

FOIA MARKER

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Collection/Record Group: Clinton Presidential Records
Subgroup/Office of Origin: Council on Environmental Quality
Series/Staff Member: Kathleen (Katie) McGinty
Subseries: [Correspondence]

OA/ID Number: 2257
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Folder Title:
Administrative: Staffing

Stack:	Row:	Section:	Shelf:	Position:
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October 27, 1993

MEMORANDUM FOR CONNIE HOLMBERG

FROM: KURT ZWALLY

SUBJECT: OEP STAFF AND FAMILY DATA

Things have changed up here a little since you asked for this information this summer, and I wanted you to be kept up to speed. This is the most recent list of our staff and their families.

Katie McGinty.....Deputy Assistant to the President
.....Director
14 5th Street, N.E.
Washington, DC 20002
Fiance - Karl Hausker

Cathy Zoi.....Chief of Staff
.....Deputy Director
3130 N. 5th Street
Arlington, VA 22201
Spouse: Robin Roy
Children: Wyatt 4 & Susha 2

Dan Blank.....Associate Director for International
Trade and Development
Hm#....202/797-9068
2831 28th Street, N.W. #41
Washington, DC 20008

Linda Breggin.....Associate Director for Solid & Toxic
Waste, Education and Equity
Hm#....202/362-8183
2719 Ordway St. NW Apt. 2
Washington, DC 20008

Marc Chupka.....Energy, Air, & Transportation
Hm#....202/232-3212
2032 Belmont Road NW #111
Washington, DC 20009
Spouse: Lois Trojan

David Doniger.....Associate Director for Global Environment
Hm#....202/462-1929
California Ave, N.W.
Washington, DC

Spouse: Lisa Jorgensen
Children: Perrin , Cynthia , William

Brian Johnson..... Special Assistant for Environmental Technologies and Procurement
Hm#....202/775-9352
1406 1/2 21st Street, NW
Washington, DC 20036
Spouse: Brenda Toineeta

Keith Laughlin..... Associate Director for Sustainable Development
Hm#....202/363-4478
3905 Military Rd, NW
Washington, DC 20015
Spouse: Juliet Zucker
Children: Jana 7 & Jake 4

Trey Lindseth.....Special Assistant for Correspondence
Hm#....202/547-7764
136 B 12th Street SE
Washington, DC 20003

Will Stelle..... Associate Director for Natural Resources
Hm#..... 202/482-5181
137 Kentucky Ave., SE
Washington, DC 20003
Spouse: Claudia Widorry
Children: George 8, Adam 6, Sam 3

Matt Riorden..... Executive Assistant to the Chief of Staff
Hm#..... 202/547-2143
632 F Street NE
Washington, DC 20002

Beth Viola..... Executive Assistant to the Director
Hm#..... 703/461/6939
215 Century Place #1306
Alexandria 22304

FORMER OEP STAFF

David Cottingham.....Associate Director for Natural Resources
Hm#....202/966-8678
2914 Kanawha Street, N.W.
Washington, DC 20015
Wife: Anne

Children: Caitlin 9 & Laura 7

Ken Connolly.....Presidential Management Intern

Hm#....202/965-2266
3236 Reservoir Road, NW
Washington, DC 20007

Christian Marsh.....Executive Assistant to the Director

Hm#....202/232-8365
1920 New Hampshire Avenue
Washington, DC 20009

**Pam McElwee.....Special Assistant for Congressional and
Public Affairs**

Hm#....913-843-4164

**Alexander MacDonaldAssociate Director for Environmental
(Sandy) Education**

Hm#....703/671-1079

Kurt Zwally.....Executive Assistant to the Chief of Staff

Hm#....202/244-5473
1214 Tucker Lane
Ashton, MD 20861

THE WHITE HOUSE

WASHINGTON

January 28, 1994

MEMORANDUM FOR MACK McLARTY

FROM: KATIE MCGINTY

SUBJECT: OEP Staff Listing

The following is an updated version of that information since the most recent staff changes.

Katie McGinty.....Deputy Assistant to the President & Director

ext..... 6224
direct ext..... 6454
Room 360 OEOb
FAX # x2710
Emergency FAX #.... x6474
Pager #..... 6661
Cell phone.. 202/494-9737
Hm#..... 202/547-1090

Cathy Zoi.....Deputy Director & Chief of Staff

ext..... 6530
Room..... 360
Cell phone...202/365-8293
Pager -Not WHCA- 773-2551
Hm#.....703/522-8792

Dan Blank..... Associate Director for International Trade and Development

ext.....6543
Room..... 357B
Hm#..... .202/797-9068

Linda Breggin..... Associate Director for Toxics & Environmental Education

ext..... 6549
Room..... 357C
Hm#.....202/362-8183

Marc Chupka..... Associate Director for Air, Energy & Transportation

ext..... 6551
Room..... 354
Hm#..... 202/232-3212

David Doniger..... Associate Director for the Global Environment
 ext..... (395)6938
 Room..... 361-A
 Hm#..... 202/462-1929
 fax.....202/395-5695

Brian Johnson..... Special Assistant for Environmental Technologies and Procurement
 ext..... 6542
 Room..... 357B
 Hm#.....202/775-9352

Keith Laughlin..... Associate Director for Sustainable Development
 ext..... 6550
 Room..... 356
 Hm#..... 202/363-4478

Trey Lindseth..... Special Assistant for Correspondence
 ext..... 6531
 Room..... 358
 Hm#..... 202/547-7764

Beth Viola..... Executive Assistant to the Director
 ext.....6533
 Room.....358
 Hm#.....703/461/6939

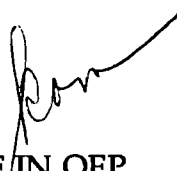
Will Stelle..... Associate Director for Natural Resources
 et..... 6451
 Room..... 357
 Hm#..... 202/543-2304

Matt Riordan..... Executive Assistant to the Chief of Staff
 ext..... 6540
 Room..... 360
 Hm#..... 202/547/2143

THE WHITE HOUSE
WASHINGTON

SEPTEMBER 16, 1993

MEMORANDUM FOR DAVID WATKINS

FROM: KATIE MCGINTY 
SUBJECT: FULL TIME STAFF IN OEP

OEP is allocated from the office of Administration twelve (12) employee slots: 10 Full Time Equivalents, and two (2) agency detailees. The following is a list of OEP's Full Time Equivalents on the White House Payroll:

- Katie McGinty, Deputy Assistant to the President, and Director
- Cathy Zoi, Deputy Director, and Chief of Staff
- Keith Laughlin, Associate Director
- Will Stelle, Associate Director
- Marc Chupka, Associate Director
- David Doniger, Associate Director
- Brian Johnson, Special Assistant
- Trey Lindseth, Staff Assistant
- Christain Marsh, Staff Assistant
- Kurt Zwally, Staff Assistant

In addition, OEP has 2 positions which are currently filled by Federal Detailees that are not on our payroll. They are:

- David Cottingham, NOAA detailee
- Dan Blank, EPA detailee

Dan Blank's status will shift from non-reimbursable to reimbursable in October so that he will be on White House payroll starting 10/1/93. During FY93, OEP housed one PMI (Ken Connolly, EPA) who will be departing on September 30, 1993.

THE WHITE HOUSE
WASHINGTON

SEPTEMBER 16, 1993

MEMORANDUM FOR ALICE HONEA

FROM: KURT ZWALLY *KZ*
SUBJECT: SUPPORT FOR OEP INTERNS

As we discussed yesterday, the Office on Environmental Policy's small staff is accentuated by 10 graduate students, and OEP needs to support them with office space, computers, phones, etc.

Each of our Associate Directors has an intern to assist him/her in particular substantive environmental areas, and 3 other interns help me and other staff on research, correspondence and many other activities in which we are engaged in helping the President. OEP staff members depend on these interns to make significant substantive contributions, and we have been successful in attracting highly motivated people. (Attached is a list of our fall interns).

Andrea Rutledge is presently taking care of all of our needs.

OEP FALL 93 INTERNS

Michael Rucker, MA from Hopkins School of Adv. Internat'l Studies

Tobin Freed, 1993 Grad in Enviro Policy from UC Santa Cruz

Jessica Hirst, Stanford Grad 1993 in Enviro Policy

Aimee Christensen, 1991 Grad Smith Latin American Studies/Anthropology

Paul Joseph (P.J.) Simmons, Hopkins School of Adv. Internat'l Studies

Danielle Miller, 1992 Grad MI Enviro Policy and Behavior

Ranjeet Bhatia, 1993 Occidental Grad in Biology

Jennifer Colamonico, UC Davis Undergrad in International Relations and Italian

Michael Goergen, senior at SUNY College of Enviro Sci and Forestry

Ann Saurman, presently enrolled in Georgetown's Graduate Public Policy Program

THE WHITE HOUSE
WASHINGTON

October 21, 1993

MEMORANDUM FOR ALL OEP STAFF

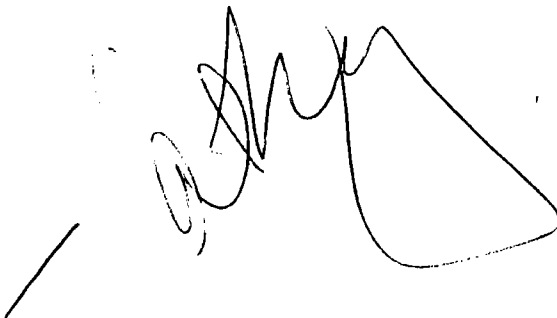
FROM: CATHY ZOI

SUBJECT: REMINDER ABOUT INTERNS AND PHONE/OFFICE DUTY

Attached is the phone/office duty schedule. As you know, this system for answering the phones and carrying out the many other essential office functions is the backbone of the office. Our flow of calls necessitates two interns be assigned to cover the phones at all times. If, in dire circumstances, you need your intern during their regularly scheduled phone duty time it is your responsibility to make sure the shift is covered by another intern, (i.e, you may negotiate with other staff members for a switch in shifts.)

This has been an issue lately, and as a phone result of shifts not being covered callers have not been able to get through to OEP. I have been barraged by complaints of unanswered calls or "10 rings before pick up" incidents. As you well know, not even perfectly designed environmental policy can be effective if people in this complex, in the agencies, on the Hill and in the press cannot get through to us. The phones are critical and they need to be well staffed.

By following the attached schedule and switching shifts when necessary, we can ensure the critical office functions are carried out efficiently and effectively. Thanks for all you help. As always, let me know if you have suggestions about how to make this system even better.

A handwritten signature in black ink, appearing to be 'Cathy Zoi', with a long horizontal line extending to the left.

cc: KM

PHONE AND OFFICE DUTY SCHEDULE

10/22

As you know, in addition to substantive work with the Associate Directors, interns have two half-day shifts of essential office functions each week. One half day of answering the White House phones in OEP, and one half day of general office support.

The intern on phone duty will sit at the reception desk, and the intern on office duty may sit at their regular desk. The shifts run from 9:00 - 1:30 and 1:30 - 6:00.

If you have office duty and nothing needs to be done at the moment, you may do other work while backing up on the phone. You should be prepared to drop your work and be available for the staff. *When you are on back up its extremely important to always tell Kurt and/or the intern on phone duty where you are, and coordinate with them when you need to leave the office for lunch or errands.*

In order to make everything function fairly and smoothly, I am proposing the following phone and office duty schedule.

<u>SHIFT</u>	<u>PHONE DUTY</u>	<u>OFFICE DUTY</u>
MONDAY <i>Staff Meeting</i> -	ROTATES	Danielle Miller
MONDAY 9-9:30/11-1:30 -	PJ Simmons	Danielle Miller
MONDAY PM -	Jessica Hirst	Ranjeet Bhatia
TUESDAY AM -	Danielle Miller	Michael Rucker
TUESDAY PM -	Jennifer Colamonico	Harriett Crosby
WEDNESDAY AM -	Tobin Freid	Michael Goergen
WEDNESDAY PM -	Aimee Christensen	Jessica Hirst
THURSDAY AM -	Michael Rucker	Jennifer Colamonico
THURSDAY PM -	Ranjeet Bhatia	Ann Saurman
FRIDAY AM -	Michael Goergen	Aimee Christensen
FRIDAY PM -	Ann Saurman	Tobin Freid

PHONE DUTY DURING THE STAFF MEETING

Ranjeet Bhatia SEPT 20, NOV 8	Tobin Freed OCT 25
Jessica Hirst SEPT 27, NOV 15	Danielle Miller NOV 1
Ann Saurman OCT 4, NOV 29	Michael Goergen OCT 8
Aimee Christensen OCT 11, DEC 6	Michael Rucker NOV 15
Jennifer Colamonico OCT 18	

Slots may be traded among the interns. You are responsible for getting someone to cover for you if you are on duty and are working on a time sensitive project. You may also switch shifts on a permanent basis if you have a regular conflict, just inform Kurt. With two shifts a week the essential office functions will run smoothly, and you will have the rest of the time to devote to substantive work for your staff member.

DETERMINED TO BE AN ADMINISTRATIVE THE WHITE HOUSE

MARKING INITIALS: MAY DATE: 1/4/2017 WASHINGTON
October 6, 1993

~~CONFIDENTIAL~~

MEMORANDUM FOR KATHLEEN MCGINTY

FROM: DAVID WATKINS *D. Watkins*
ASSISTANT TO THE PRESIDENT FOR
MANAGEMENT AND ADMINISTRATION

SUBJECT: FY 1994 Staff and Personnel Budgets for the Office
of Environmental Policy/Office of Policy Development

As we enter the new fiscal year your current office staff, as of October 1, 1993, consists of 10 full time payroll employees (FTEs) and 1 other government employee (OGEs). A current listing of your employees is attached.

The Office of Environmental Policy's cap is 10 FTEs and 2 OGEs. Your annualized salary level is ~~\$604,999~~ for FTEs and ~~\$80,000~~ for OGEs. This represents salaries only and does not include benefit costs for your employees. As you are aware, additions to your current staffing level must be cleared through my office. Such additions are on hold until you receive notice.

Please verify and confirm by initialing below and return the original to my office no later than Tuesday, October 12.

Verify and Confirm: _____

Date: _____

Attachments

cc: Patsy Thomasson
Brian Foucart
Alice Honea
Kelli McClure

Kelly said the FY93 staff were charging the suit and I said we were not told + she was going to check into it.

622,999 CE

Kelly noted changes

125 K CE

With these changes, this memo selects our current personnel budget. (my attached staff)

OEP

Chupka
Doniger
Laughlin
Lindseth
Marsh
Johnson
McGinty
Stelle
Zol
Zwally

10

40

\$70,000
\$73,000
~~\$72,000~~
\$25,000
\$20,000
\$40,000
\$100,000
\$99,999
\$85,000
~~\$20,000~~

85,000

25,000

~~\$20,000~~

\$2,571,499

Kelly's record reflected these charges

Cottino, Daniel

replaced with
Breggin, Linda (OGE)

622,999

\$0

update:

Blank, Daniel (OGE)

(has been with us

~~for~~ since February,

I'm surprised

he didn't

show up on this

(list)

We will send forms
in that will take care of
Dan + Linda.

For Assoc. Director
Solid Waste

To: DEP
SA Valdez

1. Jeannie Cervera
Region 9, Environmental Protection Agency
Office of Regional Counsel
Daughter of migrant farm workers
(415) 744-1351
2. Yvonne Campose
Brobeck, Phleger & Harrison,
550 W. C Street, Suite 1300
San Diego, California, 92101
(619) 234-1966
fax (234) 3848
3. Jennifer Hernandez
Head, Environmental Practice Group at
Graham & James
1 Maritime Plaza, Suite 300
San Francisco, California 94111
(415) 954-0286
fax: (415) 391-2493
4. Jose Uranga
In-house counsel at Aero-Jet
1940 Alabama Avenue
Rancho Cordova, California 95741-3530
(916) 351-8597
fax: 916-351-8665
5. Manuel L. Martinez
Holme Roberts & Owe L.L.C.
1700 Linclon, Suite 4100
Denver, CO 80203
(303) 861-7000
fax: (303) 321-4662
6. Karl Rabago
Texas Public Utilities Commissioner
7800 Shoal Creek Blvd.
Austin, TX 78757
(512) 458-0293

JD-Texas, LLM Paxs, 36 yrs. old
JAG practice, appt. by Gov. Ann Richards to PUX in 1992

7. Prof. Eileen Gauna
Southwestern Law School
675 South Westmoreland Ave.
Los Angeles, CA 900005
(213) 738-6700

JD, UNM: 40 years old
New Mexico Supreme Ct. Clerk
Teaches environmental law, (since 1990)
Private practice in NM

8. Prof. Arturo Gandara
University of California at Davis
King Hall
Davis, CA 95616-5201
(916) 752-0243

JD Yale, MBA-Harvard, Engineer, 49 years old
Rand Corp.
California Energy Commissioner
Private Practice, CA
Teaches energy law (since 1989)

9. Jose Allen
Skadden Arps
4 Embarcadero #3800
San Francisco, Calif 94111
(415) 984-6442
fax: (415) 984-2698

THE WHITE HOUSE

WASHINGTON

August 23, 1993

MEMORANDUM FOR DAVID WATKINS

FROM: KATIE MCGINTY

RE: STAFFING DECISIONS

This is to inform you that I have hired Will Stelle to be Associate Director for Natural Resources at the Office on Environmental Policy. He will take over this position from David Cottingham, a detailee from NOAA, who is joining the Department of Interior. Will is joining us from the House Committee on Merchant Marine and Fisheries. We agreed on a salary of \$99,999 per annum to begin on Sept. 7.

Thank you for your assistance in this matter. Please contact Kurt Zwally in my office regarding paperwork if necessary.

cc: Patsy Thomason
Andrea Routledge

*Please coordinate w/ Will so that his life/health/
vacation all transfers smoothly from the Committee per Cathy's
request.*

THE WHITE HOUSE
WASHINGTON

August 16, 1993

MEMORANDUM FOR DAVID WATKINS

FROM: KATIE MCGINTY 

RE: STAFF CHANGES AND SALARY ADJUSTMENTS

This is to inform you of a staff change at the Office on Environmental Policy. **Pam McElwee**, my Special Assistant, is leaving for graduate school and will be replaced by **Brian Johnson**. Brian's title will be Special Assistant for Environmental Technologies, as he will take on the task of coordinating work with other agencies on promotion and exports of environmental technologies, in addition to Pam's other duties. We agreed on a salary of \$40,000 per annum to begin August 31. Pam will terminate her employment August 31 as well.

In addition, as Cathy Zoi has discussed with Jennifer O'Connor, we will be adjusting the salaries of two of our current employees based on superior performance and dedicated service. We propose that **Keith Laughlin**, one of our senior-level Associate Directors, receive a salary adjustment from \$73,000 to \$85,000 per annum. Not only has Keith's contribution been outstanding during his tenure so far, this increment brings him back to the compensation he was receiving in his previous job on Capitol Hill. **Kurt Zwally** has also been an outstanding and dedicated employee and we would like to adjust his salary from \$20,000 to \$25,000 per annum.

As always, thanks for your attention to these personnel matters. Let me know how I can be of assistance in these or other efforts.

(filename: staffiss.oep)

OEP ISSUE AREAS

DIRECTOR

(McGinty)

COMMUNICATE WITH PRESIDENT AND VICE PRESIDENT

STRATEGIC PLANNING AND AGENDA SETTING

OUTREACH TO KEY CONSTITUENCIES

GUIDE AND MANAGE POLICY DEVELOPMENT

DEPUTY DIRECTOR AND CHIEF OF STAFF

(Zoi)

STRATEGIC PLANNING AND AGENDA SETTING

DAY-TO-DAY MANAGEMENT OF STAFF

CRISIS MANAGEMENT

INTERFACE WITH OTHER WHITE HOUSE OFFICES/INTERAGENCY

OUTREACH TO BUSINESS AND ENVIRONMENTAL COMMUNITIES

SPECIAL PROJECTS MANAGER (e.g. CEQ/EPA Cabinet)

ENVIRONMENTAL COMMERCE/TECHNOLOGIES

- o Assess opportunities and barriers
- o Identify target areas (pollution control and/or clean-up equipment, energy efficiency, renewable energy technologies)
- o Policy development
- o Program/Initiative Development
- o Monitor Progress
- o Spotlight Milestones

ASSOCIATE DIRECTOR FOR SUSTAINABLE DEVELOPMENT

(Laughlin)

SUSTAINABLE DEVELOPMENT [COMMISSION]

- o Assess opportunities and barriers
- o Identify target areas (overlaps with other substantive areas already listed)
- o Policy development

- o Program/Initiative Development
- o Monitor Progress
- o Spotlight Milestones

POLLUTION PREVENTION

- o Assess opportunities and barriers
- o Identify target areas (multi-media, air, water -- overlaps with other substantive areas already listed)
- o Policy development
- o Program/Initiative Development
- o Monitor Progress
- o Spotlight Milestones

FUNDING/BUDGETS

- o Assess "State of the Environmental Budget" (relative to risk, cost, political and social importance...)
- o Identify opportunities and barriers
- o Identify target areas
- o Policy development
- o Process/Strategy Development

ENVIRONMENTAL REPORTING

- o Assess opportunities and barriers
- o Identify target areas (overlaps with other substantive areas already listed)
- o Policy development
- o Program/Initiative Development
- o Monitor Progress
- o Spotlight Milestones

AGRICULTURE

- o Assess opportunities and barriers
- o Identify target areas (methane reduction/climate change, tree planting/climate change, food safety/integrated pest management...)
- o Policy development
- o Program/Initiative Development
- o Monitor Progress
- o Spotlight Milestones

DEFENSE

- o Assess opportunities and barriers
- o Identify target areas (base closure, clean-up, and conversion; military operations and pollution prevention; nuclear testing and disposal, ...)
- o Policy development
- o Program/Initiative Development
- o Monitor Progress
- o Spotlight Milestones

ASSOCIATE DIRECTOR FOR NATURAL RESOURCES

(Stelle)

FEDERAL LANDS

- o Assess opportunities and barriers
- o Identify target areas (mining, grazing, timber, wetlands...)
- o Policy development
- o Program/Initiative Development
- o Monitor Progress
- o Spotlight Milestones

COASTAL AND OCEAN MANAGEMENT

- o Assess opportunities and barriers
- o Identify target areas (beaches, fishing, estuaries, drilling, great lakes...)
- o Policy development
- o Program/Initiative Development
- o Monitor Progress
- o Spotlight Milestones

ECOSYSTEMS MANAGEMENT (INCLUDING WILDLIFE)

- o Assess opportunities and barriers
- o Identify target areas (process/methodology development, geographic areas to focus on...)
- o Policy development
- o Program/Initiative Development
- o Monitor Progress
- o Spotlight Milestones

CLEAN WATER

- o Assess opportunities and barriers
- o Identify target areas (drinking water, rivers/streams, lakes, estuaries/wetlands, hydropower, oceans...)
- o Policy development
- o Program/Initiative Development
- o Monitor Progress
- o Spotlight Milestones

ASSOCIATE DIRECTOR FOR AIR, ENERGY, AND TRANSPORTATION

(Chupka)

CLEAN AIR

- o Assess opportunities and barriers
- o Identify target areas (urban smog, acid rain, indoor air, stratospheric ozone, greenhouse gases, toxic fumes, pollution prevention...)

- o Policy development
- o Program/Initiative Development
- o Monitor Progress
- o Spotlight Milestones

ENERGY

- o Assess opportunities and barriers
- o Identify target areas (climate change, energy taxes...)
- o Policy development
- o Program/Initiative Development
- o Monitor Progress
- o Spotlight Milestones

TRANSPORTATION

- o Assess opportunities and barriers
- o Identify target areas (climate change, energy taxes, mass transit, commuter policies...)
- o Policy development
- o Program/Initiative Development
- o Monitor Progress
- o Spotlight Milestones

ASSOCIATE DIRECTOR FOR SOLID AND TOXIC WASTE, EDUCATION AND EQUITY (vacant)

SOLID AND TOXIC WASTES

- o Assess opportunities and barriers
- o Identify target areas (recycling, superfund, incineration, pollution prevention...)
- o Policy development
- o Program/Initiative Development
- o Monitor Progress
- o Spotlight Milestones

ENVIRONMENTAL JUSTICE/EQUITY

- o Presidential Review Directive
- o Policy development
- o Program/Initiative Development
- o Monitor Progress
- o Spotlight Milestones

ENVIRONMENTAL EDUCATION

- o Presidential Review Directive
- o Policy development
- o Program/Initiative Development
- o Monitor Progress
- o Spotlight Milestones

NATIONAL SERVICE

- o Policy development with National Service team
- o Program/Initiative Development
- o Monitor Progress
- o Spotlight Milestones

"TAKINGS"

- o Assess "State of the Takings Issue" (in terms of environmental risk, cost, political and social importance...) -- would a PRD be good here?
- o Assess opportunities and barriers
- o Develop strategy
- o Policy development
- o Program/Initiative Development
- o Monitor Progress
- o Spotlight Milestones

SPECIAL ASSISTANT FOR ENVIRONMENTAL TECHNOLOGIES AND PROCUREMENT

(Johnson)

ENVIRONMENTAL COMMERCE/TECHNOLOGIES

- o Assess opportunities and barriers
- o Identify target areas (pollution control and/or clean-up equipment, energy efficiency, renewable energy technologies)
- o Policy development
- o Program/Initiative Development
- o Monitor Progress
- o Spotlight Milestones

ENVIRONMENTAL PURCHASING BY THE FEDERAL GOVERNMENT

- o Assess opportunities and barriers
- o Identify target areas (pollution control and/or clean-up equipment, energy efficiency, renewable energy technologies)
- o Policy development
- o Program/Initiative Development
- o Monitor Progress
- o Spotlight Milestones

SPEECH COORDINATOR FOR DIRECTOR/DEPUTY DIRECTOR

PRESS OFFICE LIAISON

REVIEW CORRESPONDENCE

STAFF ASSISTANT FOR CORRESPONDENCE
(Lindseth)

MAIL (INTERNAL/EXTERNAL)

DRAFT ALL OEP CORRESPONDENCE

WEEKLY OEP ACTIVITY REPORT TO PRESIDENT

"EVENT" MANAGEMENT

TAXI VOUCHERS

TIME SHEETS

LEGISLATIVE REFERRALS

STAFF ASSISTANT FOR SCHEDULING
(Marsh)

SCHEDULING REQUESTS AND RESPONSES FOR DIRECTOR

BRIEFING BOOK FOR DIRECTOR

WAVES CLEARANCE FOR VISITORS

DIRECTOR'S CALL SHEET AND DAILY PHONE CALLS

ALL OEP TRAVEL

STAFF ASSISTANT FOR ADMINISTRATION AND RESEARCH
(Zwally)

ANSWERING PHONE AND COORDINATING PHONE COVERAGE

FAXES

SCHEDULING DEPUTY DIRECTOR

NEWS CLIPS

GREENWIRE

SUPPLIES

COMPUTER SUPPORT

INTERN RECRUITING AND MANAGEMENT

SPECIAL RESEARCH PROJECTS (~10-15%)

INTERNATIONAL ISSUES

ASSOCIATE DIRECTOR FOR GLOBAL ENVIRONMENT

(Doniger)

BIODIVERSITY/WILDLIFE

GLOBAL CLIMATE

NEPA ABROAD

UN ORGANIZATIONS

MULTILATERAL DEVELOPMENT BANKS

NUCLEAR ISSUES

OCEANS

ARCTIC/ANTARCTICA

ASSOCIATE DIRECTOR FOR INTERNATIONAL TRADE/DEVELOPMENT

(Blank)

TRADE

FORESTS

FUNDING/ENVIRONMENTAL ASSISTANCE

DESERTIFICATION AND FRESH WATER SECURITY

POPULATION

UN COMMISSION ON SUSTAINABLE DEVELOPMENT

STRATOSPHERIC OZONE

THE WHITE HOUSE
WASHINGTON

SEPTEMBER 21, 1993

MEMORANDUM FOR ANDREA RUTLEDGE

FROM: KURT ZWALLY
SUBJECT: SUPPORT FOR OEP INTERNS

As we discussed yesterday, the Office on Environmental Policy's small staff is accentuated by 11 graduate student interns and a permanent volunteer, and OEP needs to support them with office space, computers, phones, etc.

Each of our Associate Directors has an intern to assist him/her in particular substantive environmental areas, and 3 other interns help me and other staff on research, correspondence and many other activities in which we are engaged in helping the President. OEP staff members depend on these interns to make significant substantive contributions, and we have been successful in attracting highly motivated people. (Attached is a list of our fall interns).

OEP FALL 93 INTERNS

Michael Rucker, MA from Hopkins School of Adv. Internat'l Studies

Tobin Freed, 1993 Grad in Enviro Policy from UC Santa Cruz

Jessica Hirst, Stanford Grad 1993 in Enviro Policy

Aimee Christensen, 1991 Grad Smith Latin American Studies/Anthropology

Paul Joseph (P.J.) Simmons, Hopkins School of Adv. Internat'l Studies

Danielle Miller, 1992 Grad MI Enviro Policy and Behavior

Ranjeet Bhatia, 1993 Occidental Grad in Biology

Jennifer Colamonico, UC Davis Undergrad in International Relations and Italian

Michael Goergen, senior at SUNY College of Enviro Sci and Forestry

Ann Saurman, presently enrolled in Georgetown's Graduate Public Policy Program

Another intern will be joining OEP October to work on water issues.

Harriett Crosby, Permanent Volunteer