

U.S. Department of Justice
Office of the Deputy Attorney General

The Deputy Attorney General

Washington, D.C. 20530

May 6, 1982

MEMORANDUM FOR: Retreat Participants

FROM: Edward C. Schmults,
Deputy Attorney General

The Attorney General and I greatly appreciated your participation at our recent retreat at Leesburg. A number of important problems and initiatives were identified.

I am sure that some of you may have additional suggestions on ways to improve our performance beyond what we discussed at the retreat. The Attorney General and I would appreciate any suggestions, comments or observations that you may have as we begin looking forward to the second year. If you could provide such thoughts by May 15, it would be helpful.

You may recall that Rex Lee suggested that all the senior people in the Department of Justice should be familiar with the publication, "The President, The Attorney General, and The Department of Justice." I am enclosing a personal copy for your use.

Claudia

Thank you and I look forward to reviewing your ideas on how to continue our progress in the Department of Justice.

Attachment

Yes

William French Smith
Ken Starr ✓
Myra Tankersley
Tex Lezar
Hank Habicht
John Roberts
Carolyn Kuhl
Chips Stewart
Stanley E. Morris
David D. Hiller
Bruce E. Fein
Rex E. Lee
Rudolph W. Giuliani
Jeffrey Harris
J. Paul McGrath
Carol E. Dinkins
William F. Baxter
D. Lowell Jensen
William Bradford Reynolds
Glenn L. Archer
Kevin D. Rooney
Robert A. McConnell
Theodore B. Olson
Jonathan C. Rose
William H. Webster
Lee Colwell
Thomas P. DeCair
Francis M. Mullen, Jr.
Alan C. Nelson
Norman A. Carlson
William P. Tyson
Robert F. Diegelman
William E. Hall
Gilbert G. Pompa
Michael E. Shaheen, Jr.
Benjamin Baer
George Proctor
Francis Keating



U.S. Department of Justice
Office of the Deputy Attorney General

Associate Deputy Attorney General

Washington, D.C. 20530

April 16, 1982

MEMORANDUM FOR: Participants
Department of Justice Retreat

FROM: Stan Morris
Associate Deputy Attorney General

SUBJECT: Department of Justice Retreat

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OFFICE OF THE
ATTORNEY GENERAL
APR 19 3 10 PM '82

As you know, the Department of Justice Retreat is scheduled for 10 a.m., Friday, April 30 through Saturday, May 1 at 4:30 p.m.

The retreat is being held at the Xerox International Training Center in Leesburg, Virginia. The Training Center is 30 miles Northwest of Washington, D.C. on Route 7.

Jon Rose will be forwarding the agenda and related materials in advance of the conference.

The Xerox Training Center has a Fitness and Recreational Center to which you will have access. Four tennis courts have been reserved for Friday evening from 5 p.m. to 7 p.m. and Saturday morning from 8 a.m. to 10 a.m. If you are interested in playing please fill out the attached form and return to Claudia Peacock before COB Monday, April 26.

Also attached is a form which will help to accommodate those who will need transportation. I would appreciate it if you would fill out this form so that the necessary transportation can be arranged.

Funds to cover the cost of the retreat will be transferred from your organization to the Office of the Deputy Attorney General in the estimated amount of \$88.00 per participant. Please have your administrative officer call Jean Reecer with your appropriation code and document control number.

Thank you for your help. If you have any logistical questions, please call Claudia or me.

Attachments

Conference Participants:

William French Smith
✓ Ken Starr
Myra Tankersley
Tex Lezar
Hank Habicht
John Roberts
Carolyn Kuhl
Edward C. Schmults
Stanley E. Morris
Bruce E. Fein
David D. Hiller
Rudolph W. Giuliani
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Alan C. Nelson
Norman A. Carlson
William P. Tyson
Robert F. Diegelman
William E. Hall
Gilbert G. Pompa

TRANSPORTATION FORM

NAME: _____

- Will provide own transportation
- Will need transportation provided
- Will provide transportation for others,
if necessary

TENNIS FORM

NAME: _____

Interested in playing tennis on:

- Friday evening, April 30
- Saturday morning, May 1
- Both days

Please check one:

- Advanced Player
- Advanced Intermediate Player
- Intermediate Player
- Advanced Beginning Player

Check Preference:

- Singles
- Doubles