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File Folder PROTOCOL INTERVIEW

FOIA

F97-0066/19

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COHEN, D

154

DOC NO	Doc Type	Document Description	No of Pages	Doc Date	Restrictions
1	LETTER	WILLIAM SADLEIR TO SELWA ROOSEVELT	1	3/31/1983	B6

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.

United States Department of State

*The Chief of Protocol
Washington, D.C. 20520*

Sill

January 18, 1983

MEMORANDUM FOR: Mr. Michael K. Deaver
Deputy Chief of Staff
and Assistant to the President
The White House

FROM: Selwa Roosevelt *SR*

SUBJECT: Qualifications for positions of Deputy
Chief of Protocol and Manager, Blair
House

I am enclosing herewith a listing of those qualifications I consider important in filling the positions of Deputy Chief of Protocol and Manager, Blair House. I have sent a copy to Helene von Damm. I am prepared to discuss at your convenience.

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.

1. INTRODUCTION

By Presidential direction serves as Chief of Protocol for the United States Government and as the Protocol Officer for the White House. In this capacity, incumbent advises the President and the Secretary of State in the fulfillment of this Government's obligations relating to national and international protocol in the United States, or in which the United States participates abroad.

2. DUTIES

Confers with and advises the President, the Secretary of State, high ranking officials of the White House and of departments and agencies throughout the Government with respect to broad questions of protocol which are an integral part of, and of paramount importance to the maintenance, establishment and promotion of international relations between the United States and foreign countries throughout the world. This involves the integration of the political and economic factors, with policies, practices, precedents and procedures of protocol, and determination of the lines of action to be followed in the solution of complex and unprecedented problems arising in the conduct of foreign relations, the establishment, reestablishment or severance of relations with foreign countries.

Maintains ^{Deputy} liaison with the White House, Office of the Secretary, and the ~~Under~~ Secretary in planning and arranging for foreign visits of state and for the reception by the President and the Secretary of State, of Chiefs of Mission, and of distinguished foreign guests. Is responsible for matters of protocol pertaining to the planning and preparation for Presidential visits to foreign countries.

Acts on behalf of the President or the Secretary of State in welcoming the most distinguished foreign nationals (Foreign Rulers, Prime Ministers, etc.) who visit this country at the invitations of the President or the Department of State; officiates at the formal presentation of such distinguished foreign nations to the President or the Secretary of State; and fulfills special assignments delegated by the President or the Secretary of State. Exercises general direction of the Protocol Staff and the operation of the President's guest house as Government guest house for distinguished foreign visitors. Develops the protocol program for the Department of State; plans and directs the activities of the Protocol Staff who arrange all matters of official ceremony and diplomatic procedure; arranges all official entertainment for the Secretary of State; and visits of foreign guests; and arranges for customs countesies and free entry privileges for foreign officials.

3. CONTROLS OVER THE POSITION

Reports directly to (but with only very general direction from the Secretary of State) the President.

4. SPECIAL KNOWLEDGES OR SKILLS

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; to accept personal responsibility for action with a minimum of direction on important matters is also required. The incumbent must also possess dignity and pleasing personality characteristics.

Qualifications - Manager, Blair House

Management ability

- Woman of some maturity who has experience in running house and supervising servants; with avocation for housekeeping on a grand scale.
- Will supervise Blair House staff: Assistant Manager, Housekeeper, Chef, three Chambermaids, and three Housemen, including at times additional temporary staff, such as butlers, serving maids.
- Responsibility for funding received; accounting and reporting.

Personal appearance

- Personable and attractive
- Tastefully, but quietly well dressed.

Diplomatic, discreet, and tactful

- Ability to get along with people. Will deal with representatives of foreign countries, as well as high ranking visiting dignitaries, and US government officials.
- Will liaison with US Secret Service, Police Department, Fire Department, and other officials on the safety and security of visitors.

Knowledge of culinary arts

-- Responsible for complete range of menus, selections of china, silver, glassware; ordering of supplies.

Language ability

-- Would be extremely useful, but not essential.

Other

-- Willing to work long hours. During visits must be available on 24 hour basis.

-- Some knowledge of history as it relates to the furnishings of Blair House would be helpful.

POSITION DESCRIPTION

(a) If this position replaces another (i.e., a change of duties in an existing position), identify such position by title, all existing (service, series, grade), and position number

301.41 ST-164

6. Date of certification

4/3/81

7. Date received from C. S. O.

5. CLASSIFICATION ACTION

UPDATING S-48548-GS-301-12

ALLOCATION BY	CLASS TITLE OF POSITION	CLASS			INITIALS	DATE
		Service	Series	Grade		
a. Civil Service Center						
b. Department, agency, or establishment	MANAGER, PRESIDENT'S GUEST HOUSE	GS	301	12	FAJ	4/2/81
c. Bureau						
d. Field office	Schedule C 213.3304					
e. Recommended by existing position	Manager, President's Guest House	GS	301	12	JAM	3/16/81
10. Name of employee (if vacancy, specify V-1, 2, 3, or 4)		MCLENNAN, JULIETTE				

11. Department, agency, or establishment
Department of State

a. First subdivision
Office of the Secretary

b. Second subdivision
Office of the Chief of Protocol

12. Certification by: (Signature) [Signature] (Date) 3/16/81

Title: Chief of Protocol

c. Third subdivision
Administrative Division

d. Fourth subdivision
Blair House Section

e. Fifth subdivision

13. This is a complete and accurate description of the duties and responsibilities of this position.
[Signature] (Date) 3/16/81

14. Chief of Protocol

15. Certification by department, agency, or establishment
[Signature] for 4/3/81 (Date)

Title: Director, PER/PPM

16. Description of duties and responsibilities

"I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

[Signature] (Date) 3/16/81

Signature of immediate supervisor

3/16/81 " (Date)

1. INTRODUCTION

Under the general direction of the Chief of Protocol, the incumbent serves as manager of the President's Guest House (Blair and Blair-Lee Houses) which is maintained by the United States Government as the official residence for distinguished foreign nationals (Presidents, Kings and Queens, Emperors, Prime Ministers, Chancellors, etc.) who are invited to the United States as guests of the President or the Department of State. The President's Guest House is also maintained as an official locale for official luncheons, dinners and small receptions for these as well as other distinguished foreign visitors given by the Secretary of State and other members of the Cabinet or their equivalent. In this capacity the incumbent frequently works with the spouses of principal government officials on the details of the entertainment.

2. DUTIES

Incumbent is fully responsible for the custody, general management, and maintenance of the House and its contents which include items of great value.

When foreign guests are staying at the President's Guest House, incumbent is responsible for being available on a 24-hour basis to provide information and advice to the visiting dignitaries to avoid any unfortunate incidents or embarrassments arising from differences in customs and cultural backgrounds. In the event of an emergency, determines when sufficiently important to be referred to the Chief of Protocol or a senior protocol officer for action or decision.

On the basis of careful study and examination of proposed visits, determines pertinent elements which must be taken into account in making plans and arrangements relative to the President's Guest House in assuring the maximum of comfort, convenience, and well-being to visiting dignitaries while in residence at the House. Factors to be taken into account include: a) status of the visiting foreign national, as well as the number and status of the members of the party; b) cultural background; c) religious beliefs; d) personal habits and national customs; e) culinary preferences peculiar to the country of the visitors concerned; and f) type, number and size of the functions to be held at the House during the visit.

Incumbent is responsible for the management of all funds received from the Office of Protocol, other Agencies and miscellaneous services related to the operation of the Blair House, visits, and other functions. Maintains supporting fiscal records and related documentation, prepares recurring financial plans, fiscal and other records as required by the Office of Protocol.

Incumbent is responsible for monitoring the condition of the physical structure of Blair House, its furnishings and equipment. Orders repairs and maintenance of a minor or immediate nature and initiates actions for the identification, costing, scheduling and funding of larger projects. Works with the White House GSA staff on routine painting and repair projects.

Plans and develops an overall schedule of operation for each visit. Such schedule must be sufficiently flexible to allow for last minute changes and adjustments resulting from wishes and preferences of the visiting dignitaries.

Reviews and examines all proposed programs for special functions (luncheons, receptions, dinners, etc.) to be held at the President's Guest House at the request of ranking Departmental officials in order to plan and arrange for the most effective utilization of the staff and facilities. As required, attends such functions to assist the senior protocol officer in the implementation of the arrangements and to assure the smooth and efficient operation of each function.

In connection with the foregoing, incumbent has full responsibility for the preparation of the complete range of menus served. This requires a knowledge of culinary arts of the United States and foreign countries as well as professional skill and competence in the presentation and serving of such menus. Is also responsible for the procurement and maintenance of foods, beverages, and other provisions for visits and special functions.

Coordinates directly with the Secret Service aspects of security required during the visits in the House by official foreign guests of the President and all routine aspects of security involved in the maintenance of the secure area visited by the President, Vice President and other principal government officials.

At the direction of the Chief of Protocol is available to assist with state functions given in the Diplomatic Functions Area on the Eighth Floor, Department of State.

3. SUPERVISION EXERCISED

Has overall supervisory responsibility for nine permanent staff members and up to 30 temporary staff. Is responsible for staff development, training and assignment of specific duties as well as monitoring their performance.

4. SUPERVISION

Works under the general direction of the Chief of Protocol. Must exercise individual initiative, judgment, and independence of action in carrying out normal duties. Receives guidance on unusual and sensitive financial matters from the Assistant Chief of Protocol for Administration.

5. OTHER SIGNIFICANT FACTS

Incumbent must have a well-rounded knowledge and understanding of the obligations of this Government with respect to the observance of international protocol and the importance of the role of the President's Guest House (Blair and Blair-Lee Houses) in carrying out the official protocol program. Incumbent is frequently brought into close association with important U.S. Government officials, chiefs of state and heads of government of foreign countries, as well as other important foreign visitors; therefore, must possess a sense of proportion, poise, dignity, and awareness on all occasions of protocol requirements.

POSITION DESCRIPTION

PLF Code: 130.03

In lieu of G-130-17-S-10908

DSES 0008

(b) Other (specify)

6. Date of certification
Feb. 20, 1963

7. Date received from C. B. O.

CLASSIFICATION ACTION

ALLOCATION BY	CLASS TITLE OF POSITION	CLASS			INITIALS	DATE
		Service	Series	Grade		
a. Civil Service Commission		ES	130		HGB	7/13/79
b. Department, agency, or establishment	Chief of Protocol	ES	130	18	XX	
c. Bureau						
d. Field office	Schedule C 6.302 (a) (15)					
e. Recommended by initiating office	Chief of Protocol	ES	130	18	ES	NOV 9 1962

9. Organizational title of position (if any)
Chief of Protocol

10. Name of employee (If vacancy, specify V-1, 2, 3, or 4)
Shirley Turner

11. Department, agency, or establishment
Department of State

a. First subdivision
Office of the Secretary

b. Second subdivision
Office of the Chief of Protocol

c. Third subdivision

d. Fourth subdivision

e. Fifth subdivision

12. This is a complete and accurate description of the duties and responsibilities of my position

Angie Riggan (Signature of employee) NOV 9 1962 (Date)

13. This is a complete and accurate description of the duties and responsibilities of this position

(Signature of immediate supervisor) (Date)

Title: _____

14. Certification by head of bureau, division, field office, or designated representative

NOV 9 1962 (Date)

15. Certification by department, agency, or establishment

Dayton W. Hull (Signature) 11/30/62 (Date)

Title: Chief, Compensation Division

16. Description of duties

Title: Deputy Under Secretary for Administration

SCHEDULE C

Certified Current Annual Currency Review

Will '64 (CLASSIFIER) (DATE)

Certified Current Annual Currency Review

Asoni '67 (CLASSIFIER) (DATE)

* Executive Level IV per 5 USC 5315, position number (73) on 3/15/74

Annex
NOV 13 (CLASSIFIER) (DATE)

* Authority for compensation - E.O. 11195 1/30/65. Placed in Level IV, Federal Executive Series, position number 73, on 1/30/65, under authority of 5 USC 5315, position number 73, on 3/15/74.

POSITION DESCRIPTION

3. Reason for submission:
 (a) If this position replaces another (i. e., a change of duties in an existing position), identify such position by title, allocation (service, series, grade), and position number

5. C. S. C. certification No.

130.03 ST-166

6. Date of certification

2/13/81

7. Date received from C. S. C.

A. CLASSIFICATION ACTION

(b) Other (specify)
 NEW

ALLOCATION BY	CLASS TITLE OF POSITION	CLASS			INITIALS	DATE
		Service	Series	Grade		
a. Civil Service Commission						
b. Department, agency, or establishment	Deputy Chief of Protocol	GS	130	15	FAJ	2/13
c. Bureau						
d. Field office	Schedule C 213.3304					
e. Recommended by Estimating office	Deputy Chief of Protocol	GS	130	15	JAM	2/10/81

9. Organizational title of position (if any)

10. Name of employee (If temporary, specify V-1, 2, 3, or 4)

11. Department, agency, or establishment
 Department of State

c. Third subdivision
 Deputy Chief of Protocol

a. First subdivision
 Office of the Secretary

d. Fourth subdivision

b. Second subdivision
 Office of the Chief of Protocol

e. Fifth subdivision

12. A complete and accurate description of the duties and responsibilities of the position

13. This is a complete and accurate description of the duties and responsibilities of the position

John A. Murphy
 (Signature of immediate supervisor) 2-10-81
 (Date)

Michael J. Jarkin
 (Signature of immediate supervisor) 2/10/81
 (Date)
 Title: Chief of Protocol

14. Certification by head of bureau, division, field office, or designated representative
John A. Murphy 2/10/81
 (Signature) (Date)
 Title: Asst. Chief of Protocol for Admin.

15. Certification by department, agency, or establishment
[Signature] for 2/13/81
 (Signature) (Date)
 Title: Director, PER/PPM

16. Description of duties and responsibilities

"I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Michael J. Jarkin
 Signature of immediate supervisor 2/10/81
 Date

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NO Document Description

No of Doc Date Restric-
pages tions

1 LETTER

1 3/31/1983 B6

WILLIAM SADLEIR TO SELWA ROOSEVELT

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

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

dictate

4649 Garfield Street, N.W.
Washington, D.C. 20007

The Honorable Michael Deaver

Dear Mike:

You asked me last evening if I had any suggestions on candidates to become Chief of Protocol. Cynthia and I have discussed this and offer the following three names as possibilities:

John W. Hanes, Jr.
209 South Lee Street
Alexandria, Virginia

Wells Stabler
5114 Manning Place
Washington, D.C.

Charles S. Whitehouse
2425 Foxhall Road
Washington, D.C.

Attached is biographic information on John Hanes which he happened to send me some weeks ago in a totally different connection. He has financial resources, experience, and presence. He and his wife could handle the job well and would be our first choice.

Wells Stabler is a retired Foreign Service Officer who was, among other things, our Ambassador in Spain. Biographic information on him would be readily available from the Department of State. They are an intelligent and attractive couple.

Charles Whitehouse is also a retired Foreign Service Officer whose last post was Ambassador in Thailand. He is currently President of the Association of Foreign Service Officers. Like Hanes, he has financial resources, experience,

and presence. His wife has certain interests of her own, and I am unable to judge what influence this fact might have on his decision if offered the position.

I hasten to assure you that none of these individuals has the foggiest idea that Cynthia and I are submitting their names to you. On this point I want you to be assured.

With warm regards,

Cordially,



Richard Helms

Enclosure

BIOGRAPHICAL INFORMATION

NAME

John Wesley Hanes, Jr.

ADDRESS

Home: 209 South Lee Street
Alexandria, Virginia 22314 Telephone: 703/683-6502

Office: 424 North Washington Street
Alexandria, Virginia 22314 Telephone: 703/549-3900

BIRTH

March 31, 1925, New York City

EDUCATION

Deerfield Academy, Deerfield, Massachusetts. 1939-1943
Yale University, New Haven, Connecticut. 1946-1950, B.A.

MARRIED

Lucy Pomeroy Deans, August 19, 1949; deceased August 1, 1976.
Elizabeth Millard Hoagland, May 27, 1979.

CHILDREN

Lucy Pomeroy Hanes - October 22, 1953
Carol Mitchel Hanes - November 3, 1954
Lindsay Philips Hanes - March 21, 1956
John Wesley Hanes, III - September 6, 1965

Children of EMH:

Joseph C. Hoagland, III
Peter Millard Hoagland
Jennifer Hoagland Sargent

CAREER

1976 - Partner, Old Port Company, Alexandria, Virginia
1974 - Chairman, Board of Directors, Inverness Capital Corporation, Alexandria, Virginia.
1964 - 1974 Partner, Wertheim & Co., New York, New York; Limited Partner, 1975 - 1978.
1961 - 1963 Associate, Wertheim & Co., New York, New York, From June 15 to December 31.
1959 - 1961 Assistant Secretary of State (Administrator of Security and Consular Affairs) from January 9, 1959; to January 20, 1961.
1957 - 1959 Deputy Assistant Secretary of State for International Organization (United Nations) Affairs. From February 20.
1953 - 1957 Special Assistant to the Secretary of State. From January 21.
1953 Special Assistant to Secretary of State Designate John Foster Dulles. January 1 - 20.
1950 - 1952 Economic Specialist, Office of the High Commissioner, Germany (Frankfurt/Main - 1950; Berlin - 1951; Munich - 1952).
1943 - 1946 Army of the United States. Private - Captain.

CURRENT
ACTIVITIES

Member, Board of Directors, Olin Corporation, New York, N.Y.
1963 -
Member, Finance Committee - 1967 -
Member, Audit Committee 1968 -
Chairman, Audit Committee 1974 -

CURRENT
ACTIVITIES
(continued)

Member, Board of Directors, Squibb Corporation, New York, N.Y.
1967 -
Member, Executive Committee - 1967 -
Member, Audit Committee 1968 -

Member, Board of Directors, International Medical Corporation,
Denver, Colorado 1979 -

Member, Board of Trustees, Deerfield Academy, Deerfield,
Massachusetts; Executive Committee, 1968 - 1974;
Emeritus 1974 -

Member, Board of Directors, World Wildlife Fund (U.S. Appeal).
1963 - 1970; 1973 - ; Vice President 1963 - 1970; Chairman,
Executive Committee, 1976 - 1978.

Member, Board of Trustees, Virginia Chapter of The Nature
Conservancy.

Member, Boone and Crockett Club, New York, N.Y. 1963 - ;
Chairman and Member, Investment Committee, 1967 - 1969;
Assistant Secretary, 1973 - 1974; Secretary, 1974 - 1980;
Member, Executive Committee, 1967 - 1972; Vice President
1980 - .

President and Member of the Board of Directors, The Hanes
Foundation, 1952 - .

1957 - 1961 United States Representative to the Executive
Committee of the United Nations High Com-
missioner for Refugees, Geneva, Switzerland.

1958 Chairman of the United States Delegation to the
World Health Organization, Minneapolis,
Minnesota.

1958 Vice Chairman of the United States Delegation to
UNESCO, Paris, France.

1959 - 1961 Member of the Commission on International Rules
of Judicial Procedure.

1959 - 1960 United States Representative to the Council of
the Inter-Governmental Committee for European
Migration, Geneva, Switzerland.

1960 - 1961 United States Commissioner and Chairman of the
United States section of the Caribbean Commission.

1962 - 1974 Member, Board of Directors, The Red Food Stores,
Int., Chattanooga, Tennessee
Chairman of the Board, June 1962 - February 1968
Member, Stock Option Committee, 1968 - 1974
Member, Executive Committee, 1968 - 1974

1965 - 1970 Member, Board of Directors, Hanes Corporation,
Winston-Salem, North Carolina
Member, Finance Committee, 1968 - 1970
Member, Executive Committee, 1965 - 1966
Chairman, Stock Option Committee, 1968 - 1970

ST

PAST
EXPERIENCE
(continued)

- 1971 - 1976 Member, Board of Directors, Ohio Plate Glass Company, Toledo, Ohio
- 1974 - 1979 Member, Board of Directors, Olinkraft, Inc., West Monroe, Louisiana
Member, Executive Committee, 1974 - 1979
Chairman, Audit Committee, 1974 - 1979
- 1975 - 1979 Member, Board of Directors, Digi-Log Systems, Inc. Horsham, Pennsylvania
- 1977 - 1979 Member, Board of Directors, Goldmark Communications Corporation, Stamford, Connecticut
- 1962 - 1971 Member, Board of Directors, National Audubon Society; Executive Committee, 1968 - 1971; Secretary of the Society, 1968 - 1971
- 1974 - 1979 Member, Board of Directors, The World Wildlife Fund (International)
- 1970 - 1974 Commonwealth of Virginia Council on the Environment. Vice Chairman, 1970 - 1972
Chairman, 1972 - 1974
- 1964 - 1974 Member, Advisory Council, School of Advanced International Studies (of Johns Hopkins University)
- 1969 - 1976 Member, Board of Visitors, Fletcher School of Law and Diplomacy (of Tufts University); Committee on Administration
- 1973 - 1976 Member, Board of Trustees, The Johns Hopkins University; Committee on Finance; Committee for Applied Physics Laboratory; Committee on Nomination of New Trustees
- 1973 - 1976 Member, Board of Visitors, The College of William and Mary in Virginia; Committee on Finance; Committee on Academic Affairs

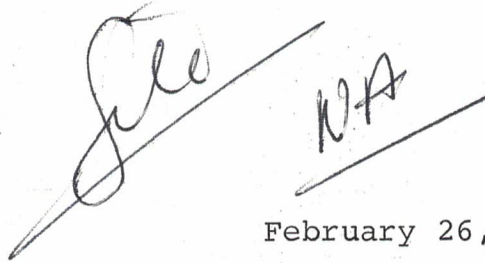
AFFILIATION Republican

NON-
VOCATIONAL Episcopalian

CLUBS

- The Links, New York, N.Y.
- The Leash, New York, N.Y.
- Metropolitan, Washington, D.C.
- Nineteen Twenty-Five F Street, Washington, D.C.
- City Tavern, Washington, D.C.
- Currituck, North Carolina
- Cane River, North Carolina

Peter D. Hannaford
10960 Wilshire Boulevard
Los Angeles, California 90024
3/477-8231



February 26, 1982

The Honorable Michael K. Deaver
Deputy Assistant to the President
The White House
Washington, D.C. 20050

Dear Mike,

With Penne Kurth under consideration for the position of Chief of Protocol, I am writing to add my enthusiastic support to that of others you are hearing from. Penne's energy, poise and charm would be fine assets for the Administration in this important job.

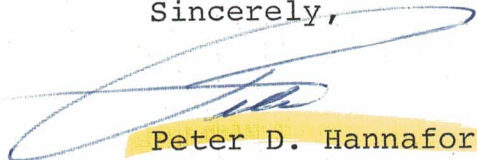
As you know, Penne has a long record of active work for civic and charitable causes, as well as the Republican party. You are familiar, of course, with her work as vice chairman of the Kennedy Center concert at Inauguration time and for various RNC events.

I have seen her at work as a fellow board member of the White House Preservation Fund and have been impressed by her dynamism. She is also active on the boards of the National Symphony orchestra and Children's Hospital Medical Center.

Fritz is fully supportive of Penne's interest in this post. I've learned also that she would have no "divestiture" complications.

I believe Penne would be a credit to the Reagans in every way.

Sincerely,



Peter D. Hannaford

cc: Vice President George Bush

PDH/ell

THE WHITE HOUSE

WASHINGTON

January 14, 1982

Dear Dan:

I appreciate your taking the time to let us know about Frances Preston. I will keep your recommendation in mind when we are ready to make our final decision.

Thanks again for the input.

Sincerely,

MICHAEL K. DEEVER
Assistant to the President
Deputy Chief of Staff

Mr. Dan McKinnon
The Chairman of the Civil Aeronautics Board
Washington, D.C. 20428



THE CHAIRMAN
OF THE
CIVIL AERONAUTICS BOARD

WASHINGTON, D. C. 20428

January 7, 1982

Thanks

Dear Mike:


It's my understanding that you are making the direct decisions on the Chief of Protocol.

In case you haven't seen it, I am enclosing a copy of a letter I wrote to Pen James.

Frances Preston certainly is a very loyal and trustworthy woman and I think you would find it worth your time to ask her up and get acquainted to see if she could do the job you would like done.

In twenty years of business, she is the finest woman executive I've ever run into.

Best regards,


Dan McKinnon

Mr. Michael K. Deaver
Deputy Chief of Staff
Assistant to the President
The White House
Washington, D. C. 20500

Enclosure

December 2, 1981

Dear Penn:

If the enclosed article is true, I'd like to offer a suggestion for one person you may want to give serious consideration to.

Her name is Frances Preston. She is in her mid-50's and is the Vice President of the Nashville Office of Broadcast Music, Inc.

In my travels around the United States, I believe she is the smartest business woman I've ever run across.

Broadcast Music Inc. is a music licensing organization and they are responsible for securing rights for artists and song writers who originate songs.


She has proven her skills for the last twenty years, being able to put on functions and understanding the intricacies of matching up tables appropriately. In the music business, as you can imagine, there are a lot of divorces and a lot of enemies, and being able to seat people correctly, takes real skills and talent.

She is astute business wise and has an exceptional ability to get along and manage people in a gracious manner.

As you search for a replacement, I'd like to suggest you include her on the list of those you look at. I don't think you'll be disappointed.

She can be contacted at Broadcast Music Inc., 10 Music Square, Nashville, Tenn. 37203; telephone 615/259-3625.

Best regards,


Dan McKinnon

LAW OFFICES
SHIPLEY SMOAK & HENRY
SUITE 820
910 17TH STREET, N. W.
WASHINGTON, D. C. 20006
(202) 775-1330
TELEX:(WUI) 64538 USEXP

Handwritten: Hold
Handwritten: File

OF COUNSEL
E. EDWARD STEPHENS

December 18, 1981

Honorable Michael K. Deaver
4521 Dexter Street
Washington, D. C. 20007

Dear Mike:

Now that Lee Annenberg has left the Office of Protocol, I would like to make a couple of suggestions that I think would be helpful.

The first is that I am enclosing a copy of a memorandum which I prepared as a member of the transition team in the Department of State, on the subject of the Office of Chief of Protocol. Perhaps the personnel people should read this for some ideas on the operations of the office.

The next recommendation that I would like to make to you is that Shirley should not be appointed. I have some very definite ideas about this which I would be willing to pass on to you if it is of importance.

I have been struggling to come up with the name of someone who I think would be suitable, and I only have one to suggest. I have no idea if he would take the job, but if he would, I think he probably would be very good. You might consider Robert Mosbacher. His only disadvantage at the moment is that I don't believe he is married (although I could be wrong about that), and the office could be filled by a couple and not just one person.

These are some thoughts for whatever they are worth -- all my best,

Sincerely yours,

Handwritten signature: J. Smoak
Marion H. Smoak

MHS
h

THE OFFICE OF THE CHIEF OF PROTOCOL (S/CPR)

This office is perhaps the least understood of any division in the Department of State. Its functions are little known to most and therefore are not appreciated.

Very few people understand, for example, the complexity and quantity of strictly legal problems handled in the office, or of the number of personnel, approximately 15,000, who constitute the diplomatic community to the United States, and must be administered, controlled and dealt with by Protocol.

A second problem emerges through the State Department and generally in this regard, there is a feeling that Protocol requires no expertise and that any good employee can handle the "predominantly social requirements" that it is thought constitute the duties of the office.

As a result, S/CPR has been, in the past few years, a most critically abused office. (This statement is not intended as a criticism of anyone on duty presently or in the past.) It has, therefore, been robbed of its potential, its functions have been constantly eroded, and its prestige has been lowered to critical level.

It should be noted here that most countries take a more serious view of protocol than is generally the approach in the United States. Many have two Chief-of-Protocol, one in the Foreign Office and one on the staff of the Chief-of-State. Some ascribe the greatest importance to the position, using it as Chief of Staff (Morocco is an example). There is little wonder that the somewhat casual approach in the United States is often misunderstood. In such cases, confusion and discontent result in a manner

that is reflected in our international relations. President Nixon was required on one occasion to fly from Washington to New York City to smooth over the hurt feelings of the President of France resulting from an incident that never should have occurred. On another occasion, the Chief-of-Protocol was directed to visit 17 Chiefs-of-Mission in two days to apologize for an oversight resulting from poor coordination in work by Protocol and the White House staff. What was the result of these incidents? How did they affect negotiations in progress between the United States and the 18 other nations involved? The least that can be said is that they surely did not enhance the prestige of the United States.

Considered from a different viewpoint, the Chief-of-Protocol is adopted by the diplomatic community as its point-of-contact with the President and the United States Government. Any lessening of importance and influence in this position makes the Chiefs-of-Mission very uncomfortable. They begin to feel that the door is closed to them, that their influence has waned. Unhappiness gives way to concern, and concern to suspicion. A concerned or suspicious foreign visitor or diplomat is one who is not given to easing negotiations, or one who is likely to hold us in great respect.

The Department of State has a great deal at stake in this regard. The disadvantage which results in its daily contacts is obvious, but beyond this, the Department is failing to take advantage of a tremendous opportunity to place before appropriate persons on the President's staff, in a very advantageous manner,

delicate problems that are best handled between intimates on a highly personal basis. This assumes that the Chief-of-Protocol is a personal appointee of the President and has access to him, which indeed he should have (the last Chief-of-Protocol to enjoy this relationship was Emil Mosbacher of New York, appointed by Richard Nixon).

The transition affords the only opportunity for at least four years to improve on this situation. Toward that end, the following steps are considered to be critical and should be implemented by the new Administration:

- 1) The Chief-of-Protocol, while remaining in the State Department administratively, must be assigned to the President's staff in proper order of precedence.
- 2) An office with one employee and adequate space for the Chief-of-Protocol should be opened in the White House or in the Executive Office Building. This office must be adequate for the reception of diplomatic visitors. In addition, it should serve as the focal point for White House staff coordination.
- 3) The Chief-of-Protocol must be given assigned functions to supervise (or approve) all matters in the White House dealing with the Chiefs-of-Mission, overseas visitors and visits of the President overseas. (This will bring the expertise of S/CPR into these areas where in the past they have been handled exclusively by White House personnel.)

- 4) The position of Deputy Chief-of-Protocol must be re-established. (At present it is combined with duties of an Assistant Chief-of-Protocol)
- 5) The Chief-of-Protocol must be very carefully selected. The following should be kept in mind in the selection process:
 - (a) The duties of the office require a couple rather than a single person. The wife can be of great help and for the most part, should be selected on the same basis as the applicant.
 - (b) The recent experience with women in this position has not been very successful. The fact is that the great majority of world leaders are men, some from cultures that, by our standards, have far to go in opening their societies to women. Whether we like it or not, a woman as Chief-of-Protocol creates problems that are awkward and unnecessary.
 - (c) The Chief-of-Protocol should be financially independent with a high social visibility. He and his wife should be able to bring experience and composure to official entertaining for the President and Secretary of State.
 - (d) There is much technical work to be done in the office. An appointee with a legal background and a wide experience in travel or international business would be helpful.
 - (e) Finally, he should be a friend of the President of long standing and should be dedicated to the

success of the President and his administration. He should be willing to devote sixteen hours per day, five days each week, to the task of accomplishing this purpose.

- 6) Funds for the operation of Blair House should be increased in order to restore this activity to its former level of excellence.

THE WHITE HOUSE
WASHINGTON

January 11, 1982

Dear Dick:

I'm sorry to be so tardy in responding to your good notes. I'm grateful for the names you suggested for Protocol and they are in "the system".

It's been such a fantastic year for The Deavers and the most rewarding part has been the new friendships we have made. We're grateful for yours and Cynthias. I hope there will be many times together in 1982.

Warm regards,

MICHAEL K. DEEVER
Assistant to the President
Deputy Chief of Staff

The Honorable Richard Helms
4649 Garfield Street, N.W.
Washington, D.C. 20007

bcc: *J. Conyri*

1-6-82
Wed - 9:00

RICHARD HELMS

Dictate

December 31, 1981.

Dear Mike,

I reached for the phone this morning, but learned from your office that you would be away until Monday. Hence this holograph.

At year's end I want to thank you on Cynthia's behalf as well as my own for your many kindnesses these past months. We are well aware that you have been friendly to us in ways not seen, and we deeply appreciate it. Carolyn and you are a bright addition to the Washington canvas, and we hope that your presence will become permanent. In any event, may we see you often in the New Year. That is a good wish.

For 1982 good health, happiness,
and satisfaction! Good luck and
best wishes to you both!

With warmest regards,

Cordially,

Dick

THE WHITE HOUSE
WASHINGTON

File

December 4, 1981

MEMORANDUM FOR MICHAEL K. DEEVER

FROM: JOSEPH W. CANZERI 

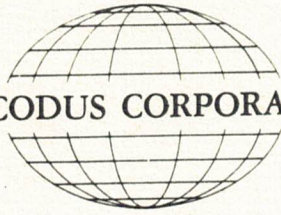
SUBJECT: CHIEF OF PROTOCOL

Bill Codus came to see me yesterday regarding the opening in the Protocol Office. He would like to be considered for the position of Chief of Protocol.

Attached are information pieces he would like you to review.

Thanks very much.

THE CODUS CORPORATION



December 3, 1981

Dear Milse:

After you have had time to review the attached, I would welcome the opportunity to meet with you.

Cordially —
Bill

1090 VERMONT AVENUE, N.W.

SUITE 815

WASHINGTON, D. C. 20005

(202) 347-4947

WILLIAM R. CODUS

CAMPAIGN ACTIVITIES -- REAGAN/BUSH

November 13, 14 1979

Washington, D C -- Lead Advance, News Conference
Senate Dirksen Office Building
Governor Reagan announced formally--
Presidential Candidate

April 1, 1980

Request from William Casey to find a private home for
Governor and Mrs. Reagan in the Washington area.
The months of April, May and June were spent looking
for a home.

June 18, 1980 -- Mrs. Reagan

Accompanied Mrs. Reagan to view three homes in McLean,
Falls Church, Virginia and Potomac, Maryland.

June 19, 1980 -- Mrs. Reagan

Accompanied Mrs. Reagan to Middleburg, Virginia and
visited two homes. Selected Wexford.

September 15, 1980 -- Mrs. Reagan/Mrs. Bush

Lead Advance -- Researched and visited private home in
Bethesda where Mrs. Reagan lived as a child.

Rally -- Marjorie Holt Headquarters in Glen Burnie, Md.

Luncheon -- Anne Arundel County Republican Women.

Visit to Baltimore Center and Inner Harbor.

October 10, 1980 -- Governor and Mrs. Reagan

"Rally in the Valley" -- Lead Advance, Devonshire Downs,
Northridge, California.

October 30, 1980 -- Governor Reagan

Lead Advance -- Lodi, New Jersey -- Rally and Senior
Citizens event.

November 20, 1980 -- January 21, 1981

Director, Diplomatic/Protocol Office of the Presidential
Inaugural Committee -- on a full time basis.

WILLIAM R. CODUS

OBJECTIVE: Advise and represent clients with respect to economic development and governmental liaison requirements and problems, utilizing my well-established contacts with senior officials of foreign governments, U.S. business, and political bodies, plus Federal Departments and regulatory agencies.

SUMMARY: Foreign affairs and public relations executive, with more than twenty years' experience in policy and executive functions in Washington and abroad. Experienced manager, innovative consultant and creative staff executive. Proven skills in sales, personal communications and leadership. Traveled extensively throughout the world on official business. Served as representative of three U.S. Presidents.

PROFESSIONAL EXPERIENCE: President, The Codus Corporation - International Communicators/
Public Relations

1980-
1977 Vice President, Doremus & Company
Deputy Managing Director, Doremus & Company, International

- * Developed Doremus' International Division which, under my direction, became the leading public relations firm to counsel foreign governments.
- * Negotiated contracts with foreign governments, domestic and international corporations.
- * Planned, organized and supervised meetings between corporate leaders and foreign dignitaries.
- * Total responsibility for an expanded program of communications services for foreign governments and corporations.
- * Supervised and implemented a two-day Washington symposium for the Nihon Keizai Shimbun, Japan's leading newspaper, in U.S. - Japan economic relations. Symposium attended by 200 representatives from business, media, government, and academic sectors.

1977-
1969 U.S. Department of State
Assistant Chief of Protocol, Presidential Appointment

- * Planned, organized and supervised the visits of more than one hundred Chiefs of State, heads of governments, foreign ministers, and other high ranking officials, to the United States.
- * President's personal representative to the Washington Diplomatic Corps.

- * Planned and coordinated the travel of the American President, abroad.
- * Developed plans and recommended itineraries for official visits to the U.S. by foreign dignitaries. Worked closely with the White House, Department of State and other government agencies, advising them on the policies and arrangements for official visits. Served as principal liaison, insuring that visits were properly planned and implemented.
- * Designed comprehensive "visits manual".
- * Counseled and maintained close contact with military authorities, U.S. Secret Service, Congress, foreign embassies, government agencies, and U.S. corporations.

**ADDITIONAL
EXPERIENCE:**

General Sales Manager, Columbia Broadcasting System, Inc.
1964-1969

Sales Manager, WPAT Radio, Capital Cities Broadcasting
Company 1960-1964

Account Executive, Weed Radio and Television Corporation
1956-1960

- * Developed marketing plans and sales strategies for network and owned-and-operated radio and television stations. Successfully sold radio and television time through executive presentations to clients and advertising agencies.
- * Organized new sales division, trained and managed sales staff.

Research Assistant, University of Chicago Industrial
Relations Center 1954-1955

- * At Basic Economic College Industry Training Program, instructed plant managers and supervisors, to develop and improve leadership techniques.

EDUCATION:

Seton Hall University, South Orange, New Jersey
Bachelor of Science, Management

New York University, New York, New York
Post-graduate studies

FAMILY:

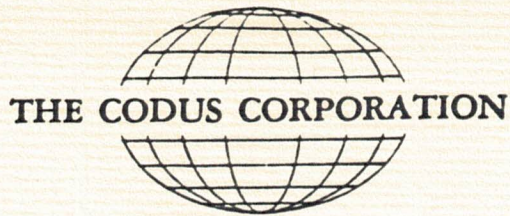
Married, three children

OFFICE:

1090 Vermont Avenue, N W
Washington, D.C. 20005
(202) 347-4947

HOME:

8704 Streamview Road
Potomac, Maryland 20854
(301) 983-1723



CLIENT LIST

1981

THE AMERICAN STOCK EXCHANGE
THE AMERICAN LOHMAN COMPANY (DIVISION OF MANNESMAN, G. A.)
THE ARAB REPUBLIC OF EGYPT
BURNS INTERNATIONAL SECURITY SYSTEMS
DOREMUS & COMPANY
FAITH & HOPE (MRS. ANWAR EL SADAT'S CHARITY-REHABILITATION
CENTER, CAIRO)
GREYHOUND EXHIBITGROUP, INC.
HORIZON COMMUNICATIONS (Cable Television)
MILTON FENSTER ASSOCIATES, INC.
MUDGE ROSE GUTHRIE & ALEXANDER
THE NATIONAL COMMITTEE*ARTS FOR THE HANDICAPPED
OHIO ART COMPANY
PEPSICO, INC.
THE REPUBLIC OF TURKEY
THE REPUBLIC GROUP (Energy Division)
THE CAREY CORPORATION