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**Collection:** Matlock, Jack: Files  
**Folder Title:** AMB (Ambassador Matlock) Chron  
1983 (2)  
**Box:** 1

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# WITHDRAWAL SHEET

## Ronald Reagan Library

Collection: MATLOCK, JACK: Files  
 OA/Box: ~~GA90888~~ Box 1  
 File Folder: AMB – Chron, 1983 [2 of 2]

Archivist: jas/jas  
 FOIA ID: F95-074, Pfeiffer  
 Date: 10/19/00

DOCUMENT NO. & TYPE	SUBJECT/TITLE	DATE	RESTRICTION
1. letter	re: personnel matter, 2p D 1/26/06 F95-074/3 #122	8/23/82	<del>P1/B1</del> P6/B6
2. telegram	re: personnel matter, 4p	8/27/82	P1/B1 P6/B6
3. telegram	re: personnel matter, 4p (original of item #2)	8/27/83	P1/B1 P6/B6
4. telegram	re: personnel matter, 2p	ND	P1/B1 P6/B6
5. memo	re: personnel matter, 1p	11/8/82	P6/B6
6. memo	re: personnel matter, 4p	1/6/83	P6/B6
7. letter	Jack Matlock to James Buckley, 4p	2/17/83	P1/B1
8. letter	re: personnel matter, 2p	6/30/83	P6/B6
9. memo	from Matlock re: Consular Convention, 1p	6/10/83	P1/B1

### RESTRICTIONS

P-1 National security classified information [(a)(1) of the PRA].  
 P-2 Relating to appointment to Federal office [(a)(2) of the PRA].

P-3 Release would violate a Federal statute [(a)(3) of the PRA].  
 P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA].

P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA].  
 P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA].

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

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

B-2 Release could 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 commercial 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].

Mr. Jack F. Matlock  
AMEMB - Prague  
Department of State  
Washington, DC 20520

RONALD W. REAGAN LIBRARY

THIS FORM MARKS THE FILE LOCATION OF ITEM NUMBER 1 LISTED ON THE  
WITHDRAWAL SHEET AT THE FRONT OF THIS FOLDER.

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THIS FORM MARKS THE FILE LOCATION OF ITEM NUMBER 2-3 LISTED ON THE  
WITHDRAWAL SHEET AT THE FRONT OF THIS FOLDER.

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# TELEGRAM

INDICATE  
 COLLECT  
 CHARGE TO

19 OCT 82 00 25z



FROM USDAO PRAGUE	CLASSIFICATION UNCLASSIFIED	
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E.O. 11652: TO: CDR FT MEADE MD//AFZI-JA-RDC//  
 TAGS:  
 SUBJECT: UNCLASSIFIED 352

7

ACTION: FROM AMB MATLOCK TO LTC SPENCER  
 SUBJ: RESPONSE FROM AMBASSADOR MATLOCK

CY TO: AMB

REF UR 071500Z OCT 82, SAB

REGARDING RESPONSE TO LETTER, PLEASE CHECK WITH MR. THOMAS  
 SIMONS, OFFICE OF SOVIET UNION AFFAIRS, DEPT OF STATE, OR  
 HIS DEPUTY, MR. RICHARD COMBS, WHO ARE WORKING ON QUESTION  
 OF RESPONSE.

4504

DRAFTED BY: AMB MATLOCK	DRAFTING DATE 19OCT82	TEL. EXT. 234	CONTENTS AND CLASSIFICATION APPROVED BY: R.F.WATSON, MSGT, USAF, OPSCO
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CLEARANCES:

UNCLASSIFIED

CLASSIFICATION

OPTIONAL FORM 153  
 (Formerly FS-413)  
 January 1975  
 Dept. of State

Letter to DHO ↓

10/18/82

PLEASE ANSWER TELEX AS FOLLOWS (same headings as incoming)

REF

Regarding response to letter, please check with  
Mr. Thomas Simons, Office of Soviet Union Affairs,  
Dept of State, or his deputy, Mr. Richard Combs, who  
are working on question of response.

PRESERVATION COPY



DAO Level 10/13

NNNN

I

OTV DKA932REB543  
PP RUDKRP  
DE RUEBJFA #0941 2851407  
ZNR UUUUU  
P 071500Z OCT 82  
FM CDR FT MEADE MD //AFZI-JA-RDC//  
TO USDAO AMEMBASSY PRAGUE CZECHOSLOVAKIA

BT

UNCLAS

0000

SUBJ: RESPONSE FROM AMBASSADOR MATLOCK

1. REF: LETTER FROM LTC SPENCER TO AMBASSADOR MATLOCK, DATED 11 AUGUST 1982.
2. PLEASE ADVISE ASAP OF STATUS OF AMBASSADOR MATLOCK'S RESPONSE TO LTC SPENCER'S REQUEST FOR INFORMATION CONTAINED IN AUG 82 LETTER TO THE AMBASSADOR. RESPONSE IS CRITICAL INPUT TO PENDING REPORT, WHICH WILL BE SUBMITTED UPON RECEIPT OF CLARIFICATIONS.

BT

#0941

PRESERVATION COPY

**DIPLOMATIC POUCH MAIL REGISTRATION**

REGISTRY NUMBER

**3711853**

SENDER

Amb. Matlock

DATE OF REGISTRATION

1/6/83

OFFICE SYMBOL

EXEC

CLASSIFICATION

L.O.U. EYES ONLY

ADDRESSEE

EUR/SOV, Mr. Thomas W. Simons, Jr.

IDENTIFICATION

☆ GPO : 1975 O - 567-270

OFFICIAL-INFORMAL, L.O.U. EYES ONLY

OPTIONAL FORM 120  
(Formerly JF-14)  
January 1975  
STATE—AID—USIA  
50120-101

*RM*  
Signature

(To Be Retained by Registering Officer)



EMBASSY OF THE  
UNITED STATES OF AMERICA  
PRAGUE

January 6, 1983

OFFICE OF THE AMBASSADOR

LIMITED OFFICIAL USE  
OFFICIAL-INFORMAL - EYES ONLY

Mr. Thomas W. Simons, Jr.  
EUR/SOV - Room 4217  
Department of State  
Washington, DC 20520

Dear Tom:

Thank you for forwarding the package of materials on the Spencer case.

I am enclosing for your records a copy of my letter to Spencer and of the statement provided at his request.

I presume that this will close the file from our point of view.

With warm regards,


Sincerely,

Jack F. Matlock  
American Ambassador

Enclosures: (1) Copy of Letter to Spencer  
(2) Copy of Statement requested  
by Spencer

LIMITED OFFICIAL USE - EYES ONLY

JAS, 10/19/88

<b>DIPLOMATIC POUCH MAIL REGISTRATION</b>		<b>REGISTRY NUMBER</b> <b>3711856</b>
<b>SENDER</b>  Amb.		<b>DATE OF REGISTRATION</b>  1/6/83
<b>OFFICE SYMBOL</b> EXEC	<b>CLASSIFICATION</b> OFFICIAL USE ONLY	
<b>ADDRESSEE</b> Col. Spencer, Fort Meade, MD		
<b>IDENTIFICATION</b>  Letter/attachment		<small>★ GPO : 1975 O - 567-270</small>
<b>OPTIONAL FORM 120</b> (Formerly JF-14) January 1975 STATE—AID—USIA 50120-101		 _____ Signature  (To Be Retained by Registering Officer)



EMBASSY OF THE  
UNITED STATES OF AMERICA  
PRAGUE

January 6, 1983

OFFICE OF THE AMBASSADOR

LTC Thomas A. Spencer  
Regional Defense Counsel  
Region 1 (AFZI-JA-RDC)  
Fort Meade, MD 20755

Dear Colonel Spencer:

I regret the long delay in replying to your undated letter which I received August 23, 1982. As you were informed earlier, I considered it necessary to consult the legal authorities of the Department of State and to review as much of the file as could be released to me before determining what sort of statement would be appropriate and officially permissible. I have been informed that, while the Department of State does not consider it appropriate to enter the proceedings in an official manner, there is no objection to my providing a statement in my personal capacity.

Accordingly, I have prepared the attached statement, which you are free to use at your discretion. As you can see, I have considered it necessary to confine my statement to three major points: the action I took in my capacity as Charge d'Affaires of Embassy Moscow in regard to the Rovno incident, the rationale behind my decision at the time, and the question whether material in the file made available to me would have altered the decision I took at the time had I been aware of it.

Should the question arise as to the basis on which my views of personnel security policy were formed, you or your attorney may find it useful to provide an explanation along the following lines:

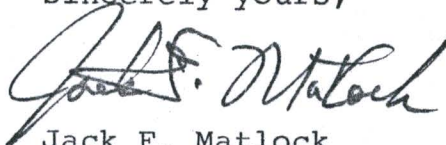
Mr. Matlock has been involved in some aspect of U.S.-Soviet or U.S.-East European relations for most of the period since 1950 as a student of Soviet affairs, teacher, intelligence analyst, or diplomat. He has served three tours at Embassy Moscow, totalling nearly seven years, a three-year tour as Director of the Office of Soviet Union Affairs in the Department of State, and

for the past 14 months has been Ambassador to Czechoslovakia. During the periods 1971-1978 and from January to September, 1981, all known cases of suspected Soviet attempts to compromise Embassy personnel from all U.S. Government agencies or to penetrate the Embassy would normally have come to his attention officially in his various executive capacities as Director of Soviet Union Affairs in the Department of State (1971-74), Deputy Chief of Mission of Embassy Moscow (1974-1978), or Charge d'Affaires of Embassy Moscow (1981).

All of the above is available in (or can be inferred from) unclassified personnel records of the Department of State, but in the event the record of my official assignments should be covered by the Privacy Act, you have my consent to enter it into the record.

I am providing copies of this letter and of the enclosed statement to Mr. Thomas Simons, Director of the Office of Soviet Union Affairs, Department of State, to whom you have previously authorized release of materials relevant to your case.

Sincerely yours,

A handwritten signature in dark ink, appearing to read "Jack F. Matlock". The signature is fluid and cursive, with the first name "Jack" and last name "Matlock" clearly legible.

Jack F. Matlock  
American Ambassador

Attachment:  
As stated.

RONALD W. REAGAN LIBRARY

THIS FORM MARKS THE FILE LOCATION OF ITEM NUMBER 6 LISTED ON THE  
WITHDRAWAL SHEET AT THE FRONT OF THIS FOLDER.

February 3, 1983

Mr. James Brown  
Radio Free Europe  
Munich, Germany

Dear Jim:

I very much enjoyed our chat last week, and thank you again for the pleasant lunch. It was particularly good to be able to hear Viktor Meyer and to have a chance to continue the discussion with the group at lunch.

Since returning to Prague, I have obtained a copy of Hoxha's The Tитоites through a diplomatic colleague here who deals with the Albanians. He says that this is a spare copy, so you can keep it. (I'm sure I'll never find time to peruse it!)

With best regards,

Sincerely,

Jack F. Matlock  
American Ambassador



UNCLASSIFIED

2/3/83

Mr. Carroll Brown

Mr. Brown,

If you have no objection, would you  
please deliver mentioned book to  
Mr. James Brown.

Thank you very much.

Ambassador Matlock

RONALD W. REAGAN LIBRARY

THIS FORM MARKS THE FILE LOCATION OF ITEM NUMBER 7 LISTED ON THE  
WITHDRAWAL SHEET AT THE FRONT OF THIS FOLDER.

Chow

February 8, 1983

The Honorable  
Gerald B. Solomon,  
House of Representatives  
Washington, D.C. 20515

Dear Mr. Solomon:

In looking through a recent issue of Pravda (essential, if unpleasant, reading to understand the situation here in Czechoslovakia), I ran across a very rare item: a completely non-political human-interest story from the United States. It reports on the birth of twins New Year's Eve in Saratoga Springs, when one was born in 1982 and the other in 1983.

Unfortunately, the Pravda story does not provide the name of the parents, but it occurs to me that you may know them (or at least know of them), and that they might want this copy of Pravda as a family souvenir. Accordingly, I am enclosing the January 17 issue of Pravda in which the story appeared. It is circled in red on page 6. The caption under the picture of the mother and babies reads as follows:

These twins born in the American city Saratoga Springs have different years of birth in their documents. The one on the left was born December 31, 1982, at 11:56 P.M. and the one on the right six minutes later, that is on January 1, 1983.

With warm regards,

Sincerely,

151  
Jack F. Matlock  
American Ambassador

Enclosure: Copy of Pravda as indicated

Chron

February 14, 1983

Consular Section  
Embassy of the Czechoslovak  
Socialist Republic  
3900 Linnean Avenue, N.W.  
Washington, D.C. 20008

Dear Sirs:

This will certify that Mr. and Mrs. Henry Brockman of Greensboro, North Carolina, will be visiting me in Prague in May and June, 1983.

Your assistance in issuing appropriate visas to the Brockmans will be appreciated.

Sincerely yours,

151

Jack F. Matlock  
American Ambassador

February 14, 1983

Consular Section  
Embassy of the Czechoslovak  
Socialist Republic  
3900 Linnean Avenue, N.W.  
Washington, D.C. 20008

Dear Sirs:

This will certify that my daughter, Mrs. Nell Matlock Benton, her husband, Mr. Hu Anderson Benton, and their son, John Graham Anderson Benton, will be visiting me in Prague in May, 1983.

Your assistance in issuing appropriate visas to the Bentons will be appreciated.

Sincerely yours,

151

Jack F. Matlock  
American Ambassador

February 14, 1983

Consular Section  
Embassy of the Czechoslovak  
Socialist Republic  
3900 Linnean Avenue, N.W.  
Washington, D.C. 20008

Dear Sirs:

This will certify that my mother, Mrs. Nellie Matlock Burrum, of Coconut Creek, Florida, will be visiting me in Prague in May and June, 1983.

Your assistance in issuing an appropriate visa to permit her visit will be appreciated.

Sincerely yours,

JS/

Jack F. Matlock  
American Ambassador

## CZECHOSLOVAK VISAS FOR VISITORS

If you buy your tickets through a travel agent, the ~~xxxxxx~~  
~~xxxxxx~~ agent will normally procure the appropriate visa  
for you. Make sure, however, that the visa application  
states clearly that you are coming as the personal guest  
of the American Ambassador, Prague, so that you will not  
be charged for compulsory currency conversion. Also, apply  
well in advance, since it may take ~~2-3~~<sup>three</sup> weeks <sup>or more</sup> to get the  
visas. *(You do not have to give an exact date for your  
entry into Czechoslovakia; the visa will normally be  
good for arrival anytime within six months.)*

*PL* Alternatively, you can apply direct to the Czechoslovak  
Embassy in Washington. Application forms are enclosed.  
You will note that they are folded accordion fashion.

The information must be given on all copies, and the easiest  
way to fill them out is to ~~xxxxxxxxxx~~ interleave with  
carbon paper and type the information on the top copy.

~~xxxxxxxxxxxxxx~~ A copy of the form is enclosed with the  
blanks marked in red which must be filled out. Information  
on your passport (name, date and place of birth, etc., should  
coincide with that on the form). The forms must be accompanied  
by two photos (see block in form for size) and a check for  
\$10.00 for the visa fee. An application should be made for  
each person travelling on a separate passport.

The applications can be mailed direct to the Czechoslovak  
Embassy in Washington with your passport ~~(certified mail~~  
recommended), and this should be done about a month before  
you plan to depart to allow plenty of time for their return  
to you. You should also enclose the letter included *here*  
certifying that you are coming as my guest.

The address of the Czechoslovak Embassy is as follows:

*Consular Section  
Embassy of the ...  
(etc.)*

If you have any questions or problems, call the Czechoslovak  
desk officer, Mr. Ronald Neitzke, in the State Department  
(telephone: (202) 632-1457), and he can advise. If he  
should be unavailable, Mr. McGhee or Mr. Farrand in the same  
office can help.

Mr. Ambassador

AH-  
File

v  
ga  
U+  
intlxt  
121196 amem c  
ga  
63813032+  
813032 ausem pl  
attn:ambassador burgess,australian embassy,warsaw

thursday feb.24 is fine for lunch and we look forward to seeing you.

⌘  
best regards  
jack matlock  
amembassy prague  
february 17,1983

⌘  
813032 ausem pl  
121196 amem c

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MH - See if  
24th OK for  
Rebecca and if  
SO put on  
calendar.  
(Let me know  
so I can send telex  
to Burgess) -  
OK

12.40

⊕

121196 amem c

813032 ausem pl

telex 11511 1235 17.2.83

to ambassador matlock  
united states embassy  
prague

sorry for the silence jack but the program has only now come through. thursday 24 february would suit me best for lunch but 25 possible also.

best regards

john burgess  
australian embassy  
warsaw.

⊕

121196 amem c

813032 ausem pl

PRESERVATION COPY

MAH-  
Hold

11.36

⊕

121196 amem ct

12.05

⊕

121196 amem c

813032 ausem pl df ga

telex 11423 1200 7.2.83

to ambassador matlock  
united states embassy, prague

very kind of you to off lunch, jack, and delighted to accept.  
just now i am waiting to hear from protocol to see if deputy  
minister rehorek may be able to lunch with me one of those days.  
i shall try and give you a date shortly, i shall be in prague by  
myself again.

best regards,

john burgess.

pls correse e e correct in first line of text to read  
to offer lunch,

tkc

⊕

121196 amem c

813032 ausem pl

REPRODUCTION COPY

MH  
Hold  
23 Feb  
until he replies  
lunch open  
24 Feb + 25th  
JSM

ga  
O+  
intlx#  
121196 amem c  
ga  
63813032+  
813032 ausem pl

to:ambassador burgess  
australian embassy,warsaw

delighted you will be visiting prague again. would you (and those travelling with you) be free to join us for lunch while you are here? if so, just name the date and we'll plan luncheon for 1:00.

best regards  
jack matlock  
amembassy prague  
feb 7, 1983

#  
813032 ausem pl  
121196 amem c

RESERVATION COPY

PLEASE SEND TELEX MONDAY

TO: Ambassador Burgess,  
Australian Embassy, Warsaw

*MH*  
*Hold*  
*23rd*  
*unt.*  
*lunch open*  
*24th*  
*475*  
*he reply*  
*4/21/41*

Delighted you will be visiting Prague again. Would you  
(and those travelling with you) be free to join us for  
lunch while you are here? If so, just name the date and  
we'll plan lunch for 1:00. Best regards. ~~XXXXXXXX~~

Jack Matlock

12.54

⊕

121196 amem c

813032 ausem pl df ga

telex 11406 1230 3.2.83

to h.e. mr jack matlock,

ambassador, united states embassy, prague

i plan to be in prague from 22 to 25 february and hope to see you during the visit. official commitments are not yet settled. i shall be in touch again closer to the time.

best regards,

john burgess,  
australian ambassador

⊕

121196 amem c

813032 ausem pl

t

PRESERVATION COPY



EMBASSY OF THE  
UNITED STATES OF AMERICA  
PRAGUE

OFFICE OF THE AMBASSADOR

March 4, 1983

Ms. Jeri Laber  
257 W. 86th Street  
New York, New York 10024

Dear Jeri:

I regret the circumstances of your departure from Czechoslovakia, and that they prevented us from taking a longer discussion. I did want to let you know, however, that news of the incident has gotten to the lone western resident journalist here. He represents Agence France Presse and has excellent contacts in "dissident" circles. He has apparently been in contact with the people whom you originally saw. They were concerned about your disappearance, but now know what happened. I do not know if the AFP correspondent will actually file a story on the incident. If so, I will send you a copy.

Sincerely yours,

151

Jack F. Matlock  
American Ambassador

POL:JKConnell:pj

*Chron*  
*POL has*  
*back-up*  
*notes*

✓  
3



EMBASSY OF THE  
UNITED STATES OF AMERICA  
PRAGUE

OFFICE OF THE AMBASSADOR

4. března 1983

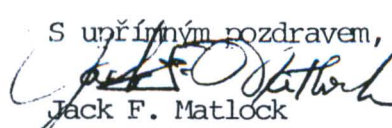
Pan  
Jaroslav Wiendel  
Místopředseda  
Krajský národní výbor  
Plzeň  
Československo

Vážený pane,

rád bych Vám poděkoval, i Vaším zaměstnancům, za to že jste si udělali čas a přijali mě při mé návštěvě v Plzni 1. března. Jak jsem se Vám zmínil, byl jsem předtím častokrát v Plzni ale nikdy jsem neměl příležitost navštívit Plzeň oficiálně. Obzvláště bych Vám chtěl poděkovat za tu krásnou knihu o Západočeském kraji.

Rád bych dále abyste poděkoval panu Kolouškovi, který byl tak laskav a doprovázel nás po zbytek naší návštěvy v Plzni. Když jsem se s Vámi setkal měl jsem jenom jeden výtisk knihy kterou jsem Vám věnoval. Nyní připojuji tři další knihy, které s díky věnuji pánům Kolouškovi, Jungmannovi a Smucrovi. Doufám že budeme mít znovu příležitost se setkat abychom si promluvili o některých z těch otázek týkajících se mezinárodních vztahů o nichž jste se zmínil při našem setkání.

S upřímným pozdravem,

  
Jack F. Matlock

Americký velvyslanec

PRESERVATION COPY

Mr. Jaroslav Wiendel  
Vice-Chairman  
Regional National Committee  
Plzen, Czechoslovakia

Dear Mr. Wiendel:

I would like to thank you and your staff for taking the time to receive me ~~in Plzen~~ during my visit to Plzen on March 1. As I mentioned to you, I had often travelled through the city, but had never before had the opportunity to visit Plzen officially. I would like to particularly thank you for the ~~gift~~ beautiful book on Western Bohemia.

H ~~XXXXXX~~

I would appreciate it if you would thank Mr. Kolousek, who was kind enough to accompany ~~g~~ us on the rest of our visit to Plzen. At the time I met with you I had only one copy of the book which I presented to you. I am, however, enclosing three additional books for presentation with thanks to Mr. Kolousek, Mr. Jungmann and Mr. Smucr. I hope that we will have an opportunity to meet once again and to discuss some of the particular problems of international relations which you raised during the meeting.

Sincerely,

Jack F. Matlock

PRESERVATION COPY





EMBASSY OF THE  
UNITED STATES OF AMERICA  
PRAGUE

OFFICE OF THE AMBASSADOR

3. března 1983

Ing. Ivo Hlaváček  
Generální ředitel  
Plzeňské pivovary  
Plzeň  
Československo

Vážený pane řediteli,

chci poděkovat Vám a Vaším zaměstnancům, zvláště Ing. Jindřichu Štruncovi a Jindřichu Raseovi, za přivítání a pohostinství kterého se dostalo mně a mému doprovodu při naší návštěvě v pivovarech Plzeň Urquell 1. března. Byla to návštěva poučná i příjemná a doufám že budeme mít příležitost se znovu setkat, buď v Praze nebo v Plzni, nebo při některé z Vašich cest do Spojených států. Byl jsem velmi potěšen zprávou že vývoz plzeňského piva stoupl na 150 000 beden ročně a doufám že se bude dále zvyšovat.

Rovněž bych Vám chtěl poděkovat za věnovanou knihu o Vašem pivovaru kterou jsem obdržel a doufám že přijmete přiložené knihy představující různé části Spojených států pro Vás a pány Štrunce a Rase.

S upřímným pozdravem,

Jack F. Matlock

Americký velvyslanec

PRESENTATION COPY

Ing. Ivo Hlavacek  
General Director  
Pilsner Urquell Brewery  
Plzen  
Czechoslovakia

Dear Ing. Hlavacek:

I want to thank you and your staff, particularly Ing. Jindrich Strunc and Jindrich Rase, for the hospitality and welcome which you provided me and my staff during our March 1 visit to the ~~brewery~~ Pilsner Urquell brewery. It was very ~~nd~~ informative, as well as pleasant, and I hope that we will have the opportunity to meet once again, either in Prague or Plzen, or during one of your visits to the United States. I was very pleased to hear that exports of Pilsner Urquell have risen to 150,000 cases a year, and hope that this will increase even further.

I would also like to thank you for the presentational book on the brewery which I received, and hope you will accept the enclosed books representing various sections of the United States for yourself and for Mr. Strunc and Mr. Rase.

Sincerely yours,

Jack F. Matloch  
American Ambassador

Cham  
CONS has  
issued

March 8, 1983

Alexander Schirger, M.D.  
Mayo Clinic-Mayo Foundation  
Rochester, Minnesota 55905

Dear Doctor Schirger:

Thank you for your letter of February 10, 1983 concerning the upcoming 13th World Congress of the International Union of Angiology. I have alerted the Embassy's Consular Section to be prepared for the visa applications of prospective participants and they assure me that they will handle all requests expeditiously.

As for your own applications for visas to visit Czechoslovakia, please let me know if you wish us to assist you from this side.

I trust that the 13th World Congress will be a complete success and I look forward to meeting with you when you visit Prague.

Sincerely,

JS

Jack F. Matlock  
American Ambassador

March 14, 1983

His Excellency  
Dr. Jindrich Tucek  
Chief of Protocol  
Federal Ministry of Foreign Affairs  
Prague

Dear Dr. Tucek:

I was rather surprised to learn that, during his recent visit to Washington, Deputy Minister Johanes mentioned to Under Secretary of State Eagleburger and to Deputy Assistant Secretary Palmer that "high-level calls" were arranged for me during my recent visit to Slovakia and that this was one of the actions on the part of the Czechoslovak Government which demonstrated its interest in improving relations with the United States.

Since during my only visit to Slovakia which could be characterized as "recent" (in October, 1982), no appointments--high-level or otherwise--were arranged, the Deputy Minister seems to have been misinformed on this point. You may, therefore, wish to clarify this matter to the Deputy Minister.

Sincerely yours,

(S)

Jack F. Matlock  
American Ambassador

Chen



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with CONFIDENTIAL enclosures

EMBASSY OF THE  
UNITED STATES OF AMERICA  
PRAGUE

OFFICE OF THE AMBASSADOR

March 14, 1983

George M. Lane, Esquire  
Political Advisor to CINCEUR  
c/o American Consulate General  
Stuttgart, Germany

Dear Mr. ~~Lane~~ <sup>George</sup>:

Thank you for your March 10 telegram indicating your interest in receiving more of our political and economic reporting. I agree that the situation here is becoming somewhat more interesting than it has been in the past, and we will ensure that you receive all of those reports included in our annual reporting plan, as well as others which may be of topical interest to you.

I am enclosing copies of the first three general reports which we have done this year, as well as one done on the forthcoming World Assembly of Peace and Life Against Nuclear War, and you will be on distribution in the future.

Sincerely yours,

Jack F. Matlock  
American Ambassador

Enclosures:  
As stated

POL:JKConnell:pj

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DECL: OADR

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JAS, 10/19/80

UNITED STATES GOVERNMENT

# Memorandum

TO : ADMIN  
THRU: DCM  
FROM : AMB *JW*  
SUBJECT: Residence Staff

DATE: May 2, 1983

It would be appreciated if all suggested changes in the residence staff be discussed <sup>with me</sup> in advance of any action. ~~with me.~~

In no case should any alterations be made in the residence staff without my explicit prior approval.

PRESERVATION COPY



5010-110

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan



EMBASSY OF THE  
UNITED STATES OF AMERICA  
PRAGUE

OFFICE OF THE AMBASSADOR

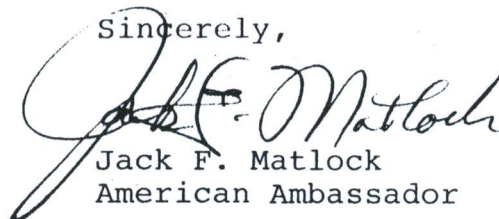
May 5, 1983

His Excellency  
Dr. Jindřich Tuček  
Chief of Protocol  
Federal Ministry of  
Foreign Affairs  
Prague

Excellency:

I would be grateful if you would arrange for  
delivery of the enclosed message from President  
Ronald Reagan to President Gustáv Husák.

Sincerely,

  
Jack F. Matlock  
American Ambassador

Enclosure:

Letter to President Husak

PRESERVATION COPY

May 5, 1983

Dear Mr. President:

As Czechoslovakia celebrates its National Day, the American people join me in extending congratulations and good wishes.

Sincerely,

/s/ Ronald Reagan

His Excellency  
Gustáv Husák  
President of the Czechoslovak  
Socialist Republic  
Prague





EMBASSY OF THE  
UNITED STATES OF AMERICA  
PRAGUE

May 13, 1983

OFFICE OF THE AMBASSADOR

UNCLASSIFIED  
MEMORANDUM

TO: ADMIN - Mr. Gamber  
THRU: DCM - Martin A. Wepick  
FROM: The Ambassador *JW*  
SUBJECT: Residence Staffing

The problem is primarily one of communication. We feel personally responsible for the Residence and like to know in advance who is there and why, whether or not they are on the ORE staff or on the GSO staff. Therefore, changes should be discussed with us in advance and we should not be confronted with faits accomplis, no matter how rational and well founded.

As for the Havelka position, we agree that it would be desirable to train someone to replace him when he decides to retire. (Our understanding, by the way, is that his earlier retirement was not entirely voluntary on his part.) However, it would seem axiomatic that we be given the opportunity to interview candidates (should we desire) before they are presented to members of the staff. And unguarded remarks to FSN's which produce the comment "I met Mr. Havelka's replacement today" are quite incomprehensible when we were totally unaware that any candidate had emerged. (Whether we consult Havelka or not on the trainability of a candidate is, after all, our business.) Given the tendency to gossip which is endemic here, remarks such as that cited can create real morale problems with the staff. If the same comment (however distorted) reaches Havelka, he will probably believe that we are working surreptitiously to replace him, which is certainly not the case.

I take the point regarding the distinction between ORE and Embassy staff, but had assumed that I also bear ultimate responsibility for the latter, as for all components of the Embassy.

The bottom line is simply: in matters involving the residence communicate in advance. Formal memos are quite unnecessary so long as we know what is going on and have concurred. This, by the way, would be a useful rule when work is planned at any residence, whether ORE or not. Do you really send folks into anybody's residence without checking with the occupants?

PRESERVATION COPY



EMBASSY OF THE  
UNITED STATES OF AMERICA

10 May 1983

UNCLASSIFIED  
MEMORANDUM

TO: The Ambassador

THRU: DCM *W*

FROM: ADM - Dan Gamber *G*

E.O. 12356: N/A

TAGS: APER

SUBJECT: Residence Staffing

REF: Your note on residence staffing

You of course have the final say on who works in your house. However, it appears that there has been some misunderstanding on some recent events. I therefore take the liberty to outline what happened.

Part of the residence staff (the butler, secretary, maids, kitchen staff and laundry people) is ORE. Those are your personal servants, to hire and fire as you wish. As you are aware, Mr Havelka retired in early 1981. We tried for several months to obtain a replacement through Sprava, with no success. Fortunately, Mr Havelka agreed to return when you arrived. And at the moment he has no intention to retiring again in the near future. However because of our lack of success in finding someone with the qualifications to be a butler, I have been asking Sprava for an apprentice. One applicant has appeared, about two weeks ago. I sent him to the residence for Mr Havelka to interview. Havelka said he was not qualified to even start learning the job, so we are continuing to look.

Unfortunately, I gather that one of the FSN staff told Mrs Matlock that we had already hired Havelka's replacement. The truth is that even if the candidate had looked good he would not have been hired without your approval.

On the other hand are the GSO staff assigned to work at the residence. They are there for building and grounds maintenance.

Some weeks ago the residence maintenance person, Mr Bečvar, informed us that he would quit if he were not transferred from the residence. (The basic problem appears to be Milica.) As he has always been a good worker (probably with the potential to move into a supervisory role some time), we started to look for a replacement. We circularized the entire staff, and got no response. Then Mr Skoupy agreed to take the position as part of a retirement package. At the same time, Mr Bruha had informed us that he wished to retire and become a guard. So to assist Mr Skoupy we ordered Mr Novak Jr to go to the residence.

This arrangement had several appealing aspects:

--Skoupy knows a great deal about the residence, perhaps more than any other individual. Hence there would be no lag in finding out where the light switches, fuse boxes, etc, are located, or how the furnace works.

--Novak performs well only with constant supervision. We felt that Skoupy would provide that.

-- Novak is very good at washing windows and the residence has lots of those.

--We also looked forward to Mr Skoupy providing some strict supervision to Mr Stoviček, the GSO employee for the DCM's residence and staffhouse.

Unfortunately, Mrs Matlock determined that Skoupy was not the proper person for the job.

The hunt then restarted, but with a twist. Bruha said that he had wanted to retire to become a day guard, but was not interested in being a night guard so he would stay on for a while. Then Mr Maly, a guard, applied. We checked his credentials and they seemed adequate. So he was sent for a trial period, and Novak withdrawn to the chancery.

Hopefully this arrangement will meet our joint requirements: someone who will perform most of the routine maintenance, while proving acceptable to you.



EMBASSY OF THE  
UNITED STATES OF AMERICA  
PRAGUE

OFFICE OF THE AMBASSADOR

May 17, 1983

MEMORANDUM  
LIMITED OFFICIAL USE

TO : American Staff  
FROM : The Ambassador *JEM*  
SUBJECT: May 14-15 Wreath Layings

I want to express my personal gratitude and admiration to all staff members, their family members and guests who helped us during the ceremonies commemorating the liberation of Western Bohemia from Nazism. Under circumstances which were at times unsettling and trying, all behaved with the dignity and courageous good cheer which does credit to our country. This fact greatly contributed to the success of these important events, and I am pleased that it has been officially noted by the State Department.

Thank you all for your unstinting support. I am indeed proud to have the privilege of working with you, and I believe that all Americans have reason to be proud of us.

LIMITED OFFICIAL USE

JAS, 10/19/06

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EMBASSY OF THE  
UNITED STATES OF AMERICA  
PRAGUE

OFFICE OF THE AMBASSADOR

May 17, 1983

MEMORANDUM

LIMITED OFFICIAL USE

TO : DAO - LTC Monroe  
POLEC - Ms. Weinland  
P&C - Mr. Brown

FROM : The Ambassador *JW*

SUBJECT: Preparations for WWII Commemorative Events in  
Western Bohemia, May 14-15, 1983

Our annual commemoration of the liberation of Western Bohemia by U.S. Forces in 1945 is one of the most important activities of our Embassy, and I want to commend the three of you in particular for the care, creativity and attention to detail that you demonstrated in planning for and helping us carry out these events this year.

Given the attitude of the local authorities, this effort requires the utmost in judgment and careful planning. Congratulations for a job magnificently done, without which we could not have been as effective as we seem to have been.

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JAS, 10/19/80

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EMBASSY OF THE  
UNITED STATES OF AMERICA  
PRAGUE

OFFICE OF THE AMBASSADOR

May 17, 1983

MEMORANDUM

TO: CPU - Ms. Connie Garniss

FROM: The Ambassador *Jaw*

SUBJECT: Thanks

I want you and your colleagues to know that I very much appreciated your extra efforts yesterday to get our accounts of the Wreath-layings back to Washington promptly. Thanks for another job, very well done.

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MH-File

mr. dewey daane  
commerce union bank  
nashville, tennessee

with reference to your telex of may 12, my staff has been in touch with the czechoslovak obchodni bank and arranged for you and mr. mccarthy to call there at 11:00 on june 6. the obchodni bank requests that you confirm this appointment via telex to mr. milan vrskovy, deputy general director, at telex number 122)01.

i and my staff would be pleased to meet with you and mr. mccarthy any time at your convenience during the afternoon of june 6. if your schedule permits, i would be delighted if you could join me for luncheon at my residence at one o'clock on that date. please let me know what arrangements you prefer. with respect to your calls in budapest, you may wish to request an appointment with ambassador harry bergold, or in his absence, mr. roland kuchel, deputy chief of mission. embassy budapest's telex number is 224222. we look forward to seeing you.

best regards,  
jack f. matlock  
american ambassador

1  
correction pls read correct number of the bank  
telex number 122201  
rpt 122201  
thks  
american embassy prague  
may 17, 1983

⊕  
6828007cubns uw  
121196 amem c

REPRODUCTION COPY



mr. dewey daane  
commerce union bank  
nashville, tennessee

with reference to your telex of may 12, my staffm

mr. dewey daane  
commerce union bank  
nashville, tennessee

with reference to your telex of may 12, my staff has been in touch with the czechoslovak obchodni bank and arranged for you and mr. mccarthy to call there at 11:00 on june 6. the obchodni bank requests that you confirm this appointment via telex to mr. milan vrskovy, deputy general director, at telex number 122201.

i and my staff would be pleased to meet with you and mr. mccarthy any time at your convenience during the afternoon of june 6. if your schedule permits, i would be delighted if you could join me for luncheon at my residence at one o'clock on that date. please let me know what arrangements you prefer.

with respect to your calls in budapest, you may wish to request an appointment with ambassador harry bergold, or in his absence, mr. roland kuchel, deputy chief of mission.

embassy budapest's telex number is 224222.

we look forward to seeing you.

best regards,  
jack f. matlock  
american ambassador

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DRAFT TELEX

POLEC - McLang -  
Nich - Look fine -  
Unless we know  
that Harry Bergold  
will not be in  
Budapest, we probably  
should mention  
him, noting that  
he might contact  
Kuchel if  
Bergold is  
away.  
(I think  
Harry  
likes to  
talk to  
Kuchel)  
JFW

Mr. Dewey Daane  
Commerce Union Bank  
Nashville, Tennessee

TELEX: 6828007 CUBNSUW

~~Dear Mr. Daane:~~

With reference to your telex of May XX 12, my staff has been in touch with the Czechoslovak ~~KXXXXX~~ Obchodni Bank and arranged for you and Mr. McCarthy to call there at 11:00 on June 6. The Obchodni Bank requests that you confirm this appointment via telex to Mr. Milan Vrskovy, Deputy General Director, at telex number X 122201.

I and my staff would be pleased to meet with you and Mr. McCarthy any time at your convenience during the afternoon of June 6. If your schedule permits, I would be delighted if you could join me for luncheon at my residence at one o'clock on that date. Please let me know what arrangements you prefer.

With respect to your calls in Budapest, you may wish to request an appointment with Ambassador Harry Bergold, or in his absence, with Mr. Roland Kuchel, Deputy Chief of Mission, or with ~~Mr. Thomas Schlenker,~~ the ~~economic officer.~~ Embassy Budapest's telex number is 224222.

We look forward to seeing you.

Best regards,

Jack F. Matlock  
American Ambassador

12201 h cot eo

~~Ple/Ammer~~  
NL/SW  
Pls draft reply  
m

T  
23.24

#  
121196 AMEM C  
6828007CUBNS UW  
U.S. EMBASSY  
PRAGUE, CZECHOSLOVAKIA

MAY 12, 1983

RMS

ATTN: THE HON. JACK F. MATLOCK, JR.

I AM UNDERTAKING AN EAST EUROPEAN EXPLORATORY MISSION FOR COMMERCE UNION BANK AND WILL BE TRAVELING WITH A JUNIOR COLLEAGUE, STEPHEN MCCARTHY, COMECON COUNTRIES, WHO I BELEIVE YOU MET AT OUR BANK LUNCHEON LAST NOVEMBER. WE SHALL BE IN BUDAPEST THE 2ND AND 3RD OF JUNE, WHERE WE WILL CALL ON DR. FEKETE OF THE NATIONAL BANK AND ON THE FOREIGN TRADE BANK. PERHAPS YOU COULD SUGGEST AS WELL AN APPROPRIATE CONTACT IN THE U.S. EMBASSY IN HUNGARY FOR THE 2ND.

WE EXPECT TO LEAVE BUDAPEST ON SATURDAY, POSSIBLY FOR VIENNA AND TENTATIVELY ARRIVING PRAGUE SUNDAY. WE WOULD LIKE TO CALL MONDAY THE 6TH, BOTH AT THE U.S. EMBASSY AND THE OBCHODNI BANK. OUR SCHEDULE CALLS FOR A FLIGHT OUT THAT EVENING TO SOFIA. WOULD APPRICIATE ANY ADVICE YOU COULD GIVE US AS TO ANY ECONOMIC OR COMMERCIAL CONTACTS IN PRAGUE WHO MIGHT HELP US GET A BETTER UNDERSTANDING OF THE CURRENT BANKING AND FINANCIAL SITUATION. FROM SOFIA WE SHELL FLY TO MOSCOW FOR TWO DAYS.

AS YOU WILL RECALL I AM AT VANDERBILT AS THE PROFESSOR OF BANKING AT OGSM AS WELL AS CHAIRMAN OF THE INTERNATIONAL POLICY COMMITTEE OF COMMERCE UNION BANK. IF YOUR SCHEDULE ALLOWS, I AM PARTICULARLY LOOKING FORWAD TO SEEING YOU.

BEST REGARDS,  
DEWEY DAANE  
COMMERCE UNION BANK  
NASHVILLE, TENNESSEE  
CRM

6828007CUBNS UW#  
121196 AMEM C.....  
RESPOND TO 6828007CUBNSUW  
VIA WUI T

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-2-

- 6 Summary of interview of Spencer conducted by DIA  
on 4 August 1981, dated 30 September 1981.
- 7 Transcript of 4 August 1981 Spencer interview,  
dated 30 September 1981.
- 8 Summary of interview of Spencer conducted by DIA  
on 31 August 1981, dated 1 October 1981.
- 9 Transcript of 31 August 1981 Spencer interview,  
dated 1 October 1981.

Note: Minor portions of some of the above documents were  
deleted as a condition of their release.

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JAS 10/31/81



EMBASSY OF THE  
UNITED STATES OF AMERICA  
PRAGUE

June 6, 1983

OFFICE OF THE AMBASSADOR

Chief, Consular Section  
Embassy Of The Czechoslovak  
Socialist Republic  
Vienna, Austria

Dear Sir:

This is to certify that I have invited Mr. and Mrs. Karl Bruner together with their daughter Daniele to be my personal guests in Prague, Czechoslovakia. They are Austrian citizens resident in Vienna bearing passports numbered H0054730, JO861861 and NO162839 issued on March 17, 1972, June 19, 1974 and November 2, 1981.

Mr. and Mrs. Bruner will be in Czechoslovakia for approximately three days; Miss Daniele Bruner will remain for approximately 30 days. During their stays in Czechoslovakia, the Bruner family will be residing with my wife and me at our official residence. They all plan to enter Czechoslovakia on July 2, 1983.

Your cooperation in issuing appropriate visas permitting them to enter Czechoslovakia without the need for currency exchange will be appreciated.

Sincerely,

A handwritten signature in cursive script that reads "Jack F. Matlock".

Jack F. Matlock  
American Ambassador

No. 76

The Embassy of the United States of America presents its compliments to the Diplomatic Protocol of the Federal Ministry of Foreign Affairs of the Czechoslovak Socialist Republic and, with reference to the Ministry's Circular Note No. C 363.811/65-KO 287 of March 29, 1965, has the honor to inform Diplomatic Protocol of the arrival in Prague of Mr. and Mrs. Karl BRUNER and their daughter Daniela, houseguests of Ambassador Jack F. Matlock. They are the bearers of Austrian passports Nos. H0054730, J0861861 and M0162839 issued on March 17, 1972, June 19, 1974 and Nov. 2, 1981 which are submitted herewith.

The Embassy of the United States of America avails itself of this opportunity to renew to the Federal Ministry of Foreign Affairs the assurances of its highest consideration.

Embassy of the United States of America,

Prague, April 6, 1982

not used

Velvyslanectví Spojených států amerických projevuje svou úctu Federálnímu ministerstvu zahraničních věcí Československé socialistické republiky a dovoluje si požádat o laskavé zaslání souhlasu k udělení návštěvních viz na dobu asi 3 dnů pro p. Karla Brunera s chotí, a dále návštěvního viza na 30 dnů pro sl. Danielu Brunerovou. Manželé Brunerovi a jejich dcera budou hosty p. velvyslance Matlocka. O vizum budou žádat na československém zastupitelském úřadě ve Vídni. Žádáme o laskavé vystavení viz bez povinné směny.

Osobní data:

P. Karl BRUNER,	rakouský pas č.	H0054730	vydaný	17.3.1972
Pí. BRUNEROVÁ,	" "	J0861861	"	19.6.1974
Sl. Daniela BRUNEROVÁ,	" "	N0162839	"	2.11.1981

Velvyslanectví Spojených států amerických používá této příležitosti, aby ujistilo Federální ministerstvo zahraničních věcí Československé socialistické republiky svou nejhlubší úctou.

Velvyslanectví Spojených států amerických,

Praha, dne 6. června 1983.





MH

- 1- Please request MFA to facilitate visas & get letter for exemption from currency exchange.
- 2- Draft letter for me to sign to Czechoslovak Embassy in Vienna requesting issuance of visas for my guests -

MH to do

Itinerary:

Mr & Mrs. Bruner; enter  
July 2 for 8 days  
Miss Danielle Bruner, enter  
July 2 for 30 days -

ASW

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EMBASSY OF THE  
UNITED STATES OF AMERICA  
PRAGUE

August 9, 1983

OFFICE OF THE AMBASSADOR

Mrs. Kenneth W. Dam  
Hotel Jalta  
Prague

Dear Mrs. Dam:

Welcome to Prague!

We are delighted that you and your daughter Charlotte, Mrs. Miller and Mrs. Laszlo will be staying in lovely Prague for the next couple of days. I have asked Fran Thomas to meet you at the train and to assist you in getting settled in your hotel rooms. As our Consul in Krakow informed you, Rebecca and I will be delighted to have you and your party for lunch on Thursday, August 11 at 1:00 p.m.

If there is anything that I can do to make your stay in Prague more comfortable or interesting, please let me know. Either I or my deputy, Bill Farrand, can be reached through the Embassy at 536 641.

Sincerely yours,

A handwritten signature in cursive script that reads "Jack F. Matlock".

Jack F. Matlock  
American Ambassador

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EMBASSY OF THE  
UNITED STATES OF AMERICA  
PRAGUE

OFFICE OF THE AMBASSADOR

August 11, 1983

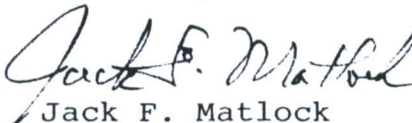
His Excellency  
Dr. Jindřich Tuček  
Chief of Protocol  
Federal Ministry of Foreign Affairs  
Prague

Dear Dr. Tuček:

As you know, I will shortly be leaving Prague to take up a new assignment in Washington, and I would like to thank you and your colleagues for the assistance which you have provided me and my colleagues during my stay here. I would also like to inform you of the tentative dates of my departure and request your assistance in arranging farewell calls on those Federal officials who wish to receive me. I will be on vacation for a short time during this month, but plan to return to Prague on August 24. I now expect to leave Prague definitively on September 20.

I am enclosing a list of officials upon whom it may be appropriate for me to make a farewell call. I should note that I may be away from Czechoslovakia the week of September 5-9 on duties connected with my new position. It would be best, therefore, to schedule any calls the week of August 29-September 2, or that of September 12-16.

Sincerely,

  
Jack F. Matlock  
American Ambassador

Enclosure:  
As stated

ORIGINAL COPY

POSSIBLE FAREWELL CALLS

JUDr. Gustáv Husák, President, Czechoslovak Socialist Republic

JUDr. Lubomír Štrougal, Premier of the Czechoslovak Socialist Republic

DOC. Ing. Rudolf Rohlíček, Deputy Prime Minister

DOC. PaedDr. Matej Lúčan, Deputy Prime Minister

Ing. Svatopluk Potáček, Deputy Prime Minister

DOC. PhDr. Jaromír Obzina, Deputy Prime Minister

Ing. Bohuslav Chňoupek, Minister of Foreign Affairs

Dr. Jaromír Johanes, Deputy Minister of Foreign Affairs

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EMBASSY OF THE  
UNITED STATES OF AMERICA  
PRAGUE

August 25, 1983

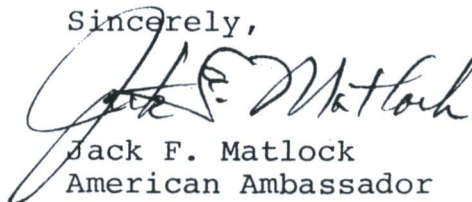
OFFICE OF THE AMBASSADOR

Miss Zuzana Procházková  
American Embassy  
Prague

Dear Miss Procházková,

I was very sorry to learn of the death of your mother yesterday. The loss of a parent is always difficult, and I know that your mother's death will leave a sad void in your life. Please rest assured that you have the friendship and moral support of the entire Embassy community during this trying period in your life. My wife joins me in offering our deepest condolences to you and your family.

Sincerely,

A handwritten signature in dark ink, appearing to read "Jack F. Matlock".

Jack F. Matlock  
American Ambassador

PRESERVATION COPY



EMBASSY OF THE  
UNITED STATES OF AMERICA  
PRAGUE

16 September 1983

OFFICE OF THE AMBASSADOR

Mrs. Michele Leonard  
American Embassy  
Prague

Dear Michele:

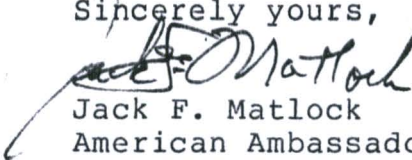
As I prepare to leave Prague, I would like to express my sincere appreciation to you for your excellent work as Community Liaison Officer (CLO).

The CLO position was created earlier this year in order to improve the "human" services being offered by the Embassy. As our first incumbent CLO, you have done a remarkably fine job of helping us reach that objective. This was demonstrated in your painstaking work on the post report, improvement of our welcoming and briefing procedures, presentation of classes on culture shock and other adjustment problems, and general willingness to serve as the shoulder for those with problems to lean on.

Your accomplishments are all the more impressive when it is noted that you worked voluntarily and without pay for four months before we received formal hiring authority from Washington.

Please accept my thanks, and those of Rebecca, for your good work. We wish you the best of luck in your continuing endeavors.

Sincerely yours,

  
Jack F. Matlock  
American Ambassador



EMBASSY OF THE  
UNITED STATES OF AMERICA  
PRAGUE

September 19, 1983

OFFICE OF THE AMBASSADOR

Mr. David Lewandowski  
American Embassy  
Prague

Dear Mr. Lewandowski:

As I prepare to leave Prague, I wish to commend you for your sustained superior performance as Telecommunications Officer at the Embassy over the past two years (October 1981 to November 1983).

I have watched you transform the Telecommunications Unit in our Embassy to one of the best in Europe through painstaking care and generous devotion to duty. High level visitors have consistently remarked on the high standards of cleanliness, efficiency, equipment maintenance, and careful attention to communications security practiced by our Telecommunications Unit--in large measure a result of your leadership and meticulous attention to detail.

Your active participation in discussions with communications officials from Washington regarding a proposed major upgrading of our communications capability has been invaluable in preparing us for greater communications demands in future. Your professionalism, combined with an open and engaging personality, and your willingness to give of your time to the Diplomatic Community sports program, as well as your service as Vice-Chairman of the Embassy Commissary Association, have gained for you the highest respect of your colleagues.

I am pleased to have this opportunity to thank you and to wish you and your family good fortune in all future endeavors.

Sincerely,

A handwritten signature in black ink, appearing to read "Jack F. Matlock".

Jack F. Matlock  
American Ambassador



AMERICAN EMBASSY  
PRAGUE

TO: DCM

Date: *Sept. 19, 1983*

THRU: Administrative Officer

FROM:

SUBJECT: REQUEST FOR AUTHORIZATION TO SELL IMPORTED PROPERTY

Ref: Administrative Instruction 16-83; 22 CFR 10.735-201 (a)

I hereby request permission to sell imported personal property, as listed below:

Item	DESCRIPTION	When Purchased	Purchase Price	Proposed sale price
<i>Volvo 244GL, 1978</i>		<i>1981</i>	<i>\$5,375</i>	<i>Kčs 70,000</i>
T O T A L :				<i>Kčs 70,000</i>

(Attach continuation sheet if necessary. Individually list all items valued at \$100.00 or more.)

*Carl F. Matlock, Jr.*  
SIGNATURE

Approved: *RF 9/19/83*

Approved as noted: \_\_\_\_\_

Disapproved: \_\_\_\_\_

Form PRG 1, 9/83

*Please process as quickly as possible - check to go directly to Bank account. RF*

AMERICAN EMBASSY  
PRAGUE

TO: DCM

DATE:

FROM:

SUBJECT: REPORT OF SALE AND REQUEST TO EXCHANGE LOCAL  
CURRENCY FOR DOLLARS

Ref: Administrative Instruction 16-83; 22 CFR 10.735-201 (a)

I request authorization to exchange Czech Crowns 70,000,  
the proceeds of authorized sale(s) per the attached list,  
plus Czech Crowns 0, purchased through  
Embassy accommodation exchange and surplus to my needs upon  
departure from post, for U.S. Dollars through the Embassy  
Cashier.

19 Sept 1983  
DATE

John E. Mathok, Jr.  
SIGNATURE

TO : Cashier

DATE:

THRU: Administrative Officer

FROM: DCM - Robert W Farrand

Mr/Ms \_\_\_\_\_ is authorized to exchange foreign  
currency for U.S. Dollars through Embassy accommodation  
exchange in the amount shown above.

TO: (1) Administrative Officer  
(2) Files

FROM: Cashier

Exchanged Kcs \_\_\_\_\_ for \$ \_\_\_\_\_  
on Voucher(s) # \_\_\_\_\_ dated \_\_\_\_\_.

( ) cash exchange

( ) check(s) to be issued by RAMC Paris to employee

( ) other \_\_\_\_\_

B I L L O F S A L E

By this Sales Agreement, made at Prague, ČSSR, on Sept. 9, 1983  
between Mr/Ms. (Mrs.) Jack F. Matlock of the American  
Embassy Prague, hereinafter referred as the Seller, and  
Mr/Ms. Adolfo Linardi Montero, Minister whose address is  
Embassy of Uruguay, Prague 1, Václavské n. 64 hereinafter referred  
to as the purchaser, the parties mutually agree as follows:

1/ The purchaser agrees to purchase the following described item  
or items for the sum of Kčs 70,000 ./Insert here full  
descriptions of the item being sold including information as  
to make, model serial number, etc./

1 pc VOLVO 244 GL, 1978

Engine No. 3045, Chassi No. 359271/1978

2/ The above described property is sold "AS IS" with the seller  
making no guarantee, warrantee or representation, express or  
implied as to quality or condition of the property or its  
fitness for any use or purpose.

3/ The property is sold "WHERE IS", delivery shall be at the  
present location and removal shall be accomplished by the  
purchaser at his expense.

4/ Purchaser assumes all responsibility and liability for the  
property after the date of the payment to the seller.

5/ The purchaser agrees that he will assume full responsibility  
for the payment of customs duties, taxes, registration,  
import fees, licenses and other charges which may be levied  
by the Czechoslovak Government or other local authorities.

6/ If the purchaser is any employee of the United States  
Government, he undertakes not to resell the property described  
above for a profit.

The Seller: Adolfo Linardi Montero The Purchaser: Jack F. Matlock  
Witness: Michael ... Witness: Milica ...

B I L L O F S A L E

By this Sales Agreement, made at Prague, ČSSR, on 3. 12. 1978  
between Mr/Ms. [Signature] of the American  
Embassy Prague, hereinafter referred as the Seller, and  
Mr/Ms. Adolfo Linardi Montero, Minister whose address is  
Embassy of Uruguay, Prague 1, Václavské n. 64, hereinafter referred  
to as the purchaser, the parties mutually agree as follows:

1/ The purchaser agrees to purchase the following described item  
or items for the sum of Kčs                     ./Insert here full  
descriptions of the item being sold including information as  
to make, model serial number, etc./

1 pc VOLVO 244 GL, 1978

Engine No. 3045, Chassi No. 359271/1978

2/ The above described property is sold "AS IS" with the seller  
making no guarantee, warrantee or representation, express or  
implied as to quality or condition of the property or its  
fitness for any use or purpose.

3/ The property is sold "WHERE IS", delivery shall be at the  
present location and removal shall be accomplished by the  
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5/ The purchaser agrees that he will assume full responsibility  
for the payment of customs duties, taxes, registration,  
import fees, licenses and other charges which may be levied  
by the Czechoslovak Government or other local authorities.

6/ If the purchaser is any employee of the United States  
Government, he undertakes not to resell the property described  
above for a profit.

Rebeca B. [Signature]  
The Seller: [Signature] The Purchaser: [Signature]  
Witness: [Signature] Witness: [Signature]