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# WITHDRAWAL SHEET

## Ronald Reagan Library

**Collection Name** DEAVER, MICHAEL: FILES

**Withdrawer**

KDB 8/29/2011

**File Folder** WHITE HOUSE (2)

**FOIA**

F97-0066/19

**Box Number** 62

COHEN, D

184

DOC NO	Doc Type	Document Description	No of Pages	Doc Date	Restrictions
1	MEMO	JOHN ROGERS TO DEAVER RE ATTACHED LETTER	1	7/19/1982	B6
2	LETTER	TO DEAVER RE COMPLAINTS	2	7/15/1982	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.

THE WHITE HOUSE

WASHINGTON

WHITE HOUSE STAFF MESS REGULATIONS

The White House Staff Mess provides meal service as a convenience for designated key personnel whose duties require that they be available in the vicinity of the White House offices.

Meal hours in the Mess, Monday through Saturday, are as follows:

BREAKFAST	-	7:00 to 9:00 a.m.
LUNCH	-	11:30 a.m. to 2:30 p.m.

Evening carry-out meal for late working members are normally available from 6:00 to 9:00 p.m., Monday through Friday. This service is not available when the President is away from the Washington, D.C. area.

The Mess is normally closed on Sundays and holidays.

Billing

During the first week of each month, a bill will be sent to your office for the previous month's charges. Payment should be by personal check, payable to the White House Staff Mess, and forwarded to the Staff Mess office in Room 403, OEOB. PLEASE DO NOT SEND CASH.

All bills clearly identify current charges, payments received during the billing period and previous balance due. Members are required to pay Mess bills promptly. Any member who has not paid any bill within 60 days from date of billing shall have his or her mess privileges terminated and the required \$100.00 deposit shall be applied to the outstanding obligation. Members having lost privileges may have privileges restored by paying the account in full (current charges included) plus a deposit in the amount of \$200.00.

Guest Privileges

Mess members may bring guests to the Mess if prior reservations have been made. Reservations may be made by calling the Staff Mess by dialing extension 6377 ("M-E-S-S"). If there are no tables available at the time requested, and if your schedule permits, the Mess will take your name on a standby basis and call you when a



table is available. It will be extremely helpful to other members, and assure maximum use of the Mess facilities, if members call and cancel reservations promptly when meal plans have changed or a table reservation is no longer required.

One of the purposes of the Mess is to provide a pleasant atmosphere in which working conversations can take place. Since guests may be in a position to overhear conversations which should not be public knowledge, members are urged to use discretion in inviting guests to the Mess. For this reason, members of the press or the diplomatic corps may not be brought to the Staff Mess.

Guests shall not be seated in the dining room until the member making the reservations is in attendance with the guests.

Members may reserve only one table.

#### Miscellaneous

There may be occasions when Staff Mess personnel are needed to perform functions elsewhere. In such cases, service in the Mess may be curtailed and it may not be possible to accommodate guests. Should this happen, those having reservations for guests will be so advised in order that they may seek service elsewhere. Service to members will be available, but may not be as rapid during a period of reduced staffing.

The Mess does not have sufficient personnel to provide room service, other than for those so designated.

Carry-out meal service is available only to West Wing personnel.

With your cooperation, we will be able to provide excellent food and service in a pleasant atmosphere and convenient location. Any suggestions which will help us improve this service will be most sincerely welcomed.



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1 MEMO

1 7/19/1982 B6

JOHN ROGERS TO DEAVER RE ATTACHED  
LETTER

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THE WHITE HOUSE

WASHINGTON

June 26, 1981

MEMORANDUM FOR MARY POWER

FROM: *ml* MARY LAWTON

SUBJECT: Use of Gift Items for Auction

The policy on use of gift items for auction involves a mixture of law and policy and comprises a number of variables.

Redonation of gifts given the President

A number of items are given or at least offered to the President by individuals, companies and governmental units. Gifts from foreign governmental units are by law the property of the United States, not the President, and must be turned over to the Archives. The President has no authority to give them away and Archives may do so only in accord with government property regulations.

Gifts to the President from individuals or corporations become, if he accepts them, his personal property. He must report them on his financial disclosure form. If the gift is unconditional he is free to dispose of it. Whether or not he may take a personal tax deduction when giving it away is a question for his personal attorney to resolve. If the gift is redonated to a political organization or candidate the President must also consider the impact on the individual contribution limitation of the Federal Election Campaign Act. A conditional gift may only be disposed of in accordance with the conditions under which it was made -- otherwise title reverts to the owner.

Items the President has power to dispose of could be given for auction if he wishes. There are several policy reasons why past Presidents have declined to do so, notably, the insult to original donor and the problem of drawing the line among the thousands of requestors who would ask for items once the practice became known.

Furnishing White House souvenirs for auction

The extent to which furnishing souvenirs, such as photos, engravings, cuff links, pins etc., is governed by law will depend on a number of variables as well. If the items are paid for by appropriated funds it is questionable that they can be used for purposes other than the purpose for which



page two  
June 26, 1981

they were intended, namely a personal remembrance of the President. Further, if they are imprinted with the Presidential Seal, reuse for "commercial" or fundraising purposes may run afoul of the Presidential Seal statute, 18 USC 713 and the implementing Executive Orders.

Furnishing items for auction with a Presidential signature can present fraud problems unless the signature is personally affixed. To offer a facsimile, inscribed by either a third-party or an autopen, as a genuine signature is a fraud upon the purchaser unless he is clearly advised that he is buying a facsimile.

Apart from these considerations and the tax and campaign contributions issues mentioned above, Presidents in the past have generally refused such requests in order to avoid the problems of demeaning the Office, demeaning the value of such items when presented personally, being exploited by resale by purchaser over whom we have no control and being unable to draw the line among requesters.

The Presidency of the United States is the highest constitutional office in the land; not a commercial property or fund-raising gimmick.

cc: Fred Fielding

THE WHITE HOUSE

WASHINGTON

May 19, 1982

*File*

MEMORANDUM FOR MICHAEL K. DEEVER

FROM: FRED F. FIELDING

SUBJECT: White House Weekly

David Waller mentioned your understandable concern about the referenced publication's unauthorized use of both the name and likeness of the White House building.

This matter first came to my attention last summer. By my letter of July 14, 1981, to the publisher of White House Weekly (Tab A), I requested that the necessary changes be made and that I be notified of those changes. No direct response was received to my letter; however, there was a response, as you will see at Tab B!

For your information, the policy regarding use of the name, photograph or likeness of the White House on which we rely is simply that -- a policy; it does not have the force of law or legal effect unless we could establish that it is really misleading people. There are also practical problems, as you will see the next time you look at a matchcover from "Maison Blanche". Accordingly, our enforcement mechanisms are limited to letters such as those I have sent in this case, social pressure and civic pride, and in the event they are unsuccessful, notification to the Better Business Bureau.

Given the foregoing, I don't think we should give those folks another platform. To date, as to the publication, "res ipsa loquitor"; it can hardly be confused with an official publication!

Please advise if you disagree.

/Attachments

cc: David B. Waller

July 14, 1981

Dear Ms. Feistritzer:

Your publication, carrying a photo of the White House and the words "White House" in its logo, has been called to our attention.

The policy of this Administration, as well as its predecessors, concerning unauthorized use of the White House name or photo is set forth in the Do's and Don'ts of Advertising Copy, published by the Better Business Bureaus, Inc., a copy of which is attached.

Accordingly, it is requested that you make the suggested changes and advise us.

Please contact us if you have any questions.

Thank you.

Sincerely,

Fred F. Fielding  
Counsel to the President

Ms. C. Emily Feistritzer  
White House Weekly  
1261 National Press Building  
Washington, D.C. 20045

FFF:kt

Stored: B-1

bcc: *Mary Lawton*



under fire, will not be missed by the CIA's Middle East hands. They were fearful up to the moment of his departure that he was going to queer a slick operation underway now in Afghanistan.

According to insiders at the agency and in the White House, this was the situation:

For more than a year, the CIA has been coordinating a program designed to bog down the Soviet Union in Afghanistan the way the United States was stuck in Viet Nam.

*It is doing this through other countries, keeping America's hand hidden. Without going into too much detail, the CIA was bankrolling an arms supply venture -- so far, on the order of well over \$100 million -- with the weapons being mostly of Soviet manufacture or built to Soviet design in Egypt and China.*

"You remember how we sold scrap iron to the Japanese in the 1930's and they gave it back to us in bombs at Pearl Harbor?" asked one informant rhetorically. "Well, that's the basic idea. The Soviet arms are being funneled into Afghanistan, to the anti-Soviet rebels, and nobody is sure so far that we are even remotely involved."

The chief avenue for the weapons is through Pakistan, where more than 2 million Afghan refugees are being sheltered. The Pakistan government, which may or may not know what is going on, is fretful that the Soviets might take action if there is much publicity about either the arms or the refugees.

Hugel, in his few days as chief of covert operations at the CIA, had expressed special interest in the arms-running operation. What upset oldtimers who were directing it, we were told, was that he wanted to step up the pace and also try to make political capital out of the U.S. role as silent partner.

Both Hugel and the man who appointed him, CIA Director William J. Casey, may be called before Senate investigators now to find out more about how both got to be appointed. But at the agency, with a career man, John Henry Stein, in charge of clandestine operations, they are breathing easier.

#### IF THEY COMPLAIN, ARE WE DOING SOMETHING RIGHT?

One of the many things puzzling us as we go to press this week is: Why is the White House picking on *White House Weekly*?

Fred F. Fielding, Counsel to the President, found time in his busy schedule to write our publisher, C. Emily Feistritz. His letter, dated July 14, 1981, is reproduced on the opposite page.

The letter, together with its reference, seems to be saying that *White House Weekly* should change its name and stop using any picture of the White House on its masthead. The reference enclosed was a December 1980 publication of the Council of Better Business Bureaus, Inc., called "Do's and Don'ts in Advertising Copy." The language cited said:

"Neither the name nor the photograph or likeness of the *White House* should be used in any advertising whatsoever. If asked, the Counsel to the President would decline to give authorization for such use . . ."

We were especially puzzled by Fielding's statement that the Reagan Administration policy (which he never spelled out) was the same as its

THE WHITE HOUSE  
WASHINGTON

July 14, 1981

Dear Ms. Feistritzer:

Your publication, carrying a photo of the White House and the words "White House" in its logo, has been called to our attention.

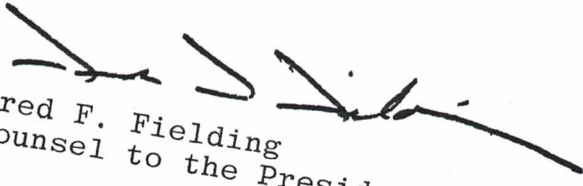
The policy of this Administration, as well as its predecessors, concerning unauthorized use of the White House name or photo is set forth in the Do's and Don'ts of Advertising Copy, published by the Better Business Bureaus, Inc., a copy of which is attached.

Accordingly, it is requested that you make the suggested changes and advise us.

Please contact us if you have any questions.

Thank you.

Sincerely,



Fred F. Fielding  
Counsel to the President

Ms. C. Emily Feistritzer  
White House Weekly  
1261 National Press Building  
Washington, D.C. 20045

predecessors' policies. The reason was that we had checked with Fielding's immediate predecessor -- Loyd Cutler, Counsel to President Carter -- and Cutler's office gave our masthead a go-ahead. It nixed anything like "Reagan Report" but said "White House Weekly" was in the public domain, and so go right ahead.

We called Fielding's office to express our puzzlement. And we asked questions:

- What did the Better Business Bureau's advice on advertising have to do with our masthead? We carry no advertising.



•What was a weekly newsletter about the White House supposed to call itself?

•If it was against policy to reproduce a likeness of the White House, what were all those network reporters doing when they stood in front of the White House to give their reports?

•What about hotels and restaurants called "White House"? And canned foods in supermarkets?

And, finally, Fielding's letter asks us to "make the suggested changes" but nowhere suggests any changes. What are we supposed to do?

A spokesperson for Counsel Fielding said there was no law against using "White House" and the picture, only policy; also, there was no general agreement *in law* on what the building at 1600 Pennsylvania Avenue should be called until 1978. Various statutes were harmonized then, we were told, to: The Executive Residence at the White House.

The spokesperson also said a copy of *White House Weekly* was brought to the Counsel's office a few days ago by Frank Matthews, chief of records management at the White House. It was thought to resemble The White House News Summary, put out by the White House and distributed throughout the government, the spokesperson said, adding that there was no reference to text, only to the masthead.

In calling Fielding's office, we asked specifically if anything in the issue that Matthews brought in had bothered anybody at the White House? We had had several exclusives lately, we boasted quietly, and ticked off a few:

•The one about Reagan advisers already telling the President that he must revive the military draft?

•The one about how the White House is trying to wriggle out of a \$300,000 tax bill for the Reagan Inaugural?

•The one about how Supreme Court Justice-designate Sandra D. O'Connor is being coached to temper her abortion views so she can be confirmed by the Senate?

•Or the one about how Nancy Reagan stopped special tours for some Boy Scouts because she felt they wouldn't appreciate White House art?

Nothing seemed to ring a bell with Fielding's spokesperson.

But we figured we must be doing something right.

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## White House Weekly

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**Publisher**  
C. Emily Feistritz

**Editorial Offices**  
1261 National Press Building  
Washington, D.C. 20045  
(202) 783-0677

**Editor**  
Sharon Geltner  
**Consulting Editor**  
Warren Rogers



THE WHITE HOUSE  
WASHINGTON

att

May 4, 1982

MEMORANDUM FOR: ALL WHITE HOUSE STAFF  
FROM: MICHAEL DEAVER   
SUBJECT: PROCEDURES FOR SOCIAL FUNCTIONS AT THE WHITE HOUSE

SCHEDULING

Scheduling should be at least three weeks in advance, if possible, with a sign-off from the scheduling office.

INVITATION LISTS

Invitation lists should include the following:

Name (correctly spelled, with correct title and organization, and marital status)  
Address  
City and Zip Code  
Telephone number (if possible)

Invitation lists should be submitted to the Office of the Social Secretary at least three weeks in advance of the event. If lists arrive three weeks in advance this insures receipt of the calligraphed invitation and time for response. This list must be typewritten.

Each staff office will assign one person to act as the liaison with the Social Office for each event.

The sponsoring office should request press coverage if desired.

RESPONSES

ALL responses should come in directly to the operators in the Office of the Social Secretary. These operators are trained to take down vital information for the Secret Service and translate it on to the computers. NO ONE ELSE SHOULD TAKE RESPONSES.

SEATING

The Office of the Social Secretary will contact the Officer in charge of the event once the guest list has been finalized and make an appointment for the seating of the event (if necessary). The Office of the Social Secretary is ultimately responsible for all seating arrangements at the White House but will work in close cooperation with the office which initially scheduled the event.

GREETING GUESTS

The office which initiated the event should plan to have at least two senior aides arrive 15 minutes before the commencement of the event to greet the guests and welcome them to the White House.


All foreign guests and Ambassadors MUST be cleared through William Clark's office before they can be placed on the guest list.

The further in advance we can work on social events at the White House, the better we will serve the President and Mrs. Reagan. Events are now being scheduled too late, guest lists are inaccurate, and the White House staff is not showing up until seconds before the President and Mrs. Reagan arrive. All this gives an impression of confusion and reflects badly on the President.

THE WHITE HOUSE

WASHINGTON

April 23, 1982

MEMORANDUM FOR: ALL WHITE HOUSE COMPLEX PERSONNEL  
FROM: JAMES A. BAKER, III   
SUBJECT: TOUR CONDUCT IN WEST WING COMPLEX

Various staff members and their guests have been stopping the President as he moves to and from his office in the West Wing to engage him in conversation. This particularly occurs along the West Wing colonnade. It is imperative that all personnel realize the inappropriateness of this activity and refrain from it.

Furthermore, it should be clearly understood that the viewing of the Oval Office and Cabinet Room is a rare privilege intended for staff and their families. Large groups should not be brought in to view these areas. Unless staff members abide by the restriction of touring only after regular business hours (after 6:00pm), and never when the President and Vice President are in the area, this privilege will be discontinued.

If there are any questions regarding this policy, please contact John Rogers, Deputy Assistant to the President for Management.



THE WHITE HOUSE

WASHINGTON

April 5, 1982

*File - WH*

MEMORANDUM FOR: ALL WHITE HOUSE STAFF

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

SUBJECT: WHITE HOUSE INTERN PROGRAM AND  
VOLUNTEER POLICY

Reductions in the White House operating budget and statutory restrictions on personnel ceilings preclude the establishment of a White House Intern Program in 1982.

In the absence of an Intern Program, the policy regarding White House volunteer service has been amended.

- All requests must be submitted in writing to this office.
- Approval must be obtained before any commitments are made to a volunteer.
- A minimum number of volunteers will be approved in an effort to maintain the current level of security at the White House.
- Once a volunteer's slot has been approved, a White House personnel action form must be completed and signed by the prospective volunteer and the department head, and returned to this office.
- Volunteers would be required to work a minimum of 24 hours per week, no less than 3 days a week, and a minimum of three months.
- The standards of conduct restrict the White House from accepting volunteer services from paid employees of certain private and political organizations.

Page 2  
Intern/Volunteer Policy

- Current White House policy precludes issuing volunteers White House passes, mess privileges, parking permits, clearing authority, and titles.
- Access into the complex will be permitted after the authorization form is approved. The volunteer's name will appear on a special volunteer access list.
- An appropriate pass will be issued to authorized volunteers.

It is recommended that each office maintain a record of each volunteer; name, address, phone number, and hours of service, so that appropriate consideration may be given to the individual for invitations, notices and letters of appreciation.

Additional inquiries should be directed to George Saunders, OEOB, Room 1, Ext. 2601.

Mike Deaver

THE WHITE HOUSE  
WASHINGTON

file

March 19, 1982

MEMORANDUM FOR ALL SENIOR STAFF

FROM: James A. Baker, III *JAB*

SUBJECT: Senior Staff Meetings

As I mentioned at our senior staff meeting today, a problem has slowly developed involving the number of people attending. At our first meeting in January, 1981, 20 people attended; recently the number has grown to 34.

As you know, such large meetings often have the unintended effect of inhibiting frank discussion--a condition we cannot allow to develop in the senior staff meeting. It has also become increasingly difficult to distinguish the reason for some deputies to attend and not others, a problem which would lead to further expansion unless some logical limits are imposed. Finally, from a more practical standpoint, we are now straining the physical capacity of the Roosevelt Room.

It is clear that we need to return the meeting to its original, more manageable proportions. Thus, effective immediately, attendance at the senior staff meeting will be limited to:

1. Assistants to the President;
2. The Vice President's Chief of Staff;
3. The Chairman of the Council of Economic Advisors;
4. The Deputy Director of OMB.

Deputies may attend in the event one of the principals listed above cannot attend.

This policy will reduce the size of the senior staff meeting by nearly one-third.

I hope that all of you will understand the need for adoption of this policy. Although I will reserve the right to make exceptions, this will be done only when absolutely necessary by reason of an individual's special managerial or coordinative responsibilities.

Thank you for your cooperation.



THE WHITE HOUSE  
WASHINGTON

MICHAEL K. DEEVER - WW/1st Fl.

March 16, 1982

MEMORANDUM FOR: SENIOR STAFF

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

SUBJECT: GUIDELINES FOR EXPENDITURE OF THE  
ENTERTAINMENT ALLOWANCE FOR THE  
EXECUTIVE OFFICE OF THE PRESIDENT

Congress has authorized and appropriated a modest sum to the White House Office for official entertainment expenses of the Executive Office of the President. The allowance is available to cover expenses of those elements of the EOP which do not have expense allowances included in their own appropriations accounts; that is, the White House Office, Domestic Policy Staff, National Security Council, Council of Economic Advisers, and the Office of Administration.

Procedures for Drawing on the Funds

Because the fund is appropriated as part of the White House Office account, all expenditures from it must be processed through the White House Administrative Office.

Advance approval from my office is required before a planned function can be funded from the account. Requests for approval should be accompanied by a cost estimate.

Incidental entertainment expenses for which reimbursement is sought should be forwarded to the Administrative Office, Room 1, together with a receipted bill, a description of the purpose and nature of the entertainment, and a description of the category of guests.

Reimbursement may be declined if funds are not available or the entertainment is inconsistent with the guidance given below.



Use of Entertainment Funds

1. Appropriated funds may not be used for entertainment unless specifically appropriated for that purpose, 43 Comp. Gen. 305. Nor may funds appropriated to one agency for that purpose be transferred to another.
2. Entertainment funds are not intended for the benefit of government officers or employees. Thus, they may not be used to pay for the cost of meals, theater tickets or other entertainment for federal officials but only for their non-government guests. There are two exceptions:
  - a. If a reception or similar event is scheduled for the purpose of entertaining non-government guests, the entire amount may be charged as entertainment expenses without deducting the cost of government officials who are present.
  - b. If support staff who are not customarily expected to work overtime are required to work during dinner, entertainment funds may be used to provide them something to eat.
3. Entertainment funds expended should be proportionate to the circumstances and the identity of the guest, keeping in mind this Administration's commitment of frugality in government. For example:
  - o Meetings should not be scheduled for lunchtime if a morning coffee and danish session would be as productive.
  - o Lunch or dinner expenses appropriate to a one-time only foreign visitor may be considered excessive with respect to a businessman who meets regularly with government officials.
  - o Efforts should be made to minimize the costs of receptions being planned by using government facilities or food service or by considering cost in selecting the food and beverages to be served.

THE WHITE HOUSE  
WASHINGTON

*file here*

January 20, 1982

FOR: ED ROLLINS  
FROM: JAMES A. BAKER, III *JAB*  
SUBJECT: White House Political Affairs Office

1. The White House Political Affairs Office should be represented at Cabinet Council meetings. The White House Political Affairs Office should also be represented at scheduling meetings. I will arrange with Deaver and Fuller.
2. The campaign scheduling operation for Congressional and Administration officials will be worked out between yourself and the RNC. I understand both you and the RNC are looking to Margaret Tutwiler to organize and supervise this operation.
3. An inventory of the financial status of the state parties should be undertaken by the White House Political Affairs Office in coordination with the RNC.
4. You have received a memo from me regarding the White House Political Affairs Office and the PAC's. I know you will strictly adhere to this.
5. You should undertake to establish a clear-cut chain of command between the White House Political Affairs Office and the RNC.
6. On RNC expenditures in support of White House activities, the only people who can authorize expenditures in the future will be myself, Mike Deaver, and yourself. Margaret Tutwiler will be responsible for presenting all of us a monthly review on all expenditures. John Rogers will coordinate and supervise the paper work with the RNC.

cc: Mike Deaver



W.H

THE WHITE HOUSE  
WASHINGTON

January 25, 1982

MEMORANDUM FOR: ALL WHITE HOUSE STAFF

FROM: JOHN F. W. ROGERS *JFR*  
SPECIAL ASSISTANT TO THE PRESIDENT  
FOR ADMINISTRATION

SUBJECT: STAFF CONTACTS WITH COMMERCIAL VENDORS

There have been situations recently where staff members have been contacted directly by representatives of commercial firms wishing to sell their products. This memorandum reiterates the White House policy that direct contact between commercial vendors and White House staff members may not occur without the knowledge of and approval by the Administrative Office. This applies both to solicitations by outside parties and contacts initiated by staff members seeking products or services for their office. Vendors who wish to sell their products to the White House should be referred to the Administrative Office, Room 1, ext. 2500 for registration of their offerings. Staff members who require items which are not available from the Supply Room should obtain such items through the Administrative Office, as financial and legal requirements generally do not permit unauthorized staff members to purchase material on behalf of the White House Office.

The above restrictions should also be applied to service technicians who repair office machines in the White House. Broken office machines should be reported immediately to the Supply Room, ext. 2260, or the Administrative Office, ext. 2500, so that the machine can be serviced promptly by the appropriate technician. Suggestions or recommendations by the service technician that extend beyond the operation of the specific machine at hand (e.g. attachment of additional equipment or change to a different model of machine) should be referred to the Administrative Office. Your cooperation in eliminating unauthorized vendor activities is appreciated.


THE WHITE HOUSE

WASHINGTON

January 21, 1982

Will

MEMORANDUM FOR MICHAEL K. DEEVER

FROM: JOSEPH W. CANZERI 

SUBJECT: WHITE HOUSE STAFF -- PERSONAL TIME

Mike, I would like to made a suggestion for your consideration with regards to the personal time of the White House Senior Staff. This suggestion, I feel, is in the best interest of the President and the total operation of the White House.

I think a weekend at Camp David at which all 16 Senior Staff and Big 3 are present is in order. This weekend would serve as a retreat for everyone. It would be a time when all could enjoy the facilities of Camp David, rest and relax, and get to know one another again.

By doing this, I think we would achieve a better understanding of each other, as well as get to know those staff we've only gotten to know during "pressure or crisis" situations on a more personal level. A goal of having a weekend of this type would be to decrease the level of "in fighting and jealousy" that goes on at the White House. A result would be a more cohesive Presidential staff.

Along the same line, I feel it's important that on a rotating basis every single senior staff member have a 3-day weekend off per month. The pressure of the White House is enormous; and, it is humanly impossible to think that each one of us is a "Superman". It is important for each of us to realize our fatigue levels and energize ourselves. On weekends, there is little reason to believe that we cannot cover one another, much the same way physicians do when they rotate.

I also think it's about time that the Senior Staff take one day per month to get to know each other away from the White House. This could be done by having a cocktail party or a luncheon at a site like the Blair House.

In thinking about the above, I asked a few questions of Dr. Ruge about fatigue and stress. He indicated that physicals are a must, as well as regular stress tests. I'm sure there are many other staff members who, like myself, haven't seen a doctor since before the campaign.

In closing, I feel it is most important for every senior staff member to prescribe a little rest and relaxation to their individual staffs. If we don't do something about the personal stress in the White House, we're not going to do the efficient job we thought we could a year ago.




THE WHITE HOUSE  
WASHINGTON

W.A.  
file

January 4, 1982

MEMORANDUM FOR MICHAEL K. DEEVER

FROM: FRED F. FIELDING 

SUBJECT: History of the President's Desk

In the event he is not already aware of the history of his desk, the President may find the attached article of interest.

# THE STRANGE SAGA OF THE PRESIDENT'S DESK

*From the End of the Earth to the Oval Office*

by Terrence Cole

"To be President of the United States," wrote Harry Truman, "is to be lonely, very lonely. . . ." Perhaps it is fitting, then, that when the President works in the Oval Office, his elbows are resting on a unique memento of drama and endurance in the loneliest place on earth.

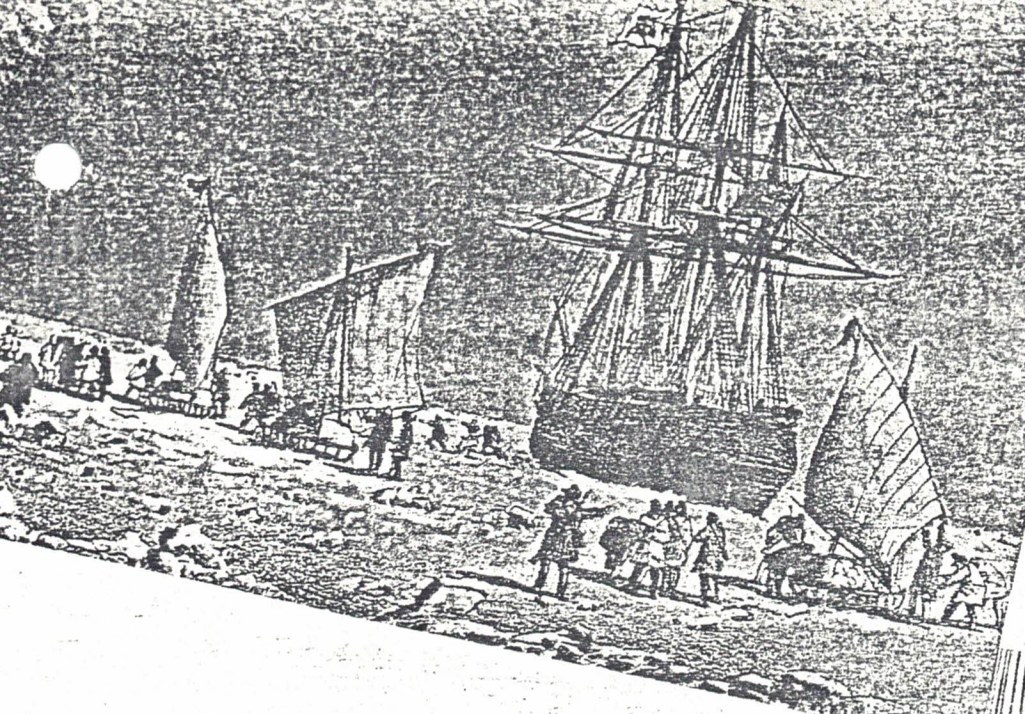
In the fall of 1855 the whaling bark *George Henry* out of New London, Connecticut, was lying to in the ice pack off the coast of Baffin Island, several hundred miles west of Greenland, when a heavy gale blew up from the northeast. When the weather cleared three days later, the *George Henry* found herself caught in a large, drifting floe. The crew could see land far across the mountains of ice but "could not say to what continent it belonged." They would get few whales this season.

On the tenth of September, 1855, the *George Henry's* captain, James Buddington, sighted a large ship ten miles to the southwest. He climbed the rigging, trained a glass on the vessel, and said it looked abandoned. For several days the stranger was in sight, coming closer and closer to the *George Henry*. Some of the crew members said that at times it seemed the vessel was under full sail and working through the ice toward them.

Six days after the first sighting, when the ship lay within seven miles, Captain Buddington sent two mates and two crewmen to investigate. The four men started out across the ice early in the morning, but it was almost dark by the time they came near the ship. One of them, George Tyson, wrote: "As we approached within sight we looked in vain for any signs of life. Could it be that all on board were sick or dead?"







Raising sail on their sledges, the crew abandons the ice-locked *Resolute* in May of 1854; at right, President Ronald Reagan benefits indirectly from their predicament.

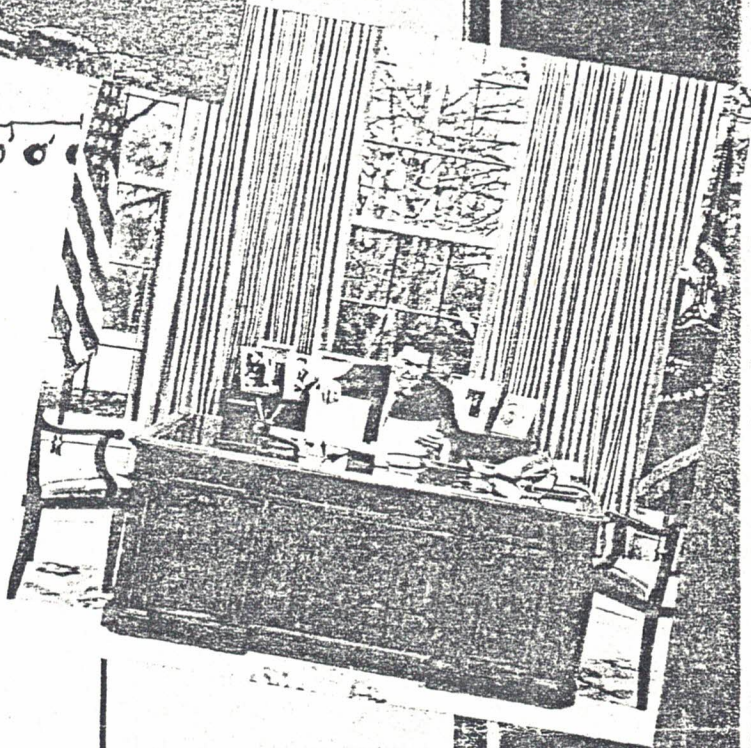
ABOVE: ARCHIVES, UNIVERSITY OF ALASKA, FAIRBANKS; RIGHT: THE WHITE HOUSE

What could it mean? Surely, if there were any living soul on board, a party of four men traveling toward her across that hummocky ice would naturally excite their curiosity. But no one appeared. As we got nearer we saw, by indubitable signs, that she was abandoned.”

Once aboard, they found the cabin door locked. Tyson kicked it in. “This was no whaler,” he said, “that was plain. . . . Every thing presented a mouldy appearance. The decanters of wine, with which the late officers had last regaled themselves, were still sitting on the table, *some of the wine still remaining in the glasses*, and in the rack around the mizen-mast were a number of other glasses and decanters. It was a strange scene to come upon in that desolate place.”

A true sailor, Tyson promptly helped himself to a glass of wine. “Seeing it did not kill me,” the others “went for the wine with a will; and there and then we all drank a bumper to the late officers and crew of the *Resolute*.”

The *Resolute* was one of five vessels that had sailed from England in April of 1852, in hopes of finding a trace of the explorer Sir John Franklin, who, with 128 men, had disappeared in the Arctic in the late 1840's. Built in “the strongest manner,” the six-hundred-ton *Resolute* was as safe a home as a man could have in the ice pack. With her bows iron-sheathed and her entire frame coppered, she could smash through a sheet of ice eight feet thick at six





knots. But no sailing ship was free from the danger of the moving ice.

At one point when the *Resolute* and her fellows were "nipped" by the ice, her master, George McDougall, wrote in his private journal that the vessels were "... in a state of utter helplessness, careening and fouling each other in every possible direction, whilst their crews, standing beside their boats and clothes on the ice, smoked their pipes like perfect philosophers, as all men who frequent Baffin's Bay should be."

For two futile years they sought Franklin and then, in the spring of 1854, Sir Edward Belcher, the expedition's leader, dreading a third winter in the Arctic, ordered all but one of his ships abandoned. Before they left the *Resolute*, the officers raised her flags so that "... she might sink beneath the wave, as many a gallant predecessor had done, with colours flying." They stowed away all the gear they could not carry and burned the signal books. The captain drank a glass of wine to his ship, and the decks were sealed: the *Resolute* was ready for her watery grave.

A year and a half later, and one thousand miles to the southeast, the thirsty men of the *George Henry* drank several more glasses of wine to a ship that would not die. The other three abandoned ships had long since gone to the bottom, but the *Resolute*, as though protesting her inglorious abandonment, had set her own course through the ice for sixteen

months. Captain Buddington decided that the fine, sound ship was the best catch he would ever make, so taking ten men with him from his whaler, he made the very few repairs necessary, and sailed the abandoned vessel for home. The voyage took two months. Fighting the weather all the way, Buddington was driven as far south as Bermuda, but finally he arrived back in Connecticut shortly before Christmas.

The United States government purchased the *Resolute* from the owners of the *George Henry* for forty thousand dollars and, as a gesture of friendship, refitted the ship and gave her back to England in 1856.

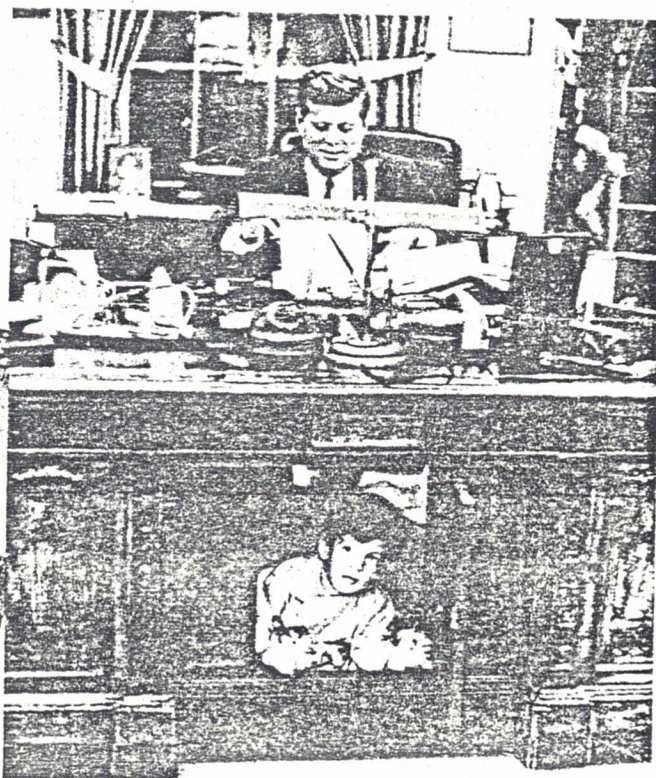
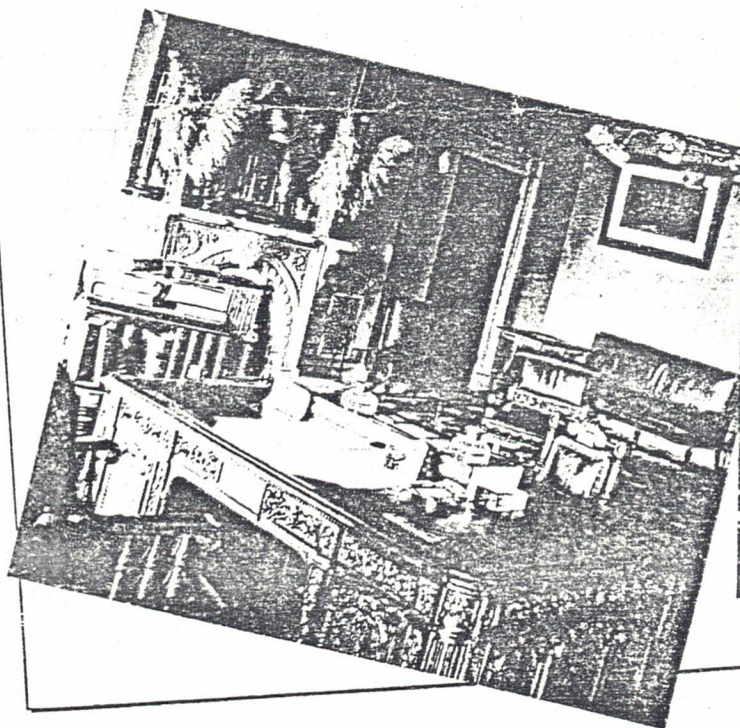
When the *Resolute* was finally broken up more than twenty years later, Queen Victoria remembered the gesture. She ordered an oak desk, six feet long and four feet wide, to be made from the ship's timbers, and in 1880 she gave it to President Rutherford B. Hayes "as a memorial of the courtesy and loving kindness which dictated the offer of the gift of the 'Resolute.'"

The desk has been used by every President from Hayes to Kennedy, and President Carter asked that it be returned to the Oval Office in January of 1977. It has stayed there ever since.

☆ A specialist in Alaskan history, Terrence Cole has just published a biography of E. T. Barnette, the founder of Fairbanks.

*Below is the desk as it appeared in 1906, when Theodore Roosevelt was using it. John Kennedy, Jr., called it "my house"; the central panel—his "secret door"—had been ordered by Franklin Roosevelt to hide his leg braces.*

BELOW: LIBRARY OF CONGRESS, RIGHT: STANLEY TRETICK





THE WHITE HOUSE  
WASHINGTON

*White House file*

December 21, 1981

MEMORANDUM FOR: THE WHITE HOUSE STAFF  
FROM: JOHN F. W. ROGERS  
SPECIAL ASSISTANT TO THE PRESIDENT  
FOR ADMINISTRATION  
SUBJECT: CHECK OUT PROCEDURE

The White House Personnel Office must be advised immediately when a staff member is departing the White House staff. This includes White House employees, detailees, other governmental support and volunteers. The terminating employees must complete the check out form and turn in all official property including their White House or EOB pass.

For further information concerning this procedure please contact:

White House Personnel Office, ext. 2260

Detailees contact: Jeanne Reed, ext. 2787

Thank you.