

# WITHDRAWAL SHEET

## Ronald Reagan Library

**Collection:** PRESIDENT, OFFICE OF THE: Presidential Briefing Papers

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**File Folder:** January 21, 1981 (Case Files 043301) Box 1

**Date:** 9/11/98

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
1. schedule	President Reagan's-Wednesday January 21, 1981 re: 3:00 meeting. (1p., partial)	1/21/81	P6, F6 86
2. memo	Helene von Damm to Senior White House Staff re: changes in today's Presidential schedule. 1p.	1/21/81	P6, F6 36 <i>CCB 12/12/00</i>

### RESTRICTION CODES

**Presidential Records Act - [44 U.S.C. 2204(a)]**

- 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.

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

- F-1 National security classified information [(b)(1) of the FOIA].
- F-2 Release could disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA].
- F-3 Release would violate a Federal statute [(b)(3) of the FOIA].
- F-4 Release would disclose trade secrets or confidential commercial or financial information [(b)(4) of the FOIA].
- F-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA].
- F-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA].
- F-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA].
- F-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA].

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*JG*

WHITE HOUSE  
OFFICE OF RECORDS MANAGEMENT  
WORKSHEET

TR

- X-MEDIA
- H-INTERNAL

Name of Document: BRIEFING PAPERS  
FOR PRESIDENT'S  
SCHEDULED  
APPOINTMENTS FOR

JAN 21 81

Subject Codes:

1) Subject: White House Staff Swearing In Ceremony

P	R	0	0	7	-	0	1
FG		0	0	6	-	0	1
					-		
					-		

2) Cabinet Meeting agenda and talking points

FG		0	1	0	-	0	1
					-		
					-		

3) Talking points for telephone calls to:  
A) Prime Minister Pierre Trudeau of Canada  
B) Prime Minister ARNALDO FORLANI of Italy  
C) Prime Minister Margaret Thatcher of the United Kingdom

PR		0	0	7	-	0	2
CO		0	2	8	-		
CO		0	7	5	-		
CO		1	6	7	-		
					-		

D) Prime Minister Valery Giscard d'Estaing of France

CO		0	5	1	-		
					-		
					-		

4) Suggested remarks for Inaugural Committee Reception

PL		0	0	5	-	0	4
SO		0	0	4	-		
					-		
					-		

ROUTE TO:		ACTION		DISPOSITION		
Office/Agency	(Staff Name)	Action Code	Tracking Date YY/MM/DD	Type of Response	Code	Completion Date YY/MM/DD
RMHENL		RSZ			C	

Referral Note:

**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.

Hv D

PRESIDENT RONALD REAGAN'S SCHEDULE

Wednesday, January 21, 1981

9:15 am	✓ <u>WHITE HOUSE STAFF SWEARING-IN</u>	East Room	40 Minutes
	Open Press Coverage (See Tab "A" for participants and details) (See Tab "A.1" for brief comments)		Project Officer: James A. Baker III (Richard G. Darman)
10:15 am	✓ <u>FIRST CABINET MEETING</u> <i>Patti Davis</i>	Cabinet Room	1-1/2 Hours
	Pool Photo Coverage at Beginning (See Tab "B" for Agenda)		Project Officer: Craig L. Fuller
11:45 am	✓ <u>SIGNING EXECUTIVE ORDERS</u>	Oval Office	15 Minutes
			Project Officer: Richard G. Darman
NOON	✓ <u>LUNCH WITH JAMES A. BAKER III, MICHAEL K. DEEVER AND EDWIN MEESE III</u>	Oval Office	1 Hour
	Pool Photo Opportunity at Beginning		Project Officer: Helene von Damm
3:30 pm	✓ <u>PHONE CALLS TO FOREIGN LEADERS</u> (See Tab "C" for details)	Oval Office	1 Hour
			Project Officer: Richard V. Allen
<del>2:00</del> 2:00 pm	✓ ----- ----- ----- ----- ----- ----- ----- ----- -----		
3:45 pm	<u>DEPART FOR RESIDENCE</u>		
<del>5:00 pm</del>	<del>with call to...</del>		
6:15 pm	<u>ARRIVAL AT INAUGURAL COMMITTEE RECEPTION (IN PROGRESS SINCE 5:00)</u>	State Floor	2 Hours
	Pool Press Coverage (See Tab "D" for details) <i>verbal bfp by McCoy</i> (See Tab "D.1" for brief comments)		Project Officer: Peter McCoy
7:00 pm	<u>RETURN TO RESIDENCE</u>		
	<i>after 7pm call Suzuki</i>		

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

THE WHITE HOUSE

WASHINGTON

BRIEFING MEMORANDUM FOR THE PRESIDENT

SUBJECT: WHITE HOUSE STAFF SWEARING IN CEREMONY  
Wednesday, January 21, 1981  
9:15 a.m. (East Room)

FROM: Richard Darman  
Deputy Assistant to the President and  
Staff Secretary

AGD.

I. PURPOSE

To attend swearing in of selected senior White House staff and to make brief remarks (Khachigian draft attached).

II. PARTICIPANTS

Selected senior White House staff appointees (approximately 35) -- Counsellor, Chief of Staff, Assistants to the President, Deputy Assistants to the President, Special Assistants, and selected others -- will be sworn in. Immediate families will attend. Chief Justice Burger will lead recitation of oath.

III. PRESS PLAN

Full press coverage throughout.

IV. SEQUENCE OF EVENTS

- (1) 9:15 a.m. You will be accompanied by Dave Fischer to the Red Room en route to East Room. Pause for brief politeness with Chief Justice Burger.
- (2) 9:20 a.m. Enter East Room. Reserved seat next to Chief Justice.
- (3) Jim Baker: opening remarks.
- (4) Chief Justice: Swearing in of group en masse (all standing, facing audience and camera).
- (5) The President: brief remarks (attached).
- (6) Jim Baker: closing remarks.
- (7) Receiving line: Photo opportunities with appointees and families.

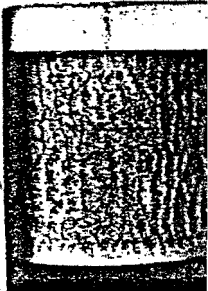
NOTE: No further reception. Sense to be communicated is: Off to Wo

Attachment: Suggested remarks.

SUGGESTED REMARKS: STAFF SWEARING IN -- JANUARY 21, 1981

I LOOK OUT HERE TODAY AND I SEE A LOT OF STAFFS. FIRST, I SEE A FEW FACES FROM THE GUBERNATORIAL STAFF. THEN I LOOK OUT AND SEE SOME FACES FROM 1976 CAMPAIGN STAFF. AND, OF COURSE, THERE ARE THOSE THAT ARE 1980 CAMPAIGN STAFF. BUT WHAT A PLEASURE IT IS FOR YOU -- AND I MUST SAY, FOR ME -- THAT NOW ALL OF THESE FACES ARE WHITE HOUSE STAFF.

AS I SPOKE YESTERDAY, I HOPE EACH OF YOU TOOK TO HEART THE MESSAGE OF RENEWAL THAT I SPOKE OF. THAT WILL BE YOUR JOB HERE -- TO HELP US IN OUR RENEWAL AND TO REKINDLE THE AMERICAN SPIRIT.





-2-

THE EMPHASIS HERE IS GOING TO BE ON "WE." WE'RE A TEAM,  
AND THAT'S THE WAY I WANT IT TO BE.

FINALLY, LET ME TALK A MOMENT ABOUT LOYALTY.

EVERY PERSON HERE IS EXTRAORDINARILY LOYAL, AND YOU'VE PROVED  
YOUR LOYALTY CERTAINLY IN THE POLITICAL ARENA. BUT NOW THAT YOU'VE  
SWORN AN OATH TO YOUR COUNTRY, I URGE UPON ALL OF YOU TO FEEL -- AS  
I FELT ON THAT HUMBLING DAY YESTERDAY -- THAT YOU NOW HAVE ONLY  
ONE LOYALTY AND THAT IS TO YOUR NATION.

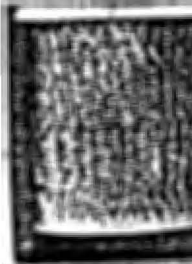
EVERY JUDGMENT YOU MAKE HERE MUST BE BASED ON WHAT'S GOOD FOR  
AMERICA. IT MUST BE SEATED IN LOVE FOR OUR CONSTITUTION AND FOR  
THE CAUSE IT REPRESENTS. THIS KIND OF LOYALTY MEANS THAT YOU MUST



-3-

ALWAYS DO WHAT'S RIGHT. I HAVE OFTEN SAID THAT I INTEND TO EXECUTE MY DUTIES AS IF THERE WERE NO ELECTION CAMPAIGN TO RUN AGAIN. THAT'S WHAT I WANT YOU TO DO -- ACT AS THOUGH NO POLITICAL DECISION AFFECTS WHATEVER IS THE RIGHT COURSE TO TAKE.

Now, we have work to do. You have already proved to me -- every one of you -- with your dedication and hard work and great capability that you are the best staff that anyone could ever have. I've grown to appreciate all that you do. Before long, a grateful country will also learn to appreciate what you can do.



CABINET MEETING

January 21, 1981

AGENDA

1. Fiscal year 1981-1984
  - Budget Position
  - Preliminary Forecast
2. Decision Schedule and Time-table for Economic Plan
3. Initial Regulatory Relief Actions
4. Moratorium on Small Procurement
5. Avoiding major expenditures on Appointees' offices

TALKING POINTS: OPENING THE CABINET MEETING -- JANUARY 21, 1981

- 1) AS YOU KNOW, YESTERDAY I ORDERED A STRICT FREEZE ON THE HIRING OF FEDERAL CIVILIAN EMPLOYEES TO BE APPLIED ACROSS THE BOARD IN THE EXECUTIVE BRANCH.
- 2) TODAY, I WANT TO UNDERScore DIRECTLY TO EACH OF YOU THE IMPORTANCE OF THIS ACTION. WE MUST REGAIN CONTROL OF THE FEDERAL BUDGET WHICH HAS INCREASED BY ABOUT \$100 BILLION IN THE PAST FISCAL YEAR ALONE.
- 3) THIS HIRING FREEZE, WITH ITS RARE AND UNUSUAL EXEMPTIONS, IS A FIRST STEP IN THE LONG PROCESS BACK TO RESTORING OUR ECONOMIC STRENGTH.
- 4) AS I SAID YESTERDAY, WE WILL MOVE BY INCHES AND FEET IN THIS STRUGGLE AGAINST OUR ECONOMIC PROBLEMS, BUT THAT WE WOULD MOVE.
- 5) OUR CITIZENS HAVE GROWN IMPATIENT WITH THE FAILURE TO TAKE ACTION. THUS, I WANT EACH OF YOU TO GIVE YOUR DIRECT, PERSONAL ATTENTION TO THIS DIRECTIVE. BEFORE LONG, I WILL EXPECT REPORTS THAT WE ARE MAKING SOLID PROGRESS.

THE WHITE HOUSE

WASHINGTON

January 21, 1981

MEMORANDUM FOR THE PRESIDENT

FROM: RICHARD V. ALLEN *RVA*

SUBJECT: Your Courtesy Telephone Calls Today to Heads of Allied Governments (All Economic Summit Countries Plus Mexico later)

I have obtained from the State Department talking points for your courtesy calls to heads of Allied governments. I suggest the calls be made in the following order:

1. Calls will be placed on your behalf at 3:30 p.m. our time to:
  - Prime Minister Pierre Trudeau of Canada (Talking Points at Attachment 1)
  - Prime Minister Arnaldo Forlani of Italy (Talking Points at Attachment 2)
  - Prime Minister Margaret Thatcher of the United Kingdom (Talking Points at Attachment 3)
  - Prime Minister Valery Giscard d'Estaing of France (Talking Points at Attachment 4)
2.  You will receive a call from Chancellor Helmut Schmidt at 5:00 p.m. our time (NOTE: Schmidt will have just completed meeting former President Carter in Frankfurt (flying down from Bonn for this purpose). (Talking Points at Attachment 5)
3. A call will be placed on your behalf to Prime Minister Suzuki between 7:00 p.m. and 7:30 p.m. (8:00 a.m. to 8:30 a.m. in the morning Tokyo time). (Talking Points at Attachment 6)

The other call -- to President Jose Lopez Portillo of Mexico -- will be made later in the week due to the fact that he will not be in Mexico City this afternoon.

CANADA - PRIME MINISTER PIERRE TRUDEAUTALKING POINTS

-- I look forward to getting to know you, and to working with you on the difficult problems both our nations face.

-- Our countries share an historic friendship. Given our interdependence today in trade, defense, energy, environment and other areas, it is essential that we consult closely on bilateral and world issues.

-- I attach great importance to close and productive relations between the U.S. and Canada. Cooperation between our countries will be a high priority for my Administration.

-- I know our representatives are in touch concerning an early visit by me to Canada. I look forward to that meeting.

-- (IF APPROPRIATE) Now that our American hostages are on their way home, I want you to know how much we appreciate everything you and your government have done, and the support of the Canadian people.

ITALY - PRIME MINISTER ARNALDO FORLANITALKING POINTS

-- I am calling you this first full day in office to tell you that my Administration intends to consult closely and regularly with friends such as Italy.

-- This is more than a symbolic gesture. This is a commitment to a constructive and cooperative relationship between our two countries as we together face the challenging years ahead.

-- Because of our common heritage and shared values the people of our two great nations are very close. It is our responsibility to see that the relationship between our two governments is similarly close and cordial. I want to assure you that I intend to do my part in the years ahead.

-- (IF APPROPRIATE) Now that our American hostages are on their way home, I want you to know how much we appreciate everything you and your government have done, and the support of the Italian people.

UNITED KINGDOM - PRIME MINISTER MARGARET THATCHER

TALKING POINTS

-- As I take office, I wanted to call you to emphasize the importance I attach to the relationship between our two countries. More personally, I want you to know how much I appreciate your message of congratulations.

-- I hope to work closely with you to continue and to expand our cooperation which is so fundamental to the security of free peoples everywhere.

-- Nancy and I are especially looking forward to welcoming you to Washington next month. (The Prime Minister will make an official visit to Washington, February 25-28.)

-- I will want to hear your thoughts on international issues as well as some of the economic problems we face together.

-- (IF APPROPRIATE) Now that our American hostages are on their way home, I want you to know how much we appreciate everything you and your government have done, and the support of the British people.



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CLASSIFIED  
EXEMPT FROM GDS, APRIL 20, 1987  
DATE 8/11/98

FRANCE - PRESIDENT VALERY GISCARD D'ESTAING

TALKING POINTS

- I hope this will be the first of many such telephone conversations between us.
- I firmly believe the relationship between France and the United States is vital for both countries. Moreover, a close and cooperative relationship between our two countries is of central importance to the security of the Western world.
- I am delighted that the Franco-American relationship is prospering, and I pledge myself to a constant effort to improve it further during my years as President.
- Although I believe frequent telephone conversations are useful -- even indispensable -- they are not an adequate substitute for regular face-to-face conversations. I therefore look forward to an early opportunity to meet and talk with you.
- In the interim, I will welcome the opportunity presented by your Foreign Minister's visit next month to open the dialogue between us (Foreign Minister Francois-Poncet will pay an official visit February 21-23).
- (IF APPROPRIATE) Now that our American hostages are on their way home, I want you to know how much we appreciate everything you and your government have done, and the support of the French people.

FEDERAL REPUBLIC OF GERMANY - CHANCELLOR HELMUT SCHMIDTTALKING POINTS

-- As I assume office, I want to express my intention to work closely with you on the issues we jointly face, including the strategic challenges and the difficulties in the world economic situation.

-- Building upon the close ties between our governments and peoples, I am certain that we will meet these challenges.

-- Al Haig has told me of Foreign Minister Genscher's tentative plans for a visit in March. I will look forward to meeting with him.

-- I am confident of our future and look forward to close and friendly cooperation with you and with the Federal Republic.

-- (IF APPROPRIATE) Now that our American hostages are on their way home, I want you to know how much we appreciate everything you and your government have done, and the support of the German people.

JAPAN - PRIME MINISTER SUZUKI

TALKING POINTS

- Tell Prime Minister Suzuki that you and your Administration look forward with pleasure to working with him and with his Government.
- Express the view that the alliance between Japan and the United States is the cornerstone of our policy in Asia and your intention to work to strengthen it across the board.
- Tell Prime Minister Suzuki that Japan's support during the Iranian hostage crisis, taken at some risk, was greatly appreciated.
- Note that problems are bound to arise in a relationship such as ours, but these can be solved between friends.
- Assure Prime Minister Suzuki of our intention to consult closely with his Government on all matters of mutual interest.
- Express your hope that it will be possible to meet personally as soon as possible.

SUGGESTED REMARKS -- INAUGURAL COMMITTEE RECEPTION -- JANUARY 21, 1981

ONE OF THE THINGS MOST IMPORTANT TO ME ABOUT YESTERDAY'S  
INAUGURAL CEREMONIES WAS THE SPIRIT OF THE AMERICAN PEOPLE.

I SENSE THAT THERE IS A RENEWAL COMING ABOUT -- THAT AMERICA  
WILL PREVAIL BECAUSE OUR SPIRIT IS STRONG.

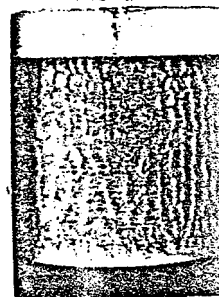
BUT ON A MORE PERSONAL LEVEL -- FOR NANCY AND ME -- THERE ARE  
SOME OTHER VERY SPECIAL PEOPLE WHOSE SPIRIT HAS MADE THE PAST FEW  
DAYS THE VERY BEST OF OUR LIVES.

CHARLIE WICK AND BOB GRAY AND THEIR HUNDREDS AND HUNDREDS OF  
HELPERS GAVE OF THEMSELVES TO MAKE THE INAUGURAL CEREMONIES OUTSTANDING.

AS ONE WHO WENT TO ALL THE BALLS LAST NIGHT, I CAN ATTEST TO THE FACT THAT OUR GUESTS WHO CAME TO WASHINGTON WERE CAUGHT UP, AS WE WERE, IN A TIME OF GREAT HAPPINESS AND HIGH EXPECTATION.

WELL, THOSE THINGS DON'T HAPPEN BY ACCIDENT. IT TAKES PEOPLE DEVOTED TO THEIR JOBS. IT TAKES CREATIVE PEOPLE AND PATIENT PEOPLE. I KNOW WHAT YOU WENT THROUGH OVER THE PAST FEW WEEKS. I KNOW THE KINDS OF RESPONSIBILITIES YOU HAD.

LET ME JUST SAY, THERE HAVE BEEN MANY TOASTS LIFTED TO MANY RECENTLY. BUT NOW IT'S TIME TO TOAST THE INAUGURAL COMMITTEE FOR A JOB WELL DONE AND FOR GRATITUDE WELL DESERVED.



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AND LET US ALSO THANK THE GENEROSITY OF THOSE WHO MADE  
POSSIBLE WITH RESOURCES AS WELL AS TIME TO MAKE JANUARY 20TH A  
VERY SPECIAL DAY.

