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CONFIDENTIAL STAFF ROSTER

ANDERSON, Martin  
565 Arastradero Rd. Apt. B  
Palo Alto, CA 94306 415/493-1892

BANDOW, Doug  
161 W. Channel Rd. #3  
Santa Monica, CA 90402

BRADY, Jim  
2706 S. Hayes St.  
Arlington, VA 22202 703/684-9127

BRADY, Judy  
8650 Belford Ave. #3  
Los Angeles, CA 90045 645-5960

BUCHANAN, Bay  
5974 Buckingham Pkwy. #502  
Culver City, CA 90230 670-3447

CARTER, Anderson  
PO Box 725  
Lovington, NM 88260 505/396-3154  
The Strand #1  
Manhattan Beach, CA 90266 545-0043

CASEY, William  
4333 Admiralty Way 711W  
Marina del Rey, CA 821-8367

COSTELLO, Mary  
8650 Belford Ave. #6  
Los Angeles, CA 90045 670-0532

CRISPEN, Elaine  
930-5th St. #303  
Santa Monica, CA 90403 395-0649  
395-4602

CRISPEN, Joanne  
912-6th St. #9  
Santa Monica, CA 90403 395-7753

DELLINGER, Dottie  
4713 Maytime Lane  
Culver City, CA 90230 670-9147

FISHER, David  
20 St. Charles Pl.  
Salinas, CA 93805 408/422-8570

GRAY, Ed  
7090 Caminito Donoso  
La Jolla, CA 92037 714/231-6151  
714/459-4863

GRAY, Robin  
8655 Belford Ave. #142  
Los Angeles, CA 90045 649-6819

HAAS, Margaret  
908-6th St.  
Santa Monica, CA 90403 395-5530

HERITAGE, Celeste  
23772 Singapore St.  
Mission Viejo, CA 92691 714/586-9494

HOLMES, Joe  
8655 Belford Ave. #142  
Los Angeles, CA 90045 649-6819

HOPKINS, Kevin  
15044-D Dickens St.  
Sherman Oaks, CA 91403 995-3594

HUGEL, Max  
4333 Admiralty Way 711W  
Marina del Rey, CA 821-8367

KINDER, Lorelei  
630 Prospect Blvd.  
Pasadena, CA 91103 796-0552

LABLANC, Dennis  
8337 Old Ranch Rd.  
Citrus Hts., CA 95610 916/726-1355

MACKENZIE, Scott  
2703 Rockefeller Ln. #3  
Redondo Bch., CA 90278 379-7297

MADDOX, Yvonne  
5451 Hermitage #1  
N. Hollywood, CA 91607 761-8743

MEESE, Ed  
10911 Sunray Pl.  
La Mesa, CA 92041 714/465-6022  
Law Office -- 714/291-6480 x4339  
714/461-0331

NELSON, Richard  
9711 Isis #202  
Los Angeles, CA 90045 645-94

CONFIDENTIAL STAFF ROSTER (cont.)

ORR, Vernon  
1444 Hillcrest Ave.  
Pasadena, CA 91106 796-6526

ROSE, Marcia  
4434 Bergamo Dr.  
Encino, CA 91436 783-0644

TAPSCOTT, Cindy  
2206 Oak St. Apt. A  
Santa Monica, CA 90405 450-3164

TERRA, Dan  
Lawter Chemical Corp.  
990 Skokie Blvd.  
Northbrook, IL 312/498-4700  
312/251-7463

TRAVERS, Kathleen  
8655 Belford Ave. #115  
Los Angeles, CA 90045 645-2483

TYSON, Charles  
714/755-2482  
714/235-6423 (office)

URBAN, Maryanne  
768-29th St.  
Manhattan Bch., CA 545-4272

WIRTHLIN, Richard  
714/558-1321

CONFIDENTIAL STAFF ROSTER

BANDOW, Doug - X246  
161 W. Channel Road #3  
Santa Monica, 90402 213/827-5183

BUCHANAN, Bay - X211  
5974 Buckingham Parkway #502  
Culver City 90230 213/670-3447

CARTER, Anderson - X250, 251  
P.O. Box 725  
Lovington, New Mexico 88260  
505/396-3154

CASEY, William - X283, 284  
Temporarily at the Charles Wick residence  
213/273-8636

COSTELLO, Mary - X283, 284

No permanent address

CRISPEN, Elaine - X224, 225, 245  
930 5th Street - #303  
Santa Monica 213/395-0642, 394-4602

CRISPEN, Jeanne - X258  
912 6th Street - #9  
Santa Monica 90403  
213/393-5698

DELLINGER, Dottie - X261  
4713 Maytime Lane  
Culver City, 90230  
213/838-9147

GRAY, Robin - X213  
8655 Belford Avenue - #142  
Los Angeles, 90045  
213/649-6819

HAAS, Margaret X247  
908 6th Street  
Santa Monica 90403  
213/395-5530

HOLMES, Joe - X  
8655 Belford Avenue - #142  
Los Angeles 90045  
213/649-6819

HOPKINS, Kevin - 248  
15044 D Dickens Street  
Sherman Oaks, 91403  
213/995-3594

KINDER, Lorelei - X259  
630 Prospect Blvd.  
Pasadena, CA 91103 213/796-0552

MACKENZIE, Scott - X212  
2703 Rockefeller Lane #3  
Redondo Beach, 90278 213/379-7297

The Strand - #1  
Manhattan Beach, 90266  
213/545-0043

MADDOX, Yvonne - X250  
5451 Hermitage #1  
N. Hollywood 91607 213/761-8748

MEESE, Ed - X222  
10911 Sunray Place  
La Mesa 92041 714/465-6022  
(Law School) 714/291-6480 X4339  
(Law Office) 714/461-0331

NELSON, Richard - X244  
9711 Isis #202  
Los Angeles 90045 213/645-9466

ORR, Vernon - X241  
1444 Hillcrest Avenue  
Pasadena 91106 213/796-6526

ROSE, Marcia - X266  
4434 Bergamo Drive  
Encino 91436 213/783-0644

TAPSCOTT, Cindy - X260  
2206 Oak Street #A  
Santa Monica 90405 213/460-3164  
~~213/545-4272~~

TERRA, Dan - X257  
Lawter Chemical Corporation  
990 Skokie Blvd.  
Northbrook, IL 312/498-4700  
312/251-7463

TYSON, Charles - X278  
714/755-2482  
714/235-6423 - Office

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768 29th Street  
Manhattan Beach 213/545-4272

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714/558-1321

CONFIDENTIAL STAFF ROSTER

GRAY, Ed  
714-231-6151

BRADY, Jim - X229  
703-684-9127

LABLANC, Dennis  
8337 Old Ranch Road  
Citrus Heights, 95610  
916-726-1355

FISHER, David  
20 St. Charles Place  
Salinas 93905  
408-422-8570

ADMINISTRATIVE OFFICES - Job Descriptions

JUDY BRADY - X255

1. Secretarial support for Dan Terra, Wendy Borchardt, Finance Regional Directors
2. Daily cash compilation for Terra - coordinating projects and supplies.
3. Secretary to Ed Gray, Jim Bardy, Verne Orr
4. Secretarial support to scheduling (Rich Nelson?)

JOSEPH MAILANDER - X265

1. Sort and deliver approximately 2500 pieces of mail daily - arriving at 7:00 a.m.
2. Errands to: P.O. (3 in L.A. area), D & H, CFTR, airport, printers, repair shops, private homes, and offices.
3. Assisting with office moving of furniture, supplies, typewriters, etc.
4. Relief reception work.
5. Occasional typist, xeroxer, shipper etc. as needed.
6. Writing ability used by press periodically.

CINDY TAPSCOTT - X260

MARYANN URBAN - X262

1. Assemble & distribute schedule for RR tours, trips etc.
2. Coordinate advance staff, field staff, Secret Service.
3. Coordinate flight details, reservations, ticketing.
4. Cover scheduling office on Saturdays.

ANTOINETTE DELAINE - XO

1. Answer phones.
2. Greet visitors, serve coffee etc.
3. Be alert to security problems, odd people coming into office etc.
4. Forward all mail which must be re-directed.
5. Receive telegrams, deliveries, packages.
6. Take requests for buttons, stickers, pictures.
7. Send out voter registration, contribution card requests.
8. Assist Accounting Department with daily check processing.
9. Assist with projects: typing, folding, stuffing, stamping etc.

YVONNE MADDOX - X250

Secretary to Andy Carter, Lorelei Kinder

MARY COSTELLO - X283

Secretary to William Casey

DOTTIE DELLINGER - X261

Administrative Assistant to Ed Meese

CELESTE HERITAGE - X237

Secretary to Richard Wirthlin

KATHY TRAVERS - X274

Executive secretarial assistance to: Chuck Tyson, Ed Meese, Max Hugel, and others needing shorthand or typing skills.

KAY ODELL - X242

Generates replies to requests for RR appearances at events. Coordinates typing and composition of letters - uses volunteer assistance.

PATTY RENFER - X226

1. Answering phones for scheduling.
2. Make flight arrangements, other details while coordinating with Washington office.
3. Advise Secret Service of flights.
4. Advise and coordinate arrangements for advance men and staff on tour.
5. Receive and transmit telecopy material.
6. Send block schedules to designated persons.

KEVIN HOPKINS - X246

DOUG BANDOW - X248

1. Write speeches, statements, policy analyses.
2. Serve as Research Aide and Speech Monitor on tour.
3. Brief Governor on tour on issues.
4. Develop research files.

JEANNE CRISPEN - X258

Research assistant - has not turned in written description as requested.

RANDY WICKSTROM - X265

1. Pick up from P.O. all incoming mail; sort and distribute to staff in both buildings.
2. Run regularly scheduled errands to TAC I, California Hq.,
3. Gas, wash and maintain the three company cars.
4. Take tour personnel to the airport and from the airport.
5. Assist in any errands needed by office manager.
6. Xerox key operation - make repairs and maintenance as necessary.

JOB DESCRIPTIONS - Page 3

CHERI NOLAN - X265

1. Fully in charge of office supplies: ordering, inventorying, storing, and proofing invoices for accounting department.
2. Process requests for buttons and bumper stickers.
3. Relief receptionist on a regular schedule.
4. Meter and coordinate all outgoing mail, including packages, UPS etc.
5. Answer correspondence relating to job requests, forwarding resumes to appropriate states.
6. Assist Elaine Crispen in Mrs. Reagan's correspondence.
7. Handle all "nut" calls which come into office.
8. Handle coffee money, purchasing etc.
9. Assist in general office needs for typing, xeroxing, coordinating special mailings going out etc.

MARCIA ROSE - X266

Office Manager - Supervise, coordinate, and facilitate the following functions:

1. Reception desk
2. Mail
3. Courier errands - minimize time and gas spent and maximize efficiency.
4. Company cars
5. Equipment repair and maintenance
6. Equipment purchases
7. Supply purchases
8. Office furniture allocation
9. Insurance
  - a. National Health coverage
  - b. " Liability of offices, comprehensive coverage
  - c. " Workmans Compensation coverage
  - d. Local auto coverage
10. Volunteers - within the office, placing "walk-ins" where needed.
11. Vender placating.
12. Help special projects: Wick/Walker \$10,000 Club, special mailings, typings etc.
13. In-house psychiatrist, advisor, whipping boy and guru.



FUNCTIONS OF NATIONAL HEADQUARTERS PRESS OPERATION

Joe Holmes

Director of Communications -- Direct National Headquarters Press Operation: answering all press queries, act as spokesman for the press secretary while he is out of town. Coordinate with press secretary on tour all interviews, press availabilities and other media requests. Supervise the new radio actuality activity, prepare and disseminate press releases, etc. Provide regional and state press aides with materials and guidance. Publish newsletters for National Headquarters personnel and possible newsletter for volunteers. Supervise press office personnel.

Kim Hoggard

Press Aide -- Arrange all travel arrangements for national traveling press with the tour office. This entails dealing with 40 to 70 members of the media and their offices each week. This also involves close communication with Los Angeles Secret Service office. Coordinating all requests for interviews, including researching each media organization, this involves approximately twenty-five media organizations requests and contacts each week. This information is then channeled to Mr. Holmes. Miss Hoggard also will, as a writer, help prepare press releases, work on proposed newsletters and other office clerical activities.

David Prospero

Press Aide -- The principal function of David Prospero is to tape record everything the Governor says in speeches, statements, and interviews on tour. This provides the campaign with a library of material for future reference and examination, as well as an opportunity for immediate scrutiny of such remarks by senior staff on tour. He also works closely with the press secretary in maintaining a liaison between the national traveling press and the campaign. The press aide distributes schedules to the press and advises them of changes or updates on the schedule. The press aide is also responsible for assigning members of the press to the press pool coverage each day.

Robin Gray

Press Aide -- Acts as assistant to the Director of Communications and serves his immediate needs. Based in Los Angeles, Robin Gray performs as information contact for the media at the National Headquarters, handles press requests, produces weekly press schedules for traveling media and daily newsclip service for Governor Reagan and top staff. Also communicates regularly with state headquarters regarding press needs.

CONFIDENTIAL STAFF ROSTER

BANDOW, Doug - X246  
 161 W. Channel Road #3  
 Santa Monica, 90402 213/827-5183 <sup>455-6082</sup>

BUCHANAN, Bay - X211  
 5974 Buckingham Parkway #502  
 Culver City 90230 213/670-3447

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8337 Old Ranch Road  
Citrus Heights, 95610  
916-726-1355

FISHER, David  
20 St. Charles Place  
Salinas 93905  
408-422-8570

STAFF - EAC III

<u>PULSE #</u>	<u>NAME</u>
240	ALLRED, D'ann
257	AMRCHAMBAULT, Michele
246	BANDOW, Doug
229	BORCHERDT, Wendy
253	BRADY, Judy
228	BRISCOE, Pelan
211	BUCHANAN, Bay
251	CARTER, Andy
284	CASEY, William
283	COSTELLO, Mary
245	CRISPEN, Elaine
258	CRISPEN, Jeanne
261 221	DELLINGER, Dottie
213	GRAY, Robin
247	HAAS, Margaret
237, 276	HERITAGE, Celeste
272	HOLMES, Joe
248	HOPKINS, Kevin
210	KEANEMAN, Lillian
259	KINDER, Lorelei
212	MACKENZIE, Scott
250	MADDOX, Yvonne
265	MAILANDER, Joe
221 - 222	MEESE, Ed
244	NELSON, Rich
265	NOLAN, Cheri
242	ODELL, Kay
241	ORR, Vernon
229	PRESS Secretary
215	PROSPERI, David
226	RENFER, Patty
266	ROSE, Marcia
210	SHIELDS, Sue
270	SINGLETARY, Julie
247	SPURLIN, Sandra
260	TAPSCOTT, Cindy
278	TYSON, Chuck
262	URBAN, Maryanne
234	
279	WIRTHLIN, Dick
265	WICKSTROM, Randy
236	WALKER, June
236	WICK, Mary Jane
349	WALL Phone
280, 281	TAC I
218	TELECOPIER
641-9122	CALIF. Office

STAFF - EAC III

<u>PULSE #</u>	<u>NAME</u>
240	ALLRED, D'ann
257	AMRCHAMBAULT, Michele
246	BANDOW, Doug
	BORCHERDT, Wendy
229	BRADY, Jim
255	BRADY, Judy
253	BRISCOE, Pelan
211	BUCHANAN, Bay
251	CARTER, Andy
284	CASEY, William
283	COSTELLO, Mary
245	CRISPEN, Elaine
258	CRISPEN, Jeanne
261	DELLINGER, Dottie
234, 256	GRAY, Ed
213	GRAY, Robin
247	HAAS, Margaret
237, 276	HERITAGE, Celeste
272	HOLMES, Joe
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210	KEANEMAN, Lillian
259	KINDER, Lorelei
212	MACKENZIE, Scott
250	MADDOX, Yvonne
265	MAILANDER, Joe
222	MEESE, Ed
244	NELSON, Rich
265	NOLAN, Cheri
242	ODELL, Kay
241	ORR, Vernon
229	PRESS Secretary
215	PROSPERI, David
226	RENFER, Patty
266	ROSE, Marcia
210	SHIELDS, Sue
270	SINGLETARY, Julie
247	SPURLIN, Sandra
260	TAPSCOTT, Cindy
257	TERRA, Dan
274	TRAVERS, Kathy
278	TYSON, Chuck
262	URBAN, Maryanne
279	WIRTHLIN, Dick
265	WICKSTROM, Randy
236	WALKER, June
236	WICK, Mary Jane
349	WALL Phone
280, 281	TAC I
218	TELECOPIER
641-9122	CALIF. Office
703/ 549-9105	Va. Office

March 20, 1980

To: The Honorable Ronald Reagan  
William Casey  
✓ Ed Meese  
Andy Carter  
Rick Kirklin

From: Paul Laxalt, Tom Evans

Re: Reagan for President--Washington Operation

Yesterday, we had a meeting with Rich Williamson and Paul Russo at which we delineated six assignments that our Washington operation will assume on behalf of the Reagan for President Committee, subject to the approval of five of you. We believe each of these areas are most effectively engaged in Washington, D.C. due to the resources and outreach available to us in Washington.

In every area either Rich Williamson or Paul Russo is identified as having primary responsibility. However, they will back one another up and assist each other with these projects. They will provide frequent reports to both of us to insure our full understanding and continuing approval of Washington office activities.

I. CONGRESS

Paul Russo will continue to have primary responsibility to assist Tom Evans in Congressional relations with Members of the House of Representatives. Rich Williamson will continue to assist Paul Laxalt in a similar capacity with Members of the Senate.

## II. CONSERVATIVES

Rich Williamson will continue to serve as liaison with key activist conservative groups based in Washington, D.C. Rich will continue to seek to enlist their support, focus their resources where they can most benefit us, and insure that these groups feel they have a home within the Reagan for President Committee.

## III. REPUBLICAN NATIONAL COMMITTEE

Tom Evans as a former co-chairman of the Republican National Committee will head a liaison effort for the Reagan for President Committee with the Republican National Committee. In addition to routine liaison with the RNC for the convention, Tom will seek to develop liaison with the 162 members of the RNC. He also will direct an analysis on how the RNC can best assist Ronald Reagan's election to the Presidency next fall consistent with helping to win a Republican majority in the House and Senate. Paul Russo, as a former member of the staff of the RNC, will give Tom assistance in this project. Furthermore, Tom will draw upon Jerry Carmen, Ed DeBolt, and Dick Richards to assist him in this effort.

## IV. ISSUES

Dick Allen has formed a network of key advisors that feed into him developments in the foreign arena. He, in turn, provides daily briefings to the tour. This operation has worked most successfully. Rich Williamson will work with Dick in plugging

into that network more Members of the House and Senate.

Rich Williamson will set up a similar network for domestic issues drawing upon experts in the House and Senate, both members and key staffers. This network will provide a daily domestic issue briefing through Rich to Ed Meese or Marty Anderson (whomever is traveling with the Governor at that time and is responsible for his daily briefings.)

V. BUSINESS COMMUNITY

In Washington, D.C., most major business associations have their national headquarters. Also, most major companies have a Washington liaison office. This is a resource which, to date, has largely gone untapped by the Reagan for President Committee. In the next few weeks Rich Williamson and Paul Russo will work to set up a small steering committee to coordinate liaison with this business community. Among the probable members of such a steering committee would include Warren Richardson, Mike McKeivitt, and other representatives of the small business community.

VI. CONGRESSIONAL FUND RAISING EFFORT

Under Tom Evans direction and Paul Russo's coordination an effort is under way to have members of the House of Representatives and Senate committed to the Reagan candidacy to contact their own contributors to give money to the Reagan campaign. Phone calls are being made with follow-up letters.



April 10, 1980

MEMORANDUM

TO: Chuck Tyson

FROM: Joanie

I know a lot has happened since the attached memos were distributed, but perhaps it will help if I tell you what the present people I have working for me do.

1. Dodie Livingston. This whole unit would fall apart without Dodie. Dodie only works part-time here but also works at home. She is paid as a consultant on an hourly basis. Dodie writes special messages, correspondence, edits correspondence for content written by others etc.
2. Leslie Ohland. Leslie works on getting volunteers in here, coordinating volunteer work and fills in on mail etc.
3. Fleming Saunders. Fleming helps write and read correspondence.
4. Marilyn Greenblatt. Runs memory typewriter.
5. Carol Roddy. Is receptionist, sends out requests for buttons, brochures, pictures, autographs, etc.
6. Bernice DiWald. Is presently off for two weeks because they have bought a home and are moving. She fills in wherever I need her - - basically filing - - but runs autopen, runs memory, works with volunteers.
7. Eleanor Barbick. Eleanor is a student and works part-time. She runs memory and does individual typing of letters.
8. Janet Driscoll. Janet works some evenings on an hourly basis as a typist.

What I need is: a full-time typist and a full-time reader. I have a young man in mind that works in matching funds as a reader. No one in mind for a typist. I currently have a couple of boxes of opened mail that has not been read and a couple of boxes of typing of non-form letters that have been written.

The memory typewriters are currently doing form letters, but I'm going to have to pull them to do some delegate letters (some 1200) for Arizona. Not to mention I have several lists of those Vice Chairman letters for the finance division.

My problem is: no one over there understands what is going on over here and furthermore doesn't give a damn as long as they can pass it off and don't have to do it. We're fast drowning over here and I doubt it's going to get any better.

February 22, 1980

MEMORANDUM

TO: RFP STAFF  
FROM: Elaine Crispin and Joan Sweetland  
RE: RR Correspondence and Communications Division

We would like to clarify what the RR correspondence and communications division is and what it is not:

1. The unit answers all incoming correspondence to Governor Reagan.
2. The unit sends out special communications, over the Governor's signature, for special occasions (letters or telegrams of congratulations, condolence, etc.)
3. The unit processes "form" letters on the memory typewriters.
4. The unit is NOT a "typing pool", and does not have a battery of secretaries to type personalized letters. Except for very special cases, all correspondence requests must be tailored to a form letter.

We would also like to ask for your assistance concerning some of the problems that are occurring in the Correspondence and Communications Division. One of the more serious of these problems is the duplication of requests for letters over the Governor's signature. For example, in the last few days we have had three different requests from RFP Staff members for Governor Reagan to send the same thank you letter to the same list of people for the same event.

As a suggestion, we would like to recommend that when you begin planning an event (finance, political, etc.) a decision be made as to the person responsible for the thank you letters. It will then be clear as to where the responsibility rests and duplicate requests won't be submitted. All requests should be detailed (typed if possible) giving complete information as to name, address, zipcode and salutation.

On any given day, we have a volume of several hundred pieces of correspondence going out of this office. Over the course of several days, it averages in the thousands. Because of the increasing volume, it could be possible that two or even three duplicate sets of thank you letters could be sent. Needless to say, that would prove embarrassing for all concerned.

Thank you for your cooperation.



## REAGAN for PRESIDENT

9841 Airport Boulevard  
Suite 1430  
Los Angeles, California 90045  
213/670-9161

January 17, 1980

TO: STAFF

FROM: MIKE WALLACE

Joan Sweetland has recently taken responsibility for our correspondence and communication area. Included under her supervision are all processing and answering of Governor Reagan's considerable correspondence, a correspondence production center incorporating four mag card typewriters and two zerox 7000 copiers and the Los Angeles Headquarters Volunteer operation. Working with Joan in the correspondence area is Dodie Livingston. Dodie will handle all requests for special letters or telegrams, as well as other special correspondence for the Governor. Leslie Ohland will coordinate and supervise the crucial activity of the volunteers. She will team up with Jack Haas, who is currently involved in the volunteer activity.

TO REACH BY PHONE:

From Los Angeles National Headquarters - use pulse # 280, 281

From outside - use 213/649-0202

## FUNCTIONS OF NATIONAL HEADQUARTERS PRESS OPERATION

### Joe Holmes

Director of Communications -- Direct National Headquarters Press Operation: answering all press queries, act as spokesman for the press secretary while he is out of town. Coordinate with press secretary on tour all interviews, press availabilities and other media requests. Supervise the new radio actuality activity, prepare and disseminate press releases, etc. Provide regional and state press aides with materials and guidance. Publish newsletters for National Headquarters personnel and possible newsletter for volunteers. Supervise press office personnel.

### Kim Hoggard

Press Aide -- Arrange all travel arrangements for national traveling press with the tour office. This entails dealing with 40 to 70 members of the media and their offices each week. This also involves close communication with Los Angeles Secret Service office. Coordinating all requests for interviews, including researching each media organization, this involves approximately twenty-five media organizations requests and contacts each week. This information is then channeled to Mr. Holmes. Miss Hoggard also will, as a writer, help prepare press releases, work on proposed newsletters and other office clerical activities.

### David Prospero

Press Aide -- The principal function of David Prospero is to tape record everything the Governor says in speeches, statements, and interviews on tour. This provides the campaign with a library of material for future reference and examination, as well as an opportunity for immediate scrutiny of such remarks by senior staff on tour. He also works closely with the press secretary in maintaining a liaison between the national traveling press and the campaign. The press aide distributes schedules to the press and advises them of changes or updates on the schedule. The press aide is also responsible for assigning members of the press to the press pool coverage each day.

### Robin Gray

Press Aide -- Acts as assistant to the Director of Communications and serves his immediate needs. Based in Los Angeles, Robin Gray performs as information contact for the media at the National Headquarters, handles press requests, produces weekly press schedules for traveling media and daily newsclip service for Governor Reagan and top staff. Also communicates regularly with state headquarters regarding press needs.