

Ronald Reagan Presidential Library
Digital Library Collections

This is a PDF of a folder from our textual
collections.

Collection: Deaver, Michael
Folder Title: Resumes and
Recommendations (April 1981-December
1981) (4)
Box: 56

To see more digitized collections
visit: <https://reaganlibrary.gov/archives/digital-library>

To see all Ronald Reagan Presidential Library inventories
visit: <https://reaganlibrary.gov/document-collection>

Contact a reference archivist at: reagan.library@nara.gov

Citation Guidelines: <https://reaganlibrary.gov/citing>

National Archives

Catalogue: <https://catalog.archives.gov/>

WITHDRAWAL SHEET

Ronald Reagan Library

Collection: Deaver, Michael K.: Files

Archivist: mjd/bcb

File Folder: Resumes - Recommendations - Jan-Mar 1981 [4 of 5]

Date: 4/7/98

OA 7621

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
1. form	Personal Qualification Statement re Stephanie Ann Williams (partial), 1p.	n.d.	P6

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].

msd
THE WHITE HOUSE
WASHINGTON

June 17, 1981

Dear Mr. Brust:

Thank you for your letter expressing your interest in serving in the Reagan Administration. I have taken the liberty of forwarding your resume to Mr. E. Pendleton James, Director of Presidential Personnel, for review.

Sincerely,

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

Mr. Gary E. Brust
2702 Monterrey Street
Arlington, Texas 76015

THE WHITE HOUSE
WASHINGTON

June 17, 1981

Dear Jesse:

I received your note on J. Evetts Haley and have forwarded his name to the Ambassadorial Committee for serious consideration.

Many thanks for your recommendation.

Sincerely,

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

The Honorable Jesse Helms
United States Senate
Washington, D.C. 20510

RE: HALEY

FWD TO *Jay Moskhead*
W. Gault

Peter D. Hannaford
10960 Wilshire Boulevard
Los Angeles, California 90024
213/477-8231

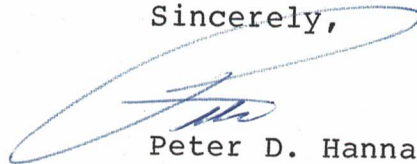
June 15, 1981

Mr. Michael K. Deaver
Deputy Chief of Staff
and Assistant to the President
The White House
1600 Pennsylvania Avenue
Washington, D.C. 20050

Dear Mike,

Enclosed is the resume of Brett Sciaroni who is under consideration for a position in the policy area at D.O.D. Brett first came to my attention about three years ago when he was at Hoover. He has been helpful in a number of issue areas and most recently served on the A.C.D.A. transition team and as a consultant to A.C.D.A. He is based at A.E.I. at present. I plan to call Fred Ikle on Brett's behalf next week. I know your support of his candidacy would be more materially helpful. I'm sure he could be available on short notice should you wish to meet him. He's a hard worker and a good "issues" man.

Sincerely,



Peter D. Hannaford

PDH:bd

*Sent to
Jay Monahan
6-16-81*

MKD

THE WHITE HOUSE
WASHINGTON

June 15, 1981

Dear Dick:

I understand you are considering Mike Wootton for a position at State Department. I would like to add my full hearted support.

I have worked with him over the years when he was affiliated with Congressman Largomarsino, and have found him to be most professional and helpful.

I would appreciate it if you would let me know how it turns out.

Sincerely,

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

The Honorable Richard T. Kennedy
Under Secretary for Management
Department of State
Room 7207
Washington, D.C. 20520

WOOTTON

cc: Copy Largomarsino
Mark Lead

ROBERT J. LAGOMARSINO
19TH DISTRICT, CALIFORNIA

JUN 1

2332 RAYBURN BUILDING
WASHINGTON, D.C. 20515
202-225-3601

ASSISTANT REGIONAL WHIP, PLAINS AND
WESTERN STATES

Congress of the United States
House of Representatives
Washington, D.C. 20515

COMMITTEE ON
FOREIGN AFFAIRS
SUBCOMMITTEES:
INTERNATIONAL ECONOMIC POLICY
AND TRADE
RANKING MINORITY MEMBER
INTER-AMERICAN AFFAIRS

COMMITTEE ON
INTERIOR AND INSULAR
AFFAIRS
SUBCOMMITTEES:
INSULAR AFFAIRS
RANKING MINORITY MEMBER
PUBLIC LANDS AND NATIONAL PARKS

May 1981

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

Dear Mike:

Per our recent conversation concerning my assistant Michael Wootton and efforts to secure a position for him at the State Department, please find enclosed his resume and a list of persons most familiar with him and his work.

As I mentioned, I am most anxious to place Mike at State either in congressional liaison or in another appropriate Schedule C position.

He completed two years of graduate studies in International Relations at the University of San Francisco and served on the staff of my predecessor, Charles Teague, from 1971-74, and on my staff since my election to Congress in 1974. He has served both in Washington and in California. As you will also note from his resume, he has managed five congressional election campaigns and has worked on behalf of many other Republican candidates both at the State and Federal levels. Mike also worked on behalf of Governor Reagan's tax reform initiative in 1973, and for his gubernatorial and presidential campaigns. In short, he has excellent Republican credentials.

During his ten years of congressional service, Mike has worked closely with many Members of Congress, congressional committee staffs and Executive branch liaison personnel concerning issues, cases and legislative activities. His political and legislative experience should make him an outstanding congressional liaison officer at State.

While in Washington last week, Mike met with Drew Arena, the White House Liaison at State, and was advised that letters and expressions of support should be directed to Richard Kennedy, Under Secretary for Management and to Secretary Haig. I appreciate any help you can provide.


ROBERT J. LAGOMARSINO
Member of Congress

enc.

JAY
where are we on this?
4/10
Mike - State Dept is working actually to place Wootton
Dick Kennedy has the action if you want to drop him
or note.
fy

REFERENCES:

Congressman Robert J. Lagomarsino
2332 Rayburn H.O.B.
Washington, D.C. 20515
(202) 225-3601

Congressman Barry M. Goldwater, Jr.
2240 Rayburn H.O.B.
Washington, D.C. 20515
(202) 225-4461

Assemblywoman Carol Hallett
Minority Leader
California State Assembly
Sacramento, Ca. 95814
(916) 445-7795

Mr. Pier Gherini
Attorney at Law
1114 State Street
Santa Barbara, Ca. 93101
(805) 966-4155

Mrs. Marian N. Koonce
802 East Calle Laureles
Santa Barbara, Ca. 93105
(805) 682-5660

Mr. A. A. Milligan
President
Bank of A. Levy
Oxnard, Ca.
(805) 642-0181

Mr. Eric Silberstein
Regional Director
International Trade Administration
Dept. of Commerce
Seattle, Washington
(206) 442-5615

Mr. A. Brooks Firestone
Firestone Vineyards
Los Olivos, Ca.
(805) 688-3940

Mr. Eldon H. Haskell
1224 Coast Village Circle
Montecito, Ca. 93108
(805) 969-4117

Mrs. Katherine H. Haley
10409 Santa Ana Rd.
Ventura, Ca. 93001 tel 805-649-2003

MICHAEL WOOTTON

1075-E Palmetto Way
Carpinteria, California 93013
work: 805-963-1708
home: 805-684-7022

CONGRESSIONAL LIAISON - have extensive administrative and managerial experience in operation and work of congressional offices; familiar with effective methods of dealing with Members of Congress and top congressional staff and Executive branch personnel; strong background in legislation; excellent writer and public speaker; sound experience in press relations

Present Position - District Assistant for Congressman Robert J. Lagomarsino, R-California, including Ventura, Santa Barbara and San Luis Obispo Counties, since March 1974

Administrative Responsibilities - manage three district offices, including seven staff members and four interns

- * Hire all district personnel and handle all logistical matters for effective functioning of offices
- * Serve as chief public affairs spokesman for Congressman, including press relations; public statements on matters of policy; draft press releases, speeches, testimony and newsletters; represent and speak on behalf of Congressman
- * Organize and direct various projects and operations of congressional office
- * Direct all scheduling for the Congressman in California
- * Serve as congressional liaison to Federal, State and Local government officials and offices
- * Organize Federal conferences in California on: procurement and foreign trade; small business opportunities; minority business enterprise; women in business

Legislative Responsibilities - two years experience as Legislative Assistant for Rep. Charles M. Teague (R-Calif.) in Washington, D.C. 1971-72

- * Extensive experience in drafting legislation and moving bills through the House of Representatives, ie. Rep. Lagomarsino's legislation creating Channel Islands National Park in California (now Public Law 96-199)
- * Work closely with Committee and Member's staffs in effectively amending legislation
- * Draft Congressional and Executive branch testimony in support of legislation, ie. Social Security Reforms, National Park bills, OCS Energy Development, Public Lands bills.

Political Responsibilities - successfully managed six congressional campaigns between 1972 and 1980 in California

- * Trained by Republican National Committee Campaign Management College (1973) and Political Fundraising (1976)
- * Organize and Direct all political fundraising for Rep. Lagomarsino including major fundraising events with Sen. Barry Goldwater, Hon. William E. Simon, Dr. Henry Kissinger
- * Design and Direct all political advertising and public relations activities for Rep. Lagomarsino
- * Direct all scheduling for the Congressman in California
- * Design and provide analysis for political public opinion surveys
- * 1980, designed series of Reagan-for-President advertisements for media use in Santa Barbara County; worked with local newspapers to evoke pro-Reagan editorials on various issues, ie. Santa Barbara News-Press, Santa Maria Times, Lompoc Record
- * Speak on behalf of Rep. Lagomarsino and/or Republican Party at debates, forums and social functions

Previous Positions

- * District Assistant for Rep. Charles M. Teague (R-Calif.) 1973-74
- * Legislative Assistant for Rep. Charles M. Teague, Washington, D.C. 1971-72
- * Captain, U.S. Army, Signal Corps

Education

- * Bachelor of Arts, Political Science, University of San Francisco, 1968
- * Graduate studies in Government and International Relations, University of San Francisco, 1969-71

Personal

Age: 34 Married, no children

References available upon request

THE WHITE HOUSE

WASHINGTON

June 12, 1981

Dear Paul:

Thanks for the notes. I have taken the liberty of passing along your letter to Jay Moorhead again, so he, too, will be aware of your specific interests.

We'll keep you posted.

Sincerely,

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

Mr. Paul Shirley
Coast Medical Rentals
P.O. Drawer 1003
116 Hubbard Street
Santa Cruz, CA 95061

M/KD

THE WHITE HOUSE
WASHINGTON

June 11, 1981

Dear Mrs. Nissley:

Thank you for your letter of endorsement of Mrs. Joan Pellett. I have taken the liberty of forwarding your comments to Mr. E. Pendleton James, Director of Presidential Personnel, for review. We appreciate your interest in bringing to our attention someone you recommend so highly.

Again, thank you for writing.

Sincerely,

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

Mrs. Eleanore S. Nissley
Bergen County Republican State Committee
145 Phelps Road
Ridgewood, New Jersey

14 RD

THE WHITE HOUSE
WASHINGTON

June 11, 1981

Dear Mrs. McKim:

Thank you for your letter of endorsement of Mrs. Joan Pellett. She is under active consideration for a position in the Administration and we will keep your thoughts in mind as we move through the process.

Many thanks.

Sincerely,

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

Mrs. Thomas McKim
251 Park Avenue
Midland Park, New Jersey 07432

M/S

THE WHITE HOUSE
WASHINGTON

June 10, 1981

Dear Don:

Thank you for your letter expressing your endorsement of Mr. J. D. Allen as Ambassador to Luxembourg, Kuwait or Bahrain. He is under active consideration and we will keep your thoughts in mind as we move thru the process.

Many thanks.

Sincerely,

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

The Honorable Don Nickles
United States Senate
Washington, D.C. 20510

ALLEN, J.D.

THE WHITE HOUSE

WASHINGTON

June 10, 1981

Dear Mr. Steele-Nicholson:

Thank you for your letter of endorsement of Mr. Michael Bailey. I have taken the liberty of forwarding your comments and Mr. Bailey's resume to Mr. E. Pendleton James, Director of Presidential Personnel, for review.

Please be assured that he will be given every consideration as positions requiring his qualifications become available.

Again, thank you for writing.

Sincerely,

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

Mr. Alan R. Steele-Nicholson
221 Fifth Street, S.E.
Washington, D.C. 20003

BAILEY, MICHAEL

MRD

THE WHITE HOUSE
WASHINGTON

June 10, 1981

Dear Mr. Batten:

Thank you for your letter of endorsement of Mr. Iver Lyche for the position of Ambassador to Norway. I have taken the liberty of forwarding your comments to Mr. E. Pendleton James, Director of Presidential Personnel, for review. We will keep your thoughts in mind as we move thru the process.

Many thanks.

Sincerely,

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

Mr. William M. Batten
N.Y. Stock Exchange
Eleven Wall Street
New York, N. Y. 10005

LYCHE, IVER

THE WHITE HOUSE
WASHINGTON

June 30, 1981

Dear Senator Levin:

Thank you for your letter and endorsement of Mr. William H. Dance as U.S. Ambassador to France. He is under active consideration and we will keep your thoughts in mind as we move through the process.

Many thanks.

Sincerely,

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

The Honorable Carl Levin
United States Senate
Washington, D.C. 20510

THE WHITE HOUSE
WASHINGTON

June 23, 1981

Dear Mr. Souham:

Thank you for your letter and endorsement of Mr. William Dance as U. S. Ambassador to France. He is under active consideration and we will keep your thoughts in mind as we move through the process.

Many thanks.

Sincerely,

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

Mr. Gerard Souham
500 Fifth Avenue
New York, N. Y. 10036

MKD

THE WHITE HOUSE
WASHINGTON

June 17, 1981

Dear Mr. Black:

Thank you for your letter of endorsement of Mr. William H. Dance for the post of United States Ambassador to France. He is under active consideration and we will keep your thoughts in mind as we move through the process.

Many thanks.

Sincerely,

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

Mr. Dwight P. Black
Uniroyal Tire Company
Division of Uniroyal, Inc.
6600 East Jefferson Ave.
Detroit, Michigan 48232

11/12

THE WHITE HOUSE
WASHINGTON

June 16, 1981

Dear Mr. Meyers:

Thank you for your letter of endorsement of Mr. William H. Dance for the appointment as United States Ambassador to France. He is under active consideration and we will keep your thoughts in mind as we move thru the process.

Many thanks.

Sincerely,

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

Mr. Gerald C. Meyers
American Motors Corporation
27777 Franklin Road
Southfield, Michigan 48034

THE WHITE HOUSE
WASHINGTON

June 10, 1981

Dear Mr. Gnau:

Thank you for your letter expressing your endorsement of Mr. William H. Dance as U.S. Ambassador to France. He is under active consideration and we will keep your thoughts in mind as we move thru the process.

Many thanks.

Sincerely,

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

Mr. John R. Gnau, Jr.
Gnau, Carter, Jacobsen & Associates
1775 Pennsylvania Avenue, N.W.
Suite 700
Washington, D.C. 20006

MKD

THE WHITE HOUSE
WASHINGTON

June 9, 1981

Dear Mr. Casey:

Thank you for your letter expressing your endorsement of Mr. William H. Dance as U.S. Ambassador to France. He is under active consideration and we will keep your thoughts in mind as we move thru the process.

Many thanks.

Sincerely,

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

Mr. E. Paul Casey
Ex-Cell-O Corporation
Troy, Michigan 48084

DANCE, Wm H.

MKD

THE WHITE HOUSE
WASHINGTON

June 9, 1981

Dear Mr. Hefty:

Thank you for your letter expressing your endorsement of Mr. William H. Dance as U.S. Ambassador to France. He is under active consideration and we will keep your thoughts in mind as we move thru the process.

Many thanks.

Sincerely,

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

Mr. Robert W. Hefty
International Visitors Council
of Metropolitan Detroit, Inc.
100 Renaissance Center
Suite 1405
Detroit, Michigan 48243

DANCE, Wm

4100

THE WHITE HOUSE
WASHINGTON

June 9, 1981

Dear Mr. Iacocca:

Thank you for your letter expressing your endorsement of Mr. William H. Dance as Ambassador to France. He is under active consideration and we will keep your thoughts in mind as we move thru the process.

Many thanks.

Sincerely,

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

Mr. Lee A. Iacocca
Chairman of the Board
Chrysler Corporation
Post Office Box 1919
Detroit, Michigan 48288

Dance, Wm

MRD

THE WHITE HOUSE
WASHINGTON

June 9, 1981

Dear Mr. Petersen:

Thank you for your letter expressing your endorsement of Mr. William H. Dance as U.S. Ambassador to France. He is under active consideration and we will keep your thoughts in mind as we move thru the process.

Many thanks.

Sincerely,

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

Mr. Donald E. Petersen
President
Ford Motor Company
The American Road
Dearborn, Michigan 48121

DANCE, Wm

THE WHITE HOUSE

WASHINGTON

June 4, 1981

Dear Mr. Gust:

Thank you for your recent letter of recommendation and endorsement of Mr. William H. Dance as Ambassador to France.

I have forwarded your letter to Mr. E. Pendleton James, Director of Presidential Personnel, for review. Please be assured that your comments will be given every consideration and will be further noted in Mr. Dance's personnel file.

Again, thank you for writing.

Sincerely,

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

Mr. Rockwell T. Gust, Jr.
P.O. Box 645
Bloomfield Hills, Michigan 48013

ROCKWELL T. GUST, JR.

P. O. Box 645

BLOOMFIELD HILLS, MICHIGAN 48013

Personal

June 3, 1981

Mr. Michael Deaver
Assistant to the President
Deputy Chief of Staff
The White House
Washington, DC 20500

Dear Mr. Deaver:

I am very pleased to write in support of Mr. William H. Dance for appointment as Ambassador to France. I am aware that his credentials and background material are already in your possession.

I was an original member of and legal counsel to the Michigan Reagan for President Committee under the chairmanship of my very close friend and business partner, John Gnau. We, together with Mr. Robert Chambers, Michigan Reagan Finance Chairman and other Reagan supporters, strongly urge your favorable action on this appointment. Bill Dance not only has all of the qualifications needed for proper representation of the ideals and principles of the Reagan Administration in France, but he has been a loyal Party worker and supporter since 1949.

The cadre of Reagan supporters in Michigan from 1976 to the present time are solidly and completely in support of the candidacy of William H. Dance for this senior appointment.

Very truly yours,



ROCKWELL T. GUST, JR.

TP

MKD

THE WHITE HOUSE
WASHINGTON

June 3, 1981

Dear Mr. Bruce:

Thank you for your letter expressing your endorsement of Mr. William Dance as U. S. Ambassador to France. He is under active consideration and we will keep your thoughts in mind as we move thru the process.

Many thanks.

Sincerely,

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

Mr. Ralph A. Bruce
P.O. Box 1966
Detroit, Michigan 48235

DANCE, WM

THE WHITE HOUSE
WASHINGTON

June 9, 1981

Dear Congressman Porter:

Thank you for your letter expressing your endorsement of Mary M. McDonald as U.S. Ambassador to Sri Lanka. She is under active consideration and we will keep your thoughts in mind as we move thru the process.

Many thanks.

Sincerely,

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

cc: The Honorable Henry Hyde
The Honorable Edward Derwinski

The Honorable John Edward Porter
Congress of the United States
House of Representatives
Washington, D.C. 20515

MR. DONALD MARY

MKD

THE WHITE HOUSE
WASHINGTON

June 9, 1981

Dear Mr. Sparrow:

Thank you for your letter expressing an interest in serving in the Reagan Administration.

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. Harry I. Sparrow
3700 E. Pierson Street
Phoenix, Arizona 85018

THE WHITE HOUSE
WASHINGTON

June 9, 1981

Dear Mr. Reece:

I have received a copy of your personal resume and the note indicating your interest in working on the Advance staff.

I have taken the liberty of forwarding your information to Mr. Joseph Canzeri, my Executive Assistant, for his review and consideration.

We appreciate your interest in serving in the Reagan Administration.

Sincerely,

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

Mr. Michael R. Reece
720 5th Avenue #15
Salt Lake City, Utah 84103

MKD

THE WHITE HOUSE
WASHINGTON

June 9, 1981

Dear Mr. Norcross:

Thank you for your letter expressing your endorsement of Mr. George Meyer for an appointment to the National Advisory Council on Vocational Education.

I have taken the liberty of forwarding your comments and the copy of Mr. Meyer's career brief to Mr. E. Pendleton James, Director of Presidential Personnel, for review.

Your interest is greatly appreciated.

Sincerely,

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

Mr. David F. Norcross
Chairman
New Jersey Republican State Committee
Suite 612
28 West State Street
Trenton, New Jersey 08608

MEYER, GEORGE

MKD

THE WHITE HOUSE
WASHINGTON

June 9, 1981

Dear Guy:

Thank you for your letter expressing your endorsement of Mr. John Mogk for the position of Chairman of the International Joint Commission. He is under active consideration and we will keep your thoughts in mind as we move thru the process.

Many thanks.

Sincerely,

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

The Honorable Guy Vander Jagt
Congress of the United States
House of Representatives
Washington, D.C. 20515

Mogk, John

MKD

THE WHITE HOUSE
WASHINGTON

June 9, 1981

Dear Mr. Valez:

Thank you for your letter concerning your interest in the post of U.S. Ambassador to the Phillippines.

I have forwarded your letter and supporting documents to Mr. E. Pendleton James, Director of Presidential Personnel, for review and consideration.

Sincerely,

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

Mr. Gonzalo A. Velez
Congress of Filipino American Citizens
1 CFAC Plaza
Jersey City, N.J. 07302

AKD

THE WHITE HOUSE
WASHINGTON

June 9, 1981

Dear Senator Goldwater:

Thank you for your wire concerning your endorsement of The Honorable John Pritzlaff being appointed Ambassador to Singapore. He is under active consideration and we will keep your thoughts in mind as we move thru the process.

Many thanks.

Sincerely,

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

The Honorable Barry Goldwater
United States Senate
Washington, D. C.

PRITZLAFF - T-1

MKD

THE WHITE HOUSE
WASHINGTON

June 9, 1981

Dear Mr. Condron:

Thank you for your letter and comments regarding your expertise in the housing industry. 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.

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

Mr. Darrell G. Condron
Family Construction, Inc.
P.O. Box 7827
Spokane, Washington 99208

MC1)

THE WHITE HOUSE
WASHINGTON

June 9, 1981

Dear Mr. Elliott:

Thank you for your letter concerning consideration to a committee member position of the Federal Home Loan Mortgage Corporation. Your comments have been forwarded to Mr. E. Pendleton James, Director of Presidential Personnel, for review.

Sincerely,

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

Mr. Charlie Elliott, Jr.
President
Elliott Real Properties, Inc.
885 State Farm Road
Boone, North Carolina 28607

MKD

THE WHITE HOUSE
WASHINGTON

June 9, 1981

Dear Mr. Strauss:

Thank you for your letter concerning your interest in various Ambassadorships. I have taken the liberty of forwarding your comments and the articles you included to Mr. E. Pendleton James, Director of Presidential Personnel, for review.

Again, thank you for writing.

Sincerely,

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

Mr. Harlan J. Strauss, Ph.D.
118 E. Street, S.E.
Washington, D.C. 20003

THE WHITE HOUSE
WASHINGTON

June 9, 1981

Dear Mr. Barrett:

Thank you for your letter expressing your endorsement of Mr. John E. Mogk for the Chairmanship of the United States Section of the International Joint Commission (IJC). We will keep your thoughts in mind as we move thru the process.

Many thanks.

Sincerely,

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

Mr. James Barrett
President
Michigan State Chamber of Commerce
200 N. Washington Square, Suite 400
Lansing, Michigan 48933

Mogk, John E.

THE WHITE HOUSE

WASHINGTON

June 9, 1981

Dear Chuck:

Thank you for your letter expressing your endorsement of Mr. William Alexander Hewitt as U.S. Ambassador to France. He is under active consideration and we will keep your thoughts in mind as we move thru the process.

Many thanks.

Sincerely,

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

The Honorable Charles E. Grassley
United States Senate
Washington, D. C. 20510

M(1)

THE WHITE HOUSE
WASHINGTON

June 2, 1981

Dear Mr. Tappan:

Thank you for your telegram expressing your endorsement of Mr. Christopher H. Phillips as U.S. Ambassador to the People's Republic of China. He is under active consideration and we will keep your thoughts in mind as we move thru the process.

Many thanks.

Sincerely,

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

Mr. David S. Tappan, Jr.
3333 Michelson Drive
Irvine, CA 92715

Bcc to Pres Personnel



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION
Washington, D.C. 20503

7

June 2, 1981

MEMORANDUM FOR: Shirley Moore
FROM: Stephanie A. Williams *saw*
SUBJECT: Work Availability Date

Please be aware that my services will be available to you as of 9-9-81. Your suggestions as to the next step that must be taken in order to establish contact with you for arrangements for an interview will be appreciated.

ATTACHMENTS

UNITED STATES CIVIL SERVICE COMMISSION NOTICE OF RATING

APPLICANT MUST FILL IN ALL BLANKS IN THIS SECTION ONLY

TITLE OF EXAMINATION <p style="text-align: center;">Stenographer and Typist</p>	PLACE OF EXAMINATION <p style="text-align: center;"><i>Washington, D. C.</i></p>	DATE OF TEST <p style="text-align: center;"><i>4/26/79</i></p>
NAME AND ADDRESS (Number, Street, City, State and ZIP Code) <p style="text-align: center;"><i>Stephanie Ann Williams 9526 Fort Foster Road Green Hill, MD 20022</i></p>		<p><i>This is not a notice of appointment. It is a record of your rating. It is important that you keep it.</i></p> <hr/> <p style="text-align: center;">PERIOD OF CONSIDERATION FROM ISSUE DATE</p> <p> <input type="checkbox"/> 6 MONTHS <input type="checkbox"/> 12 MONTHS <input checked="" type="checkbox"/> <i>1 YEAR</i> SEE REVERSE SIDE </p>

☒ You are **ELIGIBLE** for the following grade(s):

CLERK-TYPIST	CLERK-STENOGRAPHER	CLERK-DICTATING MACHINE TRANSCRIBER	CLERK-STENOGRAPHER (TRAINEE)	YOUR NUMERICAL RATING IS	FOR CIVIL SERVICE COMMISSION USE ONLY
<input checked="" type="checkbox"/> GS-2 <input checked="" type="checkbox"/> GS-3 <input type="checkbox"/> GS-4	<input type="checkbox"/> GS-3 <input type="checkbox"/> GS-4 <input type="checkbox"/> GS-5	<input type="checkbox"/> GS-3 <input type="checkbox"/> GS-4	<input type="checkbox"/> GS-2	<i>813</i>	TEST SCORES <hr/> GENERAL TEST (CLERICAL PLUS VERBAL) <div style="border: 1px solid black; padding: 5px; margin: 5px;"> <i>I 100</i> </div> <hr/> TYPING <div style="border: 1px solid black; padding: 5px; margin: 5px;"> <i>II 52/3</i> </div> <hr/> DICTATION <div style="border: 1px solid black; padding: 5px; margin: 5px;"> <i>III</i> </div> <hr/> CLERICAL <div style="border: 1px solid black; padding: 5px; margin: 5px;"> <i>IV 48</i> </div> <hr/> VERBAL <div style="border: 1px solid black; padding: 5px; margin: 5px;"> <i>V 52</i> </div>

AMOUNT OF VETERAN PREFERENCE INCLUDED IN YOUR RATING: 5 PTS ☐ 10 PTS ☐

☒ You are **INELIGIBLE** for the following grade(s):

CLERK-TYPIST	CLERK-STENOGRAPHER	CLERK-DICTATING MACHINE TRANSCRIBER	CLERK-STENOGRAPHER (TRAINEE)
<input type="checkbox"/> GS-2 <input type="checkbox"/> GS-3 <input checked="" type="checkbox"/> GS-4	<input type="checkbox"/> GS-3 <input type="checkbox"/> GS-4 <input type="checkbox"/> GS-5	<input type="checkbox"/> GS-3 <input type="checkbox"/> GS-4	<input type="checkbox"/> GS-2

REASON FOR INELIGIBILITY:

- ☐ You did not earn a passing score for the grade(s), checked ineligible, therefore no numerical rating is assigned for them.
- ☐ You did not pass the typing performance test.
- ☐ You did not pass the stenography performance test.
- ☐ Your lowest acceptable salary is higher than that of the position in which you qualify.
- ☒ Your qualifications statement does not show that you meet the minimum experience or education required for the grade(s) checked ineligible.
- ☐ You failed to reply to official correspondence.

THE ITEMS CHECKED BELOW APPLY TO YOU:

- ☐ You passed the general tests. If you re compete, you need retake only the typing part (and dictating part if you apply for stenographer) of the test. You must also present this notice and a Personal Qualifications Statement, Standard Form 171.
- ☐ You failed the stenography test only. If you re compete, you need retake only that test. You must also present this notice and a Personal Qualifications Statement, S.F. 171.
- ☐ You may not enter on duty until completion of required education is shown.
- ☐ Your qualifications statement is attached in case you wish to apply for a different position.

DATE OF ISSUE <p style="text-align: center;"><i>10-1-80</i></p>	ISSUING OFFICE <p style="text-align: center;"><i>EW</i></p>
---	---

SEE OTHER SIDE FOR EXPLANATION OF SCORES

BE SURE TO READ THE IMPORTANT MESSAGES ON THE BACK OF THIS FORM

Part I

CSC FORM 4008-C
OCTOBER 1973

Personal Qualification Statement

Read instructions before completing form

G.M.S. No. 50-10387

1. Kind of position (job) you are filing for (or title and number of announcement)

2. Options for which you wish to be considered (if listed in the announcement)

3. Home phone
Area Code 630 Number 1388

4. Work phone
Area Code 395 Number 7370 Extension

5. Preferred title (mark one)
☐ Mr. ☐ Mrs. ☒ Miss ☐ Ms.

6. Other last names ever used (e.g., Maiden)

7. Name (Last, First, Middle)
Williams Stephanie Anne

Street address or RFD no. (include apartment no., if any)
3424 Brinkley Rd #303

City **Temple Hills** State **Md.** ZIP Code **20031**

8. Birthplace (City & State, or foreign country)
Walter Reed Hosp., Wash. D.C.

9. Birth date (Month, day, year)
6/2/61

11. If you have ever been employed by the Federal Government as a civilian, give your highest grade, classification series, and job title.
CLERK-TYPIST DATA-ENTRY GS-3-1

Dates of service in that grade (Month, day, and year)
From **9-11-80** To **PRESENT**

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.

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

Material ☐ Submitted ☐ Entered register ☐ Returned ☐

Notations:

Form reviewed:
Form approved:

Option	Grade	Earned Rating	Preference	Aug. Rating
			<input type="checkbox"/> 5 Points (Tent.)	
			<input type="checkbox"/> 10 Points Comp. Dis.	
			<input type="checkbox"/> Other 10 Points	
			<input type="checkbox"/> Disal.	
			<input type="checkbox"/> 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

13. Lowest pay or grade you will accept:

PAY **\$ 10,963 per year** OR GRADE **4**

14. When will you be available for work? (Month and year)
9-9-81

15. Are you available for temporary employment lasting:
(Acceptance or refusal of temporary employment will not affect your consideration for other appointments.)

A. Less than 1 month? ☐ YES ☐ NO

B. 1 to 4 months? ☐ YES ☐ NO

C. 5 to 12 months? ☒ YES ☐ NO

16. Are you interested in being considered for employment by:

A. State and local government agencies? ☒ YES ☐ NO

B. Congressional and other public offices? ☒ YES ☐ NO

C. Public international organizations? ☒ YES ☐ NO

17. Where will you accept a job:

A. In the Washington, D.C. Metropolitan area? ☒ YES ☐ NO

B. Outside the 50 United States? ☐ YES ☐ NO

C. Anyplace in the United States? ☐ YES ☐ NO

D. Only in (specify locality):

18. Indicate your availability for overnight travel:

A. Not available for overnight travel ☒ YES ☐ NO

B. 1 to 5 nights per month ☐ YES ☐ NO

C. 6 to 10 nights per month ☐ YES ☐ NO

D. 11 or more nights per month ☐ YES ☐ NO

19. Are you available for part-time positions (fewer than 40 hours per week) offering:

A. 20 or fewer hours per week? ☐ YES ☐ NO

B. 21 to 31 hours per week? ☒ YES ☐ NO

C. 32 to 39 hours per week? ☐ YES ☐ NO

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? (Exclude tours of active duty for training in Reserves or National Guard) ☒ YES ☐ NO

B. Have you ever been discharged from the armed services under other than honorable conditions? (You may omit any such discharge changed to honorable or general by a Discharge Review Board or similar authority.) ☒ YES ☐ NO

C. Do you claim 5 point preference based on active duty in the armed forces? ☒ YES ☐ NO

D. Do you claim 10 point preference? ☒ YES ☐ NO

If "YES", check the type of preference claimed and complete and attach Standard Form 15, "Claim for 10 Point Veteran Preference", together with the proof requested in that form.

Type of Preference: ☐ Compensable Disability ☐ Non-compensable Disability ☐ Purple Heart Recipient ☐ Spouse ☐ Widow(er) ☐ Mother

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

N/A



Form Approved:
O.M.B. No. 50-R0048

1. Name (Last, First, Middle) and Address (Number, Apt. No., Street, City, State, and ZIP Code) Williams, Stephanie Anne 3424 Brinkley Rd. #303 Temple Hills, Md. 20031		2. Date of this amendment <div style="border: 1px solid black; padding: 2px; display: inline-block;">5/14/81</div>		3. Birth date (Mo., Day, Yr.) <div style="border: 1px solid black; padding: 2px; display: inline-block;">6/2/61</div>		<div style="border: 1px solid black; padding: 2px; display: inline-block; color: red;">RED</div>	
6. Kind of position you are filing for (or title and number of announcement)		5. Name on SF 171 being amended if different from item 1.					
8. Lowest pay or grade you will accept <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> PAY <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> <div style="width: 10%; text-align: center;">OR</div> <div style="width: 45%;"> GRADE <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> </div>		7. Reason for submission (Check one) <input type="checkbox"/> To update Personal Qualifications Statement in my Official Personnel Folder <input type="checkbox"/> To update Personal Qualifications Statement on file with you <input type="checkbox"/> To update attached Personal Qualifications Statement <input checked="" type="checkbox"/> As requested					
9. EXPERIENCE. Begin with current or most recent work or volunteer experience and work back. Account for periods of unemployment exceeding three months and your residence address at that time on the last line of the experience blocks in order. May inquiry be made of your present employer regarding your character, qualifications, and record of employment? (A "NO" will not affect your consideration for employment opportunities except for Administrative Law Judge positions.)							
Name and address of employer's organization (include ZIP Code, if known) Executive Office of the President 726 Jackson Place N.W. Wash. D.C. 20503				Dates employed (give month and year) From 9-11-81 To present		Average number of hours per week 40	
Exact title of your position CLERK-TYPIST DATA-ENTRY				Name of immediate supervisor RAY BARBER		Area Code 395-7370	
Kind of business or organization (manufacturing, accounting, social services, etc.) OFFICE OF ADMINISTRATION				Telephone Number 395-7370		Number and kind of employees you supervised 1	
If Federal service, civilian or military: series, grade or rank, and date of last promotion GS-3 Step 1				Your reason for wanting to leave For agency use (skill codes, etc.)			
Description of work (Describe your specific duties, responsibilities and accomplishments in this job.): TIME AND ATTENDANCE KEEPER, DATA-ENTRY CLERK-RESPONSIBLE FOR COORDINATING AND MAINTAINING TIME ACCOUNTING, RESPONSIBLE FOR LOGGING IN DATA INTO THE HONEYWELL 7800 SERIES TERMINAL, WORD PROCESSING EXPERIENCE: LEXITRON VT 1202, HONEYWELL LEVEL 6, RESPONSIBLE FOR THE FOLLOWING: PERSONAL AND TELEPHONE CONTACTS, READING AND ROUTING INCOMING MATERIAL, COMPOSING AND REVIEWING CORRESPONDENCE, OBTAINING, ASSEMBLING AND ARRANGING INFORMATION, MAINTAINING FILES AND RECORDS OTHER CLERICAL ADMINISTRATION AND OFFICE MANAGEMENT WORK. PRIME OFFICE AUTOMATION SYSTEM (combined WP & OFFICE ADMINISTRATION)							
Name and address of employer's organization (include ZIP Code, if known)				Dates employed (give month and year) From To		Average number of hours per week	
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.):							
For agency use (skill codes, etc.)							

21 Experience Begin with current or most recent work or volunteer experience and work back. Account for periods of unemployment exceeding three months and your residence address at that time on the last line of the experience blocks in order of occurrence.				
May inquiry be made of your present employer regarding your character, qualifications, and record of employment? (A "NO" will not affect your consideration for employment opportunities except for Administrative Law Judge positions.)				
		<input checked="checked" type="checkbox"/> YES		<input type="checkbox"/> NO
A Name and address of employer's organization (include ZIP Code, if known)		Dates employed (give month and year)		Average number of hours per week
Oakwood College Huntsville, Al. 35806 Registrar's Office		From 1-2-80 To 5-24-80 Salary or earnings Beginning \$ 2.65 per hr. Ending \$ per		12 Place of employment City Huntsville, State Alabama
Exact title of your position Transcript Clerk	Name of immediate supervisor Kevin Ible	Area Code 215	Telephone Number 837-1630	Number and kind of employees you supervised 0
Kind of business or organization (manufacturing, accounting, social services, etc.) Admissions & Records		If Federal service, civilian or military: series, grade or rank, and date of last promotion		Your reason for wanting to leave Summer Break
Description of work (Describe your specific duties, responsibilities and accomplishments in this job.): Records transcript requests; Verify and clear the financial records of students. Cumulated student quarter and class hours on transcripts and taught students to do same also. Worked as aid to students in answering their questions on procedures to working on the various forms from Adm. and Rec. office. Also did clerical work xeroxing, phone answering. Worked w/business machines also.				
				For agency use (skill codes, etc.)
B Name and address of employer's organization (include ZIP Code, if known)		Dates employed (give month and year)		Average number of hours per week
Office of Personnel Office of Surface Mining Dept of Interior 1951 Const. Ave. N.W. Wash. D.C.		From 11-27-79 To 12-27-79 Salary or earnings Beginning \$ 3.56 per hr. Ending \$ per		40 Place of employment City Wash. D.C. State
Exact title of your position Clerk Typist	Name of immediate supervisor Anne Chapman	Area Code 202	Telephone Number 343-4171	Number and kind of employees you supervised 0
Kind of business or organization (manufacturing, accounting, social services, etc.) Office of Personnel		If Federal service, civilian or military: series, grade or rank, and date of last promotion		Your reason for leaving Return to school
Description of work (Describe your specific duties, responsibilities and accomplishments in this job.): Handled typed and processed govt. forms and resignations; travel vouchers and authorizations, scheduled plane flights and hotel reservations. Acted as receptionist and main switchboard operator. Operated: finger printing machine, dictaphone, computer terminal, tele phax, micro-printer reader, IBM Memory typewriter. All duplication machines. Responsible for mail, witnessing of new workers kept up directors schedule.				
				For agency use (skill codes, etc.)
C Name and address of employer's organization (include ZIP Code, if known)		Dates employed (give month and year)		Average number of hours per week
WOCG (Radio) Oakwood College Huntsville, Al. 35806		From 9-5-79 To 11-21-79 Salary or earnings Beginning \$ 2.65 per hr. Ending \$ per		12 Place of employment City Huntsville State AL
Exact title of your position Radio Announcer	Name of immediate supervisor James Dykes	Area Code 215	Telephone Number 837-1630	Number and kind of employees you supervised 0
Kind of business or organization (manufacturing, accounting, social services, etc.) Radio Station		If Federal service, civilian or military: series, grade or rank, and date of last promotion		Your reason for leaving School Break
Description of work (Describe your specific duties, responsibilities and accomplishments in this job.): Responsible for gathering and editing and presenting news worthy articles for the daily morning news broadcast. Also announced sports. Temporarily acted as Host on radio broadcast (for campus) and immediate area. Announced Public Service Announcements. Cued on records, hosted Classical Music Program. Familiar with some technical aspects of broadcasting equipment.				
				For agency use (skill codes, etc.)

CONTINUATION SHEET FOR STANDARD FORM 171
PERSONAL QUALIFICATIONS STATEMENT

Form Approved
OMB No. 50-R0387

INSTRUCTIONS—Fill out this form only when necessary for completion of Item 21, "EXPERIENCE," on Standard Form 171.
Enclose with your Statement. Typewrite or print clearly in dark ink.

1. Name (Last) (First) (Middle) Williams Stephanie A		2. Birth date (Month, day, year) 6/2/61		3. Kind of position applied for, or name of examination: Clerk typist	
Name and address of employer's organization (include ZIP Code, if known) Office of Surface Mining Dept. of Interior (Personnel Dept.) 1951 Const. Ave., N.W. Washington, D.C.		Dates employed (give month and year) From 6/25/79 To 8/25/79		Average number of hours per week 40	
		Salary or earnings Beginning \$ 3.56 per hr Ending \$ per		Place of employment City Wash., D.C. State	
Exact title of your position Clerk typist		Name of immediate supervisor Anne Chapman		Area Code 202	Telephone Number 343-4666
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 GS 2/1		Number and kind of employees you supervised NA	
Description of work (Describe your specific duties, responsibilities and accomplishments in this job): Responsible for the announcing and taping of the weekly personnel job announcement telephone tapes; Prepared letters and memos for the Director of Personnel. Typed out government forms. Worked with duplication apparatus, also did filing; Responsible for providing Regional offices and offices within OSM information on training programs, each week.				Your reason for leaving return to school	
For agency use (skill codes, etc.)					

Dates of employment (month, year) From 6/10/79 To 6/25/79		Exact title of position Clerk-typist		If Federal service, civilian or military grade GS-2	
Salary or earnings Starting \$ 3.56 per hr. Final \$ " per "		Avg. hrs. per week 40	Place of employment City Wash. D.C. State:	Number and kind of employees supervised	Kind of business or organization (manufacturing, accounting, insurance, etc.) School
Name of immediate supervisor Nancy Salasko		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Bi-Lingual Education (Gordon Center) 35th & T st. N.W. Wash. D.C./20101			
Area Code and phone No. if known 202-282-0140		Reason for leaving Termination of CETA FUNDS FOR PROGRAM			
Description of work (Describe your specific duties, responsibilities and accomplishments in your work) Aided teachers in preparing teaching manual for foreign students by co-editing and rewriting and typing, also answered phones, prepared letters and memos, also filing and responsibility of keeping some allotted funds set aside for office materials was expected of me.					
For agency use (skill codes, etc.)					
Dates of employment (month, year) From 8/29/78 To 6/1/79		Exact title of position Switch Brd/Receptionist		If Federal service, civilian or military grade	
Salary or earnings Starting \$ 2.87 per hr. Final \$ " per "		Avg. hrs. per week 28	Place of employment City New Market State: VA	Number and kind of employees supervised	Kind of business or organization (manufacturing, accounting, insurance, etc.) Academy (Dorm)
Name of immediate supervisor Frances Gibbs		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Shenandoah Valley Academy New Market, VA 22844			
Area Code and phone No. if known 703-740-3161		Reason for leaving Graduation			
Description of work (Describe your specific duties, responsibilities and accomplishments in your work) Dorm Receptionist and School Switch Board Operator and operator of dorm intercom system. Was office Asst. to Head Dean of Girls did typing and scheduling of Appointments for dean also responsible for handling private files of students and making sure that all doors and exits were locked during dorm curfew; Was placed in charge of the office change box and had key to dorm money safe.					
For agency use (skill codes, etc.)					

Please see next page

From 8/29/77 To 5/25/78		ludlow operator		or military grade	
Salary or earnings Starting \$ 2.87 per hr. Final \$ " per "		Avg. hrs. per week 12	Place of employment City: New Market State: VA	Number and kind of employees supervised	Kind of business or organization (manufacturing, accounting, insurance, etc.) Bindery
Name of immediate supervisor Al. Moulder			Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Shen. Val. Bindery New Market, VA 22844		
Area Code and phone No. if known 703-7403161					
Reason for leaving End of School year					
Description of duties and accomplishments in your work Responsible for measuring size of book binds for lettering and then choosing the lettering used and molding them. Also worked in Book covering and laying dept. and book ends and refinishing dept.					
					For agency use (skill codes, etc.)

Dates of employment (month, year) From 8/28/76 To 5/25/77		Exact title of position Cafeteria Asst.		If Federal service, civilian or military grade	
Salary or earnings Starting \$ 1.87 per hr. Final \$ " per "		Avg. hrs. per week 12	Place of employment City: New Market State: VA	Number and kind of employees supervised	Kind of business or organization (manufacturing, accounting, insurance, etc.) Cafeteria
Name of immediate supervisor Clarice White			Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Shen. Val. Acad. New Market, Va 22844		
Area Code and phone No. if known 703-740-3161					
Reason for leaving End of School					
Description of duties and accomplishments in your work Cafeteria aid in preparing meals, was responsible for watching cafe while cafeteria supervisor was absent. Also served the food to the students. Also had janitorial duties.					
					For agency use (skill codes, etc.)

Dates of employment (month, year) From To		Exact title of position		If Federal service, civilian or military grade	
Salary or earnings Starting \$ per Final \$ per		Avg. hrs. per week	Place of employment City: State:	Number and kind of employees supervised	Kind of business or organization (manufacturing, accounting, insurance, etc.)
Name of immediate supervisor			Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)		
Area Code and phone No. if known					
Reason for leaving					
Description of duties and accomplishments in your work					
					For agency use (skill codes, etc.)

Dates of employment (month, year) From To		Exact title of position		If Federal service, civilian or military grade	
Salary or earnings Starting \$ per Final \$ per		Avg. hrs. per week	Place of employment City: State:	Number and kind of employees supervised	Kind of business or organization (manufacturing, accounting, insurance, etc.)
Name of immediate supervisor			Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)		
Area Code and phone No. if known					
Reason for leaving					
Description of duties and accomplishments in your work					
					For agency use (skill codes, etc.)

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

Was Avon Saleswoman, Culporturer (book sales) Nurses Aid; Writer-Anchor Woman on Closed Circuit campus program. Took course in speech and Journalism. Chairman of Adm. Policy on College Senate; Did Volunteer work w/ Sunshine band (visited the sick and shutin).

B. Kind of license or certificate (pilot, registered nurse, lawyer, radio operator, CPA, etc.)

Radio/Telephone Operator Permit

C. Latest license or certificate

Year **79** State or other licensing authority **FCC**

D. Approximate number of words per minute

Typing **65 →** Shorthand **120**

23. 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?

Yes ☒ Month and year **6/3/79** No ☐ Highest grade completed

B. Name and location (city and State) of last high school attended.

**Shenandoah Valley Academy
New Market, VA. 22844**

C. Name and location (city, State, and ZIP Code, if known) of college or university. (If you expect to graduate within nine months, give MONTH and YEAR you expect to receive your degree.)

**Oakwood College, Huntsville, Al.
35806**

Dates Attended		Years Completed		No. of Credits Completed		Type of Degree (B.A., etc.)	Year of Degree
From	To	Day	Night	Semester Hours	Quarter Hours		

79	80				48	BA	
-----------	-----------	--	--	--	-----------	-----------	--

D. Chief undergraduate college subjects

No. of Credits Completed	
Semester Hours	Quarter Hours

Pre. Calculus
Psychology
Fresh. Comp./Research Skills

E. Chief graduate college subjects

No. of Credits Completed	
Semester Hours	Quarter Hours

G. Other schools or 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.

**Lexitron WP Training Course (1 Day Course) Mar. 31, 1981 In Wash:D.C.
Honeywell Level 6 Training(w)(1 Day Course) Oct. 23, 1980 In Wash. D.C.**

24. Honors, awards, and fellowships received

Perfect Attendance and citizenship; Honor Roll; Honorable Mention in Young People's Radio Festival.

25. 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

26. 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
Kevin Ible	Oakwood College "Registrar's Off Huntsville, Al. 35806	Adm. Sec.
Toney Head	office of Personnel 1951 Const. Ave. NW Wash. D.C. 20406	Dir. Of Mang & Budget
Lois Morin	Executive Office of the Pres. 726 Jackson Place, NW. Wash.D.C.	Sup. Sys. Analyst

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.

YES NO
X

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?

X
X

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.)

X
X

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?

X
X

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.)

X
X

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 with 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?

X

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.

33 Mother: Mary H. Williams 9526 Fort Foote Rd. Oxon Hill Md. 20022
Assessment Officer for Office of Minority Business Affairs

Father: Louis J. Williams: 9526 Fort Foote Rd. Oxon Hill Md. 20022
Div. Chief of Publications at the Defense Documentation Center

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)

Stephanie A. Williams

DATE

6-1-81



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION
Washington, D.C. 20503

May 14, 1981

MEMORANDUM FOR:

Stephanie A. Williams

FROM:

Shirley Dibble

I would like to thank you for the work you did to assist the Procurement Office on Solicitation No. EOPOA-81-R-0002. Because of the changeover in staff in our office, the normal duties of contract personnel were shifted to you. I understand that you have had no training or experience in the procurement field. Still you handled a large volume of requests and miscellaneous activities very well.

We appreciate the excellent help you gave us.

Shirley Dibble

Honeywell
Information Systems

ATHENA TRAINING PROGRAM

This Certificate is Awarded to

Stephanie Williams

In Recognition of Successful Completion of
The Athena Training Program

Oct 23 1980

Date

Debi Quigley
Debi Quigley

Instructor

John Foster
Manager, Office Products Marketing Support

THE WHITE HOUSE
WASHINGTON

June 1, 1981

Dear Jerry:

Thank you for your letter of endorsement for Mr. John H. Reed as Ambassador to a post appropriate to his background and interest. He is under active consideration and we will keep your thoughts in mind as we move thru the process.

Many thanks.

Sincerely,

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

The Honorable Gerald B. Solomon
House of Representatives
Washington, D.C. 20515

BCC: *Ben Jones*

Congress of the United States

House of Representatives

Washington, D.C. 20515

May 19, 1981

Mr. Michael Deaver, Deputy Chief of Staff to the President
The White House
1600 Pennsylvania Avenue
Washington, D.C. 20500

Dear Mike:

I am pleased to recommend Mr. John H. Reed for appointment to the position of Ambassador of the United States to Singapore, Thailand, or Sri Lanka, or another post appropriate to his background and interest.

It has been my pleasure to know John and to work with him here in Washington on issues affecting the building and construction industry, as he is now Director of Government Relations for the Associated Builders and Contractors.

As I expect you are aware, John has a stellar background, having served as an elected Maine State Representative, Maine State Senator, Governor of the State of Maine, Member and Chairman of the National Transportation Safety Board, and Ambassador to Sri Lanka under President Ford.

I cannot think of any person I have met since coming to Washington who better displays the characteristics necessary to fulfill the responsibilities of an Ambassador. John has the intelligence, experience, and background for such a position, and equally important, the personality, demeanor and presence so necessary for a representative of our country abroad. I am certain that the dignity and prestige of our great nation would be truly served by John Reed's appointment to one of the positions I have mentioned above.

Mike, I sincerely appreciate any consideration you might extend John Reed in this matter. If I may be of further assistance, please don't hesitate to let me know.

Sincerely,

GERALD B. SOLOMON
Member of Congress

P.S. I have also sent a similar letter to
Max Friedersdorf and Lyn Nofziger

THE WHITE HOUSE
WASHINGTON

June 1, 1981

Dear Mr. Durant:

Thank you for your letter concerning your consideration for the appointment of U.S. Attorney for the Eastern District of Michigan. I have taken the liberty of forwarding your letter to Mr. E. Pendleton James, Director of Presidential Personnel, for consideration and review.

We will keep your thoughts in mind as we move thru the process of appointments.

Sincerely,

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

Mr. W. Clark Durant, III
2300 Penobscot Building
Detroit, Michigan 48226

Resonance

DURANT & DURANT, P.C.

ATTORNEYS AND COUNSELORS

2300 PENOBSCOT BUILDING • DETROIT, MICHIGAN 48226 • TELEPHONE 961-6800

RICHARD DURANT
W. CLARK DURANT III

May 23, 1981

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

Dear Mr. Deaver;

I am writing you at the suggestion of Mrs. Ros Haley of Lubbock, Texas.

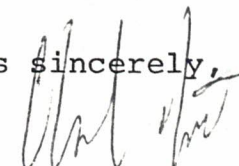
Mr. Deaver, I am being considered for the appointment of U.S. Attorney for the Eastern District of Michigan. I enclose a resume plus letters from Bill Buckley and Senators Helms, Hatch and Jepsen. In addition, Congressman Guy Vander Jagt from Michigan and Senators Laxalt and McClure have letters on the way to the Attorney General. Lastly, my name was on a memo from Lyn Nofziger to the Attorney General regarding U.S. Attorney appointments in states where there is no Republican Senator.

Mr. Deaver, I think it is important for you to know that I am the only individual who, of the five who are being considered for the appointment, has a record of working for the President; and I did it with enthusiasm not only in 1980 but also in 1976. In 1976 it was not the popular thing to do in Gerald Ford's home state; but, Mr. Deaver, my loyalty to the President and his principles is unmatched by the other candidates. In a position as sensitive and important as that of the U.S. Attorney the President should have a man who is both competent and loyal. Mr. Deaver, I am both.

I have had the opportunity to discuss this appointment with John Herrington and Herb Ellingwood. I would very much appreciate it if I could have the same opportunity with you. Mr. Deaver, I do not want to impose on your busy schedule but I hope that I might be able to have a few moments to visit with you this week.

Mr. Deaver, thank you for these few moments of your time.

Yours sincerely,


W. Clark Durant, III

THE WHITE HOUSE
WASHINGTON

June 1, 1981

Dear Bill:

Jim Theberge is under very active consideration for an Ambassadorship.

I'll keep your thoughts in mind as we continue thru the process.

Many thanks.

Sincerely,

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

Mr. William J. Casey
Director of Central Intelligence
Room 345 OE0B

BCC: *Pen Jones*
THEBERGE, JIM

WILLIAM J. CASEY

11 May 1981

MEMORANDUM FOR: The Honorable Michael K. Deaver
Assistant to the President
and Deputy Chief of Staff

SUBJECT: James D. Theberge

Jim Theberge asked me to write you about his interest in an Ambassadorial assignment in Latin America. He was one of Dick Allen's foreign policy advisors on the campaign, is very knowledgeable about Latin American matters, having served well as Ambassador to Nicaragua before Carter let it go down the drain, and has written extensively on Caribbean and Latin American matters.

Bill

William J. Casey

Enclosure:
Foreign Affairs and Economics Experience-
James D. Theberge

Dear Bill

*Jim Theberge is under very
active consideration for an
Ambassadorship.*

*I'll keep your thoughts
in mind as we continue the process*

MKD

THE WHITE HOUSE
WASHINGTON

June 1, 1981

Dear Mr. Walsh:

Thank you for your letter of endorsement
for Mr. Paul Crouch as Ambassador to Jamaica.
He is under active consideration and we will
keep your thoughts in mind as we move thru the
process.

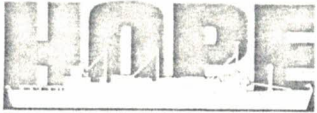
Many thanks.

Sincerely,

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

Dr. William B. Walsh
Project HOPE Health Sciences
Education Center
Carter Hall
Millwood, VA 22646

BCC - *Ben James*



The Project HOPE Health Sciences Education Center, Carter Hall, Millwood, Virginia 22646 / (703) 837-2100

Office of the President

May 12, 1981

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

Dear Mike:

It is my understanding that you are reviewing various candidates for appointments to ambassadorships. I would like to register my advocacy for Paul Crouch who, I understand, is being considered for appointment to Jamaica.

Paul is a retired Vice President of Alcoa who actually served in Washington for many years prior to becoming Vice President in charge of Alcoa operations in Jamaica. Paul worked in Jamaica for many years and earned the friendship and respect not only of the Jamaican people but also of the political leaders who are now responsible for that country's destiny.

I have particular interest in Jamaica because of the long standing involvement of Project HOPE in Jamaica over the past ten years. We have invested a great deal of private resources in manpower training throughout all of the health areas including medicine, dentistry, nursing, technology, etc. As a result of their recent elections and our own Administration's manifest interest in that country, we responded to the request from that government for a new acceleration of our efforts.

We have already provided that government with over a million dollars worth of essential drug and other medical supplies, three complete medical libraries and are committing to a variety of teaching programs for the next five years. We, therefore, do have a selfish interest in the selection of the new ambassador, for he will play a vital role in the re-emergence of the American posture in Jamaica.

I will appreciate any consideration you can give to my views.

Sincere personal regards,

Bill

William B. Walsh, M. D.

WBW:mb

Board of Directors: Eugene M. Zuckert, Chairman, Eugene R. Black, Herbert J. Bloom, D.D.S., Mrs. Edward N. Cole, W. H. Conzen, J. Edward Day, W. L. Henry, Irwin Lerner, Edwin A. Locke, Jr., Mrs. Emil Mosbacher, Jr., John O'Neil, J. Donald Rauth, Mrs. John B. Rogan, F. Ritter Shumway, Lester S. Sinness, C. Joseph Stetler, James Stewart, William B. Walsh, M.D., Richard J. Whalen, Foster B. Whitlock, Joseph D. Williams, Philip Young. Officers: William B. Walsh, M.D., President; Edwin A. Locke, Jr., Vice President; W. L. Henry, Treasurer; J. Edward Day, Secretary.

THE WHITE HOUSE
WASHINGTON

June 1, 1981

Dear Mr. Renna:

Thank you for your letter and copies of various letters of endorsement pertaining to your interest in serving in the Reagan Administration. I have taken the liberty of forwarding your letter to Mr. E. Pendleton James, Director of Presidential Personnel, for review. Your qualifications will be given every consideration as we move thru the process of appointments.

Sincerely,

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

Mr. John P. Renna
Essex County Republican Committee
134 Evergreen Place
East Orange, N.J. 07018



ESSEX COUNTY REPUBLICAN COMMITTEE

John P. Renna, Chairman

Vice Chairmen

Anne M. Sager
Rose Serra

May 20, 1981

Honorable Michael Deaver
Deputy Chief of Staff and
Assistant to the President
White House
1600 Pennsylvania Avenue
Washington, D. C. 20515

Dear Mr. Deaver:

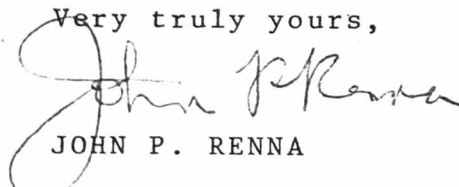
In reply to a mailgram received May 18th from Robert Bannister, Senior Staff Vice President, relative to the fact that my name has been submitted to the Reagan Administration for an appointment, I would like to make the following comments.

My name was originally presented for the position of Regional Administrator of HUD - Region II by Congressman James Courter. The original submission was made to Congressman Tom Evans. Since that time, I have received letters of support and endorsements from GOP State Chairman Dave Norcross and the two National Committee Members, Noel Gross and Bernard Shanley. I have also been endorsed by Tom Bruinooge and Secretary of Labor, Ray Donovan, from the Reagan-Bush Committee of New Jersey.

With reference to the GOP Congressional delegation, I have received letters of approval and support from Congressmen Jim Courter, Harold "Cap" Hollenbeck, Matt Rinaldo, Congresswoman Millicent Fenwick; in addition to Congressman Bill Green of New York, who was also the former Regional Administrator and Congressman Tom Evans. I have also been endorsed by Peter Tucci, President of the New Jersey Builders Association. I am attaching herewith copies of the letters from the various individuals mentioned as well as a copy of my resume.

If there is any further information needed or if I can have a personal visit with you, I would be most happy to do so.

Very truly yours,


JOHN P. RENNA

JPR/rm

Enclosures

134 EVERGREEN PLACE, EAST ORANGE, N.J. 07018 • 201-676-0200

14 KD

THE WHITE HOUSE
WASHINGTON

June 1, 1981

Dear Mr. Douglas:

Thank you for your letter expressing your interest to serve on the Advisory Council on Historic Preservation or the National Corporation for housing partnership. I have taken the liberty of forwarding your letter to Mr. E. Pendleton James, Director of Presidential Personnel, for review.

Your qualifications will be given every consideration as we move thru the process of appointments.

Sincerely,

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

Mr. Joel Douglas
Harbor Lands Co.
P.O. Box 4082
Fairhaven Station
Bellingham, WA 98227

Harbor

P.O. Box 4082
Fairhaven Station



734-8191
734-2222

Lands Co.

Bellingham, WA
98227

*Resonance
letter*

May 27, 1981

Michael Deaver
c/o White House
Washington, D.C.

On January, 1981, my name was submitted by Robert Bannister of the National Association of Home Builders.

I am directing my interest toward the Advisory Council on Historic Preservation or the National Corporation for housing partnership.

We are encouraged by the administration's apparent interest in seeing the responsibility for housing and preservation as well as other areas to be placed more effectively on the shoulders of private enterprise.

I am enclosing a copy of recommendation letters from the Whatcom County Building Director and Representatives Roger Van Dyken and H. A. Barney Goltz.

My experience is centered around development, building and restoration, as well as many other facets of innovative development. I was instrumental in applications for more than areas or structures being recommended for historical preservation. I am a member of several building societies and historical foundations and groups.

I have no anticipated nor goal towards financial gain in these interests nor do I want to serve on any board or commission for compensation. I believe the challenges in these areas will best be met by individuals having the opportunity to fill the economic needs without the interference of government.

Best regards,

Jepel Douglas
Jepel Douglas

JD:dh

MKD

THE WHITE HOUSE
WASHINGTON

June 1, 1981

Dear Mr. Catarinella:

Thank you for your letter expressing your interest in serving as the HUD Area Director. I have taken the liberty of forwarding your letter to Mr. E. Pendleton James, Director of Presidential Personnel, for review.

Your qualifications will be given every consideration as we move thru the process of appointments.

Sincerely,

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

Mr. Roland S. Catarinella
901 Elizabeth Street
Pittsburgh, PA 15221

Roland S. Catarinella

901 ELIZABETH STREET

Pittsburgh, Pa. 15221

*Received
5/22/81*

May 20, 1981

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

Dear Mr. Deaver,

I am writing to request your support and sponsorship for the HUD Area Director position which I understand is open in the Pittsburgh area office.

Enclosed, for your information, is my brief resume. I believe that my background and experience qualifies me as being capable and worthy of the position.

Serving as the HUD Area Director would be a welcome opportunity and challenge. In such a position I am confident that I could make a real contribution to the new Reagan administration, the local community and the housing and urban development industry.

Similar letters requesting support have been sent to Senator John Heinz, former Senator Richard Schweiker, Senator Arlen Specter, Congressman Bud Shuster, Mr. David Christopher, Allegheny County Republican Chairman, Martha Bell Schoeninger, State Chairman, Republican State Committee of Pennsylvania, and Mr. Dick Fox, Chairman, Reagan-Bush Campaign, 1980.

Thank you for your consideration in this matter. Your support and sponsorship will be greatly appreciated.

Sincerely yours,

Roland S. Catarinella
Roland S. Catarinella

RSC/nc
Enclosure

MICD

THE WHITE HOUSE
WASHINGTON

June 1, 1981

Dear Senator Andrews:

Thank you for your letter of endorsement for Dr. Harlan J. Strauss as Ambassador to Sweden. He is under active consideration and we will keep your thoughts in mind as we move thru the process.

Many thanks.

Sincerely,

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

The Honorable Mark Andrews
United States Senate
Committee on Appropriations
Washington, D.C. 20510

BCC - *Don Jones*
HARLAN STRAUSS

TED STEVENS, ALASKA
LOWELL P. WEICKER, JR., CONN.
JAMES A. MC CLURE, IDAHO
PAUL LAXALT, NEV.
JAKE GARN, UTAH
HARRISON SCHMITT, N. MEX.
THAD COCHRAN, MISS.
MARK ANDREWS, N. DAK.
JAMES ABDNOR, S. DAK.
ROBERT W. KASTEN, JR., WIS.
ALFONSE M. D'AMATO, N.Y.
MACK MATTINGLY, GA.
WARREN RUDMAN, N.H.
ARLEN SPECTER, PA.

WILLIAM PROXMIRE, WIS.
JOHN C. STENNIS, MISS.
ROBERT C. BYRD, W. VA.
DANIEL K. INOUE, HAWAII
ERNEST F. HOLLINGS, S.C.
THOMAS F. EAGLETON, MO.
LAWTON CHILES, FLA.
J. BENNETT JOHNSTON, LA.
WALTER D. HUDDLESTON, KY.
QUENTIN N. BURDICK, N. DAK.
PATRICK J. LEAHY, VT.
JIM SASSER, TENN.
DENNIS DE CONCINI, ARIZ.
DALE BUMPERS, ARK.

United States Senate

COMMITTEE ON APPROPRIATIONS

WASHINGTON, D.C. 20510

J. KEITH KENNEDY, STAFF DIRECTOR
THOMAS L. VAN DER VOORT, MINORITY STAFF DIRECTOR

May 7, 1981

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

Dear Mike:

I'm told the final decision on the appointment of an Ambassador to Sweden is, or soon will be, in the hands of the President. I have urged consideration of Dr. Harlan Strauss for that position and, along with extremely good credentials insofar as Sweden is concerned, Harlan has been involved in political work for the President and Vice President.

He was a Research Associate for the RNC Senatorial Committee, an Advisor to the International Economics Advisory Committee for the Reagan-Bush Committee in 1980 and senior writer/speech-writer for the RNC in 1979-80.

He speaks Swedish and has developed a close relationship with key leaders in Sweden in the areas of politics, business and culture. Last year King Carl Gustav awarded him Sweden's Bicentennial Medal for his work in fostering better U.S.-Swedish relations.

I would be happy to submit further information if you wish, although others in the Reagan "family" have resumes.

Harlan is also under consideration for either Norway or Iceland, as I understand it, and I know you would be more than satisfied with his work if he is appointed.

Thanks for your serious consideration.

Warm regards.

Sincerely,

MARK ANDREWS
U.S. Senator

MA/er

Senate audience
Thank you for your letter of
endorsement for Dr. Harlan Strauss
as Ambassador to Sweden
He is under active
consideration and we will
keep your thoughts in mind as we
move thru the
process
many thanks

THE WHITE HOUSE
WASHINGTON

June 1, 1981

Dear Mr. Ford:

Thank you for your letter of endorsement for Governor John Davis Lodge as Ambassador to France, Italy, Belgium or Spain. He is under active consideration and we will keep your thoughts in mind as we move thru the process.

Many thanks.

Sincerely,

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

Mr. George E. Ford
300 Regent Park
Palm Beach, Florida 33480

BCE: *Penance*

JOHN DAVIS LODGE

GEORGE E. FORD
300 REGENT PARK
PALM BEACH, FLORIDA
33480

305-659-2016

May 15th, 1981

Same as earlier

Mr. Michael K. Deaver
Deputy Chief of Staff and
Assistant to the President
The White House Office
1600 Pennsylvania Avenue
Washington, D. C. 20500

Dear Mr. Deaver:

For the past thirty years I have been a sizeable contributor to the Republican Party. I have also devoted several months of my time in each Presidential Election organizing industry for our Candidate on a national basis.

In General Eisenhower's first campaign three of us organized industry on a national basis.

In President Eisenhower's second campaign the same three again organized industry, but during this campaign both my partners were taken ill and I carried the full national load working directly with the President.

I did the same in Dick Nixon's two campaigns and also organized industry for Nelson Rockefeller in New York.

I also raised funds for state organizations and for many special candidates and at no time did I receive any reimbursement and I paid all my telephone, office, travel and personnel expenses.

I have also been an active member of the Republican Boosters and currently am a member of the Palm Beach Republican Boosters Committee.

At no time have I asked for any favors, jobs or appointments.

It has been called to my attention that the Reagan Administration is running very far behind in appointing key Ambassadors. This is a serious matter as during this transition period Carter's carry-over people could completely undermine our key Embassies.

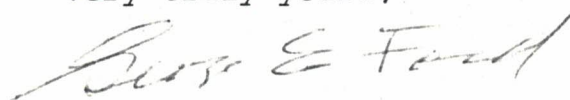
In view of the above condition I would like to recommend an outstanding and dynamic patriot with probably greater qualifications than any man in America to be our Ambassador to France, Italy, Belgium or Spain. He is Governor John Davis Lodge.

His knowledge of foreign affairs and the work he has done in all the above countries makes him the most desirable man for this job. Both he and his wife speak the languages of these countries fluently. A copy of his resume is attached.

Page 2

May I please hear from you soon and that you also share my recommendation of this fine man to one of these Ambassadorships.

Very truly yours,

A handwritten signature in cursive script, appearing to read "George E. Ford".

George E. Ford

GEF:ro

Enclosure

→ PLEASE CALL TO PRESIDENT REAGAN'S ATTENTION

MKD

THE WHITE HOUSE

WASHINGTON

May 28, 1981

Dear Mr. Schuber:

Thank you for your letter recommending Joan Pellette for a position with the Environmental Protection Agency.

She has received many letters of endorsement from her friends and associates and I can assure you that she is under active consideration.

I have also forwarded your letter to Mr. E. Pendleton James, Director of Presidential Personnel.

Many thanks.

Sincerely,

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

Mr. William P. Schuber, Mayor
Borough of Bogota
Borough Hall
Bogota, N.J. 07603

PELLETTE

MKD

THE WHITE HOUSE
WASHINGTON

May 28, 1981

Dear Mrs. Miller:

Thank you for your letter recommending Joan Pellette for a position with the Environmental Protection Agency.

She has received many letters of endorsement from her friends and associates and I can assure you that she is under active consideration.

I have also forwarded your letter to Mr. E. Pendleton James, Director of Presidential Personnel.

Many thanks.

Sincerely,

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

Mrs. Lee Miller
49 Hackensack Avenue
Ridgefield Park, New Jersey 07660

PELLETTE

AKD

THE WHITE HOUSE

WASHINGTON

May 28, 1981

Dear Jim:

I strongly endorse Ray Nesbit for appointment to the National Park System Advisory Board.

He is a long time Ronald Reagan supporter and capable and experienced government employee.

Sincerely,

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

The Honorable James G. Watt
Secretary of the Interior
Room 6151
18th and C Streets, N.W.
Washington, D.C. 20240

BCC - Jay Moorhead
NESBIT

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

May 20, 1981

MEMORANDUM TO MICHAEL DEEVER

FROM: JAY MOORHEAD

SUBJECT: Ray Nesbit -- National Park System Advisory Board

You asked a while back about Ray Nesbit being considered for the National Park System Advisory Board.

That is a Secretarial appointment at the Department of the Interior. I have sent them Nesbit's resume and a cover letter, but a separate note from you and a cc to Lyn (who is trying to control Secretarial appointments) would be helpful.