

Feb. 2, 1993

THE WHITE HOUSE
WASHINGTON

Staff Mtg.

- Officially Hillary Rodham Clinton
- Family Circle article

Press Policy

- Press ofc. only answers questions
- * Volunteers should not innocently answer questions
- Use discretion when speaking w/ friends casually

THE WHITE HOUSE
WASHINGTON

Healthcare Task Force (Melanne)

- high priority for Hillary
- imp. to President for Hillary to do well in this
- 2nd Floor - Healthcare Task Force (suite of offices)
 - will eventually handle all Healthcare Task Force issues
- Bot Orstein (Press calls)

- me, Evelyn, Pam, Capricia decide on how to get in touch

*Class re: E-mail for everyone set up for staff

*talk w/ Maggie re: example of schedule with attachments

- do not use Domestic Policy
#2878

THE WHITE HOUSE
WASHINGTON

- Personnel Correspondence

Millie
Carolyn

Resumes
- pass onto Anne Bentley

Call
Sheila Eldridge

Staff Mtg., Tuesday, Sept. 13, 3:15pm

Staff Changes - Diane → Evan
Anne B. → Midge Henning (Vd.)
Joyce Bonnett → Tracy LeBeck

Social Schedule - packed thru Oct 16
Mandela - Oct. 4

Scheduling - Sept./Oct. - campaigning event

Healthcare - Congress will go out Oct. 15
- ultimately Oct. 7 is deadline
- Mitchell / Charley
- comprehensive healthcare is the
= focus

- mainstream group is meeting
w/ Mitchell
- healthcare reform does not
die w/ this Congress

Press - there are still leaks to the press
- quotes by "aides"

XO 1
Admin. Contact Mtg., Wed., Aug. 3, 1994, 4pm

- Blood drive

- April drive was very successful
- we met our goal
- there is another one on Aug. 16
- do memo to recruit
- return form to Ron Saleh by Aug. 10

Telephone Service Requests

- must go to room 1 first for June's approval

Other Govt. Employee (OGE forms)

- forms need to be turned in before person arrives
- fill in all blanks
- be sure to get signature

Blue forms

- send in before employee arrives

- send memo re: details

White House Administrative Contacts
Wednesday, August 3, 1994

AGENDA

- I. American Red Cross--Next Blood Drive - Mike Perez
- II. Reminder on telephone service requests - June
- III. OGE Forms--timeliness, completeness, signatures - Kelli
- IV. Blue Forms--timeliness, signatures - Andrea
- V. General announcements

Administrative Contact mtg
Wed., July 20, 1994 (4pm)
Rm. 476

- Room reservations need to be in 24 hrs. in advance
 - WAVES lists need to be in 48 hrs. in advance
 - Press & Work orders need to be called in (Do not submit via OASIS) X54311
 - An event is ~~any~~ any mtg. with 10 or more people
-
- new portion added to check-out sheet to include airlift ops. to alleviate employees departing without paying their bills

White House Administrative Contacts
Wednesday, July 20, 1994

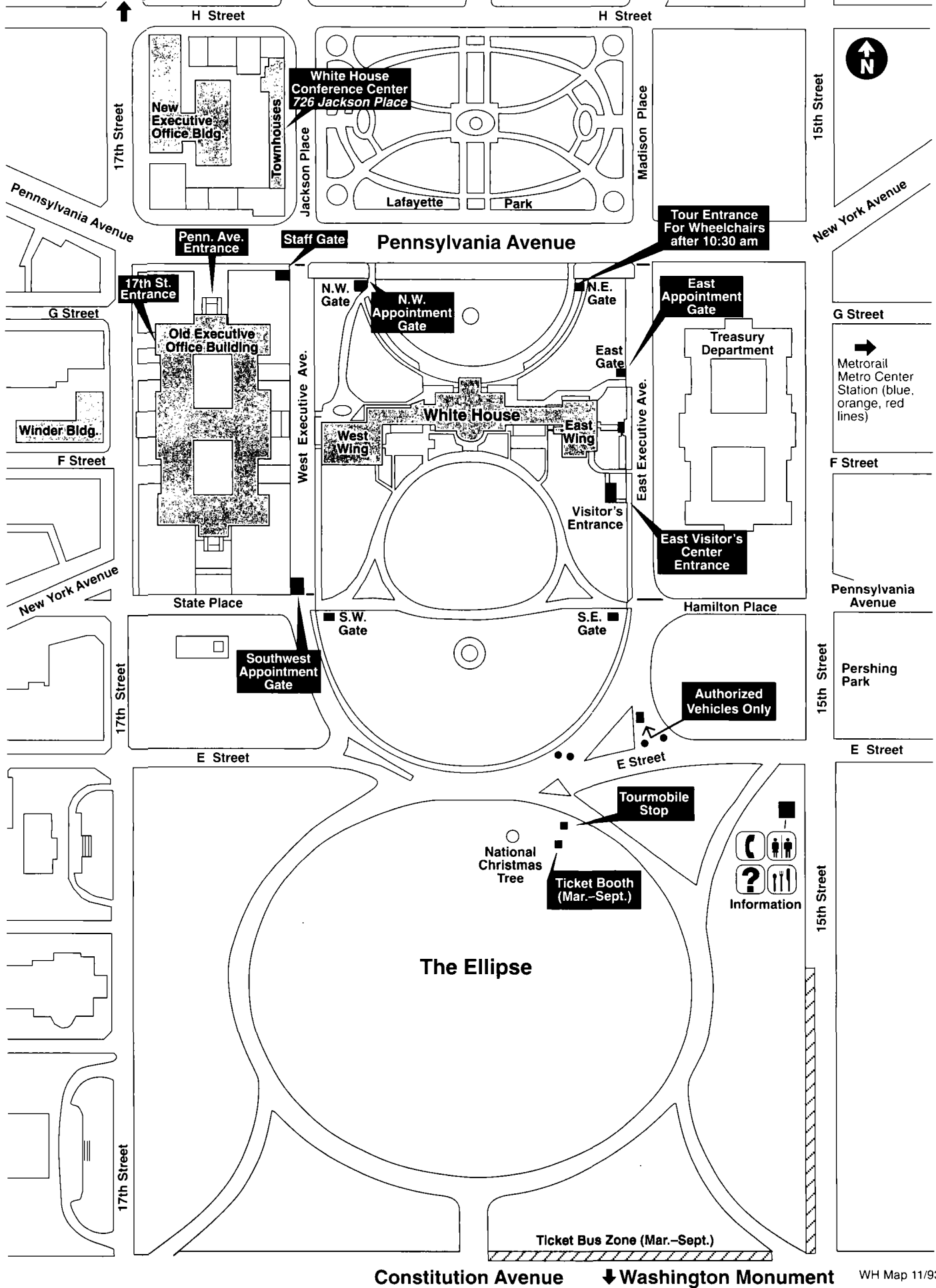
AGENDA

- I. Planning and Procedures for Large Events - Ashley**
- II. Volunteer Review - Andrea**
- III. Addition to Check Out Procedures - Kelli**
- IV. General announcements**

White House Area

Metrorail Farragut West Station
(blue and orange lines)

Metrorail McPherson Sq. Station
(blue and orange lines)



Constitution Avenue

Washington Monument

WH Map 11/93

Administrative Contact Mtg., Thurs., May 12, 1994, 4pm

- new acting dir. of Administration is June King
- 1994 Race for the Cure
 - do memo
 - race is June 18
 - registration deadline is June 18
- Communication Equipment
 - pagers will be replaced once; the 2nd time you will have to replace the equipment out-of-your pocket ^(personally)
 - each dept. will be charge for new equipment as of May 1, 1994
- Softball Team being formed (Flyer was sent out)
- new OGE form → Other Government Employees
 - these will be available next week
 - anyone who is not a regular govt employee needs to fill one out
- New Employee "Check Out" form
 - final paycheck will be withheld unless this form is filled out in full
 - must make all 18 stops
- pay slips must be turned in for any leave taken
- Distribute Selective Service System memo

White House Administrative Contacts
Regular Meeting
May 12, 1994

I. Introductions (June King)

II. 1994 Race for the Cure - June 18 (Donation go for Cure for Breast Cancer)
- registration deadline is June 10

III. Requesting Communications Equipment

- A. Inventories to June King, Rm. 1, c.o.b. May 11, 1994.
- B. Requests for new equipment to Rm. 1 for certification of funds availability.
- C. Rm. 1 will send requests forward for processing after funds availability is certified.
- D. Departments will be charged for all equipment assigned to them.

IV. Management & Administration announcements

- A. EOP Softball
- B. New OGE forms available next week
- C. New Employee Check Out forms available next week
 - 1. Final paychecks may be held if departing employees do not check out.
 - 2. If appropriate, security files will not be transferred until departing employees check out.
- D. Summer leave plans and timekeeping responsibilities

V. Other announcements

White House Administrative Contacts

Regular Meeting

March 4, 1994

- I. General Announcements
 - A. AIDS Training
 - B. *Easter Memorandum from John Cressman*
- II. Departing Employees
- III. New Supply Store Procedures
Guest Speaker: Neel Patrick, Property and Supply Management, OA
- IV. Questions, Comments, and Concerns

Administrative Contact mtg - Wed. April 28, 4pm

→ Blood Drive was a success

→ Softball League being reserved
(capacity for 16 teams per week)
(See what interest is)

- Need to know within the next week
or so

POC: Mark Frownsfeldt 5-6206

- practice is at 6:30pm (M-Th)

- league fee to cover trophies & license fee > sponsor may handle

→ Pagers

will be billed to each agency for new pagers
at a one time fee of \$250

- ongoing page service will continue as is

- ~~cell app~~

- cell phones & skypagers will also be limited

→ Check-out Procedures

- all offices must initial your form, even
if you didn't use their services

- Check-out must be done prior to last day

- last paycheck is held until check-out is completed

~~mtg~~

→ Security - make sure that necessary paperwork
is in & that it's complete

- passes must be worn at all times

- # of interns/volunteers may be reduced

Maggie - doing background investigation

Capricia - 9am Sec. briefing, Rm. 450

1 1/2 hrs.

White House Administrative Contacts
April 28, 1994

Agenda

- I. Blood Drive April 21, 1994
- II. EOP Softball League - Mark Frownfelder
- III. Check out procedures - reminder
- IV. Security - Craig Livingstone

Admin. Contact Mtg. - Wed., Mar. 31, 4pm

cannot retain records/copies

can retain records/copies

Presidential Records/Federal Records Office

- staff as old as Kennedy Admin.
- under Podesta's payroll
- most Pres. records are not avail. for public use until 5 yrs. after he leaves ofc. (but he has the option of waiting up to 12 yrs.)

Obligations of the Staff

- creation of records
- maintenance of records
- no copies should be removed from the building
- Everything that is sent to records management becomes a part of the "Clinton Library"

Records Management Responsibilities

- Classification of records
- entry into database
- scanning of documents (word for word)
(allows for printing of documents also)
- categorized into ① subject files (most imp. records)
② name files
③ oversized attachments (least imp. records)
- Stripping desk
 - proofs one last time (provide at least 1 copy)
 - pulls off outgoing materials & mails it
 - filing

Question: Is every document created in E-mail, wordperfect, etc. retrieved for the purpose of the "Clinton Library"?
What happens to materials that are bagged?
[destroyed]

Staff mty. March 16, 11:00am

March 20-21 - Florida - healthcare

March 26 - Vacation until April 3

April 4 - Easter Egg roll

April 25-26 - West Coast

No hours Fri. & Sat.

11:20am
9.45

PHOTOCOPY
PRESERVATION

Conf. Center
Truman Room
Admin Contact Mtg. - Wed., Feb. 16, 4pm

SECURITY

- WAVES clearance
 - fail whenever necessary
 - do not re-fail lists
- Security is working with Secret Service so that no one is turned away
- Try to cut down on "now" appointments

HIV/AIDS

- 339,000 citizens living with HIV
- Pres. signed a directive Oct. 1993
- all federal employees will have to attend a seminar on AIDS/HIV so that we are educated
- The President wants us to be aware of the fact that we may soon work with an HIV affected person
- Sr. staff has already attended a session (all fed. employees)
Everyone will have to do it by Dec. 1994
2 hr. & 3 hr. session

who does not Count toward the Ceiling
intergovernmental personnel agreement (IPA)
interns
volunteers
student volunteers

PHOTOCOPY
PRESERVATION

file
"mtg. notes"

D

Tell Maggie
"yo" from
Patsy

Admin Contact Mtg., Wed., March 2, 4pm

Easter Egg Roll - April 4

- look for memo from John Crossman re: database (will be used as master list for ALL events)

Departing Employees

- MUST use check-out form
- get signatures for each location

Supplies

- send "authorizing signature" form back in
- new catalogue w/ photos will be out in 3 weeks

New "Suppl. Info. Sheet" - new form

Conf. room / w/ H Conf. Center - new combined form

Staff mtg. Wednesday, Feb. 23, 1pm

- ① Schedule staff mtgs.
- ask for agenda items
 - shoot for Wednesday (middle of week)
 - scheduling will be on each agenda

- Easter Egg Roll
April 4 - Chicago (Cubs game - throw ball)
April 13 - Olympic team
REM

② Vacation dates (send memo)

✓ ③ Add Lisa to staff list

Wed. Jan. 5, 1994

Administrative Contact Meeting

Taken by
Sharon Chism
file
meeting
notes

Telephone Switch Dec. 31st
Fri. morning 200 people AT&T, C&P, Bell
They tested 6,000 phones.
250 trouble calls at 8am

Quorum / ~~phone~~ Conference call
Can do conference calls from your own phone

If need to call President at Trip Site, you call
with 5-digit number. Also, you can call WFO
with 5-digit number. All numbers begin with 7.

*
Everyone on the system will have a ^{individual} DID
Number

Where do you want 1st coverage?

Voice mail, there is a function to return
call

~~back~~

Anytime transaction affecting employee
you must complete a form. You cannot
do retrospective action. Cannot be reversed

OGEs

Kelly will sit down to do a count

on all employees.

Send paperwork forms to Kelly McClure.

Ways to Improve Effectiveness of Our Team

- Entry System

- Problems w/ ambassadors, councilors
- Ofc. to handle daily master schedule

Audio-Visual is in conference ~~room~~^{Center}, you can contact Administration to review.

Rm. 146, Patony

145A, David Watkins

145B, Andrea, Kelly, Matthew,

~~Office~~

Submit ~~status~~ list of all volunteers, interns, detailees, numbers, home numbers (opt.) title, ofc, to Kelly McClure
~~status~~ Any changes should be sent monthly

(Cyrillus Howard Paster)
Patrick Giffin, Asst to Pres for
Legislative Affairs.

Tomorrow morn^{Pres} departure at 9:00 am

* Need an exercise / suggestion to
bring everyone together, to get
to know each other.

* ~~Notary Public~~ would be happy
to ~~show~~ help anyone interested
in becoming a Notary Public.

Horraine Bowles - Communications Dir.
Deputy Chief of Staff - David Shaw

Neil Patrick - ^{Credit} Cards for supplies.

Political Affairs ^{suite}
Jean will be ~~be~~ back at the end of the
months

Public Liaison

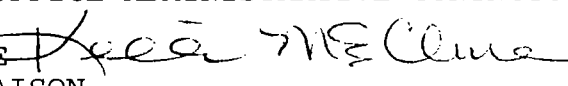
Master schedule would be helpful to this office because of the assumption that every event belongs to them.

THE WHITE HOUSE

WASHINGTON

January 5, 1993

MEMORANDUM FOR WHITE HOUSE OFFICE ADMINISTRATIVE CONTACTS

FROM: KELLI MCCLURE 
PERSONNEL LIAISON
MANAGEMENT AND ADMINISTRATION

SUBJECT: Review of Other Government Employees

The Management and Administration will begin conducting regular reviews of the Other Government Employees (OGEs) assigned to assist your office. This category includes all of the following, but is not limited to: detailees, agency representatives, Presidential Management Interns, White House Fellows, and assignees. We are also interested in policy fellows from Office of Personnel Management approved non-profit organizations, IPAs, interns or volunteers working on discretionary policy issues, and anyone else working in your area.

Beginning next week, I will contact you to make an appointment to meet and review personnel reports and to reconcile differences that may exist between your records, our reports, and the established ceilings for your office. **This process is extremely important.**

As always, your support and cooperation is appreciated.



**EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION
Washington, D.C. 20503**

December 28, 1993

**MEMORANDUM FOR EXECUTIVE OFFICE OF THE PRESIDENT ADMINISTRATIVE
CONTACTS**

FROM: MARY COUTTS BECK *Mary*
DIRECTOR
PERSONNEL MANAGEMENT DIVISION

SUBJECT: Emergency Dismissal or Closure

Per discussions with the Office of Personnel Management, the federal government is operating on regular business hours today. Should their determination change, we will notify you immediately.

The attached guidance on inclement weather dismissal and leave procedures is provided for your information. It outlines procedures in the event OPM orders an early dismissal and when an emergency occurs before the workday begins.

If you have any questions, do not hesitate to call me or a member of my staff on 395-1088.

Attachment

PROCEDURES FOR EMERGENCIES BEFORE THE WORKDAY BEGINS

Media Announcements. OPM provides announcements to the media when an emergency occurs before the workday begins. All employees should be cognizant of the following definitions of each announcement; however, these announcements apply only to non-essential employees. Essential employees are expected to report to work on time regardless of the decision made by OPM.

- a. "Federal agencies are open; employees are expected to report for work on time."

This statement means federal agencies will open on time, and employees are expected to report for work as scheduled.

- b. "Federal agencies are operating under a delayed arrival policy; reasonable delays in reporting for work will be excused."

This statement means federal agencies will open on time, but reasonable delays in reporting for work will be excused without loss of pay or charge to leave for employees who experience serious commuting delays.

- c. "Federal agencies are operating under a liberal leave policy; employees may take leave without prior approval."

This statement means agencies will open on time, but employees not designated as essential may take annual leave or leave without pay (LWOP) without prior approval of their supervisors. Employees designated as essential are expected to report for work on time.

- d. "Federal agencies are operating under a delayed arrival/liberal leave policy; reasonable delays in reporting for work will be excused, and employees may take leave without prior approval."

This statement means federal agencies will open on time, but reasonable delays in reporting for work will be excused without loss of pay or charge to leave for employees who experience serious commuting delays, and

employees not designated as essential may take annual leave or LWOP without prior approval of their supervisors. Employees designated as essential are expected to report for work on time.

e. "Federal agencies are closed."

This statement means employees designated as non-essential are excused from duty without loss of pay or charge to leave.

Considerations for Determining Excused Absences.

Supervisors should consider such factors as distance, availability and mode of transportation, and the success of other employees in similar situations when determining the amount of excused absence to grant employees who experience delays.

PROCEDURES FOR EMERGENCIES DURING NORMAL WORK HOURS

Residential Zone Dismissal Plan.

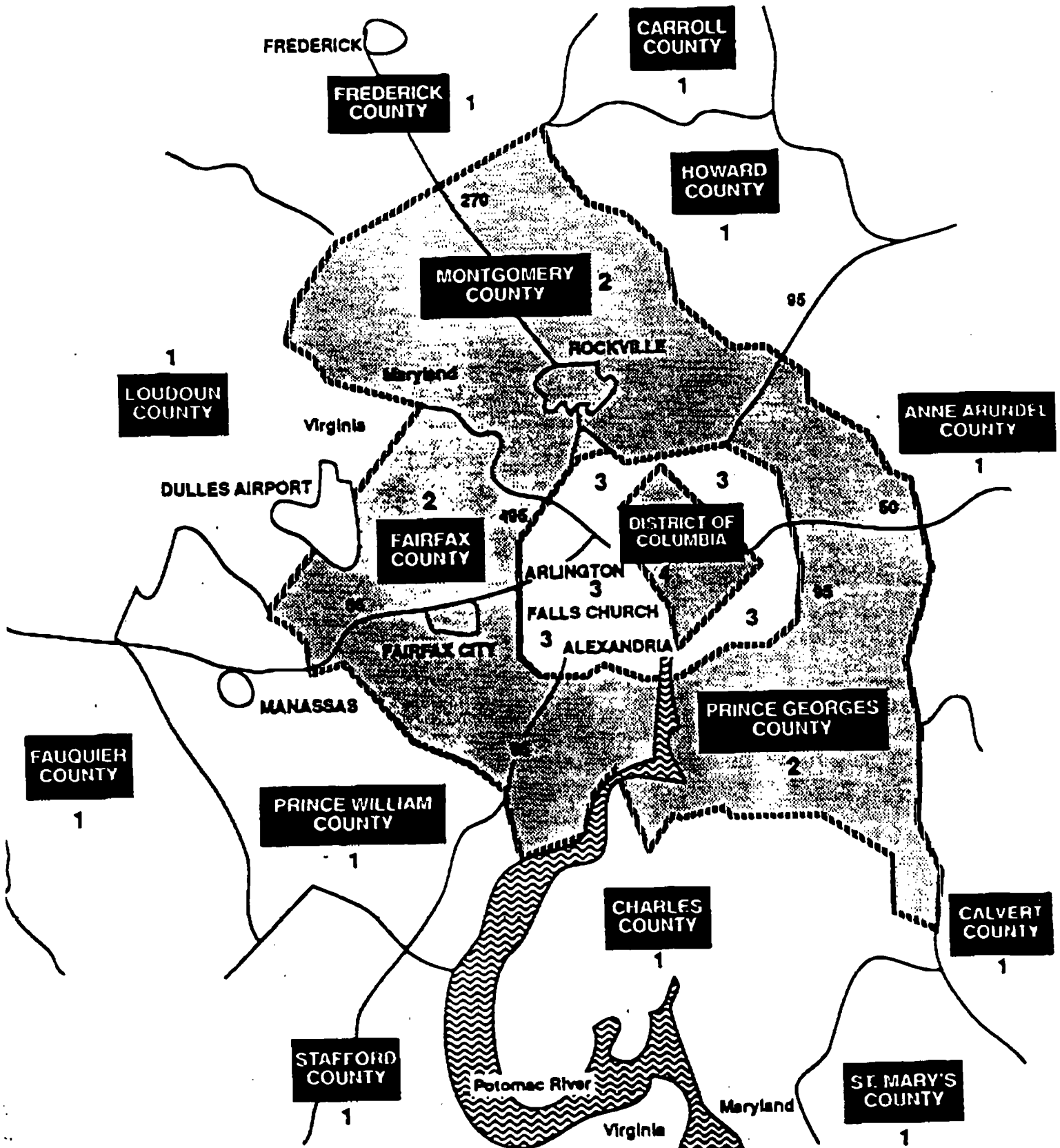
- a. When early dismissal is authorized by OPM, employees will be dismissed in accordance with the Residential Zone Dismissal Plan developed by the Metropolitan Washington Council of Governments.
- b. OPM will inform agencies of the dismissal time for Zone 1 residents. The dismissal time for Zone 1 residents will be at least one hour after METRO and traffic officials have been notified to prepare for an outbound rush.
- c. Residents of other zones will be dismissed at half-hour intervals thereafter.
- d. Supervisors should exempt individual employees from authorized dismissal times under this plan only to avoid hardships, for example, when an employee's carpool driver is dismissed earlier or when younger children are released early from school and no alternative forms of child care are available to the employee). When individual employees are exempted from authorized dismissal times, no leave should be charged to the employee.
- e. The Residential Zone for each employee will be determined by Appendix 1 and as follows:
 1. Zone 1 residents live beyond Montgomery, Prince Georges, and Fairfax Counties.
 2. Zone 2 residents live in portions of Montgomery, Prince Georges, and Fairfax Counties that lie outside the Capital Beltway.
 3. Zone 3 residents live inside the Capital Beltway, but outside the District of Columbia.
 4. Zone 4 residents live in the District of Columbia.

Leave Policies. Whether leave is charged when an emergency develops during normal working hours depends upon whether the employee is on duty or on leave at the time of dismissal.

- a. For employees on duty, excused absences will be granted at the time of dismissal, even if an employee was scheduled to take leave later that day.
- b. When an employee leaves after receiving official word of the pending dismissal but before the time set for dismissal (with supervisory approval) in a situation not involving a hardship, leave may be charged for the period remaining before the employee's official departure time. When an employee leaves before official word of the pending dismissal is received, leave or absence without leave should be charged, as appropriate, for the remainder of the workday.
- c. When an employee was scheduled to return from leave during the period of the dismissal, leave should continue to be charged for the absence until the time set for dismissal, then charge any continuing absence due to the emergency in the same manner as absences of other employees who were on duty at the time of dismissal (for example, as an excused absence).
- d. When an employee was absent on previously approved annual leave, sick leave, or LWOP for the entire workday, the employee will continue to be charged leave for the entire workday.
- e. Normally, when an employee is scheduled to report for work before the dismissal, but fails to do so, annual leave, sick leave, or LWOP, will be charged as appropriate, for the entire workday. Exceptions to this policy may be made only in unusual circumstances.

Council of Governments

Residential Zone Dismissal Plan for the Washington Metropolitan Area



Numbers Represent Chemical States

EXECUTIVE OFFICE OF THE PRESIDENT 1994 LEAVE CALENDAR

Pay Period Codes	1994 LEAVE PERIODS	SUN	MON	TUE	WED	THUR	FRI	SAT	SUN	MON	TUE	WED	THUR	FRI	SAT	ANNUAL LEAVE		1993 BALANCE	SICK LEAVE		1993 BALANCE
																EARNED	USED	BALANCE	EARNED	USED	BALANCE
B	Jan 2 - Jan 15																		4		
C	Jan 16 - Jan 29		H																4		
D	Jan 30 - Feb 12																		4		
E	Feb 13 - Feb 26									H									4		
F	Feb 27 - Mar 12																		4		
G	Mar 13 - Mar 26																		4		
H	Mar 27 - Apr 9																		4		
I	Apr 10 - Apr 23																		4		
J	Apr 24 - May 7																		4		
K	May 8 - May 21																		4		
L	May 22 - June 4									H									4		
M	June 5 - June 18																		4		
N	June 19 - July 2																		4		
O	July 3 - July 16		H																4		
P	July 17 - July 30																		4		
Q	Jul 31 - Aug 13																		4		
R	Aug 14 - Aug 27																		4		
S	Aug 28 - Sep 10									H									4		
T	Sep 11 - Sep 24																		4		
U	Sep 25 - Oct 8																		4		
V	Oct 9 - Oct 22		H																4		
W	Oct 23 - Nov 5																		4		
X	Nov 6 - Nov 19						H												4		
Y	Nov 20 - Dec 3					H													4		
Z	Dec 4 - Dec 17																		4		
A	Dec 18 - Dec 31									H									4		

LEAVE CODES

AD - ADMINISTRATIVE LEAVE	ML - MILITARY LEAVE
AL - ANNUAL LEAVE	RS - RESTORED LEAVE
AW - ABSENCE WITHOUT LEAVE	RL - RELIGIOUS LEAVE USED
CL - COMP. TIME USED	RW - RELIGIOUS LEAVE
CW - COMP. TIME WORKED	WORKED
JD - JURY DUTY	SL - SICK LEAVE
LW - LEAVE WITHOUT PAY	

HOLIDAYS

Martin Luther King's Birthday.....	January 17, 1994	Veterans' Day.....	November 11, 1994
President's Day.....	February 21, 1994	Thanksgiving Day.....	November 24, 1994
Memorial Day.....	May 30, 1994	Christmas Day.....	December 26, 1994
Independence Day.....	July 4, 1994	New Year's Day.....	January 2, 1995
Labor Day.....	September 5, 1994	Martin Luther King's Birthday.....	January 16, 1995
Columbus Day.....	October 10, 1994		

EXECUTIVE OFFICE OF THE PRESIDENT

1994 PAY PERIODS

January							
*	S	M	T	W	T	F	S
A							1 7
B	2	3	4	5	6		8
	9	10	11	12	13	14	15 8
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D	30	31					

February							
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J	24	25	26	27	28		30

May							
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	29	30	31				

June							
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	5	6	7	8	9		11
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	26	27	28	29	30		

July							
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P	17	18	19	20	21		23
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Q	31						

August							
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September							
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U	25	26	27	28	29		

October							
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	16	17	18	19	20	21	22 2
W	23	24	25	26	27		29
	30	31					

November							
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	13	14	15	16	17	18	19 4
Y	20	21	22	23	24		26
	27	28	29	30			

December							
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Z	4	5	6	7	8		10
	11	12	13	14	15	16	17
A	18	19	20	21	22		24
	25	26	27	28	29	30	31

* Pay Period Code for Timekeepers/Certifiers

① Holiday

1 Pay Period Ending Date

☾ Pay Day

7 Fiscal Year Pay Period Number for Fund Managers

1994 Pay Year Ends 12/17/94

1994 Leave Year Ends 12/31/94

1995

January

*	S	M	T	W	T	F	S
B	1	2	3	4	5	6	7
	8	9	10	11	12	13	14 8
C	15	16	17	18	19	20	21
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LW - LEAVE WITHOUT PAY	

HOLIDAYS

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EXECUTIVE OFFICE OF THE PRESIDENT

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B	2	3	4	5	6		8
	9	10	11	12	13	14	15 8
C	16	17	18	19	20		22
	23	24	25	26	27	28	29 9
D	30	31					

February							
*	S	M	T	W	T	F	S
D			1	2	3		5
	6	7	8	9	10	11	12 10
E	13	14	15	16	17		19
	20	21	22	23	24	25	26 11
F	27	28					

March							
*	S	M	T	W	T	F	S
F			1	2	3		5
	6	7	8	9	10	11	12
G	13	14	15	16	17		19
	20	21	22	23	24	25	26
H	27	28	29	30	31		

| | | | | | | | |

April							
*	S	M	T	W	T	F	S
H							2
	3	4	5	6	7	8	9 14
I	10	11	12	13	14		16
	17	18	19	20	21	22	23 15
J	24	25	26	27	28		30

May							
*	S	M	T	W	T	F	S
J	1	2	3	4	5	6	7 16
K	8	9	10	11	12		14
	15	16	17	18	19	20	21 17
L	22	23	24	25	26		28
	29	30	31				

June							
*	S	M	T	W	T	F	S
L				1	2	3	4
	5	6	7	8	9		11
M	12	13	14	15	16	17	18
N	19	20	21	22	23		25
	26	27	28	29	30		

| | | | | | | | |

July							
*	S	M	T	W	T	F	S
N						1	2 20
	3	4	5	6	7		9
O	10	11	12	13	14	15	16 21
P	17	18	19	20	21		23
	24	25	26	27	28	29	30 22
Q	31						

August							
*	S	M	T	W	T	F	S
Q		1	2	3	4		6
	7	8	9	10	11	12	13 23
R	14	15	16	17	18		20
	21	22	23	24	25	26	27 24
S	28	29	30	31			

September							
*	S	M	T	W	T	F	S
S					1		3
	4	5	6	7	8	9	10
T	11	12	13	14	15		17
	18	19	20	21	22	23	24
U	25	26	27	28	29		

| | | | | | | | |

October							
*	S	M	T	W	T	F	S
U							1
	2	3	4	5	6	7	8 1
V	9	10	11	12	13		15
	16	17	18	19	20	21	22 2
W	23	24	25	26	27		29
	30	31					

November							
*	S	M	T	W	T	F	S
W			1	2	3	4	5 3
X	6	7	8	9		11	12
	13	14	15	16	17	18	19 4
Y	20	21	22	23	24		26
	27	28	29	30			

December							
*	S	M	T	W	T	F	S
Y					1	2	3
	4	5	6	7	8		10
Z	11	12	13	14	15	16	17
	18	19	20	21	22		24
A	25	26	27	28	29	30	31

* Pay Period Code for Timekeepers/Certifiers

① Holiday

1 Pay Period Ending Date

Pay Day

7 Fiscal Year Pay Period Number for Fund Managers

1994 Pay Year Ends 12/17/94

1994 Leave Year Ends 12/31/94

1995

January

* S M T W T F S
BL 1 2 3 4 5 6 7
BM 8 9 10 11 12 13 14 8
BN 15 16 17 18 19 20 21
BO 22 23 24 25 26 27 28
BP 29 30 31

Admin. Contact Mtg.
Wed., Nov. 10, 4pm

- Reminders of guidelines for new employees
 - all changes in personnel (ie, salary increases, new employees) must be in by Wednesday before the payroll ends
 - Station Review Process within the next 3 or 4 weeks (new telephone system)
 - Paging - do not use with switchboard (Alphamate) - request one from Patsy
 - do memos
 - Entertainment Fund - for outside guests only
 - Thrift Savings Plan
 - Health Insurance
- } Open Season
NOV. ~~10~~⁸ - Dec. 13
(Effective Jan. 2)
- Fair Fri. NOV. 12 11-2pm RM. 2010 DEOB
Dec. 3 Indian Treaty Rm.
- (forms are available thru Admin & Mailroom)
- Thrift Savings Plan - Open Season Nov. 15 - Jan. 31
(forms are coming in the mail)
(employees must sit out during one season)

"Administrative Contact Mtg."

Thurs July 21

Deane -

I attended the administrative meeting for you. Most important:

- 1) regular meetings every other Wednesday at 4 - next meeting in 2 weeks as of yesterday
- 2) computer inventory -- see attached form
- 3) Blood drive -- post attached poster
- 4) grief counseling available -- see attached brochures.
- 5) they are putting together a personnel manual.

Pam

Staff mtg, Fri, Oct. 8

Scheduling

Oct. 9 - Yale (Reunion & award)

Oct. 11 - Anniversary

Oct. 12 - Orlando

Oct. 14 - New York (Sesame St.)
(fundraiser - Mayor Dinkins)
(PBS Healeman special - Walter
Kontze)

Oct. 21 - Chicago

Oct. 22 - San Francisco

Oct. 26 - HRC B'day

Staff Mtg., Tuesday, June 29

- Alice ^{Poskan (7p)} Pushcart - Dir., Correspondence
(Kelly Carnes - Commerce)

456

Interagency working group - War Room X2566
fax no. → X2362

- get fact sheet from Simone
to distribute as needed

HHS / Treasury - will play major role in
health care
payroll will underwrite the piece
7/11-18 health care event
2 healthcare events

Tokyo - July 5 (gone for 3 wks.)
2nd week - Hawaii Calif (7/18, 19, 20)
& Little Rock (last week)

- Pres. back on July 14

★ - talk to Gail Britton re: interns
attending 4th of July

Staff Mtg. - Wednesday, Aug. 11, 10am

- Marcia Hale replaces Regina Montoya
- no vacations in September for Staff
- focus is on NAFTA, Health Care, Reinventing Gov't.

- 1st Lady - Sat/Sun - Vail, Colorado
- Mon -
- Tues/Wednes - Fayetteville
- Thurs. - Martha's Vineyard
- Back by Aug. 26
- Aug. 30 - breakfast

Lisa - next week (on vacation)
& Wed, Thurs, Fri, following week

- Neil is here
- Finney gone Labor Day weekend

Administrative Contact Mtg.

(Wednesday, Aug. 4, 1993) ↔ 4pm., Rm. 180

- mtg. will be held every other Wednesday from now on
- Personnel manual should be ready in about 2 wks.
-

Staff Mtg - 7/28 (Wed., 2:30pm)

Aug. 12 - Denver (to meet Pope)

- then vacation

13-15 - Vail, Colorado

16 - Tulsa, OK

17 - vacation (Wyoming/Colorado?)

Health care - proposal to Hill (mid-Sept.)

- Health care is the ~~major~~ focus
until then

contingent
upon
reconciliation

Staff Meeting, Tues. Oct. 19

- Oct. 20 - New Jersey
- Oct. 21 - Chicago
- Oct. 22 - S. Francisco
- Oct. 23 - Italian Dinner
- Oct. 26 - Bday - Surprise Halloween Party
- Oct. 28 - w/ Pres Minn. & maybe Nebraska
- Oct. 29 - Kansas City

Surprise B'day Party (^{7:30pm} ~~7:00pm~~)

- See about getting wigs from Gift Unit
- Everyone must dress ^{as} ~~like~~ Hillary
- Call Robyn Dickey & Angela (Curator's ~~ofc.~~)

Administrative Contact Mtg.

Wednesday, Sept. 15

- ask Maggie if we have any detailees/
special employees, etc. aside from
the 13 (Are healthcare employees to be
counted under us?)
- How many volunteers in office?
- Ask Alice about Da's ofc.

fell in step my.
file

—

Staff Mtg - Thurs., March 25

March 29 - 1st public health care
mtg. (8am - 9pm)

April 5 - Chicago
- Children's Hospital
- overnight @ Chicago
or Texas

April 12 - Easter Egg Roll

April 16 - Nebraska
(Montana)

~~Sat/Sun~~

Health Care Hearings



- ask Ann who organizing shifts
for Sat., Sun. & Mon. wk:
Organizing the phones in Soc. Ofc.
- get Press Release from Kauer
re: HCN, when & where of March 29

- Ann has a stack of letters for
HRC to sign

Staff Meeting - Wed, April 7, 1993

Healthcare

- 1st Health Care mtg. went successful
 - slight chance of another small public mtg.
 - deadline will probably be end of May, vice May 1
 - let volunteers know that we will be close to deadline
- "Healthcare is happening this year!" → stress this

- Fri. April 16 - Nebraska → Indian health
- Sat. April 17 - Montana?

- stress to volunteers -- DO NOT TALK TO THE PRESS!
(even if the press person leaves no msg., let ins. press ofc. know)
(ADD TO TELEPHONE ETIQUETTE MEMO)

- Carly Simon - Kennedy Center tickets (see Patti)
- Susan Thomas' b-day, Tuesday, April 13, 9:00pm
(place -- 4th) off-campus

Easter Egg Roll Event

Monday, April 12 10^{am} - 2^{pm}

- frozen confections
- souvenir eggs
- photo's also available
- ice cream flavored lip gloss & lotion
- w/ cookies
- no tickets because logistics are different

9-10^{30am} reception for Cash Donors (30 people) (blue room)
9³⁰-10^{30am} In-kind reception (E.W. 60 people) (near library)

[President on S. lawn around 10:30am]
- will not be on Ellipse at all (or First Lady)

- Immunization event in Roosevelt Rm.
 - (1 hour before)
 - needs to be kept separate from Easter Egg Roll

Home Show - Easter Egg Roll (tomorrow)
- Willard Scott (live on lawn)
Barbara Harrison - Easter Egg Roll (on Friday)

Staff Meeting

Tuesday, June 1

Gergan, ^{new} Advisor of Communications

Jeff, Eller, running health care
(War Room - 160, OEOB)

- what about phone calls & correspondence

- Health Care Task Force

{ Tokyo ^{7/5-11} - July 5-13 (vacations)
& Korea ^{7/11-13} - (possibly Aug. or Dec.)
Hawaii ^{7/13-17} - 1 person in each of.

- DGA - Dem. Governor's Assn.
June 29th.

July 4 - Staff party on S. lawn

Msg. on 5/11 re: Correspondence

- HRC is overwhelmed w/ pers. corr.
- need a solution

Pers. Corr.

- health care
- zip code issue
- out of 50,000 ltrs - Pres. sees about 100
- See about getting QUORUM/People's Base
- Anne B. re: form ltr. for judicial appts. etc.
- handle ltrs. of recommendation from friends
under Anne B's signature
(work w/ Anne)
- * - need ^{date} stamps for Pam & Millie
w/ initials (Pam) (MeA)

- 13

7P.
Admin Contact Mtg - Fri, Apr. 2, 1993

① Vacation & Sick leave policy

- distribute memo
- memo to MAM requesting leave prior to R leave form attached

② Timekeeping

- will be assigned a time for training as a timekeeper
- will need to done every 2 weeks
- do not need to keep track of leave for commissioned officers, (15 days straight)
- Record up to 8 hours only

Will take a couple of hours

③ Need an alternate Admin Contact person if I am out (Evie?)

④ First time & attendance sheet needs to be submitted by next Friday for pay period ending April 10

⑤ Need info. on details also.
(Sara Grote)

- ⑥ Travel authorizations
- need to be done before travel occurs
 - check w/ Mike Luciano

⑦ WAVES

- try not to wait until the last minute to clear
- from now on it will take 5-10 minutes
- lists must be typed

⑧ West Wing Hours

Mon - Fri - after 8pm

Sat. after 1pm

Sun up until 9pm

- WH passholders can put guests in front of line Tues - Sat. after 10:30am

⑨ Cafeteria will begin to have late hours like WH Mess.

⑩ WH Tennis Court & Basketball Courts will be available to all by seniority through X2861 (weekends only for non-Sr. level staff)

⑪ Photos

- can be requested by staff members for family & friends

⑫ Appt. Parking

- for Asst. to the President only
- weekend parking must be in by 5:00 pm on Friday

1/25

THE WHITE HOUSE
WASHINGTON

Meeting w/ Maggie & Evelyn

- everyone needs badges
& filled out personnel form
- Evelyn needs all access
(Re: EW & WW)
- everyone needs access to
~~over~~ EW, & WW
- Ethics briefing

Thurs & Wed

5:00pm, Rm. 450

Everyone must attend
do memo

- Budget materials

mtg at 1:00pm

X2533 for mtg time

THE WHITE HOUSE
WASHINGTON

- ~~put staff list in sep. dist~~
~~so that Maggie can~~
~~put in budget numbers~~
- ~~6/15~~ - Rm. 23 - for badges
for everyone in EW
Capricia, Ann Stock,
Ann McCoy &
Helen Dickey (Residence)
- clean refrig.

THE WHITE HOUSE
WASHINGTON

For 2nd fax, memo
to Janet Green
(Spec. Asst for
Operations)
- VCR's, TV's

Staff mtg -- (Friday) Mar. 12

~~WATE~~

Urban Task Force

- Rodney King case
- seeks to minimize violence

HCTF

FACA - Fed. Advisory Commission Act

- result of case is that all claims against working groups were dismissed
- but HCTF does have to open a few meetings
- can be private if policy is implementing
- cannot be private if it's advising the Pres.

Scheduling

OOT next Fri. for weekend (FLA.)

Administrative Contact Meeting

Thursday, February 4, 1993
10:00am

* all forms can be picked up in Room 1 (in book)

Admin. Contact

- to speed up processing of admin. procedures
& have 1 primary person

① SUPPLIES

Fax X4562 Phone X6266
Hours: 8am - 6pm

- write memo re: special requests for supplies
(Chris Klein)

② FACILITY REQUESTS

- use instead of memo to Janet Green
- turn in to Room 1, w/ Admin

③ MULTIPLE MAILINGS

- to 50 or more persons
- Admin. will do a last check re: spelling,
grammar, etc.
- need list only & can put in database
for future use (repeat mailings)
- otherwise, I will need to provide labels

④ DUPLICATIONS

- less than 50 copies
- Rm. 15 (Vince, Steve)
X 2294

- (5) SPECIAL PRINTING REQUIREMENTS
- do memo to Chris Vein, Rm. 1 x 2500
 - done in NEOB

- (6) BUSINESS CARDS
- fill out form
 - Maggie must approve
 - personal expense
 - engraved, not printed
 - takes 3 weeks from time order is placed
 - \$750 per line, about 6 lines
 - \$30-\$40 for plate
 - \$25 for 100 cards
 - \$40 for 250 cards
 - cannot be done outside of White House

- (7) CONFERENCE ROOMS
- Roosevelt - Asst & Dep. Asst only
 - see diagram for layout
 - food/beverages allowed only in Indian Treaty Room
 - Dan (\$2500) in charge of Conf. rooms
 - request 24 hrs. prior to

- (8) FEDERAL EXPRESS
- budget is limited
 - official documents only
 - for personal packages, we can set up via credit card
 - last FedEx run is at 6:00pm
 - (bus. only) → \$3.75 per package, less than w/ gen. public
- otherwise,
\$9.75 per
package

⑨ PARKING

- very limited
- distributed by 3rd of each month

⑩ EQUIPMENT REPAIRS

fax/typewriters — X2500
xerox machines — X1573
telephones — X 9611
computers — X7370

⑪ TRAVEL AUTHORIZATIONS/VOUCHERS

- must be approved in advance
- X2250 for reservations (airline, hotels)

Tr Vouchers

- name, sso, address, sign on front
- fill out back
- Admin. will figure out amount to get back

Per diem

- if travelling w/ Pres., flat rate of \$300⁰⁰ per day (flat rate)
- if not w/ Pres., govt. has per diem rate for each state/country

⑫ ENTERTAINMENT FUND

- needs to be approved in Advance
- legal restrictions
- for receptions, etc. (coffee, tea, sodas)
- send memo to room 1, Chris Klein

Keys for Office Rm. 23 (x4259)
Facility Requests

Staff Meeting - 2/10/93

Healthcare - Hillary & heads of various agencies
(that is it)

- no other members at this point
- several small committees though
- no outsiders (of gov't) for now
- general public can meet w/ the committees to express thoughts/ideas
- encourage public to write in

Intake Room

- deals w/ meetings, mail, etc
- basically only volunteer jobs
- comes out of Domestic Policy group, not Hillary's staff
- Mrs. Clinton is "Chair" of Healthcare Task Force
- governor's
- Healthcare Task Force (official title)
- people cannot get on task force

Cecilia Fischer - DNC Healthcare Task Force

- 
- Need list of things that make our jobs difficult (ie, WtHA does not service 1st Lady)
 - note things that would make jobs easier

- Need short job description
- " short bio on everyone

Passes

Kelly Carnes

still
need

Sue Hopper
Joyce Bennett
Ann McCoy (yes)
Millie Alston

Iray Schroeder
Phyllis Anderson

- HHS passes - needs to be on ^{with} list everyday
Chris Jennings

[First Lady Hillary Rodham Clinton
Dear Mrs. Clinton:]

- Volunteers - Phones have been difficult to handle because of volume of calls
- ~~been having a problem because~~ of the different ~~routes~~ ^{routes} routinely
 - have arranged to ~~get~~ ^{get} a group of 10 volunteers to staff the ofc.
 - they will work 2-3 days per week each
 - & will be accustomed to First Lady ofc. procedures
 - considering the fact that we had 242 incoming calls last Friday, we're not doing that bad, but there are some

Admin Contact Mtg. (Feb. 18-200pm)

Records Management

- Terry Goode, Director
- encourage staff to send records on a weekly basis (easily accessible, if necessary)
- re: Confidentiality -- limited to org. only
- (RM will request permission only)
- once event, mtg trip, etc. has taken place, send to Records Management
- * - 7:00am - 10:00pm (weekdays)
- * - 10:00am - 3:00pm (Saturday)
- Stress frequent drop-offs, otherwise, it will be more difficult to retrieve

For Commiss Officers Only

- autoper services
- Visit Rm. 80 to see how operations work
- DO NOT throw away papers that seem insignificant to you; may prove to be very important later

Less detailed file -- "alpha file"
by name of person ~~doing~~ sending
correspondence

- Ex. Counsel's ofc. may be subpoenaed
on a particular subject
- easier to send than to deal
w/ locating files later

- If you feel more comfortable,
make your own file, but make
sure ORM has orig. (or copy).

- Anything going out, make copy,
(2) send outgoing correspondence
(3) send copy to ORM, Room 80-DEOB

- Also, available to proofread letters,
one more time - need mailing labels

In past Administrations, Wash Post
got a hold of correspondence
w/ typos
- very embarrassing to staff

- Any official business ltrs.

Be Aware

~~Be Aware~~

- Computer Viruses going around
 - basically from those who have computers at home
 - will have to ask everyone who has computer at home & use diskette in ofc. to turn them in to me to have them checked
- Computer Task Force
 - used to design future computers here at White House

Staff mtg. - Wed. March 3

HCTF -

- cabinet member, HRC
- no one else can join who is not already
- there are working groups (3 months volunteers only?)
- intermittent commitment (a few mtgs. only)
- no one gets paid except ^{fed.} agency reps.
- no detailees

		<u>Mar.</u>	<u>Apr.</u>	<u>May</u>
1-day trips {	Jaynp	12		
	Des Moines, Iowa	15		
	Mich.	22	drafting	proposal
	DC	22 & 27		

HCTF invitations - continue to give to Patti & she will screen & distribute

Social Ofc. - task sheets
sequence of events

Press Ofc. - leaks (serious problems)
- Those caught will be fired

Chelsea - send POSTCARD, no letters

mtg. w/ John Dodds (Assoc.)

- requests copy of daily clips to D.C. off
(Irish Galiani) → P.O.C. (202) 467-7048
Morgan, Lewis & Bockius
1800 M St., NW
Wash., DC

→ Evan
will
handle
via
courier

- Copy of flowchart —
- Ethic briefing memo (file)
- list of my file index
- Check to be sure all segments of the ofc. checked
for documents, etc...
-

Admin Contact Mtg. Wed., April 13, 4pm

Blood Drive - Amer. Red Cross

April 21, 9am - Noon & 1pm - 2:45pm
Indian Treaty Rm.
Ron Saleh - Blood Drive Coordinator

- Pre-employment Procedures

- Send These 3 Together
- turn in blue form
 - Security interview (this is required) ^{THIS IS A CHANGE}
 - turn in drug testing form
 - turn in pre-employment form

- Security packets are being revised & must be returned within 30 days or individual will not be able to enter building

- Database project

- will receive memo from David Watkins re: different databases being used in the White House
 - purpose is to obtain consistency
- Loss of equipment issued by WHCA

pls. file

"meeting notes"
D file

Staff Meeting - Jan. 22
THE WHITE HOUSE

Hillary's Output WASHINGTON

- Personal Corr - handled in FW
(per Hillary)

- Press ofc will work in conjunction
w/ Soc. of C.

- Anne Bartley - Personnel

~~See ^{and 1/22} Patty re: block/daily schedule~~

- E-mail - Talk to Maggie

THE WHITE HOUSE

WASHINGTON

Maggie (1 hr. 40 1 hr. 20 mins. long)

- 7:45am Sr. Staff mtg (WH)
- everyone should be in by 8:00am
- Personal Correspondence in East Wing

Schedule

- draft at noon
- final at 6:00pm
- I will distribute to our ofc.
- talk to Patty re: distribution

Press Ofc.

- ^{need} newsclips every morning for BC & HC
- HAS EVERYONE FILLED OUT ALL PERSONNEL FORMS

THE WHITE HOUSE

WASHINGTON

PRESS OFF.

- need media working group
- " issues working group

Melanne Verscek
(WW/AF) Shirley Segawa (childcare) (just had baby)
Kelly Carnes
Kim Tilley

Domestic Policy - 2FL/EN

Melanne - Domestic Policy liaison
liaison

- need administrative task force
- Set calendar of mtg. next week
- need name from each office
- will head task force
- set up ↑

THE WHITE HOUSE

WASHINGTON

Events
Scheduling Recommendations

Patty

Anne Stock

Melanne

Lisa
Maggie

Hillary
Kelly
Karen } will be added
later

rec'd

~~Boxes from Little Rock~~

~~- Alan Hoffman has 20 boxes~~

Memo to Andy Alt

- who requires beeper,

cellular phone, private line

Michael Lufrano (Dep. to ^{Isabelle} Babette)

— (Friday) —

THE WHITE HOUSE

NY Trip

WASHINGTON

- Louis Hein Award for Children
- lunch w/ Jacqueline Onassis
- Arts mtg
- awards ceremony

PERSONAL GRIPE MTGS.

- Schedule thru me after 7:00pm
- parking

GIFTS check

- mtg re: handling gifts
- (Padesta (in charge of gifts))
Do memo to staff or see if one exists already

THE WHITE HOUSE
WASHINGTON

Photos

- find out

- Set up briefing mtg
for Maggie w/
Debbie Underhill,
Maggie, Anna Perez
& me. Monday!

~~nancy
Cathy Heinrich
needs pass today
WH done~~

THE WHITE HOUSE
WASHINGTON

Kelly Carmo needs
to fill out all
paperwork
(973-1817)

- Set up appt. for Monday
- Mtg w/ Maggie
on Monday (1 hr.)
(re: Setting up Corp.
operation)
- Set paperwork to Kelly

THE WHITE HOUSE

WASHINGTON

~~Maggie & Sharkey
need badges
today~~ done 1/22

fill
"meeting notes"
Draw file

—

Administrative Contact Mtg.

Wed., Dec. 1, 4pm (Rm. 180)

Alexandra - 6 lbs. 15 oz. - Joam Baggett
- gave birth today 12:30 pm
- talking to Bruce up until 10 mins.
before delivery

- Telephone switch over
 - will not happen Dec. 3 due to technical difficulties
 - think about how system should be set up
 - it will include: voicemail
 - caller ID
 - automatic call back
 - speakerphone
 - no longer using "8" + number
 - it will be "9" + "1" + # to be dialed
 - conversion will take place Jan. - June
 - station reviewers will come by to assess our needs (mention the need to have automated features ie. address to write into procedure for scheduling & address)
- THINK OF OTHER THINGS THAT MIGHT BE USEFUL
 - need PL lines (hot lines)

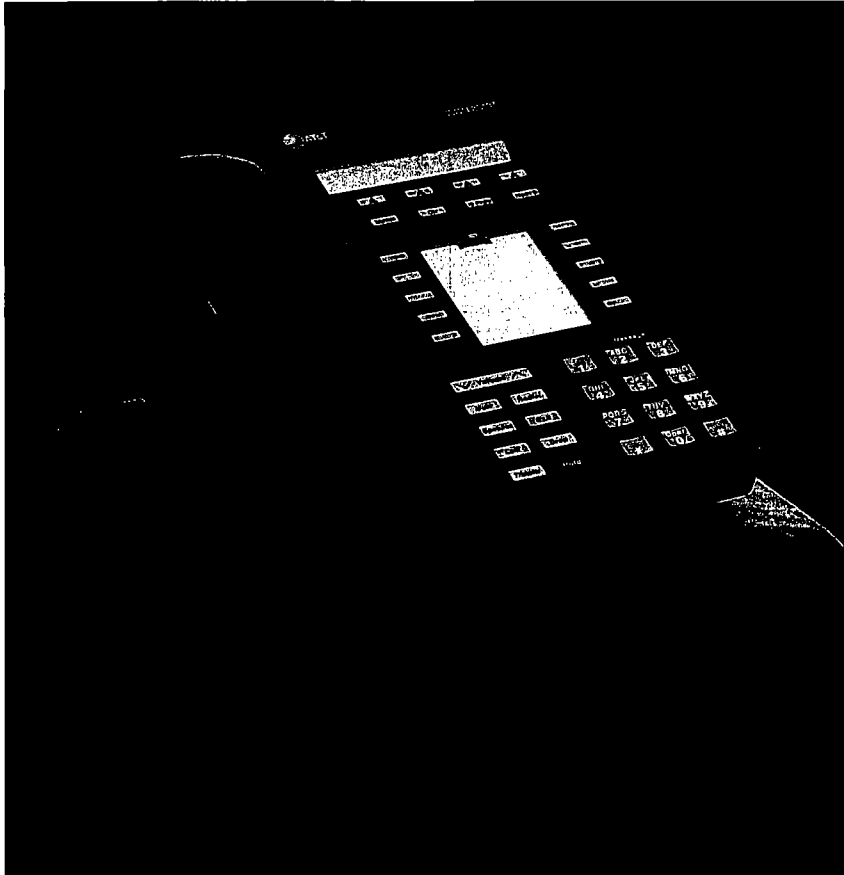
- CFC Campaign - deadline next Wednesday



AT&T DEFINITY® Communications System

8510T ISDN Voice Terminal

AT&T
8510T ISDN
Voice
Terminal



Designed for Active Users

The 8510T ISDN Voice Terminal is designed for busy, active telephone users who can benefit from the growing roster of advanced voice, data and image applications supported by the DEFINITY® Communications System and ISDN services. The terminal can be linked to a PC or workstation, and is also well-suited for conference rooms and convenience locations.

10 Universal Buttons

The terminal's 10 flexible buttons can be assigned as desired for line appearances and switched-based features. A manager might use three buttons for calling while a support person would probably require more line appearances.

Multifunctional Display

The 8510T display is an easy-to-read, two line by 24 character "super twist" display. In addition to displaying information, it provides access to a built-in directory and call log. For these uses, the display is associated with four control buttons and four "soft" keys. The control buttons include a MENU of soft key features that are displayed on the screen, a DIR to display numbers in the local directory, and NEXT and PREV to page through your directory or soft key menu. Soft key functions include editing the directory and managing call logs.

Built-In Directory. A 30-entry directory is built into the terminal's non-volatile memory. The letters Q and Z have

been added to the dial pad for entering directory names.

Built-In Logs. The terminal also contains three 10-entry logs for your most recent incoming answered calls, incoming unanswered calls and outgoing calls. The outgoing log can be displayed on the terminal for redialing and call-back. A PC application can be developed to access the information for time sheets, scheduling or control.

A personal three-digit password can secure the directory, call logs and softkeys.

A New Level of Personal Productivity

The 8510T with its optional data board will support an Applications Programming Interface (API) that enables personal computer applications to monitor and control terminal functions. A patent is pending on this innovative feature. Important productivity gains can be achieved with such integrated voice/data applications as:

Directory and Data File. The 8510T directory can be supplemented without limit from a connected PC, also with automatic dialing. The directory could also record notes and comments for delivery to the PC screen whenever you call or receive a call from that number.

Automatic Redial. The application redials and alerts you when the other party answers.

Switch Feature Access. You'll multiply your set's buttons by accessing such switch features as call forwarding from your PC, instead of using a physical button.

Call Screening. Distinctive ringing alerts you to a priority call, based on matching the caller's number to your personal priority list.

8510T ISDN Voice Terminal

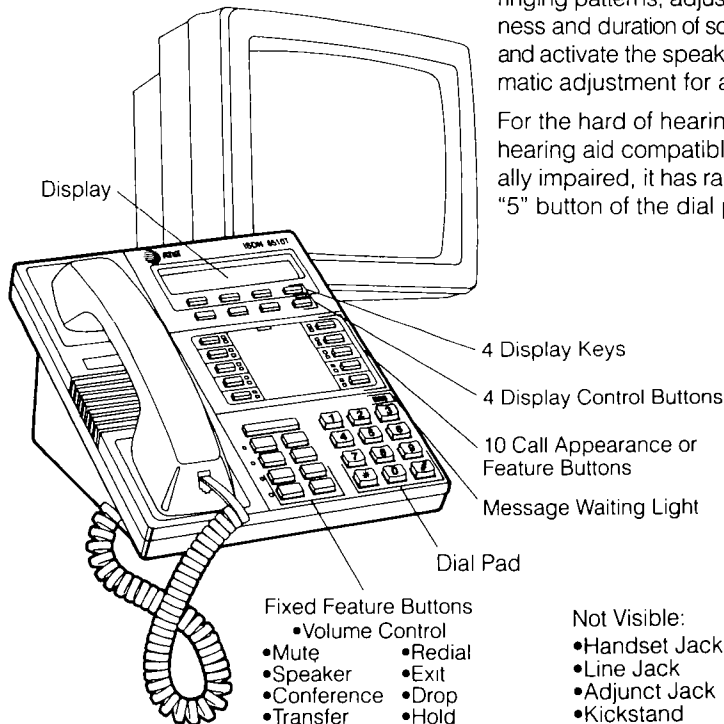
Automatic Conference Setup. Select the conferees from your directory or by entering their numbers and let the application automatically set up the conference.

Ready for Future Applications

The 8510T will support future circuit cards for such applications as attendant service and video. Plug-in ROM cards are planned for an easy upgrade to emerging National ISDN-2 standards.

Data Board capabilities:

- Asynchronous data rates up to 57.6 Kbps
- CCITT V.120 standards for 56 or 64 Kbps ISDN transmission and AT&T DMI Mode 2 and Mode 3/2 circuit switched rate adaption
- Selected Hayes* At commands enhanced for ISDN



- AT&T extensions for controlling, monitoring and managing the terminal and any virtual buttons defined by the PC application
- D Channel X.25, X.3 and X.29 standards
- Applications Programming interface (API)

Data Board with API Functions

The control of information between 8510T and PC is autostream for integrated voice/data or single stream for voice- and data-only applications. The physical connection can be made quickly and easily, with an ordinary modem cable between the 8510T's standard EIA 232-D interface and the PC's serial port.

Personalized Usage

The 8510T's visual and acoustical features can be personalized. Users can select from among eight distinct ringing patterns; adjust display brightness and duration of screen messages; and activate the speakerphone's automatic adjustment for ambient noise.

For the hard of hearing, the 8510T is hearing aid compatible. For the visually impaired, it has raised bars on the "5" button of the dial pad.

Not Visible:

- Handset Jack
- Line Jack
- Adjunct Jack
- Kickstand

Centrex Compatible

The terminal is compatible with the AT&T 5ESS System, Release 4.2. A terminating resistor is built-in, reducing equipment and installation costs.

Requirements

- ISDN BRI T interface port connection
- Switch, local or remote power option. (configuration dependent)

Dimensions and Weight

Length	7.8", 19.8 cm
Width	9.5", 24.1 cm
Height	5.3", 13.4 cm
Weight	3.01 lbs., 1.39 kg

Options and Ordering Information

- 8510T Voice Terminal PEC 3117-001
- 8510T Voice/Data Terminal (When available) PEC 3117-002
- Data Upgrade Kit (When available) PEC 31175
- Wall Mount Kit PEC 31171
- S201 Speakerphone Adapter PEC 3152-007
- CS201 Speakerphone PEC 3131-004
- 500A Headset Adapter PEC 3152-001
- Hard-of-Hearing Handset PEC 31052
- Single Station Power Supply PEC 3152-010
- Multiple Station Power Supply (Up to 32 Stations) PEC 3152-011
- Attribute Codes
 - Black COL 09
 - White COL 10

Standard equipment for the 8510T includes a 9-foot handset cord, 14-foot line cord and button designation card.

*Hayes is a registered trademark of Hayes Microcomputer Products, Inc.



The New EOP Telephone System

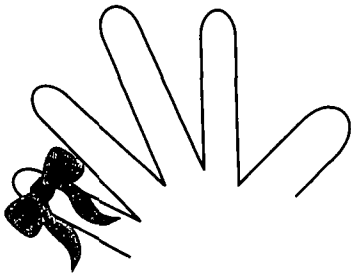
It's Coming!

On December 4, 1993, the EOP will implement the first of a multiphased installation of our new telephone system. This phase will enable us to install new phones in each agency beginning in the early part of **next year**. These new phones will have features such as:

- voice mail
- caller identification
- increased call coverage
- automatic call back

However, during this phase, you need to be aware of the following changes that affect everyone:

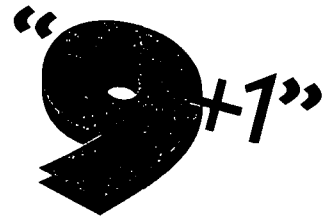
Five-Digit Dialing



All WH Complex extension number dialing will be changed to five digits. This will be easy! Just use the last five digits of your seven-digit number.

Dial 9+1 for Long Distance Calls

You'll just dial 9 + 1 for long distance calls.



Speed Dials

Speed dials may need to be reprogrammed (i.e. phones, FAXs, modems) to handle the internal 5-digit dialing and "dial 9" + 1 for long distance calls.

Important Phone Numbers

WHCA Signal Operator

Dial "75000" instead of "0"

Telephone Service Problems

Dial "69611"

Telephone Information

Dial "66400"

Service Order Freeze

The telephone service order freeze will remain in effect until January 3, 1994.

