

Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. list	Office of the First Lady - Volunteers (partial) (3 pages)	02/02/2000	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Eric Woodard (Subject Files)
OA/Box Number: 23241

FOLDER TITLE:

Office of the First Lady Manual of Style

2014-0780-S

rv1599

RESTRICTION CODES

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

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

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.

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]

OFFICE OF THE FIRST LADY

Direct Extensions (12/4/00)

Abedin, Huma	62587	McCall Katie	66490
Alston, Milli	66634	McCoy, Ann	66635
Ballen, Jennifer	57035	Milanese, Dino	66751
Batcheller, Erika	62712	Mohsinger, Beth	62411
Beach, Carol	(301) 951-9643	Morse, Eric	60122
	<i>or</i> 67265	Muscatine, Lissa	62858
Brierton, Joan	57104	Nanau, Daniela	62131
Cicetti, Pamela	62369	Nelson, Matthew	62016
Craighead, Kelly	62518	O'Leary, Ann	66275
Croft, Caroline	56940	Pushkar, Alice	65955
Dalsimer, Gayleen	66442	Richardson, Malcolm	57105
Daniels, Sherri	66307	Sagawa, Shirley	62583
Donovan, Anne	62007	Schiegg, Nicole	62008
Engelstad, Jane	57272	Schiller, Laura	67289
Feingold, Emily	66342	Schwartz, Laura	65655
Greene, Jessica	62201	Shamir, Ruby	65696
Greene, Melodie	67847	Soghier, Shereen	66334
Heater, Jennifer	65959	Solis Doyle, Patti	62468
Henry, Kim	66473	Vavonese, Jamie	663432
Houston, Michelle	66312	Verveer, Melanne	62538
Hothem, Eric	67064	Voeller, Joe	57103
Howard, Heather	67263	Whillock, Margaret	66306
Howes, Sarah	57267	Widdess, Kim	66330
Kaplan, Jody	62708	Williams, Pam	65966
Kennedy, Sharon	66749	Woodard, Eric	65708
Laws, Erika	65373		
Lovell, Ellen	56913		
Mailey, Mickie	65318		
Marshall, Capricia	62399		

AUDIX: 60333, then 66266#, then 112233#
To transfer a call directly to voice mail: 27903

WH Signal (to page a staff member): 75000

Gates:

17th & G: 71742
OEOB Lobby: 71741
SW Gate: 71724
NW Gate: 71714
West Wing Lobby: 62605

Administration: 62500
Central Mail: 57005
Computer Problems: 57370
Conference Room: 67260
GSA: 53675
Intern Hotline: 65122
Staff Mess: 56377
Supply Store: 52662
Telephone Service: 66400
Threat: 62686
Ushers' Office: 62650
Volunteer Office: 67756
WH Counsel: 67903

Brenda's Intern: 65711
Eric Massey's Intern: 66720
Scheduling: 65309

Mail Analysis/Presidential Correspondence: OEOB 58

White House Web Page: www.whitehouse.gov

Public WH Info

**PHOTOCOPY
PRESERVATION**

PEOPLE CAN CONTACT THE FIRST LADY IN 4 WAYS:

1. *By Mail:* Office of the First Lady
 The White House
 1600 Pennsylvania Avenue
 Washington, DC 20500
 2. *By Fax:* (202) 456-5199
 3. *By Phone:* (202) 456-1111 (*White House Comment Line*)
 4. *By E-mail:* first.lady@whitehouse.gov
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PEOPLE CAN CONTACT THE PRESIDENT, VICE PRESIDENT, OR MRS. GORE:

1. *By Mail:* Office of the First Lady
 The White House
 1600 Pennsylvania Avenue
 Washington, DC 20500
 2. *By Fax:* (202) 456-2461
 3. *By Phone:* (202) 456-1111 (*White House Comment Line*)
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PEOPLE CAN CONTACT THE FIRST LADY'S STAFF BY MAIL:

(*Staff Member's Name*)
Office of the First Lady
The White House
1600 Pennsylvania Avenue
Washington, DC 20502

PUBLIC NUMBERS FOR OTHER WHITE HOUSE OFFICES

Agency Liaison	456-7486
Cabinet Affairs	456-2572
Domestic Policy	456-2216
Intergovernmental Affairs	456-2896
Legislative Affairs	456-2230
Office of Mrs. Gore	456-6640
Office of the Vice President	456-2326
Political Affairs	456-6257
Presidential Personnel	456-6676
Presidential Scheduling & Advance	456-7560
Public Liaison	456-2930
White House Chief of Staff	456-6797
White House Counsel	456-7900
White House Press Office	456-7150
Women's Office	456-7300

**OFFICE OF THE FIRST LADY
STAFF LIST (12/4/00)**

Chief of Staff - OEOB 100

		<u>PHONE</u>	<u>FAX</u>
Melanne Verveer	Assistant to the President and Chief of Staff to the First Lady	66266	66244
Ruby Shamir	Assistant to the Chief of Staff and Policy Advisor	66266	66244
Eric Woodard	Office Manager and Assistant to the Chief of Staff	66266	66244

Deputy Chief of Staff - OEOB 101

Shirley Sagawa	Deputy Assistant to the President and Deputy Chief of Staff to the First Lady	66266	66244
Matthew Nelson	Assistant to the Deputy Chief of Staff to the First Lady	66266	66244

OEOB 102

Huma Abedin	Special Assistant to the First Lady	66266	66244
Carol Beach	Column Assistant	67265 or (301) 951-9643	(301) 951-0340

Press - OEOB 103

Lissa Muscatine	Deputy Assistant to the President and Director of Communications for the First Lady	62960	67805
Erika Batcheller	Deputy Press Secretary to the First Lady	62960	67805
Gayleen Dalsimer	Press Coordinator	62960	67805
Jamie Vavonese	Staff Assistant	62960	67805

OEOB 174

Kelly Craighead	Deputy Assistant to the President	66266	62967
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Scheduling - OEOB 185½

		<u>PHONE</u>	<u>FAX</u>
Patti Solis Doyle	Sr. Advisor to the President	65309	65340
Melodie Greene	Scheduler to the First Lady	65309	65340
Dino Milanese	Scheduler to the First Lady	65309	65340
Mickie Mailey	Scheduler to the First Lady	65309	65340
Erika Laws	Scheduler to the First Lady	65309	65340

OEOB 188

Kim Henry	Special Assistant to the First Lady	66266	66244
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Speechwriting - OEOB 190

Laura Schiller	Special Assistant to the President and Senior Speechwriter	66266	66244
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Research - OEOB 197

Daniela Nanau	Associate Director of Research	66266	66244
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Correspondence - OEOB 18

Alice Pushkar	Special Assistant to the President and Director of Correspondence for the First Lady	62941	65199
Jody Kaplan	Staff Assistant	62941	65199
Pam Williams	Staff Assistant	62941	65199
Jennifer Heater	Staff Assistant	62941	65199

West Wing, 2nd Floor

		<u>PHONE</u>	<u>FAX</u>
Pamela Cicetti	Special Assistant to the First Lady	62369	62878
Ann O'Leary	Special Assistant to the President for Domestic Policy	66275	62878
Heather Howard	Associate Director for Domestic Policy	67263	62878
Eric Morse	Assistant Director for Domestic Policy	60122	62878

East Wing, 1st Floor

Magaret Whillock	Deputy Director of the Visitor's Office	66306	62370
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Social Office - East Wing, 2nd Floor

Capricia Marshall	Deputy Assistant to the President and Social Secretary	67136	66771
Kim Widdess	Special Assistant to the President and Deputy Social Secretary	67136	66771
Sharon Kennedy	Special Assistant to the President and Deputy Social Secretary for Communications	67136	66771
Eric Hothem	Special Assistant to the First Lady	67064	66771
Emily Feingold	Staff Assistant to the Social Secretary	67136	66771
Shereen Soghier	Staff Assistant to the Social Secretary	67136	66771
Jessica Greene	Staff Assistant to the Social Secretary	67136	66771
Katie McCall	Staff Assistant to the Social Secretary	67136	66771
Michelle Houston	Staff Assistant to the Social Secretary	67136	66771
Ann McCoy	Director of Personal Correspondence	62957	54198
Mildred "Milli" Alston	Deputy Director of Personal Correspondence	62957	54198

Millennium Council - 708 Jackson Place**PHONE****FAX**

Ellen Lovell	Deputy Assistant to the President and Advisor to the First Lady on the Millennium	62000	57234
Anne Donovan	Deputy Director of the Millennium Council	62000	62008
Beth Mohsinger	Staff Assistant	62000	62008
Caroline Croft	Director of International Programs Department of State	62000	62008
Sarah Howes	Agency Representative Department of Education	62000	62008
Jane Engelstad	Agency Representative Department of Education	62000	62008
Joe Voeller	Administrative Assistant Department of Education	62000	62008
Malcolm Richardson	Agency Representative National Endowment for the Humanities	62000	62008
Joan Brierton	Agency Representative GSA	62000	62008
Jennifer Ballen	Agency Representative Department of Education	62000	62008
Nicole Schiegg	Staff Assistant	62000	62008

Other #'s/Addresses _____

PHOTOCOPY
PRESERVATION

DEPARTMENT PHONE NUMBERS
(As of 2/18/99)

Department of Agriculture

Dan Glickman

14th Street & Independence Avenue, SW

Washington, DC 20250

(202) 720-8732

(202) 720 5437 (fax)

Chief of Staff: Greg Frazier

Department of Commerce

William M. Daley

14th Street & Constitution Avenue, NW

Washington, DC 20230

(202) 482-2112

(202) 482-2741

Chief of Staff: David Lane

Department of Defense

William S. Cohen

The Pentagon

Washington, DC 20301

(703) 695-5261

(703) 697-9080 (fax)

Chief of Staff: Robert Tyrer

Department of Education

Richard W. Riley

600 Independence Avenue, SW

Washington, DC 20202

(202) 401-3000

(202) 401-0596 (fax)

Chief of Staff: Leslie Thornton

Department of Energy

William "Bill" Richardson

1000 Independence Avenue, SW

Washington, DC 20585

(202) 586-6210

(202) 586-7644 (fax)

Chief of Staff: Gary Salle

Department of Health and Human Services

Donna E. Shalala

200 Independence Avenue, SW

Washington, DC 20201

(202) 690-7000

(202) 690-7595

Chief of Staff: Mary Beth Donahue

Department of Housing and Urban Development

Andrew Cuomo

451 7th Street, SW

Washington, DC 20410

(202) 708-0417

(202) 619-8365 (fax)

Chief of Staff: Jon Cowan

Department of the Interior

Bruce Babbitt

1849 C Street, NW

Washington, DC 20240

(202) 208-7351

(202) 545-6700 (fax)

Chief of Staff: Anne Shields

Department of Justice

Janet Reno

950 Pennsylvania Avenue, NW

Washington, DC 20530

(202) 514-2001

(202) 514-4371 (fax)

Chief of Staff: David W. Ogden

Department of Labor

Alexis M. Herman

200 Constitution Avenue, NW

Washington, DC 20210

(202) 219-8271

(202) 219-8822 (fax)

Chief of Staff: Lee Satterfield

Department of State
Madeleine Albright
2201 C Street, NW
Washington, DC 20520
(202) 647-9572
(202) 647-1533 (fax)
Chief of Staff: Elaine Shocas

Department of Transportation
Rodney Slater
400 7th Street, SW
Washington, DC 20590
(202) 366-1111
(202) 366-7207 (fax)
Chief of Staff: Jerry L. Malone

Department of the Treasury
Robert E. Rubin
1500 Pennsylvania Avenue, NW
Washington, DC 20220
(202) 622-1100
(202) 622-2599 (fax)
Chief of Staff: Michael Froman

Department of Veterans' Affairs
Togo D. West, Jr.
810 Vermont Avenue, NW
Washington, DC 20420
(202) 273-4800
(202) 273-4877 (fax)
Chief of Staff: Leigh Bradley (acting)

Frequently Requested Non-White House Numbers

Ann Hand
(makers of the Eagle Pin)

Tel. 333-2979, Fax 338-0816

Bobbie Greene
National Trust for Historic Preservation
1785 Massachussetts Ave., NW
Washington, DC 20036

Tel. 588-6000, Fax 588-6085

Theresa Loar
President's Interagency Council on Women

Tel. 647-6227, Fax. 647-5337

WH Historical Association

Tel. 737-8292

Hillary Rodham Clinton
for U.S. Senate Committee
450 Seventh Avenue, #804
New York, NY 10123-0073

Tel. 212-239-2000, Fax. 563-4259

Web Page: www.hillary2000.org

Office Procedures

**PHOTOCOPY
PRESERVATION**

OFFICE PROCEDURES FOR THE OFFICE OF THE FIRST LADY

As Of 2/19/99

Daily Responsibilities in the Office of the First Lady Include:

- I. Answering the phone and taking messages
- II. Sorting and delivering mail
- III. Sorting and delivering faxes
- IV. Receiving visitors for meetings and coordinating use of the conference room
- V. Coordinating delivery and pickup of packages by couriers
- VI. Keeping the office neat and organized
- VII. Supporting Staff

I. THE PHONE

Telephones should be answered: "Office of the First Lady"

or

"Good Morning/Afternoon/Evening, Office of the First Lady"

It is very important to answer all incoming calls. Especially if you are in the office by yourself, it may be necessary to put some callers on hold. If more than one line lights up, ask the caller you're currently speaking with to please hold. Put that caller on hold and then answer any incoming calls by saying, "Office of the First Lady, can you hold?" Make sure they say they can hold in case it happens to be a staff member who needs immediate assistance. After putting all calls on hold, go back to the first caller and work through all calls in the order received. If someone else comes in the office, ask them to help take some of the calls on hold.

Calls generally fall into the following categories:

Calls from the First Lady

If you answer and the operator indicates that the First Lady is calling for someone, tell that person immediately if they are in the office. If they are not in the office but you're fairly certain where they are, suggest that the operator try there. If you don't know where they are, ask anyone in the vicinity who might know. If you still can't find out, tell the operator you don't know.

It is important to realize that the Operator cannot be transferred. So, if you are able to locate the person receiving the call, they must pickup whatever line the call is on directly.

Calls for Melanne or Katy

If the caller asks to speak to Katy or Melanne, don't indicate whether or not they are here. First, look to see if they are on the phone. If they are on another call, or if the door is closed and they are in a meeting, tell the caller that Katy/Melanne is not available (avoid saying they're not here

because the caller might assume they are out of town). Then offer to take a message.

If Katy/Melanne isn't on the phone, ask for the caller's name and transfer the line to Katy/Melanne. Ask Katy/Melanne if they would like to speak to the caller. If they say yes, transfer the call. If they say no, go back to the caller, inform them that Katy/Melanne is not available, and offer to take a message.

When taking a message, do your very best to get as much information as possible. Be especially sure to get the caller's name, phone number and try to find out what they are calling about. After getting the basics, ask them, "Would you like to say what you were calling about?" Most callers will be happy to provide some information, but if not, just note that they called. See the sample on the following page about how to take a good message.

Messages for Katy and Melanne should be placed in the message holder outside their office door.

Of course, there are exceptions for interrupting Melanne or Katy when they are on another call or in a meeting. Sometimes, Melanne or Katy will indicate that they need to be interrupted for a certain call. Or sometimes, it's just a matter of using your best judgement about when a call is important enough to interrupt whatever is going on. The correct way to notify Katy or Melanne about a call that may be important, when they are on another call or during a meeting, is to write the caller's name on a piece of paper and then hand it to them.

Calls for Other Staff

Calls for Marsha should be announced and transferred to the Press Office

Calls for Patti should be announced and transferred to the Scheduling Office

Calls for Capricia should be announced and transferred to the Social Office

Calls for Ellen should be announced and transferred to the Millennium Council

For any other staff members, get the caller's name and transfer the line to that staff member's direct line. If the staff member answers, inform them who is calling. If the staff member is willing to take the call, transfer the line. If the staff member does not want to take the call, or if the staff member is not there, inform the caller that the staff member is not available and offer the staff member's voice mail. If the caller indicates they will leave a message on voice mail, transfer the caller to the staff member's voice mail. If the caller would rather call back, they may.

Calls for the First Lady from Senators, Congressmen, Governors, Public Figures, Etc.

These calls should be transferred to Pam Cicetti or the White House Operator.

Callers with comments or suggestions for the First Lady

These callers should be encouraged to send their message by mail, fax, email or through the White House comment line

Callers requesting help with a personal situation

These calls should be transferred to Agency Liaison.

Messages should look like this:

Caller's Name
(spelled correctly if possible)

Caller's Organization

Caller's number
with area code

What the caller is
calling about.

Your name, the date,
the time.

MEMORANDUM
OF CALL

Previous editions usable

TO: Melanne

☒ YOU WERE CALLED BY— ☐ YOU WERE VISITED BY—

Bugs Bunny

OF (Organization) Looney Tunes Land

☒ PLEASE PHONE (202) 555-1235 ☐ DSN

☐ WILL CALL AGAIN ☐ IS WAITING TO SEE YOU

☐ RETURNED YOUR CALL ☐ WISHES AN APPOINTMENT

MESSAGE

Bugs called re: his letter
to you about Elmer Fudd. He
will be in his office at the
above number until 3pm.

RECEIVED BY ERIC DATE 12/17 TIME 9:23AM

NSN 7540-00-834-4018
50363-111
UNICOR FPI-SST

OPTIONAL FORM 363 (Rev. 7-94)
General Services Administration

Messages shouldn't look like this:

Avoid pens that bleed!

There should be no scratch-outs
Name should be spelled correctly.

Caller's organization/office
Should be written if they have one.

Numbers should have area
code, all digits, correct number
(ie. 555-1235 not 555-1253!)

If possible, please
try to get some info
about why the person
is calling!

Message should have your full first
name, avoid initials. Pls put time
and date as accurately as possible!

MEMORANDUM
OF CALL

Previous editions usable

TO: Melanne

☒ YOU WERE CALLED BY— ☐ YOU WERE VISITED BY—

~~The Bug Ben Bug Bun~~

OF (Organization)

☒ PLEASE PHONE 555-1253 ☐ DSN

☐ WILL CALL AGAIN ☐ IS WAITING TO SEE YOU

☐ RETURNED YOUR CALL ☐ WISHES AN APPOINTMENT

MESSAGE

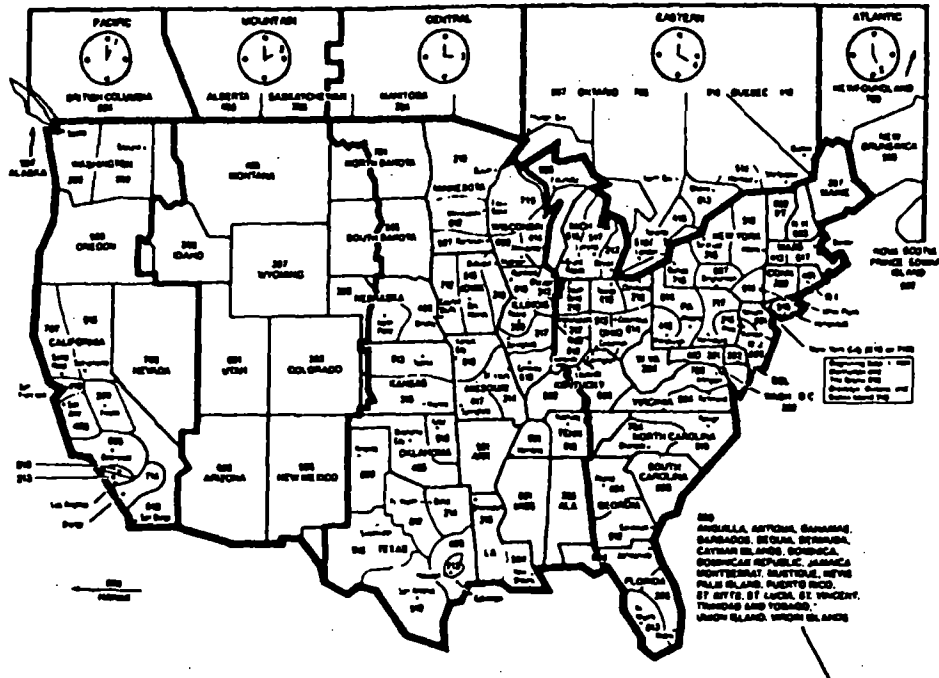
Avoid
sloppy
writing!
Use print,
not cursive
if possible.

RECEIVED BY EW DATE TIME

NSN 7540-00-834-4018
50363-111
UNICOR FPI-SST

OPTIONAL FORM 363 (Rev. 7-94)
General Services Administration

LONG DISTANCE TELEPHONE INFORMATION



The Federal Telecommunications System (FTS) has been designed to be used for all official long distance calls in the fifty states. Executive Office of the President employees should dial all long distance calls direct. To report any difficulties regarding long distance calls, dial 6-9611.

To call out-of-town government telephones dial: 9 + 1 area code and 7-digit FTS number.

To call out-of-town nongovernment telephones dial: 9 + 1 area code and telephone number.

To obtain telephone number information for any out-of-town government number, call the White House Operator at 0 or the WHCA Signal Operator at 7-5000.

For any out-of-town nongovernment number, dial 9 + 1, area code of the city concerned and 555-1212. Request the number desired; when the information is obtained, break connection, record the number for future reference.

Personal Long Distance Calls

If a personal long distance call must be made from a government telephone, dial 9 and then the operator, and ask that the call be charged to your home number. *Personal calls should not be charged to the Executive Office of the President.*

TELEPHONE INSTRUCTIONS

INTERNAL CALLS

Dial any WH Complex number with the last 5 digits of the seven digit number. This includes WHCA trip sites.

For example, to dial "395-7323", dial "5-7323". Do not dial "7323".

If you are in doubt about the correct 5 digits, check this directory. The correct 5 digits are in **BOLD** typeface.

LOCAL AREA CALLS

Dial 9 + 7 digit number for Washington, DC only.

Dial 9 + area code and telephone number for Virginia and Maryland.

LONG DISTANCE CALLS (including FTS2000 service)

Dial 9 + 1 + area code and telephone number.

INTERNATIONAL CALLS

Dial 9 + 011 country code and telephone number.

ASSISTANCE CALLS

Dial 0 for the White House Operator.

Dial 7-5000 for the WHCA Signal Operator.

TELEPHONE INFORMATION

Dial 9 + 411 for local telephone information.

Please consult your local phone directory when possible.

FEATURE ACCESS CODES

Call Forwarding Dial *2 and the 5 digit telephone number to activate. Dial #2 to deactivate

(To Learn more about these features, please contact The Telecommunications Representative for your agency)

DIRECTORY CORRECTIONS

Call Director's Office, Office of Administration, on 395-6963 or complete the attached Telephone Directory Update Form and send to OEOB 479.

Calls about Invitations to the First Lady

Callers who would like to send an invitation to the First Lady, or who are calling to follow up on an invitation, should be transferred to First Lady Scheduling. If only voice mail is available, suggest to the caller that they leave a message and scheduling will return their call.

Calls from Press or about Publications

These calls should be transferred to the Press Office. If no one is answering, suggest that the caller leave a message.

Callers wanting to check on their correspondence to the First Lady

These calls should be transferred to First Lady Correspondence

Calls about Historical Preservation or the Millennium Program

These callers should be transferred to the Millennium Council

Calls about Large Events at the White House

These callers should be transferred to the Social Office

Calls from people trying to get into the Complex

Place these calls on hold and notify Katy or Eric as soon as possible.

Calls about Official Photos taken with the First Lady

These should be referred to Eric.

Callers wanting information about payment for the First Lady's expenses

These calls should be transferred to White House Counsel

If you ever get a call that you're not sure what to do with, ask Eric. Or, if he's not around, just take a message.

Calls that come in outside business hours, or calls that are missed, will automatically go into 66266 voice mail. Make a habit of checking the phone in the back to see if the message light is on. If it is, download whatever messages are there.

II. MAIL

Incoming mail generally falls into one of the following categories:

Mail for the First Lady

All mail that arrives in our office addressed to the First Lady should be sent through interoffice mail to First Lady Correspondence. The only exception are items that the First Lady may want to see immediately...(again, use your best judgement)...these should be placed in Melanne's box.

Mail for Melanne

All incoming mail with Melanne's name on it should be opened, logged into Melanne's mail log, and put in Melanne's box. The more important the mail looks, the higher tray in Melanne's box it should go.

Mail for other staff

Mail for staff in the OEOB 100, 101, 102, 103, 185.5 and 188 should be hand delivered to those staff member's in-boxes. (Mail for Marsha and Patti should go in the office in boxes of Press and Scheduling, respectively) All other mail should directed through interoffice mail to the appropriate staff.

Red Dot Mail

Any mail that arrives with a red dot should be handed to, or placed in the chair of the recipient by hand as soon as possible. (Red dots for Melanne can be given to Katy)

Misdirected Mail

Mail that arrives that is not addressed to the First Lady or anyone in our office should be placed in the No Response Necessary Box.

III. FAXES

Our office gets a lot of faxes and it's important to check the fax machine regularly to keep up.

All incoming faxes should stapled (no paper clips) logged in the fax log and handed to or placed in the chair of the recipient, by hand, as soon as possible. (Faxes for Melanne can go in her top box, faxes for Marsha or Patti can go in their office's in boxes respectively.) Faxes addressed to the First Lady (without Melanne's name on them) should be directed to First Lady's Correspondence via interoffice mail. Faxes addressed to someone not affiliated with our office should be placed in the No Response Necessary Box

Do your best to make sure the fax machine has paper and is working properly. Don't throw fax confirmation sheets away unless they say the outgoing fax went through ok.

IV. MEETINGS AND THE CONFERENCE ROOM

Both First Lady staff and staff from other offices regularly use our conference room for meetings. The schedule for the conference room is kept in the appointment book next to the volunteer desk. If someone requests the conference room, check the book. If the room is open, mark down the start and end time of the meeting and make sure you get the requestor's name and number in case we have to cancel their appointment later.

When people will show up looking for a meeting, ask them who they are here to see. If it is part of a meeting in the conference room, go ahead and send them in. If the visitor is here to meet

with Melanne, or someone else on staff, have the visitor wait and inform the staff member that their visitor has arrived.

Sometimes, people will call from an entrance to the complex because they are having difficulty gaining access to the building. If this happens, notify Eric or Katy right away so the visitor can be cleared in.

V. COURIERS

Often, couriers will call from an entrance to the complex saying they have a delivery or sometimes, that they are here to pick something up. The correct entrance for deliveries/pickups is at 17th and G. If a courier calls, verify that they are at 17th & G. If not, instruct them how to get there and ask them to call again when they're there. If they are at 17th & G, ask the courier to wait and arrange for someone to go retrieve the delivery/take down whatever is to be picked up. If you are picking up a package, make sure you run it through the x-ray machine at the entrance before bringing it into the complex.

VI. KEEPING THE OFFICE ORGANIZED

A lot happens in our office and keeping it as organized as possible is an ongoing process. This includes:

- making sure extra supplies are in the correct place
- food, trays and newspapers aren't left lying around
- cabinet doors and drawers are closed
- Melanne's mail and the fax log are at the front desk
- all scrap paper is in a recycle bag
- etc, etc, etc!

VII. SUPPORTING STAFF

The staff rely on interns/volunteers SO MUCH. The First Lady's Office could not function without your help. You should take great satisfaction and pride in knowing that the work you do here makes a real difference for so many. It is vital to always do your very best job here.

Often, staff may ask you to help with a specific task. This may be making copies, sending a fax, calling someone back, etc.. Never be afraid to ask questions if you aren't clear about something a staff member has asked you to do.

On the other hand, it is very important to realize that staff are generally very busy and the fewer distractions they have, the easier it is for them to complete their work. Do your very best not to interfere with staff when they're working. Or, if you have questions, put them all together so you can ask them all at once. Say hello and catch up with staff when it looks like they're taking a break. (Staff will LOVE to talk to you then!) But do your best to avoid disrupting staff when it

looks like they're busy. Of course, often such disruptions are necessary so if you have a pressing concern related to work, you should make it known to staff no matter what they're doing.

**THANK YOU THANK YOU THANK YOU FOR
ALL YOU DO FOR HILLARYLAND!!!!!!**

OFFICE OF THE FIRST LADY MASTER SUPPLY LIST

ITEM NO.	DESCRIPTION	QUANTITY	UNIT
L000258	PEN, UNIBALL, FINE POINT (BLUE)	3	DOZEN
L000257	PEN, UNIBALL, FINE POINT (BLACK)	3	DZ
L000255	PEN, UNIBALL, MICRO POINT (BLUE)	3	DZ
L000254	PEN, UNIBALL, MICRO POINT (BLACK)	3	DZ
L000259	PEN, UNIBALL, FINE POINT (RED)	1	DZ
L000256	PEN, UNIBALL, MICRO POINT (RED)	1	DZ
3576844	PEN, RUBBERIZED BALL POINT (BLACK)	1	DZ
L000248	MARKER, SHARPIE, FINE POINT (BLUE)	3	DZ
L000247	MARKER, SHARPIE, FINE POINT (BLACK)	3	DZ
L000252	MARKER, SHARPIE, EXTRA FINE POINT (BLUE)	3	DZ
L000251	MARKER, SHARPIE, EXTRA FINE POINT (BLACK)	3	DZ
L000253	MARKER, SHARPIE, EXTRA FINE POINT (RED)	1	DZ
L000236	HIGHLIGHTER, MAJOR ACCENT (YELLOW)	1	BOX
1167865	POST-IT NOTES, LARGE (YELLOW)	4	DZ
1167867	POST-IT NOTES, MEDIUM (YELLOW)	4	DZ
1167866	POST-IT NOTES, SMALL (YELLOW)	4	DZ
2237939	PADS, STENO	10	EA
L000201	PAD, 8.5" X 14", PERFORATED TOP	12	DZ
L000200	PAD, 8.5" X 11", PERFORATED TOP	12	DZ
1245660	PAD, 8.5" X 11", GUMMED TOP	12	DZ
L000558	PAPER, RECYCLED, 8.5" X 14"	4	REAM
L001000	PAPER, RECYCLED, 8.5" X 11"	4	BOX
L000291	WH LETTERHEAD, 8.5" X 11"	3	REAM
L000292	WH BOND, 8.5" X 11", 2 ND PAGE	2	REAM
L000295	WH PAD, 5" X 8"	4	PACK
L000285	WH ENVELOPE, #6 WHITE (SMALL)	100	EA
L000281	WH ENVELOPE, #10 WHITE (LARGE)	100	EA
2866970	ENVELOPE, WHITE, SIZE 10 (LARGE)	100	EA
L000287	WH ENVELOPE, 9.5" X 12", KRAFT	200	EA
L000283	WH ENVELOPE, 12" X 16", KRAFT	50	EA
L000195	ENVELOPE, 9.5" X 12", KRAFT	50	EA
2811169	JIFFY SHIPPING BAG, SIZE 7	10	EA

L000176	CARDBOARD, 9" X 11"	4	PACKAGE
2815895	STAPLER, STANDARD	2	EA
2729662	STAPLES, STANDARD	3	BOX
1626177	STAPLE REMOVER	3	EA
5519825	TAPE, SCOTCH TRANSPARENT, ¾"	12	ROLL
2666710	TAPE, MASKING, 2"	2	ROLL
2051438	RUBBER BAND, SIZE 19 (3.5" X 1/16")	1	PACKAGE
L000088	PAPER CLIP, LARGE "GEM" STYLE	2	BOX
1614292	PAPER CLIP, STANDARD	2	BOX
2855995	BINDER CLIP, LARGE	3	DOZEN
2236807	BINDER CLIP, MEDIUM	3	BOX
2828201	BINDER CLIP, SMALL	3	BOX
9400935	PUSH PINS	1	BOX
2399199	SCISSORS	2	EA
1616215	RULER, 12"	6	EA
L000435	TONER CARTRIDGE, HP 4 (PRINTER)	6	EA
L000983	TONER CARTRIDGE, FX3 (FAX MACHINE)	6	EA
	TONER CARTRIDGE, RICOH TYPE F <i>(photo copier)</i>	6	EA
	TONER CARTRIDGE, RICOH 11D	1	EA
L000225	RIBBON, XEROX MEMORY WRITER	4	EA
L000151	LIGHT BULB, 75 WATT	6	EA
L000148	LIGHT BULB, 3 WAY (50/100/150)	6	EA
9857845	BATTERY, AA	36	EA
8264798	BATTERY, AAA	72	EA
6344018	MESSAGE PADS, TELEPHONE (SF-63)	2	PACKAGE
L000631	BINDER, 1", BLACK, 8.5" X 11"	6	EA
L000632	BINDER, 2", BLACK, 8.5" X 11"	6	EA
L000633	BINDER, 3", BLACK, 8.5" X 11"	6	EA
L000702	DOCUMENT PROTECTOR, CLEAR	1	BOX
L000106	DIVIDER, 1/5 CUT, CLEAR INSERTABLE TABS	12	SET <i>(24 in a Box)</i>
L0000508	DIVIDER, 1/5 CUT, COLOR INSERTABLE TABS	5	SET
9594441	DIVIDER, 1/5 CUT TABS, WHITE, 8.5" X 11"	12	SET
L000107	DIVIDER, ALPHABETICAL LEATHER	2	SET
L000108	DIVIDER, NUMERICAL LEATHER	2	SET
2822507	FOLDER, 1/3 CUT, MANILA, 8.5" X 11"	1	BOX
2822508	FOLDER, 1/3 CUT, MANILA, 8.5" X 14"	1	BOX

L000---	FOLDER, 8.5" X 11"		BOX
	BLUE, GREEN, ORANGE, PINK,		
	PURPLE, RED, YELLOW		
0822662	LABEL, CONTINUOUS ADDRESS, 1 7/16" X 4"	2	BOX
L000187	DOTS, RED	2	BOX
WMI2960	WH CONTINUOUS FEED LABELS	2	BOX

Biographie

PHOTOCOPY
PRESERVATION

BIOGRAPHY OF FIRST LADY HILLARY RODHAM CLINTON

Hillary Diane Rodham was born in Chicago, Illinois, on October 26, 1947. The daughter of Dorothy Rodham and the late Hugh Rodham, she and her two younger brothers grew up in Park Ridge, Illinois, as part of a close-knit family. After graduating from Wellesley College in 1969, Hillary enrolled in Yale Law School, where she developed a strong concern for protecting the interests of children and families, and met Bill Clinton, a fellow law student.

Hillary married Bill Clinton in 1975. Their daughter, Chelsea, was born in 1980. While her husband served as governor of Arkansas, Hillary founded Arkansas Advocates for Children and Families, introduced Arkansas' Home Instruction Program for Preschool Youth, and worked tirelessly on behalf of children and families, while practicing law in Little Rock. She served on boards of organizations including the Children's Defense Fund and the American Bar Association Commission on Women in the Profession.

Upon taking office in 1993, President Clinton made health care reform one of the highest priorities of his Administration. He asked the First Lady to chair the Task Force on National Health Care Reform, and she continues to be a leading advocate for improving health care quality and providing health insurance for the uninsured and the underinsured. Her deep commitment to children has led the First Lady to champion an ambitious effort to increase immunizations for preschool-age children, push for an expansion of children's health insurance coverage, advocate for innovative prenatal care, and raise awareness of the impact of tobacco on children.

In 1996, the First Lady authored It Takes a Village and Other Lessons Children Teach Us, a national call for all sectors of society to take responsibility for our children. In her book, the First Lady emphasizes that while parents are the most important influence in their children's lives, and have the primary responsibility in raising them, society also plays an important role in rearing our nation's children. She stresses that ultimately children will thrive only if all of society provides for them. In addition, since 1995, the First Lady has penned a weekly syndicated newspaper column, "Talking It Over". In this column, she draws upon her experiences as First Lady and on her observations of women, children, and families she has met across the country and around the world.

In 1997, the First Lady, along with the President, hosted two important conferences on children's issues. The First Lady played a strong role at the *White House Conference on Early Childhood Development and Learning*, where experts emphasized that the success a child has in reaching their full potential is influenced by what they experience during their critical early years. The *White House Conference on Child Care* drew attention to the struggles our nation's working parents face in finding child care they can afford, trust and rely on. This conference played an important role in developing the President's historic child care initiative - - the largest investment in child care in our nation's history - - to make child care better, safer, and more affordable for America's working families.

The First Lady helped create the White House Millennium Council to engage all Americans in marking the millennial milestone. Through such millennium projects as Millennium Evenings at the White House and the Save America's Treasures partnership, the First Lady has encouraged all Americans to "Honor the Past, Imagine the Future" to remind us to preserve our culture and heritage and to enhance life for future generations.

The First Lady has also worked tirelessly to reform our nation's foster care system and promote adoption. Through meetings with adoptive families and children in foster care, writings and speeches, the First Lady has focused on making it easier for children to move from foster care to permanent homes, and on increasing the number of adoptions. The First Lady played an important role in legislative reform, and was central to the passage of the Adoption and Safe Family Act of 1997.

In addition to her work at home, the First Lady serves as a goodwill ambassador for the United States during her visits abroad. From Europe to Asia, Africa to Latin America, the First Lady takes her message of human rights, health care, and economic empowerment for women across the globe. During her trips, the First Lady has advocated for human rights, promoted microcredit as a means to economic self-sufficiency, pushed for equality in education for girls and boys, and spoken of the importance of health care with an emphasis on meeting the critical needs of women and children, including family planning and safe motherhood. She has also been a leading voice for democracy building, for women's rights, and for the developing of a voluntary sector in emerging democracies.

Like her predecessors, First Lady Hillary Rodham Clinton brings to the role of First Lady of the United States her own special talents, experience, and interests.

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BIOGRAPHY OF PRESIDENT BILL CLINTON

Bill Clinton was sworn in as the 42nd President of the United States on January 20, 1993.

Before being elected to the Presidency he served as Governor of Arkansas for five terms, holding that position for longer than all but one of his predecessors. He also served as chairman of the Democratic Leadership Council in 1990-91, the National Governors' Association in 1986-87, the Education Commission of the States in 1986-87, and the Lower Mississippi Delta Development Commission in 1989-90.

A fifth-generation Arkansan, President Clinton was born William Jefferson Blythe IV in Hope, Arkansas, on August 19, 1946, three months after his father died in a traffic accident. When President Clinton was four years old, his mother married Roger Clinton, a car dealer from Hot Springs. The President changed his last name when his half-brother, Roger, Jr., started school, so that they would both have the same name.

The President received a Bachelor's degree from Georgetown University in 1968 and a law degree from Yale University Law School in 1973. From 1968 to 1970 he studied at Oxford University in England as a Rhodes Scholar.

President Clinton began his political career in 1974 with an unsuccessful campaign for Congress. Two years later, he was elected Attorney General of Arkansas—a post he held for a single term before being elected Governor in 1978. He lost a reelection bid in 1980, but was returned to office in 1982 and served until his election to the Presidency in 1992. The President has also taught at the University of Arkansas law school and been an attorney in private practice in Little Rock.

The President is married to Hillary Rodham Clinton, and they have a teenage daughter, Chelsea. He is an avid reader, enjoys golf and jogging, and plays the saxophone.

MELANNE VERVEER

Melanne Verveer is Assistant to the President and Chief of Staff to the First Lady. As a member of the White House senior staff, she advises the President and implements a wide range of substantive policies, budget priorities, and communications strategies. She is the senior advisor to Mrs. Clinton and oversees the work of her office.

Verveer serves as the First Lady's chief assistant for all international activities, participating in global convenings, as well as White House meetings to address critical challenges such as the AIDS pandemic, the TB crisis, and the promotion of NGO development and sustainability in the emerging democracies. She has also worked with Mrs. Clinton exploring ways to enhance elite and grassroots support for America's global leadership and federal budget commitments for international affairs. Verveer works closely with the NSC, State Department and USAID and consults with foundations, the World Bank, UN agencies, representatives of governments, and non-governmental organizations.

Verveer has assisted the First Lady in developing initiatives on civil society, democracy building, human rights, micro-enterprise and access to credit, healthcare, family planning, girls' education and the related tools for social development. She also helped to create the Vital Voices democracy initiative, which the First Lady and the Secretary of State lead to promote global women's economic and political progress.

Verveer planned the First Lady's historic goodwill missions, including her trips to Southeast Asia, Russia, Northern Ireland, Central Europe, Africa and Latin America. She was also instrumental in developing the framework for US leadership at the UN 4th World Conference on Women in Beijing in 1995, and took the lead in establishing the President's Interagency Council on Women, which the President created to facilitate the federal government's implementation of the UN Conference Platform for Action.

Previously, Verveer held the position of Deputy Assistant to the President and Deputy Chief of Staff to the First Lady. She also served as an issues adviser during the Clinton-Gore campaign in 1992. Earlier she served as Executive Vice President and Public Policy Director for People for the American Way, a constitutional liberties organization.

Prior to joining People for the American Way, Verveer worked in a variety of positions on Capitol Hill and in the public interest community. She was Special Assistant to Senator George McGovern, Legislative Director to Representative Marcy Kaptur, Coordinator for Civil Rights and Urban Affairs at the U.S. Catholic Conference, and Field Manager of Common Cause.

Verveer was a founding member of the Coalition on Human Needs and served on the Boards of Directors of the Leadership Conference on Civil Rights, the Advocacy Institute, Public Allies, NETWORK, and on the advisory board of the Center for Policy Alternatives, among others.

Verveer received her master's and undergraduate degrees in Russian studies at Georgetown University. She and her husband Philip, a Washington attorney, have three children.

Shirley Sagawa

Shirley Sagawa is Deputy Assistant to the President and Deputy Chief of Staff to the First Lady, at the White House.

Prior to coming to the White House, Ms. Sagawa was the first executive director of the Learning First Alliance, a coalition of twelve leading education associations concerned with improving student learning in public schools. Sagawa also served as executive director of the Corporation for National Service, as one of the youngest senior level Senate-confirmed appointees in the Clinton administration. At the Corporation, Sagawa was responsible for the start-up, day-to-day management, and strategic planning for a new federal agency with an annual budget of \$600 million and a staff of 500. As chief policy officer, Sagawa was an architect of the new AmeriCorps and student service-learning programs.

As Special Assistant to President Clinton for Domestic Policy and a policy advisor to First Lady Hillary Rodham Clinton in their first year at the White House, Sagawa played a key role in the drafting and enactment of the National and Community Service Trust Act of 1993.

As senior counsel to the National Women's Law Center, Sagawa was the lead analyst on issues affecting military women, and family and youth policy. She has served as chief counsel for youth policy and education counsel to the Senate Labor and Human Resources Committee, chaired by Senator Edward M. Kennedy. While at the Labor Committee, Sagawa played major roles in the development and passage of legislation concerned with education, child care, and national service.

Sagawa was appointed by President Bush to serve on the Commission on National and Community Service and by President Clinton to serve as a Trustee for the American Folklife Center of the Library of Congress. She has also served on nonprofit boards including: My Sister's Place (a shelter for victims of domestic violence); the Campus Outreach Opportunity League (COOL); the National Institute for Dispute Resolution; Save the Children; and Jump Start.

Sagawa and Eli Segal are co-authors of *Common Interest, Common Good: Ways we all gain from strategic partnerships between business and nonprofits*, forthcoming from Harvard Business School Press, Cambridge, Massachusetts, 1999; she wrote *Part of the Solution: America's Young People in Service*, forthcoming from the American Youth Policy Forum, Washington, DC, 1998; and she co-edited, with Samuel Halperin, *Visions of Service: The Future of the National and Community Service Act*, American Youth Policy Forum and National Women's Law Center, Washington, DC, 1993.

Sagawa is a 1987 graduate, *cum laude*, of Harvard Law School, where she served on the Harvard Law Review; she attended the London School of Economics where she received an MSc in Public Administration and Public Policy in 1984; and she graduated magna cum laude, from Smith College in 1983. Sagawa was a 1981 Truman Scholar.

Home Addresses

PHOTOCOPY
PRESERVATION

OFFICE OF THE FIRST LADY ALUMNI

(As of 1/3/01)

NAME	POSITION	ADDRESS	BIRTHDAY
Huma Abedin	Special Assistant to the First Lady (April '98 – present) Office Manager (May '97 – April '98)	922 24 th Street, NW #504 Washington, DC 20037 (202) 625-0097	July 28
Milli Alston	Deputy Director of Personal Correspondence	9207 Sheridan Street Seabrook, MD 20706-2703 (301) 577-2326	February 10
Wendy Arends	Scheduler to the First Lady (Nov. '97- TBD)	1753 Church Street, NW #2 Washington, DC 20036 (202) 518-8209	April 6
Lori Azim	Staff Assistant (Feb '93 – July '93)	1754 Lanier Place, NW #201 Washington, DC 20009	
Ann Bartley		3580 Clay Street San Francisco, CA 94118 (415) 931-0684, Fax (415) 931-2847	June 15
Katie Barry	Staff Assistant, Office of First Lady Correspondence (TBD)	1001 North Vermont St., #303 Arlington, VA 2201 (703) 527-3828	Feb. 6
Erika Batcheller	Deputy Press Secretary to the First Lady (March '00 – TBD)	1619 V Street, NW Washington, DC 20009	October 11
Carol Beach	Column Assistant (Dec. '97 – TBD)	7207 Denton Road Bethesda, MD 20814 Tel. (301) 951-9643, Fax (301) 951-0340 Cell (202) 365-0202	October 9
Marsha Berry	Deputy Asst. to the President and Director of Communications (June '96 – Jan '00)	1646 Newton Street Washington, DC 20010 (202) 797-7988	June 2
Joyce Bonnett	Staff Assistant (Jan '93 – Aug. '94)	618 Bennington Drive Silver Spring, MD 20910 (301) 589-8441	June 13

NAME	POSITION	ADDRESS	BIRTHDAY
Ron Brooks		801 North Wayne Street, Apt. 204 Arlington, VA 22202 (703) 525-5457	September 21
Debby Both	Assistant to the Chief of Staff (June '95 – Jan '96)	3411 33 rd Street Place, NW Washington, DC 20008 (202) 363-9250	May 28
Liz Bowyer	Associate Director of Research (Feb. '93 – July '95)	505 E Braddock St., #405 Alexandria, VA 22314	
Susan Brau	Staff Assistant, First Lady Correspondence (Nov '94 – April '97)	5106 Yuma Street, NW Washington, DC 20016	
Molly Buford	Scheduler to the First Lady (TBD)	(As of 12/9/98) 3826 Warren Street, NW Washington, DC 20016 (202) 244-2125	January 21
Katy Button	Assistant to the Chief of Staff to the First Lady and Policy Advisor (June '99 – April '00) Assistant to the Chief of Staff to the First Lady (May '97 – June '99) Assistant to the Deputy Chief of Staff (April '96 – May '97)	One Logan Circle, NW #1 Washington, DC 20005 (202) 483-0681	April 11
Lisa Caputo	Deputy Assistant to the President and Press Secretary to the First Lady (Jan '93 – Aug. '96)	20 West 64 th Street, Apt. 37U New York, NY 10023 Home (212) 579-8470, Office (212) 975-8088	January 13
Kelly Carnes	Director of First Lady's Correspondence (Jan '93 – Aug '93)	3114 Tennyson Street, NW Washington, DC 20015 (202) 363-7063	November 22
Kathy Casey	Staff Assistant, Office of First Lady Correspondence (Dec. '98 – Sep '99)	3257 Worthington Street, NW Washington, DC 20015 (202) 363-7063	August 5
Ginger Cearley	Staff Assistant, White House Millennium Council (TBD)	4841 Reservoir Rd. Washington, DC 20007 (202) 965-2488	August 16
Pam Cicetti	Special Assistant to the First Lady	2138 California St., NW #505	August 18

NAME	POSITION	ADDRESS	BIRTHDAY
	Executive Assistant to the First Lady	Washington, DC 20008 (202) 462-7077	
Steve Cohen	Deputy Director of Communications to the First Lady (Jan '93 – June '98)	2503 Campbell Place Kensington, MD 20895 (301) 585-3253	May 10
Sabrina Corlette	Research Assistant (April '95 – November '95)	4550 Connecticut Ave., #106 Washington, DC 20008	
Brenda Costello	Associate Director of Research and Director of Research to the First Lady (TBD – August '00)	1731 S Street, NW #11 Washington, DC 20008 (202) 328-6565	February 25
	Associate Director of Research		
Kelly Craighead	Deputy Assistant to the President	2634 Woodley Place, NW #2 Washington, DC 20008 (202) 232-6667	August 22
	Deputy Assistant to the President and Director of Special Projects		
	Special Assistant to the President and Director of Advance for the First Lady		
	Trip Director to the First Lady		
Gayleen Dalsimer	Press Coordinator (Aug. '00 – TBD)	4600 Connecticut Ave. Washington, DC 20009	October 20
Angela Davis	Press Assistant (March '95 – April '96)	1822 Vernon St. Washington, DC 20009	
Leela DeSouza	White House Fellow, White House Millennium Council (Sep '98 – Aug '99)	2363 Jackson #3 San Francisco, CA 94115 (415) 776-9102	July 25
Diane Dewhirst	Director of Scheduling to the First Lady (Nov '97 – March '98)	316 5 th Street, SE Washington, DC 20003 (202) 547-4917	May 28
Helen Dickey		1670 34 th Street, NW Washington, DC 20007 (202) 338-1339	September 20
Robyn G. Dickey		7549M Lakeside Village Drive Falls Church, VA 22042	September 19

NAME	POSITION	ADDRESS	BIRTHDAY
Anne Donovan	Deputy Director, White House Millennium Council (Aug. '98 – TBD)	(703) 641-4982 184 4 th Street, SE Washington, DC 20003-1012 (202) 543-8775	December 2
Karen Fahle		115 Pierce Chelsea, Michigan 48118	August 11
Sarah Farnsworth		7361 Hunters Oak Ct. Springfield, VA 22150 (703) 569-5222	January 19
Emily Feingold	Special Assistant to the Social Secretary (Aug. '99 – TBD)	5480 Wisconsin Ave., #308 Chevy Chase, MD 20815 (301) 913-0007	May 13
Karen Finney	Deputy Press Secretary to the First Lady (TBD)	49 East 12 th Street, Apt. 4I New York, NY 10003 Tel. (202) 343-6733, (212) 228-3370	August 15
Bronson Frick	Special Assistant to the Social Secretary (March '98 – Sep '99)	1200 N Street, NW #80 Washington, DC 20005	
John Funderbunk		3710 Jennifer Street, NW Washington, DC 20015 (202) 244-7969	February 14
Key C. German	Staff Assistant, Office of First Lady Correspondence (TBD – July '99)	432 13 th Street, NE Washington, DC 20002 (202) 548-4776	January 10
Toby Graff	Deputy Press Secretary to the First Lady (Sep. '98 – March '00)	2144 California Street #201 Washington, DC 20008 (202) 483-3936	November 30
Bobbie Greene	Deputy Assistant to the President and Deputy Chief of Staff to the First Lady (Aug '97 – Oct '98)	9912 Edward Ave. Bethesda, MD 20814 (301) 530-6953	November 6
Jessica Greene	Special Assistant to the Social Secretary (June '00 – TBD)	1121 Arlington Blvd, N 1015 Arlington, VA 22209 Phone (703) 524-2508 Cell (703) 447-5568	August 29
Melodie Greene	Scheduler to the First Lady	1753 Church Street, #2	March 19

NAME		POSITION	ADDRESS	BIRTHDAY
Carrie Greenstein			Washington, DC 20036 1255 New Hampshire Ave., NW #813 Washington, DC 20036 (202) 887-1808	May 31
Sara Grote	Scheduler to the First Lady		1318 North 78 th Street Seattle, WA 98103	November 2
Sanjay Gupta	White House Fellow, White House Millennium Council (Sep '97 – Aug '98)		41364 Lorrac Lane Northville, MI 48167	October 23
Kim Henry	Special Assistant to the First Lady (Aug. '00 – tbd)		1747.5 Corcoran St., NW Washington, DC 20009 (202) 387-2595	August 8
	Staff Assistant, Office of First Lady Correspondence (July '99 – Aug. '00)			
Julie Hopper			170 Ripley Street San Francisco, CA 94110 (415) 643-5807	February 24
Eric Hothem	Special Assistant to the First Lady (July '97- TBD)		6525 Medinah Lane Alexandria, VA 22312 (703) 750-2735	July 21
	Staff Assistant to the First Lady (March '93 – July '97)			
Michelle Houston	Staff Assistant to the Social Secretary (Sept. '00 – TBD)		736 Catts Tavern Drive Alexandria, VA 22314 Tel. (703) 299-3051, Fax. (703) 299-3053 Cell (703) 623-9970, MA_houston@hotmail.com	
Heather Howard	Associate Director of Domestic Policy (March '00 – TBD)		1789 Lanier Place, NW #21 Washington, DC 20009 (202) 667-7779	October 12
Carolyn Huber			2111 Jefferson Davis Highway #323N Arlington, VA 22202 (703) 418-0897	October 14
Julie Huffman	Scheduler to the First Lady		3940 Langley Ct., NW #F636 Washington, DC 2001 (202) 363-5714	
Jody Kaplan	Staff Assistant, Office of First Lady Correspondence		739 North Oakland Street, #7	July 3

NAME	POSITION	ADDRESS	BIRTHDAY
	(April '96 – TBD)	Arlington, VA 22203 (703) 358-9567	
Sharon Kennedy	Special Assistant to the President and Deputy Social Secretary for Communications	3753 Gunston Rd. Alexandria, VA 22302 (703) 931-4297	August 7
Missy Kincaid	Special Assistant to the First Lady (TBD – August '00)	933 Pembroke Road Fayetteville, AR 72701 (501) 973-0087 kincaids@arkansas.net	September 1
Jennifer Klein	Special Assistant to the President for Domestic Policy and Sr. Policy Advisor to the First Lady	2813 39 th Street, NW Washington, DC 20007 (202) 965-4234	June 26
Tracy LaBreque	Special Assistant to the Social Secretary (Oct. '94 – Dec. '97)	315 West 74 th Street, Apt. 1B New York, NY 10003 (202) 667-6710	September 29
Neel Lattimore	Special Assistant to the President and Press Secretary to the First Lady (Jan '93 – Oct '97)	122 12 th Street #1, NE Washington, DC 20002 (202) 544-6573	January 6
Erika Laws	Scheduler to the First Lady (October '00 – TBD)	5430 Lynx Lane #118 Columbia, MD 21044 (301) 598-7762	April 8
Peggy Lewis	Assistant to the Chief of Staff to the First Lady (Feb '95 – April '97)	6101 16 th Street, NW #618 Washington, DC 20011 (202) 726-1164	June 18
Evelyn Lieberman		3216 Newark Street, NW Washington, DC 20008 (202) 244-8441	July 9
Diane Limo	Office Manager (Jan '93 – Sep '94)	6978 Mayfair Terrace Laurel, MD 20707 (301) 397-0243	February 15
Ellen Lovell	Deputy Assistant to the President and Advisor to the First Lady on the Millennium (Aug. '97 – TBD)	5020 Smallwood Drive Bethesda, MD 20816 (301) 656-4860	April 4
	Deputy Assistant to the President and Deputy Chief of Staff to the First Lady (March '97 – Aug. '97)		

NAME	POSITION	ADDRESS	BIRTHDAY
Christy Macy	Sr. Speechwriter to the First Lady (Jan '98 – Aug. '99)	1806 South Baltimore, MD 21209 (410) 664-4864	February 18
Mickie Mailey	Scheduler to the First Lady (Nov. '00 – TBD) Staff Assistant, Office of First Lady Scheduling Sep. '99 – Sep. '00	2200 40 th Street, NW #2 Washington, DC 20007 Phone (202) 338-7095 Cell (202) 251-0916	November 22
Capricia Marshall	Deputy Assistant to the President and Social Secretary (Sep. '97 – TBD)	1413 44 th Street, NW Washington, DC 20007 (202) 965-0817	May 25
Julie Mason	Deputy Press Secretary to the First Lady (March '97 – Sep. '99)	151 West 10 th Street, #4 New York, NY 10014 (646) 336-9307	April 19
Eric Massey	Researcher (Sep '99 – March '00)	2138 California, NW #507 Washington, DC 20008 (202) 307-8608	April 23
Katie McCall	Special Assistant to the Social Secretary (Aug. '00 – TBD)	1811 Key Blvd North #10528 Arlington, VA 22201 Cell (202) 957-7977	February 3
Ann McCoy	Director of Personal Correspondence (Dec. '97 – TBD) Deputy Social Secretary (Jan '93 – Dec. '97)	111 Jefferson Davis Highway, 411 North Arlington, VA 22202 (703) 418-4637	October 1
MaryEllen McGuire	Assistant to the Deputy Chief of Staff to the First Lady and Assistant Director of Research (May '99 – August '00) Assistant to the Deputy Chief of Staff to the First Lady (Nov '98 – May '99)	PO Box 27082 Washington, DC 20002 Phone (703) 524-7877	June 9
Noa Meyer	Researcher (Aug '98 – Aug '99) Assistant to the Deputy Chief of Staff to the First Lady (Aug '97 – Aug '98)	3324 Highland Place, NW Washington, DC 20008 (202) 363-5448	December 26
Dino Milanese	Scheduler to the First Lady (Oct '99 – Jan '01)	441 5 th Street, NW Washington, DC 20038	February 3

NAME	POSITION	ADDRESS	BIRTHDAY
Eric Morse	Associate Director of Domestic Policy (April '00 – TBD)	(703) 524-2983 507.5 7 th Street, SE Washington, DC 20003 (202) 547-4029	January 20
Lissa Muscatine	Deputy Assistant to the President and Director of Communications to the First Lady Special Assistant to the President and Sr. Speechwriter to the First Lady	7020 Glenbrook Rd. Bethesda, MD 20814 Tel. (301) 951-4214 Fax (301) 986-9184 Lissam@ix.netcom.com	August 23
Daniela Nanau	Associate Director of Research and Director of Research for the First Lady (Aug. '00 – TBD)	2227 12 th Place, NW Washington, DC 20009 Tel. (202) 518-6773 Cell: (202) 258-1762	October 9
Matthew Nelson	Assistant to the Deputy Chief of Staff to the First Lady (Aug. '00 – TBD)	16 Primerose Street Chevy Chase, MD 20815 Tel. (301) 718-1864	April 20
Holly Nichols		3001 Park Center Drive, #811 Alexandria, VA 22302 (703) 931-2483	May 6
Ann O'Leary	Special Assistant to the President for Domestic Policy & Sr. Policy Advisor to the First Lady (Feb. '00 – Jan '01) Associate Director of Domestic Policy & Sr. Policy Advisor to the First Lady (Sep. '99 – Feb '00)	3434 Oakwood Terrace, NW Washington, DC 20010 Phone (202) 462-4382	July 7
Michael O'Mary	Researcher (Aug'97 – Aug '98)	379 Quincy House MC Cambridge, MA 02138 (617) 493-3140 omary@fas.harvard-edu	June 3
Janna Paschall	Scheduler to the First Lady	126 Michigan Ave., #N44 Washington, DC 20017	November 4
Jaycee Pribulsky	Scheduler to the First Lady	(As of 1/26/00) 214 W. 102 nd Street, Apt. 5A	July 20

NAME	POSITION	ADDRESS	BIRTHDAY
		New York, NY 10025 (212) 280-1627, (917) 596-4044 jayceep77@hotmail.com	
Alice Pushkar	Special Assistant to the President and Director of First Lady Correspondence	(As of 12/9/98) 2831 49 th Street, NW Washington, DC 20007 Phone (202) 362-0271	January 30
Nicole Rabner	Director of First Lady Correspondence Special Assistant to the President for Domestic Policy and Sr. Policy Advisor to the First Lady (January '99 – January '00) Associate Director of Domestic Policy and Sr. Policy Advisor to the First Lady (January '98 – January '99) Assistant to the Deputy Chief of Staff to the First Lady (May '95 – January '98) White House Fellow, Office of the Deputy Chief of Staff (September '93 – May '95)	730 Whitney Ave., #2A New Haven, CT 06511 (203) 787-4163 nicole.rabner@yale.edu	April 14
Stacey Roth	Deputy Director, First Lady Correspondence (Aug '93 – June '95)	8000 Herb Farm Drive Bethesda, MD 20817	
Evan Ryan	Deputy Director of Scheduling to the First Lady (TBD) Scheduler to the First Lady (TBD) Office Manager (TBD)	1921 Kalorama Road, #501 Washington, DC 20009 (202) 483-0393	April 18
Shirley Sagawa	Deputy Assistant to the President and Deputy Chief of Staff to the First Lady (Oct '98 – TBD) Special Assistant to the President for Domestic Policy & Sr. Policy Advisor to the First Lady (Jan '93 – Oct. '93)	12 West Oak Street Alexandria, VA 22301 Home (703) 548-4919 Fax (703) 548-6374	August 25
Laura Schiller	Special Assistant to the President and Sr. Speechwriter to the First Lady	4801 Connecticut Ave., #904, NW Washington, DC 20008	March 3

NAME	POSITION	ADDRESS	BIRTHDAY
Jamie Schwartz		(202) 966-3628 5111 Dudley Lane, #103 Bethesda, MD 20814 (301) 530-3614	June 16
Laura Schwartz	Event Coordinator (Jan '98 – Aug. '00)	214 King George St. Annapolis, MD 21401 (410) 268-8550	April 19
Sharon Scott	Staff Assistant (Feb '93 – July '93)	11516 Cordwall Drive Beltsville, MD 20705	
Ruby Shamir	Assistant to the Chief of Staff and Policy Advisor (April '00 – TBD) Associate Director of Domestic Policy (April '99 – April '00)	1600 16 th Street, NW #402 Washington, DC 20009 (202) 588-8169	November 29
June Shih	Special Assistant to the President and Sr. Speechwriter to the First Lady	1714 U Street, NW Washington, DC 20009 (202) 986-1772	June 17
David Shipley		C/o New York Times 229 West 43 rd Street, 8 th Floor New York, NY 10036 (212) 556-7735 Shipley@nytimes.com	June 10
Jennifer Smith	Press Coordinator (Oct '98 – Aug '00)	5225 Pooks Hill Rd. #1503 N Bethesda, MD 20814 Phone (301) 493-8409 Cell (301) 257-3195	March 30
Shereen Soghier	Special Assistant to the Social Secretary	13240 Autumn Mist Circle Germantown, MD 20874 (301) 515-3008, (240) 640-7347	June 7
Patti Solis Doyle	Sr. Advisor to the President (Nov. '00 – TBD) Deputy Assistant to the President and Director of Scheduling and Advance for the First Lady (Jan '93 – Aug '00)	3308 Rowland Place, NW Washington, DC 20008 (202) 364-5858	August 23

NAME	POSITION	ADDRESS	BIRTHDAY
Ann Stock	Deputy Assistant to the President and Social Secretary (Jan '93 – Sep '97)	521 Duke Street Alexandria, VA 22314 (703) 549-6489	June 3
Neera Tanden	Associate Director for Domestic Policy and Sr. Policy Advisor to the First Lady (TBD – June '99)	22 East 93 rd Street New York, NY 10028	September 10
Isabelle Tapia		7210 Sea Cliff Rd. McLean, VA 22101	
Marge Tarmey	Executive Assistant (June '93 – May '95)	4201 Cathedral Ave., NW 919 West Washington, DC 20016	June 22
Theresa Thibadeau	Staff Assistant, Office of First Lady Correspondence (April '97 – Nov '98)	707 Sherbrook Drive Silver Spring, MD 20904 (301) 593-3714	October 26
Sandra Tijerina	Press Office Manager (Feb '98 – Oct '98)	1570 Onyx Drive #104 McLean, VA 22102 (703) 734-3236	June 27
Kim Tilley	Director of Scheduling to the First Lady (Aug. '00 – Nov. '00)	5326 41 st Street, NW Washington, DC 20008 Tel. (202) 966-4548 Fax. (202) 362-9068	November 17
Wendy Towber	Director of Research to the First Lady Staff Assistant, Office of First Lady Correspondence (March '93 – Aug '95)	1616 18 th Street, NW Washington, DC 20009	May 25
Jamie Vavonese	Staff Assistant, Office of First Lady Press (Nov. '00 – TBD)	507 N. Howard St., #102 Alexandria, VA 22304 (703) 566-2906	April 14
	Staff Assistant, Office of First Lady Scheduling (Aug. '00 – Oct. '00)		
Melanne Verveer	Assistant to the President and Chief of Staff to the First Lady (May '97 – TBD)	2125 Leroy Place, NW Washington, DC 20008 (202) 265-0230, (202) 265-0236	June 24
	Deputy Assistant to the President and Deputy Chief of Staff to the First Lady (Jan '93 – May '97)		
Lisa Villareal		1844 Columbia Rd., Apt. 205 Washington, DC 20009	

NAME	POSITION	ADDRESS	BIRTHDAY
Setti Warren		1117 Independence Ave., SE Washington, DC 20003 (202) 547-8318	August 25
Esther Watkins		1823 S Street, NW Washington, DC 20009 (202) 483-6050	March 26
Kim Widdess	Special Assistant to the President and Deputy Social Secretary	2901 Connecticut Ave., NW #314 Washington, DC 20008 (202) 265-8445	May 17
Maggie Williams	Assistant to the President and Chief of Staff to the First Lady (Jan '93 – May '97)	1730 New Hampshire Ave. Washington, DC 20009	December 25
Pam Williams	Staff Assistant, Office of First Lady Correspondence (Nov '99 – TBD)	9381 Colbert Ct. Fairfax, VA 22032-2000 (703) 764-7006	September 24
Whitney Williams	Special Advisor on the Millennium Trip Director to the First Lady	(As of 3/10/00) 3533 Lincoln Hills Point Missoula, MT 59802	April 9
Eric Woodard	Office Manager and Assistant to the Chief of Staff (April '00 – TBD) Office Manager (May '98-April '00)	(As of 9/2/99) 922 24 th Street, NW #513 Washington, DC 20037 (202) 337-3730	March 28

Volunteers

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First Lady's Office
Eric Woodard (Subject Files)
OA/Box Number: 23241

FOLDER TITLE:

Office of the First Lady Manual of Style

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P1 National Security Classified Information [(a)(1) of the PRA]
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OFFICE OF THE FIRST LADY - VOLUNTEERS
(as of 2/2/00)

[001]

Kasse Andrews-Weller
154 S. Madison Terrace
Montgomery, AL 36107
(334) 832-4187
DOB: (b)(6)
SSN: (b)(6)

(on leave)

Mary Catherine Beyda
2555 Pennsylvania Avenue, NW
Apartment 306
Washington, DC 20037
(202) 296-5586 (h)
DOB: (b)(6)
SSN: (b)(6)

Tuesday: 9:00-5:00

Bonnie Brady
811 Philadelphia Ave.
Silver Spring, MD 20910
DOB: (b)(6)
SSN: (b)(6)

Wednesday: 5:00-8:00

Eloise V. Buford
5420 Burling Road
Bethesda, MD 20814
(301) 656-0136 (h)
DOB: (b)(6)
SSN: (b)(6)

Friday: 9:00-7:00

Phyllis H. Fineshriber
7214 Rollingwood Drive
Chevy Chase, MD 20815
(301) 652-8264 (h)
DOB: (b)(6)
SSN: (b)(6)

Thursday: 9:00-4:00

/ Rhn 301-608-2327

~~Marjory Goldman~~
~~4201 Cathedral Avenue, NW~~
~~Washington, DC 20016~~
~~(202) 966-4323 (h)~~
DOB: (b)(6)
SSN: (b)(6)

~~Thursday: 9:00-6:00~~

E. Marie Johnson
11067 Iron Crown Court
Columbia, MD 21044
(301) 596-3246 (h)
DOB: (b)(6)
SSN: (b)(6)

Tuesday: 11:00-6:30

Brenda Jones
41 Fendall Ave.
Alexandria, VA 22304
(703) 823-4985

Friday: 5:00-6:30

Norma Jean Kelly
6575 Windham Avenue
Alexandria, VA 22315
(703) 971-5188 (h)
DOB: (b)(6)
SSN: (b)(6)

Monday: 8:00-1:30

Katy Lleveld
3616 N Street NW
Washington, DC 20007
(202) 327-7753

Friday: 9:00-5:00

DOB: (b)(6)
SSN: (b)(6)

Nancy Pittman
~~15294 Surrey House Way~~
~~Centreville, VA 22020~~
~~(703) 802-1610~~
DOB: (b)(6)
SSN: (b)(6)

Wednesday: 7:45-5:00

6824 Derby Run Way
Gainesville, VA 20155
703-743-5314
Fx 703-743-5315

Joan Taylor
PO Box 213
Bakerton, WV 25410
(304) 876-3217
DOB: (b)(6)
SSN: (b)(6)

Mon: 1:30-6:30

Courtney Weiner
5318 Wriley Road
Bethesda, MD 20816
(301) 229-7908
DOB: (b)(6)
SSN: (b)(6)

Summer

Robert Mizani
11420 Beal Mountain Rd.
Potomac, MD 20854
(301) 983-8123

Friday