

# WITHDRAWAL SHEET

## Ronald Reagan Library

**Collection:** Cicconi, James W.: Files

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**File Folder:** Memos -- Baker, James A., III

**Date:** 2/18/98

~~OA-10792~~ Box 4

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
1. memo	James A. Baker, III to Elizabeth Dole re "Partners With People" Proposal, 1p.	5/10/82	<del>P5</del>
2. memo	James A. Baker, III to Fred F. Fielding re Executive Clemency Petition of Martin Sweig, 1 p.	11/3/83	<del>P5/P6</del> F6
letter	Rudolph Giuliani to RR, 7p	4/29/83	<del>F6</del> F6
memo	Fred Fielding to Edwin Meese, James Baker, and Mike Deaver, 1p	10/28/83	F6
memo	Fielding to RR, re Executive Clemency petitions, 2p	10/27/83	F6

### RESTRICTION CODES

**Presidential Records Act - [44 U.S.C. 2204(a)]**

- P-1 National security classified information [(a)(1) of the PRA].
- P-2 Relating to appointment to Federal office [(a)(2) of the PRA].
- P-3 Release would violate a Federal statute [(a)(3) of the PRA].
- P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA].
- P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA].
- P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA].
- C. Closed in accordance with restrictions contained in donor's deed of gift.

**Freedom of Information Act - [5 U.S.C. 552(b)]**

- F-1 National security classified information [(b)(1) of the FOIA].
- F-2 Release could disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA].
- F-3 Release would violate a Federal statute [(b)(3) of the FOIA].
- F-4 Release would disclose trade secrets or confidential commercial or financial information [(b)(4) of the FOIA].
- F-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA].
- F-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA].
- F-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA].
- F-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA].

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THE WHITE HOUSE

WASHINGTON

May 15, 1981

MEMORANDUM FOR CRAIG FULLER

FROM: JAMES A. BAKER, III



SUBJECT: Legislative Affairs Support

Attached is a memorandum from Ed Harper to me suggesting we request detailees from Commerce, Transportation, HUD, Agriculture and Interior, to help us with the mark-ups.

I have discussed this with Max Friedersdorf. He thinks it's a good idea, but that the details should be to OMB on a temporary basis (not to the White House staff).

Based on Max's views, and subject to Ed Meese's views, I recommend you request such details, effective immediately.

Thanks for your help.

ATTACHMENT

CC: Ed Meese

THE WHITE HOUSE

WASHINGTON

May 11, 1981

MEMORANDUM FOR: JIM BAKER  
FROM: ED HARPER   
SUBJECT: Legislative Affairs Support

The work load on the OMB and White House Legislative Affairs unit with mark-ups going on in 150 committees has become overwhelming. Unfortunately, I'm not in a position to reallocate another individual within the Office of Management and Budget to Legislative Affairs, even if we had a person with the appropriate expertise. Even with moving OMB's personnel to 610 slots, that's approximately 40 less than the estimated number required to implement the Executive Order on Regulatory Clearance. We are doing our best to make due on a tight resources budget, but we've come to the end of the line.

Prior Administration's have supplemented their Congressional Liaison staff with detailees from the agencies. The purpose of this memorandum is to ask that this practice be reinstated in a specific manner.

Max Friedersdorf and I have reviewed the work load and activities of each of the Cabinet departments and are asking you to request detailees to help the Office of Management and Budget and the White House staff from the Departments of Commerce, Transportation, HUD, Agriculture and Interior. We'd like to have one detailee from each department. One of the detailees should be Fred Upton. The others would be subject to negotiation.

If you approve, I would appreciate Craig Fuller's implementing this at the earliest possible moment as we are in desperate need of help.

*I want to discuss  
with May*

f JAB memos

THE WHITE HOUSE

WASHINGTON

May 10, 1982

MEMORANDUM FOR ELIZABETH DOLE

FROM: James A. Baker, III   
SUBJECT: "Partners With People" Proposal

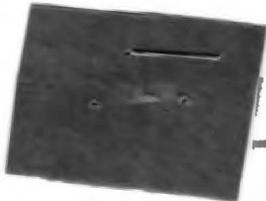
I have carefully reviewed the "Partners With People" proposal in your memo of April 5, 1982, and have also discussed it with Ed Meese and Mike Deaver. We agree that the concept you outline-- showing the President as both caring and in touch with the concerns of average citizens--is precisely the direction in which we need to go. The decisions taken along such lines in the past month have been influenced by the arguments made in your memo.

At the same time, I feel it is important for us to retain flexibility by not becoming tied to a specific program or format. I am concerned that the efforts we are making to put the President into direct contact with citizens not be viewed as part of any concerted public relations campaign; instead, our efforts should retain the type of spontaneity that refutes such notions.

Thus, I feel we should continue to build on the ideas in your memo without necessarily implementing a formal program. I hope you will continue to discuss any ideas you have for specific events with Mike Deaver or Dave Gergen so that we can keep this ball rolling.

I have also asked Mike and Dave to discuss your very good idea of having the President meet from time to time, in different parts of the country, with groups of citizens to discuss their concerns. We agree that such sessions, particularly if they were televised, could have a significant impact.

cc: Edwin Meese  
Michael Deaver  
David Gergen



f 500  
memo

THE WHITE HOUSE  
WASHINGTON

9/22

Jim Baker,

Here are the  
talking points that  
Bill talked to you  
about for the Postembowski  
call on Thursday  
morning.

John

CBI TRADE AND INVESTMENT LEGISLATION  
HOUSE WAYS AND MEANS COMMITTEE MARK-UP

The following are suggested talking points for your call to Chairman Rostenkowski:

- Passage of the President's Caribbean Basin Initiative is of the greatest importance to the national security.
- The urgency of this initiative cannot be overstated.
- This initiative is more than aid. It expresses the President's philosophy of free market development through trade and private investment.
- The aid portion of the CBI legislation now stands approved, but it is essential that the final two elements -- trade and investment -- be enacted as well.
- Without their passage, the CBI will be discredited by adversaries abroad and the economic circumstances in the Caribbean that breed violence and insurgency will continue.
- We need a mark-up by the House Ways and Means Committee that will result in no further product exclusions from the one-way free trade area and no major modifications to the investment tax credit.
- Product exclusions beyond those approved by the Trade Subcommittee (footwear and leather) would render the free trade area meaningless. We simply cannot accept additional exclusions.
- We need your active, personal support in scheduling the mark-up immediately, and in shepharding the legislation through the committee without additional exclusions.

- ① Can't move ahead of Domestic Content.
- ② Will take a look at scheduling a mark-up? Trade before an election?
- ③ During lame duck - no expense.

THE WHITE HOUSE  
WASHINGTON

TO: *Mr Baker*

FROM: MICHAEL K. DEAVER  
Assistant to the President  
Deputy Chief of Staff

Information

Action

*BRK, PER JAB*  

---

*9/28*  
*MOT*

THE WHITE HOUSE  
WASHINGTON

September 27, 1982

MEMORANDUM FOR WILLIAM P. CLARK

FROM: James A. Baker, III *JAB*

SUBJECT: Arms Control Information Campaign

I agree with the thoughts and suggestions expressed in your memorandum of September 25.

I have been in touch with the RNC to ask that they continue to distribute information nationally on the President's arms control initiatives. They have already sent information packets to our candidates and have written about the subject earlier in First Monday. However, the deadline for the October issue of First Monday is already past.

I have also asked Dave Gergen to handle the scheduling of a radio talk by the President on arms control around October 2nd or 9th, if possible. In addition, I passed a copy of your memo on to Dave so that he can begin giving some thought to the idea of a post-election speech on the subject.

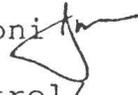
cc: Michael Deaver ✓  
Dave Gergen

*JAB*  
*RR mentioned to me that he would like to have a discussion about the topics for future Radio shows.*

THE WHITE HOUSE  
WASHINGTON

7 Sept 1982

MEMORANDUM FOR DAVE GERGEN

FROM: Jim Cicconi   
SUBJECT: Arms Control/  
Nuclear Freeze

Please see the attached memo from Bill Clark to JAB.

Per JAB, he'd appreciate it if you would handle trying to schedule a radio talk on arms control around the time suggested by Clark.

As you probably know, JAB sent Clark a memo on September 8 suggesting that the proposed info campaign on nuclear freeze resolutions be refocused into a more positive push of the President's arms control initiatives. Clark agreed, and sent the attached memo in reply.

Thanks.

## MEMORANDUM

THE WHITE HOUSE

WASHINGTON

September 25, 1982

MEMORANDUM FOR JAMES A. BAKER III *Lein*FROM: WILLIAM P. CLARK *WPC*

SUBJECT: Nuclear Freeze Information Campaign

Interagency work on this effort continues, and I appreciate your indication of full backing. At the latest formal meeting, the Information Group was tasked by Bud McFarlane to continue with their campaign to communicate the President's positive approach to arms reductions and control.

*Yes* | The Group's strategy during the next weeks, prior to the November 2 freeze resolution voting, is to emphasize the President's shared concern with those who are interested in the freeze issue, and to avoid the appearance of a campaign specifically counter to state and city freeze resolutions. In this regard, it would be particularly helpful if the RNC could continue to distribute information on the President's arms control initiatives through its national channels.

*Just* | As to the President's role, I am of the opinion that he should devote a radio talk to his arms control initiatives on either October 2 or 9, the Saturdays that bracket the resumption of START talks in Geneva. I also think a Presidential speech on arms control would be useful, preferably in late October--although we may want to defer that until after the November voting. A post-election speech could help regain ground we are almost certain to lose to the freeze movement on November 2, and forestall renewed Congressional attention to the freeze, now an even more immediate possibility with the prospects of a lame-duck session.

*RBD*  
Copy of my memo?

THE WHITE HOUSE

WASHINGTON

March 12, 1983

MEMORANDUM FOR ALL EXECUTIVE OFFICE OF THE PRESIDENT STAFF

FROM: JAMES A. BAKER III *JAB III*  
CHIEF OF STAFF AND  
ASSISTANT TO THE PRESIDENT

SUBJECT: Safeguarding National Security Information

The President has issued the attached National Security Decision Directive entitled "Safeguarding National Security Information," which is concerned with safeguarding against "unlawful disclosures of properly classified information." For the purposes of this Directive, the President has designated me as the "agency head" of the Executive Office of the President with responsibility for implementation of the Directive, including development and enforcement of appropriate policies consistent with its requirements.

Paragraphs 1 through 5 of the Directive require that internal procedures be developed both to safeguard against, and to govern the reporting and investigation of, unauthorized disclosures of classified information. I have directed the Counsel to the President to coordinate the development of such internal procedures for the Executive Office of the President, which shall include appropriate policies with respect to those limited instances in which polygraph testing may be appropriate.

Paragraph 1(d) of the Directive requires that appropriate policies be adopted to govern contacts between media representatives and agency personnel. On January 10, 1983, the attached "Guidelines for Press Coordination" were issued for the White House Staff, with instructions that all other elements of the Executive Office of the President "adopt parallel guidelines in coordination with the White House communications department." Compliance with these guidelines shall be the minimum action necessary to satisfy the Directive's requirements on contacts with media representatives.

Attachments

## Safeguarding National Security Information

As stated in Executive Order 12356, only that information whose disclosure would harm the national security interests of the United States may be classified. Every effort should be made to declassify information that no longer requires protection in the interest of national security.

At the same time, however, safeguarding against unlawful disclosures of properly classified information is a matter of grave concern and high priority for this Administration. In addition to the requirements set forth in Executive Order 12356, and based on the recommendations contained in the interdepartmental report forwarded by the Attorney General, I direct the following:

1. Each agency of the Executive Branch that originates or handles classified information shall adopt internal procedures to safeguard against unlawful disclosures of classified information. Such procedures shall at a minimum provide as follows:

- a. All persons with authorized access to classified information shall be required to sign a nondisclosure agreement as a condition of access. This requirement may be implemented prospectively by agencies for which the administrative burden of compliance would otherwise be excessive.

- b. All persons with authorized access to Sensitive Compartmented Information (SCI) shall be required to sign a nondisclosure agreement as a condition of access to SCI and other classified information. All such agreements must include a provision for prepublication review to assure deletion of SCI and other classified information.

- c. All agreements required in paragraphs 1.a. and 1.b. must be in a form determined by the Department of Justice to be enforceable in a civil action brought by the United States. The Director, Information Security Oversight Office (ISOO), shall develop standardized forms that satisfy these requirements.

d. Appropriate policies shall be adopted to govern contacts between media representatives and agency personnel, so as to reduce the opportunity for negligent or deliberate disclosures of classified information. All persons with authorized access to classified information shall be clearly apprised of the agency's policies in this regard.

2. Each agency of the Executive Branch that originates or handles classified information shall adopt internal procedures to govern the reporting and investigation of unauthorized disclosures of such information. Such procedures shall at a minimum provide that:

a. All such disclosures that the agency considers to be seriously damaging to its mission and responsibilities shall be evaluated to ascertain the nature of the information disclosed and the extent to which it had been disseminated.

b. The agency shall conduct a preliminary internal investigation prior to or concurrently with seeking investigative assistance from other agencies.

c. The agency shall maintain records of disclosures so evaluated and investigated.

d. Agencies in the possession of classified information originating with another agency shall cooperate with the originating agency by conducting internal investigations of the unauthorized disclosure of such information.

e. Persons determined by the agency to have knowingly made such disclosures or to have refused cooperation with investigations of such unauthorized disclosures will be denied further access to classified information and subjected to other administrative sanctions as appropriate.

3. Unauthorized disclosures of classified information shall be reported to the Department of Justice and the Information Security Oversight Office, as required by statute and Executive orders. The Department of Justice shall continue to review reported unauthorized disclosures of classified information to determine whether FBI investigation is warranted. Interested departments and agencies shall be consulted in developing criteria for evaluating such matters and in determining which cases should receive investigative priority. The FBI is authorized to investigate such matters as constitute potential violations of Federal criminal law, even though administrative sanctions may be sought instead of criminal prosecution.

4. Nothing in this directive is intended to modify or preclude interagency agreements between FBI and other criminal investigative agencies regarding their responsibility for conducting investigations within their own agencies or departments.

5. The Office of Personnel Management and all departments and agencies with employees having access to classified information are directed to revise existing regulations and policies, as necessary, so that employees may be required to submit to polygraph examinations, when appropriate, in the course of investigations of unauthorized disclosures of classified information. As a minimum, such regulations shall permit an agency to decide that appropriate adverse consequences will follow an employee's refusal to cooperate with a polygraph examination that is limited in scope to the circumstances of the unauthorized disclosure under investigation. Agency regulations may provide that only the head of the agency, or his delegate, is empowered to order an employee to submit to a polygraph examination. Results of polygraph examinations should not be relied upon to the exclusion of other information obtained during investigations.

6. The Attorney General, in consultation with the Director, Office of Personnel Management, is requested to establish an interdepartmental group to study the Federal personnel security program and recommend appropriate revisions in existing Executive orders, regulations, and guidelines.

January 10, 1983

Guidelines for Press Coordination

1. The press office should remain the first stop for White House reporters seeking information about the President's policies and views.
2. In order to maintain an open Presidency, it is essential that members of the senior staff also be willing to meet with reporters on a frequent basis.
3. As the need arises, the communications department will designate key members of the staff who will be available to the press to answer questions on a specific subject. These "designated hitters" will be expected to take either telephone calls or be personally available to members of the press.
4. Requests for interviews or comments from members of the staff who have not been already designated to answer questions should first be referred to the communications department. After receiving a clearance or recommendation from the communications department, the staff member will be expected to make his or her own arrangements for the press interview. This procedure extends to the entire staff practices that are already followed in several departments of the White House.
5. Other departments that are part of the Executive Office of the President but are not formally part of the White House (e.g., NSC, OMB, CEA, Office of the Science Adviser) shall adopt parallel guidelines in coordination with the White House communications department.
6. The communications department will seek to ensure key members of the staff are sufficiently available to the press, especially on major news stories, to provide an open and full flow of information to the press.
7. As in the past, no member of the White House staff and related organizations shall accept a major television interview or large-scale press luncheon and breakfast without prior coordination with the communications department. In addition, it is recommended that all major interviews with groups of reporters inside the complex be held with a White House stenographer present.

8. On-the-record interviews should be recognized as the best way to conduct most interviews with the press.
9. The guidelines outlined here will apply whether the President is in Washington or out of town. They will not apply to strictly social engagements with members of the press.
10. In keeping with the traditions of this Presidency, these guidelines should be carried out in a way that maintains an atmosphere of openness, professionalism and civility in relations with the White House press corps.

JAB memos

THE WHITE HOUSE  
WASHINGTON

March 17, 1983

MEMORANDUM TO: BUD McFARLANE

FROM: JAMES A. BAKER, III



The President asked me today what happened to the confidence building measures that were being considered involving the Soviet Union? Could you arrange for him to be briefed on this as soon as convenient.

Thanks.

*JAB memo*  
MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 21, 1983

FOR: EDWIN L. HARPER  
FROM: JAMES A. BAKER, III  
SUBJECT: PRB Activity Reports

In your March 15 memo, you mentioned the Property Review Board's weekly activity reports. I would appreciate it if you could send copies of the reports to Jim Cicconi on my staff.

Thank you.

THE WHITE HOUSE

WASHINGTON

April 25, 1983

MEMORANDUM FOR THE FILE

FROM: James A. Baker, III 

SUBJECT: Meeting with C. Allen Ellis

Last Friday, April 22, 1983, I met with C. Allen Ellis at his request. I had understood that he wished to offer some views based on a recent trip to Mexico, and asked Al Sapia-Bosch of NSC to sit in on the meeting.

In the course of the conversation, Mr. Ellis asked for advice regarding a particular deal between Travelers Insurance Co. and the Mexican Government. As I understood it, this involved an effort to make \$500-800 million available to Mexico with a guarantee by the Export-Import Bank.

After the meeting, I told Mr. Sapia-Bosch not to pursue the matter with the Export-Import Bank since it related to a particular business transaction.

cc: Al Sapia-Bosch

THE WHITE HOUSE

WASHINGTON

May 25, 1983

MEMORANDUM FOR THE SECRETARY OF AGRICULTURE

FROM: James A. Baker, III *JAB*

SUBJECT: Possible Brucellosis Quarantine in Texas

I appreciate your recent memo on the brucellosis problem in Texas, and the possibility of quarantine. I have forwarded it for appropriate staff circulation within the White House.

I should point out, though, that it is probably inappropriate for me to express any personal views or become involved in the resolution of this issue due to long-time acquaintanceship with Texans on both sides of the argument. I would suggest that any information appropriate for the White House be forwarded through Ed Meese and Craig Fuller.

Thank you for bringing this matter to our attention.

cc: Ed Meese  
Craig Fuller

THE WHITE HOUSE  
WASHINGTON

May 27, 1983

MEMORANDUM FOR FRED F. FIELDING

FROM: James A. Baker, III   
SUBJECT: Brucellosis Problem in Texas

Attached for your records is a copy of a memo I sent to Secretary Block informing him that I would not become involved in the question of a brucellosis quarantine in Texas.

As stated in the memo, I have disqualified myself on the basis of personal friendships on both sides of the issue, and not on legal grounds.

THE WHITE HOUSE

WASHINGTON

May 25, 1983

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Thank you for bringing this matter to our attention.

cc: Ed Meese  
Craig Fuller

THE WHITE HOUSE

WASHINGTON

June 27, 1983

MEMORANDUM FOR JAMES A. BAKER, III ✓  
MICHAEL K. DEEVER  
RICHARD G. DARMAN

FROM: Jim Cicconi ✓  
SUBJECT: Black Strategy

Attached are suggestions for a possible black strategy which expand on ideas previously set forth. Though some of the points should be given more immediate attention, the majority are intended for consideration by the Outreach Strategy Group when this subject is discussed.

The suggestions are divided into three types: immediate actions (month of July) to begin altering perceptions; civil rights oriented actions (August-September) to better explain our policies and record; and general "sensitivity" actions (July-October) to demonstrate the President's personal commitment to civil rights and his sensitivity to black concerns.

cc: Ed Rollins  
Lee Atwater  
Dave Gergen

## A. SUGGESTIONS FOR IMMEDIATE ACTION (July)

1. 4th of July: The President could deliver a radio talk tying equal rights in with the general theme of patriotism, and stressing his personal commitment to such values.
2. Fair Housing Bill: This is ready for transmission to Congress, and may be one of our few opportunities to introduce significant civil rights legislation. We could mention in the above talk that the bill will soon be forwarded. The bill could then be sent up when Congress returns, with the President reading a statement in the press room accompanied by Secretary Pierce and the Attorney General. Testimony on the Hill would be personally presented by Secretary Pierce and the Attorney General.
3. Executive Order on Minority Business: This will be ready for signature after quick circulation and clearance. A small event could be set up at which the President would sign both the order and a memorandum to appropriate federal agencies emphasizing the Administration's commitment. This could be done between July 14 and 19.
4. Apartheid: We should seek an opportunity sometime in July for the President to personally restate that South Africa's apartheid system is "morally wrong" and that Administration policy seeks to encourage "a basic shift away from apartheid." Such remarks were delivered recently in a speech by Undersecretary of State Eagleburger; reiteration by the President in an appropriate forum would underscore the message to black Americans and others.
5. Black Leadership Report: A report was recently prepared by a group of black leaders under the auspices of the Joint Center for Political Studies (a summary paper prepared by OPD is attached). A close reading of their report, "A Policy Framework for Racial Justice," indicates that, apart from the expected rhetorical jabs and certain disagreements on economic policy, there are areas of clear agreement. Among these are the need to strengthen the black family, job training, work incentives, an emphasis on education (especially an assault on illiteracy), and the importance of private sector and community involvement. If the report is viewed as an attempt to find common ground, it may give us a basis for dialogue with the more responsible black leadership. The report might even be used in a way similar to our use of the educational excellence report, ignoring points of disagreement and focusing on its general thrust.

A. Suggestions for Immediate Action (July)

Page 2

The report itself should be analyzed for areas of policy agreement. A preliminary meeting should then be held between WH staff and certain of those persons who prepared the report in order to gauge the likely response to Administration statements. If signals are positive, the President could then meet and discuss the report with a more expanded group, and could eventually use it as a basis for public comments.

6. Reynolds' Mississippi Trip: The President could begin citing Brad Reynolds' trip to Mississippi, and subsequent actions, as solid evidence of the Administration's commitment to enforce civil rights laws. While the trip itself caused political problems within the state, on a national level it provides us with a good rebuttal to accusations of lax enforcement.

## B. CIVIL RIGHTS ORIENTED ACTIONS (August-September)

1. Coordination with Justice Department: The White House Communications Office has begun an effort to more closely coordinate with DOJ a public affairs strategy on civil rights. This process should become more formal, with the White House serving as the focal point for an Administration-wide effort.
2. Civil Rights Policy Document: The White House should work with Justice to produce a document that sets forth in all major areas of civil rights the Administration's policy, record of accomplishment, comparisons with the records of previous administrations, and future plans (in general terms). It should also cite specific examples, especially in the enforcement area. The document would spell out those policies we support (such as affirmative action), along with those we oppose and why (quotas and busing). This document would serve as the basis for our public education efforts on the Administration's civil rights policies and record; it should be assembled in a way appropriate for general release.
3. Briefing for Administration Officials: A half-day briefing could be set up in the EOB for key Administration officials, including those in charge of public affairs, enforcement or implementation of civil rights laws, EEO, and legislative affairs. During the briefing, White House and appropriate agency officials will seek to clarify the Administration's policies and record on civil rights. The document mentioned above would serve as the basis for the briefing, and copies would be made available. The President could drop-by the briefing for some personal comments on the subject.
4. Briefing for Editorial Writers and Columnists: This would be similar to the briefing for Administration officials. It would, however, be the first effort to make our case in a detailed way to opinion leaders, and thus to the general public.
5. Radio Talk on Civil Rights Enforcement: The President would deliver a radio speech on the Administration's civil rights record following the above briefings. This should take place before August 30--a march on Washington is scheduled for that day in commemoration of Martin Luther King's march in 1963.
6. Speeches by the Attorney General: Concurrent with the beginning of White House briefings on civil rights, the Attorney General should initiate a major speaking tour on the subject.

B. Civil Rights Oriented Actions (August-September)  
Page 2

7. Presidential Speech: At some point in September, the President should consider delivering a major speech on civil rights. This should not be televised.

### C. "SENSITIVITY" ACTIONS (July-October)

1. Identify Black Leaders: We should undertake to identify those black leaders with whom we can work (probably employing a subjective standard of "reasonableness"). This group might, for example, include Ben Hooks, John Jacob, and William Raspberry; it might exclude Jesse Jackson and Mary Frances Berry. Once identified, we should seek to regularly include such leaders in White House events, meetings, etc. A high-level member of the Administration (such as the Vice President) should be asked to develop and maintain a communication channel with certain of these people. The aim is not only to enhance communications in both directions, but to encourage moderation.
2. Pendleton and Thomas: We should consider elevating Clarence Pendleton and Clarence Thomas as spokesmen for Administration policies on civil rights. Meetings with the President and inclusion in specific White House events (such as the signing of the executive order on Minority Business) would help in enhancing their stature.
3. Private Lunches or Dinners: The Attorney General and Ed Schmults may want to initiate a series of private lunches with more moderate civil rights leaders (individually, not in groups). Though there will clearly be disagreements, the appearance of willingness to listen and to seek common ground is the main objective. Any personal rapport that develops will be a bonus. The Vice President might do something similar. If such private contacts prove helpful (or at least not harmful), the President might consider hosting similar private lunches or dinners to discuss the state of civil rights in America.
4. Ongoing Publicity at DOJ: The Justice Department should focus more attention on individual civil rights enforcement actions as they occur.
5. Appointments: The appointment of more blacks by the Administration should be pursued on four separate fronts:
  - a. Sub-Cabinet: A small pool of blacks should be pinpointed for high level/high profile Administration jobs as they occur.
  - b. Judgeships: We must increase the number of blacks appointed to federal judgeships and, in particular, should concentrate on naming a black to a Circuit Court.

- c. Justice Department: There are, at present, no blacks in high level positions at DOJ. This must be changed. One suggestion is to appoint a black Special Assistant to the Attorney General, who could be asked to serve as a sort of ombudsman for black concerns.
- d. Advisory Boards and Commissions: Last year Political Affairs suggested that we pinpoint 25 congressional districts with significant black population, and then appoint two blacks from each of those districts to federal advisory boards or commissions (including the numerous departmental advisory committees). We should revive this suggestion.
6. Presidential Memo on Affirmative Action: The President could send a memo to all federal agencies emphasizing the importance of continuing to pursue equal opportunity objectives in hiring (goals, not quotas). This would serve to allay what Mel Bradley describes as the fear that we are out to dismantle even non-preferential affirmative action programs.
7. Black Media: The Office of Media Liaison should expand its efforts to establish and effectively utilize a relationship with the black media. Black publications should, for example, receive a steady stream of facts on our civil rights record, especially specific enforcement actions as they are filed; they should also be made aware of black appointments as they occur.
8. OFCCP Regulations: As Mel Bradley suggests, we should review the proposed revisions in OFCCP regulations to decide whether it might be preferable to put aside such changes. The proposals have been portrayed as weakening seriously affirmative action requirements for federal contractors.
9. Black Elected Officials: The President might host a reception for blacks elected to state and local office within the past two years.
10. Scheduling: The Scheduling Office could pinpoint events which allow the President to appear with blacks, and which allow him to be associated with equal rights/civil rights causes. We might productively concentrate initial efforts on education, stressing its particular importance to blacks, and citing the report of the Joint Center for Political Studies.
11. Policy Initiatives: OPD could undertake to identify possible policy initiatives on civil rights, or initiatives which focus particularly on black concerns like education.

## Black Leaders Urge Shift in Civil Rights Effort

A group of black leaders and scholars have urged that the civil rights movement alter its strategy and tackle issues that are not necessarily associated with racial discrimination. Their recommendations were recently published in a document entitled "A Policy Framework for Racial Justice."

The report argues that the current problems facing black Americans are deeper and more complex than they appeared to be in the 1960s. Persistent unemployment and underemployment, the difficulties of single-parent black families, and the lack of adequate education are the focus of this report.

The thirty prominent black leaders reached consensus on several conclusions:

- o Full employment at a decent wage level is vital to provide an adequate standard of living and to strengthen work incentives.
- o There is a crisis for the black family, with a precipitous growth in poor female-headed households. The majority of black babies are born to single mothers.
- o Reinforcing the family constitutes the single most important action the nation can take toward eliminating black poverty and related social problems.
- o Public assistance programs need to be redesigned to assist rather than undermine the family structure.
- o Education of black Americans needs to be strengthened, as the key vehicle for upward mobility. This includes holding schools accountable for the achievement level of students, and giving special attention to the problem of functional illiteracy among adults.

Contrary to the pattern of previous comments from black leaders, this report does not have as its central focus a call for large increases in Federal assistance. Many black leaders are increasingly persuaded that Federal programs are not necessarily the answer to their problems.

Much in the report is consistent with several themes of the Administration. It looks to a revitalized economy to bring about full employment; it supports strengthening the family as the essential fundamental unit of society; and it emphasizes the importance of improving education by action to meeting the needs of many black Americans at the local level.

Office of Policy Development  
June 24, 1983

*J+ Center for Polit Studies*

MEMORANDUM FOR FILE

July 14, 1983

FROM: JAMES A. BAKER, III *JAB III*

Charles Wick called regarding a film ABC has produced dramatizing the aftermath of a nuclear attack. He was shown this film by ABC's general counsel -- the general counsel, Charles Wick and Mary Jane were present. His views were solicited as to what ABC should do with the film, in which they invested \$3-4million. He feels that the showing of it would have a devastating effect on issues, for instance, such as a nuclear freeze.

He told ABC that he wanted to discuss it with me and Gergen and would get back to him. In talking with him today, I told him it was my view that we should not offer any suggestions to ABC about what they did or did not do, since we might be somehow accused of trying to suppress a free press. I suggested that he communicate that to the ABC general counsel, dictate a memo for his file and send me a copy. He said he would do so.

JAB, III

THE WHITE HOUSE

WASHINGTON

October 27, 1983

Dear Strom:

I appreciate your thoughts regarding Roger Milliken's recent letter on current concerns of the textile industry. I have attached a copy of Ed Meese's response for your information.

The President is being kept informed, not only of the textile industry's concerns, but also of progress toward fulfilling the ambitious goals he set in 1980. Needless to say, the subject will continue to have a high priority in the Administration, and with the President personally.

With best regards,

Sincerely,



James A. Baker, III  
Chief of Staff and  
Assistant to the President

The Honorable Strom Thurmond  
United States Senate  
Washington, D.C. 20510

bcc: Ken Duberstein - FYI

THE WHITE HOUSE

WASHINGTON

19 October 1983

Dear Roger:

Thank you for your letter of 27 September concerning the problem of high textile imports and their effect on our domestic industry. You have been helpful and generous with your counsel in the past, as well as now, and we appreciate it.

The 20 percent surge in imports through August is unsatisfactory performance in light of the ambitious policy goal set by the President. We are still working on many fronts to promote National economic recovery to everyone's benefit, including the domestic textile industry. As you are aware, the President established the White House Textile Working Group to review the status of the current industry situation and to recommend improvements in our program. The Cabinet Council on Commerce and Trade will soon complete its review of the Working Group's recommendation.

I have asked Wally Lenahan, Chairman of the Working Group, to talk with you before the Cabinet Council meeting and to report to both Craig Fuller and myself on your ideas and suggestions. The President is aware of the importance of the textile industry and of your personal contribution to the Administration. With your continued help, we will work to resolve the remaining issues affecting this important sector of our National economy.

With appreciation and best personal regards,

Sincerely,



EDWIN MEESE III  
Counsellor to the President

Mr. Roger Milliken  
President  
Milliken & Company  
234 South Fairview Avenue  
Post Office Box 3167  
Spartanburg, SC 29304



## The President Pro Tempore

UNITED STATES SENATE

October 3, 1983

The Honorable James A. Baker, III  
Chief of Staff and Assistant to the President  
The White House  
Washington, D. C. 20500

Dear Jim:

Recently, I received a copy of a letter from Mr. Roger Milliken, Chief Executive Officer, of Milliken and Company, addressed to you and other key members of the President's staff.

In my estimation, Mr. Milliken's letter was an excellent summary of the frustration being experienced by those who have a direct interest in the textile industry. He also points out the very real political downside of failing to make substantial progress toward correcting the problems which confront that industry.

I would appreciate your most careful review of his comments, and would encourage you to show a copy of his letter to the President.

Thank you for your attention to this matter.

With kindest personal regards and best wishes,

Sincerely,

A handwritten signature in black ink, appearing to read "Strom", written in a cursive style.

Strom Thurmond

ST/eq

THE WHITE HOUSE  
WASHINGTON

CICCONI

October 28, 1983

MEMORANDUM FOR EDWIN MEESE III  
✓ JAMES A. BAKER, III  
KENNETH DUBERSTEIN  
JOHN HERRINGTON  
MARGARET TUTWILER

TO

FROM: → FRED F. FIELDING ↘

SUBJECT: Candidate for Nomination to the  
United States Tax Court

In August I circulated the resume of Joel Gerber for consideration to fill the vacancy on the United States Tax Court created by the retirement of Chief Judge Tannenwald . Due to the fact that Mr. Gerber is the Acting Chief Counsel of the Internal Revenue Service and we have not made a choice for that position, Secretary Regan has asked that the name of Julian I. Jacobs be presented to fill the vacancy. Mr. Jacobs has been approved by the Treasury Committee and rated well qualified by the Tax Section of the American Bar Association. Additionally, we have received support for Mr. Jacobs from Senator Mathias and Congresswoman Holt. Mr. Jacobs' resume is attached at Tab A.

I would appreciate any comments you have on this recommendation. If I do not hear from you to the contrary by Wednesday, November 2, 1983, I will initiate the FBI full field investigation.

RECOMMENDATION:

That we go forward with the nomination of Julian Jacobs.

APPROVE \_\_\_\_\_

DISAPPROVE \_\_\_\_\_

COMMENT No objection. fwc for JAB III 10/31

RONALD W. REAGAN LIBRARY

THIS FORM MARKS THE FILE LOCATION OF ITEM NUMBER 2 LISTED ON THE  
WITHDRAWAL SHEET AT THE FRONT OF THIS FOLDER.

THE WHITE HOUSE  
WASHINGTON

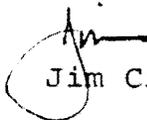
November 14, 1983

TO: DICK DARMAN

JAB asked that I forward the attached draft memo to you for processing (and any edits you have).

(He feels it should go to all EOP staff, not just to WH staff.)

Thanks.

  
Jim Cicconi

D R A F T

November 7, 1983

*EOP*

MEMORANDUM FOR: ALL WHITE HOUSE STAFF  
FROM : JAMES A. BAKER, III  
ASSISTANT TO THE PRESIDENT  
CHIEF OF STAFF  
SUBJECT : VEHICLE SCREENING

As you are all aware, any vehicle entering the White House Complex could be used to carry an explosive device without the knowledge of the operator.

Consequently, effective <sup>Tues.</sup> ~~Sunday~~, November <sup>15</sup> ~~13~~, 1983, the Secret Service will begin screening vehicles entering the White House Complex for explosives.

As you enter the complex, a Uniformed Division Officer will log in your vehicle. It is requested that you leave your vehicle unlocked with the keys inside. The vehicle will then be swept by a Secret Service Explosive Detection Canine Team.

If you prefer, you may remain with your vehicle until the sweep has been conducted and secure it.

# EXECUTIVE CORRESPONDENCE

DEPARTMENT OF THE TREASURY  
UNITED STATES SECRET SERVICE



FILE

November 7, 1983

MEMORANDUM TO: Mr. Michael K. Deaver  
The White House  
Deputy Chief of Staff

FROM: SAIC Robert L. DeProspero  
U.S. Secret Service  
Presidential Protective Division

SUBJECT: Vehicle Screening

Reference is made to our previous conversations regarding inspecting vehicles entering the White House Complex for explosive devices.

We would like to implement these inspections starting Sunday, November 13, 1983. It would be appreciated if you would disseminate the following information to those staff members who park on West Executive Avenue or the North Grounds.

When a vehicle enters the appropriate gate, a Uniformed Division Officer will log in the vehicle. The owner of the vehicle should leave the vehicle unlocked with the keys inside. The vehicle will be swept by a Secret Service Explosive Detection Canine Team.

Vehicles parked on East Executive Avenue will be periodically swept by a team. It will not be necessary for keys to be left in these vehicles.

Presently, the only cars authorized to park on the South Grounds are Secret Service vehicles. They are secured or will be swept as necessary.

Attached is a draft for distribution to the White House Staff for Mr. Baker's signature.

Robert L. DeProspero  
Special Agent In Charge

THE WHITE HOUSE

WASHINGTON

November 22, 1983

MEMORANDUM FOR LEE VERSTANDIG

FROM: JAMES A. BAKER, III

SUBJECT: Enterprise Zones

I have reviewed the attached memorandum on enterprise zones and agree with the ideas you set forth. I know you have been discussing with Jim Cicconi some expansions on your original recommendations, and would urge you to continue such efforts. I would also appreciate it if you would take the lead here at the WH in actively promoting the enterprise zone issue.

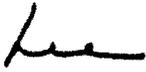
Thank you.

THE WHITE HOUSE

WASHINGTON

November 7, 1983

MEMORANDUM FOR JAMES A. BAKER, III

FROM: LEE L. VERSTANDIG   
SUBJECT: ENTERPRISE ZONE LEGISLATION

---

Purpose

On November 3rd I was informed that House Ways and Means Chairman Rostenkowski had finally agreed to schedule a date for a hearing on Enterprise Zone legislation -- November 17 at 10 a.m. While we have discussed my interest and concerns for action on this issue before, I would like to take this opportunity to briefly apprise you of my office's actions since our conversation on this subject on June 21 and your recommended subsequent meeting with Ken Duberstein. Specifically, I would like to set forth several recommended actions with the President to coincide with and follow up on the planned Congressional hearing. In my opinion, the President has several unique opportunities to increase public awareness of his commitment to this legislation and to further demonstrate his cooperation with state and local officials to achieve the urban goals set forth by this legislation.

Background

For the past several months, the IGA Office has been working closely with mayors and local elected officials to positively promote the Enterprise Zone legislation. As you know, there is substantial and bipartisan support for this program, not only within the Administration, but also in Congress (211 co-sponsors in the House which includes 71 Democrats; passage in the Senate earlier this year) and among mayors and governors nationwide (22 states have passed Enterprise Zone legislation). Since November 3rd, we have been informing our constituents of the date of the scheduled hearing and are encouraging them to testify before the Committee of their support on behalf of this legislation. We anticipate that the list of those who will request to testify will reflect broad, bipartisan commitment to this legislation.

You may recall that during our meeting on November 2nd with Mayors John Smith and John Ford of Alabama, they indicated their support and that of Black mayors for positive ways to instigate urban renewal programs with minimal federal involvement and specifically with regard to Enterprise Zone legislation. Additionally, both assured me that they would be willing to testify before the House Committee in support of the pending legislation. Furthermore, during my travels throughout the country, I have received similar bipartisan expressions of interest and active support on behalf of the President's Enterprise Zone legislation.

#### Action Items

During the next few weeks, there are several major Intergovernmental conferences scheduled. We have been working to assure that the Administration's support for and interest in Enterprise Zone legislation can and will be demonstrated. These events include: the National Conference of Black Mayors (November 10-12); the Republican Governors' Association (November 12-15); the National League of Cities (November 26-30); the Council of State Governments (December 4-7); and the State-Federal Assembly (December 14-16). Also, we have sought to assure that resolutions as well as workshops in support of this legislation can be expected during these conferences. Governors and mayors plan to reaffirm their support for the pending federal legislation as well as to present new testimony from those already involved in Enterprise Zones within their states. Media coverage can also be expected at these events to focus on the significance of this legislation.

While the President has spoken out on numerous occasions in support of the Enterprise Zone legislation, I would like to recommend additional opportunities to demonstrate his keen interest and support for this legislation.

- o Given the recent announcement of this Congressional hearing, I would like to request a White House Enterprise Zone briefing with the President for those elected officials who plan to testify before the Committee. This event could be scheduled a day or so before they testify (November 15-16). Secretary Pierce, governors and mayors who have Enterprise Zone activities under way, as well as representatives of the private sector who have been participating in partnerships with local government could also be invited to participate in this briefing.
- o I would urge the President to call Chairman Rostenkowski (and Congressman Conable) to discuss the upcoming hearing and to reiterate his strong support for this legislation. (On November 2nd, Secretary Pierce spoke to Mr. Rostenkowski and tried to urge him to move up the date of that hearing.)

- o Since there are now numerous individual success story cities of Enterprise Zones under way, I would like to recommend that the President visit one of these, as he had done last Spring in Baltimore, and demonstrate the positive effects of Enterprise Zones in action which are supported by state legislation, but also use this opportunity to enable him to focus on the need for federal legislation to attract jobs and businesses in those areas. Such cities include: New Britain/Norwalk, Connecticut; Joliet/Rockford/Lockport, Illinois; Kansas City, Kansas; and Tampa, Florida. Such a visit could take place after the House hearing but certainly before the end of the year. This event would not only serve to demonstrate the President's renewed support for the concept of Enterprise Zone legislation, but raise the attention for possible Congressional action in the next session of Congress, since the House would by that time have at least held hearings on the pending legislation.

This hearing and associated Administration activities, in my opinion, afford unique opportunities for the President to again demonstrate the support of Enterprise Zone legislation on the Hill, to elected state and local officials, as well as to the American public. Such action would also provide a focus for a major aspect of the Administration's urban policy as well as to demonstrate a positive image for 1984. Thus, given the timing of this hearing, it is important for us to consider these or other options which might involve the President on this important matter.

THE WHITE HOUSE

WASHINGTON

December 5, 1983

MEMORANDUM FOR JAMES A. BAKER, III

FROM:

LEE L. VERSTANDIG *lee*

SUBJECT:

Women's Legislators Conference in San Diego

---

As you are aware, 350 women State Legislators met in San Diego this past weekend. The Conference, although billed as a non-political gathering, met in a highly charged political atmosphere. There were no formal resolutions, but the media focused in on Republican legislators and two issues: the reappointment of Mary Louise Smith and the Equal Rights Amendment.

I think it is fair to say that the majority of those in attendance favored both Smith's reappointment as well as the ERA. While this Conference was the largest gathering of women legislators ever, it is important to keep in mind that of the 585 Democratic women legislators, 200 came; and of the 400 Republican women legislators, 150 attended. The legislators who came to this Conference (paying their own way) had very strong feelings about women's issues. In addition to the Smith and ERA issues, there was interest in equal pay proposals, child support enforcement, and -- among Republicans -- of having half the delegates to the Republican National Convention be female. Attached is a copy of a petition addressed to the President calling for the reappointment of Mary Louise Smith.

The Vice President's appearance Saturday night was the highlight of the Conference and he defused what had become a very volatile situation. The women leaders with whom my office worked prior to the Conference were unable to keep unity within the Republican ranks, due to the intensity of feeling and pent-up frustrations on the part of most Republicans in attendance. The Administration team that covered the Conference (five women Intergovernmental officials plus Secretary Heckler), repeatedly heard evidence of this throughout the Conference. Even though each Republican participant was contacted prior to as well as during, the Conference, and received a copy of the "White House Talking Points on Women's Issues", it appeared as though many came in order to vent long-held frustration. While we were able to speak of the President's specific accomplishments, many felt a general uneasiness about the President's overall record on women's issues. This is a problem that will have to be addressed over the long term and by an Administration wide effort to increase the visibility of our record.

As a follow-up, my office will provide Mike Deaver a summary of the issues raised. In the meantime, my office's women's working group will continue its work (memo attached) and I will continue my follow up from my recent meeting with Maureen Reagan (a series of lunches for women elected officials). My office will continue its specialized women's mailings and one of the most valuable by-products of this Conference will be significant additions to our lists of women legislators and our understanding of them. Wherever I travel I make a point of meeting with women elected officials (including attending the San Diego women's Conference last summer) and make it a point to include women and minorities where possible in the greeting party when the President travels out of town. In my discussions with women elected officials I have found a lot of support for the President. This weekend's Conference suggests we in the Administration still have a lot of work to do.

THE WHITE HOUSE

WASHINGTON

December 1, 1983

MEMORANDUM FOR MICHAEL K. DEEVER

FROM: LEE L. VERSTANDIG *lv*

SUBJECT: Informal IGA Women's Outreach Group

---

My office has formed a small informal working group consisting of several intergovernmental staff people from the agencies to work on improving our outreach among women elected officials.

This group meets biweekly and its major purpose is to identify concerns that elected women officials have as a group and come up with strategies to meet them. Each group member is responsible for bringing in new names of women elected officials with whom the group member has been in contact so as to increase our overall contact list among women elected officials. Our goal is to lay a track record where this Administration has worked closely with women elected officials over the long term. Should the occasion arise where these women wish to become more active in speaking out on the issues, we will have a ready pool with which to draw.

The meetings are used also to:

- o plan for upcoming conferences so as to make sure that the Administration has a coordinated approach in covering all the bases with women elected officials attending various conferences.
- o utilize our women in intergovernmental positions throughout the government to get the President's message out to women officials on the subject areas of their expertise.
- o work with women elected officials across the country to increase their visibility on issues where they can support the President.

The membership of the group is as attached.

INTERGOVERNMENTAL AFFAIRS  
WOMEN'S OUTREACH GROUP

Kip Hawley, Special Assistant to the President for  
Intergovernmental Affairs

Susan Lauffer, Executive Assistant to the Assistant to the  
President for Intergovernmental Affairs

Mary Redington, Deputy to the Special Assistant to the  
President for Intergovernmental Affairs

Teresa Elmore, Director of White House Administration

Leora Day, Director of Intergovernmental Affairs for the  
Department of Agriculture

Deborah Steelman, Director of Intergovernmental Liaison for  
the Environmental Protection Agency

Rebecca Gernhardt, Deputy Assistant Secretary for  
Governmental Affairs, Department of Transportation

Jenna Dorn, Special Assistant to the Secretary of  
Transportation

Marv Ann Knauss, Deputy Assistant Secretary of Commerce for  
Intergovernmental Affairs

Marybel Batjer, Assistant to the Secretary and Deputy  
Secretary of Defense.

Her name, 10.

Dec. 2, 1983.

Mr. President:

As Republican activists, we ask  
that you recognize the long-term  
support and effort of Mary Louise Smith,  
in behalf of all Republicans, by re-  
appointing her to the Civil Rights  
Commission -

Sincerely -

800-257-3241

Sign up for telegram

I support for Mary Louise  
Drinks re appointment

Rep. Sue Mullins, Iowa ✓

Sen. Barbara Lorman, W.V. ✓

Rep. Anne K. Batten <sup>Batten</sup> VA ✓

Sen. ~~Deanna~~ <sup>Hornby</sup> OR ✓

Rep. Patricia M. Skinner N.H. ✓

Rep. Sara Townsend N.H. ✓

Rep. Dorothy P. Burnley N.C. ✓

Councilwoman Jerry Fitzgerald, CA ✓

Senator Susan Pichane, N.H. ✓

Rep. Sally Olsen, MN ✓

None Repres.

Rep. Sidney Pauly MN ✓

Mary Stanley, Tenn ✓

Rep. Dorothy ~~Stor~~ <sup>Hoke</sup> MN ✓

✓ Elisabeth Griffith, Va.

Sen. Claire Traylor Colorado ✓

✓ Catherine Bertini, Ill

Rep. Jean Marie Brough WA ✓

Senator Eleanor Lee WA ✓

Rep. KATHERINE ALLEN - WASH ✓

~~Rep. Katherine Allen~~

Rep. Sandy Lopez W.V. ✓

Rep. Mary Ann Arty Pennsylvania ✓

Rep. Jeanne Long, Wa. ✓

Rep. Mary E. Panzer <sup>Panzer</sup> WI ✓

Rep. Peggy <sup>Rosenberg</sup> Rosenberg's, W. ✓

Assem. Barbara Finner N.V. ✓

Senator Shirley Marsh - 2701 So. 34, LINCOLN NE 68506 ✓

Rep. Sheehan Donoghue; W.V. ✓

Delegte Innis Muelle MD ✓

Assembly woman Frances G. Cooper, N.J. ✓

\* John M. Wright, New Jersey  
(over)

Rep. <sup>Deuchler</sup> ~~Erin~~ Deuchler Illinois ✓  
 Rep. Jeanne M. Murphy Me ✓  
 Rep. Alberto M. Wentworth F Wells ✓  
 Sen. S. Marsh - Senator Shirley Marsh - Nebraska ✓  
 Rep. Pamela Cahill - Maine ✓  
 Rep. Mary Mc Bride " ✓  
 Rep. Michael Holloway " ✓  
 " Katherine Lebowitz Lebowitz " ✓  
 " Jennette Ingraham " ✓  
 Rep. Louise Miller Wash-State (House of Rep ✓  
 Rep. Shirley Hankins ✓ ✓ ✓ ✓ ✓  
 Rep. Lauren Ogden<sup>en</sup> NJ - ✓ ✓ ✓

THE WHITE HOUSE

WASHINGTON

December 15, 1983

MEMORANDUM FOR LEE VERSTANDIG  
ASSISTANT TO THE PRESIDENT FOR  
INTERGOVERNMENTAL AFFAIRS

FAITH WHITTLESEY  
ASSISTANT TO THE PRESIDENT FOR  
PUBLIC LIAISON

FROM: JAMES A. BAKER, III  
CHIEF OF STAFF AND  
ASSISTANT TO THE PRESIDENT

SUBJECT: Guidelines for Activities of the Offices of  
Intergovernmental Affairs and Public Liaison

Because 1984 is a Presidential election year, the activities of your offices on behalf of the President will be subjected to great scrutiny by the press and the Congress. Indeed, the nature of your responsibilities is such that questions are likely to be raised as to whether you are engaging in political campaign (rather than official) activities in support of the President.

As you are aware, Federal law requires that appropriated funds may be spent only for the purposes for which they have been appropriated. 31 U.S.C. § 628; 52 Comp. Gen. 504 (1972); 50 Comp. Gen. 534 (1971). Thus, funds appropriated for your offices may not be used for partisan political purposes. Also, Federal election laws require that the costs of all "campaign-related" travel on behalf of the President be paid by the President's authorized campaign committee. 11 C.F.R. § 9034.7. Hence, appearances by White House staff before Republican forums involving discussions of the President's candidacy and activities that could benefit it will result in the Reagan-Bush Committee being required to pay the travel expenses for such appearances.

Given the strict requirements of Federal laws applicable to activities of all White House staff, and the unique "outreach" responsibilities of your offices, I believe it is necessary to provide you with clear guidelines about permissible activities in the coming year. These are intended to guard against even the appearance of impropriety with respect to the activities of your respective offices, and should be adhered to strictly by your staffs.

### GENERAL RULE

Your offices are responsible solely for liaison with their respective constituent groups on substantive issues being addressed by this Administration. You are not responsible for political liaison with such groups during the campaign.

This means that your offices are precluded from encouraging your constituent groups to contact you about requests for Reagan-Bush Committee or for Presidential or Administration participation in their political activities. Such requests should be made directly to the Reagan-Bush Committee.

Furthermore this means that your offices are precluded from engaging in partisan political activities as part of your official responsibilities.

You are not responsible for "outreach" efforts to your constituent groups for the purpose of securing their votes for the President. This means that you should not be identifying new key constituent groups that should be educated on the President's accomplishments by your offices. Also, you should not endeavor to encourage Executive Departments or agencies to be "sensitive" to the needs of such groups. This Administration will not engage in a "Responsiveness Program" for key constituent (i.e., voter) groups. You will continue to be responsible, however, for responding to the interests of those groups on the substantive programs of the President.

Additionally, this means that you should not attempt to educate only Republican officials on the President's positions on matters of public significance. You are responsible for liaison with all members of the public, regardless of political affiliation. The Reagan-Bush Committee and the Republican National Committee are responsible for educating partisan political groups on the President's accomplishments and positions.

### MEETINGS

Your staff people should not attend a forum or meeting where they will be called upon to explain why the audience should vote for the President, unless acting as an authorized surrogate \*/ for the Reagan-Bush Committee.

---

\*/ An authorized surrogate of the Reagan-Bush Committee is an individual whose travel and appearance before a particular group has been cleared through Margaret Tutwiler and authorized by the Reagan-Bush Committee in advance of such travel or appearance.

cc: JABaker  
FFfielding  
SMCooksey  
Subj.  
Chron. ✓

-3-

You may continue to conduct briefings within the White House for various public groups on substantive programs of the President, but should not initiate a travel program to educate outside groups; this would be readily labeled as "political." \*/

#### TRAVEL

You should not combine political visits (e.g., visits with GOP officials or Reagan-Bush officials) with your official travel, unless you are traveling as an authorized surrogate for the Reagan-Bush Committee.

#### MAILINGS

You should not engage in mass mailings to outside groups on "partisan issues". Similarly, you should not mail information on substantive Administration programs only to identifiable partisan groups.

#### CONCLUSION

The key point to remember, in seeking to avoid potential legal or appearance problems, is that you are responsible for assisting the President in the execution of his official responsibilities, and not in the conduct of his political campaign. Offices within the Reagan-Bush Committee will be responsible for the political side of the liaison function with state and local officials and various segments of the public (e.g., women's groups, ethnic groups, and the business community). These offices, however, will not and cannot function at your direction. Indeed, consistent with policies previously enunciated, you should not contact those offices on any matters unless you have previously cleared such contact with Margaret Tutwiler.

Although this process may seem somewhat cumbersome, it is necessary to ensure (1) compliance with the law by all White House staff, and (2) that we have one central point of communication with the Reagan-Bush Committee in order that conflicting signals are not emanating from the White House to the campaign committee. If you or any member of your staffs have any questions with respect to these guidelines, please seek advice from the White House Counsel's Office before you act.

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\*/ This is not to say, of course, that you or any of your staff not covered by the Hatch Act cannot be authorized surrogate speakers for the Reagan-Bush Committee; however, any such appearance must be cleared in advance as noted above and done in conformity with the attached memorandum.