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THE WHITE HOUSE

WASHINGTON

filed

February 9, 1983

MENORANDUM FOR MICHAEL K. DEEVER
WILLIAM P. CLARK

FROM: MICHAEL A. McMANUS, JR. *makm.*

SUBJECT: Presidential Scheduling

At your request, I have met over the past few weeks with Judge Clark, Admiral Poindexter, Chuck Tyson, Bill Sadleir, Fred Ryan and Dave Fischer to discuss the present guidelines for Presidential scheduling and how they affect the various requests which NSC may have for time on the schedule on its behalf or on behalf of other departments.

As a result of these positive and constructive discussions the following understanding represents some guidelines I believe NSC can live with and yet they also conform in general terms with the overall scheduling guidelines:

1. All requests will be made in writing.
2. Every effort will be made to get requests to the Scheduling Office more than ten (10) days prior to the date of the requested event.
3. On those occasions when the ten day rule cannot be met the request will include a brief statement of the reason why an exception is necessary.
4. All requests should contain a brief description of the event and a brief suggestion of the nature of Presidential remarks if such are required.
5. When scheduling requests are turned down and an appeal of the decision is required, Chuck Tyson and I will discuss the matter as quickly as possible.
6. NSC will draft a memo to State and Defense explaining these White House procedures and asking for their compliance.
7. On those limited occasions where a meeting is set up at the last minute by a notifying call to Cathy Osborne, a similar call will be placed immediately thereafter to Presidential Scheduling and a follow up memo will be delivered explaining the event.

I will continue to monitor this system and to discuss ways which may become necessary to develop a workable system if the above suggestion should create problems.

THE PRESIDENT'S SUMMARY SCHEDULE

JANUARY TO SEPTEMBER 1983

	<u>JAN.</u>	<u>FEB.</u>	<u>MAR.</u>	<u>APR.</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUGUST</u>	<u>SEPTEMBER</u>	<u>AVERAGE %</u>
ADMINISTRATIVE TIME	1%	2%	1%	1%	1%	1%	2%	1%	1%	1%
BUDGET	5%	-	-	1%	-	1%	-	-	-	1%
CABINET	7%	6%	6%	8%	9%	23%	15%	8%	7%	10%
CONGRESSIONAL	16%	12%	12%	9%	22%	8%	9%	8%	6%	11%
COUNSEL	-	-	-	-	-	-	-	5%	1%	1%
ECONOMIC AFFAIRS	1%	-	1%	1%	1%	1%	1%	1%	1%	1%
INTERGOVERNMENTAL	1%	3%	2%	1%	3%	1%	-	-	3%	1%
ISSUES LUNCH	4%	5%	3%	4%	2%	2%	2%	3%	2%	3%
MISCELLANEOUS	8%	12%	19%	10%	8%	9%	12%	4%	10%	10%
NSC	25%	28%	30%	29%	24%	24%	37%	23%	41%	29%
POLITICAL	5%	6%	2%	7%	10%	9%	1%	3%	11%	6%
PRIVATE SECTOR INITIATIVES	5%	-	3%	10%	2%	2%	1%	-	1%	2%
PERSONNEL	1%	1%	1%	1%	1%	1%	2%	3%	3%	1%
PUBLIC LIAISON	9%	8%	7%	7%	6%	8%	5%	33%	5%	10%
POLICY DEVELOPMENT	-	-	-	-	-	1%	2%	-	3%	1%
PRESS	8%	14%	12%	7%	12%	8%	9%	5%	4%	9%
SPEECHWRITERS	-	1%	1%	1%	1%	1%	1%	1%	1%	1%
TAPINGS	2%	1%	1%	1%	1%	1%	1%	1%	1%	1%
VICE PRESIDENT	2%	2%	1%	2%	1%	1%	3%	1%	1%	2%