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THE WHITE HOUSE
WASHINGTON

TO: Mr. Baker

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

☐ Information & Return

☐ Action

File

THE WHITE HOUSE
WASHINGTON

MAY 3, 1983

Who is going to
✓
JTB
741 of return
S/H
To MKD

MEMORANDUM FOR: MICHAEL K. DEEVER
FROM: FREDERICK J. RYAN, JR. *FR*
SUBJECT: THE PRESIDENT'S SUMMARY SCHEDULE FOR MARCH 1983

The time accounted for herein does not include staff time, personal time, social events, private appointments and travel time. The President was in California from March 1-6.

NSC	32 hours 45 minutes	30%
MISCELLANEOUS *	20 hours 50 minutes	19%
CONGRESSIONAL	12 hours 45 minutes	12%
PRESS	12 hours	12%
PUBLIC LIAISON	7 hours 10 minutes	7%
CABINET	6 hours	6%
ISSUES LUNCH	3 hours 40 minutes	3%
POLITICAL	3 hours	3%
P.S.I.	2 hours 55 minutes	3%
INTERGOVERNMENTAL	2 hours 10 minutes	2%
VICE PRESIDENT	1 hour	1%
ADMINISTRATIVE TIME	1 hour	1%
TAPINGS	35 minutes	1%
PERSONNEL, ECONOMIC AFFAIRS, SPEECHWRITERS		Less Than 1%

* Includes - "84 Olympic Committee Luncheon; Commonwealth Club Luncheon; Law Enforcement Officers Memorial Service; Country Music Association 25th Anniversary Celebration; Capitol Hill Club Fundraiser; "The American Cowboy" Exhibition; National Symphony; Key Supporters Luncheon

THE PRESIDENT'S SUMMARY SCHEDULE

JANUARY TO MARCH 1983

	<u>JAN.</u>	<u>FEB.</u>	<u>MAR.</u>	<u>AVERAGE %</u>
NSC	25%	28%	30%	28%
INTERGOVERNMENTAL	1%	3%	2%	2%
PRESS	8%	14%	12%	11%
CONGRESSIONAL	16%	12%	12%	14%
POLITICAL	5%	6%	2%	4%
CABINET	7%	6%	6%	6%
PUBLIC LIAISON	9%	8%	7%	8%
VICE PRESIDENT	2%	2%	1%	2%
ISSUES LUNCH	4%	5%	3%	3%
PERSONNEL	1%	1%	1%	1%
COURTESY PHOTOS	-	-	-	-
MISCELLANEOUS	8%	12%	19%	13%
P.S.I.	5%	-	3%	3%
TAPINGS	2%	1%	1%	1%
POLICY DEVELOPMENT	-	-	-	-
COUNSEL	-	-	-	-
ECONOMIC AFFAIRS	1%	-	1%	1%
BUDGET REVIEW	5%	-	-	2%
ADMINISTRATIVE TIME	1%	2%	1%	1%
SPEECHWRITERS	-	1%	1%	1%

THE WHITE HOUSE
WASHINGTON

Date: 5/3/83

TO: *Mike Deaver*

FROM: **FREDERICK J. RYAN, JR.**
Director
Presidential Appointments and
Scheduling

☒ Information

☐ Action

☐ Let's Discuss

*This just came in.
I thought you would
want to know.*

Fred

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

file

May 3, 1983

RECEIVED

MAY 3 1983

SCHEDULING
OFFICE

7:30 p.m.

MEMORANDUM FOR FREDERICK RYAN

FROM:

CHARLES P. TYSON *CP1 m*

SUBJECT:

Meeting with the President

During NSC briefing time tomorrow morning at approximately 9:40, Judge Clark will bring in Jorge Serrano, Personal Emissary to President Montt of Guatemala -- for a brief meeting and photo opportunity with the President.

file here

THE WHITE HOUSE
WASHINGTON

MAY 5, 1983

MEMORANDUM FOR: MICHAEL K. DEEVER

FROM: FREDERICK J. RYAN, JR. *FJR*

SUBJECT: PERSONAL STAFF TIME - APRIL 1983

During the month of April 1983, the President's scheduled included 54 hours and 10 minutes of Personal Staff Time. In reviewing the diary of his actual daily schedule, much of this time was used for phone calls and brief meetings with his staff.

When computed in with the figures for the amount of time that was actually used, Personal Staff Time accounted for 34% of his total schedule.

If you would like additional information about how many phone calls and meetings took place during his Personal Staff Time, please let me know.

THE WHITE HOUSE

WASHINGTON

LONG-RANGE SCHEDULING MEETING

Wednesday, May 11, 1983

3:00 pm

The Roosevelt Room

I. Review Narrative Schedule

II. Review Block Schedule

III. Schedule Requests:

1. Request: Dropby the Little Sisters of the Poor, a home for the indigent poor in Washington
From: Anne Higgins
Date: May 8-14, 1983, National Nursing Home Week
4200 Harewood Road, N.E.
Washington, D.C.
2. Request: Attend luncheon with the President's new Advisory Council on Private Initiatives
From: Jim Coyne
Date: Open - Early June, State Dining Room
3. Request: Deliver environmental speech to the annual meeting of the Outdoor Writers Association of America
From: Faith Whittlesey, Secretary Watt
Date: June 13-16, 1983, Wichita, Kansas
4. Request: Address the Annual Delegate Assembly of Goodwill Industries of America
From: Jim Coyne
Date: July 11-14, 1983, Baltimore, Maryland
5. Request: Attend a special rodeo performance by the Professional Rodeo Cowboys Association
From: Craig Fuller, Secretary Baldrige
Date: September 24, 1983 - Capital Centre, Washington, D.C.
6. Request: Meet with representatives of National Radio Broadcasters Association to receive a special award
From: Larry Speakes, Dave Gergen
Date: Before October 2, 1983, Administrative Time (5 minutes)

7. Request: Address the 1983 Convention of the Congressional Medal of Honor Society
From: Senator Paul Laxalt, William Clark
Date: November 17, 1983, New York, NY (on board aircraft carrier "Intrepid")
8. Request: Meet with and endorse the first President's Annual Roundtable of Corporate Executives with disabilities
From: Faith Whittlesey, John Rousselot
Date: Sometime during 1984, White House
9. Request: Meet with Pro-School Prayer leaders
From: Ed Rollins
Date: Open - White House
10. Request: Interview with Forbes Magazine
From: Dave Gergen
Date: Open - 30 minutes
11. Request: Meeting with the Joint Chiefs of Staff
From: William P. Clark
Date: June 18, 1983 (Camp David)
12. Request: Meeting with Mexican President de la Madrid
From: William P. Clark
Date: Septemer 2-15, October 24-30 or November 1983 - Cancun
13. Request: Attend World Communications Day Dinner
From: James Coyne
Date: May 17, 1983, New York, N.Y.

VIDEOTAPE REQUESTS

14. Request: Videotaped message to "The Marketplace 1983", hosted by the Nevada Economic Development Company
From: Craig Fuller, Senator Paul Laxalt
Date: May 25-27, 1983
15. Request: Videotaped message to ceremony awarding the First Children's Peace Prize to seven children
From: Faith Whittlesey
Date: June 1, 1983
16. Request: Videotaped message for the Golden Eagles Awards Show, sponsored by "Nosotros"
From: Faith Whittlesey
Date: Before June 8, 1983

17. Request: Videotaped message to the Annual Broadcasters Promotion Convention
From: Mike Baroody, Karna Small
Date: Before June 15, 1983 (5 minutes)
18. Request: Videotaped message to the Utah Republican State Convention
From: Ed Rollins
Date: June 14, 1983

PHOTO OPPORTUNITIES

19. Request: Photo with Senator William Cohen (R-Maine) and Joan Benoit, world's record-holder for women in Boston Marathon
From: Ken Duberstein
Date: May 16, 1983 - Oval Office (5 minutes)

UNIQUE REQUEST OF THE WEEK:

20. Request: Address the Grand Nest Meeting of Colorado Pond of the Honorable Order of Blue Goose
From: Robert J. Rice, Grand Supervisor of the Flock
Date: August 5, 1984, Denver, Colorado

THE WHITE HOUSE

WASHINGTON

LONG-RANGE SCHEDULING MEETING

Thursday, May 19, 1983

3:30 pm

The Ward Room

I. Review Narrative Schedule

II. Review Block Schedule

III. Schedule Requests:

1. Request: Receive first fresh-run Atlantic salmon of the season from Gov. Joseph Brennan (D-Maine)
From: Richard Williamson
Date: Morning of May 23, 1983 (5 min)
2. Request: Meet with former Secretary of State Henry Kissinger regarding Middle East (optional working lunch)
From: William Clark
Date: Anytime during the next two weeks - Oval Office (45 min)
3. Request: Present first Paul Boucher Award to Richard Braun
From: Ed Harper, Craig Fuller
Date: Anytime in near future - Oval Office (5 minutes during Administrative Time)
4. Request: Remarks to briefing for high-ranking women in the Administration on defense and the Administration's record on women
From: Faith Whittlesey
Date: Early afternoon of June 1, 2 or 3, 1983 - East Room (10 min)
5. Request: Host reception for Board of Directors of the Polish American Congress
From: Faith Whittlesey
Date: Afternoon of June 3, 1983 - Residence (20 min)

6. Request: Meet with Minnesota Meeting, group of opinion leaders in Minnesota
From: Faith Whittlesey
Date: Afternoon of June 9, 1983 (30 min) - Carlton Club of Minneapolis
7. Request: Congratulate graduates of the Congressional Page School
From: Ken Duberstein
Date: 12:00 noon, June 20, 1983 - Rose Garden (15 min)
8. Request: Address Christening ceremony for American-built, coal-carrying ship (Christening by Mrs. Reagan)
From: Ed Harper
Date: July 9, 1983, approx. 11:00 am - Quincy, Massachusetts
9. Request: Host reception for Baltic Americans in honor of Baltic Freedom Day (June 14, 1983)
From: Faith Whittlesey
Date: Afternoon of June 13-17, 1983 - Residence (20 min)
10. Request: Presentation of diplomatic credentials
From: William Clark
Date: June 15-20, 1983 - Oval Office
11. Request: Meet with 110 student recipients of Japan-U.S. Senate Scholarships and Finland - U.S. Senate Scholarships
From: Faith Whittlesey
Date: June 22 or 23, 1983
12. Request: Attend ground breaking ceremony for Smithsonian Center for Asian, Middle Eastern and African cultures
From: Dillon Ripley
Date: Mid-June to Mid-July, 1983 (40 min) The Smithsonian Institution
13. Request: Address 46th Quadrennial Convention of the International Longshoremen's Association AFL-CIO
From: Ed Rollins, Faith Whittlesey
Date: July 18, 1983 - Hollywood, Florida

14. Request: Attend the 37th Annual House Gymnasium Association Dinner
From: Ken Duberstein
Date: July 27, 1983, 6:00 pm (2 hrs) - Longworth House Office Building Cafeteria
15. Request: Address 84th Annual Convention of Veterans of Foreign Wars
From: Craig Fuller
Date: August 15, 1983, 11:00 am - New Orleans, Louisiana
- ~~16. Request: Host televised concert with Luciano Pavarotti and winners of International Voice Competition
From: James Coyne, Jim Rosebush
Date: December 13-15, 1983, evening - The White House~~
17. Request: Meet with Dr. E.V. Hill, and Rosie Grier
From: Faith Whittlesey
Date: Open (15 min) - Oval Office
18. Request: Remarks at briefing for Hispanic Protestant ministers and leaders
From: Faith Whittlesey
Date: Open - East Room
19. Request: Meet with representatives from Adopt-A-School program
From: Jim Coyne
Date: Open - East Room (20 min)
20. Request: Address the Bond Club of Los Angeles luncheon
From: Faith Whittlesey, John Rousselot
Date: Open - Los Angeles, California
21. Request: Signing Ceremony for the Uniformed Services University of the Health Sciences
From: Jim Jenkins
Date: ASAP - in honor of Armed Forces Day, May 21, 1983
22. Request: Address Convocation of Texas Christian University
From: The Vice President
Date: September 1983 - Ft. Worth, Texas
23. Request: Address International Conference on Oral Rehydration
From: Peter McPherson
Date: June 7-10, 1983, Washington, D.C.

24. Request: Attend "Best of the Class" Ceremony honoring valedictorians of high schools across the country (sponsored by General Motors and fifty television stations across the country)
From: Bill Sittmann
Date: May 23, 1983 - Washington Naval Observatory
25. Request: Interview for article in Sport's Afield Magazine about the use of fire arms
From: Larry Speakes
Date: Open

REQUESTED TELEPHONE CALL

26. Request: Telephone congratulations to Sister Mary Margaret on completion of new wing for Sacred Heart Hospital in Pennsylvania
From: Faith Whittlesey
Date: June 11, 1983, 11:30 am - Chester, PA
27. Request: Telephone call to Breakfast honoring Dick Bergholz of the L.A. Times
From: Bill Sittmann
Date: June 10, 1983

VIDEOTAPE REQUESTS

28. Request: Videotape for reception prior to seventh Shuttle Flight
From: Faith Whittlesey, Dee Jepsen
Date: Prior to June 17, 1983
29. Request: Videotape for Chicago's Sesquicentennial Birthday and Museum of Science and Industry's Fiftieth Anniversary (sponsored by TIME Magazine)
From: Dave Gergen, Karna Small
Date: June 23, 1983
30. Request: Videotape for National Council for International Visitors
From: Karna Small, Mort Allin
Date: Open (5 min)

PHOTO OPPORTUNITIES

31. Request: Photo with newly-appointed U.S. Ambassadors to Madagascar, Djibouti and Guinea
From: William Clark, Charles Tyson
Date: Before June 3, 1983 (Administrative Time)
Oval Office
32. Request: Photo with supervisors from National Management Association in honor of 1983 Management Week in America
From: Faith Whittlesey, John Rousselot
Date: June 5-11, 1983 (Administrative Time)
The White House

UNIQUE REQUEST OF THE WEEK:

33. Request: Use armadillos in an upcoming media event, celebrity or guest appearance
From: James E. Schmidt, Chairman of the Texas Armadillo Association
Date: Open


Ambassador of the United States of America

Copenhagen, Denmark

May 23, 1983

Mr. Michael K. Deaver
Deputy Chief of Staff
and Assistant to the President
The White House
Washington, D. C. 20500

per up/ke,

Sir Oliver Wright, the British Ambassador in Washington, as well as Prime Minister Margaret Thatcher, through her Ambassador here in Copenhagen, have informed me that the Winston Churchill Foundation Award Ceremony in honor of the Prime Minister has not been cancelled but only postponed to a future occasion.

As soon as this occurs I will, of course, be in touch with you.

All my very best,

As ever,


John L. Leeb, Jr.

THE WHITE HOUSE

WASHINGTON

LONG-RANGE SCHEDULING MEETING

Wednesday, May 25, 1983

5:30 pm

The Roosevelt Room

- I. Review Narrative Schedule
- II. Review Block Schedule
- III. Schedule Requests:

- 1. Request: Reception for Board of Directors of
the Polish American Congress
From: Faith Whittlesey
Date: Afternoon of June 3, 1983 - Residence
(20 min)
- 2. Request: Meet with Greek President Karamanlis
From: William Clark
Date: June 6, 1983 - Oval Office (30 min)
- 3. Request: Briefing on recent polling data
From: Richard Wirthlin
Date: June 8, 1983 - Oval Office (30 min)
- 4. Request: Attend kick-off for Adopt-a-School
program
From: Jim Coyne
Date: Options - June 8, 1983 - White House
June 8, 1983 - Baltimore, MD
June 9, 1983 - Minneapolis, MD
- 5. Request: Address National Forensic League national
debate tournament
From: Ed Rollins
Date: June 12-17, 1983 - Kansas City, MO
(enroute to Albuquerque, NM)
- 6. Request: Host reception for Baltic Americans in
honor of Baltic Freedom Day
From: Faith Whittlesey
Date: Afternoon of June 13-17, 1983 - Residence
(60 min)

7. Request: Receive Great American Flag
From: Jim Coyne
Date: June 14 or July 4, 1983 - White House Lawn
8. Request: Visit Kindustry child care center
From: Jim Coyne
Date: June or July, 1983 - Camden, N.J.
9. Request: Address Second World Conference on
Clinical Pharmacology and Therapeutics
From: Carlton Turner
Date: July 31, 1983 - Washington Hilton
10. Request: Host luncheon for American Enterprise
Institute's Constitution Project
From: William Clark
Date: September 12-16, 1983 - White House
11. Request: Address to Hampton Institute
From: Faith Whittlesey
Date: Open - Hampton, VA
12. Request: Interview with Hubbard Broadcasting, Inc.
during Minneapolis trip
From: Dave Gergen (Ward Quaal)
Date: June 9, 1983

REQUESTED TELEPHONE CALL

13. Request: Phone call to Albert Bloom, President of
American Jewish Press Association and
Editor of the Pittsburgh Jewish Chronicle
From: Faith Whittlesey, Dave Gergen
Date: May 26, 1983 (approx. 8:00 pm)

VIDEOTAPE REQUESTS

14. Request: Videotape for First Republican Women's
Leadership Forum (Indianapolis, Indiana)
From: Ed Rollins
Date: Prior to June 3, 1983
15. Request: Videotape for annual Young Republicans
National Convention
From: Ed Rollins
Date: Prior to June 15, 1983
16. Request: Videotape for "Corporations in Support of
Public Television"
From: Jim Coyne, Karna Small
Date: May 1983

17. Request: Videotape for "Teach the Children"
Telethon
From: Jim Coyne
Date: Next taping session
18. Request: Videotape for National Grocer's Association Annual Convention
From: Jim Coyne
Date: Next taping session
19. Request: Videotape for National Heart, Lung and Blood Advisory Council's 35th Anniversary
From: Ed Meese
Date: September 21, 1983

PHOTO OPPORTUNITIES

20. Request: Photo with Sally Keon and family
(Holmes Tuttle's daughter)
From: Mike McManus
Date: June 21-24, 1983
21. Request: Photo with three heroic airline pilots
From: Dave Fischer
Date: Open, 5 min. (Administrative Time)

UNIQUE REQUEST OF THE WEEK:

22. Request: Asks to spend the night at the White House and have the President as a Chaperon for he and his girlfriend
From: Philip Best of Clearwater, Florida
Date: June 12, 1983