



## **Henkel, William: Files, 1982-1987**

### **Finding Aid Type**

White House Staff and Office File Collections

### **Subtitle/Office**

Advance, Office of Presidential

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### **Record Type**

Textual

### **Biography**

### **Biography**

William Henkel (1941- ) first served in the White House Advance Office under Presidents Nixon and Ford, including as Director of the Advance Office beginning in 1973. In 1975 he left the White House staff to become Deputy Secretary of Commerce for Economic Development Operations. When President Ford left office, Henkel took a position with the brokerage firm Merrill Lynch, the company for which he had worked prior to joining the White House staff.

Henkel was asked by the Reagan White House to help coordinate the U.S. logistical arrangements for the G-7 economic summit held at Versailles, France in June 1982. Following the Summit, he was granted a two-year leave of absence from Merrill Lynch so he could serve as a White House special consultant on Presidential advance. Henkel was asked to improve the management operations of the President's trips and public appearances, better integrate the advance and planning process with other White House operations, and develop a long-term advance strategy that would take into account the need for increased security for the President.

In September 1982 Henkel left Merrill Lynch for a full-time position as Director of Presidential Advance, with a mandate to implement his own recommendations. He reported to Michael Deaver, the Deputy Chief of Staff. Deaver and the Deputy Chief of Staff office retained a large amount of direct involvement in Presidential events.

In March 1984 Henkel was promoted to a Deputy Assistant, due to his increased responsibilities for schedule coordination in the 1984 campaign season. In September Henkel temporarily left the White House payroll for that of the Reagan/Bush re-election campaign, while continuing to work within the White House staff just as before. He returned to the White House payroll after Election Day, while also serving as Director of Operations for the 1985 Presidential Inaugural Committee. After Deaver left the White House staff in May 1985, Henkel assumed a greater role in Presidential schedule coordination and event development, while maintaining general oversight of the Advance Office. He was promoted to Assistant to the President in January 1986. He left the White House staff in September 1987.

Although Henkel did not join the White House staff until 1982, his files include some reference copies of memos from 1981.

## **Scope and Content Note**

The William Henkel collection has been arranged by the Library Staff and the following is the preliminary container list. The Library has received numerous Freedom of Information Act (FOIA) requests for this material, including a request for the entire collection. We have begun reboxing the entire collection and this material is represented at the beginning of the inventory for Boxes 1-5. The remainder of the available folders is responsive to other Henkel and/or subject FOIA requests and is still shown contained with "OA" numbered boxes.

### **Last Modified Date**

2024-02-26

#### **Box 1**

<b>Status</b>	<b>Title</b>
OPEN	[Henkel Correspondence 1981-1985] (1)-(11)
OPEN	Correspondence - Incoming 1982-1985 (1)-(5)

#### **Box 2**

<b>Status</b>	<b>Title</b>
OPEN	Correspondence - Incoming 1982-1985 (6)(7)
OPEN	Correspondence / Memos - Outgoing 1982-1983 (1)-(5)
OPEN	Memos - Outgoing 1982-1986 (1)-(3)
OPEN	Correspondence - Outgoing 1984 (1)-(5)
OPEN	Correspondence - Incoming 1985-1986 (1)-(3)

#### **Box 3**

<b>Status</b>	<b>Title</b>
OPEN	Correspondence - Incoming 1985-1986 (4)-(12)
OPEN	Memos - Outgoing 1985 (1)-(6)
OPEN	Miscellaneous Incoming Memos 1986 (1)

#### **Box 4**

<b>Status</b>	<b>Title</b>
OPEN	Miscellaneous Incoming Memos 1986 (2)
OPEN	Memos - Outgoing 1986 (1)-(5)
OPEN	Memos - Incoming / Outgoing 1987 (1)-(8)
OPEN	Memos - Outgoing 1987 (1)-(3)

#### **Box 5**

<b>Status</b>	<b>Title</b>
OPEN	Memos - Outgoing 1987 (4)-(5)

**CFOA 429**

<b>Status</b>	<b>Title</b>
OPEN	Caribbean Summit - University of South Carolina [06/19/1984] (1)(2)
OPEN	Europe General Cables In
OPEN	Europe General Cables Out (1)(2)
OPEN	Ireland Cables In (1)-(5)
OPEN	Ireland Cables Out
OPEN	London Cables In (1)-(5)
OPEN	London Cables Out (1)(2)
OPEN	Normandy Cables In (1)-(4)
OPEN	Normandy Cables Out
OPEN	Europe (1)-(3)
OPEN	Miscellaneous / Europe (1)-(3)
OPEN	[London Economic Summit] (1)(2)
OPEN	PRC Motorcade / Housing
OPEN	Henkel [London Economic Summit]
OPEN	European Trip June 1984 (1)-(6)
OPEN	London Economic Summit June 1984 (1)-(5)

**CFOA 430**

<b>Status</b>	<b>Title</b>
OPEN	[Visit to London of the Honorable Michael K. Deaver, 03/10/1984-03/13/1984] (Notebook) (1)-(3)
OPEN	[Visit to London of the Honorable Michael K. Deaver, 03/10/1984-03/13/1984 - Marked CB England] (Notebook) (1)(2)
OPEN	Trip of the President to Ireland, Normandy, and the Economic Summit - Trip Book

**CFOA 431**

<b>Status</b>	<b>Title</b>
OPEN	China - Cables In, October 1983-November 1983

<b>Status</b>	<b>Title</b>
OPEN	China - Cables In, January 1984 (1)(2)
OPEN	China - Cables In, February 1984 I (1)-(5)
OPEN	China - Cables In, February 1984 II (1)(2)
OPEN	China - Cables In, March 1984 (1)-(4)
OPEN	China - Cables In, April 1984 (1)-(6)
OPEN	China - Cables Out, January 1984-February 1984 (1)(2)
OPEN	China - Cables Out, February 1984 (1)(2)
OPEN	China - Cables Out, March 1984-April 1984 (1)-(5)
OPEN	China - Kremer
OPEN	China - Background
OPEN	China- Sittmann (1)-(4)
OPEN	China - McManus (1)-(3)
OPEN	Premier/Cables (1)-(3)
OPEN	Briefing Book - China Pre-Advance Trip 02/17/1984-02/29/1984 (1)-(4)
OPEN	China Trip I (1)(2)
OPEN	China Trip II (1)-(6)

**CFOA 432**

<b>Status</b>	<b>Title</b>
OPEN	Guam
OPEN	State (1)-(4)
OPEN	Tokyo (1)-(6)
OPEN	Manila (1)(2)
OPEN	Bangkok (1)(2)
OPEN	Jakarta (1)-(6)
OPEN	Hawaii
OPEN	Seoul (1)-(6)
OPEN	Survey Trip to East Asia 08/28/1983-09/11/1983 (Notebook) (1)-(10)
OPEN	[Coordination Book - The President's Trip to the UK, Ireland and France 1984] (Binder) (1)-(9)

**CFOA 620**

Status	Title
OPEN	Briefing Book - The Trip of the President to Geneva, Switzerland - Part I 11/16/1985-11/20/1985 (1)-(4)
OPEN	Briefing Book - The Trip of the President to Geneva, Switzerland, Brussels, Belgium and Return to Washington, D.C. - Part II 11/21/1985
OPEN	Briefing Book on International Organizations in Geneva [Publication]
OPEN	Fondation pour l'Histoire des Suisses à l'Etranger [Publication]
OPEN	Joint Session
OPEN	Geneva
OPEN	Geneva - Cables (1)-(11)
OPEN	[Unfolded Material re: Gorbachev Visit 1986] (1)-(6)
OPEN	LH - Geneva III (1)-(5)
OPEN	[Unfolded Material re: The President's Visit to Geneva and Brussels]
OPEN	[Geneva Site Photographs I] (1)-(3)
OPEN	[Geneva Site Photographs II] (1)-(3)
OPEN	La Gandole
OPEN	Soviet Mission
OPEN	Eisenhower / Pometta
OPEN	Brussels (1)(2)
OPEN	Geneva - Miscellaneous (1)(2)
OPEN	Additional Events
OPEN	[Geneva Site Photographs III] (1)(2)
OPEN	Eisenhower Garden
OPEN	Le Reposoir
OPEN	Geneva - Photographs (1)(2)
OPEN	[Miscellaneous Publications re: Geneva] (1)-(4)
OPEN	[Small Notebook in English/Russian re: Nixon's Visit to the USSR in 1974]
OPEN	[Small Notebook re: Nixon's Visit to Austria and the USSR, May 1972]

<b>Status</b>	<b>Title</b>
OPEN	[Small Notebook re: Brezhnev's Visit to the U.S., June 1973]

#### **CFOA 621**

<b>Status</b>	<b>Title</b>
OPEN	Background Book - President Reagan's Trip to Reykjavik, Iceland 10/10/1986-10/12/1986 (1)(2)
OPEN	[Unfoldered Material re: Trip to Iceland] (1)-(10)
OPEN	Trip to Canada I
OPEN	Trip to Canada II: Ottawa 04/05/1987-04/06/1987 (1)-(3)
OPEN	Trip to Canada III (1)-(3)
OPEN	Europe - Pre-Advance (1)-(3)
OPEN	Europe - Memos (1)-(5)
OPEN	Europe - Deaver Memos (1)(2)
OPEN	Europe - Normandy (1)-(5)
OPEN	Europe - Memos In (1)-(4)
OPEN	Photos - Ireland, England, Normandy

#### **CFOA 622**

<b>Status</b>	<b>Title</b>
OPEN	Bill Henkel - European Trip (1)-(12)
OPEN	Bill Henkel - Special Mission to Italy 03/07/1987-03/10/1987 (1)-(4)
OPEN	Cables (1)-(4)
OPEN	[Background Materials re: Trip to Italy, 1987] (1)-(4)
OPEN	Background Book - Survey Trip to Europe, January 1987 (1)-(12)
OPEN	National Security Priorities July 1986 - December 1986
OPEN	Grenada - 02/20/1986 (1)-(4)
OPEN	Grenada (1)-(7)
OPEN	Pre-Advance Photographs -Trip of the President to Grenada, 02/20/1986

#### **CFOA 623**

<b>Status</b>	<b>Title</b>
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OPEN Memoranda, Notes, Schedules, etc. re: President's Trip to the Far East, 04/25/1986-05/07/1986 (1)-(9)

OPEN Memoranda, Notes, Schedules, etc. re: Trip to Far East (1)-(14)

OPEN Photos re: Far East and Tokyo Summit (1)-(8)

**OA 11133**

<b>Status</b>	<b>Title</b>
OPEN	The Freeman Companies Proposal for the 1984 Republican National Convention(Notebook) (1)-(4)
OPEN	Kiernan and Associates Proposal for the 1984 Republican National Convention(Notebook)
OPEN	Hargrove, Incorporated Proposal for the 1984 Republican National Convention(Binder) (1)-(3)
OPEN	United Exposition Service Company Proposal for the 1984 Republican National Convention (Notebook) (1)-(3)
OPEN	United Exposition Service Company Proposal for the 1984 Republican NationalConvention - Illustrations (Notebook) (1)-(7)
OPEN	[100 Day Report re: Convention Planning 05/17/1984] (Notebook) (1)(2)
OPEN	[Selection of the Prime Contractor Report 01/18/1984] (Notebook) (1)(2)
OPEN	[Wang 8" Diskettes re: President's Trip to the G7 Versailles Conference and London] (1)(2)

**OA 14895**

<b>Status</b>	<b>Title</b>
OPEN	Concerning William Henkel Leaving White House
OPEN	Michael K. Deaver (1)-(3)
OPEN	Dan Rather Letter (1)-(3)
OPEN	Steno Pad with Notes in Long- and Shorthand

**OA 14896**

<b>Status</b>	<b>Title</b>
OPEN	Administration Issues / Accomplishments (1)(2)
OPEN	Bill Henkel Biography - Press Release

<b>Status</b>	<b>Title</b>
OPEN	Budget Process (1)-(4)
OPEN	Budget Functions
OPEN	Campaign Funding Problems
OPEN	Cheap Shots
OPEN	Contra Aid
OPEN	Inaugural Staff
OPEN	Issues (1)-(7)
OPEN	Long Range Scheduling (1)(2)
OPEN	Phone Logs - 1985 (1)-(5)
OPEN	Phone Logs - 1986 (1)-(6)
OPEN	Phone Logs - 1987 (1)-(8)
OPEN	Resumes (1)-(6)
OPEN	Resumes: Sally Carroll
OPEN	Tax Trips (1)-(3)
OPEN	Tax Trip Possibilities (1)-(3)
OPEN	Travel Vouchers (1)-(3)
OPEN	United States Secret Service Problems
OPEN	Volunteer Advancement

**OA 14897**

<b>Status</b>	<b>Title</b>
OPEN	Bill Henkel - Planning (1)-(4)
OPEN	Advance Seminar - 1983
OPEN	Sample Scenarios and Other Information (1)(2)
OPEN	Fall Campaign (1)-(4)
OPEN	Newspaper Clippings - Various Subjects (1)-(3)
OPEN	Advance Office (1)(2)
OPEN	Advance Office: Miscellaneous (1)-(8)
OPEN	Advance Office: Personnel / Problems
OPEN	Framework of Advance Missions and Job Descriptions (1)-(3)
OPEN	Advance Office Procedures (1)(2)
OPEN	Forecast Office - FY 1983 Budget with Cost Figures

<b>Status</b>	<b>Title</b>
OPEN	Staffing, Salaries and Budget 1984-1986 - Resumes and Prospects (1)(2)
OPEN	[Budget and Personnel Issues] (1)-(7)
OPEN	Advance Office Budget (1)-(5)
OPEN	Air Force One Airports
OPEN	Air Force One Airports: Air Force One (1)-(3)
OPEN	Air Force One Airports: [VC137C-2700-0 Seating Area Arrangement]
OPEN	Frederick L. Ahearn Site Surveys (1)(2)

### **OA 14898**

<b>Status</b>	<b>Title</b>
OPEN	Council of the Americas, 1987
OPEN	Bill Henkel - Economic Bill of Rights Campaign (1)(2)
OPEN	Economic Bill of Rights (1)-(3)
OPEN	Education Information (Miscellaneous) (1)-(4)
OPEN	Papal Visit [1987] (William Henkel) (1)(2)
OPEN	Drugs
OPEN	Competitiveness (1)-(4)
OPEN	Planning Group (1)-(3)
OPEN	Long Range Schedule Strategy (1)-(4)
OPEN	Pending Files [1986 Highlights / Presidential Activities in 1987 / Agenda for 1987-1988] (1)-(5)
OPEN	Bill Henkel - Upcoming Domestic Travel I (1)-(4)
OPEN	Bill Henkel - Upcoming Domestic Travel II (1)-(4)
OPEN	Excellence and Competitiveness (1)-(6)
OPEN	Press Releases / Fact Sheets - 01/27/1987 - Various Issues
OPEN	Bethesda Naval Hospital
OPEN	Berlin Anniversary Proclamation

### **OA 18971**

<b>Status</b>	<b>Title</b>
OPEN	Alabama
OPEN	Alaska

Status	Title
OPEN	Arizona
OPEN	Arkansas [empty]
OPEN	California (1)-(5)
OPEN	California: Santa Barbara
OPEN	Colorado [empty]
OPEN	Connecticut
OPEN	District of Columbia (1)(2)
OPEN	[Florida] (1)-(4)
OPEN	[Florida:] Cape Canaveral
OPEN	Florida (1)-(4)
OPEN	[Florida -] Tampa / St. Petersburg 09/12/1985
OPEN	[Florida - Trip of the President to Miami 05/20/1983]
OPEN	Georgia
OPEN	Illinois (1)-(3)
OPEN	Indiana
OPEN	Idaho
OPEN	Iowa
OPEN	Iowa: Des Moines, February 1985 Pre-Advance 02/15/1985 - Cancelled (1)(2)
OPEN	Kansas
OPEN	Kentucky
OPEN	Louisiana
OPEN	Maine [empty]
OPEN	Maryland
OPEN	Massachusetts
OPEN	Michigan (1)(2)
OPEN	Minnesota [empty]
OPEN	Mississippi
OPEN	Missouri 1984 (1)-(4)
OPEN	[Missouri -] Kansas City 04/11/1984 (Notebook) (1)(2)
OPEN	Montana [empty]

**OA 18972**

<b>Status</b>	<b>Title</b>
OPEN	Nebraska [empty]
OPEN	Nevada (1)(2)
OPEN	New Hampshire [empty]
OPEN	New Jersey
OPEN	New Mexico
OPEN	New York
OPEN	North Carolina (1)(2)
OPEN	North Dakota [empty]
OPEN	Ohio I
OPEN	Ohio I: Train II
OPEN	Ohio II
OPEN	Ohio III
OPEN	Oklahoma
OPEN	Oregon I (1)-(4)
OPEN	Oregon II
OPEN	Pennsylvania (1)-(4)
OPEN	Rhode Island [empty]
OPEN	South Carolina
OPEN	South Dakota
OPEN	Tennessee (1)(2)
OPEN	Texas (1)-(3)
OPEN	Utah
OPEN	Vermont [empty]
OPEN	Virginia
OPEN	Washington
OPEN	West Virginia
OPEN	Wisconsin
OPEN	Wyoming (1)(2)

**OA 19325**

<b>Status</b>	<b>Title</b>
OPEN	Bill Henkel - Versailles Summit: June 1982 (Notebook) (1)-(4)

<b>Status</b>	<b>Title</b>
OPEN	Trip of President Reagan to Brazil, Colombia, Costa Rica and Honduras, 11/30/1982-12/14/1982 (Notebook) (1)-(5)
OPEN	[Pre-Advance - New York, Houston, San Antonio, Ashland 1983] (Notebook) (1)-(3)
OPEN	Trip of President Reagan to Japan and Korea 11/08/1983-11/14/1983 (Trip Book) (1)-(5)
OPEN	Visit of Premier Zhao Ziyang 01/07/1984-01/16/1984 William Henkel (Notebook) (1)-(3)
OPEN	[Official Visit of Premier Zhao Ziyang Part One 01/07/1984-01/11/1984] (Trip Book) (1)-(4)
OPEN	[Pre-Advance Europe 03/25/1985-03/28/1985] (Notebook) (1)-(3)
OPEN	Advance Office Operations Manual (1)-(3)
OPEN	Advance Office Operations Manual (1)-(4)

### **OA 19332**

<b>Status</b>	<b>Title</b>
OPEN	[President Nixon Visit to China 1972] (1)-(3)
OPEN	Advance Manual - 1973 (1)-(4)
OPEN	[Manual, August 1983 (Partial)] (Notebook) (1)-(4)
OPEN	Manual for Advance Representatives of Richard Nixon 1974 (Notebook)
OPEN	[Model Trip Book - Nixon Era] (Notebook)
OPEN	[Ford: Japan, Korea, USSR 11/17/1974-11/25/1974] (1)-(7)
OPEN	International Conference in Puerto Rico Schedule Book - Gerald Ford - Ursomarso(Notebook)
OPEN	[Advance Office Information 1974-1976] (Notebook)