

Ronald Reagan Presidential Library Digital Library Collections

This is a PDF of a folder from our textual collections.

Collection: Daoulas, Sue: Files
Folder Title: Scheduling Proposals
Box: 4

To see more digitized collections visit:

<https://reaganlibrary.gov/archives/digital-library>

To see all Ronald Reagan Presidential Library inventories visit:

<https://reaganlibrary.gov/document-collection>

Contact a reference archivist at: reagan.library@nara.gov

Citation Guidelines: <https://reaganlibrary.gov/citing>

National Archives Catalogue: <https://catalog.archives.gov/>

OFFICE OF POLICY DEVELOPMENT

STAFFING MEMORANDUM

DATE: 4/5/83 ACTION/CONCURRENCE/COMMENT DUE BY: FYI

SUBJECT: Schedule Proposal Formats

	ACTION	FYI		ACTION	FYI
HARPER	<input type="checkbox"/>	<input type="checkbox"/>	DRUG POLICY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PORTER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	TURNER	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BARR	<input type="checkbox"/>	<input checked="" type="checkbox"/>	D. LEONARD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BLED SOE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OFFICE OF POLICY INFORMATION		<input checked="" type="checkbox"/>
BOGGS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	HOPKINS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BRADLEY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	PROPERTY REVIEW BOARD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CARLESON	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OTHER		
DENEND	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
FAIRBANKS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
FERRARA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
GALEBACH	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
GARFINKEL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
GUNN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
B. LEONARD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
LI	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
MONTOYA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
ROCK	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
ROPER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
SMITH	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
UHLMANN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
ADMINISTRATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS:

Please return this tracking sheet with your response

Edwin L. Harper
 Assistant to the President
 for Policy Development
 (25515)

THE WHITE HOUSE

WASHINGTON

April 5, 1983

MEMORANDUM FOR OPD STAFF

FROM: EDWIN L. HARPER *ELH/PA*

SUBJECT: Scheduling Proposals

Attached are updated schedule proposal forms and checklist for project officer forms for your information.

SCHEDULE PROPOSAL

(DATE)

TO: FREDERICK J. RYAN, JR., Director
Presidential Appointments and Scheduling

FROM: (Asst. to President or Office Director)

REQUEST: (Meeting, briefing, speech, reception, drop-by,
etc.)

PURPOSE: (Reasons why the President should honor the
request; is it congruent with Administration
goals or themes; what is the desired outcome?)

BACKGROUND: (Additional pertinent information)

PREVIOUS PARTICIPATION: (The President's previous participation with this
organization or individual).

DATE AND TIME: (OPEN if no date is given) DURATION:

LOCATION:

PARTICIPANTS: *NR or GB here*
(List attached if more than five)

OUTLINE OF EVENT: (Including description of the President's
participation).

REMARKS REQUIRED: (Major speech, keynote, brief remarks, etc.)

MEDIA COVERAGE: (Type of media, photo coverage if any)

RECOMMENDED BY:

OPPOSED BY:

PROJECT OFFICER: (Individual responsible for implementing the
request and submitting the briefing paper).

CHECKLIST FOR PROJECT OFFICERS

General Responsibilities

- _____ Prepare and submit briefing paper to Richard Darman's Office by 3:00 pm of the preceding day. (14 copies)
- _____ Submit a complete, confirmed list of staff and attendees, identified by title, as well as the actual starting and completion times, to the President's Diarist, Office of Presidential Appointments and Scheduling within five (5) days after the event. (7560)
- _____ Coordinate with David Fischer on Presidential involvement and itinerary. (x2168)
- _____ Coordinate with Mark Weinberg in the Press Office (x2100) if applicable. Indicate home towns of participants.
- _____ If remarks are required, coordinate with the Speechwriters Office (x6266) well in advance.
- _____ Coordinate with Photographers Office, (x4050) if applicable.
- _____ If participant brings a gift, contact Mary Power (x7133) for handling.
- _____ If any foreign visitor or dignitary is to be involved, please coordinate with Charles Tyson of the NSC (x3440).

West Wing Meetings

- _____ Notify and clear all participants. (Full name, social security number, date of birth).
- _____ Arrange parking with West Wing ushers and inform gate of arrival time and number of vehicles.
- _____ If tent name cards are needed, send a list of names to Muffie Brandon's office (x7064) 48 hours in advance.
- _____ All room arrangements (chairs, notepads, pencils, etc.) should be made through Carl Jones (x2275) or Nell Yates (x2605).
- _____ Coordinate with the Advance Office for Rose Garden events (x7565).

Residence Events

- _____ Coordinate with the Social Secretary's office (x7064) for all arrangements.
- _____ Coordinate with the Advance Office for Presidential Arrangements and logistical support. (x7565)
- _____ Send guest list to Social Secretary's office, preferably three weeks prior to the event.

SPORTS COMMISSIONERS MEETING

Tuesday, September 9, 1986

2:00pm

Library

FROM: CARLTON TURNER

I. PURPOSE

To follow-up 1982 meeting of the President, First-Lady and 16 Sports Commissioners and encourage their support of the drug abuse prevention program.

II. BACKGROUND

On December 16, 1982, President and Mrs. Reagan met in the Cabinet Room with 16 sports commissioners to ask for their assistance in solving the drug abuse problem.

The commissioners of the four major professional sports leagues were invited to return for a follow-up meeting.

Peter Ueberroth (Baseball), David Stern (Basketball), and Pete Rozelle (Football) accepted the invitation. The National Hockey League Commissioner was unable to attend due to a Board of Governors meeting in Canada.

The only commissioner still in that position from 1982 is Pete Rozelle; however, Mr. Rozelle did not attend the 1982 meeting. He sent a representative.

III. PARTICIPANTS

Mrs. Reagan
Peter Ueberroth
David Stern
Pete Rozelle
Carlton Turner

IV. PRESS PLAN

No press coverage

V. SEQUENCE OF EVENTS

At 2:00pm Mrs. Reagan arrives in the Library for the meeting and greets visitors. After meeting Mrs. Reagan departs Library enroute to Residence.

August 5, 1986

First National Conference on Alcohol and Drug Prevention

DATE: WEDNESDAY, AUGUST 6, 1986
LOCATION: HYATT REGENCY CRYSTAL CITY
ARLINGTON, VIRGINIA
TIME: 2:05 P.M.
FROM: JOHN A. SVAHN

I. PURPOSE

To provide a forum for the President to take his anti-drug message to prevention professionals, volunteers and community leaders.

II. BACKGROUND

The First National Conference on Alcohol and Drug Abuse Prevention: "Sharing Knowledge for Action" is a collaborative effort by the National Institute on Drug Abuse and the National Institute on Alcohol Abuse and Alcoholism, two Department of Health and Human Services agencies. It is an effort to bring together three primary target audiences: (1) prevention professionals and volunteers, (2) key leaders of national voluntary and professional associations, and (3) State task force groups sponsored by State alcohol and drug abuse agencies.

The conference was designed in order for participants to share information and research on the development and implementation of prevention programs on the local level.

You are to be the closing speaker of this four-day conference.

Secretary Bowen was the opening speaker. Governor Dukakis (D-MA) also spoke.

III. PARTICIPANTS

The President
Conference Attendees
Donald Newman, Under Secretary of Health and Human Services

IV. PRESS PLAN

Open Press Coverage

V. SEQUENCE OF EVENTS

- 1:40 p.m. The President proceeds to motorcade for boarding.
- 1:45 p.m. The President departs the White House en route Hyatt Regency Crystal City.
- 1:55 p.m. The President arrives Hyatt Regency Crystal City, underground entrance, First Concourse Level.
- 2:00 p.m. The President proceeds onto dias and is seated.
- 2:05 p.m. Mr. Donald Newman, Under Secretary, Department of Health and Human Services, introduces the President.
- 2:20 p.m. The President concludes remarks and steps back from podium.
- 2:25 p.m. The President departs the Hyatt Regency Crystal City en route The White House.
- 2:35 p.m. The President arrives The White House and proceeds inside.

February 13, 1986

MEMORANDUM FOR LEE VERSTANDIG

FROM: CARLTON TURNER

SUBJECT: Request for a Three-Minute Video Congratulatory
Message to the U.S. Attorneys from the First Lady

The United States Attorneys are holding a two-day Drug Abuse Prevention and Awareness conference in Clearwater, Florida on March 3-4, 1986.

The U.S. Attorneys dedicate a significant part of their time to drug abuse awareness and prevention programs within major metropolitan areas of the United States. These efforts have been successful and are in line with President Reagan's 1984 National Strategy which emphasizes involvement by all levels of Federal law enforcement in drug abuse prevention and awareness initiatives.

Also, the educational programs initiated by the U.S. Attorneys are helpful to the First Lady's campaign.

For the past year-and-a-half I have been working diligently with the U.S. Attorneys in developing their programs. The purpose of this conference is for them to share experiences and expand successful drug abuse prevention programs throughout the United States.

Those attending include The Attorney General and 93 U.S. Attorneys, as well as executive representatives from business, educators, and community leaders.

There will be local, state, and national media coverage of this conference. Also, the United States Information Agency will tape portions for international distribution.

I believe that Mrs. Reagan and possibly the President could add significantly to the conference by doing a three-minute video appearance to greet and congratulate the U.S. Attorneys and those present for their dedication and involvement in national drug abuse prevention and awareness programs.

My office will assist speech writers and your staff in developing a script.

Lee, you have a copy of the proposal for the President. We have not submitted the proposal.

SCHEDULE PROPOSAL

FEBRUARY 11, 1986

TO: FREDERICK J. RYAN, JR., Director
Presidential Appointments and Scheduling

FROM: Carlton E. Turner
Deputy Assistant to the President
for Drug Abuse Policy

REQUEST: Three to five minute video greeting by the
President to be presented at the United
States Attorney's Conference, Clearwater,
Florida, March 3-4, 1986

PURPOSE: The President and First Lady fully support
the involvement of the U.S. Attorneys in drug
prevention efforts

BACKGROUND: Please note the attached narrative

PREVIOUS
PARTICIPATION: The President and First Lady have been
informed of this initiative, but to date have
not been requested to participate

DATE AND TIME: For presentation during conference session
March 3-4, 1986

LOCATION: Clearwater, Florida

PARTICIPANTS: All 93 U.S. Attorneys and executive
representatives from business, education, and
the community

OUTLINE OF EVENT: Congratulatory greeting to participants who
will gather to learn about and share
experiences in drug abuse prevention
awareness initiatives

REMARKS REQUIRED: Brief commentary supportive of continued U.S.
Attorneys participation in education/
prevention programs within their separate
jurisdictions

MEDIA COVERAGE: United States Information Agency

RECOMMENDED BY: John E. Lamp, U.S. Attorney, Eastern District
of Washington and approved by the Attorney
General

OPPOSED BY: None

FEBRUARY 11, 1986

BACKGROUND INFORMATION

** ORGANIZATION/EVENT/ACTIVITY **

EVENT/ACTIVITY: United States Attorneys' Drug Abuse
Prevention and Awareness Conference

ORGANIZATION NAME: United States Attorneys' Advisory Committee
to the Attorney General

ADDRESS: c/o U.S. Attorney Robert W. Merkle
Robert Timberlake Bldg., Room 410
Tampa, Florida 33602

CONTACT AND TITLE: Same as above

RECOMMENDED BY: John E. Lamp, U.S. Attorney, Spokane WA

ADDRESS AND PHONE: P.O. BOX 1494, Spokane, WA 99210
Phone number: (509) 456-3811

RELEVANT HISTORY: The conference is a two day follow-up
training session on drug abuse prevention and
awareness programs for the U.S. Attorneys

PREVIOUS WH INVOLVEMENT: The President and First lady are familiar
with this initiative

TAX STATUS: NA

How does this organization acquire operating funds? NA

How will this event be funded? The Department of Justice

Are the officers of this organization paid or volunteers? NA

Is there an advisory Board? If so, are members paid or
volunteers? NA

REMARKS: Please note the attached narrative

FEBRUARY 11, 1986

** EVENT/ACTIVITY EVALUATION **

WHAT: U.S Attorneys Drug Abuse Prevention and Education Conference

WHERE: Clearwater Beach, Florida

WHEN: March 3-4, 1986

BRIEF DESCRIPTION: Training seminar for 93 U.S. Attorneys to assist each in designing educational programs

GOALS AND OBJECTIVES: Inform youth in elementary/secondary schools regarding drug abuse and its consequences

What individuals or organizations will be involved?
The Attorney General and all U.S. Attorneys. In addition, leading personages from business, education, and state/local communities will be in attendance.

How does the event fit with Mrs. Reagan's long-term strategy?
It is intended to completely support the First Lady's drug abuse campaign initiated on January 21 of this year.

How does this event fit with President Reagan's strategy?
It is part of the President's strategy emphasizing full involvement by all levels of law enforcement in contributing to drug awareness and prevention.

Are there other events or activities which relate to or could be assisted by this event?
To be announced.

Have individuals or organizations expressed support for Mrs. Reagan's involvement with this event/organization? If so, who?
The National Federation of Parents for Drug-Free Youth and its (9,000 groups) membership.

United States Attorneys'
Drug Abuse Prevention and Awareness Conference

March 3 - 4, 1986
at Clearwater, Florida

TITLE: Drug Abuse Prevention: Interdicting the Market

SUBTITLE: The Role of the United States Attorney in Drug Abuse Prevention

TALKING POINTS

- o In 1984, Roper Reports surveyed over 2,000 adults inquiring as to what critical domestic problem area should the Government focus its attention and resources. Those questioned were shown a list of twenty-one topics including health care costs, limiting nuclear arms, developing energy resources, controlling inflation and a number of others. The poll was released in August. For the first time since the poll had been initiated in 1977, a non-economic issue was selected as a top need for government action. Americans wanted crime and drug problems to be the government's top priority.
- o Shortly thereafter, President Reagan signed the 1984 National Strategy for Prevention of Drug Abuse and Drug Trafficking. Drug abuse prevention through awareness and action was at the forefront of the five major elements of the strategy to eliminate drug abuse. The other major elements, including drug law enforcement, international cooperation to control narcotics, medical detoxification and treatment, and research directed at causes, treatments and understanding, are equally important in this Administration's fight to eliminate drug abuse in the United States.
- o While the role of drug law enforcement is to reduce the availability of illicit drugs in the United States, the President's Strategy emphasizes full involvement by all levels of law enforcement in significantly contributing to drug abuse awareness and prevention.

- o In response to the 1984 Strategy, and partially as a result of the growing recognition of a number of experts (including a significant number of the 93 United States Attorneys) that drug abuse prevention efforts realistically offered the best long-term solution for solving the drug problem in this country, Attorney General Meese's Advisory Committee of the U.S. Attorneys in December, 1984, established a new Sub-committee on drug abuse awareness and prevention. The charge of the Sub-committee was to explore methods to discourage drug abuse by means other than law enforcement and to report back to the advisory committee certain recommendations for action which would then be forwarded to the Attorney General of the United States.
- o The National Federation of Parents for Drug-Free Youth, with over 9,000 parent anti-drug groups located through-out the United States, fully supported the involvement of the U.S. Attorneys in drug abuse prevention efforts. Indeed, the President, Joyce Nalepka, and Vice President, Carolyn Burns, of the National Federation participated in the Sub-committee organization meeting conducted in Washington, D.C., in March.
- o While it is recognized that there was a tremendous amount of interest by U.S. Attorneys in combatting the drug problem, it was likewise acknowledged that the awareness and prevention skill level in drug abuse prevention was noticeably lacking among many U.S. Attorneys and the 2350 Assistant U.S. Attorneys.
- o Assistant Attorneys are also parents and can be articulate spokespeople for the program.
- o The Attorney General approved a two-day, in-depth, training skills seminar for U.S. Attorneys which will be held in Clearwater, Florida.
- o The Attorney General of the United States has taken a leadership role in drug abuse prevention by establishing a proactive and unprecedented direction at the Department of Justice.
- o On September 11, 1985, Attorney General Meese testified before the Senate Foreign Relations Committee. During the course of this testimony, he stated as follows:

The only way we will ultimately be successful in the war against drugs is to curb the demand for them. Although in the Department of Justice, we are primarily concerned with investigating, arresting, and prosecuting violators, as well as taking the profit out of the insidious business, we still have a responsibility to participate in drug abuse prevention education efforts to the extent that we can. This must be a major component in all our initiatives.

- On October 10, 1985, Attorney General Meese spoke to the National Partnership for Prevention of Alcohol and Drug Abuse. At his dinner speech he stated that drug law enforcement was the number one priority of the Department of Justice. He also stated, however, that he firmly believed that the United States was on the threshold of a new era in preventing the abuse of addictive substances.
- United States Attorneys are the highest Presidentially appointed, Senatorially confirmed, Administration officials in their respective communities. They are in a unique position to assist community and parent groups in drug prevention efforts.
- Given their high visibility, however, and their ability to generate respect and media attention, they are in a position to influence the community in drug abuse attitudes and, more importantly, they have the capability to add visibility and credibility to the existing drug prevention activities that are currently being conducted through-out the United States.
- This has been done by using the Law Enforcement Coordinating Committee network, by giving speeches and by participating in talk shows and other programs, and by becoming members or assuming positions in local and state drug abuse prevention groups.
- Unlike most other Presidentially appointed officials of any Administration, the United States Attorneys are located in key communities throughout America. Their office and presence enable them to become effective community spokespeople in speaking out against drug abuse.
- Each U.S. Attorney has established or should be in the process of establishing a standing committee to the Law Enforcement Coordinating Committee on drug abuse and demand reduction.
- A number of U.S. Attorneys have been active in their communities in working with parent anti-drug groups. The U.S. Attorney from Atlanta has initiated a program entitled "Adopt a School" whereby he and his assistants go to various schools within the Atlanta area and discuss the dangers of drug abuse. The U.S. Attorney from Raleigh, N.C., has likewise been active in networking with various local parent groups. In Hawaii, the U.S. Attorney provided the impetus for forming the statewide drug abuse coalition, bringing together for the first time all of the various anti-drug groups under a statewide parent organization using the Law Enforcement Coordinating Committee as the organizing device. In January of 1986, the U.S. Attorney from D.C. implemented a drug awareness program in the District's junior and senior high schools. U.S. Attorneys from Connecticut, New York City, Philadelphia, Springfield, Boston, and Sacramento have conducted Law Enforcement Coordinating Committee meetings exclusively dedicated to drug abuse prevention.

- o The traditional lines of communication between law enforcement and the public have benefitted from this new emphasis by the U.S. Attorneys to bring the community together to solve a common problem. There is a growing recognition among experts that education, prevention, law enforcement, or any other attack taken to solve the drug problem in this country will not be successful if utilized alone. It is a combination of these individual effective components that ultimately will solve the drug problem in this country.

- o Because of the pervasive and complex nature of this problem, the elimination of drug abuse in the United States must necessarily be addressed by both short and long range goals and objectives. U.S Attorneys and other law enforcement officials cannot exclusively utilize a reactive approach in addressing the problem of drug abuse. The Department of Justice, by emphasizing the importance of drug abuse prevention, can assist the parents of this country in achieving a drug free society; demand reduction is one essential component that manufacturers and traffickers of illicit drugs cannot control.

NAS study → 1880's

① Mark Gold
- dopamine
+ agonist

SANDOZ

Dr. David Goldberg
Wadsworth (VA)
presynaptic
dopamine

Mike Ainsworth

Research
Activities
Carlton Turner

Mike Ainsworth
treatment of cocaine
addiction

End My kid.
On men's Seduction.

"Society - educating was..."

→ 5 yrs. → pharmaceutical drugs

Philip Felis, Preader

- Dr. Fred Felis

Rte. 10
E. Ann. NT 07936

→ SAR Research Institut

(201) 388-8120

Pharm - how
works

- awareness
- parents not coherent
- + up people they
support

no coherent idea of drug
problem - only kids in
drug
Dan Goldstein
VA
K/L*