

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

March 20, 1981

MEMORANDUM

TO: ELIZABETH DOLE
FROM: MICHAEL K. DEEVER
SUBJECT: US Chamber of Commerce Request

I think this is worthwhile. If you agree, please
staff it out.

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

March 20, 1981

MEMORANDUM

TO: MIKE EVANS
FROM: MICHAEL K. DEEVER
SUBJECT: Request for Photographs

Could you please find a couple of photos of the President and Mrs. Reagan for me to send to Holmes and Virginia Tuttle - from the inauguration or some other occasion that will mean something to the Tuttles. Also, could you please have them blown up.

Thank you.

THE WHITE HOUSE
WASHINGTON

March 20, 1981

Dear Mr. Bookbinder:

I am looking forward to receiving my copy
of the 1981 American Jewish Year Book.
Thank you for making it available, and for
your thoughtfulness.

Sincerely,

MICHAEL K. DEEVER
Assistant to the President
Deputy Chief of Staff

Mr. Hyman Bookbinder
The American Jewish Committee
818 18th Street, N.W.
Suite 740
Washington, D. C. 20006

THE WHITE HOUSE
WASHINGTON

March 20, 1981

Dear Buck:

I'm glad I found this letter since I didn't know where the money clip came from. It is handsome, and I will treasure it, thanks to you and Joe Rogers.

I have sent the draft of the letter to Randolph Macon College to be typed and signed by the President. Thanks for all your help.

Best regards,

MICHAEL K. DEEVER
Assistant to the President
Deputy Chief of Staff

Mr. Buckley M. Byers
Deputy Finance Chairman
Republican National Committee
310 First Street, SE
Washington, D.C. 20003



Republican
National
Committee

March 13, 1981

Buckley M. Byers
Deputy Finance Chairman

The Honorable Michael K. Deaver
Deputy Chief of Staff
The White House
Washington, D.C. 20500

Dear Mike:

As you may or may not know, Joe Rodgers serves on the Board of Randolph-Macon College.

Joe was here yesterday and asked me to personally deliver to you the enclosed. The money clip was a gift to our Eagles at the time of the Inaugural, and he thought you would like to have one.

The letter is a draft of a letter Joe personally prepared, and he would really appreciate it if the President would be good enough to sign such a letter. Obviously, if it is going to be effective, it will have to be done reasonably soon because of the April 10 kick off of their campaign.

Many thanks in advance.

Sincerely,

Buckley M. Byers

BMB/mbh
Enclosures

cc: Joe M. Rodgers

Date

Mr. E. Eugene Mason, Esquire
Chairman
"Our Campaign for Randolph-Macon Woman's College"
Lynchburg, Virginia 24503

Dear Mr. Mason:

The importance of quality education in our Nation has never been as apparent as in these critical times. In the vanguard of schools which prepare students for national leadership is a small number of distinguished independent colleges; by their evidence of excellence, they have earned the support, not just of their alumni and special friends, but of all friends of independent education throughout the land.

For ninety years, Randolph-Macon Woman's College has stood for academic superiority among women colleges in our great Country.

Characteristic of your scholastic leadership is the fact that yours was the first women's college in the South to be awarded a chapter of Phi Beta Kappa National Honorary Society.

It is similarly worthy of special note that yours was also the first women's college in the South to receive full accreditation by the Southern Association of Colleges and Schools.

I salute you for the constancy with which you maintain and re-enforce your position of leadership in America's important community of liberal arts colleges. And I commend to your alumni and friends their strongest support of the goals you have set to undergird the future academic and physical excellence of Randolph-Macon Woman's College.

On the April 10th occasion of your national kick-off dinner in Lynchburg, Virginia, I wish you well in the coming months of your Capital Development Program and extend warmest good wishes to each of you.

Most sincerely,

Ronald Reagan

THE WHITE HOUSE
WASHINGTON

March 20, 1981

Dear Mr. Dickinson:

I want to thank you for your kindness in arranging for me to receive The Christian Science Monitor without charge. I appreciate your thoughtfulness and will enjoy, when time permits, your reliable newspaper.

Again, thank you for writing.

Sincerely,

MICHAEL K. DEEVER
Assistant to the President
Deputy Chief of Staff

Mr. H. Dickinson Rathbun, Manager
Christian Science Committee on Publication
of The First Church of Christ, Scientist,
in Boston Massachusetts
910 Sixteenth Street, N.W.
Washington, D.C. 20006

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

March 20, 1981

MEMORANDUM

TO: EDWIN MEESE, III
JAMES A. BAKER, III
RICHARD DARMAN
CRAIG FULLER

FROM: MICHAEL K. DEEVER *mmk*

SUBJECT: Secretary Haig's Comments on President's
Mexico Trip

Attached are Secretary Haig's comments on the
President's Trip Preparation memorandum dated
March 30, 1981

March 30, 1981

PRESIDENTIAL TRIP

PREPARATIONS

There are four essential steps in preparing for a Presidential trip. The organization of the trip should lie primarily with the White House while the substantive preparations should lie primarily with the State Department.

STEP ONE: DECISION - This requires close consultation between the White House staff and the State staff to (a) review suggested stops; (b) define objectives; (c) identify schedule openings and dates; and (d) prepare a joint recommendation, at least six weeks in advance, from Meese and Haig to the President.

STEP TWO: AGENDA - This also requires combined White House/State coordination with the White House informing the other Departments of the trip and requesting suggested agenda items. State, with White House, should review the recommended issues, rank them by priority, and develop an outline agenda. Haig and Meese, by joint memorandum, would submit the outline agenda to the President five weeks in advance.

STEP THREE: PREPARATIONS - State schedules its first trip Interagency Group meeting at least four weeks in advance to (a) discuss the agreed agenda; (b) identify differing positions, if any, among the agencies; and (c) assign action responsibilities for briefing papers. The IG would meet regularly, referring interagency differences to the SIG or NSC level when necessary and circulating papers for interagency agreement. All interested agencies, including the White House staff, would participate.

Simultaneously, the White House staff would schedule its first organization meeting to (a) arrange each presidential event; (b) develop scenarios; (c) decide participation; and (d) plan logistics. State would participate in this organization group.

(State would do first drafts on all public statements and submit to the White House speechwriters at least three weeks prior to the trip.)

STEP FOUR: FINAL - State assembles final drafts of papers and talking points two weeks before the trip. The White House organization group decides final schedule. Senior State and White House officials jointly review papers and schedule one week before the trip. Three days before the trip, Haig submits the distilled scope paper and talking points to the President. Meese submits the final schedule to the President.

AKD

THE WHITE HOUSE
WASHINGTON

March 20, 1981

Dear Henry:

I have been asked to see if you would be available to speak to the MZURI Safari Group in Reno, Nevada on February 19th or 20th, 1982.

This is an outstanding group. The President has addressed them twice, and I know that Governor John Connally has spoken to them as well. They would be willing to pay your current fee plus expenses for you and Nancy.

Let me know if you're available, and also when we might have lunch again soon.

Warm regards,

MICHAEL K. DEAVER
Assistant to the President
Deputy Chief of Staff

Dr. Henry Kissinger
1800 K. Street N.W.
#1021
Washington, D.C. 20036

SUSPENSE

MEMORANDUM

File
THE WHITE HOUSE
WASHINGTON

John Rogers

March 20, 1981

Manning

MEMORANDUM

TO: MR. ROBERT MANNING
(Travel Office)

FROM: MICHAEL K. DEAVER

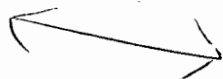
SUBJECT: Interview - Mr. Thomas S. Boston

I would consider it a personal favor if you would call Mr. Thomas S. Boston, United Airlines Representative, and set up an interview for employment in your shop. Mr. Boston performed many services for us during the campaign "above and beyond". I would appreciate your attention to this matter as soon as possible.

*check
case of*

Tom Boston

892-7259



*1 hr. late
"No jobs"*

THE WHITE HOUSE
WASHINGTON

March 23, 1981

Dear Father Ellison:

Thanks for your letter, the maps and the presumptive statements. I am returning the IMPRIMIS as you requested. I'm sorry, I do not know what I did with the letter regarding the sign. I hope I haven't inconvenienced you too much.

We are still getting settled, but the demands of the White House leave very little time. The hours are long and the pace unbelievable, but we are all happy in the thought we are contributing.

Thank you too for all your help to Carolyn and her family. They were very grateful, as am I.

Sincerely,

MICHAEL K. DEEVER
Assistant to the President
Deputy Chief of Staff

The Rev. John W. Ellison, Th.D.
Rector
All Saints Memorial Episcopal Church
2076 Sutterville Road
Sacramento, CA 95822

THE WHITE HOUSE
WASHINGTON

March 23, 1981

Dear Mr. Mound:

Thank you for your letter regarding President Reagan's economic recovery program and the suggestions you made.

I have taken the liberty of forwarding your comments to the Office of Legislative Affairs for their information. Your interest is sincerely appreciated.

Again, thank you for writing.

Sincerely,

MICHAEL K. DEEVER
Assistant to the President
Deputy Chief of Staff

Mr. Milton Mound
Chairman
National Initiative/Referendum Assoc.
527 Madison Avenue
New York, N. Y. 10022

THE WHITE HOUSE
WASHINGTON

March 23, 1981

Dear Jim:

Congratulations!

Your new assignment sounds exciting and challenging. I had the pleasure of riding with Barron Hilton last Fall on his plane to Stockton.

I'm sure you'll find this new opportunity rewarding.

Best of luck.

Sincerely,

MICHAEL K. DEEVER
Assistant to the President
Deputy Chief of Staff

Mr. James R. Galbraith
Vice President
TICOP

THE WHITE HOUSE
WASHINGTON

March 23, 1981

Dear Terry:

Thank you very much for the wonderful evening at the Kennedy Center and afterward with Nancy Hanks.

I particularly appreciated your comments about the new attitude in Washington. I promise we'll keep it the same for 4 or 8 years.

Again, thank you sincerely.

Warm regards,

MICHAEL K. DEEVER
Assistant to the President
Deputy Chief of Staff

Mr. Theron J. Rice
Conoco Inc.
Suite 1000
1025 Connecticut Avenue, N.W.
Washington, DC 20036

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

March 23, 1981

MEMORANDUM

TO: THE HONORABLE MALCOLM BALDRIGE
FROM: MICHAEL K. DEEVER
SUBJECT: Travel Costs - Mary Nimmo

Do you have funds for this sort of reimbursement?
If not, return to me and I'll handle.

The Hannaford Company, Inc.
10960 Wilshire Boulevard
Suite 422
Los Angeles, California 90024
213 477-8231

Public Relations & Public Affairs

March 16, 1981

The
Hannaford
Company,
Inc.

The Honorable Michael K. Deaver
Assistant to the President &
Deputy Chief of Staff
The White House
Washington, D.C. 20500

Dear Mike,

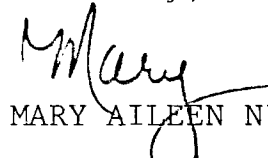
I held on to these for a while thinking I'd be able to line up a new home address in Washington but it looks like I'll be living out of a suitcase for a while. Any reimbursement on the travel costs for the last trip would be greatly appreciated, so I thought I'd better get the paperwork going.

So...enclosed are the bills for my last trip back and I'll call the public affairs department at Commerce my "home" til further notice!

All of us at the 10960 Wilshire chapter of the Mike Deaver Fan Club enjoyed the POST article about you--and learned some things, too.

Many thanks for your help and, as always, warmest regards.

Sincerely,



MARY AILEEN NIMMO

The Hannaford Company, Inc.
10960 Wilshire Boulevard
Suite 422
Los Angeles, California 90024
213/477-8231

Public Relations & Public Affairs

March 16, 1981

The
Hannaford
Company,
Inc.

The Honorable Michael K. Deaver
Assistant to the President &
Deputy Chief of Staff
The White House
Washington, D.C. 20500

Dear Mike,


I held on to these for a while thinking I'd be able to line up a new home address in Washington but it looks like I'll be living out of a suitcase for a while. Any reimbursement on the travel costs for the last trip would be greatly appreciated, so I thought I'd better get the paperwork going.

So...enclosed are the bills for my last trip back and I'll call the public affairs department at Commerce my "home" til further notice!

All of us at the 10960 Wilshire chapter of the Mike Deaver Fan Club enjoyed the POST article about you--and learned some things, too.

Many thanks for your help and, as always, warmest regards.

Sincerely,


MARY AILEEN NIMMO

*Madeleine Aldridge
- title etc.*

*Do you have funds for this sort of
reimbursement - if not, return to
me and I'll handle.*

March 23, 1981

MEMORANDUM

TO: FRED FIELDING
FROM: MICHAEL K. DEAVER
SUBJECT: Agreement Between Mr. Garabedian and the
President

The President does not recall any such agreement.
Check this out with Mr. Garabedian.

THE WHITE HOUSE

WASHINGTON

27 Feb. 1981

H. B. Shaddix

Dear Mr. Deaver;

Could you please give us some guidance on this request.

Specifically I would like to know if you feel the content of this letter is accurate and if "an agreement" does exist between Mr. Garabedian and the President.

My first instinct is to recommend that Mr. Garabedian procure his photographs from legitimate civilian picture agencies as this appears to be a commercial venture. The use of White House photographs for a purpose such as this could invite criticism as the Inauguration was photographed from every conceivable angle by the various picture agencies located throughout the Country.

Thank You.

Billie B. Shaddix
Billie B. Shaddix
Photographic Office

The world's greatest entertainers appear on Mark56 Records

GEORGE V. GARABEDIAN
President

January 22, 1981

The White House
Washington, D. C. 20500

Attention: Photo Office/Mr. Billie Shaddix
Director

Dear Billie:

The President and I have an agreement covering his personal performances as a radio actor in the early 1940's. He has already furnished me with photographs of himself for a record album which I am producing for the cover..and as a last minute afterthought I would like to consider some photos on the back cover of the inauguration which would include the swearing-in shot.

Would you please send me these photos at your very earliest convenience to the address below.

Thankyou for your prompt consideration ^{and} wish you good luck and best wishes in your new responsibilities.

Very truly yours,


George V. Garabedian

Missent. -

*Michael: Do you know anything about this
Man - This looks commercial (Ney)
to me -*





THE CHIEF OF PROTOCOL
DEPARTMENT OF STATE
WASHINGTON, D.C. 20520

File

March 23, 1981

MEMORANDUM

TO : Mr. Mike Deaver
The White House

FROM : S/CPR - Leonore Annenberg *L.A.*

SUBJECT : Visits of Foreign Leaders

There seems to be some confusion regarding categories of visits of foreign dignitaries to the United States. The categories are:

State Visit - First visit made by a Chief of State during a particular administration receiving full honors. (e.g., Queen Elizabeth).

Official Visit to the United States - Same as State Visit but made by a Head of Government instead of a Chief of State (e.g., Prime Minister Thatcher).

Official Visit to Washington - A Chief of State or Head of Government on a second visit during a particular administration receiving essentially the same treatment as the above except the United States Government does not pay for travel around the country.

As you were not available, I talked with Richard Allen about the possibility of creating a new additional category called:

Official Working Visit to Washington

Under this proposed category the ceremonies would be greatly reduced to include:

1. The visiting Chief of State or Head of Government being transported from the port of entry by U.S. aircraft to Andrews Air Force Base. The visitor is met by a ranking State Department official (with limited military honors).

2)

2. Blair House will be made available to the official party.
3. The following day the visitor will arrive at the Diplomatic Entrance of the White House to be received by the President. Military honors will consist of an honor cordon and herald trumpets.
4. A substantive meeting will take place followed by a working luncheon. (The President's involvement is concluded after the luncheon).

The visitor will then be free for other appointments.
5. The farewell ceremony will take place at the Washington Monument Grounds with military honors. The visitor will be helicoptered to Andrews Air Force Base.


In the case of Prime Minister Van Agt, spouses will not accompany. On occasions where spouses do travel, such as Mrs. Seaga and Mrs. Chun, we would suggest that Mrs. Reagan host a luncheon or coffee for the spouses.

As Prime Minister Van Agt is scheduled to arrive next week and the planning for the visit has to begin immediately, I would hope that you can give me your approval on this new visit category as soon as possible.

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

File

TO: Mike Deaver 
FROM: Lyn Nofziger
DATE: March 23, 1981
RE: March 24, 1981 Meeting with the President

Per our discussion, the six California Assembly Republican leaders that I requested meet privately with the President are:

Carol Hallett, the Minority Leader
San Luis Obispo

Robert Naylor, the Caucus Chairman
Menlo Park

Charles Imbrecht, Vice-Chairman, Ways and
Means; and the President's Assemblyman
Santa Barbara

Ross Johnson, the Caucus Vice-Chairman
and Political Director
Orange County

Pat Nolan, the Caucus Secretary
Glendale

Richard Mountjoy, the Caucus Whip
Arcadia

They only want 5-10 minutes to discuss how the Republicans in California plan to support the President's economic policy. Photo opportunity is also desired.

I would like Ed Rollins, of my staff, to accompany them.

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

APPROVED FOR

Date. 3/24

Time. (10 min) - 4:00 pm

Length. 10 min

Date 3/20 GJN

oval office

March 20, 1981

MEMORANDUM FOR: Greg Newell
FROM: Lyn Nofziger



The six leaders of the California Republican Assembly will be in Washington on Tuesday, March 24th. I would like them to have five minutes with the President for a photo opportunity. If necessary, we can do it on Wednesday morning.

Please let me know as soon as possible.

Thank you.

THE WHITE HOUSE
WASHINGTON

March 23, 1981

Dear Col. Boyes:

Thank you for your interesting letter, and for taking the time to make me aware of your concerns. I have taken the liberty of forwarding it to Mr. Richard Allen, Assistant to the President for National Security Affairs.

Thank you again for your views.

Sincerely,

MICHAEL K. DEEVER
Assistant to the President
Deputy Chief of Staff

Colonel Pete Boyes, USAF (Ret)
Box 14130
South Lake Tahoe, CA 95702

THE WHITE HOUSE
WASHINGTON

March 24, 1981

Dear Tom:

I very much enjoyed meeting and talking with you at the St Patrick's Day luncheon.

I appreciate your advice and counsel on every matter, and would very much like to be helpful whenever I can.

Many thanks.

Sincerely,

MICHAEL K. DEEVER
Assistant to the President
Deputy Chief of Staff

The Honorable Thomas S. Foley
1201 Longworth Bldg.
Washington, D.C. 20515

BCC TO Mr FRIEDERBORG

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

March 24, 1981

MEMORANDUM

TO: FRED FIELDING
FROM: MICHAEL K. DEEVER
SUBJECT: Taped Lincoln's Gettysburg Address

Could you let me know if this is appropriate, or
if we should turn it off?

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

March 24, 1981

MEMORANDUM

TO: JERRY PARR
FROM: MICHAEL K. DEEVER
SUBJECT: Presidential Protective Division

Attached are comments from Mike Evans which I have heard from others. Any chance we could do something like this?

Let me know.

THE WHITE HOUSE

WASHINGTON

March 18, 1981

MEMORANDUM TO MICHAEL DEEVER

FROM: MICHAEL EVANS

M.E.

May I respectfully suggest that the Presidential Protective Division have a press agent as good and as professionally knowledgeable as Kent Barnes and Tom Stumpf. The good rapport established between the Secret Service and the television crews and still photographers benefitted candidate Reagan during the campaign and a similarly good rapport would benefit the President. It is my feeling that such a report doesn't exist at present.

cc: Joe Canzeri
Steve Studdert
Jim Brady

THE WHITE HOUSE
WASHINGTON

March 24, 1981

Dear Mr. Clement:

Your cousin, Isabel Gassett, has written to me in regard to your interest in getting together with me. Please call Mrs. Shirley Moore in my office and she will arrange a time for us to meet.

Sincerely,

MICHAEL K. DEEVER
Assistant to the President
Deputy Chief of Staff

Mr. Wm A. Clement, Jr.
The Dobbs Corporation
2626 Pennsylvania Ave, N.W. (Suite 202)
Washington, D.C. 20037

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

March 24, 1981

MEMORANDUM


TO: JAY MOORHEAD
FROM: MICHAEL K. DEAVER
SUBJECT: McCann Announcement

The McCann announcement was speeded up because of the St. Patrick Day luncheon. Follow through now to be sure we get McCann back into the regular procedure.

THE WHITE HOUSE
WASHINGTON

March 23, 1981

MEMORANDUM TO MIKE DEEVER

FROM: JAY MOORHEAD 
SUBJECT: McCann Announcement

Normal procedure, according to the State Department, for Ambassador announcements, requires formal agreement (written agreement) from the host country about our nominee for that position. Once received, the announcement may take place.

Realizing that the Ireland announcement was a special case, I want to make sure that the agreement and other papers for McCann go through the proper procedures.

Are you handling this one?

THE WHITE HOUSE

WASHINGTON

March 24, 1981

Dear Secretary Haig:

Following our discussion of last Thursday, I checked up on your concern about Presidential appointments to the Department of State being held up.

Attached is a current status report on all Secretary of State appointments. I hope this will answer any questions you have. Let me know if I can be of further help in this matter.

Sincerely,

MICHAEL K. DEEVER
Assistant to the President
Deputy Chief of Staff

cc: Wm P. Clark
Ed Meese
Jim Baker

The Honorable Alexander M. Haig, Jr.
The Secretary of State
Washington, D.C. 20520

THE WHITE HOUSE

WASHINGTON

March 20, 1981

MEMORANDUM FOR: Michael Deaver
FROM: Willa Ann Johnson
SUBJECT: Presidential Appointments
Department of State

<u>POSITION</u>	<u>CANDIDATE</u>	<u>ANNOUNCED</u>	<u>OTHER STATUS</u>
U/S, Economic Affairs	Myer Rashish	3/3/81	Nominated 3/17/81
U/S, Management	Richard Kennedy	2/29/81	Appointed 2/27/81
U/S, Political Affairs	Walter Stoessel	1/29/81	Appointed 2/27/81
U/S, Security Assistance	James Buckley	1/29/81	Appointed 2/27/81
Counselor	Robert McFarlane	1/29/81	Appointed 2/27/81
A/S, African Affairs	Chester Crocker	3/9/81	Nominated 3/17/81
A/S, Asia/Pacific Affairs	John Holdridge	3/3/81	Nominated 3/17/81
A/S, Near East/ South Asian Affairs	Nicholas Veliotos	3/3/81	Full field completed 3/18/81
A/S, European Affairs	Lawrence Eagleburger	3/4/81	In FBI full field
A/S, Inter-American Affairs	Thomas Enders		Decision memo w/ Senior Staff
A/S, Economic Affairs	Robert Hormats	3/3/81	Full field completed 3/16/81
A/S, International Organization Affairs	Elliot Abrams	2/4/81	Nominated 3/17/81

<u>POSITION</u>	<u>CANDIDATE</u>	<u>ANNOUNCED</u>	<u>OTHER STATUS</u>
A/S, Congressional Affairs	Richard Fairbanks	1/29/81	Appointed 2/27/81
A/S, Administration	James Hackett		On Hold/Wayne Roberts
A/S, Oceans/Scientific Affairs	James L. Malone	2/11/81	Nominated 3/2/81
A/S, Consular Affairs	Diego Asencio		Initial clearance papers submitted 1/29/81
A/S, Human Rights	Ernest Lefever	2/20/81	In FBI full field
A/S, Public Affairs			Decision pending w/Secretary
A/S, Intl. Narcotic			Decision pending w/Secretary
Legal Adviser			Decision pending w/Secretary
Amb at Large/Coord for Refugee Affairs	Julia Taft		Awaiting initial clearance
US Rep to OAS	J. William Middendorf	Announced	Initial clearance pending
Dep UN Rep			Decision pending w/Kirkpatrick
US Rep/Ecosoc/UN	Jose Sorzano		Initial clearance papers submitted 2/26/81
Commissioner, Int'l Boundry Commission (US-Canada)	Frank Whetstone	Announced	Initial clearance

* Note: It should be noted that once an individual has been announced, the OPP no longer has a role.