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THE WHITE HOUSE
WASHINGTON

sell

Mike -

Ed had asked me to look into this matter for him last month.

Harper had another meeting with Dan on 9/9. The status is this:

Dan was told in June to work with Helene. She says that none of the positions she offered suited him. One was on the Postal Rate Setting Commission. She has no current offerings.

On 9/9 Dan told Harper he would discuss working for Rollins. Rollins tells me he cannot use him.

PUNT? — Jim Jenkins

THE WHITE HOUSE
WASHINGTON

TO:

Mr. Muse

FROM:

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

- ☐ Information
- ☐ Action

THE WHITE HOUSE
WASHINGTON

8/20/82

Mike,

Because of your interest,
I thought you would
want to see the attached.

Despite being promoted to
Senior Policy adviser just last
November and getting high
performance marks from
Marty Anderson and Ed Gray,
Ed Harper feels I don't fit
into his plans for the office.
Even he has told me I have done
a fine job!

I regret not being able
to complete the summary business
policy statement - only weeks away
from Presidential approval and
the need to find another
meaningful position during

THE WHITE HOUSE
WASHINGTON

a time there is very little
turnover.

Somehow I believe
all of this could be
handled better. I have
been a long and loyal
member of the Reagan team
and ought not be tossed
away in this manner.

Qan

THE WHITE HOUSE
WASHINGTON

August 17, 1982

Personal: Administratively
Confidential

MEMORANDUM FOR DAN SMITH

FROM: EDWIN L. HARPER

SUBJECT: Completion Date

This is to confirm our conversation of August 11th that you should not plan to remain on the OPD payroll beyond September 1st. As I promised following our conversation, I spoke to Dick Kinser in the White House Personnel Office who promised to work with you to meet the September 1st deadline.

As I have indicated to you during the past couple of months, I would be happy to do anything I can to assist you in securing a new position in the Administration or in the private sector. Furthermore, in view of the shortness of deadline, you should put securing a new position above all other priorities at this time.

Again, let me know how I can be of assistance. Good luck.

EM
Shouldn't
we just
something
for
Dan?

PALPH de TOLEDANO 825 NEW HAMPSHIRE AVENUE, N.W. WASHINGTON, D.C. 20037

file
20 September 1982

Hon. Michael K. Deaver
The White House
Washington, D.C.

Dear Mike:

Much thanks for your letter. Since I turned down another job at Ron Mann's suggestion--he was certain the deputy directorship at VOA was in the bag--I continue to hope.

I will be out of the country for several weeks--a press junket that will take me around the world--but should be back before 15 October.

Very best regards,

Ralph

THE WHITE HOUSE
WASHINGTON

September 24, 1982

Dear Mrs. Miller:

Mr. Deaver has asked me to thank you for sending him your resume. It has been forwarded to the Office of Presidential Personnel for review and consideration.

You will be hearing from that office shortly.

Sincerely,

SHIRLEY MOORE
Staff Assistant to
Michael K. Deaver

Mrs. Angela Miller
Shafer-Miller International, Inc.
5900 Southwest 73rd Street
Miami, Florida 33143



SHAHER-MILLER INTERNATIONAL, INC.

5900 SOUTHWEST 73RD STREET • PH. (305) 665-1146
MIAMI, FLORIDA 33143 U.S.A.

*ack of to
Helene*

September 20, 1982

Mr. Michael K. Deaver
Deputy Chief of Staff
The White House
1600 Pennsylvania Avenue, N.W.
Washington, D. C. 20006

Dear Mike:

It was great to see you at Lou Cannon's party this past week. It looks as though working at the White House agrees with you. You look great.

I have given my resume to Morgan Mason to deliver to Helene von Damm this week. I would like very much to devote some time to government service in a volunteer capacity. I have taken the liberty of listing you as a reference and have asked Morgan to give you a copy of my resume.

Please give my warmest regards to Carolyn. Keep up the good work.

Sincerely,

Angela

Angela Miller
Assistant to the President

AM:dkh

cc: Barbara Benjamin

THE WHITE HOUSE

WASHINGTON

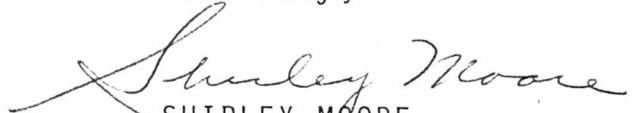
September 24, 1982

Dear Mrs. Cromwell:

Mr. Deaver has asked me to thank you for sending him your resume. It has been forwarded to the office of Presidential Personnel for review and consideration.

You will be hearing from their office shortly.

Sincerely,

A handwritten signature in cursive script that reads "Shirley Moore". The signature is written in dark ink and is positioned above the printed name and title.

SHIRLEY MOORE
Staff Assistant to
Michael K. Deaver

Mrs. Molly C. Cromwell
4701 Duncan Drive
Annandale, VA 22003



THE HOLTON-ARMS SCHOOL

7303 RIVER ROAD

BETHESDA, MARYLAND 20034

August 23, 1982

ack of to Nelson

Dear Mr. Deaver,

For the past four years I have been at Holton, directing all phases of fund-raising and public relations. I submitted my resignation to Mr. Lewis last October, and will reluctantly not be returning as the new school year begins - two sons in college and three daughters soon to go, forced my decision to find a career opportunity in special events and media relations that will offer some career growth for a confirmed workaholic (translate that to greater salary potential than is available at the independent secondary school level).

I am enclosing my resume, and would appreciate your handing it along to anyone who may have need of my experience.

Thank you for any assistance you may be able to provide.

Sincerely,

Molly C. Cromwell
Director of Development
and Public Relations

References:

James W. Lewis, 365-5300

Richard Marriott, 897-1420

Daniel Ward, WNVT-TV, 323-7000

THE WHITE HOUSE

WASHINGTON

September 24, 1982

Dear Mrs. Sayre:

Mr. Deaver has asked me to thank you for forwarding your resume to him. It has been sent to the Office of Presidential Personnel for review and consideration.

You should be hearing from that office shortly.

Sincerely,

A handwritten signature in cursive script, reading "Shirley Moore".

SHIRLEY MOORE
Staff Assistant to
Michael K. Deaver

Mr. Annette Sayre
5110 Wehawken Road
Bethesda, MD 20816

THE WHITE HOUSE
WASHINGTON

TO:

Mr Baker ✓

FROM:

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

☐ Information

☐ Action

KC

JAB

READING

File

Pls.

9/14

MDT

JAB HAS READ 9/20

THE WHITE HOUSE
WASHINGTON

September 9, 1982

file

JAB

MEMORANDUM TO: MICHAEL K. DEEVER
Deputy Chief of Staff
and Assistant to the President

FROM: HELENE VON DAMM *HV*

SUBJECT: James R. Meadows, Jr.

Please be advised that at your request the Office of Presidential Personnel interviewed with James R. Meadows, Jr. on August 31st.

Apparently, Mr. Meadows' primary interest is in locating a position on the White House staff. I am told that he has good conservative credentials, is articulate and possesses a general administrative background. Over all, the impression was good and it is recommended that should an entry level or middle management position become available he be given some consideration.

Mile a top notch - would like to work in the white house - would love to work with Ed Meese -

RESUME

James R. Meadows, Jr.
3106 Quesada N.W.
Washington, D.C. 20015
202-363-5198

*this is someone you would really like
Thank you - Pat*

CURRENT POSITION

Executive Director (9/8/81 to Present)
Occupational Safety and Health Review Commission
1825 K Steet, N.W. Suite 400
Washington, D.C. 20006
(202) 634-7970

Release

RESPONSIBILITIES

Directing and providing all administrative support services to the OSHRC.
(For detailed information see position description enclosed.)

PREVIOUS GOVERNMENT EXPERIENCE

Special Administrative Assistant [GS-14, 3/16/81 to 4/24/81]
Director of Agricultural Marketing Services
United States Department of Agriculture
Assigned to the Seed Regulatory Branch as a Schedule C - 120 day temporary appointment - analyzing reports concerning the Seed Regulatory Branch.

PREVIOUS EMPLOYMENT

January 1980 -
March 1981

Division Manager: Michelson & Associates (a Life Insurance Agency) Corpus Christi, Texas
Responsibilities: Managing daily sales activities of fifteen sales agents. Setting sales goals and devising plans to accomplish goals. Lecturing three times weekly on Life Insurance. Recruitment of agents; drafted recruitment strategy. Conducted personal interviews. Follow through of reference check. Developed and administrated the agency's licensing and sales training programs.

Real Estate Broker: Texas License: Engaged in the business of real estate sales since 1978.

November 1976-
July 1977

Administrative Assistant: Honorable Don Henderson (Vice-Chairman): Committee on Transportation, Texas House of Representatives
Responsibilities: Drafted and assisted in managing legislative program. Directed office personnel in constituent casework, correspondence, and itinerary; Liaison with trade and professional associations.

September 1975-
November 1976

Marketing Projects Manager: B.D. Holt Company (Caterpillar Tractor Dealer and manufacturer of gas compressors).

Responsibilities: Represented company with trade associations, civic functions, and conventions. Prepared and supervised displays, exhibits of trade shows. Directed annual sales meeting; edited in-house newsletter; managed various employee relation matters.

EDUCATION

University of Texas at Austin, B.A. History, 1975.

Georgetown University: Institute on Comparative Economic and Political Systems, 1973.

Del Mar College, A.A. Degree, 1972.

POLITICAL ACTIVITIES

1980	Reagan-Bush Committee, Vice-Chairman Nueces County, Texas
1980	Reagan for President, Vice-Chairman Nueces County, Texas Republican Primary.
1980	Texas Victory Committee, Phone Bank Chairman, Nueces County, Texas.
1978	Republican Nominee, State Representative, District 48C, Corpus Christi, Texas.
1978	Texas Republican Party - sustaining member
1976	Texas Citizens for Reagan - Volunteer, Worked at State Headquarters in Houston and in Texas 14th and 15th Congressional Districts.
1975-79	Texas Right-to-work Committee, Advisory Board.
1975-79	Young Americans for Freedom, National Director.
1975-Present	Foundation for Research in Economics and Education, Founder and Director.

AWARDS AND HONORS

1975	Texas House of Representatives, House Citation
1975, 1979	Outstanding Young Men of America
1973	Scholarship, Charles Edison Memorial Youth Fund

PERSONAL

Birthdate: September 23, 1952

Marital Status: Single

Voting Residence: 323 Louise, Corpus Christi, Texas 78411

References upon request.



Betty Green Heitman

Co-Chairman, Republican National Committee

A national political leader in Washington who began as a pollwatcher and headquarters volunteer, Betty Green Heitman has come up through the ranks to become Co-Chairman of the Republican National Committee on July 18, 1980.

Because of her outstanding service to the Party during the 1980 campaign, and with the backing of both President Reagan and Chairman Richard Richards, Mrs. Heitman was re-elected to her Co-Chairman post without opposition by the members of the Republican National Committee on January 17, 1981.

One example of her Party service was her activity in support of the campaigns of Congressional and legislative candidates during the 1980 campaign year. Probably her most innovative effort is her leadership of "Target 80's," an organization with the goal of the formation of a talent bank of women who are qualified for jobs in the Reagan Administration.

A veteran of grassroots campaigning, Mrs. Heitman joined the National Federation of Republican Women in 1964, and rose to become Federation president in 1978. During her tenure as Federation president, more than 1,000 women across the country were trained in modern campaign techniques at campaign management schools she initiated. (She has been a campaign manager herself.) A nationwide lobbying effort began under her administration—an effort to inform Republican women about important legislation and motivate them to work for passage of Republican bills in the Congress. And, for the first time in its history, the NFRW became financially independent in 1980.

While she was President of the NFRW, Mrs. Heitman visited 48 states working with and developing local Federation organizations.

Before her election as Federation president, Mrs. Heitman's NFRW positions included vice chairman of the campaign committee (1971), treasurer (1971-1976), and first vice president (1976-1978). She also served as Republican National Committeewoman for Louisiana from 1974 to the fall of 1977.

She was membership chairman of the Louisiana Federation of Republican Women (1964-1966) and president of the State Federation (1967-1971). She was Co-Chairman of the Louisiana 6th Congressional District Republican Action Council from 1964 to 1966, served on the Louisiana Republican State Central Committee from 1972 to 1979 and was a delegate to the 1968 and 1976 Republican National Conventions. While she held State Federation and Party offices, Mrs. Heitman worked in every gubernatorial, Congressional and most local Republican campaigns in her district, as well as several special elections around the State.

As one of Louisiana's principal Republican leaders, she has played a major role in the Party's remarkable record in her home state—where, with only four percent of the voters being registered Republicans, the Party has elected since 1972 three Congressmen and the first Republican governor in more than 100 years.

Born in Malvern, Arkansas, November 27, 1929, she received a Bachelor of Science Degree in Foods and Nutrition and Institutional Management from Texas Women's University in 1949. Mrs. Heitman has worked as an administrative dietician at the Hotel Dieu Hospital in New Orleans, a therapeutic dietician at Clarkson Memorial Hospital in Omaha, and as a pediatric dietician at the Charity Hospital in New Orleans. Married to Henry S. Heitman, a pediatrician, she is the mother of four children between the ages of 20 and 26. The Heitman's home is in Baton Rouge, Louisiana.

Mrs. Heitman is a member of the Board of Trustees of the Public Affairs Research Council of Louisiana, a non-partisan group organized to predict problems for the state and seek their solutions, and of the East Baton Rouge Parish Medical Auxiliary. In 1980, her alma mater presented her the Distinguished Alumna Award, and Governor William Clements named her an Honorary Texas Citizen. She was recently appointed to the Board of Advisors of the International Management and Development Institute in Washington, D.C., the Louisiana Advisory Council—U.S. Commission on Civil Rights.

THE WHITE HOUSE

WASHINGTON

September 17, 1982

MEMORANDUM FOR: MICHAEL DEEVER
FROM: HELENE VON DAMM
SUBJECT: Ralph de Toledano

In reference to your memo of August 30, 1982, we have talked to Ken Tomlinson (New Director at VOA) regarding Ralph.

Just as soon as he is confirmed, Mr. Tomlinson will contact Mr. de Toledano and see if he can't work something out for him.

I will keep you apprised.

File

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

TO: The Honorable Donald T. Regan
FROM: Helene von Damm
DATE: September 14, 1982



Mike Deaver forwarded to me your recommendation of Jarvis Moody to the Kennedy Center Board of Trustees.

This is just to let you know that there won't be any vacancies on the Board until September 1984. We will, of course, be happy to consider Mr. Moody at that time.

Best regards.

HvD/lis

bcc: ✓ Mike Deaver

THE WHITE HOUSE
WASHINGTON

TO:

Helene Von Deamen

FROM:

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

☐ Information

☐ Action

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

August 23, 1982

*I believe
where all
we are
on
Kennedy.*

Dear Mike:

As you will recall, I spoke to you about
securing an appointment for Jarvis Moody to
the Kennedy Center Board of Trustees.

I know that Jarvis has over ten years of
service for the Kennedy Center and has been
a superb fundraiser. He is a loyal Republican,
and he would be honored to serve on the Board
of Trustees.

Please see what you can do.

With best wishes.

Sincerely,



Donald T. Regan

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

Enclosure

W. JARVIS MOODY

Chairman, President and Chief Executive Officer
American Security Corporation

Chairman and Chief Executive Officer
American Security Bank, N.A.

John F. Kennedy Center For The Performing Arts
Involvement

1972 to date

Treasurer, Chairman of Finance Committee,
Ex Officio member of the Executive Committee

1980

Co-Chairman of Kennedy Center Honor's Gala

1981 - 1983

Vice Chairman - Board of Governors of the Corporate Fund

W. JARVIS MOODY

Chairman, President and Chief Executive Officer
American Security Corporation
Chairman and Chief Executive Officer
American Security Bank, N.A.

Born in 1928, Mr. Moody grew up in Morristown, New Jersey, and received an A.B. Degree from Harvard University; a Master of Business Administration degree from New York University Graduate School of Business Administration and is a graduate of the Stonier Graduate School of Banking at Rutgers University and the International Banking Summer School, Christ Church, Oxford, England.

He spent 14 years with Morgan Guaranty Trust Company of New York, principally as a loan and business development officer. Joining American Security Bank in 1964 as Vice President, he was elected Senior Vice President in 1968, Executive Vice President in 1969, Director in 1972, and President in 1973. In 1974, he was elected President and a Director of American Security Corporation and on March 21, 1980, became Chairman and Chief Executive Officer of the Bank and Corporation.

He served three terms on the Executive Council of the American Bankers Association, and was Chairman of its National Savings Bond Committee from 1973 to 1975. He is past Chairman of the Metropolitan Washington Clearing House Association and a member of the Association of Reserve City Bankers. He served as President of the District of Columbia Bankers Association in 1972 and has served on its Executive Council for several terms. From 1974 to 1976, he was Chairman of the Regional Advisory Board of the Comptroller of the Currency. His corporate directorships include Acacia Mutual Life Insurance Co., Peoples Drug Stores, Raymond International, Inc., Pro-Football, Inc. (Washington Redskins), and Virginia Hot Springs, Inc. (The Homestead). He is also a trustee of The George Washington University.

Active in civic affairs, Mr. Moody was Chairman of the 1980 United Way General Campaign for the Washington Metropolitan Area. He is also Treasurer and member of the Executive Committee of the John F. Kennedy Center for the Performing Arts, as well as Vice Chairman of its 1981-1983 National Corporate Fund Drives, Honorary Trustee and past Chairman of the Finance and Administration Committee of the National Trust for Historic Preservation, member of the International Sponsors' Council, Howard University, Director and Chairman of the Finance and Audit Committee of the Institute for Defense Analyses, Director and Executive Committee member of the Greater Washington Area Board of Trade, Director and Executive Committee member of the Federal City Council, member of the Business Advisory Board of the National Alliance of Businessmen, and Director of the Wolf Trap Foundation for the Performing Arts. He served as Chairman of the Executive Committee of the National Symphony Orchestra in 1973 and as a Director from 1972-1976.

Mr. Moody is a member of the Burning Tree Club, Chevy Chase Club, 1925 F Street Club, The Metropolitan Club of Washington, The University Club of Washington and New York City, and the City Tavern Club, where he served as Board member from 1966 to 1978.

Mr. Moody and his wife, Barbara, have two daughters.

ROBERT H. TUTTLE

361 NORTH LA BREA AVENUE • LOS ANGELES, CALIFORNIA 90036

213 • 935-3246

*Thank
tell him I
look forward
to getting together
with him -
perhaps in 8B.*

August 4, 1982

Mr. Mike Deaver
Deputy Chief of Staff
The White House
Washington, D.C. 20500

Dear Mike:

At your convenience, I would like the opportunity to sit down with you to discuss the possibility of my working in the White House. Enclosed is my resume for your review.

Donna and I have given a lot of thought to moving to Washington, and feel this would be a good time in our lives to get involved in government.

I know you are very busy and appreciate your consideration. I look forward to hearing from you.

Sincerely,



Robert H. Tuttle

nm

Encl.

ROBERT HOLMES TUTTLE

PERSONAL:

Born August 4, 1943 in Pasadena, California
Married to Donna Frame in 1972
Two daughters: Tiffany Noel and Alexandra Christina

BUSINESS:

Holmes Tuttle Ford, Los Angeles (since 1965), President
(since 1970)
Beverly Hills Lincoln-Mercury (since 1969), President
(since 1971)
Holmes Tuttle Broadway Ford, Tucson (since 1972),
President (since 1972)
Spokane Lincoln-Mercury (since 1974), Chairman of the
Board (since 1974)
Board of Directors, Union Bank, Tucson (since 1979)
Executive Vice President, Jim Click Ford, Irvine (since 1980)

CURRENT ACTIVITIES:

Board of Trustees, Carl Curtis School (1977-present);
Chairman of the Board (1979-present)
National Board of Directors, Boy's Club of America
(1980-present)
Executive Committee, California Republican Party
(1981-present)
Chairman, Budget and Expenditures Committee, California
Republican Party (1981-present)
Deputy Finance Chairman, California Republican Party
(1981-present)
Member, Young Presidents' Organization (1975-present)
Associate, University of Southern California

PAST ACTIVITIES:

Chairman, Mike Curb for Governor Committee (1981-1982)
Co-Chairman, California Reagan for President Committee
(1979-1980)
Board of Directors, Los Angeles Motor Car Dealers Assn.
(1976-1979)
Board of Directors, Beverly Hills Rotary Club (1975-1979)
Board of Directors and Vice President, Children's Bureau
of Los Angeles (1974-1979)
Board of Directors and Executive Committee, Los Angeles
Red Cross (1974-1975)
Board of Directors, Hathaway Home for Children (1973-1976)

EDUCATION:

High School, Exeter Academy (1957-1961)
Bachelor of Arts, Stanford University (1961-1965)
Masters of Business Administration, University of
Southern California (1965-1968)

MEDICENTERS OF AMERICA, INC.

JAMES F. DONOVAN, M.D.
President

September 1, 1982

file

Michael Deauer
Deputy Chief of Staff
1st Floor, West Wing
White House
1600 Pennsylvania Avenue, NW.
Washington, D.C. 20500

Dear Mike:

As you can see from the letterhead my tenure at the Health Care Financing Administration was not lengthy even after your efforts to assist my appointment.

I am afraid that I am too much of a private sector entrepreneur to tolerate the way government and particularly its leadership at HCFA functions. Since our relationship and that of others goes back many years, I have a great deal of belief in personal loyalty as I am sure you do. Unfortunately, the personnel management approaches at HCFA & HSS, in my opinion, does not feel the same.

My dedication to the President, needless to say, is unchanged from my commitment made years ago in Bakersfield. If there is anything I can do to assist your efforts from my position as President of a private Health Care Delivery Company involved in developing and operating ambulatory clinics, please do not hesitate to call upon me. Service on one of the Task Forces or the President's study group on improving government efficiency and management, perhaps?

Give my regards to Brother Bill and Billye.

Sincerely,



James F. Donovan, M.D.
President

JFD:hab

LAW OFFICES

CLARENCE V. MCKEE

700 MONTGOMERY BUILDING

1776 K STREET, NORTHWEST

WASHINGTON, D. C. 20006

(202) 466-4880

(202) 296-0600

COUNSEL TO

PEPPER AND CORAZZINI

September 8, 1982

Mr. Michael Deaver
Assistant to the President
The White House
Washington, D.C. 20500
Attn: Shirley Moore

Dear Mike:

This is to advise you that our very close mutual friend, Stephanie Miller, who is now working at the Department of Commerce in the area of public affairs, has made application with the Small Business Administration for the position of Associate Administrator for Management Assistance.

As you know, Stephanie has been a longtime Reagan supporter and has been a longtime friend of yours and the California group. Her dedication, hard work, and tireless energy on behalf of the President is known to all of us. Stephanie would be a great person for the Associate Administrator job at the SBA and I recommend her highly for this position. For the past year and a half, she has been at Commerce and has developed the basic skills in terms of the Governmental bureaucracy to be well-equipped to assume the responsibilities at SBA. In addition, it will be great for her to be on board at the SBA as that is an area where we need strength and determination. Furthermore, it would be a signal that those who have performed well on the "team", are being rewarded with promotions.

Accordingly, I hope that you will find time in your very pressing schedule to recommend Stephanie to Mr. James Sanders, Administrator of the SBA, for the Associate Administrator for Management Assistance position. She will do a great job!

With my very best wishes and kindest personal regards
I am,

Sincerely,

Clarence V. McKee

Shirley Moore
called
9-14-82
sm
James will interview her.

THE WHITE HOUSE

WASHINGTON

September 13, 1982

Dear Miller:

I appreciate hearing first-hand of your decision to resign as Chairman of the Committee on Small Business Affairs and Minority Business Ownership.

I want to take this opportunity to thank you for the contribution you made during your appointment. I appreciate the personal sacrifices you made on behalf of the President of the United States.

Good luck to you in any new endeavor in which you involve yourself.

Sincerely,

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

Mr. R. Miller Hicks
R. Miller Hicks & Company
1011 West Eleventh Street
Austin, Texas 78703

R Miller Hicks & Co

August 31, 1982

PERSONAL AND CONFIDENTIAL

James A. Baker, III
Chief of Staff
The White House
Washington, D. C. 20500

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

Edwin Meese, III
Counsellor to the President
The White House
Washington, D. C. 20500

Dear Jim, Mike, and Ed,

Enclosed are copies of my letters to President Reagan and Mr. James Sanders, Small Business Administration Administrator, of even date.

It was not easy for me to write any of these letters, but after considerable frustrations and a waste of everyone's time, as referenced in Sanders' letter to me of August 18 and my enclosed response, I felt I had no choice.

I would have much preferred that the time and energy been expanded, as additional effort on my part, in furthering the goals of this Administration. As a conservative, a "true Reaganite" (using Sanders' description), a small businessman, a chairman of a Presidentially-appointed committee, and a man of some principles and beliefs, I cannot continue in my appointive position.

There are some who, even now, view my present role as being representative of the Administration on behalf of small business and of the "true Reaganites." The relegated and unimportant position now being designed would make the view a farce. I cannot and will not be just "window dressing."

The interest and expressions of support you gave me in my quest are noted, but due to circumstances that I do not fully understand, I find myself in "Catch 22." I am not even sure why I was asked to "work it out" with an agency administrator, but I tried anyway. So, at the President's earliest convenience, I will be relieved of this appointment and responsibility.

*Thank for
service -*

James A. Baker, III
Michael K. Deaver
Edwin Meese, III
August 31, 1982
Page Two

I go with sadness, but with the hope that you will continue restoring this country to greatness and maybe--just maybe--I will have made some small contribution to that effort.

Best personal regards,

A handwritten signature in dark ink, appearing to read "R. Miller Hicks". The signature is fluid and cursive, with the first name "R." being small and the last name "Hicks" being larger and more prominent.

R. Miller Hicks

RMH/nf
Enclosures

PERSONAL & CONFIDENTIAL

August 31, 1982

Mr. James Sanders
Administrator
Small Business Administration
1441 L Street, N. W.
Washington, D. C. 20416

Dear Jim,

This is in response to your letter of August 18, 1982.

By now you will have received reports from Bob Wright and Don Clark, of your staff, regarding the meeting of my Presidential Advisory Committee in Chicago on August 23, 1982. It was a long one, but very productive. We were able to receive comments and ideas from appearances before the committee of major, private companies, such as Standard of Indiana, Northrup, and Allis Chalmers. We requested that they further advise us and the SBA on incentives, training, subcontracting, and other matters of assistance for small and minority-owned businesses, 8(a) companies, and businesses owned by low-income individuals, particularly those in disadvantaged areas. We asked for SBA staff followup.

I also opened the meeting to small minority-owned businesses and businesses owned by low-income individuals, including some 8(a) companies. This allowed them to appear before us and discuss subcontracts from the private sector and ways this committee may be able to assist them. Because of the large numbers of them in the Chicago area, I felt it most appropriate for this meeting.

I accepted the risk of having them expound on other subjects and express complaints, not only for what we could learn but because our charter speaks directly of these firms and I did not want to conclude the work of the committee without any "on the record" evidence that we consulted with them.

I also took full responsibility for granting the request of Reverend Jesse Jackson to appear on behalf of his "PUSH" organization. I weighed the pros and cons, and felt I could contain him and avoid the subject of boycotting the major companies. To deny him access to the committee could create severe political and public relations repercussions.

As it developed, Reverend Jackson did not appear personally, but was represented by his chief lieutenant. I did not allow him the committee meeting as a platform nor position the committee on the boycott issue. It went smoothly with no adverse comments or publicity. I see no reason to entertain further appearances from the PUSH organization.

In our conference in your offices on August 16, 1982, and again in your letter, you suggested that the committee focus on the "23 other than small companies" problem. I readily agreed and scheduled the subject on our agenda for both Chicago and Dallas, coming up on September 15. In Chicago, Don briefly presented the situation and stated he would get the details to our individual members at a later date. I assigned every member the task of studying the problem, applying what we have learned in our meetings and deliberations, and reporting at the Dallas meeting.

Repeatedly in the Chicago meeting we were asked about improving the availability of data on our eligible small businesses, including the goods and services they produce, and making it widely available to the private sector. Equally important is furnishing them information on potential customers. The committee again strongly recommends that this be pursued.

I find that our many meetings, separate from our "formal" ones, are most helpful. Our meeting in San Francisco with minority-owned firms, our individual meetings with CEO's of large firms, and organizations are examples. You may be interested to know that Sunday night, preceding our scheduled Monday meeting in Chicago, we met with a large number of minority business people at a gathering held at Seaway National Bank (owned by minorities) and sponsored by them and Blue Cross.

After we concluded on Monday, we went to yet another meeting with "Chicago United." This is a group headed by Jim O'Conner, Chairman and President of Commonwealth Edison Company, comprised of major Chicago companies joined to aid small and minority-owned businesses. Enclosed is a list of the "principals" of Chicago United. It can be assumed that these firms are involved, from the private sector, in assisting our eligible firms. I asked them to help us develop the necessary incentives, training, sub-contracting, and other assistance. Your people have the data on this and again we ask staff followup.

You are aware that by the dictates of our charter this committee has no staff of its own, but must depend on SBA. If we are to submit a worthwhile report to the President and the Congress after December 31, 1982, we simply must have full and qualified support and followup by the SBA staff. So far, this staff support has been minimal.

Jim, I am very proud, as I know you are, of this committee's work. We have already accomplished more than all previous committees combined. Each member has given willingly of his time and talent to our assignment. The committee must

have recognized and publicized prominence to do its job and to give its reports the deserved importance and acceptance. That was one of the purposes of the meeting with the President on July 30, 1982, when you met him for the first time. I plead with you again not to put this committee on the back shelf.

As for Alaska, I will repeat what I have said on the matter previously and in our conference on August 16. The proposed Alaska meeting came about because of the interest of one of our committee members, Dr. Lincoln Johnson Ragsdale of Phoenix. I advised Lincoln and Senator Stevens' office, when they called me, that I was concerned about the public relations and political image of such a trip. I stated that if it could be set up without great expense to the taxpayers, if it would serve a useful purpose in line with our charter's directives, and if you favored it, I would reconsider.

You noted your conversation with Senator Stevens and the arrangements that evolved. I recognize Senator Stevens' position and the fact that Alaska, perhaps, does need attention from such as our committee. I agree that sending two members of the committee, plus a very limited SBA staff as a "special task force", will potentially be less damaging than shipping the whole group and full complement of accompanying staff. If the Alaska trip and meeting does represent some type of "perc", I am sure that most of my members would be delighted to go. However, under the circumstances, there is no way I could attend. It simply would not be fair to the other committee members who have worked so hard. There is no question that Dr. Ragsdale must be one to go for all of the work he has done to plan the trip. I would propose that a drawing be held, exclusive of me, to determine the other member.

You need not remind me of the Small Business Administration's advocacy function for I am, as you know, also a member of your National Advisory Council of SBA and appreciate its importance.

On to the other matter of how I can best serve this Administration and the principles in which we all believe. I know it may be hard to accept but, other than some questionable fringe benefit ego trip, I wanted to tackle this assignment and give it my time and experience, because I believe so strongly in this country, my President, the free enterprise system, and the fact that we have a brief opportunity to accomplish so much. I further believed that given the right position I could have been truly effective.

I seek nothing from the Administration, nor the federal government. I have not sought nor will I ever want a public office, either elective or appointive. Among the other things I did not want is any part of your responsibilities dictated under federal laws. This is one reason I asked to be placed in a separate position. The very time consuming job of just running the committee, preparing the reports, and personal conferences was another reason I asked to be relieved. I felt this time could be better utilized in another capacity.

The Small Business Administration lacks virtually any credibility and is yet still another reason I sought detachment. It was acknowledged by many involved that better visible representation was needed on behalf of small business. Legal technicalities aside, if SBA is presented to the public as the representative of small business to the Administration and its sole spokesman to the small business community, then we've got a real problem. I would not want to be the one to explain it to this very large segment of our economy. SBA simply does not touch this vast area and the part it does touch has little respect for or confidence in SBA.

Since my days are numbered, I claim the "last rites" request on this subject. Someone independent, or seemingly independent, of SBA needs to have the "ear of the king" on behalf of the small business multitude counterbalancing the perceived excessive influence of big business. Their interests do not always track. That person should be a small businessman active in the real world, who knows firsthand the concerns, and is readily identifiable by other small business people with five hundred employees or less. There are many who are capable, would qualify, and will take on the assignment. That person not only needs to have the access but, primarily for political purposes, should be seen in the company of the President and senior staff at all relevant events and conferences. He should go before the public as a symbol of the sincere interest the Administration has in small business. Time allowing, he should also be prepared to aid selected candidates in this coming election. Using all of the resources of the White House, the NRC, political constituents, SBA, commerce, other agencies, and organizations media exposure should be generated for him.

The vibrancy of this country, over half the private employment, the creative ability of providing 86% of the new jobs, the source of twice as many innovations per employee as larger firms, the potential for large economic growth, particularly in the Sunbelt (as opposed to the Eastern establishment), the now and future political power and activism, the entrepreneurial spirit, and the essence of the "free enterprise" system that made and can remake America great abide in what we call small business.

If the Administration recognizes the importance of this force and wishes to present itself and its programs in the best possible light, it cannot do so by exclusively utilizing the Small Business Administration with its present low public acceptance. The importance should override (and I'm speaking to me, as well) personalities, egos, bureaucratic empires, technicalities, political and personal favors, and even some philosophical differences on how we reach our common goal for this great country.

As I travel across this country speaking and listening to small business people and meeting with the press, I am acutely aware that small business still believes in the President and what he is trying to do. How long this support will continue without high visible access to the Administration and without broad attention given to them is unknown.

I think other small businessmen are not unlike me in many respects. If I feel that at least someone cares, someone listens, and someone explains, I'll bite the bullets and accept the compromises.

My access to the White House and my representing "true Reaganites" noted in your letter are subject to the individual viewer's perception. I would have used them both if I could have been heard on the issues at the highest level and been given the opportunity to contribute to this one good shot to turn this country around. Apparently, I hit legal, policy, philosophical, and political roadblocks in my attempt.

It was then decided that maybe, with your full cooperation and support, I could remain as chairman of this committee but in a much-expanded role. By name, my committee is "Presidentially-appointed" with no mention of the "Small Business Administration" and by capitalizing on that, coupled with the fact that this is the only Presidentially-appointed committee concerned with business, I would be reasonably free of the taint of SBA and the bureaucracy. One would have to dig to discover that legally I do indeed report to the President and the Congress, but only through you.

I cannot be effective working publically for the SBA administrator, but was willing to use my position as chairman to go before American business and the media, who care little in the final analysis, that only the SBA administrator legally speaks to and for the Administration on small business affairs.

I am not sure I understand your statement, "---there is already a surplus of individuals who carry some kind of 'small business' designation and who are working in conflicting directions." I cannot accept the premise that I would have been working in conflicting directions. By agreements with Messrs. Meese, Baker, and Deaver, given my "day in court", I would support my President in public or else evade policies that I could not in good conscience support.

In turn, I would have fielded the barbs from and smoothed the feathers of my fellow "true Reaganites" while explaining pragmatical politics to them. I am not so sure that, in spite of the noises from the extreme hard right, President Reagan is losing support of the "true Reaganites", but attention should be given to them beyond what is presently being done by the White House. If not by me, then a recognizable someone else.

Jim, please do not interpret any of this as a personal criticism of you. I have stated publically, privately, and to those in the White House that as long as you've been in place and so far as I can determine, you are a hell-of-a-good man who's been given a darn tough job. Your boat is pretty well loaded in trying to straighten out the SBA and clean up its image.

I offered in several meetings to go shoulder-to-shoulder with you to help both SBA and the small business world. Somehow you must have read into all of this a dilution of or a threat to your position and influence. Because of your limited time and considerable administrative burden, I sought shared effort to accomplish common goals. I felt the territory was big enough for two salesmen.

You hit on a sensitive point, one that has given me a great deal of concern. I have taken, in total, a considerable amount of valuable time from the President, Mike Deaver, Ed Meese, Jim Baker, several on the White House staff, and you (not to mention my own) in making my case.

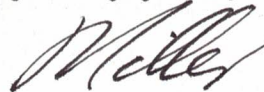
It has even now been suggested that yet another meeting should be arranged between Messrs. Meese, Baker, Deaver, even the President, and me. I fear that it would still be unproductive and only add to the meter. Time is again so short, particularly with the fall elections on us added to the many other concerns of the Administration.

I realize that continuing to serve as Chairman of the Presidential Advisory Committee leaves the impression with many that I do represent both small business to and for the Administration, and that I am one of the few "true Reaganites" left in a position of influence. This would not be the case, particularly in the light of your expressed desire to subdue and narrowly restrict the committee. Obviously, I cannot continue to serve under false appearances and I never did make good "window dressing."

Accepting the realities of the moment, coupled with your views expressed in our meetings, your letter of August 18, and our telephone conversations, I will not place my President, nor the senior staff, in an intolerable situation and am offering my resignation to the President this day (copy of letter enclosed).

With much of the work behind us and the scheduled Dallas and Phoenix meetings coming up, the committee should be ready to return to Washington, D. C., as planned on November 15 and 16 to begin drafting its final report. I feel comfortable that the committee will make a real contribution under its new chairman.

Very truly yours,



R. Miller Hicks

RMH/nf
Enclosures

cc: President Ronald Reagan
James A. Baker, III
Edwin Meese, III
Michael K. Deaver

PERSONAL AND CONFIDENTIAL

August 31, 1982

President Ronald Reagan
The White House
Washington, D. C. 20500

Dear President Reagan:

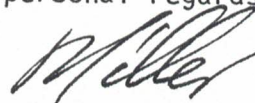
Since February 18, 1982, I have served as your appointed Chairman of the Committee on Small Business Affairs and Minority Business Ownership. I am very proud of the accomplishments of this committee during the short time of its existence. The committee is now in position to complete its meetings, its assignments, and its final report to you and the Congress due after December 31, 1982.

For reasons known by your senior staff and somewhat partially detailed in the enclosed copy of my August 31, 1982, letter to Mr. James Sanders, Small Business Administration Administrator, I must offer my resignation.

I realize that my resignation may come at an inopportune time and I ask that it be accepted at your earliest convenience.

You have done so much for our country and our conservative principles. May God sustain you in this effort.

Best personal regards,



R. Miller Hicks

RMH/nf
Enclosure

cc: ✓ Edwin Meese, III
✓ Michael K. Deaver
James A. Baker, III
James Sanders

William Fredrick Sittmann
1301 Wake Forrest Drive
Alexandria, VA. 22307
(703) 660-9654

*fill
here*

EDUCATION:

1972 University of Richmond, Richmond, VA
BA Degree in Political Science
1969 Valley Forge Military College, Wayne, PA
AA Degree
1967 Delbarton School, Morristown, NJ
High School Graduate

EXPERIENCE:

10/81 to FOREIGN SERVICE OFFICER
present United States Department of State, Washington, DC
Administration Executive Office

Serve as management analyst to both the Executive Director and the Assistant Secretary for Administration.

Draft management policy papers, statements, and correspondence for the Executive Director or Assistant Secretary. Maintain liaison with specific Bureau offices and staffs to provide management analysis and to assure proper provision of services by the Administration Executive office to these offices. Coordinate ongoing bureau, department, or government-wide management initiatives; serve as the bureau's representative on departmental or interagency management projects. Conduct primary or secondary research in order to present ideas to management; to respond to Congressional, OMB, or internal department requests; or to substantiate the need for management initiatives taken or under consideration. Review existing or proposed legislation related to government administration to determine its applicability to bureau and department operations. And occasionally, I am called upon to support VIP travel, either in a backup or actual trip coordinator/administrative officer role.

2/78 to FOREIGN SERVICE OFFICER
10/81 United States Department of State, Washington, DC
Office of the Chief of Protocol.

Provide administrative, technical, and procedural guidance to the personnel of the Office of Protocol. This job involves the exercise of personal tact, forbearance, understanding, and patience, particularly with representatives of newly established nations.

Assist in planning visits of important foreign dignitaries to the U.S., including Chiefs of State and Heads of Governments; collect pertinent information on which plans for the implementation of visits to the United States of important dignitaries may be based; and attend meetings to plan visits with representatives of foreign embassies, officers of the Department of State, the White House and local governments.

Prepare detailed itineraries, essential instructions, guides, and all pertinent correspondence to inform and instruct federal, state, and municipal authorities, as necessary, in the conduct of support activities which contribute to the success of official and public events; coordinate the arrangements for transportation, hotel accommodations, and other details involved in arrangements for visits; and travel with visiting party to assist Chief of Protocol in the implementation of visit arrangements.

Plan programs for informal and private visits of foreign dignitaries of cabinet rank and heads of international organizations; assist in the protocolary arrangements for various events, such as the implementation of inaugural activities, State funerals, and opening of public projects; and assist in the planning and execution of arrangements for participation of the Diplomatic Corps in Joint Meetings and Joint Sessions of Congress.

Achievements:

Requested by the White House to coordinate the Venice Economic Summit in Venice, Italy, June 1979.

Department of State Performance Award - June 1979.

Traveled with four (4) Presidential Delegations overseas as chief coordinator.

1/74 to
1978

SPECIAL AGENT
United States Department of State, Washington, DC
Office of Security.

Served in an operational staff position, in the Protective Security Liaison Division, as an Agent in Charge.

Advised the Chief/Dignitary Protection (DP) concerning security for foreign dignitaries visiting the United States in an official capacity. Contacted officials of local and state governments and officials of private business and nonprofit organizations for the purpose of arranging security for such visits; and served as the principal point of contact between the Office of Security, Office of Protocol, local police and embassies concerned in a visit.

Assisted in the supervision of personnel of local police force detailed to assist with the visit in question; and monitored the actual conduct of protective details throughout the U.S. and overseas and made recommendations to the Chief/DP concerning operational matters to ensure compliance with guidelines and procedures.

Maintained close coordination with various support offices and agencies within the Department and other U.S. Cabinet-level staff organizations within the Federal Government.

Kept abreast of current events, world geo-political and military situations and personalities and to be cognizant of Department objectives and procedures.

Evaluated the performance and conduct of individual agent personnel while assigned to protective details and recommended to Chief/DP utilization of agent personnel based on experience, observation, and prior evaluation to ensure proper usage of assigned personnel.

Achievements:

Conducted a three (3) week seminar in Athens, Greece for Police/Military Security Group.

Head of Protective Security at the American Embassy in Cairo, Egypt.

Selected to attend Supervisor Seminar for the U.S. Department of State.

1/73 to
1974

LOAN OFFICER
Major Finance Corporation, Silver Spring, MD

Conducted loan interviews with regard to loan applications, researched loans, and responsible for general loan management.

References available on request, and will relocate for right opportunity.

Special Details/Visits

Jan. 77 - May 77 - AIC Special detail for protection of
American Ambassador to Cairo

May 77 - June 77 - Conducted special seminar for Athens
police and military on protection

July 77 AIC of the visit of the Empress of Iran
Oct. 77 AIC of the visit of the Prince of Wales
Nov. 77 AIC of the visit of the Empress of Iran

Office of Protocol/Visits of Foreign Dignitaries to U.S.

March 78 Visit of Marshall Tito
Apr. 78 Visit of the President of Romania/Advance
May 78 Visit of the President of Zambia/Advance
Sept. 78 Camp David Summit/Advance
June 78 Visit of the President of Cyprus: Coordinator

10/78 King Khalid: Coordinator
11/78 King of Morocco: Advance

3/78 PM Begin: Advance
4/78 PM Begin: Advance
4/79 PM Fukuda: Coordinator
5/79 Nato Summit in DC: Advance
6/79 PM India: Advance
5/79 Pres. Royo: Coordinator
9/79 Pres. Mobuto: Coordinator
1/79 PM Fraser: Coordinator
2/79 V.P. Deng Xiaoping: Advance
4/79 PM Muldoon: Coordinator
4/80 Pres. Sadat: Advance
4/80 Pres. Sengher: Coordinator
9/80 Pres. Habyarimana: Coordinator
9/80 Pres. Stevens: Coordinator
11/80 Chancellor Schmidt: Advance
6/81 Pres. Lopez Portillo: Advance
8/81 Pres. Sadat: Advance
9/81 PM Begin: Coordinator

Presidential Delegation - Coordinator

June 1978 Delegation to Gilbert Islands
Sept. 1979 Funeral of Lord Mountbatten
Jan. 1980 Olympic Delegation to Athens
Dec. 1980 Pres. Delegation to Survey Italian Earthquake

Summit

June 1980 Venice Summit: Advance
Oct. 1981 Cancun Summit: Administrative Coordinator

SEP 7 1982

THE WHITE HOUSE
WASHINGTON

TO:

Red Fielding

FROM:

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

☐ Information

☒ Action

He is in clearance process
(FBI) at present; if clear,
he will be the nominee.

Shirley
call [unclear] of [unclear]



HOUSE OF REPRESENTATIVES
WASHINGTON, D. C. 20515

GENE CHAPPIE
FIRST DISTRICT
CALIFORNIA

August 18, 1982

JJ
What are
we doing
on this?

Dear Mike:

It has come to my attention that Congressman Gregory W. Carman is being considered by you for nomination to the bench as a judge on the U.S. Court of International Trade. I am writing to strongly urge you to nominate Greg to serve on the U.S. Court of International Trade.

Congressman Carman and I are next door neighbors in the Longworth House Office Building. I have, therefore, known Greg on a very personal basis. I have developed a deep respect for Greg's integrity, intelligence, and personal demeanor. I also know first hand of Greg's hard work and dedication to public service. No one here has served his constituents more conscientiously than Greg.

From my personal knowledge of Greg, his extensive experience on the Federal and State Courts, and his educational achievements, there can be no one better qualified to serve as a judge on the U.S. Court of International Trade. I urge you to nominate Greg to the Court so he can continue to contribute in the future, as he has in the past.

Sincerely,

Gene
GENE CHAPPIE
Member of Congress

GC/lr

Mr. Michael Deaver
The White House
Washington, D.C. 20500

File

UNITED STATES INTERNATIONAL DEVELOPMENT COOPERATION AGENCY
AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

Cy To Eric Rosenberger
9-3-82
241

THE ADMINISTRATOR

August 19, 1982

MEMORANDUM FOR MICHAEL K. DEEVER
ASSISTANT TO THE PRESIDENT
AND DEPUTY CHIEF OF STAFF

SUBJECT: ERIC ROSENBERGER

For your information, a reporter has made inquiries, to our Office of Public Affairs, about Mr. Eric Rosenberger.

The reporter's name is Joel Thimmell, who is on the staff of Don Lambro, a syndicated columnist.

The nature of the inquiry was: How long has Mr. Rosenberger been employed by AID; and what does he do for the Agency. Mr. Thimmell was told that Mr. Rosenberger had been with the Agency since May 1982 and that he is on detail to the White House. He was further told that any other inquiries should be directed to the White House.

Mark Weinberg is aware of the above.

hph

M. Peter McPherson

Member of the New York Stock Exchange, Inc.

One New York Plaza
New York, N.Y. 10004 (212) 747-7000

Salomon Brothers Inc

file

August 18, 1982

Mr. Michael K. Deaver
The White House
Washington, D.C. 20500

Dear Mr. Deaver:

I spoke to Jim Roberts of the Commission on White House Fellowships this afternoon. I appreciate your passing my name along to him.

We have tentatively set aside Friday, September 17th for further discussion in Washington. Jim suggested that I also see James Lynn that day. Certainly if there are others you would want to add to my schedule, I would be grateful to see them as well.

Jim and I plan to firm things up after Labor Day. Until then, I extend my best regards and thanks for your help.

Sincerely,

Craig R. L. Callé

Craig R. L. Callé

CRLC/lm

Mike:

Do you want to do anything special
on this?

file

PRESERVATION COPY

Bache

Bache Halsey Stuart Shields Incorporated
Members All Leading Exchanges

I Schofield
Account Executive
Tel: (717) 346-7979

Mike Deaver:
Would appreciate
muchly a recommend-
for Mr Dade (is he still
a "good" guy) said you
might do it.

Thank
Bill Schofield

August 10, 1982

Dear Mr. Deaver:

My name is Karen Schofield. I'm a twenty-two year old graduate of the University of Scranton, Scranton, Pa. I hold a B.S. degree in Secondary Education in the field of Biology and have one years experience as a substitute teacher.

I am currently attempting to be selected for military service as an officer in the U.S. Air Force. Your referral of me for this position would be a necessary component of selection. I am asking for this favor because I feel you are someone who is interested in helping the young people of this country. By doing me this service you will be helping me to be considered for service to our nation. It would also give me the opportunity of a lifetime, an opportunity and an experience that will open up all kinds of fields for me.

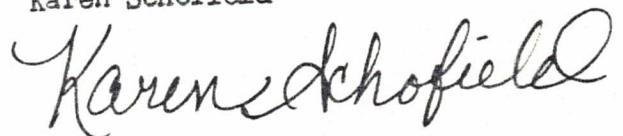
It will give me a chance to be part of an organization where hard work and my educational background are really worth something. Its a challenge, and it gives me a future with achievable goals. Its a long road to being selected for the Air Force, through your reference though it would do so much to increase my chances of succeeding.

Enclosed is a copy of my resume. I hope I have given you enough information about myself without imposing too greatly on your time. Once again, your reference may seem like a tedious chore to you but for me it could mean a chance for a new beginning. Thank you most graciously.

Please send references to Jim Weatherford, United States Air Force Recruiter, 226 Linden Street, Scranton, Penna 18503.

Sincerely yours,

Karen Schofield



Karen Schofield
1108 West Grove St.
Clarks Summit, Pa. 18411
(717)586-0914

OCCUPATIONAL OBJECTIVE

United States Air Force officer

EDUCATION

1977 - 1981

University of Scranton, Scranton, Pa.
B.S. Secondary Education, May, 1981

1974 - 1977

Scranton Central High School, Scranton, Pa.

Representative
Coursework

36 credit hours in Biology, Mathematics, Chemistry;
27 credit hours in various Education methods and
Philosophy courses.

Practical
Experience

One years teaching experience. Responsible for five
classes which included planning various classroom
activities, daily planning, objective writing, eval-
uating, and distribution of quarter grades.

COMMUNITY INVOLVEMENT

1980-81: Vice-Pres., Board of Directors, Scranton YWCA
1979-80: Chairperson, Nominating Committee YWCA
1978 Delegate to National YWCA convention, Dallas Tx.
1977-81: Board member, five terms

EXTRA-CURRICULAR
ACTIVITIES

Freshmen Orientation Aide Program Volunteer
Education Club member
Intramural Sports
Biology Club member

EMPLOYMENT

August, 1978-present: Part-time salesperson, Sears Dept.
Store Viewmont Mall, Scranton, Pa.
February, 1977- August, 1978: Cashier, Weis Markets Inc.
Summers 1978 & 79: Research assistant to History Dept.
University of Scranton, Scranton, Pa. Duties included
researching, writing, editing, and directing production
of filmstrip on the Ethnic Heritage of the city of Scranton

PERSONAL EXPERIENCES

Lived abroad with my family in Saudia Arabia for two
years, allowing extensive travel throughout the Mid-East,
Europe, and the United States.

PERSONAL/PROFESSIONAL
REFERENCES

Available upon request:
Office of Career Services
University of Scranton
Scranton, Pa. 18505

THE WHITE HOUSE
WASHINGTON

TO:

MD

FROM:

Helene von Damm

FTI only

Like

THE WHITE HOUSE

WASHINGTON

August 25, 1982

MEMORANDUM FOR: HELENE VON DAMM
FROM: JOHN E. SCHROTE
SUBJECT: Robert Randall Dentel

Mr. Dentel was employed at AID. He has been there since August 1, 1978. Mr. Dentel is thirty-six years old and has a law degree.

On August 13, T.A.D. instructed John Hilboldt to clear Mr. Dentel for a permanent Schedule C position at DOD per Mr. Deaver's instructions. DOD indicated they received a call from T.A.D. instructing them to place Mr. Dentel on a 120-day temporary appointment and he is presently at DOD.

We are told Mr. Dentel's father is a close friend of the First Lady's brother. As nearly as we can determine, Mr. Dentel has never voted and finally registered as a Republican about twelve days ago.

Since this is an exception to policy it is being brought to your attention for your instructions.

Helene - Milie Deaver
gave instructions to make
sure Dentel was given a
permanent schedule C slot
at DOD. He had been on
temporary 120 day assignment.
Evidently, his father is a close
friend of Mr. Davis in Philadelphia
Tad

THE WHITE HOUSE

WASHINGTON

September 13, 1982

Dear Ralph:

I am continuing to do all I can to support an appointment for you at the Voice of America.

Helene von Damm also is helping. I am sure something will be offered soon.

Keep me posted.

Sincerely,

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

Mr. Ralph de Toledano
398 National Press Building
Washington, D.C. 20045

cc: Helene von Damm

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

TO: Mike Deaver
FROM: Helene von Damm
DATE: August 30, 1982
SUBJECT: Ralph de Toledano

While there seems a consensus emerging that Ralph de Toledano would not be the right person for Director of the Voice of America, there are two other slots opening up at the Voice for which he will be a serious candidate. We will arrange for the appropriate interviews just as soon as a new Director has been chosen.

The two top contenders for the Directorship are Tomlinson and Weinstein.

Dear Ralph

HvD/lis

I am continuing to do all I can to support an appt for you at the VOA.

Helene Von Damm also is helping. I'm sure something will be offered soon.

Keep me posted.

Sue

MKD

RALPH DE TOLEDANO
398 NATIONAL PRESS BUILDING
WASHINGTON, D.C. 20045

17 August 1982

*Believe
can we pls
do this?*

Hon. Michael K. Deaver
The White House
Washington, D.C.

Dear Mike:

I understand that I am being considered for the post of Director of the Voice of America. This comes from several sources. I also understand that some fourteen others are also being considered--including such unlikely candidates as Mike O'Neill, whose liberal policies helped submerge the New York Daily News.

As you know, Ron Mann has been laboring for some three months to arrange for an interview for me with John Hughes, the departing VOA director. The position Ron hoped to get me was deputy director.

I am hoping that you will put in a good word for me with Charles Z. Wick, who will choose from the candidates submitted to him. My background in printed and broadcasting journalism is extensive and, as James Hackett at USICA said, impressive. My record, politically, as a Republican and a supporter of the President is well known. I have under my belt fifteen non-fiction books--the President wrote a blurb for one of them--two novels, a book of verse, and a jazz anthology.

If a commitment has been made on the directorship of VOA, I would still like to be considered for the deputy director's slot.

Most cordially,



Ralph de Toledano

THE WHITE HOUSE

WASHINGTON

September 13, 1982

Dear Mary:

Wendy's resignation from the White House had nothing to do with philosophy or commitment to Ronald Reagan.

I have known of Wendy's long-time commitment to the cause and am convinced she will continue to serve in the Department of Education.

Many thanks.

Sincerely,

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

Mrs. Mary M. McDonald
Member
Board of Commissioners of Cook County
County Building, Room 567
118 North Clark Street
Chicago, Illinois 60602



OFFICE OF THE
BOARD OF COMMISSIONERS OF COOK COUNTY, ILLINOIS
CHICAGO

MARY M. McDONALD
MEMBER

August 26, 1982

Mr. Michael Deaver
Counselor to the President
The White House
Washington, D.C. 20500

Dear Mr. Deaver:

I was very disturbed to hear that Wendy Borchardt has been forced to leave the White House. No woman on the President's team has been more loyal, or given so unselfishly of her time and talents. She worked with the President in the early days, and is not a "born-again Democrat" who climbed on the winning bandwagon. It is distressing to see all of the long-time loyal Reaganites leaving the White House.

Hang in there--the President needs you!

Sincerely,

Mary M. McDonald
Mary M. McDonald

dear Mary -

Wendy's resignation from the WH had nothing to do with philosophy or commitment to R.R.

I have known of Wendy's long time commitment to the cause and am convinced she'll continue to

*National Conservative
Political Action Committee*

*Suite 513, 1500 Wilson Boulevard
Arlington, Virginia 22209*

*John T. Dolan
National Chairman*

JTD

(703) 522-2800

August 4, 1982

MEMO TO: Ed Meese, Jim Baker, Mike Deaver✓

FROM: Terry Dolan *JTD*

SUBJECT: Wendy Borchert

The pattern of Reaganites leaving the administration continues, the latest being Wendy Borchert. Conservatives may attach something more to this than there actually is, but the perceptions continue. Firing Wendy Borchert is just what Clymer Wright expected. Coming after the firing of Ed Curran for doing what President Reagan wanted, the muzzling of Ed Rollins, the tax increases, the record deficit, you continue to give conservatives the impression that they have no stake in this administration.

Wendy Borchert should be reinstated or put in an equal or higher position.

JTD:cb

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National Chairman*

August 4, 1982

(703) 522-2800

Mr. James Baker, III
Chief of Staff and Assistant
to the President
The White House
Washington, DC 20500

Dear Jim:

I am writing to express my concern about the Administration's posture over tax increases. This concern follows directly from our meeting of a few weeks ago. Bluntly stated, the administration's position of tax increases is like many recent positions, in effect undercutting the Reagan base, telling conservative Republican voters not to bother voting in 1982, and potentially creating another 1974.

This action again undercuts Reagan's base, the way Jimmy Carter undercut his liberal base in 1980. The confusing signals you send to our base by proposing a huge tax cut and then a huge tax increase are frightening.

And now you have the added factor which I spoke about in our meeting, that is conservative Republicans saying the king has no clothes. To date I do not believe you appreciate the level of anger among grassroots Republicans against this move. It probably is not even registering in polls yet. But once a continuous drumbeat of opposition comes from Jack Kemp, and conservative activists, the Reagan base will in fact be undercut.

In short, Jim, the administration's tax increases are not contradictory to the stated position of candidate Ronald Reagan. They also constituted suicidal politics.

I would suggest you have a simple solution -- or as candidate Reagan used to say "a simple solution, not an easy one." Hope that the tax increases are defeated. Blame the Democrats, saying that the increases, which you opposed in principle anyway, were based on promised spending cuts, which the Democrats have reneged on. By undertaking a concerted effort, you could then focus the election on the spending cuts the Democratic congress would not even consider. Not only would such a strategy put the other side on the defensive, it would reactivate your base, and let them know they have a stake in the 1982 election.

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Mr. James Baker
August 4, 1982

Obviously, such a scenario is more complicated than what I have just stated. I have thought it out more, and I would be happy to discuss it with you or put it in a memo form, if you honestly believe it is worth your time and mine to do so.

Sincerely,

John T. (Terry) Dolan
National Chairman

JTD:cb

cc: Mr. Michael Deaver✓
Mr. Edward Meese

— August 16, 1982

Dear Mr. Deaver:

I want you to know how much I appreciate your efforts on my behalf. Jerry and I are touched that you would take time from your schedule to help me find a place in the Administration.

I will start at the Justice Department on September 7th and am eagerly looking forward to this new challenge. I will do my best to be worthy of the opportunity you have opened to me.

 — Sincerely,
Carolyn Parr



THE PRESIDENT'S COMMISSION ON EXECUTIVE EXCHANGE

THE WHITE HOUSE

August 11, 1982

Dear Mike:

It gives me great pleasure to present to you the resume of Michael J. Jablonski, Director of Corporate Public Relations for TRW, Inc. Mr. Jablonski is a candidate for placement in the President's Executive Exchange Program, personally nominated by the Chief Executive Officer of TRW, Inc., Dr. Ruben Mettler, a Member of this Commission. I have alerted Larry Speakes on this, as well.

Because of Mr. Jablonski's excellent credentials and because his nomination is so strongly supported by Dr. Mettler, we request your review of his background for a position on your personal staff. His expertise is such that we want maximum utilization of his skills to the benefit of the Federal Government.

It is imperative that we know of your interest within the next week, since his assignment to a specific project within the corporation is imminent.

I will phone your office to discuss the possibilities with you and assist in any way I can.

Sincerely,

A handwritten signature in blue ink, appearing to read "June", is written over the typed name.

June G. Walker
Executive Director

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

TRW BIOGRAPHY



MICHAEL J. JABLONSKI

Director, Corporate Public Relations

Mr. Jablonski was named to his present position in May 1977. He has primary responsibility for relations between TRW and the business and financial media. In addition, he serves as a resource to group and divisional communicators throughout TRW and coordinates publication of the company's annual report and quarterly reports to shareholders.

Since July 1971, Mr. Jablonski served as manager of corporate information services. For the previous three years he was assistant communications manager for TRW Equipment Group, formerly one of five major operating units.

Prior to joining TRW, Mr. Jablonski was news editor for *Metal Progress*, a publication of the American Society for Metals. From 1964 to 1967 he served as eastern editor for *Steel Magazine* (now *Industry Week*) based in New York. While earning his B.A. in History and English from Western Reserve University, Mr. Jablonski was employed by *The Cleveland Press* in various editorial capacities.

He is an instructor in business communications at Lakeland Community College.

Mr. Jablonski is a member of the Public Relations Society of America, a trustee of the Willoughby Fine Arts Association, and a member of the Board of Young Men's Chance 4 Change.

Mr. Jablonski, his wife Carolyn, and their two children reside in Concord Township, Ohio.

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