

Originally Processed With FOIA(s):
2019-1493-S

FOIA Number:
2019-1493-S

FOIA MARKER

**This is not a textual record. This is used as an
administrative marker by the George Bush Presidential
Library Staff.**

Record Group/Collection: George H.W. Bush Presidential Records
Collection/Office of Origin: National Security Council
Series: H-Files
Subseries: IF Transition Files

OA/ID Number: 99017
Folder ID Number: 99017-007

Folder Title:
NSC Procedural Manual - Binder 3 [2]

Stack:	Row:	Section:	Shelf:	Position:
V	0	0	0	0

Withdrawal/Redaction Sheet

(George Bush Library)

Doc. No. / Type	Subject/Title	Date	Restriction	Classification
01. Memorandum	For Colin Powell From: Melvyn Levitsky Re: Appoint of Ambassador (1 pp.)	6/30/88	(b)(1)	
02a. Report	Government report (2 pp.)	n.d.	(b)(1)	S
02b. Cable	172234Z JUN 88 (2 pp.)	6/17/88	(b)(1)	C
03. Memorandum	For Colin Powell From: Paul Schott Stevens Re: Routing of Eyes Only Cables (1 pp.)	1/21/88	(b)(1)	
04. Memorandum	For John Negroponte From: Paul Schott Stevens Re: Document Control Procedures (1 pp.)	12/4/87	(b)(1)	
05. Memorandum	For Frank Carlucci From: Grant Green Re: Strengthening System IV (3 pp.)	9/30/87	(b)(1)	S
06. Memorandum	For Bill Courtney From: Gary Moore Re: System IV (2 pp.)	7/24/87	(b)(1)	C
07. Memorandum	For Distribution list From: Nicholas Platt Re: Messages Concerning Terrorism (2 pp.)	3/25/85	(b)(1)	C
08. Paper	Re: Caption - Subject Matter, Distribution and Preparation (5 pp.)	3/1/85	(b)(1)	C

Page 1 of 3

Collection:

Record Group: Bush Presidential Records

Office: National Security Council

Series: H-Files

Subseries: Transition Files

WHORM Cat.:

File Location: NSC Procedural Manual - Binder 3 [2]

Pinksheet Number: MB14500

OA/ID Number: 99017-007

Date Closed: 9/4/2019

FOIA/Sys Case #: 2019-1493-S

Re-review Case #:

P-2/P-5 Review Case #:

Withdrawal/Redaction Sheet

(George Bush Library)

Doc. No. / Type	Subject/Title	Date	Restriction	Classification
09. Memorandum	For Distribution list From: Charles Hill Re: Messages concerning Terrorism (1 pp.)	1/2/85	(b)(1)	
10. Paper	Re: Messages concerning Terrorism (1 pp.)	n.d.	(b)(1)	C
11. Cable	140608Z DEC 84 (2 pp.)	12/14/84	(b)(1)	C
12. Memorandum	For NSC Staff From: Robert Kimmitt Re: National Intelligence Daily (1 pp.)	7/15/83	(b)(1)	C
13. Memorandum	For NID Recipients Re: National Intelligence Daily (1 pp.)	5/31/83	(b)(1)	C
14. Memorandum	For NSC Staff From: Michael Wheeler Re: System IV (3 pp.)	2/15/83	(b)(1)	C
15. Paper	Re: NSDD 131 - US Goals and Objectives for 1984 Economic Summit (2 pp.)	3/12/84	(b)(1)	C
16. Paper	Re: NSDD 118 - Preparations for 1984 Economic Summit (2 pp.)	12/5/83	(b)(1)	C
17. Paper	Re: NSDD 152 - Preparations for 1985 Economic Summit (2 pp.)	12/20/84	(b)(1)	C
18. Paper	Re: NSDD 151 - Preparatory Process for Visit of Prime Minister Nakasone (1 pp.)	12/10/84	(b)(1)	C

Page 2 of 3

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Doc. No. / Type	Subject/Title	Date	Restriction	Classification
19. Paper	Re: Williamsburg Summit Strategy [double-sided] (5 pp.)	4/15/83	(b)(1)	S
20. Memorandum	For the President From: William Clark Re: Your Proposed Trip to the Far East [double-sided] (2 pp.)	n.d.	(b)(1)	S
21. Paper	Re: Presidential Trip to East Asia [double-sided] (4 pp.)	n.d.	(b)(1)	S
22. Memorandum	For William Clark From: William Martin Re: President's Trip to Japan [double-sided] (1 pp.)	9/28/83	(b)(1)	S
23. Schedule	President's Visit to Japan [double-sided] (3 pp.)	9/23/83	(b)(1)	S
24. Agenda	President's Trip to China [double-sided] (3 pp.)	n.d.	(b)(1)	S
25. Paper	Re: President's Trip to Europe [double-sided] (11 pp.)	n.d.	(b)(1)	S

Page 3 of 3

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Date Closed: 9/4/2019

FOIA/Sys Case #: 2019-1493-S

Re-review Case #:

P-2/P-5 Review Case #:

UNCLASSIFIED W/
~~SECRET ATTACHMENT~~

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

Van Eron
5038

July 11, 1988

MEMORANDUM FOR COLIN L. POWELL

FROM: PAUL SCHOTT STEVENS *PS*
SUBJECT: Requests for Agreement

As you know, the NSC staff routinely provides approval of agreement for newly appointed ambassadors to the United States. Attached at Tab I is an example of the standard request which we receive from the Department of State. After review, a decision is conveyed back to State over the Executive Secretary's signature.

During all but the first year of the Administration agreement requests have usually been submitted to and approved by the Executive Secretary. As best I can tell, this is more by accepted convention than conscious direction. Occasionally, in sensitive cases, the National Security Advisor has been asked to approve.

I would like your guidance about how to handle this paperwork, particularly because our standard response (example at Tab II) represents that the President has reviewed and concurred in the recommendation. The authority to receive ambassadors is the President's, and some approval process should be retained in the White House, even if exercised on a delegated basis.

There may be future occasions when an agreement request is politically sensitive or where derogatory information is developed and the decision would appropriately be sent to you for decision. However, for routine requests the current system works well and I recommend that it be formally approved.

RECOMMENDATION

That you approve our current practice of having agreement requests approved by the NSC Executive Secretary with the exception of any sensitive cases which will be sent by the Executive Secretary to the National Security Advisor for decision.

Approve *✓* *CS*

Disapprove _____

Attachments

Tab I Example of State Department Agreement Request
Tab II Example of NSC Response

UNCLASSIFIED W/
~~SECRET ATTACHMENT~~
Declassify on: OADR

UNCLASSIFIED UPON
REMOVAL OF CLASSIFIED
ATTACHMENTS
MB 9/4/89



Washington, D.C. 20520

UNCLASSIFIED
(With SECRET
Attachment)

June 30, 1988

MEMORANDUM FOR COLIN L. POWELL
THE WHITE HOUSE

SUBJECT: Appointment of Jorge Ramon Hernandez Alcerro of
the Republic of Honduras as Ambassador to the
United States

The Government of the Republic of Honduras has inquired whether our Government agrees to the appointment of Jorge Ramon Hernandez Alcerro as Ambassador Extraordinary and Plenipotentiary of Honduras to the United States (TAB 2). A biography of Mr. Hernandez is attached (TAB 1).

The Department believes from the information available that Mr. Hernandez will make an excellent Ambassador to the United States and recommends that the President agree to the proposed appointment. If he concurs, the Department will inform the Government of the Republic of Honduras.


Melvyn Levitsky
Executive Secretary

Attachments:

1. Biography.
2. Telegram: Tegucigalpa 10145.

UNCLASSIFIED
(With SECRET
Attachment)

Withdrawal/Redaction Sheet

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Appeal Case #:

Re-review Case #:

Appeal Disposition:

P-2/P-5 Review Case #:

Disposition Date:

AR Case #:

MR Case #:

AR Disposition:

MR Disposition:

AR Disposition Date:

MR Disposition Date:

RESTRICTION CODES

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

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

Deed of Gift Restrictions

- C(1) Closed by Executive Order 13526, governing access to national security information
- C(2) Closed by statute or by the agency which originated the information
- C(3) Closed in accordance with restrictions contained in donor's deed of gift [formerly listed as only C]
- PRM. Removed as a personal record misfile

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

- P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]

~~CONFIDENTIAL~~
Department of State

INCOMING
TELEGRAM

PAGE 01 OF 02 TEGUCI 10146 00 OF 03 172319Z
ACTION PER-04

2918

TEGUCI 10146 00 OF 03 172319Z

2918

INFO LOG-00 ADS-00 CCO-00 ES-05 /009 W

-----201746 172322Z /73 38

0 172234Z JUN 88

FM AMEMBASSY TEGUCIGALPA

TO SECSTATE WASHDC IMMEDIATE 2187

~~CONFIDENTIAL~~ TEGUCIGALPA 10146

AGREEMENT CHANNEL

E.O. 12356: DECL: OADR

TAGS: PREL, HO

SUBJECT: REQUEST FOR AGREEMENT FOR JORGE RAMON HERNANDEZ
ALCERRO AS AMBASSADOR TO THE UNITED STATES

REF: BRIGGS/LIKINS TELECON 6/17/88

NAME: JORGE RAMON HERNANDEZ ALCERRO

DATE OF BIRTH: 29 AUGUST 1948

PLACE OF BIRTH: COMAYAGUELA, HONDURAS, CENTRAL AMERIC

PARENTS: JULIO G. HERNANDEZ LOPEZ

ARGENTINA A. DE HERNANDEZ LOPEZ

CIVIL STATUS: MARRIED TO MARIZA PINO VEIGA
(BRAZILIAN)

CHILDREN: ALEJANDRO HERNANDEZ VEIGA

MORELA HERNANDEZ VEIGA

2. ACADEMIC TRAINING

PRIMARY SCHOOL STUDIES: GUIA TECNICA JUAN DE JESUS
ZEPEDA SCHOOL
COMAYAGUA, COMAYAGUA

SECONDARY SCHOOL STUDIES: SAN FRANCISCO INSTITUTE
COMAYAGUELA, HONDURAS

STRUTHERS HIGH SCHOOL
STRUTHERS, OHIO, USA

UNIVERSITY STUDIES: LAW SCHOOL, NATIONAL AUTONOMOUS
UNIVERSITY OF HONDURAS, TEGUCIGALPA.
DEGREE OF LICENCIADO IN JURIDICAL
AND SOCIAL SCIENCES

POST UNIVERSITY
STUDIES: EUROPEAN INSTITUTE OF ADVANCED
INTERNATIONAL STUDIES, NICE, FRANCE.
DIPLOMATE IN ADVANCED INTERNATIONAL
STUDIES

SCHOOL OF JURIDICAL AND ECONOMIC
SCIENCES, UNIVERSITY OF NICE,
FRANCE. DOCTOR IN INTERNATIONAL
CORPORATION LAW

ACADEMIC HONORS: DISTINGUISHED WITH MEMBERSHIP IN THE
HONDURAN NATIONAL ASSOCIATION OF THE
UNITED STATES OF AMERICA.

DIPLOMA AS OUTSTANDING STUDENT OF
THE NATIONAL AUTONOMOUS UNIVERSITY
OF HONDURAS

FIFTH PLACE IN THE INSTITUTE OF
ADVANCED INTERNATIONAL STUDIES

DOCTORATE WITH THE "PRAISES OF THE
EXAMINING PANEL" AND THE GRADE OF
29.5 OF A MAXIMUM 30 POINTS,
UNIVERSITY OF NICE, FRANCE.

3. WORK HISTORY AND PUBLIC POSITIONS:

ATTORNEY IN THE "BUFETE LEON GOMEZ"
MEMBER OF THE "BUFETE CASCO" LAW FIRM
MEMBER OF THE COMPANY "CONSULTORES CENTRO-
AMERICANOS, S. DE R.L."
LEGAL CONSULTANT TO THE MINISTRY OF ECONOMY

FULL PROFESSOR FOR NINE YEARS IN THE LAW SCHOOL
OF THE NATIONAL AUTONOMOUS UNIVERSITY OF
HONDURAS

CODRAFTER OF THE FOREIGN SERVICE LAW OF
HONDURAS

GENERAL COORDINATOR OF THE HONDURAS-EL SALVADOR
MIXED COMMISSION ON BOUNDARIES

1. (U) THE AMBASSADOR WAS CALLED TO THE FOREIGN
MINISTRY ON JUNE 17, AND GIVEN A FIRST-PERSON NOTE FROM
THE FOREIGN MINISTER REQUESTING AGREEMENT FOR JORGE RAMON
HERNANDEZ ALCERRO AS AMBASSADOR TO THE UNITED STATES.
HERNANDEZ ALCERRO IS CURRENTLY SERVING AS HONDURAS'
PERMREP AT THE UNITED NATIONS. THE FOREIGN MINISTRY
STRESSED THE SENSITIVITY OF THIS CHANGE, AND SAID THEY
WERE USING THE U.S. AMBASSADOR AS A CHANNEL RATHER THAN
THEIR EMBASSY IN WASHINGTON. THE MINISTRY ADDED THAT
THEY WOULD APPRECIATE IT IF THE RESPONSE WERE SENT FROM
THE DEPARTMENT DIRECTLY TO THE MINISTRY VIA THE U.S.
EMBASSY IN HONDURAS.

2. FOLLOWING IS THE EMBASSY'S INFORMAL TRANSLATION OF
THE NOTE FROM THE FOREIGN MINISTRY: BEGIN TEXT.

TEGUCIGALPA, D.C., 16 JUNE 1988

MR. AMBASSADOR:

I HAVE THE HONOR TO DIRECT MYSELF TO YOUR EXCELLENCY AT
THIS TIME TO INFORM YOU THAT THE GOVERNMENT OF THE
REPUBLIC HAS THE INTENTION TO NAME DOCTOR JORGE RAMON
HERNANDEZ ALCERRO AS AMBASSADOR EXTRAORDINARY AND
PLENIPOTENTIARY OF HONDURAS TO THE GOVERNMENT OF THE
UNITED STATES OF AMERICA.

MR. AMBASSADOR, I EARNESTLY REQUEST THAT YOU SEEK THE
AGREEMENT OF THE ILLUSTRIOUS GOVERNMENT OF THE UNITED
STATES OF AMERICA SO THAT DOCTOR HERNANDEZ ALCERRO CAN
CARRY OUT THE HIGH OFFICE WHICH THE PRESIDENT WISHES TO
ENTRUST TO HIM.

TO THIS END, I HAVE TAKEN THE LIBERTY OF SENDING YOU THE
CURRICULUM VITAE OF DOCTOR JORGE RAMON HERNANDEZ ALCERRO.

I TAKE THIS SPECIAL OPPORTUNITY TO REITERATE TO MR.
AMBASSADOR THE ASSURANCES OF MY HIGHEST AND MOST
DISTINGUISHED CONSIDERATION.

(SIGNED)

CARLOS LOPEZ CONTRERAS
MINISTER OF FOREIGN RELATIONS
END TEXT

3. THERE FOLLOWS OUR INFORMAL TRANSLATION OF HERNANDEZ
ALCERRO'S CURRICULUM VITAE, WHICH WAS ENCLOSED WITH THE
FOREIGN MINISTER'S NOTE. BEGIN TEXT.

1. PERSONAL DATA

~~CONFIDENTIAL~~

DECLASSIFIED

PER DOS WAIVER, November 6, 2015

By MB NARA, Date 9/4/19

DECLASSIFIED
PER DOS WAIVER, November 6, 2015
By SS NARA, Date 9/13/14

~~CONFIDENTIAL~~
Department of State

INCOMING
TELEGRAM

PAGE 02 OF 02 TEGUCI 10146 00 OF 03 172319Z

2918

TEGUCI 10146 00 OF 03 172319Z
DISTINGUISHED SERVICES TO THE COUNTRY.

2918

COORDINATING AMBASSADOR OF THE ADVISORY CABINET
OF THE MINISTER OF FOREIGN RELATIONS

GOVERNMENT OF HONDURAS' PLENIPOTENTIARY TO THE
CONTADORA PEACE NEGOTIATIONS

JUDGE OF THE INTER-AMERICAN HUMAN RIGHTS COURT

MEMBER OF THE PERMANENT ARBITRATION TRIBUNAL

THE GOVERNMENT OF COLOMBIA AWARDED HIM THE
NATIONAL MERITORIOUS ORDER IN THE DEGREE OF
GRAND CROSS FOR HIS CONTRIBUTION TO THE PEACE
PROCESS IN CENTRAL AMERICA.

END TEXT.

4. ORIGINAL BEING POUCHED TO ARA/CEN. BRIGGS

4. POLITICAL POSITIONS:

SECRETARY GENERAL OF THE INNOVATION AND UNITY PARTY
IN THE ELECTORAL CAMPAIGN OF 1979 AND 1981

POLITICAL ACTION SECRETARY OF THE INNOVATION
AND UNITY PARTY

DELEGATE TO THE NATIONAL CONSTITUTIONAL ASSEMBLY

DEPUTY IN THE NATIONAL CONGRESS

MEMBER OF THE POLITICAL COMMISSION OF THE INNOVATION
AND UNITY PARTY

5. SPECIAL MISSIONS:

REPRESENTATIVE OF THE NATIONAL CONGRESS OF HONDURAS
TO THE MEETING OF THE LATIN AMERICAN PARLIAMENT

REPRESENTATIVE OF THE NATIONAL CONGRESS OF HONDURAS
TO THE CONFERENCE OF WESTERN PARLIAMENTARIANS ON
POPULATION AND DEVELOPMENT.

AMBASSADOR EXTRAORDINARY TO THE XX CONSULTATIVE
MEETING OF MINISTERS OF FOREIGN RELATIONS OF THE
OAS

SPECIAL ENVOY OF THE PRESIDENT OF HONDURAS TO THE
PRESIDENT OF COSTA RICA, EL SALVADOR, COLOMBIA, PERU
AND BRAZIL

AMBASSADOR EXTRAORDINARY ON SPECIAL MISSION TO THE
XXXVII, XXXVIII, AND XXXIX ORDINARY SESSIONS OF THE
GENERAL ASSEMBLY OF THE UNITED NATIONS

AMBASSADOR EXTRAORDINARY ON SPECIAL MISSION TO THE
XII, XIII, XIV, AND XV ORDINARY GENERAL ASSEMBLIES
OF THE OAS

AMBASSADOR ON SPECIAL MISSION TO THE GOVERNMENTS OF
NICARAGUA, EL SALVADOR, COSTA RICA, GUATEMALA,
MEXICO, UNITED STATES, COLOMBIA, PANAMA, VENEZUELA,
CANADA, ARGENTINA, AND URUGUAY

6. LANGUAGES: SPANISH AND FRENCH. CAN CONVERSE
FLUENTLY IN ENGLISH AND PORTUGUESE.

7. COUNTRIES VISITED:

HE HAS VISITED PRACTICALLY ALL THE COUNTRIES OF
AMERICA AND WESTERN EUROPE. SOME COUNTRIES IN THE
MIDDLE AND FAR EAST, AFRICA AND AUSTRALIA.

8. DECORATIONS:

HE HAS BEEN AWARDED THE HIGHEST NATIONAL DECORATION
OF HONDURAS, THE ORDER OF FRANCISCO MORAZAN, IN THE
DEGREE OF GRAND CROSS, SILVER SCROLL, FOR

~~CONFIDENTIAL~~

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

MEMORANDUM FOR MELVYN LEVITSKY
Executive Secretary
Department of State

SUBJECT: Agreement for Jorge Ramon Hernandez Alcerro
of the Republic of Honduras

The President has reviewed and concurs in the recommendation of the Department of State that the appointment of Jorge Ramon Hernandez Alcerro as Ambassador Extraordinary and Plenipotentiary of Honduras to the United States would be agreeable to the Government of the United States. You are requested to inform the Government of Honduras.

Paul Schott Stevens
Executive Secretary

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

June 6, 1988

MEMORANDUM FOR ALL SENIOR DIRECTORS

FROM: PAUL SCHOTT STEVENS 
SUBJECT: Cabinet-Level Correspondence

General Powell has asked me to assure that he is immediately informed of correspondence received from all Cabinet-level and senior sub-Cabinet level officials and agency heads. If any such correspondence is provided directly to you for General Powell, the original should be provided immediately to my office so that it can be entered into the Secretariat information system and advance copies provided to General Powell and John Negroponte. To avoid problems we have experienced repeatedly in recent months, I ask for the assistance of each of you to make sure this sort of mail is brought to the General's attention without delay.

cc: Colin L. Powell
John D. Negroponte
Michael B. Donley
George Van Eron
WH Situation Room

From: NSCLM --CPUA
To: ALL PROFS USERSN

Date and time 05/13/88 19:00:37

FROM: CATHY MILLISON
SUBJECT: Crosshatch Procedures

We would like to request that whenever possible you use PROFS to clear crosshatches. When sending the PROFS note, type the word "CROSS" in the "Send to" line. That will ensure the clearance is sent to all support staff in the Executive Secretariat. There have been occasions when clearances called to our office have not been recorded on the cable. Using this procedure should help eliminate some late night calls for crosshatches that have already been cleared. Your cooperation is appreciated.

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

February 23, 1988

MEMORANDUM FOR ANNE HIGGINS

FROM: GEORGE VAN ERON 
SUBJECT: Correspondence Procedures

It has been the NSC's longstanding practice, in coordination with the White House Correspondence Office, that incoming mail to the President (as a rule) would be answered by the appropriate executive department.

Except in the most exceptional cases, the NSC does not draft responses to Presidential correspondence. Correspondence sent to NSC on foreign policy matters is generally sent to the State Department for action, and requires either a draft or direct reply.

Mail sent to White House Staff Offices on foreign policy topics is re-routed to the Department of State (DOS on referral form) for draft or direct reply.

When a White House office requests a draft reply, they should send the incoming correspondence directly to the appropriate department, in most cases the State Department, for preparation of a draft reply. Once the State Department has completed the task, either by a draft or direct reply, the incoming correspondence will be returned to the originating office via the NSC. If a draft reply, the NSC adds its concurrence on the draft. The incoming correspondence is then forwarded by NSC to the appropriate White House office.

White House Correspondence office can better answer the majority of the incoming mail and, therefore, would alleviate the overwhelming volume that the State Department is expected to handle. This would be of great assistance and would then allow State to provide a better response on those letters referred to it by the White House.

The NSC is receiving a high volume of letters routed for NSC action by White House offices. This only delays action on the letter, since we, in turn, forward it to Pat Young for transmittal to the State Department (or other appropriate department).

We would appreciate your notification to all appropriate White House offices of this standard procedure.

Thank you.

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

February 11, 1988

MEMORANDUM FOR NSC STAFF

FROM: PAUL SCHOTT STEVENS 
SUBJECT: Press Statements and Press Guidance

It has come to my attention we need to reaffirm procedures for obtaining clearances for press statements and press guidance.

Press statements, whether in the name of the President or the Press Spokesman, are due to the Executive Secretary's Office no later than noon the day before release. Press statements should be transmitted via a memo from Paul Stevens to Rhett Dawson, with a copy for Marlin Fitzwater. Please ensure that interagency colleagues are aware of this requirement when you are coordinating with them.

Press guidance which is being provided for Marlin Fitzwater's use should be sent via a memo from Paul Stevens to Marlin Fitzwater, with a copy for Rhett Dawson.

For additional guidance see Tab 25 of the NSC Staff Manual.

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(George Bush Library)

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P-2/P-5 Review Case #:	Disposition Date:
AR Case #:	MR Case #:
AR Disposition:	MR Disposition:
AR Disposition Date:	MR Disposition Date:

RESTRICTION CODES

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

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

Deed of Gift Restrictions

C(1) Closed by Executive Order 13526, governing access to national security information
C(2) Closed by statute or by the agency which originated the information
C(3) Closed in accordance with restrictions contained in donor's deed of gift [formerly listed as only C]
PRM. Removed as a personal record misfile

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

P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]

NODIS ROUTING SLIP

The attached State Dept message contains sensitive information which is being provided to you on a strict "need-to-know" basis. This message should not be reproduced, and its contents should be discussed only with the addressees listed below.

Cable Number:

POWELL		
NEGROPONTE		
STEVENS		

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20508

January 21, 1988

ACTION

MEMORANDUM FOR PAUL SCHOTT STEVENS

FROM:

MIKE DONLEY *MD*

SUBJECT:

Routing of "Eyes Only" NODIS Cables

Per your request, the attached memorandum to Colin Powell proposes that we limit dissemination of hard-copy "Eyes Only" NODIS cables. We have also developed a routing slip for such NODIS cables (included with your memo to Colin). This will allow you to annotate the names of any NSC senior directors who should be given access to the cable, and return the routing slip and message to the Situation Room for staffing.

RECOMMENDATION

That you approve the memorandum at Tab **I** to Colin Powell.

Approve _____ Disapprove _____

That you approve the proposed routing slip at Tab **A** for use with the NSC senior directors.

Approve _____ Disapprove _____

Attachments

Tab **AI** Memo to Colin Powell ~~with attachment~~

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

January 21, 1988

ACTION

MEMORANDUM FOR MIKE DONLEY

FROM: PAUL LEBRAS *PL*

SUBJECT: Routing of NODIS Cables

State Department has recently expressed concern over the distribution that some of its sensitive cables receive at other agencies. In light of such concerns, Paul Stevens asked the WHSSS to draft a memo from himself to Colin Powell outlining more restrictive dissemination of State Department "Eyes Only" cables. A memo from Paul to Colin Powell is included at Tab B, along with a covering memorandum from you to Paul at Tab A.

Under the new guidelines, copies of "Eyes Only" cables will be provided only to Paul, John Negroponte, and General Powell. NSC senior directors would be provided access to such cables (but not copies of the cables) via a read folder maintained by the Director of the Situation Room.

The Situation Room receives a variety of sensitive State Department cables (NODIS, EXDIS) in both hard-copy and electrical form. Hard-copy cables that do not carry an "Eyes Only" caveat are normally provided to Powell, Negroponte, Stevens, Rodman, and appropriate senior directors and directors. Electrical cables are stored in the WHSR SPECIAL database, which is not accessible to NSC staffers. Distribution of these cables is made electrically from that database to the appropriate NSC staffers, with hard-copies printed for Powell, Negroponte, and Stevens.

Only a small percentage of all State cables are annotated "Eyes Only," and special handling of these items should not cause any problems.

RECOMMENDATION

That you approve the memo at Tab A to Paul Stevens.

Approve *MD*

Disapprove _____

Attachments

Tab A Memo from Mike Donley to Paul Stevens
Tab B Memo from Paul Stevens to Colin Powell

Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
04. Memorandum	For John Negroponte From: Paul Schott Stevens Re: Document Control Procedures (1 pp.)	12/4/87	(b)(1)	

Collection:

Record Group: Bush Presidential Records

Office: National Security Council

Series: H-Files

Subseries: Transition Files

WHORM Cat.:

File Location: NSC Procedural Manual - Binder 3 [2]

Date Closed: 9/4/2019	OA/ID Number: 99017-007
FOIA/SYS Case #: 2019-1493-S	Appeal Case #:
Re-review Case #:	Appeal Disposition:
P-2/P-5 Review Case #:	Disposition Date:
AR Case #:	MR Case #:
AR Disposition:	MR Disposition:
AR Disposition Date:	MR Disposition Date:

RESTRICTION CODES

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

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

Deed of Gift Restrictions

- C(1) Closed by Executive Order 13526, governing access to national security information
- C(2) Closed by statute or by the agency which originated the information
- C(3) Closed in accordance with restrictions contained in donor's deed of gift [formerly listed as only C]
- PRM. Removed as a personal record misfile

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

- P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

October 6, 1987

MEMORANDUM FOR GRANT S. GREEN

FROM: Brenda S. Reger *Brenda*
George Van Eron *George*

SUBJECT: Publications and Disposition

As you know, the Secretariat vault is swelling at the seams with files and boxes. One of the bigger files is the CIA/DIA publications files. These files go back to 1981. These files are highly perishable and we customarily destroyed these publications when no longer needed. We have not destroyed any of these documents since we were instructed not to destroy items. In the past, when we destroyed these publications, we also updated the computer registry on these publications. We are currently prohibited from changing the computer entries prior to January 2, 1987.

We have been assured by WHCA that they can reproduce the data on the VS1 files onto a separate tape without damaging any data as it now exists. WHCA assures me that they can do this so we can preserve what is of interest to the Independent Counsel. This would then allow us to change prior entries in one set order to reduce the volume of files in the vault, eliminate post January 2, 1987 sensitive publications no longer needed, and to update the VS1 data bases to show the final dispositions. This authorization would apply to other VS1 files that need further indexing.

PM Paul Stevens concurs.
Recommendation 1

That you authorize WHCA to create a full and complete back-up tape of VS1 files and provide it to WHCA to retain it with the profs back-up disk.

Approved *[Signature]*

Disapproved _____

Recommendation 2

That, once the tape has been created and validated, you authorize Secretariat to return to normal updating of pre January 2, 1987 files so that the appropriate files can be updated as required.

Approved *[Signature]*

Disapproved _____

Recommendation 3

That you authorize Secretariat to transfer to a temporary record center storage all pre-January 2, 1987 intelligence documents until such time as we can dispose of them.

Approved Disapproved Recommendation 4

That you authorize Secretariat to dispose of post-January 2, 1987 intelligence documents in accordance with past practices, e.g. destroying intelligence documents when no longer needed.

Approved Disapproved

Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
05. Memorandum	For Frank Carlucci From: Grant Green Re: Strengthening System IV (3 pp.)	9/30/87	(b)(1)	S

Collection:

Record Group: Bush Presidential Records
Office: National Security Council
Series: H-Files
Subseries: Transition Files
WHORM Cat.:
File Location: NSC Procedural Manual - Binder 3 [2]

Date Closed: 9/4/2019	OA/ID Number: 99017-007
FOIA/SYS Case #: 2019-1493-S	Appeal Case #:
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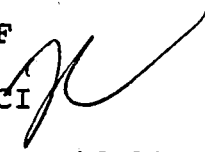
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NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

September 24, 1987

MEMORANDUM FOR ALL NSC STAFF

FROM: FRANK CARLUCCI 
SUBJECT: General Press Guidelines

Last February I issued a set of guidelines designed to limit the interference of the press in our ability to function as the staff arm of the President. We've had a number of staff changes since that time and I am, therefore, reissuing the guidelines for everyone's benefit. It is my strong belief that we cannot do our jobs properly if we become involved as individuals in a public policy debate, particularly if we are portrayed as being in conflict with State, DOD, or any other part of the Administration.

Another concern I have is that our staff is so small that time spent with the press or in public speaking engagements detracts from our ability to serve the President. The guidelines below have served us well for the past eight months. Few, if any, news articles are able to identify an "NSC position" as distinct from that of the White House in general on major foreign policy issues. That's the way I want to keep it. Herewith the guidelines:

1. Press Contacts/Backgrounders

In general, queries from the media should be directed to the Deputy Press Secretary for Foreign Affairs (Dan Howard) or his Assistants (Bob Hall, Roman Popadiuk). Members of the press may reach them on 456-2947 or through the duty press spokesman after hours.

That office will recommend and coordinate whatever response is appropriate. That may include arranging meetings with members of the press. I would prefer that all such meetings be conducted on background with a member of the Press Office staff sitting in whenever possible. This will serve to protect your interests and to insure that our spokesmen are at least as well informed as the media.

Avoid so-called social meetings with the press. Lunch with a journalist should be treated exactly as if it were a backgrounder in the office. Even a luncheon at which nothing of substance is discussed, seemingly gives the journalist license to expect you to return his call directly at any hour of the day or night. If you do have lunch with a journalist, make sure that one of our spokesmen also attends and that the usual ground rules are stated.

2. Press Guidance

The Press Office will also call upon members of our staff for assistance in preparing press guidances for use by the spokesman at the regular White House press briefings. I urge you to give these requests your full attention. Whatever the spokesman says is the President's policy. It is incumbent on all of us to insure that whatever we provide to the Press Office is in complete accord with existing policy, that it is factually correct and that it is timely. A perfectly crafted piece of prose is of little worth if it comes to the spokesman after he has already responded to a question on the issue at hand.

3. Announcements/Statements

The NSC staff should arrange inter-agency clearance for all statements and announcements and provide them to the Press Office and the office of the White House Staff Secretary (Rhett Dawson) for final clearance. Any statement issued in the name of the President should be in the hands of the Press Office at least 48 hours in advance. Statements issued in the name of the spokesman must be delivered to the Press Office at least 24 hours in advance. These are minimums. Where statements are made on complex issues, the Press Office may require that the appropriate Senior Director, or his designate, be standing by to back up the spokesman at the briefing. Any explanation provided by an NSC staffer in the Press Briefing Room will be on background.

4. Interviews/Speeches/Op-eds and Other On-the-Record Statements

Generally, only the NSC Advisor, or his deputy, will be available for on-the-record events. The backgrounder offers ample opportunity to shape public perceptions of Administration policy. It would be all too easy for the staff to become entrapped in an endless series of public speaking engagements or interviews which could interfere with the primary responsibility of providing support to the President. Although an occasional speech by one of the Senior Directors may be approved, this will be done on an exceptional basis. Op-ed pieces and letters to the editor can make a useful contribution to the understanding of certain issues. If you have an idea, discuss it first with the Press Office. If they agree, that office will coordinate tasking with the Executive Office and will handle eventual placements of the piece.

5. High Level Visitors

Any substantial meeting of the President with a foreign head of government/State should be preceded by an appropriately cleared announcement several weeks before the meeting. Pre-brief (usually the day before) and readout (immediately following) backgrounders will be arranged by the Press Office, usually employing the appropriate Assistant Secretary of State. Less substantive meetings (photo opportunities) will usually be announced shortly before the event and the NSC control officer responsible will provide a brief written readout for use by the spokesman.

THE WHITE HOUSE

WASHINGTON

September 23, 1987

MEMORANDUM FOR: FRANK CARLUCCI

FROM: DAN HOWARD *Dan*

SUBJECT: Attached Press Guidelines

I think it is time to re-issue these guidelines because several new members of your staff have already developed extensive public speaking schedules and appear to be in deep conversation with the press.

Please revise as you see fit.

RECOMMENDATION

That you re-issue the attached guidelines.

Approve *[Signature]* Disapprove

Grant Green and Marybel Batjer concur.

THE WHITE HOUSE

6989

WASHINGTON

September 23, 1987

MEMORANDUM FOR: FRANK CARLUCCI

FROM: DAN HOWARD *Dan*

SUBJECT: Attached Press Guidelines

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Please revise as you see fit.

RECOMMENDATION

That you re-issue the attached guidelines.

Approve _____ Disapprove _____

Grant Green and Marybel Batjer concur.

DRAFT

September 23, 1987

MEMORANDUM FOR ALL NSC STAFF

FROM: FRANK CARLUCCI 
SUBJECT: General Press Guidelines

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That office will recommend and coordinate whatever response is appropriate. That may include arranging meetings with members of the press. I would prefer that all such meetings be conducted on background with a member of the Press Office staff sitting in whenever possible. This will serve to protect your interests and to insure that our spokesmen are at least as well informed as the media.

Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
06. Memorandum	For Bill Courtney From: Gary Moore Re: System IV (2 pp.)	7/24/87	(b)(1)	C

Collection:

Record Group: Bush Presidential Records
Office: National Security Council
Series: H-Files
Subseries: Transition Files
WHORM Cat.:
File Location: NSC Procedural Manual - Binder 3 [2]

Date Closed: 9/4/2019	OA/ID Number: 99017-007
FOIA/SYS Case #: 2019-1493-S	Appeal Case #:
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Presidential Records Act - [44 U.S.C. 2204(a)]

P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]

March 6, 1987

MEMORANDUM FOR NSC STAFF

FROM: GRANT S. GREEN

SUBJECT: New Procedure for Head of State Correspondence

Effective immediately the following procedures will be used to reply to substantive correspondence from the Heads of States:

1. Upon receipt of a substantive letter / cable from a Head of State, Secretariat will staff the letter to the appropriate staff member to do a quick one-page analysis (Memorandum from Frank C. Carlucci to the President). The action will be due to the Executive Secretary's office within three hours from the time it is received by the staff officer. At the same time, Secretariat will send the letter to the Department of State to prepare a draft reply for the President.
2. There will be no change in the way routine, non-substantive letters (thank you notes, replies to routine correspondence, etc.) are handled. Secretariat will send the letter to the State Department for preparation of a draft reply and also send copies to the appropriate staff members for their information.

These procedures will ensure that the President is fully aware of all significant incoming correspondence from the Heads of State.

*Van
done 2/28/87*

THE WHITE HOUSE
WASHINGTON

1276

February 27, 1987

MEMORANDUM FOR ALL NSC STAFF

FROM: FRANK CARLUCCI *[Signature]*
SUBJECT: General Press Guidance

The following guidelines should be adhered to in all dealings between NSC personnel and the media.

1. Press Contacts/Backgrounders

In general, queries from the media should be directed to the Deputy Press Secretary for Foreign Affairs (Dan Howard) or one of his Assistants (Roman Popadiuk, Don Mathes). Press may reach them on 456-2947 during business hours or through the duty press spokesman after hours.

The Press Office will recommend and coordinate whatever response is appropriate -- to include arranging meetings with members of the press. In this regard, I would prefer that all such meetings be conducted on background with a member of the Press Office staff sitting in. This will serve to protect your interests and ensure that our spokesmen are as well informed as the media.

Luncheon invitations from journalists should be considered tantamount to requests for backgrounders or interviews. The journalist is usually trying to establish an obligation so that you will take his or her next phone call. Although I will not prohibit an occasional lunch with an old friend who happens to be a journalist, in general, I think that most dealings with journalists should be done in the office.

2. Press Guidance

The Press Office will call upon members of the NSC staff for assistance in preparing press guidance for use by the spokesman at regular White House press briefings. I urge you to give these requests your full attention. Whatever the spokesman says is considered to be the President's policy. It is incumbent on all of us to ensure that whatever we provide to the Press Office is in complete accord with existing policy, that it is factually correct and that it is timely.

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

February 13, 1987

MEMORANDUM FOR THE NSC STAFF

FROM: GRANT S. GREEN

SUBJECT: New Timetable For Submission of Actions

Effective immediately all actions for a Presidential event for which the NSC has lead action are due to the Executive Secretary's office by NOON 48 hours in advance of the event.

All papers for Mr. Carlucci and General Powell meetings or action items with a deadline are due by NOON 24 hours in advance of the event or action needed.

These new timeframes for submission of papers will allow Mr. Carlucci and General Powell an adequate opportunity to review the relevant documents before the meetings or action required.

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

January 15, 1987

MEMORANDUM FOR NICHOLAS PLATT
Executive Secretary
Department of State

WILLIAM V. VITALE
Executive Secretary
Department of Energy

ROBERT B. ZOELLICK
Executive Secretary
Department of Treasury

H. LAWRENCE SANDALL
Executive Secretary
Central Intelligence Agency

COL. JAMES F. LEMON
Executive Secretary
Department of Defense

JAMES GEER
Assistant Director of the
Intelligence Division
Federal Bureau of Investigation

JOHN N. RICHARDSON
Assistant to the Attorney General
and Chief of Staff
Department of Justice

SUBJECT: Delivery of Classified Material to NSC Staff

Please instruct all couriers henceforth to deliver to Room 381, Old Executive Office Building, material previously delivered directly to NSC staff officers. This includes compartmented material except for sensitive intelligence items which should continue to be delivered to Room 300 OEOB. Current delivery procedures for material to the White House West Wing Ground Floor desk remain unchanged.

All material will be handled by properly trained and cleared NSC personnel in accordance with appropriate security regulations and transmitted by hand to the intended recipient. Special arrangements have been made for extremely sensitive items.

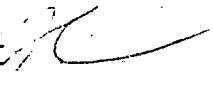
We appreciate your cooperation in this effort. Please call me if you have any questions.


Grant S. Green, Jr.
Executive Secretary

WASHINGTON

January 15, 1987

MEMORANDUM FOR NSC STAFF

FROM: FRANK C. CARLUCCI 
SUBJECT: Document Control Procedures

To follow up my remarks to you at the January 2 staff meeting, I would like to emphasize that the orderly flow of action and information documents based upon effective staff and interagency coordination is critical to a complete and objective presentation of views.

The Office of the Executive Secretary (Grant Green and Bob Pearson) is the sole channel for all material addressed to me or to Colin Powell. All papers, regardless of sensitivity or classification, will come through the Executive Secretary. Appropriate measures are being taken to ensure the proper handling of such documents. A special "dummy" system for extremely sensitive items has been established and will be outlined in a separate memo to you from Grant Green.

The following procedures are to be instituted, effective immediately:

I. The Executive Secretary will continue to task papers for production by the staff. Colin and I have asked our front office staff to pass taskings to you through the Executive Secretary.

II. All material is to be submitted and logged through the Executive Secretary. You are requested not to bring documents directly to the front office. If an advance copy is forwarded, please advise Grant or Bob. All "eyes only" NSC documents for me or Colin are to be delivered to Grant Green or Bob Pearson.

III. I want to have the full and frank views of all staff members on matters of importance to the President. Therefore, any staff officer may forward his or her views on a particular subject in an information memo through the Senior Director and the Executive Secretary.

Ensuring the highest quality product for the President requires discipline in our document management process. I have tasked Grant and his team to ensure that decision documents reflect a frank, open and full presentation of policy options and to ensure that such information is shared among all those with policy responsibility. I look to each of you to cooperate in this process.

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20508

January 15, 1987

MEMORANDUM FOR NSC STAFF MEMBERS

FROM: GRANT S. GREEN
SUBJECT: Document Control Procedures

In an effort to improve the orderly flow of action and information items to and from the President, the Assistant to the President for National Security Affairs, the NSC staff and the departments and agencies, and to ensure the necessary accountability, all papers will be logged and their progress tracked through the NSC Secretariat's document control system.

As a first step, departmental couriers are being instructed to deliver all material previously delivered to individual NSC staff members in OEOB to the Secretariat in Room 381 OEOB. There it will be handled by properly trained and cleared personnel in accordance with appropriate security regulations and forwarded promptly to the appropriate staff member (s).

The procedure for delivery of material to the White House West Wing Ground Floor remains unchanged.

Sensitive intelligence material will continue to be delivered to the Secretariat Coordinator in Room 300 OEOB.

All papers to and from Mr. Carlucci will come through my office. If time pressures do not permit adherence to normal procedures, handcarry the package to my office for immediate delivery to the front office. The copies will be used to complete the control process.

A special category of "X" items has been established to handle those items of particular sensitivity which are not handled in System IV. The logging and control procedures will be based on a dummy sheet prepared by staff officers. A detailed procedure for handling "X" items is attached. Use of the "X" designator will be monitored to prevent its abuse.

Attachment
a/s

NSC SECRETARIAT DUMMY PROFILE

Prepared by: Smith Log. No. 1234 X
Date Logged 1-5-87
Ref. Nos. State 4567
DOD 8910

TO: Carlucci DOC. Date 1-1-87
FROM: SecState CLASS. S/Codeword

SUBJECT: Mali (or "Trade Restrictions" if subject is
functional rather than geographic)

ACTION: Memo for President's signature

BY: Smith

INFO ONLY: (Check if info only, no action required)

COPIES: (Names of other staff officers to whom copies are
sent by action officer)

<u>DATE</u>	<u>TIME</u>	<u>ACTION</u>
<u>1-6</u>		<u>Memo to FC</u>
<u>1-7</u>		<u>Returned to Smith for re-do</u>
<u>1-8</u>		<u>Revision to FC</u>
<u>1-9</u>		<u>To President</u>
<u>1-10</u>		<u>President signed; dispatched to</u> <u>State; cc DOD</u>

FILE LOC: PA

X ITEM PROCEDURES

When a staff officer decides that additional protection is required beyond the standard security classifications, the following procedures will be followed:

1. The officer's secretary will call the Secretariat (ext. 6534) and ask for an X number. If the item has already been logged and numbered, he/she will ask that the number be made an X number and that any copies retained by NSC/S be returned to him or her.
2. NSC/S will assign the next log number, followed by an X, and await further information on the item.
3. The X number will be typed on the item in the upper right-hand corner and a dummy sheet prepared in accordance with the sample attached giving only such information as is required for future identification.
4. The dummy sheet will be sent to NSC/S as its record of the item. No copies of the document itself will pass through NSC/S.
5. The original and all copies of the document will be handcarried to the Executive Secretary.
6. NSC/S will be notified as the item moves through the offices: e.g., #1234X has been returned to staff officer for revision; #1234X has been sent to the President; President has signed #1234X, etc. This movement will be recorded on the dummy sheet, including the file location when action on the item has been completed.

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

0155

ACTION

January 15, 1987

SIGNED

MEMORANDUM FOR FRANK C. CARLUCCI

FROM: GRANT S. GREEN

SUBJECT: Information Accountability and Quality Control

RECOMMENDATION

That you sign the memo to the staff at Tab I.

Approve ☒ Disapprove ☐

That you approve my signing the memo to the staff at Tab II.

Approve ☒ Disapprove ☐

That you approve my signing the memo to agency counterparts at Tab III.

Approve ☒ Disapprove ☐

January 2, 1987

MEMORANDUM FOR GRANT GREEN

FROM: Jeanne W. Davis *JWD*
Robert Pearson *Bob*

SIGNED

SUBJECT: Tightening Document Control Procedures

Attached for your consideration are three items designed to improve staff accountability by strengthening the present document control system.

Part of the problem is the natural tendency to by-pass "the system" on the grounds of sensitivity, ego or both. This attitude has been, at worst, encouraged and, at best, tolerated by recent NSC leadership. A concomitant problem is that couriers from other agencies have been allowed, if not encouraged, to deliver compartmented material directly to staff officers with no central record of its receipt or of the action required or taken on it.

Underlying are:

- a draft memo for FC to sign to the staff establishing your office and NSC/S as the channel for all material coming to him;
- a draft memo to the staff informing them of tightened document control procedures and instituting a dummy procedure for protecting sensitive items while still maintaining some accountability for them; and
- a draft memo for your signature to State, Defense and CIA asking them to instruct their couriers to deliver all material intended for NSC staff officers in OEOB, except for sensitive intelligence items, to NSC/S in Room 381.

Attachments
a/s

LIMITED OFFICIAL USE

506826
1140 Office of the Director

JUN 17 1987

FG011 4654
FG013
FG298
FG00612



MEMORANDUM FOR:

The Honorable
Colin L. Powell
Deputy Assistant to the President
for National Security Affairs
The White House

The Honorable
Michael H. Armacost
Under Secretary for Political Affairs
Department of State

The Honorable
Fred C. Ikle
Under Secretary for Policy
Department of Defense

FROM:

Marvin L. Stone
Deputy Director

SUBJECT:

Procedures for Dealing with VOA

Because there have been a number of recent changes in staffs of several agencies, I thought it useful to restate existing procedures for dealing with VOA. In view of its Congressionally-approved Charter, VOA cannot be treated like a foreign affairs agency of the Government. In reporting the news, it is mandated by law to be a "consistently reliable and authoritative source of accurate, objective and comprehensive news. VOA is required to represent a balanced and comprehensive projection of significant American thought and institutions, and to present American policies clearly and effectively, together with responsible discussion and opinion."

For VOA to meet its legal responsibilities, it must remain free of efforts to shape its reporting for political purposes. VOA journalists must be allowed to exercise their own judgment on what is news and how to present it, subject to the editorial supervision provided by the VOA Office of Programs. Neither USIA management nor other agencies of the Government should attempt to influence what VOA reports through approaches to program personnel.

There will be occasions when other agencies will want information about VOA broadcasts. In such cases, VOA Director Richard W. Carlson or his Deputy, Robert L. Barry, should be the point of contact. On matters concerning the modernization of VOA relay stations, the point of contact is Morton S. Smith, Deputy Director (Modernization). Approaches to subordinate personnel on program matters must be avoided because they may be interpreted as efforts to circumvent the VOA Charter.

LIMITED OFFICIAL USE

C O P Y
from ORM

NSC#8704654

LIMITED OFFICIAL USE

- 2 -

In preparing its two daily and clearly labeled editorials, VOA is conscious of its responsibility to reflect U.S. policy accurately. For that purpose, clearance procedures have been established in order to assure accuracy and promptness. USIA's Office of Policy Guidance, headed by Philip Arnold, provides that guidance to VOA after consulting with other agencies as required.

Adherence to these time-tested procedures will assist VOA in fulfilling its mission.

LIMITED OFFICIAL USE

Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
07. Memorandum	For Distribution list From: Nicholas Platt Re: Messages Concerning Terrorism (2 pp.)	3/25/85	(b)(1)	C

Collection:

Record Group: Bush Presidential Records
Office: National Security Council
Series: H-Files
Subseries: Transition Files
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Date Closed: 9/4/2019	OA/ID Number: 99017-007
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Presidential Records Act - [44 U.S.C. 2204(a)]

- P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]

Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
08. Paper	Re: Caption - Subject Matter, Distribution and Preparation (5 pp.)	3/1/85	(b)(1)	C

Collection:

Record Group: Bush Presidential Records
Office: National Security Council
Series: H-Files
Subseries: Transition Files
WHORM Cat.:
File Location: NSC Procedural Manual - Binder 3 [2]

Date Closed: 9/4/2019 **OA/ID Number:** 99017-007

FOIA/SYS Case #: 2019-1493-S

Re-review Case #:

P-2/P-5 Review Case #:

Appeal Case #:

Appeal Disposition:

Disposition Date:

AR Case #:

AR Disposition:

AR Disposition Date:

MR Case #:

MR Disposition:

MR Disposition Date:

RESTRICTION CODES

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Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
09. Memorandum	For Distribution list From: Charles Hill Re: Messages concerning Terrorism (1 pp.)	1/2/85	(b)(1)	

Collection:

Record Group: Bush Presidential Records
Office: National Security Council
Series: H-Files
Subseries: Transition Files
WHORM Cat.:
File Location: NSC Procedural Manual - Binder 3 [2]

Date Closed: 9/4/2019	OA/ID Number: 99017-007
FOIA/SYS Case #: 2019-1493-S	Appeal Case #:
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Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
10. Paper	Re: Messages concerning Terrorism (1 pp.)	n.d.	(b)(1)	C

Collection:

Record Group: Bush Presidential Records
Office: National Security Council
Series: H-Files
Subseries: Transition Files
WHORM Cat.:
File Location: NSC Procedural Manual - Binder 3 [2]

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Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
11. Cable	140608Z DEC 84 (2 pp.)	12/14/84	(b)(1)	C

Collection:

Record Group: Bush Presidential Records
Office: National Security Council
Series: H-Files
Subseries: Transition Files
WHORM Cat.:
File Location: NSC Procedural Manual - Binder 3 [2]

Date Closed: 9/4/2019	OA/ID Number: 99017-007
FOIA/SYS Case #: 2019-1493-S	Appeal Case #:
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NATIONAL SECURITY COUNCIL

September 28, 1984

MEMORANDUM FOR THE NSC STAFF

FROM: ROBERT M. KIMMITT *Boh*
SUBJECT: Clearance of Foreign Visitors

Foreign official visitors meeting with the President, Bud McFarlane, or John Poindexter are to be met by a member of the NSC Staff at the appropriate White House gate and escorted to the upper or lower lobby in the West Wing. Those individuals meeting with the President are not required to wear visitors' passes, and your clearance roster should reflect that fact. Upon conclusion of the meeting, the foreign visitors will be escorted back to the gate by the NSC Staff member organizing the meeting.

Please file this note at Tab V of the NSC Staff Manual.

MEMORANDUM

NATIONAL SECURITY COUNCIL

ACTION

September 17, 1984

MEMORANDUM FOR ROBERT M. KIMMITT

FROM: CAROL CLEVELAND *Car*

SUBJECT: Foreign Visitors

In response to several PROFS notes, attached is a memo to the staff regarding foreign visitors.

RECOMMENDATION:

That you sign the memo to the staff on foreign visitors.

Approved _____ Disapproved _____

Attachment

Tab I - Memo to Staff

MEMORANDUM

NATIONAL SECURITY COUNCIL

MEMORANDUM FOR THE NSC STAFF

FROM: ROBERT M. KIMMITT

SUBJECT: Clearance of Foreign Visitors

In order to allievate any problems which may occur with a foreign visitor's appointment with the President or Mr. McFarlane, the staff officer or his representative should meet the foreign visitor at the appropriate entrance and walk him through the clearance process, insuring that if the visitor has an appointment with the President he does not wear the visitor's pass.

Also, when a clearance list for Presidential appointments is prepared, you should note on the list that this visitor is not to be given a visitor's pass.

Please file this note at Tab D of the Staff Manual.

DEPARTMENT OF STATE

Washington, D.C. 20520

8426513

S/S

'84 SEP 25 P4:08

September 25, 1984

MEMORANDUM TO ALL REGIONAL BUREAU STAFF ASSISTANTS

Subject: Presidential Correspondence

COPIES TO:

CODE I

CODE II

S/S-S:DIR(2)

TMA

TMB

TMC

S/S-S:IA

RF (jab)

Bureaus are reminded that a cable transmitting the text of letters from the President must be sent to the appropriate foreign service post within 24 hours of receipt of the text from the White House. Saturdays and Sundays should be considered the same as weekdays in computing the 24 hour period. Recent examples have shown that some offices are not expediting this correspondence. Quick turnover is necessary to encourage use of the Department and our overseas missions as the correct and most efficient means for handling Presidential correspondence to foreign recipients.

Michele M. Bova

Michele M. Bova
Director
Secretariat Staff

NATIONAL SECURITY COUNCIL

August 21, 1984

ACTION

MEMORANDUM FOR THE NSC STAFF

FROM: ROBERT M. KIMMITT *Bdk*

SUBJECT: Schedule Proposals

Schedule proposals should be submitted in unclassified form whenever possible. Classifying the proposals means they will be handled outside the normal scheduling process, thereby reducing their chances for success.

Please file this notice at Tab O of your staff manual.

MEMORANDUM

NATIONAL SECURITY COUNCIL

July 25, 1984

INFORMATION

MEMORANDUM FOR THE NSC STAFF

FROM:

Paul B. Thompson
ROBERT M. KIMMITT

SUBJECT:

Weekly Reports

Effectively immediately, Weekly Reports are no longer to be submitted. Those desiring to submit periodic reports should do so in information memoranda, using appropriate system numbers.

THE WHITE HOUSE
WASHINGTON

July 19, 1984

MEMORANDUM FOR NSC STAFF

FROM: ROBERT C. MCFARLANE *RCM*
SUBJECT: Coordination With the Department of Justice

Recently, I have received a complaint from the Attorney General over lapses in our responsibility to coordinate policy issues with the Department in which it has an interest or responsibility. Four specific instances were cited which I have taken separate steps to resolve. The purpose of this memorandum, however, is to stress to all NSC personnel the importance of full and complete coordination with the Department of Justice. When in doubt as to its possible interest, go ahead to consult with appropriate Justice staff. There is no excuse for failure to reflect their views whether in agreement or otherwise. I ask that all make a special effort in the future to assure that the Department of Justice's role in the interdepartmental process is thoroughly upheld in all NSC matters.

5571

THE WHITE HOUSE
WASHINGTON

7/19/84

Mr. Attorney General:

Bob McFarlane asked that I
send you a copy of the attached
memorandum.

Best wishes -

Bob Kinnitt

THE WHITE HOUSE
WASHINGTON

July 19, 1984

MEMORANDUM FOR NSC STAFF

FROM: ROBERT C. MCFARLANE *RCM*
SUBJECT: Coordination With the Department of Justice

Recently, I have received a complaint from the Attorney General over lapses in our responsibility to coordinate policy issues with the Department in which it has an interest or responsibility. Four specific instances were cited which I have taken separate steps to resolve. The purpose of this memorandum, however, is to stress to all NSC personnel the importance of full and complete coordination with the Department of Justice. When in doubt as to its possible interest, go ahead to consult with appropriate Justice staff. There is no excuse for failure to reflect their views whether in agreement or otherwise. I ask that all make a special effort in the future to assure that the Department of Justice's role in the interdepartmental process is thoroughly upheld in all NSC matters.

THE WHITE HOUSE
WASHINGTON

756
Procedures

September 7, 1983

MEMORANDUM FOR: SENIOR WHITE HOUSE STAFF
FROM: JAMES A. BAKER, III *JAB*
SUBJECT: REQUESTS FOR USE OF MILITARY AIRCRAFT

Several recent incidents indicate a misunderstanding exists concerning the policy for use of military aircraft to support White House missions.

The general policy remains in effect that commercial airline accommodations will normally be utilized as the most economical means to conduct White House staff travel. In exceptional cases i.e., when commercial accommodations are not available, or are inappropriate for the type of mission required, the following procedures will apply.

Requests originating within the White House:

All staff requests for military aircraft will be made in writing to the Director, White House Military Office (WHMO). The Military Office will coordinate with DoD to determine the most effective and economical method of satisfying the request. The Director, WHMO, will then make a recommendation to the Chief of Staff. On approval of the Chief of Staff, the Director, WHMO, will direct the DoD to carry-out the mission.

The only exception to this procedure for White House originated requests is Presidential travel (to include pre-advance missions). Aircraft for pre-advances will be requested in writing to the Director, WHMO, who may direct their operation and inform the Chief of Staff of the activity and type of aircraft utilized. Pre-advance missions must be directly related to forthcoming Presidential trips. Aircraft that are designated as being exclusively Presidential (C-137C 27000 and 26000) will be utilized only with the express consent of the Chief of Staff.

Department of State aircraft requests (Secretary of State, delegations and foreign dignitaries):

Initial requests for White House sponsorship of State Department missions will be directed to the Assistant to the President for National Security Affairs. After review by the NSC for appropriateness and coordination with the Military Office to

determine availability of aircraft, a recommendation will be forwarded by the National Security Advisor to the Chief of Staff. On the approval of the Chief of Staff, the Director, WHMO, will direct the DoD to carry-out the mission.

Other Cabinet and senior Administration officials:

Written requests will be forwarded to the Director, White House Military Office, who will coordinate with DoD and forward a recommendation to the Chief of Staff. On approval, WEMO will direct DoD to operate the mission.

The Department of Defense has been instructed to schedule and operate White House missions only when directed by the Military Office and to refer all requests to the Military Office. Under no circumstances will military aircraft be scheduled for a White House Mission without full compliance with the procedures outlined above.

I have designated John Rogers, Assistant to the President for Management and Administration, to act as my representative in coordinating these procedures with the White House Military Office.

This supercedes all previous memoranda on this subject.

MEMORANDUM

NATIONAL SECURITY COUNCIL

August 15, 1983

INFORMATION

MEMORANDUM FOR THE NSC STAFF

FROM: ROBERT M. KIMMITT *Bob*
SUBJECT: Concurrences

Action officers are responsible for obtaining the concurrence of those individuals listed on profile sheets "for comment". Effective today, concurrences must be shown by (1) obtaining the individual's initials, (2) signing for him/her, or (3) indicating his/her absence.

Officers listed "for information" remain responsible for making their views known to the action officer.

Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
12. Memorandum	For NSC Staff From: Robert Kimmitt Re: National Intelligence Daily (1 pp.)	7/15/83	(b)(1)	C

Collection:

Record Group: Bush Presidential Records
Office: National Security Council
Series: H-Files
Subseries: Transition Files
WHORM Cat.:
File Location: NSC Procedural Manual - Binder 3 [2]

Date Closed: 9/4/2019	OA/ID Number: 99017-007
FOIA/SYS Case #: 2019-1493-S	Appeal Case #:
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Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
13. Memorandum	For NID Recipients Re: National Intelligence Daily (1 pp.)	5/31/83	(b)(1)	C

Collection:

Record Group: Bush Presidential Records
Office: National Security Council
Series: H-Files
Subseries: Transition Files
WHORM Cat.:
File Location: NSC Procedural Manual - Binder 3 [2]

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MEMORANDUM

NATIONAL SECURITY COUNCIL

July 8, 1983

MEMORANDUM FOR THE NSC STAFF

FROM: ROBERT M. KIMMITT *Bob*
SUBJECT: Invitees to State Dinners

As the attached memorandum indicates, Judge Clark has accepted a recommendation that aircraft industry executives be invited to state dinners in honor of officials from countries with important aircraft sales competitions.

Please remember this requirement when suggesting invitees to state dinners which you are helping to arrange. It will be up to us to suggest the right names at the right times. Your recommendations should be passed to Chuck Tyson.

Attachment

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

MEMORANDUM FOR MICHAEL K. DEEVER
JAMES G. ROSEBUSH

FROM: WILLIAM P. CLARK

SUBJECT: Recommendation of USTR Study Group
Regarding State Dinners

USTR has just completed and submitted a study on aircraft trade, focused on Airbus Industrie, which I requested last fall. One of the recommendations, which I have accepted, is:

"The National Security Council staff should see that senior U.S. aircraft industry executives are regularly invited to state dinners in honor of officials from countries where aircraft sales campaigns are particularly important or timely."

Please take whatever steps are necessary to ensure that this occurs. I will be in touch with you on specific occasions to provide whatever details may be necessary.

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

June 7, 1983

Dear Paul:

This is in response to your letter of May 26, 1983, regarding the book you are writing.

The responsibility to ensure appropriate pre-publication clearance under the terms of agreements signed by members of the National Security Council Staff rests with the former official. On the basis of the outline submitted with your letter, particularly Chapters III-IX, it appears that classified information derived during your service with the NSC Staff may provide at least background for your writings. To protect you and to ensure that classified information is not inadvertently released, I suggest that you submit your manuscript. As you may remember, and as Zbig and others have seen first-hand since leaving office, Brenda Reger's staff works very quickly and efficiently on these submissions. Of course, however, NSC clearance would not affect or supersede any agreements you may have signed with other agencies during your service as a government official.

In short, submission of your manuscript protects you as well as us. I recommend you submit it for our accelerated review.

Very best wishes,

Bob

Robert M. Kimmitt
Executive Secretary

Mr. Paul B. Henze
6014 Namakagan Road
Washington, D.C. 20816

MEMORANDUM

NATIONAL SECURITY COUNCIL

March 23, 1982

INFORMATION

MEMORANDUM FOR WILLIAM P. CLARK

FROM: THOMAS C. REED *TCR*

SUBJECT: NSC Relations with OMB

1. I took the liberty of executing the attached "MOU" with OMB regarding joint efforts. Hope you agree. (If not, please advise.)
2. I understand that Bill Schneider, the current Associate Director of OMB for National Security Affairs and International Affairs, is leaving to go to State. The selection of his successor is vital. You and/or Bud McFarlane should try to get involved, or at least get a veto.
3. In order to get into the budgetary loop better, I would suggest you meet with Dave Stockman now and then just to talk.

4/11 Please do
yes
agree

Attachment: Memo from T. Reed to B. Schneider

MEMORANDUM

NATIONAL SECURITY COUNCIL

ACTION

March 23, 1982

MEMORANDUM FOR WILLIAM SCHNEIDER (OMB)

FROM: THOMAS C. REED *TCR*

SUBJECT: OMB-NSC Cooperation

Thanks for taking time to come talk. I think we both want to have one Executive Office of the President position on matters of common interest. To that end, I think we should proceed as follows:

-- OMB is welcome to participate in appropriate NSC policy planning matters. In particular, we will provide you with the opportunity to participate fully in the policy development process, and to comment on policy recommendations that have cost, management, and economic implications.

-- I would hope that the NSC would be equally welcome in budget matters relating to national security and international affairs. In particular, we would hope to be involved in the continuing process, from budget studies to the formal spring and fall budget reviews.

-- Our staffs should communicate regularly on issues of mutual interest and should maintain the confidentiality of information obtained from these contacts.

-- Neither OMB nor NSC should forward recommendations on national security and international affairs matters with significant cost implications for Presidential action without notation of the other agency's position.

Can these points serve as guidelines for our staffs? If so, please advise, and we can distribute copies.

Concur *TCR*

If not, please let me have your thoughts.

THE WHITE HOUSE

WASHINGTON

August 20, 1982

NSC Staff Procedures

MEMORANDUM FOR WHITE HOUSE STAFF

FROM: RICHARD G. DARMAN 
SUBJECT: Guidelines for Special Presidential Messages

Attached for your information and use are Guidelines for Presidential Messages.

The guidelines note what messages and letters may be sent out over the President's signature to recognize various special occasions, events, and circumstances.

Presidential messages are handled either in the Office of Special Presidential Messages (SPM) or the Office of White House Correspondence (WHC). The guidelines also note the types of messages and letters for which each of these offices is responsible.

Dodie Livingston, Special Assistant to the President, is Director of the Office of Special Presidential Messages (SPM). She can be reached at x2941, Room 480-OEOB.

Anne Higgins, Special Assistant to the President, is Director of the Office of White House Correspondence (WHC). She can be reached at x7610, Room 94-OEOB.

If you have questions, please call their offices.

✓
S
K L

August 1982

GUIDELINES FOR SPECIAL PRESIDENTIAL MESSAGES

It is traditional that Presidential Messages be issued over the President's signature to recognize various special occasions, events, and circumstances.

These Guidelines reflect traditional practices dating back through several previous Administrations as well as new program initiatives undertaken by the Reagan Administration. Their purpose is to clarify what messages may be authorized, to assure there is no unnecessary duplication of effort, and to maintain proper standards for messages. As in all matters involving the use of the President's name, no message should be promised before it has been approved.

Two White House offices -- the Office of Special Presidential Messages (SPM) and the Office of White House Correspondence (WHC) -- have operational responsibility for the issuance of Presidential Messages.

In most instances, the Office of Special Presidential Messages (SPM) handles messages for public events while the Office of White House Correspondence (WHC) handles messages for individuals. However, for your convenience, the acronyms (SPM) and (WHC) will identify which office processes the messages explained in the categories that follow:

1. MESSAGES OVER THE PRESIDENT'S SIGNATURE USUALLY WILL BE LIMITED TO:

- a. Major national conventions, annual meetings, or events of significant national organizations. These include fraternal, religious, trade, ethnic, historical, military, educational, and other groups. Local, state, or regional branches or chapters of these organizations normally do not qualify. (SPM)
- b. Commemorative events. Certain annual observances that are not accorded Proclamations are recognized with a Presidential Message. These observances must be on a national scale. They include Black History Month; Crime Prevention, Brotherhood, Library, and Secretaries Weeks; and Lincoln's Birthday, St. Patrick's Day, etc. (SPM)
- c. Political/Congressional events. These are handled case by case in accord with guidelines jointly applied by the Office of Legislative Affairs, the Office of Political Affairs, and the Office of Special Presidential Messages. (SPM)

- p. Newspaper anniversaries: 50 years or more, form letter. (WHC)
- q. Radio station anniversaries: 50 years or more, form letter. (WHC)
- r. Religious anniversaries (nuns, ministers, rabbis, etc.): 35 years or more, form letter. (WHC)
- s. Religious retirements: 50 years or more, form letter. (WHC)
- t. Retirements: 35 years or more, form letter; under 35 years, card; special letters to White House employees, Congressional requests, Uniformed Division of Secret Service, volunteers, etc. (WHC)
- u. Scouting awards: Cards designating specific award. (WHC)
- v. Wedding anniversaries: 60 years or more, form letter, 50 years or more, card; special letters to members of Congress, friends of the White House, etc. (WHC)

2. THE FOLLOWING GENERALLY WILL NOT QUALIFY FOR MESSAGES

- a. Events of a commercial nature or events sponsored by a profit-making organization.
- b. Local testimonials (unless the individual is known by the President).
- c. Tributes to members of the Judiciary (other than standard letters on retirement or assumption of "senior status").
- d. Tributes to military personnel.
- e. Individuals or groups travelling abroad in an unofficial capacity or those who are not specifically authorized to speak for the President -- except as may be specifically approved by the National Security Adviser.
- f. Events sponsored by licensing bodies or local authorities.
- g. Ceremonies conferring honorary degrees.
- h. Presentation ceremonies, tributes, or awards to U.S. citizens by foreign governments or their consular services.

3. APPEAL PROCESS: If a staff member believes that an event or person not qualifying under these policies should receive a message with the President's signature, he or she should

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

NSC STAFF INSTRUCTION 340

December 15, 1981

PROCEDURE FOR CLEARANCE OF CABLES IN THE NAME OF THE PRESIDENT

1. Purpose. To state procedures for NSC clearance of cables in the name of the President.
2. Background. Clearance procedures for cables transmitted in the President's name have evolved over the last several months. However, except in unusual circumstances, individual staff members have not been and are not authorized to clear directly with the State Department cables sent in the President's name.
3. Action. Staff members assigned "action" responsibility should continue to give their clearances on messages to the Staff Director's office. All necessary lateral clearances should be obtained prior to contacting the Staff Director's office. All messages involving visits must be coordinated with Chuck Tyson.

Further clearance from the West Wing will not be sought by the Staff Director in the following instances:

- o Routine national day messages (NOTE: we have not sent national day messages in the name of the President to certain countries; if in doubt, call the West Wing);
- o Illness;
- o Births, marriages, anniversaries, etc.

The Staff Director's office will continue to obtain West Wing clearance/coordination for:

- o Condolence messages;
- o Congratulatory messages on election, appointment, etc.;
- o Birthdays (the President does not routinely send birthday messages).

In addition to the above, the Staff Director's office will obtain West Wing clearance for all substantive messages in the name of the President, including:

- o those to be initiated by the President;
- o those responding to incoming messages from heads of state;
- o those reaffirming/confirming or establishing major policy directions of the U.S.


Allen J. Lenz
Staff Director

Distribution
All NSC Staff

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

NSC STAFF INSTRUCTION 350

December 15, 1981

PROCEDURES FOR HANDLING CORRESPONDENCE WITH HEADS OF STATE

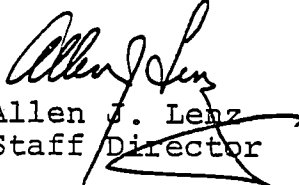
1. Purpose. To establish procedures for handling of correspondence from heads of state.
2. Background. Correspondence from heads of state requires special handling to ensure that responses are made when merited and that the responses are correct and timely.
3. Action. Substantive correspondence from heads of state should be handled on the same basis ("3-hour turnaround") as Cabinet-level correspondence.

Messages from heads of state received electrically by the Situation Room should be printed out upon receipt and delivered under separate cover to the appropriate NSC officer via the NSC Secretariat. Such delivery may be by tube, messenger, etc. The point is that cable messages should be identified for staff action and should not be buried in a stack of cables.

All incoming heads of state correspondence is to be assigned to and reviewed by an action officer. The action officer's responsibilities include:

- o Analysis of the incoming correspondence to determine whether it includes substantive issues meriting attention of Mr. Allen and the President;
- o When substantive issues are involved preparation of relevant information to include:
 - The forwarding memos, including an analysis of the incoming letter;
 - A recommendation whether the correspondence is to be forwarded to the President;
 - If no Presidential response is necessary, or if a response will be prepared and sent to the President at a later date, the fact should be indicated in the memo.

- Coordination of the response with the State Department and the Speechwriters before forwarding to the President. (Forwarding important, substantive messages to the President, however, need not await preparation of a coordinated response.)


Allen J. Lenz
Staff Director

Distribution
All NSC Staff

Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
14. Memorandum	For NSC Staff From: Michael Wheeler Re: System IV (3 pp.)	2/15/83	(b)(1)	C

Collection:

Record Group: Bush Presidential Records
Office: National Security Council
Series: H-Files
Subseries: Transition Files
WHORM Cat.:
File Location: NSC Procedural Manual - Binder 3 [2]

Date Closed: 9/4/2019 **OA/ID Number:** 99017-007

FOIA/SYS Case #: 2019-1493-S

Appeal Case #:

Re-review Case #:

Appeal Disposition:

P-2/P-5 Review Case #:

Disposition Date:

AR Case #:

MR Case #:

AR Disposition:

MR Disposition:

AR Disposition Date:

MR Disposition Date:

RESTRICTION CODES

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

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

Deed of Gift Restrictions

- C(1) Closed by Executive Order 13526, governing access to national security information
- C(2) Closed by statute or by the agency which originated the information
- C(3) Closed in accordance with restrictions contained in donor's deed of gift [formerly listed as only C]
- PRM. Removed as a personal record misfile

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

- P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]

MEMORANDUM

NATIONAL SECURITY COUNCIL

May 7, 1980

MEMORANDUM FOR: THE NSC STAFF
FROM: CHRISTINE DODSON 4
SUBJECT: Heads of State Correspondence

I attach for your information the President's most recent request on what he does not want to see in letters for his signature to Heads of State.

✓ Eb. 5. Tell your letter drafter
c) Not to apologize or "explain" our
actions or decisions to other leaders --
b) To leave out so many "I think"
"I hope", "I trust", "I am convinced" at
the beginning of sentences

J

MEMORANDUM

NSC Procedures

NATIONAL SECURITY COUNCIL

February 14, 1980

MEMORANDUM FOR: THE NSC SECRETARIES
FROM: CHRISTINE DODSON *Christine*
SUBJECT: Heads of State/Government Correspondence

This is another reminder that you must ensure that the correspondence that you prepare for the President's signature/clearance is correct. Names and titles of Heads of State/Government MUST be verified. You should not rely on the drafts provided by the Department of State. They often come unchecked from the individual bureaus and reflect. . . individual tastes! You should check each time to be certain it is correct: use the Heads of State/Government listing which is provided by the Department of State; if you still have questions/doubts, call Libby Denham at 632-1295.

I am also calling this matter to the attention of the Department of State.

MEMORANDUM

NATIONAL SECURITY COUNCIL

January 25, 1980

MEMORANDUM FOR: THE NSC STAFF
FROM: CHRISTINE DODSON *Christine*
SUBJECT: Memoranda to the President from
Cabinet Officials/Heads of Agencies

This is to remind you that memoranda to the President from members of the Cabinet or Heads of Agencies are to be forwarded to the President under an informational memo from ZB. You are NOT to hold on to such memoranda while you are clarifying a point, seeking additional information or taking any other action which would delay the memoranda reaching the President by more than a day or two. You should prepare a memo from ZB to the President appraising him of the existence of the memorandum and noting that necessary follow-up action will be required before a recommendation can be made.

MEMORANDUM

NATIONAL SECURITY COUNCIL

January 25, 1980

MEMORANDUM FOR THE NSC STAFF

FROM: Christine Dodson *Christine*

SUBJECT: Summary of Presidential Telephone Conversations

Please follow this procedure when you monitor a telephone conversation involving the President:

IMMEDIATELY prepare a brief summary of the conversation and have it HANDCARRIED to Dr. Brzezinski's office. It should be in the form of a memo from ZB to the President, highlighting the points of the conversation. The more detailed telecon can be provided later on.

MEMORANDUM

NATIONAL SECURITY COUNCIL

June 3, 1980

MEMORANDUM FOR: THE NSC STAFF
FROM: CHRISTINE DODSON *Christine*
SUBJECT: Outside the System, XX and X Items

A further note on "Outside the System", "XX", and "X" items...

I would particularly appreciate your not leaving "Outside the System" memos in preparation for NSC/PRC/SCC meetings as well as the various minutes from such meetings. These papers are institutional documents of the NSC as an agency and we are accountable for them. Please put the truly sensitive ones in the "XX" system and, if you do not want me to have a copy, just tell me so and tell me where the original will eventually be deposited.

Please let me know if you have a problem with the above, in special cases.

THE WHITE HOUSE

WASHINGTON

May 2, 1980

MEMORANDUM FOR THE SENIOR STAFF AND AGENCIES HEADS

FROM : AL MCDONALD *AM*
RICK HUTCHESON *R.H.*

SUBJECT : Presidential Paperflow

Too frequently memoranda which require a decision by a certain deadline are coming to the President too late, giving him inadequate time to request supplemental information or points of view while considering his decision.

The President should have at least 24 hours to deal with a decision memorandum requiring fast turnaround. With very few exceptions, there is no excuse for giving the President a memo at the last minute. He needs time to fit it into his schedule and deal with it in an orderly fashion. When inadequate lead time is allowed, there may also be a question raised as to the completeness of the staff work and coordination of inputs before coming to his attention.

To serve him better, you are requested to adhere to the following guidelines:

1. Alert Rick Hutcheson to deadlines for decision memoranda well in advance of the due date, so that he may work with you in expediting the processing of the memorandum.
2. Remember that other EOP offices in addition to your own may require time to consider the decision you are proposing to the President, and allow time for them to prepare their comments. The normal "staffing" period is 48 hours.
3. Indicate clearly any absolute deadline in the upper right-hand corner of the memo, i.e. "Last Day for Action: 20 May 1980."

4. Remember that all letters or memoranda intended for Presidential signature must be cleared by the speechwriters. You may expedite the handling of your memo by handling this clearance directly with the speechwriters before submitting the memorandum to the Staff Secretary.
5. Direct memoranda requesting Presidential meetings to Phil Wise, not to the President.
- 6. In planning adequate lead time, remember that most official documents (executive orders, proclamations, letters) must be retyped after staffing before being submitted to the President.

With your cooperation in following these guidelines we can assist you better to meet your target times for decision.

Records Management

All materials received or developed by an employee, detailee, or consultant during his/her tenure with the NSC Staff are official records of either the NSC or the President, and they may not be removed or destroyed. Under no circumstances are copies of any classified documents to be removed from the White House complex. Classified material brought to the NSC by detailees from other agencies predating their service with the NSC Staff must be maintained separately and may be removed only in accordance with established security procedures authorized by the Office of Information Policy/Security Review, Room 375, x3103.

Most staff members maintain "Chron" or "Convenience" files, i.e., copies of materials that have been processed through the Secretariat in the various systems, and/or copies of other material. None of this material should be destroyed.

These files include both copies of NSC institutional documents and Presidential material and are traditionally sent to the appropriate Presidential Library documenting the employee's contribution as a member of the President's staff. It is obviously in the staff member's best interest to ensure that these files are in good order both for historical research and also in the event the staff member later wishes to gain access to the files. Such access is limited to files created and maintained by the individual staff member.

The following procedures should be followed with regard to all files maintained by each individual:

1. All originals of logged items, NSDDs, NSSDs, NSC or subordinate body minutes, and other NSC institutional documents must be separated and sent to the Secretariat. The originals are Federal records and must by law be included in either the NSC institutional records, which will remain with the NSC, or Presidential records, which will be sent to the National Archives for the President's Library.

2. To ensure a complete record remains in the chron files should the staff member later want to apply for official access to them, copies may be substituted where originals were turned over to the Secretariat under 1 above.

3. All serial-numbered intelligence documents, especially publications coming from the intelligence community such as NIEs or DIA appraisals, must be returned to the Secretariat for disposition. They should not be destroyed by the staff member or left in the chron files.

4. All FOI/EO cases must be returned to the Office of Information Policy/Security Review with recommendations completed.

(continued)

5. Unclassified, wholly personal items, i.e., not related to White House or NSC business, should be filed separately and may be removed and retained. Also, unless they would be otherwise restricted, employees may retain copies of unclassified documents originated by that particular individual, provided that the original is turned over to the Secretariat and a copy remains with the chron files. Such material must be reviewed by the Office of Information Policy/ Security Review prior to removal.

6. The remaining files should be boxed according to established procedures (Tab 14) and turned over to the Secretariat.

Red Tag

"Red Tag" messenger service is express pick-up and delivery service which can be requested from the main messenger office (x7005) or the messenger office closest to the pick-up point. (See Mail and Messengers, page 22.)

Reimbursement for Supplies or Items

In exceptional cases, NSC Staff members may be reimbursed for supplies or other items (not available in the OA Supply Room) used in an official capacity by using the following steps:

1. Complete Standard Form 1164 (Claim for Reimbursement for Expenditures on Official Business). A sample SF 1164 is attached at Tab 15. Forward the completed form along with the receipt to the Administrative Office.

2. The Administrative Office will check the form to make sure it has been completed properly and calculated correctly. The staff member will be advised as to whether there is cash on hand to make payment. If the purchase is more than \$20.00, the claim will be forwarded to the OA Accounting Office to be processed for a check in the amount claimed.

3. After OA Accounting processes the SF 1164 and receives the check, they will notify the NSC Administrative Office. Administrative personnel will then notify the staff member that the check is ready for pick-up in the Administrative Office, Room 397.

Repair

For repair of equipment, see Equipment, page 10.

For repair of lights, paint, air conditioners, etc., see Maintenance, page 23.

For repair of telephones, see Telephones, page 39.

Secret Service (See U.S. Secret Service, page 46)

18 Mar

Loretta Braxton

I am the NSC coordinator for the Congressional and Public Mail Section of the NSC Secretariat.

My areas of responsibilities include:

a. Congressional: I am responsible for all Congressional correspondence to Admiral Poindexter and the President. I review letters and make substantive determinations regarding staffing. I work closely with Lynn Sachs, NSC and Kathy Jaffke of the White House Congressional Office. I am further responsible for monitoring the letters to ensure that a 10 day suspense is honored. Some Congressionals are forwarded by me to various agencies for draft replies. These are also monitored by me with established contacts in the various agencies for suspense and coordination control.

b. Public Mail:

Presidential: I review Presidential correspondence that is received in the NSC. I work closely with Anne Higgins, Special Assistant to the President for Presidential Correspondence, giving a variety of different levels of support, such as guidance regarding letters to the President on foreign policy. It is my responsibility to see that the NSC staff has the opportunity to review all standard language that the White House uses in responding to Presidential public mail, this includes reviewing Presidential letters from the Gift Unit. (These letters average 100 a week including letters coming in from the Department of State, that are reviewed by me, prior to being sent to Presidential Correspondence).

Admiral Poindexter: I am responsible for reviewing, and staffing all public mail in this category and making staffing determinations. These letters are also monitored by me for suspense dates.

Magazines, Pamphlets and News or Press Releases: I am responsible for reviewing this material and getting it to the proper staffer for their information.

I handle an average of 30 logged items a day. I review an average of 75 pieces of public mail a day. This office was set up on the theory that there would be at least 3 persons working here and our hopes were that we could do our own drafting of letters and branch out in other areas. I have been for the most part working alone, as expansion never materialized.

I am the NSC Secretariat point of contact for these offices regarding Secretariat functions:

- Office of the Vice President
- Gift Unit
- Central Files
- Congressional Liaison
- Presidential Personnel
- State Secretariat
- DOD Secretariat (WH Section) and others
- Other Agency Secretariat Offices

As an added responsibility, I am charged with sending information regarding the National Security Council and its role in Foreign Policy to students and the general public upon request.

~~SECRET~~

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

SYSTEM II
90149

March 14, 1984

SECRET

MEMORANDUM FOR THE VICE PRESIDENT
THE SECRETARY OF STATE
THE SECRETARY OF THE TREASURY
THE SECRETARY OF DEFENSE
THE SECRETARY OF AGRICULTURE
THE SECRETARY OF COMMERCE
THE SECRETARY OF ENERGY
COUNSELLOR TO THE PRESIDENT
THE DIRECTOR, OFFICE OF MANAGEMENT AND BUDGET
THE DIRECTOR OF CENTRAL INTELLIGENCE
UNITED STATES TRADE REPRESENTATIVE
CHIEF OF STAFF TO THE PRESIDENT
DEPUTY CHIEF OF STAFF TO THE PRESIDENT
CHAIRMAN, COUNCIL OF ECONOMIC ADVISERS

SUBJECT: Goals and Objectives for the London Economic Summit (U)

The President has reviewed and formally approved the Directive concerning U.S. goals and objectives for the Economic Summit to be held in London, England, June 7-9, 1984. (S)

FOR THE PRESIDENT:


Robert C. McFarlane

Attachment
NSDD-131

DECLASSIFIED
PER NSC WAIVER, #2017-03
By mb NARA, Date 9/4/19

COPY 10 OF 15 COPIES

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THE WHITE HOUSE

WASHINGTON

~~SECRET~~

NATIONAL SECURITY DECISION
DIRECTIVE NUMBER 131

March 12, 1984

UNITED STATES GOALS AND OBJECTIVES
FOR THE 1984 ECONOMIC SUMMIT (C)

This Directive outlines the U.S. policy goals and objectives for the 1984 Economic Summit meeting in London, England, June 7-9. (C)

I. U.S. Summit Goals

The Summit strategy of the United States is based upon reaching two over-arching goals:

- o To reinforce that the economic policies followed by the United States in the past three years have resulted in a strong domestic economic recovery that is now bringing the Free World into recovery and greater security; and
- o Building on recovery and our achievements at the past three economic summits, to advance and consolidate international prosperity and security in the years ahead. (C)

II. U.S. Summit Objectives

At the London Summit, the United States seeks:

- o Agreement on the need for closer coordination among trade and financial policies.
 - Through existing international institutions (GATT, IMF, OECD); and
 - Through informal meetings among Summit country trade and finance officials.
- o A review of the continuing requirements of the international debt strategy, emphasizing the importance in the years ahead of investment and further trade liberalization to the long-term health of the international financial system.

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SS 4/13/84

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- o Endorsement of the need
 - To maintain open markets;
 - To promote fair trade and greater competition;
 - To proceed with an agreed program to reduce or remove certain trade barriers, as currently being discussed with our Summit partners; and
 - To initiate consultations in GATT on the objectives of a possible new round of trade negotiations, including trade with and among developing countries and trade in services, high technology products and agriculture.
- o A review of the consensus on East-West economic relations.
- o Endorsement of the results of the economic convergence process begun in previous summits.
- o In addition, the United States seeks to negotiate agreements or understandings with our Summit partners during the period before June in order to take credit at the Summit for enhanced international cooperation concerning:
 - The U.S. manned space station program.
 - Concrete steps to combat terrorism.
 - Energy security, if events in the Middle East so dictate. (S)

Modifications to the above Directive may be necessary as preparations continue for the London Economic Summit. (U)

Ronald Reagan

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NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

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December 7, 1983

MEMORANDUM FOR THE VICE PRESIDENT
THE SECRETARY OF STATE
THE SECRETARY OF THE TREASURY
THE SECRETARY OF DEFENSE
THE SECRETARY OF COMMERCE
THE SECRETARY OF AGRICULTURE
THE SECRETARY OF ENERGY
COUNSELLOR TO THE PRESIDENT
THE DIRECTOR, OFFICE OF MANAGEMENT
AND BUDGET
THE DIRECTOR OF CENTRAL INTELLIGENCE
UNITED STATES TRADE REPRESENTATIVE
CHIEF OF STAFF TO THE PRESIDENT
DEPUTY CHIEF OF STAFF TO THE PRESIDENT
CHAIRMAN, COUNCIL OF ECONOMIC ADVISERS

SUBJECT: Preparations for the 1984 Economic Summit (U)

The President has approved the Directive establishing agency responsibilities for preparations for the Economic Summit to be held in London, England, in June 1984. (C)

Robert M. Kimmitt
Robert M. Kimmitt
Executive Secretary

Attachment
NSDD-118

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PER NSC WAIVER, #2017-03
By mk NARA, Date 7/9/19

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THE WHITE HOUSE

WASHINGTON

December 5, 1983

NATIONAL SECURITY DECISION
DIRECTIVE NUMBER 118DECLASSIFIED
PER E.O. 135261500 2021-02
SS 9/13/24PREPARATIONS FOR THE 1984 ECONOMIC SUMMIT (C)

This Directive clarifies the responsibilities of various agencies in preparing for the 1984 Economic Summit meeting in the United Kingdom.

I. Preparations with Other Governments - "Sherpa" Team

I have redesignated Allen Wallis, Under Secretary of State for Economic Affairs, to be my Personal Representative for the preparation of policy aspects of the Summit meeting. Together with Douglas McMinn of the National Security Council Staff, and Beryl Sprinkel, Under Secretary for Monetary Affairs in the Department of the Treasury, these individuals will direct the overall preparations for the Summit. (U)

II. Preparations within the U.S. Government

The President's Personal Representative will chair an Interdepartmental Group (IG Summit) of the Senior Interdepartmental Group for International Economic Policy (SIG-IEP), consisting of representatives at the Under Secretary level from the Vice President's office, the Departments of Treasury, Defense, Agriculture, Commerce and Energy, Director of Central Intelligence, USTR, NSC and CEA. The IG and SIG will have responsibility for reviewing policy preparations for the Summit, and providing general Cabinet guidance on issues. These groups will also prepare the briefing materials and coordinate U.S. participation in other international meetings where Summit issues will be discussed. (C)

In carrying out their direct responsibilities for the Summit, the President's Personal Representative will report to a Summit White House Group (SWHG) chaired by Robert McFarlane, the

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2

Assistant to the President for National Security Affairs, and Michael Deaver, the Deputy Chief of Staff. The Summit White House Group will have primary responsibility for all matters relating to the Summit, and will provide recommendations to me for decisions. These recommendations will be reviewed, as necessary, by the National Security Council expanded to include the agencies represented by the SIG-IEP. (ø)

Ronald Reagan

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WASHINGTON

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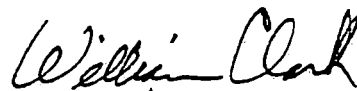
July 23, 1982

MEMORANDUM FOR THE VICE PRESIDENT
THE SECRETARY OF STATE
THE SECRETARY OF THE TREASURY
THE SECRETARY OF DEFENSE
THE ATTORNEY GENERAL
THE SECRETARY OF AGRICULTURE
THE SECRETARY OF COMMERCE
THE COUNSELLOR TO THE PRESIDENT
THE DIRECTOR, OFFICE OF MANAGEMENT AND BUDGET
THE DIRECTOR OF CENTRAL INTELLIGENCE
THE UNITED STATES REPRESENTATIVE TO THE UNITED NATIONS
THE UNITED STATES TRADE REPRESENTATIVE
THE CHIEF OF STAFF TO THE PRESIDENT
THE DEPUTY CHIEF OF STAFF TO THE PRESIDENT
THE ASSISTANT TO THE PRESIDENT FOR POLICY DEVELOPMENT
THE CHAIRMAN, COUNCIL OF ECONOMIC ADVISERS
THE CHAIRMAN, JOINT CHIEFS OF STAFF
THE DIRECTOR, ARMS CONTROL AND DISARMAMENT AGENCY
THE DIRECTOR, OFFICE OF SCIENCE AND TECHNOLOGY POLICY
THE DIRECTOR, FEDERAL BUREAU OF INVESTIGATION
THE DIRECTOR, NATIONAL SECURITY AGENCY

SUBJECT: International Economic Policy (NSDD 48)

The President has approved the attached National Security Decision Directive on International Economic Policy.

FOR THE PRESIDENT:



William P. Clark

Attachment
NSDD 48

FOR OFFICIAL USE ONLY

THE WHITE HOUSE
WASHINGTON

July 23, 1982

NATIONAL SECURITY DECISION
DIRECTIVE NUMBER 48

INTERNATIONAL ECONOMIC POLICY

This National Security Decision Directive establishes the Senior Interdepartmental Group - International Economic Policy (SIG-IEP).

To advise and assist the NSC in exercising its authority and discharging its responsibilities for international economic policy as it relates to our foreign policy, the SIG-IEP is established. The SIG-IEP shall be composed of the Secretary of the Treasury (Chairman), the Secretary of State (Vice Chairman), the Secretaries of Defense, Commerce and Agriculture, the United States Trade Representative, the Director of the Office of Management and Budget, the Assistant to the President for Policy Development, the Chairman of the Council of Economic Advisers, the Director of Central Intelligence, and the Assistant to the President for National Security Affairs. Representatives from other Departments and Agencies with responsibilities for specific matters to be considered will attend on invitation by the Chairman.

The SIG-IEP will:

- (1) Develop, review and prepare alternatives and recommendations on international economic policy issues as they relate to foreign policy;
- (2) Deal with interdepartmental economic matters concerning foreign policy raised by any member or referred to it by the Cabinet, Cabinet Councils and interagency groups, or, if such matters require higher-level consideration, report them to the NSC;
- (3) Assure proper selectivity and sense of priority from the standpoint of foreign policy in the international economic policy areas and issues to which the United States applies its efforts; and
- (4) Monitor the execution of approved policies and decisions within the areas of responsibility of the SIG-IEP.

A permanent secretariat, composed of personnel of the Department of the Treasury augmented as necessary by personnel provided in response to the Chairman's request by the Departments and Agencies represented on the SIG-IEP, shall be established.

The SIG-IEP is authorized to establish subordinate interdepartmental groups as necessary for the execution of its mandate.

Ronald Reagan

~~CONFIDENTIAL~~

SYSTEM II
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THE WHITE HOUSE
WASHINGTON

December 20, 1984

CONFIDENTIAL

MEMORANDUM FOR THE VICE PRESIDENT

THE SECRETARY OF STATE
THE SECRETARY OF THE TREASURY
THE SECRETARY OF DEFENSE
THE SECRETARY OF AGRICULTURE
THE SECRETARY OF COMMERCE
THE SECRETARY OF ENERGY
COUNSELLOR TO THE PRESIDENT
THE DIRECTOR, OFFICE OF MANAGEMENT AND BUDGET
THE DIRECTOR OF CENTRAL INTELLIGENCE
UNITED STATES TRADE REPRESENTATIVE
CHIEF OF STAFF TO THE PRESIDENT
DEPUTY CHIEF OF STAFF TO THE PRESIDENT
CHAIRMAN, COUNCIL OF ECONOMIC ADVISERS

SUBJECT: Preparations for the 1985 Economic Summit (U)

The President has approved the Directive establishing agency responsibilities for preparations for the Economic Summit to be held in Bonn, West Germany, in May 1985. (C)

FOR THE PRESIDENT:


Robert C. McFarlane

Attachment
NSDD-152

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Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
17. Paper	Re: NSDD 152 – Preparations for 1985 Economic Summit (2 pp.)	12/20/84	(b)(1)	C

Collection:

Record Group: Bush Presidential Records
Office: National Security Council
Series: H-Files
Subseries: Transition Files
WHORM Cat.:
File Location: NSC Procedural Manual - Binder 3 [2]

Date Closed: 9/4/2019	OA/ID Number: 99017-007
FOIA/SYS Case #: 2019-1493-S	Appeal Case #:
Re-review Case #:	Appeal Disposition:
P-2/P-5 Review Case #:	Disposition Date:
AR Case #:	MR Case #:
AR Disposition:	MR Disposition:
AR Disposition Date:	MR Disposition Date:

RESTRICTION CODES

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

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

Deed of Gift Restrictions

C(1) Closed by Executive Order 13526, governing access to national security information
C(2) Closed by statute or by the agency which originated the information
C(3) Closed in accordance with restrictions contained in donor's deed of gift [formerly listed as only C]
PRM. Removed as a personal record misfile

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

P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]

THE WHITE HOUSE

WASHINGTON

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91246

December 10, 1984

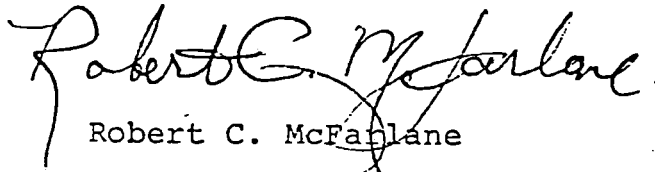
UNCLASSIFIED with
SECRET ATTACHMENT

MEMORANDUM FOR THE VICE PRESIDENT
THE SECRETARY OF STATE
THE SECRETARY OF THE TREASURY
THE SECRETARY OF DEFENSE
THE SECRETARY OF AGRICULTURE
THE SECRETARY OF COMMERCE
THE SECRETARY OF ENERGY
THE DIRECTOR, OFFICE OF MANAGEMENT AND BUDGET
THE DIRECTOR OF CENTRAL INTELLIGENCE
THE UNITED STATES REPRESENTATIVE TO THE UNITED
NATIONS
THE UNITED STATES TRADE REPRESENTATIVE
THE ASSISTANT TO THE PRESIDENT FOR POLICY DEVELOPMENT
THE CHAIRMAN, COUNCIL OF ECONOMIC ADVISERS
THE CHAIRMAN, JOINT CHIEFS OF STAFF

SUBJECT: Preparatory Process for the Visit of Prime Minister
Nakasone and the U.S.-Japan Follow-up Effort

The President has approved the attached National Security Decision
Directive on the Preparatory Process for the Visit of Prime Minister
Nakasone and the U.S.-Japan Follow-up Effort.

FOR THE PRESIDENT:


Robert C. McFarlane

Attachment
NSDD 151

cc: Assistant to the President
for Cabinet Affairs

UNCLASSIFIED UPON
REMOVAL OF CLASSIFIED
ATTACHMENTS

μb 9/4/19

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SYSTEM II
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THE WHITE HOUSE

WASHINGTON

December 10, 1984

~~SECRET~~

NATIONAL SECURITY DECISION
DIRECTIVE NUMBER 151

DECLASSIFIED
PER E.O. 13526

1500 2021-02
SS 9/13/24

PREPARATORY PROCESS FOR THE VISIT OF PRIME MINISTER NAKASONE
AND THE U.S.-JAPAN FOLLOW-UP EFFORT (U)

I have been reviewing the broad agenda of issues to be discussed with Prime Minister Nakasone during his visit to the United States on January 2, 1985. This visit will reaffirm and strengthen our crucial bilateral relationship with Japan. It will also provide an opportunity for candid discussion of those areas where substantial progress is needed to preserve our forward momentum as Pacific partners. This challenge for continued progress is nowhere more apparent than in the area of our economic relationship. Much creativity, effort and tenacity will be required if we are to overcome obstacles to the achievement of our objectives in the fields of trade, finance, energy, security assistance and others. Failure to do so could complicate and hamper our broader bilateral agenda for progress including exciting prospects for both the U.S. and Japan stemming from closer ties with our neighbors in the Pacific Basin. (S)

To meet this challenge successfully, we must pull together the array of bilateral issues before us into a single coherent game plan for the Prime Minister's visit in January as well as the longer term issue of U.S.-Japan follow-up. On May 7, 1984, I designated Secretary Shultz to take over the leadership role for the U.S.-Japan follow-up process from the able stewardship of Vice President Bush. Secretary Shultz will continue to exercise overall responsibility for the integration of the political, military and economic aspects of our relationship with Japan. (S)

I will look to the Senior Interdepartmental Group-International Economic Policy (SIG-IEP) as the Cabinet-level body to integrate the various components of U.S.-Japan economic relations. I therefore request that Cabinet Council groups and other interagency groups currently working on specific issues related to U.S.-Japan economic relations make their recommendations through the SIG-IEP for consideration by the NSC so that the integrative process can go forward expeditiously. An NSC meeting is scheduled for December 21, 1984, by which time recommendations should be completed for my review. (S)

Ronald Reagan

COPY 10 OF 15 COPIES

~~SECRET~~

THE WHITE HOUSE
WASHINGTON

SYSTEM II
90045

February 12, 1982

MEMORANDUM FOR THE VICE PRESIDENT
THE SECRETARY OF STATE
THE SECRETARY OF THE TREASURY
THE SECRETARY OF DEFENSE
THE SECRETARY OF COMMERCE
THE SECRETARY OF AGRICULTURE
THE SECRETARY OF ENERGY
THE COUNSELLOR TO THE PRESIDENT
THE DIRECTOR OF CENTRAL INTELLIGENCE
THE UNITED STATES TRADE REPRESENTATIVE
CHIEF OF STAFF TO THE PRESIDENT
DEPUTY CHIEF OF STAFF TO THE PRESIDENT
CHAIRMAN, COUNCIL OF ECONOMIC ADVISERS

SUBJECT: Preparations for the Economic and NATO
Summits, June 1982 (NSDD-25)

The President has reviewed and formally approved the Directive establishing agency responsibility for preparations for the Economic Summit in Versailles, France, on June 4-5-6 and the NATO Summit on June 9-10.

FOR THE PRESIDENT:

William Clark
William P. Clark

Attachments

cc THE DIRECTOR OF THE ARMS CONTROL AND DISARMAMENT AGENCY

THE WHITE HOUSE

WASHINGTON

NATIONAL SECURITY DECISION
DIRECTIVE NUMBER 25

February 12, 1982

PREPARATIONS FOR THE ECONOMIC AND NATO SUMMITSJUNE 1982

As announced on January 29, I will be attending the annual Economic Summit in Versailles, France, on June 4-5-6, 1982, and a special NATO heads of state/government meeting on June 9-10, 1982. This Directive clarifies the responsibilities of various agencies in preparing for the two Summit meetings.

I. Economic SummitA. Preparations With Other Governments - "Sherpa" Team

The Secretary of State will designate from the Department of State the President's Personal Representative to head the U.S. delegation to preparatory meetings for the Economic Summit. A representative of the NSC staff and of the Department of Treasury will also participate as official members of this delegation.

B. Preparations Within the U.S. Government

The President's Personal Representative will convene a Senior Interdepartmental Group with representatives from the Vice President's Office, the Departments of Treasury, Defense, Agriculture, Commerce and Energy, Director of Central Intelligence, USTR, NSC, and CEA to coordinate preparations for the Economic Summit. The NSC representative will serve as Executive Secretary of the SIG and will coordinate with a representative of the Office of Cabinet Affairs. The SIG will have responsibility for preparing all economic and political issues and briefing materials for the economic Summit, including coordination of U.S. participation in Summit preparatory meetings and other international meetings where Summit issues are discussed.

The SIG will coordinate on a regular basis through the National Security Council apparatus with a Senior White House Group chaired by the Assistant to the President for National Security Affairs and the Deputy Chief of Staff. The Senior White House Group will provide guidance on all matters relating to the Economic Summit and will provide recommendations to me for decisions.

Discussions relating to the Economic Summit will be taken in the National Security Council expanded to include the agencies participating in the SIG. Discussions of Summit-related issues may also take place in the relevant Cabinet Councils, as determined by the Senior White House Group.

II. NATO Summit

A. Preparations With Other Governments

The Secretary of State has primary responsibility for representing the United States in policy preparations with other countries for the NATO Summit.

B. Preparations Within the U.S. Government

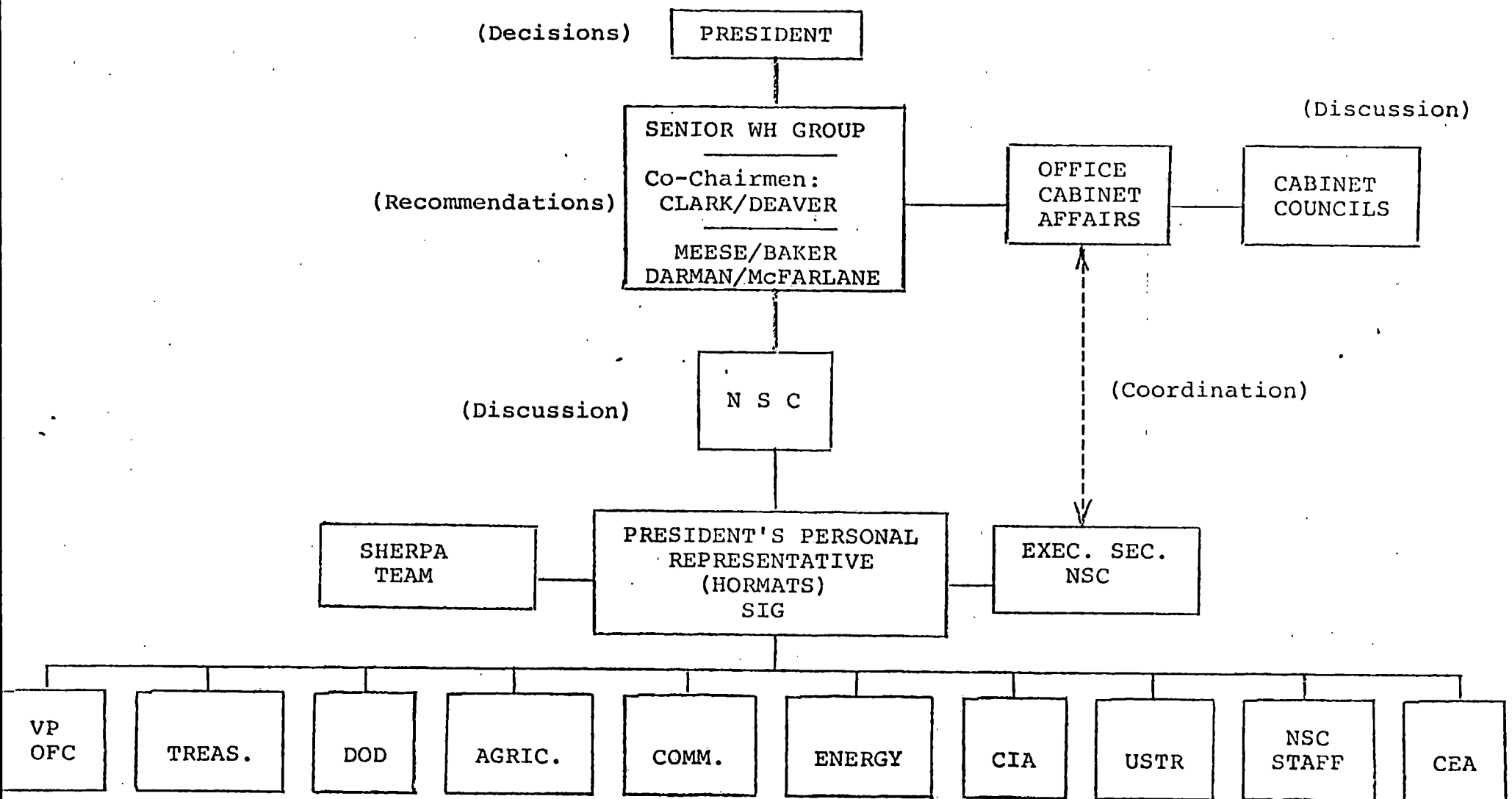
The Department of State will convene and chair a Senior Interdepartmental Group with representatives from the Vice President's Office, the Department of Defense, the Central Intelligence Agency, the National Security Council, and the Joint Chiefs of Staff to coordinate preparations for the NATO Summit. The NSC representative will serve as the Executive Secretary of the SIG. The SIG will have responsibility for preparing all issues and briefing materials for the NATO Summit.

The SIG will coordinate on a regular basis through the National Security Council apparatus with a Senior White House Group chaired by the Assistant to the President for National Security Affairs and the Deputy Chief of Staff. The Senior White House Group will provide guidance on all matters relating to the NATO Summit.

Decisions relating to the NATO Summit will be taken in the National Security Council.

RR

ECONOMIC SUMMIT PLANNING



Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
19. Paper	Re: Williamsburg Summit Strategy [double-sided] (5 pp.)	4/15/83	(b)(1)	S

Collection:

Record Group: Bush Presidential Records
Office: National Security Council
Series: H-Files
Subseries: Transition Files
WHORM Cat.:
File Location: NSC Procedural Manual - Binder 3 [2]

Date Closed: 9/4/2019	OA/ID Number: 99017-007
FOIA/SYS Case #: 2019-1493-S	Appeal Case #:
Re-review Case #:	Appeal Disposition:
P-2/P-5 Review Case #:	Disposition Date:
AR Case #:	MR Case #:
AR Disposition:	MR Disposition:
AR Disposition Date:	MR Disposition Date:

RESTRICTION CODES

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

- (b)(1) National security classified information
- (b)(2) Release would disclose internal personnel rules and practices of an agency
- (b)(3) Release would violate a Federal statute
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- (b)(9) Release would disclose geological or geophysical information concerning wells

Deed of Gift Restrictions

- C(1) Closed by Executive Order 13526, governing access to national security information
- C(2) Closed by statute or by the agency which originated the information
- C(3) Closed in accordance with restrictions contained in donor's deed of gift [formerly listed as only C]
- PRM. Removed as a personal record misfile

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

- P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]

Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
20. Memorandum	For the President From: William Clark Re: Your Proposed Trip to the Far East [double-sided] (2 pp.)	n.d.	(b)(1) /	S

Collection:

Record Group: Bush Presidential Records
Office: National Security Council
Series: H-Files
Subseries: Transition Files
WHORM Cat.:
File Location: NSC Procedural Manual - Binder 3 [2]

Date Closed: 9/4/2019 **OA/ID Number:** 99017-007

FOIA/SYS Case #: 2019-1493-S

Appeal Case #:

Re-review Case #:

Appeal Disposition:

P-2/P-5 Review Case #:

Disposition Date:

AR Case #:

MR Case #:

AR Disposition:

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Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
21. Paper	Re: Presidential Trip to East Asia [double-sided] (4 pp.)	n.d.	(b)(1)	S

Collection:

Record Group: Bush Presidential Records
Office: National Security Council
Series: H-Files
Subseries: Transition Files
WHORM Cat.:
File Location: NSC Procedural Manual - Binder 3 [2]

Date Closed: 9/4/2019 **OA/ID Number:** 99017-007

FOIA/SYS Case #: 2019-1493-S

Re-review Case #:

P-2/P-5 Review Case #:

AR Case #:

AR Disposition:

AR Disposition Date:

Appeal Case #:

Appeal Disposition:

Disposition Date:

MR Case #:

MR Disposition:

MR Disposition Date:

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Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
22. Memorandum	For William Clark From: William Martin Re: President's Trip to Japan [double-sided] (1 pp.)	9/28/83	(b)(1)	S

Collection:

Record Group: Bush Presidential Records

Office: National Security Council

Series: H-Files

Subseries: Transition Files

WHORM Cat.:

File Location: NSC Procedural Manual - Binder 3 [2]

Date Closed: 9/4/2019	OA/ID Number: 99017-007
FOIA/SYS Case #: 2019-1493-S	Appeal Case #:
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Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
23. Schedule	President's Visit to Japan [double-sided] (3 pp.)	9/23/83	(b)(1)	S

Collection:

Record Group: Bush Presidential Records
Office: National Security Council
Series: H-Files
Subseries: Transition Files
WHORM Cat.:
File Location: NSC Procedural Manual - Binder 3 [2]

Date Closed: 9/4/2019	OA/ID Number: 99017-007
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P-2/P-5 Review Case #:	Disposition Date:
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Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
24. Agenda	President's Trip to China [double-sided] (3 pp.)	n.d.	(b)(1)	S

Collection:

Record Group: Bush Presidential Records
Office: National Security Council
Series: H-Files
Subseries: Transition Files
WHORM Cat.:
File Location: NSC Procedural Manual - Binder 3 [2]

Date Closed: 9/4/2019	OA/ID Number: 99017-007
FOIA/SYS Case #: 2019-1493-S	Appeal Case #:
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AR Case #:	MR Case #:
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Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
25. Paper	Re: President's Trip to Europe [double-sided] (11 pp.)	n.d.	(b)(1)	S

Collection:

Record Group: Bush Presidential Records

Office: National Security Council

Series: H-Files

Subseries: Transition Files

WHORM Cat.:

File Location: NSC Procedural Manual - Binder 3 [2]

Date Closed: 9/4/2019 **OA/ID Number:** 99017-007

FOIA/SYS Case #: 2019-1493-S

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MEMORANDUM

THE WHITE HOUSE

WASHINGTON

January 27, 1977

MEMORANDUM FOR: MRS. CARTER
FROM: ZBIGNIEW BRZEZINSKI 
SUBJECT: Types of Visits and Formats for
Heads of State and Government

As a follow-on to your meeting today with Bill Hyland and Jeanne Davis, attached is a summary of the present types of visits by Heads of State and Government and the existing format for each (Tab A), together with a more detailed and comprehensive guideline. There has been, of course, some degree of flexibility in these formats.

Also provided for your information is a section on religious and dietary restrictions as well as appropriate floral decorations for entertaining foreign officials. We are also providing a copy of this package to your Social Secretary.

We would appreciate any guidance you may give us as to your desires for changes in the existing patterns. Please let us know if we can be of any further help to you.

SUMMARY OF TYPES OF VISITS AND FORMATS

1. STATE VISIT

A State Visit is made by a Chief of State (President, reigning monarch, or ruler; e. g. , President Lopez Portillo of Mexico/King Hussein of Jordan) invited by the President as a guest of the United States Government. This type of visit is normally for those visiting for the first time during a particular U. S. administration. The visit normally lasts six days (two days and nights in Washington and four days elsewhere in the United States, of the leader's choosing). Blair House serves as the President's guest house and is made available as the official residence during the Washington portion of the visit.

Arrival Ceremony

The visitor normally arrives in the United States the day before the official visit begins and stays overnight at a place near Washington (Williamsburg usually). Upon arrival in Washington, the visitor is greeted by the President and First Lady on the South Lawn of the White House with an arrival ceremony. Military honors are rendered and remarks exchanged.

Office Meeting

A substantive meeting with the President takes place immediately following the arrival ceremony. (Simultaneously, the First Lady and the wife of the Chief of State and their official guests join for refreshments in the White House (State Floor), following which the guests depart the White House. Additional meetings with the President and the Chief of State may also be considered desirable.

Dinner

On the evening of the first day, a State Dinner is given by the President and First Lady in honor of their guests.

Attire

The attire for a Chief of State's dinner is normally white tie (from Labor Day through Memorial Day) or black tie. The White House has usually been guided by the wishes of the visitor. (For example, President Sadat of Egypt during his October visit requested that the attire for his dinner be business suit; this has also been true of others in the Eastern European countries.)

Official Party

The official party of the visiting dignitary is limited to twelve, including the visitor and his wife, any wives of accompanying official party

members, and their ambassador to the United States. In the past, the 12-member delegation has been invited to attend the President's dinner. (On occasion, more than 12 official guests of a visiting dignitary have been invited to dinner; e. g., Queen Elizabeth, Emperor Hirohito official delegations were quite large.) The White House has usually been receptive to the visiting dignitaries' request to include additional guests, within reason.

2. OFFICIAL VISIT TO THE UNITED STATES

An Official Visit to the United States is made by a Head of Government (Prime Minister or Chancellor; e. g., Prime Minister Fukuda of Japan/Chancellor Schmidt of Germany) invited by the President as a guest of the United States Government.

The program and procedures are the same as that of a State Visit with an arrival ceremony, office meeting (one or more), and dinner. Except that the attire for the dinner would be black tie unless, of course, the foreign leader wishes business suit.

Although very rarely used, this type of visit could also be accorded a Chief of State who is visiting the U. S. for a second or subsequent occasion during a particular presidency. (However, during previous administrations, it was the usual practice to forego the arrival ceremony and, occasionally, the President would host a less formal dinner. King Hussein of Jordan usually makes annual visits to the U. S.).

3. OFFICIAL VISIT TO WASHINGTON, D. C.

An Official Visit to Washington is made either by a Chief of State or by a Head of Government. The invitation is for a one or two day visit to Washington for substantive talks with the President. A visitor in this category is considered a guest of the United States Government only while he is in Washington, D. C. The visit can be initiated by the United States Government or by a foreign government. (This type of visit may also be used for those who have visited the United States previously.) The visit would include an arrival ceremony, office meeting (one or more), and usually a dinner (luncheons have also been offered), as well, working dinners hosted by the President.

4. PRIVATE VISIT

A Private Visit is made by a Chief of State or Head of Government, at his own initiative (without an official invitation), for private business, for medical treatment, to attend the United Nations General Assembly, etc. If it is convenient with the President, the visitor may meet with the President in Washington or elsewhere.

The visitor will be greeted by the President at the White House. A military honor cordon of troops and fanfare trumpets will be in place at the White House. A meeting with the President follows the arrival. The President may also choose to host a social event, if considered desirable. (In the past, the President's participation in social events for a foreign leader here on a private visit, has been minimized to avoid invidious comparison.)

The Blair House is offered to the foreign leader only if he has an appointment with the President.

5. GENERAL

It has been the standard practice of the White House to have a military honor cordon of troops and fanfare trumpets in place during the visit of a Chief of State or Head of Government here during a Private Visit or if no arrival ceremony is being offered.

The President and First Lady may also attend reciprocal social events hosted by a visiting Chief of State on a State Visit. (It has rarely been done in the case of a Head of Government visiting on an Official Visit.)

January 26, 1977

MEMORANDUM FOR:

ZBIGNIEW BRZEZINSKI

FROM:

Jeanne W. Davis *JWD*

SUBJECT:

Categories of Visits by Heads
of State and Government

During the meeting with Mrs. Carter which Bill Hyland and I attended this morning, I promised to provide her with a paper on the different categories of visits by Heads of State and Government. You should also know that Mrs. Carter is planning to take a very personal interest in foreign visits and wishes to have NSC assistance and guidance in the preparation for visits.

A memo to Mrs. Carter is attached at Tab I for your signature which forwards a summary of a more detailed and comprehensive guideline on types and formats for visits (Tab A). It also includes a section on dietary and religious restrictions for entertaining foreign leaders.

Mrs. Carter has also requested suggested State Department dinner guest lists for the Lopez Portillo and Trudeau visits, which we should have from State this evening. We will forward the proposed guest lists to you for your approval as soon as they are ready.

RECOMMENDATION:

That you sign the memo to Mrs. Carter at Tab I.

✓ 2

*pus date
in signed
memo.*

3. Announcements/Statements

The NSC staff should arrange inter-agency clearance for all statements and announcements and provide them to the Press Office and the Office of the White House Staff Secretary (David Chew) for final clearance. Any statement issued in the name of the President must be in the hands of the Press Office at least 48 hours in advance. Statements issued in the name of the spokesman must be delivered to the Press Office at least 24 hours in advance. Where statements are made on complex issues the Press Office may require that the appropriate Senior Director or his designee be standing by to back up the spokesman at the briefing. Any explanation provided by an NSC staffer in the Press Briefing Room will be on background.

4. Presidential Press Conferences

When a date is set for a Press Conference the Press Office will propose a list of briefing topics. The NSC Executive Secretariat will task the State Department to prepare talking points on each topic. When the State Department talkers are received, they will be tasked through the NSC system for review. They will then be given to the Press Office and to the White House Staff Secretary for final review by the Senior Staff before they are sent to the President. The total procedure must be completed four days prior to the Press Conference in order to give the President an opportunity to review the material before his press conference briefing sessions. Timeliness is absolutely essential.

5. Interviews/Speeches/Op-eds and Other On-the-Record Statements

Because it is too easy for the staff to become engaged in an endless series of public speaking engagements or interviews which could interfere with the primary responsibility of providing support to the President, generally, only Colin Powell or I will be available for on-the-record events. Although an occasional speech by one of the senior directors may be approved, this will be done on an exceptional basis. Op-ed pieces and letters to the editor can make a useful contribution to the understanding of certain issues, as can backgrounders which offer ample opportunity to shape public perceptions of Administration policy. If you have an idea, discuss it first with the Press Office. If they agree, that office will coordinate tasking with the Executive Secretary and will handle eventual placement of the piece.

6. High Level Visitors

Any substantive meeting of the President with a foreign head of government/state should be preceded by an appropriately cleared announcement several weeks before the meeting. Prebrief (usually the day before) and read-out backgrounders (immediately following) will be arranged by the Press Office -- usually employing the appropriate Assistant Secretary of State. Less substantive meetings (photo opportunities) will usually be announced shortly before the event and the responsible NSC control officer will provide a brief written read-out for use by the spokesman.