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WHITE HOUSE  
OFFICE OF RECORDS MANAGEMENT  
WORKSHEET

- X - MEDIA
- H - INTERNAL

Name of Document: BRIEFING PAPERS FOR  
PRESIDENT'S SCHEDULED  
APPOINTMENTS FOR JAN 06 82

Subject Codes:  
PR 007.01  
FG 377  
BE

Subject: Meeting with National Productivity  
Advisory Committee

2 Meeting with Robert DELANO, President of  
American Farm Bureau Federation  
regarding tax, budget, and  
trade issues.

FI 010  
FI 004  
TA 003  
TA 001

3 Meeting with William (FRANK)  
Matthews, retiring Director  
of the Office of Records Management,  
White House

WA 005

4 Meeting with Thomas (Tom) Jones,  
retiring Executive Clerk of the  
White House.

5 Photo session with Rich Bond,  
Deputy Chairman of the Republican  
National Committee.

PR 005  
PL 005.04

ROUTE TO:		ACTION		DISPOSITION	
Office/Agency	(Staff Name)	Action Code	Tracking Date YY/MM/DD	Type of Response	Completion Date YY/MM/DD
RMMATT		RSZ	82.01.25		C 82.01.25

Referral Note: \_\_\_\_\_

WHITE HOUSE  
OFFICE OF RECORDS MANAGEMENT <sup>DR</sup>  
WORKSHEET

- X - MEDIA
- H - INTERNAL

Name of Document: BRIEFING PAPERS FOR PRESIDENT'S SCHEDULED APPOINTMENTS FOR JAN 06 82

Subject Codes:  
PR 007.01

Subject: *A* *Filming session for messages for:*  
*The national*  
*convention of the American*  
*Farm Bureau Federation*

PR 011.  
 ME 002.07  
 BE 003.06

*B. The national convention*  
*of the National Organization*  
*of Homebuilders*

BE 003.05

ROUTE TO:

ACTION

DISPOSITION

Office/Agency (Staff Name)	Action Code	Tracking Date YY/MM/DD	Type of Response	Completion Date YY/MM/DD
RMMATT	RSZ	82 01 25		C 82,01,25

Referral Note: \_\_\_\_\_

THE WHITE HOUSE  
WASHINGTON

UNPUBLISHED  
January 5, 1982  
5:00 p.m.

THE PRESIDENT'S SCHEDULE  
Wednesday, January 6, 1982

9:00 a.m. (30 min.)	<u>Staff Time</u> (Baker, Meese, Deaver)	Oval Office
9:30 a.m. (15 min.)	<u>National Security Briefing</u> (William Clark)	Oval Office
9:45 a.m. (15 min.)	<u>Senior Staff Time</u>	Oval Office
10:00 a.m. (15 min.)	<u>Dropby at National Productivity Advisory Committee Meeting</u> (Roger Porter)	Cabinet Room
10:15 a.m.	<u>Personal Staff Time</u> <i>See later report</i> (TAB A) (draft remarks attached)	Oval Office
11:30 a.m.	<u>Meeting with Robert Delano</u> (TAB B) (Elizabeth Dole)	Oval Office
11:45 a.m. (10 min.)	<u>Photo Opportunity with White House Retirees Frank Matthews and Tom Jones</u> (John Rodgers) (TAB C)	Oval Office
11:55 a.m. (5 min.)	<u>Photo Opportunity with Rich Bond</u> (Lyn Norzger) (TAB D)	Oval Office
12:00 Noon	<u>To Private Quarters for Afternoon</u>	Residence
5:45 p.m. (15 min.)	<u>Tapings: (1) American Farm Bureau Federation, (2) Cary Grant Audio Tape with Mrs. Reagan, (3) National Association of Homebuilders Board of Directors</u> (Mark Goode/Aram Bakshian)	Map Room (TAB E)
6:00 p.m. (45 min.)	<u>Residence Staff Photo Session with Mrs. Reagan</u> (Michael Evans)	State Floor

A

THE WHITE HOUSE

WASHINGTON

January 4, 1982

MEETING WITH THE NATIONAL PRODUCTIVITY ADVISORY COMMITTEE

January 6, 1982

10:00 a.m.

Cabinet Room

(20 minutes)

From: Roger B. Porter *ABP*

I. PURPOSE

- A. To meet with the members of the National Productivity Advisory Committee at the commencement of their first meeting.
- B. To outline your views on what you want the committee to do.

II. BACKGROUND, PARTICIPANTS, AND PRESS PLAN

- A. Background: You announced on July 2, 1981 at a dinner honoring Bill Simon that you had asked him to serve as chairman of a National Productivity Advisory Committee that you would name shortly composed of distinguished business, labor, and academic leaders.

Formation of the Committee was delayed by the PATCO strike. Ultimately, five major labor leaders (Calhoun, Konyha, Schuur, O'Donnell, and Bouy) agreed to serve on the 34 member committee, which you announced on November 10. A list of members is attached at Tab A.

This is the first meeting of the committee. The full committee is tentatively scheduled to hold three other meetings during 1982, one each quarter. Much of the work of the committee will be done in four subcommittees that will be announced later today. The four subcommittees are: (1) Capital Investment; (2) Research, Development, and Technological Innovation; (3) Human Resources; and (4) The Role of Government in the Economy.

Following your session with the Committee, they will remain in the Cabinet Room to be sworn in and then reconvene at the Treasury. The Committee's agenda will include presentations by senior administration officials (the Vice President, Secretaries Regan, Baldrige, and Donovan, and Murray Weidenbaum) describing the efforts already underway within the administration to improve

productivity growth; a general discussion of productivity trends in recent years and the causes of the decline in productivity growth; and finally, brief meetings of the four subcommittees.

Your remarks will provide an excellent opportunity to reaffirm your commitment to addressing our nation's productivity problems and to outlining an appropriate role for the committee.

Concern about U.S. productivity growth is at least a decade old. Over the past ten years, five different national productivity committees, councils, commissions, or boards, have been established by each administration. There are three important characteristics of the advisory committee you have established that set it apart from its predecessors:

(1) It is designed to produce results rather than another study of the productivity problem. Unlike previous efforts which focused on producing annual reports or studies, the executive order establishing your advisory committee neither mandates nor requests the committee to produce a written report. In this sense, it is similar to your Economic Policy Advisory Board (the George Shultz group).

(2) It is closely linked to what is going on inside the administration. Rather than operating on its own, the executive order directs the committee to report to you and the Secretary of the Treasury through the Cabinet Council on Economic Affairs.

(3) This characteristic is reinforced by the staffing arrangements. Rather than have its own independent staff, the committee will draw on resources within the executive branch for its staff support. The executive secretary of the Cabinet Council on Economic Affairs will also serve as the executive secretary of the productivity advisory committee.

B. Participants: A list of members is attached at Tab A.

C. Press Plan: White House Press Corps Photo Opportunity.

### III. TALKING POINTS

See attached one page sheet

# Meeting With the National Productivity Advisory Committee

## Participants

### Committee Members

William E. Simon, Chairman  
Lamar Alexander  
Harold J. Bouy  
Lewis M. Branscomb  
Jesse M. Calhoon  
Justin Dart  
Michael K. Deaver  
John T. Dunlop  
Martin Feldstein  
Clifton C. Garvin, Jr.  
Harvey A. Goldstein  
Peter Grace  
C. Jackson Grayson  
Robert E. Hall  
David T. Kearns  
Alfred H. Kingon  
Charles F. Knight  
William Konyha  
Laurence William Lane, Jr.  
Paul W. MacAvoy  
Donald S. MacNaughton  
Ruben F. Mettler  
John J. O'Donnell  
Paul H. O'Neill  
Gerald L. Parsky  
John H. Perkins  
Richard F. Schubert  
Maurice R. Schurr  
Donald V. Seibert  
L. William Seidman  
Roger B. Smith  
Jayne Baker Spain  
Arnold R. Weber

Roger B. Porter, Executive Secretary

### Other Administration Participants

The Vice President  
Donald T. Regan  
Malcolm Baldrige  
Raymond J. Donovan  
Murray L. Weidenbaum  
Martin C. Anderson  
Edwin J. Gray



THE WHITE HOUSE

Office of the Press Secretary

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For Immediate Release

November 10, 1981

The President today announced the appointment of the following individuals to be Members of the National Productivity Advisory Committee. The President also announced that William E. Simon will serve as Chairman. Roger B. Porter, Counselor to the Secretary of the Treasury, will serve as Executive Secretary.

LAMAR ALEXANDER, Governor, State of Tennessee.

LEWIS M. BRANSCOMB, Vice President and Chief Scientist, IBM Corporation, Armonk, New York

JESSE M. CALHOON, President, National Marine Engineers Beneficial Association, AFL-CIO, Washington, D.C.

NICHOLAS T. CAMICIA, Chairman, President and Chief Executive Officer, The Pittston Company, Greenwich, Connecticut.

JUSTIN DART, Chairman and Chief Executive Officer, Dart Industries, Inc., Los Angeles, California.

MICHAEL K. DEEVER, Assistant to the President and Deputy Chief of Staff, The White House, Washington, D.C.

JOHN T. DUNLOP, Lamont University Professor, Harvard University, Boston, Massachusetts.

MARTIN FELDSTEIN, President, National Bureau of Economic Research, Belmont, Massachusetts.

CLIFTON C. GARVIN, JR., Chairman of the Board and Chief Executive Officer, Exxon Corporation, New York, New York.

HARVEY A. GOLDSTEIN, Managing Partner, Singer, Lewak, Greenbaum & Goldstein, Los Angeles, California.

PETER GRACE, Chairman of the Board and Chief Executive Officer, W.R. Grace & Company, New York, New York.

C. JACKSON GRAYSON, Chairman, American Productivity Center, Houston, Texas.

ROBERT E. HALL, Professor of Economics, Stanford University,  
Palo Alto, California.

DAVID T. KEARNS, President & Chief Executive Officer, Xerox  
Corporation, Stamford, Connecticut.

ALFRED H. KINGON, Editor in Chief, Saturday Review Financial  
World View; Vice Chairman, Macro Communications,  
Inc., New York, New York.

CHARLES F. KNIGHT, Chairman and Chief Executive Officer,  
Emerson Electric Company, St. Louis, Missouri.

WILLIAM KONYHA, President, United Brotherhood of Carpenters and  
Joiners of America, Cleveland, Ohio.

LAURENCE WILLIAM LANE, JR., Chairman of the Board, Lane Publishing  
Company; Publisher, SUNSET Magazine,  
Menlo Park, California.

PAUL MACAVOY, Professor, Yale School of Organization and  
Management, New Haven, Connecticut.

DONALD S. MACNAUGHTON, Chairman and Chief Executive Officer, Hospital  
Corporation of America, Nashville, Tennessee.

RUBEN F. METTLER, Chairman and Chief Executive Officer, TRW, Inc.,  
Redondo Beach, California, and Cleveland, Ohio.

JOHN J. O'DONNELL, President, Air Line Pilots Association,  
Washington, D.C.

PAUL H. O'NEILL, Vice President, Corporate Planning, International  
Paper Company, New Canaan, Connecticut.

GERALD L. PARSKY, Partner, Gibson, Dunn & Crutcher, Washington, D.C.

JOHN H. PERKINS, President, Continental Illinois National Bank &  
Trust Company, Chicago, Illinois.

RICHARD F. SCHUBERT, Vice Chairman, Bethlehem Steel, Easton,  
Pennsylvania.

MAURICE R. SCHURR, International Vice President, Local 929,  
International Brotherhood of Teamsters,  
Chauffeurs, Warehousemen and Helpers of America,  
Philadelphia, Pennsylvania.

DONALD V. SEIBERT, Chairman and Chief Executive Officer, J.C. Penney  
Company, New York, New York.

L. WILLIAM SEIDMAN, Vice Chairman, Phelps-Dodge Corporation,  
New York, New York.

WILLIAM E. SIMON, Chairman, Crescent Diversified Limited,  
New York, New York.

ROGER B. SMITH, Chairman and Chief Executive Officer, General  
Motors Corporation, Detroit, Michigan.

JAYNE BAKER SPAIN, Executive-in-Residence, George Washington  
University, Washington, D.C.

ARNOLD R. WEBER, President, University of Colorado, Boulder,  
Colorado.

###

## TALKING POINTS

### National Productivity Advisory Committee

- o I am pleased to meet with you this morning and I appreciate your willingness to serve and to share with us your ideas and expertise. This is a truly impressive group.
- o The subject matter this committee will address is vitally important to our country. We cannot have economic prosperity — sustained growth without inflation — unless we have better productivity growth.
- o Productivity is not a partisan issue. It is a bipartisan problem that requires bipartisan cooperation in solving it. The broad composition of the membership of this committee reflects this fact.
- o Similarly, our productivity challenge is not a single problem, but a host of problems that affect almost every aspect of American life — manufacturing, high technology, health care, education, natural resources, finance, retailing, transportation, small business, communications, the professions. All are represented on this Committee.
- o In solving our productivity problems, we don't need another study, another high-level conference, another report. What we need now are concrete suggestions and specific recommendations.
- o I am convinced this committee has an important contribution to make. It is composed of people who have a talent for getting things done.
- o Finally, I want to thank Bill Simon for agreeing to serve as chairman of this important committee. Bill understands well both the public and private sectors. And, as those of you who know him well, Bill is one of those people who gets to the heart of issues and makes things happen.
- o Thank you once again for coming and for joining us in this important endeavor.

*B*

THE WHITE HOUSE

WASHINGTON

January 5, 1982

MEETING WITH ROBERT DELANO, PRESIDENT  
AMERICAN FARM BUREAU FEDERATION

DATE: January 6, 1982  
LOCATION: Oval Office  
TIME: 11:30 a.m. - 11:40 a.m.  
FROM: Elizabeth H. Dole *EHD*

I. PURPOSE

To demonstrate your appreciation for the solid and consistent support received from the American Farm Bureau Federation (AFBF) and Mr. Delano personally, as well as to reassure the agricultural community of your concern for their problems.

II. BACKGROUND

The AFBF is the largest agricultural organization in the United States. They have chapters in 49 states and have actively worked in behalf of your Economic Recovery Program. Their endorsement and active lobbying are credited with having the 1981 Farm Bill passed in the House.

Over the past several days, concern has been rapidly developing in the agriculture community over a possible trade embargo with the Soviet Union, contributing to a fall in commodity prices. The AFBF will be holding its annual convention in San Diego, California, on January 11, with over 8,000 people in attendance. You were invited to address the convention but in lieu thereof, will be taping a short message later on January 6 (~~text attached~~). Your meeting with Mr. Delano will thus provide the opportunity to convey to the agricultural community your awareness of the situation confronting them and your reassurance that agriculture will not be singled out in any possible future trade sanctions with the USSR.

III. PARTICIPANTS

Robert Delano, Secretary Block, Elizabeth Dole, John Datt (AFBF Vice President), Jack Burgess.

IV. PRESS PLAN

Official photographer.

V. SEQUENCE OF EVENTS

11:30 a.m. You greet your guests as they enter the Oval Office and lead Mr. Delano to the chairs in front of the fireplace.

The White House photographer will take photos and you converse with Mr. Delano as per the talking points.

11:40 a.m. Your guests depart the Oval Office

SUGGESTED TALKING POINTS FOR MEETING WITH

ROBERT DELANO (DUH - LAY - NO)

- Bob, first let me tell you that I'm sorry you weren't able to make the meeting on December 2 to discuss the Farm Bill. I understand you made a valiant effort, but the weather just didn't cooperate.
- I want very much to thank you for the consistent support you and the Farm Bureau have given me and my Administration. Your work on the tax cut and budget bills, and especially the Farm Bill, is deeply appreciated.
- There is a lot of concern, I know, in the agricultural community over falling prices and high interest rates. Let me assure you that we are doing all we can to improve agricultural conditions.
- I know the importance of agriculture to our economy; it represents 20% of the GNP.
- Moving from a government-ordered agricultural policy to a market-oriented one won't be painless, but we will smooth the transition in every way we can. We shall continue to very actively promote agricultural exports.
- Also, let me reassure you that, as I've stated before, agriculture will not be singled out to bear an unfair burden in any future sanctions that may have to be taken against Poland and/or the Soviet Union.

-- Please tell your people in San Diego that I know of their concern and the difficulties facing them. I remain a friend of agriculture and will do everything I possibly can to help ease the problems confronting the American farmer.

-- I hope you have a very successful convention.



C

THE WHITE HOUSE

WASHINGTON

January 4, 1981

MEETING WITH WILLIAM F. (FRANK) MATTHEWS

DATE: January 6, 1982

LOCATION: The Oval Office

TIME: 11:45 A.M.

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

I. PURPOSE

To meet and be photographed with Frank Matthews on the occasion of his retirement from the White House.

II. BACKGROUND

Frank Matthews is retiring January 8, 1982 after 34 years of service at the White House. For the last 19 years he has been Director of the Office of Records Management. He has served a total of over 38 years with the Federal Government. He is a combat veteran of World War II and was captured during the Battle of the Bulge in December, 1944.

III. PARTICIPANTS

The President  
William F. (Frank) Matthews  
Phyllis Matthews (wife)

IV. PRESS PLAN

White House Photographer only

V. SEQUENCE OF EVENTS

The President greets Frank Matthews. Photo is taken of The President w/Frank Matthews and wife.

THE WHITE HOUSE

WASHINGTON

January 5, 1981

MEETING WITH THOMAS (TOM) MILLS JONES

DATE: January 6, 1981

LOCATION: The Oval Office

TIME: 11:45 A.M.

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

I. PURPOSE

To meet and be photographed with Tom Jones on the occasion of his retirement from the White House.

II. BACKGROUND

Tom Jones is retiring January 8, 1982 after 30 years of service at the White House. For the last 14 years he has been, successively, Chief of the White House Records Office and Executive Clerk of the White House. In these positions he has been responsible for the processing of official Presidential documents, including Bills, Proclamations, Executive Orders, nominations and Commissions. Tom is a World War II veteran of the Navy, having served in the Asiatic-Pacific Theatre and at Point Mugu Naval Air Station in California.

III. PARTICIPANTS

The President  
Thomas (Tom) Mills Jones  
Mary Louise Jones (wife)  
Sharon Marie Jones (daughter)  
Thomas Mills Jones II (son)  
Gregory Bruce Jones (son)

IV. PRESS PLAN

White House Photographer only

V. SEQUENCE OF EVENTS

The President greets Tom Jones. Photo is taken of The President w/Tom Jones and family.

*D*

# THE WHITE HOUSE

WASHINGTON

January 5, 1982

PHOTO OP WITH RICH BOND

DATE: January 6, 1982

LOCATION: Oval Office

TIME: 11:55am (5 minutes)

FROM: Lyn Nofziger

## I. PURPOSE

Opportunity for Rich Bond, former Deputy Chief of Staff for Vice President Bush, to have a photo with the President.

## II. BACKGROUND

Rich Bond is the new Deputy Chairman of the Republican National Committee (replacing Chuck Bailey).

## III. PARTICIPANTS

- Rich Bond
- A. Morgan Mason, White House Political Affairs Office

## IV. PRESS PLAN

White House photographer

## V. SEQUENCE OF EVENTS

- Greet Rich Bond in the Oval Office.
- Brief conversation and photo op.
- Rich Bond departs.

*E*

THE WHITE HOUSE

WASHINGTON

January 5, 1982

FILMING SESSION

DATE: January 6, 1982

LOCATION: Map Room

TIME: 5:45 PM

FROM: Mark Goode

I. PURPOSE

To film a message from the President.

II. BACKGROUND

This message will be played at the Annual National Convention of the American Farm Bureau Federation in San Diego, California on January 11, 1982.

The American Farm Bureau Federation is the largest agricultural organization in the United States. They have chapters in 49 states and have actively worked in behalf of the President's economic recovery program.

III. PARTICIPANTS

The President

IV. PRESS PLAN

None

V. SEQUENCE OF EVENTS

The President will read the message from a teleprompter in the Map Room.

THE WHITE HOUSE

WASHINGTON

January 5, 1982

FILMING SESSION

DATE: January 6, 1982

LOCATION: Map Room

TIME: 5:45 PM

FROM: Mark Goode

I. PURPOSE

To film a message from the President.

II. BACKGROUND

The message will be played at the Annual Convention of the National Association of Homebuilders.

The National Organization of Homebuilders is an organization comprised of 125,000 member firms, ranging from small businesses to large companies.

The NAHB has strongly supported the President's economic recovery plan and participated in the Budget Control Working Group.

III. PARTICIPANTS

The President

IV. PRESS PLAN

None

V. SEQUENCE OF EVENTS

The President will read from a teleprompter in the Map Room.