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ADMINISTRATIVE WORKING
E.O. 12066, SECTION 6-102
By Emp NARS, Date 10-22-80

THE WHITE HOUSE
WASHINGTON
July 18, 1969

PERSONAL AND CONFIDENTIAL

MEMORANDUM FOR

ALL CABINET MEMBERS

Realizing that most of you are anxious to start putting the finishing touches to your August and early September schedules, I am outlining below the essential elements of what we now think will be the President's program during that period. Please keep in mind the fact that, at this stage of the game, nothing is firm - which means, of course, that everything must be treated as "confidential."

- August 3: President returns from round the world trip
- August 4: President goes to Camp David. Day free
- August 5: Probable get-together with Cabinet Members at Camp David. Discussions re President's trip
- August 6-13: Normal business period. (The President will go to California sometime during the period Aug. 8-13
- August 13: The President will be in California. Cabinet Members and their wives should plan to be in California no later than the afternoon of Aug. 13 (Activities to be announced)... if at all possible
- August 14: Environmental Quality Council Meeting in California.. along with numerous domestic and other activities involving Cabinet Members

August 15: Urban Affairs Council Meeting in California... along with numerous other activities involving Cabinet Members

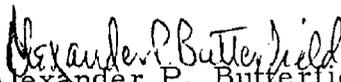
August 16-17: Weekend free (as of the moment)

August 18: Full Cabinet Meeting (probably with wives)

August 19: Cabinet Members should be relatively free to depart California

NOTE: There is some slight possibility that in view of the current plan to meet with the Cabinet on Aug. 5, the President may move the California Cabinet Meeting from Aug. 18 to Sept. 4 or 5. Every effort will be made to comply with your special transportation requests.

I will report on this same subject, in far greater detail, next Wednesday (July 23). Meanwhile, I will keep you or your immediate staff assistants informed of significant changes as they occur.


Alexander P. Butterfield
Deputy Assistant to the President
(and Acting Secretary to the Cabinet)

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