. Walker

RECOMMENDED TELEPHONE CALL

TO: Name of person you recommend be called ... with brief identifying information only when you suspect name will be unfamiliar to the President.

RECOMMENDED BY: Your name ... and if recommendation has concurrence of another staff member, so state.

PURPOSE: Preferably one sentence; two at most.

BACKGROUND: Whatever background information you feel will be helpful to the President. Usually 3-4 short sentences will suffice to set the stage and give substance to talking points. No letter has been sent.

TALKING POINTS:

- 1.
- 2.
3. The 2, 3 or 4 points that you recommend be made.
- 4.

NOTE: Original plus 4 copies are to be sent to Mr. Butterfield.

Date of Submission

Mr. Fox Walker

THE WHITE HOUSE

WASHINGTON

June 30, 1971

MEMORANDUM

FOR: A. Butterfield
G. Colson
FROM: S. Bull *CB*

Would you please review the attached memorandum that I wrote to Dwight Chapin. Unless you have problems with this procedure, I will initiate action on it so that it becomes standard policy for all trips.

THE WHITE HOUSE
WASHINGTON

June 29, 1971
9:00 a.m.

FOR: DWIGHT L. CHAPIN
FROM: STEPHEN BULL *SB*
RE: Presidential Telephone Calls
on Trips

A recent memorandum directed that a procedure be established whereby the advancement for any particular city would provide a set of five or six telephone calls for the President to make upon his arrival. These calls would be prepared in the standard telephone call recommendation form (sample attached) that the President is used to using for calls that he makes from the White House.

*...or period
after 2nd or
3rd word
in last line.*

There is already a telephone call procedure ~~which is~~ operated by Chuck Colson and Alex Butterfield. Basically, Alex Butterfield is the receiving agent for all telephone call recommendations, a ~~great~~ majority of which come from Chuck Colson. Those which have not been specifically recommended by Chuck are run through him and receive his concurrence or rejection. I think that it is ~~necessary~~ to maintain the same continuity of operation for trip phone calls as we do for the White House, and that is, still to run things through Alex and check them with Colson. We might wish to add an additional element, which is "Harry Dent's opinion," for of the ~~recommendations~~ trip phone calls since most of the calls will probably be of a political nature and Harry would have the greatest amount of familiarity with the call recipients and the points that need to be made.

*Many do not
know this &
probably should.
e.g. MACG
Tim
E
Klein
etc.*

In summary, I visualize a telephone call procedure as follows:

1. Submission of call recommendations from the advancement to Mike Schrauth.
2. Mike Schrauth forwards the calls, in proper format, to me *Steve Bull* for checking and possible revision of format.

*Steve: My nit-picks apply only to memo which would
be used to distribute*

3. Bull forwards ^{them} to Dent for his input and possible revision.
4. Dent forwards the call recommendations to Butterfield via Colson.
5. Butterfield includes in trip package.

cc: R. Walker

Note I would check
with Colson
sumptuously,
as I do now.

I don't think anyone
would mind the Dent
review &/or input
of opinion - but
the "accept or reject"
role of Colson would
be most unpleasing
to ^{certain sr.} key staffers.

-1/

RECOMMENDED TELEPHONE CALL

TO: Name of person you recommend be called ...
with brief identifying information only when
you suspect name will be unfamiliar to the
President.

RECOMMENDED BY: Your name ... and if recommendation has
concurrence of another staff member, so state.

PURPOSE: Preferably one sentence; two at most.

BACKGROUND: Whatever background information you feel
will be helpful to the President. Usually 3-4
short sentences will suffice to set the stage
and give substance to talking points. No letter
has been sent.

TALKING POINTS:

- 1.
- 2.
3. The 2, 3 or 4 points that you
recommend be made.
- 4.

NOTE: Original plus 4 copies are to be
sent to Mr. Butterfield.

Date of Submission

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

June 29, 1971
9:00 a.m.

FOR: DWIGHT L. CHAPIN
FROM: STEPHEN BULL *SB*
RE: Presidential Telephone Calls
on Trips

A recent memorandum directed that a procedure be established whereby the advancement for any particular city would provide a set of five or six telephone calls for the President to make upon his arrival. These calls would be prepared in the standard telephone call recommendation form (sample attached) that the President is used to using for calls that he makes from the White House.

There is already a telephone call procedure which is operated by Chuck Colson and Alex Butterfield. Basically, Alex Butterfield is the receiving agent for all telephone call recommendations, a great majority of which come from Chuck Colson. Those which have not been specifically recommended by Chuck are run through him and receive his concurrence or rejection. I think that it is necessary to maintain the same continuity of operation for trip phone calls as we do for the White House, and that is still to run things through Alex and check them with Colson. We might wish to add an additional element, which is Harry Dent's opinion, for these trip phone calls since most of the calls will probably be of a political nature and Harry would have the greatest amount of familiarity with the call recipients and the points that need to be made.

In summary, I visualize a telephone call procedure as follows:

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2. Mike Schrauth forwards the calls, in proper format, to me for checking and possible revision of format.

3. Bull forwards to Dent for his input and possible revision.
4. Dent forwards the call recommendations to Butterfield via Colson.
5. Butterfield includes in trip package.

cc: R. Walker

RECOMMENDED TELEPHONE CALL

TO: Name of person you recommend be called ...
with brief identifying information only when
you suspect name will be unfamiliar to the
President.

RECOMMENDED BY: Your name ... and if recommendation has
concurrence of another staff member, so state.

PURPOSE: Preferably one sentence; two at most.

BACKGROUND: Whatever background information you feel
will be helpful to the President. Usually 3-4
short sentences will suffice to set the stage
and give substance to talking points. No letter
has been sent.

TALKING POINTS: 1.
2.
3. The 2, 3 or 4 points that you
recommend be made.
4.

NOTE: Original plus 4 copies are to be
sent to Mr. Butterfield.

Date of Submission

THE WHITE HOUSE

WASHINGTON

June 28, 1971

MEMORANDUM FOR: MR. RONALD H. WALKER
FROM: DWIGHT L. CHAPIN

Bob Haldeman points out that - back when he was running the Advance Men - they always had five or six phone calls ready to suggest that the President make whenever he hit the town. I can remember having to do this in 1966 when I did my extensive advance work.

Let's put a procedure into the works whereby the President is given a set of phone calls on each stop. These calls should be dexted in to us by the Advance Man prior to our departure. Steve Bull should review the phone calls and make certain that they are accurate and then go over them with Chapin. The phone calls should follow our standard phone call procedure form. Walker should get a copy of this phone call form from Bull.

We can get all kinds of mileage from this type of activity. Let's see if we can do a good job with this.

cc: Mr. Bull

*Colson runs phone program - should run
first him*

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

May 28, 1971

MEMORANDUM FOR: MR. STEPHEN B. BULL

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Modifications to Procedures for Preparation of Recommendations for Presidential Phone Calls
(Ref: March 10th Memorandum, Subject: Recommendations for Presidential Phone Calls; and March 25th Memorandum, Subject: Changes to Recently Outlined Procedure for Submitting Recommended Presidential Telephone Calls)

Here are three modifications to procedures sent to you previously concerning the preparation of Recommended (Presidential) Telephone Call sheets:

- (1) It is important that each of you, prior to preparing one of the standard formats recommending that the President telephone a particular individual, double check to ensure that our Correspondence office has no record of a Presidential letter having been dispatched to that person for essentially the same purpose. Then, add as the last sentence, or last paragraph of the BACKGROUND section of the format, a brief statement to the effect that "no letter has been sent".
- (2) Forward these Recommended Telephone Call sheets to my office as you have been doing in the past ... but see to it that you send the original and 4 copies. As you probably know, I use the copies to notify interested staff members when calls have been completed, and a total of 4 are required in such cases.

- (3) Be sure that you date your Recommended Telephone Call sheets ... either at the top center of the paper, or in the lower left corner.

As I mentioned to you in one of the referenced memoranda, there may be some unusually long delays in my getting back to you with information that your recommended call has been made or not made. In cases of non-critical phone calls, the recommendations may remain with the President -- on his desk or in his briefcase -- for as long as 2-3 weeks. Be assured, however, that I will pass the word on final disposition to you promptly once it is known.

Thank you.

Attachment

RECOMMENDED TELEPHONE CALL

TO: Name of person you recommend be called ...
with brief identifying information only when
you suspect name will be unfamiliar to the
President.

RECOMMENDED BY: Your name ... and if recommendation has
concurrence of another staff member, so state.

PURPOSE: Preferably one sentence; two at most.

BACKGROUND: Whatever background information you feel
will be helpful to the President. Usually 3-4
short sentences will suffice to set the stage
and give substance to talking points. No letter
has been sent.

TALKING POINTS: 1.
2.
3. The 2, 3 or 4 points that you
recommend be made.
4.

NOTE: Original plus 4 copies are to be
sent to Mr. Butterfield.

Date of Submission

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 25, 1971

MEMORANDUM FOR: MR. STEPHEN B. BULL

FROM: ALEXANDER P. BUTTERFIELD 

SUBJECT: Change to Recently Outlined Procedure
for Submitting Recommended Presidential
Telephone Calls

REFERENCE: My memorandum to you of March 10th ...
Subject: Recommendations for Presidential
Phone Calls

Henceforth, please submit directly to me the original plus 3 copies
of your recommendations for Presidential phone calls.

I realize that this will require a little extra work at your end of the
line but the additional copies are necessary if we are to properly fulfill
our post-call notification obligations at this end of the line.

Many thanks.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 10, 1971

DETERMINED TO BE IN
ADMINISTRATIVE MARKING
E.O. 12065, Section 6-102
DATE 12/25/79
CONFIDENTIAL

MEMORANDUM FOR: MR. STEPHEN B. BULL

FROM: ALEXANDER P. BUTTERFIELD A

SUBJECT: Recommendations for Presidential
Phone Calls

The purpose of this memorandum is threefold:

- (1) To remind you of the importance of Presidential phone calls;
- (2) To ask your cooperation in a renewed staff effort to give serious thought to this matter and to forward to the President more of these carefully considered recommendations than you have in the past; and
- (3) To set forth a standard procedure which will result in more rapid movement of recommendations to the President's desk, prompt notification to you of results, and the maintenance of accurate records.

Each of you has at least a slightly different area of interest from that of others; and each of you knows better than others what is going on in your field -- who is doing particularly well, who is doing poorly, who is in high spirits and who has a lip on the ground. You are oftentimes aware of successes and disappointments in the families of key persons with whom you are in liaison. In short you are an important link between the President and a category of persons on whom he depends for support. Your alertness to the value of Presidential phone calls can contribute immensely to the quality of that support.

I realize that I am saying nothing here which is news to you; but hopefully, it will be worth a moment's reflection. We have become noticeably complacent on this score over the past 6-8 months, and we must begin now to do better.

Here are some things which you will want to keep in mind:

- Calls, generally, should be recommended to persons who are in some way influential -- although at times you may want to recommend a call to an athlete who has won a high award, or a serviceman who has performed a courageous act, or a youngster who has achieved special recognition in scholarship or some school venture, or a Boy Scout who has saved a life, etc.
- Calls should relate to specific purposes ... as is intimated above. They should recognize something the recipient has done or encourage something he might do; or express sympathy on the occasion of a disappointment or setback, or on the occasion of the loss of a loved one; or ask the recipient's advice, or views, on a particular matter; etc.
- Calls should encourage the recipient's support ... or at least tend to neutralize his opposition.
- Calls when possible should generate some kind of further reaction; they should have a "ripple" effect.

Whereas standardization of format is not absolutely essential, you can help demonstrate that our effort is staff-wide and coordinated by giving some attention to the attached sample ... and by limiting your information always to a single sheet of paper.

The procedure is outlined below. It is simple, and we should try to adhere to it without change for at least 5-6 weeks. If by the end of that period we find that it can be improved, we will take whatever remedial actions are required.

- (1) Type recommendation (along lines of attached format) and forward original to me.
- (2) I will place it with others in special folder which will be handled in same manner as other "action" items destined that day for the President's desk. (If time factor is critical, attach brief note explaining circumstances.)
- (3) My office will notify yours by phone or note of action taken. (Please realize that some recommendations may remain with the President for several days.)

Attachment

CONFIDENTIAL

DETERMINED TO BE AN
ADMINISTRATIVE MARKING
E.O. 12065 Section 6-102
By Michael Date 12/26/76

RECOMMENDED TELEPHONE CALL

TO: Name of person you recommend be called ...
with brief identifying information only when
you suspect name will be unfamiliar to the
President.

RECOMMENDED BY: Your name ... and, if recommendation has con-
currence of another staff member, so state.

PURPOSE: Preferably one sentence; two at the most.

BACKGROUND: Whatever background information you feel will
be helpful to the President. Usually 3-4 short
sentences will suffice to set the stage and give
substance to talking points.

TALKING POINTS: 1.
2. The 2, 3 or 4 points that you
recommend be made.
3.
4.

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

CONFIDENTIAL

February 16, 1971

*Xerox to
- Alex
- C*

MEMORANDUM FOR:

DWIGHT CHAPIN

FROM:

H. R. HALDEMAN *H.*

The four people in the Cabinet who should be able to feel that their calls are put directly through to the President are Rogers, Laird, Mitchell and Connally. I ~~want to be~~ *have told* ~~sure that Connally knows~~ that he can always feel free to call the President when he wants to talk with him and that unless the President is otherwise involved, the call will be put through.

cc: Steve Bull

Bsu

M

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

CONFIDENTIAL

February 22, 1971

MEMORANDUM FOR: H. R. HALDEMAN

VIA: DWIGHT L. CHAPIN

FROM: STEPHEN BULL *SB*

RE: Certain Incoming Cabinet Telephone Calls

DETERMINED BY THE
ADMINISTRATIVE
E.O. 12065, 12-1-70
By *EMP* *2-11-80*

In Mr. Haldeman's memo to Mr. Chapin dated February 16, four people were mentioned "who should be able to feel that their calls are put through directly to the President...." The word "feel" raises the question in my mind as to its true meaning; does this mean that we should not go through the normal checking procedure when Rogers, Laird, Mitchell and Connally call, or that we should merely expedite this checking procedure so that they feel the calls are being put through directly?

Continue to check ✓

Discontinue checking

Check only with President

cc: A. Butterfield

February 16, 1971

MEMORANDUM FOR:

DWIGHT CHAPIN

FROM:

H. R. HALDEMAN

The four people in the Cabinet who should be able to feel that their calls are put directly through to the President are Rogers, Laird, Mitchell and Connally. I want to be sure that Connally knows that he can always feel free to call the President when he wants to talk with him and that unless the President is otherwise involved, the call will be put through.

HRH:kb

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

February 16, 1971

MEMORANDUM FOR: ALEXANDER P. BUTTERFIELD
FROM: DWIGHT L. CHAPIN

The President would like to alter his practice of one phone call per day to a Cabinet Member to two phone calls per week.

cc: Steve Bull
Chuck Colson

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

February 5, 1971

M
Steve
See me
c

MEMORANDUM FOR:

DWIGHT CHAPIN ✓

~~DAVE PARKER~~

FROM:

H. R. HALDEMAN *H*

The attached memo from Timmons points out a problem that probably has occurred more than just this one time. I think Timmons' suggestion of staffing these over the phone has some merit, but would like the two of you to work out a system to make sure that this sort of problem does not happen again.

Attachment

cc: Bill Timmons
Alex Butterfield

THE WHITE HOUSE

WASHINGTON

February 4, 1971

MEMORANDUM FOR: LARRY HIGBY
FROM: WILLIAM E. TIMMONS *BT*
SUBJECT: Telephone Requests

You'll recall our several telephone conversations yesterday in an effort to expedite staffing of the recommendation to the President to call Rep. Joe Waggonner (D-La) to congratulate him on his election to the Ways & Means Committee. The paper finally got to the President after his private dinner last night.

The President did call Mr. Waggonner -- but at 4:00 o'clock in the afternoon, some five hours before he received the talking points.

I must confess I'm partly to blame for this since I personally mentioned to the President yesterday about 3:30 p.m. that Waggonner was elected. This was in the context of a conversation about the Ways and Means Committee, revenue sharing, etc. I should have realized he would telephone Joe without waiting for the call sheet.

Normally, talking points are of little substance and provide only a guiding background for the President. However, in the Waggonner case, I feel we might have lost a great opportunity which the President could have seized if he had read the paper beforehand. Especially important was the reference to an outstanding Waggonner request to bring a constituent into talk with the President. I'm not sure but imagine Joe brought this up on the phone, and the President might have been caught cold.

As I understand the system, call requests go to Chapin -- to Colson -- to other interested staff -- to Haldeman -- to Butterfield -- to the President. Also, I believe Bob doesn't review his papers until late in the afternoon. As a consequence of this system, coupled with normal delays in our mail system, it takes hours and perhaps days, to get a request through the maze.

I fully understand the need for these staff checkpoints and concur they are valuable. However, I have a suggestion for "Red Tag" telephone requests:

1. They be staffed over the phone when possible; and
2. You not hold Red Tags until Bob's normal review period but rather bring them to his immediate attention.

Thanks much.

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

July 22, 1970

MEMORANDUM FOR: MR. BUTTERFIELD
MR. BROWN
✓MR. BULL
MR. HIGBY

FROM: Dwight L. Chapin ✓

RE: Telephone Call Sheets

This is just a reminder that telephone numbers should never appear on a Presidential Telephone Request sheet. The numbers should be given to the operators ahead of time and the notation made on the phone sheets that the White House operators have the numbers. If by some accident you happen to see a phone sheet which carries the telephone number, please return the sheet to my office so the correction can be made and the number given to the board.

Thank you.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 16, 1970

FOR: DWIGHT L. CHAPIN
FROM: STEPHEN BULL *SB*
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.

*Steve -
He has done this
many times - or so
as the operator makes the call
I guess the person the message
they should let you know*

March 16, 1970

**FOR: Beverly Cole
 Telephone Office**

FROM: Stephen Bull

This afternoon the President picked up his telephone and asked the operator to have a staff member come up to his office for an appointment. We would appreciate it in the future if you would advise your telephone operators to notify Mr. Chapin or me when such a situation occurs. This will enable us to keep abreast of all developments relating to the President's schedule.

Thank you very much.

cc: D. Chapin