

Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. memo	Kelli McClure to Elizabeth Drye re: Jennifer Klein (1 page)	10/01/1996	b(6)
002. check	re: for business cards (1 page)	06/21/1996	b(6)
003. fax	To: Jennifer Klein re: personal (1 page)	n.d.	b(6)
004. memo	Kelli McClure to Elizabeth Drye re: Jennifer Klein (1 page)	10/01/1996	b(6)

COLLECTION:

Clinton Presidential Records
Domestic Policy Council
Elizabeth Drye
OA/Box Number: 10449

FOLDER TITLE:

Administrative Memos

2014-0046-S

rc1391

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]

File OSTP

EXECUTIVE OFFICE OF THE PRESIDENT

27-Feb-1996 06:09pm

TO: (See Below)

FROM: Carol H. Rasco
Domestic Policy Council

SUBJECT: OSTP

I have met this afternoon with Jack Gibbons and Dr. Ernest Moni, the new Associate Director for Science within OSTP. I will be distributing to each of you a memo from Jack I received prior to the meeting that outlines areas of activity within the Science division, many of which overlap with our activities. I am asking that you look over the list and for any activities that relate to your area of responsibility, please call Ernie and have at a minimum a phone conversation with him, perhaps there will be the need for you to meet.

Some specific requests I have are:

Elizabeth: Please send Gibbons and Moniz each a copy of our subject listings. If it is not updated at this time, please note that on the listing you send and make sure they are on the distribution list for future lists.

Jeremy, Janet, Gaynor: I am sending to you FYI the draft proposal they have for a children's initiative. You may think of others on our staff who should see it and some of you may want to meet further with Ernest on this initiative. Janet, Ernest should be invited to the NIH indicators meeting that is upcoming.

Chris, Jen, Diana: I am forwarding to you FYI a research outline on managed care. Diana, Ernest should be notified of the meeting we are setting up with appointees with disabilities on managed care for people with disabilities.

Math and Science area within OSTP:

Mike: is the technology project including OSTP?

Gaynor: Please call Ernest with Ken Nelson's name and number, help facilitate a meeting between Ernest and NAEG since OSTP working on math and science standards, they have never heard of the National Goals panel.

Jeremy: Expect to see a draft scheduling request for event May 9 or 10 honoring math and science teachers which OSTP wants me to

EN 15
2:30
4:00

co-sign.

Thanks!

Distribution:

TO: Carol H. Rasco
TO: Jeremy D. Benami
TO: Jennifer L. Klein
TO: Cathy R. Mays
TO: Rosalyn A. Miller
TO: Bruce N. Reed
TO: Michael T. Schmidt
TO: Stephen C. Warnath
TO: Paul J. Weinstein, Jr
TO: Patsy Fleming
TO: Janet B. Abrams
TO: Julie E. Demeo
TO: Diana M. Fortuna
TO: Christopher C. Jennings
TO: Jeffrey Levi
TO: Gaynor R. McCown
TO: Molly Brostrom
TO: Dorothy L. Karayannis
TO: Deborah L. Fine
TO: Janet B. Abrams
TO: Dennis Burke
TO: Patricia E. Romani
TO: Denise Ricketson
TO: Pamela Cicetti
TO: Elizabeth E. Drye

✓

THE WHITE HOUSE
WASHINGTON

March 7, 1996

NOTE TO JACK GIBBONS AND ERNEST MONIZ

FROM: Elizabeth Drye, Chief of Staff, DPC 

SUBJECT: DPC and OSTP Coordination

I'm sorry I missed your recent meeting with Carol Rasco to discuss mutual areas of interest between the DPC and OSTP. Carol has highlighted for the staff areas where our offices' work overlaps or is related. She has asked DPC staff to follow up with OSTP on several projects.

Attached is a list identifying the DPC staff assignments for specific issues. Please feel free to contact me or to contact the appropriate staff person directly regarding any projects of mutual interest. I look forward to working with you.

Attachment

**DOMESTIC POLICY COUNCIL
STAFF ASSIGNMENTS
(Revised 1/26/96)**

ISSUE/TOPIC	STAFF PERSON	PHONE	RM#
AIDS	Patsy Fleming Jeff Levi	632-1090	750 17th St. Room 600
AGING/SENIORS	Molly Brostrom	6-5561	207
AGRICULTURE Farm Bill	Brian Burke *	6-5573	210
CHILDREN/FAMILIES	Gaynor McCown	6-5575	210
CHOICE	Debbie Fine	6-5572	217
CIVIL RIGHTS/ AFFIRMATIVE ACTION	Steve Warnath	6-5576	224
CRIME/DRUGS	Dennis Burke	6-5568	218B
DISABILITY	Diana Fortuna	6-5570	224
ECONOMIC/COMMUNITY DEVELOPMENT	Paul Weinstein	6-5577	217
EDUCATION	Gaynor McCown	6-5575	210
ENERGY	Brian Burke *	6-5573	222
ENVIRONMENT	Brian Burke *	6-5573	222
EXECUTIVE ORDERS	Steve Warnath	6-5576	224
FARMWORKERS	Julie Demeo	6-5392	WW/2F
FOOD/NUTRITION	Diana Fortuna	6-5570	224
HEALTH CARE Reform	Chris Jennings Jennifer Klein	6-5560 6-2599	212 WW/2F
Waivers	Diana Fortuna	6-5570	224

* Elizabeth Dye will handle Brian Burke's issues until 3/18/96.
Thereafter, Diane Reagan will handle them.

ISSUE/TOPIC	STAFF PERSON	PHONE	RM#
HOUSING/ HOMELESSNESS	Molly Brostrom	6-5561	207
IMMIGRATION	Steve Warnath	6-5576	224
JUSTICE/LEGAL ISSUES	Steve Warnath	6-5576	224
LABOR/TRAINING	Mike Schmidt	6-5567	220
NATIVE AMERICANS	Mike Schmidt	6-5567	220
POLITICAL/GOV. REFORM	Paul Weinstein	6-5577	217
Includes: Regulatory Reform Unfunded Mandates Takings Waiver Bill			
SERVICE INTEGRATION	Gaynor McCown	6-5575	210
Includes: Empowerment Zone implementation State Projects: Oregon, Consolidated States plans			
SOCIAL SECURITY	Molly Brostrom	6-5561	207
TEEN PREGNANCY	Janet Abrams Debbie Fine	6-2857 6-5572	224 217
TERRITORIES	Mike Schmidt	6-5567	220
TRANSPORTATION	Mike Schmidt	6-5567	220
VETERANS	Molly Brostrom	6-5561	207
WELFARE REFORM	Bruce Reed	6-6515	216
Waivers	Diana Fortuna	6-5570	224
WOMEN'S ISSUES	Jennifer Klein Debbie Fine	6-2599 6-5572	WW/2F 217

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EXECUTIVE OFFICE OF THE PRESIDENT Office of Administration FACILITY REQUEST READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM		NO: 28973		1. Org. Code	
		2. Charged To: (GSA Use Only)			
I. ADMINISTRATIVE COORDINATOR					
3. Name <i>Elizabeth Dray</i>		4. Agency <i>CPD/IDP</i>		5. Room <i>200</i>	
				6. Phone <i>6-1113</i>	
II. WORK TO BE PERFORMED FOR					
7. Name <i>Steve Warrath</i>		8. Agency acc't to be charged <i>CPD/IDP</i>		9. Room <i>200</i>	
				10. Phone <i>6-1116</i>	
☐ Check if estimate requested					
III. WORK ORDERS					
11. CONSTRUCTION/CARPENTRY ☐ Furniture Repair ☐ Locksmith Services ☐ Other					
12. DECORATOR SERVICES ☐ Select Furniture ☐ Touch-up ☐ Reupholstering ☐ Painting ☐ Carpet ☐ Other					
13. MOVING ☐ Furniture ☐ Safes ☐ Other (Attach copy of this form to <u>EACH</u> item being moved; Indicate specific description and destination of each item or group of items; A completed SF-120 <u>MUST</u> be attached to this form for all items being excessed)					
Your agency Telecommunications Representative (TR) should complete the appropriate telephone requests and submit them to the Telephone Service Office (TSO), OEOB 019.					
14. ELECTRICAL ☐ Outlet ☐ Cable ☐ Other					
15. CLEANING ☐ Carpet ☐ Furniture ☐ Drapery					
16. OTHER <i>Replace Air Conditioner — Noise is very distracting</i>					
17. AGENCY AUTHORIZATION		18. DATE		19. FACILITIES AUTHORIZATION	
				20. DATE	

HOLD THIS COPY UNTIL WORK IS COMPLETED, INITIAL AND RETURN TO FACILITIES MANAGEMENT

FACILITY REQUEST INSTRUCTIONS

1. Complete Sections I, II, and III of the Facility Request, sign and date.
2. Estimates —

A written cost estimate will be provided to the agency for approval prior to the beginning of work only when requested by the agency. (Check box.) Estimates serve primarily as the basis for determining if a GSA Request for Work Authorization (Form 2957) should be generated to cover the cost of the project. Generally, to avoid unnecessarily depleting a miscellaneous account any project estimated at more than \$500 requires a Form 2957.
3. After completing all the information in Sections I, II, and III, remove the Blue copy and retain until completion of the work order. Submit the Yellow and White copies to Facilities Management.
4. Upon completion of the work order, initial the Blue copy indicating the date the work was completed and return to Facilities Management.
5. Call x52335 if you have questions regarding this form or if you need a copy of the GSA Form 2957.

NOTE: All facility requests must be signed and dated by the administrative coordinator for each office or agency. By signing the request, the administrative office verifies the requested work has been approved and the funds are available.

EXECUTIVE OFFICE OF THE PRESIDENT Office of Administration FACILITY REQUEST READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM		NO: 28975		1. Org. Code	
		2. Charged To: (GSA Use Only)			
I. ADMINISTRATIVE COORDINATOR					
3. Name Elizabeth Dye		4. Agency OPD/OPC		5. Room 222	
				6. Phone 65573	
II. WORK TO BE PERFORMED FOR					
7. Name Elizabeth Dye		8. Agency acc't to be charged OPD/OPC		9. Room 222	
				10. Phone 65573	
☐ Check if estimate requested					
III. WORK ORDERS					
11. CONSTRUCTION/CARPENTRY ☐ Furniture Repair ☒ Locksmith Services ☐ Other Need Keys for: 218 (inner right office) 218 (inner left office) 212 (outer door (2) keys)					
12. DECORATOR SERVICES ☐ Select Furniture ☐ Touch-up ☐ Reupholstering ☐ Painting ☐ Carpet ☐ Other					
13. MOVING ☐ Furniture ☐ Safes ☐ Other (Attach copy of this form to <u>EACH</u> item being moved; Indicate specific description and destination of each item or group of items; A completed SF-120 <u>MUST</u> be attached to this form for all items being excessed) Your agency Telecommunications Representative (TR) should complete the appropriate telephone requests and submit them to the Telephone Service Office (TSO), OE0B 019.					
14. ELECTRICAL ☐ Outlet ☐ Cable ☐ Other					
15. CLEANING ☐ Carpet ☐ Furniture ☐ Drapery					
16. OTHER					
17. AGENCY AUTHORIZATION		18. DATE		19. FACILITIES AUTHORIZATION	
				20. DATE	

HOLD THIS COPY UNTIL WORK IS COMPLETED, INITIAL AND RETURN TO FACILITIES MANAGEMENT

FACILITY REQUEST INSTRUCTIONS

1. Complete Sections I, II, and III of the Facility Request, sign and date.

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NOTE: All facility requests must be signed and dated by the administrative coordinator for each office or agency. By signing the request, the administrative office verifies the requested work has been approved and the funds are available.

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 28974

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name

4. Agency

5. Room

6. Phone

II. WORK TO BE PERFORMED FOR

7. Name

Mike Cohen

8. Agency acc't to be charged

OPD/PPC

9. Room

212R

10. Phone

6-5575

☐ Check if estimate requested

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY

☐ Furniture Repair

☐ Locksmith Services

☐ Other

12. DECORATOR SERVICES

☐ Select Furniture

☐ Touch-up

☐ Reupholstering

☐ Painting

☐ Carpet

☒ Other

Hang pictures on 7-16-96

13. MOVING

☐ Furniture

☐ Safes

☐ Other

(Attach copy of this form to EACH item being moved; Indicate specific description and destination of each item or group of items; A completed SF-120 MUST be attached to this form for all items being excessed)

Your agency Telecommunications Representative (TR) should complete the appropriate telephone requests and submit them to the Telephone Service Office (TSO), OE0B 019.

14. ELECTRICAL

☐ Outlet

☐ Cable

☐ Other

15. CLEANING

☐ Carpet

☐ Furniture

☐ Drapery

16. OTHER

17. AGENCY AUTHORIZATION

18. DATE

19. FACILITIES AUTHORIZATION

20. DATE

OA FORM 36
Rev. April 1994

HOLD THIS COPY UNTIL WORK IS COMPLETED, INITIAL AND RETURN TO FACILITIES MANAGEMENT

FACILITY REQUEST INSTRUCTIONS

1. Complete Sections I, II, and III of the Facility Request, sign and date.

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COMPUTER SERVICES REQUEST

OFFICE OF ADMINISTRATION
INFORMATION SYSTEMS AND TECHNOLOGY

DOCUMENT TRACKING #

REQUEST SUBMITTED BY (Point Of Contact):

Please Print: (Last , First M. Initial)

DATE SUBMITTED: PHONE:

CUSTOMER WORK TO BE PERFORMED FOR:

TITLE/POSITION:

Bublick-Max, Sandra

Sr. Policy Analyst

Please Print: (Last , First M. Initial)

(As seen in the EOP Phone Book)

DEPARTMENT:

(Agy/PAD) (Div/DAD) (Sub-Div/Branch)

BUILDING:

ROOM:

PHONE:

CUSTOMER INFORMATION:

Pass Type: ☐ Permanent ☐ Temporary ☐ Access List ☐ Other

Emp Type: ☐ EOP Staff ☐ Detailee ☐ Intern/Student ☐ Other

(e.g., Volunteer, Fellow, ...)

CONTRACTOR & Non-EOP EMPLOYEES:

Company / Agency Name

Contract #

Purchase Order #

Co/Agy Phone #:

Company / Agency Address

Co/Agy City

Co/Agy State

Co/Agy Zip:

ACTION REQUESTED:

☐ Check if Additional Documentation attached.

Please PRINT. If Customer is replacing out going staff, or should be setup SAME AS other staff, note same and staff members name.
If you have any questions, please contact your Agency Administrator or COTR. Or, call Customer Support at #(202)395-7370.

Replace 386 with 486 for Sandra Bublick-Max in Room 212L

(Specify ONLY when a Specific Date/Time is required and has been approved by ADMIN. MGMT).

REQUIRED DATE: ASAP

ACCESS REQUEST:

☐ Create (New Account) ☐ Modify (Update existing ID) ☐ Delete/Disable (Departing Staff) ☐ Transfer (Transfer Ownership) ☐ Dial-In Access (Justify above) ☐ External Access (Internet & X.400 Mail)

(Fill in the User Name, Server Name and IBM Mainframe ID assigned to customer for all but NEW ID Requests.)

☐ IBM Mainframe:

(7 Char. ID)

☐ User Name:

BublickMax-S
(12 Char ID (ALL-IN-1 & or LAN))

Novell Server Name:

(E.G.: WHADMIN, OMB, A, IRMD,...)

EQUIPMENT REQUEST:

(If request is for other than New Install, Bar Code# and Previous Equipment OWNER information is required)

☐ New Install ☐ Upgrade ☐ Re-Assign ☐ Re-Allocate ☐ Return to Inv. ☐ Site Survey

PC Load Type: ☐ US-2000 ☐ OASIS 5.0 ☐ Stand Alone ☐ Other

CPU Bar Code #: WHO 0001520 CPU S/N#:

Dial-In/External Access requires use of Gov't owned equipment.

Previous or current OWNER of Equipment if not Customer:
(Owner is normally set as Default Login User Name)

Pager/Celluar

☐ Pager

S/N#:

☐ Cellular Phone S/N#:

AUTHORIZED/APPROVED BY

(The Customer has already printed their name above. However, we request the PRINTED names of all other signatures for effective identification.)

Date

Signature of Customer

Signature of Supervisor or POC: (EOP Staff)

Print: (Last , First M. Init.)

Date

Signature of AGY/PAD Admin. or COTR:

Print: (Last , First M. Init.)

Date

COMPUTER SERVICES REQUEST

OFFICE OF ADMINISTRATION
INFORMATION SYSTEMS AND TECHNOLOGY

DOCUMENT TRACKING #

REQUEST SUBMITTED BY (Point Of Contact):

Please Print: (Last , First M. Initial)

DATE SUBMITTED:

PHONE:

CUSTOMER, WORK TO BE PERFORMED FOR:

TITLE/POSITION:

Please Print: (Last , First M. Initial)

(As seen in the EOP Phone Book)

DEPARTMENT:

(Agy/PAD) (Div/DAD) (Sub-Div/Branch)

BUILDING:

ROOM:

PHONE:

CUSTOMER INFORMATION:

Pass Type: ☒ Permanent ☐ Temporary ☐ Access List ☐ Other
Emp Type: ☐ EOP Staff ☐ Detailee ☐ Intern/Student ☐ Other
(e.g., Volunteer, Fellow, ...)

CONTRACTOR & Non-EOP EMPLOYEES:

Company / Agency Name

Contract #

Purchase Order #

Co/Agy Phone #:

Company / Agency Address

Co/Agy City

Co/Agy State

Co/Agy Zip:

ACTION REQUESTED:

☐ Check if Additional Documentation attached.

Please PRINT. If Customer is replacing out going staff, or should be setup SAME AS other staff, note same and staff members name.
If you have any questions, please contact your Agency Administrator or COTR. Or, call Customer Support at #(202)395-7370.

Need a printer

(Specify ONLY when a Specific Date/Time is required and has been approved by ADMIN. MGMT).

REQUIRED DATE:

ACCESS REQUEST:

☐ Create (New Account) ☐ Modify (Update existing ID) ☐ Delete/Disable (Departing Staff) ☐ Transfer (Transfer Ownership) ☐ Dial-In Access (Justify above) ☐ External Access (Internet & X.400 Mail)

(Fill in the User Name, Server Name and IBM Mainframe ID assigned to customer for all but NEW ID Requests.)

☐ IBM Mainframe:

(7 Char. ID)

☐ User Name:

COHEN-M
(12 Char.ID {ALL-IN-1 & or LAN})

Novell Server Name:

(E.G.: WHADMIN, OMB_A, IRMD,...)

EQUIPMENT REQUEST:

(If request is for other than New Install, Bar Code# and Previous Equipment OWNER information is required)

☐ New Install ☐ Upgrade ☐ Re-Assign ☐ Re-Allocate ☐ Return to Inv. ☐ Site Survey

PC Load Type: ☐ US-2000 ☐ OASIS 5.0 ☐ Stand Alone ☐ Other

CPU Bar Code #:

(EOP BAR-CODE is located on Right Side of CPU)

CPU S/N#:

Dial-In/External Access requires use of Gov't owned equipment.

Previous or current OWNER of Equipment if not Customer:

(Owner is normally set as Default Login User Name)

Pager/Celluar

☐ Pager

S/N#:

☐ Cellular Phone S/N#:

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Date

Signature of Customer

Signature of Supervisor or POC: (EOP Staff)

Print: (Last , First M. Init.)

Date

Signature of AGY/PAD Admin. or COTR:

Print: (Last , First M. Init.)

Date

We help in many areas including:

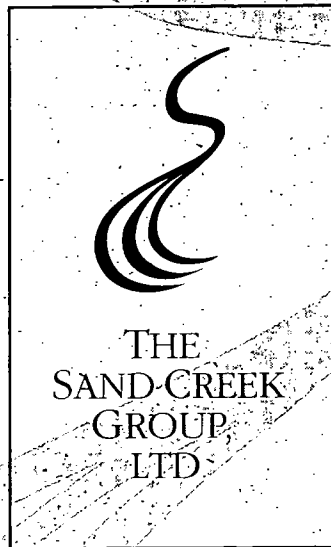
- ◆ Stress or burnout
- ◆ Financial concerns
- ◆ Marriage and family problems
- ◆ Alcohol or chemical dependency
- ◆ Work-related problems
- ◆ Emotional problems

It's free...

Your employer covers the cost of initial assessment, additional problem solving sessions and referral services. If there is a need for long-term counseling or treatment, your counselor will help you explore the various insurance and/or payment options that are available.

It's confidential...

Your Employee Assistance Program has been set up with The Sand Creek Group, Ltd., an outside counseling resource to assure confidentiality. No one at work will know that you have chosen to seek help, unless you choose to tell them. Nothing concerning your use of EAP will appear in your personnel file. You will be told how the program works to make sure your privacy is protected.



*Your
Employee
Assistance
Program
Proudly
Announces...*

We're here to help with many problems...

- Relationship issues - separation & divorce concerns
- Alcohol or chemical use problems
- Work concerns
- Loss and grief
- Financial crisis, problems with creditors
- Depression and anxiety
- Parent-child difficulties
- And many other life concerns

We're as close as your phone

1-888-2HELP44 (1-888-234-5744)

Professional - Confidential - At No Charge to You

*Our new
telephone number
for better service.*

*We are
improving* service to
you, our customer. This includes a new
telephone number which will provide
easier access.

Now one number will connect you to
the Sand Creek Group and the services
you need.

We improved our system to give you
direct response and the highest quality
of care with:

- ◆ Professional, courteous, and
knowledgeable staff trained to meet
your needs and find the care you
require.
- ◆ People trained to say "Yes, we'll help."
- ◆ People with time to listen and who
will stand by you in crisis.

*We've been
Listening* and are
improving our phone response to better
serve you. Give us a try--call our new,
toll-free number:

1-888-2HELP44
(1-888-243-5744)

The Employee Assistance Program is
a problem-solving resource that is
available to you and members of your
family. A professional counselor will
assist you in assessing your situation,
finding options, making choices or
locating further help.

Detach this wallet card for your easy reference.



EMPLOYEE
ASSISTANCE
PROGRAM

CALL 1-888-2HELP44
(1-888-243-5744)

Professional, confidential counseling and referral service provided by
THE SAND CREEK GROUP, LTD.

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
002. check	re: for business cards (1 page)	06/21/1996	b(6)

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Domestic Policy Council
Elizabeth Drye
OA/Box Number: 10449

FOLDER TITLE:

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- 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]
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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(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]

EXECUTIVE OFFICE OF THE PRESIDENT

06-Sep-1996 06:21pm

TO: (See Below)

FROM: Ashley L. Raines
Office of Administration

SUBJECT: EOP Administrative Contact Meeting

*** THE NEXT EOP ADMINISTRATIVE CONTACT MEETING IS SCHEDULED
FOR TUESDAY, SEPTEMBER, 10 AT 2PM IN OEOP 476. ***

Proposed agenda items for the next meeting:

- 1997 schedule of reimbursable services
- Distribution of updated forms for various services
- Imprest Fund

Minutes from the August 13th meeting:

I. 3 New Security Office Procedures - Chuck Easley:

Pending final approval of our new procedures, the following procedures will be in effect:

- There are new consent forms that prospective employees must sign before the initial name check and background investigation can be started.
- FBI name checks are coming back slow which is delaying the process of new employees receiving their picture pass. They used to be returned within 10 days, it is now taking up to 21 days.
- FBI background investigations are taking between 90-120 days.
- All EOP employees, including WHO, OPD and OVP, must turn their SF-86's into the security office within 2 weeks of their start date. This time frame allows the security office to process all necessary paperwork before the required 30 day time limit.
- A draft of the security procedures were sent out to all administrative contacts. Please provide any comments or suggestions to Chuck Easley.
- When an employee's background investigation has been completed, a form will be sent to the office head to sign and approve what clearance is needed for that employee.
- Please call Chuck Easley at x56206 with any comments, questions or problems.

II. Performance Management Systems/Processes - Ada Posey/Mary Beck:

- An OA task force was developed which reviewed our current performance management systems. We also reviewed other agency's performance

management systems.

- We found many strengths and weaknesses and would be happy to share our experiences and results with other EOP agencies.

III. Executive Order 12999 - Educational Technology - Mary Beck:

- This EO simplifies the procedures for agencies to surplus computer equipment to non-profit organizations. It also encourages federal agency staff to volunteer to teach educational institutions who receive equipment from the government.
- OPM guidelines outline the flexibility agencies have in complying with the EO.
- Agencies must submit an implementation plan by October 7th to Julie Swisshelm in OSTP. We can submit an EOP plan or each agency can submit their own. The implementation plan from each agency shouldn't be any more than one to two pages.

IV. COOP Future Plans - Mary Jo Hoeksema:

- We still have not received contact names from five agencies who can assist in the development of this COOP plan. Since Mary Jo's internship at OA has been completed, please send the name of your contact to Frank Reeder.

V. Announcements:

- RDS move date has slipped to mid-September
- Distribution of performance measures and new EOP events calendar.

Reminder: The monthly Telephone Representative (TR) meetings have been changed to quarterly meetings. The next meeting is scheduled for Wednesday, October 9th at 2:30pm in the WHCC.

Distribution:

TO: Franklin S. Reeder
TO: Ada L. Posey
TO: Kim Holmes
TO: John B. Arthur
TO: Barbara A. Ferguson
TO: FAX (53403, Gwen Watson)
TO: Tilman Dean
TO: Carolyn Mosley
TO: Overbey, Mary M.
TO: Rosalyn A. Miller
TO: Elizabeth E. Drye
TO: Elizabeth A. Kaminski
TO: John Hopkins
TO: Joan Steyaert
TO: Kevin P. Varney
TO: Gill, Michael A.
TO: Mary A. Haines
TO: Marsha L. Dimel
TO: Douglas R. Matties
TO: Jodie R. Torkelson

TO: Alan P. Sullivan
TO: Joni Stevens
TO: Wendy J. Einhellig
TO: Ian R. Van Praagh
TO: Michael D. Malone
TO: Teresa Wildman

CC: Mary C. Beck
CC: Nelson W. Cunningham
CC: Michael E. Harman
CC: Jurg E. Hochuli
CC: Charles D. Benjamin
CC: Mary A. Nowell
CC: Ada L. Posey

E X E C U T I V E O F F I C E O F T H E P R E S I D E N T

10-Jul-1996 04:03pm

TO: (See Below)

FROM: Ashley L. Raines
 Office of Administration

SUBJECT: Follow-up Items

FIRE ALARM TESTS:

As we discussed in the administrative contact meeting yesterday, fire alarm tests are being conducted today and tomorrow throughout the complex. Since those who do not hear the alarm may not necessarily know there is a drill, we would appreciate your checking with staff throughout your office to determine the audibility of these alarms. Please contact the Facilities Management Division at x52335 to report any problems with the fire alarms.

WAVES:

OA has not been getting the weekly download of all passholders from the Secret Service since mid-June. We are in the process of trying to resolve this issue since this information is used in the WAVES appointment request in all-in-one. In the meantime, staff who have received their hard passes since mid-June will be unable to make WAVES appointments through the all-in-one system and should call the WAVES center at x66742 to make appointments. Lists of five or more appointments should be faxed to x55349.

WATER:

In response to your questions yesterday about the status of the water on the complex, GSA reported the following on July 3, 1996:

"We have received questions concerning the Washington Post article today on bacteria in the DC water supply. The Post reported routine tests of the DC water showed elevated bacteria levels in just over 10% of the samples. This exceeded the EPA standard (which is 5%). EPA requires public notification at this level but these levels do not warrant a boil water advisory.

Subsequent testing showed levels to be within acceptable limits, therefore we do not recommend any precautions. This appears to have been a temporary excursion above the standard, not uncommon in hot weather.

People with immune deficiencies, elderly persons, transplant and dialysis patients, and parents or guardians of infants should consult with their physician if they are concerned about consuming the water."

The GSA building manager has informed us that the OEOB, NEOB and Winder Building have additional carbon/sediment filters on the drinking water systems, which helps with the clarity and particles in the water. Jackson Place townhouses get their water from the NEOB.

ROOM ACCESS LISTS:

Jodie has met with many of you or representatives from your agency about security issues on the complex including updating access lists for all rooms. The Secret Service Control Center keeps lists of who has access to each room on the complex. Please update access lists to all of the rooms in your agency and send a complete list of staff who should have access to each room to the Control Center OEOB 058, fax 51769, by July 31st. We have informed the Secret Service that each agency will be submitting updated access lists and have asked them to purge all of their room access lists dated before July 1st.

WAVES:

We have also been informed recently of staff having problems getting appointments in the complex after they have already been cleared through WAVES. It is important that we get this information as soon as possible so we can determine the source of the problem to ensure similar incidents do not occur in the future. Please alert your staff to contact Doug Matties at x62015 immediately with any future WAVES problems.

Thank you for your continued cooperation and assistance.

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TO: Ada L. Posey
TO: Kim Holmes
TO: John B. Arthur
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TO: Carolyn Mosley
TO: Overbey, Mary M.
TO: Rosalyn A. Miller
TO: Elizabeth E. Drye
TO: Elizabeth A. Kaminski
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TO: Joan Steyaert
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TO: Marsha L. Dimel
TO: Douglas R. Matties
TO: Jodie R. Torkelson
TO: Alan P. Sullivan
TO: Joni Stevens
TO: Wendy J. Einhellig
TO: Ian R. Van Praagh
TO: Michael D. Malone
TO: Teresa Wildman

Theresa
6-2861

THE WHITE HOUSE
WASHINGTON
June 20, 1996

*Eliz Dwyer will
be the contact.*

JUN 24 1996

*fry Carol. ↑
We just received
this - unless
you've seen it
last week?*

MEMORANDUM FOR HEADS OF EOP AGENCIES AND OFFICES

FROM: JODIE R. TORKELSON
ASSISTANT TO THE PRESIDENT FOR
MANAGEMENT AND ADMINISTRATION

SUBJECT: Continuity of Operations Planning

**Meeting Request
- w/ you? or
give to
staff?*

It is prudent to prepare for unexpected interruptions that may occur as a result of fire, natural disaster, technological accident, or other emergency, and have in place a Continuity of Operations Plan (COOP). A COOP will provide for the continued operation of minimum essential functions of the EOP, until such time as normal EOP operations can be restored. This plan must be functionally practical and fiscally responsible. The Chief of Staff has directed the Office of Management and Administration to undertake a planning process to help ensure continuity of operations under local (less-than-national level) emergency situations.

The objectives of a COOP are to:

- 1) Ensure the continuous performance of an office or agency's essential operations during an emergency;
- 2) Protect personnel, essential equipment, records, and other assets;
- 3) Reduce disruptions to operations;
- 4) Minimize damage and losses;
- 5) Achieve an orderly recovery from emergency operations; and,
- 6) Identify relocation sites and ensure operational and managerial requirements are met before an emergency occurs.

The cooperation of all EOP offices and agencies is necessary to ensure that the COOP is successful. The first step in this process is for each EOP office and agency to determine its critical functions. Some initial guidance is attached.

During the week of June 24, a member of the OA staff, Mary Jo Hoeksema, will be calling to schedule a time that she can collect your information. You may wish to designate someone in your office or agency as the lead on this matter.

Thank you for your assistance with this matter. I look forward to working with you as the COOP process proceeds.

Attachment

Defining Critical Functions

Every EOP agency and office has a critical mission. Its work and its people are all essential. When an unexpected emergency occurs, however, it is necessary to implement a contingency plan that is based on each office and agency's critical functions. A successful COOP should reduce vulnerability while ensuring performance of these critical office and agency functions.

Generally speaking, an office or agency's critical agency functions are defined as those that are directly involved in ensuring the President's continued performance of his duties as Chief Executive, Commander-in-Chief and Head-of-State. Critical functions are also those functions that cannot be inoperable for certain periods of time without jeopardizing the ability of the President to execute policies and lead the American people.

Criticality is also a function of time. There are important functions that we can operate without for minutes, hours, and sometimes even days and weeks. The purpose of a COOP plan is to develop an orderly process for restoring operations in some logical sequence.

The Steps to Follow

The following steps are intended to assist you in prioritizing the work of your office or agency and determining its critical functions.

- 1) List your office or agency's major products or service.
- 2) Take inventory of the following resources your office or agency is responsible for:

- Personnel
- Equipment
- Records
- Communications
- Facilities

- 3) Within the following time dimensions, determine what essential activities, personnel, equipment, records, communications, and facilities must be operable in order to plan for:

- 1 hour of continuity of operations
- 1 day of continuity of operations
- 1 week of continuity of operations
- 1 month of continuity of operations
- 1 year of continuity of operations

Remember, your activities must be prioritized as they directly relate to preserving the ability of the President to perform his duties as Chief Executive, Commander-in-Chief and Head-of-State during a local emergency or lower-level crisis situation.

If you have any questions during your preliminary work, please contact Mary Jo Hoeksema at x66711.

Pos' stuff

70%

- Coordinated volunteers, interns
- New Hires - paperwork - access list/new hires
- Monthly mtg. w/ Ashley Raines et al. on WH Admin
- e-mails on Admin
- moves
- telephones
- computers
- furniture
- keys
- Copy/fax machines 213 (deals w/ service contractor)
- paper / supplies (Tom is handling)
(OPD Accr.) (Lanier keeps shelves stocked, staff requests);
- WH Tour tickets / Congressional
- Kennedy Center
- Time-keeper (certifier) - OPD
(but not for WH Payroll)
- Deppers - Admin
- Requires follow-up. -
- Staff lists, resumes

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
003. fax	To: Jennifer Klein re: personal (1 page)	n.d.	b(6)

COLLECTION:

Clinton Presidential Records
Domestic Policy Council
Elizabeth Drye
OA/Box Number: 10449

FOLDER TITLE:

Administrative Memos

2014-0046-S
rc1391

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(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
004. memo	Kelli McClure to Elizabeth Drye re: Jennifer Klein (1 page)	10/01/1996	b(6)

COLLECTION:

Clinton Presidential Records
Domestic Policy Council
Elizabeth Drye
OA/Box Number: 10449

FOLDER TITLE:

Administrative Memos

2014-0046-S
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E X E C U T I V E O F F I C E O F T H E P R E S I D E N T

11-May-1996 09:44am

TO: (See Below)

FROM: Ashley L. Raines
Office of Administration

SUBJECT: EOP Administrative Contact Meeting

*** THE NEXT EOP ADMINISTRATIVE CONTACT MEETING IS SCHEDULED FOR
TUESDAY, MAY 14 AT 2PM IN OEOB 476 ***

Proposed topics for the next meeting:

- Notifications of system outages
- Year-end spending
- Bond drive
- EOP recission

Notes from April's meeting:

- I. Desktop of the future/Chuck Benjamin:
(handout sent to those who didn't attend)
 - Eliminate all-in-one and replace with Lotus Notes 4.0
 - New desktop will include:
 - Lotus Approach - user friendly database
 - automated forms (facility request, check-out, computer and telephone service requests)
 - WordPerfect 6.0
 - Prototype being tested in OVP
 - Install in EOP by January 1997
 - Minimum PC requirements:
 - Intel 486/66 processor
 - 16 MB memory
 - 250 MB harddrive
 - Open contest for the name of the new desktop - it will no longer be called "OASIS"
- II. Use of the Internet/Chuck Benjamin:
 - Reiterated the use of the internet for official business functions only
 - EOP starting points warning page changed to highlight restrictions on use
 - White House address is captured in each web page accessed
- III. Software licenses/Chuck Benjamin:

use

- White House address is captured in each web page accessed

III.

Software licenses/Chuck Benjamin:

- Software should not be brought from home
- IST working toward obtaining site licenses for a discount
- Creating Intra-net for internal communications

Example: Supply store will be on-line for purchases

IV.

OEOB modernization/Mike Harman:

- Successful site visit of OEOB last month
- Team trying to lock in scope of work involved including HVAC
- Developing phasing plan to meet needs of EOP

V.

RDS move/Jim Gatling:

- Building completed June 21 with the move scheduled either July 21-28 or August 24-September 1
- Working with Procurement to have new location on purchase orders
- Sent out list of publications that are currently being stored at the

RDS - please respond to Stephanie Alonzo with decision to keep or dispose

- Software should not be brought from home
 - IST working toward obtaining site licenses for a discount
 - Creating Intra-net for internal communications
- Example: Supply store will be on-line for purchases

IV. OEOB modernization/Mike Harman:

- Successful site visit of OEOB last month
- Team trying to lock in scope of work involved including HVAC
- Developing phasing plan to meet needs of EOP

V. RDS move/Jim Gatling:

- Building completed June 21 with the move scheduled either July 21-28 or August 24-September 1
- Working with Procurement to have new location on purchase orders
- Sent out list of publications that are currently being stored at the RDS - please respond to Stephanie Alonzo with decision to keep or dispose
- Staff will remain at current site until all is moved to new RDS

VI. Career transition/Mary Beck:

- Explanation of Interagency Career Transition Assistance Program (ICTAP):
 - Employees of other federal agencies have priority above other candidates outside your agency for career or career conditional openings
 - Last performance appraisal has to be at least satisfactory
 - Opening can't be a higher grade level than previous position
 - Eligible until placed or 1 year from the date RIF'd
 - Agencies don't have to give priority if hiring from within their agency
 - Must be a competitive service position and person has to have been RIF'd from a competitive position
- Please work with HRM when putting together vacancy announcements so these issues may be addressed at the beginning of the process

VII. West Wing brochures/Susan Brown:

- Each administrative contact was given a copy of two brochures:
 - 1) "The Architecture of the West Wing of the White House"
 - 2) "Fine Arts and Furnishings of the West Wing of the White House"
- Brochures are meant to be an aid for staff who give West Wing tours
- Please contact Susan Brown with the number of brochures needed for your staff

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 TO: FAX (53403, Gwen Watson)
 TO: Tilman Dean
 TO: Carolyn Mosley
 TO: Overbey, Mary M.

TO: Rosalyn A. Miller
TO: Elizabeth E. Drye
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TO: Ian R. Van Praagh
TO: Michael D. Malone
TO: Michael Warren

CC: Mary C. Beck
CC: Nelson W. Cunningham
CC: Michael E. Harman
CC: Jurg E. Hochuli
CC: Charles D. Benjamin
CC: Mary A. Nowell
CC: Ada L. Posey

Thursday - Corporate Resp. -

8:30 10-12 Casimir Seg host tables of CEOs
Pres. and V.P. - Georgetown Univ - 2 panels
on corporate responsibility - No CABSSECS
on panel.

Gene and Kate will be on call tomorrow -
few minutes on

22 New London CT Coast Guard Academy, NYC
23 Wisconsin mtg.'s w/Kohl. -
Milwaukee
Hot issues noon on Monday 20th

301-869-8972
Anita

THE WHITE HOUSE
WASHINGTON

Elizabeth — ^{nsbs}

This is the DPC parking list as you requested.

Please note that monthly stickers are provided by Betty Hobens in Rm 1 for Ellipse, Jackson, + State Place.

NEOB Garage is ~~to~~ ^{not} a personal expense permit; and West Exec. are permanent stickers.

THE WHITE HOUSE
WASHINGTON

Please call me or let discuss further if you wish.

Roz

E X E C U T I V E O F F I C E O F T H E P R E S I D E N T

26-Sep-1996 10:25am

TO: Kelli R. McClure
FROM: Elizabeth E. Drye
 Domestic Policy Council

SUBJECT: Access list

Attached is our request for the access list for October.

N T
N T

EXECUTIVE OFFICE OF THE PRESIDE
EXECUTIVE OFFICE OF THE PRESIDE

10-Sep-1996 10:56am

TO: Kelli R. McClure

FROM: Elizabeth E. Drye
Domestic Policy Council

SUBJECT: Access list. Last 3 names are new.

September 10, 1996

MEMORANDUM

TO: Kelli R. McClure

FROM: Elizabeth Drye
Domestic Policy Council

SUBJECT: Access List Update

DPC requests that the persons listed below be on the access list for the OEOB. As you requested, I have provided a justification for each.

Edelman, Peter Access requested by Carol Rasco. As counsel to Secretary Donna Shalala, Mr. Edelman is frequently in the White House complex representing the Secretary and the department on various issues within the DPC as well as other White House divisions.

Greenblatt, Jonathan
Kirwan, Patrick Access requested by Ira Magaziner. Assigned by the Department of Commerce to assist Ira Magaziner on the Trade Barriers Project on a full-time basis through October 31, 1996.

Meissner, Doris Access requested by Carol Rasco. As Commissioner of the Immigration and Naturalization Service, Mrs. Meissner is in the complex 3 times/week minimally for meetings with the Chief of Staff, the National Security Council, and the Domestic Policy Council.

Elworth, Lawrence Access requested by Carol Rasco. As Special

Assistant for Pesticide Policy at USDA and
DPC Liaison for Agricultural issues, Larry is
in the White House complex for three weekly
DPC meetings and various others as they are
scheduled.

Chang, Deborah,
Ebeler, Jack,
Pollitz, Karen,
Schmidt, Christy,
Tarplin, Richard,
Vladeck, Bruce,
King, Kathleen
Rosselli, Glen

Maguire, Daniel
Miller, Meredith

Access requested by Chris Jennings. As the chief health care policy makers for HHS, this team spends NUMEROUS hours in meetings with the President's health care advisors, Carol Rasco, Laura Tyson, Chris Jennings, and Jennifer Klein. These folks are called to the White House at least two, and very often four times weekly for meetings on health care related issues. It is also frequently necessary for some (if not all) of these persons to be involved in the preparation of a Presidential meeting/briefing.

Drye: FYI
This was
sent
Julie

THE WHITE HOUSE

WASHINGTON

March 20, 1996

MEMORANDUM FOR DAVID LYTEL

FROM: JULIE E. DEMEO *ced*

Subject: Updating the White House Internet Home Page

I have enclosed three items for the White House internet home page. Thank you for working with us to add the Office of Domestic Policy to the White House Offices and Agencies section.

The items include:

- * Domestic Policy Council Mission Statement
- * Bio of Carol Rasco
- * Color photo of Carol Rasco

Please contact me if you need further information. I can be reached at 456-5392.

July 31, 1996

MEMORANDUM TO ASHLEY RAINES

FROM: Elizabeth Drye 
Chief of Staff, DPC

SUBJECT: Access to DPC Offices

Attached is a list of DPC offices, the names of their occupants, and the names of other individuals who should be given access to each office if they request it. Please let me know if you have any questions.

<u>Room #</u>	<u>Occupant</u>	<u>Others with Access</u>
224R	Steve Warnath	Carol Rasco Jill Pizzuto Dorothy K. Craft Elizabeth Drye Jeremy Ben-Ami
224C	Janet Abrams	Carol Rasco Jill Pizzuto Dorothy K. Craft Elizabeth Drye Jeremy Ben-Ami
224L	Diana Fortuna	Carol Rasco Jill Pizzuto Dorothy K. Craft Elizabeth Drye Jeremy Ben-Ami
222	Elizabeth Drye	Carol Rasco Jill Pizzuto Dorothy K. Craft Elizabeth Drye Jeremy Ben-Ami
220	Diane Regas	Carol Rasco Jill Pizzuto Dorothy K. Craft Elizabeth Drye Jeremy Ben-Ami
218R	Mike Cohen	Carol Rasco Jill Pizzuto Dorothy K. Craft Elizabeth Drye Jeremy Ben-Ami
218L	Jeremy Ben-Ami	Carol Rasco Jill Pizzuto Dorothy K. Craft Elizabeth Drye
216R	Bruce Reed	Carol Rasco Cathy Mays
216C	Cathy Mays Denise Ricketson	Bruce Reed Ira Magaziner Dorothy K. Craft Jill Pizzuto Jeremy Ben-Ami

		Carol Rasco Elziabeth Drye Pat Kirwan Jonathan Greenblatt
216L	Ira Magaziner	Denise Ricketson Carol Rasco
214	Paul Weinstein	Cathy Mays Bruce Reed Carol Rasco
212R	Chris Jennings	Carol Rasco Jen Klein Sandra Bublick-Max
212L	Sandra Bublick-Max	Carol Rasco Chris Jennings Jennifer Klein
210	Dennis Burke	Carol Rasco Jill Pizzuto Dorothy K. Craft Jeremy Ben-Ami Elizabeth Drye
217R	Lyn Hogan	Carol Rasco Jill Pizzuto Dorothy K. Craft Jeremy Ben-Ami Elizabeth Drye
217L	Jeanine Smartt	Carol Rasco Jill Pizzuto Dorothy K. Craft Jeremy Ben-Ami Elizabeth Drye
207	Molly Brostrom	Carol Rasco Jill Pizzuto Dorothy K. Craft Jeremy Ben-Ami Elizabeth Drye
West Wing: 2nd Fl. Inner	Carol Rasco	Julie Demeo Jeremy Ben-Ami Elizabeth Drye Carol Rasco

2nd Fl. Outer Jill Pizzuto

Jill Pizzuto

Julie Demeo
Jeremy Ben-Ami
Elizabeth Drye
Carol Rasco
Jill Pizzuto

WH Tour tickets

Stamp (Signature)

Facilities Requests go to Ashley

Computer Service " " " "

Point of Contact —

? Interns next week - Supervision

* - List for new purchasing —
- new copies —

* - Timekeeping

- Supply card —

Ashley 6/13/96
7/1/96

Monthly mtg. —

- Frank / Ashley —
- Communication Liaison

OA person — Information Conduit

- Travel
- Answer random questions
- Spending \$; or they don't know what to do — they call Ashley —

Deepest — Ashley does paperwork —

- Computers, new lines, phone charges, keeper requests, follow up.

~~Bookkeeper~~

More Faculty Request

Telecommunications Request

Computer Request

2/13/96

WHITE HOUSE PARKING
BY OFFICE SORTED ON LOT AND NAME

Page 12

LAST NAME	FIRST NAME	NUMBER	AGENCY	OFFICE	START DATE	LOT	SPACE #
MAYS	CATHY	6193	OEOP	DPC	7/26/94	B	NEOB Garage
MCCOWN	GAYNOR	1882	OEOP	DPC	2/13/96	E	} Ellipse
ROMANI	PATRICIA	1752	WHO	DPC	10/25/94	E	
SCHMIDT	MIKE	1886	OEOP	DPC	6/27/95	E	
WEINSTEIN JR	PAUL J.	4644	OEOP	DPC	10/24/94	J	Jackson Place
MICETTI	PAM	4947	OEOP	DPC	2/20/93	S	} State Place
MENNINGS	CHRIS	4945	OEOP	DPC	6/27/95	S	
MILLER	ROSALYN	4981	OEOP	DPC	10/28/93	S	
WARNATH	STEVE	4988	OEOP	DPC	1/26/95	S	
BENAMI	JEREMY	570	OEOP	DPC	6/27/95	W	} West Exec. Avenue
MAGAZINER	IRA	571	OEOP	DPC	2/20/93	W	
RASCO	CAROL	568	OEOP	DPC	2/20/93	W	
REED	BRUCE	569	OEOP	DPC	2/20/93	W	

- Molly
- Diana

- NEOB (1926/11/12)

- State place -