

FOIA MARKER

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Subgroup/Office of Origin: Council on Environmental Quality
Series/Staff Member: Kathleen (Katie) McGinty
Subseries: [Correspondence]

OA/ID Number: 2257
FolderID:

Folder Title:
Administrative: Agency Representatives

Stack:	Row:	Section:	Shelf:	Position:
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Types of Personnel

See pg 2
for agency
left

1. Executive Office of the President Payroll Employees

Regular full time or hourly staff paid from EOP payroll accounts.

2. Reimbursable Detailees

Staff temporarily assigned to performed an EOP function, a job different from their normal duties at their home agencies, who will return to their normal duties at the end of the detail. Because they are performing an EOP function, the EOP reimburses their agencies.

Example: The Chair of the CEA asks the Secretary of Treasury to send an urban economics expert to assist with a CEA project.

3. Non-Reimbursable Detailees

Staff temporarily assigned to do a function of their own agencies (e.g. a Dept. of Justice staffer doing DOJ work), but a job different from their normal duties at their home agencies, who will return to their normal duties at the end of their details. Because they are performing the work of their home agencies, and not EOP functions, they are not reimbursable.

Example: The Secretary of State decides to send a Central Europe expert to the NSC to work on a Central Europe policy project.

4. Assignees

having a duty station at the WH
Assignees are staff assigned to performed the normal duties of their own permanent jobs in their own agencies but who are performing these jobs, permanently or temporarily, in the EOP because the location is appropriate.

Example: Because Barbara Bush focused on literacy, a Dept. of Education staffer who would have been coordinating literacy efforts at the DOE, came and worked that same job here.

5. Presidential Management Interns

The Office of Personnel Management (OPM) manages this program in which Public Policy school graduates are given rotating positions in different federal agencies.

6. White House Fellows

There are very few of these. They are non-federal government employees who are given temporary placements throughout the federal government through the President's Commission on White House Fellows.

People who count

7. Historically Provided Services

These staff performs jobs which have historically been provided by their agencies for the EOP.

Example: National Park Service employees maintaining the grounds; Military Office staff; Post Office staff, etc.

8. Student Interns

9. Senate Employees

On the VP's staff.

10. Other Professional Government Programs

short rotations

Executive Potential Program or Women's Executive Program – these OPM Programs rotate career staff for 60 days into different agencies to enhance their career & experience; the program participants solicit their own rotations.

11. IPAs

Intergovernmental Personnel Act personnel – through arrangements with state or local governments or governmental orgs. or universities or OPM-approved non-profits (tend to be research/public advisory types of groups), EOP agencies can accept professors & employees of state or local governments or non-profits for periods of up to two years – either for free or in return for a lump sum payment from the EOP. ♥ NGOs,
NON-PROFIT

*Beth Nolan
Jennifer OC } have lists of orgs*

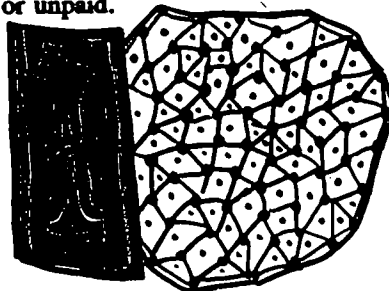
12. Agency Representatives

These are staff who as part of their regular duties of their permanent jobs, are assigned to represent their agency as a member of a Task Force, Board, Council or Committee.

Example: Staff of the Health Care working groups.

13. Volunteers

Paid (by another organization) or unpaid.



People who don't count

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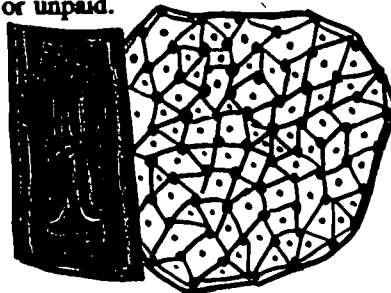
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October 25, 1993

Kurt Zwalley
Office on Environmental Policy
Old Executive Bldg., Rm 360
Washington DC 20501

Dear Mr. Zwalley:

Thank you for taking the time to read this letter and the enclosed information. I am writing to you to discuss the possibility of me doing an assignment in your office. I am in the Women's Executive Leadership(WEL) FY93 program sponsored by the Office of Personnel Management(OPM). The WEL program requires their participants to do at least two developmental assignments outside their present organization. I am writing to you to express my interest in doing an assignment in your office.

I have enclosed my resume and a one page information sheet about the WEL program objectives. I have a great desire to learn more about your organization and how the new administration is managing environmental issues. I am a strong supporter of environmental stewardship and feel that I could contribute a great deal to your office.

My first developmental assignment is with HQ DA, Army Environmental Office, September-December 1993. This assignment is allowing me to learn about Federal Environmental Policy, Regulation, and Army Environmental Guidance. If you are interested in me doing an assignment with your office I would propose a sixty or ninety day assignment starting February 14, 1994. However, I am flexible and am willing to negotiate assignment dates that would accommodate both our schedules. All developmental assignments that I do are paid for by my agency.

I would welcome the opportunity to meet with you personally to discuss this further. I look forward to talking with you again to schedule a personal interview at your convenience. I will call you in the next couple of weeks to see if we might schedule a meeting at that time. If you need to reach me before then, I can be reached at 703-696-8078.

Sincere regards,

Robin D. Mills

Robin D. Mills

Possible Agent rep
for Seattle
Office

ROBIN D. MILLS

15453 Windsong Lane, Montclair, VA 22026

Telephone: (703) 680-4743

SUMMARY OF QUALIFICATIONS

- More than 5 years experience as a project engineer. Responsible for research and development for the acquisition and fielding of fuel and water logistics equipment for the federal government. Experienced in DOD acquisition process, contract management and Federal and Army Regulations. Proven successful project manager. Responsible, self-motivated, and very experienced in written and oral communications.

PROFESSIONAL EXPERIENCE

Project Engineer, U.S. Army Belvoir Research, Development & Engineering Center, Fort Belvoir, VA 22060-5606

July 1988-Present

- Managed projects involving the design and development of military tactical petroleum distribution equipment
- Designed, developed and marketed a system to improve the logistics planning process for the construction of military pipeline systems
- Familiar with Geographical Information Systems(GIS) technology and Defense Mapping Agency(DMA) digital map products
- Tested and provided support for 600 GPM Reverse Osmosis Water Purification Unit Cleaning Study
- Tested the Army's petroleum laboratory fume hoods for safety and environmental compliance, resulting in the redesign of several laboratories
- Prepared Statements of Work(SOW), cost estimates, trade-off analysis, contract packages, and Operations Research Studies
- Designed computer surveillance analysis for pipeline systems, quantitative and qualitative analysis for best technical approach, and performed several market surveys
- Served as Contracting Officer's Technical Representative(COTR) on several Army contracts
- Confident, successful public speaker. Responsible for marketing and briefing several major projects to upper management, military officials, public officials and others for continued support and future funding

Project Engineer, Michael Baker Engineers, Alexandria VA.

Jan 1988-July 1988

- Analyzed technical data packages for various counties and cities who requested changes in their flood delineations, spill-ways, levees, and flood status
- Learned the HEC-1 and HEC-2 hydrology and hydraulic software packages
- Prepared technical letters of response to city and county officials about their proposed flood changes

EDUCATION

George Washington University, Washington, D.C.

1989-1991 **Masters in Engineering Management(EMgt)**-Marketing of Technology

Final Paper: "A Study for the Storage/Disposal of Spent Nuclear Fuel"

U.S. Army Belvoir Research, Development and Engineering Center

1988-1993 Completed over 200 hours of Technical and Government Training

Old Dominion University, Norfolk, VA.

1983-1987 **Bachelor of Science in Civil Engineering(BSCE)**-Water Resources/Environmental

PERSONAL BACKGROUND

Member, National Society of Civil Engineers
Certified Instructor, Aerobics & Step Aerobics
Recipient, Commanders Award for Exceptional Performance
Member, Belvoir Health and Fitness Committee

References Available Upon Request

WOMEN'S EXECUTIVE LEADERSHIP PROGRAM OBJECTIVES

The objectives of the Women's Executive Leadership Program are --

- To encourage Federal departments and agencies to prepare talented employees for managerial positions at an earlier stage of their careers.
- To provide training and developmental experiences needed by supervisors, managers, and executives for successful job performance.
- To provide participants an opportunity to assess their potential and interest in careers as future supervisors, managers, and executives, and to provide the kinds of job-relevant knowledges, skills, and abilities that will enhance their success.
- To provide participants with a broad overview of careers in which their specialty exists or where they would like to receive experience.
- To provide participants with an opportunity to observe supervisors, managers, and executives as role models in the work setting.