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JAMES A. BAKER III - 1984 - 1/85 WHITE HOUSE STAFF MEMORANDA

23 File Folders:

1. Administration
2. Advance
3. Cabinet Affairs
4. Jim Cicconi File
5. Communication
6. Counsel's Office - 1/84 - 6/84
7. Counsel's Office - 7/84 - 1/85
8. Dick Darmen's File
9. Mike Deaver File
10. Council of Economic Advisors
11. Intergovernmental Affairs
12. Issues
13. Mike McManus File
14. Military
15. Miscellaneous
16. National Security Office
17. Personnel
18. Policy Development
19. Political Affairs - 1/84 - 7/84
20. Political Affairs - 8/84 - 1/85
21. Press Office
22. Public Liaison
23. Vice President

BOX # 2

THE WHITE HOUSE

WASHINGTON

January 7, 1985

MEMORANDUM FOR: JAMES A. BAKER, III

FROM: D. EDWARD WILSON, JR. *D.E.W. jr.*
SPECIAL ASSISTANT TO THE PRESIDENT
FOR ADMINISTRATION
DEPUTY DIRECTOR, OFFICE OF ADMINISTRATION

SUBJECT: STATUS OF FY 1985 TRAVEL AND
ENTERTAINMENT BUDGET

The table below indicates the status of the travel and entertainment charges incurred by your office as of December 31, 1984 and the funds available for your use during fiscal year 1985.

OFFICE OF THE CHIEF OF STAFF
December 31, 1984

<u>Account</u>	<u>Annual Budget</u>	<u>Obligated to date</u>	<u>Remaining funds</u>
Travel	8,000.00	900.00	7,100.00
Entertainment	1,000.00	0.00	1,000.00

The charges include only those obligations reported to the Administrative Office by December 31, 1984; obligations incurred during this period but not yet reported will be included in future reports. Attached to this memorandum is the itemized list showing the details of the travel and entertainment charges summarized above.

Attachments

12/31/84

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: DECEMBER 31, 1984FOR MONTH: OCTOBER 1984
FISCAL YEAR: 85

PAGE 4

LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT; R = OFFICIAL/POLITICAL
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
3985	BAKER	MI./MS./TX.	10/01/84-10/03/84	P	ACCOMPANY THE PRESIDENT	.00	
7544	TUTWILER	MI./MS./TX.	10/01/84-10/03/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
3995	BAKER	KY./NC./MD.	10/07/84-10/08/84	P	ACCOMPANY THE PRESIDENT	.00	
6011	TUTWILER	KY./NC./MD.	10/07/84-10/08/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
1180	BAKER	DETROIT, MI.	10/10/84-10/10/84	P	ACCOMPANY THE PRESIDENT	.00	
6012	TUTWILER	DETROIT, MI.	10/10/84-10/10/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
1194	BAKER	OHIO	10/12/84-10/12/84	P	ACCOMPANY THE PRESIDENT	.00	
6014	TUTWILER	OHIO	10/12/84-10/12/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
6017	TUTWILER	AL./GA./SC.	10/15/84-10/15/84	P	ACCOMPANY THE PRESIDENT	.00	
9201	BAKER	AL./GA./SC.	10/15/84-10/15/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
6015	TUTWILER	ILLINOIS	10/16/84-10/16/84	P	ACCOMPANY THE PRESIDENT	.00	
9202	BAKER	ILLINOIS	10/16/84-10/16/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
6013	TUTWILER	NEW YORK CITY	10/18/84-10/18/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	

12/31/84

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE:

DECEMBER 31, 1984

FISCAL YEAR: 85
FOR MONTH: OCTOBER 1984

PAGE 5

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AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
1195	BAKER	MO./CA./OR./WA./OH.	10/21/84-10/24/84	P	ACCOMPANY THE PRESIDENT	.00	
6016	TUTWILER	MO./CA./OR./WA./OH.	10/21/84-10/24/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
6018	TUTWILER	NY./CT./NJ.	10/26/84-10/26/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
6019	TUTWILER	PA./WV.	10/29/84-10/29/84	P	ACCOMPANY THE PRESIDENT	.00	
9203	BAKER	PA./WV.	10/29/84-10/29/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
MONTH TOTAL						.00	

12/31/84

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: DECEMBER 31, 1984FOR MONTH: NOVEMBER 1984
FISCAL YEAR: 85

PAGE 6

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* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
7986	TUTWILER	NEW YORK, NY.	11/27/84-11/27/84	O	ATTENDING MEETING	150.00	*
7987	BAKER	NEW YORK, NY.	11/27/84-11/27/84	O	ATTEND MEETING	150.00	*
TRIP TOTAL						300.00	
7977	TUTWILER	CAMPAIGN SWING	11/01/84-11/05/84	P	ACCOMPANY THE PRESIDENT	.00	
9205	BAKER	CAMPAIGN SWING	11/01/84-11/09/84	R	ACCOMPANY THE PRESIDENT	600.00	
TRIP TOTAL						600.00	
MONTH TOTAL						900.00	
ORGANIZATION TOTAL						900.00	



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION
Washington, D.C. 20503

December 14, 1984

MEMORANDUM FOR: BARBARA HAYWARD
FROM: MICHELE M. ST. DENIS *mmst*
SUBJECT: FACILITIES EXPENDITURES

Attached you will find the summary of your Facilities Expenditures for the month of November, 1984. This monthly total is summarized below, with both the expenditures and number of service requests.

For your records, GSA hourly labor costs for FY 85 are as follows:

Movers	\$12.90/hour
Craftsmen	\$19.06/hour
Sheet Metal Workers	\$20.57/hour

If you have any further questions or comments regarding this Facilities Summary or requests in general, please feel free to call me at (456)-7130.

TOTAL:

November: 2/\$ 19.06

Attachments

Office of James A. Baker
1F1/WW

<u>DATE REC'D.</u>	<u>PERFORMED FOR</u>	<u>CHARGE TO</u>	<u>LOCATION/ PHONE</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>	<u>COMPLETION DATE</u>
10-11	Jim Cicconi	OJAB	WW/2174	Hang pictures	\$ 19.06	10-02
11-06	Margaret Tutwiler	OJAB	175/7052	Furniture moving	COMP	--

THE WHITE HOUSE

WASHINGTON

December 10, 1984

MEMORANDUM FOR: JAMES A. BAKER, III

FROM: D. EDWARD WILSON, JR. *D. E. W. Jr.*
SPECIAL ASSISTANT TO THE PRESIDENT
FOR ADMINISTRATION
DEPUTY DIRECTOR, OFFICE OF ADMINISTRATION

SUBJECT: STATUS OF FY 1985 TRAVEL AND
ENTERTAINMENT BUDGET

The table below indicates the status of the travel and entertainment charges incurred by your office as of November 30, 1984 and the funds available for your use during fiscal year 1985.

OFFICE OF THE CHIEF OF STAFF
November 30, 1984

<u>Account</u>	<u>Annual Budget</u>	<u>Obligated to date</u>	<u>Remaining funds</u>
Travel	8,000.00	1,020.00	6,980.00
Entertainment	1,000.00	0.00	1,000.00

The charges include only those obligations reported to the Administrative Office by November 30, 1984; obligations incurred during this period but not yet reported will be included in future reports. Attached to this memorandum is the itemized list showing the details of the travel and entertainment charges summarized above.

Attachments

11/30/84

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: NOVEMBER 30, 1984FOR MONTH: OCTOBER 1984
FISCAL YEAR: 85

PAGE 4

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AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
3985	BAKER	MI./MS./TX.	10/01/84-10/03/84	P	ACCOMPANY THE PRESIDENT	.00	
7544	TUTWILER	MI./MS./TX.	10/01/84-10/03/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
3995	BAKER	KY./NC./MD.	10/07/84-10/08/84	P	ACCOMPANY THE PRESIDENT	.00	
6011	TUTWILER	KY./NC./MD.	10/07/84-10/08/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
1180	BAKER	DETROIT, MI.	10/10/84-10/10/84	P	ACCOMPANY THE PRESIDENT	.00	
6012	TUTWILER	DETROIT, MI.	10/10/84-10/10/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
1194	BAKER	OHIO	10/12/84-10/12/84	P	ACCOMPANY THE PRESIDENT	.00	
6014	TUTWILER	OHIO	10/12/84-10/12/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
6017	TUTWILER	AL./GA./SC.	10/15/84-10/15/84	P	ACCOMPANY THE PRESIDENT	.00	
9201	BAKER	AL./GA./SC.	10/15/84-10/15/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
6015	TUTWILER	ILLINOIS	10/16/84-10/16/84	P	ACCOMPANY THE PRESIDENT	.00	
9202	BAKER	ILLINOIS	10/16/84-10/16/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
6013	TUTWILER	NEW YORK CITY	10/18/84-10/18/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	

11/30/84

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE:

NOVEMBER 30, 1984

FISCAL YEAR: 85
FOR MONTH: OCTOBER 1984

PAGE 5

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1195	BAKER	MO./CA./OR./WA./OH.	10/21/84-10/24/84	P	ACCOMPANY THE PRESIDENT	.00	
6016	TUTWILER	MO./CA./OR./WA./OH.	10/21/84-10/24/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
6018	TUTWILER	NY./CT./NJ.	10/26/84-10/26/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
6019	TUTWILER	PA./WV.	10/29/84-10/29/84	P	ACCOMPANY THE PRESIDENT	.00	
9203	BAKER	PA./WV.	10/29/84-10/29/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
MONTH TOTAL						.00	

11/30/84

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: NOVEMBER 30, 1984FOR MONTH: NOVEMBER 1984
FISCAL YEAR: 85

PAGE 6

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AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
7986	TUTWILER	NEW YORK, NY.	11/27/84-11/27/84	O	ATTENDING MEETING	210.00	
7987	BAKER	NEW YORK, NY.	11/27/84-11/27/84	O	ATTEND MEETING	210.00	
TRIP TOTAL						420.00	
7977	TUTWILER	CAMPAIGN SWING	11/01/84-11/05/84	P	ACCOMPANY THE PRESIDENT	.00	
9205	BAKER	CAMPAIGN SWING	11/01/84-11/09/84	R	ACCOMPANY THE PRESIDENT	600.00	
TRIP TOTAL						600.00	
MONTH TOTAL						1,020.00	
ORGANIZATION TOTAL						1,020.00	



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION
Washington, D.C. 20503

November 28, 1983

FOR: BARBARA HAYWARD
FROM: MARY DIX
SUBJECT: FACILITIES EXPENDITURES FOR OCTOBER 1983

Attached you will find the monthly summary of your facilities expenditures for the month of October.

TOTAL \$774.24

Effective October 1, 1983, the rate for the movers is \$15.28 per hour; the rate for craftsmen is \$18.76 per hour.

If you have any questions regarding these charges, please do not hesitate to call Jeter Morris or Mary Dix on extension 5809.

Attachment

FACILITIES EXPENDITURES - FY84

674.24

100.00

774.24

NOTICE / NO. FOR	DATE	DESCRIPTION	SHOP	HOURS	LABOR	MAT'L.	TOTAL	COMPLETION DATE
01A	10-19-83	for carpet	Cont.	-	-	100.00	100.00	11-01
01A	10-20-83	up						
01A	10-20-83		Cont.	-	253.20	-	253.20	10-22
01A	10-20-83		Cont.	-	222.00	-	222.00	10-28
01A	10-20-83	ing	Cont.	-	165.00	-	165.00	10-22
01A	10-25-83	one picture	Carp	1	18.76	-	18.76	11-09
01A	10-26-83	room 175	Movers	1	15.28	-	15.28	10-26
01A	10-28-83	and hanging						
TOTAL					674.24	100.00	774.24	

THE WHITE HOUSE

WASHINGTON

November 28, 1984

MEMORANDUM FOR: JAMES A. BAKER, III
MICHAEL K. DEEVER

FROM: JOHN F. W. ROGERS
ASSISTANT TO THE PRESIDENT FOR
MANAGEMENT AND ADMINISTRATION

SUBJECT: NORTH PORTICO OF THE WHITE HOUSE

This memorandum brings you up to date on the work being performed on the North Portico.

As you know, the National Park Service has been conducting extensive work on the Residence walls to develop a sound maintenance schedule of stone repair, repointing, and repainting. The first step in this process involved stripping the over thirty layers of incompatible paint, whitewash, and other coatings that been caused the paint to peel in large sections.

Due to a combination of factors, the North Portico will not be repainted until spring, 1985. The first is the moisture content of the sandstone, which greatly increased as a result of the water applied with the chemical stripping process used to remove the many layers of paint. Because the North Portico is not directly exposed to the sun, it will take several months for the water content to drop to acceptable levels for paint application.

To ensure proper paint flow, adhesion, and curing, the temperature of the sandstone must be at least 55 degrees. Again due to the northern exposure, the painting must await an ambient air temperature high enough to raise the temperature of the sandstone; when the air temperature was in the 70s this fall, the sandstone remained at 52 degrees. Finally, the mortar being used to repoint joints and to point those between new and old sandstone must cure a minimum of thirty days before painting is effective.

Public tours of the White House will continue without disruption during this restoration, which also includes cleaning and repainting the other walls of the Residence. Please let me know if you would like additional information on this project.

THE WHITE HOUSE

WASHINGTON

November 20, 1984

MEMORANDUM FOR: JAMES A. BAKER, III

FROM: D. EDWARD WILSON, JR. *D.E.W. Jr.*
SPECIAL ASSISTANT TO THE PRESIDENT
FOR ADMINISTRATION
DEPUTY DIRECTOR, OFFICE OF ADMINISTRATION

SUBJECT: STATUS OF FY 1985 TRAVEL AND
ENTERTAINMENT BUDGET

The table below indicates the status of the travel and entertainment charges incurred by your office as of October 31, 1984 and the funds available for your use during fiscal year 1985.

OFFICE OF THE CHIEF OF STAFF
October 31, 1984

<u>Account</u>	<u>Annual Budget</u>	<u>Obligated to date</u>	<u>Remaining funds</u>
Travel	8,000.00	0.00	8,000.00
Entertainment	1,000.00	0.00	1,000.00

The charges include only those obligations reported to the Administrative Office by October 31, 1984; obligations incurred during this period but not yet reported will be included in future reports. Attached to this memorandum is the itemized list showing the details of the travel and entertainment charges summarized above. This document will be provided to you on a monthly basis so that your office may budget funds for these accounts accordingly.

Attachments

11/08/84

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: OCTOBER 31, 1984FOR MONTH: OCTOBER 1984
FISCAL YEAR: 85

PAGE 2

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TRIP TOTAL						.00	
3995	BAKER	KY./NC./MD.	10/07/84-10/08/84	P	ACCOMPANY THE PRESIDENT	.00	
6011	TUTWILER	KY./NC./MD.	10/07/84-10/08/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
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6012	TUTWILER	DETROIT, MI.	10/10/84-10/10/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
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6014	TUTWILER	OHIO	10/12/84-10/12/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
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9201	BAKER	AL./GA./SC.	10/15/84-10/15/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
6015	TUTWILER	ILLINOIS	10/16/84-10/16/84	P	ACCOMPANY THE PRESIDENT	.00	
9202	BAKER	ILLINOIS	10/16/84-10/16/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
6013	TUTWILER	NEW YORK CITY	10/18/84-10/18/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	

11/08/84

TRAVEL REPORT FOR: CHIEF OF STAFF

AS OF DATE: OCTOBER 31, 1984

FOR MONTH: OCTOBER 1984
FISCAL YEAR: 85

PAGE 3

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6016	TUTWILER	MO./CA./OR./WA./OH.	10/21/84-10/24/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
6018	TUTWILER	NY./CT./NJ.	10/26/84-10/26/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
MONTH TOTAL						.00	
ORGANIZATION TOTAL						.00	



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION
Washington, D.C. 20503

November 13, 1984

MEMORANDUM FOR: BARBARA HAYWARD
FROM: MICHELE M. ST. DENIS *MMST*
SUBJECT: FACILITIES EXPENDITURES

Attached you will find the summary of your Facilities Expenditures for the months of August, September and October, 1984. This monthly total is summarized below, with both the expenditures and number of service requests.

Because of the new fiscal year funding, some requests were held by GSA. Please scrutinize this report carefully to determine if any requests were lost in the carry-over and contact this office as soon as possible so that we can rectify the situation.

For your records, GSA hourly labor costs for FY 85 are as follows:

Movers	\$12.90/hour
Craftsmen	\$19.06/hour
Sheet Metal Workers	\$20.57/hour

For those offices that have requested special order plastic chair slides, GSA is experiencing a slight delay in processing the requisition. As soon as the plexiglass comes in, all orders will be filled.

If you have any further questions or comments regarding this Facilities Summary or requests in general, please feel free to call me at (456)-7130.

TOTAL:

AUGUST: 7/\$ 356.40
SEPTEMBER: 4/\$ 37.52
OCTOBER: 2/ -0-

Attachments

Office of James A. Baker
1F1/WW

<u>DATE REC'D.</u>	<u>PERFORMED FOR</u>	<u>CHARGE TO</u>	<u>LOCATION/ PHONE</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>	<u>COMPLETION DATE</u>
08-01	Margaret Tutwiler	OJAB	175/7620	Select file cabinet	\$ COMP	08-02
08-02	Caron Jackson	OJAB	175/7620	Need pendaflex bars for file cabinet	18.76	08-03
08-07	Caron Jackson	OJAB	175/7620	Drill hole, run wire	225.12	08-10
08-09	Marianne Andrews	OJAB	175/7620	Furniture selection	COMP	--
08-14	Margaret Tutwiler	OJAB	175/7620	Door sign	COMP	--
08-16	Jim Cicconi	OJAB	WW/7130	Frame pictures/thermostat control/replace bulbs		
08-22	Barbara Hayward	OJAB	WW/6797	Chair slide	112.52	08-28

<u>DATE REC'D.</u>	<u>PERFORMED FOR</u>	<u>CHARGE TO</u>	<u>LOCATION/ PHONE</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>	<u>COMPLETION DATE</u>
09-07	Caron Jackson	OJAB	175/7130	Select furniture, chair slide	\$ 37.52	09-18
09-20	Kathy Camalier	OJAB	WW/6797	Move box	COMP	09-21
09-20	Kathy Camalier	OJAB	575/6895	Move boxes	COMP	09-21
09-21	Sara Emery	OJAB	WW/GF1	Discontinue circuits	CANCEL	09-26

<u>DATE REC'D.</u>	<u>PERFORMED FOR</u>	<u>CHARGE TO</u>	<u>LOCATION/ PHONE</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>	<u>COMPLETION DATE</u>
10-01	Caron Jackson	OJAB	175/2500	Door signs	\$ COMP	10-20
10-11	Jim Cicconi	OJAB	WW/2174	hang pictures		

THE WHITE HOUSE
WASHINGTON

① 9 ^{out} now vs Nov 7?
② OGE rather than
retainers?

October 13, 1984

MEMORANDUM FOR: JAMES A. BAKER, III .
FROM: JOHN F. W. ROGERS
ASSISTANT TO THE PRESIDENT FOR
MANAGEMENT AND ADMINISTRATION
SUBJECT: PPO, POST-ELECTION PLANNING

This memorandum comments on John Herrington's of October 11, 1984 to you entitled "Post-Election Planning."

Request

PPO makes three requests. They are (1) for computer modifications "in accordance with the professional OA recommendations;" (2) to increase the PPO staff by 36, 18 to be hired by October 22, the rest perhaps in November or December; and (3) for additional office space in the OEOB.

Background

One of the principle deficiencies cited during the 1981 operations was the inadequacy in the computer system. Since that time, the PPO system has been completely rewritten and all data corrected and reentered, with the result that PPO now has computer capabilities greatly exceeding those available to it in 1981. In addition, PPO also now has a staff trained in this system, a major change from 1981. The White House has expended approximately \$200,000 for this project.

At PPO's request, I recently authorized approximately \$60,000 to make major modifications to the PPO computer system (see Tab A). These modifications, it should be recognized, cannot be simply temporary; they are permanent enhancements to the new system. While the hardware and software revisions were recommended by OA, they are based on requirements defined solely by PPO. We were not involved in the planning process other than in evaluating the impact of PPO's new requirements on the computer system. (My staff was informed that PPO was expecting its load to increase by a factor of five less than two weeks ago.)

We have committed to PPO to meet its data processing needs, and will do so. But the assumptions underlying these requirements should be discussed. For example, a large number of resumes may be susceptible to immediate

disposition, reducing the number needing detailed processing. In another area, whether the "batching" process is the most effective method in view of our computer system is an unknown; my staff was not included in this decision.

The request for authority to hire 36 additional people is based on a forecast of the future. The Presidential Personnel Office staff reached its highest level in March, 1981 when it had 62 employees. From that point on, the staffing level declined to approximately 40, settling in August of 1984 at about 36. A month-by-month listing of the PPO staff for this Administration is attached at Tab B. At its current level, PPO remains the largest staff unit within the White House.

No one disputes that if the President is re-elected, there will be an increase in the number of resumes received by PPO; but I fail to see the need for thirty-six (36) additional slots. Based upon the increased computing capabilities and the greater familiarity the current staff has with both the new system and the mission of PPO, I would recommend an increase in staff not to exceed nine (9) detailees. I would not allow this increase to take place until November 7, 1984.

This additional staff will, of course, need offices. As I understand, the five contiguous offices that can be made available on the fourth floor of the OEOP meet with John Herrington's approval. These offices are currently assigned to the Office of Policy Development; an agreement concerning use of them will have to be reached with Jack Svahn.

Recommendations:

1. Authorize an increase of nine (9) additional detailees, effective November 7, 1984.

Approve _____

Disapprove _____

Comment _____

2. Approve use of fourth floor OEOP space currently assigned to OPD.

Approve _____

Disapprove _____

Comment _____

PPO REQUIREMENTS SUMMARY

APPROXIMATE COSTS:

SOFTWARE	\$17,500
HARDWARE (PERMANENT)	40,000
HARDWARE (TEMPORARY)	<u>2,000*</u>
NEED 3 SLAVE PRINTERS	
TOTAL	\$59,500

* 4 ADDITIONAL CIT'S FOR 6 MONTHS

NOTE: TO BE ABLE TO RESPOND TO THE SOFTWARE REQUIREMENTS, WE MUST BE ABLE TO NEGOTIATE A SMALL "WHITE HOUSE" CONTRACT WITH BATTELLE INDUSTRIES

PRESIDENTIAL PERSONNEL

Personnel Ceilings
(FTP and Detailees)

1981 - 1984

	<u>1981</u>	<u>1982</u>	<u>1983</u>	<u>1984</u>
January		43	39	38
February	48	44	39	35
March	62	45	38	36
April	50	43	39	38
May	41	44	43	40
June	41	43	41	40
July	40	42	45	39
August	40	39	43	36
September	48	35	42	36
October	44	39	44	
November	42	39	42	
December	44	40	41	

THE WHITE HOUSE

WASHINGTON

October 11, 1984

MEMORANDUM FOR JAMES A. BAKER III

FROM: JOHN S. HERRINGTON

SUBJECT: Post-Election Planning

In the event the President is re-elected in November, jobs will be the focus of extraordinary attention here in Washington as well as in the States among campaign activists. I have spent almost two years in the Presidential Personnel Office, as Pen James's Deputy and Helene von Damm's successor, and I have had an opportunity to observe first hand the personnel process. Based on my in-depth knowledge, I am of the opinion that there will be an enormous demand for jobs in the second Reagan term and, concomitantly, a great shortage of positions with which to satisfy this demand. The situation is going to lead to a high degree of frustration and a substantial public relations problem for the President, White House Senior Staff, and Members of Congress. This need not happen provided adequate planning is instituted now. The following is a synopsis of the personnel scenerio I envision during the critical period from November 6, 1984 to June 30, 1985.

WORK LOAD

Resumes and job applicants come from several sources:

1. Senate and House Members
2. Republican National Committee
3. Reagan-Bush Re-elect Committee
4. Republican State Chairmen
5. Republican Finance Chairmen
6. Cabinet Officers
7. White House Staff
8. All other (one of the largest sources)

In addition, there are essentially four kinds of mail that we handle on a daily basis:

1. Congressional recommendations
2. Specific job related inquiries from interested citizens
3. Follow-up correspondence resulting from PPO

- activities (i.e. interviews, telephone calls, contact with other White House Offices or personnel in the Departments or Independent Agencies)
4. Job related inquiries from the general public

JOB APPLICANTS

During the Transition Period in 1980 between Election Day and the Inauguration, 38,000 resumes were processed by the personnel transition team. Later, in the early days at the White House, many hundreds of resumes came into Presidential Personnel that were not processed or tracked on the computer by the Transition Team. Judging from the names which existed on the computer at a later date and my personal experience between April and October, 1981, resumes in this category exceeded 40,000.

PPO OPERATION

The highest number of people working in Presidential Personnel during this start-up period was 108, including White House slots, detailees, part-time staff and volunteers. When I arrived in Presidential Personnel in April, 1981 there were more than 80. At that time a personnel reduction of 22 left us with a staff of 60 plus. I personally observed these sixty operate the personnel system for eight months and I can say the operation worked reasonably well; however, a major shortcoming was that there was no method to track candidates on the computer and there was no established process for the orderly handling of resumes and job applicants. In essence, the office was divided into six separate units headed by Associate Directors which were responsible for certain departments and agencies. Individual job applicants were referred to these six largely on a catch-as-catch-can basis to be handled and placed in the various agencies. This effort was in good measure successful because, first, the agencies and departments were very cooperative at the time and, second, the level of frustration of job applicants was so high by this time that any attention to their file was welcomed (numerous newspaper articles at the time made mention of the many boxes of resumes in the halls of the OEOB and of 40,000 resumes supposedly lost by the Presidential Personnel Office, etc.) One of the principal deficiencies of the system was that there was no way to tell at any particular time the status of a given candidate, certainly an integral part of an efficient and manageable personnel system.

COMPUTERS

By all accounts, the computer system which was used in 1981 was inadequate. With the recent change to a more versatile and flexible system which OA is setting up for us, we are prepared to handle a maximum of 200 resume actions per day. This number of actions translates into a year round average which can be adequately handled at all times except for the six critical months following the re-election. Based on discussions with former employees and my personal experience, and as indicated by the substantially increased pressure regarding jobs that I have been receiving over the last month or so through telephone calls and mail, I can estimate with some degree of accuracy that PPO will be receiving daily at least 1,000 pieces of incoming resume mail for a three month period, possibly extending to four or five months. It can be surmised that this increased volume will begin immediately following the election, continue through the Inauguration, and not taper off until April or May. Each piece of mail will require a response and at least two thirds will require some sort of follow-up action. Currently, all correspondence which comes to the White House dealing with jobs or candidates is eventually routed to PPO. In addition, any mail going to White House staff recommending certain persons or asking them to intervene in personnel decision-making also wends its way to Personnel. The following is my approximation of the expected mail load:

1. Congressional directly to PPO	110/day
2. Congressional to other White House staff and the President	50/day
3. Specific job related inquiries that should receive consideration	400/day
4. General job interest (lower priority than #3)	150/day
5. Recommendations with resumes from various political sources	150/day
6. Follow-up from various contact points (more information, yes I'm interested, I'm coming to Washington, etc.)	200/day
7. Intergovernmental inquiries	50/day
8. General recommendations and referrals (no resumes)	100/day
<u>Total</u>	<u>1200+/day</u>

NOTE: The Congressional mail for January, February and March is expected to be extremely heavy--it could triple in those months. Mail in November and early December is expected to be heaviest in the other categories. Most people working on the Reagan-Bush Campaign will move to the Inaugural Committee for further employment, but come January will be asking PPO for a job.

With the aforementioned in mind, I have, on a confidential basis, reviewed the Presidential Personnel Office structure with three Senior Personnel specialists at OPM, one of whom is in charge of the OPM computers in Macon, Georgia. Each has had extensive experience in the personnel processing area. They have recommended that we establish a resume-reception, mail-processing center as a separate unit within Presidential Personnel utilizing a "batching" process (breaking piles of resumes into working units of 50 separated by states). In consultation with OA, they have recommended that we use our existing computer system with some minor modifications. These modifications are based on the necessity of tracking upwards of 700 personnel actions per day. For example, one of the soft-ware changes is dictated by the need to program a set of general response letters to applicants, which was not done in 1980-81. This new arrangement needs to be instituted for the short-term six month period, preferably on a lease basis. I would, of course, defer to OA on that determination.

CONCLUSIONS

In consideration of the above, I am requesting the following:

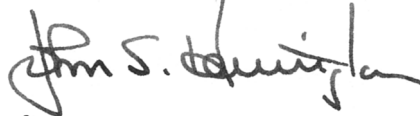
1. Authority to increase the PPO staff by 36 members using the category "Other Governmental Personnel". Eighteen of these should be hired by October 22nd in order to allow time for preparation before the critical period. The need for the second eighteen would be later re-evaluated in November or December. The initial eighteen would be assigned as follows:

mail clerks	2
computer coders	3
key punch operators	3
runners	2
secretaries	3
resume reviewers	4
computer specialists (full time)	1

18

2. Additional offices on the upper floors of the OEOB to set up the resume reception center. No additional space on the first floor of the OEOB will be required. The additional space must be consolidated at one main location.
3. Authorization for computer modifications ASAP in accordance with the professional OA recommendations.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "John S. Herrington". The signature is written in a cursive style with a large initial "J" and "H".

John S. Herrington

AGENCY ASSIGNMENTS

SLS ADVISORY BOARD FOR THE SAINT LAWRENCE SEAWAY DEVELOPMENT CORPORATION
SPB PRESIDENT'S COMMITTEE ON SMALL BUSINESS POLICY
SPC SOUTH PACIFIC COMMISSION
SPL SPECIAL PANEL ON APPEALS
SPV SOLAR PHOTOVOLTAIC ENERGY ADVISORY COMMITTEE
SRB SUSQUEHANNA RIVER BASIN COMMISSION
SRC SABINE RIVER COMPACT COMMISSION
SSE SOUTHERN INTERSTATE NUCLEAR BOARD
SSV NATIONAL SELECTIVE SERVICE APPEALS BOARD
STC STRATEGY COUNCIL
TAX US TAX COURT NOMINATION COMMITTEE
TCW LAKE TAHOE COMPACT COMMISSION - TRUCKEE-CARSON-WALKER RIVERS
TNC ADVISORY COMMITTEE FOR TRADE NEGOTIATIONS
TRP GOVERNING BOARD TAHOE REGIONAL PLANNING AGENCY
UAG PRESIDENT'S COMMISSION FOR THE GERMAN/AMERICAN TRICENTENNIAL
UCR UPPER COLORADO RIVER COMMISSION
UHS BOARD OF GOVERNORS FOR THE UNIFORMED SERVICES UNIVERSITY OF HEALTH
USM USO Inc
USO BOARD OF GOVERNORS USO
USR BOARD OF DIRECTORS US RAILWAY ASSOCIATION
VED NATIONAL ADVISORY COUNCIL ON VOCATIONAL EDUCATION
WBE INTERAGENCY COMMITTEE ON WOMEN'S BUSINESS ENTERPRISE
WBO PRESIDENT'S ADVISORY COMMITTEE ON WOMEN'S BUSINESS OWNERSHIP
WHC WHITE HOUSE COORDINATING COMMITTEE ON PRIVATE SECTOR INITIATIVES
WHF WHITE HOUSE FELLOWSHIP FOUNDATION (PT MBRs)
WHO WORLD HEALTH ORGANIZATION ASSEMBLY

AGENCY ASSIGNMENTS

WME NATIONAL ADVISORY COUNCIL ON WOMEN'S EDUCATIONAL PROGRAMS

WSE WESTERN INTERSTATE NUCLEAR COMPACT

WWI WOODROW WILSON INTERNATIONAL CENTER FOR SCHOLARSHIPS

AGENCY ASSIGNMENTS

AGENCY ASSIGNMENTS

BOB MACKICHAN (RCM EXT 7165) KARIN YEOMAN

ACT ACTION
AOU ADMINISTRATIVE OFFICE OF THE US COURTS
ATT US ATTORNEYS
CCR COMMISSION ON CIVIL RIGHTS
CFT COMMODITY FUTURES TRADING COMMISSION
CRT COPYRIGHT TRIBUNAL COMMISSION
DED DEPARTMENT OF EDUCATION
DOC DEPARTMENT OF COMMERCE
DOJ DEPARTMENT OF JUSTICE
EEO EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
FCC FEDERAL COMMUNICATIONS COMMISSION
FCS FOREIGN CLAIMS SETTLEMENT COMMISSION
FJC FEDERAL JUDICIAL CENTER
FTC FEDERAL TRADE COMMISSION
ITC INTERNATIONAL TRADE COMMISSION
JUD FEDERAL JUDGES
LSC LEGAL SERVICES CORPORATION
MAR US MARSHALS
MSP MERIT SYSTEM PROTECTION BOARD
OCC PRESIDENT'S COMMISSION ON ORGANIZED CRIME
OPI OVERSEAS PRIVATE INVESTMENT CORPORATION
PAR US PAROLE COMMISSION
PCR PEACE CORPS
SEC SECURITIES & EXCHANGE COMMISSION
STR US TRADE REPRESENTATIVE

AGENCY ASSIGNMENTS

UST US TAX COURT

AGENCY ASSIGNMENTS

GEORGE ARMSTRONG (GWA EXT 7146) BEVERLY STROUD

ADB ASIAN DEVELOPMENT BANK
ASC AGRICULTURE SOIL STABILIZATION AND CONSERVATION SERVICE DOA
DOA DEPARTMENT OF AGRICULTURE
DTR DEPARTMENT OF THE TREASURY
EIB EXPORT-IMPORT BANK
FCB FARM CREDIT ADMINISTRATION BOARD (FT STAFF)
FDI FEDERAL DEPOSIT INSURANCE CORPORATION
FHA FARMER'S HOME ADMINISTRATION DOA
FHL FEDERAL HOME LOAN BANK BOARD
FRS FEDERAL RESERVE SYSTEM
GSA GENERAL SERVICES ADMINISTRATION
HUD DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
IAB INTERAMERICAN DEVELOPMENT BANK
IBR WORLD BANK - INTERNATIONAL BANK FOR RECONSTRUCTION
IMF INTERNATIONAL MONETARY FUND
NCR NATIONAL CREDIT UNION ADMINISTRATION BOARD
NCU NATIONAL CREDIT UNION ADMINISTRATION
SBA SMALL BUSINESS ADMINISTRATION

AGENCY ASSIGNMENTS

JOE SALGADO (JFS EXT 7510) KATHLEEN MARION

ACC US ARMS CONTROL & DISARMAMENT COMMITTEE
ACD US ARMS CONTROL & DISARMAMENT AGENCY
ADC AFRICAN DEVELOPMENT BANK
ADF AFRICAN DEVELOPMENT FUND
AID AGENCY FOR INTERNATIONAL DEVELOPMENT
AMB US AMBASSADORS
CEQ COUNCIL ON ENVIRONMENTAL QUALITY
CIA CENTRAL INTELLIGENCE AGENCY
DAF DEPARTMENT OF THE AIR FORCE
DAR DEPARTMENT OF THE ARMY
DCG DC NATIONAL GUARD
DOD DEPARTMENT OF DEFENSE
DOE DEPARTMENT OF ENERGY
DOI DEPARTMENT OF THE INTERIOR
DON DEPARTMENT OF THE NAVY
DOS DEPARTMENT OF STATE
FER FEDERAL ENERGY REGULATORY COMMISSION
IAF INTERAMERICAN FOUNDATION
IBC INTERNATIONAL BOUNDARY COMMISSION US/CANADA
IBW INTERNATIONAL BOUNDARY COMMISSION US/MEXICO
ICV INTERNATIONAL CIVIL ORGANIZATION
IJC INTERNATIONAL JOINT COMMISSION US/CANADA
ILO INTERNATIONAL LABOR ORGANIZATION
JUR PRESIDENT'S COMMISSION ON JAPAN/US RELATIONS
NAS NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

AGENCY ASSIGNMENTS

NRC NUCLEAR REGULATORY COMMISSION
PSF PRESIDENT'S COMMISSION ON STRATEGIC FORCES
SAL STRATEGIC ARMS REDUCTION TALKS
SFC US SYNTHETIC FUELS CORPORATION
SSS SELECTIVE SERVICE SYSTEM
TVA TENNESSEE VALLEY AUTHORITY
UN\$ UNITED NATIONS AND ALL SUBDEPARTMENTS
USI US INFORMATION AGENCY

AGENCY ASSIGNMENTS

KATHIE REGAN (KAR EXT 6756) KAREN PITTS

DOL DEPARTMENT OF LABOR
FLR FEDERAL LABOR RELATIONS AUTHORITY
FME FEDERAL MEDIATION & CONCILIATION BOARD
MSH FEDERAL MINE SAFETY & HEALTH REVIEW COMMISSION
NLR NATIONAL LABOR RELATIONS BOARD
NMB NATIONAL MEDIATION BOARD
NSF NATIONAL SCIENCE FOUNDATION
OPM OFFICE OF PERSONNEL MANAGEMENT
OSH OCCUPATIONAL SAFETY & HEALTH REVIEW COMMISSION
PBB PENSION BENEFIT GUARANTY CORPORATION
RRB RAILROAD RETIREMENT BOARD

AGENCY ASSIGNMENTS

LYNN ROSS WOOD (LRW Ext 7110) KAREN SHEPARD

ACP ARCHITECT OF THE CAPITOL

ADM ADMINISTRATIVE CONFERENCE OF THE US

ARC APPALACHIAN REGIONAL COMMISSION

LCB LIBRARIAN OF THE CONGRESS

NEA NATIONAL ENDOWMENT FOR THE ARTS

NEH NATIONAL ENDOWMENT FOR THE HUMANITIES

NMT NATIONAL INSTITUTE OF MUSEUM SERVICES

PSR POSTAL RATE COMMISSION

AGENCY ASSIGNMENTS

MARYANN URBAN (MAU EXT 7606) SALLY IRONFIELD

ANG ALASKA NATURAL GAS TRANSPORT SYSTEM
CAB CIVIL AERONAUTICS BOARD
CPS CONSUMER PRODUCT SAFETY COMMISSION
DOT DEPARTMENT OF TRANSPORTATION
EPA ENVIRONMENTAL PROTECTION AGENCY
FEM FEDERAL EMERGENCY MANAGEMENT AGENCY
FMC FEDERAL MARITIME COMMISSION
GPO GOVERNMENT PRINTING OFFICE
HHS DEPARTMENT OF HEALTH AND HUMAN SERVICES
ICC INTERSTATE COMMERCE COMMISSION
NTS NATIONAL TRANSPORTATION SAFETY BOARD
VAD VETERANS ADMINISTRATION

AGENCY ASSIGNMENTS

SUSAN BORCHARD (SAB EXT 7590) JEAN RUSSO

AAH NATIONAL AFRO- AMERICAN HISTORY AND CULTURE COMMISSION
ABM AMERICAN BATTLE MONUMENTS COMMISSION
ACA ARKANSAS RIVER COMPACT COMMISSION
ADD AFRICAN DEVELOPMENT FOUNDATION BOARD
AED NATIONAL ADVISORY COUNCIL ON ADULT EDUCATION
AFA BOARD OF VISITORS TO THE US AIR FORCE ACADEMY
AFC AMERICAN FOLKLIFE CENTER BOARD (INACTIVE)
AFM NATIONAL ARMED FORCES ADVISORY BOARD
AGF FEDERAL COUNCIL ON THE AGING
AKL ALASKA LAND USE COUNCIL
AMT NATIONAL RAILROAD PASSENGER CORPORATION - AMTRACK
AOA ARKANSAS-OKLAHOMA ARKANSAS RIVER COMPACT COMMISSION
APT ACID PRECIPITATION TASK FORCE
ART NATIONAL COUNCIL ON THE ARTS
ASM NATIONAL AIR & SPACE MUSEUM ADVISORY BOARD
ATB ARCHITECTURAL AND TRANS BARRIERS COMPLIANCE BOARD
BIB BOARD FOR INTERNATIONAL BROADCASTING
BRB BEAR RIVER COMMISSION
CAD CALIFORNIA DEBRIS COMMISSION
CAF CONSUMER AFFAIRS COUNCIL
CAN NATIONAL CANCER ADVISORY BOARD
CAP PRESIDENT'S CANCER PANEL
CAR CANADIAN RIVER COMMISSION
CAT INTERNATIONAL COMMISSION FOR THE CONSERVATION OF ATLANTIC TUNAS
CCA NATIONAL BI-PARTISAN COMMISSSION ON CENTRAL AMERICA

AGENCY ASSIGNMENTS

CCC BOARD OF DIRECTORS COMMODITY CREDIT CORPORATION
CON COMMISSION ON THE BICENTENNIAL OF THE US CONSTITUTION
COS BOARD OF DIRECTORS COMMUNICATIONS SATELLITE CORPORATION
CPA CULTURAL PROPERTY ADVISORY COMMITTEE
CPB CORPORATION FOR PUBLIC BROADCASTING BOARD
CRI COLUMBIA RIVER INTERSTATE COMPACT COMMISSION
DCD DC COMMISSION ON JUDICIAL DISABILITIES AND TENURE
DCL DC LAW REVISION COMMITTEE
DCN DC JUDICIAL NOMINATION COMMISSION
DDC PRESIDENT'S COMMISSION ON DRUNK DRIVING
DRB DELAWARE RIVER BASIN COMMISSION
ECE NATIONAL ADVISORY COUNCIL ON CONTINUING EDUCATION
EDC NATIONAL ADVISORY COUNCIL ON EDUCATION OF DISADVANTAGED CHILDREN
EDR NATIONAL COUNCIL ON EDUCATIONAL RESEARCH
EDU INTERGOVERNMENTAL ADVISORY COUNCIL ON EDUCATION
EEC PRESIDENT'S COUNCIL FOR ENERGY EFFICIENCY
EHD PRESIDENT'S COMMITTEE ON EMPLOYMENT OF THE HANDICAPPED
ELJ COMMITTEE ON EXECUTIVE, LEGISLATIVE, AND JUDICIAL SALARIES
EMP NATIONAL COMMISSION ON EMPLOYMENT POLICY
FAS TASK FORCE ON FOOD ASSISTANCE
FCB FARM CREDIT ADMINISTRATION BOARD (PT MEMBERS)
FDP ADVISORY COMMITTEE ON FEDERAL PAY
FED FEDERAL ELECTION COMMISSION
FHI BOARD OF TRUSTEES OF THE FEDERAL HOSPITAL INSURANCE TRUST FUND
FIB PRESIDENT'S FOREIGN INTELLIGENCE ADVISORY BOARD - PFIAB
FNA COMMISSION ON FINE ARTS

AGENCY ASSIGNMENTS

FNM FEDERAL NATIONAL MORTGAGE ASSOCIATION BOARD - FANNIE MAE
FOS FEDERAL OLD AGE AND SURVIVORS INSURANCE TRUST FUND
FPI BOARD OF DIRECTORS OF FEDERAL PRISON INDUSTRIES INCORPORATED
FSI FEDERAL SERVICE IMPASSES PANEL
FSM BOARD OF TRUSTEES OF FEDERAL SUPPLEMENTARY MEDICAL INSURANCE TRUST FUND
FSS BOARD OF FOREIGN SCHOLARSHIPS
GEC GEOTHERMAL ENERGY COORDINATION AND MANAGEMENT PROJECT
GLF GREAT LAKES FISHERY COMMISSION
HAN NATIONAL COUNCIL ON THE HANDICAPPED
HOL US HOLOCAUST MEMORIAL COUNCIL
HOU PRESIDENT'S COMMISSION ON HOUSING
HPR ADVISORY COUNCIL ON HISTORIC PRESERVATION
HPT NATIONAL CORPORATION FOR HOUSING PARTNERSHIPS
HST HARRY S TRUMAN SCHOLARSHIP FOUNDATION
HUM NATIONAL COUNCIL ON THE HUMANITIES
IAE INTERNATIONAL ATOMIC ENERGY AGENCY DOS
IFA BOARD FOR INTERNATIONAL FOOD AND AGRICULTURAL DEVELOPMENT
IGR ADVISORY COMMISSION ON INTERGOVERNMENTAL RELATIONS
INE NATIONAL ADVISORY COUNCIL ON INDIAN EDUCATION
INP INTERNATIONAL NORTH PACIFIC FISHERIES COMMISSION
IOB PRESIDENT'S INTELLIGENCE OVERSIGHT COMMISSION
IPE INTERNATIONAL PRIVATE ENTERPRISE TASK FORCE
IPH INTERNATIONAL PACIFIC SALMON FISHERIES
IPS INTERNATIONAL PACIFIC SALMON FISHERIES DOS
IRA INTERAGENCY COMMITTEE ON REFUGEE AFFAIRS
ITT INTERAMERICAN TROPICAL TUNA COMMISSION

AGENCY ASSIGNMENTS

IWC INTERNATIONAL WHALING COMMISSION
JAP JAPAN US FRIENDSHIP COMMISSION
JCC JOINT US-USSR COMMERCIAL COMMISSION
JJD NATIONAL ADVISORY COMMISSION ON JUVENILE JUSTICE DELINQUENCY PREVENTION
KCA JOHN F KENNEDY CENTER ADVISORY COMMITTEE
KCB JOHN F KENNEDY CENTER BOARD OF TRUSTEES
KOA KANSAS-OKLAHOMA ARKANSAS RIVER COMMISSION
KRC KLAMATH RIVER COMPACT COMMISSION
KUK JOHN F KENNEDY MEMORIAL TRUST IN THE UNITED KINGDOM
LCT LIBRARY OF CONGRESS TRUST FUND BOARD
LIB NATIONAL COMMISSION ON LIBRARIES AND INFORMATION SCIENCE
MCR MOTOR CARRIER RATEMAKING STUDY COMMISSION
MIL BOARD OF VISITORS TO THE US MILITARY ACADEMY
MMC MARINE MAMMAL COMMISSION
MRT PRESIDENT'S COMMITTEE ON MENTAL RETARDATION
MRV MISSISSIPPI RIVER COMMISSION
MSV NATIONAL MUSEUM SERVICES BOARD
NAP COMMISSION ON PROPOSALS FOR THE NATIONAL ACADEMY OF PEACE
NAV BOARD OF VISITORS TO THE US NAVAL ACADEMY
NCA NATIONAL CAPITAL PLANNING COMMISSION
NHP NATIONAL HISTORIC PUBLICATIONS AND RECORDS COMMISSION
NHS NATIONAL HIGHWAY SAFETY ADVISORY COMMISSION
NIB NATIONAL INSTITUTE OF BUILDING SCIENCES BOARD
NJA NATIONAL INSTITUTE OF JUSTICE ADVISORY BOARD
NMI NORTHERN MARIANA ISLANDS COMMISSION ON FEDERAL LANDS
NMS PRESIDENT'S COMMITTEE ON THE NATIONAL MEDAL OF SCIENCE

AGENCY ASSIGNMENTS

NPA NATIONAL PRODUCTIVITY ADVISORY COMMITTEE
NPF NORTH PACIFIC FUR SEALS COMMISSION
NPS NATIONAL PERIODICAL SYSTEMS CORPORATION
NSB NATIONAL SCIENCE BOARD
NST PRESIDENT'S NATIONAL SECURITY TELECOMMUNICATIONS GROUP
NVS NATIONAL VOLUNTARY SERVICE ADVISORY COUNCIL
OAS ORGANIZATION OF AMERICA STATES
OAT NATIONAL COMMITTEE ON OCEANS AND ATMOSPHERE
OFI OFFICE OF THE FEDERAL INSPECTOR
OPB OVERSEAS PRIVATE INVESTMENT CORPORATION BOARD - OPIC
ORS OHIO RIVER VALLEY SANITARY COMMISSION
OWH PERMANENT COMMITTEE FOR THE OLIVER WENDELL HOLMES DEVISE
PAD PENNSYLVANIA AVENUE DEVELOPMENT CORPORATION BOARD
PAH PRESIDENT'S COMMISSION ON THE ARTS & HUMANITIES
PBG ADVISORY COMMITTEE TO THE PENSION BENEFIT GUARANTY CORPORATION
PBH COMMITTEE FOR PURCHASE FOR BLIND AND OTHER SEVERLY HANDICAPPED
PCE PANAMA CANAL JOINT COMMISSION ON THE ENVIRONMENT
PCN PANAMA CANAL CONSULTATIVE COMMITTEE
PCS BOARD OF THE PANAMA CANAL COMMISSION
PDP US ADVISORY COMMISSION ON PUBLIC DIPLOMACY
PEA PEACE CORPS ADVISORY COUNCIL
PEB PRESIDENT'S EMERGENCY BOARD
PEC PRESIDENT'S EXPORT COUNCIL
PFS PRESIDENT'S COUNCIL ON PHYSICAL FITNESS AND SPORTS
PIC PRESIDENT'S COMMISSION ON INDUSTRIAL COMPETITIVENESS
PIR PRESIDENT'S COMMISSION ON INDIAN RESERVATION ECONOMIES

AGENCY ASSIGNMENTS

PJB PERMANENT JOINT BOARD ON DEFENSE US/CANADA
PPI PRESIDENT'S ADVISORY COUNCIL ON PRIVATE SECTOR INITIATIVES
PRB INTERSTATE COMMISSION OF THE POTOMAC RIVER BASIN
PRD PROPERTY REVIEW BOARD
PRS COMMISSION ON PRESIDENTIAL SCHOLARS
PRV PECOS RIVER COMMISSION
PSE COMMISSION ON NATIONAL DEVELOPMENT IN POSTSECONDARY EDUCATION
PSV BOARD OF GOVERNORS OF THE US POSTAL SERVICE
PUS US INTERAGENCY COMMITTEE FOR PURCHASE OF SAVINGS BONDS
PWH COMMITTEE FOR THE PRESERVATION OF THE WHITE HOUSE
QED NATIONAL COUNCIL ON QUALITY IN EDUCATION
RBA RETIREMENT BOARD OF ACTUARIES DOD
RBC RADIO MARTI-ADVISORY BOARD FOR RADIO BROADCASTING TO CUBA
RCP ROOSEVELT CAMPOBELLO PARK
RCR NATIONAL ADVISORY COMMISSION ON RESOURCE CONSERVATION & RECOVERY
RED AMERICAN NATIONAL RED CROSS
RGD RIO GRANDE COMPACT COMMISSION
RNT ADVISORY COUNCIL ON RADIOACTIVE WASTE REPOSITORY (LYONS, KANSAS)
RRC RED RIVER COMPACT COMMISSION
RTB BOARD OF DIRECTORS RURAL TELEPHONE BANK
SCE COMMISSION ON SECURITY AND COOPERATION IN EUROPE
SCO COUNCIL OF THE NORTH ATLANTIC SALMON CONSERVATION ORGANIZATION
SFA NATIONAL COMMISSION ON STUDENT FINANCIAL ASSISTANCE
SHP SUPPLEMENTAL HEALTH INSURANCE PANEL
SIP SECURITIES INVESTOR PROTECTION BOARD
SLM STUDENT LOAN MARKETING ASSOCIATION BOARD - SALLIE MAE

THE WHITE HOUSE

WASHINGTON

October 1, 1984

MEMORANDUM FOR: JAMES A. BAKER, III ✓
RICHARD G. DARMAN .

FROM: JOHN F. W. ROGERS ✓
ASSISTANT TO THE PRESIDENT FOR
MANAGEMENT AND ADMINISTRATION

SUBJECT: OPERATING BUDGETS FOR FISCAL YEAR 1985
(EFFECTIVE OCTOBER 1, 1984)

Attached for your information is a summary sheet of the entertainment and travel budgets for the White House offices for FY 1985. They are based on the actual use of these funds during the last fiscal year, adjusted for changes expected to affect use of these funds in the coming fiscal year.

Memoranda to each office head are being sent with individual budget allocations, together with a reminder memorandum concerning the appropriate use of entertainment funds. As has been standard procedure in the past, my office will continue to provide monthly reports showing the status of each office's budget and a detailed listing of the travel and entertainment expenses incurred.

Please let me know if you have any questions concerning either this memorandum or the attached schedule.