

# FOIA MARKER

This is not a textual record. This is used as an administrative marker by the Clinton Presidential Library Staff.

Folder Title:  
HIV Epidemic

Staff Office-Individual:  
NSC Admin-Dimel, Marsha

Original OA/ID Number:  
3054

Row:	Section:	Shelf:	Position:	Stack:
28	6	11	3	V

NATIONAL SECURITY COUNCIL

EDT

*Should I hold off sending this until after Will gets his copy.*

UNCLASSIFIED

MEMORANDUM FOR: SEE BELOW

FROM: Marsha L. Dimel  
(DIMEL)

SUBJECT: AIDS/HIV Education Training

The Administration is committed to ending the AIDS/HIV epidemic. All NSC payroll staff will attend mandatory AIDS/HIV education training. Each staff member will receive a memo from Mack McLarty's office expressing the need to follow through with this training.

Training will be held in the White House Office Conference Center, Truman Room, 3rd Floor, 726 Jackson Place. You have been scheduled as follows:

DATE	9AM - 11AM	1PM - 3PM
March 10	Wilma Hall Neil Bleicken Jane Baker	Sandra Kelly Elaine Mitsler Natalie Wozniak
March 15	Brook Darby Brian Merchant <i>Mary Quinn</i>	Roseanne Hill <del>Andrew Kerr</del>
March 16	<del>Brenda Hilliard</del> Lisa Salvetti	<del>Helen Pahlke</del> Elise Neil
March 17	Cathy Millison Ralph Bellamy	Chris George Marilyn Wilson
March 22	John Ficklin Ruth Stalcup	James Davis Wendy Gray
March 23	<del>Marsha Dimel</del> / <i>Cleveland</i> Sue Ramsay	Tom Sculimbrene <del>Mary Quinn</del> <i>Brenda Hilliard</i> <i>Andrew Kerr</i>
March 24	Bronya Clark Allison Wright	Jocelyn Argarin Patty Daniel
March 29	<del>Jean Hunerwadel</del> Betty Marshall <i>Helen Pahlke</i> <i>Marsha</i>	

*e*

Distribution:

FOR: Wilma G. Hall	( HALL )
FOR: Neil G. Bleicken	( BLEICKEN )
FOR: James E. Baker	( BAKER )
FOR: Sandra L. Kelly	( KELLYS )
FOR: Elaine M. Mitsler	( MITSLER )
FOR: Natalie S. Wozniak	( WOZNIAK )
FOR: M. Brooke Darby	( DARBY )
FOR: Brian Merchant	( MERCHANT )
FOR: Roseanne M. Hill	( HILLR )
FOR: Andrew S. Kerr	( KERR )
FOR: Brenda I. Hilliard	( HILLIARD )
FOR: Lisa Marie Salvetti	( SALVETTIL )
FOR: Helen Pahlke	( PAHLKE )
FOR: M. Elise Neil	( NEIL )
FOR: Cathy Millison	( MILLISON )
FOR: Ralph C. Bellamy	( BELLAMY )
FOR: Christopher George	( GEORGE )
FOR: Marilyn E. Wilson	( WILSONM )
FOR: John W. Ficklin	( FICKLIN )
FOR: O. Ruth Stalcup	( STALCUP )
FOR: James W. Davis	( DAVISJ )
FOR: Wendy E. Gray	( GRAY )
FOR: Martha S. Ramsay	( RAMSAY )
FOR: Thomas A. Sculimbrene	( SCULIMBRENE )
FOR: Mary E. Quinn	( QUINN )
FOR: Bronya H. Clark	( CLARKB )
FOR: Allison M. Wright	( WRIGHT )
FOR: Jocelyn D. Argarin	( ARGARIN )
FOR: Patty A. Daniel	( DANIEL )
FOR: Joan S. Hunerwadel	( HUNERWADEL )
FOR: Betty A. Marshall	( MARSHALL )

NATIONAL SECURITY COUNCIL

18-Feb-1994 15:13 EDT

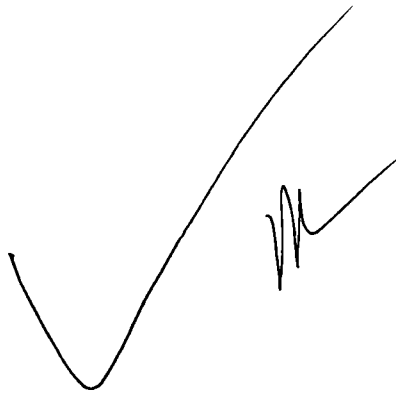
UNCLASSIFIED

MEMORANDUM FOR: Marsha L. Dimel ( DIMEL )

FROM: Joan S. Hunerwadel  
(HUNERWADEL)

SUBJECT: RE: AIDS/HIV Education Training

Marsha, I will not be here on March 29 -- I will be on leave.

A large handwritten checkmark is drawn over the text. To the right of the checkmark is a handwritten signature that appears to be 'MS'.

NATIONAL SECURITY COUNCIL

18-Feb-1994 16:01 EDT

UNCLASSIFIED

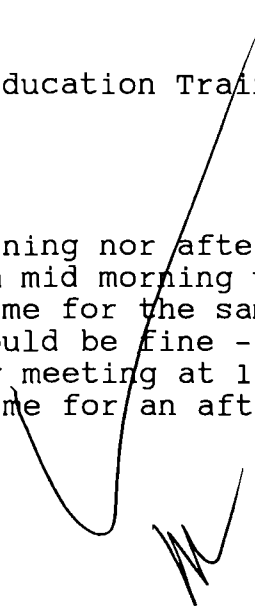
MEMORANDUM FOR: Marsha L. Dimel ( DIMEL )

FROM: Brenda I. Hilliard  
(HILLIARD)

SUBJECT: RE: AIDS/HIV Education Training

Marsha -

Sorry but March 16 neither morning nor afternoon is a good time for me. I have a Presidential event from mid morning until after 2 in the afternoon. March 17 is also not good for me for the same reason. At present any of the other days in the afternoon would be fine -- the mornings are not good since I have a Presidential scheduling meeting at 10:30 a.m. daily. Therefore, whatever you can do to reschedule me for an afternoon session would be appreciated. THANKS.



Call  
Ray Kozak |

8-11-88

12:36 p.m.

Ray will prepare a sample  
memo for agencies to put  
out to their staffs.

M. D. ix

NATIONAL SECURITY COUNCIL  
WASHINGTON D.C. 20506

**FILE**

February 18, 1994

ACTION

MEMORANDUM FOR NANCY E. SODERBERG

THROUGH: WILLIAM H. ITOH

FROM: J. ROBERT MANZANARES *JRM*

SUBJECT: HIV/AIDS Education Training ↓

The Administration has publicly declared their commitment to ending the HIV/AIDS epidemic. To insure that all EOP Agencies comply with the President's directive, Mary Beck's Office of Personnel Management has been tasked to schedule HIV/AIDS education training sessions. Toward this end every NSC payroll employee will receive a memo from Mack McLarty's office instructing them to attend a mandatory training session. Employees detailed to the NSC will receive training through their home agencies.

At Tab I is a tentative list of NSC support staff scheduled to attend the mandatory HIV/AIDS education training. Each individual has been contacted with the date and time of their training slotted on their calendars for their planning purposes.

At Tab II is a draft of the proposed memo that will be sent to each NSC staff member expressing the need to attend.

RECOMMENDATION

That you approve the attached listing for personnel to attend the HIV/AIDS training.

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

cc: Kristie Kenney

Attachments

Tab I Listing of support staff scheduled to attend training  
Tab II Draft of proposed memo from Mack McLarty to staff  
Tab III EOP memo from Director, Personnel Management

TRAINING SCHEDULE

DATE	9AM - 11AM	1PM - 3PM
March 10	Wilma Hall Neil Bleicken Jane Baker	Sandra Kelly Elaine Mitsler Natalie Wozniak
March 15	Brooke Darby Brian Merchant	Roseanne Hill Andrew Kerr
March 16	Brenda Hilliard Lisa Salvetti	Helen Pahlke Elise Neil
March 17	Cathy Millison Ralph Bellamy	Chris George Marilyn Wilson
March 22	John Ficklin Ruth Stalcup	James Davis Wendy Gray
March 23	Marsha Dimel Sue Ramsey	Tom Sculimbrene Mary Quinn
March 24	Bronya Clark Allison Wright	Jocelyn Argarin Patty Daniel
March 29	Joan Hunerwadel Betty Marshall	

**DRAFT**

MEMORANDUM FOR

FROM: MACK McLARTY  
CHIEF OF STAFF

SUBJECT: HIV/AIDS EDUCATION

This Administration is committed to end the human immunodeficiency virus (HIV) and acquired immune deficiency syndrome (AIDS) epidemic. As part of this commitment, the President requested that all staff of the Executive Office of the President (EOP) receive HIV/AIDS education.

In response to the President's request, the Office of Administration has arranged for an EOP education program. The program will provide basic facts about HIV, including AIDS and ways in which it can impact the workplace.

You have been scheduled to attend the program which will be held in the White House Office Conference Center, Truman Room, 3rd Floor, that will be offered at the time provided below. Attendance is mandatory. If you have any questions, please call the administrative office/contact in your agency.

**DRAFT**



EXECUTIVE OFFICE OF THE PRESIDENT  
 OFFICE OF ADMINISTRATION  
 Washington, D.C. 20503  
 February 9, 1994

MEMORANDUM FOR Bob Manzanares, NSC  
 ADMINISTRATIVE CONTACT

FROM: MARY COUTTS BECK  
 DIRECTOR  
 PERSONNEL MANAGEMENT DIVISION

*Ronnie Bell Calhoun for*

SUBJECT: Scheduling of HIV/AIDS Education Training

This is in follow up to the February 8, 1994 briefing on the HIV/AIDS initiative. In response to comments received during the briefing, we are assigning your agency specific slots to fill for each of the training sessions.

We ask that you assign staff to the sessions based on the numbers of slots allocated below and forward listings of the assignments to our office. We plan to notify employees of their scheduled attendance by memorandum (see attached draft memo). So that we may timely notify employees of their assigned session, we need to receive your listings of your supervisors/managers selected to fill the morning and afternoon time slots for March 1, 3, 8 and 9th by February 16th. For the nonsupervisory slot assignments, your employee listings must be received in our office by February 23rd. Work force printouts on supervisory and nonsupervisory staff for your agency is attached for your reference. Sessions and slots are identified below.

SUPERVISORY/MANAGERIAL TRAINING

Training for managers and supervisors has been tentatively been scheduled for:

DATES	SESSIONS/SLOTS ASSIGNED	
March 1	A.M. / 3	P.M. / 3
March 3	A.M. / 3	P.M. 3
March 8	A.M. / 3	P.M. / 2
March 9	A.M. / 2	P.M. / 0 (no afternoon session scheduled)

TIMES: There will be two offerings of the training on each of the above listed dates which are scheduled for:

9:00 a.m. - 12:00 p.m.  
 AND  
 1:00 p.m. - 4:00 p.m

LOCATION: White House Office Conference Center

**NONSUPERVISORY TRAINING**

Training for nonsupervisory staff has been tentatively scheduled for:

<b>DATES</b>	<b>SESSIONS/SLOTS ASSIGNED</b>	
March 10	A.M. / 3	P.M. / 3
March 15	A.M. / 2	P.M. / 2
March 16	A.M. / 2	P.M. / 2
March 17	A.M. / 2	P.M. / 2
March 22	A.M. / 2	P.M. / 2
March 23	A.M. / 2	P.M. / 2
March 24	A.M. / 2	P.M. / 2
March 29	A.M. / 2	P.M. / 2
[ March 30	A.M. / 0	P.M. / 0 ] - No sessions currently planned for this date.

**TIMES:** There will be two offerings of the training on each of the above listed times which are scheduled for:

9:00 a.m. - 11:00 a.m.  
AND  
1:00 p.m. - 3:00 p.m

**LOCATION:** White House Office Conference Center

If you have any questions or need additional information, please call Sharon Solomon (53996) or Ann Calhoun (55890).

**Attachments**

NATIONAL SECURITY COUNCIL  
WASHINGTON, D.C. 20506

February 16, 1994

FILE

ACTION

MEMORANDUM FOR NANCY E. SODERBERG

THROUGH: WILLIAM H. ITOH  
FROM: J. ROBERT MANZANARES *JRM*  
SUBJECT: HIV/AIDS Education Training

The Administration has publicly declared their commitment to ending the HIV/AIDS epidemic. To insure that all EOP Agencies comply with the President's directive, Mary Beck's Office of Personnel Management has been tasked to schedule HIV/AIDS education training sessions. Toward this end every NSC payroll employee will receive a memo from Mack McLarty's office instructing them to attend a mandatory training session. Employees detailed to the NSC will receive training through their home agencies.

At Tab I is a tentative list of NSC supervisors scheduled to attend the mandatory HIV/AIDS education training. Each individual has been contacted with the date and time of their training slotted on their calendars for their planning purposes. A schedule for nonsupervisory NSC personnel will be provided by February 18th.

At Tab II is a draft of the proposed memo that will be sent to each NSC supervisor expressing the need to attend.

RECOMMENDATION

That you approve the attached listing for personnel to attend the HIV/AIDS training.

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

## Attachments

Tab I Listing for Supervisors to attend training  
Tab II Draft of proposed memo from Mack McLarty to staff  
Tab III EOP memo from Director, Personnel Management

TRAINING SCHEDULE

DATE		9AM - 12PM	1PM - 4PM
March 1		<del>Tenet, George</del> Harris, Elisa Walker, Jenonne	Schwartz, Eric Danvers, Bill Darragh, Sean
March 3		Rice, Susan <del>Indyk, Martin</del> Wilson, Ernest	<del>Bell, Robert</del> <b>LEARY, BILL</b> Van Eron, G.
March 8	<i>Tenet, G.</i> <del><i>Indyk</i></del>	Gottemoeller, Rose Rosner, Jeremy Feinberg, Richard	<del>Leary, Bill</del> <b>BELL, ROBERT</b> Eric Liu
March 9		Schifter, Richard <i>Indyk</i>	

# DRAFT

MEMORANDUM FOR

FROM: MACK McLARTY  
CHIEF OF STAFF

SUBJECT: HIV/AIDS EDUCATION

This Administration is committed to end the human immunodeficiency virus (HIV) and acquired immune deficiency syndrome (AIDS) epidemic. As part of this commitment, the President requested that all staff of the Executive Office of the President (EOP) receive HIV/AIDS education.

In response to the President's request, the Office of Administration has arranged for an EOP education program. The program will provide basic facts about HIV, including AIDS and ways in which it can impact the workplace.

You have been scheduled to attend the program which will be held in the White House Office Conference Center, Truman Room, 3rd Floor, that will be offered at the time provided below. Attendance is mandatory. If you have any questions, please call the administrative office/contact in your agency.

# DRAFT



EXECUTIVE OFFICE OF THE PRESIDENT  
 OFFICE OF ADMINISTRATION  
 Washington, D.C. 20503  
 February 9, 1994

MEMORANDUM FOR Bob Manzanares, NSC  
 ADMINISTRATIVE CONTACT

FROM: MARY COUTTS BECK *Ronis Beth Calhoun for*  
 DIRECTOR  
 PERSONNEL MANAGEMENT DIVISION

SUBJECT: Scheduling of HIV/AIDS Education Training

This is in follow up to the February 8, 1994 briefing on the HIV/AIDS initiative. In response to comments received during the briefing, we are assigning your agency specific slots to fill for each of the training sessions.

We ask that you assign staff to the sessions based on the numbers of slots allocated below and forward listings of the assignments to our office. We plan to notify employees of their scheduled attendance by memorandum (see attached draft memo). So that we may timely notify employees of their assigned session, we need to receive your listings of your supervisors/managers selected to fill the morning and afternoon time slots for March 1, 3, 8 and 9th by February 16th. For the nonsupervisory slot assignments, your employee listings must be received in our office by February 23rd. Work force printouts on supervisory and nonsupervisory staff for your agency is attached for your reference. Sessions and slots are identified below.

SUPERVISORY/MANAGERIAL TRAINING

Training for managers and supervisors has been tentatively been scheduled for:

DATES	SESSIONS/SLOTS ASSIGNED	
March 1	A.M. / 3	P.M. / 3
March 3	A.M. / 3	P.M. 3
March 8	A.M. / 3	P.M. / 2
March 9	A.M. / 2	P.M. / 0 (no afternoon session scheduled)

**TIMES:** There will be two offerings of the training on each of the above listed dates which are scheduled for:

9:00 a.m. - 12:00 p.m.  
 AND  
 1:00 p.m. - 4:00 p.m

**LOCATION:** White House Office Conference Center

**NONSUPERVISORY TRAINING**

Training for nonsupervisory staff has been tentatively scheduled for:

<b>DATES</b>	<b>SESSIONS/SLOTS ASSIGNED</b>	
March 10	A.M. / 3	P.M. / 3
March 15	A.M. / 2	P.M. / 2
March 16	A.M. / 2	P.M. / 2
March 17	A.M. / 2	P.M. / 2
March 22	A.M. / 2	P.M. / 2
March 23	A.M. / 2	P.M. / 2
March 24	A.M. / 2	P.M. / 2
March 29	A.M. / 2	P.M. / 2
[ March 30	A.M. / 0	P.M. / 0 ] - No sessions currently planned for this date.

**TIMES:** There will be two offerings of the training on each of the above listed times which are scheduled for:

9:00 a.m. - 11:00 a.m.  
AND  
1:00 p.m. - 3:00 p.m

**LOCATION:** White House Office Conference Center

If you have any questions or need additional information, please call Sharon Solomon (53996) or Ann Calhoun (55890).

Attachments

NAME	SUPV CODES LABELLED	POS TITLE	GRADE	CTR
✓ ✓ TENET, GEORGE J	SUPERVISOR	SPECIAL ASSISTANT TO THE PRESIDENT FOR NATIONAL SECURITY	00	1
✓ ✓ SCHWARTZ, ERIC P	SUPERVISOR	SENIOR DIRECTOR, GLOBAL AND MULTINATIONAL AFFAIRS	00	1
✓ ✓ HARRIS, ELISA D	SUPERVISOR	DIRECTOR OF DEFENSE AND NONPROLIFERATION	00	1
✓ ✓ SÖDERBERG, NANCY E	SUPERVISOR	SPECIAL ASST TO THE PRES FOR NATL SEC AFFRS & STAFF DIR	00	1
✓ ✓ GOTTEMOELLER, ROSE E	SUPERVISOR	DIRECTOR, RUSSIAN, UKRAINIAN, AND EURASIAN AFFAIRS	00	1
✓ ✓ WALKER, JENONNE R	SUPERVISOR	SP AST TO THE PRES FOR NATL SEC AFFRS & SR DIR, EUROPEAN AFFR	00	1
✓ ✓ BELL, ROBERT G	SUPERVISOR	SPECIAL ASSISTANT TO THE PRESIDENT FOR NATIONAL SECURITY	00	1
✓ ✓ INDYK, MARTIN S	SUPERVISOR	SPECIAL ASST TO THE PRESIDENT FOR NATIONAL SECURITY AFFAIRS	00	1
✓ ✓ WILSON, ERNEST J III	SUPERVISOR	DIRECTOR FOR FOREIGN ASSISTANCE	00	1
✓ ✓ RICE, SUSAN E	SUPERVISOR	DIRECTOR OF INTERNATIONAL ORGANIZATIONS & PEACEKEEPING	00	1
✓ ✓ <del>DARRAUGH, SEAN J</del>	<del>SUPERVISOR</del>	<del>DEPUTY EXECUTIVE SECRETARY</del>	15	1
✓ ✓ FICKLIN, JOHN W Z	SUPERVISOR	DEPUTY DIRECTOR, RECORDS MANAGEMENT	13	1
✓ ✓ BELLAMY, RALPH C Z	SUPERVISOR	SUPERVISOR, DISTRIBUTION SERVICES	10	1
✓ ✓ <del>AVIS, WALTER E Z</del>	<del>SUPERVISOR</del>	ASST DIRECTOR FOR CORRESPONDENCE SYSTEMS, RECORDS MGMT	09	1

14

TOTAL BY GROUP:

14

- ✓ Leary
- ✓ Rosner
- ✓ Liu
- ✓ Schister
- ✓ Meran
- ✓ Darwell
- ✓ Feinberg
- ✓ Vaneron

12/09/93

NATL SECURITY COUNCIL  
SUPERVISOR REPORT  
AS OF DECEMBER 04, 1993

PAGE 73

NAME	SUPV CODES LABELLED	POS TITLE	GRADE	CTR
DAVIS JR, JAMES W	MANAGER	CHIEF, INFORMATION LIAISON	11	1
TOTAL BY GROUP:	1			1

12/09/93

NATL SECURITY COUNCIL  
SUPERVISOR REPORT  
AS OF DECEMBER 04, 1993

NAME	SUPV CODES LABELLED	POS TITLE	GRADE	CTR
VANERON, GEORGE	SUPERVISOR (CSRA)	DIRECTOR, NSC SECRETARIAT	15	1
PAHLKE, HELEN	SUPERVISOR (CSRA)	DEPUTY DIRECTOR/PERSONNEL MGMT	14	1
HALL, WILMA G	SUPERVISOR (CSRA)	SECRETARY (STENOGRAPHY)	13	1
MERCHANT, BRIAN T	SUPERVISOR (CSRA)	DEPUTY DIRECTOR, NSC SECRETARIAT	13	1
				4
TOTAL BY GROUP:	4			

NAME	SUPV CODES LABELLED	POS TITLE	GRADE	CTR
FEINBERG,RICHARD E	ALL OTHER POSITIONS	SPEC ASST TO THE PRESIDENT FOR NAT'L SECURITY AFFRS & SR DIR	00	1
MENAN,NANCY V	ALL OTHER POSITIONS	SR DIRECTOR, INFORMATION MANAGEMENT & DISCLOSURE DIRECTORATE	00	1
SCHIFTER,RICHARD	ALL OTHER POSITIONS	SPECIAL ASSISTANT TO THE PRESIDENT AND COUNSELOR	00	1
GROSS,DONALD G	ALL OTHER POSITIONS	DIRECTOR, LEGISLATIVE AFFAIRS	15	1
LIU,ERIC P	ALL OTHER POSITIONS	DIRECTOR,LEGISLATIVE AFFAIRS NATIONAL SECURITY COUNCIL	14	1
WOZNIAK,NATALIE S	ALL OTHER POSITIONS	EXECUTIVE ASSISTANT	12	1
CLARK,BRONYA H	ALL OTHER POSITIONS	BUDGET ANALYST	12	1
HILLIARD,BRENDA I	ALL OTHER POSITIONS	SPECIAL ASSISTANT TO THE EXECUTIVE SECRETARY	12	1
MILLISON,CATHY L	ALL OTHER POSITIONS	SPECIAL ASSISTANT TO THE DEPUTY EXECUTIVE SECRETARY	12	1
MITSLER,ELAINE M	ALL OTHER POSITIONS	ADMINISTRATIVE ASSISTANT	11	1
KELLY,SANDRA L	ALL OTHER POSITIONS	ADMINISTRATIVE SUPPORT ASSISTANT	11	1
GRAY,WENDY E	ALL OTHER POSITIONS	ADMINISTRATIVE SUPPORT ASSISTANT	11	1
MARSHALL,BETTY A	ALL OTHER POSITIONS	ADMINISTRATIVE SUPPORT ASSISTANT	11	1
HILL,ROSEANNE MARIE	ALL OTHER POSITIONS	ADMINISTRATIVE SUPPORT ASSISTANT	10	1
BLIEBERGER,MARION HOLLOWAY	ALL OTHER POSITIONS	ADMINISTRATIVE ASSISTANT	10	1
DANIEL,PATTY A	ALL OTHER POSITIONS	SECRETARY (STENOGRAPHY)	10	1
DARBY,M BROOKE	ALL OTHER POSITIONS	SPECIAL ASST TO THE STAFF DIRECTOR, NAT'L SECURITY COUNCIL	10	1
WILSON,MARILYN E	ALL OTHER POSITIONS	ADMINISTRATIVE ASSISTANT, ASIAN AFFAIRS	10	1
STALCUP,O RUTH	ALL OTHER POSITIONS	SECRETARY (STENOGRAPHY)	10	1
HUNERWADEL,JOAN S	ALL OTHER POSITIONS	SECRETARY	10	1
WRIGHT,ALLISON M	ALL OTHER POSITIONS	ADMINISTRATIVE ASSISTANT	09	1
QUINN,MARY E	ALL OTHER POSITIONS	SECRETARY (TYPING)	09	1
SALVETTI,LISA M	ALL OTHER POSITIONS	TECHNICAL INFORMATION SPECIALIST	09	1
RAMSAY,MARTHA SUE	ALL OTHER POSITIONS	SECRETARY (TYPING)	09	1

NAME	SUPV CODES LABELLED	POS TITLE	GRADE	CTR
NEIL, MARY ELISE	ALL OTHER POSITIONS	ADMINISTRATIVE ASSISTANT	09	1
JORDAN, THELMA M	ALL OTHER POSITIONS	SECRETARY	09	1
BAKER, JANE E	ALL OTHER POSITIONS	INFORMATION ASSISTANT (TYPING)	08	1
GEORGE, CHRISTOPHER L	ALL OTHER POSITIONS	INFORMATION ASSISTANT (TYPING)	08	1
BLEICKEN, NEIL G	ALL OTHER POSITIONS	INTELLIGENCE RESEARCH SPECIALIST (INTERN)	07	1
ARGARIN, JOCELYN D	ALL OTHER POSITIONS	STAFF INFORMATION ASSISTANT (TYPING)	07	1
SCULIMBRENE, THOMAS A	ALL OTHER POSITIONS	STAFF INFORMATION ASSISTANT (TYPING)	07	1
METZ, MARY E	ALL OTHER POSITIONS	STAFF INFORMATION ASSISTANT (TYPING)	07	1
DIMEL, MARSHA L	ALL OTHER POSITIONS	SECRETARY (TYPING)	07	1
KERR, ANDREW S	ALL OTHER POSITIONS	STAFF INFORMATION ASSISTANT (TYPING)	07	1

34

TOTAL BY GROUP:

34

NATIONAL SECURITY COUNCIL  
WASHINGTON, D.C. 20506

February 18, 1994

ACTION

MEMORANDUM FOR NANCY E. SODERBERG

THROUGH: WILLIAM H. ITOH *WHS*  
FROM: J. ROBERT MANZANARES *JRM*  
SUBJECT: HIV/AIDS Education Training ↓

The Administration has publicly declared their commitment to ending the HIV/AIDS epidemic. To insure that all EOP Agencies comply with the President's directive, Mary Beck's Office of Personnel Management has been tasked to schedule HIV/AIDS education training sessions. Toward this end every NSC payroll employee will receive a memo from Mack McLarty's office instructing them to attend a mandatory training session. Employees detailed to the NSC will receive training through their home agencies.

At Tab I is a tentative list of NSC support staff scheduled to attend the mandatory HIV/AIDS education training. Each individual has been contacted with the date and time of their training slotted on their calendars for their planning purposes.

At Tab II is a draft of the proposed memo that will be sent to each NSC staff member expressing the need to attend.

RECOMMENDATION

That you approve the attached listing for personnel to attend the HIV/AIDS training.

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

cc: Kristie Kenney

Attachments

Tab I Listing of support staff scheduled to attend training  
Tab II Draft of proposed memo from Mack McLarty to staff  
Tab III EOP memo from Director, Personnel Management

## NATIONAL SECURITY COUNCIL

WASHINGTON, D.C. 20506

February 16, 1994

ACTION

MEMORANDUM FOR NANCY E. SODERBERG

THROUGH: WILLIAM H. ITOH *W*

FROM: J. ROBERT MANZANARES *JRM*

SUBJECT: HIV/AIDS Education Training

The Administration has publicly declared their commitment to ending the HIV/AIDS epidemic. To insure that all EOP Agencies comply with the President's directive, Mary Beck's Office of Personnel Management has been tasked to schedule HIV/AIDS education training sessions. Toward this end every NSC payroll employee will receive a memo from Mack McLarty's office instructing them to attend a mandatory training session. Employees detailed to the NSC will receive training through their home agencies.

At Tab I is a tentative list of NSC supervisors scheduled to attend the mandatory HIV/AIDS education training. Each individual has been contacted with the date and time of their training slotted on their calendars for their planning purposes. A schedule for nonsupervisory NSC personnel will be provided by February 18th.

At Tab II is a draft of the proposed memo that will be sent to each NSC supervisor expressing the need to attend.

RECOMMENDATION

That you approve the attached listing for personnel to attend the HIV/AIDS training.

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Attachments

Tab I Listing for Supervisors to attend training  
 Tab II Draft of proposed memo from Mack McLarty to staff  
 Tab III EOP memo from Director, Personnel Management