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Folder Title: Resumes and
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WITHDRAWAL SHEET

Ronald Reagan Library

Collection: Deaver, Michael K.: Files

Archivist: mjd/bcb

File Folder: Resumes - Recommendations - Jan-Mar 1981 [3 of 6]

Date: 4/7/98

OA 7621 10869 gfr 3/11/11

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
1. form	Personal Qualifications Statement re Eleanor Bate Kingsley (partial), 1p.	n.d.	P6 B6 ((B) 10/27/00

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P-1 National security classified information [(a)(1) of the PRA].
- P-2 Relating to appointment to Federal office [(a)(2) of the PRA].
- P-3 Release would violate a Federal statute [(a)(3) of the PRA].
- P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA].
- P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA].
- P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA].

C. Closed in accordance with restrictions contained in donor's deed of gift.

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

- F-1 National security classified information [(b)(1) of the FOIA].
- F-2 Release could disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA].
- F-3 Release would violate a Federal statute [(b)(3) of the FOIA].
- F-4 Release would disclose trade secrets or confidential commercial or financial information [(b)(4) of the FOIA].
- F-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA].
- F-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA].
- F-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA].
- F-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA].

WITHDRAWAL SHEET

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THE WHITE HOUSE

WASHINGTON

March 13, 1981

MEMORANDUM FOR

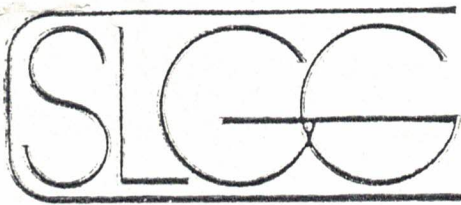
Ed Gray

FROM

Mike Deaver

Mike

This is an outstanding guy who has tried very hard to be helpful. Can't you use him someplace?



Singer, Lewak, Greenbaum & Goldstein
CERTIFIED PUBLIC ACCOUNTANTS

DAVID
KRAJANOWSKI
C P A

WILLIAM D.
SIMON
C P A

LORRAINE
SCHULLER
C P A

JERRY J.
CORNWELL
C P A

HARVEY A.
GOLDSTEIN
C P A

NORMAN L.
GREENBAUM
C P A

BERNARD
LEWAK
C P A

March 5, 1981

Mr. Michael K. Deaver
Deputy Chief of Staff and
Assistant to the President
The White House
1600 Pennsylvania Avenue
Washington, D.C. 20006

Dear Mike:

Just thought I'd drop you a note and keep you posted on some of my most recent political activities.

1. I ran for Treasurer of the California Republican Party and lost to a six-year incumbent who had a list of supporters that looked like Who's Who in Southern California Politics. I attended the convention with my wife, daughter and sister-in-law and, even though I knew very few people there, captured 40% of the vote which, I have been told by a number of people, was exceptional.
2. I note with interest the appointment of John Gavin as Ambassador to Mexico. I know John personally, believe he is very bright, and feel that it is a pretty good appointment. Also, John happens to be a client of our office.


Mr. Michael K. Deaver
Deputy Chief of Staff and
Assistant to the President
The White House
March 5, 1981
Page Two of Two

3. I received a letter from Martin Anderson seven months after meeting him and after calling him 15 times with no response. He indicated that they found my proposal of interest and he forwarded it to Ed Gray. So far I haven't heard from anyone but am still anxiously awaiting word. Please do what you can (if you can).

Thanks again for your help. Give my regards to Craig Fuller. Be talking with you soon.

Regards,

SINGER, LEWAK, GREENBAUM & GOLDSTEIN



Harvey A. Goldstein

HAG:LD

THE WHITE HOUSE
WASHINGTON

March 12, 1981

MEMORANDUM FOR

Wendy Borchert

FROM

Mike Deaver *Mike*

SUBJECT

Joseph Reed

I feel strongly that we should find a spot for Joseph Reed. David Rockefeller has been very helpful, particularly with the President's request to help Seaga in Jamaica. Let's find a spot for him.

1 CHASE MANHATTAN PLAZA
NEW YORK, NEW YORK 10005

February 20, 1981

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

Dear Mr. President:

Secretary Haig informed me of Mrs. Annenberg's appointment as Chief of Protocol. I have known Lee for many years and I am confident that she will do an outstanding job. I will certainly try to be of help to her in whatever way I can. Peggy and I are pleased that she and Walter will be joining us for a luncheon in honor of Prime Minister Thatcher at our family's place in Tarrytown next Saturday.

I continue to feel that my longtime associate and chief of staff, Joseph Reed, could contribute importantly to the achievement of your foreign policy objectives. As I think you know, he was a strong supporter of your candidacy and would serve you with enthusiasm. While there was much to recommend him for the Protocol post in particular, I feel that his broad knowledge of world affairs and his outstanding management abilities would qualify him equally well to serve as your Ambassador to one of the European capitals such as Rome, Vienna, Madrid or Lisbon or an Asian capital such as New Delhi or Djakarta.

I am actively pursuing the Jamaica Project which you asked me to undertake. I am currently organizing a Committee of outstanding leaders from the private sector which will meet here in New York early next week. I also plan to meet shortly with Prime Minister Seaga in Kingston. I hope to have an opportunity to report to you on our progress upon my return.

With my warmest regards and best wishes to you and Nancy,

Sincerely,



David Rockefeller

Copy: The Honorable Alexander M. Haig, Jr.

1 CHASE MANHATTAN PLAZA
NEW YORK, NEW YORK 10005

February 20, 1981

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

Dear Mike:

As I know you can understand, I was disappointed that the Protocol post didn't work out for Joseph Reed.

I would appreciate your reviewing the attached letter to the President, which I hope you will be kind enough to deliver to him.

Having worked so intimately with Joseph over the past twelve years, I feel confident that his management ability and knowledge of international affairs could contribute importantly to the success of the Administration's foreign policy objectives.

Thank you again for your help.

Sincerely,

A handwritten signature in dark ink, appearing to read "David", with a horizontal line underneath.

David Rockefeller

THE WHITE HOUSE

WASHINGTON

March 12, 1981

MEMORANDUM FOR

Pendleton James

FROM

Mike Deaver

I would appreciate serious consideration of
this candidate.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 5, 1981

MEMORANDUM FOR: MICHAEL DEEVER
FROM: CHARLES P. TYSON *cm*
SUBJECT: Norman Roberts

Attached hereto is the resumé of Norman Roberts. He is interested in, and has been recommended for, the job of Director of the Fish and Wildlife Service. Please note in his resumé his political activities and long-time support for the President, his community activities, the organizations he belongs to, and his publications which show him to be particularly qualified for the position.

Jay P. f
d. E. f. e.
2-17-
candidate

MKD-FIRE

THE WHITE HOUSE

WASHINGTON

March 12, 1981

Dear Mr. Smith:

Thank you very much for your letter and for sharing with me your personal thoughts. I have taken the liberty of forwarding your resume to Mr. E. Pendleton James, Director of Presidential Personnel, for review.

I appreciate your interest in wanting to serve in the Reagan administration and wish you good luck in your future endeavors.

Again, thank you for writing.

Sincerely,

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

Mr. George D. Smith
6301 Stevenson Avenue
Alexandria, VA 22304

MRD-FILE

THE WHITE HOUSE

WASHINGTON

March 11, 1981

Dear Pat:

Thanks for recruiting for us. We appreciate the time you took to pass along the information on James E. Stratton and Henry C. Winston. I have passed along a copy of your letter and the two business cards to Mr. Mel Bradley, Senior Policy Advisor to the President.

Thanks again, Pat.

Sincerely,

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

Mr. Pat Boone
9255 Sunset Boulevard
Suite 519
Los Angeles, CA 90069

MKD-FILE

THE WHITE HOUSE
WASHINGTON

March 11, 1981

Dear John:

Thanks for writing me about Les Sanders.
I'm sure Bob Garrick has passed along his
application and resume to Mr. E. Pendleton
James, Director of Presidential Personnel.
I appreciate your recommendation.

Thanks, too, for the congratulatory message.

Sincerely,

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

Mr. John W. Jachens
Attorney and Counsellor at Law
Court Plaza Building
Suite 408, 901 H Street
Sacramento, CA 95814

THE WHITE HOUSE
WASHINGTON

March 6, 1981

Dear Berg:

I'm sorry to be so long in letting you know I have passed on Bob Driscoll's name. We're right now beginning the Ambassadorships. I'm still pushing Ted for Kenya. Think I have an ally in Bill Clark who is from Paso Robles and knows Ted and is Deputy Secretary of State.

I'll keep you posted.

As always,

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

Mr. Berger C. Benson
Berger Benson & Sons, Inc.
P. O. Box 5425
San Mateo, CA 94402

MKD-FILE

THE WHITE HOUSE
WASHINGTON

March 6, 1981

Dear Mr. Strenger:

Thank you for your letter and resume you forwarded to me on February 25th.

I have taken the liberty of forwarding your comments and resume to Mr. E. Pendleton James, Director of Presidential Personnel, for review. I sincerely appreciate your interest in the Reagan Administration.

Again, thank you for writing.

Sincerely,

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

Mr. Sanford Strenger
287 Richardson Rd.
Rochester, N. Y. 14623

THE WHITE HOUSE

WASHINGTON

March 6, 1981

Dear George:

Shirley has handed me your letter and the resume you sent on Mr. William J. Keese. I have taken the liberty of forwarding it to Mr. E. Pendleton James, Director of Presidential Personnel, for review.

Sincerely,

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

Mr. George R. Steffes
1024 10th Street
Suite 333
Sacramento, CA 95814

THE WHITE HOUSE
WASHINGTON

March 6, 1981

Dear Mr. Whiston:

Thank you for your letter and resume.
Mr. Holmes Tuttle had also handed me a copy
during his recent visit to the White House.
I have taken the liberty of forwarding your
correspondence to Mr. E. Pendleton James,
Director of Presidential Personnel, for review.
You will be hearing from his office shortly.

I appreciate your interest in the new Admin-
istration.

Sincerely,

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

Mr. C. Richard Whiston
112 East Victoria Street
Santa Barbara, CA 93101

Resume

C. RICHARD WHISTON
112 EAST VICTORIA STREET
SANTA BARBARA, CALIFORNIA 93101

February 13, 1981

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

Dear Mr. Deaver:

J. J. Hollister III, Esq. forwarded me a copy of your letter to him of February 4th; thank you for your consideration.

I am taking the liberty of enclosing a copy of my Resume and under separate cover and letter to Mr. Meese, am forwarding him a copy of my Resume.

There is a very good possibility that within the next week to ten days I will be in Washington for an appointment with William French Smith, the Attorney General. At that time I would like very much to contact your office through Congressman Robert J. Largomarsino and meet with you and Mr. Meese.

Again, thank you for your consideration of these matters.

Very truly yours,


C. Richard Whiston

CRW/jpc
Encl.

cc: J. J. Hollister III, Esq.

THE WHITE HOUSE

WASHINGTON

March 5, 1981

Dear Mr. Knapp:

I would be personally grateful if you would interview Sandy Sanders for employment with you. He is a fine young man and has worked extremely hard for this Administration since 1976.

Thank you.

Sincerely,

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

Mr. John Knapp
General Counsel's Office
Housing and Urban Development
Rm 10214
451 7th St SW
Washington, DC 20410

MD - FIRE

THE WHITE HOUSE

WASHINGTON

March 5, 1981

Dear Mr. Fong:

Thank you for your letter to my wife regarding your niece, Miss Susan J. Wong. I have taken the liberty of forwarding your letter and Miss Wong's resume to the Office of Presidential Personnel where consideration will be given to her specific qualifications.

I appreciate you bringing to my attention someone you feel highly qualified to serve in the Reagan Administration.

Again, thank you for writing.

Sincerely,

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

*Personal note:
Jack, I'll follow-up on this.*

Mr. Jack W. Fong
The Continental House
5770 Freeport Blvd. No. 55
Sacramento, CA 95822

THE WHITE HOUSE

WASHINGTON

March 5, 1981

Dear Jim:

Good to hear from you after all this time.

I'm sending your resume to Mr. E. Pendleton James, Director of Presidential Personnel, and to Richard Schweiker, Secretary of Health and Human Services, to see if they have something of interest to you. You should be hearing from them shortly.

Sincerely,

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

Dr. James F. Donovan, M.D.
Executive Vice-President
Medical Director
IMS United Kingdom Limited
Old Malt House
5 The Broadway
Amersham
Bucks, HP7 OHL

File

March 16, 1981

Dear Mr. Anton:

Mike Deaver has informed me of your interest in serving on an advisory board or commission.

Your resume will be placed on file and you can be assured that you will be afforded careful consideration as we commence our effort to select individuals to serve in these most important positions.

The President greatly appreciates your expression of interest relevant to serving in his Administration.

Sincerely,

E. Pendleton James
Assistant to the President
Office of Presidential Personnel

Mr. Jan Anton
Business Properties
9404 Genesee Avenue
Suite 100
La Jolla, California 92037

EPJ:da
cc: Mike Deaver ✓

THE WHITE HOUSE
WASHINGTON

March 5, 1981

Dear Jan:

Good to hear from you and that you're doing so well.

I've sent your resume to Mr. E. Pendleton James, Director of Presidential Personnel, to see if he can't match you up with something. You should hear from him soon.

Again, thank you for writing.

Sincerely,

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

Mr. Jan R. Anton
Business Properties
San Diego Office
9404 Genesee Avenue
Suite 100
La Jolla, CA 92037

MD - FILE

THE WHITE HOUSE
WASHINGTON

March 5, 1981

Dear Charlie:

Thank you for your letter and very high recommendation of Mr. W. Phillip Hefley. I have taken the liberty of forwarding his resume to Mr. E. Pendleton James, Director of Presidential Personnel, for review.

He should hear directly from them.

Sincerely,

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

Mr. Charles H. Price, II
American Bank
Armour and Main
Kansas City, Missouri 64106

MKD-FILE

THE WHITE HOUSE

WASHINGTON

March 3, 1981

Dear Mr. Miller:

Thank you for your letter of recommendation for Susan J. Wong. I have taken the liberty of forwarding it to Mr. E. Pendleton James, Director of Presidential Personnel, for review.

I appreciate you forwarding it to us.

Sincerely,

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

Mr. Ralph E. Miller
Director of Personnel
St Francis Medical Center
3630 East Imperial Highway
Lynwood, CA 90262

THE WHITE HOUSE
WASHINGTON

March 3, 1981

Dear Mr. Griffin:

Thank you for your letter expressing an interest in the Reagan Administration. If you are interested in an Embassy position, I suggest you forward a resume to the White House Presidential Personnel office for their review.

Again, thank you for writing.

Sincerely,

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

Mr. Steven Griffin
Box 1950
Beverly Hills, CA 90213

Dear Mr Deaver:

I have not been over to see Mr Hannaford.
I can't figure out what I could do to
help him. Don't hold it against me.

I know you are 25 years along the
path that I am headed. I remember reading
about your IBM days, your fights with
Mr Sears, and your extreme friendship
when I was incarcerated in Staunton, Va.
before the campaign began in August 1980.

My cash position is almost zero, but
I am in sound health with a good
mind to stick to a job. Unfortunately I
must stick to the job and not try more. HARLING.

Could you fellows let me work for
the new Mexican ambassador, Mr. Gavin?

You must remember that Mr Haig
has a really mean blue streak against
me. You must also remember that
I do not have sufficient working
capital to win a DC staff job.
You must also remember that Mr.
Reagan would like to see me at
least 3,000 miles away, and no
closer than the Stardust motel.

PLEASE contact me if you
could help me get an embassy job.

Steven Griffin
Box 1950
Beverly Hills, Ca.
90213

213-346-1241

AKD - FILE

THE WHITE HOUSE
WASHINGTON

March 3, 1981

Dear Miss Hoffman:

Thank you for your letter and resume you forwarded. I have taken the liberty of forwarding it to Mr. E. Pendleton James, Director of Presidential Personnel, for review.

Again, thank you for writing.

Sincerely,

SHIRLEY MOORE
Staff Assistant to the
Deputy Chief of Staff

Miss Patricia Hoffman
1400 Esplanade, Apt. #B
Redondo Beach, CA 90277

File

2223 Delancey Place
Philadelphia, Pennsylvania 19103
March 4, 1981

Dear Mr. Deaver:

By letter dated March 2, I have been informed by Mr. James that I am still being considered for a position in the Administration.

I hope that pursuant to your conversations with Doug Watts of Russo Watts & Associates you can support my application at this time.

Very truly yours,



Steven L. Abrams

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

ABRAMS, STEVEN L.

THE WHITE HOUSE
WASHINGTON

TO:

Mike Deaver

FROM: CRAIG L. FULLER

() FYI

() Comment

*It's been
done.
Craig*

THE WHITE HOUSE
WASHINGTON

FROM:

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

☐ Information

☒ Action

*Craig Fuller -
Can I do this?*

Daniel T. Kingsley
1225 19th Street, N.W., Suite 750
Washington, D.C. 20036
202/659-5750

File

February 27, 1981

Mr. Michael K. Deaver
4521 Dexter Street, N.W.
Washington, D.C. 20016

Dear Mike,

Enclosed is Eleanor Kingsley's resume. It is for your information and use as you feel appropriate. It does not have to be sent to SBA.

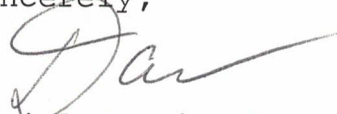
A GS-11 position has been identified at SBA for which she is qualified. All that needs to be done to close the loop is for someone in the White House with authority to place a call as soon as possible to the SBA transition contact for personnel, Bob Turnbull, 653-6431 and say the following:

- 1) Please hire Eleanor Kingsley for a GS-11 permanent Schedule C appointment,
- 2) Mrs. Kingsley has been qualified at this level,
- 3) Discuss the matter immediately with Acting Administrator, Roger Jones, who is familiar with the background before taking final action.

I am enclosing a card with the vital information if you need to give it to somebody.

This means a great deal to me and I really appreciate your help.

Sincerely,



Daniel T. Kingsley

ELEANOR B. KINGSLEY

phone call to:

Mr. Bob Turnbull at SBA
653-6431

Talking Points:

- 1) Please hire Eleanor Kingsley for GS-11 permanent Sched. C appointment,
- 2) Mrs. Kingsley is qualified at this level,
- 3) Discuss matter immediately with Acting Administrator, Roger Jones, who is familiar with background, before taking final action.

ELEANOR B. KINGSLEY

5805 Ogden Road
Bethesda, Maryland 20016
(301) 229-6987

OBJECTIVE: Entry-level or trainee position in management or administration of public or health programs. Seek to use education in area of government and public administration or health management, as well as diversified background in administration of community, education and health organizations.

EDUCATION: Masters Program in Government and Public Administration, The American University, Washington, D.C. Course concentration in Health Management. Expect to complete degree in 1981.

Bachelor of Arts in Government and Public Administration, The American University, Washington, D.C., 1979. Dean's List. (Attended Pomona College, Mills College and Lewis and Clark College in Portland, Oregon, as well).

University of District of Columbia. Specialized training in Respiratory Therapy, 1977-78

EXPERIENCE:

The Washington Heart Association, Women's Board, Headquarters Office, Washington, D.C.

- Member / volunteer worker of the Women's Board of this non-profit organization with responsibilities focusing on public relations, fundraising and coordination of clinic scheduling.
- Serve in various public / media / community relations capacities providing communication regarding fund-raising activities of the association.
- Work with elected officials and community leaders in the organization of an annual fund-raising drive, producing over \$200,000 yearly.
- Clinical experiences include: monitoring and assisting in preventive heart disease clinics. Attended specialized training course at University of District of Columbia to enhance qualifications and skills. Participated in the development and set-up of the health clinics.

(1974 to present)

The Association of Junior Leagues of America, Washington, D.C. and Portland, Oregon

- Community Outreach Worker and Board Member of this national service organization. Served as Administrator or Assistant in health and educational programs.
- University of Oregon Medical School — Directed collection, organization and classification of specimens for the genetics clinic at the medical school. Assisted in research program screening and evaluating entire families.

Heart Clinic: Held complete responsibility for monitoring program of post-operative patients of Dr. Albert Starr. Assisted with inventory of the heart valve prosthesis; reviewed and evaluated patients' progress, and charted and edited results on weekly basis.

- Jewish Community Center — Teacher for President's Head Start Program, providing educational training to low-income children.

Recipient of a Meritorious Award for Service from Lady Bird Johnson.

(continued)

EXPERIENCE (continued)

The Association of Junior Leagues of America

- Teacher — Enrichment program for retarded children. Sought to increase the performance level of brain damaged children. Provided physical and mental therapy in field work situation. Was observed by special education students at Portland State College.
- Studied braille for the transcription of books designed for the blind.
- Woodstock Community Center, Portland, Oregon. Diagnostic Evaluator: Tested and screened underprivileged and gifted children chosen for special classes.

Oregon Episcopal Church, Portland, Oregon

- Directed consignment program raising over \$20,000 in funds for one program. (1967)
Activities included: complete responsibility for managing auction of valuable antiques or other consigned goods. Organized inventory, staff, program planning, budgeting, set-up, advertising and food service.
- For six other years participated in the yearly consignment program in many areas. Provided special technical advice in areas of pricing of valuable antiques of furniture. Participated in recruitment and training of sales force of as many as 20 volunteers; coordinated food services; maintained inventory, consignee payments, pick up and delivery.

Other Activities:

- Collector — 18th Century antiques, porcelains, furniture and Oriental rugs. Skilled in researching, pricing and buying items. Attend auctions and purchase items in professional auction programs. Maintain library of reference books; continuously update materials. Own a substantial collection of items.
- Political Volunteer — Former Precinct Committeewoman in Portland Heights District (Oregon) for two years. Involved recruitment of volunteers and planning of activities.
- Early business experience as Billing Specialist / Secretary, Maxant Machine Co., Ayer, MA. Handled revenue accounting, accounts receivable and payable. Fulfilled office functions such as typing, filing, organizing, answering telephones.

ASSOCIATIONS:

Elected member of the Board of Directors, Washington Heart Association
Elected member, Association Junior League of America

AWARD:

Recipient - Lady Bird Johnson Meritorious Award for services rendered in Head Start Program.
Appointed precinct Committeewoman, Portland Heights District, Oregon.

PERSONAL:

Excellent health. Willing to travel. References available upon request.

Personal Qualifications Statement

Read Instructions before completing form

Form Approved
O.M.B. No 50-R033

1 Kind of position (job) you are filing for (or title and number of announcement)
2 Home phone
3 Work phone
4 Preferred title (mark one)
5 Other last names ever used (e.g., Maiden)

6 Name (Last First Middle)
7 Legal or voting residence (State)
8 Birthplace (City & State, or foreign country)
9 Birth date (Month day, year)
10 If you have ever been employed by the Federal Government as a civilian give your highest grade classification series and job title

11 Technical Information Specialist GS-1412-7
12 If you currently have an application on file with the Civil Service Commission for appointment to a Federal position (a) list the name of the area office maintaining your application (b) the position for which you filed and (if appropriate) (c) the date of your notice of rating (d) your identification number, and (e) your rating

13 Lowest pay or grade you will accept
14 When will you be available for work? (Month and year)

15 Are you available for temporary employment lasting
16 Are you interested in being considered for employment by
17 Where will you accept a job
18 Indicate your availability for overnight travel
19 Are you available for part-time positions (fewer than 40 hours per week) offering

20 Veteran Preference Answer all parts. If a part does not apply to you, answer "NO"
A Have you ever served on active duty in the United States military service?
B Have you ever been discharged from the Armed Services under other than honorable conditions?
C Do you claim 5 point preference based on active duty in the armed forces?
D Do you claim 10 point preference?

DO NOT WRITE IN THIS BLOCK FOR USE OF EXAMINING OFFICE ONLY

Appor Nonappor	Material	Entered register
	Submitted	Returned
Notations		
Form reviewed		
Form approved		
Option	Grade	Earned Rating
		Preference
		Aug Rating
		5 Points (Tent)
		10 Points Comp Dis
		Other 10 Points
		Disal
		Being Investigated
Initials and date		

THIS SPACE FOR USE OF APPOINTING OFFICER ONLY
Preference has been verified through proof that the separation was under honorable conditions and other proof as required
5-Point 10-Point Compensable Disab 10-Point Other
Signature and title
Agency Date

E List dates branch and serial number of all active service (enter "N/A" if not applicable)
From To Branch of Service Serial or Service Number

A Name and address of employer's organization (include ZIP Code if known) Department of Education Office of Special Ed. and Rehab. Services Office of Handicapped Individuals 3631 MES Bldg. SW at 300 MD Ave., DC 20202		Dates employed (give month and year) From 6/80 To present		Average number of hours per week 40
Exact title of your position Technical Information Spec		Name of immediate supervisor Inez Fitzgerald		Place of employment City Washington State DC
Kind of business or organization (manufacturing, accounting, social services, etc.) Federal Government		Area Code Telephone Number 202 / 245-0080		Number and kind of employees you supervised 3
Description of work (describe your specific duties, responsibilities and accomplishments in this job)		If Federal service, civilian or military series, grade or rank, and date of last promotion GS-7		Your reason for leaving Intern

Provide technical assistance and information to individuals, foundations, universities and Government agencies on resources available to handicapped individuals within the United States. This requires a comprehensive working knowledge of the information services provided by a variety of Federal, State, local, and private resource organizations that serve disabled persons.

Responsibilities include up-dating and documenting presently available local information and referral resources and identifying other resources for future reference. Much of this work was carried forward through individual initiative. Responsibilities also include analyzing and compiling this information for future publications.

Additional Accomplishments: Cataloging and indexing texts and reports for the library, reviewing legislation and regulations through the Federal Register and other publications relevant to the handicapped. Maintaining a brief history of legislation to be used for future analysis and publications, and for use in response to Congressional, professional and consumer inquiries.

B	Name and address of employer's organization (include ZIP Code if known) The Washington Heart Association Women's Board - Headquarters Office Washington, D.C.	Dates employed (give month and year) From 1974 To present		Average number of hours
		Salary or earnings Beginning \$ Ending \$		Place of employment City Washington State
Exact title of your position Volunteer Worker		Name of immediate supervisor Mrs. Juan del Real	Area Code 301	Telephone Number 983-1715
Kind of business or organization (manufacturing, accounting, social services, etc.) non-profit		If Federal service, civilian or military series, grade or rank, and date of last promotion		Number and kind of employees you supervised Your reason for wanting to leave
Description of work (Describe your specific duties, responsibilities and accomplishments in this job):				

Member / Volunteer Worker of the Women's Board of this non-profit organization with responsibilities focusing on public relations, fundraising and coordination of preventive clinic scheduling.

Secured publicity for Heart Association, contact/liaison; fundraising, sponsoring activities for crippled children. Communicated with other civic organizations to secure cooperation and support through advertisements in the fund-raiser publication. Worked with elected officials and community leaders and assisted in organizing the fundraising drive which raised over \$200,000.00 yearly.

DUTIES & ACHIEVEMENTS:

- Monitored and assisted in the supervision of the preventive heart disease clinics.
- Assisted with preparation of comprehensive media campaign for the Heart Association.
- Negotiated and secured contributions from businesses and individuals.
- Made recommendations to the Board, many of which were adopted.

SKILLS REQUIRED AND SUMMARY:

- Good verbal and written communication skills.
- Ability to establish and maintain rapport with people at all levels.
- Strong skill in analyzing administrative problems, ability to make recommendations.
- Fifteen years experience in assisting with coordination of community based programs.
- Knowledge of research and development methods in the planning of a health clinic.

C	Name and address of employer's organization (include ZIP Code if known) The Association of Junior Leagues of America Washington, D.C. and Portland, Oregon	Dates employed (give month and year) From 1959 To 1977		Average number of hours per week 10
		Salary or earnings Beginning \$ Ending \$		Place of employment City Wash., D.C. State Portlan, Ore
Exact title of your position Community Outreach Worker		Name of immediate supervisor	Area Code	Telephone Number
Kind of business or organization (manufacturing, accounting, social services, etc.) non-profit service		If Federal service, civilian or military series, grade or rank, and date of last promotion	Number and kind of employees you supervised	
Your reason for wanting to leave				
Description of work (Describe your specific duties, responsibilities and accomplishments in this job)				

Community Outreach Worker and Board Member of this national service organization. Served in volunteer capacities in numerous programs, some of which are listed below:

- Participated in nine-month course of instruction emphasizing the organization and management of community volunteer projects.
- University of Oregon Medical School (2 year Federal Grant project)
Directed the collection, organization and classification of specimens for the genetics clinic at the medical school. Was part of an innovative research program involving screening and evaluating entire families. Research was conducted on a weekly basis and several follow-ups were conducted with each family.

Heart Clinic

Monitored post-operative patients of Dr. Albert Starr (at the University of Oregon Medical School). Assisted with the inventory of the heart valve prosthesis. Reviewed and evaluated patients' progress. Results were systematically charted and edited on a weekly basis. Held complete responsibility for this work.

- Jewish Community Center (2 year Federal Grant project)
Teacher for President's Head Start Program. Enabled low-income underserved children to become part of outreach programs. Received a meritorious award from Lady Bird Johnson.

Teacher: Enrichment program for retarded children. The goal of this program was to increase the performance level of brain damaged children. This involved physical and mental therapy and field work. Students in special education classes at Portland State College were required to observe our teaching methods.

- Studied braille for the transcription of books designed for the blind.
- Woodstock Community Center (1 year), Portland, Oregon.
Diagnostic Evaluator: Tested and screened underprivileged and gifted children chosen for special classes.

D	Name and address of employer's organization (include ZIP Code if known) Oregon Episcopal Church Ascension Chapel Portland, Oregon		Dates employed (give month and year)		Average number of hours per week
			From 1960 To 1968		
			Salary or earnings		
Beginning \$		per	Place of employment		City
Ending \$		per	State		
Exact title of your position Consignment Program		Name of immediate supervisor	Area Code	Telephone Number	Number and kind of employees you supervised
Kind of business or organization (manufacturing, accounting, social services, etc.) Social Service		If Federal service, civilian or military, series, grade or rank, and date of last promotion			Your reason for wanting to leave
Description of work (Describe your specific duties, responsibilities and accomplishments in this job.)					

Participated in a yearly consignment sale program involving many areas of organizing, supervising and coordination of an auction sales program and inventory raising more than \$20,000 yearly (for 8 years).

Served as DIRECTOR (1967) of the program which involved full responsibility for the following activities:

- Development and monitoring of budget and maintaining records of inventory, consignee payments, pick up and delivery.
- Planned transportation routes and developed a volunteer system of transportation.
- Recruited and trained a sales force of 20 volunteers.
- Coordinated all food service sales in the sales campaigns.

For agency use - see codes etc.

E	Name and address of employer's organization (include ZIP Code if known) Other activities		Dates employed (give month and year)		Average number of hours per week
			From 1956 To present		
			Salary or earnings		
Beginning \$		per	Place of employment		City
Ending \$		per	State		
Exact title of your position		Name of immediate supervisor	Area Code	Telephone Number	Number and kind of employees you supervised
Kind of business or organization (manufacturing, accounting, social services, etc.)		If Federal service, civilian or military, series, grade or rank, and date of last promotion			Your reason for leaving
Description of work (Describe your specific duties, responsibilities and accomplishments in this job.)					

POLITICAL VOLUNTEER: Served as Precinct Committeewomen in the Portland Heights District (Oregon) for two years. Involved recruitment of volunteers and planning of activities.

FAMILY MANAGER: Directed and counseled six self-motivated, successful children who are grown now and have developed skills and professions of their own.

For agency use - see codes etc.

F	Name and address of employer's organization (include ZIP Code if known) Maxant Machine Co. Ayer, Massachusetts		Dates employed (give month and year)		Average number of hours per week
			From 1956 To 1958	40	
	Salary or earnings Beginning \$ per Ending \$ per		Place of employment City Ayer, MA State		
Exact title of your position Billing Spec. / Secretary		Name of immediate supervisor	Area Code	Telephone Number	Number and kind of employees you supervised
Kind of business or organization (manufacturing, accounting, social services, etc.) Business		If Federal service, civilian or military series, grade or rank and date of last promotion		Your reason for wanting to leave	

Description of work (Describe your specific duties, responsibilities and accomplishments in this job.)

Responsible for bill tabulations for company (involving overseas and domestic shipments). Was responsible for revenue accounting, accounts receivable and accounts payable. Carried out other office responsibilities.

For agency use (mail codes, etc.)

	Name and address of employer's organization (include ZIP Code if known)		Dates employed (give month and year)		Average number of hours per week
			From To		
	Salary or earnings Beginning \$ per Ending \$ per		Place of employment City State		
Exact title of your position		Name of immediate supervisor	Area Code	Telephone Number	Number and kind of employees you supervised
Kind of business or organization (manufacturing, accounting, social services, etc.)		If Federal service, civilian or military series, grade or rank and date of last promotion		Your reason for leaving	
Description of work (Describe your specific duties, responsibilities and accomplishments in this job.)					

Special qualifications and skills: skills with machines, patents or inventions, your most important publications (do not submit copies unless requested), your public speaking and publishing experience, membership in professional or scientific societies, etc.

Elected member of the Board - Washington Heart Association
Elected member - Association Junior League of America

A. Kind of license or certificate (phot, registered nurse, lawyer, radio operator, CPA, etc.) NA	C. Latest license or certificate		D. Approximate number of words per minute	
	Year N/A	State or other licensing authority	Typing 55	Shorthand NO

A. Did you graduate from high school or will you graduate within the next nine months, or do you have a GED high school equivalency certificate? Month and year: June 1951	B. Name and location (city and State) of last high school attended. The Catlin School Portland, Oregon									
	No. highest grade completed		Dates Attended		Years Completed		No. of Credits Completed		Type of Degree (B.A. etc.)	Year of Degree
		From	To	Day	Month	Semester Hours	Quarter Hours			
transferred 90 semester hrs to The American University			9/78	8/79	14		30		B.A.	1979
Washington, D. C. 20016			9/79				42		M.P.A.	6/81

D. Chief undergraduate college subjects	No. of Credits Completed		E. Chief graduate college subjects	No. of Credits Completed	
	Semester - Hours	Quarter Hours		Semester Hours	Quarter Hours
Government and Public Admin.	21		Government & Public Admin.	36	
Sociology	21				

F. Major field of study at highest level of college work
Government and Public Administration / Health Care Management

G. Other schools of training (for example, trade, vocational, Armed Forces or Business). Give for each the name and location (city, State, and Zip Code, if known) of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificate, and any other pertinent data.
University of D.C., Washington, D.C., Respiratory Therapy 1976-77
Received training for organization and management of community volunteer-projects, Association Junior League of America, Portland, Ore.

H. Honors awards and fellowships received
Appointed precinct Community Woman; elected to Judiciary AU Committee, Pomona College; received Lady Bird Johnson Meritorious Award; Dean's List.

I. Languages other than English. List the languages (other than English) in which you are proficient and indicate your level of proficiency by putting a check mark (✓) in the appropriate column. Candidates for positions requiring conversational ability in a language other than English may be given an interview conducted solely in that language. Describe in item 35 how you gained your language skills and the amount of experience you have had (e.g., completed 72 hours of classroom training, spoke language at home for 18 years, self-taught, etc.).

Name of Language(s)	PROFICIENCY							
	Can Prepare and Deliver Lectures		Can Converse		Have Facility to Translate Articles, Technical Materials, etc.		Can Read Articles, Technical Materials, etc. for Own Use	
	Fluently	With Difficulty	Fluently	Passably	Into English	From English	Easily	With Difficulty
French		X		X	No	No		X

J. References. List three persons who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do not repeat names of supervisors listed under item 21, Experience.

Full Name	Present Business or Home Address (Number, Street, City, State and Zip Code)	Business or Occupation
William Leininger	1225 Connecticut Ave., N.W. Washington, D.C.	Vice President Ernst & Ernst
William Thompson	9709 Tusculum Way Bethesda, Maryland	President Centennial Sys.
Richard Watkins	7315 Wisconsin Avenue Washington DC 20014	President Watkins, Meegan & Drury

Answer Items 27 through 34 by placing an "X" in the proper column

- 27 Are you a citizen of the United States?
If "NO", give country of which you are a citizen
- NOTE A conviction or a firing does not necessarily mean you cannot be appointed. The nature of the conviction or firing and how long ago it occurred is important. Give all the facts so that a decision can be made.
- 28 Within the last five years have you been fired from any job for any reason?
- 29 Within the last five years have you quit a job after being notified that you would be fired?
If your answer to 28 or 29 above is "YES", give details in Item 35. Show the name and address (including ZIP Code) of employer, approximate date, and reasons in each case. This information should agree with your answers in Item 21. Experience
- 30 A Have you ever been convicted, forfeited collateral, or are you now under charges for any felony or any firearms or explosives offense against the law? (A felony is defined as any offense punishable by imprisonment for a term exceeding one year, but does not include any offense classified as a misdemeanor under the laws of a State and punishable by a term of imprisonment of two years or less)
B During the past seven years have you been convicted, imprisoned, on probation or parole or forfeited collateral, or are you now under charges for any offense against the law not included in A, above?
- NOTE When answering A and B above, you may omit: (1) traffic fines for which you paid a fine of \$50.00 or less; (2) any offense committed before your 18th birthday which was finally adjudicated in a juvenile court or under a youth offender law; (3) any conviction the record of which has been expunged under Federal or State law; and (4) any conviction set aside under the Federal Youth Corrections Act or similar State authority.
- 31 While in the military service were you ever convicted by a general court-martial?
If your answer to 30A, 30B, or 31 is "YES", give details in Item 35. Show for each offense: (1) date; (2) charge; (3) place; (4) court; and (5) action taken
- 32 Does the United States Government employ in a civilian capacity or as a member of the Armed Forces any relative of yours (by blood or marriage)? (See Items 32 and 33 in the attached instruction sheet)
- 33 Do you live with, or within the past 12 months have you lived with, any of these relatives who are employed in a civilian capacity?
If your answer to 32 is "YES", give in Item 35 for such relatives: (1) name; (2) present address (including ZIP Code); (3) relationship; (4) department, agency or branch of the armed forces.
If your answer to 33 is "YES", also give the kind of appointment held by the relative(s) you live with or have lived within the past 12 months
- 34 Do you receive, or do you have pending, application for retirement or retainer pay, pension, or other compensation based upon military, Federal civilian or District of Columbia Government service?
If your answer to 34 is "YES", give details in Item 35

Your Statement cannot be processed until you have answered all questions, including Items 27 through 34 above. Be sure you have placed an "X" to the left of EVERY marker (◀) above, either in the "YES" or "NO" column.

35 Item Number Space for detailed answers. Indicate item number to which the answers apply.

If more space is required, use full sheets of paper approximately the same size as this page. Write on each sheet your name, birth date, and announcement or position title. Attach all sheets to this Statement at the top of page 3.

ATTENTION — THIS STATEMENT MUST BE SIGNED

Read the following paragraphs carefully before signing this Statement.

A false answer to any question in this Statement may be grounds for not employing you, or for dismissing you after you begin work, and may be punishable by fine or imprisonment (U.S. Code, Title 18, Section 1001). All the information you give will be considered in reviewing your Statement.

AUTHORITY FOR RELEASE OF INFORMATION

I have completed this Statement with the knowledge and understanding that any or all items contained herein may be subject to investigation prescribed by law or Presidential directive and I consent to the release of information concerning my capacity and fitness by employers, educational institutions, law enforcement agencies, and other individuals and agencies, to duly accredited investigators, Personnel Staffing Specialists, and other authorized employees of the Federal Government for that purpose.

CERTIFICATION

I certify that all of the statements made by me are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

SIGNATURE (sign in ink)

Eleanor B. Kingsley

DATE

Nov 29, 81



Corroon & Black/Sanders & Sullivan

1530 The Alameda, Suite 100, San Jose, California 95126, (408) 286-5151

*Copy +
send to
P.V.
3-3-81
PB*

February 27, 1981

Ms. Shirley Moore
c/o Mr. Michael K. Deaver
Ass't to the President
White House
Washington, D.C.

Dear Ms. Moore:

After re-reading your letter of February 18th, I thought it might be important to make it clear that I was not limiting my interest to a congressional liaison position. There are several departments (Commerce, Defense, Treasury) for which my executive experience might be useful. I also would consider some foreign assignments. I hope this clarification will be helpful in the processing of personnel selection.

For your convenience I have enclosed copies of our previous correspondence. Thanks for your consideration and please say hello to Mike.

Yours truly,

James C. Sanders
JAMES C. SANDERS

JCS:da
Encls.

*916-583-2966
Lake Tahoe*

THE WHITE HOUSE

WASHINGTON

February 18, 1981

Dear Mr. Sanders:

Thank you for your February 9th letter. At Mr. Deaver's direction, I have taken the liberty of handing a copy of your resume to Mr. E. Pendleton James, Director of Presidential Personnel, with the request that he contact you to set up an interview in the near future to discuss the congressional liaison position you are interested in.

We will look forward to seeing you when you are in the White House for your interview.

Good luck, Mr. Sanders.

Sincerely,


SHIRLEY MOORE

Mr. James C. Sanders
Corroon & Black/Sanders & Sullivan
1530 The Alameda, Suite 100
San Jose, CA 95126

February 9, 1981

Ms. Shirley Moore
c/o Mr. Michael K. Deaver
Ass't to the President
White House
Washington, D.C.

Dear Ms. Moore:

Mike phoned me last Wednesday (Feb. 4th) in response to my expressed interest in serving the Reagan Administration. He suggested that I should come to Washington to explore the possibilities and that I should communicate my further thoughts on the matter to you.

In summary, I am not looking for just a job; I have a good one now. As Chairman of this corporation I have a salary of \$100,000 per year and I have been fortunate enough in my investments to be somewhat independent of that salary. But I would gladly trade this for the opportunity to serve the Reagan Administration in some truly useful role.

As I contemplate the many tasks confronting the Administration, none seems more vital than gaining the support of Congress for key legislation. If I understand the realities of this kind of congressional liaison correctly, it is a job I think I could do well. Also, I recognize these assignments must be made immediately as the Administration cannot delay its presentation to Congress. I can travel to Washington any time after February 17th. Please let me hear what would be convenient and I shall make the arrangements.

For your information, I have attached a very brief resume'. Thank you for your kind attention to my request.

Yours truly,

JAMES C. SANDERS

JCS:da
Encl.

JAMES CLEMENTS SANDERS

Occupation: Chairman & CEO, Corroon & Black/Sanders & Sullivan, a wholly owned subsidiary of Corroon & Black, national insurance brokers headquartered in N.Y.C. and listed on NYSE under symbol CBL.

Education: B.S. in Civil Engineering from the University of Kansas. Postgraduate studies at the Department of Economics at Stanford University.

Professional Designation: Member of the Society of Chartered Property & Casualty Underwriters (CPCU), Malvern, Pennsylvania.

Industry Memberships: Member of various syndicates at Lloyds of London
IIAAC (Insurance Agents)
IBAC (Insurance Brokers)

Political: 1953-54 - Chairman, Santa Clara County Young Republicans
1962-68 - Member of the Santa Clara County Republican Central Committee.
Member United Republican Finance Committee of Santa Clara County.
1964-66 - Member of the California Republican Central Committee.
Member of the California Republican Finance Committee (Chairman Lee Kaiser)
1968-71 - City Councilman; Saratoga, California

Military: 1944-47 - Service in U.S. Navy. Separated from service as Ensign after return from Sangley Naval Air Base, P.I.

Family: Single - (Divorced in 1976)
Five children. The oldest three (daughters) have completed college and are independent (semi-independent?). Of the remaining two (sons), one is in the Navy and the other in college.

Outside Interests: 1.) Licensed Private Pilot.
2.) Certified SCUBA Diver.
3.) Snow Skiing (25 years)
4.) Club Tennis.

Health: Excellent

February 26, 1981

Dear Mr. Benson:

I have been informed by Mike Deaver's office of your interest in the selection of Mr. Robert W. Driscoll as Ambassador to Zimbabwe. A notation will be added to his file indicating your strong support.

We are presently reviewing Ambassadorial appointments and I appreciate your bringing Mr. Driscoll to our attention. You can be assured that he will be given every consideration.

Sincerely,

E. Pendleton James
Assistant to the President
for Presidential Personnel

Mr. Berger Benson
Post Office Box 5425
San Mateo, California 94402

cc: Wendy Borchardt
✓Mike Deaver

THE WHITE HOUSE
WASHINGTON

February 25, 1981

Dear Bill:

Thank you for your letter and for the very high recommendation of Mr. Gregory Rehak. I have taken the liberty of forwarding your letter to Mr. E. Pendleton James, Director of Presidential Personnel, for review.

I would suggest that you contact Mr. Rehak and recommend he forward a resume to that office.

It was good seeing you in the White House.

Sincerely,

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

Mr. William Campbell
Minority Floor Leader
State Capitol, Room 3086
Sacramento, CA 95814

THE WHITE HOUSE
WASHINGTON

February 25, 1981

Dear Mr. Kermani:

Thank you for your letter and recommendation of Mr. Karney Hodge for the position of Chairman of the National Endowment for the Arts. I sincerely appreciate your interest in bringing to my attention qualified men such as Mr. Hodge.

I have taken the liberty of forwarding your letter to Mr. E. Pendleton James, Director of Presidential Personnel, for review.

Again, thank you for writing.

Sincerely,

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

Mr. Peter R. Kermani
President
Board of Directors
Albany Symphony Orchestra
19 Clinton Avenue
Albany, New York 12207

MICD-FIKE

THE WHITE HOUSE
WASHINGTON

February 25, 1981

Dear Marion:

Thank you for your letter concerning Mr. Valdean Max Watson de Tellez-Giron. I sincerely appreciate your recommendation and will forward his resume on to Mr. E. Pendleton James, Director of Presidential Personnel, for his review. Please be assured his resume will receive serious consideration.

Again, thank you for writing.

Sincerely,

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

Mr. Marion H. Smoak
Shipley Smoak & Akerman
1108 National Press Building
Washington, D.C. 20045

Sir: Thank you for
your reply of Feb. 25.
It is appreciated since I
would very much like to join
the Reagan Administration.
Less Government = More Freedoms.

Mr. Granger Foxcroft
Box 2, Greenkoich, Ct. 06830

FAMOUS LEADERS of the American Revolution,
who will always be remembered throughout history:
(1) George Washington, Commander in Chief,
Continental Army and first President of the United
States; (2) Thomas Jefferson, (3) John Adams and
(4) Benjamin Franklin, part of the committee to
draft the Declaration of Independence, with Jef-
ferson being most responsible for its adoption.
John Adams was second president of the United
States.

(1) EDWARD SAVAGE, NATIONAL GALLERY OF ART (2) REMBRANDT
PEALE, MONTICELLO, CHARLOTTESVILLE, VA. (3) BENJAMIN BLYTHE,
MASSACHUSETTS HISTORICAL SOCIETY (4) BENJAMIN WEST, HENRY
FRANCIS DU PONT WINTERTHUR MUSEUM.



AMERICAN REVOLUTION BICENTENNIAL

the Continental card

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

20500



© 1975
MIKE ROBERTS
BERNELLY 94710

THE WHITE HOUSE
WASHINGTON

February 25, 1981

Dear Mr. Foxcroft:

Thank you for sending me a copy of your resume. I have taken the liberty of forwarding it to Mr. E. Pendleton James, Director of Presidential Personnel, for review.

I appreciate your interest in the Reagan Administration.

Sincerely, .

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

Mr. Granger Charles Foxcroft
Post Office Box #2
Greenwich, CT 06830

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

February 25, 1981

MEMORANDUM

TO: E. PENDLETON JAMES
FROM: MICHAEL K. DEAVER
SUBJECT: Resume - Mr. Scott B. Mackenzie

Attached letter and resume from Mr. Scott B. Mackenzie
is forwarded for your review.

PRESERVATION COPY

2-18-81

MEB

71A

Dear Mr. Deaver,

I recently received a copy of the kind letter Mr. Bob Winzeler sent to you on my behalf regarding my application for a White House internship, and wanted to thank you for your consideration in this matter. I know that a White House position is a long shot, but I have given it my best effort and I would appreciate any assistance you could

PRESERVATION COPY

offer.

Thank you again for your time and
consideration.

Sincerely,
Mary Beth Brennan

1981 FEB 23 AM 10 16