

Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. form	The White House Pre-Employment Information [Sabrina Lorlette] (partial) (1 page)	n.d.	b(6)
002. form	White House Office Supplemental Information Sheet for Personnel Action (1 page)	04/10/95	b(6)
003. form	Supplemental Information Sheet for Personnel Action (1 page)	01/06/95	b(6)
004. form	White House Office Supplemental Information Sheet for Personnel Action (1 page)	07/15/94	b(6)
005. form	Appointment Subject to Drug Testing (1 page)	n.d.	b(6)
006. form	The White House Pre-Employment Information [Eric Hothem] (partial) (1 page)	n.d.	b(6)
007. form	The White House Change in Employee Status [Diane Limo] (partial) (1 page)	n.d.	b(6)
008. form	The White House Change in Employee Status [Evelyn Lieberman] (partial) (1 page)	n.d.	b(6)
009. form	The White House Separation Action [Jason Weisenfeld] (partial) (1 page)	n.d.	b(6)
010. form	The White House Separation Action [Nancy Casinghino] (partial) (1 page)	n.d.	b(6)
011. form	The White House Change in Employee Status [Eric Hothem] (partial) (1 page)	n.d.	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 12746

FOLDER TITLE:

Personnel Action Forms [White House Employment Form]

2013-0359-S

ry1509

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
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financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President
and his advisors, or between such advisors [(a)(5) of the PRA]
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personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed
of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C.
2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

- b(1) National security classified information [(b)(1) of the FOIA]
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an agency [(b)(2) of the FOIA]
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purposes [(b)(7) of the FOIA]
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financial institutions [(b)(8) of the FOIA]
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012. form	The White House Change in Employee Status [Eric Hothem] (partial) (1 page)	n.d.	b(6)
013. form	The White House Separation Action [Eric Hothem] (partial) (1 page)	n.d.	b(6)
014. form	The White House Pre-Employment Information [Jason Weisenfeld] (partial) (1 page)	n.d.	b(6)
015. form	Appointment Subject to Drug Testing (1 page)	n.d.	b(6)
016. form	The White House Office Supplemental Information Sheet for Personnel Action (1 page)	11/29/93	b(6)
017. form	The White House Pre-Employment Information [Nancy Casinghino] (partial) (1 page)	n.d.	b(6)
018. form	Appointment Subject to Drug Testing (1 page)	n.d.	b(6)
019. form	The White House Office Supplemental Information (1 page)	11/19/93	b(6)
020. form	The White House Pre-Employment Information [Nancy Casinghino] (partial) (1 page)	12/10/93	b(6)
021. form	The White House Pre-Employment Information [Jason Weisenfeld] (partial) (1 page)	12/10/93	b(6)
022. form	The White House Pre-Employment Information [Robert Alexandra] (partial) (1 page)	n.d.	b(6)

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Clinton Presidential Records
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OA/Box Number: 12746

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ry1509

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023. form	The White House Office Supplemental Information Sheet for Personnel Action (1 page)	10/28/93	b(6)
024. form	Appointment Subject to Drug Testing (1 page)	n.d.	b(6)
025. form	The White House Separation Action [Kevin Anderson] (partial) (1 page)	n.d.	b(6)
026. form	The White House Separation Action [Barbara Allen] (partial) (1 page)	n.d.	b(6)
027. letter	To Maggie Williams from Deborah Underhill re: job (1 page)	06/11/93	b(6)
028. form	The White House Office Request for Personnel Action [Alice J. Pushkar] (partial) (1 page)	07/28/93	b(6)
029. form	The White House Office Request for Personnel Action [Alice J. Pushkar] (partial) (1 page)	n.d.	b(6)
030. form	The White House Office Supplemental Information Sheet for Personnel Action [Karen Dorsey] (1 page)	01/12/94	b(6)
031. form	The Presidential Management Intern Program [Karen Dorsey] (8 pages)	n.d.	b(6)

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- make copy —
- take orig. to Kelly
- file copy in pink folder

"Personnel Action"

Withdrawal/Redaction Marker

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FOLDER TITLE:

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THE WHITE HOUSE
PRE-EMPLOYMENT INFORMATION

Name: Corlette Sabrina
Last First Middle Initial

SSN: (b)(6)

Local Address: 505 4th st., SE Washington, DC 20003
Street City State Zip

Phone: (202) 546-9470 (202) 456-2777
Home Work

Department: Office of the First Lady Requested By: Margaret Williams

Position Title: _____ Salary: \$ 26,000

Proposed Date of Employment: April 29, 1995 Ending Date, (If Possible) July 30, 1995

Work Schedule (circle one):

Full Time

Part Time

Intermittent

APPROVALS

Margaret Williams
Assistant to the President

Office of Management and Administration

4/12/95
Date

Date

Upon approval or disapproval, return to:

Evan Ryan 100 OEOB x 66266
Name Room Ext.

- file in "personal
actions" (Diane file)
inside pink folder)

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
002. form	White House Office Supplemental Information Sheet for Personnel Action (1 page)	04/10/95	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 12746

FOLDER TITLE:

Personnel Action Forms [White House Employment Form]

2013-0359-S

ry1509

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003. form	Supplemental Information Sheet for Personnel Action (1 page)	01/06/95	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 12746

FOLDER TITLE:

Personnel Action Forms [White House Employment Form]

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004. form	White House Office Supplemental Information Sheet for Personnel Action (1 page)	07/15/94	b(6)

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First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 12746

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THE WHITE HOUSE
PRE-EMPLOYMENT INFORMATION

Name: Hothem Eric P
Last First Middle Initial

SSN: (b)(6)

Local Address: 805 N. HOWARD ST. #325 Alexandria VA 22304
Street City State Zip

Phone: (703) 823-8741 (202) 456-7064
Home Work

Department: (R. of the First Lady)

Requested By: Margaret A. Williams

Position Title: Data Entry Clerk

Salary: \$32,000

Proposed Date of Employment: 7/18/94

Ending Date, (If Possible) Sept. 18, 1994

Work Schedule (circle one):

Full Time

Part Time

Intermittent

APPROVALS

Margaret A. Williams
Assistant to the President

Office of Management and Administration

July 17, 1994
Date

Date

Upon approval or disapproval, return to:

Diane G. Limo Rm. 100-0EDB X66266
Name Room Ext.

PHOTOCOPY
PRESERVATION

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DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
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THE WHITE HOUSE
CHANGE IN EMPLOYEE STATUS

Name: Limo Diane G.
Last First Middle Initial

SSN: (b)(6)

☒ The Appropriate Box (s)

☐ Reassignment within the White House Office
(complete all data below on the new position)

☒ Change in the Title
(enter position title below)

☐ Change in Salary
(enter salary below)

☐ Change work Schedule
(circle new schedule below)

☐ Extension of Temporary Appointment
(enter new ending date below)

☐ Change in Category
(Permanent/Temporary circle one)(enter new ending date below)

☐ Other: _____

Department: Off. of the First Lady

Requested By: Margaret A. Williams

Position Title: Office Manager/Special Asst.

Salary: Same

Proposed Date of Change: 01/22/93

Ending Date, (If Applicable) N/A

Work Schedule (circle one):

Full Time

Part Time

Intermittent

APPROVALS

Margaret A. Williams
Assistant to the President

Office of Management and Administration

May 2, 1994
Date

Date

Upon approval or disapproval, return to:

Diane G. Limo
Name

100-OEOB
Room

X6-6266
Ext.

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OA/Box Number: 12746

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RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

THE WHITE HOUSE
CHANGE IN EMPLOYEE STATUS

Name: Lieberman Evelyn
Last First Middle Initial

SSN: (b)(6)

☒ The Appropriate Box (s)

☐ Reassignment within the White House Office
(complete all data below on the new position)

☒ Change in the Title
(enter position title below)

☐ Change in Salary
(enter salary below)

☐ Change work Schedule
(circle new schedule below)

☐ Extension of Temporary Appointment
(enter new ending date below)

☐ Change in Category
(Permanent/Temporary circle one)(enter new ending date below)

☐ Other: _____

Department: Off. of the First Lady

Requested By: Margaret A. Williams

Position Title: Asst. to the COS. to the F.L.

Salary: same

Proposed Date of Change: 01/22/93

Ending Date, (If Applicable) N/A

Work Schedule (circle one):

Full Time

Part Time

Intermittent

APPROVALS

Margaret A. Williams
Assistant to the President
May 2, 1994
Date

Office of Management and Administration

Date

Upon approval or disapproval, return to:

Diane G. Lino
Name

100-OEOB
Room

X6-6266
Ext.

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
009. form	The White House Separation Action [Jason Weisenfeld] (partial) (1 page)	n.d.	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 12746

FOLDER TITLE:

Personnel Action Forms [White House Employment Form]

2013-0359-S

ry1509

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
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- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

THE WHITE HOUSE
SEPARATION ACTION

Name: Weisenfeld Jason
Last First Middle Initial

SSN: (b)(6)

[009]

X The Appropriate Box (s)

☒ Resignation
(state reason and effective date in space below)

☐ Transfer to another agency
(indicate effective date below and insert name of agency: _____)

☐ Retirement
(Indicate effective date below)

Feb. 1, 1994

Effective Date

Jason Weisenfeld

Employee Signature

Forwarding Address: 1401 17th Street, NW
#106
Washington, DC 20036

(If good for only a limited time, please indicate: _____)

Telephone Number: (202) 588-8035

Reason for Resignation: Temporary assignment

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
010. form	The White House Separation Action [Nancy Casinghino] (partial) (1 page)	n.d.	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 12746

FOLDER TITLE:

Personnel Action Forms [White House Employment Form]

2013-0359-S
ry1509

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

THE WHITE HOUSE
SEPARATION ACTION

Name: Casinghino Nancy M.
Last First Middle Initial

SSN: (b)(6)

X The Appropriate Box (s)

☒ Resignation
(state reason and effective date in space below)

☐ Transfer to another agency
(indicate effective date below and insert name of agency: _____)

☐ Retirement
(Indicate effective date below)

Feb. 1, 1994
Effective Date

Nancy Casinghino
Employee Signature

Forwarding Address: 7500 Woodmont Avenue, #1122 Bethesda, MD 20814

(If good for only a limited time, please indicate: _____)

Telephone Number: (301) 913-9387

Reason for Resignation: Temporary assignment

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
011. form	The White House Change in Employee Status [Eric Hothem] (partial) (1 page)	n.d.	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 12746

FOLDER TITLE:

Personnel Action Forms [White House Employment Form]

2013-0359-S
ry1509

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

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- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

THE WHITE HOUSE
CHANGE IN EMPLOYEE STATUS

Name: Hothem Eric P.
Last First Middle Initial

SSN: (b)(6)

☒ The Appropriate Box (s)

☐ Reassignment within the White House Office
(complete all data below on the new position)

☐ Change in the Title
(enter position title below)

☐ Change in Salary
(enter salary below)

☐ Change work Schedule
(circle new schedule below)

☒ Extension of Temporary Appointment
(enter new ending date below)

☐ Change in Category
(Permanent/Temporary circle one)(enter new ending date below)

☐ Other: _____

Department: Office of the First Lady Requested By: Margaret Williams

Position Title: Data Entry Clerk Salary: \$32,000

Proposed Date of Change: 12/31/93 Ending Date, (If Applicable) 01/31/94

Work Schedule (circle one):

Full Time

Part Time

Intermittent

APPROVALS

Assistant to the President

Office of Management and Administration

Dec. 23, 1993

Date

Date

Upon approval or disapproval, return to:

Diane G. Limo

100-OEOB

x6266

Name

Room

Ext.

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
012. form	The White House Change in Employee Status [Eric Hothem] (partial) (1 page)	n.d.	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 12746

FOLDER TITLE:

Personnel Action Forms [White House Employment Form]

2013-0359-S
ry1509

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
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C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

- b(1) National security classified information [(b)(1) of the FOIA]
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- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

THE WHITE HOUSE
CHANGE IN EMPLOYEE STATUS

Name: Hothem Eric P
Last First Middle Initial

SSN: (b)(6)

[012]

☒ The Appropriate Box (s)

☐ Reassignment within the White House Office
(complete all data below on the new position)

☐ Change in the Title
(enter position title below)

☐ Change in Salary
(enter salary below)

☐ Change work Schedule
(circle new schedule below)

☒ Extension of Temporary Appointment
(enter new ending date below)

☐ Change in Category
(Permanent/Temporary circle one)(enter new ending date below)

☐ Other: _____

Department: Office of the First Lady Requested By: Margaret A. Williams

Position Title: Data entry clerk Salary: \$32,000 annually

Proposed Date of Change: Feb. 1, 1994 Ending Date, (If Applicable) FEB. 28, 1994

Work Schedule (circle one):

Full Time

Part Time

Intermittent

APPROVALS

Margaret A. Williams
Assistant to the President

Office of Management and Administration

Feb. 8, 1994

Date

Date

Upon approval or disapproval, return to:

Diane G. Limo 100, OEOB x6-6266
Name Room Ext.

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
013. form	The White House Separation Action [Eric Hothem] (partial) (1 page)	n.d.	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 12746

FOLDER TITLE:

Personnel Action Forms [White House Employment Form]

2013-0359-S
ry1509

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
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- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

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- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

THE WHITE HOUSE
SEPARATION ACTION

Name: Hothem Eric P
Last First Middle Initial

SSN: (b)(6)

X The Appropriate Box (s)

- ☒ Resignation
(state reason and effective date in space below)
- ☐ Transfer to another agency
(Indicate effective date below and insert name of agency: _____)
- ☐ Retirement
(Indicate effective date below)

September 25, 1993

Effective Date

Eric Foltz
Employee Signature

Forwarding Address: 805 N. Howard St. #325
Alexandria, VA 22304

(If good for only a limited time, please indicate: _____)

Telephone Number: (703) 823-8741

Reason for Resignation: _____

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
014. form	The White House Pre-Employment Information [Jason Weisenfeld] (partial) (1 page)	n.d.	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 12746

FOLDER TITLE:

Personnel Action Forms [White House Employment Form]

2013-0359-S

ry1509

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
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- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

[014]

Phone: (202) 588-8035 (202) 456-7136
Home Work

Intermittent

Date

Ext.

Connecticut State Department of Education
7/90 - 7/93
5 hours per week
6 employees
Virginia Seccombe
(203) 739-6971
State Assessor
\$125 per 5 hour day
Job transfer for husband

I served as a state assessor in the statewide evaluation program for educators. After evaluating their performance in an on-site visit, I created reports assessing their progress.

United States House of Representatives
8/82 - 1/85
40 hours per week
0 employees
Congressman Barber Conable, Jr.
(202)225-2501
Legislative Assistant
\$12,000 starting
\$25,000 ending
Death of my late husband

I served as a legislative assistant in the areas of foreign affairs, defense and the environment. As a staff assistant, I was involved in office management, communication and constituent services.

Groton Central School
9/75 - 6/82
40 hours per week
2 employees
Gordon Klumpp
(607)898-5801
Teacher
\$9,400 starting
\$18,000 ending
Marriage and move to new area

I served as a junior high and high school home economics teacher and vocational department chair.

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
015. form	Appointment Subject to Drug Testing (1 page)	n.d.	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 12746

FOLDER TITLE:

Personnel Action Forms [White House Employment Form]

2013-0359-S

ry1509

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
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C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

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- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
016. form	The White House Office Supplemental Information Sheet for Personnel Action (1 page)	11/29/93	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 12746

FOLDER TITLE:

Personnel Action Forms [White House Employment Form]

2013-0359-S
ry1509

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
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Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
017. form	The White House Pre-Employment Information [Nancy Casinghino] (partial) (1 page)	n.d.	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 12746

FOLDER TITLE:

Personnel Action Forms [White House Employment Form]

2013-0359-S

ry1509

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

P1 National Security Classified Information [(a)(1) of the PRA]
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
P3 Release would violate a Federal statute [(a)(3) of the PRA]
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PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

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b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

**THE WHITE HOUSE
PRE-EMPLOYMENT INFORMATION**

Name: Casinghino Nancy M.
Last First Middle Initial

SSN: (b)(6)

Local Address: 7500 Woodmont Avenue #1122 Bethesda, MD 20814
Street City State Zip

Phone: (301) 913-9387 (202) 456-7136
Home Work

(Social Ofc.)
Department: Ofc. of the First Lady Requested By: Margaret Williams

Position Title: Social Assistant Salary: \$2500

Proposed Date of Employment: Dec. 1, 1993 Ending Date, (If Possible) Dec. 31, 1993

Work Schedule (circle one):

Full Time

Part Time

Intermittent

APPROVALS

Assistant to the President

Office of Management and Administration

Dec. 1, 1993

Date

Date

Upon approval or disapproval, return to:

Diane Limo

Rm. 100, OEOB

x6266

Name

Room

Ext.

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
018. form	Appointment Subject to Drug Testing (1 page)	n.d.	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 12746

FOLDER TITLE:

Personnel Action Forms [White House Employment Form]

2013-0359-S
ry1509

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
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- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
019. form	The White House Office Supplemental Information (1 page)	11/19/93	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 12746

FOLDER TITLE:

Personnel Action Forms [White House Employment Form]

2013-0359-S
ry1509

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
020. form	The White House Pre-Employment Information [Nancy Casinghino] (partial) (1 page)	12/10/93	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 12746

FOLDER TITLE:

Personnel Action Forms [White House Employment Form]

2013-0359-S

ry1509

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
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C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
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- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

rec'd 10/10/93 KRM

THE WHITE HOUSE
PRE-EMPLOYMENT INFORMATION

Name: Casinghino Nancy M.
Last First Middle Initial

SSN: (b)(6)

Local Address: 7500 Woodmont Avenue #1122 Bethesda, MD 20814
Street City State Zip

Phone: (301) 913-9387 (202) 456-7136
Home Work

(Social Ofc.)
Department: Ofc. of the First Lady Requested By: Margaret Williams
Position Title: Social Assistant Salary: \$2500 / month (5,000 total)
Proposed Date of Employment: Dec. 1, 1993 Ending Date, (If Possible) Jan. 31, 1994
Dec. 15, 1993

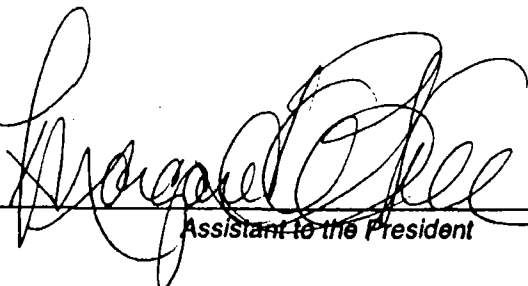
Work Schedule (circle one):

Full Time

Part Time

Intermittent

APPROVALS



Assistant to the President

Office of Management and Administration

Dec. 15 1993

Date

Date

Upon approval or disapproval, return to:

Diane Limo

Rm. 100, OEOB

x6266

Name

Room

Ext.

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
021. form	The White House Pre-Employment Information [Jason Weisenfeld] (partial) (1 page)	12/10/93	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 12746

FOLDER TITLE:

Personnel Action Forms [White House Employment Form]

2013-0359-S
ry1509

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

THE WHITE HOUSE
PRE-EMPLOYMENT INFORMATION

rec'd 12/10/93
KAM

Name: Weisenfeld Jason
Last First Middle Initial

SSN: (b)(6)

Local Address: 1401 17th Street, NW #106 Washington, DC 20036
Street City State Zip

Phone: (202) 588-8035 (202) 456-7136
Home Work

[021]

Department: (Social Ofc)
Ofc. of the First Lady

Position Title: Social Assistant

Proposed Date of Employment: Dec. 15, 1993
Dec. 1, 1993

Requested By: Margaret Williams

Salary: \$2500 / month (15,000 total)

Ending Date, (If Possible) Jan. 31, 1994

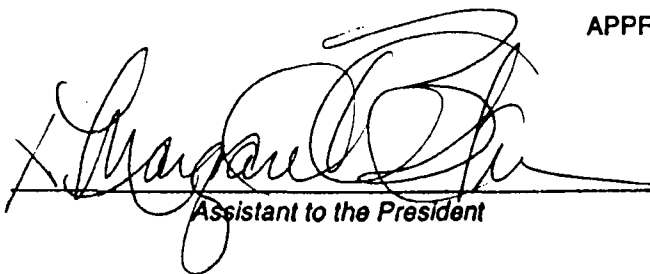
Work Schedule (circle one):

Full Time

Part Time

Intermittent

APPROVALS


Assistant to the President

Office of Management and Administration

Dec. 15, 1993

Date

Date

Upon approval or disapproval, return to:

Diane Limo

Rm. 100, OEOB

x6266

Name

Room

Ext.

THE WHITE HOUSE
WASHINGTON

November 17, 1993

Alice,

Here is the Pre-Employment form for Alexandra Robert, a new part-time speechwriter. I sent the other forms over to White House Personnel. Please note that her employment began on October 28. If there's a problem with this, please let me know.

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
022. form	The White House Pre-Employment Information [Robert Alexandra] (partial) (1 page)	n.d.	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 12746

FOLDER TITLE:

Personnel Action Forms [White House Employment Form]

2013-0359-S

ry1509

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
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- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

THE WHITE HOUSE
PRE-EMPLOYMENT INFORMATION

Name: ROBERT T. ALEXANDRA
Last First Middle Initial
SSN: (b)(6)
Local Address: 3409 Greenway 30 Baltimore, MD 21218
Street City State Zip
Phone: 410 366-1928 202 456-7845
Home Work

[022]

Department: Research & Communications / Requested By: Margaret A. Williams
speechwriting
Position Title: speechwriter Salary: 1500. per month
Proposed Date of Employment: October 28, 1993 Ending Date, (If Possible) _____

Work Schedule (circle one):

Full Time

Part Time

Intermittent

APPROVALS

Assistant to the President

Office of Management and Administration

Date

Date

Upon approval or disapproval, return to:

Name

Room

Ext.

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
023. form	The White House Office Supplemental Information Sheet for Personnel Action (1 page)	10/28/93	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 12746

FOLDER TITLE:

Personnel Action Forms [White House Employment Form]

2013-0359-S
ry1509

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

P1 National Security Classified Information [(a)(1) of the PRA]
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
P3 Release would violate a Federal statute [(a)(3) of the PRA]
P4 Release would disclose trade secrets or confidential commercial or
financial information [(a)(4) of the PRA]
P5 Release would disclose confidential advice between the President
and his advisors, or between such advisors [(a)(5) of the PRA]
P6 Release would constitute a clearly unwarranted invasion of
personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed
of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C.
2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

b(1) National security classified information [(b)(1) of the FOIA]
b(2) Release would disclose internal personnel rules and practices of
an agency [(b)(2) of the FOIA]
b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
b(4) Release would disclose trade secrets or confidential or financial
information [(b)(4) of the FOIA]
b(6) Release would constitute a clearly unwarranted invasion of
personal privacy [(b)(6) of the FOIA]
b(7) Release would disclose information compiled for law enforcement
purposes [(b)(7) of the FOIA]
b(8) Release would disclose information concerning the regulation of
financial institutions [(b)(8) of the FOIA]
b(9) Release would disclose geological or geophysical information
concerning wells [(b)(9) of the FOIA]

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
024. form	Appointment Subject to Drug Testing (1 page)	n.d.	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 12746

FOLDER TITLE:

Personnel Action Forms [White House Employment Form]

2013-0359-S
ry1509

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
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PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

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- b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
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- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
025. form	The White House Separation Action [Kevin Anderson] (partial) (1 page)	n.d.	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 12746

FOLDER TITLE:

Personnel Action Forms [White House Employment Form]

2013-0359-S
ry1509

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

P1 National Security Classified Information [(a)(1) of the PRA]
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
P3 Release would violate a Federal statute [(a)(3) of the PRA]
P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

b(1) National security classified information [(b)(1) of the FOIA]
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b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
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b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

THE WHITE HOUSE
SEPARATION ACTION

Name: ANDERSON KEVIN N.
Last First Middle Initial

SSN: (b)(6)

X The Appropriate Box (s)

☒ Resignation

(state reason and effective date in space below)

☐ Transfer to another agency

(indicate effective date below and insert name of agency: _____)

☐ Retirement

(Indicate effective date below)

October 9, 1993

Effective Date



Employee Signature

Forwarding Address: 529 SIXTH ST. SE

WASHINGTON, DC 20003

(If good for only a limited time, please indicate: _____)

Telephone Number: 202-546-5177

Reason for Resignation: _____

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
026. form	The White House Separation Action [Barbara Allen] (partial) (1 page)	n.d.	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 12746

FOLDER TITLE:

Personnel Action Forms [White House Employment Form]

2013-0359-S
ry1509

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

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- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
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- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

THE WHITE HOUSE
SEPARATION ACTION

Name: Allen Barbara
Last First Middle Initial

SSN: (b)(6)

X The Appropriate Box (s)

☒ Resignation
(state reason and effective date in space below)

☐ Transfer to another agency
(indicate effective date below and insert name of agency: _____)

☐ Retirement
(Indicate effective date below)

October 1, 1993

Effective Date

Barbara Allen

Employee Signature

Forwarding Address: 1120 Riverboat Court
Annapolis, MD 21401

(If good for only a limited time, please indicate: _____)

Telephone Number: 410-626-7253

Reason for Resignation: temporary assignment

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
027. letter	To Maggie Williams from Deborah Underhill re: job (1 page)	06/11/93	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 12746

FOLDER TITLE:

Personnel Action Forms [White House Employment Form]

2013-0359-S

ry1509

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
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PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

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- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
028. form	The White House Office Request for Personnel Action [Alice J. Pushkar] (partial) (1 page)	07/28/93	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 12746

FOLDER TITLE:

Personnel Action Forms [White House Employment Form]

2013-0359-S
ry1509

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
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C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

- b(1) National security classified information [(b)(1) of the FOIA]
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- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

THE WHITE HOUSE OFFICE
REQUEST FOR PERSONNEL ACTION

☐ Approved

☐ Disapproved

(Signature and Date)

TO BE COMPLETED BY THE REQUESTING OFFICE (Please Type)

ACTION REQUESTED BY: (Department Head Name, Title, Signature and Date)

Margaret A. Williams

Assistant to the President and Chief of Staff to the First Lady

07/28/93

[028]

ACTION ON: (Ms., Miss, Mrs., Mr.):
Alice J. Pushkar

SOCIAL SECURITY NO.:

(b)(6)

DATE OF BIRTH:

(b)(6)

REPORTING TO:

Margaret A. Williams

ROOM:

OEOB, Room 18

EXT.:

X2941

PROPOSED EFFECTIVE DATE:

07/21/93

ENDING DATE:

indefinitely

JUSTIFICATION FOR ACTION:

☐ Vacant permanent slot replaces

☐ Other

All actions for new temporary personnel must have ending dates

FROM: Position Title Volunteer Coordinator

Pay Plan

☐ GS _____

☐ UNCL

Salary

\$ 18,500 per annum

TO: Position Title Dir., First Lady's Corr.

Pay Plan

☐ GS _____

☐ UNCL

Salary

\$ 40,000 per ann.

NATURE OF ACTION

☒ Permanent full-time

☐ Intermittent (WAE)

☐ Promotion

☐ Pay adjustment

☐ Reassignment to: _____

☐ Intern

☐ Hours per week ()

☐ Consultant (SBA)

☐ Other _____

☐ Change to full-time

☐ Change in title

☐ Change to intermittent (WAE)

☐ Make Permanent

☐ Extend not to exceed: _____

(Mo-Day Yr)

☐ Detailee

(from agency) _____

☐ OGS

(from agency) _____

TO BE COMPLETED BY THE WHITE HOUSE PERSONNEL OFFICE

Legal Authority:

☐ Presidential (Commission)

Supervisory Status:

1 ☐

3 ☐

8 ☐

Approved Copy to Security (date): _____

Effective Date: _____

Occupation Code: _____

Organization Code: _____

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
029. form	The White House Office Request for Personnel Action [Alice J. Pushkar] (partial) (1 page)	n.d.	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 12746

FOLDER TITLE:

Personnel Action Forms [White House Employment Form]

2013-0359-S
ry1509

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

THE WHITE HOUSE OFFICE
REQUEST FOR PERSONNEL ACTION

☐ Approved

☐ Disapproved

(Signature and Date)

TO BE COMPLETED BY THE REQUESTING OFFICE (Please Type)

ACTION REQUESTED BY: (Department Head Name, Title, Signature and Date)

Margaret A. Williams
Assistant to the President and Chief of Staff to the First Lady

[029]

ACTION ON (Ms., Miss, Mrs., Mr.):

Mrs. Alice J. Pushkar

SOCIAL SECURITY NO.:

(b)(6)

DATE OF BIRTH:

(b)(6)

REPORTING TO:

Margaret Williams

ROOM:

100

EXT.:

PROPOSED EFFECTIVE DATE:

JULY 21, 1993

ENDING DATE:

JUSTIFICATION FOR ACTION:

☐ Vacant permanent slot replaces

☐ Other

All actions for new temporary personnel must have ending dates

FROM: Position Title VOLUNTEER COORDINATOR

Pay Plan

Salary

☐ GS _____

\$ 18,500 per annum

☒ UNCL

TO: Position Title DIRECTOR - FIRST LADY'S

COORDINATOR

Pay Plan

Salary

☐ GS _____

\$ 40,000 per ann.

☒ UNCL

NATURE OF ACTION

☒ Permanent full-time

☐ Intermittent (WAE)

☐ Promotion

☐ Pay adjustment

☐ Reassignment to: _____

☐ Intern

☐ Hours per week ()

☐ Consultant (SBA)

☐ Other _____

☐ Change to full-time

☐ Change in title

☐ Change to intermittent (WAE)

☐ Make Permanent

☐ Extend not to exceed: _____

(Mo-Day Yr)

☐ Detailee

(from agency) _____

☐ OGS

(from agency) _____

TO BE COMPLETED BY THE WHITE HOUSE PERSONNEL OFFICE

Legal Authority:

☐ Presidential (Commission)

Supervisory Status:

1 ☐

3 ☐

8 ☐

Approved Copy to Security (date): _____

Effective Date: _____

Occupation Code: _____

Organization Code: _____

THE WHITE HOUSE OFFICE

REQUEST FOR PERSONNEL ACTION

☐ Approved

☐ Disapproved

(Signature and Date)

TO BE COMPLETED BY THE REQUESTING OFFICE (Please Type)

ACTION REQUESTED BY: (Department Head Name, Title, Signature and Date)

ACTION ON (Ms., Miss, Mrs., Mr.):

SOCIAL SECURITY NO.:

DATE OF BIRTH:

REPORTING TO:

ROOM:

EXT.:

PROPOSED EFFECTIVE DATE:

ENDING DATE:

JUSTIFICATION FOR ACTION:

☐ Vacant permanent slot replaces

☐ Other

All actions for new temporary personnel must have ending dates

FROM: Position Title

Pay Plan

☐ GS

☐ UNCL

Salary

\$ per annum

TO: Position Title

Pay Plan

☐ GS

☐ UNCL

Salary

\$ per annum

NATURE OF ACTION

☐ Permanent full-time

☐ Intermittent (WAE)

☐ Promotion

☐ Pay adjustment

☐ Reassignment to:

☐ Intern

☐ Hours per week ()

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☐ Other

☐ Change to full-time

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☐ Make Permanent

☐ Extend not to exceed:

(Mo:Day Yr)

☐ Detailee

(from agency)

☐ OGS

(from agency)

TO BE COMPLETED BY THE WHITE HOUSE PERSONNEL OFFICE

Legal Authority:

☐ Presidential (Commission)

Supervisory Status:

 1 ☐

 3 ☐

 8 ☐

Approved Copy to Security (date):

Effective Date:

Occupation Code:

Organization Code:

TO BE COMPLETED BY OFFICE OF ADMINISTRATION PERSONNEL

EMPLOYEE DATA

Veterans Preference ☐ 1-None 3-10 Pt. Disab. 5-10 Other ☐ 2-5 Pt. 4-10 Pt. Comp. 6-10 Pt. 30% Comp.		Tenure ☐ 0-None 2-Conditional ☐ 1-Permanent 3-Indefinite	
Agency Use ☐	Veterans Preference for RIF ☐ Yes ☐ No		FEGLI
Annuitant Indicator ☐ 1-Reempl. Ann-CS 3-RETM 5-RETM & CS ☐ 2-RETO 4-RETO & CS 9-Not Applicable		Pay Rate Determinant ☐	
Retirement Plan ☐	Service Comp. Date (Leave)		Work Schedule ☐ F-Full-time 1-Intermittent J-INT Seasonal ☐ P-Part-time G-FT Seasonal H-FT On Call O-PT Seasonal R-PT On Call
Part-Time Hours ☐ Per Biweekly Pay Period			

POSITION DATA

Position Occupied ☐ 1-Competitive Service 3-SES General ☐ 2-Excepted Service. 4-SES Career Reserved		FLSA Category ☐ E-Exempt ☐ N-Nonexempt	Appropriation Code
Bargaining Unit Status 7777	Duty Station Code		Duty Station (City-County-State or Overseas Location)

REVIEWS AND APPROVALS

Initials Signature A.	Initials/Signature B.
Date	Date
C.	D.

REMARKS:

THE WHITE HOUSE OFFICE

REQUEST FOR PERSONNEL ACTION

☐ Approved

☐ Disapproved

(Signature and Date)

TO BE COMPLETED BY THE REQUESTING OFFICE (Please Type)

ACTION REQUESTED BY: (Department Head Name, Title, Signature and Date)

ACTION ON (Ms., Miss, Mrs., Mr.):

SOCIAL SECURITY NO.:

DATE OF BIRTH:

REPORTING TO:

ROOM:

EXT.:

PROPOSED EFFECTIVE DATE:

ENDING DATE:

JUSTIFICATION FOR ACTION:

☐ Vacant permanent slot replaces

☐ Other

All actions for new temporary personnel must have ending dates.

FROM: Position Title

TO: Position Title

Pay Plan

Salary

Pay Plan

Salary

☐ GS _____ \$ _____ per annum

☐ GS _____ \$ _____ per ann'

☐ UNCL

☐ UNCL

NATURE OF ACTION

☐ Permanent full-time

☐ Intermittent (WAE)

☐ Promotion

☐ Pay adjustment

☐ Reassignment to: _____

☐ Intern

☐ Hours per week ()

☐ Consultant (SBA)

☐ Other _____

☐ Change to full-time

☐ Change in title

☐ Change to intermittent (WAE)

☐ Make Permanent

☐ Extend not to exceed: _____

(Mo-Day Yr)

☐ Detailee

(from agency) _____

☐ OGS

(from agency) _____

TO BE COMPLETED BY THE WHITE HOUSE PERSONNEL OFFICE

Legal Authority:

☐ Presidential (Commission)

Supervisory Status:

 1 ☐

 3 ☐

 8 ☐

Approved Copy to Security (date): _____

Effective Date: _____

Occupation Code: _____

Organization Code: _____

TO BE COMPLETED BY OFFICE OF ADMINISTRATION PERSONNEL

EMPLOYEE DATA

Veterans Preference ☐ 1-None 3-10 Pt. Disab. 5-10 Other ☐ 2-5 Pt. 4-10 Pt. Comp. 6-10 Pt. 30% Comp.		Tenure ☐ 0-None 2-Conditional ☐ 1-Permanent 3-Indefinite	
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Annuitant Indicator ☐ 1-Reempl. Ann-CS 3-RETM 5-RETM & CS ☐ 2-RETO 4-RETO & CS 9-Not Applicable		Pay Rate Determinant ☐	
Retirement Plan ☐	Service Comp. Date (Leave)		Work Schedule ☐ F-Full-time 1-Intermittent J-INT Seasonal ☐ P-Part-time G-FT Seasonal H-FT On Call O-PT Seasonal R-PT On Call
Part-Time Hours ☐ Per Biweekly Pay Period			

POSITION DATA

Position Occupied ☐ 1-Competitive Service 3-SES General ☐ 2-Excepted Service. 4-SES Career Reserved		FLSA Category ☐ E-Exempt ☐ N-Nonexempt	Appropriation Code
Bargaining Unit Status TTTT	Duty Station Code		Duty Station (City-County-State or Overseas Location)

REVIEWS AND APPROVALS

Initials Signature	Date	Initials/Signature	Date
A.		B.	
C.		D.	

REMARKS:

THE WHITE HOUSE OFFICE

REQUEST FOR PERSONNEL ACTION

☐ Approved☐ Disapproved

(Signature and Date)

TO BE COMPLETED BY THE REQUESTING OFFICE (Please Type)

ACTION REQUESTED BY: (Department Head Name, Title, Signature and Date)

ACTION ON (Ms., Miss, Mrs., Mr.):

SOCIAL SECURITY NO.:

DATE OF BIRTH:

REPORTING TO:

ROOM:

EXT.:

PROPOSED EFFECTIVE DATE:

ENDING DATE:

JUSTIFICATION FOR ACTION:

☐ Vacant permanent slot replaces☐ Other

All actions for new temporary personnel must have ending dates

FROM: Position Title

TO: Position Title

Pay Plan

Salary

Pay Plan

Salary

☐ GS \$ per annum☐ GS \$ per annum☐ UNCL☐ UNCL**NATURE OF ACTION**☐ Permanent full-time☐ Intermittent (WAE)☐ Promotion☐ Pay adjustment☐ Reassignment to: _____☐ Intern☐ Hours per week ()☐ Consultant (SBA)☐ Other _____☐ Change to full-time☐ Change in title☐ Change to intermittent (WAE)☐ Make Permanent☐ Extend not to exceed: _____
(Mo-Day Yr)☐ Detailee
(from agency) _____☐ OGS
(from agency) _____**TO BE COMPLETED BY THE WHITE HOUSE PERSONNEL OFFICE**

Legal Authority:

☐ Presidential (Commission)

Supervisory Status:

1 ☐3 ☐8 ☐

Approved Copy to Security (date): _____

Effective Date: _____

Occupation Code: _____

Organization Code: _____

TO BE COMPLETED BY OFFICE OF ADMINISTRATION PERSONNEL

EMPLOYEE DATA

Veterans Preference ☐ 1-None 3-10 Pt. Disab. 5-10 Other ☐ 2-5 Pt. 4-10 Pt. Comp. 6-10 Pt. 30% Comp.		Tenure ☐ 0-None 2-Conditional ☐ 1-Permanent 3-Indefinite	
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Bargaining Unit Status 7777	Duty Station Code		Duty Station (City-County-State or Overseas Location)

REVIEWS AND APPROVALS

Initials Signature A.	Date B.
C.	Initials/Signature D.
Date	

REMARKS:

THE WHITE HOUSE

WASHINGTON

January 12, 1994

MEMORANDUM FOR KELLI MCCLURE

FROM: DIANE G. LIMO *Diane*
Office of the First Lady

SUBJECT: Request for Presidential Management Intern (PMI),
Karen Dorsey

Karen Dorsey, a Presidential Management Intern, is interested in doing one of her rotations with the First Lady's Office. She is being paid by her agency, Health Care Financing Administration. Maggie has agreed to bring her on board, but would like to make sure that all of the details are properly taken care of. Attached is her "Supplemental Information Sheet for Personnel Action" form, as well as, some additional information on her. Please let me know if there is anything else I need to do and when she can begin if this request is approved. Please let me know at your earliest convenience as Ms. Dorsey is very eager to begin.

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
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030. form	The White House Office Supplemental Information Sheet for Personnel Action [Karen Dorsey] (1 page)	01/12/94	b(6)
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COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 12746

FOLDER TITLE:

Personnel Action Forms [White House Employment Form]

2013-0359-S
ry1509

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

P1 National Security Classified Information [(a)(1) of the PRA]
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
P3 Release would violate a Federal statute [(a)(3) of the PRA]
P4 Release would disclose trade secrets or confidential commercial or
financial information [(a)(4) of the PRA]
P5 Release would disclose confidential advice between the President
and his advisors, or between such advisors [(a)(5) of the PRA]
P6 Release would constitute a clearly unwarranted invasion of
personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed
of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C.
2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

b(1) National security classified information [(b)(1) of the FOIA]
b(2) Release would disclose internal personnel rules and practices of
an agency [(b)(2) of the FOIA]
b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
b(4) Release would disclose trade secrets or confidential or financial
information [(b)(4) of the FOIA]
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personal privacy [(b)(6) of the FOIA]
b(7) Release would disclose information compiled for law enforcement
purposes [(b)(7) of the FOIA]
b(8) Release would disclose information concerning the regulation of
financial institutions [(b)(8) of the FOIA]
b(9) Release would disclose geological or geophysical information
concerning wells [(b)(9) of the FOIA]

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
031. form	The Presidential Management Intern Program [Karen Dorsey] (8 pages)	n.d.	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 12746

FOLDER TITLE:

Personnel Action Forms [White House Employment Form]

2013-0359-S
ry1509

RESTRICTION CODES

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PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

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- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
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- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]



*Health Care Financing Administration
Division of Health Standards and Quality
Region IV - Atlanta, Georgia
Telecopier Transmittal Form*

TO (Division, Branch, Agency, Bureau, Etc.): OFFICE OF THE FIRST LADY

Location (City, State): WASHINGTON, DC

Telecopier Number: 202-456-6244

Contact Name: DIANE LMO

Contact Number: (202) 456-6266

Number of Sheets (Including Cover): 18

From: *Medical Review Branch, DHSQ, Region IV*

Location: *101 Marietta Tower*

Suite 601

Atlanta, Georgia 30323

Date: 11/3/93

Time Sent: 8:30 AM

Contact Name: KAREN DORSEY

Contact Number: (404) 730-3770/3768

Special Message: Per our conversation

yesterday. I hope this is helpful. I
will be out of the office on Thurs. & Fri.
but I will call you early next week.

Thanks for your help.

PLEASE PHONE WHEN RECEIVED.

Thank You.

2ND TRANSMISSION

Ms. Karen O. Dorsey
3833 Peachtree Road, NE #913
Atlanta, GA 30319

November 3, 1993

Ms. Diane Limo
Special Assistant
Office of the First Lady
Old Executive Building - Room 100
Washington, DC 20500

Dear Ms. Limo:

This letter is to follow up the telephone conversation we had regarding a possible rotational assignment (detail) in the Office of the First Lady. I am a Presidential Management Intern (PMI) working for the Health Care Financing Administration (HCFA). As a PMI I am allowed to participate in rotational assignments throughout the government over a two year period. The purpose of the assignments is to develop management skills. At the end of the two year period, I will return to HCFA for a permanent position.

I am currently completing a rotation in HCFA's Atlanta Regional Office. I am scheduled to finish this assignment at the end of the year. In January I would like to start a rotation in Washington. Many PMIs schedule rotations on Capitol Hill and work with Congressional Members or Committees. If possible I would like to arrange a rotation in the Office of the First Lady.

I understand that the Office of the First Lady often accepts undergraduate interns, given my experience and education I could assume responsibilities and duties more substantial than those given undergraduate students. Since HCFA allows PMIs a great deal of freedom in developing their rotational assignments (i.e. position description) I am very flexible as to the area of assignment.

As a PMI my salary is paid by my agency, HCFA, and I do not require a stipend. HCFA only requires that the rotational assignment [position] is one that develops management level skills and that there is a supervisor of record responsible for evaluating my performance at the end of the assignment.

I would like to begin an assignment in your office in January. To do so I must receive permission from HCFA to accept an assignment outside of the Department of Health and Human Services. This requires that I submit a request for approval six to eight weeks before the assignment is scheduled to start. This would require a response from your office no later than the week of November 8th.

Page 2-
November 3, 1993

I am enclosing my resume, a copy of my PMI application, and descriptions of my prior rotational assignments for your review. I can be reached at (404) 730-3770 or 730-3768 during the day and at (404) 231-5231 in the evening if you have any questions. I look forward to speaking with you again.

Sincerely,


Karen O. Dorsey

Enclosures

Karen O. Dorsey
2019 Tinker Drive
Fort Washington, Maryland 20744
(301) 292-1940 (Home)

Education

The George Washington University, College of Business and Public Management
Washington, DC. Master of Public Administration, February 1992

The University of Maryland at College Park, College of Undergraduate Studies
College Park, MD. Bachelors of General Studies, May 1987

Experience

Department of Health & Human Services, Health Care Financing Administration, Baltimore,
MD 21207

Presidential Management Intern (PMI)/Program Analyst, August 1992 - Present

As a PMI, I participate in a series of rotational assignments and training activities designed to develop management skills, especially as they relate to Medicare program operations. Rotational assignments are scheduled in the Agency's Bureau of Program Operations, Bureau of Policy Development, Office of Budget and Administration and Regional Office. Rotational assignments will develop knowledge and skills in the areas of: Information Systems, Budget Analysis, Personnel, Program and Policy Analysis.

The George Washington University, Administrative Sciences Program, Washington, DC 20054
Administrator, October 1990 - July 1992

I was responsible for managing and directing daily academic and administrative processes and procedures. I developed, monitored, and controlled office budget(s) and spending. I composed policy statements, operational reports, and correspondence. I designed program and course evaluations and analyzed them using statistical computer programs. I also assigned, supervised, and reviewed all work of part-time secretarial/clerical employees.

The Center for Auto Safety, Washington, DC 20009
Consumer Affairs Associate, May 1989 - December 1989 and May 1990 - October 1990

I provided detailed information to consumers on issues regarding auto safety, defect problems, and dispute resolution with automobile manufacturers and dealers. I compiled, summarized, and entered complaints into a database for use by organization in reports, news briefings, and publications. I assisted with training students and temporary employees in database operations. I also contributed to the organization's marketing and membership initiatives.

Karen Dorsey Resume
Page -2-

Experience (Continued)

The Women Legislators of Maryland, Annapolis, MD 21401
Executive Director, July 1988 - May 1990

I served as the liaison for the organization to the legislative, judicial, and executive branches of government. I researched and compiled information on various legislative issues to prepare legislative proposals, position papers, speeches, press releases, and reports. I developed and implemented recognition award(s) for private businesses. I identified corporate and individual donors in planning an annual fund raiser event. I interviewed and supervised support staff and student interns responsible for tracking legislation and preparing a weekly legislative report.

The American Association for University Women, Washington, DC 20036
Convention Assistant, October 1987 - July 1988

I coordinated logistical arrangements for the organization's meetings, seminars, and conferences. I was responsible for contacting and visiting convention bureaus, hotels, and other vendors to inspect facilities and/or services, negotiate costs, and formulate arrangements. I assisted with preparing proposals for the President's and Association Board's review when selecting sites for national conventions.

Institute for Gerontological Practice - University College, College Park, MD 20742
Assistant to the Director, January 1986 - August 1987

I assisted the Director with administrative and secretarial tasks. My duties included responding to public inquiries, preparing quarterly reports, supervising student workers, and providing general office management. I also acted as a program assistant during the Institute's Senior Center Training Program. I prepared registration materials, assisted with brochure design, coordinated course content and instructor selection, registered students, and made travel arrangements for visiting faculty.

Honors/Awards

1992 Presidential Management Intern, United States Office of Personnel Management

1989-1990 Minority Student Fellowship, The George Washington University
School of Business and Public Management

1987 Legislative Fellowship, University of Maryland at College Park
Center for Political Leadership & Participation

Computer Skills

Proficient to excellent in Harvard Graphics, Microsoft Word, SPSS, and WordPerfect.

Executive Summary

Through a series of six rotational assignments the PMI will develop and strengthen needed knowledge, skills, and abilities to successfully qualify for a GS-12 upon completion of the PMI program. The duration of the rotations range from 3 to 5 months. The intern lists training courses that would be beneficial in obtaining specified objectives. Most courses are given by the HCFA Training and Career Development Center. [Training is not limited to courses identified in the IDP.]

Objectives and training received in the intern's home base, Bureau of Program Operations, Division of Entitlement and Benefit Coordination - Operations Branch will provide a basic overview of HCFA, as well as, orientation to its various components. The intern will also practice program analyst skills as it relates to operations.

The first rotation will be with the Bureau of Policy Development where the intern will focus on policy analysis. The second rotation will be in the Office of Human Resources in the Career Development and Training Branch. The intern will work on various training initiatives, as well as, gain knowledge in the Agency's recruitment and hiring practices for PMIs. The third rotations will be in a regional office (RO). The intern will develop a comprehensive understanding of RO Medicare and contractor operations while working with the Medical Review staff.

The fourth rotation will be on Capitol Hill. The intern anticipates a position with a Congressional Committee or Member and will develop developmental objective and assignment once a placement is secured. While in Washington, DC the intern plans to take advantage of health care policy/issues courses at the George Washington University and other institutions. The final rotation will be in the area of budget. The intern hopes to secure a position within HCFA that allows for experience in budget analysis.

Rotation #: Home Office
Developmental Objective: Program Analysis
Developmental Assignment: Bureau of Program Operations
Division of Entitlement and
Benefits Coordination
Operations Branch
Supervisor: Cathy Carter
Time Frame: August 10, 1992 - January 15, 1993 (5 mos)

Objectives

- Develop an understanding of HCFA and its various components
- Acquire an overview of Medicare Part A & Part B
- Develop an understanding of Medicare Payment policies and process
- Gain an understanding of Medicare Contractors
- Strengthen writing and analyzing skills as it relates to operational activities and responding to public inquiries
- Gain a thorough understanding of the IRS/SSA/HCFA Data Match Project
- Acquire a working knowledge of the Medicare Secondary Payer program
- Gain knowledge of TQE and its principles as it relates to HCFA and BPO

Training & Career Development Activities

Site Visit to Medicare Contractor - The Travelers - Richmond, VA
August 25 & 26, 1992
OPM's PMI Orientation Conference - Richmond, VA
September 8 - 11, 1992
HHS' PMI Orientation Conference - Washington, DC
September 14, 1992
HCFA's PMI Orientation Conference - Baltimore, MD
September 15 - 18, 1992
Principles of Medicare Payment Course - Baltimore, MD
October 22 & 23, 1992
Orientation Course on Medicare Contractors - Baltimore, MD
October 13 - 15, 1992
TQE Training - Linthicum Heights, MD
November 17, 1992
Career Development Group Activities - DC/MD Metro Area
September 1992 - January 1993
Site Visit to IRS/SSA/HCFA Data Match Project Contractor -
Group Health Inc. - New York, NY
December 1992

Rotation #: 1
Developmental Objective: Policy Analysis
Developmental Assignment: Bureau of Policy Development
Office of Coverage and Eligibility
Policy, Division of Medical
Services Coverage Policy
Medical Services Branch
Supervisor: David Higbee
Time Frame: January 19, 1993 - April 22, 1993 (3 mos)

Objectives

- Develop an overall understanding of the Office of Coverage and Eligibility Policy, its three divisions and various branches
- Gain an understanding of policy analysis as it relates to medical services (i.e. ambulance services, drug coverage, lab services, etc.)
- Gain experience in using the Medicare Carriers Manual, the Coverage Issues Manuals, the Federal Register, and the Code of Federal Regulations when analyzing policy and procedures
- Negotiate and draft responses to correspondence on coverage policy and related issues
- Develop an understanding of the regulatory process and the development of instructions
- Further develop work practices needed for TQE
- Enhance liaison skills by working with policy analyst, medical officers, contractors, Regional Offices, the Office of the General Counsel, professional associations and interest groups, and other elements of the public

Training & Career Development Activities

PMI Career Development Group Activities - DC/MD Metro Area
Ongoing
OPM Congressional Briefing for PMIs - Washington, DC
February 1 - 3, 1993
Professionals Writing Techniques II - Baltimore, MD
March 24 - 26, 1993
National Forum for Black Public Administrators Conference
April 5 - 7, 1993

Rotation #: 2
Developmental Objective: Personnel/Information Systems
Developmental Assignment: Office of Budget and Administration
Division of Performance Management &
Development
Training & Career Development Branch
Supervisor: Milt Tipperman
Time Frame: April 26, 1993 - July 12, 1993
(2 mos)

Objectives

- Assist with PMI and HSI recruitment process
- Develop a thorough understanding of operating procedures for PictureTel
- Interact with Administrative Officers, Executive Officers, Training Officers and other regional office staff members in designing a program seminar on health care reform
- Evaluate the Regional "Training Resource List" database and provide suggestions on enhancements
- Develop Picturetel planning worksheet and training session evaluation
- Coordinate the updating of the Administrator's introduction in the "Welcome to HCFA" videocassette
- Participate in other Training Office initiatives as needed
- Identify and network with corporations, non-profit organizations, and universities that are actively involved with videoconferencing

Training & Career Development Activities

1993 OPM PMI Job Fair - Chevy Chase, MD

April 26, 1993

MD Institute for Policy Analysis & Research Seminar - Annapolis, MD

May 12, 1993

Introduction to dBASE III+* - Baltimore, MD

TBD

Intermediate dBASE III+* - Baltimore, MD

TBD

OPM Class of 1992 Mid-Year Conference - Richmond, VA

June 29 - July 2, 1993

PMI Career Development Group Activities

Ongoing

Rotation #: 3
Developmental Objective: Contract/Program Management
Developmental Assignment: HCFA Region IV
Division of Health Standards & Quality
(DHSQ)/Medical Review Branch (MRB)
Supervisor: Clyde Thomas
Time Frame: July 19, 1993 - January 21, 1994
(6 mos)

Objectives

- Gain a thorough understanding of DHSQ branches and their relationship with CO
- Gain a thorough understanding of the MRB and its relationship with the Office of Peer Review (CO)
- Gain knowledge of the Peer Review Organization (PRO) Program and how it interrelates with other HCFA Components (Survey & Certification Branch, Survey & Operations Branch, Clinical Laboratory Services), beneficiaries, providers, and physicians
- Develop an understanding of the Peer Review process and the Fourth Scope of Work activities
- Gain experience in using the PRO Manual, the Federal Register, and the Code of Federal Regulations when analyzing PRO policy and procedures
- Negotiate and draft responses to beneficiary, congressional, and provider inquiries related to medical review policy
- Analyze and prepare recommendations for contract modifications requests (to reduce workloads, increase funds, develop cooperative projects, etc.) submitted by the PRO
- Analyze data to evaluate PRO performance and effectiveness and develop PRO action plans for improvement when required
- Review monthly voucher for variance from spending plan, in conjunction with Project Officer and Nurse Program Consultant, and prepare recommendations for payment
- Gain basic understanding of contract negotiation
- Further develop TQE work practices

Training & Career Development Activities

Blacks in Government Annual Conference - Los Angeles, CA -
August 19-22, 1993.

Site Visit to PRO - Tampa, FL - September 13-17, 1993

Site Visit to PRO - Atlanta, GA TDA

Basic Project Officer Course - TBA

Accompany Survey & Certification Team to Site - Location & Date TBA

PMI Career Development Group Activities

Ongoing



*Health Care Financing Administration
Division of Health Standards and Quality
Region IV - Atlanta, Georgia
Telecopier Transmittal Form*

TO (Division, Branch, Agency, Bureau, Etc.): OFFICE OF THE FIRST LADY
Location (City, State): WASHINGTON, DC
Telecopier Number: 202-456-6244
Contact Name: DIANE LIMO
Contact Number: (202) 456-6266
Number of Sheets (Including Cover): 18
From: *Medical Review Branch, DHSQ, Region IV*
Location: *101 Marietta Tower*
Suite 601
Atlanta, Georgia 30323
Date: 11/3/93
Time Sent: 8:30 AM
Contact Name: KAREN DORSEY
Contact Number: (404) 730-3770/3768
Special Message: per our conversation
yesterday. I hope this is helpful. I
will be out of the office on Thurs. & Fri.
but I will call you early next week.
Thanks for your help.

PLEASE PHONE WHEN RECEIVED.

Thank You.

I understand that the Office of the First Lady often accepts undergraduate interns, given my experience and education I could assume responsibilities and duties more substantial than those given undergraduate students. Since HCFA allows PMIs a great deal of freedom in developing their rotational assignments (i.e. position description) I am very flexible as to the area of assignment.

As a PMI my salary is paid by my agency, HCFA, and I do not require a stipend. HCFA only requires that the rotational assignment [position] is one that develops management level skills and that there is a supervisor of record responsible for evaluating my performance at the end of the assignment.

I would like to begin an assignment in your office in January. To do so I must receive permission from HCFA to accept an assignment outside of the Department of Health and Human Services. This requires that I submit a request for approval six to eight weeks before the assignment is schedule to start. This would require a response from your office no later than the week of November 8th.

Executive Summary

Through a series of six rotational assignments the PMI will develop and strengthen needed knowledge, skills, and abilities to successfully qualify for a GS-12 upon completion of the PMI program. The duration of the rotations range from 3 to 5 months. The intern lists training courses that would be beneficial in obtaining specified objectives. Most courses are given by the HCFA Training and Career Development Center. [Training is not limited to courses identified in the IDP.]

Objectives and training received in the intern's home base, Bureau of Program Operations, Division of Entitlement and Benefit Coordination - Operations Branch will provide a basic overview of HCFA, as well as, orientation to its various components. The intern will also practice program analyst skills as it relates to operations.

The first rotation will be with the Bureau of Policy Development where the intern will focus on policy analysis. The second rotation will be in the Office of Human Resources in the Career Development and Training Branch. The intern will work on various training initiatives, as well as, gain knowledge in the Agency's recruitment and hiring practices for PMIs. The third rotations will be in a regional office (RO). The intern will develop a comprehensive understanding of RO Medicare and contractor operations while working with the Medical Review staff.

The fourth rotation will be on Capitol Hill. The intern anticipates a position with a Congressional Committee or Member and will develop developmental objective and assignment once a placement is secured. While in Washington, DC the intern plans to take advantage of health care policy/issues courses at the George Washington University and other institutions. The final rotation will be in the area of budget. The intern hopes to secure a position within HCFA that allows for experience in budget analysis.

Rotation #: Home Office
Developmental Objective: Program Analysis
Developmental Assignment: Bureau of Program Operations
Division of Entitlement and
Benefits Coordination
Operations Branch
Supervisor: Cathy Carter
Time Frame: August 10, 1992 - January 15, 1993 (5 mos)

Objectives

- Develop an understanding of HCFA and its various components
- Acquire an overview of Medicare Part A & Part B
- Develop an understanding of Medicare Payment policies and process
- Gain an understanding of Medicare Contractors
- Strengthen writing and analyzing skills as it relates to operational activities and responding to public inquiries
- Gain a thorough understanding of the IRS/SSA/HCFA Data Match Project
- Acquire a working knowledge of the Medicare Secondary Payer program
- Gain knowledge of TQE and its principles as it relates to HCFA and BPO

Training & Career Development Activities

Site Visit to Medicare Contractor - The Travelers - Richmond, VA
August 25 & 26, 1992
OPM's PMI Orientation Conference Richmond, VA
September 8 - 11, 1992
HHS' PMI Orientation Conference - Washington, DC
September 14, 1992
HCFA's PMI Orientation Conference - Baltimore, MD
September 15 - 18, 1992
Principles of Medicare Payment Course - Baltimore, MD
October 22 & 23, 1992
Orientation Course on Medicare Contractors - Baltimore, MD
October 13 - 15, 1992
TQE Training - Linthicum Heights, MD
November 17, 1992
Career Development Group Activities - DC/MD Metro Area
September 1992 - January 1993
Site Visit to IRS/SSA/HCFA Data Match Project Contractor -
Group Health Inc. - New York, NY
December 1992

THE WHITE HOUSE

WASHINGTON

April 26, 1994

Maggie,

I check with Admin. regarding
the WH fellow. We do not have
a slot available. You were
right. I will send the form
back to Brooke.

Diane

Has this
been
done

**PRESIDENT'S
COMMISSION ON WHITE HOUSE FELLOWSHIPS**
THE WHITE HOUSE

April 25, 1994

MEMORANDUM FOR MARGARET A. WILLIAMS
CHIEF OF STAFF TO THE FIRST LADY

FROM: Brooke Shearer *BS*
Director

SUBJECT: White House Fellow Assignments

The President has asked me to remind you that his Commission on White House Fellowships will soon select the next class of White House Fellows. The class will range in size from 11 to 19, depending in large measure on your support.

Your commitment to the White House Fellowship program has helped boost applications to a ten-year high, attracting the country's most talented women and men to serve the public interest. **I hope you will accept my offer to invite a 1994-95 Fellow to serve as a Special Assistant on your staff.**

If you are interested in having a Fellow join your staff, I will send you biographies of all the Fellows following their selection in early June. Soon after, my staff will contact you to set up interviews during the week of July 11, when the Fellows will be in Washington. We expect that all Fellows will be placed in job assignments by mid-July. The 1994-95 Fellowship year will begin on September 1.

My second purpose in writing is to tell you that the salary Fellows will receive for the 1994-95 Fellowship year has been reduced to \$62,958 (GS-14 step 3). In addition, sponsoring agencies provide an annual \$7,000 for Fellowship-related travel expenses. These are still substantial figures in the face of government downsizing and all of us — executive branch agencies, the Fellows, and the Fellowship program alike — have to stretch to cope with them. But the Fellowship, we believe, makes it worthwhile, as long as we can continue to recruit and train the brightest young men and women for public service. (How the White House plans to handle Fellows for the purposes of salary and personnel counts is still under review.)

Please acknowledge your interest in interviewing members of the 1994-95 class by faxing me the attached reply sheet. If you have any questions, please call me at 395-4522.

**PRESIDENT'S
COMMISSION ON WHITE HOUSE FELLOWSHIPS
THE WHITE HOUSE**

FAX MEMORANDUM FOR BROOKE SHEARER
DIRECTOR
Fax #: 395-6179

FROM: MARGARET A. WILLIAMS
CHIEF OF STAFF TO THE FIRST LADY

Please check one of the following:

_____ **Yes, I am interested in having a 1994-95 White House Fellow join my staff.
Please send me information on the Fellows as soon as they are selected.**

The contact person on my staff who will schedule interviews for the week of
July 11 is _____
at phone number _____.

 X **No, I am not interested in having a 1994-95 White House Fellow join my staff.**

Brooke,
Maggie would love to have a White House
Fellow, but we don't have a slot
available for me.

Diane Sims
XL6-6766