

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

June 26, 1972

MEMORANDUM FOR:

MR. BILL CARRUTHERS
MR. MARK GOODE

FROM:

DWIGHT L. CHAPIN

The President feels that there were too many people around on the filming of the documentary last Friday. It is his suggestion that perhaps on occasions like this in the future we just use one of you two or maybe even just the producer if he is compatible with the President.

The main thing on the above point is that we keep the number of people to a minimum which is something which we have always known is a problem as far as the President is concerned. We should be watching out for it on all occasions.

The President feels strongly that we cannot have Ollie and his assistant shooting stills when the President is doing television. From now on, we will make certain that Ollie and his assistant do not take still pictures while the President is doing television. This is at the request of the President.

cc: Mr. Bull

June 26, 1972

R

MEMORANDUM FOR: MARK GOODE
DAVID PARKER

FROM: STEPHEN BULL

SUBJECT: Use of Roosevelt Room for Film Clips

In order not to inconvenience tours in the Residence, the President would like to do all future film clips, such as the one he did this morning on meat imports, in the Roosevelt Room. Although we do not have any film clips scheduled for the near future, we should plan immediately for those materials and procedures that will be necessary in order to do a filming properly. I am thinking in terms of an appropriate backdrop, procedures for removal of the table in the Roosevelt Room, etc.

Thank you.

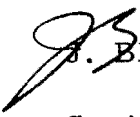
cc: Mr. Haldeman
Mr. Butterfield
Mr. Chapin
Mr. Farrell
Mr. Higby
Gen. Redman
Mr. Ziegler

THE WHITE HOUSE

WASHINGTON

June 23, 1972

MEMORANDUM FOR: STEVE BULL

FROM:  J. BRUCE WHELIHAN

SUBJECT: Setting up film clips, etc.

The President coughed and sputtered a bit before he completed the film clip on the Higher Education Bill in the Theater today. He sounded like he needed a glass of water. There may have been one on hand, but I don't think so. You may want to set up a procedure with the Ushers Office, whereby they put a pitcher of ice water in the Theater each time one of these events is scheduled.

JBW

MEMORANDUM

R

THE WHITE HOUSE

WASHINGTON

June 12, 1972

12:30 p.m.

High Priority

MEMORANDUM FOR: STEPHEN BULL

FROM: DWIGHT L. CHAPIN 

SUBJECT: HPS

I question to what degree we have followed through and perfected the execution of major Presidential activity in order to meet the HPS criteria.

Realizing that HPS is not totally your responsibility, I want you to take over the follow through on it. Once Parker has a tentative approval on an event and the rough HPS submitted with the schedule proposal, you should set about pulling together the final HPS. The logical thing would be for your final version to be sent in with the scenario for the event when this is appropriate. Otherwise it can just come in as a memo via me to Haldeman.

Since television is always involved, Goode should be consulted. Ziegler, according to Bob's instructions, should always sign off on it. This will serve as a means for getting Ron to focus on our major event for any given day.

On the Headline part, you should consult the substantive person responsible for the event and get headline ideas from him. The words agreed upon might need to be checked with some of the PR types and should be given to Price and his men so they can get the information worked into the President's remarks.

You should consider the perfecting of the HPS and the execution according to plan one of your major responsibilities. I also think you should assign Terry O'Donnell to work on this with you. It will give him a good chance to see what we're after and how to do things.

Looking at this week's schedule, do we have our HPS for our major events - SALT, Bradley (if it comes off), Echeverria on Thursday and Friday? Keep in mind that Echeverria is a gold mine politically. Something different is in order.

I want to be involved on all the HPS for every major event so keep me in the loop during the planning.

cc: Mr. Goode
Mr. Parker
Mr. Ziegler

THE WHITE HOUSE
WASHINGTON

April 18, 1972

*please file
in office*
L

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: STEPHEN B. BULL
 DAVID N. PARKER

FROM: L. HIGBY *L*

SUBJECT: HPS

In attempting to find out the reaction to the "Greeting of the PRC Table Tennis Team" HPS plan that Steve turned in, I found out from Bob that this had already been covered with Dave and Dwight in Canada, but apparently Steve hadn't been filled in. Therefore, to avoid any future misunderstandings, Bob asked that I relate to you on paper how the HPS plan should work. (The plan is attached.)

cc: Dwight L. Chapin

Attachment

HPS

The Headline-Picture-Storyboard Plan

No public event for the President committed without headline, picture and television storyboard done. This is to accompany schedule proposal with agreement from writer assigned that he can produce this.

Clearance procedure --

1. Presidential schedule proposal submission same as now and preliminary headline estimate.
2. Preliminary O.K. by H (after Presidential consultation).
3. Final schedule proposal submission to include:
 - headline, picture (actual sketch) and storyboard (T.V. pictures and leads)
 - Staff agreements on HPS
 - (1) writer assigned
 - (2) Ziegler
 - (3) substantive responsibility
4. O.K. of final proposal by H (with HPS)
5. Commitment of event

THE WHITE HOUSE
WASHINGTON

April 6, 1972

MEMORANDUM FOR: MR. CHARLES COLSON
FROM: DWIGHT L. CHAPIN
SUBJECT: Presidential Events

Let me go back and reiterate a couple of points which I was trying to make in the planning meeting yesterday regarding Presidential activities. I think it is very important -- in fact, essential -- that you understand our procedures.

It is my responsibility, unless otherwise delegated to Parker, Walker, or Schrauth to handle the final setup regarding arrangements for any Presidential activity. This encompasses all of the elements that comprise an event. It is our policy that we will notify from our office the sponsoring organization regarding the President's final approval and the degree of his participation in the event. On the Catholic Educators, we should have made the call from our office, and if it was delegated to your office, it was a mistake and we will see that this does not happen again. We will lock up exactly what it is the President will do, how long he will stay, etc. We will also see that the release time for announcement of the event is coordinated with the Press Office and with the Congressional Officer personnel.

You may be called periodically for advice, but under no circumstances are you to do any notification without clearing it with someone in my office or with me. We know from experience what can happen when these things get out of channels. In addition, you shall never call the Advance man direct, rather you should call Walker's office.

Regarding a conversation with Walker yesterday, at one point, you indicated to him that you would "cover it with the President" and Walker instructed you that you need not do that. The fact that you would even think of covering with the President a subject related to one of his trips shows a complete misunderstanding of how our procedures work.

The purpose of this memorandum is to review as a reminder and to let you know your adherence to this procedure is a necessity.

cc: Mr. Howard
 ~~Mr. Walker~~
 ✓ Mr. Bull
 Mr. Parker
 Mr. Haldeman
 Mr. Ziegler
 Mr. Timmons

THE WHITE HOUSE
WASHINGTON

March 29, 1972

MEMORANDUM FOR: ✓ ALEX BUTTERFIELD
STEVE BULL

FROM: H. R. HALDEMAN H.

As a point of general guidance, we should not run in any more of the personal type handshake people to see the President. We are shifting gears now and eliminating this kind of interruption in his schedule. This would apply to staff members, families, etc., who happen to be in the White House. The President should not be interrupted for these from now. This is a change in the previous procedure.

cc: Dwight Chapin
Dave Parker

MEMORANDUM

N

THE WHITE HOUSE

WASHINGTON

March 21, 1972

FOR: DAVID PARKER
FROM: STEPHEN BULL *SB*
RE: Presidential Schedule

Upon reviewing the schedule for Tuesday, March 21, the President noted that too little time had been allocated for the President's meeting with Vice President Manea Manescu. The President noted that 15 minutes was not a realistic timeframe within which to meet with the Vice President since the visitor will require the use of an interpreter. He indicated that meetings requiring translations take twice as long as those that do not.

As a general course we must check with NSC before scheduling the appointment to determine whether or not a translation is necessary. If it is, then we should use the rule of thumb on the President's schedule of allowing twice the time.

In the initial schedule request that is submitted to the President from NSC, it should be clear whether the suggested timeframe is allowing for translation time or is merely taking into account the time necessary to discuss the subject matter.

cc: H. R. Haldeman
Dr. H. Kissinger
A. Butterfield
D. Chapin

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 6, 1972

2:30 p. m.

MEMORANDUM FOR: NELL YATES

FROM: DWIGHT L. CHAPIN C

On February 11, I received a memorandum from Steve Bull regarding the preparation and signing of memoranda confirming Presidential appointments. Steve at that time made the suggestion that Parker be the one to sign off on these memoranda. His point was that he was not equipped, due to a lack of knowledge, to answer questions concerning the appointments, plus he did not have ready access to the background material and only became familiar with it at the time he reviewed it prior to signing the various memoranda.

It seems to me that you should prepare and sign off on these memoranda. You're functioning as the coordinator for all these appointment items anyway and I would rather have you handle any questions from people regarding the appointments, than have Steve or Dave do it. Obviously, any problems which come up could be kicked to Dave or, if appropriate, to Steve.

Will you please begin preparing and signing off on the memoranda.

cc: ✓ Steve Bull
David Parker

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

November 24, 1971

MEMORANDUM FOR:

DAVID PARKER

FROM:

DWIGHT L. CHAPIN

I got a call from C. D. Ward this morning, raising the point that Governor Sargent had come in to see the President and the Vice President knew nothing about it. As we know, the Vice President is in charge of governors. Even if an appointment such as the Sargent one is being put together, we should notify the Vice President's office so that they are at least posted on what is happening. Will you please see that as we staff out appointments for governors to come in that they are run past the Vice President. In addition, when any appointment is set, we must make sure that the Vice President is so notified.

cc:

✓ Steve Bull
Nell Yates

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

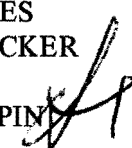
November 9, 1971
3:45 p.m.

R

MEMORANDUM FOR:

✓ MR. STEPHEN B. BULL
MR. DAVID N. PARKER
MRS. NELL YATES
MISS TERRY DECKER

FROM:

DWIGHT L. CHAPIN 

SUBJECT:

Notice of Approval - Presidential Events

From this time forward, I see no need in my signing off on the notices which are sent to various people regarding the fact that an event has been locked on the calendar. These notices should be prepared as they are presently by Nell Yates, but for Steve Bull's signature.

I just want to get out of the business of having to sign all of these notices and checking the details which can better be handled by Steve.

ADMINISTRATIVELY
THE WHITE HOUSE
WASHINGTON

October 5, 1971

MEMORANDUM FOR : DWIGHT CHAPIN
FROM : H.R. HALDEMAN

Following up on my verbal comments this morning, the following are some random notes from the President.

Dave Stein
First, we are not to schedule any more live phone calls to public events such as the Passman meeting yesterday. Instead, we should always do a tape recording in advance for this kind of meeting. The technical problems of setting up and operating a phone call make it too difficult to insure that it will come off right, so we won't try them any more.

Dave
Further, on the Thanksgiving plans, Mrs. Nixon is now basically in agreement with the idea of going to California for Thanksgiving. The President feels Christmas is not a good time to go out there and that it would be better instead to take some time in Florida during the Christmas season.

Al's Dave
On the matter of Christmas receptions, Mrs. Nixon is concerned about the problem of their not being present to shake hands with people, but feels that it can be done if it's made clear ahead of time to all those attending that the Nixons will not be present. We need to develop a way of making this clear.

Steve
We need a plan developed for a special tennis match at the White House with bleachers put up at the White House court, and a few top tennis stars such as Billie Jean King and Stan Smith playing a special match, which the President would attend.

Dave
You were going to get me the rating information on the Paul Keyes Show.

R K
Keyes To
Parker, Bull,
Alip, Walker
C

Let's object!!!

Office
AGT

The President does want to have one evening at the White House during this year and suggests doing one with Lawrence Welk.

Dave

He would like to have a reception at some point for Conservative newsmen and would like to figure out a reason for giving such a reception - such as something honoring Barry Goldwater, or Buckley's birthday, or something of that sort. See if you can develop something there.

Dave

For planning purposes we should figure on a press conference at noon on Tuesday - in office.

Dave

He now feels that the Detroit Q & A session was perhaps more worthwhile than he had originally thought. He points out that we tend to go overboard on insisting that everything has to be perfect and that maybe this one, even though not perfect, was productive, and that we should do more Q & A things of this sort.

Steve
Walker

He has invited Secretary Connally to go to the Billy Graham Day in Charlotte with him. That would be Secretary and Mrs. Connally. If the Connallys are able to accept (and you should check this out with the Secretary), they should ride in a separate car marked as SECRETARY OF THE TREASURY - JOHN CONNALLY, and he should speak briefly in the program. Billy Graham apparently raised this with the President on the phone this weekend.

✓

As of now, the planning for the Phase II announcement will be news time Thursday evening - that is, 7:30 p.m. Eastern Daylight Time.

C

The President has told Henry to work on some ideas for a Latin-American heads-of-state conference - maybe in Mexico City.

Dave
C

The President may drop in from time to time on the Blair House dinners. We should get a schedule of these dinners in with suggestions, from time to time, for his attending.

MEMORANDUM

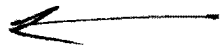
R

THE WHITE HOUSE

WASHINGTON

September 28, 1971


11:15 a.m.



MEMORANDUM FOR:

- ✓ MR. STEPHEN B. BULL
- MR. MARK GOODE
- MR. DAVID N. PARKER
- MR. RONALD H. WALKER

FROM:

DWIGHT L. CHAPIN 

From now on, on all memoranda sent out from your office please see that the time when the memorandum is typed is placed under the date. This should apply to all memoranda as well as schedules.

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

September 18, 1971

Handwritten notes:
R
some place

MEMORANDUM FOR: DAVID PARKER
FROM: DWIGHT L. CHAPIN *C*

We have been told to hold Wednesday totally free. This is a rigid policy which must be held to.

In addition, we are to try and program events for Thursday morning which are more or less easily canceled. In other words, we are to set appointments on Thursday that can be moved at the last minute if the President decided he wants to do some spontaneous type of activity.

cc: ✓ Steve Bull
 Alex Butterfield
 Chuck Colson

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

September 16, 1971
11:30 A.M.

MEMORANDUM FOR: H. R. HALDEMAN

VIA: DWIGHT L. CHAPIN

FROM: STEPHEN BULL *S.B.*

RE: Staging of Presidential Meetings
in the Cabinet Room

The President indicated to Mr. Butterfield that, when he meets with a committee or commission, the senior member of the contingent, or the spokesman for those present, should be seated in the Vice President's chair so that he can talk face-to-face rather than having to shout from the far end of the table or turn his body 90° to the side from the Secretary of State's chair or that of the Secretary of Defense. He was referring in this case, I believe, to the meeting with the Williams Commission at 3:00 p.m. on Monday, September 13.

The purpose of putting the senior member of an organization next to the President is usually based upon Press considerations. Usually the only way that the President and the principal spokesman can be shown in a Press photo together would be to have them sit side by side. The situation in the Cabinet Room is such that a photograph with the spokesman sitting in the Vice President's chair would not provide a good shot of the President and the spokesman. Having the two together in a photograph seems to me to be of primary importance in some of these meetings, particularly those such as the labor leaders where the photograph of the President with George Meany next to him received rather wide distribution. Perhaps if the President considered this aspect of the rationale behind where we seat people at the table he might wish to revise his instructions.

Could you please give me some guidance in this matter?

Thank you.

cc: A. Butterfield

*Put people
across from him
I don't think
shot for
end of 1/200*

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

August 2, 1971

MEMORANDUM FOR:

MR. DAVID N. PARKER

FROM:

DWIGHT L. CHAPIN

We have the rule from the President not to schedule him early in the morning for the first two days after he has returned from the West on any given trip. As an addendum to that rule, he wants to make sure that we do not plan any major appearances for the first two days after his return from the West. This would include events such as press conferences, speeches, etc.

cc: ✓ Mr. Bull
Mr. Butterfield

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

July 30, 1971

MEMORANDUM FOR: STEVE BULL
FROM: DWIGHT L. CHAPIN

Will you put Ray Price down on the list of people for the President to see the next time we have some free time. In other words, for next Wednesday's list of things. He wants to talk to Ray about some radio speeches plus the various remarks which he is getting from the speech writers.

*Dr. Blount - Army Lt Col.
new Dr.
Thad's introduction*

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

July 23, 1971

MEMORANDUM FOR:

DAVE PARKER

FROM:

DWIGHT L. CHAPIN

We are to keep in mind that from now on after a trip to California, the first two days back in Washington should be scheduled very lightly for the President. The mornings of those two days should be kept completely clear. He should not be scheduled until the afternoon so that he is free to adjust to the time change in the morning. We should use this as a general guideline.

cc: ✓ Steve Bull

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

July 19, 1971

MEMORANDUM FOR: DAVE PARKER

FROM: DWIGHT L. CHAPIN

It has been requested that we hold Wednesdays and Saturdays completely clear on the President's calendar. This means that we will not be planning to schedule those days ahead of time. The President will schedule those particular days as he so desires, using the time in his own personal way.

The schedule for Wednesday, the 21st, is to be kept clear. We will have budget sessions on Saturday, the 24th.

cc: ~~Nell Yates~~
✓ Steve Bull
Alex Butterfield

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

July 7, 1971

MEMORANDUM FOR: MR. STEPHEN B. BULL

FROM: DWIGHT L. CHAPIN

On events at the White House where you need some help -- for example, open door hours, receiving lines, etc. -- John Nidecker should be used only when Congressional people are involved and only to handle the Congressional types. You should use Dave Parker and Allen Hall to work with you in handling all the others. We have talked about this before and it is something that we must focus on. It is important to have you situated with some people to back you up in emergency-type situations.

cc: Mr. Haldeman

THE WHITE HOUSE

WASHINGTON

July 1, 1971
12:28 p. m.

MEMORANDUM FOR: JOHN HUNTSMAN
FROM: DAVID PARKER

Is there anyway that you could advise me on a biweekly basis as to who on the White House staff is departing and on what date.

We are attempting to get a handle on scheduling farewells for staffers at appropriate times, rather than continuing the last minute besieging of requests that we have been getting from senior staffers to have X person get in to say farewell to the President. We would like to honor as many of these requests as possible, but we cannot continue in this piece meal fashion that we have been in this regard.

Any help that you can give me in this regard, would be most appreciated.

cc: Fred Malek
✓ Steve Bull
Dwight Chapin
Alex Butterfield

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

June 18, 1971

9:15 a. m.

MEMORANDUM FOR:

STEVE BULL

FROM:

DWIGHT L. CHAPIN

Let's check our staff lists and see if there are any staff members who are being neglected and are not seeing the President. For example, when was the last time the following were in: Bob Brown, Virginia Knauer, Harry Dent and others such as this. Look through your log book and see if you can find any glaring mistakes which we are making.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

June 14, 1971

MEMORANDUM FOR:

NELL YATES
DAVE PARKER
✓ STEVE BULL

FROM:

DWIGHT L. CHAPIN C

Meetings and appointments are not to be put into the President's calendar book until the weekly sheet comes back approved from Bob Haldeman. For example, we had put in the meeting with the Vice President which is three weeks off. Although this appointment had been approved in concept before the Vice President's trip to Korea, it had never been put into the context of a given week. Until we receive from Haldeman the weekly schedule on an approved basis, we should not put it into the President's calendar book. This does not apply to items on the planning calendar. Any item which is on the planning calendar can be put into the President's book. Obviously, I want to use some discretion on that and not put in tentative press conferences or one-on-ones or what have you.

THE WHITE HOUSE
WASHINGTON

File in office, R
~~CONFIDENTIAL~~
X-7 to
Lipson
& Galt
H. Moore

June 4, 1971

MEMORANDUM FOR:

MR. CHAPIN

FROM:

H.R. HALDEMAN *H*

For general schedule background, some of the following may be helpful.

The President felt the 80th Congress Reception was an extremely pleasing and useful event. He has never seen a more appreciative group gathered in the White House. He feels, therefore, we should do a little more with Members of Congress in a social way like that to build the personal touch and loyalty.

The group last night was really moved by the occasion and this points up again the importance of bringing people who will be moved and impressed into the White House, rather than the same people over and over who couldn't care less when they came again.

The group of Police Chiefs yesterday morning was a similar example. We should do more of groups like that and less of the Advertising Council, FIAB, etc., who have already been to the White House and to whom a repeat visit means very little.

Along a similar line, he wants to work out with the political people a plan whereby, as soon as we put our basic small Nixon group together in each state, a group should be brought in for a White House dinner, that is, a California party - an Ohio party - a Florida party, etc., so that we really lock those people in.

Also, he feels that we do too much "nice" therapy that has no ripple effect, and not enough external therapy that will pay off. That is, we waste a lot of time having staff people bring their parents in, which he wants to continue to do, but we don't put enough time against thinking of the kinds of things that will have a long-range and far reaching effect. Meetings with Establishment-type people are not worthwhile.

Lipson
Wank
Conlon

He'd like a plan of bringing more people in in groups of a political context. These could be receptions for about 200 people such as last night. He can do these in about an hour; having a slow receiving line and then just slowly walking through the group as he leaves, rather than mingling with them for any period of time. He feels these can be tremendously effective and that we should work on developing them.

As another possibility, he would like to try more use of the Q and A technique, which everybody tells him is his most effective means of presentation. We should give some thought to Q and A opportunities with groups other than the press. For example, a group of young people or maybe just have him go to a meeting or group, and instead of giving a speech, take questions on a surprise basis.

You will apparently be hearing from Secretary Connally about bringing in a group of customs agents who captured a lot of narcotics. The President wants Connally to bring these people in and give them a certificate. He wants us to keep looking for opportunities to praise people who do something good like this.

*Done
Cable
Project to set*

*More
make
Project
for sec.*

*DAVC
more
File of
Comm
A...*

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

May 20, 1971

MEMORANDUM FOR: MR. STEPHEN B. BULL
FROM: DWIGHT L. CHAPIN

Keep in mind that the President wants to have either Dick Moore or John Scali present at all major public events. An example would be the Salute to Agriculture at the Department of Agriculture. It is the President's contention that if one of those two persons are in attendance they will pick up the line which the President used and get back to the staff, the press, and others to follow up to see that the line gets out.

Whenever we have a public occasion, you should make certain that one of these two men are in attendance.

cc: Mr. Moore
Mr. Scali

THE WHITE HOUSE
WASHINGTON

May 20, 1971

*He in office W
Also make
a copy and
return original
to Parker*

MEMORANDUM FOR:

STEVE BULL

FROM:

DAVID PARKER
DP

Steve, regarding the attached memorandum from me to Haldeman dated March 16th, we have just uncovered it among several lost files. I believe that you should review it for your information and where appropriate make note. It probably would be appropriate to include David on your Wednesday list at various intervals.

THE WHITE HOUSE

WASHINGTON

March 16, 1971

MEMORANDUM FOR

H. R. Haldeman

VIA:

Dwight L. Chapin

FROM:

David N. Parker

SUBJECT:

Dr. David's involvement in
Presidential activities

We have asked Dr. David to recommend how often he should be scheduled to meet with the President, and he recommends the following:

1. Meet privately with the President on a regular basis approximately once every five weeks so that the President can be kept abreast of current scientific and technical issues.

approve disapprove _____

2. Be included in informal or formal private dinners when the President meets with individuals or groups to discuss subjects dealing with scientific and technical matters.

approve disapprove _____

3. Accompany the President on trips for the purpose of advising him on scientific and technological issues in the areas being visited, e. g. NASA installations and Smithsonian facilities, and also visits to foreign countries such as Spain or Yugoslavia.

approve disapprove _____

*depends. -
but consider it*

4. Accompany the President to dedication ceremonies, particularly where science and technology are the main interests.

approve disapprove

5. Attend meetings where final budgetary decisions are being made concerning science and technology, particularly in those areas where large national technological programs are involved.

ask E+
approve disapprove

6. Join the President when he meets with academic and educational groups.

approve disapprove

7. Attend meetings with foreign dignitaries visiting the U. S. at the personal invitation of the President. Often, scientific and technological considerations bear on international activities and should be brought to the President's attention at the meetings.

approve disapprove

8. Attend meetings with outside groups which may cover a broad scope of interest in science, technology, health, scientific and technological unemployment, space, etc. and provide briefings as appropriate.

approve disapprove

9. Meet with the President together with other White House staff to provide him with technical background bearing on his decisions. For example, give advice independent of the concerned agencies on matters such as military weapons systems, space activities, nuclear energy programs and health.

? *ask E+K*
approve disapprove

10. Group Congressional meetings that the President holds with selected members of Congress. Very important to be involved if science and technology are issues of interest.

approve disapprove _____

11. National Security Council meetings, particularly all involving scientific and technical aspects.

as P.
approve _____ disapprove _____

In addition, Dr. David notes that he does attend Cabinet meetings and is an observer at Domestic Council meetings.

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

April 21, 1971

MEMORANDUM FOR: H. R. HALDEMAN
VIA: DWIGHT L. CHAPIN
FROM: STEPHEN BULL
RE: Inclusion of Arthur Fletcher in
Presidential Events

C N
S few
let's keep
pushing
C

On March 18 you directed David Parker and me to look for opportunities to include Arthur Fletcher in as many events as possible. Since that time he has attended two events here at the White House. There were five other events (listed below) in which he might have been included but was not.

ATTENDED:

- March 19 NAB Reception.
- March 24 Meeting with Governor Nunn and Whitney Young, Sr.

DID NOT ATTEND:

- March 22 Meeting with U.S. Mayors.
- March 24 GOP Fund Raising Dinner.
- March 24 Breakfast with George Meany.
- March 29 Meeting with Secretary Hodgson.
- April 19 AFL-CIO Building Trades Council Executive Committee.
- A Church Service.

will have been good
no
no
no
Why didn't he
good

cc: D. Parker

H -
we shall keep pushing &
harder to get Fletcher in?
Yes
no

2
April 21, 1971

MEMORANDUM FOR: H. R. HALDEMAN
VIA: DWIGHT L. CHAPIN
FROM: STEPHEN BULL
RE: Inclusion of Arthur Fletcher in
Presidential Events

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Committee.
A Church Service.

cc: D. Parker

STEVE:

Following are the events as of March 18, 1971, seemingly relative to Arthur Fletcher:

ATTENDED:

March 19 NAB Reception.

March 24 Meeting with Governor Nunn and Whitney Young, Sr.

DID NOT ATTEND:

March 22 Meeting with U.S. Mayors

March 24 GOP Fund Raising Dinner

March 24 Breakfast with George Meany.

March 29 Meeting with Secretary Hodgson

April 19 AFL-CIO Building Trades Council Executive Committee

A church service.

Terry

March 18, 1971

April 18

MEMORANDUM FOR: DAVID PARKER AND STEVE BULL
FROM: DWIGHT CHAPIN

We want to build up Art Fletcher's visability. We must look for opportunities to do this by including him in as many events here as possible.

I would see no reason why he can't be invited to the NAB Reception tomorrow night. Steve, will you please check this out and, if there is no problem, let's go ahead and invite him.

Steve, you should take the primary responsibility in seeing that we get Fletcher worked in often.

✓ cc to Nell Yates to bring to Mr. Chapin's attention in a month (April 18)

DLC:mhr

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

DETERMINED TO BE AN
ADMINISTRATIVE MARKING

E.O. 12065, Section 6-102

By C. S. [unclear], Date 2-8-80

April 20, 1971

~~CONFIDENTIAL~~

MEMORANDUM FOR :

MR. CHAPIN

FROM :

H. R. HALDEMAN

The Agriculture deal this morning is a good case history for future schedule planning.

I know you're obsessed with doing everything in the Rose Garden because for some reason you're hot for the Rose Garden. On the other hand, the President has exactly the opposite view. He feels that the Rose Garden is a lovely place in which to contemplate the flowers, and an absolutely lousy place in which to conduct any sort of public ceremony. I have to conclude, having stood out there through the Agriculture deal this morning, that the President's view is more likely to be right than yours.

As a general operating rule, he wants it understood that there are to be no formal speeches made in the Rose Garden, there are to be no TV cameras used for Rose Garden activities, or to put it the other way, no activities are to be scheduled in the Rose Garden which will be covered by television. He will use it from time to time just to welcome people and shake hands with a group.

He was also concerned on the Agriculture thing that we had him scheduled for full press coverage when, as we should have known, he didn't have anything to say except to announce the Agriculture Day, which is not worthy of television coverage. We should have known he wasn't going to say anything and that this was a group of editors with whom he should chat rather than to whom he should deliver an address covered by TV.

The best circumstances for this would have been to have them into the Oval Office or some other well contained room where you could hear him. (It was impossible for many of those out there today to hear a word the President said).

In any event, I trust you've gotten the point.

R
File
Xerox to Steve
Dave
FBI
C



MEMORANDUM

THE WHITE HOUSE
WASHINGTON

P. R.

April 19, 1971

To H/C

FOR: DWIGHT L. CHAPIN
FROM: STEPHEN BULL *SB*
RE: Presidential Greeting of Staff Members

Steve see me

Approximately six months ago the President stated to Mr. Haldeman that, at the conclusion of business in the morning (12:15-12:30), he would be glad to have any staff members with families visiting drop in briefly for a quick handshake and photograph. We have been following this procedure on a rather spontaneous basis, and, as is usually the case, the President has done a terrific job when meeting the families.

The purpose of this memo is to reconfirm:

- 1. Whether the President wishes to continue the program of greeting staff family members as we have been doing. *Yes — C*
No —
- 2. If we are doing it properly. *→ Yes — No —*

The practice I have been following is, if I find a family wandering around, I go into the President's office, advise the President that there is a staff member with a family, try to tell him who the staff member is, and ask if he wishes to see the individual. The problem is that, in most cases, the President is in discussion with Bob Haldeman, and I find it rather awkward to go in and interrupt the meeting they are having. However, it is almost part of the President's daily routine to meet with Bob after the morning appointments, so maybe interrupting the conversation is the only way we can do this. It is an awkward situation but, provided Bob and the President do not mind, I will continue doing it. *OKay - yes - no -*

Could you please give me some guidance (or confirmation) on this subject. Thank you.

cc: A. Butterfield

don't mind it - but don't make an effort to find them watch for opportune times
Key →

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

April 1, 1971

MEMORANDUM FOR: MR. STEPHEN B. BULLI
FROM: DWIGHT L. CHAPIN
SUBJECT: Ehrlichman and Shultz Meetings

Bob has made the point once again that on the daily Ehrlichman and Shultz meetings we must be certain to tell them on days when they are not going to be having a meeting with the President. They need to know prior to the day. In other words -- sometimes they will say to the President, "We will cover that tomorrow" and the President is not planning on seeing them the next day because he will be working on a speech or something.

I am sure you get the point but we have just got to make certain that we let them know as soon as possible ahead of time if a meeting is not going to be held.

MEMORANDUM

R

THE WHITE HOUSE

WASHINGTON

March 24, 1971

3:15 p.m.

MEMORANDUM FOR:

MR. STEPHEN B. BULL ✓
MR. DAVID N. PARKER
MR. RONALD WALKER
MISS TERRY DECKER
MRS. BEVERLY KAYE ✓
MRS. NELL YATES ✓

FROM:

DWIGHT L. CHAPIN ✓

On all memoranda which are typed in our offices, we should put under the date the time that it was typed.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 18, 1971

MEMORANDUM FOR: DAVID PARKER AND STEVE BULL
FROM: DWIGHT CHAPIN

We want to build up Art Fletcher's visibility. We must look for opportunities to do this by including him in as many events here as possible.

I would see no reason why he can't be invited to the NAB Reception tomorrow night. Steve, will you please check this out and, if there is no problem, let's go ahead and invite him.

Steve, you should take the primary responsibility in seeing that we get Fletcher worked in often.

*Florigan's office
inviting*

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

CONFIDENTIAL

March 16, 1971

FOR: DWIGHT L. CHAPIN
FROM: STEPHEN BULL *SB*
RE: Don Rumsfeld's Memo to You
Dated March 11

DETERMINED TO BE AN
ADMINISTRATIVE RECORD
E.O. 12958, DATE 2-8-80
By: *Confidential*, DATE 2-8-80

Two weeks ago the President met with Don Rumsfeld on a "confidential" matter. Immediately after the meeting, Don started occasionally calling to check on various Presidential events and suggesting that he should be in attendance.

I get the impression that one of the results of that personal meeting with the President was an invitation by the President for Don to attend any meeting that he wanted to. At least this is what I surmise from this memo to you. Is that the case?

Yes No

If "yes", is there any special way in which this should be handled?

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

March 11, 1971

Steve
handle pls

MEMORANDUM FOR:

DWIGHT CHAPIN

FROM:

DONALD RUMSFELD *DR*

In looking over the President's calendar for the coming period, several things appear to be of interest for me to attend. I would appreciate your thoughts on them:

March 19	Reception NAB
March 25	Stans Event
March 26	Drug Conference
April 8	Stone Event

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

March 12, 1971

MEMORANDUM FOR STEVE BULL

FROM: DAVID N. PARKER 

Dwight asked that we develop lists of individuals that we could draw upon to meet with the President in his EOB office at 5:00pm on Tuesdays.

He has recommended, as examples, that Dr. David, Ray Price and Harry Dent be put on this list. I would also suggest that we consider:

MacGregor
Finch
Rumsfeld
Garment
Klein
Malek
Richardson
Peterson
Attorney General
Connally

I believe what Dwight had in mind is a list somewhat different than the one you developed, which was a list of key staff members that should be involved in various events. The purpose of this EOB group is more for discussion purposes rather than staff involvement.

CC:
Dwight Chapin

MEMORANDUM


THE WHITE HOUSE

WASHINGTON

March 8, 1971

FOR: CHARLES COLSON

FROM: DWIGHT L. CHAPIN 

One thing that we should be doing is building  Dan Shumway with the President. In other words, if Shumway has done something constructive or gotten a good story planted, not only should you mention that when you are talking to the President during the course of a day, but perhaps at some point we should consider having you bring him in during an Open Door Hour. In other words, he could just step into the President's office and the President could thank him for some good accomplishment. Obviously this should not be done to congratulate him for something which is actually part of his job--but rather for something where he showed some real creative flair or extraordinary success in getting a story planted.

 cc: S. Bull

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

February 23, 1971

R
Steve - good - Mad
let's
C

FOR: DWIGHT L. CHAPIN
FROM: STEPHEN BULL *SB*
RE: Scheduling of Presidential Events
in the Residence

In your memorandum of February 22 you raise the question of disruption to White House tours caused by scheduling of Presidential events during tour hours. Generally, the following considerations must be taken into account when scheduling an event:

Tour Hours

Special tours: 8 to 10 a. m.

Public tours: 10 to 12 p. m. (usually it is 12:30 before the last visitor has left the house)

During the summer months (June through Labor Day), the Saturday public tours are extended from 10 until 2 p. m. The White House is closed to all visitors on Sundays and Mondays.

Cleanup and Preparation for an Event

After a public tour, a minimum of 45 minutes is required just for cleanup purposes. Cleanup includes removal of ropes and stanchions, cleaning the floors, picking up debris, etc. When preparing for an event, even though some work can be done simultaneously with a cleanup, you must add to the 45 minutes the time for setting up platforms, sound systems, lights, etc. The guidelines are as follows:

Setting up 100 chairs - 15 minutes

TV platforms - 1/2 hour

Speaker's podium - 1/2 hour

The above three items can be done simultaneously but that time must be added to the 45 minutes.

One hour is the absolute minimum time required to set up for the most minor event involving a platform or microphone or any other single item. The optimum minimum time is one and one-half hours for the set-up to be done without pressure, frantic activity, and an inordinate number of extra personnel scurrying about the house.

Deadlines for Evening Newspapers

The Press Office reports that the copy must be on the Editor's desk by 12:30 p. m. in order that the story for the Presidential event be carried in the home edition of the newspaper. The home edition is that which is delivered by the newsboy and, in the case of The Evening Star, represents better than 50% of its total distribution. In order that the 12:30 deadline, and it is emphasized that this is pretty much an absolute deadline, be reached, the event must conclude by 12:00 p. m., perhaps earlier.

The deadline for the evening papers applies pretty much universally throughout the Eastern Standard Time zone. Obviously, if there is a news story of significance, an extra might be printed or, if it were known that a big story was breaking, perhaps the deadline would be extended somewhat. But this is the rare exception.

The Press Office has expressed the opinion that, should we wish to have a photograph and minor story appear in both the a. m.'s and the p. m.'s, the best time to hold the event would be at 4:00 p. m. or later. The reasoning is that it would automatically be too late to carry the story in the evening paper and it would just be scheduled in a leisurely fashion for the next day.

Television

As you know, 4:30 is pretty much the deadline for an event to appear on the evening news.

Summary - In view of all considerations, the optimum time for an event to be held in the residence and still make it into the papers is 11:00 a. m. This time would still permit there to be special tours and not require closing off the White House completely. Special tours are generally reserved for constituents or special groups sponsored by Congressmen. When we have a choice between Monday and another day in the week, we should make an effort to schedule the White House function for Monday since there are no tours that day anyway.

As a final thought, when there is a week with heavy Presidential activity in the Residence requiring closing down the tours, perhaps we can make a judgment as to which ones really do not require that a story be carried in the evening's newspaper (e.g., Physical Fitness Council) and then make an effort to schedule the event so as not to conflict with the White House tours.

cc: J. Davies
D. Parker
R. Scouten

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

CONFIDENTIAL

February 23, 1971

MEMORANDUM FOR: H. R. HALDEMAN

VIA: DWIGHT L. CHAPIN

FROM: STEPHEN BULL *SB*

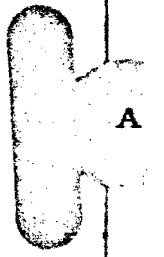
RE: Your Memorandum of February 5 re
Middle Level Staff Contact with the President

DETERMINED TO BE AN
ADMINISTRATIVE MARKING
E.O. 11652
By *Emil* *WARS*, date *2-8-80*

Attention has been given to the subject of including middle level staff people in various Presidential activities. In fact, as recently as January 26, a memorandum (Tab A) was sent to key staff members encouraging action on their part to include their own staff people in Presidential events.

As far as maintaining a list of the middle level staff people who should see the President, attached at Tab B is a list of 52 people, most of whom are commissioned. Some non-commissioned staff members such as Mort Allin, John Evans, et. al., devote considerable time and energy to their jobs and it would be good therapy to include them in these meetings even though they are not in what you might define as the "middle" level.

With specific regard to your memorandum, I do not have a systematic process to determine when the last time an individual was included in a Presidential event. Upon approval of this list, however, I can quite easily maintain a fairly accurate record here in the office so that it can be readily available at any time for anyone's inspection. The names on the list generally do not include senior staff, with a few exceptions, e.g., General Hughes, since it is assumed that the senior staff are not a problem.



THE WHITE HOUSE
WASHINGTONCONFIDENTIAL

January 26, 1971

FOR: GEORGE SHULTZ
JOHN EHRLICHMAN
PETER FLANIGAN
CLARK MACGREGOR
HERBERT KLEIN
WILLIAM TIMMONS
CASPAR WEINBERGER

VIA: DWIGHT L. CHAPIN

FROM: STEPHEN BULL *SB*

RE: Presidential Contact with Middle Level
White House Staff Members

DETERMINED TO BE AN
ADMINISTRATIVE MARKING
E.O. 12065, Section 6-102
By *Empire NAR*, Date *2-8-80*

It has been recommended that there be an expanded effort to increase the number of middle-level staff members who meet with the President. Without looking for additional forums, there already exist a number of opportunities for increasing these contacts. Following is a summary of a few of them:

1. Inclusion in regular meetings. For those meetings in which a staff member in your department has a particular knowledge or expertise of the subject under discussion, you may wish to have him present when you discuss the subject with the President.
2. In large meetings, such as the recent session with the 40 members of the construction industry, those members of your staff who have working interest in the subject matter under discussion could be included in the gathering.
3. In public and widely-attended events such as bill signings, signings of a budget report, etc., those staff members who have a working interest in the subject can be invited to attend.

4. In non-substantive events included in such forums as the Congressional Half-Hour or the Open Door Hour, you might wish to delegate the responsibility for escorting the guest into the President's office to a subordinate staff member in your department.

Obviously, the above suggestions have to be tempered by the space limitations and the particular nature of the meeting.

As another means of increasing the amount of contact between White House staff members and the President, the President has said that he is happy to greet White House staff members' families who may be visiting in Washington. The most workable time to implement this is at the conclusion of the President's formal appointments in the morning, usually between 12:15 and 12:45 p.m. Perhaps the easiest method of implementing this greeting to the family would be for the staff members to check with my office around noon to determine the nature and pace of the President's schedule. Should all factors appear positive, the individual and his relatives could come to the waiting area outside the President's office and, when the President is free, the staff member could take them in and introduce them to the President. The short greetings only last a minute but, as you well know, the President is extremely effective at them and, what's more, enjoys doing them. It would be appreciated if you could informally disseminate the word to members of your department of this family greeting opportunity. They should be cautioned, however, that the President's schedule and responsibilities being what they are, there will be many times when they might be disappointed because of the unavailability of the President. Therefore, they should view this as an opportunity rather than a stringent program.



F

M. ALLIN
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G. BELL
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R. BURRESS
J. CAMPBELL
H. CASHEN
W. CASSELMAN
K. COLE
C. COLSON
R. COOK
E. COWEN
DR. E. DAVID
J. DAVIES
J. DEAN
H. DENT
J. EVANS
M. FARRELL
L. GARMENT
GEN. A. HAIG
E. HARPER
J. HOGUE
W. HOPKINS
R. HOWARD
L. HUEBNER
GEN. J. HUGHES
T. HULLIN
J. HUNTSMAN
T. HUSTON
K. KHACHIGAN
V. KNAUER
W. KRIEGSMAN
E. KROGH
J. MAGRUDER
F. MALEK
D. MEAD
E. MORGAN

R. ODLE
R. PRICE
J. ROSE
W. SAFIRE
G. SHEPARD
D. SHUMWAY
A. SNYDER
G. STRACHAN
MRS. C. STUART
D. TAYLOR
J. WHITAKER
R. WOODS

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

CONFIDENTIAL

February 23, 1971

MEMORANDUM FOR: H. R. HALDEMAN

VIA: DWIGHT L. CHAPIN

FROM: STEPHEN BULL

RE: Your Memorandum of February 5 re
Middle Level Staff Contact with the President

DETERMINED TO BE AN
ADMINISTRATIVE MARKING

E. 8-102
By EMP. RES. DIV., DATE 2-8-80

Attention has been given to the subject of including middle level staff people in various Presidential activities. In fact, as recently as January 26, a memorandum (Tab A) was sent to key staff members encouraging action on their part to include their own staff people in Presidential events.

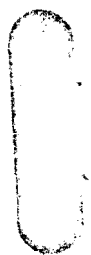
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Instructions:

1. You are to review the list of staff personnel who should have contact with the President (Tab B) and make any additions or deletions that you consider necessary.
2. In addition to the approved list of staff people, I will maintain a continuous record in the office of the dates on which each individual has last seen the President. With this information I want you to do the following:
 - (a) Look ahead to the weekly schedule and examine it for possible inclusions in an existing event of staff people who conceivably might have an interest or reason for being in the Presidential event, e.g., if there is a meeting with the Attorney General, John Ehrlichman, and Director Hoover, it might be suggested that Bud Krogh sit in because of his interest in matters relating to law and order. The suggestions would be directed to the senior staff member organizing the meeting.
 - (b) On a continuous basis, review the list to determine who has not been in for a period of time and, even though there may not be an existing event, notify the individual's department head (where appropriate) of this fact. In cases where the individual lacking Presidential contact is the department head, notification will be made to Dwight Chapin and David Parker who may wish to schedule a meeting that would include them.

Approve _____ Disapprove _____



A

THE WHITE HOUSE
WASHINGTONCONFIDENTIAL

January 26, 1971

FOR: GEORGE SHULTZ
JOHN EHRLICHMAN
PETER FLANIGAN
CLARK MACGREGOR
HERBERT KLEIN
WILLIAM TIMMONS
CASPAR WEINBERGER

DETERMINED TO BE AN
ADMINISTRATIVE MARKING
E.O. 12065, Section 6-102
By emp/ra NARS, Date 2-8-80

VIA: DWIGHT L. CHAPIN

FROM: STEPHEN BULL

RE: Presidential Contact with Middle Level
White House Staff Members

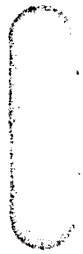
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R. WOODS

THE WHITE HOUSE
WASHINGTON

February 23, 1971

FOR: DWIGHT L. CHAPIN
FROM: STEPHEN BULL *SB*
RE: Scheduling of Presidential Events
in the Residence

In your memorandum of February 22 you raise the question of disruption to White House tours caused by scheduling of Presidential events during tour hours. Generally, the following considerations must be taken into account when scheduling an event:

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Summary - In view of all considerations, the optimum time for an event to be held in the residence and still make it into the papers is 11:00 a.m. This time would still permit there to be special tours and not require closing off the White House completely. Special tours are generally reserved for constituents or special groups sponsored by Congressmen. When we have a choice between Monday and another day in the week, we should make an effort to schedule the White House function for Monday since there are no tours that day anyway.

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cc: J. Davies
D. Parker
R. Scouten

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

February 22, 1971

MEMORANDUM FOR: STEVE BULL
FROM: DWIGHT L. CHAPIN 

John Davies has raised the question of scheduling White House events in the residence and the negative public relations that we receive from the public due to the tours that are cancelled.

Can you please do a quick study on this situation? What I would like to know is, what is the latest time in the morning that we can set a ceremony and still make the p. m. papers? Also, how does this time tie into the tour operation. In other words, if we can set a ceremony for 11:30 a. m. and still make the p. m. papers, then what time would they have to start setting up the room and how much time would be allowed for the tours. You should consult with John Davies, Rex Scouten, and Ziegler's office.

I know that this whole subject has been explored in the past but I think we should reopen it and see where we stand. Obviously, the President does not want to disrupt tours unless he has to. However, if it becomes a question of making the news with a particular event or letting a few hundred tourists in on a given day, then we would have to rule in favor of the news event. In any case, I would like to know what our opinions are.

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

file in office
High Priority R

February 22, 1971

MEMORANDUM FOR: MR. STEPHEN B. BULL
FROM: DWIGHT L. CHAPIN *DL*

Attached you will find a memorandum to me from Bob Haldeman dealing with the subject of White House events and, in particular, some thoughts which have spun out of the President's meeting with the Physical Fitness group.

The key here is to see that we maintain tight control over every event staged in the White House. On events which are complex and where someone besides the Appointments Office is doing the inviting, we need to assign an Advance Man or someone to maintain a complete check on all of the arrangements, the staging, etc.

You should work closely with Ron Walker and have an Advance Man assigned to each function to insure that we have control and that it is executed per your plan, whatever that may be.

I want to get together with you and Ron on this subject Monday afternoon. You should meet with Ron ahead of that time to make certain that you are in agreement as to how we are going to handle the assignment of the Advance Man and who he will be reporting to.

cc: Mr. Butterfield
Mr. Walker

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

CONFIDENTIAL

February 19, 1971

DETERMINED TO BE AN
ADMINISTRATIVE MARKING

E.O. 12065, Section 6-102

By *emp* NARS, Date *2-8-80*

MEMORANDUM FOR: DWIGHT CHAPIN

FROM: H. R. HALDEMAN *H*

The President felt that the Physical Fitness thing this morning was an example of our failure to take control of a meeting and make sure it comes off right.

Rightly or wrongly he felt that there was not an effective job done of getting the members of that group to the meeting.

He suggests, therefore, that for any event of this sort, we should have one of our advance man-types responsible for making sure that the thing is put on and put on well. He should check on who is coming, follow-up with phone calls, and so forth. We should never rely on a government agency staff to do something like this right.

It probably is a matter in this particular case of our making the mistake of giving him the entire list of the membership of the advisory conference instead of simply giving him a list of those expected or known to be present. That, of course, could be easily remedied.

The other side of it though is that the President is also correct in saying that we should move in and take charge of events of this sort and make sure they come off right and I trust you will have your crew do so in the future.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

February 17, 1971

MEMORANDUM FOR: MR. CHUCK COLSON
FROM: Dwight L. Chapin

Could you please set down a rule with the members of your staff that any requests for time on the President's calendar be channeled to us through you? This is a simple exercise and it will help us to guarantee that you approve of the various requests.

Thank you.

cc: ✓ Mr. Bull
Mr. Parker

FYI: Steve Bull

N

February 16, 1971

~~CONFIDENTIAL~~

DETERMINED TO BE AN
ADMINISTRATIVE MARKING
E.O. 12066, Date 02-08-80
By emphase NARS, Date 2-8-80

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Reduction of Staff Members at Cabinet Meetings

The names of those who normally attend Cabinet meetings - and who are permitted to do so under current policy - are listed below:

- | <u>Staff</u> | <u>Others</u> |
|--------------|---------------|
| Haldeman | McCracken |
| Ehrlichman | Weinberger |
| Kissinger | Weber |
| MacGregor | Dole |
| Peterson | Sohmer |
| Flanigan | |
| Timmons | |
| Klein | |
| Ziegler | |
| Butterfield | |
| R. Price | |
| Safire | |
| R. Brown | |
| David | |

The total is 19 - 14 White House Staff members and 5 others.

Twenty-two persons can be seated comfortably in the Cabinet Room... so under what I would term "normal conditions" there are three extra chairs for special guests, projector operators,

briefing assistants, etc.

In recapping what the President said in his office this morning to the two of us, we should inform the following persons that they "need not come to Cabinet meetings any longer"... unless, of course, agenda items are going to touch on their special areas of interest.

<u>Staff</u>	<u>Others</u>
Peterson	McCracken
Flanigan	Sohmer
Timmons	Weber
Safire	(Weinberger)

Eliminating those eight will leave these eleven:

<u>Staff</u>	<u>Others</u>
(Haldeman)	Dole
Ehrlichman	
Kissinger	
MacGregor	
Price	
Klein	
Ziegler	
David	
Butterfield	
Brown	

Although I would be glad to talk to supervisors and others concerned, you may want to handle the matter yourself. Please let me know if I can be of any assistance.

CONFIDENTIAL

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

v Bull N
H

February 16, 1971

MEMORANDUM FOR :

MR. *Parker*
CHAPIN

FROM :

H. R. HALDEMAN *H.*

As you know, we are supposed to have a plan for having Moynihan, Harlow and others of that sort in from time to time. I haven't seen any recommendations on that in months.

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

February 16, 1971

MEMORANDUM FOR STEVE BULL

FROM: David N. Parker *DNP*

RE: List of key White House Staff Members

I have been asked to pull together a list of key staff people who should be involved in Presidential events.

I have pulled the attached list from an old memo that Hugh had and I think it would be appropriate that we use this as a starter.

Would you please add any additional name that you feel should be included.

Thank you.

List of People to be Given Consideration for Inclusion in Presidential Events

~~R. Brown~~
~~M. Anderson~~ ✓
~~R. Burress~~
~~K. Cole~~
~~C. Colson~~ ✓
~~J. Davies~~
~~H. Flemming~~
~~L. Garment~~
~~D. Holgren~~
~~J. Keogh~~
~~L. Allin~~
~~E. Hasek~~
~~W. Hopkins~~
~~V. Knauer~~
~~N. Molenkamp~~
~~G. Mollenhoff~~
~~D. Trent~~
~~J. Whitaker~~
~~C. Wilkinson~~
~~T. Good~~
~~J. Ketcham~~

Belieu

allin
andrews
Belieu
Bell
Brown (R.)
Buchanan
Burress
Campbell
Casher
Casselman
Cole
Coburn
Cochran
Cowan
Dr. David
Dean
Dent
Donfeld
Evans
Furvell
Garment
Hayer
Hogye
Hopkins
Howard
Huebner
Sen. Hughes
Hullia
Kuslon
Khachyan
Kreysman
Krogh

Mazzynder
Meeley
Mead
Morgan
Odle
Price, R.
Rose
Sofie
Shepard
Shumway
Snyder
Steghan
Stuart Mrs.
Whitaker