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THE WHITE HOUSE
WASHINGTON

December 18, 1981

*Will
be*

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

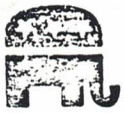
FROM: JOHN F. W. ROGERS ✓
SPECIAL ASSISTANT TO THE PRESIDENT
FOR ADMINISTRATION

SUBJECT: RNC PRESIDENTIAL AND WHITE HOUSE STAFF BUDGETS

Per your request, attached is a further breakdown of the line item expenditures in the Presidential and White House staff budgets.

The Presidential gift account includes entries for items purchased directly by the RNC for the Eagles. They will be correctly posted to their proper accounts and are not Presidential gifts.

cc: Joseph W. Canzeri
Attachments



Republican
National
Committee

Jay C. Banning
Comptroller

Presidential

	<u>Budget 1981</u>	<u>Gross Expenditure</u>	<u>Reimbursement</u>	<u>Net Expenditure</u>
Salary	\$ 29,575	\$ 7,665	\$	\$ 7,665
Consultants		10,736		10,736
Travel	729,361	438,550	50,000	388,550
Printing	23,440	40,275		40,275
Press		3,162		3,162
Telephone	800	1,356		1,356
Postage	675	31,687		31,687
Labels		865		865
Stationery/Supply	9,650	28,923	200	28,723
Gifts	124,240	196,657		196,657
Misellaneous	<u>30,332</u>	<u>8,400</u>	<u> </u>	<u>8,400</u>
Totals	<u>\$948,073</u>	<u>\$606,276</u>	<u>\$50,200*</u>	<u>\$556,076</u>

* \$200 receivable



Republican
National
Committee

Jay C. Banning
Comptroller

December 15, 1981

TO: Fred Biebel *TRD*

qub FROM: Jay Banning

SUBJECT: Description of Expenditures Charged to Presidential

Salaries:

Tim Crawford \$ 7,665 Nofziger Aide

Consultants:

Ken Khachigian 4,643 Presidential Speeches
John Koonce 6,063 Services- California

Printing:

RNC- In House Printing	11,225	Memos, Speeches, Newsletters, Etc.
Todd- Allen Printing	1,484	Printing Economic Plan
Fontana Litho	2,290	Printing Briefing Papers, W.H. Portfolio
Moore and Moore	867	Printing Talking Points
Weadon Printing Ser.	925	Printing Fellow Rep Letters
Rockville Mailing	227	Printing Economic Recovery
Lanman Litho	16,490	Thank yous, Family Pictures,
Ris Paper	679	Manila Catalog
Brewood	723	Best Wishes- Ronald Reagan
Xerox	1,631	Copying Costs

Postage:

Federal Express	147	Shipping
RNC- In House Postage	30,834	Postage for Mailing from RNC - Talking Points Inaugural Books, Lithographs, Pictures

Stationery/Supply:

J.W. Gardiner	1,106	Cuff links, Charms
Va Packaging Supply	295	Mailing Tubes
Treas. of U.S.	24,260	Jan-June Picture Framing
Xerox	2,815	Photocopying
Interface Video	3,037	Ads- Va Man
Sen House Dinner	(3,200)	Reimburse Supply



Republican National Committee

Jay C. Banning
Comptroller

Presidential

Gifts:

Parker Pens	5,385	Pens- Reagans Signature
✓ Pres. Inaugural Comm	5,250	Inaugural Books
Josten's	9,297	Cuff Links
Steuben Glass	594	Eagles Glasses
✓ Treas. of U.S.	5,827	Reception House-Senate
J.W. Gardiner	18,848	Key rings, Cuff Links, Boxes
Commonwealth Cast	3,125	Watches
Fostoria Glass	492	Bowls
✓ William Lundlam	1,950	Posters with seal
Victoria of Switz	5,265	Knife with Pres seal
Ridgewell Caterer	2,554	Reception Intergovernmental Affairs
✓ Medallic Art	32,849	Reagan/Bush Medallions
Alperstein Bros	2,850	Pres Pens
E.A. Dion	85,670	Tie Bars, Stick Pins, Bracelets
Byron Motion Pict.	400	Taping Teamsters

Miscellaneous:

Atlas Pool, Deck	2,100	Platform- LA
Nat Capitol Flag	2,909	Banners
Royal Formal	437	Tux Rentals
Nate Fine Prod	500	Filming Teamsters
Adirondack	555	Press Platform
Xerox	796	Copying

✓ RNC Items



Republican
National
Committee

Jay C. Banning
Comptroller

White House Staff

	<u>Budget 1981</u>	<u>Gross Expenditure</u>	<u>Reimbursement</u>	<u>Net Expenditure</u>
Salary	\$	\$ 23,668	\$	\$ 23,668
Consultant		22,550		22,550
Travel	100,000	109,737	1,041	108,696
Printing	7,900	935		935
Press		420		420
Telephone	3,200	1,189		1,189
Postage		79		79
Inaugural	17,200	17,324		17,324
Stationery/Supply	2,500	1,105		1,105
Miscellaneous	<u>19,200</u>	<u>5,857</u>		<u>5,857</u>
Totals	<u>\$150,000</u>	<u>\$182,864</u>	<u>\$1,041*</u>	<u>\$181,823</u>

* \$348 receivable



Republican National Committee

Jay C. Banning
Comptroller

December 15, 1981

TO: Fred Biebel

FROM: Jay Banning

SUBJECT: Description of Expenditures Charged to White House Staff

Salaries:

Tim Crawford	\$16,868	Nofziger Aide
Mark Hatfield	1,500	Advance
John Jackson	5,300	White House Messenger

Consultants:

Ken Khachigian	5,050	Communications Consulting
Clifton White	12,000	Consulting- General
Jim Humes	2,000	Speech Consulting

Stationery/Supply:

Auto Corres.	430	Typed Letters
Audio Exper.	420	Satellite Conference- Allen

Miscellaneous:

White House Mess	412	Birthday Cake- President
Merrett Smith	4,117	Portraits- Deaver, Nofsinger
Dept. of State	111	Blair House- Breakfast- Deaver
Blair House	196	Expenses Cancelled Reception
Ridgewell	640	Reception- Tayloe House

Printing:

RNC- In House Printing	417	News Clips, Thank yous, Speeches, Memos
Auto Corres.	429	Printing Letters

Telephone:

Mike Deaver	252	Telephone
Western Union	901	Telegrams

THE WHITE HOUSE
WASHINGTON

*file
here*

December 14, 1981

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

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

SUBJECT: RNC SUPPORT TO THE WHITE HOUSE

Attached is the year to date line item budget for the RNC White House support fund.

As you will see from the summary of expenditures, we are within budget in almost every instance. You should note that party expenses for the Virginia and New Jersey races were charged against the support fund.

cc: Joseph W. Canzeri
Attachments



Republican National Committee

Jay C. Banning
Comptroller

December 11, 1981

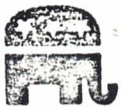
TO: Fred Biebel

FROM: Jay Banning

SUBJECT: White House Year to Date Budgets and Expenditures through 12/11/81.

Attached you will find a breakdown of the budgets for the White House Cost Centers as of 12/11/81. The detail lists yearly budgets, gross expenditures, reimbursements, and net expenditures by account. Below is a summary of the Costs.

	<u>Budget 1981</u>	<u>Gross Expenditure</u>	<u>Reimbursement</u>	<u>Net Expenditure</u>
Presidential	\$948,073	\$606,276	\$ 50,200	\$556,076
Vice President	360,350	325,522	88,983	236,539
First Lady	31,502	5,609		5,609
White House Staff	150,000	182,864	1,041	181,823
Cabinet	141,055	84,623	4,975	79,648
Publications	369,020	164,618		164,618
Virginia		237,000		237,000
New Jersey		206,000		206,000
Ohio		100,000	100,000	0
	<u>\$2,000,000</u>	<u>\$1,912,512</u>	<u>\$245,199</u>	<u>\$1,667,313</u>



Republican National Committee

Jay C. Banning
Comptroller

Presidential

	<u>Budget 1981</u>	<u>Gross Expenditure</u>	<u>Reimbursement</u>	<u>Net Expenditure</u>
Salary	\$ 29,575	\$ 7,665	\$	\$ 7,665
Consultants		10,736		10,736
Travel	729,361	438,550	50,000	388,550
Printing	23,440	40,275		40,275
Press		3,162		3,162
Telephone	800	1,356		1,356
Postage	675	31,687		31,687
Labels		865		865
Stationery/Supply	9,650	28,923	200	28,723
Gifts	124,240	196,657		196,657
Misellaneous	<u>30,332</u>	<u>8,400</u>		<u>8,400</u>
Totals	<u>\$948,073</u>	<u>\$606,276</u>	<u>\$50,200*</u>	<u>\$556,076</u>

* \$200 receivable



Republican National Committee

Jay C. Banning
Comptroller

	<u>Budget 1981</u>	<u>Gross Expenditure</u>	<u>Reimbursement</u>	<u>Net Expenditure</u>
Consultants	\$ 7,000	\$ 4,415	\$	\$ 4,415
Travel	191,300	236,929	88,983	147,946
Printing	7,000	10,689		10,689
Press		3,916		3,916
Telephone	1,000	157		157
Postage	2,450	1,831		1,831
Stationery/Supply	5,000	117		117
Gifts	125,000	52,802		52,802
Miscellaneous	<u>21,600</u>	<u>14,666</u>	<u> </u>	<u>14,666</u>
Totals	<u>\$360,350</u>	<u>\$325,522</u>	<u>\$88,983*</u>	<u>\$236,539</u>

* \$41,163 receivable

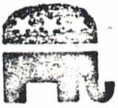


Republican National Committee

Jay C. Banning
Comptroller

First Lady

	<u>Budget 1981</u>	<u>Gross Expenditure</u>	<u>Reimbursement</u>	<u>Net Expenditure</u>
Travel	\$30,000	\$2,027	\$	\$2,027
Telephone	502			
Postage	1,002			
Gifts		3,532		3,532
Miscellaneous		50		50
Totals	<u>\$31,502</u>	<u>\$5,609</u>		<u>\$5,609</u>



Republican National Committee

Jay C. Banning
Comptroller

	Budget 1981	<u>Cabinet</u> Gross Expenditure	Reimbursement	Net Expenditure
Consultant	\$	\$ 7,200	\$	\$ 7,200
Travel	138,056	42,817	4,975	37,842
Printing		1,211		1,211
Telephone	191	348		348
Postage		13,360		13,360
Gifts		4,468		4,468
Miscellaneous	<u>2,808</u>	<u>15,219</u>	<u> </u>	<u>15,219</u>
Totals	<u>\$141,055</u>	<u>\$ 84,623</u>	<u>\$4,975*</u>	<u>\$ 79,648</u>

* \$4,406 receivable



Republican National Committee

Jay C. Banning
Comptroller

White House Staff

	<u>Budget 1981</u>	<u>Gross Expenditure</u>	<u>Reimbursement</u>	<u>Net Expenditure</u>
Salary	\$	\$ 23,668	\$	\$ 23,668
Consultant		22,550		22,550
Travel	100,000	109,737	1,041	108,696
Printing	7,900	935		935
Press		420		420
Telephone	3,200	1,189		1,189
Postage		79		79
Inaugural	17,200	17,324		17,324
Stationery/Supply	2,500	1,105		1,105
Miscellaneous	<u>19,200</u>	<u>5,857</u>	<u> </u>	<u>5,857</u>
Totals	<u>\$150,000</u>	<u>\$182,864</u>	<u>\$1,041*</u>	<u>\$181,823</u>

* \$348 receivable



Republican National Committee

Jay C. Banning
Comptroller

	<u>Budget 1981</u>	<u>Gross Expenditure</u>	<u>Reimbursement</u>	<u>Net Expenditure</u>
Salary	\$ 19,287	\$	\$	\$
Consultant	61,600	18,937		18,937
Printing	173,224	48,291		48,291
Telephone	1,170	316		316
Postage	106,379	66,098		66,098
Labels	1,760	594		594
Stationery/Supply	300			
Radio Costs	5,000	30,346		30,346
Miscellaneous	<u>300</u>	<u>36</u>	<u> </u>	<u>36</u>
Totals	<u>\$369,020</u>	<u>\$164,618</u>	<u>\$ </u>	<u>\$164,618</u>

THE WHITE HOUSE

WASHINGTON

December 8, 1981

MEMORANDUM FOR WHITE HOUSE STAFF

FROM: JAMES A. BAKER, III 

SUBJECT: ACCESS TO THE RESIDENCE

Staff Appointments

Now that the work in the Residence is completed, we are going to return to the usual procedure for visitors to the Family Quarters.

Staff members going to the Family Quarters should inform the Usher's Office to make certain that the First Family is ready to receive visitors. This should be done even though they have been told by the President or First Lady to "come right up."

Non-staff Appointments, Dinner and Luncheon Guests, etc.

The Usher's Office will inform the First Family of their guest's arrival and make arrangements for them to be escorted to the Family Quarters at the appointed time.

Houseguests

All houseguests will be greeted at the South Portico by a duty Usher and escorted to their assigned rooms following notification to Mrs. Reagan of their arrival.

Your cooperation will be appreciated.

THE WHITE HOUSE

WASHINGTON

October 29, 1981

MEMORANDUM FOR MICHAEL DEEVER

FROM REX SCOUTEN 

SUBJECT: Special Project Highlights

Attached is a list of the Special Projects major accomplishments.

I personally feel that no information should be given out as it will only open up the Special Project activity to another lingering "china" story.

I think it might be better handled by the White House Historical Association at the Reception honoring donors on November 18. They could thank the donors and express their deep appreciation to Mrs. Reagan for her extraordinary renovation and restoration work.

SPECIAL PROJECT HIGHLIGHTS

Funds Expended \$730,000

- 150 pieces of furniture, furnishings and art objects were restored, refinished, recovered, reupholstered or regilded.
 - 33 mahogany doors were stripped and refinished.
 - 24 rooms had floors sanded and refinished.
 - 72 worn lamp shades were replaced.
 - 65 prints or textiles received conservation treatment and framing.
 - 18 carpets and underlay in need of attention were replaced.
 - 26 windows in need received new curtains and undercurtains.
 - 10 rooms, 7 closets, and 8 baths had worn wallcovering replaced.
 - 8 bathrooms had obsolete plumbing fittings replaced.
 - 21 rooms were repainted, as well as closets and baths.
- The State Floor and Ground Floor marble was cleaned.

The State Dining Room, East Room, Cross Hall, Main Foyer, Grand Staircase and Ground Floor Corridor were repainted.

Reimbursement was made to the Government for most of the Special Project overtime costs incurred by the Executive Residence Staff and National Park Service Support Staff.

Other Areas

Oval Office was repainted.

Oval Office furniture was recovered.

West Wing non-office areas had worn carpet replaced.

West Wing non-office area furniture was recovered as needed.

THE WHITE HOUSE

WASHINGTON

October 2 , 1981

MEMORANDUM FOR: ALL WHITE HOUSE AND EOB STAFF

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

SUBJECT: WHITE HOUSE TRAVEL POLICY AND TRAVEL
AUTHORIZATION FORM

1. Travel Policy

Attachment A to this memorandum is a statement of policy, effective October 1, 1981, regarding White House travel. It establishes the authorities and limitations on expenses that can be paid from official appropriated funds.

2. New Travel Authorization Form

Attachment B is a copy of a revised Travel Authorization form which should be used for all travel by White House staff, effective immediately. The actual form is multiple-copy, and stocks of the form have been provided to the administrative contact in each office. Additional stocks of the forms are available in the Supply Room. All previous travel authorization forms are obsolete and should not be used. Instructions for the use of this form are provided below.

General

A travel authorization must be fully completed in advance for every trip taken by White House staff. A request for authorization must not be submitted on a photocopied facsimile, but rather a true form must be used as the various colored copies are required for different purposes and a unique serial number is necessary to maintain reference to a particular trip. (The numbers need not be submitted in sequential order.)

Procedures

1. The traveler must completely fill out sections 1 through 8 of the form. Authorizations submitted for approval which are not completely filled out will be returned without approval.
2. The traveler and department head must sign in section 6, and then submit the authorization to the Special Assistant to the President for Administration.

3. If government-paid airline tickets are required, the approved authorization is presented to the transportation office, Room 88, OEOB, where the GTR number and fare cost will be noted in section nine.
4. Forward accounting copy (blue), and advance of funds copy (yellow) to the Administrative Office, Room 1, OEOB.
5. If a cash travel advance is required, the approved form must be presented in person in Room 1, OEOB, to pick up and sign for the cash advance.
6. When the traveler returns from the trip, a voucher must be filed and the original (front copy) of the form must be included with the voucher.
7. Disposition of copies:
 - Original copy (white) - Return this copy with voucher upon completion of travel.
 - Accounting copy (blue) - This copy will be used as an obligating document.
 - Administrative Office copy (white) - This copy will be retained by the Special Assistant to the President for reference.
 - Advance of Funds copy (yellow) - This copy will be retained with the imprest fund if a travel advance is provided and attached to the voucher and schedule when the advance is deducted from the traveler's entitlement.
 - Originating Office copy (green) - This copy may be retained in the traveler's personal records.
 - Transportation Office copy (pink) - This copy will be retained by the Transportation Office and attached to the semi-monthly ticket report.

Attachments

ATTACHMENT A

TRAVEL POLICY FOR WHITE HOUSE OFFICE

1. Travel Authorization

A fully completed travel authorization must be submitted to the Special Assistant to the President for Administration for approval prior to all trips (including political trips). All applicable information must be shown on the authorization and it must be signed by the traveler and the department head.

2. Transportation

Itineraries, routing and ticketing for air and rail transportation is provided by the transportation office in Room 87, OEOB. Official travel will utilize the most economical fares possible, including government contract fares and other special discounts. Travelers desiring different routing, alternate carriers or a higher class of service for personal reasons must pay any additional fare above the minimum resulting from their deviation from the authorized routing. Commercial travel agents shall not be utilized to obtain tickets, as government discounts are not available to such agents.

Ground transportation, such as taxis, limousines, etc., will be paid on the traveler's voucher. It is not necessary to obtain a receipt if the cost is \$15.00 or less, however, charges over \$15.00 must be supported by a signed receipt. If a rental car is used, the collision damage waiver cannot be paid by the government, and will be deducted from the traveler's voucher if billed. (The government is self-insured and official travelers will be covered against liabilities arising from their conduct of official business.)

3. Per Diem Expenses

Travelers will be reimbursed for their out-of-pocket expenses for meals and other miscellaneous costs according to the allowance prescribed below:

A. Travel with The President

When a person is traveling with The President (or in connection with the travel of The President), their hotel room charges will be paid directly by the White House. Any meals or other incidental charges to a room must be paid by the individual while checking out of the hotel. All charges for such incidentals, if billed to the White House, will be deducted from the traveler's voucher. Travelers will be reimbursed for their meals and miscellaneous expenses at a daily per diem rate of \$23.00. The actual payment will be based on the number of quarter-days the traveler is away.

B. Travel other than with The President

Any officially approved travel that is not in connection with travel of The President will be paid in accordance with the standard government-wide Federal Travel Regulations as promulgated by the General Services Administration. The statutory maximum that may be paid under these regulations is \$75.00 per day, including the cost of lodging. The travel voucher for such travel must show an itemization of the individual meal and lodging costs, so that the proper reimbursement can be computed. (Note: the back of the voucher form is designed so that the individual meal and lodging costs can be listed in a single line. Pocket-size note pads for recording travel expenses are available from the Administrative Office, Room 1, OEOB, to assist travelers in maintaining accurate records of expenses while traveling.) Hotel charges not in connection with travel of The President should not be billed directly to the White House, but should be paid by the traveler. If such a bill is received by the White House, the charges in excess of the allowable maximum will be deducted from the traveler's reimbursement.

4. Leave While Traveling

Taking leave while traveling is strongly discouraged as it creates the appearance of using government funds for personal benefit. If leave is taken while traveling, no expenses can be paid for the period of leave.

5. Mixed Official and Political Travel

Official funds can be used to pay only travel that is 100% official. If a particular trip contains even the slightest bit of political activity, it must be financed in its entirety from political committee travel funds. This applies to independent travel by staff and does not apply to Presidential trips.

THE WHITE HOUSE OFFICE
OFFICIAL TRAVEL AUTHORIZATION

No. 0008

(TRAVELER TO COMPLETE SECTIONS 1-8.)

Date of Request _____

1. TRAVELER

Name: _____ White House Staff

Extension: _____ Room: _____ Other _____

2. PURPOSE(S) and DATE(S): _____

3. ITINERARY _____

(List all cities where stopover occurs.)

4. DEPARTURE: _____ RETURN: _____

Date: _____ Date: _____

Time: _____ Time: _____

Mode: _____ Mode: _____

5. NATURE: 100% Official 100% Political

6. SIGNATURES:

Traveler: _____

(I have read and agree to the terms set forth on the reverse side)

Department Head

Approving Officer
(Special Assistant to the President for Administration)

7. ESTIMATED COSTS: _____ SPECIAL EXPENSES: _____

No. of Days Per Diem _____ Registration Fee of \$ _____

Hotel Name _____ Commercial Car Rental

Hotel Daily Rate \$ _____ Excess Baggage

Other _____ Other _____

8. TRAVEL ADVANCE REQUESTED: YES No Amount: \$ _____

Signature of Recipient: _____ Date: _____

REPAID: Amount _____ Date _____ Schedule _____ Balance this trip _____

9. FOR TRANSPORTATION OFFICE USE ONLY:

GTR No. _____ Amount \$ _____

10/20/81 W.Past

WAYS, From D1

audience will see Thursday night when Nancy watches Betty dance again, this time from a considerably improved vantage point — the Reagan presidential box. It happens in the Bob Hope TV special taped last month at the Grand Rapids, Mich., gala the night before the Gerald R. Ford Museum dedication.

This time Betty's dancing partner is Bob Hope, though she thought he was only kidding when he first suggested they do a little soft-shoe routine in front of the Reagans, George and Barbara Bush, the president of Mexico, the prime minister of Canada and 5,000 others expected at the show. She realized he wasn't kidding a few weeks before the event when Hope plugged his Oct. 22 special — and their act — on the John Davidson show.

The show always goes on for the former Martha Graham dancer, so she took it in stride, took off her shoes in private and practiced alone until the night of the show. "I may be 63, but Bob's 78," she now laughs. "I've still got a few years on him."

"There is no limit to what a man can do or where he can go if he doesn't mind who gets the credit."
That's the motto on Ronald Reagan's Oval Office desk, a little bit of

Washington Ways

corporate wisdom invented some years ago by an Oakland, N.J., consulting engineer whose son remembers how he debated over whether to use *mind* or *care*. ("There's a subtle difference," says Raymond Eisenhardt Jr. "You do *care* about something but you don't *mind*.") The firm had plaques made up for customers and eventually, unknown to Eisenhardt, one landed on Reagan's gubernatorial desk in Sacramento.

The junior Eisenhardt thought the motto sounded familiar one day last fall when he heard candidate Reagan quote it in a campaign speech. Not long after that he shipped Reagan a plaque and one day in January received a call from the White House thanking him for his gift. But getting a picture of the plaque on the desk proved a bit more difficult. Finally, one arrived showing only the plaque, not its position on the desk. Stamped on the back was a warning that the photo could not be used for commercial purposes.

"Good Lord," says Eisenhardt, who does not *mind* if the White House takes credit for the photo but does *care* that it's his motto being

embargoed, "we've been giving this thing out commercially for 30 years."

Lamb is in and veal is out if what Ronald Reagan and Francois Mitterrand served each other in Virginia is any indication.

Mitterrand's was served aboard the French frigate deGrasse Sunday at Yorktown and accompanied by a 1970 Bordeaux: Cos d'Estournel.

Reagan's was served that night at the Governor's Palace in Williamsburg, accompanied by California's answer to a Bordeaux: 1970 cabernet sauvignon, Fremont Abbey-Bosche.

The French served two other wines, a 1976 Burgundy, Clos de Mouches, and a 1973 champagne, Dom Ruinart.

Ed Meese said later it was "the one place where the president would not insist on California wines."

The Reagans made an exception for the Mitterrands and served Portuguese and French wines in addition to those from California. One was a sercial 1960 Abudharham, and one a 1970 Chateau d'Yquem, which is a vineyard Thomas Jefferson patronized in 1787 and whose owner today is the great-great-great-

grandnephew of the man Jefferson dealt with. Nobody knows what the Reagans paid for this premium dessert wine, but in Washington a 1979 Chateau d'Yquem sells for \$75 a bottle or more.

With hors d'oeuvres, the Reagans served a second California wine, Domaine Chandon's Brut Special Reserve.

Pierre Salinger — a press secretary, a Senate candidate, an airline vice president and a magazine writer in an earlier life — made the Yorktown-Williamsburg scene this weekend as ABC-TV's Paris correspondent.

A frequent interpreter of *les Americains* to former French president Valery Giscard d'Estaing, Salinger helped interpret Americans to Francois Mitterrand after his defeat by Charles de Gaulle in 1965. Mitterrand was a visitor to California when Salinger was vice president for international affairs at Continental Airlines, and Salinger put up Mitterrand for two days.

Salinger later introduced Mitterrand to George McGovern, who renewed that acquaintance a week ago in Paris. McGovern's Elysee Palaces appointment was back-to-back with that of a former Senate colleague, Walter Mondale.

United States Department of State

The Chief of Protocol
Washington, D.C. 20520

September 14, 1981

MEMORANDUM

TO: Ms. Muffie Brandon,
The White House

FROM: Leonore Annenberg *L.A.*

SUBJECT: Presidential Gifts

At the suggestion of F. W. Rogers, Special Assistant to the President for Administration, I met with Frank L. Thomasson, III of Upland Publishing Company, Inc. who was working on a project to produce an art photography book. The book was to be done on the City of Washington, the final goal being that corporate sponsors would have a quantity of these books donated to the White House and the State Department for use as gifts to visiting dignitaries. After numerous discussions with Mr. Thomasson, with the Legal Department at the State Department, and some of the corporate sponsors, the book has been approved for publication. We are to receive approximately 3500 of these books. We have requested that a portion of the books be bound in leather with special engraving for gifts by the President to visiting heads of governments Chief of State. All of this is being done at no cost to the government.

After I received your memorandum regarding the purchase of 60 books from the National Parks Foundation, we placed an order. The cost of those books will be \$2,475. I will advise you when they are delivered.

Please call if you have any questions.

cc: Michael Deaver, The White House ✓
Joe Canzeri, The White House
Ted Graber, The White House

THE WHITE HOUSE

WASHINGTON

September 14, 1981

TO: ALL DEPARTMENT HEADS

FROM: MICHAEL EVANS *ME*
PERSONAL PHOTOGRAPHER TO THE PRESIDENT
BILLIE B. SHADDIX, DIRECTOR *BBS*
PHOTOGRAPHIC SERVICES

SUBJECT: PHOTO REQUESTS

The Photo Office has been handling an extremely large volume of work since the Inauguration and it continues to increase. A review of the ordering procedures currently in effect indicates that duplication of ordering by staff members drastically increases our print workload. Therefore, we must make an effort to control duplication of orders, personal print orders and all other non-essential requests that add to our burden.

To assist us in this effort, the following steps will be instituted:

- A) One individual should be designated in each office or section as Photo Office Liaison. All photo requests should pass through the hands of the designated person who should be named within the next 5 days. The Photo Office should be advised who this individual is and we will honor requests only from that person.
- B) This person should understand that an edit is made and printed automatically on each in-house event of the President and/or First Lady. These prints have signature borders and are for the express purpose of insuring that those who meet with the President or First Lady have a memento of that visit either signed or unsigned. All such photographs coming to your department are for this purpose only. Certain in-town movements and trips are also automatically edited and printed.

- C) If you need prints for an official purpose and are in doubt if they have been edited you may determine this in Room 475 EOB - phone X6709. Contact books are kept with edited and printed frames clearly marked.
- D) If what you need has not been edited you may request prints by sending a memo to the Photo Office from your section, outlining their official purpose. Any order requiring more than 2 prints or prints larger than 8x10 must be authorized by the head of your office.
- E) You may find that your order has been edited down and that you will not receive all of the prints you requested. This will be because we do not print anything in which the President or First Lady is out of focus, has a poor expression, eyes closed or any frame that has other technical problems or may posture the principal in an undesirable attitude.

The Photo Lab Manager and the Photo Editor will automatically eliminate any such frames. This can also include any frames that do not include the President or First Lady and are obviously being ordered for personal use.

A word about using the official White House Photographer to photograph events other than those the President or First Lady are physically involved in: The official photographers' function is to provide a comprehensive visual documentation of the President and First Family's involvement in events here at the White House, on trips, both foreign and domestic, for historical documentation and to meet their photographic needs of this administration.

It is not the function of the photographers to cover birthday parties, pictures of your visiting friends or relatives, or other activities in which the President or First Lady are not directly involved.

Your help and cooperation in this effort will be greatly appreciated.

Thank you.

f/2 4263



DEPARTMENT OF STATE

Washington, D.C. 20520

August 18, 1981

TO: All Assistant Secretaries
Chief of Protocol

FROM: S/S - L. Paul Bremer III

SUBJECT: Delegations to International Conferences

This memorandum supplements my memorandum of March 27, 1981, on Presidential delegations. Following is specific procedural guidance on the handling of delegations to international conferences, assemblies and meetings.

1. IO/OIC, in coordination with all other bureaus in the Department, should provide M/WHL with a master list of all international conferences, assemblies and meetings to which U.S. delegations will be sent during the next 18 months. This list should include the date, location and nature of the event, size and type of U.S. delegation, and the source of the invitation to attend. This information will be transmitted to the White House by the Office of the Under Secretary for Management. As soon as IO learns of any new conferences not on the 18-month projected schedule, it should immediately notify M/WHL in writing and provide all the above information for transmittal to the White House.

2. No later than 90 days prior to the date of any such conference/assembly/meeting, IO (after consultations with H and S/CPR) should provide M through M/WHL with a memorandum describing fully the particulars of the conference: type, date, location, purpose, and background as well as a list of proposed U.S. delegations with a brief biographic statement on each and the source of the recommendation for such delegates. This memo should also state if Senate confirmation, security clearances, or conflict of interest clearances will be required for any members of the delegation. If personal ambassadorial rank is sought for any members of the delegation, a separate memorandum making such a request should be submitted with

the delegation memorandum. This request should give a justification for the conferral of such rank.

3. M/WHL will coordinate White House recommendations for such delegations and integrate them into the list provided by IO.
4. A complete, integrated list of prospective delegates in hand, M/WHL will then prepare a memorandum from the Under Secretary for Management to the White House with the concurrence of the Deputy Secretary describing the conference in detail and recommending that a U.S. delegation be sent. This memorandum will also include a master list of all individuals suggested for inclusion in the U.S. delegation and the source of such suggestions.
5. Once the White House has reviewed the recommendations and has made a final decision on membership in U.S. delegations and/or conferral of personal ambassadorial rank, the White House will transmit to the Under Secretary for Management a list of the approved delegation and approval or disapproval of any request for ambassadorial rank.
6. M/WHL will then notify IO or the appropriate bureau coordinating the delegation as well as H and S/CPR. M/WHL will also initiate paperwork on the delegation if Senate confirmation, security clearances, conflict of interest clearances, or personal ambassadorial rank is required for any members of the delegation.
7. In the conferral of personal ambassadorial rank, Section 302(2)(B) of the Foreign Service Act states that the Senate Foreign Relations Committee must receive a written report from the President at least 30 days prior to the President's conferral of personal ambassadorial rank. This report must set forth the following information:
 - (a) necessity for conferring rank,
 - (b) dates during which rank is to be held,
 - (c) justification for not submitting conferral as a nomination for Senate advice

and consent, and

- (d) conflict of interest information on the candidate.

In addition, candidates for personal ambassadorial rank must receive security and legal clearances which will require at least 30 days to process. It will be the responsibility of the bureau requesting the conferral to prepare the report required by the Act, and to provide it to M for transmittal to the White House. This can only be done after requests for conferral have been approved by the White House and security and legal clearances have been obtained.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

August 5, 1981

TO: OFFICE OF PROTOCOL

FROM: MICHAEL K. DEEVER

Mike

In order to avoid confusion in the future, please deal directly with Helene Von Damm regarding any Presidential pictures for visiting heads of State.

Thanks.

Bee


MEMORANDUM

THE WHITE HOUSE
WASHINGTON

August 4, 1981

Jr. H.

MEMORANDUM FOR THE WHITE HOUSE STAFF

FROM: FRED F. FIELDING 

SUBJECT: Acceptance of Gifts, Loans, Entertainment, Favors, and Gifts From Foreign Governments

This memorandum outlines the law and White House policy concerning acceptance of gifts and entertainment which may be offered to members of the White House staff. The receipt of gifts from foreign governments or from subordinates is governed by statute as are the disclosure requirements related to gifts. Additional restrictions are imposed by Executive Order 11222 and the White House Standards of Conduct (3 C.F.R. 100.735-14), (which are currently being revised).

This memorandum merely highlights the important aspects of those laws and regulations. Specific questions should be referred to the Counsel's Office.

I. Gifts

- A. A member of the White House staff may not solicit or accept a gift, favor, entertainment, loan or any other thing of monetary value from a corporation or person he knows or has reason to believe --
1. has, or is seeking to obtain, contractual or other business dealings with any department or agency in the Executive Branch;
 2. conducts activities regulated by any department or agency in the Executive Branch; or
 3. has any interest which may be substantially affected by the staff member's performance of his job. Please note this latter group may include persons in the federal government as well as those outside the government.

- B. Unless circumstances would otherwise create an appearance of a conflict of interest, the limitations on acceptance of gifts do not preclude --
1. gifts, favors, entertainment, loans or other things of monetary value from friends or relatives when the circumstances make it clear that the family or personal relationship involved is the motivating factor;
 2. acceptance of refreshments or entertainment of nominal value in the course of a luncheon or dinner meeting, provided there is no pattern of such entertainment from a single source;
 3. acceptance of loans from financial institutions on customary terms to finance proper or usual activity of employees, such as funding the purchase of a house, automobile or similar expenditure;
 4. acceptance of advertising or promotional items such as pens, calendars or other items of nominal value; or
 5. acceptance of awards for meritorious service for achievement presented by a professional, civic, charitable or educational organization.
- C. Federal law prohibits a staff member from giving a gift to another staff member of higher rank or soliciting funds for such a gift. This restriction does not prevent contributions for gifts on unique occasions such as a wedding or the birth of a child, or in case of illness, nor does it preclude exchanges of gifts of nominal value on traditional occasions.
- D. Staff members who are required to file public financial disclosure reports are reminded that they are obligated to report annually --
1. gifts of transportation, lodging, food or entertainment aggregating \$250 or more from any one source (other than a relative); and

2. other gifts valued over \$35 received from any source (other than a relative) if the aggregate value is \$100.

II. Gifts From Foreign Governments

- A. Federal law prohibits any government official from accepting a gift from a foreign government or subdivision or from a public multinational organization if the value is more than \$100 (judged by U.S. retail value). If the gift cannot be refused without embarrassment to the government of the foreign country or the United States, it may be accepted but it becomes the property of the United States.
- B. Gifts over \$100 in value should be turned over to the White House Gift Unit where they will be recorded, for purposes of the annual report on foreign gifts, and subsequently turned over to the General Services Administration for disposition.
- C. Gifts under \$100 received from a foreign government may be retained by the staff member but must be reported on the annual public financial disclosure form under the same conditions as domestic gifts.

III. Return of Proscribed Gifts

Any proscribed gift should be returned to the donor, accompanied by a written explanation of the reasons for its necessary return. It is recommended that you retain a copy of this letter in your files. When the return of a gift is not possible for any reason, the gift should be forwarded to the Office of the Counsel to the President with a written explanation of the infeasibility of its return. The gift will then be turned over to charity.