

FOIA MARKER

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Collection/Record Group: Clinton Presidential Records
Subgroup/Office of Origin: Political Affairs
Series/Staff Member: Reta Lewis
Subseries:

OA/ID Number: 5176
FolderID:

Folder Title:
Cuba [2]

Stack:	Row:	Section:	Shelf:	Position:
S	28	5	6	1

Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. letter	Bill Clinton to Friends (Campaign) (1 page)	06/01/1994	Personal Misfile
002. letter	Bill Clinton to Friends (Campaign) (1 page)	07/05/1994	Personal Misfile
003. schedule	re: Political fundraiser (1 page)	04/25/1994	Personal Misfile

COLLECTION:

Clinton Presidential Records
Political Affairs
Reta Lewis
OA/Box Number: 5176

FOLDER TITLE:

Cuba [2]

2016-0920-F

jm1890

RESTRICTION CODES

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

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

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

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
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- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

SAMPLES OF CORRESPONDENCE
FOR
POLITICAL AFFAIRS

SAMPLES OF CORRESPOND

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POTENTIAL WHITE HOUSE GUEST

Please fill in this form and forward to:
Ann Stock/Social Secretary
Social Office/East Wing

Referred by: _____

Department: _____

Name: _____

Organization: _____

Address: _____

Phone: (work) _____ (home) _____

FAX: _____

Please circle appropriate event:

Breakfast

Briefing

Speech

Ceremony

State Dinner

Small Dinner

Luncheon

Meeting

Photo-Op

Reception

Tea/Coffee/Visit

Other

Please attach business card here:

7
7

Copied for Ruff
5/15/97

May 11, 1994

MEMORANDUM TO POLITICAL STAFF

FROM: PETER AND EMILY

RE: INFO FOR THE DATABASE

As you all know, the database project is well underway and the first part is expected to be released on July 5th. Between now and then, it is important that we gather up all the names and addresses of the people that we want records for and get them entered into the existing system. The new database has the capability of changing the way this office works -- but will only be as useful as the information we feed it.

*** This is the perfect time to turn over lists of people (from events, state contacts, organizations, etc.) that you have to the database people. They will input the data into the system so it will be available for the roll-out. Lists of names (only those with addresses please) can be turned over in almost any form - we'll have people type them right into the system. (The early supporters notebook has already been entered) They need them as soon as possible in order for them to be in the system by the roll-out.

*** It is also important to start keeping track of all the new names that come in. Attached is a sample database entry form. As you track down people's addresses, meet with them, receive mail for them, etc., it would be great if you could fill out a form on them so that we can enter them into the system.

The prototype of the database was really incredible - and it promises to be impressive as it is developed. The more information we have in there when it starts, the better it will serve all our needs. Thank you for your help.

DATABASE ENTRY FORM

(The more information you enter, the more useful the database will be)

Contact:

(Prefix)	(First)	(Middle)	(Last)
----------	---------	----------	--------

Title: _____

Bus/Org: _____

Bus. Add: _____

Bus Phone: _____

Bus Fax: _____

Home Add: _____

Home Ph: _____

Home Fax: _____

Spouse: _____

Title: _____

Organization: _____

Business Address: _____

Business Phone: _____

Fax: _____

Children: _____

Home State: _____

Interests, ethnicity, type of contact, miscellaneous information, etc.:

DOB: _____

SSN: _____

Sample
Memo

January 6, 1994

MEMORANDUM TO RICKI SEIDMAN

From: Reta J. Lewis

Re: Annual Olympic Dinner

In response to your note of 1/5/94 (attached), I strongly advise that the President attend the United States Olympic Committee Dinner on April 13, 1994. A scheduling proposal will follow.

A copy of the December 10, 1993 memo to you and Tony Wilson regarding the USOC activities surrounding the Dinner is attached for your review. I would appreciate the opportunity to talk with you and Tony about these events at your earliest convenience.

Thank you.

Quinn's -
Master
NOTEBOOK

May 11, 1994

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(Prefix)	(First)	(Middle)	(Last)
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Title: _____

Bus/Org: _____

Bus. Add: _____

Bus Phone: _____

Bus Fax: _____

Home Add: _____

Home Ph: _____

Home Fax: _____

Spouse: _____

Title: _____

Organization: _____

Business Address: _____

Business Phone: _____

Fax: _____

Children: _____

Home State: _____

Interests, ethnicity, type of contact, miscellaneous information, etc.:

DOB: _____

SSN: _____

Sample
"weekly"
Report

April 25, 1994

MEMORANDUM TO JOAN BAGGETT

From: Reta J. Lewis

Re: Weekly Reports (March 1 - April 20)

FLORIDA

DNC Fundraiser. The Presidential fundraiser in Miami was a huge success--described in some Florida press stories as including "the most generous contributors to a party fundraiser outside Washington in American political history." The \$3.4 million raised doubled largest amount raised at Florida dinners honoring Bush or Reagan. Of particular interest to Party leaders in Florida was the estimated \$500,000 brought in by the Cuban American community. The post-Hurricane Andrew relief efforts and choice of Miami as the site for the Western Hemispheric Summit have both been cited as catalysts for this support--particularly in Dade County. The names of the Managing Trustees and Trustees from the dinner have been forwarded to Ann Stock for addition to future White House invitation lists.

Summit. Lt. Governor Buddy MacKay, the designated Florida representative for the Summit, Richard Feinberg of the NSC and Ambassador Tony Gillespie from the State Department have already begun planning for the December conference. Since the organizational meeting regarding the Summit, Gillespie has visited Dade County twice. In addition, we have sent MacKay an extensive list of our key contacts from Florida that we recommend be included in the Summit planning.

CD01. Earl Hutto's recent announcement that he will not seek re-election has opened up the first district to a heated election battle. While several potential candidates have been mentioned, the most hopeful choice for the Democratic Party had been House Speaker Bolley "Bo" Johnson of Milton, Florida. Despite encouragement from the White House and the DNC, Johnson has decided not to run. Possible Republican candidates include state Representative James Kerrigan of Gulf Breeze and state Representative Lois Benson of Pensacola. With the right Democratic nominee, this district is expected to remain Democratic.

;

COPIED FOR KTH
5/15/97

BOSTON FUNDRAISER

The Boston DNC fundraiser was tremendously successful, raising \$1.7 million. The public rally held in conjunction with the President's trip to the city was very well received by Boston residents and the local press. In fact, the Boston-area press covered the rally without, in most cases, even a mention of the DNC event. The name of the key sponsors of the Boston event have been passed on to Ann Stock for invitations to future White House events.

LOUISIANA - REDISTRICTING.

Governor Edwards called a special session of the Louisiana legislature (April 17th - April 24th) to deal with the issue of redistricting. The session was called as the result of a federal ruling that the 4th congressional district, represented by Cleo Fields, is not constitutional. The ruling left the Louisiana legislature with an interesting dilemma, as the U.S. Justice Department insisted they draw the CDs so that there are two majority-minority seats. Louisiana lawmakers were under pressure to approve new CDs before the federal judiciary took control of the process and drew its own districts, or required that all representatives run statewide for their seats.

The attached map illustrates the proposed districts which were approved during the special session. While the new CDs still include two majority-minority districts, the fourth district is only 55.3% African-American and the second district is 60.7 percent African-American in make up. The Louisiana case is expected to serve as the precedent-setting case for other southern states facing similar challenges with their reapportionment plans.

GEORGIA

Redistricting. The request for a temporary injunction to postpone a temporary injunction on qualifying was dismissed last week. The request for the injunction was the result of a lawsuit pending with the 11th U.S. Circuit Court of Appeals regarding Georgia's congressional districts--specifically the 11th congressional district represented by Congresswoman Cynthia McKinney. Qualifying in Georgia is set for April 25th - April 29th.

CD08. Democratic incumbent Roy Rowland announced that he will no seek re-election in 1994. This announcement came as a surprise to the Georgia Democratic leadership. Possible Democratic candidates for the eighth district include former Albany Mayor Tommy Coleman, businessman Gene Stuckey (of Stuckey Truckstops), state Representative DuBose Porter and state Senator Walter Ray. The only announced GOP candidate is Saxbe Chambliss, a local businessman and 1992 primary candidate. While the eighth district has traditionally been a Republican stronghold in presidential elections, it is home to many of the state's long-term Democratic leaders in the House.

The strong grassroots network established by the legislative leadership in this district has been a terrific benefit to Rowland in past elections and will likely ensure a Democratic victory in the eight district in 1994.

Cabinet Travel. During Secretary Pena's recent travel to Atlanta, we assisted in arranging an event for Governor Miller and the Secretary. Rather than organize any type of campaign-related activity, the Governor hosted a meeting of Georgians for Better Transportation, a group which includes some of Miller's strongest allies, with Secretary Pena. The Secretary also met with newly elected Mayor Bill Campbell. We are attempting to arrange a similar type of event for the Governor with Secretary O'Leary during her upcoming trip to Atlanta.

PENNSYLVANIA

White House Day. We have been talking with Rick Bloomingdale, Director of the PN Democratic Party, about a White House Pennsylvania Supporters Day. While we were originally hoping to schedule this event for late May, the early Pennsylvania primary and the schedules of many of the Democratic leaders have forced us to re-schedule for July. This event will be a key opportunity to highlight our Democratic nominees prior to the November election and will serve as a boost to the supporters of the Pennsylvania coordinated campaign. Maureen Garde will be working closely with this event to coordinate DNC activity with the Pennsylvania group.

Filing. The filing deadline for the May 10th election was March 1st. The following is a breakdown of candidates who officially qualified for several of our key races in the state:

Gubernatorial Race

Charles Volpe (D) - businessman and attorney
Lynn Yeakel (D) - 1992 Senate nominee
Philip Valenti (D)
Bob O'Donnell (D) - former House Speaker
Mark Singel (D) - Lt. Governor
Dwight Evans (D) - state Representative
Catherine Baker Knoll (D) - State Treasurer
John Perry (R)
Mike Fisher (R) - state Senator
Ernie Preate (R) - State Attorney General
Tom Ridge (R) - U.S. Representative (21st CD)
Sam Katz (R) - 1991 Philadelphia Mayoral Candidate

The Democratic primary and general elections are considered a toss-ups by the state Democratic leadership. There is a strong possibility that O'Donnell will leave the Democratic field prior to the primary due to financial problems with his campaign.

U.S. Senate Race

Harris Wofford (D) - incumbent
Rick Santorum (R) - U.S. Representative (18th CD)
Joe Watkins (R) - former Bush aide

CD13

Marjorie Margolies-Mezvinsky (D) - incumbent
Gayle Michael (R)
John Murray (R)
Ellen Harley (R) - state Representative
Jon Fox (R) - 1992 candidate
Michael Becker (R)

NEVADA - YUCCA MOUNTAIN CONTROVERSY

I have been coordinating with Keith Mason in IGA regarding the Yucca Mountain nuclear waste controversy in Utah. We recently met with Richard Rozenweig of the Department of Energy to discuss this issue. This is a particularly sensitive issue for Governor Bob Miller and Senator Richard Bryan, both up for re-election in 1994. We are watching this situation very closely.

KENTUCKY - SPECIAL ELECTION

On April 16th, the Democratic County Committees in the Second Congressional District unanimously selected Senate President Pro Tem Joe Prather as their nominee for the special election to fill the second district seat, left vacant following Natcher's death. The special election will be held on May 24th. The Democratic leadership in Kentucky is confident that Prather will win the election without a strong GOP challenge.

TENNESSEE COORDINATED CAMPAIGN

Given the enormity of the elections in Tennessee this year, we are working closely with Doug Heyl (director of the TN Coordinated Campaign) to coordinate events with Cabinet Secretaries during their travel to Tennessee. We have recently arranged a Coordinated Campaign event with Secretary Riley, who will be travelling to the state later this month, and possibly Secretary O'Leary and Ambassador Kantor for future events. In addition, I believe our Tennessee political meeting has had a positive impact on the travel schedule of the Vice President and Mrs. Gore in Tennessee.

OTHER ISSUES OF INTEREST

Olympic Activity. The White House event with the 1994 Winter Olympic team was a tremendous success. Included in the event were representatives for the United States Olympic Committee (USOC), the Special Olympics, the Atlanta Committee for the Olympic Games (ACOG) and several members of the Georgia Legislature. The participation by the President, the First Lady and the Vice President at the USOC Dinner was also very well-received.

South Africa. I am continuing to work with Public Liaison, NSC and the Chief of Staff's office in coordinating the White House events held in conjunction with the South African inauguration. This event will be particularly meaningful to many of our strongest supporters in the African-American community, for whom South Africa is a key issue of interest and concern. I have submitted a list of names to Public Liaison for the South Africa event, which I coordinated with Minyon Moore at the DNC.

White House Day for Young Professionals. The March White House Day for Young Professionals was very successful in introducing young professional supporters from the D.C. area to the Administration. In fact, the response to our invitation for the briefings was so overwhelming that we were forced to accept responses on a first-come/first-serve basis. Judy Feder spoke to the group on the Administration's health care policy, Bruce Reed spoke about crime and welfare reform, and Dr. Rob Wescott of the CEA spoke about the Administration's economic policy.

BRIEFINGS

During this period, briefings were prepared for:

- The President, Boston, Massachusetts (DNC Dinner)
- The President, Miami, Florida (DNC Dinner)
- The President, Kansas (including reception)
- The President, Kentucky
- The Vice President, Tennessee
- The Vice President, Alabama
- The Vice President, Nevada
- The Vice President, Connecticut
- The First Lady, Maryland (including reception)
- Tipper Gore, Connecticut (including photo op. with Special Olympics)
- Tipper Gore, Georgia

- L. Brown, Florida
- Babbitt, Florida
- Reno, Georgia
- O'Leary, Massachusetts (including meet and greet)

- O'Leary, West Virginia
- Shalala, Georgia
- Cisneros, Alabama
- Reno, South Carolina
- Reich, Pennsylvania
- Bentsen, Pennsylvania
- Reich, West Virginia
- Riley, Rhode Island
- Shalala, Kansas
- Reich, Maryland
- Bentsen, Utah
- Shalala, Maryland
- Reich, Pennsylvania
- Babbitt, Connecticut
- Reich, Kentucky

Meetings and Travel.

- Attended the Georgia Jefferson-Jackson Dinner in Atlanta.
- Participated in meetings on the Hill with Senators Robb and Sasser to discuss 1994 campaign strategy.
- Met with Idaho gubernatorial candidate and state Attorney General Larry EchoHawk.
- Met with newly elected Mayor Bill Campbell of Atlanta.
- Spoke to Utah college students re: Utah politics.
- Met with Utah U.S. Senate candidate Pat Shea.
- Travelled to Florida with Minyon Moore and Fred Humphries of the DNC to participate in a discussion re: a fundraiser for African-American supporters.
- Participated in meetings with DNC Trustees in D.C.
- Participated in the Women's Leadership Forum organizational meeting in D.C.
- Met with representatives of the USDA, including Olita Fitzgerald, to discuss travel by Under Secretaries and Assistant Secretaries into our states (particularly southern states) during the 1994 campaign cycle.

cc: Joe, Tom and Linda

May 11, 1994

Sample
Call
Sheet

RECOMMENDED TELEPHONE CALL

TO: Pennsylvania Lt. Governor and Democratic gubernatorial nominee Mark Singel

DATE: May 11, 1994

RECOMMENDED BY: Joan Baggett, Political Affairs
Reta J. Lewis, Political Affairs

PURPOSE: To congratulate Mark Singel on his victory in the May 10th Democratic gubernatorial primary.

CONTACT NUMBER: 12:00 p.m.-4:00 p.m. [717/238-1995 (Campaign HQ)]
After 4:00 p.m. [717/783-5156 (Home)]

BACKGROUND: With 78 percent of the vote recorded, Singel led his opponents in the six-way gubernatorial primary with 31 percent of the vote. Voters credited Singel with his experience as acting governor during much of 1993, resulting from Casey's absence due to surgery and subsequent illness. Singel did not receive Casey's endorsement in the gubernatorial primary, presumably because of his position in support of existing state abortion rights.

In a surprising second place finish was state Representative Dwight Evans with 21 percent of the vote, followed by state Treasurer Catherine Baker Knoll with 20 percent of the vote. The 1992 Senate nominee, Lynn Yeakel, placed an unexpected fourth place with 13 percent of the vote. Yeakel defeated Singel in 1992's Democratic Senate primary race.

Singel will face Representative Tom Ridge in the November General Election. Ridge edged out state Attorney General Ernie Preate in the GOP primary 35 percent to 29 percent. Ridge, a moderate Republican, has long been considered a more serious challenge to Singel than Preate, who is currently the subject of an ongoing federal investigation for campaign improprieties. Ridge spent approximately \$287,000 on television ads in the last eight days of the primary campaign--more than any other other candidate of either party.

Sample
Meeting
Agenda

A G E N D A

MEETING WITH FLORIDA DEMOCRATIC LEADERSHIP
MONDAY, NOVEMBER 15TH, 1993, 2:00 P.M.
ROOM 476, OLD EXECUTIVE OFFICE BUILDING

(Working Document -- For Internal Use Only)

-
- I. Opening and Introductions - Joan Baggett
- *Welcome and thank you for coming together to talk about this important issue.
 - *[see attached list of participants for brief intrs.]
- II. The Working Relationship Between the White House and the Democratic National Committee - Joan Baggett
- DNC's role in grassroots efforts.
 - White House role in developing policy.
 - Combined White House/DNC effort in the 1994 and 1996 elections.
- III. The Importance of Florida in the 1994 and 1996 Elections - Craig Smith, DNC
- IV. The Importance of Latino Support in the 1994 and 1996 Elections - Joe Velasquez
- V. The Administration's Policies Toward Cuba - Richard Feinberg, NSC
- VI. Discussion of Cuban American Issues (such as:)
- *Cuban-American appointments (Boards & Commissions, Judges, U.S. Attorneys, Political Appointments--such as Cuban Broadcasting position)
 - *Opportunities to expand the base of Latino support within Florida and nationwide
 - *Development of a surrogate group within the Cuban-American community

- ① Reserve Room
- ② Extend Invitations
- ③ Agenda

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May 6, 1994

Sample
Event
Memo

Date: May 9, 1994
Location: Tarmac
Green Airport
Time: 5:45 p.m. - 6:35 p.m.
From: Reta J. Lewis, Political Affairs

I. PURPOSE

You will greet approximately 100 elected officials, friends and supporters during your visit to Atlanta.

II. BACKGROUND

The meet and greet has been organized, in large part, by Governor Zell Miller. The guests are friends of the Administration, as well as key supporters of Governor Miller, Congressman John Lewis and Mayor Bill Campbell.

III. PARTICIPANTS

See attached list.

IV. PRESS PLAN

Closed press.

V. SEQUENCE OF EVENTS

You will arrive, meet and greet the group for approximately 50 minutes, provide a brief photo opportunity, and then depart.

VI. REMARKS

No remarks necessary.

Sample
Event List

**MEETING WITH GOVERNOR ZELL MILLER
PRESIDENTIAL CONFERENCE ROOM, PAVILION C
MAY 3, 1994, 3:30 P.M.-3:45 P.M.**

Jim Butler	Attorney with Butler, Wooten, Overby & Cheely (Columbus)
Bill Dahlberg	Chairman of The Southern Company
J.B. Fuqua	Investor from Atlanta; DLC and 1992 Clinton/Gore Supporter
Gordon Giffin	Attorney with Long, Aldridge & Norman; Clinton/Gore State Chairperson
Elise Hand	Country Music Promoter; Clinton/Gore State Co- Chairperson
Don Leebern	President of Georgia Crown Distributing Company
Wayne Mason	Developer from Metro Atlanta; Father of Keith Mason
Ben Porter	Businessman with Charter Medical Services (Macon)
Mack Robinson	President of Delta Life Insurance Company
R.K. Sehgal	Chairman of The Law Companies Group
Ed Sims	Attorney with Long, Aldridge & Norman; Democratic State Party Chairman
Fred Taylor	Businessman (Albany)
Virgil Williams	President of Williams Service Group; Honorary Chief of Staff for Governor Miller

Sample
Briefing

May 5, 1994

MEMORANDUM FOR SECRETARY O'LEARY

FROM: Reta J. Lewis, Special Assistant to the President
for Political Affairs

RE: Political Briefing -- Atlanta, Georgia

1992 PRESIDENTIAL ELECTION RESULTS

	<u>Atlanta</u>	<u>Georgia</u>
Clinton	57.2%	44.0%
Bush	33.1%	43.0%
Perot	09.1%	13.0%

1994 STATEWIDE ELECTIONS

Filing Deadline: April 29th

Primary Date: July 19th

1994 Gubernatorial Race. Governor Zell Miller announced on June 16, 1993 that he would seek re-election. Competition in the Democratic primary will come from state Representative Charles "Judy" Poag, retired military officer Mark Tate and third-time candidate Jim Boyd. While Miller is expected to easily win his party's nomination, Poag may receive a significant number of votes resulting from his strong support of the current state flag. Tate has received mention in the press for his "trailing" of Governor Miller during recent campaign activity.

Miller launched his campaign last week with a five day tour of the state. In his announcement speech, Miller focused on crime, recent tax cuts, welfare reform and education initiatives. The governor has also promised to fulfill one of his 1990 campaign pledges by abolishing the state sales tax on food. During the recent campaign tour, the Miller campaign's three bus caravan gained unwanted attention when it was pulled over for speeding. The trooper intended to issue a verbal warning to the group, but Miller insisted the drivers receive tickets, which will be paid by the Miller campaign.

Former Waycross Mayor John Knox, former House Minority Leader Paul Heard, multimillionaire businessman Guy Millner, USAF Commissioner Nimrod McNair and fringe candidate Leonard Morris have all filed for candidacy in the Republican primary.

Key campaign issues in the gubernatorial race will include Miller's support of the Georgia lottery, which was implemented in 1993, and continued political debate over the Georgia flag. Miller was elected in 1990 in part due to his enthusiastic endorsement of a lottery as a source of education funds. However, Miller's re-election effort will be hurt by those voters who have a moral opposition to the lottery. In addition, the governor's unsuccessful efforts to remove the Confederate bars and stripes from the Georgia flag during the 1993 session of the General Assembly alienated white voters from across Georgia, who viewed the proposed change as an affront to their Southern heritage.

A poll conducted by the Miller campaign in November of 1993 showed the following opinion on several key issues impacting the 1994 race:

Personal Appeal of Key Political Figures

	<u>Positive</u>	<u>Negative</u>	<u>Neutral</u>	<u>Name ID</u>
Sam Nunn	71%	14%	08%	95%
Zell Miller	49%	35%	16%	97%
Bill Clinton	41%	46%	14%	98%

Approach to Issues (Nunn, Miller and Clinton)

	<u>Very Liberal</u>	<u>Somewhat Liberal</u>	<u>Moderate</u>	<u>Somewhat Conservative</u>	<u>Very Conservative</u>
Sam Nunn	06%	16%	31%	34%	13%
Zell Miller	14%	35%	35%	13%	03%
Bill Clinton	41%	35%	17%	05%	02%

Breakdown of Likely Georgia Voters

Question: How would you describe your own political beliefs: very liberal, somewhat liberal, moderate, somewhat conservative or very conservative?

Very Liberal	05%
Somewhat Liberal	18%
Moderate	29%
Somewhat Conservative	19%
Very Conservative	19%
Not Sure	03%

Opinion on Gun Control

Approximately 81 percent of voters support a five-day waiting period for handguns, including 74 percent of white Republicans, 72 percent of white rural voters and 73 percent of white conservatives. The instant computer background check for handgun purchases is almost universally popular, with 94 percent of those polled in favor of the measure. However, approximately 80 percent of Georgia voters feel that "gun control

laws do very little to get guns out of the hands of criminals." In addition, 41 percent of voters feel that "gun control laws restrict the rights of sportsmen and law abiding citizens."

The poll also showed a cultural disconnect associated with the issue of gun control: Fifty-six percent of statewide voters agree, "When I hear a politician talk about gun control, it makes me wonder if he/she shares my values or understands my way of life." Approximately 69 percent of rural white voters agree with this view.

Approval Ratings/Governor Miller

The above-mentioned poll showed Miller receiving a 46 percent approval rating statewide, compared to a 50 percent disapproval rating. A Georgia State University/Atlanta Constitution poll conducted the week of April 18th shows the Governor enjoying a 62 percent personal approval rating, compared to a 27 percent disapproval rating, with 11 percent of voters undecided. The survey showed Miller's support weaker in rural Georgia. While three-fourths of metro-Atlantans approved of Miller's job performance, only half of rural Georgians agreed.

1994 Lt. Gubernatorial Race. Lt. Governor Pierre Howard will face opposition in his re-election bid from religious conservative Nancy Schaefer. Schaefer garnered 11 percent of the vote in the Atlanta mayor's race. Schaefer was recruited for the race by State GOP Chairman Billy Lovett--an unusual situation, considering that the State Party and the religious right were involved in a highly public feud a few years ago.

Other Statewide Races.

*Democratic Secretary of State Max Cleland will face minor Republican opposition from Keith Mahoney of Woodstock.

*Republican Attorney General Michael Bowers, who very recently changed his party affiliation, will face Democratic opposition from former legislator and Insurance Committee Chair Wesley Dunn.

*Democratic Insurance Commissioner Tim Ryles will face primary challenges from 1992 congressional nominee and educator Barbara Christmas, retired insurance agenda Bill McBroom and Cobb County activist Les Kinzy. Attorney John Oxendine, a former activist in the state Democratic Party, will be the GOP nominee.

*Democratic State School Superintendent Werner Rogers will face Republican opposition from educator Linda Schrenko.

*Democratic Labor Commissioner David Poythress will face Republican opposition from businessman Richard Robinson.

1994 CONGRESSIONAL ELECTIONS

CD01. Republican Congressman Jack Kingston will face Democratic opposition from construction worker Raymond Beckworth. Beckworth reportedly spent his life's savings on the filing fee for the right to challenge Kingston. The NCEC has rated the first district "Close Republican."

CD02. Democratic Congressman Sanford Bishop will face primary opposition from local Democratic country chairman James Bush, who served as district director for former Congressman Charles Hatcher. Token Republican opposition will come from businessman John Clayton of Woodbury. The NCEC has rated the second district "Likely Democratic."

CD03. Democratic opposition to Republican Congressman Mac Collins will come from attorney Fred Overby, former pilot Jim Friday or Peachtree City resident Ward Hunter. To date, Overby is far ahead of his Democratic opposition in fundraising and is considered the likely nominee to challenge Collins. The NCEC has rated the third district "Close Republican."

CD04. Republican Congressman John Linder will face general election opposition from attorney Comer Yates, the spouse of U.S. Attorney Sally Yates. The fourth district has been rated "Close Republican" by the NCEC.

CD05. Democratic Congressman John Lewis will face minimal opposition from Republican Dale Dixon in the General Election. The fifth district has been rated "Safe Democratic" by the NCEC.

CD06. In early March, after months of speculation, former U.S. Representative Ben Jones formally announced his plans to challenge House Republican Whip Newt Gingrich in the race for the sixth congressional district. Members of the Georgia Democratic leadership consider Jones their best hope for beating Gingrich in the Republican sixth district. Jones, who lost his House seat after redistricting in 1992, represented roughly a quarter of the current sixth district during his two terms in the former fourth district. Gingrich will face minimal primary opposition from Cobb County resident Bob Terrell. The NCEC has rated the sixth district "Safe Republican."

CD07. Democratic Congressman Buddy Darden will face a difficult election battle in 1994, given the strong Republican leanings of his district. Former U.S. Attorney Bob Barr and physician Brenda Fitzgerald (a 1992 candidate for the seventh district) will battle for the GOP nomination to challenge Darden. Barr was defeated by Paul Coverdell in the 1992 runoff for the GOP U.S. Senate nomination. The seventh district has been rated a "Toss Up" by the NCEC.

CD08. Democratic Congressman Roy Rowland's April retirement announcement has led to a landslide of primary candidates for the Democratic opposition, including: businessman Gene Stuckey, former Jenkins legislative director Craig Mathis (the son of

Dawson Mathis), former congressional candidate Bill Lightle, attorney Bo Dorrough, Georgia Peanut Commission consultant Tyron Spearman, attorney Craig Webster and former Congressman Billy Lee Evans. There is no clear frontrunner in the Democratic primary. Businessman Saxby Chambliss, who ran unsuccessfully against Rowland in 1992, will run as the GOP nominee. The NCEC has rated the eighth district "Likely Democratic."

CD09. Democratic Congressman Nathan Deal will face Republican opposition from businessman Robert Castelle or 1992 candidate Judy Crammer--neither of whom is expected to raise significant money for their respective campaigns. The ninth district has been rated "Close Democratic" by the NCEC.

CD10. Democratic Congressman Don Johnson will face a difficult re-election battle in November, given the highly conservative leanings of his district. Candidates for the GOP nomination include religious right activist and 1992 GOP nominee Ralph Hudgens, former Democratic state Representative Bill Jackson and businessman Charlie Norwood, who currently has \$100,000 cash on hand for his campaign. The NCEC has rated the tenth district a "Toss Up."

CD11. Democratic Congresswoman Cynthia McKinney will face minor GOP opposition in the General Election. The Republican primary will be a battle between Annette Davis of Decatur and 1992 candidate Woodrow Lovett. The NCEC has rated the eleventh district "Safe Democratic."

1993 ATLANTA ELECTION RESULTS

Atlanta Mayoral Race. Following a twelve-way election battle on November 2nd, Atlanta City Councilmember Bill Campbell and Fulton County Commission Chair Michael Lomax were thrown into a runoff election. Campbell almost won the election outright, garnering 49 percent of the vote. Lomax was distant second with 23 percent.

In the November 23rd runoff, Campbell captured 73 percent of the vote to Lomax's 27 percent. Campbell's margin of victory was the widest margin in any seriously contested mayoral race in the last 20 years. Campbell, a lifelong Democrat, took the oath of office on January 3rd. He succeeds Mayor Maynard Jackson, who did not seek re-election last year for personal reasons.

Fulton County Commission Chair. A special election was held November 2nd to fill the remaining one year of the term vacated by Fulton County Commission Chair Michael Lomax. In what is considered a shocking upset, Republican Mitch Skandalakis defeated Martin Luther King, III for the Chairmanship of the Fulton County Commission.

Note: Atlanta Police Chief Eldrin Bell has qualified to run on the Democratic ticket against Skandalakis in the 1994 Fulton County Commission Chair race. He will resign his post with the City of Atlanta.

ATLANTA POLITICS

Mayor Bill Campbell. Bill Campbell was first elected of the Atlanta City Council in 1981 and served three terms. He was elected President Pro Tem for the City Council in 1991 and served as Chairman of the Transportation, Utilities and the Human Resources Committees. For the past four years, Bill Campbell was then-Mayor Maynard Jackson's floor leader. The First Lady of Atlanta, Sharon Campbell, works for the Atlanta Public Schools as coordinator of the International Student Exchange and Adopt-A-School programs. Campbell was recently in D.C. for the White House Olympic ceremony, at which time he met with Secretary Henry Cisneros and Secretary Ron Brown. In addition, Campbell met briefly with Bob Rubin to discuss Empowerment Zone issues, and later with Phil Lader and Mack McLarty.

Atlanta Airport Scandal. An airport corruption trial involving a former city councilmember and two Atlanta businessmen was recently held in Atlanta's U.S. District Court. The charges included mail fraud and bribery in connection with a contract for the Atlanta Hartsfield International Airport. The trial developed from a 22-month federal investigation of the city's program to boost minority participation in concessions at the airport. The outcome of the trial was the conviction of former Airport Commissioner and City Councilman Ira Jackson on 33 counts of fraud. Mayor Campbell was cleared from alleged connections to the scandal by the courts. Campbell had already taken a voluntary lie detector test during the campaign regarding the airport issue. Following the trial the Mayor appointed a new board to oversee and better manage the Hartsfield Airport.

Federal Agenda. A top priority for Mayor Campbell is for Atlanta to be recommended by HUD as an Empowerment Zone. The city is working in cooperation with the Carter Center's Atlanta Project, and state and county governments to compete for and win this designation. City officials believe that this designation could bring over \$100 million to low-income areas of Atlanta over a two year period.

Domestic Partners Ordinance. Last summer the Atlanta City Council gave legal recognition to homosexual or heterosexual couples involved in longterm commitments but who are not married. Since that time, approximately 60 couples have registered and received certification similar to marriage licenses. The council also extended spousal insurance benefits to unmarried city employees who register their partners. The Fulton County Superior Court ruled on April 21st that the city cannot alter the legal definition of a domestic relationship, such as marriage. Mayor Campbell still supports the law and has directed city attorneys to appeal the case to the Georgia Supreme Court.

THE GEORGIA LEGISLATURE

Both the State House and the State Senate are Democratically controlled, and have been since Reconstruction. Lt. Governor Howard serves as President of the Senate, and Representative Tom Murphy holds the position of Speaker of the House. Murphy is the longest serving House Speaker in the nation and exerts an extraordinary amount of

influence in state politics. You should be aware that Murphy recently recovered from a minor heart attack.

OTHER ISSUES OF IMPORTANCE

Southern Republican Leadership Conference. The Southern Republican Leadership Conference met in Atlanta last weekend to preview five of the leading 1996 GOP presidential candidates. Participating in the conference were Senate Minority Leader Bob Dole, Senator Phil Gramm, former HUD Secretary Jack Kemp, former Education Secretary Lamar Alexander and South Carolina Governor Carroll Campbell. Approximately 500 Republicans from the Southeast were in attendance.

1996 Olympic Games. As you are aware, Atlanta has been chosen to host the 1996 Summer Olympic Games. The State of Georgia and the City of Atlanta are working closely with the Atlanta Committee for the Olympic Games (ACOG) in organizing this effort. The Vice President serves as the chair of the Federal (interagency) Task Force to coordinate the efforts of the Administration in planning for the 1996 Games. The Task Force has been very successful in implementing necessary federal action for the 1996 Games.

Healthmaster, Inc. Georgia Clinton/Gore Co-Chair and State Democratic Party supporter Jeanette Garrison, President of Healthmaster, Inc., is currently under state and federal investigation. Garrison has been accused of "alleged campaign contribution and other abuses." State Attorney General Michael Bowers is investigating whether Garrison used federal health-care dollars to reimburse employees for political contributions in 1990 to Governor Miller and Lt. Governor Howard. The FBI has expanded this investigation to include "potentially illegal gifts and entertainment for state and federal regulators to win favorable treatment." Garrison has resigned her post with the Georgia World Congress Center Authority to which she was appointed by Governor Miller.

11th District Lawsuit. On Thursday, January 13th, a lawsuit was filed in federal court by five white Georgians who feel that the majority black 11th District should be withdrawn. The groups' argument is that the district has "gone overboard" in ensuring victory for black candidates by throwing together voting groups that have nothing in common. The suit asks a three-judge panel to delay Georgia's 1994 U.S. House elections until the issue is resolved. The 11th district stretches from Atlanta's eastern suburbs through Augusta to Savannah and has been described as a "zig-zag district." The Louisiana decision, rendered in December, validates a two-year-old suit against a "z-shaped" district there. One of the federal judges in the Louisiana case wrote that "the segregation of voters by race will achieve nothing but more discrimination, more separation, more animosity..." Georgia currently has three majority black congressional districts; 27 percent of all Georgians are black. The lawsuit is still pending.

MEMORANDUM

TO: Senior Staff
FR: Marcia Hale
RE: Presidential Scheduling Procedures
DT: February 19, 1993

The attached is a detailed memorandum regarding scheduling procedures and briefing materials for the President. To schedule an event for the President the discussed guidelines must be observed for both the scheduling proposal and the briefing materials. Please call me if you have any questions regarding the procedures memorandum.

Please note that if the proper procedures are not followed an event will not be scheduled.

Thanks

General
SAMPLES

Presidential Scheduling Procedures

All Presidential scheduling requests, including photo opportunities and phone calls, must be coordinated with the Office of Presidential Scheduling. This includes all requests that are within the White House as well as outside.

Schedule Proposals

Schedule proposals should be prepared for all schedule requests. Each such proposal should be prepared, coordinated and forwarded by a senior staff member and sent directly to the Director of Scheduling and Advance, Marcia Hale (Ground Floor - West Wing).

Format: All schedule proposals must follow the format of the attached example.

Deadline: All schedule requests must be submitted in writing to Marcia Hale in the Office of Presidential Scheduling at least one week prior to the proposed event.

Long-Range Scheduling Meetings

Once the Scheduling Office has determined that the proposed event is needed, is presidential in nature, and is congruent with Administration goals or themes, it will then be considered for final approval during the weekly Long-Range Scheduling Meeting which takes place on Friday afternoons. It is during this meeting that various senior staff members provide final input to assure no policy or schedule conflict exists.

Notice of Approval

The Scheduling Office will notify the appropriate office of final approval by way of a memorandum.

Once an event has been confirmed by Marcia, the logistics of the day are managed by the Deputy Scheduling Directors, Stephanie Streett and Anne Walley. Stephanie and Anne rotate days as the attached calendar illustrates. It is imperative that they know of any and all changes that occur in already confirmed events. They are the only ones with the full knowledge of any ramifications caused by changes in the daily schedule.

Notice of Approval (continued)

The Senior Staff member requesting the event will be listed as the contact on the schedule and responsible for coordinating all briefing materials to the Staff Secretary for use by the President. If the Senior Staff member is not personally planning to prepare the briefing it is his/her responsibility to identify a project manager for the event on the schedule proposal.

Exceptions to the Established Procedure

Often the need arises for consideration of a scheduling request immediately. In such a situation, the request should be submitted to Marcia using the standard proposal format. A cover memorandum briefly explaining the urgent need for the event (detailing the reason why the seven day advance request was not possible) should accompany the proposal.

A decision will be made as quickly as possible, the requesting office will be notified soon thereafter.

Daily Scheduling Meeting

The Scheduling Department invites the senior staff to have a representative of their department attend the daily 10:30 am scheduling meeting, OEOB 180. It is necessary that a department representative attend the daily scheduling meeting in order that each department is kept abreast of any scheduled events affecting their department.

Events in the Residence/Grounds

If an event is to be held in the residence or on the grounds, including arrivals and departures, all of the above mentioned scheduling procedures should still be followed. The Scheduling Office will coordinate with the Office of the Social Secretary to determine the availability of the appropriate room(s) and reserve the room(s) once an event is confirmed.

Ann Stock will take the primary responsibility once an event, in the residence or on the grounds, is confirmed by the Scheduling Office. Stephanie and Anne will coordinate with Ann Stock's office and develop the program and details of the event.

Events in the Residence/Grounds

The event requestor is responsible for providing a copy of the guest list, with telephone numbers, to the Scheduling Office and the Office of the Social Secretary as soon as it is compiled. For events with parties larger than ten, it is the responsibility of the Office of the Social Secretary (not the event requestor) to invite the guests, collect RSVPs, compile security clearance information and clear the guests with WAVES.

Other than for the transmittal of the guest list, the event requestor should not contact the Office of the Social Secretary; Stephanie and Anne will be the contact for the event requestor and the liaison to the Office of the Social Secretary.

Advance staff will be provided for events in the residence as needed. However, if the event is open to the press, a press staff person will always be assigned, by the Press Office, to move the pool.

Political Calls for Confirmed Events

Once an event or trip is confirmed, it is the responsibility of the Office of Political Affairs to determine what political calls need to be made. It is also the responsibility of the Office of Political Affairs to coordinate with the appropriate departments to ensure that all the necessary calls are made.

Briefing Materials for the President

The Senior Staff member requesting the event is responsible for the briefing memorandum on the event to be used by the President. The memorandum must be provided to the Staff Secretary by 3:00 pm on the day preceding the event with thirteen copies. The briefings should follow the format of the attached examples.

Talking points should be included, unless the Senior Staff member requesting the event has arranged for a statement or talking points to be provided by the communications department.

Talking points, remarks, statements, etc. must be triple-spaced and in larger type. Talking points, remarks, statements, etc. must be prepared so that paragraphs do not run onto another page; they should not be broken by the end of a page.

Checklist for Presidential Events

- _____ The Presidential Scheduling Office is responsible for all logistical arrangements for any event on the President's schedule. Please coordinate with them from the time your event is approved in order to avoid the need for last-minute modification.
- _____ Stephanie and Anne are responsible for clearing all guests/participants for meetings in the West Wing and Anne Stock is responsible for clearing all guests/participants in the residence and on the grounds for parties larger than ten. Please provide the necessary lists.
- _____ Be sure that the Staff Secretary's Office knows who will be preparing the briefings and/or talking points.
- _____ Prepare and submit briefing paper(s) to the Staff Secretary by 3:00 pm of the preceding day (13 copies).
- _____ Stephanie and Anne will coordinate with the Press/Media Departments regarding coverage. No organization photographer, other than the White House photographer, will be admitted without Stephanie or Anne's knowledge.
- _____ Stephanie and Anne are responsible for coordinating inclement weather sights.
- _____ If guests are planning to bring/present a gift to the President please notify Anne or Stephanie. No one can directly hand a gift to any of the principals without it being x-rayed.
- _____ If name tags, name cards, chairs, notepads, pencils, etc. are needed please indicate on the schedule proposal.
- _____ Seating charts for meetings in the Roosevelt and Cabinet Rooms need to be included with the briefing for the Staff Secretary.
- _____ The Political Affairs Office is responsible for coordinating all political calls.
- _____ Within five (5) days after your event, submit a complete, confirmed list of staff and attenders, identified by title, and actual starting and completion times of event to the President's Diarist, OEOB room 185.

February 1993

Scheduling Desks

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
				Stephanie Streett		
21	22	23 Stephanie Streett	24 Anne Walley	25 Stephanie Streett	26 Anne Walley	27 Stephanie Streett
Anne Walley						
28 Anne Walley						

January

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March 1993

Scheduling Desks

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Stephanie Streett	2 Anne Walley	3 Stephanie Streett	4 Anne Walley	5 Stephanie Streett	6 Anne Walley
7 Stephanie Streett	8 Anne Walley	9 Stephanie Streett	10 Anne Walley	11 Stephanie Streett	12 Anne Walley	13 Stephanie Streett
14 Anne Walley	15 Stephanie Streett	16 Anne Walley	17 Stephanie Streett	18 Anne Walley	19 Stephanie Streett	20 Anne Walley
21 Stephanie Streett	22 Anne Walley	23 Stephanie Streett	24 Anne Walley	25 Stephaie Streett	26 Anne Walley	27 Stephanie Streett
28 Anne Walley	29 Stephanie Streett	30 Anne Walley	31 Stephanie Streett			

February						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

April						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April 1993

Scheduling Desks

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Anne Walley	2 Stephanie Streett	3 Anne Walley
4 Stephanie Streett	5 Anne Walley	6 Stephanie Streett	7 Anne Walley	8 Stephanie Streett	9 Anne Walley	10 Stephanie Streett
11 Anne Walley	12 Stephanie Streett	13 Anne Walley	14 Stephanie Streett	15 Anne Walley	16 Stephanie Streett	17 Anne Walley
18 Stephanie Streett	19 Anne Walley	20 Stephanie Streett	21 Anne Walley	22 Stephanie Streett	23 Anne Walley	24 Stephanie Streett
25 Anne Walley	26 Stephanie Streett	27 Anne Walley	28 Stephanie Streett	29 Anne Walley	30 Stephanie Streett	

March

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

THE WHITE HOUSE
WASHINGTON

January 25, 1993

MEMO FOR ALL ASSISTANTS

FROM: JOHN D. PODESTA *JDP*
Assistants to the President
and Staff Secretary

SUBJECT: MATERIALS FOR THE PRESIDENT

It would be appreciated if you would have your staff begin using the attached guidelines when preparing materials for the President.

Thank you.

Attachment I
SAMPLE — BRIEFING PAPER
(Format)

THE WHITE HOUSE

WASHINGTON

DATE (centered)

MEETING WITH NAME OF INDIVIDUAL (centered)

DATE:

LOCATION:

TIME:

From: (Name of Senior Staff Person responsible
for meeting and person's signature/initials)

I. PURPOSE

State purpose of meeting. Paper should be written as if you were talking to the President — in 2nd person (i.e. "you will meet with . . .").

II. BACKGROUND

State relevant context in which meeting arises, issues of special concern to parties, as appropriate, previous participation, etc.

III. PARTICIPANTS

List all participants including White House Staff.

IV. PRESS PLAN

Specify press coverage, photo opportunity, no press coverage, etc.

V. SEQUENCE OF EVENTS

Outline meeting agenda and President's role using bullet points.

VI. REMARKS

To be provided by Speechwriters,
Talking points attached, or
None required

Attachment: Talking Points as appropriate

¹³
(IMPORTANT NOTE: Briefing memoranda [with ~~16~~ copies] must be delivered to the Staff Secretary by 3:00 p.m. the day before the scheduled meeting or event.)

Attachment II
SAMPLE — DECISION MEMO
(Format)

THE WHITE HOUSE

WASHINGTON

DATE (centered)

MEMORANDUM FOR THE PRESIDENT

FROM:

SUBJECT:

I. ACTION-FORCING EVENT: (The nature of the event requiring or suggesting action - and the degree of flexibility associated with it.)

II. BACKGROUND/ANALYSIS: (outline history, current status, possible options and impacts - _____ financial, constituent or other public policy considerations.)

III. RECOMMENDATION: (Indicate single recommendation or list options.)

IV. DECISION:

_____ Approve _____ Approve as amended _____ Reject _____ No action

NOTE: Where necessary, tabs may be attached to Decision Memoranda. However, as in the case of other written materials directed to the President, brevity is important. Seldom should a Decision Memorandum be longer than one or two pages, and tabs, whenever possible, should be limited to five or fewer.

**SAMPLE — SIGNATURE MEMORANDUM
(Format)**

THE WHITE HOUSE

WASHINGTON

DATE (centered)

MEMORANDUM FOR THE PRESIDENT

FROM:

SUBJECT:

Example – Forwarded for your approval and signature is a nomination containing the names of 266 officers for promotion and original appointment in the Navy.

This nomination has been staffed by the Secretary of the Navy and approved by the Secretary of Defense.

Recommendation

That you sign the nomination attached at Tab A.

THE WHITE HOUSE

WASHINGTON

DATE (centered)

INFORMATION

MEMORANDUM FOR THE PRESIDENT

FROM:

SUBJECT:

- I. SUMMARY
(Three (3) sentences or less)
- II. DISCUSSION
(Please be concise)

NOTE: Information Memoranda should not raise issues for decision.

Attachment V
TELEPHONE CALL RECOMMENDATION
(Format)

THE WHITE HOUSE
WASHINGTON

DATE (centered)

RECOMMENDED TELEPHONE CALL

TO: Name and telephone number of person you recommend be called with brief identifying information only when you suspect name will be unfamiliar to the President.

DATE: Date and time the President should make the call.

RECOMMENDED BY: Your name and if recommendation has concurrence of another staff member, so state.

PURPOSE: Preferably one sentence; two at most.

BACKGROUND: Whatever background information you feel will be helpful to the President. Usually 3-4 short sentences will suffice to set the stage and give substance to talking points. Also, make sure that no letter has been sent by Correspondence for the same purpose as the call.

TOPICS OF DISCUSSION: 1. (The specific points that you recommend be made during the conversation)
2.
3.
4.

CONTACT PERSON AND
TELEPHONE NUMBER(S):

DATE OF SUBMISSION:

ACTION: _____

December 20, 1994

MEMORANDUM TO PHIL LADER

From: Reta J. Lewis, Special Assistant to the President
For Political Affairs and White House Task Force
Staff Liaison

Re: Federal Task Force 1993 Overview and Summary of
Pending Requests

I would like to take this opportunity to bring you up-to-date with the progress of the Federal Task Force for the 1996 Olympics and the 1994 World Cup Games. This summary will also include an outline of outstanding Task Force issues for 1994.

DEVELOPMENT OF THE OLYMPIC TASK FORCE - SEQUENCE OF EVENTS

Background. On September 18, 1990, the International Olympic Committee (IOC) selected Atlanta, Georgia as the host city for the 1996 Summer Games. Thirty of the 31 Olympic events, including the opening and closing ceremonies, will take place in the metropolitan Atlanta area. Yachting will take place near Savannah, Georgia.

The 1996 Games will be the first Olympiad ever held in the American South and the first Summer Games ever held east of the Mississippi River. Atlanta is the only city to have won the right to host the Games on its first attempt competing against other cities.

At the request of Georgia Governor Zell Miller and Atlanta Mayor Maynard Jackson, I organized a meeting with representatives of ACOG and the Georgia political leadership during the President's visit to Atlanta on March 19, 1993. During this meeting, the Georgia leadership requested further federal participation in preparing for the 1996 Games.

Rationale for the Task Force. The Atlanta Committee for the Olympic Games (ACOG) has spent over two years developing detailed plans for each component of the 1996 Olympic Games, to be held in Atlanta July 20th through August 4th, 1996. Federal involvement in the Olympic Games will be imperative to ACOG's success in implementing these plans.

Page 2, Task Force Overview

In plain terms, ACOG will require both federal dollars and a strong relationship with federal agencies in order to provide the necessary infrastructure and environment for the 1996 Games.

Given the political climate in Georgia, and specifically Atlanta, it was necessary that the Administration act on the creation of a Federal (Interagency) Task Force immediately. At the time of initial planning for the Task Force, Mayor Jackson announced that he would resign from office, leaving the field of potential mayoral candidates open. City Councilmember Bill Campbell, a lifelong Democrat, has since won the 1993 Atlanta mayoral election. In addition, Governor Miller appears likely to face a tough re-election battle in 1994. The overall support of the Administration for Atlanta's Olympic development will be highly positive for Governor Miller's campaign efforts.

Creation of the Task Force. In April, 1993 I began researching the history of federal involvement in previous Olympic Games awarded to the United States. Following in-depth discussions with representatives of the Atlanta Committee for the Olympic Games (ACOG), I prepared for then Political Director Rahm Emanuel a detailed memo outlining the necessity of creating a Federal Task Force for the 1996 Olympic Games.

Following Mack McLarty's approval of the Task Force proposal, the President appointed Vice President Gore as Chair of the Task Force. Mack then assigned Roy Neel the responsibility of directing the Task Force, with me serving as the Staff Liaison to facilitate the activities of the committee. As the Special Assistant to the President for Political Affairs who covers political activities in the Southern region, including Georgia, I have established relationships with the local, state and congressional leadership and a working relationship with former Congressman Lindsay Thomas, who now directs ACOG's government affairs operation.

In addition, Roy asked Andre Oliver of his staff to also work as his staff contact for the Task Force. A copy of the original decision memo regarding the development of the Federal Task Force for the Olympic Games is attached for your review (see attachment 1).

Organization of Initial Meeting. Correspondence regarding the establishment of the Task Force was mailed to the appropriate White House Staff and Cabinet members in October. Copies of this correspondence is also enclosed (see attachment 2). Each Cabinet Secretary was asked to appoint an official representative to the Task Force and the date of November 1st was set for the first organizational meeting of the group. When making the appointments, the majority of Cabinet members selected their chief of staff or other high level appointee to represent them on the Task Force.

Page 3, Task Force Overview

The ACOG representatives with whom we have been working include ACOG President and CEO Billy Payne, ACOG Government Affairs representatives Lindsay Thomas (Director) and Cindy Gillespie (Deputy Director), ACOG attorney Bill Talmadge (King & Spalding) and ACOG consultant Gordon Giffin (Long, Aldridge & Norman).

Note: International Olympic Committee (IOC) and United States Olympic Committee (USOC) consultant Peter Knight and USOC Director of Government Relations Stephen Bull also participated in the initial Task Force Meeting.

OTHER OLYMPIC ACTIVITY

November 1st Working Meeting. The first working meeting of the Task Force representatives was held on Monday, November 1st in the Indian Treaty Room. Following a brief overview of the purpose of the Task Force, representatives of ACOG were called on to give general presentations of their work/progress. The ACOG representatives were additionally asked to contact each agency representative individually to schedule meetings to discuss specific needs for the development of the 1996 Games. These individual meetings have since occurred and have been highly successful.

Weekly Meetings. Prior to the establishment of the Task Force, I began having weekly meetings with Cindy Gillespie of ACOG. Cindy requested these meetings in order to "touch base" with the Administration regarding ACOG's progress on various projects involving federal funding and input. Since the organization of the Task Force, Cindy and I meet or talk weekly so that she may bring me up-to-date on agency meetings and request our feedback on various Olympic-related issues.

Meeting with IOC President Samaranch. The purpose of this meeting was to honor the highest ranking official of the Olympic Movement, IOC President Juan Antonio Samaranch. This was an opportunity for Samaranch to discuss with the President the 1994 Winter Games, to be held in Lillehammer, Norway, February 12th-27th, as well as to discuss the progress of the Atlanta Committee for the Olympic Games in planning for the 1996 Summer Games. A detailed briefing for the meeting is attached (see attachment 3).

1994 WORLD CUP

Background. The 1994 World Cup will take place in the United States June 17th - July 17th, 1994. The competition, involving 24 nations, will span nine major cities and involve 52 games. The venue sites include Boston, Chicago, Dallas, Detroit, Los Angeles, New York/New Jersey, Orlando, San Francisco and Washington, D.C.

Page 4, Task Force Overview

The 1994 World Cup games will be watched in person by approximately 3.6 million spectators and the cumulative television audience of over 30 billion viewers.

World Cup Task Force Involvement. Following a meeting between Roy Neel and World Cup representatives in early October, it was determined that the Federal Task Force should also be responsible for the needs of World Cup USA94, the organization planning for the 1994 Games. The World Cup USA94 representatives, headed by Chairman and CEO Alan Rothenberg and Vice President for Government Relations, Karen Bybee, were brought into the organization process of the Task Force prior to the November 1st meeting. The World Cup representatives have successfully met with the Cabinet Task Force representatives, and have established a routine of weekly calls or meetings with me to discuss their progress.

Final Draw. The Final Draw Ceremony for the 1994 World Cup was held in Las Vegas on December 19th. The Final Draw will determine which teams will be matched against each other at the respective venue sites. Due to my responsibilities for a delegation of Florida supporters on Thursday, December 16th and with the regional White House receptions on Friday, December 17th and Saturday, December 18th, I was unable to attend as a White House representative. Phil Caplan, a Special Assistant to the President for Cabinet Affairs, attended the ceremonies as a representative of the Administration. In early December, we facilitated the taping of a message from President Clinton regarding the 1994 World Cup that was previewed at the Final Draw.

PENDING REQUESTS FOR THE TASK FORCE

Background. There are several outstanding scheduling requests and suggested meetings that I would like to review with you in detail. The following outline only includes the most immediate priorities.

Lillehammer Winter Olympic Games. As you are aware, the White House has the opportunity to select a delegation to attend the Lillehammer Winter Olympic Games in February. A detailed memo regarding the selection of the delegation, prepared by USOC and IOC consultant Peter Knight, is also attached (see attachment 4). Peter has stressed the need for sensitivity when selecting this delegation. While we will want to utilize several of our strongest supporters in this capacity, we should be sensitive to the culture of the Olympic movement when selecting this delegation. By the end of the week, following a meeting with representatives of White House Personnel, I will have the initial list of names for the Lillehammer delegation for your review.

Page 5, Task Force Overview

Agency Press Meeting. In early December, I suggested to Roy Neel that we organized a strategy session with agency press secretaries, to discuss the strategy/method for communicating our support for the Olympics and World Cup. For example, the Department of Defense has appropriated \$2 million for the 1996 Olympics and \$12 million for the 1994 World Cup in the DoD 1993 budget.

This type of activity is a tremendous display of support by the Administration for ACOG and World Cup USA94. We will want to coordinate with the agencies to ensure that this type of support is adequately reported. Roy gave his approval for this meeting, and I am coordinating with White House Communications to put it together. I will keep you apprised of the progress of this meeting.

1995 Special Olympic Games. Roy Neel has requested that I inform the Task Force representatives that we will be working with representatives from the Special Olympic Games to determine their needs in planning for the 1995 Connecticut Games, to be held July 1st-9th.

I would also like to schedule a meeting with you for the Special Olympics representatives to discuss the purpose of the Task Force.

_____ **Yes** _____ **No** _____ **Let's Discuss**

Orientation Meeting. At your earliest convenience, I would like to bring in representatives of ACOG and World Cup USA 94 to meet you and brief you regarding their progress.

_____ **Yes** _____ **No** _____ **Let's Discuss**

Ceremonial Meeting of Task Force. When establishing the Task Force, we announced that we would have an initial working meeting with Task Force staff representatives and ACOG/World Cup USA94 staff representative -- followed by an official meeting with the Cabinet and the CEOs of ACOG and World Cup USA 94. I would like to talk with you in the near future about the planning for this meeting, as well as a second working meeting of Task Force staff representatives.

_____ **Yes** _____ **No** _____ **Let's Discuss**

Page 6, Task Force Overview

Outstanding Scheduling Requests/Proposals. We have several outstanding scheduling requests regarding both the World Cup and the Olympics. They include:

- A photo opportunity with World Cup Chairman and CEO Alan Rothenberg and President Clinton.

- A meeting with Atlanta Mayor-Elect Bill Campbell and President Clinton to discuss the 1996 Olympic Games and other issues.

- The President's and Vice President's participation in the April 13th Olympic Dinner and corresponding events (see attachment 5).

- The President's and Vice President's participation in the opening and closing ceremonies of the World Cup in June and July of 1994.

Bullet Points

Procomm Plus for Windows Quick Reference

Dialing Out with Procomm Plus



1. Click on the **Dial Out** icon in the **US 2000** group from your Windows Program Manager.
2. After the modem initializes completely (the cursor will stay on one line for longer than 10 seconds), click on the **Dialing Directory** icon in the upper left corner of the screen.
3. Is the number already in the **Dialing Directory**?

Yes? See **AUTO DIAL** below.
No? See **MANUAL DIAL** below.

AUTO DIAL

1. Click on the entry that you want to dial.
2. Click on the **Dial** button.
3. Wait for the system to connect (**CONNECT** will display on the status line at the bottom of your screen). Follow the directions for proceeding from your remote system.

MANUAL DIAL

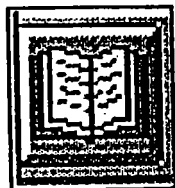
1. Will you be dialing this number frequently in the future?

Yes? Go to **ADDING A DIRECTORY ENTRY** below.
No? Follow these steps:
 2. Click on the **Manual Dial** button.
 3. Type the complete phone number you're dialing into the designated box (including a 9, 1, and area code, if needed).
 4. Wait for the system to connect (**CONNECT** will display on the status line at the bottom of your screen). Follow the directions for proceeding from your remote system.

ADDING A DIRECTORY ENTRY

1. From the Procomm Plus Dialing Directory menu bar, select Edit, then Add New Entry.
2. Double click in the Name field. Type in the descriptive name, then press the Enter key.
3. Double click in the Number field. Type in the complete phone number, including 9, 1, and the area code, if needed. Press the Enter key.
4. Check the settings for all other fields (Baud, Terminal, etc.) to verify that they are correct. Double click on any fields that need to be changed to display and select options.
5. Click on File, then Save Directory when your entry is complete.

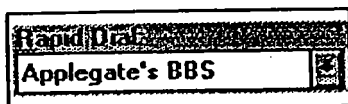
Procomm Plus Action Bar Icons



Dialing Directory

Click on this icon to pull up your current selected Dialing Directory. Click on it again to remove the directory.

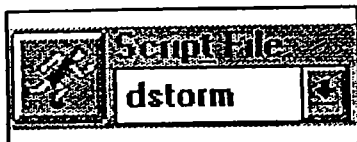
This icon is the same as selecting **Window...Dialing Directory** from your menu bar or by pressing **ALT + D**.



Rapid Dial

Double click on the entry displayed to dial that entry or click on the down arrow to display other directory entries. Then click on the desired entry.

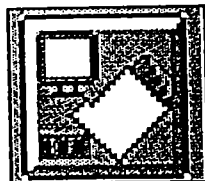
This is the same as going into your Dialing Directory and clicking on Dial or by pressing **ALT + I** from the Dialing Directory.



Run Script

Double click on this icon to run the script currently displayed in the Script File list box or click on the down arrow to display other scripts. Then click on the desired entry.

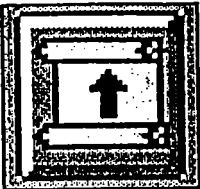
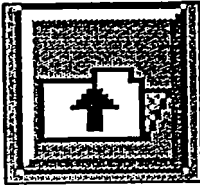
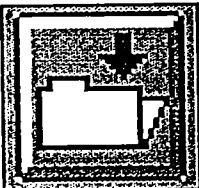
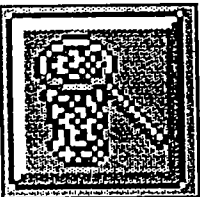
This is the same as selecting **Scripts...Run** or by pressing **ALT + F5**.

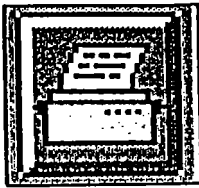


Setup

Click on this icon to access the Setup window, which allows you to customize your Procomm session.

You can also select **Window...Setup** or press **ALT + S** to access Setup.

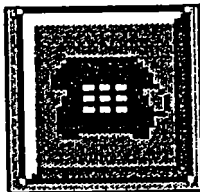
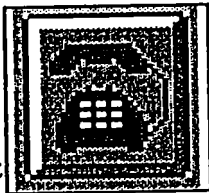
	Scrollback/Pause Click on this icon to bring up Windows scroll bars within your screen to allow you to move throughout text that has scrolled off your display. You can also select Edit ... Scrollback/Pause or press ALT + P to access this feature.
	File Clipboard Click on this icon to open a file clipboard. You can also select File...Clipboard or press ALT + = to access this feature.
	File Upload This icon allows you to send a file from your PC to your remote session. You can also select File...Send File from your menu bar.
	File Download This icon allows you to receive a file from your remote session to your PC. Highlight the desired protocol and click on OK. You can also select File...Receive File from your menu bar.
	Capture File Click on this icon to save the text from your screen session to a file on your PC. You can also select File...Capture File or press ALT + F1.



Print Capture

Click on this icon to route the text from your screen session to your printer.

You can also select **File...Print Capture** or press **ALT + N**.



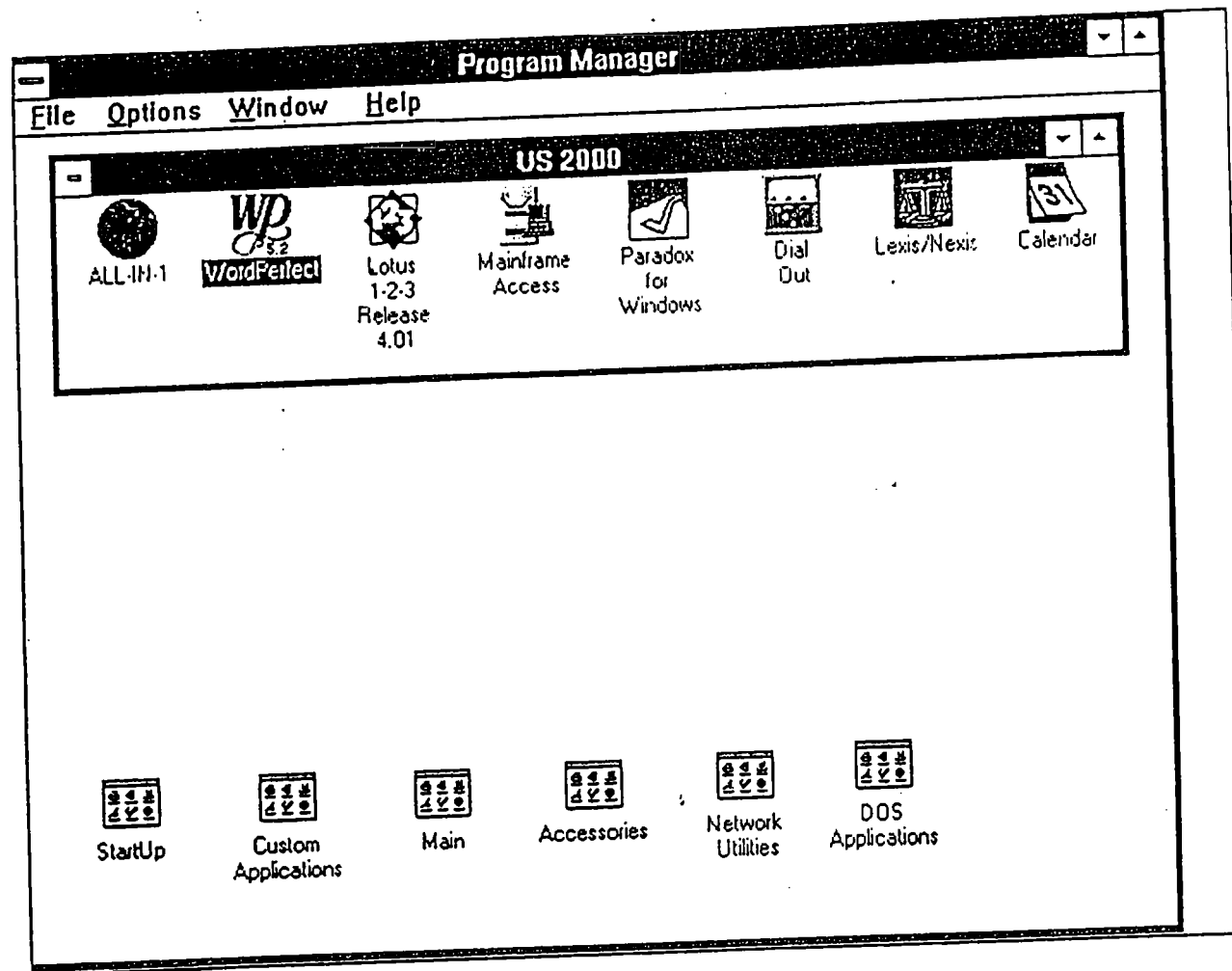
Hang-Up

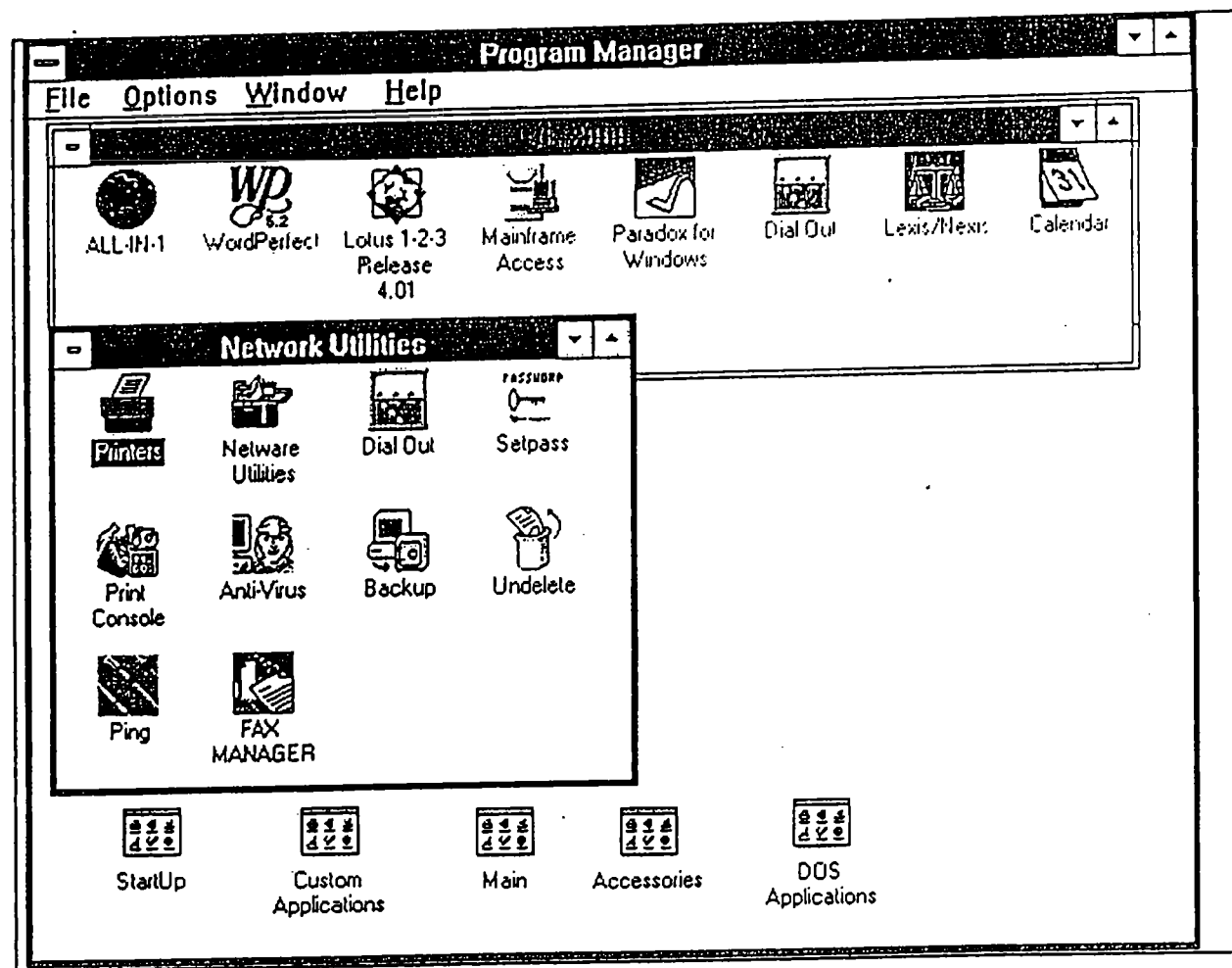
Click on the first icon on the left to hang up and disconnect from your session. The second icon with the receiver in the telephone cradle indicates that there is currently no connection in place.

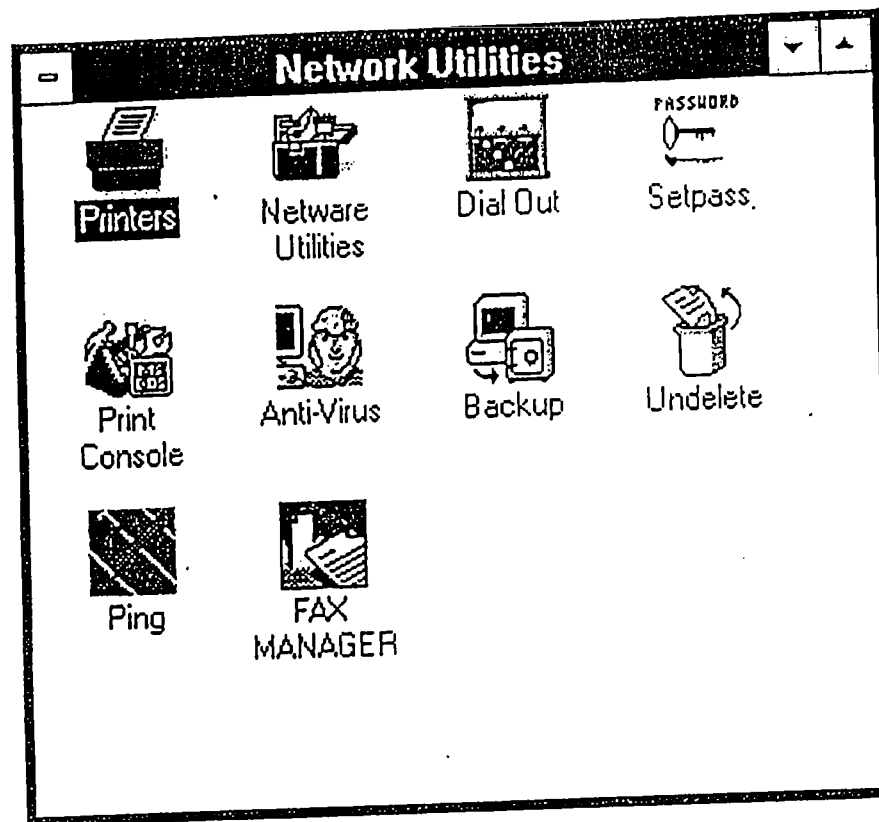
You can also select **Communication ...Hang Up** or press **ALT + F2** from your keyboard.

<u>Menu Actions</u>	<u>Shortcut Key Strokes</u>
Under the File command	
Send File	Gray PageUp
Receive File	Gray PageDown
Kermit Command	Alt + K
Print Capture	Alt + N
Capture File	Alt + F1
Exit	Alt + X
Under the Edit command	
Copy Text	Ctrl + Ins
Paste Text	Shift + Grey Insert
File Clipboard	Alt + =
Scroll back/Pause	Alt + P
Clear Screen	Alt + C
Clear Terminal	Alt + U
Under the Scripts command	
Start Script	Alt + .
Run	Alt + F5
Compile/Edit	Alt + F3
Start Recorder	Alt +]
Under the Communication command	
Hang-up	Alt + F2
Break	Alt + B
Clear Xoff	Alt + ,

Auto AnswerOn	Alt + Y
Auto AnswerOff	Alt + Q
Initialize Modem	Alt + J
Under the Window command	
Dialing Directory	Alt + D
Setup	Alt + S
Monitor	Alt + \
Chat	Alt + O
Under the Help command	
Contents	Alt + Z







INFORMATION SYSTEMS AND TECHNOLOGY

The ICONs below are activated upon boot up of your PC. They are system enabled and remain in effect until the PC is turned off. A short summary of what they indicate to you is provided below for your information.

 Mail Notification	This icon indicates that Mail Notification has been enabled. This means that when an ALLIN1 message has been received to your account, you will be notified. You need not immediately read the message, you have just been notified that it is there.
 Vshield	This icon indicates that a Virus detection program is in effect. Once activated, it should detect any instance of a virus introduced into the system from an outside source, such as from a floppy diskette. You will be immediately notified that the diskette that you have just placed in the PC is infected.
 NEWT	Among other functions, this icon provides network information for our administrators. It also contains information regarding your TCP/IP address and your network connections which is helpful to the Network Administrator when trying to re-establish your ALLIN1 connection.
 SNMPD	This icon indicates that the Simple Network Management Protocol has been activated. This tool also provides Network administrators the ability to monitor network connections when necessary in order to provide support/problem solving to your PC.

INFORMATION SYSTEMS AND TECHNOLOGY

ICONS	NETWORK UTILITIES
	This utility is available to "temporarily" re-route your printer's destination (print to a different printer). You can select the port and the queue name (room number). The utility will re-route your printer for you. However, upon reboot, your PC's defaults will return to the settings stated in your print manager setup.
 Netware Utilities	This utility offers helpful information about the network connections associated with your PC. Use it to change your network password, attach to other servers (as a guest) for printing, select other print queues, broadcast network messages and modify hot keys. The utility also provides information on your PC's drive mappings.
 Dial Out	This utility allows you to access ProComm Plus, a communications protocol that enables you to dial out through a modem to a Bulletin Board or other service. Detailed information on using ProComm Plus can be found in the ProComm Plus for Windows Quick Reference Guide.
 Setpass	This utility allows you to change your current Network password to a different one. The new password will take effect upon the PC's next boot.
 Print Console	This utility allows you to check the status of your print jobs. From this icon you can also attach to another server and view its outstanding print jobs as well.

 Anti-Virus	This utility allows you to scan and clean your hard drive and/or diskettes. Just follow the easy instructions for this procedure. Should you have any problems, give us a call since viruses are unpredictable in their detection and removal.
 Backup	This utility enables you to backup any directory along with any of its sub-directories onto a diskette(s). Just follow the easy instructions indicating a path where necessary. It's useful to have several formatted diskettes handy when backing up in case you need them.
 Undelete	This utility allows you to access a directory and undelete any document that may have been deleted accidentally from your PC's hard drive or a floppy diskette. It will not undelete any files that have been deleted from a network drive. Please call us on x5-7370 should you need help with a deleted network file. Just follow the instructions: indicate the drive and then supply a first letter to restore the document.
 FAX MANAGER	This utility allows you to send a word processing document out to a fax machine's phone number. You can also set up fax distribution lists through the faxability program itself.
 Ping	This utility enables you to "ping" the network to find out valid information about your PC's connection to the VAX (ALLIN1). It can be a handy tool to find out whether you have lost connection in part or completely. Your TCP/IP address is also available through this option and this information is helpful to us when trying to reestablish your ALLIN1 connection.

INTEL LANDesk MANAGER



Intel WUSER Agent

The LanDesk Manager is an off-the-shelf, network based, diagnostic tool that provides network system administrators with information as to the operational health of workstations on the EOP network. This includes the performance of the network interface card, the communications modules or drivers that establish communications between applications running on the system and the interface card, as well as the interface card and the network.

LanDesk Manager can also be used by key system administrators, who manage the EOP networks, to remotely access your workstation in order to resolve problems AT YOUR REQUEST. You are in control of your PC at all times and have the capability of terminating the LanDesk Manager's control at any time during this process.

Please understand that this helpful troubleshooting tool requires your full authorization to implement. It is there solely to help us resolve your individual computer problems as efficiently and effectively as possible.

Other Points:

- 1) User to user remote access is NOT possible.
- 2) Specific policies in the use of LanDesk Manager will be developed and approved by the OA Director as an IST directive.
- 3) Key stroke monitoring may be found illegal in certain circumstances (CSL Bulletin, March 1993).
- 4) LanDesk Manager does not do keystroke monitoring.

If you have further questions regarding this program, please call the Help Desk at 395-7370.