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OFFICE OF THE PRESIDENT-ELECT

Received from Cathy Camilleri 1/8/81
634-1750

File

January 7, 1981

<u>NAME TO BE PRINTED ON OFFICIAL DOCUMENT</u>	<u>STATE OF LEGAL RESIDENCE</u>
1. Baldrige, Malcolm (COMMERCE)	Connecticut
2. Block, John R. (AGRICULTURE)	Illinois
3. Casey, William J. (CIA)	New York
4. Donovan, Raymond J. (LABOR)	New Jersey
5. Edwards, James B. (ENERGY)	South Carolina
6. Haig, Alexander Meigs, Jr. (STATE)	Connecticut
7. Kirkpatrick, Jeane J., Dr. (U.N. Amb.)	Maryland
8. Lewis, Andrew L., Jr. (TRANSPORTATION)	Pennsylvania
9. Pierce, Samuel R., Jr. (HUD)	New York
10. Regan, Donald T. (TREASURY)	New Jersey
11. Schweiker, Richard S. (HHS)	Pennsylvania
12. Smith, William French (JUSTICE)	California
13. Stockman, David A. (OMB)	Michigan
14. Trent, Darrell M. ()	California
15. Watt, James Gaius (INTERIOR)	Colorado
16. Weinberger, Caspar Willard (DEFENSE)	California

T.H. Bell Utah to be Secretary of Education

Commissioners ordered 1/5/81 (except Darrell Trent)

P. Lamm
→ RWD

THE WHITE HOUSE
WASHINGTON

File

CABINET MEETING AGENDA

January 27, 1981 -- 11:00 AM

- | | |
|---------------------------------------------------|----------------------------------|
| 1. Cabinet Procedures | Ed Meese |
| 2. Budget Working Groups | David Stockman |
| 3. Decontrol of Crude Oil Prices | James Edwards |
| 4. Debt Ceiling | Donald Regan |
| 5. Inspectors General Update | Peter McPherson and
Ed Harper |
| 6. Regulations/Burden of Proof | Richard Schweiker |
| 7. Recision of Bilingual
Education Regulations | Terrel Bell |
| 8. Schedule of Cabinet Meetings | Ed Meese |

CABINET MEETING PARTICIPANTS

January 27, 1981 -- 11:00 AM

The Cabinet -- All Members

James A. Baker III
Michael K. Deaver
Richard V. Allen
Martin Anderson
Max Friedersdorf
James S. Brady
Richard Darman
Craig Fuller
David Gergen
Daniel Murphy
Ken Khachigian
Walter Stoessel

For Presentations:

Ed Harper
Glenn Schleede
Peter McPherson
Raymond Romatowski
Pen James
R. Tim McNamar
Fred Khedouri
Boyden Gray

For Distribution:

All Cabinet Attendees
Dave Fischer
Helene von Damm

THE WHITE HOUSE
WASHINGTON

January 27, 1981

*File
Cabinet*

MEMORANDUM FOR: ALL CABINET MEMBERS

FROM: Craig L. Fuller, Director
Office of Cabinet Administration

SUBJECT: Cabinet Procedures

A set of procedures is being introduced to facilitate effective Cabinet deliberations.

Your review of the procedures and format for presenting information in Cabinet meetings would be appreciated. Questions or concerns can be raised directly with me.

We would like to utilize the system at next week's Cabinet meetings, with modifications being made as required.

Cabinet Matters

The system is designed to identify every item or issue directed to the Cabinet as a Cabinet Matter. Since a computer will be utilized, each Cabinet Matter (CM) will be given a "CM" number when it "enters" the system. A Cabinet Matter may be a major policy issue or a request for information.

"CM" Format

Items submitted to the Cabinet should be presented to the Office of Cabinet Administration in a standard format. A sample format is attached. It consists of seven parts:

- I Subject
- II Originator
- III Action Forcing Event
- IV Statement of the Issue
- V Analysis
- VI Recommendation
- VII Decision

Circulation for Views

Once the Office of Cabinet Administration receives a Cabinet Matter, it will be circulated for views. All other Cabinet members and members of the Senior White House Staff will receive the item with a request for initial views. Views

will be returned to Cabinet Administration for preparation of the Cabinet Meeting binders.

Cabinet Meeting Binders

Each Cabinet member will have a binder prepared at least one day prior to every Cabinet meeting. Items not received in time for inclusion in the binder will not be placed on the written agenda.

The binders will consist of the meeting's agenda and an issue summary for each Cabinet Matter. A one page summary of all initial views will also be included. Backup materials will follow these two initial one page summaries.

Cabinet Matter Tracking

A major objective of the Cabinet Matter System is to accurately record and easily retrieve important information about Cabinet Matters. A computer assisted tracking system has been developed which will allow us to ask the computer for complete information about any Cabinet Matter by any one of the following identifiers:

- 1) CM number
- 2) issue
- 3) originator
- 4) where action is
- 5) due date
- 6) date set for Cabinet
- 7) actual date in Cabinet
- 8) who has final action
- 9) date report is due
- 10) Special Planning and Evaluation Code

Time Frame

This system requires some advance notice on Cabinet issues. It is anticipated that items will by necessity need to be rushed. National Security matters will have limited exposure for views.

The time frame for processing Cabinet Matters reflects the normal handling of an issue requiring prompt (but not immediate) attention:

<u>Activity</u>	<u>Days before Cabinet meeting</u>
1. Cabinet Matter sent to OCA	3
2. Sent out of OCA for views	3
3. Views developed	2

<u>(Activity)</u>	<u>(Days before Cabinet meeting)</u>
4. Returned to OCA	1
5. Sent by OCA to Cabinet members and attendees	1
6. Cabinet meeting	0

Your reactions to this program are welcome. We are hopeful that it will provide more complete and more advance information to each Cabinet member prior to meetings of the full Cabinet.

1981
CABINET MATTER _____

I SUBJECT _____

II ORIGINATOR _____

III ACTION FORCING EVENT _____

IV STATEMENT OF THE ISSUE

V ANALYSIS: Outline history, current status, possible actions
and impacts--financial, constituent or other public
policy considerations.

VI RECOMMENDATION: Indicate single recommendation or list options.

VII DECISION

____ approve ____ approve as amended ____ reject ____ no action

If options are contained in the recommendation, indicate option(s)
referred to above by placing the appropriate number(s) in the spaces
above.

CM _____

INITIAL VIEWS:

Department of Commerce

Department of Energy

Department of Treasury

Office of Intergovernmental Relations

Office of Legislative Relations

Office of Public Liaison

US Chamber of Commerce

National Manufacturers Association

Additional background material is on the following pages.

