

Ronald Reagan Presidential Library Digital Library Collections

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

Collection: Blackwell, Morton: Files

Folder Title: White House Tours (1 of 2)

Box: 28

To see more digitized collections visit:

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

To see all Ronald Reagan Presidential Library inventories visit:

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

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

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

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

WITHDRAWAL SHEET

Ronald Reagan Library

Collection Name BLACKWELL, MORTON: FILES

Withdrawer

RBW 6/22/2011

File Folder WHITE HOUSE TOURS (1 OF 2)

FOIA

F06-0055/07

Box Number 28

POTTER, CLAIRE

38

| DOC NO | Doc Type | Document Description | No of Pages | Doc Date | Restrictions |
|--------|----------|-----------------------------|-------------|-----------|--------------|
| 1 | NOTE | MAISELLE TO MARTHA RE. TOUR | 1 | 8/10/1982 | B6 |

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

- B-1 National security classified information [(b)(1) of the FOIA]
- B-2 Release would 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 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]

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

5/20

Maiselle -

These gentlemen
keep calling. They
are having a WH
four (vet) and ~~and~~
want a photo w.
EHA.

Will someone bring
me up to speed on
this?

Diana

MEMORANDUM OF CALL

TO: Diana

YOU WERE CALLED BY— YOU WERE VISITED BY—

Major Peterson

OF (Organization) Hotel Washington

PLEASE CALL → PHONE NO. CODE/EXT. 638-5900 FTS
 WILL CALL AGAIN IS WAITING TO SEE YOU
 RETURNED YOUR CALL WISHES AN APPOINTMENT

MESSAGE Room 1006

RECEIVED BY DATE 5/15 TIME 5:10

63-109 STANDARD FORM 63 (Rev. 8-76) Prescribed by GSA FPMR (41 CFR) 101-11.6
U.S. G.P.O. 1980-311-156/16

MEMORANDUM OF CALL

TO: Diana

YOU WERE CALLED BY— YOU WERE VISITED BY—

Col. Roger Donlon

OF (Organization) ext 1006

PLEASE CALL → PHONE NO. CODE/EXT. 638-5900 FTS
 WILL CALL AGAIN IS WAITING TO SEE YOU
 RETURNED YOUR CALL WISHES AN APPOINTMENT

MESSAGE re: Visit to W/H - 100 Allied officers representing 48 nations - trying to get EHD + Sen to pose for picture c them while here

RECEIVED BY JJP DATE 5/15 TIME 10:50

63-109 STANDARD FORM 63 (Rev. 8-76) Prescribed by GSA FPMR (41 CFR) 101-11.6
U.S. G.P.O. 1980-311-156/16

546-7577

Karen McKay
Comm. for Free
Appl.

APR 28 1977
10:00 AM

APR 28 1977
10:00 AM

APR 28 1977
10:00 AM

APR 28 1977
10:00 AM

4/8

Maiselle, (sp?)

I met with these people in Morton's absence. They have a WH VIP tour scheduled for 5/22. They want a picture ~~to~~ and EHD's participation. They would also like the Pres., naturally.

Morton needs to recommend appropriate OPL action.

I think this can wait until Friday, but please be sure he looks at it right away.

Diana

MEMORANDUM
OF CALL

TO:

Diana

YOU WERE CALLED BY— YOU WERE VISITED BY—

Col. DONLON

OF (Organization)

Allied Officers, Comd Gen.

PLEASE CALL → PHONE NO. CODE/EXT. Staff office FTS

WILL CALL AGAIN IS WAITING TO SEE YOU

RETURNED YOUR CALL WISHES AN APPOINTMENT

MESSAGE

re: Visit + proposal
to have group picture
w/ Senator + Mrs.
Doles.

638-5900 Rm. 1006

RECEIVED BY SHS

DATE 5/19

TIME 3:30

63-109

U.S. G.P.O. 1980-311-156/16

STANDARD FORM 63 (Rev. 8-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.6

~~W. H. Louis~~
2) June 9, 10th, 11th or 12

James Hammelman

Mark done

Beth

(4)

Suzanne

~~done~~

Mr. + Mrs. Carl Martin (3)

Donna →

Bob Billings Sec'y

245-3352

May 26, 27, 28, or 29th

V. H.
T. H. 12

THE WHITE HOUSE
WASHINGTON

August 26, 1982

MEMORANDUM FOR CAROL MCCAIN

FROM: MORTON BLACKWELL
SUBJECT: Special Group Tours

Thanks so much for your cooperation in arranging the tour for 400 people who will be in Washington for the 320th Bomb Group Reunion Association on Friday, September 10, 1982.

Unfortunately, because I had told them I thought there was little chance of having a tour for that many people, they had gone ahead and arranged for the aerospace museum to allow them to do a mass media event before they opened for the day. They tried to rearrange that but were unable so it is with regret we release the 400 places to you on Friday, September 10.

Thanks again for your help.

THE WHITE HOUSE

WASHINGTON

August 19, 1982

MEMORANDUM

TO: MORTON BLACKWELL - Rm. 191 - OEOB

FROM: CAROL McCAIN, DIRECTOR
WHITE HOUSE VISITORS OFFICE

SUBJECT: SPECIAL GROUP TOURS

This memorandum will confirm that arrangements have been made for your group to be placed at the head of the public tour on Friday, September 10, 1982. The tour is for 400 members of the 320th Bomb Group Reunion Association.

They should plan their arrival at the East Gate on East Executive Avenue at 9:45 a.m. Please have the person in charge of your group check with the Officer on duty at the East Gate. He will be expecting them.

I hope you will express to your friends my best wishes for a most enjoyable visit to the White House.

*Sent original
to Huit Davis
8/20*



**EDUCATION
POLICY AND
DEVELOPMENT**

CHAIRMAN
Ruth I. Smith

President
The First State Bank
650 Kansas Avenue
Kansas City, Kansas 66119

**EXECUTIVE DIRECTOR EP&D
NATIONAL DIRECTOR AIB**
Ralph Smeda
202/467-6320

**DIRECTOR EDUCATION RESEARCH
AND PROGRAM EVALUATION**
James R. Curran
202/467-4287

DIRECTOR EDUCATION RESOURCES
Hartwell Davis
202/467-4148

DIRECTOR PROGRAM DEVELOPMENT
Carolyn M. Pyrek
202/467-6326

**DIRECTOR OF EDUCATION
AND FIELD RELATIONS**
Gary Mulder
202/467-6324

6-23-82

Dear Mr. Sunset,

Per our conversation, here
are copies of the correspondence
related to my inquiry.

If a special event for the
320th Bomb Group is possible
the optimum time from our
standpoint would be during the
afternoon of Friday, September 9.

All the "smoke signals" to date
indicate that we can expect attendance
of at least 400 (including 150 spouses).

Many thanks for your attention.

Hart Davis

AMERICAN INSTITUTE OF BANKING

CHAIRMAN
Thomas R. Smith
President
Fidelity Brenton Bank &
Trust Company
P. O. Box 310
Marshalltown, Iowa 50158

PRESIDENT
William C. Wheeler
Vice President & Auditor
United Counties Trust Company
236 West St. George Avenue
Linden, New Jersey 07036

PRESIDENT-ELECT
Roy E. Huddle, Jr.
Executive Vice President
First National Bank of
Rio Arriba
P. O. Box 8
Española, New Mexico 87532

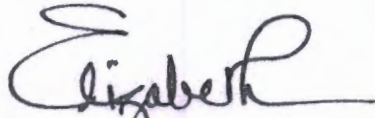
THE WHITE HOUSE
WASHINGTON
November 10, 1981

Dear Rex:

Regarding your inquiry into the possibility of the 320th Bomb Group Reunion Association having the opportunity to visit the White House, I have asked one of my staff, Morton Blackwell, to look into the question and correspond directly with Mr. Davis. Morton specializes in veterans affairs and I am certain, if it is possible, he will make arrangements most satisfactory to everyone involved.

I, too, am sorry we didn't have the chance to be "seating partners" again this year. I agree, we should plan for the next one!

Sincerely,



Elizabeth H. Dole
Assistant to the President
for Public Liaison

Mr. J. Rex Duwe
Chairman of the Board
The Farmers State Bank
Lucas, Kansas 67648

11-16-81 Hart: Sounds somewhat promising!

JRD

AMERICAN
BANKERS
ASSOCIATION

1120 Connecticut Avenue, N.W.
Washington, D.C.
20036



October 22, 1981

Mr. J. Rex Duwe
Chairman
The Farmers State Bank
P.O. Box 305
Lucas, Kansas

Dear Rex,

Back at my desk at last, I can act on your suggestion that I recap our conversation at the ABA Convention.

The subject I raised was the 320th Bomb Group in which I served as a pilot during WWII. There is a very active 320th Bomb Group Reunion Association which, in addition to historical research and member communications, sponsors an annual reunion. The 1982 reunion is to be held in Washington D.C., September 9-11, with the Capital Hilton as headquarters. We expect 300-400 will be registered.

Having been asked to serve as chairman of the 1982 Reunion my first thought was that by all odds the most meaningful and memorable experience for our members would be a White House tea, reception, briefing, or other function at which, circumstances permitting, President Reagan might extend a brief word of appreciation to these individuals who served their country with distinction.

My naiveté with respect to White House channels is total except for my understanding that an overture such as this would come under the purview of Elizabeth Dole as Assistant to the President for public liaison. Thus it would be a very great favor if, when the opportunity arises, you would mention to her my interest in knowing:

1. Whether such a White House "event" is within the realm of possibility.
2. The contact steps I should take.

This informal approach might serve to minimize the demands on Mrs. Dole's time and attention. And I'm vain enough to believe you might be able to give a good report of my character.

Best personal regards,

Hart
Hartwell Davis

EDUCATION
POLICY AND
DEVELOPMENT

CHAIRMAN
Jeremiah P. Shea
Chairman of the Board and Chief
Executive Officer
Bank of Delaware
300 Delaware Avenue
Wilmington, Delaware 19899

**EXECUTIVE DIRECTOR EP&D
NATIONAL DIRECTOR AIB**
Ralph Smeda
202/467-6320

**DIRECTOR EDUCATION RESEARCH
AND PROGRAM EVALUATION**
James R. Curran
202/467-4287

DIRECTOR EDUCATION RESOURCES
Hartwell Davis
202/467-4148

DIRECTOR PROGRAM DEVELOPMENT
Carolyn M. Pyrek
202/467-6326

**DIRECTOR OF EDUCATION
AND FIELD RELATIONS**
Gary Mulder
202/467-6324

AMERICAN INSTITUTE OF BANKING

CHAIRMAN
J. Rex Duwe
Chairman
The Farmers State Bank
P. O. Box 305
Lucas, Kansas 67648

PRESIDENT
Ronald G. Wilson
Assistant Vice President
Valley National Bank c
Arizona
P. O. Box 71
Phoenix, Arizona 85001

PRESIDENT-ELECT
William C. Wheeler
Vice President & Auditor
United Counties Trust Company
236 West St. George Avenue
Linden, New Jersey 07036

DOUGLAS HICKMAN
VICE PRESIDENT

J. REX DUWE
CHAIRMAN OF THE BOARD

STEPHEN R. McALLISTER
PRESIDENT

GERALDINE PARKER
CASHIER

The Farmers State Bank

Lucas, Kansas 67648

Ph. (913)525-3445

November 3, 1981

Copy

Mrs. Elizabeth H. Dole
Assistant to the President for Public Liaison
White House
Washington, D. C. 20500

Dear Friend Elizabeth:

Enclosed is a copy of a self-explanatory letter I received recently from Hartwell Davis, a long-term friend and associate of mine and an executive with the American Bankers Association there in Washington.

He has visited with me verbally in the past about the possibility of coming up with some kind of White House "event" for this very deserving and honorable organization. I asked him to give me some details in a letter, and the enclosed is the result. Note that the subject Reunion does not occur until September 9-11 of next year.

Elizabeth, I would be pleased to know if anything like this is within the realm of possibility. Your reply can be directed to me or Mr. Davis can be reached at 1120 Connecticut Avenue, N. W., Zip 20036. His direct office number is 467-4148.

I missed being seated between you and Nancy this year at the Kansas Bankers Association Dinner at the Four Seasons this year---but maybe next year?

Warm personal regards,

Rex
J. Rex Duwe

JRD:b

cc: Hartwell Davis

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

June 16, 1982

*Copy to Helen
6/17*

MEMORANDUM

TO: MORTON C. BLACKWELL
191 EOB *MC*

FROM: CAROL MC CAIN, DIRECTOR
WHITE HOUSE VISITORS OFFICE

SUBJECT: SPECIAL GROUP TOUR

This memorandum will confirm that you have a reserved group tour of the White House for 60 members of the Eagle Forum on Thursday, July 1, 1982.

The members of the group should arrive at the East Gate on East Executive Avenue at 8:00 a.m. The person in charge of the group should check with the officer on duty there as he will be expecting them.

Please express my best wishes to your group for a most enjoyable tour of the White House.

To MARselle
Date 4/28 Time 10:36

WHILE YOU WERE OUT

M. Marge Mc Kinnis of
of And Region
Phone 861-2712

| Area Code | Number | Extension |
|-------------------|-------------------------------------|---|
| TELEPHONED | <input checked="" type="checkbox"/> | PLEASE CALL <input checked="" type="checkbox"/> |
| CALLED TO SEE YOU | <input type="checkbox"/> | WILL CALL AGAIN <input type="checkbox"/> |
| WANTS TO SEE YOU | <input type="checkbox"/> | URGENT <input type="checkbox"/> |

RETURNED YOUR CALL

Message 3 tickets
4 on 5th 6th 7th

Operator

TOUR TICKET REQUEST

STAFF PERSON REQUESTING TICKETS: Maiselle Shortley

NUMBER OF TICKETS REQUESTED: 3

DATE REQUESTED: May 4, 5, 6, 7, 8 *May 6*

NAMES AND TITLES OF PERSONS REQUESTING TOUR: THE AMERICAN LEGION

*left in mail room
5/4/ 3:30*

APPROVED BY: _____

(DATE)

(SCHEDULED)

(NOT SCHEDULED)

TOUR TICKET NUMBERS: _____

TOUR DATE AND TIME: _____

SCHEDULED BY: _____

*Sent to
Mylo
Apr 23*

TOUR TICKET REQUEST

STAFF PERSON REQUESTING TICKETS: Morton Blackwell

NUMBER OF TICKETS REQUESTED: 4

DATE REQUESTED: May 20 (alternate date May 22)

NAMES AND TITLES OF PERSONS REQUESTING TOUR: _____

JACK NEWMAN

DOLORES NEWMAN

American Legion

JOHN LACHOWITZER

BETTY LACHOWITZER

APPROVED BY: _____

(DATE)

(SCHEDULED)

(NOT SCHEDULED)

TOUR TICKET NUMBERS: _____

TOUR DATE AND TIME: _____

SCHEDULED BY: _____

TOUR TICKET REQUEST

STAFF PERSON REQUESTING TICKETS: Morton Blackwell

NUMBER OF TICKETS REQUESTED: 4

DATE REQUESTED: 5-12-82 *not open on 12th*

NAMES AND TITLES OF PERSONS REQUESTING TOUR: For Bill Milburn
4 Conservatives

APPROVED BY: _____

notified
6/6

(DATE)

(SCHEDULED)

(NOT SCHEDULED)

TOUR TICKET NUMBERS: _____

TOUR DATE AND TIME: _____

SCHEDULED BY: _____

TOUR TICKET REQUEST

STAFF PERSON REQUESTING TICKETS: Maiselle Shortley

NUMBER OF TICKETS REQUESTED: 5

DATE REQUESTED: May 6, 7, 5, or 4 (in order of preference)

NAMES AND TITLES OF PERSONS REQUESTING TOUR: CONSERVATIVE VIPS

Fred Karem 606-233-1426

APPROVED BY: _____

(DATE)

(SCHEDULED)

(NOT SCHEDULED)

TOUR TICKET NUMBERS: _____

TOUR DATE AND TIME: _____

SCHEDULED BY: _____

TOUR TICKET REQUEST

*sent over
may 6/
red tag*

STAFF PERSON REQUESTING TICKETS: Maiselle Shortley

NUMBER OF TICKETS REQUESTED: 2

DATE REQUESTED: May 13, 14, 15

*Frank Vander Linden
544-5232*

NAMES AND TITLES OF PERSONS REQUESTING TOUR:
VERY, VERY IMPORTANT CONSERVATIVES

Richard Kertzman

Called 5/10 10:55

APPROVED BY: _____

(DATE)

(SCHEDULED)

(NOT SCHEDULED)

TOUR TICKET NUMBERS: _____

TOUR DATE AND TIME: _____

SCHEDULED BY: _____

*Delivered
5/11 CBS*

TOUR TICKET REQUEST

STAFF PERSON REQUESTING TICKETS: Morton Blackwell Ext. 2657

NUMBER OF TICKETS REQUESTED: 7

DATE REQUESTED: Either May 21 or May 22

NAMES AND TITLES OF PERSONS REQUESTING TOUR: _____

May W. Pace; Harvey Pace; Zelpha Sweat; Glória Womack; Phyllis Heats
Carol Taylor; Susan Hine

These are guests of a good friend and a supporter of the President.
They would be willing to break into two groups on different days
or even if we could get tickets for part of them, he might be able
to get others on the Hill.

APPROVED BY: _____

(DATE)

(SCHEDULED)

(NOT SCHEDULED)

TOUR TICKET NUMBERS: _____

TOUR DATE AND TIME: _____

SCHEDULED BY: _____

TOUR TICKET REQUEST

*Resubmitted
with
Schedule
Proposed
6/17*

STAFF PERSON REQUESTING TICKETS: Morton Blackwell

NUMBER OF TICKETS REQUESTED: 100

DATE REQUESTED: Friday, July 23, 1982

NAMES AND TITLES OF PERSONS REQUESTING TOUR: _____

American Legion Auxiliary's Girl State winners, 2 from each state.
see attached

APPROVED BY: _____

(DATE)

(SCHEDULED)

(NOT SCHEDULED)

TOUR TICKET NUMBERS: _____

TOUR DATE AND TIME: _____

SCHEDULED BY: _____

TOUR TICKET REQUEST

STAFF PERSON REQUESTING TICKETS: Morton Blackwell

NUMBER OF TICKETS REQUESTED: 15

DATE REQUESTED: Any morning from now until July 29

NAMES AND TITLES OF PERSONS REQUESTING TOUR:

Conservative Caucus Summer Interns

APPROVED BY: Morton Blackwell 6-23-82

(DATE)

(SCHEDULED)

(NOT SCHEDULED)

TOUR TICKET NUMBERS: _____

TOUR DATE AND TIME: _____

SCHEDULED BY: _____

TOUR TICKET REQUEST

*Resub
8/4*

STAFF PERSON REQUESTING TICKETS: Morton Blackwell

NUMBER OF TICKETS REQUESTED: 400

DATE REQUESTED: September 10, or 11

NAMES AND TITLES OF PERSONS REQUESTING TOUR: 320th Bomb Group Reunion Association

We told them we doubted if so large a group could have a tour.
We are assuming the arrangements for bus tour groups will
go off Labor Day. Is there some way they could be split up
and do it?

APPROVED BY: Morton Blackwell

7/15/82

(DATE)

(SCHEDULED)

(NOT SCHEDULED)

TOUR TICKET NUMBERS: _____

TOUR DATE AND TIME: _____

SCHEDULED BY: _____

To ~~the~~ Carilyn

Date 7/30/80 Time 320

WHILE YOU WERE OUT

M. Kraja

of Am Legion

Phone _____

| Area Code | Number | Extension |
|-------------------|-------------------------------------|---|
| TELEPHONED | <input checked="" type="checkbox"/> | PLEASE CALL <input checked="" type="checkbox"/> |
| CALLED TO SEE YOU | <input type="checkbox"/> | WILL CALL AGAIN <input type="checkbox"/> |
| WANTS TO SEE YOU | <input type="checkbox"/> | URGENT <input type="checkbox"/> |

RETURNED YOUR CALL

Message needs 4 tickets to special tour with Aug 11 or 12

Operator *C*

TOUR TICKET REQUEST

STAFF PERSON REQUESTING TICKETS: Morton Blackwell

NUMBER OF TICKETS REQUESTED: 4

DATE REQUESTED: August 11 or 12

NAMES AND TITLES OF PERSONS REQUESTING TOUR: _____

Mylio Kraja requested four tickets. He rarely asks a favor.
He is Executive Director of American Legion

APPROVED BY: _____

(DATE)

(SCHEDULED)

(NOT SCHEDULED)

TOUR TICKET NUMBERS: _____

TOUR DATE AND TIME: _____

SCHEDULED BY: _____

WITHDRAWAL SHEET

Ronald Reagan Library

Collection Name

BLACKWELL, MORTON: FILES

Withdrawer

RB 6/22/2011
W

File Folder

WHITE HOUSE TOURS (1 OF 2)

FOIA

F06-0055/07
POTTER, CLAIRE

Box Number

28

38

DOC Document Type

No of Doc Date Restriction

NO Document Description

1 NOTE

1 8/10/1982 B6

MAISELLE TO MARTHA RE. TOUR

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

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

B-2 Release would 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 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]

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

TOUR TICKET REQUEST

STAFF PERSON REQUESTING TICKETS: MORTON BLACKWELL

NUMBER OF TICKETS REQUESTED: 1

DATE REQUESTED: AUGUST 26, 1982 8:15

NAMES AND TITLES OF PERSONS REQUESTING TOUR:
NATIONAL CONSERVATIVE FOUNDATION - Terry Dolan

APPROVED BY: _____

(DATE)

(SCHEDULED)

(NOT SCHEDULED)

TOUR TICKET NUMBERS: _____

TOUR DATE AND TIME: _____

SCHEDULED BY: _____

*Sent to Vickie
9/11*

TOUR TICKET REQUEST

STAFF PERSON REQUESTING TICKETS: MORTON C. BLACKWELL

NUMBER OF TICKETS REQUESTED: 2

DATE REQUESTED: AUG. 26, 27, or 28

NAMES AND TITLES OF PERSONS REQUESTING TOUR: NATIONAL CONSERVATIVE FOUNDATION -- Terry Dolan

APPROVED BY: _____

(DATE)

(SCHEDULED)

(NOT SCHEDULED)

TOUR TICKET NUMBERS: _____

TOUR DATE AND TIME: _____

SCHEDULED BY: _____

*Call Vicky Hickman Suit 8/6
at the Foundation
528-9051*

Suite 502

Attention: Ron

*Arlington Va -
22209*

TOUR TICKET REQUEST

STAFF PERSON REQUESTING TICKETS: MORTON C. BLACKWELL

NUMBER OF TICKETS REQUESTED: 4

DATE REQUESTED: August 26 or 27

NAMES AND TITLES OF PERSONS REQUESTING TOUR: COMMITTEE FOR THE SURVIVAL OF A FREE CONGRESS -- PAUL WEYRICH

APPROVED BY: _____

Sent 8/24

(DATE)

(SCHEDULED)

(NOT SCHEDULED)

TOUR TICKET NUMBERS: _____

TOUR DATE AND TIME: _____

SCHEDULED BY: _____

Carolyn
If these tickets are available just hold till I get back
M

THE WHITE HOUSE
WASHINGTON

May 3, 1982

Thank you for your letter requesting a group tour of the White House for 60 people - Eagle.

We will be pleased to consider your request when we begin to schedule tours for July 1. We will be back in touch with you three to four weeks prior to that date.

Again, thank you for your letter and your interest.

Carol McCain

Carol McCain
Director
White House Visitors Office

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

April 30, 1982

TO: Carol McCain

FROM: Morton C. Blackwell *MCB/mcs*

On July 1, 1982 some of the President's hardest workers and most ardent admirers will be in Washington, D. C. They are members of the Eagle Forum.

I would like to request a tour for sixty of these ladies if at all possible.

Could you let Maiselle Shortley of my staff know as soon as possible if this can be arranged?

Thank you for your prompt attention to this matter.

TOUR TICKET REQUEST

STAFF PERSON REQUESTING TICKETS: Morton Blackwell

NUMBER OF TICKETS REQUESTED: 23 to Martha 9/8/82 5:45pm

DATE REQUESTED: September 15, 1982 (or any other morning that week)

NAMES AND TITLES OF PERSONS REQUESTING TOUR: _____

Paul and Cindy Teas (Brother and sister-in-law of
John Teas at National Right to Work Committee
John and Paul's father is a large Reagan contributor from Texas.

APPROVED BY: _____

9-2-82
Resent
(DATE) 9-8-82

(SCHEDULED)

(NOT SCHEDULED)

TOUR TICKET NUMBERS: _____

TOUR DATE AND TIME: _____

SCHEDULED BY: _____

*To Room 45
9/10*

THE WHITE HOUSE
WASHINGTON

203-411-1200
9/10

September 9, 1982

MEMORANDUM

TO: MORTON BLACKWELL
SPECIAL ASSISTANT TO THE PRESIDENT
191 EOB

FROM: CAROL MCCAIN, DIRECTOR
WHITE HOUSE VISITORS OFFICE

SUBJECT: SPECIAL GROUP TOUR

This memorandum will confirm that you have a reserved group tour of the White House for 18 students from St. John's College of Jamaica, New York on Thursday, September 30, 1982.

The members of the group should arrive at the East Gate on East Executive Avenue at 8:00 a.m. The person in charge of the group should check with the officer on duty there as he will be expecting them.

Please express my best wishes to your group for a most enjoyable tour of the White House.

TOUR TICKET REQUEST

9-8-82

STAFF PERSON REQUESTING TICKETS: Morton Blackwell

NUMBER OF TICKETS REQUESTED: 18

DATE REQUESTED: 9-30-82 or 10-1-82

NAMES AND TITLES OF PERSONS REQUESTING TOUR: _____

Padriac Buckley, Director of Operations for Committee for Survival of
a Free Congress (Paul Weyrich's group) requests these for 18 students
of St. John's College (his Alma Mater) of Jamaica N. Y.

The students will be here for an annual Washington briefing. Mr. Buckley
actually gave a note to Morton about a month ago and it never saw the light
of day.

Is there any possibility of getting tickets at this late date.

APPROVED BY: _____

(DATE)

(SCHEDULED)

(NOT SCHEDULED)

TOUR TICKET NUMBERS: _____

TOUR DATE AND TIME: _____

SCHEDULED BY: _____

THE WHITE HOUSE

WASHINGTON

September 21, 1982

MEMORANDUM FOR CAROL MCCAIN

FROM: MORTON C. BLACKWELL

Terry Dolan of the National Conservative Political Action Committee called to express his thanks for your help and cooperation with the White House tour you arranged for the President's supporters on September 14. He was most grateful for your assistance in arranging this tour.

On October 12, Secretary Watt and Secretary Edwards will be doing another briefing for the National Conservative Foundation. Once again many of the President's loyal and long-time supporters will be in Washington. Is it possible to arrange another early morning tour for forty (40) of the attendees to this briefing? Could you let Maiselle Shortley of my staff know if this is possible?

Again, thank you for your help and patience with all our requests.

To M. Adelle
Date 9/10/83 Time 9:40

WHILE YOU WERE OUT

M. Pat
of VISITOR'S OFFICE
Phone 2202
Area Code Number Extension

| | | | |
|-------------------|--|-----------------|--|
| TELEPHONED | | PLEASE CALL | |
| CALLED TO SEE YOU | | WILL CALL AGAIN | |
| WANTS TO SEE YOU | | URGENT | |

RETURNED YOUR CALL

Message National
Cross-Foundations
Who is in charge?

Operator

THE WHITE HOUSE
WASHINGTON

September 9, 1982

MEMORANDUM

TO: MORTON BLACKWELL
SPECIAL ASSISTANT TO THE PRESIDENT
191 EOB

FROM: CAROL MC CAIN, DIRECTOR
WHITE HOUSE VISITORS OFFICE

SUBJECT: SPECIAL GROUP TOUR

This memorandum will confirm that you have a reserved group tour of the White House for 40 people sponsored by the National Conservative Foundation on Tuesday, September 14, 1982.

The members of the group should arrive at the East Gate on East Executive Avenue at 7:45 a.m. The person in charge of the group should check with the officer on duty there as he will be expecting them.

Please express my best wishes to your group for a most enjoyable tour of the White House.

Cheryl Bendis
called Pat
9/13

sent to Cheryl
9/9

THE WHITE HOUSE

WASHINGTON

August 25, 1982

TO: Carol McCain

FROM: Morton C. Blackwell *MCB/MCS*

On September 14, 1982 some of the President's strongest supporters and most ardent admirers will be in Washington, D.C. They will be here for a briefing by Secretary Lewis, Secretary Schweicker, Senator Denton and Congressman Walker. This briefing is being sponsored by the National Conservative Foundation.

I would like to request a White House tour for forty(40) of the attendees if at all possible.

I realize that it is rather difficult to schedule a tour with this short a lead time, but I would appreciate any consideration you are able to give this request.

Could you let Maiselle Shortley of my staff know as soon as possible if this can be arranged?

Thank you for your consideration and prompt attention to this matter.

To MS.

Date 9/28/82. Time 9.20.

WHILE YOU WERE OUT

M. Bill O'Sullivan

of 201 826 8600

Phone _____

Area Code Number Extension

| | | | |
|-------------------|--|-----------------|-------------------------------------|
| TELEPHONED | | PLEASE CALL | <input checked="" type="checkbox"/> |
| CALLED TO SEE YOU | | WILL CALL AGAIN | |
| WANTS TO SEE YOU | | URGENT | |

RETURNED YOUR CALL

Message _____

4 Tickets Exec Tour
Oct 9.

Operator _____

TOUR TICKET REQUEST

STAFF PERSON REQUESTING TICKETS: MORTON C. BLACKWELL

NUMBER OF TICKETS REQUESTED: 4

DATE REQUESTED: October 9 *booked*

NAMES AND TITLES OF PERSONS REQUESTING TOUR: _____

Bill O'Sullivan- some Vietnam Veterans group

APPROVED BY: _____

Called Bill 10/4

no go (DATE)

(SCHEDULED)

(NOT SCHEDULED)

TOUR TICKET NUMBERS: _____

TOUR DATE AND TIME: _____

SCHEDULED BY: _____

TOUR TICKET REQUEST

STAFF PERSON REQUESTING TICKETS: MORTON C. BLACKWELL

NUMBER OF TICKETS REQUESTED: 2

DATE REQUESTED: Oct. 5 thru 7 or ~~Oct. 12 thru 15~~

NAMES AND TITLES OF PERSONS REQUESTING TOUR: _____

Council of Enery Resource Tribes

Jana Dunbar - 887-9155

APPROVED BY: _____

(DATE)

(SCHEDULED)

(NOT SCHEDULED)

TOUR TICKET NUMBERS: _____

TOUR DATE AND TIME: _____

SCHEDULED BY: _____

left in room 45. 10/5

OA SERVICES AND PROCEDURES DIRECTORY

SERVICE

SERVICES AVAILABLE

PROCEDURES

Art Services - Graphics

Cover art, exhibit design, posters, general art work, and illustrations prepared for printing or for conversion to color or B&W slides and vugraphs; technical illustration, statistical charts, and general graphic production.

Contact the Graphics Section 4202 NEOB, x3624, as soon as you are aware of a requirement. Forward a complete description of the project, including all background material necessary to begin production work including rough sketches, diagrams, text, existing artwork and pictures when available, so work can begin. All work will be completed within the requested time frame, either in-house or through contract sources, provided the time frame is feasible.

Book and Journal Ordering

Ordering of subscriptions to magazines, journals, or office copies of books or other publications.

Contact the Information Management and Services Division acquisitions staff, G-220 NEOB, x3420, with a written request approved by your administrative officer. Routing of journals may also be requested through the acquisition staff.

Building Repair and Maintenance

Office alteration; maintenance; repairs, heating, cooling and lighting engineering services; shop work; and painting.

These services are provided through the GSA Building Manager's office, 44 OEOB, x3675.

Computer Center

Main EOP computers, operating most systems in use throughout EOP.

The Computer Center is located on the 4th floor NEOB. It normally operates two shifts daily throughout the year, Monday through Friday, 7:30 a.m. to 11:00 p.m. The time-sharing service is generally operational until 9:00 p.m. each day. The Computer Center's Input Control Desk is located in 4221 NEOB. Arrangements to utilize the center's facilities other than the above may be made through the Computer Facilities Management Division, 4025 NEOB, x4784.

SERVICE**SERVICES AVAILABLE****PROCEDURES**

Computer Systems Development

Data Processing, word processing, general office automation.

Contact the Information Systems Development Division, 4025 NEOB, x7370, to discuss your requirements.

Computer User Assistance

Changes to existing systems; any problems or questions regarding a particular application, processing problem, software packages.

Contact the User Assistance Group, x7260, 4222 NEOB.

Conference Rooms

A limited number of conference rooms are available in the OEOB and NEOB.

To reserve: OEOB 308, 450, 474 and NEOB 2008, 2010, contact the GSA Building Manager's office, 44 OEOB, x3675. To reserve: NEOB 5104, 6104, 7008, 8103, 9104, 10103, 10104, contact the Office Services section, x4915, 4204 NEOB. Any rooms not listed above are controlled by an individual EOP agency.

Contracting

Procurement of goods and services through small purchasing and contracts.

Contact the Procurement and Contracting branch, 4203 NEOB, x3314 or 3570.

Document/Publications Distribution

Distribution of material, including circulars, bulletins, press releases, pamphlets or booklets to staff or the general public.

For individual copies of documents, call the Document Distribution section x4660, G-236 NEOB. For large mailings, the Document Distribution section must be notified at least three days in advance. Initial and secondary bulk distribution of documents is accomplished through the use of distribution keys established by the originating office. Each distribution key must be accompanied by a corresponding set of mailing labels.

SERVICE**SERVICES AVAILABLE****PROCEDURES**

**Document
Preparation**

Typesetting, formatting, layout and design of documents; multiple copies of form letters; and label preparation and production.

In OEOB, contact the Document Preparation section x2167, Room 18; in the NEOB, contact the office at x5163, Room 4201. A draft of the material should be reviewed with Document Preparation personnel to discuss style and format. Sufficient time must be allowed for preparation, editing and proofreading before the section can provide camera-ready copy. Proofreading is the responsibility of the requesting office.

**Duplicating/
Printing**

Printing of multiple copies of reports, documents, etc.

Forward a "Request for Duplicating: (forms are available in respective duplicating shops) and the material to 15 OEOB, x2294 or SB-234 NEOB, x3660. Be sure to include the timeframe within which the work must be accomplished. The NEOB shop is open from 9:00 a.m. to 7:30 p.m.; the OEOB shop is open from 8:00 a.m. to 10:30 p.m., however jobs to be completed overnight must be received in the shop by 5:30 p.m., whenever possible, for workload scheduling. Requirements in excess of 20,000 pages (number of copies x number of psges) should be directed to the Administrative Services Division office, 4204 NEOB, x2312.

**I.D. Cards and
Photographs**

Photographs and laminating service.

Contact your agency Administrative office for the necessary forms, cards, information and approval. Once all necessary paperwork is completed, contact the Office Services branch, 4202 NEOB, x4915 to make an appointment to have picture taken and I.D. card made. Cards will be returned to the agency Administrative office when completed.

Imprest Fund

Travel advances, petty cash.

The Imprest Fund is located in 4005 NEOB, x3175 and is open between the hours of 12:00 p.m. and 3:00 p.m. daily.

SERVICE

SERVICES AVAILABLE

PROCEDURES

Information Services – Information Centers

Information Briefs and Issue Updates, research on any subject.

The reference staff of the Information Management and Services Division responds to all requests for information. Requests requiring an immediate response are filled within 5 to 45 minutes (i.e. What is the status of a bill?) Requests requiring research are usually filled in 3 to 24 hours. Extensive research requests may take up to 3 days. Call the Information Center in your respective building: OEOB – Room 308, x7000, or NEOB – Room G-102 NEOB, x3654. The EOP's major collection of circulating books, journals and monographs is available in the NEOB, Room G-102. There is a smaller collection of noncirculating reference tools in Room 308, OEOB. This collection also contains specialized resources on the Presidency. There is a small law collection at each site. All information resources are indexed into our computerized catalog. For circulation and interlibrary loan requests, please call x4862. Needed information materials not owned by the Information Center may be suggested for purchase and/or borrowed from other Federal libraries.

Mail/Messenger Service

Scheduled pick-up and delivery of interoffice and external mail and special pick-up and delivery of priority mail.

Mail is regularly scheduled to be picked up and delivered throughout the complex. Special pick-up and delivery of priority mail ("RED TAG") is ONLY for mail that can not be handled through the regular delivery schedules or for those items which need to be picked up or delivered in a VERY short timeframe. For such priority service, fill out a "Request for Special Mail Service" *completely*, including the desired delivery time, and call the Mail Center, 97 OEOB, x7005; in the NEOB, call the mail room, G-238, x4722; in the West Wing, call x2615; and in the East Wing, call x2114. Please note that any mail marked "Deliver ASAP " will go in the next *scheduled delivery run*. The Mail Center also utilizes the Postal Service's "Stop" system, for mail addressed to other Government departments and agencies. Use the "stop" numbers listed in your EOP telephone directory for this 24-hour delivery service.

SERVICE

SERVICES AVAILABLE

PROCEDURES

Mailing Labels

Computerized labels for bulk mailings.

Contact the Document Preparation branch, 4201 NEOB, x5613 to discuss your requirement. The requesting office is responsible for the accuracy and the maintenance of the name and address information, once a file has been created.

Moving

Moving of furniture, office equipment, and/or entire office moves.

For moving of furniture, and/or office equipment, contact the Moving and Maintenance section, x3438. Entire office moves must be scheduled through the Office Services branch, 4202 NEOB, x4915. The moving of office furniture in conjunction with painting or building maintenance, is the responsibility of GSA. Work of this nature is scheduled through the GSA Building Manager's office, 44 OEOB, x3675. (See "Building Repair and Maintenance" in this directory.)

Office Equipment

Includes typewriters, photocopiers, calculators, adding and bookkeeping machines, dictating and transcribing equipment, duplicating or printing equipment and other machines or equipment used in the office.

Contact the Property Management section, x2622, in OEOB and x4950 in NEOB, to acquire equipment as well as for repair of existing machines.

SERVICE

SERVICES AVAILABLE

PROCEDURES

Payroll

Establish or change: check delivery to home or financial institution; allotments to banks and credit unions; Federal, State and local withholding statements; addresses; savings bond allotments. Payroll staff can also provide assistance with: paycheck adjustment, receiving balances, timekeeping duties, processing time and attendance records, distributing payroll checks to designated timekeeper.

Contact the Payroll branch Financial Management Division, 4005 NEOB, x3584.

PEOPLE Newsletter

Published once monthly.

Contact the Personnel Division, 4013 NEOB, x3765 with items of interest to all employees in the EOP. All submissions must be received ten working days *prior* to the end of the month.

Personnel

Staffing and employee relations; management advice on personnel regulations, policies and procedures; SES and executive development; training and employee development; position evaluation and classification; and any information relating to employee services.

Contact the Personnel Division, 4013 NEOB, x3765.

Procurement

Procurement of goods and services through small purchasing and contracts.

Contact the Procurement and Contracting section 4203 NEOB, x3314 or 3570.

SERVICE

SERVICES AVAILABLE

PROCEDURES

Publications

All EOP publications available to the Public.

A Guide to Publications of the Executive Office of the President contains citations of all EOP publications that are available to the public. Publications are arranged alphabetically under each sponsoring agency. The Guide is published quarterly. If you wish to have a document listed in the Guide, submit your request to the EOP Publications Management Program, G-220 NEOB, x3367. The Guide itself is available from the Document Distribution section G-236 NEOB, x4660.

PLEASE NOTE: Copies of individual documents for staff use are available from the Document Distribution section as well. See "Document Distribution - Publications" in this directory.

Records Management

Management and advice concerning Records Control schedules, records retirement, records retrieval, and records training in accordance with the *EOP Files Maintenance Manual*.

For records management advice, contact the Information Management and Services Division, x3367. For records retrieval, call x3654 (see the *EOP Files Maintenance Manual* for instructions.)

Supplies

Office supplies.

Office supplies as needed on a day-to-day basis are available from the stock room in the OEOB and the GSA retail self-service store in the NEOB. The stock room is located in 082 OEOB, x2622 and is open between the hours of 9:00 a.m. and 5:30 p.m. daily. The GSA store is located in SB-221 NEOB and is open between the hours of 10:00 a.m. and 4:00 p.m. daily. Personnel using the GSA store must have a charge plate, issued and available through your agency Administrative office. For bulk ordering of supplies, see "Contracting" or "Procurement" in this directory.

SERVICE

SERVICES AVAILABLE

PROCEDURES

Telecopier Service

Transmission of a limited number of documents to another agency, field office, or destination in the USA by telecopier. *This is the quickest method to send a document to any agency.*

Telecopiers are located in the Mail Center, 97 OEOI x7005; West Wing, x2615; and the NEOB Mail Room, G-238, x4722. Call for instructions.

Telephone Directories

EOP Telephone Directory, or Services Directory.

These documents are available from the Document Distribution section, G-236, x4660, PLEASE NOTE: Changes in the EOP Telephone Directory are accomplished by filling out OA Form 07 available from the Document Distribution section, G-236, x4660, and submitting it to the Document Preparation section, 4201 NEOB.

Telephone Service

Telephone equipment, service and repair.

For repair of telephone malfunctions, contact C&P Telephone, 9-611. Installation and/or changes in service are arranged by your agency Administrative office. All telephone work is handled by C&P Telephone Co.

Travel

Reservations, ticketing, travel advances, and reimbursement of expenses

Reservations and ticketing can be accomplished by contacting the Travel section, 4208 NEOB, x6993. For travel advances and voucher audit, including reimbursement of expenses, contact the Voucher Audit section, 4005 NEOB, x7246.