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WITHDRAWAL SHEET

Ronald Reagan Library

Collection Name PRESIDENT, OFFICE OF THE: PRESIDENTIAL BRIEFING PAPERS

Withdrawer

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File Folder 06/28/1984 (CASEFILE 292194)

FOIA

S07-077

Box Number

32

ID Doc Type	Document Description	No of Pages	Doc Date	Restrictions
50140 MEMO	ROBERT MCFARLANE TO RR RE MTG W/AMBASSADOR ROBERT KEATING	1	6/27/1984	B1
50141 SCHEDULE	OF THE PRESIDENT	1	6/27/1984	B7(C)

The above documents were not referred for declassification review at time of processing

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

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

WHITE HOUSE OFFICE OF RECORDS MANAGEMENT WORKSHEET

- X-MEDIA
- H-INTERNAL



Name of Document: BRIEFING PAPERS FOR PRESIDENT'S SCHEDULED APPOINTMENTS FOR JUN 28 84

Subject Codes:

1) Subject: Meeting with Ambassador Robert Keating regarding the hunger situation in World

P	R	0	0	7	-	0	1
F	D	0	0	2	-		
H	E	0	0	3	-		
F	G	0	1	0	-	0	1
C	O	0	9	5	-		

2) Cabinet Meeting to discuss: A) Reduction goals for Federal Civilian Employment B) Federal Employee Productivity C) Cost Effectiveness of Government Services

P	E	0	0	2	-		
F	I	0	0	1	-	0	2
M	A				-		
E	A				-		
R	E				-		

3) Meeting with MAI SHANLEY, Miss USA 1984

W	E	0	0	4	-		
H	E	0	0	1	-		
P	P	0	1	2	-	0	6

4) Meeting with William E. Skelton, President of Rotary International

S	O	0	0	2	-		
					-		
					-		

5) Meeting with representatives of the American Association of Community and Junior Colleges

					-		
					-		
					-		

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:

THE SCHEDULE OF
PRESIDENT RONALD REAGAN

Thursday, June 28, 1984



Kathey's 2/19

9:00 am (30 min)	<u>Staff Time</u> (Baker/Meese/Deaver)	Oval Office
9:30 am (15 min)	<u>National Security Briefing</u> (McFarlane) <i>Gen. Keating</i>	Oval Office
9:45 am (15 min)	<u>Senior Staff Time</u>	Oval Office
10:00 am (60 min)	<u>Personal Staff Time</u>	Oval Office
10:14-10:23	<i>SHULTZ - MCFARLANE, E.M.</i>	
11:00 am (60 min)	<u>Cabinet Meeting</u> (Fuller) (TAB A)	Cabinet Room
12:00 m (60 min)	<u>Lunch with the Vice President</u>	Oval Office
12:58 JB	<i>NSC Smith, JB, EM, Shultz, McFarlane, VP</i>	
1:00 pm (2 hrs 50 min)	<u>Personal Staff Time</u>	Oval Office
3:50 pm (5 min)	<u>Audiotape for July 4 Celebrations</u> (Duval) (TAB B)	Oval Office
4:00 pm (30 min)	<u>Personnel Time</u> (Herrington)	Oval Office
4:30 pm (30 min)	<u>Administrative Time</u>	Oval Office
	1. Photo with Miss USA (Ryan)	
	2. Asthma and Allergy Poster Child (Whittlesey)	
	3. Receive George Washington Freedom Award (Meese)	(TAB C)
	4. Photo with William Skelton, President of Rotary International (Whittlesey)	
	5. Photo with Dale Parnell, President of the Community College Association (Whittlesey)	
	6. Photo with Organizing Committee of the National Square Dance Convention (Ryan)	Roosevelt Room
5:00	<i>Kennedy FAMILY PHOTO</i>	
7:15 pm	<u>The President and Mrs. Reagan Depart for Private Dinner</u> (Crispen/Henkel) (TAB D)	Chevy Chase Maryland
Approx. 10:30 pm	<u>Arrive Back at the White House</u>	South Lawn

UNP 06/27/84
4:00 pm

JCF

THE SCHEDULE OF
PRESIDENT RONALD REAGAN

Thursday, June 28, 1984



9:00 am (30 min)	<u>Staff Time</u> 9:00 - (Baker/Meese/Deaver) 9:27 BUSIT	Oval Office
9:30 am (15 min)	<u>National Security Briefing</u> 9:30 - (McFarlane) 9:50 SEC DON REAGAN, BUSH, SMITH, MCFARLANE	Oval Office
9:45 am (15 min)	<u>Senior Staff Time</u>	Oval Office
10:00 am (60 min)	<u>Personal Staff Time</u>	Oval Office
11:00 am (60 min)	<u>Cabinet Meeting</u> 11:03 - 12:13 (Fuller) (TAB A)	Cabinet Room
12:00 m (60 min)	<u>Lunch with the Vice President</u>	Oval Office
1:00 pm (2 hrs 50 min)	<u>Personal Staff Time</u> (NSC) BUSH, SMITH, W.K. SMITH, ARMACOST, EM, JR, MCFARLANE 1:04 - 1:36 1:36 PERSONAL TIME	Oval Office
3:50 pm (5 min)	<u>Audiotape for July 4 Celebrations</u> (Duval) (TAB B) 4:01 - 4:05 JS	Oval Office
4:00 pm (30 min)	<u>Personnel Time</u> 4:05 - 4:19 (Herrington) EM, HERRINGTON, DUNLOP	Oval Office
4:30 pm (30 min)	<u>Administrative Time</u> 4:26 - 5:01	Oval Office
	<ol style="list-style-type: none"> 1. Photo with Miss USA (Ryan) 2. Asthma and Allergy Poster Child (Whittlesey) 3. Receive George Washington Freedom Award (Meese) 4. Photo with William Skelton, President of Rotary International (Whittlesey) 5. Photo with Dale Parnell, President of the Community College Association (Whittlesey) 6. Photo with Organizing Committee of the National Square Dance Convention (Ryan) 	7. USSS AGENTS (TAB C) 8. DAVE KENNEDY FAMILY
5:04 7:15 pm	<u>RESIDENCE</u> The President and Mrs. Reagan Depart for Private Dinner (Crispen/Henkel) (TAB D)	Roosevelt Room Chevy Chase Maryland
Approx. 10:30 pm	<u>Arrive Back at the White House</u>	South Lawn

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THE WHITE HOUSE
WASHINGTON

SCHEDULE OF THE PRESIDENT
FOR
THURSDAY, JUNE 28, 1984

EVENING: PRIVATE DINNER AT RESIDENCE OF GEORGE AND MADELINE WILL

THE PRESIDENT'S PARTICIPATION

Attend private dinner

WEATHER

Mostly cloudy

Mid 70's

DRESS

Men's Dark Business Suit

Ladies' Cocktail Dress

ADVANCE

TERRY, GREY
BAKALY, CHARLES

B7c
[REDACTED]
MOORE, JOHNNY
SUTTON, CDR WOODY

STAFF
PRESS
USSS
WHCA
MIL.AIDE

CONTACT

Presidential Advance Office: 202/456-7565
WILLIAM HENKEL
TAMI KRINER

06/27/84 5:00 p.m.

GUEST AND STAFF INSTRUCTIONS

Proceed to motorcade for boarding.

7:10 p.m. THE PRESIDENT and Mrs. Reagan proceed to motorcade for boarding.

7:15 p.m. THE PRESIDENT and Mrs. Reagan depart The White House en route residence of George and Madeline Will.

Drive Time: 15 mins.

MOTORCADE ASSIGNMENTS

Lead

Spare

M. Weinberg

Limo

THE PRESIDENT
Mrs. Reagan

Follow-up

Control

Military Aide
Dr. D. Ruge

Support

Ofcl. Photographer
Medic

WHCA

Press Van I

Press Van II

Ambulance

Tail

7:30 p.m. THE PRESIDENT and Mrs. Reagan arrive and proceed into the Will residence.

OFFICIAL PHOTOGRAPHER ONLY

GUEST AND STAFF INSTRUCTIONS

Guests and Staff will be escorted to the third floor holding area.

THE PRESIDENT and Mrs. Reagan have cocktails with guests.

8:15 p.m. Dinner is served.

See TAB A for seating diagram.

9:30 p.m. Dinner concludes.

THE PRESIDENT and Mrs. Reagan will adjourn to the living room with dinner guests.

GUEST AND STAFF INSTRUCTIONS

10:10 p.m.* Proceed to motorcade for boarding.

10:15 p.m.* THE PRESIDENT and Mrs. Reagan depart the Will residence en route The White House.

Drive Time: 15 mins.

MOTORCADE ASSIGNMENTS

Same as on arrival.

10:30 p.m.* THE PRESIDENT and Mrs. Reagan arrive The White House.

* denotes approximate times

TAB A
Private Dinner at Will Residence
Guest List and Seating Diagram
Thursday, June 28, 1984

Madeline Will

THE PRESIDENT

James Wilson

Roberta Wilson

Joan Standlee

Erwin Glikes

Alistair Cooke

Mary Connolly

Mrs. Reagan

George Will

06/27/84 5:00 p.m.

THE WHITE HOUSE JUNE 27 PM 2 20
WASHINGTON

June 27, 1984

CABINET MEETING

DATE: June 28, 1984
LOCATION: Cabinet Room
TIME: 11:00 A.M. (60 minutes)
FROM: Craig L. Fuller *CS*

I. PURPOSE

To meet with the Full Cabinet and hear policy options presented on three Management and Administration issues: Reduction Goals for Federal Civilian Employment; Federal Employee Productivity; and Productivity Improvement in Government Services by Contracting Out.

II. BACKGROUND

Reduction Goals for Federal Civilian Employment

In a recent Cabinet Meeting, Ed Meese and Don Devine reported that unless a lag was installed in agency hiring, your goal of reducing Federal Civilian Employment by the end of fiscal 1984 would not be met. Current projections by OPM suggest that your goal of a 75,000 FTE reduction will fall short by about 3,000. Using a targeted lapse rate of 1.09, HHS, VA, NASA, and Energy have made the least amount of progress toward helping achieve your goal.

Federal Employee Productivity

Tim McNamar and Harry Walters will present a CCMA study of ways to improve Federal work force productivity by improving employee morale. The working group recommends the issuance of a Presidential directive that may contain any of several proposed options. Examples: greater outreach to responsible employee groups; broader use of incentives; and more frequent use of innovative personnel management techniques.

Cost Effectiveness of Government Services

Joe Wright will present suggested guidelines that will help factor the relative efficiency of government-produced services. Such guidelines can subsequently be used by departments and agencies to determine the best use of contracting out. This effort should reinforce OMB

Circular A-76, which encourages departments and agencies to contract out to the private sector for goods and services which can be more cheaply obtained than if provided in house. Options will be provided for your consideration.

III. PARTICIPANTS

Members of the Cabinet and White House Senior Staff.

IV. PRESS PLAN

None.

V. SEQUENCE OF EVENTS

Ed Meese will be prepared to introduce all of the agenda items and will defer to others for presentation where appropriate.

THE WHITE HOUSE

WASHINGTON

MEMORANDUM FOR THE CABINET

FROM: EDWIN MEESE III *EMW*
SUBJECT: CABINET MEETING OF JUNE 26, 1984
DATE: June 25, 1984

Attached are the agenda and related materials to be discussed at the Cabinet meeting scheduled for Tuesday, June 26, 1984, at 2:00 p.m. in the Cabinet Room.

The first agenda item will be a review of progress toward achieving the President's goal to reduce Federal civilian employment by 75,000 by the end of FY 1984. Tables listing each agency's status and end-of-year projections are attached.

The second agenda item, Federal Employee Productivity, will include the report and recommendations of the CCMA Working Group on Management Practices. Attached is a memorandum from the Working Group Chairman, Tim McNamar, describing the activities and recommendations of the Working Group.

The third agenda item will include a discussion of OBM Circular A-76, and current problems we are having with this initiative. A paper and materials from OMB are attached.

Attachments

FEDERAL CIVILIAN EMPLOYMENT

Progress Toward the Goal of Reducing
Non-Defense Employment by 75,000 FTE
By the End of FY1984

ATTACHMENT "A"

June 12, 1984
22:120,101

NON-DEFENSE FTE EMPLOYMENT, FY 1984

Agency	Ceiling	Implied Lapse Rates (Percent) ^{1/}							FY 1983 Full Year
		Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr. ^{2/}	
Agriculture.....	108,900	-2.72	-1.28	0.45	1.89	2.91	3.72	3.40	1.06
Commerce.....	33,505	1.21	2.09	2.55	2.96	3.30	3.79	3.64	7.59
Corps of Engineers.....	28,935	0.51	2.13	3.56	5.20	7.71	1.00	1.74	-0.82
Education.....	5,189	2.29	2.67	2.79	3.17	3.30	3.37	3.43	3.25
Energy.....	16,757	1.47	0.70	0.52	-0.37	-0.25	0.30	0.28*	-1.81
HHS.....	137,370	-1.23	-1.34	-1.35	-0.11	-0.23	-0.23	-0.16*	0.20
HUD.....	12,878	1.07	1.27	1.44	1.80	2.10	2.47	2.70	1.35
Interior.....	73,244	-0.05	1.12	1.95	2.69	3.09	3.30	3.10	1.89
Justice.....	58,748	3.23	3.06	2.92	2.73	2.54	2.30	2.12*	2.16
Labor.....	19,246	1.79	1.89	2.08	2.19	2.30	2.53	2.73	2.32
State.....	24,759	4.33	4.28	4.25	4.28	4.22	3.99	3.77	0.65
Transportation.....	61,994	0.83	0.92	1.40	1.12	1.18	1.24	1.30*	1.40
Treasury.....	125,526	6.55	6.89	6.38	5.97	5.11	3.78	3.00	6.74
EPA.....	11,598	12.26	7.92	6.36	5.33	5.45	4.59	4.54	0.38
NASA.....	22,000	-1.22	-1.13	-1.07	-0.91	-0.84	-0.68	-0.56*	-1.07
VA.....	219,298	1.18	0.96	0.72	0.58	0.52	0.48	0.46*	0.13
TVA.....	35,500	1.27	2.35	3.20	7.07	9.04	10.23	9.92	12.21
USIA.....	8,356	4.63	4.48	4.32	4.16	3.98	3.76	3.45	2.07
All other agencies.....	96,300	2.40	2.38	2.24	2.22	2.31	2.27	2.12	3.14
TOTAL.....	1,100,103	1.10	1.34	1.54	1.96	2.11	2.20	2.05	2.23
FY 1984 lapse rate needed to achieve 75,000 reduction goal	---	---	---	---	---	---	---	1.09	---
FY 1983.....	1,116,987	2.54	2.79	2.91	3.16	3.21	3.10	3.44	2.23
FY 1982.....	2,136,114	1.22	1.93	2.46	2.96	3.24	3.46	3.41	3.47

1/ A lapse rate is a shortfall of actual FTEs relative to the FTE ceilings. An implied lapse rate is the shortfall of actual FTEs for part of a year to the planned use of the FTE ceilings for that part of the year. A negative sign before a lapse rate means that there is an overrun relative to the ceiling, not a shortfall.

2/ Preliminary.

Target: -76,700 Non-Defense Work Years by September 30, 1984 (FY 1985 Budget)

AGENCY	Reductions To Date	OMB Reducts. (Incrs.) Remaining	% of OMB Target Achieved
<u>Agencies With Targeted Decreases</u>			
Defense, (Corps of Engineers)	- 1.8	- 1.4	56.1
National Aero & Space Administration	- 0.4	- 0.3	59.9
Health and Human Services	- 14.9	- 1.8	89.1
Agriculture	- 11.0	- 1.1	90.6
Interior	- 8.2	- 0.2	97.1
Energy	- 1.9	a/	98.1
Housing and Urban Development	- 2.8	a/	98.5
All Other Agencies	- 7.1	+ 0.3	104.0
Education	- 1.5	+ 0.1	105.5
Transportation	- 6.5	+ 0.4	106.9
Labor	- 2.6	+ 0.3	110.8
Tennessee Valley Authority	- 11.4	+ 2.2	124.0
Commerce	- 3.6	+ 0.8	129.4
General Services Administration	- 4.8	+ 1.2	131.6
Office of Personnel Management	- 1.0	+ 0.3	136.0
Panama Canal Commission	- 0.8	+ 0.3	149.2
<u>Agencies With Targeted Increases</u>			
Environmental Protection Agency	- 1.9	+ 0.6	0.0
Treasury	- 2.3	+ 3.5	0.0
State	+ 1.0	+ 0.9	51.6
U.S. Information Agency	+ 0.4	+ 0.3	55.6
Justice	+ 2.8	+ 1.6	63.3
Veterans Administration	+ 8.1	+ 1.6	83.7
Allowable Ceiling Use		+ 9.3	114.8
Unallocated Lapse		- 13.8	82.1
Total Non-Defense Reductions to Target	- 72.3	- 4.4	94.2
OPM Projection, End of FY 84	- 69.1	- 7.6	90.1

a/ Less than 100.



THE DEPUTY SECRETARY OF THE TREASURY
WASHINGTON, D.C. 20220

MEMORANDUM FOR CABINET COUNCIL ON MANAGEMENT AND ADMINISTRATION

FROM: R.T. McNAMAR, Chairman *R.T.M.*
Working Group on Personnel Practices (Morale)

SUBJECT: Management Practices and Employee Morale

DATE: June 25, 1984

Over a year ago, CCMA took up the topic, "Personnel Management Improvement (Morale)," stimulated at first by several reports, external and internal, that the morale of federal employees was low, and we may be losing too many of our best people.

While subsequent studies have shown that employees are generally satisfied with their jobs, there is evidence that they are dissatisfied with how they perceive they are valued by the public and, particularly, by this administration. Those views are reinforced by our efforts to control costs for employee pay and retirement, to reduce the size of the workforce, and to reduce office space.

On December 19, 1983 a CCMA working group was established. Members include Verne Orr (Air Force), Harry Walters (VA), Bill Ruckelshaus (EPA), Loretta Cornelius (OPM), Ralph Bledsoe (OPD), Arlene Triplett (OMB), and myself, as chair.

The group met ten times, two of which were with representatives of the Public Employees Roundtable, an association of public employee groups, whose memberships total about 750,000 professionals and managers.

The two fundamental conclusions of the working group were:

- 1) The most important thing we can do to improve morale is to let employees know that they are valued, showing that by treating them as part of our team and giving them recognition when they do a good job.
- 2) Our objective should be to take reasonable actions that improve morale and boost productivity, while not unduly catering to the interests of federal employees or abandoning needed budget reforms.

In that context, on May 21, 1984 we made several recommendations in a CCMA Planning Meeting. The working group recommends:

- A. A government-wide initiative with central leadership and decentralized implementation to improve productivity through higher morale. The effort should be highly visible to employees as an initiative of line management, from the President down through agency heads and executives. Progress would be monitored by line agencies through CCMA.

Policy support would come from the President and OMB, OPM, and GSA, but success would depend on the personal commitment of agency heads, building on existing programs.

- B. Issuance to agencies of a Presidential directive covering action in three general areas:

1. Presidential/Cabinet Leadership

The directive would make clear that high Federal employee morale, linked with productivity, is an important goal of the administration.

It would specify government-wide elements in a campaign to improve management practices and employee morale, including:

- Government-wide theme
- Government-wide goals and objectives
- Health and wellness programs
- Positive personnel programs
- "Government Excellence Month"
- Strengthened awards program

The directive would describe discretionary model Department/ Agency programs, including:

- Mission statements
- Organizational goals/ objectives/ projects
- Agency themes/posters
- Improved communication with employees

2. Work with Responsible Employee Groups

Many professional employee groups share common goals with the Administration to improve productivity and quality, enhance use of modern tools and techniques, and foster the perception by the public that government employees (under our leadership) are serving the public.

The proposed directive would direct and encourage agencies to work with responsible employee groups to develop productivity/ quality improvement efforts.

It would also encourage joint efforts to improve relations with the public, through better service and better communication.

Tied with this would be increased joint OMB/OPM/GSA meetings with employee groups on management improvement issues.

3. Personnel Management Innovation

"Red Tape" in the personnel management system makes it harder for line managers to take appropriate actions in managing their subordinates. The result often hurts morale.

The Working Group's proposed directive would encourage innovative approaches to personnel management, including aggressive use of Title VI of the Civil Service Reform Act, which provides for selective waivers of personnel laws and regulations for demonstration projects. That is, departments and agencies would be able to create a set of personnel rules more similar to those found successful in the private sector. Agencies would be directed to develop specific proposals for OPM and Congressional approval.

The working group has surveyed agencies for recommended projects and has developed a list of promising ideas. Other sources of project ideas are the President's Private Sector Survey on Cost Control and a recent report from the National Academy for Public Administration.

Section 1 to Moses, Yano
Section 1 Information



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

June 25, 1984

MEMORANDUM FOR: EDWIN MEESE, III

FROM: Joseph R. Wright, Jr., Deputy Director

SUBJECT: Presidential Memorandum on OMB Circular No. A-76

Many Federal agencies are not implementing OMB Circular No. A-76, "Performance of Commercial Activities." This represents a lost opportunity for management efficiencies and budget reductions. The following describes the need for a Presidential memorandum in support of the program. Long-term savings potential could exceed \$1 billion per year if it were properly implemented and included as part of the budget.

Background

The A-76 process should enhance Governmental productivity by comparing the cost of Government-operated commercial activities with the private sector. It provides Federal managers with an incentive to become more efficient through open competition with private businesses. Almost 1,700 cost studies have been conducted since 1979, primarily in DOD, resulting in an average savings of 20% over the previous cost of the commercial activity to the Government.

The program is a proven productivity tool that has been supported by the President's Private Sector Survey on Cost Control, the National Academy of Public Administration and the General Accounting Office. Caspar Weinberger reports that the program is now resulting in over \$300 million per year of DOD funds put to better use. In 1983 alone, DOD reduced 9,143 FTEs through conversion to contract and streamlining of in-house operations.

Discussion

A-76 should not be, but has been, a controversial program among many Federal managers and some members of Congress. It is perceived solely as a "contracting out" program because a non-competitive Federal manager fears he will lose the management of a commercial function to the private sector. Overlooked is the fact that A-76 is primarily a productivity improvement program that challenges conscientious Federal managers to improve their productivity. The Circular requires the development of measurable performance output standards, quality assurance plans to track performance, and the conduct of management efficiency studies to increase Government productivity. Then it relies on the competitive market to select the most cost-effective way (Government or private) to provide the service.

Twenty-four Federal agencies recently reported to OMB on their progress and plans for implementing A-76. After making A-76 an important part of Reform '88 and tying it to the budget process, we expected significant progress in its implementation.

With few exceptions, this has not been the case. To the contrary, many agencies have understated the scope of their commercial activities by 400-500%, and some Federal program managers have even misrepresented A-76 in discussions with Congress.

This inaction represents a significant lost opportunity to reduce the Federal budget through management efficiencies. Attachment 1 summarizes an analysis we recently prepared of the program's cost saving potential in response to the Grace Commission's recommendation that we accelerate implementation of the program.

Next Steps

We could continue the present A-76 program as is, but the likelihood of achieving savings currently reflected in the 1985 budget from A-76 is slim without Presidential support. Additional savings that could be obtained also would be foregone unless we can halt the 29-year trend of noncompliance.

The agency inventories of positions that will undergo cost analysis have to be redone and the process has to be part of this summer's FY 86 budget/management reviews to be included in the budget.

A Presidential memorandum (Attachment 2) should be prepared to describe some of the President's concerns over the lack of A-76 progress. The A-76 process involves internal cost studies and procurement actions that have lengthy lead-times. Efforts to achieve savings within the 1985-1988 time frame must begin now.

And, finally, we need to dispel the misperceptions of many Federal managers that this program is a plot to "contract out" jobs in a wholesale manner that could harm Government missions and raise costs. A statement by the President advocating fair competition, quality performance, and cost effectiveness as the guiding principles of the A-76 cost comparison process would greatly help the program and improve productivity in the Federal Government.

Attachments

Copy to: Ralph Bledsoe

ATTACHMENT I

BACKGROUND INFORMATION ON A-76 COST SAVINGS

Through OMB's management review process, we identified 19,201 FTE reductions and \$451.9 million in A-76 savings that could be achieved by 1988 in non-Defense agencies. The savings estimates were extremely conservative and several agencies received no projected reductions. However, all savings were premised on implementation of the Circular and inclusion in the budget -- a task many are still avoiding.

In the course of our most recent analysis of the Grace Commission's recommendations, we made our own estimate of FTE savings available if the A-76 program were accelerated within reason.

Savings through 1987

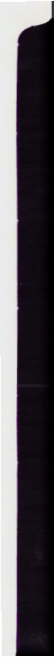
<u>Civilian Agencies</u>	<u>FTEs Studied</u>	<u>FTEs Saved</u>	<u>Dollars (millions)</u>
1985-87 Budget projection	33,000	15,235	\$272.0
Program accelerated beginning in 1985 and GSA savings reflected in charges to agencies	<u>39,000</u>	<u>15,945</u>	<u>154.7*</u>
Total	72,000	31,180	\$426.7
<u>Department of Defense</u>			
1985-87 Budget projection	30,000	reprgm	reprgm
Program accelerated with no reprogramming	<u>15,000</u>	<u>18,585</u>	<u>296.3</u>
Total	45,000	18,585	\$296.3
Grand Total	117,000	49,765	\$723.0

This still represents only 5% of the Federal civilian work force.

In the outyears, these savings will grow, as the program can be accelerated further (we estimate approximately 500,000 FTEs in commercial activities; under the current rate of review, cost studies would be completed over a 20-25 year cycle, rather than the 4 years required by A-76). Sizeable room for improvement exists, but our first step must be to increase agency support and compliance.

Presidential and Cabinet assistance for A-76 is vital for its implementation and for the attainment of its cost savings.

* Savings are spread out over 2-year periods after year A-76 study initiated. Hence, 1985-87 dollar savings from accelerated program are smaller than those available from current efforts. In outyears, the accelerated program should generate substantial additional cuts.



THE WHITE HOUSE

WASHINGTON
June 27, 1984

PHOTO OPPORTUNITY WITH MAI SHANLEY, MISS USA 1984

DATE: Thursday, June 28, 1984

TIME: 4:30 pm

FROM: Frederick J. Ryan, Jr. *FJR*

I. PURPOSE

Photo opportunity and brief congratulatory meeting with Miss USA 1984, Mai (May) Shanley.

II. BACKGROUND

Mai Shanley, a 21 year-old student from New Mexico, was crowned Miss USA on May 17, 1984.

Mai, who is part Chinese and part Irish, is from Alamogordo, New Mexico. As the daughter of a career military man, she was born in England and lived in Taiwan, the birthplace of her mother. Mai is currently studying education at the New Mexico State University and hopes to become a teacher within the international school system of the Department of Defense.

Mai will represent the United States in the 1984 Miss Universe Pageant on July 9, in Miami, Florida.

III. PARTICIPANTS

The President
Mai Shanley
Senator Pete Domenici and Congressman Joe Skeen
(will join in at the conclusion of the photo opportunity)

IV. PRESS PLAN

White House Photographer
Film Crew for Miss Universe Pageant

V. SEQUENCE OF EVENTS

- 4:30 pm - Mai Shanley enters the Oval Office. Photos are taken and a brief visit.
- 4:33 pm - Senator Pete Domenici and Congressman Joe Skeen join in the photos.
- 4:35 pm - Mai Shanley departs the Oval Office.
- Senator Pete Domenici and Congressman Joe Skeen depart the Oval Office

THE WHITE HOUSE

WASHINGTON

PHOTO OPPORTUNITY WITH DR. WILLIAM E. SKELTON

DATE: June 28, 1984
LOCATION: Oval Office
TIME: 4:30 (Duration: 5 minutes)
FROM: Faith Whittlesey *Fa W*

I. PURPOSE

To provide a photo opportunity with Dr. Skelton who is the International President, Rotary International.

II. BACKGROUND

Rotary International is the most prestigious and largest civic organization in the U.S. with over 6,200 clubs and 350,000 members. It also has substantial worldwide activity through clubs in over 158 foreign countries.

III. PARTICIPANTS

Dr. William E. Skelton
International President, Rotary International

Margaret Skelton
(Dr. Skelton's wife)

Herbert A. Pigman
General Secretary, Rotary International

Carl E. Le Master
Executive Assistant to the President, Rotary International

IV. PRESS PLAN

White House Photographer

V. SEQUENCE OF EVENTS

- Frank Donatelli will bring Dr. Skelton and Mrs. Skelton and the other Rotary officers to the Oval Office and introduce them to the President. (Douglas Riggs will accompany Frank Donatelli.)
- The President, Dr. Skelton and the other guests will pose for pictures.
- Mr. Donatelli will escort Dr. Skelton and the other guests from the Oval Office.

THE WHITE HOUSE

WASHINGTON

June 27, 1984

1984 JUN 27 PM 3:07

PHOTO OPPORTUNITY WITH THE AMERICAN ASSOCIATION
OF COMMUNITY AND JUNIOR COLLEGES

DATE: June 28, 1984

LOCATION: Oval Office

TIME: 4:30 p.m.

FROM: FAITH RYAN WHITTLESEY *FRW*

I. PURPOSE

This photograph with three representatives of the American Association of Community and Junior Colleges, will accompany an interview/article with the President for inclusion in the Association's autumn publication.

II. BACKGROUND

The stated mission of the American Association of Community and Junior Colleges is to exert leadership, act as advocates, and provide services in support of community, technical and junior colleges. The President has long been a supporter of the Community College concept.

III. PARTICIPANTS

Dr. Dale Parnell, President of the American Association of Community and Junior Colleges (AACJC), Dr. Judith Eaton, President of the Community College of Philadelphia and Chair of the AACJC Board of Directors, Dr. James Gollattscheck, Vice President of AACJC and Editor-In-Chief of the AACJC Journal.

IV. PRESS PLAN

WHITE HOUSE PHOTOGRAPHER

V. SEQUENCE OF EVENTS

4:25 Frank Donatelli meets Dr. Parnell, Dr. Eaton and Dr. Gollattscheck and escorts them to the Oval Office.

4:30 Frank Donatelli introduces Dr. Parnell, Dr. Eaton and Dr. Gollattscheck to the President. The President meets and then is thanked for providing the contents of the interview/article for their fall publication.

THE WHITE HOUSE

WASHINGTON

June 27, 1984

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PHOTO OPPORTUNITY WITH THE EXECUTIVE COMMITTEE
OF THE NATIONAL SQUARE DANCE CONVENTION

DATE: Thursday, June 28, 1984

TIME: 4:30 pm

FROM: Frederick J. Ryan, Jr. *FJR*

I. PURPOSE

Photo opportunity with the members of the organizing committee for the National Square Dance Convention.

II. BACKGROUND

The 33rd National Square Dance Convention will be held in Baltimore, Maryland at the Baltimore Civic Center during June 28, 29 and 30. The theme for this year's convention will be "The Grand Old Flag".

The national convention has 25,000 registrants from across the country and around the world. Various square dance clinics, exhibitions, seminars, panel discussions, dance performances, and special evening ceremonies will take place throughout the convention.

We had originally talked to this group about the possibility of your visiting their convention or having a special square dance demonstration at the White House. This photo opportunity has been scheduled in lieu of either of those options.

III. PARTICIPANTS

The President
The Executive Committee of the National Square Dance Convention
(21 members)

IV. PRESS PLAN

White House Photographer

V. SEQUENCE OF EVENTS

4:30 pm

- The President enters the Roosevelt Room.
Photos are taken.

4:35 pm

- The President departs the Roosevelt Room.

THE WHITE HOUSE

WASHINGTON

June 26, 1984

MEETING WITH THE ASTHMA AND ALLERGY FOUNDATION'S

POSTER "KID" FOR 1984

DATE: June 28, 1984

LOCATION: Oval Office

TIME: 4:30 p.m.

FROM: Faith Whittlesey *FHW*

I. PURPOSE

To greet and be photographed with the Asthma and Allergy Foundation's Poster "Kid" for 1984, Reginald Smith.

II. BACKGROUND

The Asthma and Allergy Foundation is a national, non-profit, voluntary organization that is dedicated to improving the quality of life for the one in six Americans, adult and children, who are afflicted in some way by these illnesses.

Reginald Smith, the Allergy and Asthma Foundation Poster "Kid" has had asthma since birth and takes medication daily for his condition. Reggie's mother, who died from the disease four years ago, is one of the 5,000 Americans who die each year from some form of allergy or asthma. Reggie lives with his Aunt and legal guardian, Darlene Giles and dreams of playing professional football. For now, though, Reggie attends Pimlico Elementary School in Baltimore where he is enrolled in the gifted and talented program, is a school safety monitor and helps tutor third and fourth grade children after school.

III. PARTICIPANTS

Reginald Smith, 1984 Poster "Kid"
Miss Darlene Giles, Reginald's Aunt and legal guardian
Senator Charles Mathias, Jr. (R., Md.)
Mr. John B. Wynne, National President, Asthma and Allergy Foundation of America/Senior Vice President, Chemical Bank
Mrs. Miriam Bernstein, National Chair, Asthma and Allergy Foundation's Poster Kid Contest
Mrs. Therese Dunlap, National Director, Asthma and Allergy Foundation of America
Mr. Harold Benson, Jr., Associate National Director, Asthma and Allergy Foundation

IV. PRESS PLAN

White House Photographers
AP/UPI Wire Photographers

NOTE: The organization would like 2 black and white
copies of the pictures of the President with
the Poster "Kid"

V. SEQUENCE OF EVENTS

4:30 p.m. Guest enter Oval Office

4:31 p.m. Greetings exchanged while photographs are
taken. The Poster "Kid" will present the
President with several small gifts.

4:35 p.m. Guests depart the Oval Office

Attachment: Talking Points

THE WHITE HOUSE

WASHINGTON

TALKING POINTS FOR MEETING WITH ALLERGY AND ASTHMA FOUNDATION'S
POSTER "KID"

- Welcome to the White House. Thank you for joining us here today.

- It gives me great pleasure to welcome the Asthma and Allergy Foundation back to the White House. As I told Lanny Powell, your poster fellow from last year, we have something in common. We both have allergies.

- Reggie, my staff tells me your quite a young man. You do well in school, you're a school safety monitor and you tutor younger children. It's pretty clear your asthma attacks don't slow you down.

- Miss Giles, you are to be commended for the fine job you are doing. Reggie is a fine young man and you deserve a lot of credit for taking over when his mother died.

- I wish the Asthma and Allergy Foundation much success in their crusade against these major diseases.

THE WHITE HOUSE

WASHINGTON

PHOTO OPPORTUNITY AND PRESENTATION
TO THE PRESIDENT OF GEORGE WASHINGTON
FREEDOM AWARD BY ADJUTANTS GENERAL
ASSOCIATION OF THE UNITED STATES

DATE: June 28, 1984
LOCATION: Oval Office
TIME: 4:30 p.m. (Duration: 5 minutes)
FROM: Faith Whittlesey *FHW*

I. PURPOSE

To provide an opportunity for Major General Billy G. Wellman, President, Adjutants General Association of the United States, and other senior officers of the Association to present the George Washington Freedom Award to the President.

II. BACKGROUND

The Adjutants General Association consists of the chief administrative officers of the National Guard from the 50 states, the District of Columbia and three territories. The President is the first recipient of the George Washington Freedom Award. Because the President was not able to attend the ceremony in January, 1984 when the award was unveiled, Mr. Meese stood-in for the President and indicated that the President would personally accept the award at a later date.

II. PARTICIPANTS

Edwin Meese, III
Counselor to the President

Major General Billy Wellman
President, Adjutants General Association

Major General John France
Vice President, Adjutants General Association

Major General Charles Kiefner
Treasurer, Adjutants General Association

Major General Alfred Ahner
Immediate Past President
Adjutants General Association

Major General Francis Greenlief
Executive Officer, Adjutants General Association

IV. PRESS PLAN

White House Photographer

V. SEQUENCE OF EVENTS

- Mr. Meese will escort Major General Wellman and the other officers to the Oval Office and introduce them to the President. (Messrs. Donatelli and Riggs will accompany Mr. Meese.)

- Major General Wellman will present award to the President

- The President, Major General Wellman and the other officers will pose for pictures.

- Major General Wellman and the other officers will be escorted from the Oval Office.

THE WHITE HOUSE

WASHINGTON

SCHEDULE OF THE PRESIDENT

THURSDAY, JUNE 28, 1984

EVENT: Private Dinner at Residence of George and Madeline Will
DRESS: Men's Dark Business Suit; Ladies' Cocktail Dress
WEATHER: Mostly Cloudy; Mid 70's

- 7:10 p.m. Accom. by Mrs. Reagan, proceed to motorcade for boarding.
- 7:15 p.m. Depart The White House en route residence of George and Madeline Will. Drive Time: 15 mins.
- 7:30 p.m. Arrive and proceed into the Will residence.
- OFFICIAL PHOTOGRAPHER

Guests:

George and Madeline Will
James and Roberta Wilson
Joan Standlee
Erwin Glikes
Alistair Cooke
Mary Connolly

- 7:35 p.m. Cocktails.
- 8:15 p.m. Dinner is served.
- 9:30 p.m. Dinner concludes.

Adjourn to the living room with dinner guests.

- 10:15 p.m.* Depart the Will residence en route The White House.
Drive Time: 15 mins.
- 10:30 p.m.* Arrive The White House.

* denotes approximate times

06/27/84 3:00 p.m.