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FOIA

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128

DOC NO	Doc Type	Document Description	No of Pages	Doc Date	Restrictions
1	MANUAL	PROCEDURE MANUAL - PERSONAL SECRETARY TO THE PRESIDENT (PAGE 8, PARTIAL)	1	12/14/1981	B6 B7(C)

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

B-1 National security classified information [(b)(1) of the FOIA]

B-2 Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]

B-3 Release would violate a Federal statute [(b)(3) of the FOIA]

B-4 Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]

B-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]

B-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]

B-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]

B-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

THE WHITE HOUSE

WASHINGTON

January 19, 1984

AGENDA

PRESIDENTIAL APPOINTMENTS

Richard W. Heldridge

Chairman
Federal Deposit Insurance
Corporation

Milan Bish

Director
Export-Import Bank of the
United States

Bernadine H. Bulkley

Associate Director for
Life Sciences
Office of Science and
Technology Policy

Richard Schifter

Personal Rank of Ambassador
as United States
Representative to the United
Nations Human Rights
Commission
Department of State

BOARDS AND COMMISSIONS

Corporation for Public Broadcasting

PROCEDURE MANUAL

PERSONAL SECRETARY TO THE PRESIDENT

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Kathy Osborne
12-14-81

DAILY ROUTINE

The Personal Secretary will have the daily schedule and the previous day's logs of presidential calls and movements on her desk upon arrival in the office each morning.

Make three copies of the logs and movements (there will be two sets on your desk). Distribute logs as follows: Mike Deaver, Ed Meese, Jim Baker, and hold one set for Ellen Jones (she puts it into the computer for the President's diary) to be picked up daily. File one copy of the original logs in the cabinet behind the personal secretary's desk.

Check with Dave Fischer on any appointments/meetings requiring remarks by the President. You or Dave can check with the President to see if he needs cards or half sheets for any of the remarks. There is a typing ball specifically for this purpose in your desk drawer in case of an emergency change or last minute remarks for the President. His speeches and remarks are always prepared by the Speechwriters office (Nancy Roberts), however, she may sometimes use your typewriter to make any last minute changes or additions rather than returning to her office to do it.

During the day you will make notations on your schedule on who goes in at what time and when they leave the Oval Office. It is very important that you keep track of who is with the President both for future reference in the computer (diary) and because you will often be asked this by staff during the day. However, it is sometimes difficult to keep track of when Mike Deaver is with the President since he has his own private door to the Oval Office. The only people who have open access to walk into the Oval Office are the Vice President, Mike Deaver, Jim Baker, Ed Meese, Dave Fischer and the Personal Secretary.

At the end of the day Dave Fischer will give you his schedule to match against yours. After making any additions or changes, make a copy of his front sheet, give it to him, and send the rest of his schedule along with yours to Ellen Jones (through Dick Darman's office). You may also get the President's schedule at the end of the day, along with speech cards he used throughout the day -- these can also go in Dick Darman's mail box.

Look through the schedule daily to become familiar with who is expected at each meeting and when there is any personal staff time with the President to take care of any personal correspondence, autograph requests, phone calls, material from Dick Darman to be read or signed, etc. The correspondence unit will send you copies of special letters and messages to groups and specific people almost daily. It is a good idea to read these before you file them in the cabinet behind your desk so you can update the President if necessary.

DAILY ROUTINE (CONTINUED)

The President might be seeing someone in his office or at a meeting who has recently received a message, and he would have no knowledge that it was sent if he didn't do it. For instance, on November 5th the Correspondence Unit sent Douglas Fairbanks, Jr. a letter over the President's signature congratulating him on receiving the National Veterans Award from the National Veterans Day Organization. On November 17th Mr. Fairbanks wrote to the President thanking him for his letter, and indicating he was looking forward to seeing the President on December 4th and December 7th. In cases such as this, it is very helpful to the President to show him the correspondence that has transpired.

There will usually be a few separate times during each day which is scheduled Personal Staff Time on the President's schedule. This is specifically for the President to work on speeches, personal correspondence, phone calls, autograph requests, etc. It is best to save material for the President for these periods unless there is something urgent he should see or sign in which case you have to decide whether to interrupt his schedule (almost never) or fit it in between meetings.

Throughout the day Dick Darman will be giving you folders to give to the President. Check all the orange folders because they are usually marked Action or Telephone Calls. Give the White House Operator the necessary information as stated in the phone procedures section, and make a log of the calls he will be making, and check them off when they have been completed.

Dick Darman is very good about letting you know which folders must be seen by the President by a certain time that day (because of an upcoming meeting, Senate vote, etc.). The President will return these folders to you when he is finished with them and you, in turn, check to see if he has signed in all places indicated, then return to Dick Darman's office.

All of the President's work should be neatly organized in specific folders. Use two separate folders for Signature; one for letters that have to be signed, and one for autograph requests. Autograph requests are low priority unless it is a visiting head of state, someone very ill, etc., so use your judgment as to whether he has enough time in his schedule each day to be taking time to sign photographs. For further guidance on which photos the President will actually sign himself, refer to the guidelines on autographed photo requests. All ^{general} photo requests should be a calligraphy inscription, autopen signature, etc. After all photos are signed they should be sent to Loesje Edwards to be logged for future reference, then she will send out to the proper channels or to specific individuals.

DAILY ROUTINE (CONTINUED)

Always make sure that Dave Fischer is available to watch your phones while you are in the Oval Office with the President. If he is not available to do this, contact one of your back-up girls. Never leave your phones unattended during business hours.

If the President's schedule shows he is having lunch in the office, get a current menu from the steward and discuss it with the President. If he is having lunch with the Vice President or another staff member, the steward will check with them to see about their choice on the menu. If the President is having lunch in the Cabinet room with several people, the steward will pick the same menu for all participating, including the President. In the Oval Office, however, you are only responsible to find out what the President would like for lunch.

Gifts which the President and Mrs. Reagan receive are all registered through Mary Powers in the Gift Unit. Unless the President or Mrs. Reagan specifies that they will personally thank the donator of the gift, Mary Powers will handle all thank you letters. Give Mary as much information as possible on the proper gift form. On gifts from very personal friends of the Reagans, make sure the President sees or is aware of the gift and ask him if he would like you to take care of acknowledging the gift or if he wants to.

Gifts which represent the President to be given to visiting dignitaries, important and/or personal friends of the Reagans which you might be showing the offices to, etc., may be obtained from Mary Powers. Call her and tell her exactly what you need (sometimes a memo to Mike Deaver will be required if she is low on these kind of gift items). Always keep these gifts in your locked cabinet.

Any supplies you need for your office may be obtained by calling the Messenger on your phone set and telling them exactly what you want. They will go to the supply room and pick up the items you need and bring them to you.

Current newspapers and magazines are brought in to your office on a daily and/or weekly basis. The President and Mrs. Reagan also receive these at the residence, so it is not necessary for you to give any of them to him. When the current ones come in, you may dispose of the old ones as you see fit. These are mostly of interest to staff and visitors waiting in your office to see the President.

DAILY ROUTINE (CONTINUED)

Do not leave classified or secret information either in your desk or on it or in Dick Darman's mail box overnight. Always call and have Dick Darman's office pick up material the President has already seen, or call Security and have material locked up for the night if the President hasn't seen it yet. Security will actually be going through your desk at night looking for classified and secret material which you might have left out by mistake.

THE PRESIDENT'S PERSONAL CORRESPONDENCE

Most of the Reagan's personal friends have a special code number to write to the President and Mrs. Reagan to insure that they will receive their personal mail. The outside of the envelope is marked with #16691 for personal mail to the President, and #16690 for personal mail to Mrs. Reagan.

The President's secretary will open all mail, including personal, and staple the envelope to the back of the correspondence. You will have to use your own discretion according to how much personal correspondence the President has, how much time he has to take care of it during a given time period, and if another department can type up a suggested reply to a personal friend for a letter with a specific issue mentioned in it. Usually, all personal correspondence is given to the President even for his signature, regardless of the fact that you may have had another staff member type up the response. Making the decisions on which ones to give to the President and which ones to have someone else handle can only come in time when you have become familiar with all his "pen pals" and some of the pests, and with the very personal friends.

The President prefers to sign his personal correspondence and those letters which he has dictated on the tape recorder. However, again, because of the limited free time he has and the volume of mail he receives, you will have to decide if we have autopen sign the letter, if you will have to handle it, or if the President will actually sign it.

Much of the correspondence marked to the President or to the Secretary to the President does not need to be answered by this office. General correspondence like this should be sent to Anne Higgins for a reply. She will prepare, type and have the letter signed. If she feels it is something the President would want to see or sign personally, she will ship it back to you.

Any mail other than personal correspondence should not be sent into the President without Dick Darman seeing initially. This might save the President being bothered at all, or possibly Dick might have some information the President could use in his reply.

The President usually dictates his personal correspondence onto a tape, or he handwrites the letters. The transcribing machine will either be at the personal secretary's desk or in Anne Higgins office. It is up to the personal secretary to decide whether she will actually transcribe and/or type the letters in final form. It all depends on whether the schedule allows her enough time to do either one. Although the President likes to sign the letters he dictates, if he is too busy, only hold the very personal ones back for him to sign and have the general ones signed elsewhere (the President has been advised if he doesn't see some of the letters he has dictated come back to him for signature, it is because we have already taken care of it because his schedule was too busy).

THE PRESIDENT'S PERSONAL CORRESPONDENCE (CONTINUED)

You should keep a copy of all correspondence the President writes on scratch paper or dictates on tape. All handwritten letters (other than very personal) should be sent to Biff Henley for a special file for hand-written items from the President. All tapes should be saved in a folder with the draft and a date on the folder. This is a cross-check with our copy of the letter the President dictated which is filed in alphabetical order in the personal secretary's desk drawer file.

The personal secretary has stamps to put on our file copies of the President's correspondence showing how he signed the letter and/or how he suggested the letter be signed in his correspondence. This is important for future reference in first name/signature card files.

Any correspondence typed by the President's personal secretary should be edited by Anne Higgins just as a safety check for punctuation, grammar, and any typographical errors.

Any personally dictated correspondence from the President with any "substance" regarding issues, policies, etc. should be routed through Dick Darman before the President (or whoever) signs it, as a safety check on accuracy and, especially to protect the President. Sometimes it might be necessary to delete or alter part of the correspondence.

Although it is not necessary to send copies of the President's very personal correspondence to the main files (copies are kept in the personal secretary's desk), keep a log of who the President wrote to and the date — also of incoming letters to him which did not need a reply. About once every couple of weeks, send a copy of this to Biff Henley in the Files Section. This is a great help to both you and Biff because often someone else will be answering a letter from the same person because of a specific subject matter, and this simple cross-check will save the President and his staff embarrassment on duplicating correspondence.

All of the President's correspondence should be typed on the pale green stationery. Staff members are not allowed to use this for their own personal correspondence — only the President. The shorter stationery uses the wide envelopes, and the longer stationery uses the smaller envelopes (stationery folded in three sections). Attached is a sample letter format for the President. However, a more detailed description can be found in the White House Correspondence Manual.

The Personal Secretary will get a monthly summary binder of letters for the President to see from Anne Higgins. These are samples of all the issues we hear about all month. The President will sometimes pull a few of these letters and personally dictate responses to them. He will also sometimes take all of them out of the binder and dictate responses to them (there are 20 to 30 during some months). These will need his personal signature only if time on his schedule allows it.

THE WHITE HOUSE
WASHINGTON

Current Date

Dear Mr. Smith:

Thank you for your nice letter and lll lll lll
llllllllll lll ll lllll ll
lllllll.

It was certainly very good of you to do this. I
appreciate it very much.

Again, my thanks and best regards.

Sincerely,

Mr. Joe Smith
Any Street
Any town, U.S.A.

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1 MANUAL

1 12/14/1981 B6

PROCEDURE MANUAL - PERSONAL SECRETARY
TO THE PRESIDENT (PAGE 8, PARTIAL)

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TELEPHONE ACCESS TO THE PRESIDENT

- 1. The individuals listed below are authorized direct telephone access to the President:

FAMILY:

Nancy Reagan (wife)
 Ron Reagan (son)
 Patti Davis (daughter)
 Maureen Reagan (daughter)
 Mike Reagan (son)
 Colleen Reagan (daughter-in-law)
 Doria Reagan (Daughter-in-law)
 Dennis Revell (son-in-law/Maureen's husband)
 Mr. and Mrs. Neil Reagan (Neil is the President's brother)
 Dr. and Mrs. Richard Davis (Dr. Davis is Mrs. Reagan's brother)
 Mrs. Loyal Davis (Mrs. Reagan's mother)

VIP:

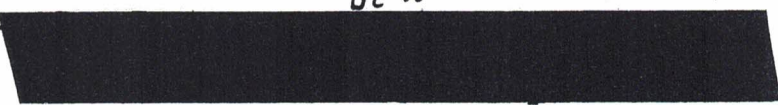
Vice President George Bush

STAFF/USSS:

Michael K. Deaver
 James Baker, III
 Edwin Meese, III
 Kathy Osborne ---> Wm. P. Clark (per MKD 9-23-82)
 David Fischer
 Dr. Dan Ruge
 USSS: SAIC Robert De Prospero
 DSAIC Gary Wiestram

b(6)
b(7)(c)

USSS Emergency calls only:



- 2. Calls from the Situation Room, Cabinet and VIP's will be cleared by Mike Deaver, Jim Baker or Ed Meese.

SITUATION ROOM:

Manuel L. Rubio, Acting Director
 Senior Situation Room Dty Officer -- one of the following:
 Gerry Cunningham, Ralph Sigler, Susan Benjamin,
 Lawrence Lee, Patricia Volz

CABINET:

Secretary George Shultz
 Secretary Casper Weinberger
 Secretary Donald Regan
 Attorney General William French Smith
 David A. Stockman
 William Casey (CIA)
 Secretary Raymond Donovan
 Secretary James Edwards
 Secretary Elizabeth Dole
 Secretary Samuel Pierce
 Secretary James Watt
 Secretary Margaret Heckler
 Secretary Malcolm Baldrige
 Secretary Terrell Bell
 Secretary John Block
 Ambassador Jeane Kirkpatrick
 William Emerson Brock III
 Secretary Donald Hodell

VIP'S:

Former Presidents Nixon, Carter and Ford
 Chief Justice Warren Burger
 General Vessey, Chm. Jt. Chiefs of Staff

During normal working hours (between eight a.m. and six p.m.) the White House Operator will clear all phone calls to the President through the Personal Secretary. The Personal Secretary will clear calls through Mike Deaver, Jim Baker or Ed Meese (in that order) before putting them through to the President. Any secure call for the President will come through the Signal Board and will first be verified for its authenticity. Then the Signal Switchboard will clear the call with Mike Deaver, Jim Baker or Ed Meese (again, in that order) before sending the call up to the Personal Secretary's office. After alerting the President, the call may then be put through to the President.

After normal working hours, all calls from the Situation Room, Cabinet and VIP's (except from the Vice President) must be cleared by Mike Deaver, Jim Baker or Ed Meese. Mike Deaver should be notified whenever an individual on the "direct put-through" list calls but does not speak with the President, leaves a message, or requests a call back. Mike should also be advised even when the caller insists that they do not wish to bother the President if he is not immediately available and do not want to leave any sort of message.

When the President is away from the White House, all calls should be directed to Dave Fischer who would have them cleared in the above manner.

PRESIDENT'S PERSONAL CALLS PROCEDURES

When you place a call from the President, you will usually have advance notice via a telephone memorandum. Give the name of the party and any pertinent phone numbers ahead of time to the White House Operator so she can be prepared. In these instances the President will usually just pick up the WH Operator line from the Oval Office and ask her to place the call. The WH Operator will then call you on the WH line and tell you the party is on the line. Ask her to hold--then put her on hold, and buzz the president on the PL Pres. line and tell him the call is coming through (if for any reason he can't take it because of an unexpected meeting, etc., he'll tell you then). Then push the WH button and tell the operator to put the call through to the Oval Office. Always announce all calls, even though the President may have originated it--don't let the Operator just put it through to the Oval Office.

PRESIDENTIAL TELEPHONE CALL REFERRALS

Calls to the President from Governors should be referred to Rich Williamson, ext. 7007. Calls from Senators and Congressmen should be referred to the Congressional office, ext. 2230. Calls from Ambassadors should be referred to National Security, ext. 2255. Miscellaneous calls to the President should be re-routed through the WH operator to Comments (or extension 7639). Calls from Governors, Seators, Congressmen, and Ambassadors, etc. should not be directly transferred to the appropriate area. Take a message (The President is not available at this time). Then call the appropriate area and give the name and phone number for them to handle. You will get a telephone call recommendation if it is necessary for the President to make the call. This gives the President time to be briefed on a particular situation before he returns the call and may sometimes save him the trouble of returning the call altogether.

GENERAL TELEPHONE CALL PROCEDURES

All nuisance calls should be transferred to the Comments Office (either flash the WH-620 Operator) or transfer to 7639. This can be done by putting your party on hold, calling the WH operator and asking her to transfer the call or, while the incoming line is depressed, depress the receiver until you hear the dial tone -- then either dial 0 and tell her to transfer to a specific department or extension, or just dial the four digit number yourself if you know it.

Your phone set operation includes answering Dave Fischer's calls. Dave's lines are encased in green on your set. The WH 620 line can be used to reach anybody in the White House or EOB. Just pick up the phone and push WH 620 and an operator will come on the line. The Sig. 199 line can reach anybody on the President's staff anytime, anywhere. Just ask for who you want and they will locate the party. Extension 2858 is the President's secretary's incoming line. Extension 6508 is the President's secretary's outgoing line. PL buttons are direct lines to The President (in red), Baker, Deaver, Meese, Max Freidersdorf, Brady, Jennifer in the Vice President's office, Darman, Dodie Livingston, Stoddart, Anne Higgins, Peter McCoy, PLE6 (Oval Office Security), Photo Lab, Nell at the Reception Desk in the Lobby, Greg Newell, and your Messenger.

The PL Messenger button is (if you need an usher) to use anytime you need someone to do something for you since you can't leave your desk very easily.

If the President is calling you the "Buzz from Pres." button will flash. The DND encased in red is lit only when the President does not want to be disturbed.

TELEPHONE CALL RECOMMENDATIONS

The President will often get telephone call recommendations for Ambassadors (new appointees), Senators, etc. The basic format of this recommendation (which can be found on page 34 of the White House Correspondence Manual), requires the name of the person to be called (phone number's he can be reached) with brief identification information if you think the name will not be familiar to the President. Indicate the date the President should make the call, your name (recommending the call), purpose of the call, and any background information he might need. Also list topics of discussion if applicable.

Unless a phone call was recommended by Mike Deaver, Ed Meese, or Jim Baker, all others must be approved and initialed by Dick Darman. An exception to this, however, is the telephone call suggestions which come from Penn James/Helene von Damm's area for new appointees. They do not need Dick Darman's approval and are returned directly to Helene when the calls have been completed.

If a head of state (foreign) is either calling the President (which a message would be taken and given to National Security), or if NSC has recommended a telephone call to the President, the Situation Room must be notified of the call before it is to be put through so a decision can be made if a translator is necessary or not (standard procedure).

It will save the President a lot of time and trouble if you call the White House Operator before you take the telephone recommendation into him, and alert her that he is going to make the call -- and give her the phone numbers that you have available. Sometimes there won't be a number on the recommendation, and this gives her plenty of time to track one down so we can get the call completed at the President's convenience, rather than having him wait while we all figure out where to get a phone number for someone.

GUIDELINES FOR AUTOGRAPHED PHOTO REQUESTS

- | | | |
|-------|---|---|
| I. | Heads of State, Royalty | Hand-inscribed by the President |
| II. | Top Members of Cabinet | Hand-inscribed by the President |
| | Deputy Secty's | Calligraphy message and signed by the President (one only) |
| III. | Ambassadors | Calligraphy message and signed by the President (one only) |
| IV. | Members of Congress | Calligraphy message and signed by the President (one only) |
| V. | White House Senior Staff | Hand-inscribed by the President and calligraphy messages signed by the President |
| VI. | White House staff | Calligraphy message and signed by the President (one only) |
| VII. | Vice President | Hand-inscribed by the President |
| | Vice Pres. Senior Staff | Calligraphy message and signed by the President (one only) |
| VIII. | Security | Calligraphy message and signed by the President (only one) |
| IX. | Miscellaneous: Dean of Eureka College, Eureka friends, etc. | Calligraphy and signed by the President (one only) |
| X. | Personal Friends | Calligraphy and signed by the President (some may be hand-inscribed under special circumstances). |
| XI. | Press: | |
| | White House Photos or photos the President appears in. | Calligraphy and hand-sign (only one and under special circumstances) |
| X. | Governors | Calligraphy message and signed by the President (only one) |

*Bill
pls keep & remind
after reorganization.*

SPECIAL ASSISTANTS TO THE PRESIDENT

Special Assistant to the President and Deputy Director of Public Affairs	Pamela G. Bailey ✓	\$67,200
Special Assistant to the President for Communications	Joanna E. Bistany	\$53,040
Special Assistant to the President for Public Liaison	Morton C. Blackwell	\$54,617
Special Assistant to the President and Executive Secretary of the Cabinet Council on Management and Administration	Ralph C. Bledsoe (OPD)	\$63,800
Special Assistant to the President for Policy Development	Danny J. Boggs (OPD) ✓	\$68,400
Special Assistant to the President for Policy Development	Melvin B. Bradley (OPD)	\$63,800 ✓
Special Assistant to the President for Public Liaison	Judith A. Buckalew	\$52,517
Special Assistant to the President for Policy Development	Robert B. Carleson (OPD) ✓	\$68,400
Special Assistant to the President and Special Assistant to the Chief of Staff	James W. Cicconi	\$53,000
Special Assistant to the President for Private Sector Initiatives	James K. Coyne	\$63,800
Special Assistant to the President for Legislative Affairs	Randall E. Davis ✓	\$57,500
Special Assistant to the President and Chief Speechwriter	Anthony Dolan	\$49,417
Special Assistant to the President for Legislative Affairs	John H. Dressendorfer ✓	\$63,800
Special Assistant to the President and Director, Office of Cabinet Affairs	Becky Norton Dunlop (OPD)	\$56,945 ✓
Special Assistant to the President	David C. Fischer	\$54,617
Special Assistant to the President for Policy Development	Wendell W. Gunn (OPD)	\$63,800

Special Assistant to the President and Director of Presidential Advance	William Henkel	\$59,000 ✓
Special Assistant to the President and Director of Correspondence	Anne Higgins	\$54,617
Special Assistant to the President for Policy Development	Kevin R. Hopkins (OPD)	\$54,617
Special Assistant to the President for Public Liaison	Mary Jo Jacobi	\$59,230 ✓
Special Assistant to the President for Public Liaison	Dee Ann Jepsen	\$52,517
Special Assistant to the President for Legislative Affairs	Robert J. Kabel	\$57,500
Special Assistant to the President for Legislative Affairs	Nancy M. Kennedy	\$53,500
Special Assistant to the President for National Security Affairs	Robert M. Kimmitt (NSC)	\$67,200
Special Assistant to the President for Public Liaison	Virginia H. Knauer	\$54,617
Special Assistant to the President for Political Affairs	William B. Lacy	\$45,000
Special Assistant to the President and Director of the Office of Presidential Messages	Mary Jo T. Livingston	\$51,000
Special Assistant to the President for Intergovernmental Affairs	James M. Medas	\$54,617
Special Assistant to the President for Intergovernmental Affairs	Rick Neal	\$54,617
Special Assistant to the President for Legislative Affairs	Nancy J. Risque	\$63,800
Special Assistant to the President for Public Liaison	John H. Rousselot ✓	\$63,800
Special Assistant to the President and Director of Scheduling	Frederick J. Ryan, Jr.	\$50,000

Special Assistant to the President for Legislative Affairs	John F. Scruggs	\$57,500
Special Assistant to the President and Assistant to the Deputy Chief of Staff	William F. Sittmann (STAT)	\$54,000
Special Assistant to the President for Legislative Affairs	David L. Swanson	\$63,800
Special Assistant to the President for Drug Abuse Policy	Carlton E. Turner (OPD)	\$67,200
Special Assistant to the President	Robert H. Tuttle	\$57,500 ✓
Special Assistant to the President and Executive Assistant to the Chief of Staff	Margaret D. Tutwiler	\$56,000 ✓
Special Assistant to the President for Policy Development	Michael M. Uhlmann (OPD)	\$68,400
Special Assistant to the President for Legislative Affairs	David L. Wright	\$63,800

Qualifications - Deputy Chief of Protocol

Excellent manager with ability to anticipate

- Management of six divisions (Visits, Ceremonials, Diplomatic and Consular Liaison, Administrative, Blair House, New York Office)
- Supervision of 52 employees, including personnel matters

Organizational ability/sound judgment

- Is the person who coordinates and oversees the activities of visits and Presidential delegations; judgment is important as can have far reaching effects on foreign relations.
- Will represent Chief of Protocol in dealings with representatives of GSA, USSS, and White House on matters pertaining to Blair House.

Comprehensive knowledge of current affairs and US foreign policy

- Necessary in dealings with members of diplomatic corps, visits of chiefs of state and heads of government.

Warm and friendly personality/diplomacy and tact

- First impressions visitors receive of our country and its people.
- Must deal with diplomatic corps on sensitive and delicate matters.

-- Dealings with ranking foreign officials travelling for consultations in advance of visiting dignitary when they form pattern and impressions of welcome to be extended their dignitary.

Personal appearance

-- Essential element due to high profile in meeting and greeting visitors and representatives of Diplomatic Corps. Individuals will act for Chief of Protocol in her absence who represents the President.

Langague ability

-- Especially appealing is French since I speak Spanish.

Travel/attend functions

-- Must be free to travel, work long hours and willing to attend diplomatic and social functions.

Spouse

-- Willingness of spouse to actively participate.

Other

-- Have no problem working ^{with} and being supervised by a woman.
-- Have the ability to get along with people and work under pressure.
-- Have some understanding of the way US government operates.

1. INTRODUCTION

The incumbent of this position serves as Deputy Chief of Protocol and Acting Chief of Protocol in absence of the Chief of Protocol.

2. DUTIES

The Deputy Chief of Protocol shares responsibility with the Chief of Protocol in conferring with and advising the President, the Secretary of State, high-ranking officials of the White House and of Departments and Agencies throughout the Government regarding questions of protocol as they relate to the maintenance, establishment and promotion of international relations between the United States and foreign countries throughout the world.

The Deputy also is responsible for supervising the day-to-day conduct of the various protocol programs, i.e. Visits, Ceremonials, Diplomatic and Consular Liaison and Administration of the Office of Protocol.

3. SUPERVISION RECEIVED

Reports directly to the Chief of Protocol.

4. OTHER SIGNIFICANT FACTS.

An exceptional combination of knowledge, skills, abilities and personality characteristics is required for this job. A comprehensive knowledge of current affairs and of total United States foreign policy is essential. Outstanding ability to make sound judgments on highly complex and delicate problems of great importance in our relations with foreign governments and to accept personal responsibility for action with a minimum of direction on important matters is also required.

THE WHITE HOUSE
WASHINGTON

July 8, 1983

MEMORANDUM FOR BILL SITTMANN
FROM: T. A. D. THARP
SUBJECT: Personnel Matters

file
Bill
ask me
MBD
RS
respond to
each letter.

FYI
Done

DuPont Letter - Douglas Manchester is one of several candidates under consideration for the current vacancy on OPIC. We have interviewed him, and a decision should be made in the next few weeks.

Howard Baker Letter - Lyn Meyerhoff is in line to be a U. S. alternate Representative to the next session of the United Nations General Assembly in New York in the autumn. No announcement has been made, but you can tell Senator Baker her prospects are good.

Kenneth Maddy Letter - As you know, the U. S. Treasurer position has yet to be resolved. The main contenders are still Esther Greene, Neal Peden, and Elizabeth Flores Burkhart. Esther Greene has a lot of support from California.

THE WHITE HOUSE

WASHINGTON

June 6, 1983

file

MEMORANDUM FOR MICHAEL K. DEEVER

FROM: T. A. D. THARP *T.T.*

SUBJECT: Presidential Commission for the
German-American Tricentennial

George Scharffenberger and Virginia Milner have each declined appointment to the German-American Tricentennial Commission; Scharffenberger because of financial disclosure requirements, and Milner for lack of time. Therefore, we are going ahead at Charlie Wick's strong recommendation and announcing Kenneth Rush and Horst Denk as Co-Chairmen today.

THE WHITE HOUSE
WASHINGTON

May 24, 1983

Bill:

McManus would like us to bring to Mr. Deaver's attention that there will be an opening for the position of Staff Director on the Federal Election Commission effective May 15, 1983.

McManus has several names (people that worked on the Summit) that he would like to have considered. He also mentioned that he would like to have the position held open until he could compile a complete list.

Bill, attached is a description of the Staff Director position and the qualifications that are needed.



DONNA L. BLUME

RECORD

May 1983

1325 K Street NW Washington DC 20463

Volume 9, Number 5

STAFF

COMMISSION ACCEPTS RESIGNATION OF STAFF DIRECTOR; SEARCH FOR NEW DIRECTOR BEGINS

On April 19, 1983, the Federal Election Commission accepted the resignation of B. Allen Clutter, Staff Director, effective May 15, 1983. Mr. Clutter is leaving the Commission in order to accept a position in the private sector in Cleveland, Ohio.

The Commission has begun an extensive search for a new Director. A description of the Staff Director position, qualifications for the position, and application procedures follow.

Staff Director Position

The Staff Director, an Executive Level IV position in the federal government, receives an annual salary of \$67,200 per year. As chief operating officer of a federal agency with 236 employees, the Staff Director reports to and serves at the pleasure of a six-member Commission appointed by the President.

The mission of the Federal Election Commission is to administer and enforce the campaign finance provisions of the Federal Election Campaign Act, as amended, and Title 26 of the United States Code.

Qualifications

The position requires strong administrative skills and demonstrated ability to use tact and diplomacy to accomplish Commission goals. Applicants should demonstrate meaningful experience:

- Managing and directing budget and financial operations, administration, personnel/labor relations, EEO, Congressional/legislative liaison, and Automated Data Processing (ADP) operations;
- Translating broad policy decisions into specific management objectives and requirements; and
- Effectively directing and supervising a staff of senior managers.

Previous experience working with a board of directors is desirable, as is previous experience as

an administrator in campaign finance, election administration or ethics administration at federal, state or local level.

Application Procedures

Those interested in the position should submit a full application by May 23, 1983, to: Staff Director Selection Task Force, Danny L. McDonald, Chairman, Federal Election Commission, 1325 K Street, N.W., Washington, D.C. 20463

Applications should include:

- A resume, preferably accompanied by Standard Form 171, and
- At least three references from those who have knowledge of the applicant's capabilities.

REGULATIONS

FEC PRESCRIBES PRIMARY MATCHING FUND REGULATIONS

On April 4, 1983, the Commission prescribed revised regulations governing the payment of federal money in the form of primary matching funds to eligible Presidential primary candidates. See 11 CFR Parts 106 and 9031-9039.

The revised regulations clarify and simplify administration of the primary matching fund program. For example, they clarify provisions in the law which have caused uncertainty in the past such as the allocation of campaign expenditures under the state spending limits. They provide a fuller explanation of the certification and audit procedures for publicly funded Presidential primary campaigns. Moreover, they cover aspects of the Presidential primary process not previously addressed in the FEC's regulations.

These regulations were published in their entirety in the February 4, 1983, issue of the Federal Register (48 Fed. Reg. 5224). Highlights of major modifications in the regulations appeared in the March 1983 Record.

Fyi

THE WHITE HOUSE
WASHINGTON

May 20, 1983

MKD

MEMORANDUM FOR ~~BILL SITTMANN~~

FROM: T. A. D. THARP

SUBJECT: Personnel

T.T.

Bill
when is
the discussion
of this?

1. Several possible candidates have been mentioned for the Under Secretary for Tourism position at Commerce. They include: Judy McLennan, Selwa Roosevelt, Fred Bush, June Walker, and Donna Tuttle.

4. Robert Davenport was someone you inquired about by name last week for the Organized Crime Commission.

THE WHITE HOUSE

WASHINGTON

May 16, 1983

MKD
MEMORANDUM FOR *Bill* BILL SITTMANN

FROM: T. A. D. THARP *R.I.*

SUBJECT: Personnel *1.1.*

Who are other candidates?
1. The Under Secretary for Tourism job at Commerce is now wide open. Jim Baker has let it be known he supports Judy McLennan, as does Fred Bush. Helene thought June Walker might be a good choice.

2. We appointed Allen Holmes, a career FSO, as Ambassador to Portugal.

3. Andrew Green is one of four strong non-career candidates who will be considered in case the U. S. Representative to OECD in Paris resigns. Within the next few weeks we will know for certain whether State plans, as they have signaled, to remove the current Representative Abraham Katz.

who's this
4. Robert Davenport is not among the finalists for the Organized Crime Commission. If you would like to recommend him, the membership will be decided at this Wednesday's meeting.