

FOIA Marker

This is not a textual record. This FOIA Marker indicates that material has been removed during FOIA processing by George W. Bush Presidential Library staff.

White House Personnel, Office of Race, Karen

Stack:	Row:	Sect.:	Shelf:	Pos.:	FRC ID:	Location or Hollinger ID:	NARA Number:	OA Number:
W	14	3	9	1	14358	27221		

Folder Title:

Stefanik, Elise M.

Withdrawn/Redacted Material

The George W. Bush Library

DOCUMENT NO.	FORM	SUBJECT/TITLE	PAGES	DATE	RESTRICTION(S)
001	Form	Separation Action	1	N.D.	P6/b6;
002	Form	2008/2009 Transition Checkout	1	1/19/2009	P6/b6;
003	Form	Change in Employee Status	1	06/27/2007	P6/b6;
004	Form	Change in Employee Information	1	07/07/2006	P6/b6;
005	Form	Pre-Employment Information Form	1	06/13/2006	P6/b6;
006	Form	Supplemental Pre-Employment Information Form	1	06/13/2006	P6/b6;
007	Email	DT (TODAY) - Stefanik - To: Olexa, Patricia; et al - From: Porada, Irene	1	06/15/2006	P6/b6;

COLLECTION TITLE:
White House Personnel, Office of

SERIES:
Race, Karen

FOLDER TITLE:
Stefanik, Elise M.

FRC ID:
14358

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 advise 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]

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

Deed of Gift Restrictions

- A. Closed by Executive Order 13526 governing access to national security information.
- B. Closed by statute or by the agency which originated the document.
- C. Closed in accordance with restrictions contained in donor's deed of gift.

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]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- 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]

Withdrawn/Redacted Material

The George W. Bush Library

DOCUMENT NO.	FORM	SUBJECT/TITLE	PAGES	DATE	RESTRICTION(S)
008	Form	Drug-Testing Acknowledgement Form	1	06/12/2006	P6/b6;
009	Resume	Resume [Page 1]	1	N.D.	P6/b6;

COLLECTION TITLE:
White House Personnel, Office of

SERIES:
Race, Karen

FOLDER TITLE:
Stefanik, Elise M.

FRC ID:
14358

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 advise 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]

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

Deed of Gift Restrictions

- A. Closed by Executive Order 13526 governing access to national security information.
- B. Closed by statute or by the agency which originated the document.
- C. Closed in accordance with restrictions contained in donor's deed of gift.

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]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- 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]

WH PERSONNEL TRACKING SHEET

In-Processing

Name: Stefanik, Elise M.

Office: OPD/DPC

Proposed Start Date: 06/12/06

Commissioned Officer:

Yes ☐ No ☒

Approval Form Received from Chief of Staff's Office

N/A

(COMMISSIONED OFFICERS MUST COMPLETE C.O.S. INTERVIEW PRIOR TO PROCEEDING!!!)

Received Action in WH Personnel:

06/15/06

Blue Sheet Sent to Security:

06/15/06

Drug Test Requested:

06/15/06

Confirmations/Initial Clearances/Approvals

Security Interview Favorable:

06/16/06

Drug Test Completed:

06/15/06

Action Approved By/On:

LG-06/13/06

Notifications

Administrative Contact Notified of Clearance (cc'd Rm.1):

Employee Check-In Sent to Room One:

Personnel Action Entered by HRM:

Approved Actions Email:

Administrative Contact Orientation Email:

Added to Staffing Plan:

In-processed by HRM:

Added to Commissioned Officer List:

Comments:



THE WHITE HOUSE

SEPARATION ACTION

Name of Employee: Stefanik Elise M
Last First Middle

Social Security Number: (b)(6)

Agency/Department/Office: WHD EOP COS

Effective Date: 1/20/09

Check the Appropriate Action:

☒ Resignation (state reason below)

☐ Transfer to another government agency (indicate agency) _____

☐ Retirement

Forwarding Permanent Address: (b)(6)

Forwarding Permanent E-mail Address: (b)(6)

Telephone Number: (b)(6)

Reason for Resignation: ~~End of Administration~~ Resignation due
to a change in Presidential administrations.

Signature of Departing Employee: Elise M. Stefanik



2008/2009 TRANSITION CHECKOUT

WHITE HOUSE OFFICE / OFFICE OF POLICY DEVELOPMENT / OFFICE OF THE VICE PRESIDENT

Contact Information (Please list most permanent contact information)		
Last Name	First Name	Date of Separation
Strfanik	Elise	1/19/2009
Telephone Number	Email Address	
(b)(6)	(b)(6)	
Permanent Forwarding Address		
(b)(6)		
City	State	Zip
(b)(6)	(b)(6)	(b)(6)
Stop for Employee	Actions to be Completed	Signature or N/A (Not Applicable)
WH Management or OVP Operations	1. BlackBerry, laptop, cellular phone, pager, thumb drive, and other White House assets have been returned.	<i>[Signature]</i> ☐ N/A
	2. Senior Staff Gym Key has been returned.	☒ N/A
	3. Parking placard has been returned and payroll deduction for 1800 G / NEOB garage has been cancelled.	<i>[Signature]</i> ☐ N/A
	4. All travel paperwork has been submitted and all credit cards returned.	☒ N/A
	5. Submit subscriptions and online username/passwords assigned to you for cancellation.	☒ N/A
	6. Official or Diplomatic Passport has been returned.	☒ N/A
	7. White House Airlift Operations invoices have been paid.	☒ N/A
	8. Office space evaluation scheduled.	<i>[Signature]</i> ☐ N/A
WHCA	9. All assets issued by the White House Communication Agency have been returned.	<i>[Signature]</i> ☐ N/A
OA/LRS	10. Library materials charged to the employee have been returned. Lexis-Nexis account has been deactivated and library account has been closed.	☒ N/A
WHAC	11. Any outstanding White House Athletic Center fees have been paid and WHAC membership cancelled.	<i>[Signature]</i> ☐ N/A
Records Management Must be signed	12. Deposit of Presidential Records (Employee must sign form).	<i>[Signature]</i> ☐ N/A
WH Counsel's Office Must be signed	13. Ethics debriefing has been completed, Presidential Records Act debriefing has been completed and/or financial disclosure termination report has been filed.	<i>[Signature]</i> ☐ N/A
OA/OCIO Must be signed	14. Computer I.D. Password and Account Number have been deactivated.	<i>[Signature]</i> ☐ N/A
	15. SecurID card has been returned.	<i>[Signature]</i> ☐ N/A
OA/OSEP Must be signed	16. Emergency Preparedness: VRU, Floor Safety Pack and Radio, Emergency Go-Kits, and FEMA ID have been returned.	<i>[Signature]</i> ☐ N/A
	17. Physical Security: Keys, Travel Pins, Courier Cards, EOP Identification Cards, White House Credentials (Flip-Top), FOBs, and PIV Cards have been returned.	<i>[Signature]</i> ☐ N/A
	18. Personnel Security: Employee Pass has been returned.	<i>[Signature]</i> ☐ N/A
WH Personnel Must be signed	19. Security Clearance Debriefing has been completed.	<i>[Signature]</i> ☐ N/A
	20. The White House Mess has been paid and White House Mess privileges cancelled.	<i>[Signature]</i> ☐ N/A
	21. White House Staff Manual and Style Guide have been returned.	<i>[Signature]</i> ☐ N/A
	22. Check this form for completion and ensure that necessary forms and personnel actions have been completed.	<i>[Signature]</i> ☐ N/A

I certify that procedures for separation have been satisfied to the best of my knowledge and belief.

Signature: *[Signature]* As of 12/19/08

Date: 1/19/09

EMPLOYEE ACKNOWLEDGMENT OF WHITE HOUSE STAFF MANUAL

INSTRUCTIONS: All new employees must complete this form within 30 days of entering on duty. All current employees must complete this form within 30 days of receipt of the White House Staff Manual.

NAME (Last, First, MI.) Stefanik, Elise, M		ENTER ON DUTY/MANUAL RECEIPT DATE	TELEPHONE NUMBER 202 456-5595 ()
TITLE Exec Asst	AGENCY DPC WHD	OFFICE DPC	LOCATION WW/2 nd FLR
EMPLOYEE CERTIFICATION			

I certify that:

1. I have received a copy of the White House Staff Manual, dated November 2006.
2. I understand that I am to review the materials described above for one hour and that it is my responsibility to become familiar with their provisions.
3. I understand that the White House Staff Manual is not a contract of employment, and that there are no promises of any kind in the Manual. I also understand that the policies related to working conditions, services and component and office descriptions may change from time to time without me being consulted.
4. I will seek advice and guidance by calling ext. 6-2500 when I have a question about the policies in the White House Staff Manual.


EMPLOYEE'S SIGNATURE

Feb 27, 2007
DATE

Employee Acknowledgement of White House Staff Manual Update

I certify that:

1. I have received a copy of the updated insert, the revised policy memorandum on "Prohibited Contact with Agencies" dated December 19, 2007, for the White House Staff Manual.
2. I understand that I am to review the materials described and that it is my responsibility to become familiar with their provisions.
3. I understand that the White House Staff Manual is not a contract of employment, and that there are no promises of any kind in the Manual. I also understand that the policies related to working conditions, services and component and office descriptions may change from time to time without me being consulted.

If I have any questions about the policies described in the policy memorandum on "Prohibited Contact with Agencies," I will call the Office of the Counsel to the President at ext. 6-2632.

Elise Stefank
Signature

Elise Stefank
Printed Name and Title

61775
Telephone Extension

12/21/07
Date

COS
Office



THE WHITE HOUSE

CHANGE IN EMPLOYEE STATUS

TO BE COMPLETED BY REQUESTING OFFICE

SECTION I: COMPLETE ALL DATA

Name of Employee: Stefanik Elise M
Last First Middle

Social Security Number: (b)(6)

Current Agency/Department/Office WHO/DPC Reporting to: Karl Zinsmeister

Current Title: Executive Assistant

SECTION II: CHECK THE APPROPRIATE BOX(ES):

- ☒ Reassignment within the White House Office (complete Section III below)
- ☒ Change in title
- ☒ Change in salary (complete Section III below)
- ☐ Change in work schedule (complete Section III below)
- ☐ Extension of temporary appointment (enter new ending date below)
- ☐ Change in category (complete Section III below)
- ☐ Other: _____

> PROMOTION

SECTION III: COMPLETE ALL SECTIONS AS APPROPRIATE

New Office Assignment: WHO/COS

New Position Title: Executive Assistant to the Deputy Chief of Staff for Policy

Current Salary: \$35,900 New Salary: \$54,000

Proposed Effective Date of Change: 7/2/07 Ending Date: _____

Requested By: Joel Kaplan

Work Schedule (check NEW schedule)

☐ Full Time ☐ Part Time ☐ Intermittent

Category (check NEW category)

☐ Permanent ☐ Temporary ☐ New Ending Date _____

APPROVALS:

Signature of Department Head

Date

Signature of Office of Management & Administration

Date



THE WHITE HOUSE

CHANGE IN EMPLOYEE INFORMATION

SECTION I: COMPLETE ALL DATA

Name of Employee: Stefanik Elise Marie
Last First Middle

Social Security Number: (b)(6)

Office/Department/Agency: WHO/EOP/DPC

SECTION II: CHECK ALL THAT APPLY:

- ☐ Change in legal name (enter new legal name) _____
(* If changing name due to marriage, please attach copy of marriage license.)
- ☒ Change in legal address (enter below)
- ☐ Change in home telephone number (enter new telephone number) _____
- ☐ Change in emergency contact (enter below)
- ☐ Other: _____

Legal Address (where your leave and earnings statement is sent)

Previous Address

New Address

(b)(6)
--

New Emergency Contact (name, address, and telephone number)

Elise M Stefanik
Signature of Employee

07/07/2006
Date

THE WHITE HOUSE

WASHINGTON

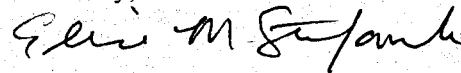
December 19, 2008

The President
The White House
Washington, D.C. 20500

Dear Mr. President:

I hereby tender my resignation as Executive Assistant to the Deputy Chief of Staff in the White House Executive Office of the President. I anticipate that my last day of service will be January 20, 2009, and understand that you will act on this offer to resign no later than noon, January 20, 2009.

Sincerely,

A handwritten signature in dark ink, appearing to read "Elise M. Stefanik", written in a cursive style.

Elise M. Stefanik



THE WHITE HOUSE
PRE-EMPLOYMENT INFORMATION FORM

To be completed by candidate

NAME Elise Marie Stefanik
SSN (b)(6) DATE OF BIRTH (b)(6)
LOCAL ADDRESS (b)(6)
CITY (b)(6) STATE (b)(6) ZIP (b)(6)
HOME PHONE (b)(6) WORK PHONE N/A
SALARY (CURRENT) N/A SALARY (PRIOR TO CURRENT POSITION) N/A
ARE YOU TRANSFERRING FROM ANOTHER AGENCY? ☐ YES ☒ NO DID YOU HAVE PRIOR FEDERAL EMPLOYMENT? ☐ YES ☒ NO
IF YES, PLEASE SPECIFY WHICH AGENCY _____ DATE OF SERVICE _____

To be completed by hiring department

HIRING DEPARTMENT Domestic Policy Council REPORTING TO Karl Zinsmeister
OFFICE LOCATION 2 FI/WW PHONE NUMBER 202-495-5595
POSITION TITLE Executive Assistant to the Assistant to the President for Domestic Policy
PROPOSED DATE OF EMPLOYMENT 06/12/06 ENDING DATE (IF APPLICABLE) 06/19/06 N/A
SALARY \$35,000 REQUESTED BY (DEPARTMENT HEAD) Karl Zinsmeister
WORK SCHEDULE (CHECK ONE) ☒ FULL-TIME ☐ PART-TIME ☐ INTERMITTENT ☐ VOLUNTEER
PAYMENT PLAN ☒ AD ☐ GS
PRESIDENTIAL COMMISSION ☐ YES ☒ NO

APPROVALS

Karl Zinsmeister 6/13/06
SIGNATURE OF DEPARTMENT HEAD DATE
Karl Zinsmeister
PRINT NAME

Lynda Sambo 6/13/06
SIGNATURE OF OFFICE OF MANAGEMENT AND ADMINISTRATION DATE
PRINT NAME

Please attach copy of prospective employee's resume.

Reset Form

REVISED 04-03

Porada, Irene H.

From: Porada, Irene H.
Sent: Friday, June 16, 2006 3:20 PM
To: Frownfelter, Mark E.; Olexa, Patricia M.
Cc: Savage, Sharlene M.
Subject: RE: Stefanik, Elise

Confirmed start date of 06/19/06.

Thanks,

Irene H. Porada
 Chief, White House Liaison Branch
 Human Resources Management Division
 Office of Administration
 Executive Office of the President
 Room 107 - EEOB
 (202) 456-5430 Fax (202) 456-6230

-----Original Message-----

From: Frownfelter, Mark E.
Sent: Friday, June 16, 2006 2:17 PM
To: Porada, Irene H.; Olexa, Patricia M.
Subject: Stefanik, Elise

Elise Stefanik favorably completed all preliminary security requirements. Please indicate start date once established. Thanks

Porada, Irene H.

From: Swann, Caroline J.
Sent: Thursday, June 15, 2006 2:19 PM
To: Loughlin, Ann L.; Frownfelter, Mark E.; Augustine, Rene I.
Cc: Porada, Irene H.; Race, Karen; Gamble, Kelly L.
Subject: RE: Elise Stefanik

many thanks!

From: Loughlin, Ann L.
Sent: Thursday, June 15, 2006 2:19 PM
To: Swann, Caroline J.; Frownfelter, Mark E.; Augustine, Rene I.
Cc: Porada, Irene H.; Race, Karen; Gamble, Kelly L.
Subject: RE: Elise Stefanik

I'll be on the look out for it.

From: Swann, Caroline J.
Sent: Thursday, June 15, 2006 2:17 PM
To: Frownfelter, Mark E.; Loughlin, Ann L.; Augustine, Rene I.
Cc: Porada, Irene H.; Race, Karen; Gamble, Kelly L.
Subject: RE: Elise Stefanik

excellent - can you please ask her to complete her PDS quickly?

From: Frownfelter, Mark E.
Sent: Thursday, June 15, 2006 2:17 PM
To: Swann, Caroline J.; Loughlin, Ann L.; Augustine, Rene I.
Cc: Porada, Irene H.; Race, Karen; Gamble, Kelly L.
Subject: RE: Elise Stefanik

She is scheduled to see me following her drug test this afternoon

From: Swann, Caroline J.
Sent: Thursday, June 15, 2006 2:10 PM
To: Loughlin, Ann L.; Augustine, Rene I.; Frownfelter, Mark E.
Cc: Porada, Irene H.; Race, Karen; Gamble, Kelly L.
Subject: Elise Stefanik

HI -

Karl Zinsmeister has requested to hire Elise Stefanik to be his EA. Karl started this week and is without help. Can you please expedite her file?

Thanks!!
caroline

6/15/2006

MODE = MEMORY TRANSMISSION

START=JUN-15 10:11

END=JUN-15 10:12

FILE NO.: #422

STN NO.	COMM.	ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	2	56299	002/002	00:00:25

-HRM EEOB

***** -HRM SATELLITE - *****



**EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION
WASHINGTON, D.C. 20503**

TO: MARK FROWNFELTER
JERRY WEEKS

FAX NUMBER: X5-6299

DATE: 06/15/06

COMMENTS:

Stefanik, Elise

FROM: IRENE H. PORADA PATTY OLEXA

SHR

FAX NUMBER: (202) 456-6230

PHONE: IRENE - (202) 456-5430
PATTY - (202) 456-5431

NUMBER OF PAGES:

2



THE WHITE HOUSE

SUPPLEMENTAL PRE-EMPLOYMENT INFORMATION FORM

To be completed by all persons tentatively selected for employment

NAME Stefanik Edise Marie
SSN (b)(6) DATE OF BIRTH (b)(6) PLACE OF BIRTH Albany, NY
LOCAL ADDRESS (b)(6)
CITY (b)(6) STATE (b)(6) ZIP (b)(6)
HOME PHONE (b)(6) WORK PHONE N/A
LAST PERMANENT ADDRESS (b)(6)
CITY (b)(6) STATE (b)(6) ZIP (b)(6)
HOME PHONE (b)(6) WORK PHONE (b)(6)
IN CASE OF EMERGENCY CONTACT Kenneth Stefanik PHONE (b)(6)
MARITAL STATUS ☒ SINGLE ☐ MARRIED ☐ WIDOWED ☐ SEPARATED ☐ DIVORCED
SPOUSE'S NAME N/A SPOUSE'S EMPLOYER N/A
CURRENT OR MOST RECENT PLACE OF EMPLOYMENT Student
ADDRESS N/A
SUPERVISOR N/A PHONE N/A
MILITARY SERVICE ☐ YES ☒ NO SERVICE BRANCH N/A DATE OF DISCHARGE N/A
PRIOR EOP SERVICE ☐ YES ☒ NO AGENCY N/A DATES OF EMPLOYMENT N/A
HAVE YOU EVER BEEN FIRED FROM ANY JOB FOR ANY REASON, QUIT AFTER BEING TOLD YOU WOULD BE FIRED, OR LEFT BY MUTUAL AGREEMENT BECAUSE OF SPECIFIC PROBLEMS ☐ YES ☒ NO (IF YES, PLEASE EXPLAIN ON THE BACK OF THIS FORM)
ARE YOU NOW UNDER ANY CHARGE, OR HAVE YOU EVER BEEN CONVICTED OF, OR FORFEITED COLLATERAL FOR ANY VIOLATION OF LAW ☐ YES ☒ NO (IF YES, PLEASE EXPLAIN ON THE BACK OF THIS FORM)

TO BE COMPLETED BY ALL REGULAR EMPLOYEES AND OTHER GOVERNMENT EMPLOYEES

I acknowledge that the information provided herein is true and correct to the best of my knowledge and further acknowledge that this information may be used to initiate a preliminary background investigation in preparation for my employment in the White House and the Executive Office of the President.

NAME Edise M. Stefanik SIGNATURE Edise M. Stefanik DATE 06/12/06

TO BE COMPLETED BY VOLUNTEERS ONLY

I acknowledge that the personnel data is correct and I am volunteering my services without compensation or promise of such.

NAME _____ SIGNATURE _____ DATE _____

TO BE COMPLETED BY REQUESTING OFFICIAL

HIRING DEPARTMENT/OFFICE/AGENCY Domestic Policy Council POSITION TITLE Executive Assistant to Karl Zinsmeister
REPORTING TO Karl Zinsmeister OFFICE PHONE 202-456-5595
PERSONNEL STATUS: ☒ EOP EMPLOYEE ☐ OTHER GOVERNMENT EMPLOYEE (PLEASE SPECIFY):

- ☐ REIMBURSABLE DETAIL
☐ ASSIGNEE (WITH COUNSEL APPROVAL)
☐ HISTORICALLY PROVIDED SERVICE
☐ OTHER (WITH COUNSEL APPROVAL) Specify: _____

- ☐ NON-REIMBURSABLE DETAIL
☐ WHITE HOUSE FELLOW
☐ PRESIDENTIAL MANAGEMENT INTERN
☐ VOLUNTEER
☐ INTERN
☐ CONTRACTOR

EFFECTIVE DATE 06/12/06 ENDING DATE (IF APPLICABLE) N/A

TYPE OF PASS REQUESTED:

- ☐ TAN ☐ TAN RES ☒ TAN WW ☐ GRAY ☐ OTHER _____

WAVES CAPABILITY: ☒ WVR ☐ EEOB ☐ NEOB ☐ NONE

SIGNATURE OF REQUESTING OFFICIAL Karl Zinsmeister APPROVING OFFICIAL Edise M. Stefanik
6-13-06

Porada, Irene H.

From: Kelsey, Susan R.
Sent: Thursday, June 15, 2006 5:08 PM
To: Meador, Joanna M.; Olexa, Patricia M.; Porada, Irene H.
Subject: DT - Stefanik

Elise Stefanik has reported for the drug test on June 15, 2006.

*Susan R. Kelsey
Human Resources Assistant
Office of Administration
Executive Office of the President
202-395-1088, fax 202-395-5608*

6/15/2006

Porada, Irene H.

From: Porada, Irene H.
Sent: Thursday, June 15, 2006 10:36 AM
To: Olexa, Patricia M.; Kelsey, Susan R.; Kenny, James B.; Meador, Joanna M.
Subject: DT (TODAY) - Stefanik

Please include the following for 06/15/06 at 2:30pm:

Stefanik, Elise OPD SSN: (b)(6) F

Thanks,
Irene H. Porada
Chief, White House Liaison Branch
Human Resources Management Division
Office of Administration
Executive Office of the President
Room 107 - EEOB
(202) 456-5430 Fax (202) 456-6230



THE WHITE HOUSE

DRUG-TESTING ACKNOWLEDGEMENT FORM

I, hereby acknowledge that my appointment to a position in the Executive Office of the President (EOP) is subject to the applicant drug-testing requirement as set forth in the EOP Drug-Free Workplace Plan. Thus, I am responsible for presenting myself for a drug test, at a place and time to be determined, prior to the effective date of my employment. I further acknowledge I will be subject to random drug testing throughout the course of my employment. Should it be determined, under the requirements of the Plan, that I have a verified positive test result for any of the prohibited drugs, I understand that my appointment will be terminated. I also understand that if I fail to present myself for a random drug test or if I fail to complete a random drug test, that my appointment will be terminated.

06/12/2006

Date

Elise M. Stefanik

Signature

(b)(6)

Social Security Number

Elise M. Stefanik

Print Name

DPC/EDP

Hiring Department

(b)(6)

Applicant Telephone Number(s)

LVM - 06/15/06 @ 10:00 am
→ 06/15/06 @ 2:30 pm

ELISE MARIE STEFANIK CANDIDATE

CURRENT POSITION:

VOTE CHECK: (R-NY) 04g

FEC: No Money

RECOMMENDED BY:

BUSH LOYALTY:

OTHER: Former Co-Chair, Harvard University Institute of Politics
Former President, Student Council, Albany Academy for Girls
Former Editorial Editor, The Harvard Crimson
Former Member, The Harvard Republican Club
Former Intern, The Duberstein Group, Inc.
Former Fellow, Foundation for the Defense of Democracy
Former Intern, Senate Judiciary Committee, John Roberts Supreme Court Nomination
Former Research Assistant, Centre for Study of Terrorism and Political Violence, University of St. Andrews
Former Intern, Rep. John Sweeney (R-NY)

CONTACTED:

RED FLAGS: No Flags Found.

PERSONNEL ACTION APPROVAL FORM

NEW HIRE

Name: Elise Stefanik

Office: Domestic Policy Council

New Position: *Executive Assistant*

Proposed Salary: ~~\$30,000~~ ^{\$}35,000

Salary Range: \$30,000 - \$35,000

Salary History: N/A

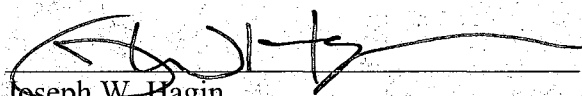
Campaign/Convention/RNC:

Other assistance with reelection effort:

Registration:

Vote Check:

☒ Approve / ☐ Disapprove


Joseph W. Hagin

Comments:

6/13/2006

ELISE MARIE STEFANIK

(b)(6)

Education

Harvard University, Expected graduation Spring 2006, Honors Government Concentrator
Coursework completed in Arabic language, International Relations, and Middle East Program

Albany Academy for Girls, Class of 2002, *Cum Laude*, President of Student Council, Coca-Cola Scholar

Leadership/Activities

Harvard University Institute of Politics

- *Co-Chair* (January – December 2005) - Responsible for design and implementation of all student programs. Served as co-chair of the Student Advisory Committee consisting of student political leaders on Harvard's campus. Responsible for overall student budget. Over 4,000 students participate in Institute of Politics programming throughout the year, and approximately 500 students participate on a weekly basis.
- *Chair of National Campaign for Political and Civic Engagement* (January – December 2005) - In 2003, Harvard founded the National Campaign which seeks to encourage civic-minded and politically engaged students nationwide. Currently, we partner with 20 colleges who work collaboratively on their campuses in three key areas: voter mobilization/education, civic education, and careers in public service. Harvard's efforts have produced an absentee voting guide for college students, and a political internships database.
- *Chair of Study Groups Program* (January – December 2004) – Responsible for selecting Fellows and designing each semester's study group topics for weekly discussion groups.

The Harvard Crimson

- *Editorial Editor* (01/2004 – 06/2006) - Opinion articles featured in *Wall Street Journal* and on national radio shows

The Harvard Republican Club

- *Member* (September 2002 – June 2006) – Organized *Support Our Troops* initiatives

Summer Employment/Internships

The Duberstein Group, Inc (June – August 2005)

- Advised Congressional staff regarding the passage of the Central American Free Trade Agreement
- Organized the Hispanic Alliance for Free Trade
- Wrote speeches, news analysis, and policy recommendations for a variety of clients
- Worked directly with CEO Ken Duberstein on daily communications and non-profit advisory boards

Foundation for the Defense of Democracy (August 2005 – June 2006)

- Selected as one of 45 undergraduate students to serve a yearlong fellowship studying national security and counter-terrorism policies in Israel and the U.S.
- Hosted numerous campus events advocating the national security advantages of encouraging democracy abroad

Senate Judiciary Committee, John Roberts Supreme Court Nomination (August – September 2005)

- Assisted Majority Senate Judiciary Committee Counsels in organizing John Roberts' confirmation hearing documents, and writing questions to be used by Republican Senators during the confirmation hearings

University of St. Andrews Centre for Study of Terrorism and Political Violence (June – August 2004)

- Served as the only undergraduate research assistant and intelligence analyst to the Director, Dr. Magnus Ranstorp
- Profiled various terrorist organizational structures for an updated Central Intelligence Agency database utilized both resources and personnel at the Centre
- Outlined one of the 15 scenarios for the Department of Homeland Security's National Planning Program

Congressional Office of The Honorable John Sweeney, R-NY (July-August 2003)

- Responsible for constituency correspondence, writing daily press releases, organizing briefings and drafting policy recommendations

References

Ken Duberstein

(202) 728-1100

Former White House Chief of Staff to President Reagan
CEO, The Duberstein Group, Inc
2100 Pennsylvania Ave, N.W.
Suite 500
Washington D.C., 20037

Ben Ginsberg

(202) 457-6405

Former National Counsel for Bush-Cheney
Patton Boggs LLP
2550 M Street, N.W.
Washington, D.C. 20037

John Bridgeland

(202) 467-8816

Former Deputy Assistant to the President and Director of the Domestic Policy Council
Former Director of USA Freedom Corps
Civic Enterprises, LLC
1828 L Street, N.W., 11th Floor
Washington, D.C., 20036

Tom Newcomb

(419) 448-3380

Former Special Assistant to the President for National Security Affairs
Former Senior Director in the Office of Combating Terrorism in the NSC
Assistant Professor of Criminal Justice and Security Studies
Tiffin University
155 Miami St.
Tiffin, OH 44883-2161

David Silverstein

(202) 207-0190

Vice President, Campus Education and Grassroots Programs
The Foundation for the Defense of Democracies
P.O. Box 33249
Washington, DC 20033