

SITTMANN, WILLIAM: Files, 1981-1983 – REAGAN LIBRARY COLLECTIONS

This collection has been reviewed by the Reagan Library staff and it is available for research. You may access this collection in our research room. There is no need to file a Freedom of Information Act (FOIA) request for any of the contents of this collection.

SITTMANN, WILLIAM: Files, 1982-1985

Office of the Deputy Chief of Staff: Special Assistant to the President and Special Assistant to the Deputy Chief of Staff

Biography

William Frederick Sittmann was born in Decatur, Indiana on February 20, 1949. He earned an A.A. degree from Valley Forge Military Academy in 1969, and a B.A. degree in Political Science from the University of Richmond in 1972. From 1974 to 1982 he held various positions in the Department of State, serving as a visit officer in the Office of Protocol, a Special Agent for Dignitary Protection, and Assistant Secretary of State for Administration. As part of these functions, Sittmann coordinated various Presidential foreign trips, such as the October 1981 trip to the economic summit in Cancun, Mexico.

Being familiar with Sittmann, [Michael Deaver](#) asked Sittmann to move to the White House as a detailee, replacing his assistant [Joseph Canzeri](#). Canzeri had abruptly resigned in February 1982 when accused of ethics violations (he was later exonerated). Sittmann took on much of Canzeri's role of helping with arrangements for presidential trips, state visits, media events, and other special occasions. Sittmann also handled various "special projects" on behalf of Mr. Deaver and the Office of the Deputy Chief of Staff, as Canzeri had. However, Sittmann seems to have been less involved in Vice Presidential and First Lady events than Canzeri. In June 1983 Sittmann formally left the State Department, and was put on the White House payroll.

Sittmann left the White House staff effective April 15, 1985. He soon joined Michael K. Deaver and Associates, the consulting firm that Mr. Deaver founded after his own departure from the White House. After this firm disbanded, Sittmann became a vice president with the New York-based consulting firm Kissinger and Associates. Sittmann worked in the National Security Council during the George H. W. Bush administration, including as Executive Secretary of the NSC. After this, he served on the boards of various organizations and corporations in the Washington, DC area.

Scope and Content Note

The collection is arranged in six series. Most of the material pertains in some way to President Reagan's travel and events. Many of the folders from early 1982 include Canzeri memos and other work product from Canzeri, which Sittmann utilized as he took on Canzeri's duties.

Sittmann provided Mr. Deaver with regular updates on his work, often on a daily basis. These are filed in Deaver's collection.

SERIES I: ACTION ITEMS FROM MICHAEL DEEVER, 1982-1983.
(0.2 l.ft., Box 1)

This series contains material relating to items forwarded to Sittmann for further action, including requests for events and meetings with President Reagan and senior White House staff, and requests for Presidential letters and messages. Most requests originally came from the general public, with the remainder originating with White House staff people or members of Congress. On his copies of the items, Sittmann usually noted how he dealt with them – for example, forwarding them to another White House staff person for direct action or reply.

SERIES II: EUROPEAN TRIP 1982 (1.1 l.ft., Box 2-5)

This series contains material relating to the planning for Ronald Reagan's first trip to Europe as President (June 2, 1982-Jun3-11, 1982). The trip's primary purpose was to attend the 1982 Economic Summit (Summit of Industrialized Nations) at Versailles, France. It was expanded to include stops in Ireland and Great Britain, a NATO meeting in West Germany, a visit to NATO headquarters in Brussels, and a visit with the Pope at the Vatican. The Reagan Library has left this series in its original order.

SERIES III: SOUTH AND CENTRAL AMERICAN TRIP, 1982 (0.6 l.ft., Box 5-6)

This series contains material relating to planning, pre-advance, and final scheduling for this trip, which was Ronald Reagan's first visit to Latin America as President (November 29, 1982-December 4, 1982). It included stops in Brazil, Colombia, Honduras, and Costa Rica. The Reagan Library has left this series in its original order.

SERIES IV: SUBJECT FILE, 1981-1985.(1.5 l.ft., Box 6-10)

This alphabetically arranged series contains material relating to the full range of Mr. Sittmann's work. This includes contacts with White House staff and outside organizations, presidential scheduling issues, travel and advance work, administrative matters, and special projects that were assigned to Sittmann.

SERIES V: EVENTS, 1982-1984 (1.4 l.ft., Box 10-13)

This series contains material relating to the scheduling and planning of various Presidential events, including domestic trips, overseas travel, and meetings with foreign leaders. Most of the series is arranged chronologically by event.

SERIES VI: CORRESPONDENCE, 1982-1985 (0.5 l.ft., Box 14-15)

This series contains chronologically arranged material relating to Sittmann exchanges with White House staff or the public. Prominent topics include recommendations regarding Presidential events and trips, unsolicited requests for positions with the White House or the Reagan re-election campaign, Administration assistance for Meharry Medical College, and

facility issues regarding the White House or other buildings used by White House staff.

CONTAINER LIST

SERIES I: Action Items from Michael Deaver

Box 1

Michael Deaver Material Forwarded Out [to Sittmann] for Action, 1982,
01/07/1982-06/29/1982

Michael Deaver Material Forwarded Out [to Sittmann] for Action, 1982,
06/30/1982-09/15/1982

Michael Deaver Material Forwarded Out [to Sittmann] for Action, 1982,
09/16/1982-10/13/1982

Michael Deaver Material Forwarded Out [to Sittmann] for Action, 1982,
10/14/1982-11/15/1982

Michael Deaver Material Forwarded Out [to Sittmann] for Action, 1982,
11/16/1982-12/31/1982

Michael Deaver Material Forwarded Out [to Sittmann] for Action, 1983,
01/01/1983-04/10/1983

Michael Deaver Material Forwarded Out [to Sittmann] for Action, 1983,
04/11/1983-05/16/1983

Michael Deaver Material Forwarded Out [to Sittmann] for Action, 1983,
05/17/1983-05/19/1983

Michael Deaver Material Forwarded Out [to Sittmann] for Action, 1983,
05/20/1983-05/22/1983

Michael Deaver Material Forwarded Out [to Sittmann] for Action, 1983,
05/23/1983-07/27/1983

Michael Deaver Material Forwarded Out [to Sittmann] for Action, 1983,
07/28/1983-08/31/1983

Michael Deaver Material Forwarded Out [to Sittmann] for Action, 1983,
09/01/1983-12/31/1983

[Action Material for James Baker by Sittmann]

SERIES II: European Trip 1982

Box 1, cont.

Presidential Trip to Europe, June 1982 (1)-(5)

[Schedule for Presidential Trip to Europe, June 1982] (Binder) (1)-(3)

Box 2

William Sittmann U.S. State Department A/EX (Binder) (1)-(5)

[Visit of Survey Team – Paris, France 02/15/1982-02/16/1982] (1)(2)

[White House Survey Trip – Paris, France 02/15/1982-02/16/1982] (1)(2)

Visit of White House Survey Team – Bonn, Germany 02/19/1982

Europe – Diagrams – London

Cables – Survey Trip February 1982 (Binder) (1)-(3)

Pre Advance [Europe, April 1982] (1)(2)

Charlie Wick's Plan (1)(2)

Visit of White House Pre-Advance Team 04/13/1982-04/14/1982 (Binder) I (1)-(3)

Box 3

Visit of White House Pre-Advance Team 04/13/1982-04/14/1982 (Binder) II (1)-(5)

White House Pre-Advance Visit – Bonn, Germany 04/16/1982-04/17/1982

Presidential Advance – April 1982-June 1982 (1)-(6)

[Advance Trip – Europe 1982 Preparation Information] (1)(2)

[Europe Trip 1982 – Advance Preparation] (Binder) (1)(2)

Sittmann –Rome (1)-(3)

Box 4

Sittmann – Bonn (1)-(6)

Sittmann – London (1)-(6)

Sittmann – Paris (1)-(7)

Box 5

Sittmann – Paris (8)(9)

Europe, 1982 – Miscellaneous

SERIES III: SOUTH AND CENTRAL AMERICAN TRIP 1982

Box 5, cont.

The Presidential Trip to South/Central America 11/30/1982-12/04/1982 (1)-(4)

Trip of President Reagan to Brazil, Colombia, Costa Rica and Honduras, 1982 (binder)
(1)-(5)

President's Trip to South/Central America Schedule – Draft #1 – Brasilia, Brazil

President's Trip to South/Central America Schedule – Draft #2 – Brasilia – Sao
Paulo, Brazil

President's Trip to South/Central America Schedule – Draft #3 – Bogota, Colombia

President's Trip to South/Central America Schedule – Draft #4 – Costa Rica and
Honduras

President's Trip to South/Central America: Cables 10/28/1982-10/31/1982

President's Trip to South/Central America: Cables 11/01/1982-11/03/1982

President's Trip to South/Central America: Cables 11/04/1982-11/06/1982

President's Trip to South/Central America: Cables 11/06/1982-11/08/1982

Box 6

President's Trip to South/Central America: Cables 11/09/1982-11/10/1982

President's Trip to South/Central America: Cables 11/11/1982-11/17/1982

President's Trip to South/Central America: Cables 11/17/1982

President's Trip to South/Central America: Cables 11/18/1982-11/24/1982

President's Trip to South/Central America: Cables 11/24/1982-11/26/1982

President's Trip to South/Central America: Cables 11/26/1982-11/27/1982

President's Trip to South/Central America: Cables 11/27/1982-11/28/1982

President's Trip to South/Central America: Cables 11/29/1982-11/30/1982

SERIES IV: SUBJECT FILE

Box 6, cont.

1980-1981 "Report to American People" – Nancy Reagan/Foster Grandparent Program

[Advertising Council] History of "Letters of Invitation" from the White House

[Advertising Council] History of "White House Participation" at Annual Washington Conference

[Advertising Council] Advertising Council Programs – Involvement to Date by President and Mrs. Reagan in Ad Council Programs

Advertising Council Public Service Campaigns 1983

Arts and Humanities Legislation (1)-(4)

Brady Foundation (1)

Box 7

Brady Foundation (2)-(7)

James Brady Foundation

China Briefing Book – William Sittmann (Binder) (1)-(3)

Christmas 1982

Classified Cover Sheets (Forms)

Council on Physical Fitness (1)(2)

Dinner / White House

50 States Project (Binder)

Gift List – President and Mrs. Reagan – People's Republic of China – Mr. Sittmann (bound report)

[Guest Lists] (1)(2)

Box 8

[Guest Lists] (3)-(5)

Howard University

[Instructions for Memos to the President]

Knoxville World's Fair 1982 (1)-(4)

Livermore Airway Park, California [Postal Delivery Problem]

Medal of Freedom Correspondence – Sittmann (1)-(10)

Box 9

[Meeting Proposal Form and Project Checklist Form]

Military Aides

Political Priorities

Private Sector Initiatives (1)-(5)

Protocol/State Visits: State Visits 1982

Protocol/State Visits: Protocol Gifts

Requests for Interviews with the President, 1983

Senate Campaign Committee

Bill Sittmann SF 86 Form

Smithsonian/ Dillon Ripley

Social Security

[Travel] Completed Authorizations (1)(2)

[Travel] Completed Vouchers (1)-(3)
Travel – Sittmann (1)(2)

Box 10

Travel – Sittmann (3)-(7)

Turn Downs – Sittmann

[Voter Registration – Ronald Reagan, Nancy Reagan, Ron Reagan and Patti Davis]

SERIES V: EVENTS

Box 10, cont.

Alabama, Tennessee, and Oklahoma Trip March 1982

Merle Haggard – 03/07/1982 and March 1982 California Trip (1)(2)

Irish Luncheon 03/17/1982

Christian and Jews, New York City 03/23/1982

Barbados-Jamaica Trip April 1982 (Binder) (1)-(6)

Jamaica and Barbados (1)(2)

Box 11

Jamaica and Barbados (3)(4)

Thai Delegation April 1982

State Visit of Queen Beatrix of the Netherlands 04/19/1982

Congressional Breakfast 05/05/1982

Ford's Theater 05/22/1982

California Trip May 1983-June 1982

New York Republican Fundraiser 06/17/1982

Fourth of July 1982 07/04/1982

Budweiser Light 1982 07/24/1982

California Trip August 1982

Trip Schedule Booklet for the President's Trip to Ohio 10/04/1982

The Visit of the Queen of England to U.S. February 1983-March 1983
[09/20/1982-11/09/1982]

The Visit of the Queen of England to U.S. February 1983-March 1983
[11/10/1982-11/15/1982]

The Visit of the Queen of England to U.S. February 1983-March 1983
[11/16/1982-11/29/1982]

The Visit of the Queen of England to U.S. February 1983-March 1983
[11/30/1982-12/03/1982]

The Visit of the Queen of England to U.S. February 1983-March 1983
[12/04/1982-12/05/1982] (1)(2)

The Visit of the Queen of England to U.S. February 1983-March 1983
[12/06/1982-12/08/1982]

The Visit of the Queen of England to U.S. February 1983-March 1983
[12/09/1982-12/19/1982]

The Visit of the Queen of England to U.S. February 1983-March 1983
[12/20/1982-01/02/1983]

The Visit of the Queen of England to U.S. February 1983-March 1983

[01/03/1983-01/04/1983]

The Visit of the Queen of England to U.S. February 1983-March 1983
[01/05/1983-01/13/1983]

Box 12

The Visit of the Queen of England to U.S. February 1983-March 1983
[01/14/1983-01/20/1983]

The Visit of the Queen of England to U.S. February 1983-March 1983
[01/21/1983-01/27/1983]

The Visit of the Queen of England to U.S. February 1983-March 1983
[01/28/1983-02/03/1983]

The Visit of the Queen of England to U.S. February 1983-March 1983
[02/04/1983-02/07/1983]

The Visit of the Queen of England to U.S. February 1983-March 1983
[02/08/1983-02/09/1983]

The Visit of the Queen of England to U.S. February 1983-March 1983
[02/10/1983-02/17/1983]

The Visit of the Queen of England to U.S. February 1983-March 1983
[02/18/1983-03/20/1983]

The Visit of the Queen of England to U.S. February 1983-March 1983
[03/21/1983-04/04/1983]

The Visit of the Queen of England to U.S. February 1983-March 1983 [Undated] (1)-(4)

Box 13

The Visit of the Queen of England to U.S. February 1983-March 1983-Undated (5)
[Official Schedule – Queen’s Visit] (Binder) (1)-(3)

Thank Yous – Queen’s Visit

William Sittmann – Williamsburg Summit Briefing Book (Binder) (1)-(5)

Mexico [President’s Trip 1983] (1)-(3)

[Events to be Scheduled] 1982-1984 (1)-(4)

SERIES VI: CORRESPONDENCE

Box 14

Advance Chron 1982

Scheduling Chron March 1982 – April 1982

Sittmann Chron March 1982-May 1982 (1)(2)

Staff Chron 1982 (1) (2)

1983 and Before Bill Sittmann Correspondence (1)-(5)

1984 BS Correspondence, January 1984-May 1984 (1)-(5)

Bill Sittmann / Letters [June 1984-April 1985] (1)-(4)

Box 15

Bill Sittmann / Memos [1982-1984] (1)-(6)