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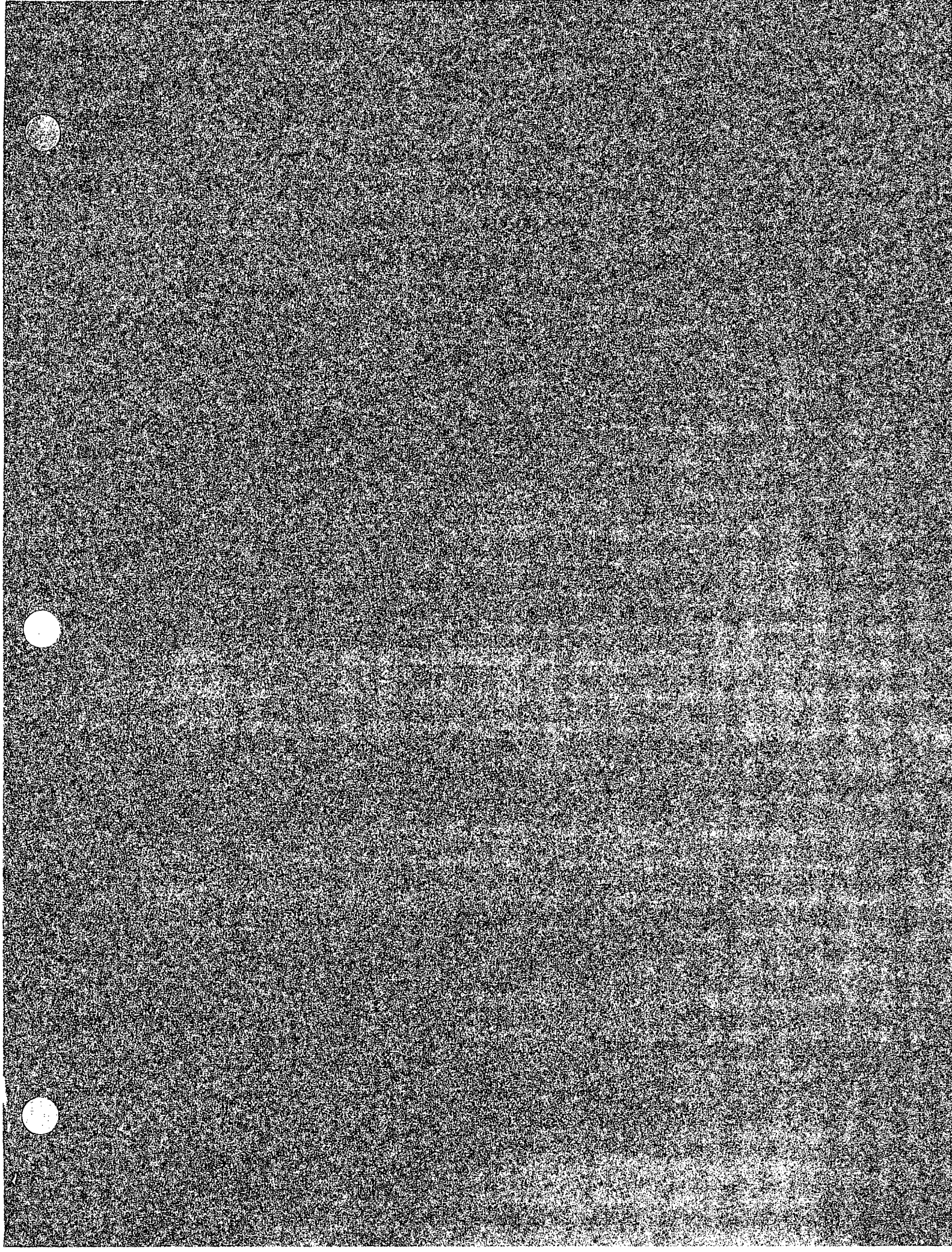
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WHITE HOUSE OFFICE OF NATIONAL SERVICE

March 9, 1993

FROM: ELI J. SEGAL

**SUBJECT: INDEPENDENT AGENCY PROGRAMS AND ACTIVITIES RELATING TO
NATIONAL AND COMMUNITY SERVICE**

The Office of National Service is compiling information on community service initiatives in the federal government. The ACTION agency is assisting with this effort. Later this week, we will be sending your agency a packet of information describing the President's National Service initiatives. It would be of great help to us if you could provide the following information by Friday, March 19, 1993. Thanks in advance for your help with this matter.

Information is sought at two levels:

A. Congressionally authorized programs of volunteerism/community service or grants or other monies offered by your agency to the general public (ACTION examples would be VISTA, RSVP, Foster Grandparents, etc.).

B. Activities encouraged for your agency's own employees. In reporting this area, please distinguish activities which are: (1) Where your employees link up with outside existing projects, and (2) Where your agency employees create their own service such as IRS's VITA.

1. Do you have specific volunteer programs for your employees? If so, please tell us about them and how they work.

2. Do you have a cooperative agreement for community service with any other federal agency? If yes, please describe.

3. National Volunteer Week is April 18-24, 1993. National Volunteer Day is April 22, 1993. Does your agency have plans to recognize employees who are volunteers for community service on this day or during this week?

4. If the answer to question 3 is yes, please describe the plans.

5. Did you do a volunteer recognition in 1992? If yes, describe activity.

6. Do you calculate total hours and value of volunteer time donated by your employees? If so, please give us a copy when you respond to this report.

7. Pursuant to a November 5, 1992 Executive Order (12820), the heads of departments and agencies are required to report their community service activities to the President. If this report is available, please furnish us with a copy when you respond to this request.

8. If the report referred to above is not available or is incomplete, please outline current community service or related programs funded by your agency including:

program description, time line for applications if relevant, budget, focus, and information regarding wages/living allowances, stipends, and/or post-service benefits for participants.

9. Does your agency have a person who is designated as the community service representative? If the answer is yes, please include the name, address, phone number, and FAX number of the person. If answer is no, please identify someone who can serve as a point person on this issue.

Please fax this information to MSB, ACTION, at (202)-606-5190.

Send any material too bulky to fax to MSB, Room 3200, ACTION, 1100 Vermont Avenue, Washington, D.C. 20525.

For more information, please contact Bill Hoing, ACTION, MSB, (202)-606-5242, or Kate Frucher, White House Office of National Service, (202)-456-6444.

The regular monthly meeting of the Interagency Committee on Volunteerism will be held at 10:00 a.m. on Tuesday, March 16, 1993 in the 6th floor conference room of the ACTION building at 1100 Vermont Avenue. Representatives from the White House Office of National Service will attend. Please count yourself among the participants that day. Bring as much completed questionnaire data as possible.

Please confirm your intention to attend by calling Pat Carpenter at (202)-606-4806.

EJS:KF

January 13, 1993

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***REPORT OF
FEDERAL INDEPENDENT AGENCIES***

***Scope of Congressionally Authorized Volunteer Programs
and Agency Employee Volunteer Activities***

April 1, 1993

***(data collected and report prepared
by ACTION. Contact: Louise Chanin - 202/606-4880
Bill Hoing - 202/606-5242)***

I.

INDEPENDENT AGENCY RESPONSE TO VOLUNTEERISM SURVEY

Draft 4/5/93 Independent Agency	1 Description of Volunteer Program's	2 Cooperative Agreement	3 & 4 Plans for Volunteer Week	5 FY 1992 Volunteer Recognition	6 Hours & Value	7 Copy XO 12820 Report	8 Current Community Service Programs	9 Community Service Representative or Contact Person
ACTION	Congressionally mandated programs of VISTA (3427 volunteers), Foster Grandparents, Senior Companions, RSVP (443,885 volunteers) and others. No agency-wide employee project; however, individuals involved in significant work with "Role Models and Mentors for Youth", PTA volunteer units, literacy projects, AIDS projects and support to women's shelters.	Yes	Award Ceremony and site specific project with teens.	Yes. Award Ceremony	No	Yes	See detail in report	Hank Oltmann 1100 Vermont Ave. NW Room #8200 Washington, DC 20525 202/606-4857 202/606-4921
Agency for International Development	Report is in progress.	-----	-----	-----	-----	-----	-----	Jim Harper 3020 21st St. NW Washington, DC 20523 202/663-0110 202/663-0681 (FAX)
Arctic Research Commission	Some 26 unpaid volunteers serve as technical advisors who review and comment on scientific studies before the Commission.	None	No	No	No	No	No	Philip L. Johnson 12th and Constitution NW Washington, DC 20423 202/371-9631 202/371-9634 (FAX)
Appalachian Regional Commission	Provides grants to volunteer and community service organizations for youth leadership development and literacy. Employees participate and contribute in the Combined Federal Campaign charity drive	No	No	No	No	No	No	Deann Greshouse 1666 Connecticut Avenue NW Washington, DC 20235 202/673-7856 202/673-7934 (FAX)
Commodity Futures Trading Commission	No congressionally authorized or formal employee volunteer programs; do "Race for the Cure" (for Breast Cancer); plan to begin employee community service program.	-----	-----	-----	Starting a tracking program soon	-----	-----	Jean A. Webb 2033 K Street NW Washington, DC 20581 202/254-6314 202/254-3061 (FAX)

Draft 4/5/93 Independent Agency	1 Description of Volunteer Program's	2 Cooperative Agreement	3 & 4 Plans for Volunteer Week	5 FY 1992 Volunteer Recognition	6 Hours & Value	7 Copy XO 12820 Report	8 Current Community Service Programs	9 Community Service Representative or Contact Person
Consumer Product Safety Commission	CPSC has created a Voluntary Service Committee which has initiated programs including two "Adopt-A-School" projects, a clothing drive, a holiday gift tree, Walk America, a volunteer newsletter, and other activities.	No	Lobby Display; Social Event	No formal ceremony; some in- formal awards	No	See detail in report	See detail in report	Sadye E. Dunn Sheldon D. Butts Consumer Safety Product Commission Washington, DC 20207
Defense Base Closure and Realignment Commission	No. Commission operates on alternating cycle which causes great staff fluctuations with maximum of 70 during peak season each year.	No	Individual Recognition/ staff meeting	No	No	N/A	None Funded	William D. Duhnke 1625 K Street Suite 400 Washington, DC 20006-1604
Defense Nuclear Facilities Safety Board	No congressionally mandated programs. Provide flexible work schedules for agency employees following them to participate in volunteer activities. Examples include Scouts, sports coaching, and church activities.	-----	-----	-----	-----	-----	-----	Kenneth M. Pusateri 625 Indiana Ave. NW Suite 700 Washington, DC 20004 202/208/6447
Export-Import Bank of the United States	No specific programs for employees. Promotes ad hoc community service by agency employees, holds volunteer recognition ceremony, nominated an employee for the 1990 "President's Volunteer Action Awards".	No	Will hold a recognition ceremony.	Held volunteer recognition ceremony with pictures and awards from the Chairman	No	No	No	Steven Beamer 811 Vermont Ave. NW Washington, DC 20571 202/566-8834 fax 202/566-7524
Farm Credit Administration	No specific volunteer programs for employees. Promote ad hoc community service.	No	N/A	No	No	No	No	Stephen W. Gilbreath 1501 Farm Credit Drive McLean, VA 22102-5090 703/883-4136 703/734-5784 (FAX)
Federal Deposit Insurance Corporation	No congressionally mandated programs. Give annual Nancy K. Rector Awards of \$1,000 plus recognition for community outreach.	No	N/A	No	No	No	No	Alfred P. Squerrini 550 17th Street, NW Washington, DC 20429 202/383-8400 202/898-3762 (FAX)

Draft 4/5/93 Independent Agency	1 Description of Volunteer Program's	2 Cooperative Agreement	3 & 4 Plans for Volunteer Week	5 FY 1992 Volunteer Recognition	6 Hours & Value	7 Copy XO 12820 Report	8 Current Community Service Programs	9 Community Service Representative or Contact Person
Federal Emergency Management Agency	Through "Partners in Education" has adopted Shaw Elementary School. Some of the regional offices and the National Education Training Center are involved with schools in their areas.	No	No	No	No	No	No	Morrie Goodman Federal Emergency Management Agency Washington, D.C. 20472 202/646-4600 202/646-4086 (FAX)
Federal Labor Relations Authority	Participates in Partners-in-Education Program of the D.C. Public School System. Volunteers collect supermarket receipts for Garnet-Patterson Junior High School which are later applied to the purchase of new computers. For the period ending 3/5/93, they collected \$7,934.	No	Have released a memo to employee's recognizing Volunteer Week.	No	No	Included in report.	N/A	Jim Cheskawich 607 14th St., NW Washington, D.C. 20424-0001 202/482-6690 ext.440 202/482-6635 (FAX)
Federal Maritime Commission	The Commission has an Employee Volunteer Service Program, Pro Bono Publico Services Program for Attorneys and Other Employees and a Bone Marrow and Organ/Tissue Donation and Transplant Program. (More information on these programs is with the attachments).	No	Makes employees aware of National Volunteer Week activities and encourages employees to nominate others for volunteer awards including the Points of Light Awards. No formal recognition ceremony planned.	None for 1992; however there have been volunteer nominations in the past.	No	N/A	See detail in report	Mr. Robert Winfree 800 North Capitol Street Room 924 Washington, D.C. 20573-0001 202/523-5773 202/523-3782 (FAX) (also William Herron 202/523-5773)

Draft 4/5/93 Independent Agency	1 Description of Volunteer Program's	2 Cooperative Agreement	3 & 4 Plans for Volunteer Week	5 FY 1992 Volunteer Recognition	6 Hours & Value	7 Copy XO 12820 Report	8 Current Community Service Programs	9 Community Service Representative or Contact Person
Federal Mediation and Conciliation Service	No congressionally mandated programs. Conduct a tutoring program for students at Stevens Elementary. Ten employees volunteer on own time.	No	N/A	The agency did not do volunteer recognition but an employee received a White House Point of Light Award for outstanding community service	No	No	No	Brian L. Flores 2100 K Street NW Washington, DC 40427 202/653-5270 202/653-2002 (FAX)
General Services Administration	Have attempted to make volunteerism an integral part of Agency mission. To date have approximately 5,000 volunteers nationwide supporting the elderly, homeless, AIDS babies, abused and battered women and children, Partnerships in Education, Summer Youth Jobs Program, etc. GSA adopted Senior Citizens Counseling and Delivery Service in Washington, D. C. and became a sponsor of a 165 person Foster Grandparent Program. GSA employees participate with Foster Grandparents in "Christmas In July" including donations of food, clothing, and other items. Volunteer coordinators have been established in GSA headquarters and regional offices. Two regional newsletters. "How To" community service guides published.	No	Ceremony in GSA Auditorium on April 22; lobby displays.	Similar to FY 1993	No	Yes	N/A	Patricia B. Pope Office of Child Care & Development 18th & F Streets NW-R 6119 Washington, DC 20405 202/501-3965 202/208-7578
Interstate Commerce Commission	Under "Partnership in Education" Program, entered into a partnership with Kingsman Elementary School in which employees volunteer their time and resources to enhance the development of the school and its students through tutoring, mentoring, coaching and administrative support. Each volunteer works approximately 2 hours a week.	No	Employees are recognized annually at an Employee Awards Program. Each volunteer receives a framed certificate. This year's program to be held 5/26/93.	Annual awards ceremony to be held 5/26/93.	Total hours are calculated but there is no valuation of the volunteer time done.	N/A	No additional programs to those described in question 1.	Janice C. Mackey Coordinator, Partners-In-Education 12th and Const. Ave. NE Washington, DC 20423 202/927-5496 202/927-5565 (FAX)

Draft 4/5/93 Independent Agency	1 Description of Volunteer Program's	2 Cooperative Agreement	3 & 4 Plans for Volunteer Week	5 FY 1992 Volunteer Recognition	6 Hours & Value	7 Copy XO 12820 Reports	8 Current Community Service Programs	9 Community Service Representative or Contact Person
Legal Services Corporation	No specific volunteer program for employees, however many staff volunteer at various community organizations and provide training in regards to the Americans with Disabilities Act. LSC grantee programs must spend 12.5% of funding on mechanisms involving private attorneys in delivery of legal services to the poor (pro bono or on a reduced fee basis). In addition, law students, senior citizens and others volunteer their services at the grantees' offices.	1992 LSC Congressional appropriation required coordination with Court of Veterans Appeals to implement a Veterans Pro Bono Project with \$900,000 to fund a panel of pro bono attorneys to represent pro se veterans before the Court and to screen veteran's cases.	Has an annual Conference in which awards are given for community service in the fall. Humanitarian and Pro Bono awards will be given this September.	See Question 3	See Question 3	As a federally chartered Organization, XO 12820 is not required. However, responded with pertinent info.	LSC awards grants to 321 private, non-profit orgs. which provide free civil legal services to poor people. Applications are filed in the fall by the grantees.	Kenneth Boehm, Assistant to the President Legal Services Corporation 750 First Street NE 11th Floor Washington, DC 20005 202/336-8896 202/336-8959 (FAX)
National Aeronautics and Space Administration	Created National Service Office in 1991 to provide leadership and direction to promote community service activities. In 1992's field center working groups created. Programs in local schools common. Some ad-hoc such as disaster relief or community clean-up. (Entire response should be reviewed).	No	Each Field Center holds Recognition Event	Each Field Center held Recognition Event	No	Enclosed	N/A	Christine Rodgers National Service Office Code IN NASA Headquarters Washington, DC 20546 202/358-1629 202/358-3032 (FAX)

Draft 4/5/93 Independent Agency	1 Description of Volunteer Program's	2 Cooperative Agreement	3 & 4 Plans for Volunteer Week	5 FY 1992 Volunteer Recognition	6 Hours & Value	7 Copy XO 12820 Report	8 Current Community Service Programs	9 Community Service Representative or Contact Person
National Commission on Libraries and Information Science	No volunteer programs.	Yes. Memo. of Understanding (MOU) with ACTION to improve library services for the elderly and poor.	No	No	No	No	No	Peter R. Young 1111 18th Street NW #310 Washington, DC 20036 202/254-3100
National Credit Union Administration	Gives out the Claude R. Orchard Award for volunteer work in a credit union, though the award is used infrequently. Also participates in the President's Points of Light Initiative and submitted nominations for the 1993 Points of Light Awards.	No	No	No	No	No	No	Connie Cox 1776 G Street NW Washington, DC 20456 202/682-9720 202/682-9773 (FAX)
National Endowment for the Arts	Has an Education Partnership with the Fillmore Arts Center (part of the D.C. school system). Employees go on a Volunteer basis.	No	No	Distributes "Points of Light" Awards.	No	N/A	No	Steven M. Klink, Director of Personnel 1100 Pennsylvania Ave. NW Room 208 Washington, DC 20506 202/682-5405 202/682-5666 (FAX)
National Labor Relations Board	No congressionally mandated program. Engaged in tutoring program with Stevens Elementary School, Washington, D.C.	No	Recognized 3/17/93	No	No	No	N/A	Mary LaMontagne 1717 Pennsylvania Ave. NW Room 533 Washington, DC 20570 202/634-1364 202/634-4832 (FAX)
National Science Foundation	No congressionally mandated programs. Has Local Outreach Volunteers, a combination of scientists, engineers and other trained employees who perform a variety of educational functions for students and teachers at the K-12 level.		No response	No response	No response	No response	No response	Patrick M. Olmert NSF Outreach Coordinator 1800 G St. NW Washington, DC 20550 202/357-7196 202/357-9869 (FAX)

Draft 4/5/93 Independent Agency	1 Description of Volunteer Program's	2 Cooperative Agreement	3 & 4 Plans for Volunteer Week	5 FY 1992 Volunteer Recognition	6 Hours & Value	7 Copy XO 12820 Report	8 Current Community Service Programs	9 Community Service Representative or Contact Person
Peace Corps	Congressionally mandated overseas volunteer program since 1961.	-----	-----	-----	-----	-----	-----	1990 K St. NW Washington, DC 20526 202/606-3886 202/606-3110 (FAX)
Pension Benefit Guaranty Corporation	For past four years has participated with Adopt-A-School Program and D.C. Public Schools' Partnership in Education (Thaddeus Stevens Elementary School). Approximately 25 employees spend their lunch hour tutoring, coaching chess and cheerleading and conducting seminars on financial sector and arrange field trips to New York's Wall Street.	No	N/A	Annual awards ceremony includes an award for volunteerism.	Aprox. 600 hours in 1992	N/A	N/A	David Goske 2020 K St. NW Washington, DC 20006-1860 202/778-8440 202/778-1919 (FAX)
Railroad Retirement Board	None; does promote volunteerism through employee newspaper.	No	Display	Honored one employee	No	Yes	N/A	Bill Poulos 844 North Rush St. Chicago, IL 60611-2092 312/751-4777 312/751-7154 (FAX)
Selective Service System	No	No	Will recognize employee activities in newspapers and through certificate	No	Not yet	This year	N/A	Ronald E. Redmon Selective Service System 1023 31st St. NW Washington, DC 20435 202/724-0846 202/724-1792 (FAX)
Smithsonian Institution	Report is in progress.	-----	-----	-----	-----	-----	-----	Kerry Wilkens 1000 Jefferson Dr. SW Washington, DC 20240 202/357-2962

Draft 4/5/93 Independent Agency	1 Description of Volunteer Program's	2 Cooperative Agreement	3 & 4 Plans for Volunteer Week	5 FY 1992 Volunteer Recognition	6 Hours & Value	7 Copy XO 12820 Report	8 Current Community Service Programs	9 Community Service Representative or Contact Person
Tennessee Valley Authority	In the process of developing a corporate structure to support employee volunteer efforts. Current volunteer programs include: Combined Federal Campaign, U.S. Savings Bond Campaign, United Way and Adopt-A-School (includes 51 schools). Employees also participate in clothing drives and providing Christmas gifts for the poor.	No	Will salute employees for their volunteer efforts in upcoming employee newspaper; adopted 45 schools in the past 2 years and started programs to improve education quality.	None; will add a recognition event to the volunteerism strategy for the future.	No	No	No	Reid Campbell (615/632-7196) Judy Beets (615/632-8632) Tennessee Valley Authority 400 West Summit Hill Dr. Knoxville, TN 37902 615/632-6783 (FAX)
United States Information Agency	Participated in the development of Exec. Order #12820. Have no formal program for community service but employees have responded well to volunteer campaigns in the past including: FELT (Federal Employees Literacy Training), Adopt-A-School, a "Block Party" for volunteerism and drives for food, toys and hurricane victims. Participates in meetings on National Service. A campaign to encourage community service was scheduled for October 1992 but canceled when it ran into snags. Additionally, some 200 American citizens donated services to USIA.	No	No	No	No	No	No	Patricia B. Gribben Acting Director Private Sector Committees 301 4th Street SW Washington, DC 20547 202/619-4792 202/205-0484 (FAX)

Draft 4/5/93 Independent Agency	1 Description of Volunteer Program's	2 Cooperative Agreement	3 & 4 Plans for Volunteer Week	5 FY 1992 Volunteer Recognition	6 Hours & Value	7 Copy XO 12820 Report	8 Current Community Service Programs	9 Community Service Representative or Contact Person
U.S. Merit Systems Protection Board	Maintains information about volunteer opportunities in the Washington D.C. area for employee's, coordinates community service programs (food, clothing and toy drives; delivered by employees to local hospital and two shelters).	No	Will issue a notice during the week commending employees who volunteer and encouraging those who don't to try.	Recognized three employees at the annual Chairman's Awards ceremony (11/16/92), two of which were nominated for Points of Lights awards.	No	No	No	Marsha Scialdo Boyd 1120 Vermont Ave. NW Room 850 Washington, DC 20419 202/653-5916 202/653-7821 (FAX)
U.S. Postal Service	In addition to ad hoc volunteering by employees and locally initiated outreach programs, the Postal Service has several organized programs. Carrier Alert: Carriers monitor customer homes for signs of trouble and notify proper authorities for intervention. Wee Deliver: An in-school postal service encouraging students to research and write about topics of interest. Child Alert: Publishes and displays information on missing children and encourages employees to be on the lookout and report missing children. Food Drives: Coordinates a food drive sponsored by the National Association of Letter Carriers and AFL-CIO. Blood Donations: Has procedures to provide administrative leave for employees wishing to donate blood. Efforts are made to provide on-site blood donor stations to encourage employee participation. Combined Federal Campaign: In 1992, Postal Employees donated \$1.8 million to the CFC.	No	No	Employees were presented with certificates of appreciation from the Postmaster General.	No	Postal Service is not covered by XO 12820.	N/A	John W. Dockins Labor Relations Specialist USPS Headquarters 475 L'Esant Plaza, SW Room 9142 Washington, DC 20260-4127 202/268-3833

Draft 4/5/93 Independent Agency	1 Description of Volunteer Program's	2 Cooperative Agreement	3 & 4 Plans for Volunteer Week	5 FY 1992 Volunteer Recognition	6 Hours & Value	7 Copy XO 12820 Report	8 Current Community Service Programs	9 Community Service Representative or Contact Person
U.S. Soldiers' and Airmen's Home	USSAH works in cooperation with D.C. "WUNDER" Project (Wise Up Neighborhood Development and Economic Revitalization) by sending volunteers to teach hobbies and activities, tutoring and chaperoning field trips in the Afterschool Program for youth in Ward 4. Are also sponsoring an Easter Egg Hunt in April for pre-schoolers from the Project Right Start (family support group run by Boys and Girls Clubs of D.C.). Similar activities planned with the youth throughout the year. Additionally USSAH has volunteers from the community such as school performance groups and CPA's who help with tax preparations.	No	No	Had a "Bring Beauty To Life-- Be A Volunteer" awards ceremony and a volunteer recognition reception.	N/A	N/A	N/A	Kerri Childress 3700 North Capitol St. NW Washington, DC 20317 202/722-3556 202/722-9087 (FAX)

II. RESPONDED WITH NO INFORMATION

AGENCY	CONTACT	AGENCY	CONTACT
Administrative Conference of the United States	Daniel F. Mann 2120 L Street NW, Suite 500 Washington, DC 20037 202/254-7020 202/254-3077 (FAX)	Christopher Columbus Jubilee Commission	James F. Khun 1801 F Street NW Washington, DC 20006 202/632-1992
Advisory Commission on Intergovernmental Relations	Pam Reynolds 800 K Street NW South Building, Suite 450 Washington, D.C. 20575 202/653-5640 202/653-5429 (FAX)	Commission on Immigration Control	Beth Bickley 1825 Connecticut Ave. NW Suite 511 Washington, DC 20009-5708 202/673-5348 202/673-5354 (FAX)
Advisory Council on Historic Preservation	Robert D. Bush The Old Post Office Building 1100 Penn. Ave. NW #809 Washington, DC 20004 202/606-8503 202/606-8672 (FAX)	Committee for Purchase from the Blind and other Severely Handicapped	Beverly L. Milkman Crystal Square 3, Suite 403 1735 Jefferson Davis Highway Arlington, VA 22202-3461 703/603-7740 703/412-7113 (FAX)
African Development Foundation	Janis McMollin 1400 Eye St. NW Washington, DC 20005 202/673-3916 202/673-3810 (FAX)	Copyright Royalty Tribunal	Ranae Little 1825 Connecticut Ave. NW Suite 918 Washington, DC 20009 202/606-4400 202/606-4407 (FAX)
American Battle Monuments Commission	Clayton L. Moran 20 Massachusetts Ave. NW Washington, DC 20314-1375 202/272-0543 202/272-1375 (FAX)	Delaware River Commission/Susquehanna River Basin Commission	Jeanette B. Gordon Suite 100 1010 Massachusetts Ave. NW Washington, DC 20001 202/343-4091 202/343-1031 (FAX)
Board for International Broadcasting	Mark Pomar Suite 400 1201 Connecticut Avenue NW Washington, DC 20036 202/254-8040	Federal Communications Commission	

AGENCY	CONTACT
Federal Election Commission	Anthony Mitchell 999 E St. NW Washington, DC 20463 202/219-4290 202/219-3880 (FAX)
Federal Housing Finance Board	Patrick Pizzella Director of Administration 1777 F Street NW, Room 328 Washington, DC 20006 202/408-2562 202/408-2580 (FAX)
Federal Trade Commission (executive order 12820 is on the way)	Elliott H. Davis Federal Trade Commission Division of Personnel, Rm. H-146 6th & Pennsylvania Ave. NW Washington, DC 20580 202/326-2022 202/326-2050 (FAX)
Federal Safety and Health Review Commission	1730 K St. NW Washington, DC 20006 202/653-5660 202/653-5030
Federal Retirement Thrift Investment Board	Betty Pierce 1250 H Street NW Washington, DC 20005 202/942-1682 202/942-1675 (FAX)
Inter-American Foundation	Adolfo A Franco 901 N. Stuart St. Arlington, VA 22203 703/841-3800 703/841-0973 (FAX)

AGENCY	CONTACT
Marine Mammal Commission	John Twiss 1825 Connecticut Ave. NW Washington, DC 20009 202/606-5504
National Archives and Records Administration	Linda N. Brown Assistant Archivist for Public Programs 8th St. & Penn. Ave. NE Washington, DC 20408 202/501-5200 202/219-1250 (FAX)
National Capital Planning Commission	Pam Pemberton 801 Pennsylvania Ave. NW Washington, DC 20576 202/724-0170 202/724-0195 (FAX)
Nuclear Waste Technical Review Board	Helen Einerssen 1100 Wilson Blvd., Suite 910 Arlington, VA 22209 703/235-4473 703/235-4495 (FAX)
Office of the Nuclear Waste Negotiator	Thomas Lien 3050 N. Lakeharbor Ln., #100 Boise, ID 83703 208/334-9876 208/334-9880
Office of Personnel Management	Ellen Kill Dally Room 1447, 1900 D St. NW Washington, DC 20415 202/606-1000 202/606-2573 (FAX)

AGENCY	CONTACT
Panama Canal Commission	Michael Rhode, Jr. 2000 L St. NW Suite 550 Washington, D.C. 20036-4996 202/634-6441 202/634-6439 (FAX)
Pennsylvania Avenue Development Corporation	M.J. Brodie 1331 Penn. Ave. NW Suite 1220 North Washington, DC 20004-1703 202/724-9091 202/724-0246 (FAX)
Resolution Trust Corporation Oversight Board	Dennis F. Geer 801 17th St. NW Washington, DC 20434
Susquehanna River Basin Commission	see Delaware River Basin Commission
Trade and Development Program	Laigen Seneet Room 309, SA-16 Washington, DC 20523-1602 703/875-4357 703/875-4009 (FAX)

III. AGENCIES THAT DID NOT REPORT
AFTER PHONE and FAX CONTACT

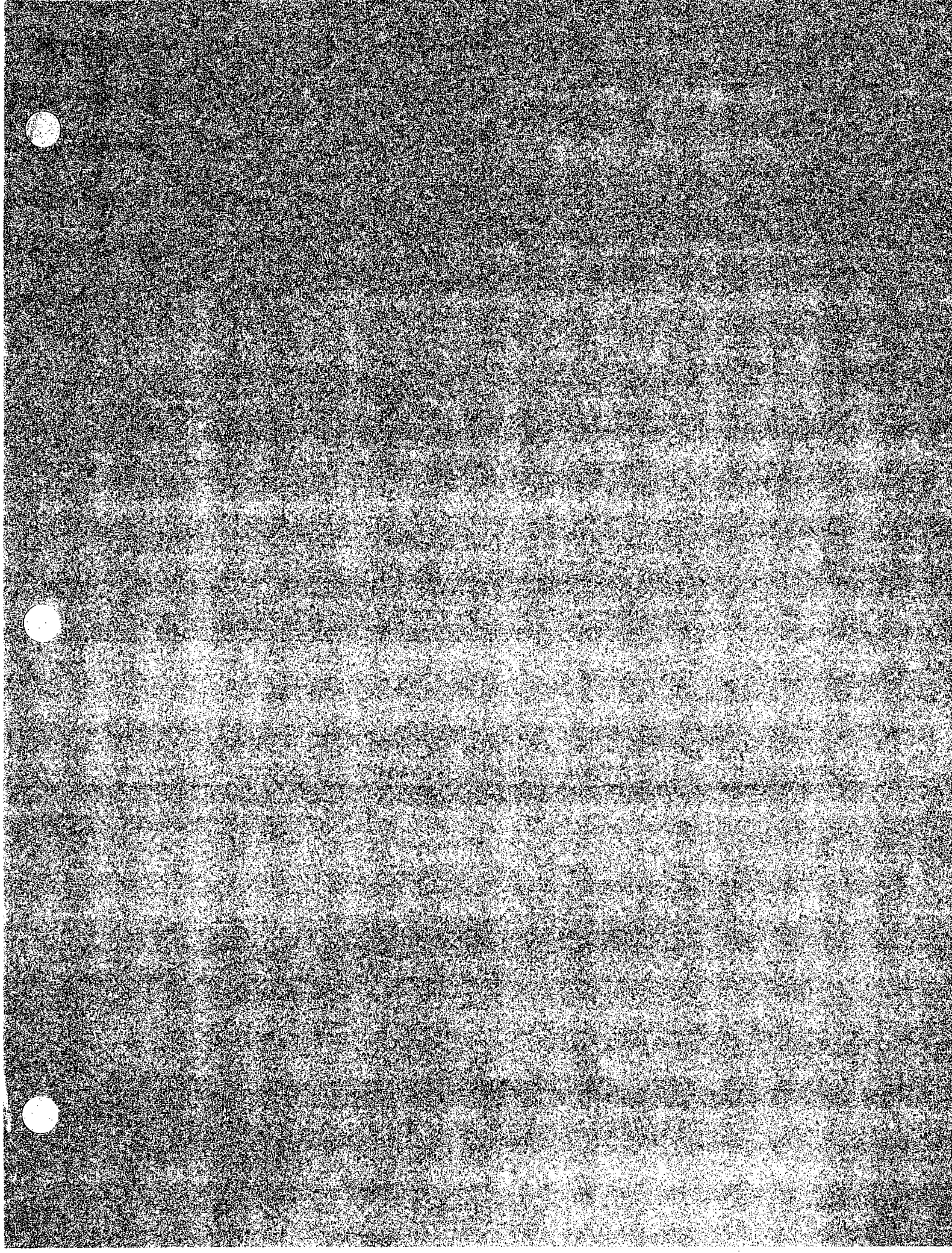
Architectural and Transportation Barriers Compliance Board	Postal Rate Commission
Arms Control and Disarmament Agency	Securities and Exchange Commission
Commission on Civil Rights	Small Business Administration
Commission of Fine Arts	Thrift Depositor Protection Oversight Board
Commission on Minority Business Development	U.S. International Trade Commission
Commission on National and Community Service	U.S. Sentencing Commission
Federal Property Resources Service	
Federal Reserve System	
General Accounting Office	
Government Printing Office	
Harry S. Truman Scholarship Foundation	
Holocaust Memorial Council, United States	
Information Resources Management Service	
National Capital Planning Commission	
National Council on Disability	
National Transportation Safety Board	
Neighborhood Reinvestment Corporation	
Nuclear Regulatory Commission	
Occupational Safety and Health Review Commission	
Office of Navajo and Hopi Indian Relocation	
Office of the Special Counsel	
Overseas Private Investment Corporation	

**ADDITIONAL RESPONSES FROM INDEPENDENT AGENCIES
TO VOLUNTEER SURVEY**

Draft 4/13/93 Independent Agency	1 Description of Volunteer Program's	2 Cooperative Agreement	3 & 4 Plans for Volunteer Week	5 FY 1992 Volunteer Recognition	6 Hours & Values	7 Copy XO 12820 Report	8 Current Community Service Programs	9 Community Service Rep. or Contact Person
Agency for International Development	No (However, enclosed is a book outlining the overseas volunteer organizations which AID is involved with).	No	Salutes employees who volunteer in Agency newspaper. (Newspaper enclosed)	No	No	No	No	Suzanne Chase Acting Director, Office of External Affairs 320 21st St. NW Room 4889, NS Washington, DC 20523 202/647-3811 202/647-3945 (FAX)
Government Printing Office	Are establishing guidelines for working with the Truxton/Sursum Corda Neighborhood Service Center, established by Mayor Kelly in her Community Empowerment Program.	No	Hope to announce plans to work with Sursum Corda.	No	Will create tracking system for Sursum Corda project.	N/A	N/A	Barbara L. Shaw Congressional and Public Affairs 732 North Capitol St. NW Washington, DC 20401 202/512-1995 202/512-1293 (FAX)
National Archives and Records Administration	Provides programs about its services on an ad hoc basis to school and community groups through an authorized volunteer program (Archives is authorized to recruit volunteers). In the D.C. area, over 200 individuals participate in a volunteer program to provide support for agency programs. Some of the National Archives Presidential libraries and regional archives also have such programs.	No	No	No	No	No	No	Linda N. Brown Assistant Archivist for Public Programs 7th and Penn. Ave. NW Washington, DC 20408 202/501-5200 202/219-1250 (FAX)

RESPONDED WITH NO INFORMATION

INDEPENDENT AGENCY	CONTACT
National Transportation Safety Board	Betty Scott 490 L'Enfant Plaza East SW Washington, D.C. 20594 202/382-6757 : 202/382 9778 (FAX)



THE WHITE HOUSE

WASHINGTON

April 20, 1993

MEMORANDUM TO THE PRESIDENT

FROM: ELI SEGAL
ASSISTANT TO THE PRESIDENT AND
DIRECTOR, WHITE HOUSE OFFICE OF NATIONAL SERVICE

SUBJECT: 1. National Volunteer Week
2. Results of Survey of Agency Activities Relating
to National and Community Service

1. In observance of National Volunteer Week, you are scheduled to present the President's Volunteer Action Awards at 3:00 p.m. on Thursday April 22, to twenty-one Americans who have performed service in various outstanding ways. Other members of the Administration have held or will hold similar award ceremonies throughout the week to recognize volunteerism:

- o The First Lady commemorated National Youth Service Day today with a Rose Garden ceremony honoring the service work of young people from the Washington, D.C. area.
- o Secretary Brown celebrated the 20th anniversary of the Veterans Administration's Outstanding Volunteer Service Awards with a presentation ceremony today.
- o Attorney General Janet Reno will hold a Voluntary Awards Ceremony and Reception on Friday for about 200-300 employees who participate in the Legal Advocates in Education program in local D.C. schools. The children the employees tutor will also be invited.
- o Secretary Babbitt will visit Project GROW (Garden Resources of Washington) Thursday, a community garden managed by the DC Service Corp providing vegetables to neighborhood residents.
- o Secretary Aspin has issued a memorandum to all Armed Forces worldwide recognizing National Youth Service Week and thanking and congratulating the thousands of men and women in uniform who make community service a part of their lives.
- o Secretary Espy visited the Van Ness School last week to recognize USDA employees' voluntary activities there.

Memorandum to the President

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- o Secretary Shalala will present HHS Employee Volunteer Awards on Wednesday. She will also deliver a speech at Tufts on Sunday which will include a discussion of National Service.
- o Secretary Reich will meet with Banaker High School students who mentor terminally ill children at the Child Life Center at Howard University on Friday.
- o Deputy Education Kunin will meet with the DC Service Corps at Randall School on Friday.
- o Secretary O'Leary will present Employee Volunteer Awards tomorrow.

Here are some highlights of employee volunteer activities in various federal departments:

- o **Activities in Schools**

Defense: The Navy has over 17,000 volunteers in more than 1000 schools around the country who participate in a range of educational activities.

Energy works with over a million students a year in schools around the country, strengthening math and science skills and making equipment loans.

HHS has established the Health and Human Services Academy, a school-within-a-school at Eastern High School in Washington, that prepares students for careers in human services.

- o Transportation employees volunteer at Martha's Table, a local soup kitchen, and run an adopted seniors program.
- o VA employees are involved in the National Wheelchair Games.
- o Justice employees participate in Care & Share, an annual canned food drive.

2. In addition, we recently finished a survey of Department and Agency volunteer and national/community service activities and programs. We gathered data in three categories: appropriated funds that are used to support service programs (like the National Health Service Corps, which sends doctors and other health professionals into under-served areas in return for paying for their professional education); use of citizen volunteers in support of agency programs and missions; and volunteer activities by agency employees.

Memorandum to the President
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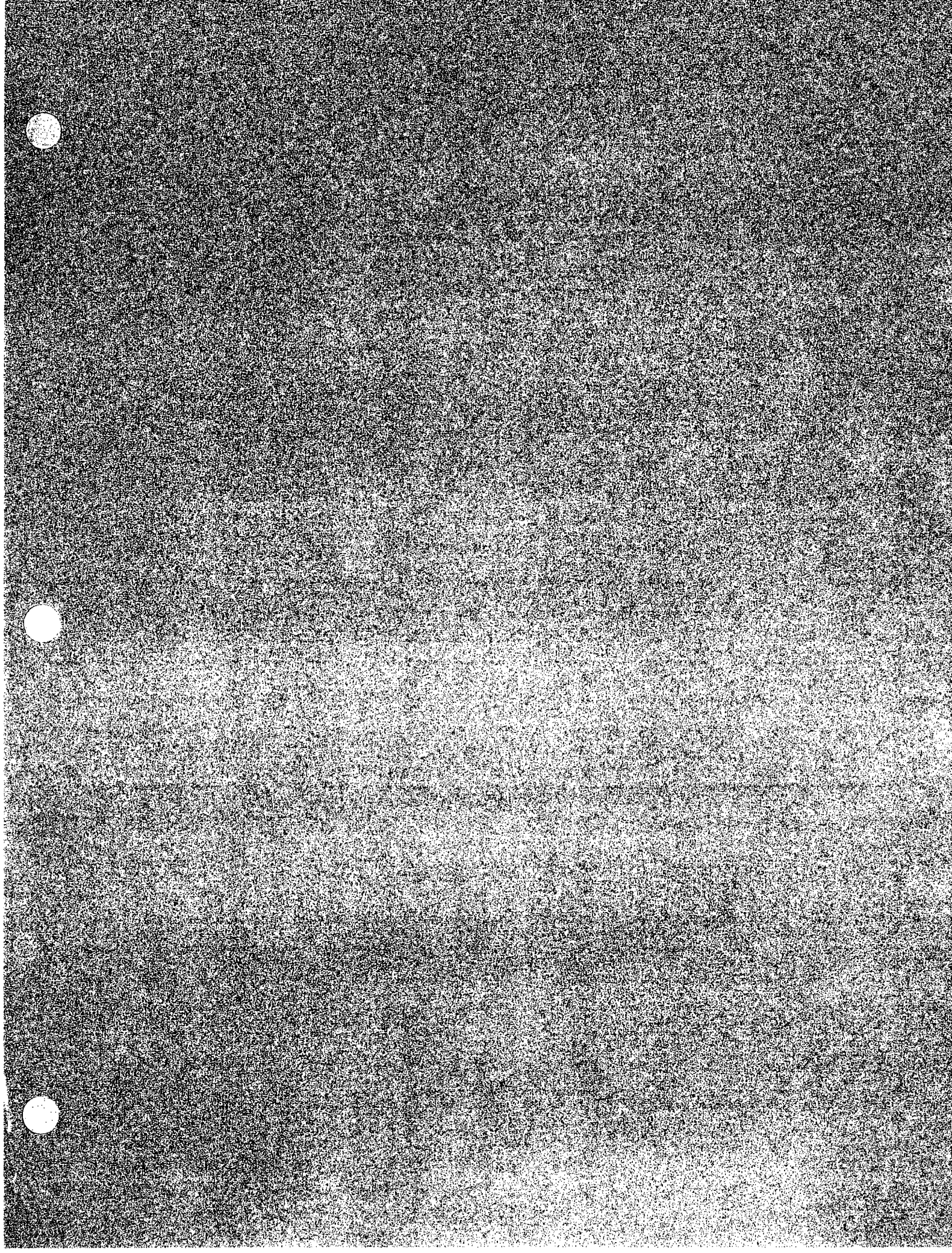
We also asked agencies to think about how to infuse more of their programs and activities with an ethic of service, so that we can promote a government-wide ethic of service which goes beyond the volunteerism promoted by the Bush Administration and grows into a real augmentation of public policy. Our report comprises over 200 pages.

There is a good reinventing government story here. As agencies build service into their programs, they can extend and multiply the impact of the program we are developing in my office. Making service an integral partner of public policy, so that government enables service and service enables government, makes both sets of activities more effective.

We have already received some terrific ideas for new agency initiatives to promote service:

- o Agriculture: Ideas from the Cooperative Extension Service range from nutrition education to drug awareness, and Ag. is also thinking about how to use volunteers more extensively in the National Forests.
- o Commerce is offering to help build partnerships with business to do technical assistance for nonprofit organizations participating in our basic national service initiative.
- o Education is proposing to broaden the community service aspects of its college work study program.
- o HHS suggests a Health for America Corps where young people would work in community and migrant health centers, and would like to augment the use of volunteers in Head Start and senior citizens programs.
- o HUD is exploring ways in which to involve volunteers in rehabilitation housing and staffing homeless shelters.
- o Interior is enthusiastic about expanding volunteer roles in conservation in the National Parks and on other public lands.
- o Justice is examining a variety of ideas such as including volunteers in conflict resolution and mediation, and in neighborhood watch activities.

These representative initiatives indicate the tremendous enthusiasm throughout the government for a national ethic of service---and they are important building blocks for one of the signature achievements of your Administration.



Appendix

Inventory Process

Between the first week of March and the third week of April, 1993, Peter Edelman, Josie Heath, Kate Frucher, and Laura Gassner gathered information from each Cabinet Department. Judy Harrington at ACTION did the same for the independent agencies.

On the Cabinet side, they began by meeting with senior officials in each Department (in most cases the meetings included the Chief of Staffs) to underscore the President's interest in promoting the "ethic of service" throughout the Federal Government. They updated the officials on the National Service program and the Summer of Service and provided them with an information packet which described these initiatives in greater detail. They also asked the officials to give ONS any information they had on service-related programs sponsored by their Departments and began to discuss ways in which ONS could work with their offices to coordinate efforts. In the wake of these meetings, each Department designated a high-level National Service Contact.

In addition to these meetings, ONS sent out a number of memos through Christine Varney, the Cabinet Secretary, both before and after the initial meetings, to reinforce ONS' interest in working with the Cabinet Departments and to remind them about ONS' request for information. (See attachment for two of these memos: the questionnaire sent out before the meetings to frame the discussions and the suggested report structure memo sent out after the meetings to give the Departments a sense of how the report was going to be organized).

Judy Harrington also sent out a questionnaire in the early part of March (approved by our office) to all Independent Agencies essentially asking them for the same information. She followed up on it at a meeting held in mid-March with community service representatives from most of the Agencies. Peter Edelman, Josie Health and Kate Frucher also attended.

A Memo outlining highlights from the inventory was given to President Clinton during the week of April 18, 1993. (See attached).

**MEMO RE: AGENCY PROGRAMS AND ACTIVITIES RELATING TO NATIONAL AND
COMMUNITY SERVICE**

TO: ALL CHIEFS OF STAFF

**FROM: CHRISTINE VARNEY
ELI SEGAL**

DATE: MARCH 8, 1993

The Office of National Service is compiling information on community service initiatives in the federal government. Eli Segal, Director of the Office of National Service, has asked Peter Edelman, Josie Heath, and Kate Fruher to meet with you to discuss these issues. They will be in touch with you to arrange a meeting if they have not already. Prior to their visit, you could assist them by obtaining or at least beginning to develop the following information, which, in some cases, follows up on information you have already provided Eli Segal's office:

1. The name of individual in your department or agency who is designated as the Community Service representative. Please include address and phone number.
2. Pursuant to a November 5, 1992 Executive Order (12820), the heads of departments and agencies are required to report their community service activities to the President. If this report is available, please furnish Eli's office with a copy of your report as soon as possible.
3. If this report is not available or is incomplete, please outline current community service or related programs funded by your agency including program description, time line for applications (if relevant), budget, focus, and information regarding wages or stipends for participants.
This is an area to be discussed in detail at our forthcoming meeting with you, especially regarding future possibilities.
4. Do you have specific volunteer programs for your employees? If so, please tell us about them and how they work.

In reporting, please distinguish programs which are external community service (i.e. volunteers working with Adopt-a-School or DC Cares) from internal programs which are your department or agency initiative.

**MEMO RE: AGENCY PROGRAMS AND ACTIVITIES RELATING TO NATIONAL AND
COMMUNITY SERVICE.**

5. Do you have a cooperative agreement for community service with any other dept. or agency? If yes, please describe.

6. National Volunteer Week is April 18-24, 1993. National Volunteer Day is April 22, 1993. Does your Agency have plans to recognize employees who are volunteers for community service on this day or during this week?

7. If yes, please describe plans.

8. Did you do a volunteer recognition in 1992? If yes, describe activity.

9. Do you calculate total hours and value of volunteer community service time donated by your employees? If so, please furnish us a copy.

Please fax this information to the Office of National Service at (202)-456-6420.

Thanks in advance for your help with this matter.

For more information, please contact Josie Heath or Kate Frucher, Office of National Service (202)-456-6444.

FORMAT FOR PRESIDENT'S DEPARTMENTAL SERVICE INITIATIVES REPORT

I. Summary Memo

A. Agency Sponsored Programs -- Highlights

Briefly describe strongest programs -- i.e. programs which receive greatest financial and/or public support or those which serve as models for future development.

B. Employee Voluntary Programs -- Highlights

Briefly describe strongest programs -- i.e. those which receive greatest support from both your employees and the entities they serve.

C Total Amount Spent on Service Initiatives

An approximation is fine. Please include overhead used to fund voluntary activities.

D. Ideas for Program Development

Describe ways in which your office could further the "ethic of service" as we all move forward.

II. Spreadsheets (see attached)

Please use the spreadsheets to inventory four different types of service programs sponsored by your Department:

- 1). Year-round service programs (participants paid)
- 2). Summer service programs (participants paid)
- 3). Programs of the sort described in #1 and 2 above which primarily depend on a voluntary work force.
- 4). Employee Voluntary Activities (Eg. Adopt-a-School, blood drives, other activities which do not necessarily relate to the Dept's mission).

In addition to the information on the spreadsheets, please send us any materials you might have which describe the programs in more detail. We will use these supplemental memos as appendices to our report.

III. National Volunteer Week

Describe plans, even if they are still in rough form.

PHI -

I'm sorry that it has
taken me so long to get this
to you. These are hectic times!

Bill and Sheryl are still discussing
our strategy for working w/ Federal
agencies as we move forward. I'll be
in touch if any important meetings are
held or decisions are made.

I've enclosed the inventory from
April, the most recent update reports,
and some general strategy papers I've
designed. Please be in touch if you

need more info. or would like to
discuss other ideas.

I hope you are doing
well and enjoying your new
job. We certainly miss you!

Be in touch,

Kate

National Service and Federal Agencies

(1) The National Service Legislation is Structured to Involve Departments.

* Up to \$18.5 million may be available to departments on a competitive basis from the Corporation for National and Community Service as early as spring 1994.

* Since this federal share of the money will be some of the first money available for grants, the President is counting on departments to help build capacity in the service field quickly, so that the strong programs can be implemented on schedule and results can be seen immediately.

(2) The President's Challenge to Cabinet Secretaries.

* When the President signed the National and Community Service Trust Act of 1993 into law, he directed the Cabinet and heads of federal agencies to "redouble their efforts to use service -- community grass-roots service -- to accomplish their fundamental missions."

* Meeting this challenge will involve more than just making service a central component of your work; service must become an integral part of departments' missions. It will involve fundamentally re-structuring the way programs and services are delivered to make sure that they are giving opportunity back to people, involving them in the process, and giving them the tools they need to make their communities stronger and better.

(3) Meeting This Challenge in Concrete and Measurable Ways:

* Help multiply service programs. Whether departments choose to use their own funds to develop programs or apply for funds from the Corporation, here are some approaches which could be used beyond setting up new service initiatives:

- Assess existing grant-making and other programs to identify those which could integrate service as a component. (The Urban Revitalization Program (HOPE VI) in HUD which recruits housing residents to help with substance abuse prevention, community policing, and other important tasks in housing developments is a good model).

- Focus efforts by building partnerships between departments to address specific issues (e.g. disaster relief) or the needs of specific communities (e.g. empowerment zones) through service programs.

- Expand and strengthen service programs that the department already operates to make them more congruent with the President's objectives for the N.S. program. If re-worked, many programs could get greater visibility right away.

- Find ways for service components to be effectively built into other key administration initiatives currently being developed by departments (e.g. school-to-work, health care, welfare reform).

- * Give service immediate and continued visibility by consistently weaving it into speeches, op-eds, and trip plans.

- * Inform non-governmental organizations about national service and encourage them to apply:

The universe of national service providers must be expanded if the program is to be a success.

- * Provide the Corporation with technical advice and assistance:

The Corporation will need continuing help in designing evaluation criteria and other general program guidelines. Corporation staff is eager to work with others in departments who have expertise in these areas.

- * Make government a model employer by continuing to promote and reward employee volunteerism.

(4) The Ethic of Service

- * **Integrating service into programming is one of the most effective ways to reinvent government.** Making service an integral part of public policy, so that government enables service and service enables government, makes both sets of activities more effective.

- * **But, fundamentally, service puts government in its proper place.** Promoting service is an aspect of responsible governing. Rather than bloating bureaucracies or creating reliance on government, service creates a new compact between government and the governed. At its core, this administration sees the role of government as providing our citizens with the tools they need to change their lives and communities for the better -- and service is one of the most empowering and effective tools there is.

THE WHITE HOUSE
WASHINGTON

October 7, 1993

MEMORANDUM FOR ALL CHIEFS OF STAFF

FROM: Christine Varney
Eli Segal *ES*

SUBJECT: Report on Departments' Involvement with National Service

When the President signed the National and Community Service Trust Act of 1993 into law on the South Lawn of the White House a few weeks ago, he directed the Cabinet and heads of federal agencies to "redouble their efforts to use service -- community grass-roots service -- to accomplish their fundamental missions."

This is not the first time the President has expressed his interest in involving departments in national service. He has mentioned it in Cabinet meetings, conducted an inventory of all existing department-sponsored service programs, and, last spring, asked Peter Edelman to chair an Interagency Working Group on National Service.

As Eli Segal, Assistant to the President and Director of the White House Office of National Service, begins to implement this new program, we now ask that you turn from generating ideas to creating concrete proposals. Grants may be available to departments from the new Corporation for National and Community Service, on a competitive basis, as early as next spring.

At this crucial point, Eli has asked that each department submit a brief report by Friday, October 15th, updating his office on the following issues:

- (1) **How your department plans to be involved with the national service program as we move forward.**
Among other things, this may mean adding service components to existing programs or developing new service initiatives altogether either using the department's own funds or by applying to the new Corporation for grants; helping with outreach efforts by informing potential grantees about the program; including discussions of service in speeches and op-eds; expanding opportunities for employee volunteerism and finding other ways to promote the ethic of service throughout the federal government.

- (2) **What your department has done up to this point to help the Office of National service implement the program.**
Please briefly describe any significant events like internal staff meetings, meetings with other department staff to begin to build partnerships around certain issues, meetings with outside constituents, or mentions of national service in speeches or department newsletters which have occurred over the past few months. We would like to document them.
- (3) **A tentative work plan outlining the steps your department will take over the next few months to develop concrete proposals and ultimately to implement them.**

Please fax responses to Peter Edelman or Kate Frucher at the White House Office of National Service (202)456-6420. If you have any questions, feel free to Peter at (202)690-8157 or Kate at (202)456-6444.

We recognize that most departments have been working with the Office of National Service on many facets of this initiative for a number of months. We greatly appreciate your efforts and enthusiasm and look forward to continuing to work with you on this exciting new program.



October 15, 1993

THE DEPARTMENT OF HEALTH AND HUMAN SERVICES;

A NATIONAL SERVICE UPDATE AND IMPLEMENTATION STRATEGY

A. Where We Stand:

The Department of Health and Human Services has held internal meetings with representatives from many parts of the department. The last of these meetings took place on September 24, and the thirty participants were charged with returning to their agencies to pursue their plans regarding national service. Specifically, we asked for a report on the following:

- ♦ New or expanded service activities to be undertaken imminently, including FY 95 budget requests, plans for application to the Corporation for funds, and ways to insert service into existing programs without fiscal impact.
- ♦ Proposed service activities which will require further consideration and development.
- ♦ Outreach strategies and how constituencies are to be involved.
- ♦ Ways to increase employee volunteerism.

The response has been excellent. We have received many exciting reports from around the department. Proposals for funding from the Corporation will be vetted internally, and the most promising will be forwarded to the Corporation for consideration.

HHS has been active in helping the Office of National Service move towards implementation of the President's new program. HHS representatives have met with a wide variety of external contacts from the health and human needs field, both individually and in groups. We have also met with DOE to discuss collaboration on early childhood and youth-at-risk issues, and plan to meet with DOT to explore how we can work together on transportation barriers to access to health care.

The Secretary has mentioned National Service frequently in her public appearances and has spoke specifically and at length about National Service in speeches delivered at Tufts University, George

Washington University, and the Laird Youth Leadership Conference. An op-ed about community and national service written by the Secretary recently ran in fourteen college newspapers (see attached).

Each part of the department was asked to identify key people within the department and key constituents to help with outreach. A list of hundreds of names representing the gamut of human needs has been assembled and is available at your request.

B. Proposed Ideas for Implementation:

1. Home Visitation Program -- The Maternal and Child Health Bureau (MCHB)

A \$2.6 million program focusing on home visitation for at risk families was developed by MCHB, the Administration for Children and Families (ACF) and The National Commission to Prevent Infant Mortality (NCPIM). This program will utilize trained lay home visitors to prevent infant mortality, child abuse, and to provide family support services. National Service volunteers could easily be added to this program, supported by Corporation and/or HHS dollars. National Service participants would serve in a paraprofessional role, providing direct service to families. Successful models and training programs for the lay visitor already exist, which would facilitate the incorporation of National Service volunteers into this program. This program will grant awards September 30, 1994.

2. Youth Service Mentor Program -- MCHB

This is an expanded youth service and career development program for high school and college age youth modeled after the successful pilot program entitled MCH Los Angeles Mentors Program (MCH LAMP). The objective of the program is to combine community service with educational experiences and mentorship that will enhance students understanding of children and families and will encourage and motivate them to seek careers in maternal and child health science, services, and/or administration. 12 sites have selected as candidates, and it is expected that they will apply for funds through their state commissions.

3. National Service Regional Coordinator Program -- The Bureau of Primary Health Care (BPHC)

To address the problem that many health care delivery sites face when confronted with the prospect of accepting volunteers, BPHC proposes to develop a system of regional and state coordinators to facilitate health care related community service activities within their area. BPHC has signed an interagency

agreement with ACTION to help create a coordinated national, state, and local framework for health related volunteer activities. Coordinators will provide training to both participants and placement sites in order to enhance the volunteer experience for all involved. Four pilot sites, Peekskill Area Health Center, the Washington, DC, and Peekskill, NY, Health Care for the Homeless Projects, and Centro Medico in El Paso will be funded under FY 93 using ACTION volunteers.

4. Junior National Health Service Corps (Jr. NHSC) -- BPHC / Junior Health Careers Opportunity Program (HCOP) -- Bureau of Health Professions (BHPr)

The goal of this program is to introduce youth to careers in health for the underserved, and to provide opportunities for academic skill development and mentorship. During FY 94, BPHC/BHPr will develop ten model programs that involve youth in service to medically underserved communities. Upon evaluation of the pilot, a competitive proposal will be submitted to the Corporation in order to develop a national program.

5. Effective Use of Volunteers in Public Health -- Center for Disease Control and Prevention (CDC)

The CDC will apply to the Corporation for a planning grant to enable state and local public health departments to effectively use National Service volunteers. They plan to meet with the Association of State and Territorial Health Officers (ASTHO), the National Association of County Health Officials (NACHO), the United States Conference of Local Health Officials (USCLHO), and the Public Health Foundation to develop a funding proposal for the Corporation. This consortium will provide planning monies to both government and private public health concerns to develop a blueprint for the use of National Service volunteers in public health.

Problems that could be addressed through the use of National Service participants include; cancer screenings, immunizations, tobacco prevention, family planning, nutrition education, lead poisoning prevention, birth defect prevention, STD education, tuberculosis, and HIV. Volunteer roles might include outreach, canvassing, research, direct patient care, peer education, patient advocacy, case manager, and community liaison.

6. KidServe -- Assistant Secretary for Planning and Evaluation (ASPE), Administration for Children and Families (ACF), Administration for Children, Youth and Families (ACYF)

A collaborative group of national organizations could be assembled, including the National Head Start Association, the National Association of Resource and Referral Agencies, and the

National Association for the Education of Young Children. A proposed program, KidServe, would develop a training strategy and materials for programs targeting early childhood development. They might also provide placement services for volunteers in the field.

Other ACYF programs which have potential in terms of National Service include programs targeted at youth age 16 and up. The Transitional Living Program, a residential program for homeless youth, and the Children's Bureau's Independent Living Program, for transition from foster care to independent living, offer both the possibility to serve as a source of National Service participants and as sites for placements.

7. The Health Professions National Service Investment Fund -- BHP

BHP plans to establish a linkage with the health professions educational institutions and relevant associations including the Federation of Associations of Schools of the Health Professions (FASHP), the National Rural Health Association, and others, in order to enlist their support for National Service and to gain their partnership in the creation of the investment fund. This fund will be created by Corporation dollars, and will serve to encourage health professions students to participate in National Service. Corporation funds will be leveraged by having participating institutions agree to a hard cash match of the educational benefit, thus allowing National Service to seriously address the substantial debt many health professions students accrue. Linkages with private partners, such as the Robert Wood Johnson Foundation, the Kellogg Foundation, and the Josiah Macy Foundation will also be explored.

8. Office of the Surgeon General Programs (OSG)

The National Family Planning Program could easily formalize its substantial volunteer component under National Service to aid in the delivery of inexpensive family planning services to low-income women through a network of 4,000 clinic sites nationwide. National Service participants will expand outreach to adolescents, improve service delivery, and increase peer counseling efforts.

The Office on Women's Health could function in a technical assistance and training role, calling on extensive experience they have had in training women health professionals.

The Office of Minority Health will include language to grantees asking them to include National Service activities in their programs. The possibility also exists to give funding priority to those grantees that do so.

9. The National Respite Volunteer Initiative -- Administration on Aging

The Administration on Aging is meeting with the Brookdale Foundation Group and the National Alzheimer's Association to develop a collaborative program that will use National Service Volunteers to provide respite services for family caregivers of victims of dementia. This program will allow family caregivers essential time off, and will help prevent institutionalization of the victims of dementia.

The Brookdale Foundation is considering a match of federal dollars, and the National Alzheimer's Association will develop community based programs through their local chapters. Training and support of volunteers will be provided.

10. Administration on Developmental Disabilities (ADD)

ADD proposes to use National service Volunteers in a variety of functions. Ideas include patient advocacy, a representative payee in a joint effort with SSA, and programs designed to allow those with developmental disabilities to participate in National Service as volunteers. ADD also plans a significant outreach effort through their strong ties with the disabilities community.

C. Steps to be Taken:

1. November 1

- ♦ Receive and compile all responses to HHS' National Service inventory request.
- ♦ Provide Bureaus and Agencies with technical assistance in crafting final proposals, to be due December 15.
- ♦ Coordinate efforts with DOE and DOT to avoid duplication, encourage interagency cooperation, and streamline proposals.

2. November 15

- ♦ Prepare materials for distribution to constituents in the form of newsletter inserts, op-ed pieces, and articles for publication.
- ♦ Compile a list of constituents who would benefit from National Service briefings, and a list of national meetings where a presentation on National Service would be helpful. Schedule those meetings.

- ♦ Track contacts made by different parts of the department in order to coordinate our outreach efforts.

- ♦ Coordinate the establishment of a review process to be conducted by the Assistant Secretary for Management and Budget and the Counselor to the Secretary.

3. December 15

- ♦ Collect final proposals and begin the process of internal review.

- ♦ Continue outreach efforts to encourage constituents to develop proposals to be submitted to State Commissions.

- ♦ Develop model programs and technical assistance materials for distribution to constituents competing on the State level.

Tuesday, September 14, 1993

On the issues

Volunteer, and make a difference

By DONNA SHALALA

Imagine being 11 years old again. Only this time, you're from a foreign country and you don't speak English. You've just moved to America.

Everything is new and confusing. You can't read the street signs. You miss home terribly and don't have any friends.

That's how a boy named Jorge was introduced to our country in 1986.

He struggled for an entire year, barely talking to anyone. His grades dropped, and he refused to go out and play. Jorge's mother thought that only a miracle would restore his confidence.

Sometimes miracles happen.

Through a community service project sponsored by Georgetown University, Jorge became friends with a college student named Richard. For several years, they got together once or twice a week — sometimes reading English, sometimes playing soccer.

Shalala is the Secretary of Health and Human Services.

sometimes watching movies.

Today, a high school graduate, Jorge speaks English so well that he is taking classes at George Washington University. And Richard learned a lot about the culture and struggles of immigrant families in our country.

This is just one story, but it's emblematic of the good you can do by just spending time with someone younger.

People who cease to have hope cease to be alive. Every 12 seconds of the school day, an American child drops out. Every 30 seconds, a child runs away from home. And every minute, a teenager gives birth.

These are silent, desperate cries for help. And indications of a lack of hope.

I'm convinced that the best way to prevent these tragedies is to shape positive attitudes. Young people need an inner strength to help them make smart choices with their lives. Your friendship — your time — can help someone else develop that strength. That's what happened with Jorge and Richard.

Join a Big Sister/Big Brother pro-

gram and make a difference in a child's life — a child just like Jorge. Share yourself with someone who's younger — you'll make a lasting impression, learn a great deal yourself, and help build a better society.

Of course, volunteering isn't just about working with children. You can work with the elderly or the disabled, clean up parks and neighborhoods, or help build housing for low-income people.

And as you move through your college years, consider taking a year or two after college and being a part of the new National Service Program, which Congress recently enacted at President Clinton's request. The first group of participants will be going to work in the summer and fall of 1994.

I revere the idea that one person, even acting alone, has the power to make our world better. Never forget Martin Luther King's message that "Anyone can be great, because anyone can serve." We want you to be great. And our youth need you to be great.

This article, or a similar version, ran in the following college newspapers:

The Georgetown Voice
The Arizona State Press
The New Mexico Daily Lobo
The University of Michigan Daily
The Princeton Daily
The University of Virginia Journal
The Chicago Flame
The Daily Mississippian
The Arkansas Traveler
The SUNY Binghamton Pipedream
The Rutgers Daily Targum
The Mills College Weekly
The Middlebury College Campus

FOR RELEASE UPON DELIVERY
SUNDAY, MAY 9, 1993

***REMARKS BY**

DONNA E. SHALALA

SECRETARY OF HEALTH AND HUMAN SERVICES

GEORGE WASHINGTON UNIVERSITY COMMENCEMENT

WASHINGTON, D.C.

***THIS TEXT IS THE BASIS OF SECRETARY SHALALA'S ORAL REMARKS.**

**IT SHOULD BE USED WITH THE UNDERSTANDING THAT SOME MATERIAL MAY
BE ADDED OR OMITTED DURING PRESENTATION.**

President Trachtenberg, Chairman Carr, distinguished honorary degree recipients, members of the Board of Trustees, faculty, parents, alumni, guests, and most of all, the members of the class of 1993.

It is a great honor to receive an honorary degree from George Washington University.

I want to thank my good friend Steve Trachtenberg for inviting me to speak in this splendid and inspirational setting. Steve and I have worked together for many years, and I have always found him to be one of the most shy, timid, and introverted leaders in American higher education.

I want to congratulate each and every one of the graduates. You have all succeeded in your own individual ways, with your own special flair, and we are all very proud of you.

It is fitting that today is Mother's Day -- the day when we express our gratitude and love for all of our mothers and mother-figures. Those who have provided for us, taught us, blazed trails for us, and served as our role models.

We also should express gratitude to all the loved ones on whose strong shoulders you stand today, so proud and so accomplished. Please join me in applauding everyone who has supported and sacrificed for you as you climbed lofty academic heights.

1992-93 will go down in history as a remarkable year for George Washington University.

Your men's basketball team electrified the nation in the NCAA tournament, just four seasons after compiling a record of one win and twenty-seven losses. What a dramatic turn-around -- and you did it the right way, with hard work and solid leadership.

During this academic year, your university triumphed in many other ways. Your law school once again earned a top twenty-five national ranking. Your medical school was rated in the top five in the training of primary care physicians, for which there is an enormous national need.

In January, hundreds of GW students helped usher in the new Administration, when the University served as the press center during the Presidential inauguration.

And in March, your campus hosted the first public hearing of the Task Force on Health Care Reform. I was right there in your Charles E. Smith Center for the entire hearing, which lasted more than thirteen hours.

Towards the end of the hearing, I received a phone call from my eighty-one year-old mother in Cleveland, who had been watching on C-SPAN.

At first, I thought something was wrong. But she only called to ask, "Donna, are you OK? -- I've never seen you sit still for this long."

That's fair warning: I'm usually not one to sit around listening to long speeches -- or to make others sit around listening to me. So I'll be brief.

While preparing these remarks, I found myself thinking about that great American hero for whom your outstanding university is named.

George Washington provided clear vision and strong leadership during those decisive years when America embarked upon our democratic experiment. It was a tumultuous era -- and a big reason why we pulled through was because of the character of our first President.

Our political institutions were new and unproven. Our economy was in shambles. Our leaders were struggling to separate the powers of government, to implement the Bill of Rights, and to develop a coherent approach to foreign policy.

The challenges of the 1790s were enormous -- but so are the challenges of the 1990s:

Because in the 1990s, we must continue to serve as the leader of the free world, and as a beacon of hope for all who yearn for liberty.

And here at home, we must create jobs and control the deficit. We must remake our welfare system and reform American health care. We must rebuild our cities and recharge our schools. And we must bring Americans back together again, drawing a strength from our diversity.

How well we meet these challenges will define us again as a nation. Just as we have defined ourselves over the last two hundred years when we put an end to slavery, when we extended the ballot to women, when we marched for civil rights in Selma and here in Washington, D.C., and when we won the Cold War.

From time to time, I find it helpful to think about how great leaders of the past would confront our present-day challenges. If Harriet Tubman were alive today, what career would she select? In 1993, how would Eleanor Roosevelt use her vast talents? If Martin Luther King, Jr. had lived, where would he serve in this Administration?

And what about George Washington? What guidance would our first President give to the American people about the tasks before us?

A few things come to mind.

First, I think George Washington would say that we must take bold, assertive steps to solve our major long-term problems, rather than pretending they don't exist -- as too many so-called "leaders" have done in the past.

Bold action is the approach the Clinton Administration has applied to unemployment, to the budget deficit, and to our appalling national failure to immunize our children.

And that's how we're approaching health care reform.

Because the entire nation knows that our health care system is an overheated jalopy just waiting to break down on the roadside -- unless it blows up first.

Without immediate reform, the annual cost of health care will double by the year 2000, to cost the average family about 14,000 dollars per year.

Think about that. 14,000 dollars per family.

We're throwing away salaries and savings that should be going into new businesses, into home ownership, and into college tuitions.

If that doesn't terrify you, it should.

One-hundred thousand Americans a month are losing their health insurance -- and many, many more are at risk. In fact, recent college graduates are especially vulnerable, because many insurance companies will drop you from your family insurance plan once you finish school.

That's why the President is committed to developing a comprehensive reform proposal right away. Not next year. Not the year after. But right now.

Because if we don't contain these galloping costs, all of you are going to inherit a bankrupt country and a run-away deficit. And you still won't have the health care security that all Americans need and deserve.

We've got to protect your future. And I know George Washington would agree.

However, I'm sure President Washington would be surprised by some features of our political system in 1993. After all, he was a President who strongly warned the American people against the evils of deficit spending and political parties.

Washington might also be surprised to see that America now extends equal civil and political rights to all members of our society.

But I think he would be impressed by our diversity. Washington treasured human liberty. He would realize that our diverse and pluralistic society was constructed on bedrock democratic principles for which he had fought and served.

And that brings me to a message that I believe George Washington would pass on to you today. It's a message that's timeless and true, but can never be repeated enough: Good citizens are the lifeblood of our democratic society.

In fact, good citizens are the brain, the bones, the heart, and the muscle.

The strongest democratic societies are those that invest the most in their citizens. Because in a democracy, people are the only resource that really matters. Our women and men. Our elderly. Our college students. Our children.

George Washington understood the importance of good citizens, and called for America to invest in education. In his famous farewell address to the nation, he said that because our form of government "gives force to public opinion, it is essential that public opinion should be enlightened."

Our traditional American version of the social contract is very clear: We offer opportunity to our citizens, and in return we need them to contribute.

That's why President Clinton recently announced legislation to create a major national service initiative.

We're investing in National Service because there are huge needs in our communities, and because students need a better way to finance their education. But that's not the only reason. We know that many of you are yearning to become part of something larger than yourselves -- some legacy for the 1990s generation.

Back in the 1980s, when one commencement speaker said that "Greed is good," the students cheered wildly.

Well, I've got some news for that speaker: The 1980s are over -- and this generation aspires to build a better society.

So this is my message to the class of 1993: Our country needs you to get involved. We need your input. We need your skills. We need your minds.

Whatever you do in the next few years -- whether you are working or studying or pursuing a long-held dream -- I hope you'll take responsibility for helping in your communities.

Teach English to immigrants. Work for fair housing. Become a Big Sister or Big Brother.

Do something tangible -- and experience the thrill of knowing that you made someone's life better. I hope your generation makes the 1990s a new era of service and activism.

And as you work for change, I hope you'll draw on lessons learned here at GW, and bring your intelligence to bear on the causes of the problems you see.

If you're volunteering in a soup kitchen, learn about the different reasons people become homeless -- and look for solutions.

If you're working in a poverty-stricken neighborhood, find out the history of the community and the source of the decline.

And if you're tutoring, think about why so many young girls are taught to limit their professional aspirations, and use your imagination to make a difference.

I leave you today with a final piece of advice: You can change the world with your minds.

As you scatter to every corner of the earth to begin exciting new ventures, remember your great University and its ideals. Remember your professors. Remember your role models. Remember your friends. Remember the best work you did here -- the times you really pushed your limits.

Your educational journey must not end with this degree. Because knowledge is power, knowledge is freedom, and knowledge is happiness.

And the happiest people I know are those who learn and grow for a lifetime. Thank you, good luck, and Godspeed.

Kate

REPORT ON THE DEPARTMENT'S INVOLVEMENT WITH NATIONAL SERVICE

This Summary, serves to address the White House Memorandum, from Christine Varney and Eli Segal, dated October, 7, 1993. Submitted By Jeff Beatrice, U.S. Department of Justice, Office of Policy and Development and Cathy Colbert, U.S. Department of Justice, JMD.

1. HOW THE DEPT PLANS TO BE INVOLVED WITH NATIONAL SERVICE

a) PROGRAMS

- (1) **EXISTING PROGRAMS:** Several agencies within Justice have submitted ideas on how to integrate new volunteers into already existing programs. For example:

The Bureau of Prisons, National Office of Citizen Participation (NOCP) currently utilizes volunteers who assist offenders with the transition from incarceration to community life. NOCP's primary focus is to develop partnerships with community groups and public service organizations to foster volunteerism within the Federal Bureau of Prisons.

Weed & Seed Program can use volunteers in a multitude of capacities including:

- Community Policing
- Research Assistant
- Youth Athletics Instructor
- Nutritionist
- Social Worker
- Substance Abuse Treatment
- Library Assistant

The Drug Enforcement Agency (DEA) has 19 field divisions staffed with a Demand Reduction Coordinator whose role is to advance the 6 priority areas of the DEA. Each reduction center could place National Service participants in roles where they render services directly to the client as well at the community. Additionally, DEA can use program participants with language or computer science capability and in the forensic science field.

Communitiy Relations Service can utilize volunteers for conflict resolution and strengthening community relations.

b) NEW SERVICE INITIATIVES

The Office of Policy and Development has developed, using Weed and Seed as a model, the National Performance Review Laboratory. This model is in keeping with the principle that the Federal Government should use resources in concert to respond more effectively to community needs. It will be a pilot effort to assist neighborhoods in enhancing their comprehensive strategies through single applications for

multiple Federal resources provided through a single award. NPR lab sites will be encouraged to implement multi-service, one stop shops where residents can obtain many different types of services in one location including: employment, education, health, welfare, criminal justice and economic development.

Executives from the Drug Enforcement Agency have discussed the possibility of creating a pre-professional corps within the Agency. Such a corps would involve program participants who have a demonstrated interest in law enforcement and who are recent graduates or the last two years of college.

2. OUTREACH EFFORTS TO INFORM POTENTIAL GRANTEEES

a) PUBLICATIONS

Numerous divisions within Justice have submitted mailing and publication lists. The publication resources available through Justice's divisions include journals, newsletters and magazines which can be utilized for public dissemination of information on National Service. Agencies which produce and distribute publications have made commitments to feature articles on National Service on an ongoing basis as new information becomes available.

b) ELECTRONIC BULLETIN BOARDS

Several agencies, including the National Institute of Justice (NIJ) and the Office of Juvenile Justice and Delinquency Prevention (OJJDP), have access to electronic bulletin boards which will be used to disseminate information to potential grantees. NIJ can also access INTERNET which will allow them to distribute application information to most of the country's colleges and universities.

c) CONFERENCES

The National Institute of Justice's Professional Conference activities will include distribution of the Attorney General's article and posting of announcements at upcoming conferences.

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) has submitted a copy of the Juvenile Justice Calendar which lists their upcoming conferences. OJJDP has made a commitment to publicizing National Service at all of its conferences and seminars.

d) SPECIALIZED ACADEMYS

Several divisions have specialized academs where training seminars are conducted and outreach and technical assistance are available. These academy's can serve as a vehicle for dissemination of National Service when a specific profession

or group needs to be targeted. The National Institute of Corrections Academy in Longmont, CO has made a commitment to publicize National Service in their special issue seminars.

e) **FIELD OFFICES**

The Drug Enforcement Agency's (DEA) Demand Reduction Center Coordinators make thousands of contacts each year with teachers, administrators and counselors at high schools and elementary schools across the country. Coordinators could serve as conduits for dissemination of information regarding National Service.

The Office of Special Counsel for Immigration Related Unfair Employment Practices can provide outreach to small and minority owned businesses. Each year the OSC's grant program awards funds to community based organizations and trade associations across the country. The OSC also conducts a two day training seminar for grantees and provides them with ongoing training and technical assistance. Therefore, OSC could disseminate information about National Service and provide technical support to the minority and small business community.

3. **WHAT DOJ HAS DONE TO HELP THE OFFICE OF NATIONAL SERVICE IMPLEMENT THE PROGRAM**

a) **WORKING GROUPS**

The Department of Justice has set up three working group subcommittees comprised of all the divisions of Justice as well as outside agencies (Action and CNCS). All three working groups meet once a month to pool the resources of the agencies represented and discuss how National Service can benefit from their organizations experience and how their organization can be useful in the dissemination of information relative to National Service. The working groups are divided into three areas of concentration; Technical Support and Outreach, State and Federal Goals, and Performance and Evaluation.

b) **NEWSLETTER PUBLICATION**

The National Institute of Justice (NIJ) published a four page article in the November issue of the National Institute of Justice Journal. The article was accompanied by a picture of the Attorney General and has a distribution audience of 90,000. The journals audience consists of State and local government officials, criminal justice professionals, and research and academic institutions. NIJ is also publishing a shorter version of the article in the NOV/DEC issue of the National Institute of Justice Catalog. A copy of the article is attached.

c) CONFERENCES

- (1) The Bureau of Justice Assistance is holding their annual conference in Philadelphia, PA November 3-6th. BJA has extended an invitation to the Department to speak on behalf of National Service and Eleanor Acheson, Assistant Attorney General, is scheduled to attend.
- (2) The National Institute of Justice has a conference scheduled in Miami, Florida December 1-3, which will bring together various components of the criminal justice system. NIJ plans to display the Americorp logo and distribute copies of the Attorney General's article which appeared in the National Institute of Justice Journal.
- (3) The National Institute of Justice is sponsoring a conference in Washington, D.C. December 9-11. The conference is in cooperation with the National League of Cities, the U.S. Conference of Mayors, the Department of Education, and the American Architects Association. The National Service Logo will be prominently displayed and copies of the Attorney General's article will be made available.

4. WORK PLAN FOR THE FUTURE

The Department of Justice has just completed the first phase of its involvement with National Service. The Department asked each of its divisions to investigate its programs, technical support and outreach, and publications to see which could be utilized in the National Service Program. The response has been overwhelming as the divisions have produced lists of publications, invitations to conferences, sample application forms for potential grantee's and volunteers, offers of technical support and a vast array of technical and expert knowledge, advice and recommendations, all of which will be forwarded to the Corporation. The Department has now entered the second phase which is to meet with the subcommittee chairmen to pool the Department's collective resources together to formulate cooperative partnerships and solid proposals to submit to the Corporation for funding as well as example.

AMERICORPS

A Call to Service

by Attorney General Janet Reno

On September 21st, President Clinton signed an historic piece of legislation into law—the National and Community Service Trust Act of 1993. National Service will offer thousands of Americans opportunities to address four priorities—public safety, education, human needs, and the environment—as part of a national service corps, AmeriCorps. In its first year, 20,000 service workers of all ages will engage in substantive, skill-building work in our Nation's communities through AmeriCorps. By 1996, service workers will number 100,000. Retired police officers and teachers will serve side by side with our Nation's youth, rebuilding America in the new AmeriCorps.

In exchange for their service, AmeriCorps participants will receive an educational award that will help defray the costs of post-secondary education, as well as a modest stipend. Why should criminal justice practitioners take notice of AmeriCorps? For a number of very important reasons.

Significance of AmeriCorps

First, at a time when local resources are limited, AmeriCorps can help fill the gaps in the continuum of public

safety services. AmeriCorps, working alongside our public safety providers, can help provide more comprehensive and integrated services with respect to crime prevention, police protection, crime victim assistance, and community-based public safety services in urban and rural communities all across the country.

Second, AmeriCorps will re-engage some of our Nation's youth. We all decry overcrowded juvenile detention facilities, jails, and prisons. We must begin to think about our young not only at the point when they have come in contact with the criminal justice system but before, well before. Through service, AmeriCorps will instill a sense of citizenship in our youth. They will learn skills, access a path to a better life through education—not drugs, crime, and violence.

Third, National Service is not just another top-down, bureaucratic government answer to the problems of our Nation's communities. Local entities such as police departments, victim service agencies, community-based prevention organizations, prosecutor and defender offices, treatment, and community and institutional corrections agencies can apply to participate.

Criminal Justice and AmeriCorps

A diverse group of practitioners has already suggested the following ways in which AmeriCorps can work with the criminal justice system to amplify public safety services:

Police practitioners have suggested AmeriCorps workers can help move community policing efforts forward. They can be trained to conduct community surveys of neighborhood crime and disorder, work on projects to prevent victimization of seniors, develop residential and commercial crime prevention workshops, and staff community policing neighborhood substations which will begin to bridge the gap between scarce police resources and legitimate neighborhood demands. In addition, through AmeriCorps, local police departments can establish a pre-professional police corps consisting of a cadre of high-quality local recruits.

Court administrators, prosecutors, and judges have suggested that AmeriCorps workers can help make the criminal justice system more accessible to the community by staffing neighborhood courts, assisting domestic violence victims to navigate the court system, and representing abused

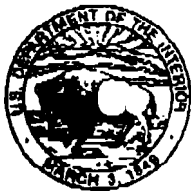
and neglected children as court appointed advocates.

Victim assistance providers have proposed that AmeriCorps workers take part in the movement towards restorative justice. They could monitor community restitution programs, staff victim's desks in neighborhood courts, and coordinate victim counseling volunteers.

Community and institutional correctional personnel have suggested that AmeriCorps workers help prepare offenders scheduled for release to make the transition to a drug-free, crime-free life. They can teach offenders basic reading, math, and computer literacy skills, train offenders in marketable jail industries areas like data



*Attorney General
Janet Reno*



United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, D.C. 20240

OCT 15 1993

MEMORANDUM

TO: Eli Segal, Director, Office of National Service

FROM: Bonnie R. Cohen, Assistant Secretary for Policy, Management and Budget

SUBJECT: Report on the Department of the Interior's Involvement with National Service

This is in response to your request that each agency submit a status report on the development of its National Service program.

In the coming fiscal year, the Department of the Interior will establish a new Office of National and Community Service, which will be dedicated to the furtherance of the President's vision by making the Department a major player in providing national service opportunities to America's young people. As you know, service and volunteerism are already very important aspects of the heritage of this Department, from the inspiring legacy of President Franklin Roosevelt's Civilian Conservation Corps to the exciting work being performed on the public lands today by national and state conservation corps. Secretary Babbitt, of course, is not only a strong supporter of the concept of National Service, but has also testified on behalf of the Administration and has made several trips to youth corps work sites over the past several months.

For the Department of the Interior, there are two main thrusts of the National Service initiative. First is the enhancement of national service-related activities already sponsored by the Department's agencies. As you know, the agencies of the Department of the Interior have long-standing and very productive relationships with youth conservation corps all across the country. Secretary Babbitt would like to see these relationships made even stronger as we look towards the coming fiscal years. He will soon be providing direction to the Directors of the National Park Service, the Fish and Wildlife Service, the Bureau of Land Management, and the Bureau of Reclamation asking those bureaus to seek new partnerships and cooperative agreements with youth corps as they plan future, suitable projects on the lands under their jurisdiction. Examples of the types of activities in which youth corps are now engaged on Interior lands are: trail and other maintenance, interpretation and educational programs, surveying and monitoring, ecological restoration, afforestation and reforestation, fire prevention, and wildlife protection.

Second is the preparation of a strong application to the Corporation for funding towards projects to be carried out by the Department in partnership with existing youth corps programs. Michael Sweeney of my office and Destry Jarvis (former Executive Director of the Student Conservation Association) of the National Park Service have recently convened a series of informational and planning meetings with representatives from the Fish and Wildlife Service, the National Park Service, the Bureau of Land Management, the Bureau of Reclamation, and the Bureau of Indian Affairs. While the former three have had extensive experience with youth programs, the latter two have not and we have therefore begun to engage them more intensively.

While we have been working with Jonathan Weiner of your office to identify priority areas for National Service opportunities related to the environment, we have asked each bureau, based on the priorities of the respective Directors, to prepare concrete proposals for submission to the Corporation for National Service. We have been and continue to involve the Student Conservation Association and the National Association of Service and Conservation Corps in all levels of our planning discussions. Once we have the bureaus' proposals, we will decide whether to submit the best ones to the Corporation or to weave all or some together into a Departmental application.

One possibility being explored for a Departmental application is a "River Corps." Rivers are one thing that all the concerned Interior bureaus have in common and riparian areas are one of Secretary Babbitt's top priorities. Rivers flow across landscapes irrespective of land ownership patterns or administrative jurisdictions and are therefore particularly difficult resources to "manage." In addition, in the arid West rivers are often oases of biological diversity. By identifying an important and endangered river or river system, such as the Colorado and its tributaries, that flows through several bureau jurisdictions, we could organize a series of youth corps around pressing riparian restoration, erosion control, and interpretive activities. A Colorado River Corps, for example, could have as its area of operation a series of National Parks and Indian Reservations, as well as a wealth of BLM lands. The Department, in partnership with one or more youth corps organizations, could recruit youth from communities and reservations locally or regionally. While we may not, in the end, propose a River Corps, this is a useful model for planning a Departmental application.

We will continue to explore this and other concepts for National Service opportunities in the coming months. Once we have a 1994 budget and the new Office of National Service is funded and assembled, our efforts at outreach and implementation will expand. Secretary Babbitt believes a strong National Service program at the Department of the Interior will make an important contribution to our efforts to foster a new American land ethic and a greater spirit of responsibility for the well-being of our natural heritage.



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OCT 15 1993

OFFICE OF
THE ADMINISTRATOR

MEMORANDUM

SUBJECT: Report on EPA's Involvement with
National Service

FROM: Mike Vandenberg
Chief of Staff

TO: Eli Segal, Director
Corporation for National and Community Service

This is in response to your memorandum of October 7, 1993 requesting a report from all departments on their involvement with National Service. I am pleased to report that EPA has made great strides in the last couple of months. The Administrator has created a strong, diverse Agency-wide work group representing all major offices in Headquarters and our Regions as well as African-American, Latino, and Native American populations. The group is working hard on EPA's participation in National Service.

The Administrator has asked Helga Butler, one of her Special Assistants, to chair EPA's work group. Helga has worked closely with Kate Frucher and Jonathan Wiener in the Office of National Service (ONS) to ensure coordination between our activities and the ONS activities. In fact, Jonathan has recently attended and discussed Service issues at two of our meetings.

In response to your first question, the EPA work group is planning to bring options for EPA's National Service program to the Administrator in mid-December. These options will include existing, Agency-funded efforts that fit the National Service concept, proposals for expanding some of these efforts, as well as proposals for cooperative agreements with other Federal agencies and local governments. We hope to be able to submit grant applications to the Corporation in late winter. Given the Agency's resource constraints, we will be pursuing partnerships and leveraging of resources inside and outside government in as many of our National Service activities as possible.

We have provided additional information and the answers to your other two questions in the attached materials. If you or your staff need any additional information, please feel free to call me or Helga Butler at 260-4724.

Attachments

Attachment 1

Report on EPA's Involvement with National Service

Request #1: How does your department plan to be involved with the national service as we move forward?

- o The Administrator is committed to developing a strong National Service (NS) program that is capable of achieving visible and measurable environmental improvements in local communities. Our program will include ongoing work in the Agency as well as new partnerships with outside entities. For that purpose, EPA's work group is reviewing its ongoing activities to determine which could be included in a NS program and which could be candidates for expansion using EPA or outside funding. The work group also is collecting ideas for new initiatives from inside and outside the Agency that we could pursue in partnership with other government entities or the private sector.
- o The Agency is planning to submit an application for funding to the Corporation in February or early March either alone or more likely in collaboration with other government agencies.
- o We recognize that outreach is an important component of a strong program. We are in the process of developing an Agency outreach strategy that will include communications activities inside and outside the Agency (of course in close coordination with the Corporation's activities). We are looking for an opportunity for the Administrator to discuss our emerging program in a speech and also to visit an existing model service program, such as CityYear in Boston. In addition, we are planning to place articles in internal and external newsletters and journals, distribute information at conferences, other occasions, and through E-mail; and involve our managers through more staff discussions.

We have provided assistance to the ONS in developing a list of appropriate constituents for National Service outreach activities and are planning to assist with future efforts as well, especially with informing potential grantees about the NS program.

Request #2: What has your department done up to this point to help the Office of National Service implement the program?

- o The Administrator sent out a memorandum on NS to all her senior managers (copy attached), established an Agency-wide work group, and discussed the initiative twice in senior staff meetings.

Attachment 1 cont.

- 2 -

- o The work group subdivided itself into 4 subcommittees (Steering, Outreach, Projects, and Funding), which have each met several times. We have also held two full work group meetings (including an all-day session) involving almost everyone working on the NS initiative (39 employees).
- o Helga Butler has attended several Interdepartmental Working Group and Environmental Working Group meetings at the White House and has held general discussions on NS with a number of people in other organizations such as:
 - The Department of Health and Human Services (Peter Edelman)
 - The Department of Interior (Michael Sweeney)
 - The Department of Agriculture (Joel Berg)
 - ACTION (Dana Rogers and Diana London)
 - The Retired Senior Volunteer Program (several people)
 - The Senior Environmental Association (several people)
 - The Peace Corps (17 former volunteers)
- o The Work Group has so far developed the following products:
 - A list of our key customers and their needs.
 - A set of draft criteria to help us define our overall program options (copy attached).
 - A first draft strategic framework to guide us toward program decisions.
 - A list of outreach contacts for ONS and our own use.
 - Committee interim reports, which were presented to our full work group to report on initial findings and to facilitate coordination among the committees.

Request #3: A tentative work plan outlining the steps your department will take over the next few months to develop concrete proposals and ultimately to implement them.

- o Copy attached.



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

RUS

SEP 10 1993

THE ADMINISTRATOR

MEMORANDUM

SUBJECT: Agency Work Group To Implement The President's
National Service Initiative

TO: Assistant Administrators
Associate Administrators
Regional Administrators

As I mentioned in Tuesday's senior staff meeting, the President is about to sign the National Service Trust Act that will create a new domestic Peace Corps involving about 20,000 young people in 1994 and even more thereafter. Participants in the National Service will help meet unmet needs in four critical areas: environment, education, public safety, and human needs. This presents us with a tremendous opportunity to inspire young people to work on environmental problems that, alone, we don't have the resources to solve. Through the National Service, participants will have the opportunity to serve their communities while earning the minimum wage, health benefits, and a substantial stipend toward college. If we do it right, we have the opportunity to engage thousands of young people and other volunteers in projects helping the environment and teaching them about it in the process.

National Service volunteers can help us in many ways, some of which have already been successfully tried around the country. Take, for example, sewer stencilling in New York (to educate the public on the connection between clean streets and clean beaches), wellhead contamination surveys in Texas (to identify sources), green lights audits in Nebraska (surveying buildings for energy efficiency opportunities), and of course many activities funded through our environmental education grants. To be successful, we will need to develop new and build on existing partnerships with other Federal agencies, States, local governments, academic institutions, and non-profit organizations. There are many efforts underway and many more opportunities to explore.

- 2 -

I would like you to designate a person on your staff who has the time and expertise to help develop a well-thought-out National Service implementation plan for the Agency in the next couple of months. This effort is very important to me and I have asked Helga Butler of my staff to take the lead on coordinating the Agency's efforts and act as our liaison to the White House.

Please let Helga know by no later than COB Wednesday, September 15, whom you have designated to work with her. You can reach her either at 260-4179 (voice mail) or by fax at 260-4852.

I appreciate your support for this promising opportunity to engage thousands of people of all ages and races in environmental projects across the country.



Carol M. Browner

cc: Kathy Aterno
Mike Vandenberg
Dan Rondeau
Leon Hampton
Abby Pirnie

The Corporation for national Service has not yet adopted criteria for grant applications. The following are factors EPA is considering to develop its recommendations for service to the environment and education.

**National Service Workgroup
Projects Committee**

STRAW SELECTION CRITERIA

- **Must not displace existing workers or duplicate functions**
- **Must not directly benefit for-profit business, labor unions or partisan political organizations**
- **Should result in measurable, tangible, visible and sustainable environmental benefit/improvement or reduced risk consistent with EPA priorities and community needs**
- **Should maximize partnerships, local involvement, capacity-building and use of existing resources (including existing EPA programs)**
- **Should provide sound management, including basic environmental literacy training and any other training needed to perform the service**
- **Should provide meaningful experience or learning and should foster an environmental and community service ethic**
- **Should inform, involve or benefit all populations within the community, and a wide cross-section of communities (especially those called out in the Act)**

revised 10/15/93

**WORKPLAN
FOR EPA'S IMPLEMENTATION OF THE
PRESIDENT'S NATIONAL SERVICE INITIATIVE**

Task/Activity	Who does it	By When
Set up work group and 1st mtg.	Helga	Sept. 23
Set up committees: - Steering Committee - Outreach Committee - Projects Committee - Resource/Funding Committee	Work Group / Helga	Sept. 23
Interim Committee reports to full Work Group meeting for discussion	Projects, Outreach, and Resource Committees	Oct. 13 or 14
Targeted survey completed of customers' ideas for program areas EPA should focus on	Projects and Outreach Committees	Nov. 15
Information on strategic framework charts completed, aggregated and analyzed	Projects Committee	Nov. 15
Final Committee reports to full Work Group for review/discussion - Outline of draft proposal for the Administrator	Projects, Outreach, and Resource Committees	Nov. 16&17
1st Complete Draft of Proposal to Steering Committee for review/discussion	Proposal Writing Committee	Nov. 24
2nd draft proposal	Proposal Writing Committee	early Dec.
Send draft proposal out for Agency and outside (?) comment	Proposal Writing and Steering Committees	early Dec.
Incorporate comments/ Prepare new draft	Proposal Writing Committee	mid Dec.
Review final proposal	Work Group/ Steering Com.	mid Dec.
Decision meeting with Carol	Steering Committee (plus)	mid-late Dec.
Prepare final proposal	Proposal Writing and Steering Committees	late Dec.
Send signed implementation proposal to Office of National Service	Steering Committee	end of Dec.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20250

October 13, 1993

MEMORANDUM

TO: Eli Segal
Christine Varney
Peter Edelman

FROM: Ron Blackley, Chief of Staff, Department of Agriculture

SUBJECT: USDA Actions to Bolster the President's National Service Initiative

The following is in response to your memo of October 7, 1993. As you will read, USDA has done more than any other Cabinet Department to promote the President's national service initiative.

1) How USDA plans to be involved with the national service program as we move forward.

Creating and Running Programs of Our Own:

Secretary Espy has directed Joel Berg, the Director of the USDA Office of Public Liaison, to prepare proposals for three USDA-run youth service corps to submit to the new Corporation for National Service: a Rural Development Corps, an Environmental Corps, and an Anti-Hunger/Empowerment Corps.

The Rural Development Corps would establish regional clusters of "professional" and "paraprofessional" participants who could assist communities in identifying needs and resources necessary for economic well-being. The participants would have diverse education and training and would be matched up with individual communities or regions that have specific needs that can be filled by someone with that specific background.

The National Environmental Corps would have both urban and rural components. Participants would renovate urban and rural parks, plant trees, perform conservation work in national forests, teach environmental education, promote urban farming, test water quality, boost sustainable agriculture, clean-up rivers and lakes, help families weatherize their homes, instruct the public on how to dispose of household chemicals, and restore wetlands.

In the Anti-Hunger/Empowerment Corps, participants would work in urban and rural areas to help low-income families and individuals move towards self-sufficiency. The main focus of the corps would be fighting domestic hunger. Corps members would help individuals apply for food stamps, WIC, and the school breakfast program; overhaul their diets; learn to prevent foodborne illnesses; and obtain the expanded Earned Income Tax Credits, microenterprise loans, and help from community development banks. In short, this corps would help put into effect the entire empowerment agenda promoted by President Clinton and Secretary Espy.

Helping Constituency Groups Participate in the Program

USDA will provide significant information and technical assistance to the wide range of our constituency groups -- including environmental, consumer, farming, higher education, minority, rural development, agribusiness, and nutrition groups -- to help them apply for funds from the Corporation for National Service or otherwise become involved in the President's initiative.

USDA will also develop curriculums in key areas -- such as nutrition, the environment, and rural development -- for external groups that are planning to run national service programs related to these areas.

Expanding Our Employee Volunteer Program

USDA will be expanding our programs which allow USDA employees to volunteer in their community. First, we will be increasing the number of USDA employees in Washington, D.C. who tutor students at the Van Ness Elementary School in Southeast. In the near future, we will be taking steps to encourage USDA employees throughout the country to expand their community service efforts.

2) What USDA has done up to this point to help the Office of National Service implement the program.

Secretary Espy has PERSONALLY taken the following actions:

- a) Given a major speech at Howard University on national service in which he compared the importance of the President's program to the importance of the original Civil Rights movement.
- b) Directed USDA Director of Public Liaison Joel Berg to develop concrete national service proposals for the Department and to expand employee volunteer efforts.

3

c) Testified before the Senate Labor and Human Resource Committee in support of the Administration's bill, outlining both the bill's civic philosophy and the Department's plans to incorporate into the President's initiative.

d) Visited the Van Ness Elementary School in Southeast Washington to meet with students who have been tutored by USDA employee volunteers at the school.

e) Sent a letter to the Commission on National and Community Service expressing his personal support, as well as significant institutional backing, for youth service projects undertaken by the Extension Service.

f) Discussed national service with the Presidents of historically Black land grant institutions.

g) Discussed the proposed USDA Anti-Hunger/Empowerment Corps during a USDA Hunger Forum which garnered national attention.

h) Directed Joel Berg to travel to all nine of the flood-affected states in the Midwest to coordinate USDA disaster relief projects with state conservation corps and other youth service programs.

i) Directed the USDA Extension Service to use 10% of flood relief funds for the Midwest on youth service projects.

j) Attended a reception on behalf of USDA employees who tutor at a local school.

k) Highlighted the proposed USDA Rural Development Corps at the National Rural Development Forum he sponsored.

With Secretary Espy's full support, Joel Berg has taken the following actions:

a) Created four working groups of USDA employees from a wide range of agencies to oversee the development of three national service corps.

b) Detailed a career USDA employee -- who is a former Peace Corps volunteer -- to work full-time on planning USDA national service projects.

c) Met privately with counterparts from the Departments of Interior, Energy, Education, the Environmental Protection Agency, and Peace Corps to discuss how our departments can work together on national service projects.

d) Spoke to over a dozen meetings of various interest groups to explain the President's initiative.

e) Mailed information on the President's initiative to hundreds of environmental, consumer, farming, higher education, minority, rural development, agribusiness, and nutrition groups. Has begun following up this mailing with phone calls and individual meetings.

f) Travelled to all nine of the flood-affected states in the Midwest to bring together all youth service specialists involved in flood relief.

g) Publicized Extension Service pilot projects recently funded by the Commission on National and Community Service; paid particular attention to publicizing programs in Kansas.

h) Explained the President's initiative to television, radio, and print reporters, as well as newspaper editorial writers, throughout the flood-affected Midwest.

i) Worked with the Extension Service to spend 10% of their flood relief funds on youth service projects.

j) Visited the National Forest Foundation pilot program in Oregon and offered full institutional support for the project.

k) Attended every meeting of the Commission on National and Community Service on behalf of Secretary Espy.

l) Began working with Peace Corps officials to develop a concept paper on how former Peace Corps volunteers may be utilized in various volunteer capacities with Agriculture's three corps.

m) Worked with the Department of Education to help plan utilization of work-study funds for flood-relief community service.

3) A tentative work plan outlining the steps USDA will take over the next months to develop concrete proposals and ultimately implement them.

By November 30, 1993: Detail staff or obtain full-time help from appropriate agencies to serve on a USDA working group to hammer out specific details of each corps proposal

By December 15, 1993: Identify possible pilot project locations and partnerships

By January 15, 1994: Sign memorandums of understanding with other federal agencies

By January 25, 1994: Submit preliminary proposal to the Corporation

By February 1, 1994: Work with USDA Budget Office to develop potential-line item budget requests for FY95 budget

By April 1994: Interview and place pilot project personnel

By May 1994: Recruitment of participants for Fall programs begins

By June 1994: Start Summer training for project managers and crew leaders

By September 1, 1994: Begin pilot projects

By October 1, 1994: Have President Clinton and Secretary Espy begin to visit pilot locations and take credit for their success



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF THE SECRETARY

October 15, 1993

MEMORANDUM

TO: Christine Varney
Eli Segal
Peter Edelman
Susan Stroud

FR: Terry Peterson

RE: Response to request for information on Education working group activities on national service

Chaired by Deputy Secretary Kunin and me, the Education working group is comprised of approximately 45 ED employees representing all of the different principal offices. We have divided the task into the following three general areas:

First, principal office representatives **within the Department** have been asked for **empirical research** on what general areas of education should be priorities for national service-related education, on models in these areas, and on how Department funds could be leveraged to promote national and community service. Possibilities for direct ED involvement include using Chapter 1 funds for service-learning coordinators in schools or applying to the National Service Corporation to expand funding for existing ED service-related programs or a broad-based effort with other government and nongovernment agencies.

Second, we have organized just over one hundred **meetings with education organizations** to ask for their input on development of the initiative and to generate enthusiasm among these groups for involvement in the national service program. A team of roughly 20 to 25 ED employees, many of whom are former Peace Corps and VISTA volunteers, are leading these meetings throughout August and September.

Third, we conducted a **focus group with direct service providers** to get feedback on the practical realities facing education-related community service programs.

The findings and conclusion of these three related efforts are being compiled for a planned report to the Corporation which will be completed by mid-October. The report will synthesize and make recommendations based on this research and outreach meetings. It will also include initiatives the Department is pursuing independently and ideas for a potential grant proposal to the Corporation.

Communications Communications will obviously be an integral part of the White House's goal of generating as many quality applications as possible. Included in our report will be a section on what the Department of Education (and all federal agencies) can do in disseminating information about national service. My personal opinion is that communications is perhaps the greatest role that federal agencies can play in national service. While the White House is developing materials to distribute, our outreach team is researching existing communications networks (such as newsletters, annual meetings, etc.) of the groups with whom we are meeting. We are also interested in utilizing the **regional offices** for information distribution and/or training and technical assistance later in the process. **Televised town meetings**, similar to those used for GOALS 2000, could be a very effective vehicle for spreading information about the program. We would very much appreciate feedback on how to make sure these efforts are coordinated through the Corporation.

Department Initiatives Here is a summary of some of the specific Department initiatives we are pursuing:

Disaster relief The Department has already authorized the use of funds available under the Pell and SEOG funds to help rebuild communities in the midwest devastated by the flood.

Federal Work Study -- As we did in our FY 94 proposal, the Department will request that institutions receiving money under the Federal Work Study (FWS) program allocate 10 percent of those funds to allow their students to work in community service projects. At the same time, the Department has proposed a technical amendment to allow schools more flexibility in negotiating with service organizations to meet the nonfederal match required under FWS.

Higher Education Innovative Projects for Community Service -- The Department will ask for more funding for the Higher Education Innovative Projects for Community Service, which is separate from the program authorized under section B-2 of the 1990 Community Service legislation. The specific dollar amount of increase is not yet known.

Employee Volunteerism -- The Department has expanded its employee volunteerism initiative. Department employees can now take an additional 4 hours of leave a month off to perform community service. The employee must match this administrative leave with annual leave. A similar proposal is under consideration to allow ED parents to use Department time to perform service at schools in which their children are enrolled.

Treatment of Post Service Benefit in Financial Aid -- The Office of Postsecondary Education is working on clarifying how the national service post-service benefit and stipend are calculated by financial aid officers in determining students need. Secretary Riley co-signed a letter with Eli Segal in this issue regarding the SOS benefit, but early indications are that we may need to aggressively pursue a strategy to make sure that there is no financial disincentive for financial aid students to participate in national service.

Ideas for other ways in which the Department can promote service

Matching priorities -- In our existing grant programs, the Department is investigating the possibilities of matching the selection criteria with the priorities for program funding identified under the national service program. Example: if the Administration decides literacy for parents with young children is a priority for national service, the Department of Education would give special consideration in a grant review process to applications that have a literacy component.

A variation on this idea would be to allow programs to leverage national service and ED dollars for programs that would address these national priorities. An example would be to allow an institution to apply for money both to the Corporation/State Commissions and to the Department to fund its community service program. In that way, the Department could spread its funds to more schools and make sure that we were emphasizing the same areas in our grants.

At the very least, the Department is interested in coordinating and using similar performance measures for our existing service initiatives. These include the Perkins Loan Cancellation provisions, which are expanded by the national service legislation; the Student Literacy and Student Mentoring Corps; the FIPSE community service program; School College and University Partnerships; Bilingual Education Fellowships; the Rehabilitation Long-term Training program; and HBCU initiatives.

Technology -- The Department has a new technology advisor, and we have begun discussions with her about using technology to further national service goals.

Title I -- One of the big events at the Department recently is the reauthorization of the Elementary and Secondary Act. Under the reauthorization, the Department will advocate a more concentrated approach to distributing Title I funds to the nation's poorest schools. The Department is looking into encouraging school districts to use some of their funds for service and service learning activities through dissemination of models and guidelines directives from the Secretary. In schools with high concentrations of poverty (e.g., 50%), Title I funds would be used to strengthen the whole school day, extend the day and link up children and families with other services.

Safe and Drug Free Schools -- The Department has already focused a lot of attention on the Safe Schools and Drug Free Schools initiative, and there is tremendous potential for integration and cooperation with the national service initiative. Under the reauthorization proposal for this program, the Department and the Corporation would be able to join forces with other federal, state, and local initiatives to develop integrated services at the school and community level. Placing national service participants in targeted safe school projects would be a very logical fit.

Potential Application to Corporation

Early intervention The Department has proposed an amendment to the Higher Education Act for an early intervention initiative under Chapter 2. Modeled on the Eugene Lang "I Have a Dream " program, this initiative would encourage states to design programs to for at-risk secondary and students in return for a guarantee of financial assistance for postsecondary education. The Department is considering developing a grant proposal to the Corporation for additional funding and/or coordinating this initiative with a national service program.

cc: The Deputy Secretary



**U.S. Department of
Transportation**

Office of the Secretary
of Transportation

Chief of Staff

400 Seventh St., S.W.
Washington, D.C. 20590

MEMORANDUM FOR ELI SEGAL, THE WHITE HOUSE

October 15, 1993

FROM:

Ann Bormolini *AB*

SUBJECT:

DEPARTMENT OF TRANSPORTATION INVOLVEMENT IN
NATIONAL SERVICE

In response to your memorandum of October 7, 1993, the Department of Transportation (DOT) has been an active participant in the National Service initiative since July, organizing internal working groups, coming "up-to-speed" on the provisions of the legislation, and generating creative and feasible implementation ideas. I am pleased to report that these early efforts have stimulated some innovative, yet realistic approaches to implement National Service program initiatives. Most importantly, we have discovered that the National and Community Service Trust Act of 1993 has kindled an incredibly enthusiastic reaction from the DOT employees associated and involved in the working groups and in the field offices. Even the representatives of the national, state, and local constituent organizations contacted so far have been excited by the opportunities to partner with DOT in the National Service arena.

DOT's involvement in National Service is planned in two primary areas: continuing and expanding current volunteer activities by DOT employees, agencies, and field units; and developing new service initiatives using both our own funds and applying to the new National Service Corporation for grants.

In regards to the first area, Department agencies have a long standing and extensive record of accomplishment in volunteer activities. The Coast Guard Auxiliary is one of the largest volunteer organizations associated with the federal government with over 36,000 men and women working side-by-side with the active duty Coast Guard in many operational mission areas. Department agencies and employees also participate in ongoing programs such as Partnership in Education and Adopt-a-School providing tutoring and mentoring services to school-aged children. While precise participation figures (in terms of the number of employees, schools, and children impacted) from each agency are currently unavailable, the programs are ubiquitous in scope. For example, nearly all of the hundreds of Coast Guard units located throughout the country are active participants in the Adopt-a-School program, teaching science and mathematics courses at local elementary schools.

Another significant example of the spirit of volunteerism evident within the Department is the willingness to help communities impacted by natural disaster. Almost instantly after each incident occurred, hundreds of DOT employees mobilized to volunteer their time and effort to assist the victims of Hurricane Andrew and the Great Flood of 1993 by collecting relief funds and materials. Time and again, our employees have organized various fund raising and community assistance programs as the need arises. Attached is a brief summary, providing a sampling of the volunteer activities DOT has participated in during 1992 in the Washington, D.C. area. We plan to continue and expand our involvement in volunteer programs.

The second aspect of Department's plans to implement National Service involves the development of new service initiatives. Our internal working group, which was established in July and comprised of representatives from every Department agency and office, generated hundreds of ideas initially. Over the course of the past three months, the working group refined the list of proposals to nine and has begun to formulate implementation plans for the five highest priority initiatives. A listing and description of these proposals is enclosed for your information. The funding concepts, implementation details, and linkage mechanisms to the Department, Corporation, and local grantees are under development at this time and the anticipated completion date is November. Work is underway to prepare a definitive timeline of action steps; however, several key questions and issues require clarification, (issues are addressed later in this memo).

As mentioned earlier, various DOT officials have commenced an active outreach to a broad spectrum of constituent groups. Secretary Peña addressed a large gathering of public interest group representatives on September 8, 1993 in Washington, D.C. Groups represented included: the National League of Cities, National Governor's Association, U.S. Conference of Mayors, National Association of County Officials, National Conference of State Legislators, and several others. The Secretary expressed his personal interest in National Service and DOT's desire to form partnerships to implement the program. The response from this invitation has been overwhelming...scores of officials from these organizations have called indicating their interest in working with DOT.

The Federal Highway Administration (FHWA) volunteered to take the lead role in implementing the Urban Youth Corps portion of the National Service program and have met with Action and HUD representatives to discuss preliminary arrangements to form agency partnerships. FHWA staff have also conducted site visits to various locations (e.g., Atlanta for a potential tie-in with Olympics-related initiatives and Boston with the Central Artery-Third Harbor Tunnel project) to discuss project possibilities.

X | The DOT working group has identified several questions and/or concerns in the course of formulating implementation proposals. First, there are concerns that provisions of the Davis-Bacon Act may impact our implementation efforts, particularly with the Urban Youth Corps. This Act establishes minimum wages, including fringe benefits, to be paid to laborers and mechanics working on construction projects which receive federal assistance. The wage levels are established by the Department of Labor (DOL) based on prevailing rates for similarly employed workers in the same geographic area. DOT has statutory provisions that are substantially similar to the Davis-Bacon Act which apply to construction work on any airport development project receiving federal assistance, any highway project on the federal-aid highway system or any project receiving funds under the Federal Transit Act, as amended. A regulation promulgated during the last Administration would have allowed contractors receiving federal assistance and subject to Davis-Bacon to hire helpers or semi-skilled workers at less than prevailing wage rates. DOL appropriation acts have prohibited DOL from using appropriated funds to administer this rule and similar language is under consideration for FY 1994.

The second concern regarding the National and Community Trust Act of 1993 is the issue of liability - both for workers injured in the line of duty and for actions resulting from a worker's performance (e.g., accident, negligence, etc.) This specific issue was raised earlier this week in Atlanta as FHWA staff were meeting with numerous community groups, local and state government officials. The liability question will become critical as we move closer to the implementation stage, local organizations will need clarification.

A final concern is related to the funding mechanics of the Corporation. DOT is looking to encourage states to fund several of the proposals under development, particularly the clean up and beautification of transportation facilities, using the grant funds allocated for highways and transit projects/programs. Thus, DOT funds could conceivably cover the federal match to pay the worker living allowance and health care share, and look to the Corporation to pay the education benefit. This approach enables both DOT and the Corporation to significantly leverage available funds for National Service.

Clarification of these three issues will be helpful in our efforts to proceed to the execution phase of the program. Your staff have been extremely helpful in working with us, even to the point of coming over to brief our working group on the status and background of the legislation. Thank you! We too look forward to continue our work with you and your staff to bring this exciting program to fruition.

Enclosures

NATIONAL SERVICE IMPLEMENTATION WITHIN DOT

TENTATIVE IMPLEMENTATION PROPOSALS

1. Community traffic safety and education programs. This proposal would cover the following areas:

- drug and alcohol awareness
- drunk driver transport
- seat belt safety
- child safety seat use
- pedestrian safety
- bicycle and motorcycle helmet use

National Service participants could assist local communities through a variety of service opportunities targeted for each aspect of the safety and educational program. The primary functions include: teaching safety and/or awareness courses at schools, civic groups, childbirth classes, nursery and day care facilities, etc.; preparing public service announcements, ad campaigns; conducting workshops and distributing promotional materials at appropriate community events such as trade shows, fairs, etc.; and organizing/assisting local agencies in all facets of operating drunk driver transportation services. The National Highway Traffic Safety Administration (NHTSA) is the lead agency to develop this implementation proposal.

2. Clean up and beautification of transportation-related facilities. This proposal directly relates to Section 106 of the National Service and Community Trust Act of 1993 which authorizes the Department of Transportation and the Department of Housing and Urban Development to establish an Urban Youth Corps. Appropriate urban service projects to rehabilitate, reclaim, beautify, and improve transportation facilities and resources in urban areas will be identified. Potential projects include: clean up of roadside trash; organize and manage community beautification projects to plant trees, flowers, etc. adjacent to highways and transportation terminals/corridors; coordinate with railroad companies to organize clean up campaigns and work days along railroad tracks and right of ways; and work with local artists to beautify terminals and facilities with art work. The Federal Highway Administration (FHWA) is working with staff from the Federal Transit Administration (FTA) and Federal Railroad Administration (FRA) to formulate implementation plans.

3. Transportation services to medical facilities. Assist public service agencies to provide free transportation for elderly, ill, disabled, and poor to medical facilities for routine appointments, examinations and check-ups. National Service workers could serve in a variety of areas from establishing and staffing community hotlines to actual driving duties. Staff from the Office of Intergovernmental Affairs, Office of the Secretary have the lead responsibility to develop this proposal.

NATIONAL SERVICE IMPLEMENTATION WITHIN DOT

TENTATIVE IMPLEMENTATION PROPOSALS CONT

4. Operation Lifesaver. This is a well established and ongoing initiative funded by the Federal Railroad Administration to promote railroad safety measures. An average of 600 people are killed and another 2,200 people injured in railroad/grade crossing incidents each year. The purpose of Operation Lifesaver is to educate the public, particularly school-age children, of the risks and dangers of trespassing on railroad tracks and ignoring railroad crossing signals. National Service workers could greatly expand the visibility and outreach of the program in communities throughout the U.S. by conducting classroom training sessions.

5. Hazardous materials identification. The Research and Special Programs Administration (RSPA) funds an ongoing program to provide hazardous materials training to emergency responders. Local fire departments and emergency planning and response organizations could employ National Service participants to augment response personnel and possibly assist in the effort to identify, classify and catalog hazardous material data in numerous communities.

Potential implementation proposals. Several other implementation ideas were considered by the DOT Working Group and may be developed in conjunction and coordination with other departments. These initiatives include:

- recycling of transportation-related products
- establishing "safe corridors" at and adjacent to transportation facilities
- preserving historic structures
- assisting in disaster relief planning and education

SUMMARY OF THE DEPARTMENT OF TRANSPORTATION'S
VOLUNTEER ACTIVITIES THROUGH DECEMBER 1992

INTRODUCTION

The Department of Transportation (DOT) has several on-going volunteer programs and activities, including a Partnership-In-Education agreement with the District of Columbia Public Schools: the TransTech Academy (Cardozo High School), Lemon G. Hine Junior High and Anthony Bowen Elementary. Additionally, our community service activities extend to senior citizens located in the Greenleaf Seniors Center and Sarah's Circle, DOT Day Care Program, homeless persons at Martha's Table and Some Others May Eat (S.O.M.E.), battered women and children at the Houses of Ruth and Imogene and persons serviced by the free medical program at the Zacchaeus Free Clinic.

A Departmental Volunteer Committee, made up of representatives from each operating administration, plans and coordinates our community outreach activities drawing on volunteers throughout the agency.

PARTNERSHIP-IN-EDUCATION PROGRAMS WITH THE DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

DOT established a partnership with the Hine Junior High School in March 1984. Since that time, DOT added to its partnership Adams Elementary*, Anthony Bowen Elementary and the TransTech Academy. Several programs have been instituted in the schools.

- o The Tutoring Program involves approximately 80-90 DOT employees who serve as tutors to students in subjects such as English, Math, Science, and Foreign Languages. The schools report remarkable improvement in students' educational achievements.
- o The Friendship Program at Hine Junior High gives students an opportunity to get special guidance from an "adult friend" (DOT Volunteer). The program is aimed at high-risk students, many of them potential truants or special needs students. The objective is personal, rather than academic, interaction. Due largely to this program, the rate of student absenteeism has been greatly reduced.
- o The DOT Lecture Series involves employees giving presentations to the students on topics related to the Department's mission and careers. For example, the FAA presents a lecture entitled "Challenges of the 90's: Careers in Aviation".

* The partnership with the Adams Elementary ended May 1992 and a partnership with Anthony Bowen was established.

- o "FUTURES" is a new program that helps students relate math and science skills learned in school to careers utilizing those skills.
- o Cultural Enrichment Activities are sponsored by the Department on a regular basis. Such activities include field trips, special classes, concerts and plays. For example, several students were taken on a tour of the National Airport Tower and Hangar Six. Many students participate in classes such as tap dancing, acting, computers, poetry, and African storytelling. Special performances are given to students by groups such as the U.S. Coast Guard Drill Team.

Community Projects with Hine Junior High School

- o The PRIDE (Parent's Resource Institute for Drug Education) Program provides anti-drug awareness and training seminars, and alternative student activities. The program began in 1988 with approximately 50 students. DOT participates in the Red Ribbon Campaign -- a campaign to motivate students to be drug free -- and provides the entire school with red ribbons. Volunteers present lectures and share agency resources. Also, volunteers get involved in joint activities, such as neighborhood clean up days, with the students, school staff and the Capitol Hill Association of Merchants and Professionals.
- o The Rent-a-Teen Program of Capitol Hill through a city grant provides money to help obtain after school jobs such as yard work, simple painting, planting flowers, or other services to individuals and businesses for approximately 28 students at the school. Our committee makes donations so that more of the Hine students can participate.
- o Other activities benefiting students include sponsoring holiday parties; and donating food, clothing, school supplies and equipment. Throughout the year, DOT invites students to participate in our special events i.e., Black History, Hispanic, Indian and Asian/Pacific American Month. Students often benefit from tickets donated for sports and cultural events. Local personalities by invitation of DOT have visited Hine students, given brief remarks and signed autographs. Since the beginning of the Giant and Safeway receipts program, DOT employees have donated receipts so that they may be redeemed for computers and educational materials.

DOT's Information Resources Management staff are involved in an ongoing effort to upgrade Hine's Computer Lab. Over 40 computers have been donated along with four printers and other supplies.

OTHER DOT PARTNERSHIPS

- o During the fall of 1991, the Department entered into a partnership with the TransTech Academy at the Cardozo High School. The Academy is a school within a school which trains approximately 70 students in transportation related skills and knowledge. Students completing the curriculum may market these skills in the transportation industry or they may utilize these knowledge in their pursuit of post secondary education.
- o The United States Coast Guard adopted the Anthony Bowen Elementary School in May 1992. Volunteers implemented a tutorial program in the fall of 1992.

The DOT Day Care Center was established in 1985 with the help of the DOT Volunteer Committee. The volunteers raised \$10,000 for the Center's establishment and have continued to raise money each year for special developmental learning items for the children.

The Adopted Seniors Program provides activities for a group of senior citizens located in Southwest Washington. These activities include tickets and/or transportation for plays, planned picnics and shopping trips, as well as several holiday celebrations each year. Volunteers have also raised money to help the seniors buy needed items such as eyeglasses, a television, a table with a coffee urn, a microwave oven, paid for the repair of a kiln, and for the installation had cable services installed at the Center. The committee has also provided financial assistance for field trips and personal tragedies.

The Homeless Program consists of volunteers visiting Martha's Table (a large soup kitchen) every month to help feed homeless people. In addition, volunteers donate clothing and other needed items. Clothing and toys are also donated to the Martha's Table Children's Center.

So Others May Eat (S.O.M.E.) is another program whereby volunteers annually donate Combined Federal Campaign (CFC) contributions to this charity.

HOUSES OF IMOGENE AND RUTH employees volunteer at these facilities to assist battered women and their children.

ZACCHAEUS FREE CLINIC volunteers regularly assist the staff at this clinic.

OTHER VOLUNTEER ACTIVITIES

- o DOT Volunteers collected a tractor trailer full of clothing and home furnishings to be delivered to tornado victims in Pennsylvania and flood victims in West Virginia.
- o Through fund-raising activities, a total of \$7,550 was collected for 20 different agencies in the CFC campaign.
- o Volunteers participated with Hine Junior High School students in a clean-up-the-parks project for the Take Pride in America program.
- o Sponsored a party with Hine students for Sacara, a clinic for people who cannot afford medical care.
- o Money for the volunteer programs is raised by a number of activities such as fairs, bake sales, auctions, book sales, ice cream socials, "white elephant" sales, contests, doughnut sales, and annual fund-raisers held in the Nassif Building court yard each year. To date over \$60,000 has been raised in support of our volunteer programs.
- o DOT volunteers participated in the annual March of Dimes WALKAMERICA Walkathon held Sunday, April 26. Previous DOT Secretaries have participated in this event. Approximately \$2,000 was raised by our participation.

DRAFT

- 2 -

Youth Fair Chance: National Service Potential

Youth Fair Chance (YFC) is intended to fundamentally improve the delivery of services to youth and young adults living in high poverty urban and rural areas. YFC provides youth and young adults residing in high-poverty communities or neighborhoods with universal access to a comprehensive range of opportunities. YFC coordinates programs providing a variety of services including education and training, counseling, family support, and child development services, thereby increasing local decision-making and flexibility in administering them. In 1990, the Department of Labor funded seven prototype projects, called Youth Opportunities Unlimited (YOU), to focus on the needs of youth aged 14-21 in communities with high poverty and crime rates and with populations of not more than 25,000. In 1991, DOL funded four additional projects. Congress expanded on this prototype, amending JTPA Title IV in 1992 to include \$50 million for a permanent Youth Fair Chance program.

There are at least three possible links between national service and the Youth Fair Chance program. First, DOL can compete for a national service grant to establish a service corps to implement the YFC program. Second, national service volunteers can serve as tutors, mentors or counselors in YFC projects, or can serve as community organizers, bringing available services to YFC sites. To this end, local YFC areas may be encouraged by DOL to apply to their State Service Commissions for national service grants. Lastly, YFC participants could apply to become national service volunteers upon completion of high school.



October 25, 1993

DRAFT

To: Peter Edelman
Kate Frucher

From: David Agnew

Subject: Report on DOL's Involvement with National Service

This memorandum is in response to the October 7, 1993 memorandum from Christine Varney and Eli Segal requesting a report on the Department of Labor's involvement with the National Service Initiative.

1) Potential Forms of DOL Involvement

The most intensive DOL involvement would entail developing a national service program to complement the Job Corps program and/or the Youth Fair Chance program (see Attachment 1). The specific contributions which national service volunteers could make to each of these programs are described in the attached pages. A DOL service corps could be funded by the Corporation for National Service, within the DOL budget using discretionary funds, or through a budget request in the Department's FY 1995 or FY 1996 budget. We believe the first funding mechanism is the most promising.

Secondary, less resource-intensive forms of involvement include (in order of importance):

- Providing information about the national service initiative to grantees and other service delivery organizations.
- Encouraging the above groups to develop national service proposals and apply to their state service commissions. The DOL Working Group should provide technical assistance in the development of these proposals;
- Advising the Corporation for National Service of the most pressing employment and training needs which national service volunteers could meet; and
- Promoting volunteerism among DOL staff.

DRAFT

- 2 -

At a minimum, DOL should attempt to bring national service volunteers into the Job Corps or Youth Fair Chance programs and educate the many constituent groups with whom the Department works about the national service initiative. Both of these options would require a small investment of DOL staff resources but could reap great rewards for both the National Service initiative and DOL programs.

2) DOL's National Service Activities to Date

The Department began its involvement with the National Service initiative in August. Larry Magid, a graduate student intern during the summer, was tasked with jump-starting the Department's efforts. David Agnew was given longer-term responsibility for coordinating DOL's involvement.

Initially, we met with representatives of the Office of National Service and with national service coordinators in the Departments of Education, HHS, and Commerce to understand the national service initiative and determine the range of options for DOL's involvement. We then met with representative of most DOL agencies, including ETA, ESA, the Solicitor's Office, the Women's Bureau, OCIA and OSHA, to identify the DOL service programs that might contribute to the success of the initiative. We identified a number of DOL programs, including the Job Corps and Youth Fair Chance, that will be targetted as participants in the initiative. These meetings also allowed us to begin identifying and cataloguing specific DOL constituent groups that could benefit from information on the national service initiative.

3) Next Steps for the DOL Working Group

Following the completion of the internal survey, we recommended the formations of a Department of Labor Working Group on National Service. To move forward, we must quickly formalize the membership of this Working Group and begin weekly meetings. The proposed membership includes DOL employees with significant direct service experience (especially in the relevant programmatic areas) as well as representatives of other, less directly relevant agencies. Once in operation, the Group will prioritize the options of DOL's potential involvement and work with other DOL programs and personnel to ensure DOL's continued participation. The Group will also continue to work with the Corporation for National Service as necessary.

DRAFT**Job Corps Centers: National Service Potential**

Job Corps is a major national training and employment program which addresses the multiple barriers to employment faced by disadvantaged youth throughout the United States. The program is highly targeted to the most severely disadvantaged youth facing multiple barriers to employment. Job Corps serves over 60,000 new enrollees each year. Each of the 108 Job Corps centers provides a comprehensive mix of services which address these multiple barriers in an integrated and coordinated manner in one facility. Job Corps is designed to assist young people who both need and can benefit from the multi-faceted approach provided in the residential setting of the Job Corps center. The residential nature of the program distinguishes Job Corps from other employment and training programs and enables Job Corps to provide a comprehensive array of services in one setting 24 hours a day, seven days a week. The Job Corps program is administered by the Department of Labor in partnership with labor and the private sector.

National service volunteers could serve in Job Corps centers in many significant roles, improving the effectiveness of local centers and adding new and valuable services to the job corps program. Specifically, national service volunteers could serve in Job Corps Centers as mentors, peer counselors, teacher's aides, health aides, residential advisors, and substance abuse counselors. Services currently unavailable could be provided in Job Corps centers by national service volunteers. Examples include: developing wilderness and other outdoor recreational programs, developing service learning programs, and providing child for job corps students with children.

There are several other possible avenues of coordination between the Job Corps program and the national service initiative. First, community service could become a regular part of the Job Corps curriculum. Many Job Corps projects, such as construction of playgrounds and community centers, already serve the public good. Public service could be institutionalized into the Job Corps curriculum, perhaps through the development of service learning programs. Second, Job Corps graduates could participate as volunteers in a national service program. Graduates could apply the vocational and other skills developed through the Job Corps program to meet significant unmet needs as national service volunteers.



OFFICE OF THE ASSISTANT SECRETARY FOR
COMMUNITY PLANNING AND DEVELOPMENT

MEMORANDUM FOR: Eli Segal, Director, Office of National Service,
FROM: Andrew Cuomo, Assistant Secretary for Community
Planning and Development

Secretary Cisneros has expressed on several occasions, including in his February 28, 1993 memo, his interest in the National Service Program and the role the Department of Housing and Urban Development can play in furthering the President's objectives.

There are many programs within HUD, each guided by a set of community-oriented goals established by the Secretary, which are well suited for national service participation. National service volunteers would assist HUD and its grantees in the implementation of these programs and their concomitant goals. As a result, they would be exposed to the challenging task of addressing the urgent problems facing communities in both rural and urban settings. Volunteers will develop a sense of community awareness in their attempt to forge stronger partnerships between HUD and its grant recipients.

The Department would apply to the Corporation for National and Community Service for a given number of volunteer slots which would be allocated to existing programs that target specific populations. Volunteers would work with public housing residents; homeless persons; residents, businesses, and community groups in empowerment zones and other impoverished areas; Native American Indians; and youth. The programs within HUD identified for slots are the Empowerment Zone and Enterprise Community Program, the McKinney Homeless Programs, the Urban Revitalization Demonstration Program, Youthbuild, and the HOME Program.

HUD will leverage its volunteer slots by requiring grantees who receive a national service volunteer to pay a portion of the participant's stipend. This percentage match will be used to fund additional volunteers above the amount, if any, provided through the Corporation grant.

Outreach/Marketing

Prior to submitting an application to the Corporation, HUD will create an internal national service task force which will coordinate the Department's outreach efforts. The task force will work closely with the HUD's Office of Public Affairs to utilize HUD's vast network of field representatives to encourage local governments, community groups, non-profits, and the community at large to participate in the national service

program. Public speeches by HUD officials as well as updates in the Department's correspondence will reference national service to reinforce field staff efforts. A database would be established to track interested organizations and their proposals for volunteers.

HUD will generate further interest in the program by inserting a selection factor for national service in the application selection process for HUD's competitive grant programs. Bonus points will be awarded to the ranking of applicants who use a national service volunteer in the implementation of their project.

Volunteer Selection Process

The selection of national service volunteers would be made at the local level by the grantees awarded service slots. We would require that the participant reside in the service area of the project taking into account safety considerations. If an individual is to work with the residents of Chicago's Cabrini Green public housing project, for example, he or she must live in the Cabrini Project. Similarly, a youth applying to become a national service volunteer in an empowerment zone must live within the boundaries of the zone. HUD realizes that this policy will likely result in the selection of a volunteer who already lives in the project. However, a volunteer who is intimately familiar with the dynamics of the neighborhood will be the most effective mediator for change.

Targeted Groups and Programs

The following is a description of how the targeted groups and the relevant HUD programs will be served with national service participants.

Empowerment Zones and Enterprise Communities

The Empowerment Zone (EZ) and Enterprise Community (EC) programs allow severely distressed urban and rural areas to pursue economic, human, community and physical development to improve the community and economic self-sufficiency of the area's residents. Legislation calls for 65 urban and 30 rural enterprise communities and 6 urban and 3 rural empowerment zones.

The core of the competition for designation is the Strategic Plan. The plan is a locally generated set of initiatives formed through a partnership between community-based private and nonprofit groups and State and local government. One or more national service volunteers will be allocated to each empowerment zone or enterprise community to act as a liaison between the community, i.e., local businesses, nonprofit groups, and

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residents, and the local jurisdiction in the formulation of the EZ plan. The volunteer will facilitate the community-based process by ensuring that the community actively participates in the planning and public hearings process.

Once a plan has been adopted, a national service participant will work with the community to ensure that the plan is implemented effectively. The volunteer may also directly assist local businesses and nonprofits in their efforts to boost the economic vitality of the empowerment zone. The participant will direct local community groups hindered by a lack of resources to apply to the State established national service program for a volunteer.

McKinney Homeless Programs

HUD's Homeless McKinney programs provide funding on a competitive basis to nonprofit organizations and providers which operate emergency shelters, transitional homeless shelters, and permanent housing for the handicapped. These organizations serve a diverse population which includes substance abusers, persons with AIDS, single adult males and females, youth, families, and handicapped individuals. Despite federal funding, many organizations must rely upon volunteers to deliver supportive services. National service participants could assist the homeless provider in reaching out to the surrounding community to establish a volunteer program. Since the participant would be selected from the immediate neighborhood of the shelter, they would be effective in working with the community to dispel the NIMBY attitudes which are often associated with homeless shelters.

National service participants could also make meaningful contribution to daily operations of facilities. They could provide tutoring and mentoring, life skills management, basic health care, and other supportive services. The volunteer would gain an understanding of the needs of these special populations as well as an exposure to the management of a shelter type facility.

In addition, the national service program could be used as a reward for youths who either successfully complete a substance abuse treatment program, vocational training, or other programs funded through McKinney Homeless funds. Their experience in the facility and successful transition would serve as a role model for other homeless youth.

The competitive selection process for McKinney funding will include bonus points for those applications which include a plan for utilizing national service volunteers. The McKinney funding would be available for sharing the costs associated with utilizing volunteers.

Public Housing Residents

The Urban Revitalization Demonstration Program (URD), Hope VI, which is authorized by the Department of Veterans Affairs and Housing and Urban Development, and Independent Agencies Appropriations Act, 1993, was created for revitalizing severely distressed or obsolete public housing developments. Program activities include reconstruction, rehabilitation, the provision of replacement housing, management improvements, planning and technical assistance, implementation of community service programs and supportive services or planning of such activities.

Public housing agencies (PHAs) participating in URD are allowed to utilize up to 20% of funding for a community service program that includes child care, job training, economic development activities, literacy, bilingual education, and GED program services. A significant requirement of these programs is that the PHA must involve public housing residents in the programs. Participants may volunteer their services. However, they are also eligible for a stipend that is drawn from the PHA grant. The community service component of each application is combined with the PHA's score on the other components of the application to make a total score.

In fiscal year 1993, the Department was able to award \$300 million in grant funds to 15 applicants. In fiscal year 1994, the Department expects to award an additional \$778 million in URD funds to distressed PHA's. This new program is an excellent candidate for involvement in the national service program. National service volunteers will enhance the quality of the community service component proposed in future URD applications. Community services are essential to maintain the physical improvements made to the public housing projects.

Brief descriptions of the community service component of several of this year's applicants are presented below. PHAs presented a variety of stimulating and useful activities which will support many of the President's goals for national community service.

Pico Gardens/Aliso Apartments

Housing Authority of the City of Los Angeles
Los Angeles, California

Program: The services to be provided by the consortium will consist of services aimed at enabling residents to overcome barriers to self-sufficiency and to overcome gang violence in the community. An intensive case management program will be offered in the areas of employment and motivational training, remedial education, mentoring, conflict mediation and gang/drug prevention and intervention for youth. The program intends that young

people will help deliver these services and also benefit as recipients.

Lockwood Gardens and Fruitvale
Oakland Housing Authority
Oakland, California

Program: The Oakland Renewal and Empowerment (ORE) Project proposes significant physical improvements in the two targeted areas, including the development of a community center and training center that will house a wide range of supportive services and educational and training opportunities. The ORE will be initiated with a door-to-door outreach campaign to inform residents of its features including:

- o broad range of educational and vocational training opportunities;
- o subsidized child care while enrolled in training programs or community service programs;
- o a revolving loan fund and technical assistance support to help residents develop micro-businesses and self employment opportunities.

HUD has identified the following other opportunities to use national service volunteers in Public and Indian Housing communities:

Community Policing: Volunteers can be used to help develop partnerships with local police departments to implement community policing initiatives in housing developments with drug and crime problems. Working with residents, volunteers can help facilitate the development and implementation of officers' foot and bicycle patrols, police substations within housing developments, and community work with community relations officers.

Crime Prevention: Volunteers can help residents organize neighborhood watches and tenant patrols in public housing neighborhoods. They can also create and train residents on effective crime prevention and enforcement programs. Participants could assist in developing other resident services, such as health programming, training and job opportunities.

Youth Initiatives: Volunteers can serve as both coaches and mentors to youth in public and Indian housing developments. They can initiate effective youth programming that provides career development, and substance abuse education and prevention for young people.

Resident Organizational Development: Volunteers can help organize duly elected Resident Councils and train the Councils for participation in housing authority and other empowerment activities.

Jobs and Economic Development: Volunteers can assist the housing authority and Resident Councils in developing and implementing training, apprenticeship and resident business programs for tenants.

Community Based Development

Community-based groups nationwide are working to improve the quality of life in their neighborhoods and to widen the range of opportunities available to their residents. Many, having established core capacities for building housing, delivering health and human services, and training and placing residents in jobs, have broadened their spectrum of activities to focus on related areas of community development. These groups work to address the complex, interrelated needs of the people living in their communities.

Mature, diversified community organizations would be an ideal structure through which to pursue national service objectives. The capacity of these organizations to fulfill their community missions as well expand their services and functions is often limited by a lack of staff resources. Access to national service volunteers would allow them to expand their scale of operations and target areas of greatest need in the community. In return, community based organizations would expose volunteers to a wide range of skill-building activities. The Department of Housing and Urban Development works with community-based organizations which are involved in combinations of the following activities, among others:

- Housing development and rehabilitation
- Commercial and retail development
- Crime prevention and public safety
- Job training and placement
- Substance abuse treatment and counseling
- Door-to-door health services
- Primary health care clinics
- Educational programs
- Mentorship programs
- Youth recreation and development

Established community organizations would fulfill a number of roles in the implementation of a national service program. They are typically experienced in the management of volunteers and would provide solid frameworks for national service participation. Because many organizations work with neighborhood

youth, they would be able to identify motivated and talented individuals who would make the most of a national service opportunity.

HUD's Office of Special Action will identify mature community organizations capable of utilizing national service candidates and administering programs. The organizations would then be responsible for selecting volunteers who live in the service area of the organization. The Department will reach out to other Federal agencies which administer programs relating to the principle activities of the candidate organizations to assess potential for collaboration within the national service framework. For example, HUD could collaborate with the Department of Justice to work with community-based organizations in employing national service volunteers in community policing efforts.

HUD will urge its CDBG grantees to provide assistance to community organizations with national service volunteers.

Youth

HUD will allocate national service volunteers to assist grantees participating in the Youthbuild program authorized under the Housing and Community Development Act of 1992. Youthbuild (Opportunities for Youth) is designed to provide both on-site construction work experience and off-site academic and job skills training for high school dropouts in low-income communities. National service participants will perform outreach to encourage youth from the grantee's surrounding neighborhood to participate in the Youthbuild Program. National service will act as mentors and leadership role models to Youthbuild participants who in many cases are underachievers. National service volunteers will also work with local businesses and residents to find positions for individuals who complete the Youthbuild Program.

The use of national service volunteers will become a selection factor in the awarding of competitive Youthbuild grants. HUD will allow a grantee to utilize its operating funds to pay a portion of the national service participant's costs.

Native American Indians

Indian reservations are in desperate need of resources for housing and community development programs. National service volunteers, chosen from the reservation, will assist the local coalitions to increase their capacity to compete for resources. Service participants will assist Local Indian Housing Authorities in carrying out the special needs of the Indian community. They may serve as tutors to Indian children and adults, run life

skills programs, or help rehabilitate housing. HUD's competitively run Native American Block Grant will include a selection factor for national service usage.

Housing

The HOME program (\$1 billion in FY93) provides grants to city and state governments to carry out housing development, rehabilitation, and other activities. At least 15 percent of HOME funds go to Community Housing Development Organizations (CHDOs) which, given their grassroots level of operation, would be an excellent vehicle for the national service program. Volunteers could assist CHDOs in working with the community to identify viable low-income housing development projects as well as local contractors for the construction/rehabilitation phase. Volunteers would gain a general exposure to basic housing finance and development.

National service participants could also provide a valuable social service component to HUD's multifamily programs. Volunteers could work in individual developments to establish tenant based programs such as a summer youth program and drug awareness and crime prevention.

Other HUD Programs

The following is list of other HUD programs that provide an opportunity for the use of volunteers:

- Community Outreach Partnership
- Joint CD Program
- Public Housing Resident Initiative
- Resident Management Technical Assistance Grants
- Section 3
- Consolidated Planning Implementation
- Youth Fair Chance and inter-agency collaborative initiatives
- Drug Elimination (COMPAC)
- Community Development Block Grant (CDBG)

National Service to Date

HUD has actively taken steps to participate in the national service program. In February, the Secretary outlined the Department's programs which could potentially use volunteers. HUD's Office of Public Affairs has included references to national service in speeches conducted by HUD officials. HUD's Office of Community Planning and Development has held several meetings with staff from all of HUD's divisions to brainstorm on uses of national service volunteers.

Action Plan

The Secretary will establish a National Service Task Force comprised of staff members from all of Department's programmatic divisions. By the second week of November the task force will make a formal recommendation on proposed uses for national service volunteers. The task force will also be responsible for the establishment of permanent national service division within HUD which will prepare the national service application. The national service division will organize all public outreach, act as central information center on service volunteer activities, oversee internal administration and coordination, and plan for a 1996 HUD Public Service program.



THE OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

4000 DEFENSE PENTAGON
WASHINGTON DC 20301-4000

1 5 OCT 1993

MEMORANDUM FOR WHITE HOUSE OFFICE OF NATIONAL SERVICE
ATTENTION: PETER EDELMAN

SUBJECT: Update on National Service

In response to your request for an update on each Department's involvement with National Service we provide you the following, specifically referencing the three issues you wished addressed.

(1) The National Defense Authorization Act for Fiscal Year 1993 (Section 1081) directed the Department of Defense (DoD) to establish a civil-military cooperative action program, the primary purpose of which is "to use the skills, capabilities, and resources of the armed forces to assist civilian efforts to meet the domestic needs of the United States." This program would also include whatever initiatives were undertaken by DoD in the area of national service.

Specifically, the Defense Authorization Act stipulated that DoD would support national service in several ways. First, Section 1092 directed the Department to send \$20 million to the Commission on National and Community Service (CNCS) to establish the Civilian Community Corps (CCC) Demonstration Program, a **residential** national service pilot program. The program would consist of both a 9-12 month program for 16-24 year-olds who are either high school graduates or dropouts, and a summer program for 14-18 year-olds who are still in school. For the former program, up to 200 participants would be housed in a residential camp supervised by a superintendent. The CCC would be organized into units, and each unit would be composed of camps in residential locations, the superintendent of which would establish and enforce standards of conduct. Participants would spend between 9 months and one year in the regular program with the possibility of a one-time renewal. Meaningful training would be provided. They would receive, in addition to a living allowance and other benefits, either a post-service educational stipend up to \$5,000 for each period of agreed-upon service, or a (lesser) cash payment.

DoD would also support the CCC in the following ways:

- Establish an office to provide liaison between DoD and the CCC
- Identify military installations and other DoD facilities for training and housing
- Develop a list of present and former military members from which permanent cadre would be appointed



- Recommend appropriate rate of pay of cadre
- Fund 50% of difference between active duty and retired pay of former servicemembers
- Consider using military recruiters to inform potential applicants of the CCC as an alternative to military service
- Serve on the Advisory Board to advise the Director, CCC

Second, Section 1094 of the Defense Authorization Act directed DoD to send an additional \$20 million to CNCS to establish a **nonresidential** (live-at-home) national service program. This program would be targeted toward areas hard hit by Defense conversion and base closures, and should be coordinated with the National Guard Civilian Youth Opportunities Pilot Program. DoD would identify individuals and communities adversely affected by base closures and downsizing.

DoD will also submit proposals of its own to supplement in-house support for particular national service pilot programs.

(2) DoD is well underway in developing goals and an implementation strategy for civil-military cooperative programs of which national service would be an important part (see TAB 1). This involves assembling staff and writing a formal DoD instruction or implementation plan. As we proceed with this, it is important to point out that DoD has been actively supporting national service initiatives of both the President and the Congress. In support of the latter, DoD has sent \$40 million to CNCS out of its FY 93 appropriations (noted in 1 above). Regarding the former, DoD played a major role in the President's Summer of Service Program by providing a military base as well as personnel, logistics, and other support for the training program. Finally, military service members, themselves, provide many hours of service to communities and individuals as part of both formal and informal programs operated at local military installations across the country. Examples of these programs are at TAB 2.

(3) Internal staff meetings are held weekly on national service as part of the Department's civil-military cooperative program action program. This includes discussions with not only the specific Services, but with other agencies and organizations as well.

A formal proposal is in the final draft stages for a partnership with the City of Atlanta to rehabilitate buildings, one of which is for the Police Department's training facility. A synopsis is at TAB 3.

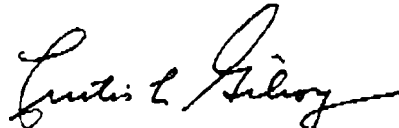
Discussions have been held with the Department of the Army about using the Recruiting Command to assist all agencies' national service programs by providing lists of individuals who had applied and been screened and tested for enlistment into the armed forces, but for medical and other reasons, were found to be unqualified for military service. Many of these individuals would be both interested and qualified for national service. This could be a significant asset to all agencies looking for good candidates from which to choose for national service.

As the interagency working group deliberates and issues guidance for the establishment of pilot national service programs, I think it is very important that we emphasize the following:

- Avoid duplication of effort and encourage cooperation/partnerships with other agencies and organizations. There must be coordination of all programs which would be the function of the Corporation.
- Search for "lessons learned" so that we may benefit from other related programs and projects in developing our own initiatives
- Conduct serious quantitative evaluations of national service programs to report on their effectiveness
- Establish sound criteria for selection of projects

The danger is that we build expectations up so high that they become difficult to reach. It is far better to go slowly and methodically in supporting a few projects that are well thought through and have a high probability of success, than funding many projects that might initially make a "big splash" but have not been carefully conceived. This is not to stifle enthusiasm, but to be realistic and cautious at the beginning to ensure success.

The Department of Defense is supportive of the President's national service initiative and is ready to support the Office of National Service in carrying out his plan.



Curtis L. Gilroy
Director
Special Projects & Research

CIVIL-MILITARY COOPERATIVE PROGRAMS TO INCLUDE NATIONAL SERVICE

1. **Civilian Community Corps:** Section 1092 of the National Defense Authorization Act for Fiscal Year 1993 (the Act) creates the Civilian Community Corps (CCC), a demonstration program of which one purpose is to test the feasibility of a federally administered residential national service program. There is a 5-month summer program for youth 14-18, and a longer program of 9 to 12 months for 16-24 year olds; participants will receive stipends for education of \$1,000 and \$5,000, respectively, upon completion of service. The Commission on National and Community Service (CNCS), which has been established to implement the CCC, will organize residential work camps for community service and employ retired and separated military personnel. \$20M was transferred to the CNCS on 23 April. SecDef and Chief, National Guard Bureau, will serve on an Advisory Board of the CCC and SecDef must establish a liaison office to (a) establish a registry from which Director, CCC can obtain cadre, (b) recommend pay and grade of cadre, and (c) identify military installations to be used. Specific programs not yet designed.

2. **Other Programs of the Commission on National and Community Service.** Section 1094 expands CNCS activities to include nonresidential programs of community service more specifically targeted toward areas hard hit by Defense conversion and base closures. Coordination is expected between this nonresidential national service program and the residential one run by the CCC and the National Guard Civilian Youth Opportunities Pilot Program (see 4 below). \$20M was transferred to the CNCS on 23 April. Specific programs not yet designed.

3. **Summer of Service Program.** This program is a separate Presidential initiative from the White House Office of National Service which establishes a 9-week national service program for this summer. Also implemented by the CNCS, this program plans to employ approximately 1,500 youth 17-25 years old in 16 projects in 11 cities nationwide. One week training at Naval Station Treasure Island commencing on 21 June will be followed by 8 weeks of residential national service. DoD is arranging for logistical and other support for the one week of training. CNCS will use funds (about \$10-\$15M) under Section 1094 (see 2 above) to fund this program in lieu of funds it hoped to obtain from the President's economic stimulus package. Program will be ready to begin on June 21, 1993.

4. **National Guard Civilian Youth Opportunities Pilot Program.** Section 1091 permits the SecDef, through the Chief, National Guard Bureau, to conduct a pilot program to provide the basis for determining (1) whether life skills and employment potential of youth who drop out of school can be improved through military-based training, and (2) whether it is feasible for the National Guard to provide a cost-effective program for achieving that end. SecDef must enter into agreements with state governors and shall provide standards and procedures for selecting participants and setting benefit levels. SecDef has delegated authority for this program to the ASD(RA). \$44M is appropriated for this program. SecDef also responsible for reporting to Congress on success of program. Implementing instructions and state proposals for pilot program soon to come in for evaluation.

5. **Pilot Program to use National Guard Personnel in Medically Underserved Communities.** Section 376 authorizes the Chief, National Guard Bureau, to enter into an agreement with state governors to carry out a pilot program to provide health care to residents of medically underserved communities. The primary objective of this program is to provide training and professional development opportunities for members of the National Guard through provision of health services. SecDef has delegated authority to the ASD(RA) to implement this program. A working group comprised of OASD(P&R), OASD(HA), and OASD(RA) staff wrote implementing instructions. Comptroller has sent the appropriated \$1.5M to National Guard Bureau. SecDef responsible for reporting to Congress on success of program. Demonstration program in Arkansas underway.

6. **JROTC Expansion.** Section 533 expands the size of the Junior ROTC program from 1,600 to 3,500 units and enables military departments to carry a share of the fiscal burden normally borne by individual schools. This is a highly successful and popular program in high schools emphasizing leadership, citizenship, responsibility, discipline, and values. It provides an alternative to drugs and gangs and encourages students to stay in school. Funds have been allocated to the military departments and plans for expansion are well under way for implementation beginning in the 1993-4 school year.

7. **JROTC Career Academies.** The President's Defense and Reinvestment Conversion Initiative provided for the expansion of this joint DoD/Department of Education program to provide "at-risk" inner city high school students with a special vocational, academic, and JROTC-intensive program that emphasizes high school graduation, critical skills development, and discipline, values, and citizenship. JROTC Career Academies provide retired military personnel an opportunity to use their skills and background in the public school classroom and to serve as positive role models. Seven Academies will be established in 6 cities for start-up this fall, and at least 15 new academies are planned for the 1994-5 school year. \$7M has been allocated for both FY93 and FY94. FY93 funds will be disbursed within the next several months to selected school districts. Funds for a separate but related program -- **High School Career Academies** -- have also been allocated (\$7M for both FY93 and FY94). High School Academies would not require students to enroll in JROTC, but would be targeted specifically to communities hard hit by Defense conversion and base closures. They would provide teaching and administrative opportunities for separated service members as well as retired military personnel. Planning is under way for this program with disbursement of funds to school districts likely in August.

8. **National Guard Bureau Programs.** The following are programs for which the Chief, National Guard Bureau has specific responsibility. OASD(RA) is working with the National Guard Bureau to assist in implementation. (a) **Math and Science Outreach** -- (i) **Starbase:** a five-day program for youth 6 through 18 years old aimed at math and science literacy (\$2 million); (ii) **Los Angeles School District:** a program like STARBASE but also including engineering and aimed at faculty as well (\$10 million). (b) **Youth Conservation Corps and Urban Youth Corps:** six-week residential and non-residential versions, respectively, of (4) above (\$3 million).

9. **Teacher and Teacher's Aide Placement Program.** Sections 4441-4444 authorize SecDef, on a discretionary basis, to establish programs to assist eligible separated service members as well as DoD civilians, and displaced scientists and engineers of Defense contractors, to become teachers. \$6 million is appropriated for a pilot program. If successful, it could be expanded to include other public service employment in health care, law enforcement, and the environment. Implementing instructions are being drafted.

X 10. **Public and Community Service.** Section 4462 requires SecDef, in consultation with other Cabinet Secretaries, to maintain (1) a registry (including information on job skills, qualifications, and experience) of service members and former members who request registration for assistance in pursuing public and community service opportunities, and (2) a registry of public and community service organizations (location, size, application procedure, etc.). Work on the first registry has begun at the Defense Manpower Data Center. SecDef shall (1) attempt to match personnel with positions, (2) include as part of preseparation counseling, and (3) provide service members access to Interstate Job Bank. This will be accomplished together with Section 4461 which requires SecDef to consult with Secretaries of Labor, Education, Veterans Affairs, and the Economic

Adjustment Committee to improve coordination, and eliminate duplication between, existing job placement and training programs.

11. Educational Leave of Absence for Military. Section 4463 authorizes SecDef to grant an educational leave of absence to active duty personnel who are not offered another early-out program and who do not have readily transferable skills, such as those in the combat arms. These individuals would be granted educational leave for up to one year to obtain skill training relating to civilian public or community service occupations. Implementing instructions have been drafted and are to Services for coordination.

12. Additional Military Retirement Credit. Section 4464 permits those retired active duty personnel who are employed by registered public and community service organizations (see 10 above) to receive military service credit for their employment between the date of retirement and the date they would have attained 20 years of creditable military service. A draft DoDI is being coordinated within DoD and the Services.

13. Civil-Military Cooperative Action Program. Section 1081 requires the SecDef to establish a Civil-Military Cooperative Action Program, the primary purpose of which is to "use the skills, capabilities, and resources of the armed forces to assist civilian efforts to meet the domestic needs of the United States." No funds are authorized or appropriated for this purpose, but the OASD(P&R) is presently writing the DoD Instruction which establishes policy, assigns responsibilities, and prescribes procedures for managing DoD support in the area of civil-military cooperative programs. Draft DoDI will be available in July. Specifically, this office would

- Serve as liaison with Congress
- Coordinate all programs to avoid duplication
- insure implementing instructions and program guidance are legally defensible
- monitor program implementation and operation
- insure objective program evaluation
- coordinate all reports and testimony on these programs from DoD to Congress

Existing Programs

Civil-Military Cooperation

Proposals for military-civilian cooperation are not new. The Department and the Services have a long history of community involvement through youth education and skills development programs. Here are just a few examples of the work that is going on today:

ACTIVE AND RESERVE COMPONENT PROGRAMS

- Counternarcotics: Perhaps the area in which the military provides the greatest direct assistance to the civilian sector is in the Nation's battle against drugs. Active and reserve units provide direct assistance to law enforcement agencies through surveillance and monitoring of drug traffic entering the United States. Just as important as stopping the supply of drugs entering the United States is the goal of reducing demand. The Armed Forces are models for a drug-free society. Active and reserve units and individual members throughout the country are engaged in a broad variety of programs and individual efforts to encourage all Americans to stay off drugs.

- Command Domestic Action Programs: Local Army commands are authorized and currently engage in numerous civil-military cooperative actions, such as fire fighting and disaster relief.

- Medical Transport: Reserve as well as active units in a number of states provide emergency medical evacuation under the Military Assistance to Safety and Traffic (MAST) program.

- Homeless Support Initiatives: (Statutory Authority: Title 10 U.S.C. Section 2546). Since 1983, DoD has provided stock issue bedding articles (blankets, cots, pillow cases, pillows, and sheets) without reimbursement to various non-DoD shelters. All surplus bedding items are distributed through the General Services Administration Federal Surplus Personal Property Program. DoD directly distributes blankets through another program. In FY 1991, DoD provided 474,000 disaster blankets to shelter operators worth \$1.5 million. Over \$11.0 million of bedding items have been provided since program inception.

- Department of Defense Shelters for the Homeless: Program provides blankets, cots, etc. for homeless. Army and Navy assisting in upgrading shelters (Army--7 shelters, Navy--1). Office of the Chief Army Reserve is executive agent. FY 1991 funding \$1.042 million. FY 1992 funding \$1.069 million.

- Defense Logistics Agency Blanket Program: DLA is currently using surplus fabric stock to make surplus blankets in prisons and donate them to eligible shelters.

ACTIVE COMPONENT PROGRAMS

- Junior ROTC: Junior ROTC provides high school youth with alternatives to drug involvement, undesirable social associations, and other negative influences. The Junior ROTC character development programs are designed to promote concepts of good citizenship, national service, personal responsibility and individual self-esteem while providing student participants an opportunity to redirect their energies to positive pursuits in local communities throughout the United States.

- Role Models: A great many military members are active in scouting and youth organizations. Community relations programs encourage interaction with local, state, and federal agencies, leaders of civic and social service organizations, and business representatives.

- Speakers Bureaus: Most military installations sponsor an active speakers bureau whereby soldiers, sailors, marines, etc. speak at local schools, service organizations, etc.

- Job Skills: Under the Technology Transfer Act, the Army Research Institute has provided its Job Skills Education Program (JSEP) to a broad spectrum of civilian educational and industrial endeavors. JSEP is the largest adult-level, computer-based, job skills program ever developed. It teaches the academic skills that are required to perform most common Army jobs.

- Basic Skills: Under DoD sponsorship, the University of Mississippi developed a pre-enlistment basic skills training program aimed at helping young people meet the minimum aptitude and education requirements for military service. It was designed to assist "at-risk" students in achieving their academic and employment goals.

- Service Academies' Educational Programs: All Service academies sponsor and participate in a variety of educational programs, such as the following West Point programs:

- National Chemistry Week: Instructional presentations in chemistry to elementary school students.

- Mathematics Orientation: Presented by USMA tenured faculty, four times a year to high school students as enrichment orientations.

- Science Olympiad: Statewide competition for high school students.

- Odyssey of the Mind Competition: Elementary school competition in applied mathematics.

- Project Outreach: Seven minority officers spend a year traveling around the country, focusing on historically strong minority schools and cities encouraging students to continue to strive for excellence in high school.

- The Services' Educational Assistance Program (SEA): SEA is a means through which schools may obtain surplus DoD material (desks, office supplies, furniture, etc.) retained by DLA property disposal offices. The program is outlined in DoD Directive 4160.21M, and is managed by the Director of Supply Management Policy, OASD(P&L).

- DoD Commissary/Food Bank Program: (Statutory Authority: Public Law 99-145 [90 Rpt: Title 10 U.S.C. Section 2485]). The Federal Emergency Management Agency (FEMA) certifies as eligible food banks that wish to receive food from DoD. Initially limited to vendor-owned donations of commissary items, the FY 1991 Defense Authorization Bill gave DoD the authority to donate government-owned commissary surplus food, as well as surplus general mess food. DoD and FEMA are currently developing a memorandum of understanding to create a single point of contact for homeless providers and others who desire access to the surplus mess food. Since it began operation, this program has donated over eight million pounds of food at no cost to the Federal Government.

RESERVE COMPONENT PROGRAMS

- National Guard Bureau for a National Guard Youth Corps: The National Guard Bureau has designed a pilot youth corps program. The requested funding for six six-week camps for the Urban Youth Program and six camps for the Youth Conservation Corps is \$3,000,000. The sponsoring states are to provide, at no expense to the federal government, all professional instruction, counseling, and mentoring as required for each camp.

Atlanta Proposal--Gilbert Gardens (Synopsis)

The Gilbert Gardens annex is part of the public housing stock in the City of Atlanta. It is currently boarded up, a blight on the area. This proposed partnership between the City of Atlanta and the federal government (Department of Defense), through a National Service program, will rehabilitate the buildings while providing work and growth skills for local youth. It will also serve as a transition work/mentor experience for servicemembers who have exited the military, providing them with the opportunity to lead the renovation and classroom activities. The rehabilitated buildings will serve as an Atlanta Police Department training facility.

Objective: To provide job training and life skills to disadvantaged minority youth, through an innovative federal program. Also, to assist the police in a community with one of the most serious crime problems in the nation. Finally, to provide former servicemembers with meaningful employment.

Methodology: Young people will work with dedicated instructors to rehabilitate a long vacant public housing property. This property was previously slated for disposal. The Atlanta Police Department has worked diligently to acquire the property specifically with the intent to improve it. During the course of this project, youth will learn job skills, receive life skill training, and work closely with adult role models, many anticipated to be separated or retired military personnel.

National Benefits:

- Demonstrates the power of partnerships between the federal government, DoD; local government, the City of Atlanta; and community residents.
- Serves as a tangible example of the administration's commitment to the potential of National Service.

Local Benefits:

- Provides job training and life skills to disadvantaged youth who have few other alternatives.
- Frees the community of deteriorating housing stock.
- Enhances positive police visibility.
- Establishes a much needed training base for law enforcement.

TAB 3



DEPARTMENT OF ENERGY
Washington, DC 20585

OFFICE OF THE SECRETARY

October 26, 1993

MEMORANDUM FOR ELI SEGAL
ASSISTANT TO THE PRESIDENT
AND DIRECTOR OF NATIONAL SERVICE

FROM: **HOWLIE R. DAVIS** 
SENIOR ADVISOR FOR ADMINISTRATION
INITIATIVES

SUBJECT: **Department of Energy (DOE) Report on**
National and Community Service
Initiatives

Secretary O'Leary has assigned the Office of Science Education and Technical Information under the directorship of Terry Cornwell Rumsey as the lead for coordinating DOE's National and Community Service Program. I am serving as the program's project manager.

DOE's National and Community Service Program is moving forward to complete the strategic plan for successful participation. Exciting new opportunities for service are continuing to emerge for all program areas. DOE expects to apply for Corporation grants to initially fund new initiatives. Program directors at DOE are determining where national service components may be added to existing DOE programs. We recognize these possibilities offer great potential for a model National and Community Service Program at the Department of Energy.

In the midst of an initial evaluation of all DOE divisions as potential participants in the Program, we have found some innovative endeavors coming from, The Office of University and Science Education and the Office of Energy Efficiency and Renewable Energy. Some of these programs are ongoing and being fully funded by DOE, others will be initiated in the very near future and will solicit funding grants from the Corporation. It is our hope that our existing and ongoing service programs at DOE display our level of commitment to the success of the National and Community Service Initiative. The following are examples of active program areas at DOE:

THE OFFICE OF UNIVERSITY AND SCIENCE EDUCATION

DOE/NAACP Scholarship Program in

Math/Science/Engineering: The Department of Energy and the National Association for the Advancement of Colored People (NAACP) are working together to establish a scholarship program for students of color interested in majoring in a scientific or technical discipline. The program will include a combination of stipend and tuition assistance totalling \$10,000 per year per student for four years, summer research internships at a DOE research facility and an offer of employment with the Department of Energy following completion of the degree. Twenty students will initially be supported in this program beginning in the Fall of 1994. A primary criterion for being considered as an eligible candidate for the DOE Scholarship Award is to have exemplified an unwavering commitment to volunteer community service. Once the student awardees are selected, this commitment is perpetuated through a participation requirement of a minimum 10 hours of community service per month. This service can include such activities as mentoring, tutoring, working with the elderly, involvement in community assistance projects, to name a few.

Partnership for Environmental Technology Education

(PETE): Pilot program linking resources of DOE with other federal and state agencies, industry and professional societies with participating community colleges to assist in training Environmental-Hazardous Materials Technicians. Historically, students of color have been under-represented in such entities, but with the support of PETE and the aid of area community colleges this will change.

THE OFFICE OF ENERGY EFFICIENCY AND RENEWABLE ENERGY

OFFICE OF INDUSTRIAL TECHNOLOGIES:

Motors Challenge: National Service participants would help survey and disseminate information to manufacturing companies across the country about the economic benefits to be accrued from the use of more efficient industrial motors and drives in their factories. Program would utilize 11-31 participants, 1 in D.C., the remainder in the 10 regional support offices of the Office of Energy Efficiency and Renewable Energy.

OFFICE OF TECHNICAL AND FINANCIAL ASSISTANCE:

Weatherization Assistance Program: At this stage, potentially hundreds of National Service participants are involved. In the near future, a fully developed program will require thousands of participants. This program's pool of participants is expanded to welcome the involvement of high school graduates. The individuals would augment staffs of existing Weatherization providers (such as community service actions agencies).

State Energy Programs: Participants of varying educational backgrounds would work in state energy offices in the Federal Institutional Conservation Program and the State Energy Conservation Program as well as in transportation and other issues, such as upgrading state and local building codes efficiency standards.

Energy Education, K-12: High School Seniors and/or College students are integrated into the classroom setting to stimulate interest in energy awareness and career opportunities. This segment of the program could be funded through state commission grants.

OFFICE OF BUILDING TECHNOLOGIES:

Federal Energy Management Program: Hundreds of participants would assist with efforts to oversee and promote the upgrade of the energy efficiency of federal buildings.

High Energy Efficiency Communities: Participants, potentially hundreds, with landscape and architecture backgrounds would work in tree planting and other programs that increase the albedo (reflectance) of surfaces to reduce the urban heat island effect and reduce air conditioning demand and thermal-related urban smog.

Upgrade of Public and Federally-Assisted Housing: Potentially thousands of participants, with skills ranging from carpentry and building trades to building auditors and engineers, could work to upgrade public and federally-assisted housing. This project would reduce the \$4 billion in federal funds used to pay energy subsidies and at the same time, increase the health and comfort for residents of public housing.

OFFICE OF UTILITY TECHNOLOGIES:

Efficiency and Renewables Information Offices:

Participants nationwide would help staff offices in each state (similar to the work of the USDA Agricultural Extension Service Offices). Offices would provide information on efficiency options and assist in the development and use of local renewable resources.

Efficiency and Renewables Assistance for Native

Americans: 50-100 participants would train Native Americans in the installation and use of photovoltaics for remote applications -- uses might include lighting for residences and water pumping.

OFFICE OF TRANSPORTATION TECHNOLOGIES:

Clean Cities: Participants would distribute information to cities on qualifying for the Clean Cities Program which encourages shifting of public fleets to alternate-fueled vehicles (AFVs). They would also collect data on the level of AFV usage by state, local and private fleets.

Alternate Fuels Challenge: Currently an intercollegiate competition of engineering students providing voluntary labor in designing Alternate Fuel Vehicles. The students could be further rewarded for their efforts through the National Service Program.

At DOE, we believe our internal programs illustrate the President's commitment to promote volunteer community service as an essential common thread throughout the fabric of the Federal Government and this country. DOE's commitment to the program is reflected by the expansion of the program staff to include a Women's Executive Leadership Program Participant on a 60-Day Developmental Assignment who will make significant contributions to the success of this initiative.

Secretary O'Leary, the senior officers and staff are committed to making the Department of Energy the model agency for the National and Community Service Program.

TIMETABLE GOALS FOR DOE NATIONAL SERVICE INITIATIVES

By End-October, 1993 - Strategic plan finalized, approved and announced .

By End-November, 1993 - Meeting with DOE Secretary's Program Officers; assign coordinators

By Mid-December, 1993 - Review National and Community Service program regulations.

By December-January, 1994 - Refinement and Execution of strategic plan.

By February-March, 1994 - Evaluate, refine, finalize and submit proposals to the Corporation for National and Community Service.

cc: Hazel O'Leary
Terry Cornwell Rumsey
Rich Rosenzweig



THE SECRETARY OF VETERANS AFFAIRS
WASHINGTON

OCT 15 1993

MEMORANDUM

TO: Christine Varney and Eli Segal, Office of National Service
FROM: *GH* Gabby Hartnett, Chief of Staff
SUBJECT: Report on VA's Involvement with National Service

Attached is a reply to your request for plans, information-sharing events, and a tentative work plan for developing VA-National Service proposals.

We are delighted to be part of this effort.

Attachment:

Department of Veterans Affairs' Involvement with National Service

Department of Veterans Affairs' Involvement with National Service

1. How the Department plans to be involved with the national service program as it moves forward.

- o VA will do everything possible to support the President in implementation of the National and Community Service Trust Act. Our full involvement will be practical when VA knows the probable effect of changes within the Department as a result of VA's role in National Health Care Reform.

- o The concept of volunteerism as it relates to national and community service is not new to VA. For the past 47 years VA has actively promoted and emphasized the ethic of service. The VA Voluntary Service Program coordinates the efforts of individuals representing over 50 national veterans, service, and civic organizations as well as approximately 350 local organizations. Last year slightly over 94,000 individuals participated in voluntary service at our health care facilities.

- o We distinguish the role of VA employees as volunteers in their communities and individuals who volunteer at VA facilities. Our employees regularly participate in community programs. There are annual recognition awards for VA employee volunteers as well as media coverage of specific events and individuals.

2. What the Department has done up to this point to help the Office of National Service implement the program.

- o Preliminary conversations have been held between VA and VISTA.

- o A VA representative has participated in a discussion at an interagency meeting regarding the administration of post-service education benefits.

3. A tentative work plan outlining the steps the Department will take over the next few months to develop concrete proposals and ultimately to implement them.

VA plans to compete for grant money based on the maximum number of National Service participants that can be accommodated without adversely affecting our current staffing levels or downsizing requirements.

Guiding Principles

- o Putting Veterans First
- o Empowering VA Field Facilities to Meet Unmet Local Community Needs
- o Creating Results Not Red Tape

Department of Veterans Affairs' Involvement with National Service

Date	Task
10/93	Analyze the Act and brief Administration and Staff Office heads on its content and implications
10/93	Designate an official at the Assistant Secretary level to coordinate the departmental effort. Such individual shall have full authority to secure commitments from Administrations and Staff Offices in the development of VA participation and would serve as veterans' advocate with National Service Corporation
11/93	Determine how VA's 47 years of experience in administering the G.I. Bill education benefits program and managing local volunteer programs can be useful in designing details of VA's participation in the National Service program
12/93	Determine local unmet needs in human, education, environment, and public safety areas (coordinated by Administration and Staff Office heads)
12/93	Establish a small non-bureaucratic "review panel" to (1) compare local unmet needs and VA guiding principles and (2) recommend level of request for grant from National Service
12/93	Develop plan for consultation with veterans service organizations and unions
1/94	Publicize VA's opportunities under National Service program in VA's in-house monthly employee magazine, the <i>Vanguard</i> , newsletters, and conference calls
1/94	Rank unmet needs; criterion is the degree to which meeting such needs will produce a direct benefit for the veterans/communities in which the projects are performed
2/94	Recommend National Service program positions to meet unmet local community needs without displacing existing VA programs/employees to the Secretary; ensure such positions meet published eligibility criteria
2/94	Submit application to the Corporation for National and Community Service

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MEMORANDUM FOR CHRISTINE VARNEY
ELI SEGAL
OFFICE OF NATIONAL SERVICE

FROM: Deborah M. Witchey, *TWC*
Acting Assistant Secretary (Management)

SUBJECT: Report on Treasury Department's Involvement with
National Service

The Treasury Department has committed itself to participate fully in National Service. In response to your request, please find attached information on your specific questions about the Treasury Department's recent activities and future plans for involvement with the national service program.

Attachments

(1) How your Department plans to be involved with the national service program as we move forward.

The Treasury Department intends to expand current service programs and to create new service components attached to existing programs. Treasury will continue to include discussions of service in speeches and the promotion of volunteerism among employees. Treasury capitalizes on its high visibility to promote service and volunteerism.

The Treasury Department has a long history of utilizing service to accomplish fundamental missions. Treasury plans to expand some of these programs. Please see the attached table.

The Treasury Department expects to create new service opportunities attached to existing programs. Treasury bureaus are currently evaluating facets of their fundamental missions which could utilize service. One study, "Use of Market Forces and New Funding Mechanisms in Treasury Operations," has emphasized the use of service to reach goals. The Deputy Secretary's Fiscal Year 1995 Budget Policy Guidance memorandum directed all components of Treasury to incorporate such initiatives into budget requests.

Treasury is working with all the bureaus and will ensure appropriate coordination. Treasury will work with the Inter-Agency Working Group and the Sub-Working Groups which best match the mission and programs of Treasury.

Most Treasury Department service programs are after-work or weekend volunteer efforts by Treasury employees. Please see the attached table.

- (2) What your department has done up to this point to help the Office of National Service implement the program.

The Treasury is actively supporting the Office of National Service in the implementation of the program. Treasury is continuing all current service and volunteer programs and has re-emphasized their importance.

The Deputy Secretary's Fiscal Year 1995 Budget Policy Guidance memorandum directed all components of Treasury to incorporate into their budget requests, initiatives which use service to reach goals.

Treasury officials have made frequent mention of the service program in public addresses over the past few months. Deputy Secretary Altman has referred to the National Service Program a number of times in the last 6 weeks, including the attached speech which he will deliver again before the Los Angeles Chamber of Commerce on October 14, 1993.

- (3) A tentative work plan outlining the steps your department will take over the next few months to develop concrete proposals and ultimately to implement them.

The Treasury Department will vigorously monitor and pursue all 13 current programs and will consider their expansion and the addition of new programs, as well.

Treasury Department
Agency Sponsored Programs

Name of Program and Contact Person	Program Description	Program Time Line	Number of Participants
U.S. Savings Bonds Division Marketing CONTACT: Kim B. Treat (202) 377-7932	Three national committees (Corporate, Labor, and National Organizations) whose chief executives are appointed by the Secretary, and more than 100 metropolitan and industrial committees provide volunteer support including endorsements, advertising, public awareness events, and awards to encourage thousands of organizations and employees to conduct Savings Bonds promotional activities. More than 40,000 employers voluntarily offer and promote payroll savings programs and thousands of media outlets, financial institutions and other organizations contribute advertising, free-ride mailings, and other promotional support.	Continuous	Approximately 500,000 volunteers
Volunteer Income Tax Assistance (VITA) CONTACT: Debbie Harris (202) 622-3190	The Internal Revenue Service recruits and trains volunteers (individuals or groups) who establish sites with easy public access and provide free tax assistance to tax payers. The Internal Revenue Service provides support, assists in promotion of the sites, refer tax payers to these sites, and publishes locations and hours of the sites. From October 1992 through August 1993, 1.6 million taxpayers were assisted through this program.	Continuous	51, 332 volunteers
Tax Counseling for the Elderly CONTACT: Debbie Harris (202) 622-3190	The Internal Revenue Service provides assistance to elderly tax-payers through the Tax Counseling for the Elderly program. This program, which served 1.7 million elderly tax payers in 1992, offers training and financial assistance to private organizations which field volunteers to help elderly tax payers file their returns accurately. Organizations which meet the Department's published guidelines are accepted into the program, and the amount of financial assistance granted to each program depends on Congressional appropriations.	Continuous	43,508 volunteers

Name of Program and Contact Person	Program Description	Program Time Line	Number of Participants
Leadership Academy of Spingarn High School CONTACT: Joseph Coffee (202) 927-8600	The Spingarn Leadership Academy addresses the need to develop future leaders for law enforcement and related careers. The Academy represents a unique partnership between business, education, and government agency leaders. It focuses on helping high school students build bridges to higher education and service in the security and safety professions in the Metropolitan Washington area and throughout the nation.	Continuous	24
Technical Assistance to Eastern Europe and the Former Soviet Union CONTACT: Robert T. Banque (202) 622-0767	Assistance is provided by Departmental Offices to domestic nonprofit organizations or institutions of higher education that engage in technical assistance to Eastern Europe or the Former Soviet Union. This program utilizes foreign assistance appropriations allocated by the Agency for International Development through grants.	Continuous	16
Treasury Department Tour Program CONTACT: Paula Mohr 622-1250	Tours of the Treasury Building, the oldest federal departmental building in Washington, are conducted by docent volunteers made up of Treasury employees.	Continuous	15
Technical Training for Banking Institutions CONTACT: Jonathan Fiechter (202) 906-6590	Assistance is provided by the Office of Thrift Supervision (OTS) to state regulatory personnel in the form of technical training on OTS regulations, the Equal Opportunity Credit Act, the Fair Housing Act, and the Community Reinvestment Act. Assistance is also provided by the Office of Thrift Supervision to minority thrifts in the form of technical training.		

Treasury Department

Employee Voluntary Activities

Name of Program and Contact Person	Program Description	Program Time Line	Number of Participants
IRS's Information Systems Development Division Community Outreach Programs CONTACT: Dannetta Hawkins (202) 927-4220	Employees of IRS' Assistant Commissioner for Information Systems Development provide shopping bags filled with new clothing and other items wrapped for needy children. The office also consults a fund for Joe Gibbs' Foundation for Children, the Ronald McDonald House, and for victims of Hurricane Andrew.	Continuous	1,760
Community Outreach Programs CONTACT: John Benton (202) 927-4480	Employees of IRS' Assistant Commissioner (Information Systems Management) provide Christmas bags for various shelters in Washington, D.C.	Continuous	1,959
Apples for the Students and "Boarder Babies" CONTACT: Kathy Glover (202) 622-8642	Several Assistant Commissioners' offices in IRS participate in the Apples for the Students Program and the "Boarder Babies" Program (a program for infants who are abandoned in hospitals or living in halfway houses).	Continuous	12
Washington-Lee High School Program CONTACT: Roseanne Mobley (202) 622-7483	Employees of the IRS' Office of Assistant Commissioner for Returns Processing have been working with Washington-Lee High School in Arlington, Virginia since 1987. The employees prepare students for careers and work to develop a long-term relationship with the school.	Continuous	25
Project Outreach CONTACT: Herbert Jones 622-1473	This volunteer program offers Treasury employees the opportunity to join community efforts aimed at reducing drug abuse, crime, and violence. This nationwide program is based in 10 locations where it focuses on schools and public housing.	Continuous	
Adopt-a-School & Co-op Programs CONTACT: Delois Barnes (202) 622-8641	Employees of the IRS' Assistant Commissioner (Human Resources and Support) participate in Adopt-a-School Program with Walker Jones Elementary School and in a high school cooperative program with Parkdale High School.	Continuous	65