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White House Office of National Service - Inventory of Department Service-Related Initiatives - April 22, 1993] [binder] [2]

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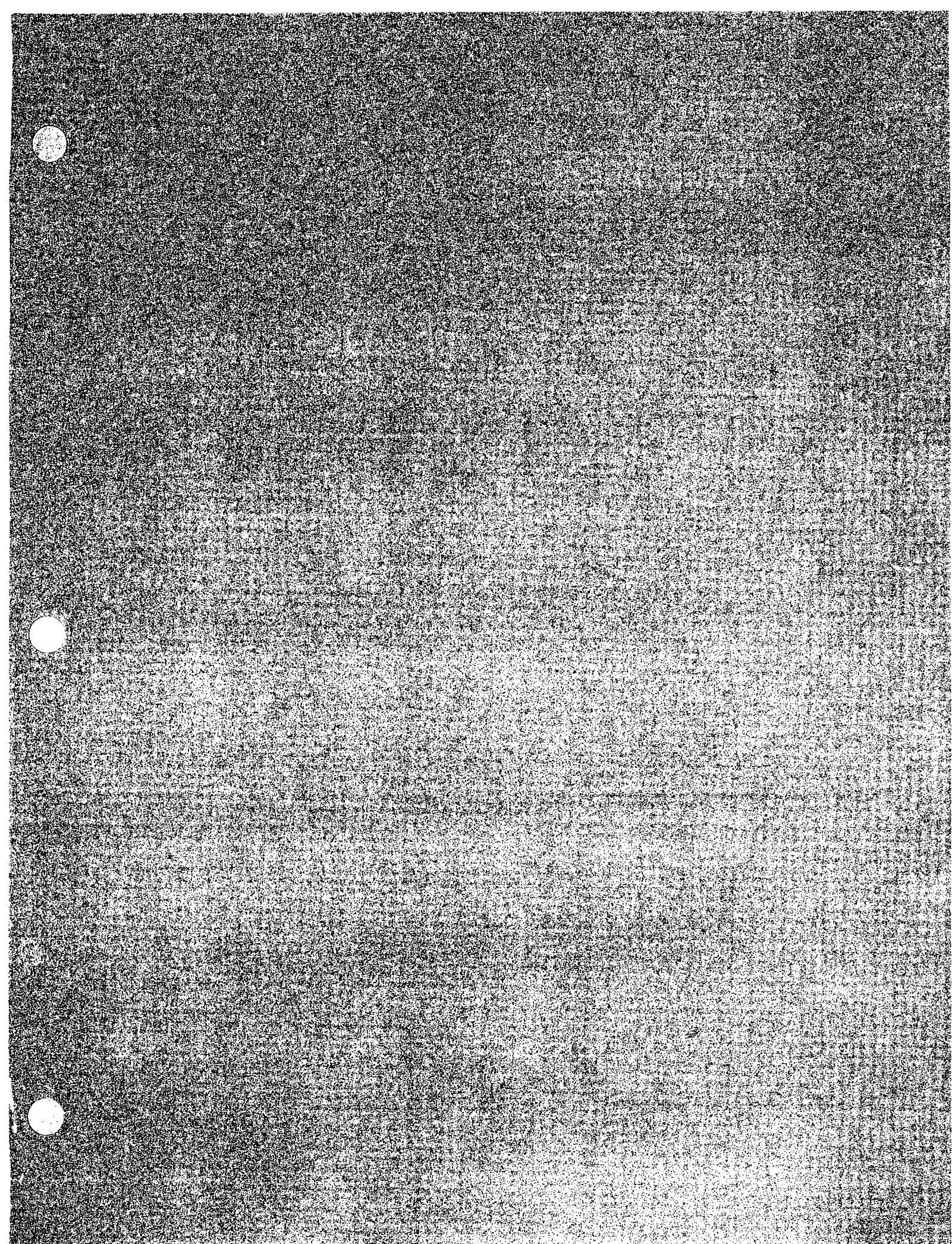
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U.S. Department of Transportation

400 7th St SW
Washington D.C. 20590

The Honorable Federico Pena

Chief of Staff: Ann Boromolini Phone:366-1103 Fax:366-3956
Agency contact: Ned Ertel Phone: 366-5552 Fax:366-7952

I. Agency Sponsored Programs- Highlights

The Coast Guard Auxiliary. Involves over 35000 volunteers in every State and Territory. Volunteers assist with rescues on water, promote boating safety through education, work with youth organizations, crew on Coast Guard boats, and do safety examinations on recreational boats.

II. Employee Voluntary Programs- Highlights

Employee volunteer activities involve Adopt-a-School, including tutoring through the Partnership in Education programs with the DC public schools, serving as "adult friends" to junior high school students who are high risk, and presentations to students on careers related to areas in transportation. Employees are also involved with the Parent's Resource Institute for Drug Education and with the Rent-a-Teen Capitol Hill program which provides money to Hines school students so that they may participate.

III. Total Spent on Service Initiatives

No information available related to spending on service initiatives. In the Coast Guard Auxiliary program, the value of property saved or assists made is estimated to be \$224,885,000.00

IV. Ideas for Program Development

Chief of Staff suggested that programs to help increase the use of child safety restraints, provide transportation for immunization and support in the event of disaster clean up might lend themselves to increased agency involvement in service programs.

TRANSPORTATION - The Honorable Frederico Pena
Agency Sponsored Summer Programs

Chief of Staff: Ann Boromolini
 phone: (202) 366-1103
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Community Service Contact: Ned Ertle
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AGENCY MISSION: Establishes the nation's overall transportation policy. Agency includes nine administrators for highway planning, development and construction, urban mass transit, railroads, aviation, and the safety of waterways, ports, highways, and oil and gas.

Name of Program and Contact Person	Program Description	Program Time Line	FY 1993 Service Funding Level	Number of Participants	Age of Participants	Stipend Amount	Post Service Benefit Amount	Cooperative Programs with Private or Public External Entities
Project Team	A summer enrichment program for junior high school students to teach skills necessary for entering the workforce in 2000.	2-3 days in August	N/A	50 students	13-15 years old	N/A		D.C. Public Schools Depts. of Labor, Commerce, Education, Interior, and Transportation

TRANSPORTATION - The Honorable Frederico Pena
Voluntary Programs which Enforce Department's Mission

Chief of Staff: Ann Boromolini
 phone: (202) 366-1103
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Agency Community Service Contact: Ned Ertle
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AGENCY MISSION: Establishes the nation's overall transportation policy. Agency includes nine administrators for highway planning, development and construction, urban mass transit, railroads, aviation, and the safety of waterways, ports, highways, and oil and gas.

Name of Program and Contact Person	Program Description	Program Time Line	FY 1993 Service Funding Level	Number of Participants	Age of Participants	Stipend Amount	Post Service Benefit Amount	Cooperative Programs with Private or Public External Entities
Coast Guard Auxiliary	Its mission is to effect rescues on water and promote boating safety through education Its role includes being part of the crew on boats, working on Coast Guard boats, cleaning up the environment and participating in Coast Guard readiness exercises.	Year round		35,000		None	None	None
The DOT Lecture Series (Part of the Partnerships-In-Education Programs with the D.C. Public Schools)	DOT employees give presentations to students on topics related to the Department's mission and careers.	September-June	N/A	30		N/A		
"FUTURES"	Helps students relate math and science skills learned in school to careers which utilize these skills.	September-June	N/A	30		N/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 utilize their knowledge to pursue post secondary education.	September-June	N/A	50		N/A		

TRANSPORTATION - The Honorable Federico Pena
Employee Voluntary Activities

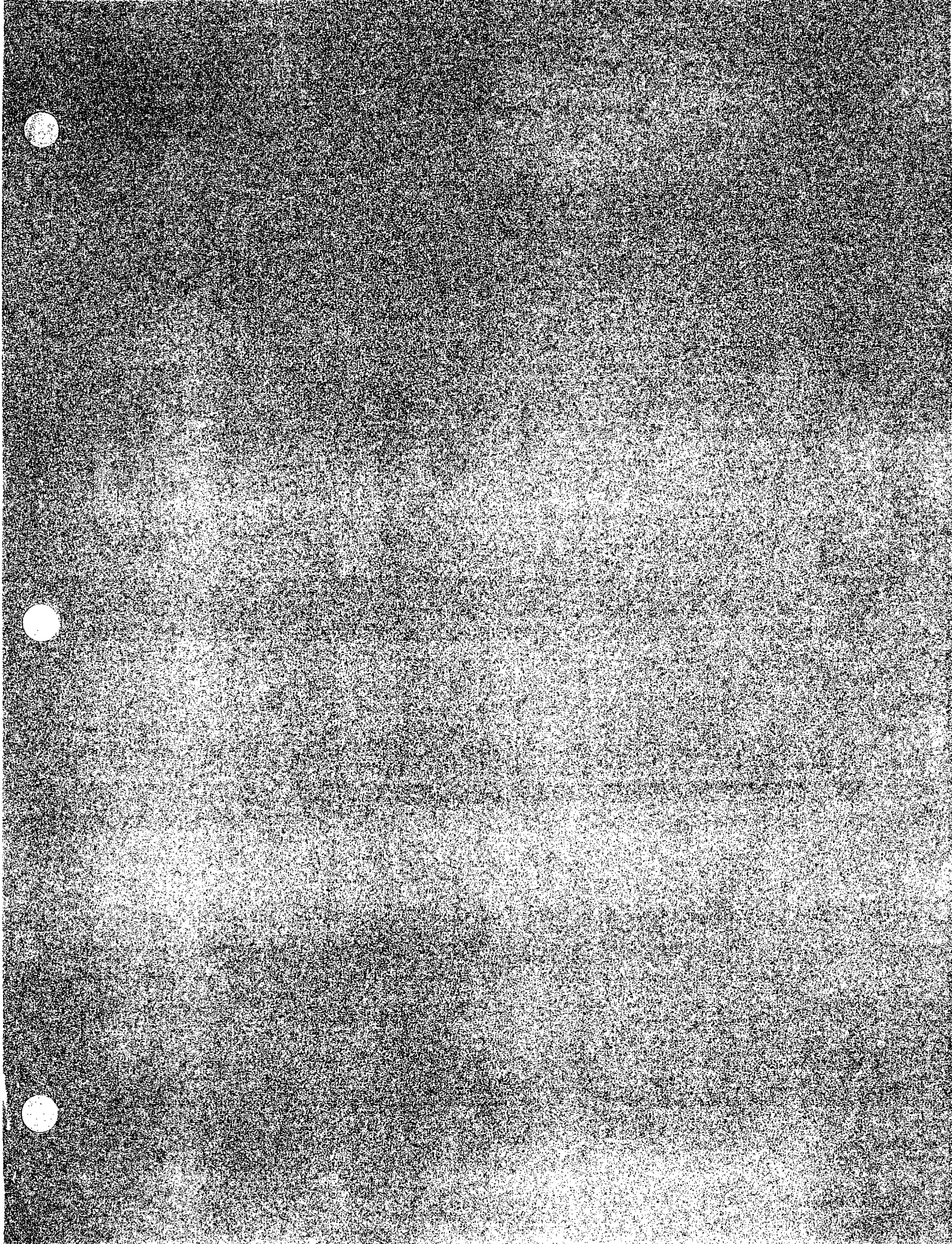
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The Tutoring Program (Part of the Partnerships-In -Education Programs with the D.C. Public Schools)	Volunteers serve as tutors to students in subjects English, math, science, and foreign languages The schools report remarkable improvement in students' educational achievements.	September-June	N/A	80-90 DOT Employees		N/A		
The Friendship Program (Part of the Partnerships-In -Education Programs with the D.C. Public Schools)	Volunteers serve as "adult friends" to students at Hine Junior High School to give them an opportunity to get special guidance. The objective is personal rather than academic growth. <u>Target:</u> high-risk students, many of whom are potential truants or special needs students. Due largely to this program, the rate of student absenteeism has been greatly reduced	Year round	N/A	60 DOT employees		N/A		
Take Pride in America	Transportation employees assist students from Hine Junior High School in regular clean-up.	Seasonal	N/A	25		N/A		
Cultural Enrichment Activities	Activities include field trips, special classes, concerts and plays. For example, several students were taken on a tour of National Airport. Students participate in tap dancing, acting, computer, poetry, and African storytelling classes. Special performances are given to students by groups such as the U.S. Coast Guard Drill Team.	Sponsored on a regular basis	N/A	200-400 DOT employees		N/A		Capitol Hill Association of Merchants and Professional Services (CHAMPS) (202) 547-7788
The Parent's Resource Institute for Drug Education (PRIDE)	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.	September-June	N/A	100 DOT employees		N/A		Hine Parents and Teachers Association

Name of Program and Contact Person	Program Description	Program Time Line	FY 1993 Service Funding Level	Number of Participants	Age of Participants	Stipend Amount	Post Service Benefit Amount	Cooperative Programs with Private or Public External Entities
Capitol Hill Rent-a-Teen Program	Provides money through a city grant to help obtain after school jobs such as yard work, simple painting, planting flowers, or other services to individuals and businesses. This committee makes donations so that more Hine Students can participate.	Year round	N/A	20 DOT employees				Friendship House Association
The Adopted Senior 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 eyeglasses, televisions, microwave ovens, kilns, and cable services for the Center. The committee has also provided financial assistance for field trips and personal tragedies.	Year round	N/A	More than 200 DOT employees	65 years old and over			Friendship House Association Sarah's Circle
The Homeless Program	Consists of volunteers visiting Martha's Table (a large soup kitchen) every month to help feed the homeless. In addition, volunteers donate clothing and other needed items. Clothing and toys are donated to the Martha's Table Children's Center.	Year round	N/A					
Others May Eat (O.M.E.)	Volunteers annually donate Combined Federal Campaign (CFC) contributions to this charity.	Year round	N/A					
The DOT Day Care Center	The center was established in 1985 through the help of DOT volunteers 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.	Year round						





DEPARTMENT OF THE TREASURY
WASHINGTON

The Honorable Lloyd Bentsen

Chief of Staff: Philip Diehl
Phone: 622-0041
Fax: 622-0073

Community Service Contact: Pat O'Donnell
Phone: 622-0059
Fax: 622-0073

I. Agency-sponsored program - The Internal Revenue Service provides assistance to elderly tax-payers through the Tax Counseling for the Elderly program. This program, which served 1.6 million elderly tax payers in 1992, offers training and financial grants to private organizations which field volunteers to help elderly tax payers file their returns accurately. All organizations which meet the Department's published guidelines are accepted into the program, and the amount of financial assistance granted to each depends on Congressional appropriations.

II. Employee Voluntary Programs - Most Treasury Department service programs are after-work or weekend volunteer efforts by Treasury employees. Among these, two programs at local high schools stand out.

Volunteers at several bureaus serve at the Spingarn Leadership Academy at Washington's Spingarn High School. The Academy helps young people develop leadership skills and prepare for careers in law enforcement and related fields.

At Washington-Lee High School in Arlington, IRS volunteers work with the multi-ethnic student body to help them prepare for a wide range of careers.

III. Total Amount Spent on Service Initiatives - Spending on the Treasury Department programs detailed on the attached spreadsheets totals \$9.1 million in FY 1993. Excluding the assistance provided by the Federal Law Enforcement Training Center, Bureau of Alcohol, Tobacco, and Firearms, and other bureaus to local law enforcement agencies, funding totals \$5 million in FY 1993.

IV. Ideas for Program Development - The Tax Counselling for the Elderly program is proven, effective, and in operation. Involving 30,000 volunteer tax preparers, it is fairly visible and well-respected. It's scope, however, is limited by the size of Congress's appropriation for the program, and every year, participating volunteer agencies request more funding.

TREASURY - The Honorable Lloyd Bentsen
Agency Sponsored Year-Round Programs

Chief of Staff: Philip Diehl
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Community Service Contact: Pat O'Donnell
 phone: (202) 622-0059
 fax: (202) 622-0073

AGENCY MISSION: Formulates and recommends economic, financial, tax and fiscal policies, serves as financial agent for the U.S. government, and manufactures coins and currency.

Name of Program and Contact Person	Program Description	Program Time Line	FY 1993 Service Funding Level	Number of Participants	Age of Participants	Stipend Amount	Post Service Benefit Amount	Cooperative Programs with Private or Public External Entities
Leadership Academy of Spingarn High School AGENCY: The Bureau of Alcohol, Tobacco and Firearms 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	None	24	Early 20s-60s	None	None	None
Volunteer Tax Assistance for the Elderly CONTACT: Karen Haag (202) 522-8507	The Internal Revenue Service provides assistance to elderly tax-payers through the Tax Counseling for the Elderly program. This program, which served 1.6 million elderly tax payers in 1992, offers training and financial grants to private organizations which field volunteers to help elderly tax payers file their returns accurately. All 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	\$3.5 million	64	Varies	None	None	None

Name of Program and Contact Person	Program Description	Program Time Line	FY 1993 Service Funding Level	Number of Participants	Age of Participants	Stipend Amount	Post Service Benefit Amount	Cooperative Programs with Private or Public External Entities
Technical Training for Banking Institutions CONTACT: Jonathan Fiechter (202) 906-6590	Assistance is provided by the Office of Thrift Supervision 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.							
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.	July 1, 1992- August 31, 1993	None	4	Varies	None	None	None

TREASURY - The Honorable Lloyd Bentsen
Employee Voluntary Activities

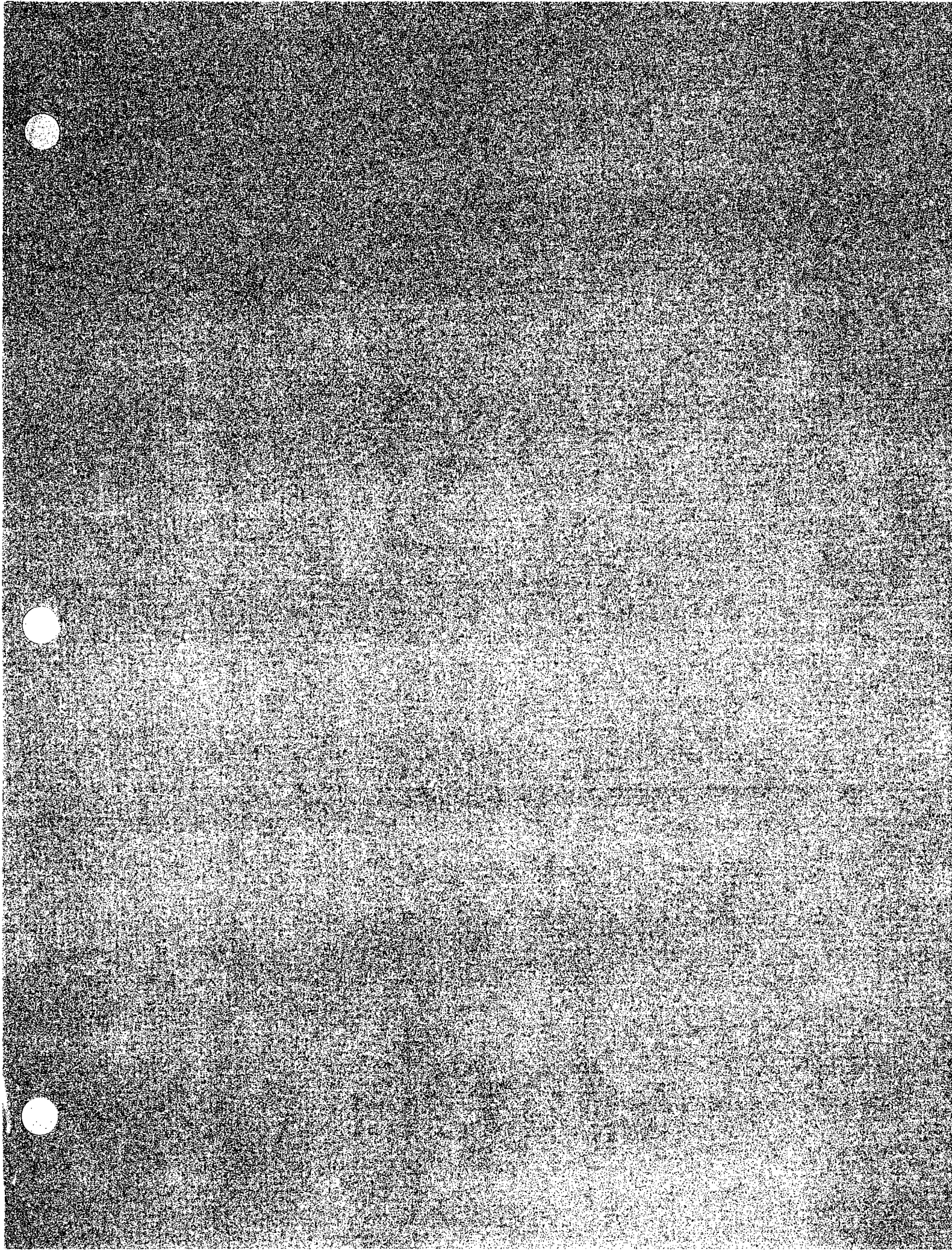
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Name of Program and Contact Person	Program Description	Program Time Line	FY 1993 Service Funding Level	Number of Participants	Age of Participants	Stipend Amount	Post Service Benefit Amount	Cooperative Programs with Private or Public External Entities
IRS's Information Systems Developments Division Community Outreach Programs CONTACT: Dannetta Hawkins (202) 927-4220	Employees of IRS' Assistant Commissioner for Information Systems Development provide shopping bags for needy children filled with new clothing and other items wrapped for "Santa." The office also consults a fund for Joe Gibbs' Foundation for Children, the Ronald McDonald House and for victims of Hurricane Andrew	Continuous	None	1,760	Varies	None	None	None
Community Outreach Programs CONTACT: John Benton (202) 927-4480	Employees of IRS' Assistant Commissioner (Information Systems Management) provide Christmas bags for various shelters in Washinton, D.C.	Continuous	None	1,959	Varies	None	None	None
Apples for Students and "Boarder Babies" CONTACT Kathy Glover (202) 622-8642	Several assistant commissioners' offices in IRS participate in the Apples for Students Program and the "Boarder Babies" Program (a program for infants who are abandoned in hospitals or living in halfway houses).	Continuous	None	12	Ranges: 25-40	None	None	None
Washington-Lee High School Program CONTACT: Roseanne Mobley 9202) 622-7483	Employees of the IRS's Office of the Assistant Commissioner for Returns Processing, have been working with Washington-Lee Hgih School in Arlington, Virginia since 1987. The employees prepare students for careers and work to develop a long-term relationship with the school.	Continuous	None	25	Ranges: 30-55	None	None	None

Name of Program and Contact Person	Program Description	Program Time Line	FY 1993 Service Funding Level	Number of Participants	Age of Participants	Stipend Amount	Post Service Benefit Amount	Cooperative Programs with Private or Public External Entities
Adopt-a-School & Co-op Programs CONTACT: Delois Barnes (202) 622-8641	Employees of IRS' Assistant Commissioner (Human Resources and Support) participate in an Adopt-a-School program with Walker Jones Elementary School and in a high school cooperative program with Parkdale High School.	Continuous	None	65	Varies	None	None	None



**Department of Veterans Affairs
The Honorable Jesse Brown**

Chief of Staff: Gabby Hartnett Phone: (202)-523-1927

Community Service Contact: Darryl Kehrer
Phone: (202)-523-1927 Fax: (202)-523-8437

I. Agency Sponsored Programs – Highlights

*** Voluntary Service Program.**

VA's Voluntary Service Program in the Veterans Health Administration, coordinates the efforts of dedicated individuals representing over 50 veterans, service, and civic organizations and approximately 350 local organizations. The program has been in existence for 47 years and is the largest centralized volunteer program in the federal government.

Approximately 94,000 individuals participate in 171 VA medical centers; over 350 VA outpatient, community, and outreach clinics; 128 VA nursing homes; 35 VA domiciliaries; and other VA extended care programs. VA volunteers serve in supportive roles ranging from traditional health care aides to contemporary, non-traditional assignments which contribute to the improvement of health care delivery to the nation's veterans.

in FY92, volunteers provided approximately \$14.3 million hours of service to VA health care programs often for supplemental services extending and expanding patient care services.

II. Employee Voluntary Programs – Highlights

* In partnership with the Disabled American Veterans, VA sponsors the annual **Winter Sports Clinic** which promotes rehabilitation by helping physically disabled veterans develop winter sports skills through a variety of adaptive workshops. About 500 volunteers help coordinate this event.

* For the past 12 years, VA has worked with the Paralyzed Veterans of America in sponsoring the **National Wheelchair Games**. Like the Winter Sports Clinic, the games aim to improve the quality of life for disabled veterans and foster better health through sports competition.

* The **VA National Veterans Creative Arts Festival** celebrates the winners of national competitions in voice, instrumental, or original music composition categories. The competition serves as recognition of progress made through

creative arts and recreational therapy and raises the visibility of creative achievements of veterans following disease, disability, or life crisis.

For more information on these and other similar programs, see attached appendices.

III. Total Amount Spent on Service Initiatives.

In FY92, volunteers provided approximately 14.3 million hours of service with a monetary value estimated to be about \$166.5 million to VA health care programs often for supplemental services extending and expanding patient care activities.

IV. Ideas for Program Development

*** Expand the voluntary health care delivery system.** In conjunction with the President's Health Care Reform initiative, VA's education and training effort could be implemented nationwide in coordination with affiliated educational institutions. VA annually contributes to the training of nearly 100,000 individuals, 76,000 of whom are volunteers, in more than 40 different health professions. These individuals range from high school students performing community service as part of their graduation requirements to health care professionals completing residency requirements in certain specialty areas. VA believes that these efforts could provide a framework for National Service's expansion. VA's Voluntary Service Program and Office of Academic Affairs could provide the program with specialized knowledge.

*** Create a Civilian Community Corp.** As servicemen and women leave the military, they are in a unique position to assume leadership roles in the communities to which they will return. One of the stated objectives of the Civilian Community Corps, established under the National Defense Authorization Act for FY93, is to determine whether former members of the armed forces can contribute meaningfully to the development of community and national service. VA would like to see the CCC Demonstration program implemented and expanded.

VETERANS AFFAIRS - The Honorable Jesse Brown
Agency Sponsored Year-Round Programs

Chief of Staff: Gabby Hartnett
 phone: 202-523-1927
 fax: 202-5358667

Community Service Contact: Darryl Kehrer
 phone: 202-523-1927
 fax: 202-535-8437

AGENCY MISSION: Operates programs to benefit veterans and members of their families. Benefits include compensation payment or death related to military service; pensions; education and rehabilitation; home loan guarantee; burial; and a medical care program incorporating nursing homes, clinics and medical centers.

Name of Program and Contact Person	Program Description	Program Time Line	FY 1993 Service Funding Level	Number of Participants	Age of Participants	Stipend Amount	Post Service Benefit Amount	Cooperative Programs with Private or Public External Entities
Montgomery GI Bill ACTIVE	Education Benefits for certain Veterans and Service persons Available for servicemen and women on active duty after June 1985 Participants contribute \$1200 to the program	Ongoing Program available for up to 36 months	Administration: \$19,188 for 421 employees Benefits to veterans: \$548.7 million	148,315 veterans received benefits in 1993		Full-time: \$400 per month, maximum amount available \$14,400 Part-time: \$325 per month, maximum amount available \$11,700	Monthly payments to help defray cost of education/training. May be used up to 10 years	Sponsored by DOD and administered by VA
Montgomery GI Bill SELECTED RESERVE	Education benefits available for members of Selected Reserve and National Guard if they enlist, re-enlist, or extend their time in the service for 6 years	Ongoing Program available for up to 36 months	Administration: \$11,606 for 255 employees Benefits to veterans: \$110.4 million	64,864 veterans received benefits in 1993		36 months at \$190/month, maximum amount available \$6,840		Sponsored by DOD and administered by VA
Jobs Corps	Students are trained at VA Medical Centers for health related careers						Successful graduates may be placed in Health Care support VA positions	Dept. of Labor

VETERANS AFFAIRS - The Honorable Jesse Brown
Voluntary Programs Which Enforce the Department's Mission

Chief of Staff: Gabby Hartnett
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Community Service Contact: Darryl Kehrer
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 fax: 202-535-R437

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Name of Program and Contact Person	Program Description	Program Time Line	FY 1993 Service Funding Level	Number of Participants	Age of Participants	Stipend Amount	Post Service Benefit Amount	Cooperative Programs with Private or Public External Entities
Voluntary Service Programs	The Voluntary Services Program within the Veterans Health Administration coordinates the efforts of dedicated individuals representing over 50 veterans, service, and civic organizations at approximately 350 local organizations.		\$14 million (473 FTE) salaries & administration	94,000 \$14.3 million hours of service Value of volunteers: \$166.5 million				
National Wheelchair Games CONTACTS: VA Central Office: Larry Long (202) 535-7279 PVA: Phil Rabin (202) 416-7681	The National Wheelchair Games provide a competitive sports event for military service veterans who use wheelchairs for mobility due to spinal cord injuries, certain neurological problems or amputations. The event aims to improve the quality of life for disabled veterans and to foster better health through sports competition. The VA has been sponsoring this event for 12 years.	August 16-20, 1993		1000-1200 volunteer Over 500 participants				Sponsors: Dept. of Veterans Affairs and Paralyzed Veterans of America Hosted by VA Medical Center San Antonio, TX
Voluntary Service Program	Voluntary Service Program within the Veterans Health Administration coordinated the efforts of dedicated individuals representing over 50 veterans, service, and civic organizations and approximately 350 local organizations.		\$14 million (473 FTE) salaries and administration	94,000 \$14.3 million hours of service Value of volunteers: \$166.5 million				

Name of Program and Contact Person	Program Description	Program Time Line	FY 1993 Service Funding Level	Number of Participants	Age of Participants	Stipend Amount	Post Service Benefit Amount	Cooperative Programs with Private or Public External Entities
Winter Sports Clinic CONTACTS: VA Clinic Director: Mr. Sandy Trombetta (303) 242-0731, ext. 0396 DAV Director of Voluntary Services: Bruce Nitsche (202) 554-3501	The DAV National Disabled Veterans Winter Sports Clinic is an annual event which promotes rehabilitation by instructing physically challenged veterans to develop winter sports skills through a variety of adaptive workshops. Takes place in Crested Butte, Colorado Participation is open to male and female military service veterans with spinal cord injuries, certain neurological problems, amputations, visual impairments and other disabilities. A special call was issued to newly-disabled veterans injured in the Persian Gulf, and disabled veterans from Kuwait and Saudi Arabia were also invited. Over 50 certified handicapped ski instructors and several members of the U.S. Disabled Olympic Ski Team participate as instructors.	March 28-April 2, 1993		500 volunteers help organize the event Over 200 attend				National Sponsors: Dept. of Veterans Affairs and Disabled American Veterans. Hosted by Grand Junction VA Medical Center.
National Veterans Creative Arts Festival CONTACT: Larry Long (2020) 535-7279	A celebration and grand finale show presenting winners of national competitions in voice, instrumental or original music composition, dance, drama and art. The Department sponsors the annual competition and festival for hospitalized and outpatient veterans through their 172 medical centers, nationwide. VA Medical Centers incorporate the creative arts into their recreation therapy programs. This competition serves as recognition of progress made through that therapy and raises the visibility of the creative achievements of veterans following disease, disability or life crisis.	September 12, 1993		100 volunteers help organize About 70-90 winners from over 1,000 submissions				Sponsors: Dept. of Veterans Affairs and Music Performance Trust Fund Hosted by VA Medical Center, St. Cloud, MN

Name of Program and Contact Person	Program Description	Program Time Line	FY 1993 Service Funding Level	Number of Participants	Age of Participants	Stipend Amount	Post Service Benefit Amount	Cooperative Programs with Private or Public External Entities
Golden Age Games CONTACT: VA Central Office: Larry Long (202) 535-7279	An annual, national, multi-event sports competition for veterans, age 55 and older, who are currently receiving inpatient or outpatient care from the Department. The National Veterans Golden Age Games encourages older VA patients to make physical activity a central part of their lives. The games support VA's recreational therapy program in that endeavor. It is a national showcase for the preventive and therapeutic medical value of sports and fitness in the lives of all older Americans.	July 17-22, 1993		800-1000 volunteers 300 participants	Over 55 years old			Hosted by VA Medical Center, Johnson City, Tennessee

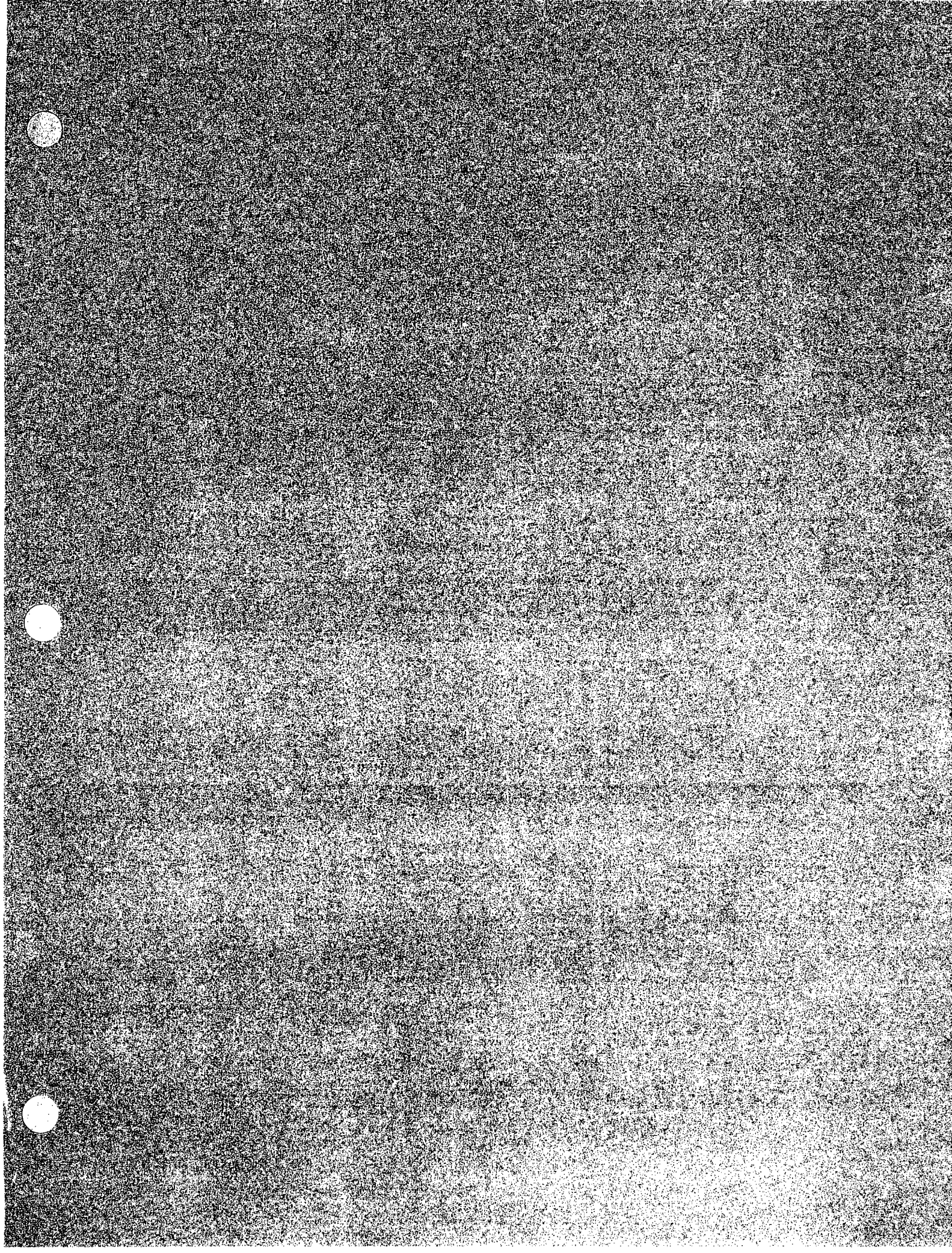
VETERANS AFFAIRS - The Honorable Jesse Brown
Employee Voluntary Activities

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Name of Program and Contact Person	Program Description	Program Time Line	FY 1993 Service Funding Level	Number of Participants	Age of Participants	Stipend Amount	Post Service Benefit Amount	Cooperative Programs with Private or Public External Entities
Take Pride in America VA CONTACT: Carol Blanks Committee Chair (202) 535-8123	Volunteers increase employee awareness of the national TPIA Program by identifying projects for conserving and preserving natural, historical and cultural programs and by supporting the Annual TPIA Awards Ceremony.	3 hours per week per volunteer		35 employees		Employees receive administrative leave time.		Dept. of Interior and an interagency coordinating committee with representatives from all federal departments and agencies in D.C. Public and private organizations are also involved nationally.
Don Care & Share	Volunteers encourage other VA employees to donate food, clothing and personal care items. The volunteers donate these items to their local food banks, etc.	Most work is done right before, during and after the holiday season.		Approximately 450 employees nationwide				Community partners include local food banks, homeless advocates, etc.
Partnerships-In-Education VA CONTACT: Shirley Mathis (202) 535-8119	Employees from VA's Central Office and the Washington, D.C. VA mentors and tutors for students at Eastern High School.	2-3 hours per week per employee		Approximately 42 employees				Eastern High School



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

INTERAGENCY COMMITTEE FOR VOLUNTARISM

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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 Greathouse 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 12620 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. Dohnke 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 Beasner 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. Gilbroath 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	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 bettered 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 Kingman 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 Report's	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 Boots (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 employees, 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'Enfant 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 Pomer 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 Einersen 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 Dolly 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 Sanet 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
Arms Control and Disarmament Agency
Commission on Civil Rights
Commission of Fine Arts
Commission on Minority Business Development
Commission on National and Community Service
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

Postal Rate Commission
Securities and Exchange Commission
Small Business Administration
Thrift Depositor Protection Oversight Board
U.S. International Trade Commission
U.S. Sentencing Commission

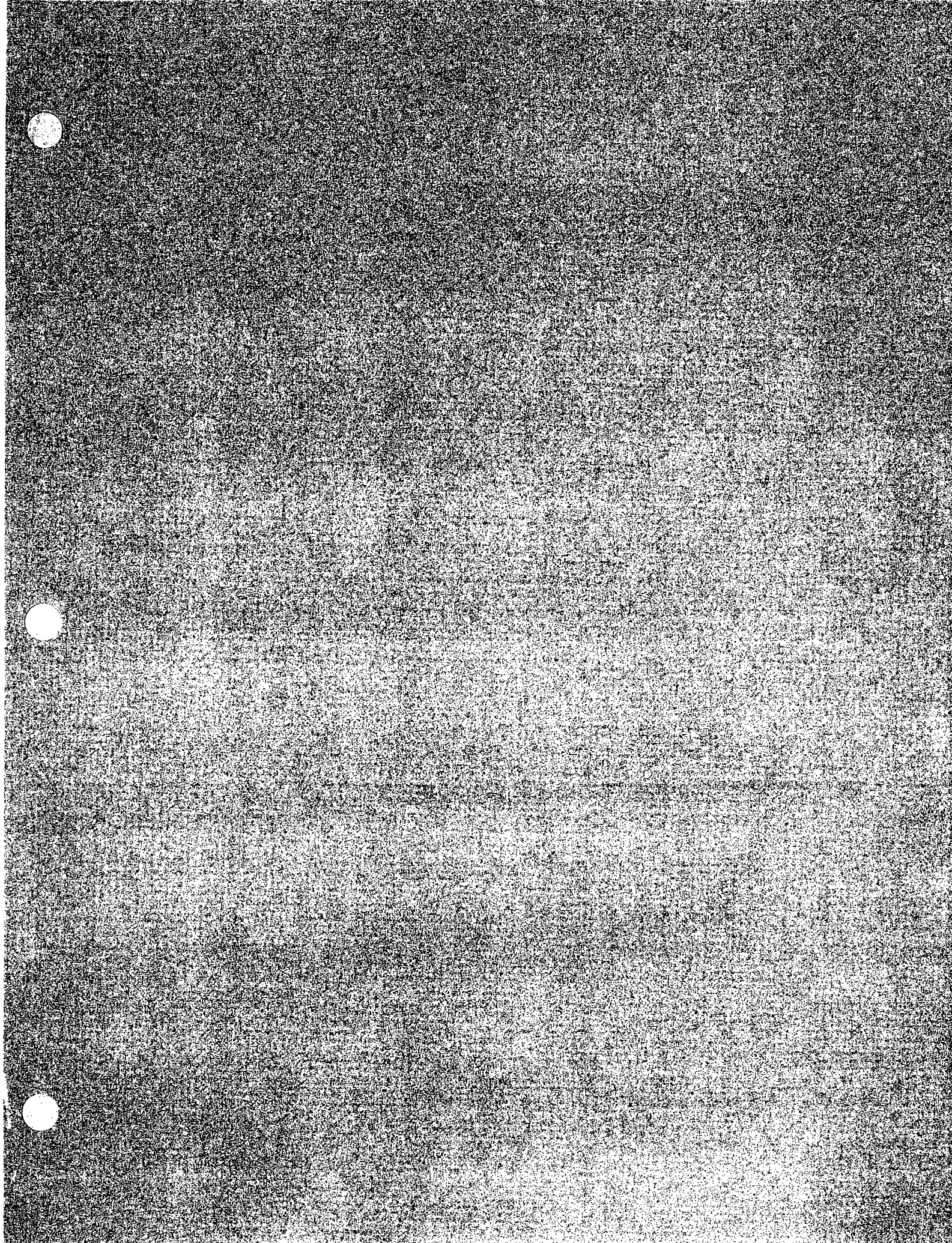
**ADDITIONAL RESPONSES F
TO VOLUN**

**INDEPENDENT AGENCIES
A 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)



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 Fruhaer 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.

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

Page 2

- 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
Page 3

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.

