

RICHARD NIXON PRESIDENTIAL LIBRARY DOCUMENT WITHDRAWAL RECORD

DOCUMENT NUMBER	DOCUMENT TYPE	SUBJECT/TITLE OR CORRESPONDENTS	DATE	RESTRICTION
N-1/113	Memo	From Wm Henkel, Jr to R. Ziegler re: Crowd Estimates Reintegrated from Contested Files 03/08/2007	02/21/1973	C (Nixon)
Ditto/247	Ditto	Ditto Reintegrated from Contested Files 03/08/2007	Ditto	C (Nixon)
N-2/114	Memo	From Strachan to Haldeman re: Materials or Invitations for the Pres. while on Tour Reintegrated from Contested Files 03/08/2007	03/10/1972	C
N-3/115	Memo	From Higby to Chapin re: Seating of Mr. Martinez Reintegrated from Contested Files 03/08/2007	07/28/1971	C
N-4/116	Memo	From Haldeman to Chain re: Pres. Leak Reintegrated from Contested Files 03/08/2007	07/15/1971	C
N-5/117	Memo	From Chapin to Walker re: Trip to Indiana & Chicago	06/28/1971	C
N-6/118	Memo	From Bull to Chapin re: Guests on Trips Reintegrated from Contested Files 03/08/2007	03/23/1971	C

COLLECTION TITLE

WHSF: SMOF: Stephen B. Bull

BOX NUMBER

3

FOLDER TITLE

Appointments Office Procedures [VI] [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- G. Withdrawn and return private and personal material.
- H. Withdrawn and returned non-historical material.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-7/119	Memo	From Haldeman to Chapin re: Guests on Trips Reintegrated from Contested Files 03/08/2007	03/18/1971	C
N-8/120	Memo	From Chapin to Bull re: Congressman Thorn Reintegrated from Contested Files 03/08/2007	01/15/1971	C
N-9/121	Memo	From Haldeman to Chapin re: Price/UN Trip Reintegrated from Contested Files 03/08/2007	10/24/1970	C
N-10/122	Memo	From Haldeman to Ziegler re: a Blown Opportunity Reintegrated from Contested Files 03/08/2007	08/28/1970	C
N-11/123	Memo	From Haldeman to Chapin re: Winchester Reintegrated from Contested Files 03/08/2007	07/15/1970	C
N-12/124	Memo	From Colson to Chapin re: Telephone Contact at the Kennedy Center OPENED 01/2010	10/08/1971	C
Ditto/247	Ditto	Ditto	Ditto	C

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WHSF: SMOF: Stephen B. Bull

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**RICHARD NIXON PRESIDENTIAL LIBRARY
DOCUMENT WITHDRAWAL RECORD**

DOCUMENT NUMBER	DOCUMENT TYPE	SUBJECT/TITLE OR CORRESPONDENTS	DATE	RESTRICTION
Ditto/248	Ditto	Ditto OPENED 01/2010	Ditto	G

COLLECTION TITLE

WHSF: SMOF: Stephen B. Bull

BOX NUMBER

3

FOLDER TITLE

Appointments Office Procedures [VI] [1 of 2]

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**NIXON PRESIDENTIAL LIBRARY
DOCUMENT CONTROL RECORD**

ITEM REMOVED FROM THIS 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 117 ON THE DOCUMENT WITHDRAWAL RECORD (NA FORM 14021) LOCATED IN THE FRONT OF THIS FILE FOLDER.

THE WHITE HOUSE

WASHINGTON

July 26, 1973

MEMORANDUM FOR: RICHARD KEISER

FROM: WILLIAM HENKEL, JR.

SUBJECT: WASHINGTON D.C. EVENING MOTORCADES

Last evening during the President's return from the Iranian Embassy, an incident transpired that was embarrassing and could have received significant press play susceptible to misinterpretation.

As we turned off Rock Creek Parkway onto Virginia Avenue, I was immediately hit by the number of vehicles on Virginia Avenue. As we passed Watergate, a number of motorists began honking their horns and I saw a number of fists shaken at the motorcade by several motorists.

At first I could not understand the reason for the large number of automobiles, but then realized that performances at Kennedy Center had obviously concluded and theater attendees were on their way home. The resultant traffic jam was frustrating the motorists.

In the future I think we should check the schedule of activities at Kennedy Center before committing a Presidential motorcade to that route.

✓
February 27, 1973

FOR: BILL GULLEY
FROM: STEPHEN BULL
RE: New S.'76 Certificates

We have a winner. It is requested that the original Air Force One Certificate be modified to reflect that the guest has ridden on "The Spirit of '76". On the picture of the aircraft at the top center we should change the tail number to read 27000, and "The Spirit of '76" should be in small letters on the nose of the plane. Within the body of the copy we should reflect that the guest has flown in "The Spirit of '76 as a guest..."

This should be the basic flight certificate for both Air Force One and S.'76. When we use a plane other than 27000 we should distribute this existing Air Force One Certificate.

Thank you.

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

February 26, 1973
10:15 a.m.

MEMORANDUM FOR: H. R. HALDEMAN

FROM: STEPHEN BULL *SB*

RE: S. '76 Certificates

Attached are five proposed S. '76 certificates. Please note the numerical designation at the upper right-hand corner of each.

Number I is the current psychedelic certificate which it has been recommended we replace.

Number II is the old Air Force One certificate which it is recommended be redesigned slightly to reflect aircraft #27000, the wording "Spirit of '76" on the nose of the plane, and that same wording incorporated within the certificate.

Numbers III, IV and V are additional designs.

The advantage to Number II is that this certificate would remain as the "Air Force One" certificate should the guest and President be riding in a plane other than "The Spirit of '76". It has a certain simple dignity to it which I, personally, like.

Decision:

I _____
II ☒ _____
III _____
IV _____
V _____

Other _____

L

February 26, 1973
10:15 a.m.

MEMORANDUM FOR: H. R. HALDEMAN
FROM: STEPHEN BULL
RE: S. '76 Certificates

Attached are five proposed S. '76 certificates. Please note the numerical designation at the upper right-hand corner of each.

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Decision:

I _____
II _____
III _____
IV _____
V _____

Other _____

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

January 4, 1973

MEMORANDUM FOR: H. R. HALDEMAN
FROM: STEPHEN BULL *SB*
RE: S. '76 Certificates

Approximately one year ago the observation was made that the new certificates for S. '76 (sample attached) were a bit garish and not nearly as dignified as the old Air Force One certificate (also attached). Recommendations were made that we return to the Air Force One certificate, but just reword it to reflect "Spirit of '76". No decision was rendered on this matter so it is being resubmitted to you. However, some new factors now enter in since we will be getting the new plane, 27000, within the next month.

Should the new plane be designated "The Spirit of '76"? *Steve this was raised already L.*

Yes *L* No

26000 will become a backup plane and we should remove the wording "Spirit of '76" from the nose.

Approve Disapprove

What's the precedent?

Provided that we wish to make 27000 the Spirit of '76, I recommend that we take the Air Force One certificate, modify it to show "The Spirit of '76", show the tail number as 27000, and issue it after the inaugural flight of the new plane.

Approve Disapprove

*Steve Bob would like to see 2 other options.
L.*

January 9, 1973

FOR: BILL GULLEY
FROM: STEPHEN BULL
RE: Spirit of '76 Certificates

Per our conversation, I resubmitted the old Air Force One certificate with a recommendation that we revise it to reflect "The Spirit of '76". I was asked to submit two additional options which, I understand, you are having commissioned from the Air Force Artist Corps. I will resubmit them, along with Commander Campbell's conceptual drawing, upon receipt.

Thank you.

January 4, 1973

MEMORANDUM FOR: H. R. HALDEMAN
FROM: STEPHEN BULL
RE: S. '76 Certificates

Approximately one year ago the observation was made that the new certificates for S. '76 (sample attached) were a bit garish and not nearly as dignified as the old Air Force One certificate (also attached). Recommendations were made that we return to the Air Force One certificate, but just reword it to reflect "Spirit of '76". No decision was rendered on this matter so it is being resubmitted to you. However, some new factors now enter in since we will be getting the new plane, 27000, within the next month.

Should the new plane be designated "The Spirit of '76"?

Yes _____ No _____

26000 will become a backup plane and we should remove the wording "Spirit of '76" from the nose.

Approve _____ Disapprove _____

Provided that we wish to make 27000 the Spirit of '76, I recommend that we take the Air Force One certificate, modify it to show "The Spirit of '76", show the tail number as 27000, and issue it after the inaugural flight of the new plane.

Approve _____ Disapprove _____

THE WHITE HOUSE

WASHINGTON

January 4, 1973

MEMORANDUM FOR:

STEVE BULL

FROM:

BILL GULLEY

B.G.

Per our conversation, I have attached one each of the present certificates we are using. I also have included a copy of a memorandum I sent to you last May and it would still seem to me that General Scowcroft's idea of using one certificate appropriately worded is the route we should go. In the meantime, with your approval we are going forward with the backlog using the present certificates.

May 1, 1972

MEMORANDUM FOR

STEVE BULL

FROM

BILL GULLEY

In response to your recent memorandum regarding a new certificate for the Spirit of '76, I have enclosed for your perusal the certificate we use for Air Force One. General Scowcroft thinks that possibly we should change the wording of Air Force One to Spirit of '76 in which case it gives us two like certificates regardless of which of the two planes the Presidential guests may be riding on.

The present Spirit of '76 certificate costs \$1,000 for 1,000 copies. Of course, we have a considerable amount still on hand. However, if they are not acceptable we will refrain from using any more.

Something for consideration is that the new aircraft will be delivered later on this year and should it be named another requirement will exist for additional certificates.

*6/2/72
Told Steve
to check
with S Bull
about
the memo
by*

THE WHITE HOUSE

WASHINGTON

February 21, 1973

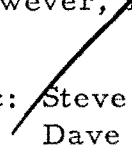
MEMORANDUM FOR: LARRY HIGBY

FROM: WILLIAM HENKEL, JR. 

SUBJECT: DEMONSTRATIONS DURING
PRESIDENTIAL VISITS

In Columbia, South Carolina on February 20th, the number of demonstrations was extremely limited and existed only in random situations. However, I think some of the signs and issues expressed (i.e. inflation, Watergate, legalization of marijuana) will surface in a more concerted effort on future trips. I am sure we will be seeing efforts to dramatize the budgetary decisions on social programs and amnesty.

It would be helpful for future planning if you could discuss the subject with Mr. Haldeman and if I could have his guidance with regard to our posture toward demonstrations. Are there any issues that the President may want to play off of (i.e. amnesty) or should we counteract demonstrations with our past procedures. I recognize each trip will have its own unique circumstances; however, I feel we should be prepared with an overall policy.

cc:  Steve Bull
Dave Parker

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

February 21, 1973
3:40 p.m.

MEMORANDUM FOR: H. R. HALDEMAN
FROM: STEPHEN BULL *SB*
RE: New Helicopter Configuration

Jack Brennan has requested that I raise the question regarding the location of the rear door. For purposes of safety, Major Brennan recommends that the door be on the same side as the President's entry door. His concern is that someone, ultimately, will run into the tail rotor while moving around the rear of the helicopter. Arguing against having the rear door on the left side is that it does not provide the private entry of the President we are trying to achieve.

Decision:

Rear door on same side as President's entry (left side) *H*

Rear door on right side of helicopter _____

THE WHITE HOUSE

WASHINGTON

February 21, 1973

MEMORANDUM FOR: RON ZIEGLER
FROM: WILLIAM HENKEL, JR. 
SUBJECT: CROWD ESTIMATES

Yesterday in Columbia, South Carolina we confronted our usual problem with regard to a crowd estimate. The Chief of Police enthusiastically gave an inflated figure without coaching from us. Jack D'Arcy and I discussed the situation in Columbia and felt that to disseminate his figure would only elicit the press' typical two estimate response - the White House estimate through the Police Chief and the White House press estimate.

For future trips, if you agree, I thought we would try to elicit a quote from the responsible local authority such as "...largest in the history of...", "one of the biggest ever...", "friendly...", etc. rather than a numerical figure.

cc: H. R. Haldeman
Jerry Warren
Dave Parker
Steve Bulh✓
Jack D'Arcy

THE WHITE HOUSE

WASHINGTON

February 21, 1973

MEMORANDUM FOR:

RON ZIEGLER

FROM:

WILLIAM HENKEL, JR. *[Signature]*

SUBJECT:

CROWD ESTIMATES

Yesterday in Columbia, South Carolina we confronted our usual problem with regard to a crowd estimate. The Chief of Police enthusiastically gave an inflated figure without coaching from us. Jack D'Arcy and I discussed the situation in Columbia and felt that to disseminate his figure would only elicit the press' typical two estimate response - the White House estimate through the Police Chief and the White House press estimate.

For future trips, if you agree, I thought we would try to elicit a quote from the responsible local authority such as "...largest in the history of...", "one of the biggest ever...", "friendly...", etc. rather than a numerical figure.

Bull
Sounds good to me!

Z

cc: H. R. Haldeman

Jerry Warren

Dave Parker

Steve Bull *[checkmark]*

Jack D'Arcy

THE WHITE HOUSE

WASHINGTON

February 16, 1973

MEMORANDUM FOR: BILL HENKEL
FROM: BILL GULLEY



In reply to your memorandum to General Scowcroft of 15 February 1973, subject: Aircraft Manifests of Presidential missions, it is assumed you are referring to White House missions which are all aircraft assigned and approved by the Military Assistant. We certainly have no problem of your approving all White House Staff and/or their dependents for any aircraft going any place at any time, and in the future if you agree, we will refer any requests from White House Staff for rides on aircraft to your office and we will only accept those people you approve.

As you know, we have a specific requirement with the Military support people and we will continue to manifest those persons although we do not object to providing their names to you for informational purposes.

As for the individuals referred to who went to California on the most recent trip, I can only assume you are speaking of Bob Taylor who called this office very late on Wednesday evening prior to the trip on Thursday with a personal family problem on the West Coast and asked if we could manifest him on something going West. I did this on a Jet Star that always preceeds the President to California with Military support personnel. I then received a call from Bob from Los Angeles on Friday after our Thursday arrival asking if we had anything coming East on which he could ride. I manifested him aboard the aircraft that dropped the Vice President at El Toro and departed there on Saturday to Andrews. I am not aware of any other White House Staff who rode aircraft either way on this trip without your office having knowledge.

I assure you we wish to cooperate 100 percent and certainly members of the White House Staff travelling on Military aircraft should have the approval of someone better qualified to make this judgement than the Military Assistant's office.

cc: General Scowcroft
Larry Higby
Steve Bull

THE WHITE HOUSE

WASHINGTON

February 15, 1973

MEMORANDUM FOR: GENERAL SCOWCROFT
FROM: WILLIAM HENKEL, JR. 
SUBJECT: AIRCRAFT MANIFESTS

It is my understanding that during the first Administration all manifests for aircraft involved in a Presidential mission either emanated from or were received by the Advance Office for review. When questions on a manifest arose the Advance Office submitted the names for approval.

It has come to my attention that some individuals were in California who were not approved. Consequently, for all future Presidential missions would the Military Office please submit to the Advance Office all manifests including the courier flights.

cc: Larry Higby
Steve Bull

THE WHITE HOUSE

WASHINGTON

February 15, 1973

MEMORANDUM FOR: GENERAL SCOWCROFT
FROM: WILLIAM HENKEL, JR. *WHJ*
SUBJECT: AIRCRAFT MANIFESTS

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It has come to my attention that some individuals were in California who were not approved. Consequently, for all future Presidential missions would the Military Office please submit to the Advance Office all manifests including the courier flights.

cc: ~~Larry Higby~~
Steve Bull

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

February 13, 1973
5:00 p.m.

MEMORANDUM FOR: H. R. HALDEMAN
FROM: STEPHEN BULL *SB*

The Aide's office has asked whether "The Spirit of '76" should be painted over on 26000. I think it should.

Yes *H*

No

*Instructions to come over given over
phone.*

THE WHITE HOUSE

WASHINGTON

February 7, 1973

MEMORANDUM FOR:

STEVE BULL

FROM:

BILL GULLEY

A handwritten signature in black ink, appearing to read "Bill", written over the printed name "BILL GULLEY".

Leonardo Albertazzie has approached the nose of 27000. "The Spirit of '76" will appear at take-off tomorrow from never never land.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

February 6, 1973
2:50 p.m.

Bull

MEMORANDUM FOR: H. R. HALDEMAN

VIA: STEPHEN BULL *SB*

FROM: TOM HART *+*

The new Boeing 707 aircraft designated 27000 is now ready for Presidential use and can now become the primary aircraft. 26000, "The Spirit of '76", would become the backup.

It is recommended that the new aircraft (27000) assume the name "The Spirit of '76". Messrs. Parker, Moore, Ziegler, Gergen and Garment concur.

Approve *HB* Disapprove _____
S

It is further recommended that this change remain quiet, i.e., just be done without fanfare prior to departure for California on Thursday.

Approve *HB* Disapprove _____
S

Called W. Gulley on 2/7/73 and asked that this be done.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

January 12, 1973

10:10 a.m.

FOR: BRIG. GEN. B. SCOWCROFT
FROM: STEPHEN BULL 
RE: Presidential Helicopter

There is a new policy with regard to entry to, and egress from, the Presidential helicopter. In order to keep the number of people entering the Presidential helicopter by the front door to a minimum, all but the President's personal party should enter by the rear door. The personal party would consist of top staff members such as Messrs. Haldeman, Ehrlichman, Ziegler, Miss Woods, Ray Price and Dick Moore.

Those who would use the rear door for entry and exit would include lower-ranking staff members such as Bull, Higby, Hullin, the Military Aide, secretaries, the doctor, and the 2nd Secret Service Agent who sits in seat #16.

To the extent possible, seating will be arranged so that the President, and Mrs. Nixon, when present, have a degree of privacy in their seating. Therefore, the Military Aide should be seated in the rear of the helicopter. This might require movement of telephone equipment.

We should begin the implementation of this new policy on today's trip to Key Biscayne. Today's experience should give us an indication of what adjustments we may need to make in the future should any problems arise.

Thank you.

cc: Maj. J. Brennan
Cmdr. C. Campbell
Col. W. Golden
Cmdr. A. Larzelere
L. Higby
Secret Service

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

January 11, 1973
8:50 a.m.

FOR: ~~LARRY HIGBY~~ 
FROM: STEPHEN BULL 
RE: Presidential Helicopter

Near the end of next week, or perhaps shortly after the Inauguration, we should receive some engineer's drawings for the new Presidential helicopter with the private cabin--4-seat configuration.

With regard to use of the rear door in the present helicopters, we need a determination of who the President's "personal party" is. I assume that members who are not members of the personal party would include the following:

Higby
Hullin
Bull
Military Aide
Doctor
2nd Secret Service Agent (who sits in Seat #16)
Secretaries

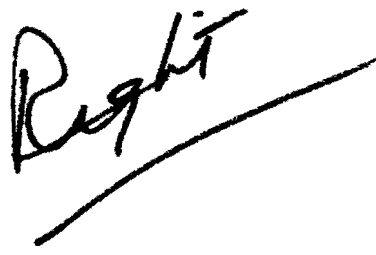
The personal party would probably consist of:

Top Staff (e.g., Haldeman, Ehrlichman, Ziegler)
Rose Woods
Other Top Staff such as Dick Moore

If this is incorrect, I would appreciate your comments.

Thank you.

cc: Maj. J. Brennan



THE WHITE HOUSE
WASHINGTON

- xerox to
Bill Henkel

February 12, 1973

MEMORANDUM FOR: MR. STEPHEN B. BULL
FROM: LARRY HIGBY L

One thing we need to change with regard to seating on the helicopter: Unless it is an extremely unusual situation, Rose Woods should always - repeat always - be included on the helicopter out to Andrews. The situation was not that unusual on our latest trip to California -- and Haldeman and/or Ehrlichman should have been removed from the helicopter.

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

September 22, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. DWIGHT CHAPIN
FROM: BRUCE KEHRLI *BAC*
SUBJECT: Trip Schedules

As the grand potentate of the scheduling operation, would you please put me on the list to receive copies of the trip schedules. I need these to plan for couriers, etc.

I hate to bother you on this but have tried to get on the distribution list by contacting various members of your staff -- with no luck.

Thanks.

*The failure of our staff to
deliver trip schedules to Mr. Kehrl
must change. Please see he
gets copies of all trip
schedules - as should Butterfield!*

Thank you -

✓
Xerox to
- Schute
- Bull
- Walker
- Kehrl

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

June 26, 1972

MEMORANDUM FOR:

MR. STEPHEN B. BULL
MR. MICHAEL SCHRAUTH
MR. ROBERT TAYLOR
MR. RONALD H. WALKER

FROM:

DWIGHT L. CHAPIN

Bob Haldeman has asked that we put the control car ahead of the President's car in motorcades, rather than behind where we now have it. He realizes that the Secret Service will probably not like the idea of having the car in the secure module ahead of the President but, in effect, they have this now anyway with the lead car. Bob wants us to come up with a way of putting the control car up front. He feels it would be far superior from our point of view and it would eliminate one car between the President and the press.

Please discuss this among yourselves and send in a recommendation as to how this can be handled. I would like to have this by Wednesday, July 5.

THE WHITE HOUSE

WASHINGTON

April 4, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. MIKE SCHRAUTH
FROM: L. HIGBY L
SUBJECT: Presidential Travels/Secretaries

As a new operating policy whenever the President goes for a weekend to a place such as Camp David, Key Biscayne, etc., there is always to be adequate secretarial support available for him to type up notes and tapes and so on.

This means that in your planning, there should always be accommodations made available for one secretary plus the necessary secretarial equipment (i. e., transcribing machine, typewriter, paper, etc.). To start with, the list of people who should be considered for this assignment are Miss Rose Woods, of course, Marge Acker, Nell Yates, Beverly Kaye, Kathy Bachman, Pat McKee, Dianna Gwin and Terry Decker.

The schedule will be, of course, worked out to meet everyone's convenience for any particular trip, but all of us should keep this thought in mind when we are putting together weekend travel plans for the President.

cc: Dwight Chapin
Steve Bull ✓
General Scowcroft
Commander Campbell
Major Brennan

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 22, 1972

5:30 p.m.

MEMORANDUM FOR:

GENERAL SCOWCROFT

FROM:

DWIGHT L. CHAPIN

SUBJECT:

Material or Invitations for the
President While on Trips

In the past as a matter of procedure Steve Bull has handled any invitations or immediate requests which have come up for the President while we are on domestic trips. On foreign trips I have either handled such items or, on some occasions, they have been handled by the Military Aide.

In Hawaii there was some item that came up which I suggested to Larry Higby be handled by Commander Campbell. Unfortunately I do not remember the exact situation since I was at the Kahala Hilton as you know and Campbell and Higby were at the Marine base.

That particular incident has led to a slight change in our policy for handling materials when on trips.

Bob Haldeman has requested that we continue the practice of having Steve Bull handle all incoming materials and invitations when we are on domestic trips. Steve will bring any items he feels worthy of consideration to my attention. Otherwise, he will dispose of them in the proper way.

On foreign trips or on occasions when Steve is not a member of the traveling party the Aides should bring all invitations or requests to my attention directly. If I am not available in person then I should be contacted by telephone. As a fallback position in case of emergency I am sure if I am unreachable, Larry Higby can be reached.

Would you please ensure that the Military Aides are aware of this procedure. Thank you.

cc: Steve Bull
Larry Higby
Bruce Kehrli

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 21, 1972

8:00 a.m.

MEMORANDUM FOR:

GORDON STRACHAN
LARRY HIGBY
STEVE BULL

FROM:

DWIGHT L. CHAPIN 

SUBJECT:

Strachan Memorandum of March 10,
"Materials or Invitations for the
President While on Tour"

Gordon is basically right in his memorandum of March 10 and the procedures followed when invitations are received during domestic and foreign trips.

Steve always handles invitations and other requests when we are doing domestic travel. Usually on foreign travel, I handle the materials or ask the Aide to dispose of them. In Hawaii Higby raised the subject with me about something that had come in via Campbell. I suggested to Higby, since Craig was at the Marine base and I was not, that Campbell dispose of the particular item.

The procedure should be for the item to come to my attention when Bull is not along. The exception would be during periods when I am separated from the President geographically and the Aide is literally in charge. At that time the Aide should use his best judgment or contact me by phone. The latter is probably the safest course of action.

Per the last sentence in the memorandum, I was aware of the problem in Hawaii but simply suggested to Higby that we have Campbell handle the matter. I do not recall what the invitation was for but do recollect suggesting to Higby that Campbell handle the matter.

THE WHITE HOUSE
WASHINGTON

Administratively Confidential

March 10 1962

MEMORANDUM FOR:

H.R. HALDEMAN

FROM:

GORDON STRACHAN

SUBJECT:

Materials or Invitations for
the President While on Tour

You asked for a system to assure the proper handling of materials or invitations for the President while he is travelling. Discussion with Steve Bull indicates that during domestic trips he receives all materials that people try to hand to the President. If Bull doesn't physically receive it in the first instance either the military aide or the USSS agent give the items to Bull for handling. If the material is an invitation, request for assistance or whatever, Bull determines whether the matter has merit. If so, he does an abbreviated staffing with Chapin. If the matter has no merit then Bull calls the individual and then upon return to the White House sends a memorandum for the record to Central Files.

On foreign trips these materials have gone to Dwight Chapin-- again, whether received by the military aide, USSS agent, or White House staffer in the first instance.

If there was some problem during the Hawaiian stop, it must be attributable to a breakdown in this basically adequate system. Steve Bull reviewed the procedure with Dwight Chapin on March 9. Chapin confirmed that he follows the system on foreign trips that Bull uses on domestic trips. Chapin was unaware of the problem in Hawaii but will work to avoid other potentially embarrassing situations on foreign trips.

Not true Craig Campbell brought them to me - Chapin said he "didn't know what to do with them - that Bull usually handled"

(over)

The point is - if Dwight will handle
on Foreign Trip that's fine. He
needs to be sure that the aides
are advised that this is the
procedure —

L.

THE WHITE HOUSE

WASHINGTON

December 23, 1971

Copied to ✓
- Hoyer
- Walker
- Gull
- ...

MEMORANDUM TO

DWIGHT CHAPIN

There has been confusion on recent trips resulting from the manifesting and seating of aircraft departing Andrews. In order that this may be cleared up and the responsibility assigned to one office, I have instructed my staff that in the future aircraft will be manifested and seated in the following manner:

AIR FORCE ONE -- My office will expect to receive from you an approved manifest and seating plan. The only changes that will be accepted to your approved plan must come from you to the trip aide or Bill Gulley. Under no circumstances will members of your staff communicate with Air Force One to make adjustments or changes in the manifest or seating plans. Food served on Air Force One will be selected from a menu prepared by Ron Jackson and approved by you.

WALKER
sch the
for
Chapin

SUPPORT AIRCRAFT -- On all other aircraft my office will manifest and any input your office may have will be provided to either the trip aide or Bill Gulley. The necessity for this is that the majority of passengers riding these aircraft are support-type personnel. Since mine is the only office aware of the needs and priorities of support personnel, it is not practical for an office without this information attempting to manifest and seat these aircraft. Of course, the senior people will be seated in the more desirable areas of the aircraft and should the need exist for certain personnel to be seated together, every effort will be made to do this within the limits of the configuration.

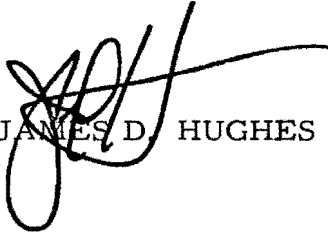
In conjunction with the above, meal requirements for support aircraft will also be handled by my office. The general guidelines for food on support aircraft will be determined by the hours of travel. Since food service is limited, a determination by my

we must
know
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for

Page two

office will be made as to what menu will be served and all passengers on support aircraft will be notified. All food and refreshments consumed by passengers on support aircraft will be paid for prior to landing at the destination. Those desiring not to eat should make this known to my office prior to the time of flight and no food will be prepared for those people.

On all trips departing Andrews Bill Gulley can be reached by calling the Signal Board. He maintains communication with aircraft until departure.



GENERAL JAMES D. HUGHES

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

December 22, 1971

9:00 a.m.

MEMORANDUM FOR: GENERAL JAMES D. HUGHES
FROM: DWIGHT L. CHAPIN

As you are aware, we have had difficulty in seeing that the seating on the S '76 turns out to be the same as that in the diagrams which are approved by my office. I know that there have been errors on the part of our office as well as yours.

From now on, at least for the next several flights, we are going to have a representative from the Tour Office at the plane to check the arrangements prior to the President's arrival. In some cases, this will be me -- in some cases it will be Steve Bull and occasionally it may be Mike Schrauth or someone he assigns. When it is not going to be someone who is manifested aboard that particular flight, we will alert your office ahead of time so that the person going out can be cleared aboard the aircraft.

cc: Mr. Bull
Mr. Walker

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

December 15, 1971

3:15 p.m.

MEMORANDUM FOR:

GENERAL JAMES D. HUGHES

FROM:

DWIGHT L. CHAPIN

SUBJECT:

VIPs - Spirit of '76

As a standard procedure, can we arrange to have special Presidential guests - such as Connally, Rogers, Members of the Cabinet, Members of Congress, etc. - met by one of the stewards as they board the plane and taken directly to their seats.

When we were leaving the Azores, Connally and Rogers boarded the craft and took the same seats that they occupied during the flight to the Azores. As you are aware, we had changed the seating for the return trip and when they boarded in the Azores no one showed them where to sit. Therefore, they sat together as they had on the way out.

Haldeman makes the point that we should usher people directly to their seats.

Recalling the discrepancy in the seating for the trip to the Azores, could you give me some word as to how we ended up with the plane crew having a different seating diagram than that which the Advance Office was issuing and which the Military Aide's office had in their possession? Haldeman would like to know what went wrong.

cc: ✓ Mr. Bull
Mr. Walker

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

December 14, 1971
6:00 p. m.

V
hold on
file
High Priority

MEMORANDUM FOR:

RON WALKER
~~STEVE BULL~~

FROM:

DWIGHT L. CHAPIN

On all Presidential and staff schedules, we should show the length of meeting times. In other words if the President is meeting with Pompidou for three hours, we should say "Length of Meeting - 3 hours". This was procedure at one time, but has been dropped.

cc: Mike Schrauth
Nell Yates

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

✓
High Priority

December 14, 1971
6:00 p.m.

MEMORANDUM FOR:

RON WALKE R

FROM:

DWIGHT L. CHAPIN *JA*

From now on, let's take our final approved schedules and reduce them to the small book size which John Thomas prepared for the trip to the Azores. We should work out with Thomas an arrangement by which we can get schedules for domestic trips prepared in this same fashion. In other words, let's discontinue distributing the large schedules for trips.

It probably would be wise to xerox three or four copies of the large schedule since Haldeman may want one to keep for any meetings he may have with the President regarding the schedule. We'll also need them for file copies.

Look over the schedule which Thomas prepared for the Azores and see how we can change the form. For example, the book is a little too wide. It should be about 3/4 inch narrower and that may mean that we would have to change the layout of the book. There is no problem with printing on both sides of the piece of paper.

For the Bermuda trip, let's don't hand out fancy binders. Let's just hand out the small schedule.

cc: Mike Schrauth
Steve Bull

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

December 14, 1971
6:00 p.m.

High Priority

MEMORANDUM FOR:

RON WALKER

~~STEVE BULL~~

FROM:

DWIGHT L. CHAPIN

As you know we made a stab at revamping the format for the detailed staff schedules, as well as the President's schedule. In the past we have listed the departure from a location, the arrival of a helicopter, the time of the helicopter departure and the time of the helicopter arrival at the other end. We need to combine all of these details into one paragraph and eliminate the number of items which we list.

Have them redraft the Bermuda schedule first thing Tuesday afternoon with this in mind.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

November 29, 1971

9:00 a.m.

MEMORANDUM FOR:

MR. STEPHEN B. BULL

FROM:

DWIGHT L. CHAPIN

Would you please make sure that in the future whenever we set up for a fast departure such as we did from California yesterday that we take time to review the seating on the staff plane. You can just get me on the phone wherever I am and we can run through it orally. I am to review the seating on that plane at all times and I did not do so yesterday.

The other mistake that I made yesterday was to have Larzelere sitting next to Dr. Kissinger in the staff compartment with Coleman Hicks in the back. Whenever a senior person like Ehrlichman or Kissinger has an aide along, he immediately pre-empts the Military Aide's sitting in the staff compartment.

When there are seats available in the VIP compartment, the Military Aide should be seated there and not in the staff compartment.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

November 24, 1971

MEMORANDUM FOR:

STEPHEN BULL

FROM:

DWIGHT L. CHAPIN

Be advised that on all domestic trips, you are to be responsible for seeing at the end of each day we get from the Military Aide a log of all the President's activities while on the road. You should also get a record from the Secret Service, mesh the two together and see that it is given to Butterfield at the earliest possible time. I will be handling this kind of activity on foreign trips to insure that we have an accurate log of all Presidential activities.

18 November 1971

MEMORANDUM FOR BOB HALDEMAN

SUBJECT: Handling of Presidential Telephone Calls at Key Biscayne

Based on our discussion of the subject yesterday, I have taken the following actions:

a. Installed a small "mini" switchboard in the Secret Service house, next to the one occupied by my staff and WHCA. All of the President's extensions will be terminated on this board. It also has a capability of dial lines plus a direct line back to the White House Administrative switchboard and to the trunks of the Key Biscayne switchboard. This will insure direct access to the staff.

b. Redman has discussed the operation with Bev Cole. She has no objections to using the board and agrees that it is better than trying to operate a split board for the reasons you and I discussed. One big advantage to this "mini" board arrangement is that the women will have a private rest room.

Incoming calls for the President will be handled basically as they have been in the past. Calls coming in on the Key Biscayne switchboard will be referred to the Duty Aide then, if approved, passed to the President through the "mini" board, operated by the women operators. Calls for the President originating with the Admin board in Washington will go directly to the "mini" board where they will be referred to the Aide and passed on to the President by the women operators.

GENERAL JAMES D. HUGHES

THE WHITE HOUSE

WASHINGTON

November 16, 1971

5:00 P.M.

FOR: BEVERLY COLE
RONALD WALKER

FROM: DWIGHT L. CHAPIN 

RE: White House Operators in Key Biscayne

On future trips to Key Biscayne, we should bring two White House Operators to handle the President's, Mr. Haldeman's, and other senior staff persons' telephone calls. The telephone switchboard in Key Biscayne is a three-position board and, during the hours of 9:00 a.m. to 6:00 p.m., one of the ladies will fill one of the positions. The two ladies will work out a schedule among themselves so that they can insure that their position at the switchboard is covered at all times between 9:00 a.m. and 6:00 p.m.

This very next trip we should implement this program, and view it as an experiment. Some adjustments may have to be made in subsequent trips to Key Biscayne.

The matter of washroom facilities for the ladies in the house where the switchboard is located should be coordinated through the Military Aide's office. In planning for the trip, Ron, you, or the person you designate (perhaps Dewey Clower) should speak with Beverly Cole to discuss the general operation and logistics involved, and further coordinate with the Military Aide's office.

Thank you.

cc: A. Butterfield
L. Higby
Gen. J. Hughes

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

November 15, 1971
1:45 P.M.

MEMORANDUM FOR: H. R. HALDEMAN
VIA: DWIGHT L. CHAPIN
FROM: STEPHEN BULL
RE: White House Operators in Key Biscayne

You directed that I set up with Beverly Cole a procedure whereby two White House Operators would be taken on future trips to Key Biscayne to handle the President's, Mr. Haldeman's, and other Senior White House staff persons telephone calls. In discussing this matter with the people involved, there are some points for consideration.

The switchboard in Key Biscayne is a three-position board, and, according to the Military Aide's Office, the Signal operators handle a great deal of traffic on that board. The female White House operator who would be filling one of those positions would, of necessity, have to handle calls other than the President's, Mr. Haldeman's, etc. Therefore, just having one White House operator would not necessarily guarantee that, every time the President or Mr. Haldeman picked up a telephone they would hear a female voice, for two reasons:

The one operator manning one of the three positions very well might be working a call for another senior White House person.

The White House operator conceivably could be handling one of the routine calls.

Should the direction be given that the White House operator handle only the President's, Mr. Haldeman's, and other Senior White House Staff calls, this would adversely affect the functioning of the White House switchboard since it would put more of a burden on the other two positions. The three positions are already working to full capacity.

*She should
pick up
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of HPH
Liner*

No

1. Steve

Another consideration is that separate washroom facilities would have to be constructed for the lady since the switchboard is located in the Aide's house and is primarily a male domain.

In view of the above factors, do you still wish to substitute a White House operator for one of the three positions on the Signal Board?

Yes ✓ No

November 16, 1971
5:00 P.M.

FOR: BEVERLY COLE
RONALD WALKER

FROM: DWIGHT L. CHAPIN

RE: White House Operators in Key Biscayne

On future trips to Key Biscayne, we should bring two White House Operators to handle the President's, Mr. Haldeman's, and other senior staff persons' telephone calls. The telephone switchboard in Key Biscayne is a three-position board and, during the hours of 9:00 a.m. to 6:00 p.m., one of the ladies will fill one of the positions. The two ladies will work out a schedule among themselves so that they can insure that their position at the switchboard is covered at all times between 9:00 a.m. and 6:00 p.m.

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Thank you.

cc: A. Butterfield
L. Higby
Gen. J. Hughes

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

1.5

November 15, 1971
1:45 P.M.

MEMORANDUM FOR: ~~H. R. HALDEMAN~~
VIA: DWIGHT L. CHAPIN
FROM: STEPHEN BULL *SB*
RE: White House Operators in Key Biscayne

You directed that I set up with Beverly Cole a procedure whereby two White House Operators would be taken on future trips to Key Biscayne to handle the President's, Mr. Haldeman's, and other Senior White House staff persons telephone calls. In discussing this matter with the people involved, there are some points for consideration.

He should pick up all P of HPH
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The one operator manning one of the three positions very well might be working a call for another senior White House person.

2. The White House operator conceivably could be handling one of the routine calls. *No*

Should the direction be given that the White House operator handle only the President's, Mr. Haldeman's, and other Senior White House Staff calls, this would adversely affect the functioning of the White House switchboard since it would put more of a burden on the other two positions. The three positions are already working to full capacity.

Another consideration is that separate washroom facilities would have to be constructed for the lady since the switchboard is located in the Aide's house and is primarily a male domain.

In view of the above factors, do you still wish to substitute a White House operator for one of the three positions on the Signal Board?

Yes 1 No

THE WHITE HOUSE

WASHINGTON

November 8, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR:

DWIGHT CHAPIN

FROM:

L. HIGBY

SUBJECT:

Follow-up Items

Below are a couple of items that were raised on the plane that you may want to follow-up on:

1. With regard to future trips to Key Biscayne, we should bring two White House operators to handle the President's, Haldeman's, and hopefully any other senior staff person's calls. One operator should be on duty and the other one off to handle the calls during business hours. The Signal Officer should continue to be down there to handle the usual support.
2. With Scowcroft coming on board, it is time to take a complete reexamination of the food situation on Air Force One. Tonight's meal was no exception in terms of lack of quality. There must be some way we can start getting good meals, perhaps by using airlines to cater the food. Bob would like you and Alex to talk with Scowcroft on this point as soon as he comes on board so that we can start a new working relationship.

cc: Mr. Butterfield

✓
MEMORANDUM

THE WHITE HOUSE

WASHINGTON

November 15, 1971
1:45 P.M.

MEMORANDUM FOR: H. R. HALDEMAN

VIA: DWIGHT L. CHAPIN

FROM: STEPHEN BULL *SB*

RE: White House Operators in Key Biscayne

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1. The one operator manning one of the three positions very well might be working a call for another senior White House person.
2. The White House operator conceivably could be handling one of the routine calls.

Should the direction be given that the White House operator handle only the President's, Mr. Haldeman's, and other Senior White House Staff calls, this would adversely affect the functioning of the White House switchboard since it would put more of a burden on the other two positions. The three positions are already working to full capacity.

Another consideration is that separate washroom facilities would have to be constructed for the lady since the switchboard is located in the Aide's house and is primarily a male domain.

In view of the above factors, do you still wish to substitute a White House operator for one of the three positions on the Signal Board?

Yes _____ No _____

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

November 3, 1971

MEMORANDUM FOR MR. DWIGHT CHAPIN

SUBJECT: Detailed Staff Schedule

Dwight:

In the President's Detailed Staff Schedule on trips the doctor is not listed by name. If you would, would you always have my name after Doctor and if it should be that Dr. Lukash will be the man who travels with the President, I will notify your office. Thank you for taking care of this minor detail, but I would appreciate it very much.

Walter Teach

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Offense
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MEMORANDUM

THE WHITE HOUSE
WASHINGTON

ADMINISTRATIVELY
CONFIDENTIAL

October 20, 1971
9:00 a.m.

FOR: MARK GOODE
RON WALKER

FROM: STEPHEN BULL *SB*

RE: Fort Detrick Television Announcement

It was indicated to me that the television part of the Fort Detrick event was not a good one; that the President's announcement should have been made inside where we would have better sound and better control of the whole situation. Since there was no crowd of any consequence outside, there was no reason for the President to make the announcement from there. It would have been better to have done the announcement inside.

We have been instructed for the future to make sure that we plan on the basis of any such thing being done inside unless there is a compelling and overriding reason for moving it outside. I believe that we should interpret the guidance we have received in this matter as an SOP that should be followed for all such substantive trips.

cc: D. Chapin
L. Higby

THE WHITE HOUSE
WASHINGTON

ADMINISTRATIVELY
CONFIDENTIAL

October 18, 1971

MEMORANDUM FOR :

MR. BULL

FROM :

H. R. HALDEMAN 

The Ft. Detrick trip today produced a few items of general guidance for Presidential travel.

First of all, he very much likes the plan of not having any VIP guests travel with him on the helicopter and that should become standard procedure from now on.

This would apply to Cabinet Officers, Agency Heads, etc., as well as Congressmen and Senators. People of that sort should be transported by separate helicopter and the President's helicopter should be limited to the President, his family, and a previously approved list of White House staff, if necessary.

The decision to do the television part of the Detrick outside was not a good one. We've gone over this many times before. The best place for any television thing is inside where we have better sound and better control of the whole situation. There was no reason to go outside at Detrick - there was no crowd - and the whole thing would have been better in a properly set up room. Please watch for this in the future and make sure that we plan on the basis of any such thing inside unless there is a compelling and overriding reason for moving it outside. We've got to resist the temptation of "Diamond Head in the background".

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

October 19, 1971

MEMORANDUM FOR:

STEPHEN BULL
RONALD H. WALKER

FROM:

~~DAVID PARKER~~

The procedure that was used of not having any VIP guests travel with the President on his helicopter to Fort Detrick was very well received and is to become standard operating procedure from now on.

VIP guests, i.e. Cabinet Officers, agency heads, as well as Congressmen and Senators, should be transported by separate helicopter. The President's helicopter should be limited to the President, the First Family, and a previously approved list of White House staff, if necessary.

W. Told

THE WHITE HOUSE
WASHINGTON

DLC ✓
DNP ~~AD~~ ✓
Steve _____

October 6, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: DWIGHT CHAPIN
FROM: L. HIGBY *L*
SUBJECT: Congressmen on Chopper

Bob asked me to inform you that a firm rule should exist that no Congressman should be on the President's helicopter. The President's staff should be the only people on his helicopter, with key exceptions like Mitchell. Most of the Cabinet Officers besides Mitchell should not be on his chopper. You should view the President's chopper the same way that we view the President's car.

If Congressmen are on the chopper, he has to talk to them.

THE WHITE HOUSE

WASHINGTON

October 4, 1971

MEMORANDUM FOR:

DWIGHT CHAPIN

FROM:

H. R. HALDEMAN

Some general guidance for the weekend's notes:

On scheduling for trips, both domestic and foreign, the President wants to be sure that we make every effort to avoid flying too far at any one time. He feels that any flight over three hours is tiring especially on domestic flights and that in the long-range trips and in campaign planning we should not fly over three hours at a time if we can avoid it. We should stay overnight in the middle of the country on a cross-country swing rather than dashing from East to West. Try to keep flights under three hours.

He would like to figure out a way to avoid the Christmas tree lighting outside this year. We talked about this some last year but I have not seen a plan. Let's get one in during the next two weeks. Also, for Christmas season planning he wants to avoid receiving the Staff, the Press, the sub-Cabinet, and the Congress. We can have parties for them but they should be parties which the President does not have to attend or at most, where he comes in and greets them but does not have a receiving line. The best thing is to have them all come in the groups, as indicated above; bring their kids and so forth, but not have the President there. We should recognize that this Christmas season stuff comes at a difficult time as far as budget and that sort of thing is concerned.

We do have to figure on the dinners for the various key states and we should get going on that as quickly as we can.

*Done
Put on
calendar*

I understand that you have confirmed Bob Hope and that is is set. We should also look for a California event at Thanksgiving time since the President will now plan to spend a week out there. If we spend Thanksgiving itself in California, we will go out on Wednesday and come back the following Wednesday. If we go out after Thanksgiving on Friday, we will then stay through the following weekend. I would suspect we might stay through the following weekend in any event.

*Done
Put on
books*

He wants to have Bob Ellsworth in for a talk sometime soon. This should be set up as soon as there is a fairly open day.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

September 28, 1971

5:45 p.m.

MEMORANDUM FOR:

MR. STEPHEN B. BULL

FROM:

DWIGHT L. CHAPIN

As we discussed this morning, from now on when we have an optional remarks situation – such as in Alaska during the motorcade – we should show it on the President's schedule. In other words, he should be aware that his speaking situation in Alaska would be talking from the car on the way to Hickel's residence. It can be put into the schedule but it should be labeled as optional.

cc: Mr. Walker

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

September 28, 1971

11:15 a.m.

MEMORANDUM FOR:

MR. RONALD H. WALKER

FROM:

DWIGHT L. CHAPIN

SUBJECT:

Photographs - Presidential
Trip Sites

I understand from talking to Jack Brennan and Steve Bull on the plane en route to Kalispell the other day that we had pictures in Washington of the dam area. It would have been very helpful to have been able to look at these pictures prior to visiting the dam on the actual trip. Whenever the Aides bring back pictures, we should see that they are circulated around so that we have a general idea of what we are talking about. I know that we do this in most cases, but I just want to make sure that we do it whenever we have the pictures.

Thank you.

cc: Mr. Bull

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

September 28, 1971

11:15 a.m.

MEMORANDUM FOR:

GENERAL JAMES D. HUGHES

FROM:

DWIGHT L. CHAPIN

On the trip the other day, there was some confusion as to exactly when the guests should be served lunch on the flight from Washington to Kalispell. From now on, we will put on the detailed schedule the time which lunch is to be served to the guests. Naturally, we will work with the Military Aide's office to make sure that the food can be prepared in order to be served at the time which will be indicated on the schedule. The time which is noted will be the time at which the guests in the VIP compartment are to be served. We will follow the standard practice of serving the guests in the VIP compartment first and then serving the staff.

In the staff compartment, Haldeman's table should be served last always.

cc: ✓ Mr. Bull
Mr. Walker

Thanks/C

THE WHITE HOUSE

WASHINGTON

September 22, 1971

MEMORANDUM FOR: LARRY HIGBY

FROM: RAY PRICE

SUBJECT: Trip Fact Sheets

In a recent memo to Jon Huntsman on the last California trip, you asked why there was no fact sheet for the Grand Teton stop and said that, "Any time we make a stop anywhere, there should be a fact sheet." To avoid confusion on the trips this week and in the future, let me briefly reply to your note.

The fact sheet has traditionally been a backup for remarks or speech material, covering many of the points not otherwise noted, and providing the President with additional material to draw on for his extemporaneous remarks. It should not be confused with a briefing paper: the fact sheet is intended for speaking occasions and not for private meetings or non-speaking stops, when other members of the staff should provide background material for him as they do for meetings at the White House. This distinction has rarely presented a problem on the trips because the President nearly always makes a public speaking appearance and thus a fact sheet has been prepared.

Frequently we include in the fact sheet additional material that he would be unlikely to use in his public remarks but might want to be aware of. Thus, for example, in connection with this week's Alaska visit the fact sheet will contain information dealing with Alaska, even though the only speaking occasion is the formal welcome to Hirohito. However, for stops in which there is no public speaking occasion -- and thus nothing that calls specifically for the writer's function -- we have not provided fact sheets from this shop.

In planning for the Grand Teton stop, a decision was first made that the President would issue a written statement but would not deliver remarks while there. All principal parties then agreed

that the only material to be prepared by this shop would be the written statement. A fact sheet was never planned. Both our office and the Staff Secretary prepared schedules which showed that one would not be included in the trip package (see attached), and our records show that the writers' schedule was circulated to Bruce Kehrli and Ron Walker. (In fairness, there may be some ambiguity because the writers' schedule does not note whether a fact sheet will be included in each instance. There has never been a need to note this, however, because our writers know that by definition, the remarks always include the fact sheet, and a statement -- as for Grand Teton Park -- never includes a fact sheet.)

With regard to this week's trips, we intend to submit the fact sheets for the following:

Kalispell Arrival, Montana (facts on Libby Dam will be included in arrival fact sheet)

Oregon Arrival

Portland Media Briefing

Walla Walla Arrival

Hanford Arrival

Alaskan Arrival (covering both the Hickel reception and the Emperor's visit)

No fact sheet will be submitted for the Detroit visit, as all relevant points should be covered in Q & A books.

For future planning, our writers' schedule will indicate when fact sheets are included in the material planned and we will be happy to add your name to our circulation list.

cc Jon Huntsman
Alex Butterfield
Dwight Chapin
Ron Walker
Steve Bull ✓
Ceil Bellinger



MEMORANDUM

THE WHITE HOUSE

WASHINGTON

August 11, 1971

Defer~~RED~~ NED TO BE AN

Administrative MARKING

E.O. 12065, Section 6-102

~~CONFIDENTIAL~~ 12/28/77

MEMORANDUM FOR:

ALEXANDER P. BUTTERFIELD

FROM:

JON M. HUNTSMAN

SUBJECT:

Trip Packages - August 17-20, 1971

New York City, New York

Due to Staff Secretary

1. Master Schedule - Bull 8/13: 2:00 p.m.
2. Knights of Columbus Speech 8/12: 3:00 p.m.
- Price
3. New York Political Brief- Dent 8/13: 11:00 a.m.

Springfield, Illinois

1. Lincoln Home Remarks - Price 8/13: 2:00 p.m.
2. Lincoln Home Fact Sheet -
Price 8/13: 2:00 p.m.
3. Illinois State Fair Statement -
Price 8/13: 2:00 p.m.
4. Illinois Political Brief - Dent 8/13: 11:00 a.m.

Idaho Falls, Idaho

1. Idaho Falls Arrival Remarks-
Price 8/13: 2:00 p.m.
2. Idaho Falls Arrival Fact
Sheet - Price 8/13: 2:00 p.m.
3. Idaho Political Brief - Dent 8/13: 11:00 a.m.

Trip Packages - August 17-20, 1971
Page 2

Jackson Hole, Wyoming

Due to Staff Secretary

1. Grand Tetons Park Statement
- Price 8/13: 2:00 p.m.
2. Wyoming Political Brief -
Dent 8/13: 11:00 a.m.

Dallas, Texas

1. Veterans of Foreign Wars
Speech - Price 8/12: 3:00 p.m.
2. Texas Political Brief - Dent 8/13: 11:00 a.m.

San Clemente, California

1. Loma Linda Hospital
Remarks - Price 8/13: 2:00 p.m.
2. Loma Linda Hospital Fact
Sheet - Price 8/13: 2:00 p.m.
3. California Political Brief -
Dent 8/13: 11:00 a.m.

"Spirit of '76" Press Pool

1. Washington - New York -
Warren 8/16: 2:00 p.m.
2. New York-Illinois - Warren 8/16: 2:00 p.m.
3. Illinois-Idaho - Warren 8/16: 2:00 p.m.
4. Idaho-Wyoming - Warren 8/16: 2:00 p.m.
5. Wyoming-Texas - Warren 8/16: 2 :00 p.m.
6. Texas-California - Warren 8/16: 2:00 p.m.

Aug. 9, 1971
1st Revision

WRITERS' SCHEDULE

	Due to RKP	Due to SS	Event	Event Date	Writer
Tuesday August 10	9	2	Treasurer Announcement <i>Event off - was to be in California later Calif. 8/17</i>	8/11	Lezar
Thursday August 12	9	3	N Knights of Columbus (Speech)	8/17	McLaughlin
"	9	3	D VFW (Speech)	8/19	Andrews
"	9	2	Veterans Administration Visit (Remarks) - <i>Monday To be announced; possibly 8/17 may not make remarks.</i>	8/13	-----
Friday August 13	9	2	S Lincoln Home (Remarks) + FS	8/18	Huebner
"	9	2	S Illinois State Fair (Statement) <i>(See 8/18, by 8/18, and)</i>	8/18	Huebner
"	9	2	I Arrival, Idaho Falls (Remarks) + FS	8/19	Huebner
"	9	2	J Grand Tetons Park (Statement)	8/19	Huebner
"	9	2	Loma Linda Hospital (Remarks)* <i>+ FS</i>	8/20	Huebner

* The material for California may be delayed until Monday, August 16.

NOTE: Tentative plans now for Labor Day radio address
on Dignity of Work. Due while RN in California (Safire)

Note: This is a copy of copy submitted to staff Secretary. At their request, an
"FS" was placed by each item which was to include a fact sheet.

THE WHITE HOUSE
WASHINGTON

ADMINISTRATIVELY
CONFIDENTIAL

September 20, 1971

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

Xerox to
Bull
Use WH
stop today
Let the
know the
in support
of the

When we have a substantial group of Senators and/or Congressmen on the Spirit of '76, we should always have a VIP handholder aboard to keep them happy. He should know before hand what his purpose is and he should understand that he's to spend his time on the plane doing that. This may be a Cabinet Officer or a senior White House staff person, but it should be done in every case and it should be clearly understood ahead of time so that there's no question when we get on the plane as to why the guy is there.

THE WHITE HOUSE
WASHINGTON

Handwritten:
Bill Gifford
12/24/71
trip

August 10, 1971
5:43 p.m.

MEMORANDUM FOR: STEVE BULL
FROM: ~~DAVID PARKER~~

Steve, be advised that Bill Gifford would like to be included in on a manifest for some future trip so he can see how Presidential events are run and in turn possibly expand to do a better job in his area of concern in coordinating departmental releases, grants, etc.

THE WHITE HOUSE
WASHINGTONAugust 9, 1971
11:30 a.m.

FOR: MIKE SCHRAUTH
FROM: STEPHEN BULL *SB*
RE: Miniaturized Staff Schedules

Located in the Messenger Room in the West Wing, ground floor level, is a Xerox machine capable of reducing the size of any given document. Beverly Kaye has recently devised a system whereby the Detailed Staff Schedule is reduced to trip card size, and then she provides me with this prior to the beginning of the trip. I refer to this complete Staff Schedule that easily fits in my pocket rather than my trip card.

Dwight Chapin has also begun utilizing the miniaturized staff schedule and has suggested that, rather than individual offices making their own, which takes about 30 minutes, the Tour Office go ahead and make about five complete sets and distribute them to the following people:

D. Chapin
R. Walker
S. Bull
Military Aide
Spare

Beverly Kaye is an expert on producing the small schedule and will be glad to explain how it can be done to whomever you wish to designate in your office.

Thank you.

cc: D. Chapin
R. Walker

✓
MEMORANDUM

THE WHITE HOUSE

WASHINGTON

August 9, 1971

MEMORANDUM FOR: MR. STEPHEN B. BULL

FROM: DWIGHT L. CHAPIN ✓

We want to take Mort Allin on a trip some time in the near future. Would you put this on our checkoff list to see that at least we ask Haldeman on the next two or three trips?

cc: Mr. Walker

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

August 9, 1971

MEMORANDUM FOR:

DAVE PARKER
RON WALKER
✓ STEVE BULL

FROM:

DWIGHT L. CHAPIN

We want to start programming Bill Gifford in on all of our travel plans -- at least in terms of what cities we visit.

The idea is that Bill will watch for grants, program renewals, etc., which can be announced prior to the President's trip to any given area. For example, perhaps there is some federal grant for the Springfield area which could be announced a day or two before the President's visit into that State, making the announcement with some fanfare and perhaps sending out a Cabinet Officer or a senator to help generate publicity and enthusiasm for the President's trip. There would be a good rub-off effect.

Procedurally, Dave Parker will be the contact with Gifford and will clue him in as the President's schedule develops.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

August 6, 1971

MEMORANDUM FOR:

MR. DAVID N. PARKER
✓MR. STEPHEN B. BULL

FROM:

DWIGHT L. CHAPIN ✓

The President feels that the way to handle things like the Girls' Nation is to have a photo at the start of the event. There should be no writing press at all. Just a photo – after they take their pictures, they leave and the President continues with his remarks. He does not want to have any of the photographers remain for all of his remarks. Obviously, Ollie is an exception.

cc: Mr. Atkins
Mr. Elbourne
Mr. Warren
Mr. Whelihan
Mr. Ziegler

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

August 2, 1971

MEMORANDUM FOR:

MR. STEPHEN B. BULL

FROM:

DWIGHT L. CHAPIN

The President would like Pat Buchanan to go on the next two or three trips into the country. His name should be included in the list of people submitted for approval for the next two or three trips so that Haldeman can check it with the President.

cc: Mr. Walker
Mr. Schrauth

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

August 2, 1971

MEMORANDUM FOR:

MR. STEPHEN B. BULL
MR. RONALD H. WALKER

FROM:

DWIGHT L. CHAPIN

It is my error – however, we should always have the speechwriter go on all trips – or at least he should be invited. Lee Heubner should have been invited to go on the Canton, Ohio, and Ottumwa, Iowa, trips. Will you both please put this on your check list to help remind me?

Thank you.

cc: Mr. Schrauth

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

August 2, 1971

MEMORANDUM FOR:

STEVE BULL
RON WALKER

FROM:

DWIGHT L. CHAPIN

The President will no longer do the Party people at any time on the "Spirit of '76". We should arrange for them to be done at the hotel or perhaps at a Paul Miller type reception which could include some Democrats.

On another subject regarding meeting platform guests, the President will shake hands with the people on the platform if there are people there whom he should meet. When we are planning for him to shake hands with the people from the platform we should not have "Hail to the Chief" played. On the other hand, if we are up against something like the Daughters of the American Revolution with 200 ladies on the platform, having "Hail to the Chief" played is a perfect exit. This is a decision that we should calculate on each occasion. When it serves the President's purposes, he'll stay on the platform, meet the people and we will not play "Hail to the Chief". Otherwise, we'll go with "Hail to the Chief" to expedite him off.

cc: Dave Parker



MEMORANDUM

THE WHITE HOUSE

WASHINGTON

Memo to Steve Bull

From Constance Stuart

On the trip to Kansas City Mrs. Nixon saw Rose Woods' schedule on the manilla cards in the plastic holder. She asked if she could have one on the next trip since it would be so convenient to carry in her purse.

Would you please see that Mrs. Nixon receives these schedules on all future trips.

cc: Coral Schmid

THE WHITE HOUSE
WASHINGTON

July 28, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR:

DWIGHT CHAPIN

FROM:

L. HIGBY

SUBJECT:

Seating of Mr. Martinez

On this trip and on all future trips, Mr. Martinez should not be shown as part of the staff. He should be considered part of the staff that just automatically goes on any trip like Olenberg or anyone else who we wouldn't show on the manifest.

If possible, Martinez should not take up a seat in the VIP section, but should be seated somewhere else -- preferably in back at the table where six people sit.

Please check this out and let me know what can be done.

7/29 - Not a 60 page memo.

Steve
See what we
should do on this/C

WASHINGTON

JULY 20

19

U.S. GOVERNMENT PRINTING OFFICE:1970-O-375-347

THE WHITE HOUSE
WASHINGTON

July 15, 1971

✓
Xerox to
- Miller
- Bull
C

MEMORANDUM FOR:

DWIGHT CHAPIN

FROM:

H. R. HALDEMAN 

Ziegler tells me that the plan for the visit to Yosemite leaked to the press and that is why we are getting the report that now we cancelled at least one planned stop for next week.

If this is the case, it seems to me that it is further confirmation of the utter stupidity of sending a huge advance team in to work out the preliminary plans for a visit such as this. I would hope you would recognize this. From now on we should send one advance man in on a quiet basis to develop a basic plan for such a visit and avoid sending a full advance party in until we know we are going ahead with the trip.

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

June 29, 1971
9:00 a.m.

FOR: DWIGHT L. CHAPIN
FROM: STEPHEN BULL *DB*
RE: Spontaneous Motorcade Trip
from Vernon to Indianapolis

Xerox to Ziegler -
Ron Steve has
good point
C

Over the week-end I have been thinking about how we could have avoided some of the problems in the earlier false reporting of the bomb scare, and later the negative reports about how the President disappointed so many people, both in Indianapolis and in Vernon when he chose to motorcade rather than fly by helicopter. It seems to me that on the airplane it would have been best to be quite straight forward with the Press pool and have Ziegler go back, tell them confidentially (if such a concept exists in the minds of the Press) that the President was giving consideration to driving back to Indianapolis rather than helicoptering since it was reported that the weather was so nice and since his schedule would permit it. Ziegler might have added that the President is very fond of the countryside in Indiana and thought it would be a nice diversion from his usual manner of sterile helicopter rides.

By so giving advance warning to the Press, we would have covered ourselves and preempted the charges and misleading comments that resulted from the Press. I think that in the case of our trip to Indianapolis we were a little too cute and outsmarted ourselves.

cc: R. Walker
T. Elbourne

Steve - you
ain't so
much
N.

✓

June 29, 1971
9:00 a.m.

FOR: DWIGHT L. CHAPIN

FROM: STEPHEN BULL

RE: Spontaneous Motorcade Trip
from Vernon to Indianapolis

Over the week-end I have been thinking about how we could have avoided some of the problems in the earlier false reporting of the bomb scare, and later the negative reports about how the President disappointed so many people, both in Indianapolis and in Vernon when he chose to motorcade rather than fly by helicopter. It seems to me that on the airplane it would have been best to be quite straight forward with the Press pool and have Ziegler go back, tell them confidentially (if such a concept exists in the minds of the Press) that the President was giving consideration to driving back to Indianapolis rather than helicoptering since it was reported that the weather was so nice and since his schedule would permit it. Ziegler might have added that the President is very fond of the countryside in Indiana and thought it would be a nice diversion from his usual manner of sterile helicopter rides.

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cc: R. Walker
T. Elbourne

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

June 28, 1971
9:00 a.m.

Right!

FOR: DWIGHT L. CHAPIN

FROM: STEPHEN BULL *SB*

RE: Photograph of President with Hotel Manager

Shortly after arriving at the Hilton Hotel in Indianapolis, the President commented upon a photograph that had been taken with him and the Hotel Manager, and then said that it should be standard practice from now on for the President to be photographed with the hotel manager and the resident manager. This photograph would be taken by the White House photographer, not the Press.

Mike Schrauth, the advanceman, and I should work together to insure that an opportunity for this photograph takes place on all trips.

cc: R. Walker
M. Schrauth

✓

June 28, 1971

FOR: ARTHUR GODFREY
FROM: DWIGHT L. CHAPIN
RE: PRESIDENTIAL HOLDING ROOMS

As you may recall, Senator Percy was allowed in the holding room when the President arrived at the Pick-Congress Hotel in Chicago. Due to a lack of a formal understanding and the stature of this Senator, the agent assumed that it was proper for Senator Percy to be in the holding room.

As a matter of future procedure, no one will be allowed in the Presidential holding room without the approval of the Staff Advanceman. It will be the responsibility of the Staff Advanceman to coordinate these requests with the Advance and Appointments Offices.

cc: H. R. Haldeman
R. H. Walker
✓ S. Bull

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

June 28, 1971
9:30 a.m.

MEMORANDUM FOR:

MR. RONALD H. WALKER

FROM:

DWIGHT L. CHAPIN

The President wants to make sure that we send a good number of letters to the people in Indiana who worked on the Vernon event. He also wants to make sure that we make sure that the men and women who did the work and helped give the history, etc., receive bow pins and cuff links. Go all out on this one in terms of follow up. Please have Duval get to me a list of all those people to whom he is sending thank you letters, as well as gifts.

✓cc:

Steve Bull