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WITHDRAWAL SHEET

Ronald Reagan Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
letter case (241026)			
1. memo	from Fred F. Fielding to Craig L. Fuller; re Federal Office Automation Conference, November 6-8, 1984: Request for Videotape and President's Acceptance of Honorary Chairmanship	7/12/84	B5
2. memo	copy of item number 1	7/12/84	B5 M2 11/11/01
COLLECTION: WHORM: Subject File			SB
FILE LOCATION: PR014-12 Sponsorship, Request for Presidential (237228-241359)			5/20/92

RESTRICTION CODES

- | | |
|---|--|
| <p>A. National security classified information.</p> <p>3. Presidential Records Act</p> <p>B1. Release would violate a Federal statute.</p> <p>B2. Release would disclose trade secrets or confidential commercial or financial information.</p> <p>B3. Release would constitute a clearly unwarranted invasion of personal privacy.</p> <p>B4. Relating to appointment to Federal office.</p> <p>B5. Release would disclose confidential advice between the President and his advisors, or between such advisors.</p> | <p>B6. Release could disclose internal personnel rules and practices of an agency.</p> <p>B7. Release would disclose information compiled for law enforcement purposes.</p> <p>B8. Release would disclose information concerning the regulation of financial institutions.</p> <p>B9. Release would disclose geological or geophysical information concerning wells.</p> <p>C. Closed in accordance with restrictions contained in donor's deed of gift.</p> |
|---|--|

WITHDRAWAL SHEET

Ronald Reagan Library

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THE WHITE HOUSE
WASHINGTON

237228

4800

PA 014-12

PP005-01

EX

June 15, 1984

Dear Mrs. Koenig:

On behalf of Mrs. Reagan, I am pleased to inform you that she has accepted your invitation to become Honorary Chairman of Casita Maria's 50th Anniversary Celebration that will be held on Monday, September 10.

Although she is delighted to serve as Honorary Chairman, Mrs. Reagan regrets that because of the heavy demands of the official schedule this fall, she will be unable to attend the event.

Please call me at 202/456-7905 to discuss the details of her chairmanship.

Sincerely,

Ann Wrobleski
Director of Projects
Office of the First Lady

X
Mrs. Della Koenig
Chairman
50th Anniversary Celebration
of Casita Maria, Inc.
928 Simpson Street
Bronx, New York 10458

Casita Maria Inc

928 Simpson Street / Bronx, NY 10458 / Tel. 212 589-2230
55 East 102nd Street / New York, NY 10029

June 1, 1984

BOARD OF DIRECTORS

Chairman

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Mrs. Benjamin Berkey

Mr. Richard Burke

Mr. Eugene Calderon

Mr. Ralph DeMayo

Mr. Sean Driscoll

Mrs. William Falconer

Mrs. Judy Guerin de Neco

Sister Cecile Kaval

Mrs. John McCormick

Mrs. David W. Morgan

Mrs. William C. O'Keeffe

Mr. Alfredo Ortiz-Murias

Mr. Victor L. Ridder

Rev. Robert Ritchie

Mr. Paul Scifo

Mrs. Martin J. White

Executive Director

Mr. Edward Pabon

Miss Tina Karalekas
First Lady's Staff
White House
1600 Pennsylvania Avenue
Washington, D.C. 20500

Dear Miss Karelekas:

Would you be kind enough to bring the attached letter to the attention of Mrs. Reagan.

We would be most grateful if she could be Honorary Chairman of Casita Maria's 50th Anniversary Celebration, and we would be most honored if she would present the Casita Maria Medal of Honor to Julio Iglesias, on Monday, September 10th, 1984.

The presentation would be made at a supper party at the Plaza Hotel, which will follow Mr. Iglesias opening at Radio City Music Hall.

We have enclosed some background material on Casita Maria to familiarize you with the charity.

Thanking you in advance for your kind cooperation, I

am

Most sincerely,

Della Koenig

Della Koenig

Chairman, 50th Anniversary Gala

DK/sr
encs.

yes - HC
no - event
per NR
6-14

21

THE WHITE HOUSE
WASHINGTON

June 14, 1984

237233

4800

PR 014-12

HE 001

WE 004

PD 005-01

Dear Mr. Dresing:

On behalf of Mrs. Reagan, I am pleased to inform you that she will be delighted to serve once again as Honorary Chairman of 1984 Children's Ball to benefit cystic fibrosis research which will be held on September 8.

Please contact me at 202/456-7905 to discuss the details of Mrs. Reagan's chairmanship.

Sincerely,

Ann Wrobleski
Director of Projects
Office of the First Lady

x

Mr. Robert K. Dresing
President
Cystic Fibrosis Foundation
6000 Executive Blvd., Suite 309
Rockville, Maryland 20852

✓
bcc: Alan Holmer



UNITED STATES DEPARTMENT OF COMMERCE
International Trade Administration
Washington, D.C. 20230

JUN 13 1984

June 13, 1984

Ms. Ann Wrobleski
Director, Special Projects
The White House
Washington, D.C. 20500

Dear Ann:

We are in the process of gearing up for the second annual Children's Ball. As the enclosed letter indicates, we are hopeful that Mrs. Reagan will once again be able to serve as Honorary Chairman of this event.

Please let me know (at 377-1780) if you have any questions.

Sincerely,

Alan F. Holmer
Deputy Assistant Secretary
for Import Administration

Enclosure



ROBERT K. DRESING

PRESIDENT
CYSTIC FIBROSIS FOUNDATION

6000 EXECUTIVE BLVD., SUITE 309
ROCKVILLE, MARYLAND 20852

June 5, 1984

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

*ok
accept +
add to
list +
bcc Alan*

Dear Mrs. Reagan:

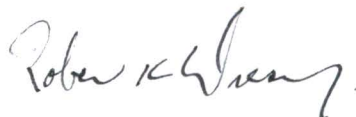
Your gracious participation last year as Honorary Chairman of the first Children's Ball to benefit cystic fibrosis research enabled us to raise nearly \$135,000. The Nancy Reagan Cystic Fibrosis Research Fund, established to support the exemplary work at the University of California, San Francisco, has significantly enhanced our ability to raise the million dollars committed by the Cystic Fibrosis Foundation to that outstanding institution.

The advances made by our research center team in San Francisco and at our three other research centers offer the first real hope in the history of cystic fibrosis of finding the answers to this disease that takes more children's lives every year than muscular dystrophy, polio, and multiple sclerosis combined.

We would be very grateful if you would honor us again by serving as Honorary Chairman of the 1984 Children's Ball. Jonnie (Mrs. Robert C.) McFarlane has agreed to chair the Ball, and Ron Crawford has volunteered his very competent aid to assure that it will again be a gala evening that you will be proud to be associated with. The Ball will be held September 8th at the Organization of American States.

We are most appreciative of your past support of the Cystic Fibrosis Foundation and hope for a favorable reply to this request.

Sincerely,



Robert K. Dresing
President

RKD:lir

237721
PRD14-12

THE WHITE HOUSE

September 1, 1984

Dear Friends:

It is my pleasure as Honorary Chairman of the Associates for Troubled Children's Tenth Anniversary Ball to welcome you to this evening's festivities.

The national epidemic of drug abuse is a heartbreaking problem which has torn too many families apart. I have been stunned by its magnitude and deeply moved by the tragedies it has caused. But, I am convinced that by working together we can make a difference. It is up to us to provide a better future for our children and the Associates for Troubled Children are working to make this happen. I salute you for your continued efforts in the campaign against drug abuse.

From the bottom of my heart, thank you for caring. With best wishes for an enjoyable evening,

Sincerely,

NANCY REAGAN

Associates for Troubled Children
Tenth Anniversary Ball
Beverly Hills, California

Ms. Daine P. Dailey
Administrator
Associates for Troubled Children
236 1/2 S. Robertson Boulevard
Beverly Hills, CA 90211



August 23, 1984

Associates for
Troubled Children

236 1/2 S. Robertson Blvd.
Beverly Hills, CA 90211
213-854-6357
Tax Exempt #51-0194481

Ms. Ellen Hancock
THE WHITE HOUSE
213 East Wing
Washington, D.C. 20500

Dear Ms. Hancock:

As you know, the Associates are so very pleased to have Mrs. Reagan serve as Honorary Chairman of the Tenth Anniversary Ball to be held on October 19.

As we discussed and at your suggestion, our printer is going to hold a page of the advertising journal/program so that a note from Mrs. Reagan might be included with a photograph of her. Ann Wrobleski already sent us a press kit that included the colored photograph (which we would like permission to use).

We realize the heavy demands on Mrs. Reagan at this time and are most appreciative of your attention to this matter.

Enclosed is a copy of last year's advertising journal/program.

Thank you again.

Sincerely yours,

Diane P. Dailey
Administrator

cc.: Mrs. Alida Factor
Mrs. Lois Caldiero

Enclosure

DPD/

Board of Trustees

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Founder
Mrs. Harry Abramson
Mrs. John Factor†
Mrs. Marvin Gayle*†
Mrs. Stefan Hatos
Sandra Krause
Mrs. William Rosen
Mrs. Sydney J. Rosenberg†

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Mrs. William Adams
Mrs. John Andrus*
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Mrs. Bert Johnson
Linda Pastel
Adelle Rudnick

Officers

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President
Mrs. Ronald Aubert
Vice President
Mrs. Aaron Magidow
Vice President
Mrs. Milton T. Raynor
Vice President
Mrs. Leonard Wasserstein
Vice President
Mrs. Ted Love
Treasurer
Mrs. Sumner B. Cotton
Parliamentarian
Mrs. Neil Woodman
Recording Secretary
Mrs. Ruth Goldstein
Corresponding Secretary
Mrs. Dan Felger
Social Secretary
Mrs. Ronald Carlson
Historian

*Past President

†Past Chairman of the
Board of Directors

JV

THE WHITE HOUSE
WASHINGTON

June 18, 1984

Dear Mrs. Caldiero:

On behalf of Mrs. Reagan, I am pleased to inform you that she has accepted your kind invitation to become Honorary Chairman of the tenth anniversary celebration of the Associates for Troubled Children. *but*

Although she is delighted to serve as Honorary Chairman, Mrs. Reagan regrets that because of the heavy demands of the official schedule this fall, she will be unable to attend the event.

Please contact me at 202/456-7905 to discuss the details of her chairmanship.

Sincerely,

Ann Wrobleski
Director of Projects
Office of the First Lady

✓
Mrs. Lois Caldiero
Chairman of the Board
Associates for Troubled
Children
236½ S. Robertson Blvd.
Beverly Hills, CA 90211

237721

4800

4900

PR014-12

PP005-01

IV084

ST005

LG Bever

H4006-01

WE009

WE001

LDI



Associates for
Troubled Children

236 1/2 S. Robertson Blvd.
Beverly Hills, CA 90211
213-854-6357
Tax Exempt #51-0194481

Mrs. Nancy Reagan
The White House
Washington, DC 20500

Dear Mrs. Reagan:

We of the Associates for Troubled Children commend your current involvement in the fight against drug abuse. This, too, has been our cause for the past decade. We have raised over two million dollars to combat drug abuse through funding programs related to drug prevention, intervention and rehabilitation. Enclosed you will find material describing in detail our accomplishments.

This coming October 19, we are proud to celebrate our Tenth Annual Ball and Auction. We would be very privileged if you would accept the Honorary Chairmanship of our tenth anniversary gala event and be present to introduce the awards presentations. Our evening consists of a silent auction, dinner, live auction, and the Scott Newman Drug Abuse Prevention Awards Program, and is attended by over 1,000 supporters and celebrities -- a partial list includes Kenny Rogers, Linda Evans, R. J. Wagner, Lucille Ball, Donald Sutherland, Gary Collins, and Gene Kelly. The previous awards have been presented by Robert Redford, Sally Fields, and Michael Landon.

Your attendance at our event would ensure even greater credibility for our endeavors, and your endorsement would enable broader expansion of our goals.

Being fully aware of your many requests, demands on your time, and your especially hectic schedule due to this being an election year, I apologize in advance for this request, and thank you for your time, attention, and consideration.

Cordially,

Lois Caldiero

Lois Caldiero
Chairman of the Board

Enclosure
LC/dk

Board of Trustees

Mrs. Lawrence Rosenbloom*
Founder
Mrs. Harry Abramson
Mrs. John Factor†
Mrs. Marvin Gayle*†
Mrs. Stefan Hatos
Sandra Krause
Mrs. William Rosen
Mrs. Sydney J. Rosenberg†

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Mrs. Neil Woodman
Recording Secretary
Mrs. Ruth Goldstein
Corresponding Secretary
Mrs. Dan Felger
Social Secretary
Mrs. Ronald Carlson
Historian
*Past President
†Past Chairman of the
Board of Directors

May 23, 1984

JP
I agree - we've
sent messages
to previous
dinners -
good group -
aw
Can
you commit
pls. 5 thank
its probably
a plan -
core

good thing
ok

JV

WHITE HOUSE CORRESPONDENCE TRACKING WORKSHEET

PR014-12

☐ O - OUTGOING☐ H - INTERNAL☐ I - INCOMINGDate Correspondence
Received (YY/MM/DD) 1 / 1 / 1Name of Correspondent: Robert M. Kemmitt

Peter - desk

☐ MI Mail Report

User Codes: (A) _____ (B) _____ (C) _____

Subject: President's Help in Fundraising for the
American University of Beirut

ROUTE TO:

ACTION

DISPOSITION

Office/Agency (Staff Name)	Action Code	Tracking Date YY/MM/DD	Type of Response	Completion Date YY/MM/DD
<u>CU Holland</u>	ORIGINATOR	<u>84.06.20</u> <u>PR</u>		<u>C</u> <u>84.08.09</u>
<u>CU AT 09</u>	Referral Note: <u>R</u>	<u>84.06.21</u> <u>PR</u>	<u>PR</u> <u>A</u>	<u>84.08.09</u> <u>PR</u>
	Referral Note: _____	<u>1</u> / <u>1</u> / _____		<u>1</u> / <u>1</u> / _____
	Referral Note: _____	<u>1</u> / <u>1</u> / _____		<u>1</u> / <u>1</u> / _____
	Referral Note: _____	<u>1</u> / <u>1</u> / _____		<u>1</u> / <u>1</u> / _____
	Referral Note: _____	<u>1</u> / <u>1</u> / _____		<u>1</u> / <u>1</u> / _____

ACTION CODES:

A - Appropriate Action
C - Comment/Recommendation
D - Draft Response
F - Furnish Fact Sheet
to be used as Enclosure

I - Info Copy Only/No Action Necessary
R - Direct Reply w/Copy
S - For Signature
X - Interim Reply

DISPOSITION CODES:

A - Answered
B - Non-Special Referral
C - Completed
S - Suspended

FOR OUTGOING CORRESPONDENCE:

Type of Response = Initials of Signer
Code = "A"
Completion Date = Date of Outgoing

Comments: May 30 84 Ann Kerr (Mrs. Malcolm) Ltr. to the President attached

Keep this worksheet attached to the original incoming letter.

Send all routing updates to Central Reference (Room 75, OEOB).

Always return completed correspondence record to Central Files.

Refer questions about the correspondence tracking system to Central Reference, ext. 2590.

RECORDS MANAGEMENT ONLY

CLASSIFICATION SECTION

No. of Additional Correspondents: _____ Media: 8 Individual Codes: 1110 _____

Prime Subject Code: PR 014 12 Secondary Subject Codes: ME WE 004 ED CD 086 JR 003.07 PG 006.12 PR 007-01

PRESIDENTIAL REPLY

Code	Date	Comment	Form
C		Time:	P-
DSP		Time:	Media:

SIGNATURE CODES:

CPn - Presidential Correspondence
 n - 0 - Unknown
 n - 1 - Ronald Wilson Reagan
 n - 2 - Ronald Reagan
 n - 3 - Ron
 n - 4 - Dutch
 n - 5 - Ron Reagan
 n - 6 - Ronald
 n - 7 - Ronnie

CLn - First Lady's Correspondence
 n - 0 - Unknown
 n - 1 - Nancy Reagan
 n - 2 - Nancy
 n - 3 - Mrs. Ronald Reagan

CBn - Presidential & First Lady's Correspondence
 n - 1 - Ronald Reagan - Nancy Reagan
 n - 2 - Ron - Nancy

MEDIA CODES:

B - Box/package
 C - Copy
 D - Official document
 G - Message
 H - Handcarried
 L - Letter
 M - Mailgram
 O - Memo
 P - Photo
 R - Report
 S - Sealed
 T - Telegram
 V - Telephone
 X - Miscellaneous
 Y - Study

THE WHITE HOUSE

WASHINGTON

August 9, 1984

MEMORANDUM FOR ROBERT M. KIMMITT
DEPUTY ASSISTANT TO THE PRESIDENT
FOR NATIONAL SECURITY AFFAIRS

FROM: PETER J. RUSTHOVEN 
ASSOCIATE COUNSEL TO THE PRESIDENT

SUBJECT: Request for Presidential Letter
Supporting Fundraising Efforts
of American University of Beirut

Thank you for asking us to review the above-referenced request to the President by Mrs. Ann Kerr, the widow of former American University of Beirut President Malcom Kerr who was murdered in Lebanon. As we discussed, our office will have no legal objection in this instance to preparation of a Presidential letter supporting the University's fundraising effort.

As you know, our normal and fairly strict rule is that requests of this sort must be declined. Indeed (as reflected in the attached memorandum), last year we advised that an identical request on behalf of American University of Beirut, submitted by Najeeb Halaby, should be turned down.

However, given the special factors present here, including the circumstances of Mr. Kerr's death and the President's offer of help during his recent meeting with Mrs. Kerr, this request can probably be distinguished from others and we will defer to your judgment on whether, in light of our overall interests in Lebanon, a carefully drafted Presidential letter on behalf of the University would be appropriate.

Attachment

THE WHITE HOUSE

WASHINGTON

August 5, 1983

MEMORANDUM FOR ROBERT M. KIMMITT
SPECIAL ASSISTANT TO THE PRESIDENT
AND EXECUTIVE SECRETARY TO THE
NATIONAL SECURITY COUNCIL

FROM: FRED F. FIELDING *Orig. signed by FFF*
COUNSEL TO THE PRESIDENT

SUBJECT: Request for Presidential Letter
Supporting Fundraising Efforts
of American University of Beirut

Thank you for forwarding the above-referenced request, which was submitted by Najeeb E. Halaby, for our review. As Peter Rusthoven has discussed with you, we do not think the President should lend his support to this fundraising effort, absent compelling reasons to do so that are not evident from the materials you forwarded.

The President receives innumerable requests that he endorse or otherwise participate in fundraising efforts for a wide variety of charitable and other worthy endeavors. It was decided early in the Administration that the only practical way to handle such requests (and thereby minimize, among other potential problems, the chances of offending those whose requests were denied) would be to limit his participation to activities in which he in fact has a personal interest or involvement (e.g., Eureka College) or in which all Presidents participate as a matter of historical precedent. Moreover, given the competition among private universities for private money, it would probably be particularly prudent for the President not to grant the instant request.

Hence, I recommend that Mr. Halaby be politely advised that this policy, to which we have tried to adhere strictly, prevents our honoring this request, in fairness to all who seek the President's participation.

MEMORANDUM

NATIONAL SECURITY COUNCIL

June 19, 1984

237941 *u*

MEMORANDUM FOR FRED F. FIELDING

FROM: ROBERT M. KIMMITT *Bob*

SUBJECT: President's Help in Fundraising for the
American University of Beirut

Attached at Tab A is a letter from the widow of Malcolm Kerr, the slain former president of the American University of Beirut. In her letter, Mrs. Kerr requests a letter from the President for use in AUB's private fundraising effort. I would appreciate it if you could provide me with a recommendation as to the propriety of such a letter.

Attachment
Incoming correspondence

LE 7136 7 3 SP

A



American University of Beirut

NEW YORK OFFICE • 850 THIRD AVENUE, NEW YORK, NEW YORK 10022 • (212) 319-2425

May 30, 1984

The Honorable Ronald W. Reagan
The White House
Washington, D.C. 20500

Dear Mr. President:

I wish to thank you for making time in your busy schedule last Thursday to meet with my son Steve and me. Your personal interest in the work my husband was doing at the American University of Beirut means a great deal to our family.

You were kind enough to ask if there is anything you could do to help. I have given your offer a great deal of thought these past few days, and there are two things in particular I would like to ask. The best possible memorial to my husband would be to assure the permanent funding of the university. The relevant committees of the Congress are now considering proposals for doing this, and your support for legislation to accomplish this goal would be most helpful. Second, AUB is undertaking a major private fundraising effort. If you could send a letter for us to use in this drive, I know it would be a tremendous help.

Again, thank you for your courtesy and thoughtfulness in seeing us last week.

Sincerely,

Ann Kerr

Ann Kerr

MEMORANDUM

NATIONAL SECURITY COUNCIL

June 19, 1984

~~23794/12~~

23794/cw

PRO14-12

MEMORANDUM FOR FRED F. FIELDING

FROM: ROBERT M. KIMMITT ^{Bob}

SUBJECT: President's Help in Fundraising for the
American University of Beirut

Attached at Tab A is a letter from the widow of Malcolm Kerr, the slain former president of the American University of Beirut. In her letter, Mrs. Kerr requests a letter from the President for use in AUB's private fundraising effort. I would appreciate it if you could provide me with a recommendation as to the propriety of such a letter.

Attachment
Incoming correspondence

ke

23794/12

National Security Council
The White House

System #

Package #

1212

gF

I

4800

RECEIVED

84 JUN 18 P 5: 03

SEQUENCE TO

HAS SEEN

DISPOSITION

Dep. Exec. Sec'y

Bob Kimmitt

John Poindexter

Tom Shull

Wilma Hall

Bud McFarlane

Bob Kimmitt

NSC Secretariat

Situation Room

1

✓

2

K

3

JUN 18 1984

D-

add Tab A

I = Information

A = Action

R = Retain

D = Dispatch

N = No further Action

cc: VP Meese Baker Deaver Other

COMMENTS

Should be seen by:

(Date/Time)

MEMORANDUM

NATIONAL SECURITY COUNCIL

June 18, 1984

ACTION

MEMORANDUM FOR ROBERT M. KIMMITT

FROM: GEOFFREY KEMP *gk*
SUBJECT: President's Help in Fundraising for the
American University of Beirut

Attached at Tab A is a letter from the widow of Malcolm Kerr, the slain former president of AUB, in which she requests a letter from the President for use in AUB's private fundraising effort. We need a recommendation from Fred Fielding as to the propriety of the President endorsing this effort.

Recommendation

That you sign the memorandum to Fred Fielding at Tab I, requesting that he review the propriety of the President writing a letter in support of AUB's fundraising effort.

Approve *K* Disapprove

Attachments

Tab I Memorandum to Fred Fielding with incoming
correspondence attached



American University of Beirut

NEW YORK OFFICE

• 850 THIRD AVENUE, NEW YORK, NEW YORK 10022 •

(212) 319-2425

May 30, 1984

The Honorable Ronald W. Reagan
The White House
Washington, D.C. 20500

Dear Mr. President:

I wish to thank you for making time in your busy schedule last Thursday to meet with my son Steve and me. Your personal interest in the work my husband was doing at the American University of Beirut means a great deal to our family.

You were kind enough to ask if there is anything you could do to help. I have given your offer a great deal of thought these past few days, and there are two things in particular I would like to ask. The best possible memorial to my husband would be to assure the permanent funding of the university. The relevant committees of the Congress are now considering proposals for doing this, and your support for legislation to accomplish this goal would be most helpful. Second, AUB is undertaking a major private fundraising effort. If you could send a letter for us to use in this drive, I know it would be a tremendous help.

Again, thank you for your courtesy and thoughtfulness in seeing us last week.

Sincerely,

Ann Kerr

Ann Kerr

4800

TO PRESIDENT FROM KERR, AN DOCDATE 30 MAY 84
WOZNIAK, NATALIE 12 JUN 84
KEMP 18 JUN 84

KEYWORDS: LEBANON MP

SUBJECT LTR TO PRES FM KERR RE RECENT MEETING W/ PRES

ACTION. ANY ACTION NECESSARY DUE: 21 JUN 84 STATUS C FILES WH

FOR ACTION FOR CONCURRENCE FOR INFO
KEMP DUR

COMMENTS

REF# LOG 8402145 NSCIFID (LB V)

ACTION OFFICER (S)	ASSIGNED	ACTION REQUIRED	DUE	COPIES TO
	< 6/19	Unmitt Spd next to Fieldy		Kp ✓ Rk ✓
DISPATCH	✓ STM 6/19		W/ATTCH	FILE (C) ✓

WHITE HOUSE CORRESPONDENCE TRACKING WORKSHEET

PRO 4-12

☐ O - OUTGOING

☐ H - INTERNAL

☐ I - INCOMING

Date Correspondence
Received (YY/MM/DD) 1 / 1 / 1

DJR

Name of Correspondent: Bill Suttman

☐ MI Mail Report

User Codes: (A) _____ (B) _____ (C) _____

Subject: Presidential Letter re: problems and financial woes of Black colleges and universities

ROUTE TO:

ACTION

DISPOSITION

Office/Agency	(Staff Name)	Action Code	Tracking Date YY/MM/DD	Type of Response	Completion Date YY/MM/DD
<u>W Holland</u>		ORIGINATOR	<u>84/06/22</u>		<u>84/07/31</u>
<u>CUAT09</u>		Referral Note: <u>D</u>	<u>84/06/25</u>	<u>smc</u>	<u>84/07/31</u>
		Referral Note: <u>See above</u>	<u>1</u> / <u>1</u> / <u>1</u>		<u>1</u> / <u>1</u> / <u>1</u>
		Referral Note: _____	<u>1</u> / <u>1</u> / <u>1</u>		<u>1</u> / <u>1</u> / <u>1</u>
		Referral Note: _____	<u>1</u> / <u>1</u> / <u>1</u>		<u>1</u> / <u>1</u> / <u>1</u>
		Referral Note: _____	<u>1</u> / <u>1</u> / <u>1</u>		<u>1</u> / <u>1</u> / <u>1</u>

ACTION CODES:

A - Appropriate Action
C - Comment/Recommendation
D - Draft Response
F - Furnish Fact Sheet
to be used as Enclosure

I - Info Copy Only/No Action Necessary
R - Direct Reply w/Copy
S - For Signature
X - Interim Reply

DISPOSITION CODES:

A - Answered
B - Non-Special Referral
C - Completed
S - Suspended

FOR OUTGOING CORRESPONDENCE:

Type of Response = Initials of Signer
Code = "A"
Completion Date = Date of Outgoing

Comments: Jun 21 84 Michael Castine memo to Bill Suttman attached

United Negro College Fund

Keep this worksheet attached to the original incoming letter.

Send all routing updates to Central Reference (Room 75, OEOB).

Always return completed correspondence record to Central Files.

Refer questions about the correspondence tracking system to Central Reference, ext. 2590.

RECORDS MANAGEMENT ONLY

CLASSIFICATION SECTION

No. of Additional Correspondents: _____ Media: 0 Individual Codes: 1110 _____

Prime Subject Code: PR 014 12 Secondary Subject Codes: ED FA 003
W4004 W4013.30
PR 011 _____

PRESIDENTIAL REPLY

Code	Date	Comment	Form
C		Time: _____	P- _____
DSP		Time: _____	Media: _____

SIGNATURE CODES:

CPn - Presidential Correspondence
 n - 0 - Unknown
 n - 1 - Ronald Wilson Reagan
 n - 2 - Ronald Reagan
 n - 3 - Ron
 n - 4 - Dutch
 n - 5 - Ron Reagan
 n - 6 - Ronald
 n - 7 - Ronnie

CLn - First Lady's Correspondence
 n - 0 - Unknown
 n - 1 - Nancy Reagan
 n - 2 - Nancy
 n - 3 - Mrs. Ronald Reagan

CBn - Presidential & First Lady's Correspondence
 n - 1 - Ronald Reagan - Nancy Reagan
 n - 2 - Ron - Nancy

MEDIA CODES:

B - Box/package
 C - Copy
 D - Official document
 G - Message
 H - Handcarried
 L - Letter
 M - Mailgram
 O - Memo
 P - Photo
 R - Report
 S - Sealed
 T - Telegram
 V - Telephone
 X - Miscellaneous
 Y - Study

THE WHITE HOUSE

WASHINGTON

July 31, 1984

MEMORANDUM FOR DIANNA G. HOLLAND

FROM: PETER J. RUSTHOVEN 

SUBJECT: Private Sector Initiatives' Proposal
for a Presidential Letter to Business
Executives on United Negro College Fund

After discussing the above-referenced idea with Mr. Fielding, I advised both Michael Deaver's office and Michael Castine in the Office of Private Sector Initiatives that our inclination was that the President should not send a fundraising letter of this sort to leading business executives.

No further action on this proposal is needed, and the incoming materials on this matter may be filed. Thank you.

June 22, 1984

MEMO FRED FIELDING

FROM: BILL SITTMANN

SUBJECT: Attached

Mike Deaver would like your thoughts
on Presidential Letter concept.

Thanks.

1004 7001 55 VII II: 35

MICHAEL K. DEEVER

~~000000~~
23840/cw

THE WHITE HOUSE
WASHINGTON

June 21, 1984

MEMORANDUM FOR WILLIAM SITTMANN

FROM: MICHAEL P. CASTINE, DEPUTY DIRECTOR
PRIVATE SECTOR INITIATIVES

SUBJECT: UNITED NEGRO COLLEGE FUND TAPING

Biel
✓ letter concept
with 77
✓ matching
program idea
with Joe Wright.
- get back
to me.

The Scheduling Office works quicker than expected. Initially the proposal for the Presidential taping for the UNCF was sent to Fred for comments. Obviously he and the scheduling committee thought it was a good idea because it is now on the President's schedule.

The reason for this memorandum is to let you know that the taping for UNCF was one part of a larger package I'm working on and would like to get your comments. The UNCF campaign needs all the help it can get so I suggest the following:

Presidential Letter: propose to send a letter from the President to the top 5300 corporate chief executive officers and 200 trade association executives (same list as used for Summer Job Program) introducing the readers to the problems and financial woes of Historically Black Colleges and Universities. A draft of such a letter will be available if you like the idea.

Approve _____ Disapprove _____ Discuss _____

Matching Program: The UNCF would like to have the Administration's endorsement on a proposal for a 5 year fundraising effort whereby the government would match, capped at \$60 million a year, funds raised in the private sector. The goals is to achieve self-sufficiency and simultaneously raise the capital needed to maintain the 42 private HBCUs. Obviously, the matching program is one that has federal government participation and scope beyond the PSI office. Additional facts will be forthcoming if you are interested in seeing this developed further.

Pursue _____ Forget it _____ Discuss _____

Thanks.



UNITED STATES DEPARTMENT OF COMMERCE
International Trade Administration
Washington, D.C. 20230

238479

1130

PRO14-12

FG020

oh

DD

JUN 21 1984

June 20, 1984

Ms. Ann Wrobleski
Director, Special Projects
The White House
Washington, D.C. 20500

Dear Ann:

Thank you for the lightning-speed response to our request
regarding the Cystic Fibrosis Foundation's Children's Ball.
I will keep you posted as our efforts progress.

With warm personal regards.

Sincerely,

Alan F. Holmer
Deputy Assistant Secretary
for Import Administration

SEE# 237233



PR 014-12

- ☐ 0 - OUTGOING

☐ H - INTERNAL

☐ I - INCOMING

**Date Correspondence
received (YY/MM/DD)**

84106126

William R. Cobles

☒ DC Mail Report

User Codes: (A) _____ (B) _____ (C) _____

SUBJECT:

Request for ~~the~~ Mrs. Reagan
to serve as Honorary Chairman
for International Management
and Development Institute

ROUTE TO:

ACTION

DISPOSITION

[illegible]**Action Code**

**Tracking
Date
YY/MM/DD**

Type
of
Response

Completion
Date
YY/MM/DD

~~DE S, H~~

ORIGINATOR 184 06126

8X10d26

ORIGINATOR

Referral Note:

Referral Note: 1284 1061 26 ²⁷

58/106130

Referral Note:**Referral Note:****Referral Note:****ACTION CODES:**

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FOR OUTGOING CORRESPONDENCE:

Type of Response = Initials of Signer
Code = "A"
Completion Date = Date of Outgoing

COMMENTS:

THE WHITE HOUSE

WASHINGTON

July 6, 1984

Dear Mr. Codus:

Mike Deaver has forwarded to me your recent letter concerning an invitation to Mrs. Reagan from the International Management and Development Institute to become Honorary Chairman of its world hunger program.

Unfortunately, Mrs. Reagan is unable to accept. She receives many requests to participate in worthwhile endeavors and has asked me to explain the established policy of limiting her chairmanships to those inherent in the position or those in which personal participation is possible.

She thanks you for thinking of her, and joins me in sending you her best wishes,

Sincerely,

Ann Wrobleski
Director of Projects
Office of the First Lady

Mr. William R. Codus
President
The Codus Corporation
1090 Vermont Avenue, N.W.
Suite 815
Washington, D.C. 20005

cc: Michael Deaver

THE CODUS CORPORATION

238800

June 26, 1984.

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

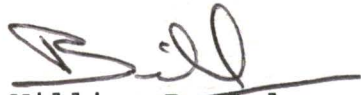
Dear Mike:

As consultant to the International Management and Development Institute, I am enclosing a letter addressed to Mrs. Reagan from Henry H. Fowler and Paul W. McCracken of the Fowler-McCracken Commission, with their descriptive reports.

Because of Mrs. Reagan's deep concern and efforts to eliminate the drug problem facing us today, we would be honored to have her endorse this worthwhile program, now being formed as a joint venture with AID and the Department of State, to "end world hunger" by accepting the Honorary Chairmanship of the Executive Committee.

Needless to say, Mrs. Reagan's endorsement of this urgent and humanitarian effort will help to gain national and international attention for the program and to insure its success. I, therefore, would appreciate your bringing this important venture to her attention as soon as possible.

Cordially,



William R. Codus
President

Enclosure

238800

ID #

WHITE HOUSE CORRESPONDENCE TRACKING WORKSHEET

PR014-12

☐ O - OUTGOING☐ H - INTERNAL☐ I - INCOMINGDate Correspondence
received (YY/MM/DD)

84106126

NAME OF CORRESPONDENT:

William R. Cobles

☒ DC Mail Report

User Codes: (A)

(B)

(C)

SUBJECT:

Request for the Honorable
Serge A. Thompson, Chairman
for International Management
and Development Institute

ROUTE TO:

ACTION

DISPOSITION

Office/Agency (Staff Name)

Action
CodeTracking
Date
YY/MM/DDType
of
Response

Code

Completion
Date
YY/MM/DD

DC S, H

ORIGINATOR

84106126

PA

84106126

FL Rose

Referral Note:

11 84 106126

PA

5 84 106130

Referral Note:

Principal

Referral Note:

Referral Note:

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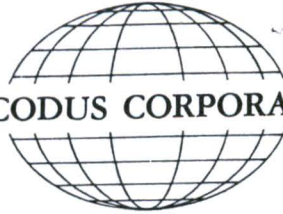
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Completion Date = Date of Outgoing

COMMENTS:

THE CODUS CORPORATION



238800

June 26, 1984.

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

Dear Mike:

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Needless to say, Mrs. Reagan's endorsement of this urgent and humanitarian effort will help to gain national and international attention for the program and to insure its success. I, therefore, would appreciate your bringing this important venture to her attention as soon as possible.

Cordially,


William R. Codus
President

Enclosure

International Management and Development Institute

Watergate Office Building—Suite 905 • 2600 Virginia Avenue, N.W.
Washington, D.C. 20037 • Tel. (202) 337-1022 • Telex: IMDI 248698

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University of Pennsylvania
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Hon. John W. Tuthill
President, Salzburg Seminar
Hon. Richard D. Vine
Dir.-Gen., Atlantic Institute, Paris

June 6, 1984

Mrs. Ronald Reagan
The White House
Washington, DC 20500

Dear Mrs. Reagan:

On behalf of the Directors of this Institute and Members of the Fowler-McCracken Commission, it is our pleasure to extend this invitation to you to serve as the Honorary Chairman of our Executive Committee dedicated to "ending world hunger" -- now being formed in partnership with the Food for Peace program of AID and the Department of State.

This new initiative is a vital element of the nationwide public-private sector effort now being organized during this 30th anniversary of the Food for Peace program -- a program which has demonstrated to all Americans and to the family of nations our deep and continuing commitment to that paramount challenge facing mankind: namely, striving to end hunger for the half billion people who exist on the brink of starvation.

Your serving as Honorary Chairman need not include more than a modest investment of your time; but your endorsement will help enormously to gain the national and international momentum so crucial to the success of this mission.

The one specific commitment we respectfully invite for your consideration is to serve as Chairman for the Tuesday evening, December 4 ceremony on Capitol Hill when we shall give special recognition to the business leaders who have given of their experience, resources, technology, and will to this great challenge of "ending world hunger."

The December 4 dinner ceremony will culminate the first day of the Institute's Annual Meeting to be cochaired by Dr. Henry A. Kissinger and Senator Paul E. Tsongas. The Executive Committee now being formed will bring together the leadership of the Administration, the Congress (such as Senators Tsongas, Hatfield, and Danforth), the business community, and the leadership of the many private sector organizations -- such as CARE -- with a demonstrated interest and capacity to make a contribution and commitment.

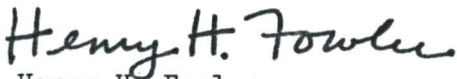
This is, indeed, a positive national response to President Reagan's challenge to our Fowler-McCracken Commission Members that "we want to go forward, together, building that new partnership for progress." We are enclosing a copy of our Special Report entitled ACHIEVING ECONOMIC RENEWAL IN THE 1980s which, on page 4, presents the President's keynote message. Also enclosed is our current SPECIAL REPORT TO THE PRESIDENT on achievements for the period just ended and plans for 1984-85.

The Institute's Chairman, Gene Bradley, is headquartered in Washington and would be pleased to respond to any questions you might have.

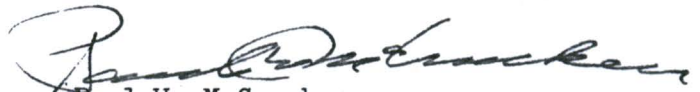
We do, indeed, thank you most sincerely for your thoughtful consideration of this invitation.

With best wishes.

Sincerely,



Henry H. Fowler
Cochairman
Fowler-McCracken Commission



Paul W. McCracken
Cochairman
Fowler-McCracken Commission

Sg

June 21, 1984

239161
5300
4700
PR0412

DD

Dear Miss Graham:

Thank you for your recent invitation to the President and Mrs. Reagan to become honorary chairmen of the opening of the Martha Graham Institute, September 15, 1984.

You were very thoughtful to extend this opportunity to the President and the First Lady. Although they are both honored by your request, unfortunately, they have asked me to send their regrets to you. Long ago, they established a policy of limiting their chairmanships to those events in which they could personally participate. And, due to the heavy demands of their schedules at this time, they will be unable to be honorary chairmen and attend the dedication in September.

However, on behalf of both the President and the First Lady, please accept our very warmest wishes for a most exciting day in September. Your contributions to dancing are immeasurable, and I know that the establishment of the Martha Graham Institute will inspire others to follow in your footsteps.

With best regards,

Sincerely,

FREDERICK J. RYAN, JR.
Director, Presidential
Appointments and Scheduling

Miss Martha Graham
Martha Graham Center of Contemporary Dance, Inc.
316 East 63rd Street
New York, New York 10021

EJR:JAJ

✓ bcc: Michael K. Deaver

June 21, 1984

Dear Bob:

Your recent letter enclosing a letter from Martha Graham regarding the opening of the Martha Graham Institute on September 15, 1984 has been forwarded to me by Michael Deaver.

We appreciate your letting us know of your strong support for the Institute and for the request that the President and Mrs. Reagan accept the invitation to be honorary chairmen of the opening. As you may know, the President and the First Lady have had a longstanding policy to accept only chairmanships of activities in which they can be personally involved. And, unfortunately, due to the heavy commitments of their present schedules, I regret that they will be unable to attend the event and be honorary chairmen.

However, on behalf of the President and the First Lady, please extend to Miss Graham our sincere best wishes for a most memorable day in September.

With best regards,

Sincerely,

FREDERICK J. RYAN, JR.
Director, Presidential
Appointments and Scheduling

Mr. Robert Keith Gray
Gray and Company
The Power House
Washington, D.C. 20007

FJR:jjj
cc: Michael K. Deaver

THE WHITE HOUSE
WASHINGTON

TO: *John Jackson*

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

☒ Information

☐ Action

*Per your
request.*



*Dear
very nice
letter. Let
me see first
one to Bob
one to Mrs. Graham*



GRAY AND COMPANY

ROBERT KEITH GRAY
CHAIRMAN

June 7, 1984

RECEIVED
JUN 13 1984
SCHEDULING
OFFICE

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

REGRET

Date

6-20-84

EJR

Dear Mike:

Attached is a copy of a letter Martha Graham sent to the President and First Lady which I believe Frank Hodsoll has transmitted to the White House. In case it has not reached your attention, I wanted to make you are aware of it because as it presents an unusual opportunity for the President to demonstrate his support of the arts.

UCLA's establishment of a Martha Graham Institute is important news to the performing arts community across the nation. With this being Martha's 90th year she, as the active leader in her unique art form, represents -- like no one else -- the vitality of our cultural life.

While I realize it is difficult for you to commit the President's schedule at this time, if the Reagans would agree to serve as the Honorary Patrons of the September 15 gala, it would assure the success of the event.

Many thanks for your help.

All the best,

/Enclosure

MARTHA GRAHAM CENTER OF CONTEMPORARY DANCE INC

April 17, 1984

President & Mrs. Ronald Reagan
The White House
1100 Pennsylvania Avenue, NW
Washington, D. C.

Dear President and Mrs. Reagan,

My childhood in Santa Barbara has made me, in some curious way, feel a deep tie to California. That is why the news that I am going to share with you has a particular significance for me.

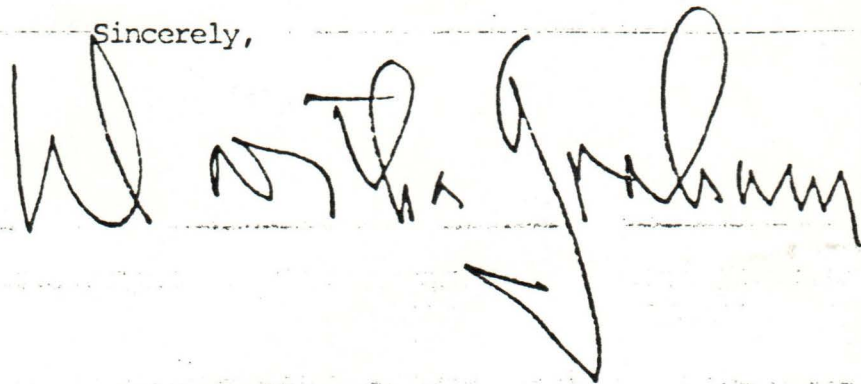
A Martha Graham Institute is to be established at the University of California, Los Angeles. The Institute will consist of not only a permanent school of dance throughout the year, but a residence for my company to perform and to preserve and film my ballets and technique. Dean Robert Gray, of UCLA's College of Fine Arts, feels that this will make a far reaching and important contribution to the level of dance training throughout the West Coast.

On May 22 the formal announcement of the Institute will be made at UCLA, with the official opening on September 15 when my company will reopen the newly renovated Royce Hall Auditorium. That evening will begin the fund raising efforts to endow the Institute.

It would mean so much to me personally and to the success of the evening if you would agree to be Honorary Chairmen of the event and to attend the performance. Gregory Peck will be one of my friends who will be attending the May 22 press conference and reading a brief announcement. If it were agreeable to you, Greg might mention your participation in the evening as well.

I send you my fondest greetings.

Sincerely,

A large, stylized handwritten signature of Martha Graham in dark ink, written over a horizontal line.

21

St. Joseph's File,

June 23, 1984

239217

4800

PR 014-12

TR

HE001

Dear Mrs. Reagan,

As chairman of this year's
Children's Ball for cystic fibrosis, I
was delighted to learn yesterday that
you have once more accepted its
honorary chairmanship. Your willingness
to lend your name to this effort

will make it ever so much easier
for Bud and me to raise the
funds the foundation needs and
so richly deserves.

Thanks from both of us.

Sincerely,
Joan McFarlane

239417

JV

THE WHITE HOUSE
WASHINGTON

5300
4710

PR014-12

PP005-01

WE
WE001

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LDI

June 27, 1984

Dear Mrs. MacMurray:

On behalf of Mrs. Reagan, I am pleased to inform you that she has accepted your kind invitation to become Honorary Chairman of the October 7th Childhelp Anniversary Gala to be held at the Beverly Hilton.

I would like to discuss the details of her chairmanship with you if you would please call me at 202/456-7905.

Sincerely,

Ann Wrobleski
Director of Projects
Office of the First Lady

✓
Mrs. Fred MacMurray (June)
485 Halvern Drive
Los Angeles, California 90049



✓ date
of ATC
dinner -
10-19
DB-accept
HC

June 18, 1984
add to list

Sheraton Washington Hotel
SHERATON HOTELS & INNS WORLDWIDE

Dear Nancy,

Enclosed is a copy of a letter which we are sending to some of our friends. We are in hopes that you will be our honorary Chairman for the October 7th Child Abuse Anniversary Gala at the Beverly Hilton. Knowing that your busy pre-election schedule will probably not enable you to attend, we also know that lending your name will help to insure success for this event. The letter explains some of our programs to combat child abuse. If this is agreeable to you, may we have a photograph to enclose in our beautiful souvenir photo album to be given to everyone at the event?

Thank you, dear Nancy, in advance, for all of the children who will benefit from your help.

God bless you.
With love,

June

MR. AND MRS. FRED MACMURRAY

June 20, 1984

Dear Friends

It is with great pleasure that June and I are serving as chairmen for a Gala Celebration of Childhelp USA's twenty five years of service to children. The black tie dinner-dance will be held on Sunday, October 7th at the Beverly Hilton with all proceeds benefiting the programs we sponsor to prevent child abuse and neglect.

Because you are known for your concern and willingness to help those in need, we invite you to be a special part of this celebration by serving with us on our honorary committee. We have planned a light hearted evening with star performers, including Bob Hope, Florence Henderson, and Les Brown and his orchestra. Committee members will be with us at a special reception preceding the dinner.

We would like to add your name to the prestigious list of friends who will be included on our invitations to be sent out in August. We promise you a fun evening for a very worthy cause. Child abuse is an ugly thing that will not just go away by itself. We need your help to continue our rescue programs at our residential treatment Village of Childhelp in Beaumont, our future diagnostic clinic in Hollywood, and through our television awareness programs and national, toll free Hot Line. Please join us October 7th. Save the date. Let's CELEBRATE!

Warmest regards,

June and Fred

June MacMurray

Fred MacMurray

Note: Should you wish to reserve a table or tickets in advance, or would like additional information regarding a remembrance in the evening's souvenir album, please call Ethel Grant at the Childhelp office, (213) 347-7280. Tables of ten are \$2500, or \$250 per ticket. We hope that the entire evening will be underwritten so that ALL proceeds will go to the children!

JV
THE WHITE HOUSE
WASHINGTON

239418

4800

4710

PRD14-12

PP005-01

AR

ST007

June 27, 1984



Dear Miss Asnes:

On behalf of Mrs. Reagan, I am pleased to inform you that she has accepted your kind invitation to become Honorary Chairman of the benefit for the American Shakespeare Theatre on September 22.

Please call me at 202/456-7905 to discuss the details of her chairmanship.

Sincerely,

Ann Wrobleski
Director of Projects
Office of the First Lady

✓
Miss Norma Ketay Asnes
President
American Shakespeare Theatre
Connecticut Center for the Performing Arts
Stratford, CT 06497



STRATFORD, CONNECTICUT 06497 • (203) 378-7321

American Shakespeare Theatre

Connecticut Center for the Performing Arts

NORMA KETAY ASNES

President

June 15, 1984

Ms. Ann Wrobleski
Director of Projects
Office of the First Lady
The White House
Washington, DC 20500

DB-
accept
add
lit
x
x
x

JUN 20 1984

Dear Ms. Wrobleski:

Lionel Hampton has forwarded Mrs. Reagan's letter to me of April 2 regarding a benefit he is giving for The American Shakespeare Theatre on September 22. He had asked her to participate in the program, and she wrote regretting that her schedule until November would make that impossible. Mr. Hampton and I feel that the benefit's chances of succeeding to raise its goal of \$100,000 will be strengthened if Mrs. Reagan will act as Honorary Chairman.

We expect to attract 1500 civic, corporate, and philanthropic leaders who care about saving this major cultural institution. We would appreciate an answer as soon as possible so that we can make our plans and have the invitations and all publicity ready to go by early July.

The Theatre was saved from foreclosure with a \$1 million grant from the Department of the Interior in July of 1983. In May of 1984, we produced the most successful student season the Theatre has presented in its 30 year history. Thirty-two thousand students from high schools in seven states came to see "Romeo and Juliet". But in order to produce a summer season again with such stars as James Earl Jones and Christopher Plummer who played here in recent seasons, we must raise production and operating monies. I am enclosing some material regarding our theatre's current status and also an aerial view of the Theatre.

Sincerely,

Norma Ketay Asnes

Norma Ketay Asnes
President

NKA/mlc

cc: Mr. Lionel Hampton
Encls.

239419

THE WHITE HOUSE
WASHINGTON

JV

4800
4710

PR014-12

June 27, 1984



PP005-01
AR
IV085

Dear Mrs. Bass:

On behalf of Mrs. Reagan, I am pleased to inform you that she has accepted your kind invitation to become Honorary Chairman of the School of American Ballet's 1985 Gala Benefit on January 23, 1985.

Please call me at 202/456-7905 to discuss the details of her chairmanship.

Sincerely,

Ann Wrobleski
Director of Projects
Office of the First Lady

↙
Mrs. Sid R. Bass
Co-Chairman
The School of American Ballet
1985 Benefit Gala
144 West 66th Street
New York, New York 10023-6592



THE SCHOOL OF AMERICAN BALLET

144 West 66th Street, New York, N.Y. 10023-6592 212-877-7635
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50th Anniversary Campaign
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JUN 19 1984

June 11, 1984

Mrs. Ronald Reagan
The White House
1600 Pennsylvania Avenue
Washington, D.C. 20500

Dear Mrs. Reagan:

As the School of American Ballet -- now recognized as one of this country's leading cultural arts institutions -- enters its second half-century, Lincoln Kirstein, Peter Martins and Jerome Robbins have begun to discuss the program for the 1985 Gala Benefit which will be held on January 23 at the New York State Theater at Lincoln Center. The Gala evening will begin with a special performance of the New York City Ballet and will be followed by dinner and dancing on the Promenade of the theater.

There are a number of works left by George Balanchine which have not been revived in many years. Among them are large format productions; notably, the GOUNOD SYMPHONY, the CORTÈGE HONGROIS, Schöenberg's OPUS 34, and Hindemith's METAMORPHOSES. A full-scale revival of one of these works will be chosen to highlight the evening's program which is still in the planning stages.

As Co-Chairman of the 1985 Gala with Mrs. David Murdock and Mrs. Milton Petrie, it gives me great pleasure to invite you to join us as Honorary Chairman. Your acceptance to serve on last year's 50th Anniversary Gala Benefit Celebration and your interest in dance encourage us, once again, to seek your involvement as Honorary Chairman launching the School into its second half-century.

Your participation and presence at the head of the committee will help to realize the importance of the evening, while at the same time assuring the perpetuation of George Balanchine and Lincoln Kirstein's first collaboration -- the School of American Ballet.

Most sincerely,

Anne H. Bass

Mrs. Sid R. Bass
Co-Chairman

50th Anniversary Celebration

JV



THE WHITE HOUSE

July 3, 1984

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File

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PR014-12

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PP005-01

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Dear Tony:

Thank you for your recent letter. I'm very impressed with your dedication to this important cause and all the work you have done so far. You have raised an impressive amount of money and this is a good start toward your goal.

I am most happy to serve as your Honorary Chairman and hope I can be helpful. It certainly is a worthwhile and long overdue cause. *to help establish a classical repitatory theatre*

Once again, Tony, you have my enthusiastic support and best wishes.

Sincerely,

Donch Reagan

Mr. Tony Randall
145 Central Park East
New York, New York 10023

TONY RANDALL

All my life I have believed it was my job to bring the classics of the theatre to the American stage. My excuse for not doing it has been that we don't have a classical theatre. But that is no excuse; we must build such a theatre, as Olivier and Peter Hall did in London. It is a scandal that our nation alone does not have the equal of England's National Theatre or the Royal Shakespeare Company, or the Abbey of Ireland, the Comedie Francaise (400 years old), the Habima of Israel, the Moscow Art Theatre, the Kabuki of Japan.

We have great opera houses in New York, Chicago, San Francisco, Dallas, Houston, San Diego, Santa Fe. Of the ten great symphony orchestras in the world, six are American. We have ballet companies second to none. We have magnificent museums in all our larger, and sometimes not so large, cities. And audiences for all of them. But no theatre of comparable importance.

N.D.R.

For some years I have been working on a project to create such a theatre. My partners are Herman Krawitz, for 19 years asst. general manager of the Metropolitan Opera and for 5 years general manager of the American Ballet Theatre, and the actor-director John Neville who left London's Old Vic to run his own repertory company in Nottingham and then emigrated to Canada where he ran theatres in Edmonton and Halifax and is now associated with the Shakespeare

TONY RANDALL

Festival in Stratford, Ontario. We have had lengthy and still-continuing negotiations with the City and State of New York concerning the to-be-renovated 9 theatres on 42d. St. We would like to be given two or three of them, plus office space. We have had a long dialog with Lincoln Center about the Beaumont Theatre. We have a guarantee from a well-known foundation of a million dollars a year for three years if we go into the Beaumont and a promise of great sums from another foundation.

I did my last TV series, Love, Sidney, only because Warner Communications made a contribution of \$100,000 for this theatre. This fund has now grown to about \$300,000.

I have attempted to build an important board of directors. I have spoken to many heads of foundations and businesses and received wonderful support. Felix Rohatyn has agreed to serve on the board and Rawleigh Warner of Mobil has been extraordinarily helpful, as has Bill Ellinghaus of AT&T.

It is my hope that you will agree with the proposition and mission: that there is a terrible void in our theatre and that the time for a classical repertory theatre has come; a theatre operating on the highest artistic and professional level, a company of our nation's and the world's leading actors, a company on the level of the Metropolitan Opera or the Chicago Symphony, and that you will serve on our board of directors.

NR

Dear Tony

your dedication to this important cause,
and

Thank you for your recent letter. I'm very
impressed with all the work you have done so
far. ~~That helped them a lot~~ You have raised an
incredible amount of money and this should put us
a good start toward your goal.

Jim Neubach mentioned once that you would like
to have me serve as your ~~Honorary~~ **Honorary** chairman. I will
happily accept the position under one condition and
that is you will call on me to help in anyway
appropriate. You know all along I will be talking
with people who I think we could enlist in the
cause. Jim mentioned to me your meeting with
the **Braumont** people. Please do let me hear the
results.

Once again, Tony, you have my enthusiastic
support and best wishes.

Siw

~~John~~

Elaine Crispen
7-13-84

145 CENTRAL PARK WEST, 6 C
NEW YORK, N.Y. 10023

NR/Cent.
Fill

240532

PR014-12

Sat., 7 July 64

Dear Mrs. Reagan:

Your wonderful letter of support and acceptance came today.

Also, today Martin Sygal, Chief of Lincoln Center, finally said it to me unequivocally: "we think you're the right man and we would love to have you." The Beckett is one of the constituents of Lincoln Center and has its own board - that has been the problem.

With thanks and love,

Tony Randall

WHITE HOUSE CORRESPONDENCE TRACKING WORKSHEET

PRO14-12

☐ O - OUTGOING☐ H - INTERNAL☐ I - INCOMINGDate Correspondence
Received (YY/MM/DD) 1 / 1

Name of Correspondent:

Craig L. Fuller

☐ MI Mail Report

User Codes: (A)

(B)

(C)

Subject:

Federal Office Automation Conference
November 6-8, 1984; request for
videotape and President accepting
honorary chairmanship

ROUTE TO:

ACTION

DISPOSITION

Office/Agency (Staff Name)	Action Code	Tracking Date YY/MM/DD	Type of Response	Code	Completion Date YY/MM/DD
WHolland	ORIGINATOR	84 07 10		C	84 07 12
CVATIS	Referral Note:	D 84 07 11		C	84 07 12
WFIELD	Referral Note:	S 84 07 12	FF	A	84 07 12
	Referral Note:		BAH signed		
	Referral Note:				
	Referral Note:				
	Referral Note:				

ACTION CODES:

A - Appropriate Action
C - Comment/Recommendation
D - Draft Response
F - Furnish Fact Sheet
to be used as Enclosure

I - Info Copy Only/No Action Necessary
R - Direct Reply w/Copy
S - For Signature
X - Interim Reply

DISPOSITION CODES:

A - Answered
B - Non-Special Referral
C - Completed
S - Suspended

FOR OUTGOING CORRESPONDENCE:

Type of Response = Initials of Signer
Code = "A"
Completion Date = Date of Outgoing

Comments:

Apr 17 84 William A. Saxton ltr. to
Craig Fuller

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Always return completed correspondence record to Central Files.
Refer questions about the correspondence tracking system to Central Reference, ext. 2590.

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CM 009 _____
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Code	Date	Comment	Form
C		Time:	P.
DSP		Time:	Media:

SIGNATURE CODES:

CPn - Presidential Correspondence
 n - 0 - Unknown
 n - 1 - Ronald Wilson Reagan
 n - 2 - Ronald Reagan
 n - 3 - Ron
 n - 4 - Dutch
 n - 5 - Ron Reagan
 n - 6 - Ronald
 n - 7 - Ronnie

CLn - First Lady's Correspondence
 n - 0 - Unknown
 n - 1 - Nancy Reagan
 n - 2 - Nancy
 n - 3 - Mrs. Ronald Reagan

CBn - Presidential & First Lady's Correspondence
 n - 1 - Ronald Reagan - Nancy Reagan
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 S - Sealed
 T - Telegram
 V - Telephone
 X - Miscellaneous
 Y - Study

THE WHITE HOUSE

WASHINGTON

July 12, 1984

MEMORANDUM FOR CRAIG L. FULLER
ASSISTANT TO THE PRESIDENT
FOR CABINET AFFAIRS

FROM: FRED F. FIELDING *Orig. signed by FFF* *RAH for*
COUNSEL TO THE PRESIDENT

SUBJECT: Federal Office Automation Conference,
November 6-8, 1984: Request for Video-
tape and President's Acceptance of
Honorary Chairmanship

You have asked for our views on a request that the President serve as Honorary Chairman of the Federal Office Automation Conference, to be held November 6-8, 1984. You noted that the President did a videotape for the Conference last year, and that his expanded involvement this year would help promote the goal of increased Federal office efficiency.

Established White House policy generally limits the participation of the President as honorary chairman to charitable endeavors, and even then generally to those that are traditional (e.g., American Red Cross) or those with which the President or Mrs. Reagan have a longstanding personal association (e.g., the U.S. Horse Cavalry Association). The President has never served as honorary chairman of a commercial endeavor. Doing so would contravene our policy of not permitting the President's name, likeness, photograph, or signature to be used in any manner that suggests or could be construed as an endorsement of a commercial product or enterprise. We frequently turn down requests that the President serve as honorary chairman of the most laudable charitable activities; I hardly think we should accept such an invitation from a for-profit commercial enterprise. It is permissible for the President to do a videotape, as he has done in the past, discussing the goal of increasing Federal office automation, but the direct personal endorsement that would be conveyed by the acceptance of the honorary chairmanship strikes me as very objectionable.

FFF:JGR:aea 7/12/84

cc: FFFielding/JGRoberts/Subj/Chron

THE WHITE HOUSE

WASHINGTON

July 12, 1984

MEMORANDUM FOR FRED F. FIELDING

FROM:

JOHN G. ROBERTS *JGR*

SUBJECT:

Federal Office Automation Conference,
November 6-8, 1984: Request for Video-
tape and President's Acceptance of
Honorary Chairmanship

Craig Fuller has asked for our views as soon as possible on a request that the President agree to serve as Honorary Chairman of the Federal Office Automation Conference, to be held November 6-8, 1984. The President did a videotape for the Conference last year, and Conference Chairman William A. Saxton would like to expand the President's participation to promote the shared goal of increasing the efficiency of Federal offices. Fuller is interested in advancing this goal and accordingly recommends that the President accept the Honorary Chairmanship and do another welcoming videotape. Fuller notes that the Conference is run for profit, but argues that the admission charges seem reasonable and doubts that the President's expanded involvement will increase attendance.

We generally do not approve acceptance of honorary chairman positions for charitable endeavors and surely should not do so for commercial enterprises. People make money off of this conference, and they should not be permitted to use the Presidency to increase their take. Even the videotape strikes me as problematic, but the President did one before, and we can at least shape the message as one promoting Federal office automation and efficiency rather than the commercial activities of the Conference itself. A memorandum to Fuller outlining our policies on honorary chairmanships and endorsement of commercial enterprises is attached for your review and signature.

Attachment

THE WHITE HOUSE

WASHINGTON

July 9, 1984

241026 *aw*

MEMORANDUM FOR: FRED FIELDING
FROM: CRAIG L. FULLER *OK*
SUBJECT: Federal Office Automation
Conference November 6-8, 1984

Last year, President Reagan did a videotape for the Federal Office Automation Conference. It had such an impact that the group has asked him to serve as Honorary Chairperson for this year's conference, which will be held in Washington November 6-8, 1984.

Since I am very much interested in encouraging better use of office automation techniques and equipment throughout the Federal government, I am proposing that the President accept their invitation to serve as Honorary Chairperson and do a welcoming videotape.

Do you see any objection to these proposals? The only possible objection I see is that it is a "for profit" conference. However, the admission charges seem reasonable, and I don't think the President's participation would cause any Federal agency to send attendees who did not have a legitimate reason to attend. I am attaching materials that will provide you with more information on the conference and its sponsors.

Please give me your opinion as quickly as you can, because the cut-off dates for conference publicity are approaching.



NOVEMBER 6, 7 & 8, 1984
EXPOSITION: NOV. 7 & 8

WASHINGTON CONVENTION CENTER
WASHINGTON, D.C.

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DR. WILLIAM A. SAXTON

Program Chairman:
MORRIS EDWARDS

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• **Word Processing Society**

PROGRAM SPONSOR
AND DIRECTOR
National Council for Education
on Information Strategies

PLEASE REPLY TO:

P.O. Box N
Wayland, Massachusetts 01778
Tel. 617-358-5356
Florida Tel. 305-483-9359

April 17, 1984

Mr. Craig L. Fuller
Assistant to the President
for Cabinet Affairs
The White House
Washington, D.C. 20500

Dear Craig:

Our meeting of April 10th was unquestionably a major step forward in the planning of office automation briefings for top-level executives within your Departments and Agencies. On behalf of the Federal Office Automation Conference, I want you to know how pleased we are to be contributing to this timely and important project; and, are eagerly anticipating receiving the list of the "most common" application areas from you so that we may begin specifically formulating the program.

Further consultation with members of the Office Automation Council and Industry Committee of the Federal Office Automation Conference has resulted in an overwhelming consensus in favor of the suggestion that President Reagan be the Honorary Chairperson for our 1984 Conference. It is our feeling that his participation in this capacity would dovetail perfectly with our Conference theme as well as with your initiatives to educate senior Federal executives on office automation applications and methods.

You may be interested in knowing that our Conference theme ... Office Automation: Getting Down to Business ... was inspired by the President's videotaped message to last year's Conference attendees in which he affirmed his (and our) obligation "to the American people to give them a Federal Government that operates in a businesslike manner." Our Conference's response to his call will be reflected in a Program this year aimed at improving efficiency and reducing waste in Government through the use of office automation.

If the President were to serve as the Conference's Honorary Chairperson, our campaign to publicize the event would place an even greater emphasis on the Administration's continuing efforts to combat inefficiency and waste, and the success that it has achieved thus far in increasing Federal productivity.

Presidential perspectives and initiatives on these subjects would be part of, and appear in, approximately 500,000 pre-Conference brochures planned for nationwide mailing between June 1st and November 1st. In addition, we are planning a major publicity campaign on radio, television, and in countless trade and consumer publications and newspapers, all of which would represent additional exposure for the President and his association with an effort committed to better Federal management. All this, plus whatever publicity about the President's participation that the White House itself may choose to originate, would certainly create a significant added awareness of the importance that the President places on improving efficiency and reducing waste within Federal operations.

In recognition of the even heavier burdens on the President's schedule than usual in this election year, we would certainly structure his participation as Honorary Chairperson for maximum visibility and support by us on one hand, but minimum time expended by him personally on the other. Some suggestions that come to mind to achieve an optimum return on his investment in time include:

1. A brief appearance to open your senior executive office automation briefings - that would be right at the White House.
2. A Presidential Proclamation relating office automation to improving Federal Government operations, and referencing the Conference.
3. A few, periodically spaced, White House statements or press releases on office automation initiatives and/or gains within the Executive Branch, or perhaps on policy or position as either might affect, or relate to, the implementation of office automation.
4. One or two photo-taking sessions with Conference officials at the White House. One thought might be to have a typical office automation terminal on hand to discuss or use as a backdrop.
5. A videotaped address, set up similar to last year's, in which the President - as Honorary Chairperson - opens the Conference.

I am sure that there are numerous other ideas such as these, but this should serve to illustrate what we have in mind. We would, of course, be open to any reasonable and feasible approaches that you or anyone else might have.

X | Craig, we would be most honored if the President agreed to be Honorary Chairperson for our 1984 Federal Office Automation Conference. We feel that his acceptance of this title would help continue and even accelerate his drive toward a more businesslike Government begun with the likes of

Reform'88 and the Grace Commission. Furthermore, we believe that by tastefully and professionally identifying him with a non-profit educational Program on office automation - a major new high-technology tool for more efficient, less wasteful operations - we would be providing a visibility and recognition for his efforts far beyond the Federal office automation community itself.

I am most anxious to hear your thoughts on this matter. Please bear in mind that time is of the essence once again. If we are fortunate enough to have the President as Honorary Chairperson, we would immediately have to begin factoring that into our planning and publicity, much of which is already well underway.

May I hear from you soon?

Cordially,

Bill

Dr. William A. Saxton
Conference Chairman

was/es



NOVEMBER 6, 7 & 8, 1984
EXPOSITION: NOV. 7 & 8
WASHINGTON CONVENTION CENTER
WASHINGTON, D.C.

Conference Chairman:
DR. WILLIAM A. SAXTON
Program Chairman:
MORRIS EDWARDS

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MAJOR JOHN C. WILLIAMS
Department of the Air Force

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• Society of Office Automation Professionals
• The Office Systems Consulting Group
• Word Processing Society

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AND DIRECTOR**

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on Information Strategies

PLEASE REPLY TO:

P.O. Box N
Wayland, Massachusetts 01778
Tel. 617-877-6446

June 20, 1984

Mr. Craig L. Fuller
Assistant to the President
for Cabinet Affairs
The White House
Washington, D.C. 20500

Dear Craig:

I am still anxiously awaiting your reply to my letter of April 17, 1984 in which, on behalf of the Office Automation Council and Industry Committee of the Federal Office Automation Conference, I invited President Reagan to be the Honorary Chairperson for our 1984 Conference. In view of the time that has elapsed since we first discussed this possibility, we will shortly be pushing some important cut-off dates for planning and publicizing the President's participation if he does accept our invitation.

In the interim, I have added some thoughts to those in my April 17th letter relative to how we might focus on the President's role in the Conference as part of his overall drive to improve efficiency and reduce waste in Federal Government. For example, we might consider a formal presentation of an award at the White House by the Conference in recognition of his achievements in getting Federal Government to run on a more businesslike basis . . . consistent with our Conference theme "Getting Down to Business" which was inspired by him at last year's Conference. I have further suggestions, too, which I would be delighted to share with you if and when we move ahead on this.

May I hear from you soon? I will be in Washington during the week of June 25th if you feel we should meet again, face to face, on this matter. Please advise.

Cordially,

Bill

Dr. William A. Saxton
Conference Chairman

WAS:ms

241026 CU
PR014-12 7/14/84

THE WHITE HOUSE
WASHINGTON

July 12, 1984

MEMORANDUM FOR CRAIG L. FULLER
ASSISTANT TO THE PRESIDENT
FOR CABINET AFFAIRS

FROM: FRED F. FIELDING FFF/RAH
COUNSEL TO THE PRESIDENT

SUBJECT: Federal Office Automation Conference,
November 6-8, 1984: Request for Video-
tape and President's Acceptance of
Honorary Chairmanship

K. Noted -
I agree
tape
approved
in Sched.

You have asked for our views on a request that the President serve as Honorary Chairman of the Federal Office Automation Conference, to be held November 6-8, 1984. You noted that the President did a videotape for the Conference last year, and that his expanded involvement this year would help promote the goal of increased Federal office efficiency.

Established White House policy generally limits the participation of the President as honorary chairman to charitable endeavors, and even then generally to those that are traditional (e.g., American Red Cross) or those with which the President or Mrs. Reagan have a longstanding personal association (e.g., the U.S. Horse Cavalry Association). The President has never served as honorary chairman of a commercial endeavor. Doing so would contravene our policy of not permitting the President's name, likeness, photograph, or signature to be used in any manner that suggests or could be construed as an endorsement of a commercial product or enterprise. We frequently turn down requests that the President serve as honorary chairman of the most laudable charitable activities; I hardly think we should accept such an invitation from a for-profit commercial enterprise. It is permissible for the President to do a videotape, as he has done in the past, discussing the goal of increasing Federal office automation, but the direct personal endorsement that would be conveyed by the acceptance of the honorary chairmanship strikes me as very objectionable.

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FG 011

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1130

July 9, 1984

Dear Ambassador Atherton:

Recommendation -I understand Mr. Edward V. Hickey, Jr. is under consideration for promotion to Minister Counsellor Class in the Foreign Service.

Mr. Hickey joined my staff during the transition period in 1980. His total trustworthiness and exceptional performance earned him a commission as Assistant to the President in 1982.

As one of the senior staff in the White House, he heads the Military Office, which handles the vast array of military resources in support of the Presidency. In this capacity he has been instrumental to the success of my domestic and international travel.

He also serves as my emergency actions officer and co-chairs with the National Security Advisor several committees dealing with contingency plans for the Presidency and terrorism. He also chairs an interdepartmental committee on terrorism. I have total trust in his judgement and have, therefore, appointed him as my personal representative in several highly sensitive missions, including accompanying the Commandant of the Marine Corps to Beirut to assist him and to provide me with his personal assessment of the security situation.

In sum, Mr. Hickey's performance has affected policy at the highest levels of government. I know of few Foreign Service Officers who have had greater responsibilities or who have made greater contributions to the Nation.

I would appreciate your consideration of these factors along with my recommendation that Mr. Hickey be promoted to Minister Counsellor Class in the Foreign Service.

Sincerely,

X
The Honorable Alfred L. Atherton
Director General of the Foreign Service
M/DGP, Room 6216 NS
Department of State
Washington, D.C. 20520

RR/efr 7PMNA

Jul 3 84 Michael Deaver ltr. to George Schultz

THE WHITE HOUSE

WASHINGTON

July 3, 1984

George
Dear Mr. Secretary:

Enclosed is a letter of recommendation for Edward V. Hickey, Jr. from the President.

It is the President's understanding that Ed is under consideration for a promotion to Counsellor Class within the Foreign Service.

I would appreciate it if you can make sure it reaches the proper individuals.

Sincerely,



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

The Honorable George P. Shultz
Secretary of State
Washington, DC 20520

THE WHITE HOUSE
WASHINGTON

TO: Anne Higgins

FROM: KATHY OSBORNE
Personal Secretary
to the President

DATE: 7-6-84

Can you please have someone in
your office re-type this and
return to me for personal sig.
by 8:30 Monday morning. It
was sitting in MKD's office
and someone got a coffee stain
on it. Thanks.

THE WHITE HOUSE
WASHINGTON

TO: Anne

FROM: KATHY OSBORNE
Personal Secretary
to the President

DATE: 7-9-84

I had original
hand delivered to
Secty. Shelly's ofc.

THE WHITE HOUSE

WASHINGTON

July 3, 1984

Dear Ambassador Atherton:

I understand Mr. Edward V. Hickey, Jr. is under consideration for promotion to Minister Counsellor Class in the Foreign Service.

Mr. Hickey joined my staff during the transition period in 1980. His total trustworthiness and exceptional performance earned him a commission as Assistant to the President in 1982.

As one of the senior staff in the White House, he heads the Military Office, which handles the vast array of military resources in support of the Presidency. In this capacity he has been instrumental to the success of my domestic and international travel.

He also serves as my emergency actions officer and co-chairs with the National Security Advisor several committees dealing with contingency plans for the Presidency and terrorism. He also chairs an inter-departmental committee on terrorism. I have total trust in his judgement and have, therefore, appointed him as my personal representative in several highly sensitive missions, including accompanying the Commandant of the Marine Corps to Beirut to assist him and to provide me with his personal assessment of the security situation.

In sum, Mr. Hickey's performance has affected policy at the highest levels of government. I know of few foreign service officers who have had greater responsibilities or who have made greater contributions to the Nation.

Page 2
July 3, 1984

I would appreciate your consideration of these factors along with my recommendation that Mr. Hickey be promoted Minister Counsellor Class in the Foreign Service.

Sincerely,

The Honorable Alfred L. Atherton
Director General of the Foreign Service
M/DGP, Room 6216 NS
Department of State
Washington, DC 20520

THE WHITE HOUSE

WASHINGTON

Dear Ambassador Atherton:

I understand Mr. Edward V. Hickey, Jr. is under consideration for promotion to Minister Counsellor Class in the Foreign Service.

Mr. Hickey joined my staff during the transition period in 1980. His total trustworthiness and exceptional performance in ~~a progression of highly responsible positions~~ earned him a commission as ~~a Deputy Assistant and then Assistant to the President~~ in 1982.

As one of the senior staff in the White House, he heads the Military Office which handles the vast array of military resources in support of the Presidency. In this capacity he has been instrumental to the success of my domestic and international travel, ~~including numerous liaisons with foreign heads of state and their military leadership.~~

He also serves as
Unfortunately his duties ~~also involve highly sensitive and classified areas that cannot be elaborated upon in an unclassified letter.~~ Suffice to say that he ~~is~~ my emergency actions officer and co-chairs with the National Security Advisor several committees dealing with contingency plans for the Presidency and terrorism. He also chairs an interdepartmental committee on terrorism. I have total trust in his judgement and have therefore, appointed him as my personal representative in several highly sensitive missions, including accompanying the Commandant of the Marine Corps to Beirut to assist him and to provide me with his personal assessment of the security situation.

In sum, Mr. Hickey's performance has affected policy at the highest levels of government. I know of few foreign service officers ~~under cabinet rank~~ who have had greater responsibilities or who have made greater contributions to the Nation.

I would appreciate your consideration of these factors along with my ~~personal~~ recommendation that Mr. Hickey be promoted Minister Counsellor Class in the Foreign Service.

Sincerely,

The Honorable Alfred L. Atherton
Director General of the Foreign Service
M/DGP, Room 6216 NS
Department of State
Washington, D.C. 20520