

Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
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001. resume	re: non-selection (2 pages)	n.d.	b(6)
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COLLECTION:

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

FOLDER TITLE:

Fellows

2014-0046-S

rc1448

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]

IPA Mobility Program Certification Requirements:

(a) Organizations interested in participating in the mobility program as an instrumentality or authority of a State or local government or as an "other organization", must have their eligibility certified by the Office of Personnel Management before they will be eligible to enter into a mobility agreement with a Federal agency.

"Other organization" means a national, regional, Statewide, areawide, or metropolitan organization representing member State or local governments; an association of State or local public officials; or a nonprofit organization which has as one of its principal functions the offering of professional advisory, research, educational, or development services, or related services to governments or universities concerned with public management;

(b) Written requests for certification should include a copy of the organization's: (1) articles of incorporation; (2) bylaws; (3) Internal Revenue Service nonprofit statement; and (4) any other information describing the organization's activities as they relate to the public management concerns of governments or universities.

(c) Requests should be mailed to the following address:

U.S. Office of Personnel Management
Office of Merit Systems Oversight
IPA Mobility Program
Room 7662
Wash., DC 20415

February 8, 1995

INTERGOVERNMENTAL MOBILITY PROGRAM

All levels of government are being called upon to provide more and better services for a growing number of citizens. To do this, the national government, States, and local governments must share their resources and cooperate in solving mutual problems. One way in which governments are already doing this is through the temporary assignment of employees under the Intergovernmental Personnel Act (IPA) of 1970.

Under the IPA mobility provisions, employees may be assigned between Federal agencies and States, local governments, Indian tribal governments, institutions of higher education, Federally Funded Research and Development Centers, and other eligible organizations for periods up to two years.

Assignees solve problems involving two levels of government, and build intergovernmental understanding by gaining and sharing experience in another administrative environment.

All 50 States, as well as numerous local governments, universities, Indian tribal governments, other eligible organizations, and Federal agencies are participating in the IPA mobility. Assignees are performing a wide variety of tasks, many as key assistants to governors, mayors, and agency heads.

This document has been prepared to give public officials and employees a better understanding of the temporary assignment provisions of the IPA.

QUESTIONS AND ANSWERS ABOUT TEMPORARY ASSIGNMENTS UNDER THE INTERGOVERNMENTAL PERSONNEL ACT (IPA)

1. Q. What is an IPA assignment?

A. The terms "IPA assignment" or "mobility assignment" refer to the temporary assignment of personnel between the Federal Government and non-Federal organizations, as authorized under Title IV of the Intergovernmental Personnel Act (IPA), Public Law 91-648. This title is headed: "Mobility of Federal, State, and Local Employees", and the assignments are usually called "IPA mobility assignments."

2. Q. What is the purpose of Title IV of the IPA?

A. The purpose of Title IV of the IPA is to:

- Improve the delivery of government services to all levels of government by bringing the specialized knowledge and experience of skilled people to bear on problems that are of mutual concern to eligible non-Federal organizations and the Federal Government;
- Strengthen intergovernmental understanding, broaden perspective, and increase personnel resources; and
- Help preserve the rights and benefits of employees so they will be better able to accept temporary assignments.

3. Q. For what purposes would an assignment be made?

A. A mobility assignment might be made to:

- Share scarce expertise;
- Provide program operating experience in a counterpart organization;
- Provide general developmental experience; or
- Improve management of grant programs and make more effective use of grant funds

4. Q. Who is eligible for a mobility assignment?

A. On the Federal side, career employees of an Executive agency, military department, a court of the United States, the Administrative Office of the United States Courts, the Library of Congress, the Botanic Garden, the Government Printing Office, the Congressional Budget Office, the United States Postal Service, the Office of the Architect of the Capitol, the Office

of Technology Assessment, and such other similar agencies of the legislative and judicial branches as determined appropriate by the Office of Personnel Management.

On the non-Federal side, career employees of State and local governments, the District of Columbia, the Commonwealth of Puerto Rico, the Trust Territory of the Pacific Islands, and territories or possessions of the United States (which are treated as States for purposes of this program); instrumentalities of States and local governments; public or private four-year, domestic colleges or universities, or technical or junior colleges; Indian tribal governments; national, regional, State-wide, area-wide, or metropolitan organizations representing member State or local governments; associations of State or local public officials; Federally Funded Research and Development Centers; and nonprofit organizations which have as one of their principal functions the offering of professional advisory research, education, or development services, or related services, to governments or universities concerned with public management.

5. Q. How do mobility assignments get started?
- A. Officials of eligible non-Federal organizations and Federal agencies may initiate a mobility assignment request by addressing an assignment proposal directly to an appropriate agency or organization that has some interest in strengthening a program or solving a problem.
6. Q. What should an assignment proposal contain?
- A. In order to give the organization to which the proposal is addressed a basis for evaluating the request and deciding how it can help, an assignment proposal should outline the:
- Purpose of the assignment, including its general priority;
 - Benefits of assignment for the organizations and employee involved;
 - Employee skills and background required (position description);
 - Estimated length of the assignment; and
 - Share of salary and other expenses the requesting organization is willing to assume.
7. Q. How is an assignment put into effect?
- A. Once the two organizations have agreed upon the terms and conditions of the assignment, it is put into effect by a written assignment agreement.
8. Q. What is the purpose of the assignment agreement?
- A. The assignment agreement is used to:

- Document the terms and conditions of the assignment that the two organizations have agreed upon;
- Document the employee's consent to the assignment by his or her signature; and
- Provide a record of the rights and responsibilities of each of the three parties to the agreement.

9. Q. Can an employee be assigned to another organization without his or her consent?

A. No, a mobility assignment can be made only with the consent of the employee.

10. Q. How do employees indicate an interest in mobility assignment opportunities?

A. Since assignment proposals are initiated and responded to by agency managers, employees should inform the appropriate program or personnel officials in their own agencies of their interest in an assignment.

11. Q. What should the employee do when he or she is aware of an assignment opportunity with another organization?

A. An employee should bring to the attention of appropriate officials in his or her agency any specific assignment for which he or she would like to be considered. Assignment opportunities will be evaluated on the basis of the benefit to the organizations that will result from the proposed assignment.

12. Q. Does the U.S. Office of Personnel Management arrange mobility assignments?

A. No. The U.S. Office of Personnel Management does not have responsibility for arranging individual assignments (except for its own employees). OPM assists organizations by providing information on mobility program policies and procedures, and on ways that assignments can be used to improve delivery of services to the public.

13. Q. How long does the mobility assignment last?

A. The assignment may last for any length of time up to two years depending upon the needs of the organizations involved. Assignments may also be full-time, part-time (e.g. 20 hours per week), or intermittent (e.g. one week per month, for six months).

14. Q. Can an assignment be extended beyond two years?

- A. Under special circumstances, such as when a project takes longer to complete than anticipated, an assignment may be extended for up to an additional two years. Such an extension can be made only if it is for the mutual benefit of the organizations concerned. It must be documented through an agreement which states the terms of the extension, and is signed by each of the three parties to the agreement. A copy of the extension must be submitted to the U.S. Office of Personnel Management.
15. Q. Under what conditions could an assignment end early?
- A. An assignment may be terminated at any time at the option of either organization. Normally, this might occur if a project is completed ahead of schedule or if the desired results are not being achieved. An early termination must also be documented with a form or letter giving the revised ending date.
16. Q. What is the status of an employee on mobility assignment?
- A. Employees of both Federal agencies and non-Federal organizations may be assigned either by detail or on leave without-pay. In either case, the assignee remains an employee of his or her original organization and retains the rights and benefits attached to that status.
17. Q. Who pays the costs of an assignment?
- A. The costs of an assignment may be shared by the two organizations or be paid entirely by one or the other. This is subject to agreement between the two organizations involved in the assignment. In general, an agency's share of the costs should relate to the extent to which its interests are carried out under the assignment. The organization which benefits most from the assignment might reasonably expect to pay the larger share of the costs. However, there may be circumstances in which one organization will assume the full costs because it feels that it will benefit enough from the assignment to justify such an arrangement.
18. Q. What do assignment costs include?
- A. Such costs may include employee pay, supplemental pay, and certain fringe benefits, travel and relocation costs. Federal agencies may not reimburse non-Federal organizations for tuition credits or for any indirect or administrative overhead costs associated with an assignment.
19. Q. What travel and transportation expenses can a Federal agency pay?
- A. Under the IPA the following expenses may be paid:

August 30, 1994

**Nonprofit Organizations Eligible to Participate in the
Intergovernmental Personnel Act Mobility Program**

1. Academy for Contemporary Problems
2. Academy for Educational Development
3. Academy for State and Local Government
4. Academy of Marine Sciences, Inc.
5. Academy Research and Development Institute
6. ACEC Research and Management Foundation
7. Aerospace Corporation
8. Africare
9. Agricultural Research Institute
10. Air and Waste Management Association
11. Alabama Rural Council
12. Alameda County Transportation Authority
13. Albany Research Institute
14. Alcoholism Services of Erie County, Inc.
15. Alliance for the Chesapeake Bay
16. Alliance for Perinatal Research and Services, Inc.
17. American Academy for Medical Administrators
18. American Alliance for Health Physical Education, Recreation and Dance
19. American Arbitration Association
20. American Association for Higher Education
21. American Association for State and Local History
22. American Association for the Advancement of Science
23. American Association of Community Colleges
24. American Association of Physics Teachers
25. American Association of Retired Persons
26. American Association of School Administrators
27. American Association of Small Cities
28. American Association of State Colleges and Universities
29. American Center for the Quality of Work Life
30. American Chemical Society
31. American Consortium for International Public Administration
32. American Correctional Association
33. American Council of Learned Societies
34. American Council on Education
35. American Council on the Teaching of Foreign Languages, Inc.
36. American Defense Preparedness Association
37. American Enterprise Institute for Public Policy Research
38. American Farmland Trust
39. American Fisheries Society
40. American Foundation for the Blind, Inc.
41. American Geophysical Union
42. American Health Foundation
43. American Historical Association
44. American Hospital Association
45. American Indian Law Center
46. American Institute for Research in the Behavioral Sciences

47. American Institute of Ecology
48. American Institute of Rehabilitation Education and Employment
49. American Iron and Steel Institute
50. American Productivity Center, Inc.
51. American Public Gas Association
52. American Public Health Association
53. American Public Welfare Association
54. American Society for Public Administration
55. American Society of Civil Engineers
56. American Society of Mechanical Engineers
57. American Society of Military Comptrollers
58. American Technology Initiative
59. American Vocational Association
60. American Water Works Association
61. American Water Works Association Research Foundation
62. Appalachia Educational Laboratory, Inc.
63. Archaeological Research Inc.
64. Arkansas Enterprises for the Blind, Inc.
65. Arts Council of San Antonio
66. Asian/Pacific Research Foundation
67. Asociacion Nacional Pro Personas Mayores
68. Aspen Institute for Humanistic Studies
69. ASPIRA Association, Inc.
70. Associated Universities, Inc.
71. Associates of the United States Commission for the Preservation of America's Heritage Abroad
72. Association of Bay Area Governments
73. Association of Big Eight Universities
74. Association of Government Accountants
75. Association of Metropolitan Sewerage Agencies
76. Association of Minnesota Counties
77. Association of New Jersey Environmental Commissions
78. Association of Schools of Public Health
79. Association of State and Interstate Water Pollution Control Administrators
80. Association of State and Territorial Public Health Laboratory Directors
81. Association of State and Territorial Solid Waste Management Officials
82. Association of Universities for Research in Astronomy
83. Association of University Programs for Health Administrators
84. Augusta Biomedical Research Corporation
85. Battelle Memorial Institute
86. Bear River Association of Governments
87. Bigelow Laboratory for Ocean Sciences
88. Biological Sciences Curriculum Study, Co.
89. Black College Educational Network
90. Booker T. Washington Foundation
91. Boston VA Research Institute, Inc.
92. Business-Education Compact of Washington County
93. Brookings Institution
94. California Institute, The Care, Inc.
95. Caribbean Environment and Development Institute
96. Carnegie Endowment for International Peace
97. Carnegie Foundation for the Advancement of Teaching

98. Carnegie Institution of Washington
99. Center for Action Research, Inc.
100. Center for Applied Linguistics
101. Center for Community Justice
102. Center for Creative Leadership
103. Center for Education and Manpower Resources
104. Center for Environmental, Commerce and Energy
105. Center for Governmental Research
106. Center for Housing Policy, Inc.
107. Center for International Human Resource Development
108. Center for Management and Policy Research, Inc.
109. Center for Marine Conservation
110. Center for Naval Analyses
111. Center for Resource Management
112. Center for Strategic and International Studies
113. Center for Women Policy Studies
114. Center of Watershed Protection
115. Center to Protect Workers' Rights
116. Central Midwestern Regional Educational Laboratory
118. Challenger Center for Space Science Education
119. Chamber of Commerce of the United States of America
120. Charles Center-Inner Harbor Management Inc.
121. Charles F. Kettering Research Laboratory
122. Chautauqua Northwest
123. Chicago Historical Society
124. Chicagoland Enterprise Center
125. Child Welfare League of America, Inc.
126. Children's Hospital Medical Center of Akron
127. City at 42nd Street, Inc.
128. Civil Engineering Research Foundation
129. Classification and Compensation Society
130. Collaborative Medical Research Corporation → CLEAN SITES, INC.
131. College Board
132. College-University Resource Institute, Inc.
133. Colorado State University Research Institute
134. Columbia River Fisheries Council
135. Commission on Independent Colleges and Universities
136. Committee for Economic Development
137. Committee for the National Institutes for the Environment
138. Community Action for the Urbanized American Indian, Inc.
139. Community Systems Foundation
140. Concilio for the Spanish Speaking
141. Conference Board
142. Conference of Southern County Associations
143. Congressional Economic Leadership Institute → CONGRESSIONAL BLACK CAUCUS FOUNDATION
144. Congressional Management Foundation
145. Connecticut Association of Boards of Education
146. Conservation Foundation
147. Consortium for International Development
148. Consortium for International Earth Sciences Information Network
149. Cook Inlet Regional Citizens Advisory Council
150. Cooperative Housing Foundation

151. Corporation for Public Broadcasting
152. Council for American Private Education
153. Council for Economic Opportunities in Greater Cleveland
154. Council for Tribal Employment Rights
155. Council of Chief State School Officers
156. Council of Energy Resource Tribes
157. Council of Foreign Relations, Inc.
158. Council of Infrastructure Financing Authorities
159. Council of State Governments
160. Council of State Planning Agencies
161. Council on Social Work Education
162. Corporation for National Research Initiatives
163. Crosscurrents International Institute
164. CSI Foundation
165. D.C. Coalition for Youth
166. Desert Storm Homecoming Foundation
167. Disabled American Veterans
168. Downtown Denver, Inc.
169. Draper Laboratory, Inc., Charles Stark
170. Ducks Unlimited, Inc.
171. Earth Corps
172. East-West Center-Honolulu
173. Ecological Society of America
174. Ecotrust
175. Edison Electric Institute
176. Education In Partnership with Technology Corporation
177. Educational Testing Service
178. Electric Power Research Institute
179. Electronic Industries Foundation
180. Employee Benefit Research Institute
181. Employment Service Center
182. Environmental Defense Fund
183. Environmental Law Institute
184. Environmental Research Institute of Michigan
185. EOP Foundation
186. Export Managers Association of California
187. Fair Housing Congress of Southern California
188. Family Health International
189. Far West Laboratory for Educational Research and Development
190. Federal City Council
191. Federal Employee Education and Assistance Fund
192. Federation of American Societies for Experimental Biology
193. Federation of Behavioral, Psychological and Cognitive Sciences
194. Feed My People International, Ltd.
195. Finance Project, The
196. Foundation for American Economic Competitiveness
197. Foundation for Border Progress
198. Foundation for Urban and Neighborhood Development
199. Foundation on Medical Decision Making
200. Franklin Institute of the State of Pennsylvania
201. Friends of the Earth
202. Friends Medical Science Research Center, Inc.

- 203. Futures Fund and Fellowship Foundation, Inc.
- 204. Global Environment and Technology Foundation
- 205. Global Interdependence Center
- 206. Global Perspectives in Education
- 207. Global 2000
- 208. Golden Gate Energy Center
- 209. Golden Gate National Park Association
- 210. Government Accountability Project
- 211. Graduate School, USDA
- 212. Grand Canyon Trust
- 213. Grand Rapids Inter-Tribal Council
- 214. Great Lakes Commission
- 215. Greater Atlanta Chapter of Image, Inc.
- 216. Greater St. Louis IMAGE, Inc.
- 217. Gulf Coast Conservation Association
- 218. Health Care for All
- 219. Health Education Systems Research
- 220. Health Education Systems Research, Inc.
- 221. Health Systems Agency of Southeastern Pennsylvania, Inc.
- 222. Henry J. Kaiser Family Foundation
- 223. High Frontier
- 224. Hispanic Association of Colleges and Universities
- 225. Hispanic American Police Command Officers Association
- 226. Housing Assistance Council, Inc.
- 227. Hudson Institute
- 228. Hudson River Foundation
- 229. Human Systems Research, Inc.
- 230. Hungarian American Enterprise Fund
- 231. IMAGE de Vallejo, Inc.
- 232. Indiana Association of Cities and Towns
- 233. Institute for Contemporary Studies
- 234. Institute for Continuing Regulatory Education
- 235. Institute for Defense Analyses
- 236. Institute for Educational Affairs LEADERSHIP
- 237. Institute for Environmental Mediation
- 238. Institute for Scientific Computing
- 239. Institute for Women's Policy Research
- 240. Institute of Internal Auditors
- 241. Institute of International Education
- 242. Institute of International Law and Economic Development
- 243. Institute of Public Administration
- 244. International Association of Chiefs of Police
- 245. International Association of Counties Research Foundation
- 246. International Association of Machinists Center for
Administering Rehabilitation and Employment Services, Inc. International
Association of Official Human Rights Agencies - United States
- 247. International City Management Association
- 248. International Downtown Executives Association
- 249. International Employment Administrator
- 250. International Employment Administrator
- 251. International Management and Development Institute
- 252. International Media Fund

- 253. International Medical Services for Health
- 254. International Personnel Management Association
- 255. International Science Foundation
- 256. International Union for Conservation of Nature and Natural Resources-US
- 257. Institute for Cooperation in Environmental Management
- 258. Institute of Paper Science and Technology
- 259. Institute of World Politics
- 260. Interstate Conference of Employment Security Agencies
- 261. Interstate Oil Compact Commission
- 262. Intertribal Council of Arizona, Inc.
- 263. Intertribal Timber ~~Association~~ Council
- 264. Interuniversity Communications Council(EDUCOM)
- 265. Iowa Association of School Boards
- 266. Iowa Natural Heritage Foundation
- 267. Jefferson National Expansion Historical Association, Inc.
- 268. Joint Center for Political Studies, Inc.
- 269. Joint Oceanographic Institutions, Inc.
- 270. Kaiser Family Foundation
- 271. Kentucky Health Systems Agency-West, Inc.
- 272. Keystone Center for Continuing Education
- 273. La Jolla Institute
- 274. Labor Agency of Metropolitan Washington, D.C. Inc.
- 275. Lake Superior Center
- 276. League of Federal Recreation Associations, Inc.
- 277. League of United Latin American Citizens
- 278. League of Women Voters of the United States
- 279. Legal Services Corporation
- 280. Los Alamos National Scientific Laboratory
- 281. Lumbee Regional Development Association, Inc.
- 282. Maine Humanities Council
- 283. Management Sciences for Health
- 284. Manpower Demonstration Research Corporation
- 285. Marine Biological Laboratory; Woods Hole, MA
- 286. Marine Environmental Sciences Consortium
- 287. Marine Spill Response Corporation
- 288. Martin Luther King Ecumenical Center and Martin Luther King Housing Development Association
- 289. Massachusetts Higher Education Assistance Corporation
- 290. Maumee Valley Resources Conservation Development and Planning Organization
- 291. MCNC
- 292. Medical Care Development, Inc.
- 293. Mercy Medical Airlift
- 294. Metropolitan Washington Council of Governments
- 295. Mid-Continent Regional Educational Laboratory
- 296. Mid-Land Neighborhood Housing Services
- 297. Mid-Willamette Valley Community Action Agency, Inc.
- 298. Middle East Institute
- 299. Midwest Region Library Network
- 300. Midwest Research Institute
- 301. Minnesota Technology, Inc.
- 302. Minority Health Professions Foundation
- 303. Mississippi Valley International Trade Center

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- 304. Missouri Association of Counties
- 305. MITRE Corporation
- 306. Monterey Bay Aquarium Research Institute
- 307. More Marine Laboratory
- 308. Mount Sinai School of Medicine
- 309. Museum of Science and Industry
- 310. National Academy Foundation
- 311. National Academy of Public Administration
- 312. National Academy of Sciences
- 313. National Academy of Social Insurance
- 314. National Alliance of Business
- 315. National Aquarium Society
- 316. National Assembly of Local Arts Agencies
- 317. National Assembly of State Arts Agencies
- 318. National Association for City Drug and Alcohol Coordination
- 319. National Association for Equal Opportunity in Higher Education
- 320. National Association for the Advancement of Colored People
- 321. National Association of Attorneys General
- 322. National Association of Conservation Districts
- 323. National Association of Development Organizations
- 324. National Association of Housing and Redevelopment Officials
- 325. National Association of Negro Business and Professional Women's Club
- 326. National Association of Regional Councils
- 327. National Association of Schools of Public Affairs and Administration
- 328. National Association of Social Workers, Inc.
- 329. National Association of State Universities Land Grant Colleges
- 330. National Association of ~~the~~ Board of Education
- 331. National Association of the Partners of the Americans
- 332. National Association of Towns and Townships
- 333. National Association of Water Companies
- 334. National Black Caucus of State Legislators
- 335. National Bureau of Economic Research, Inc.
- 336. National Business Education Association
- 337. National Business League
- 338. National California Institute for Research and Education
- 339. National Center for Higher Education Management Systems
- 340. National Center for Housing Management
- 341. National Center for State Courts
- 342. National Center for Tax Education and Research
- 343. National Center for the Study of Professions
- 344. National Coalition for Quality in Tax Administration
- 345. National Coalition of Hispanic ~~Minority~~ Health and Human Services Organizations
- 346. National Commission for the Public Service
- 347. National Committee on United States-China Relations, Inc.
- 348. National Community AIDS Partnership
- 349. National Conference of State Historic Preservation Officers
- 350. National Conference of State Legislatures
- 351. National Conference on Social Welfare
- 352. National Council for Homemaker Home Health Aide Service
- 353. National Council of La Raza
- 354. National Council of Negro Women
- 355. National Council of Savings Institutions

- 355. National Council on the Aging
- 357. National Criminal Justice Association
- 358. National Education Association
- 359. National Environmental Education and Training Foundation
- 360. National Environmental Technology Applications Corporation
- 361. National Fish and Wildlife Foundation
- 362. National 4-H Council
- 363. National Governors' Association
- 364. National Health Council, Inc.
- 365. National Hispanic University
- 366. National IMAGE, Inc.
- 367. National Indian Health Board, Inc.
- 368. National Institute for Dispute Resolution
- 369. National Institute for Public Policy
- 370. National Italian American Foundation
- 371. National Minority AIDS Council
- 372. National Organization of Black Law Enforcement Executives
- 373. National Organization on Disability
- 374. National Park Foundation
- 375. National Real Estate Brokers
- 376. National Rural Water Association
- 377. National School Boards Association
- 378. National School Public Relations Association
- 379. National School Volunteer Program
- 380. National Security Industrial Association
- 381. National Society of Professional Engineers
- 382. National Trust for Historic Preservation
- 383. National Urban Coalition
- 384. National Urban Fellows, Inc.
- 385. National Urban League, Inc.
- 386. National Water Well Association
- 387. Nature Conservancy
- 388. Nature Institute
- 389. Naval Aerospace Medical Research Laboratory
- 390. New England Governors' Conference, Inc.
- 391. New England Innovation Group, Inc.
- 392. New England Waste Management Officials Association
- 393. New Mexico MESA, Inc.
- 394. New York State Urban Development Corporation
- 395. North Alabama Science Center, Inc.
- 396. North American Association for Environmental Education
- 397. North Carolina Supercomputing Center
- 398. North Mississippi Environmental Education Consortium, Inc.
- 399. Northeast Economic Action Research Corporation
- 400. Northeast States for Coordinated Air Use Management
- 401. Northern California Institute for Research and Education
- 402. Northern Colorado Council of Governments
- 403. Northern Oklahoma Development Corporation
- 404. Northern Virginia Planning District Commission
- 405. Northwest Family Network
- 406. Northwest Michigan Council of Governments
- 407. Northwest Power Planning Council

- 408. Northwest Regional Educational Laboratory
- 409. Oak Ridge Associated Universities
- 410. Ohio Aerospace Institute
- 411. Ohio College of Podiatric Medicine
- 412. Ohio Historical Society
- 413. Oklahoma Medical Research Foundation
- 414. One To One Partnership, Inc.
- 415. Opportunity Funding Corporation
- 416. Oregon Trout, Inc.
- 417. Outreach, Inc.
- 418. Overseas Development Council
- 419. Pacific Academy for Advanced Studies
- 420. Pacific Fishery Management Council
- 421. Pacific International Center for High Technology Research
- 422. Pacific Northwest Innovation Group
- 423. Palo Alto Medical Foundation
- 424. Partners for Livable Places, Inc.
- 425. Partnership for Productivity
- 426. PEN American Center
- 427. Philadelphia Housing Authority
- 428. Physician Payment Review Commission
- 429. Piedmont Triad Council of Governments
- 430. Planet Walk
- 431. Platte River Whooping Crane Maintenance Trust, Inc.
- 432. Points of Light Initiative Foundation
- 433. Police Foundation
- 434. Population Institute
- 435. Population Reference Bureau, Inc.
- 436. Positive Futures, Inc.
- 437. Potomac Institute for Economic Research
- 438. Private Sector Council
- 439. Professional Managers Association
- 440. Public Administration Service
- 441. Public Employees for Environmental Responsibility
- 442. Public Employees Roundtable
- 443. Public Technologies, Inc.
- 444. Puget Sound Blood Center and Program
- 445. Quality Education for Minorities Network
- 446. Radio Free Europe/Radio Liberty, Inc.
- 447. RAND Corporation
- 448. Raptor Rehabilitation and Propagation Project
- 449. Region VII American Indian Council
- 450. Regional Citizens' Advisory Council
- 451. Regional Fishery Management Councils (Northeast, Mid-Atlantic, South Atlantic, Caribbean, Gulf of Mexico, Pacific, North Pacific, Western Pacific)
- 452. Regional Plan Association
- 453. Research and Educational Institute, Inc.
- 454. Research Associates for Defense Conversion, Inc.
- 455. Harbor- UCLA Medical Center
- 456. Research Corporation of the University of Hawaii
- 457. Research for Better Schools, Inc.
- 458. Research Triangle Institute

- 459. Resources for the Future
- 460. Robert R. Moton Memorial
- 461. Rural America
- 462. Rural New York Farmworker Opportunities, Inc.
- 463. Sabre Foundation, Inc.
- 464. San Diego Association of Governments
- 465. San Diego State University Foundation
- 466. San Francisco Bay-Delta Aquatic Habitat Institute
- 467. Save The Bay
- 468. Seattle Institute for Biomedical and Clinical Research
- 469. Semiconductor Research Corporation
- 470. Senior Executives Association
- 471. Senior Executives Association Professional Development League
- 472. SER-Jobs for Progress National, Inc.
- 473. SETAC Foundation for Environmental Education, Inc.
- 474. SETI Institute
- 475. 70001 Training and Employment Institute
- 476. Small Business High Technology Institute
- 477. Social Science Research Council
- 478. Society for American Archaeology
- 479. Society for Research in Child Development
- 480. Solidarity Endowment
- 481. South Alabama Regional Planning Commission
- 482. South Carolina Sea Grant Consortium
- 483. South Central Connecticut Agency on Aging
- 484. South Central Los Angeles Regional Center
- 485. South-East Consortium for International Development
- 486. Southeast Housing and Revitalization Program
- 487. Southeastern Center for Electrical Engineering Education
- 488. Southeastern Colorado Health Systems Agency
- 489. Southeastern Universities Research Association, Inc.
- 490. Southwest Educational Development
- 491. Southwest Innovation Group
- 492. Southwest Research Institute
- 493. SRI International
- 494. SRI Institute
- 495. State Humanities Councils
- 496. State Justice Institute
- 497. Sunshine Foundation
- 498. Syracuse Research Corporation
- 499. Tahoe Regional Planning Agency
- 500. Tallahassee Housing Foundation
- 501. Tanana Chiefs Conference, Inc.
- 502. Task Force for Child Survival
- 503. Tata Energy and Resources Institute
- 504. TechnoServe, Inc.
- 505. Terrene Institute
- 506. Training and Development Corporation
- 507. Tribal American Consulting Corporation
- 508. Triangle Institute
- 509. Trout Unlimited Corporation
- 510. Underground Injection Practices Council

- 511. Underwriters Laboratories Inc.
- 512. United Nations Development Corporation
- 513. United Negro College Fund
- 514. United Sioux Tribes of South Dakota
- 516. United States-China Business Council
- 516. United States/Republic of China Economic Council
- 517. United States Conference of Mayors
- 518. United States Council for the International Year of Disabled Persons
- 519. United States Environmental Training Institute
- 520. United States Institute for Near East Policy, Inc. OF PEACE
- 521. United States Marshals Foundation
- 522. United States Space Foundation
- 523. Universities Space Research Association
- 524. University City Science Center
- 525. University Corporation for Atmospheric Research
- 526. Upper Albany Community Organization
- 527. Urban Institute
- 528. Urban Observatory of Metropolitan-Nashville-University Centers
- 529. Urban Resource Institute
- 530. USA-ROC Economic Council
- 531. Ute Distribution Corporation
- 532. Veterans Medical Research Foundation of San Diego
- 533. W.E. Upjohn Institute for Employment Research
- 534. Washington Business Group of Health
- 535. Washington Dulles Task Force
- 536. Washington Heights-West Harlem-Inwood Mental Health Council, Inc.
- 537. Washington Institute of Peace FOR NEAR EAST POLICY
- 538. Water Environmental Federation
- 539. Water Pollution Control Federation Research Foundation
- 540. Weather Research Center
- 541. West Central Services, Inc.
- 542. West Virginia High Technology Consortium Foundation
- 543. West Virginia University Research Corporation
- 544. West Virginia University Research High Technology Consortium Foundation
- 545. Western Consortium for Public Health
- 546. Western Governors' Association
- 547. Willapa Alliance
- 548. Winrock International Institute for Agricultural Development
- 549. Women's Institute
- 550. Woods Hole Oceanographic Institution
- 551. Workplace Health Fund
- 552. World Bird Sanctuary
- 553. World Council of Credit Unions, Inc.
- 554. World Energy Efficiency Association
- 555. World Environment Center
- 556. World Wildlife Fund-U.S.
- 557. Young Astronaut Council
- 558.
- 559.
- 560.

April 25, 1995

Addendum to IPA List

Alaska Native Health Board
Americans for Indian Opportunity
American GI Forum of Colorado
American Sportfishing Association
Atlanta Committee for the Olympic Games
Atlanta Paralympic Organizing Committee
Arthritis Foundation
Association of Reproductive Health Professionals
CSU Long Beach Foundation
Center for Occupational Research and Development
Congressional Hispanic Caucus Institute
Congressional Hunger Center
Cooper Institute for Aerobics Research
Council for Basic Education
Education Development Center, Inc.
Employers National Job Service Council
Environmental Council of the States
Florida Endowment Fund for Higher Education
Harbor Branch Oceanographic Institution
Human Resources Development Institute
Immigration and Refugee Services of America
Institute for Agriculture and Trade Policy
Institute for Educational Leadership
Institute for the Social Science Study of Space
Logistics Management Institute

Medical Technology and Practice Patterns Institute

Military Order of the Purple Heart

National Alliance for the Mentally Ill

National Association of State Directors of Vocational
Technical Education

National Congress for Community Economic Development

National Wildlife Foundation

Opportunity Housing, Inc.

Pacific States Marine Fisheries Commission

Riverside Research Institute

Society of Hispanic Professional Engineers

Soros Foundation

Southern Appalachian Mountains Initiative

Visiting Nurses Association of America

PART 333—RECRUITMENT AND SELECTION FOR TEMPORARY AND TERM APPOINTMENTS OUTSIDE THE REGISTER

Subpart A—General Provisions

Sec.

333.101 Standards for temporary and term appointments outside the register.

333.102 Preference in temporary and term appointments outside the register.

Subpart B—Consideration for Appointment

§ 333.201 Making appointments from an unranked list.

§ 333.202 Making appointments from a numerically ranked list.

AUTHORITY: 5 U.S.C. 1302, 3301, 3302, E.O. 10577, 3 CFR 1954-1958 Comp., p. 218; section 333.203 also issued under 5 U.S.C. 1104, Pub. L. 95-454, sec. 3(5).

Subpart A—General Provisions

§ 333.101 Standards for temporary and term appointments outside the register.

Except as OPM may otherwise specify in the Federal Personnel Manual, an agency, in making a temporary or term appointment outside the register, shall determine that the applicant meets the qualification standards issued by OPM and that he is not disqualified for any of the reasons listed in §§ 339.101 and 731.201 of this chapter. Candidates found to be qualified shall be assigned either an eligible rating or a numerical score of at least 70 on a scale of 100.

[33 FR 12428, Sept. 4, 1968; as amended at 53 FR 35293, Sept. 13, 1988]

§ 333.102 Public notice for temporary and term appointments outside the register.

An agency recruiting outside the register must send a vacancy announcement to the OPM job information center(s) and place an order with the State Employment Service office(s) that have geographic jurisdiction over the position(s). The notices must describe the qualifications required and application deadline and must include equal opportunity and veterans preference provisions. OPM will issue spe-

cific instructions for preparing notices in the Federal Personnel Manual.

[56 FR 64469, Dec. 10, 1991]

§ 333.103 Preference in temporary and term appointments outside the register.

In actions subject to this part, each agency shall grant veteran preference as follows:

(a) When numerical scores are used in evaluation and referral, the agency shall grant 5 additional points to preference eligibles under section 2108(3) (A) and (B) of title 5, United States Code, and 10 additional points to preference eligibles under section 2108(3) (C) through (G) of that title.

(b) When eligible candidates are referred without ranking, the agency shall note preference as "CP" for preference eligibles under section 2103(3)(C) of title 5, United States Code, and as "IP" for all other preference eligibles under that title. (At its discretion, the agency may use the notation "XP" for preference eligibles under section 2108(3) (D) through (G) of title 5, but those eligibles will not be distinguished from "IP" eligibles in the referral process.)

[53 FR 35293, Sept. 13, 1988. Redesignated at 56 FR 64469, Dec. 10, 1991]

Subpart B—Consideration for Appointment

§ 333.201 Making appointments from an unranked list.

In making temporary and term appointments from a list of eligible candidates who have not received numerical scores, an agency shall give preference to preference eligibles as follows:

(a) For professional and scientific positions at the GS-9 level or above, or equivalent, preference should be given to preference eligibles without regard to the type of preference.

(b) For other positions, preference shall be given first to preference eligibles with compensable service-connected disability of 10 percent or more, and second to other preference eligibles.

(c) Except as provided in paragraph (b) of § 333.202 and in § 333.203, qualified

candidates not eligible for veteran preference may be selected only when no qualified veteran preference eligibles are available.

[Redesignated and amended at 53 FR 35294, Sept. 13, 1988; 56 FR 64470, Dec. 10, 1991]

§ 333.202 Making appointments from a numerically ranked list.

(a) *Establishing the list.* An agency shall enter the names of all applicants having an eligible numerical score on the employment list in the following order:

(1) Preference eligibles having a compensable service-connected disability of 10 percent or more in the order of their augmented ratings, unless the list will be used to fill professional positions at the GS-9 level and above, or equivalent.

(2) All other qualified candidates in the order of their augmented ratings. At each score, qualified candidates eligible for 10-point preference will be entered ahead of those eligible for 5-point preference or those not eligible for veteran preference, and those eligible for 5-point preference will be entered ahead of those not eligible for preference.

(b) *Selection.* When making an appointment from a list on which candidates have received numerical scores, the agency must make its selection from not more than the highest three names available for appointment in the order provided in paragraph (a) of this section, except that an agency is not required to—

(1) Consider an applicant who has previously been considered three times by the same appointing officer for positions at the same grade level and for the same line of work;

(2) Consider a preference eligible whose eligibility for further consideration for the position has been discontinued as provided in § 333.203.

[53 FR 35294, Sept. 13, 1988, as amended at 56 FR 64470, Dec. 10, 1991]

§ 333.203 Passing over a preference eligible.

(a) *Preference eligibles with compensable service-connected disabilities of 30 percent or more.* When an agency making an appointment passes over the name of a preference eligible who is en-

titled to prior consideration under paragraph (b) of § 333.201 or under paragraph (a) of § 333.202 and who has a compensable service-connected disability of 30 percent or more and propose to select a nonpreference eligible, the agency must—

(1) Submit its reasons for so doing to the OPM office with examining jurisdiction over the position;

(2) Notify the preference eligible of the proposed passover, the reasons for it, and his or her right to respond to OPM within 15 days after the date of notification; and

(3) Obtain OPM's approval for proposed passover before selecting a nonpreference eligible.

(b) *Other preference eligibles.* When an agency making an appointment passes over the name of a preference eligible other than one described in paragraph (a) of this section who is entitled to prior consideration under paragraph (a) of § 333.201 or under paragraph (a) of § 333.202 and selects a nonpreference eligible, it must record its reasons for doing so and must furnish a copy of the reasons to the preference eligible to his or her representative on request.

(c) *Discontinuing consideration.* An agency may discontinue consideration of a preference eligible for a position on three occasions, the agency has considered the candidate for the position and has either—

(1) Obtained OPM's approval to pass over his or her name and select a preference eligible in accordance with paragraph (a) of this section; or

(2) Passed over his or her name and recorded its reasons for so doing as provided in paragraph (b) of this section.

PART 334—TEMPORARY ASSIGNMENT OF EMPLOYEES BETWEEN FEDERAL AGENCIES AND STATE, LOCAL, AND INDIAN TRIBAL GOVERNMENTS, INSTITUTIONS, HIGHER EDUCATION, AND OTHER ELIGIBLE ORGANIZATIONS

Sec.

334.101 Purpose.

334.102 Definitions.

334.103 Certification of instrumentalities, authorities of State and local governments, "other organizations."

334.104 Length of assignment.

- 334.105 Obligated service requirement.
- 334.106 Requirement for written agreement.
- 334.107 Termination of agreement.
- 334.108 Reports required.

AUTHORITY: 5 U.S.C. 3376; E.O. 11589, 3 CFR 557 (1971-1975).

SOURCE: 44 FR 25394, May 1, 1979, unless otherwise noted.

§ 334.101 Purpose.

The purpose of this part is to carry into effect the objectives of title IV of the Intergovernmental Personnel Act of 1970 and title VI of the Civil Service Reform Act which authorize the temporary assignment of employees between Federal agencies and State, local, and Indian tribal governments, institutions of higher education and other eligible organizations.

§ 334.102 Definitions.

In this part: *Assignment* means a period of service under chapter 33, subchapter VI of title 5, United States Code:

Employee means an individual serving in a Federal agency under a career or career-conditional appointment including career appointees in the Senior Executive Service, individuals under appointments of equivalent tenure in accepted service positions, and presidential management interns; or an individual employed for at least 90 days in a career position with a State, local, or Indian tribal government, institution of higher education, or other eligible organization;

Federal agency means an Executive agency, military department, a court of the United States, the Administrative Office of the United States Courts, the Library of Congress, the Botanic Garden, the Government Printing Office, the Congressional Budget Office, the United States Postal Service, the Postal Rate Commission, the Office of the Architect of the Capitol, the Office of Technology Assessment, and such other similar agencies of the legislative and judicial branches as determined appropriate by the Office of Personnel Management;

Institution of higher education means a domestic, accredited public or private 4-year college or university, or a technical or junior college;

Indian tribal government refers to any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village as defined in the Alaska Native Claims Settlement Act (85 Stat. 668) which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians and includes any tribal organization as defined in section 4(c) of the Indian Self-Determination and Education Assistance Act (Pub. L. 93-638, S. 105);

Local government means any political subdivision, instrumentality, or authority of a State or States; and any general or special purpose agency of such a political subdivision, instrumentality, or authority;

Other organization means a national, regional, Statewide, areawide, or metropolitan organization representing member State or local governments; an association of State or local public officials; or a nonprofit organization which has as one of its principal functions the offering of professional advisory, research, education, or development services, or related services to governments or universities concerned with public management; and

State means a State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Trust Territory of the Pacific Islands, the Northern Mariana Islands, and a territory or possession of the United States; and an instrumentality or authority of a State or States; and a Federal-State authority or instrumentality.

§ 334.103 Certification of instrumentalities or authorities of State and local governments and "other organizations".

(a) Organizations interested in participating in the mobility program as an instrumentality or authority of a State or local government or as an "other organization" as set out in this part must have their eligibility certified by the Office of Personnel Management before they will be eligible to enter into a mobility agreement with a Federal agency.

(b) Written requests for certification shall include a copy of the organization's:

Office of Personnel Management

- (1) Articles of incorporation;
 - (2) Bylaws;
 - (3) Internal Revenue Service non-profit statement; and
 - (4) Any other information describing the organization's activities as they relate to the public management concerns of governments or universities.
- (c) Requests should be mailed to the following address: Assistant Director for Intergovernmental Personnel Programs, Office of Personnel Management, P.O. Box 14184, Washington, DC 20044.

(45 FR 996, Jan. 4, 1980)

§ 334.104 Length of assignment.

(a) An assignment may be made for up to 2 years and may be extended by the head of a Federal agency for up to 2 more years, given the concurrence of the other parties to the agreement.

(b) A Federal agency may not send or receive on assignment an employee who has served under the mobility authority for 4 continuous years without at least a 12-month return to duty with the level of government or the organization from which originally assigned.

(c) Successive assignments without a break of at least 60 calendar days will be regarded as continuous service under the mobility authority.

(d) A Federal agency may not send on assignment an employee who has served on mobility assignments for more than a total of 6 years during his or her Federal career. The Office of Personnel Management may waive this provision upon the written request of the agency head.

(44 FR 25394, May 1, 1979. Redesignated at 45 FR 996, Jan. 4, 1980)

§ 334.105 Obligated service requirement.

A Federal employee assigned under this subchapter must agree as a condition of accepting an assignment to serve with the Federal Government upon the completion of the assignment for a period equal to the length of the assignment.

(44 FR 25394, May 1, 1979. Redesignated at 45 FR 996, Jan. 4, 1980)

§ 334.106 Requirement for written agreement.

(a) Before an assignment is made, Federal agency and the State, local, Indian tribal government, institution of higher education, or other eligible organization and the assigned employee shall enter into a written agreement which records the obligations, responsibilities of the parties as specified in 5 U.S.C. 3373-3375 and in Federal Personnel Manual Chapter 334.

(b) Where the Federal agency, more than 50 percent of costs of mobility assignment involving a Federal employee and the period of assignment exceeds 6 months, the agency must document the rationale for cost-sharing arrangements in the mobility agreement.

(c) Two copies of the original agreement, as well as any modification, be sent to the Office of Personnel Management within 15 days of the date that the assignment or modification becomes effective.

(44 FR 25394, May 1, 1979. Redesignated at 45 FR 996, Jan. 4, 1980)

§ 334.107 Termination of agreement.

(a) An assignment may be terminated at any time at the request of the Federal agency or the State, local, Indian tribal government, institution of higher education, or other eligible organization. Where possible, the party terminating the assignment prior to the agreed upon date shall provide 30-days advance notice with a statement of reasons to other parties to the agreement.

(b) Federal assignees continue to "cumber" the positions they occupy prior to assignment, and the position subject to any personnel actions might normally occur. At the end of the assignment, the employee may be allowed to resume the duties of his position or must be reassigned to other position of like pay and grade.

(c) An assignment is terminated automatically when the employee's relationship ceases to exist between the assignee and his or her original employer.

(d) The Office of Personnel Management shall have the authority to terminate an assignment to terminate an assignment.

ments or take other corrective actions when assignments are found to have been made in violation of the requirements of the Intergovernmental Personnel Act and/or this part.

[44 FR 25394, May 1, 1979. Redesignated and amended at 45 FR 996, Jan. 4, 1980]

§ 334.108 Reports required.

A Federal agency which assigns an employee to or receives an employee from a State, local, or Indian tribal government, institution of higher education or other eligible organization in accordance with this part shall submit to the Office of Personnel Management such reports as the Office of Personnel Management may request.

[44 FR 25394, May 1, 1979. Redesignated at 45 FR 996, Jan. 4, 1980]

PART 335—PROMOTION AND INTERNAL PLACEMENT

Subpart A—General Provisions

Sec.

- 335.101 Effect of position change on status and tenure.
- 335.102 Agency authority to promote, demote, or reassign.
- 335.103 Agency promotion programs.
- 335.104 Eligibility for career ladder promotion.
- 335.105 Notice of job announcements to OPM.

AUTHORITY: 5 U.S.C. 3301, 3302, 3329, and E.O. 10577 (3 CFR 1954-58 Comp., p. 218).

Subpart A—General Provisions

§ 335.101 Effect of position change on status and tenure.

(a) *Status.* A position change authorized by § 335.102 does not change the competitive status of an employee.

(b) *Tenure.* Except as provided in paragraph (c) of this section and § 316.703 of this chapter, a position change authorized by § 335.102 does not change the tenure of an employee.

(c) *Exceptions.* (1) A career-conditional employee who is promoted, demoted, or reassigned to a position paid under chapter 45 of title 39, United States Code, or required by law to be filled on a permanent basis becomes a career employee.

(2) A career employee who is promoted, demoted, or reassigned from a position paid under chapter 45 of title 39, United States Code, or required by law to be filled on a permanent basis to a position under the career-conditional employment system becomes a career-conditional employee unless he has completed the service requirement for career tenure.

[33 FR 12428, Sept. 4, 1968]

§ 335.102 Agency authority to promote, demote, or reassign.

Subject to § 335.103 and, when applicable, to part 319 of this chapter, an agency may:

- (a) Promote, demote, or reassign a career or career-conditional employee;
- (b) Reassign an employee serving under a temporary appointment pending establishment of a register to a position to which his original assignment could have been made by the same appointing officer from the same recruiting list under the same order of consideration;
- (c) Promote, demote, or reassign an employee serving under an overseas limited appointment of indefinite duration or an overseas limited-term appointment to another position to which an initial appointment under § 301.201, § 301.202, or § 301.203 of this chapter is authorized;
- (d) Promote, demote, or reassign (1) a status quo employee and (2) an employee serving under an indefinite appointment in a competitive position, except that this authority may not be used to move an employee:

- (i) From a position in which an initial overseas limited appointment is authorized to another position; or
- (ii) To a position in which an initial overseas limited appointment is authorized from another position; and
- (e) Promote, demote, or reassign a term employee serving on a given project to another position within the project which the agency has been authorized to fill by term appointment;
- (f) Make time-limited promotions to fill temporary positions, accomplish project work, fill positions temporarily pending reorganization or downsizing, or meet other temporary needs for a specified period of not more than 5 years, unless OPM authorizes the agency

to make and/or extend time-limited promotions for a longer period.

(1) The agency must give the employee advance written notice of the conditions of the time-limited promotion, including the time limit of the promotion; the reason for a time limit; the requirement for competition for promotion beyond 120 days, where applicable; and that the employee may be returned at any time to the position from which temporarily promoted, or to a different position of equivalent grade and pay; and the return is not subject to the procedures in parts 351, 352, 752, or 771 of this chapter. When an agency effects a promotion under a nondiscretionary provision and is unable to give advance notice to the employee, it must provide the notice as soon as possible after the promotion is made.

(2) This paragraph applies to a career, career-conditional, status quo, indefinite, or term employee and to an employee serving under an overseas limited appointment of indefinite duration, or an overseas limited term appointment.

[33 FR 12428, Sept. 4, 1968, as amended at 35 FR 13075, Aug. 18, 1970; 45 FR 24855, Apr. 11, 1980; 57 FR 10124, Mar. 24, 1992; 58 FR 59347, Nov. 9, 1993]

§ 335.103 Agency promotion programs.

(a) *Merit promotion plans.* Except as otherwise specifically authorized by OPM, an agency may make promotions under § 335.102 of this part only to positions for which the agency has adopted and is administering a program designed to insure a systematic means of selection for promotion according to merit. These programs shall conform to the requirements of this section.

(b) *Merit promotion requirements.* (1) *Requirement 1.* Each agency must establish procedures for promoting employees which are based on merit and are available in writing to candidates. Agencies must list appropriate exceptions, including those required by law or regulation, as specified in paragraph (c) of this section. Actions under a promotion plan—whether identification, qualification, evaluation, or selection of candidates—shall be made without regard to political, religious, or labor organization affiliation or

nonaffiliation, marital status, color, national origin, nondisqualifying physical handicap, age, and shall be based solely on related criteria.

(2) *Requirement 2.* Areas of competition must be sufficiently broad to ensure the availability of high quality candidates, taking into account the nature and level of the positions. Agencies must also ensure that employees within the area of competition who are absent for legitimate reason, e.g., on detail, on leave, training courses, in the military service, or serving in public international organizations or on Intergovernmental Personnel Act assignments, receive appropriate consideration for promotion.

(3) *Requirement 3.* To be eligible for promotion or placement, candidates must meet the minimum qualification standards prescribed by the Office of Personnel Management (OPM). Methods of evaluation for promotion, placement, and selection for training which leads to promotion, must be consistent with instructions in part 335, subpart A, of this chapter. Due weight shall be given to performance awards and incentive awards.

(4) *Requirement 4.* Selection procedures will provide for management right to select or not select among a group of best qualified candidates. They will also provide management's right to select other appropriate sources, such as employment priority lists, reemployment, transfer, handicapped veteran Readjustment Act eligibles, those within reach on an approved OPM certificate. In deciding source or sources to use, agency has an obligation to determine the most likely to best meet the mission objectives, contribute ideas and new viewpoints, and meet agency's affirmative action goals.

(5) *Requirement 5.* Administer the promotion system will include keeping and the provision of necessary information to employ the public, ensuring that individual rights to privacy are protected, agency must maintain a permanent record of each promotion sufficient to allow reconstruction of the process, including documentation of action.

- Best approach would be one that would allow
- WIRE
- We can accept gifts under certain circumstances
- Gerry Tenoer -

elig — —

re: educatn.
positn

a: you + jka

PETER L. LEVIN
7018 Alicent Court
McLean, VA 22101
(w) 1-202-395-4732 (h) 1-703-790-2608

EDUCATION

Carnegie Mellon University, Pittsburgh PA	Ph.D. Electrical and Computer Engineering 1988
Carnegie Mellon University, Pittsburgh PA	M.S. Electrical and Computer Engineering 1984
Carnegie Mellon University, Pittsburgh PA	B.S. Electrical and Computer Engineering 1983

PROFESSIONAL INTERESTS

Information technologies, infrastructure technologies. As an engineering professor engaged in research on electric power generation and distribution, the Global Positioning System, biomedicine, and education. As a White House Fellow participated in policy work on international telecommunication issues related to the GII, including ubiquitous internet and universal telephony access. Current focus on the Partnership for a New Generation of Vehicles, and am Consulting Editor of the White House Home Page.

PROFESSIONAL ACTIVITIES

1995 - present	White House Fellow, Washington D.C. Special Assistant to the Director, Office of Management and Budget
1994 - 1995	Alexander Von Humboldt Fellow, Technical University of Darmstadt, Germany Visiting Professor of Mathematical Physics
1988 - present	Faculty member in the Department of Electrical and Computer Engineering, Worcester Polytechnic Institute; Supervisor, Computational Fields Laboratory
1988	DAAD Visiting Scientist, Technical University of Munich
1983 - 1988	American Electronics Association Graduate Fellow, Carnegie Mellon University

SELECTED AWARDS

White House Fellow (1995)
Alexander Von Humboldt Research Fellowship (1994)
National Science Foundation Presidential Young Investigator (1991)
Outstanding Paper Award, ION-GPS (1990)
Joseph Samuel Satin Distinguished Fellowship for Excellence in Teaching and Research (1990)

SELECTED PAPERS

"Multiscale Compression of BEM Equations for Electrostatic Systems", R. Schneider, P.L. Levin and M. Spasojevic, accepted for publication in the *IEEE Trans. on Dielectrics and Electrical Insulation*

"Nonlinear Diffractive Inverse Scattering for Multiple Scattering in Inhomogeneous Acoustic Background Media", H. Gan, R. Ludwig, and P.L. Levin, *Journal of the Acoustic Society of America*, vol. 97, no. 2, February, 1995

"On Adaptive Refinement for Boundary Integral Methods in Electrostatics", M. Spasojevic and P.L. Levin, *IEEE Trans. on Dielectrics and Electrical Insulation*, vol. 1, no. 6, December, 1994

OTHER INFORMATION

Software created in my university laboratory was distributed to more than one hundred institutions in a dozen countries.

I speak fluent German and have served as a professional translator and interpreter.

Married, two children.

Biography of Peter Lawrence Levin

Prior to being named a White House Fellow in July of last year, Peter L. Levin, 34, was a tenured Associate Professor of Electrical and Computer Engineering at Worcester Polytechnic Institute in Massachusetts. There he established and supervised the Computational Fields Laboratory, a self-supporting enterprise in the Department of Electrical and Computer Engineering, which attracted more than \$1.2 million in externally supported research contracts and grants.

His professional activities have been primarily focused on numerical analysis and electromagnetic field theory, with particular emphasis on applications in the electric power industry, biomedical engineering, satellite navigation, and education. Computer software created in the CFL has been distributed to more than fifty universities in twelve countries, including the premier institutions in the United States, and his laboratory has fifteen corporate sponsors and partners. He is the author or co-author of 35 scientific articles on topics ranging from the Global Positioning System to supercomputer applications. His contributions have been recognized by a Sabin Distinguished Fellowship for Excellence in Teaching and Research (WPI), an Outstanding Paper Award (Institute of Navigation), a National Science Foundation Presidential Young Investigator Award (US), and the Alexander Von Humboldt Foundation (Germany).

Levin conceived and led WPI's first recycling program, participated in the establishment of a cost effective city-wide initiative, and has supervised projects and taught classes on environmentally sustainable technologies and policies. In recognition of these and other services he was named WPI's first Institute Associate Professor, an honorary chair designated to promote civil awareness and responsibility in aspiring engineers and scientists.

Levin received his doctorate from Carnegie Mellon University in Pittsburgh, where he was an American Electronics Association Fellow, and was subsequently invited to the Technical University of Munich by the German Academic Exchange Service. He also spent one year as a visiting professor in the Department of Mathematics at the Technical University of Darmstadt. During his time in Germany he lectured, in German, on technical topics and the Jewish Diaspora.

In addition to the recycling program, his recent volunteer services include participation in the Clinton-Core Transition Team (correspondence department) and hospice care of a terminally ill cancer patient. In Pittsburgh he was the legal guardian of a teenage boy for the purpose of monitoring his progress and behavior in school. In Worcester he regularly delivers food to the Mustard Seed, a homeless shelter near WPI's campus. He also serves as a referee for a number of archival journals and international conferences, as well as the National Science Foundation.

Peter Levin is married to Klaudia Lechner, and they are the parents of two young sons. He has competed in dozens of 5 and 10 kilometer races, and run one Marine Corps Marathon. He is a licensed amateur radio operator.

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

30-Apr-1996 09:01pm

TO: Elizabeth E. Drye

FROM: Carol H. Rasco
 Domestic Policy Council

CC: Jeremy D. Benami

SUBJECT: Graduate student in social work internship

Looks like we have a good worker to help on Child Welfare. Kathi Way called tonight that one of her staff members is Linda Shannon who is at this time also attending Univ. of Penn. School of Social Work, will be in third and final year next year and wants to do her required internship here. She is Kathi's age or close to it, has always worked in social work field. Kathi says she is single, will work all hours night and day and is terrific! (Note to Eliz.: we had an intern one full school year a couple of years ago or so from Univ. of Penn and she was terrific.)

I've told Kathi to have Linda find out what we need to do to meet school's requirements and then to call me or Eliz to do next steps with our volunteer/intern office, etc.

THE WHITE HOUSE
OFFICE OF DOMESTIC POLICY

CAROL H. RASCO
Assistant to the President for Domestic Policy

To: ① EHR ✓ Eliz

Draft response for POTUS
and forward to CHR by: _____

Draft response for CHR by: _____

Please reply directly to the writer
(copy to CHR) by: _____

Please advise by: _____

Let's discuss: _____

For your information: _____

Reply using form code: _____

File: _____

Send copy to (original to CHR): _____

Schedule ? : ☐ Accept ☐ Pending ☐ Regret

Designee to attend: _____

Remarks: _____

_____ I'm not
_____ interested.

We can't
have room for
one, must
7, be by our
(will be out
for 2 weeks by
end of summer)
etc

APR 12 1996

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

April 10, 1996

MEMORANDUM FOR CAROL H. RASCO

FROM:

BROOKE SHEARER
DIRECTOR 

SUBJECT:

White House Fellow Assignments

The President's 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. The Fellowship year will run September 1, 1996 through August 31, 1997.

Be assured that we consider all positive replies an expression of interest, not a commitment on either your part or ours.

Should you indicate that you would consider offering a member of the 1996-97 class of Fellows the chance to serve as a special assistant for the coming Fellowship year, we will contact you again in mid-June. At that time, you will receive a brief biographical sketch of each Fellow and an invitation to interview the Fellows of your choice during the last week of June. Decisions regarding Fellows' placements are made in consultation with you.

Please be advised that all Fellows (with the exception of any military personnel) receive a salary of approximately \$65,000 (GS-14, Step 03). In addition, sponsoring agencies provide an annual travel allowance of \$7,000 for Fellowship-related travel. These are substantial figures, particularly in the face of government downsizing. But we are confident that the Fellows will more than warrant your investment.

Would you kindly indicate your interest in sponsoring a Fellow next year by returning the accompanying form to me by fax at your earliest convenience. Thank you.

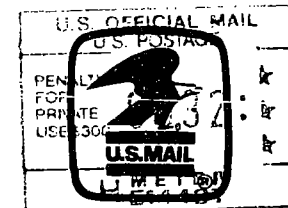
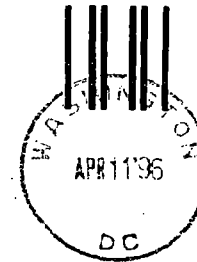
Enclosure

U.S. Office of Personnel Management
PRESIDENT'S COMMISSION
ON WHITE HOUSE FELLOWSHIPS
712 Jackson Place, N.W.
Washington, D.C. 20503

OFFICIAL BUSINESS
Penalty for Private Use, \$300

The Honorable Carol H. Rasco
Assistant to the President
Domestic Policy Council
The White House, West Wing
Washington, DC 20500

CON 120-69-3
June 1985



POSTAGE AND FEES PAID
U.S. OFFICE OF
PERSONNEL MANAGEMENT
OPM-245



- Susan Frost — 901-8450 Now at D
used to run CER
Committee for Educ. Funding.

- Educ Commission for the States —
worked on ~~~~~ Colorado/Denver.
NGA Summit.

CPRIE — Center for Policy Research in Education
— Rutgers² —

↳ Articles — get seminars,

Ralph Smith — Annie Casey

ASSIGNMENT AGREEMENT

Title IV of the Intergovernmental Personnel Act of 1970 (5 U.S.C. 3371 - 3376)

INSTRUCTIONS

This agreement constitutes the written record of the obligations and responsibilities of the parties to a temporary assignment arranged under the provisions of the Intergovernmental Personnel Act of 1970.

The term "State or local government," when appearing on this form, also refers to an institution of higher education, an Indian tribal government, and any other eligible organization.

Copies of the completed and signed agreement should be retained by each signatory.

Within 30 days of the effective date of the assignment, two copies of this form must be sent to:

U.S. Office of Personnel Management
Personnel Mobility Program
Staffing Operations Division/CEG
1900 E Street, NW
Washington, D.C. 20415

Procedural questions on completing the assignment agreement form or on other aspects relating to the mobility program should be addressed to either mobility program coordinators in each Federal agency or to the staff of the Personnel Mobility Programs in the U.S. Office of Personnel Management.

ART 1 - NATURE OF THE ASSIGNMENT AGREEMENT

Check Appropriate Box

☐

New Agreement

☐

Modification

☐

Extension

ART 2 - INFORMATION ON PARTICIPATING EMPLOYEE

Name (Last, First, Middle)

3. Social Security Number

Home Address (Street, City, State, ZIP Code)

5. - A. Have you ever been on a mobility assignment?

☐ YES

☐ NO

5. - B. If "YES", date of each assignment (Month and Year)
From To

ART 3 - PARTIES TO THE AGREEMENT

Federal Agency (List office, bureau or organizational unit which is party to the agreement)

7. State or Local Government (Identify the governmental agency)

Is assignment being made through a faculty fellows program?
If "YES", give name of the program.

☐ YES

☐ NO

ART 4 - POSITION DATA

A - Position Currently Held

Employment Office Name and Address (Street, City, State and ZIP Code)

10. Employee's Position Title

11. Office Telephone Number
(Include the Area Code)

12. Immediate Supervisor (Name and Title)

B - Type of Current Appointment

13. Federal Employees (Check appropriate box.)

☐ Career Competitive
☐ Other (Specify):

Grade Level

14. State and Local Employees

State or Local Annual Salary

Original Date Employed by the State or Local Government (Month, Day, Year)

C - Position To Which Assignment Will Be Made

Employment Office Name and Address (Street, City, State and ZIP Code)

16. Assignee's Position Title

17. Office Telephone Number
(Include the Area Code)

18. Immediate Supervisor (Name and Title)

PART 5 - TYPE OF ASSIGNMENT

3. Check Appropriate Boxes

☐ On detail from a Federal agency☐ On leave without pay from a Federal agency☐ On detail to a Federal agency☐ On appointment in a Federal agency☐ Full Time
☐ Part Time
☐ Intermittent

20. Period of Assignment (Month, Day, Year)

From

To

PART 6 - REASON FOR MOBILITY ASSIGNMENT

1. Indicate the reasons for this mobility assignment and discuss how the work will benefit the participating governments. In addition, indicate how the employee will be utilized at the completion of this assignment.

PART 7 - POSITION DESCRIPTION

2. List the major duties and responsibilities to be performed while on the mobility assignment.

PART 8 - EMPLOYEE BENEFITS

23. Rate of Basic Pay During Assignment

24. Special Pay Conditions (Indicate any conditions that could increase the assigned employee's compensation during the assignment period)

25. Leave Provisions (Indicate the annual and sick leave benefits for which the assigned employee is eligible. Specify the procedures for reporting, requesting and recording such leave.)

PART 9: FISCAL OBLIGATIONS

Identify, where appropriate, the office to which Invoices and time and attendance records should be sent.

6. Federal Agency Obligations (If paying more than 50 percent of a Federal employee's salary beyond a 6-month period, specify rationale for cost-sharing decision.)

27. State or Local Government Agency Obligations

PART 10: CONFLICTS OF INTEREST AND EMPLOYEE CONDUCT

- ☐ 28. Applicable Federal, State or local conflict-of-interest laws have been reviewed with the employee to assure that conflict-of-interest situations do not inadvertently arise during this assignment.
- ☐ 29. The employee has been notified of laws, rules and regulations, and policies on employee conduct which apply to him/her while on this assignment.

PART 11: OPTIONS

30. Indicate coverage "N/A", if not applicable

A. Federal Employees Group Life Insurance

☐ Covered ☐ N/A

B. Federal Civil Service Retirement System or Federal Employees Retirement System

☐ Covered ☐ N/A

C. Federal Employee Health Benefits

☐ Covered ☐ N/A

31. State or Local Agency Benefits (Indicate all State employee benefits that will be retained by the State or local agency employee being assigned to a Federal agency. Also include a statement certifying coverage in all State and local employee benefit programs that are elected by the Federal employee on leave without pay from the Federal agency to a State or local agency.)

32. Other Benefits (indicate any other employee benefits to be made part of this agreement)

PART 12: TRAVEL AND TRANSPORTATION EXPENSES AND ALLOWANCES

33. Indicate: (1) Whether the Federal agency or State or local agency will pay travel and transportation expenses to, from, and during the assignment as specified in Chapter 334 of the Federal Personnel Manual, and (2) which travel and relocation expenses will be included.

PART 13 - APPLICABILITY OF RULES, REGULATIONS AND POLICIES

34. Check Appropriate Boxes

- ☐ A. The rules and policies governing the internal operation and management of the agency to which my assignment is made under this agreement will be observed by me.
- ☐ B. I have been informed that my assignment may be terminated at any time at the option of the Federal agency or the State or local government.
- ☐ C. I have been informed that any travel and transportation expenses covered from Federal agency appropriations may be recoverable as a debt due the United States, if I do not serve until the completion of my assignment (unless terminated earlier by either employer) or one year, whichever is shorter.
- ☐ D. I have been informed of applicable provisions should my position with my permanent employer become subject to a reduction-in-force procedure.
- ☐ E. I agree to serve in the Civil Service upon the completion of my assignment for a period equal to that of my assignment. Should I fail to serve the required time, I have been informed that I will be liable to the United States for all expenses (except salary) of my assignment. (For Federal employees only)

PART 14 - CERTIFICATION OF ASSIGNED EMPLOYEE

In signing this agreement, I certify that I understand the terms of this agreement and agree to the rules, regulations and policies as indicated in Part 13 above.

35. Location of Assignment (Name of Organization)

36. Date (Month, Day, Year)
From To

37. Signature of Assigned Employee

38. Date of Signature (Month, Day, Year)

PART 15 - CERTIFICATION OF APPROVING OFFICIALS

In signing this agreement, we certify that:

- the description of duties and responsibilities is current and fully and accurately describes those of the assigned employee;
- this assignment is being entered into to serve a sound, mutual public purpose and not solely for the employee's benefit;
- at the completion of the assignment, the participating employee will be returned to the position he or she occupied at the time this agreement was entered into or a position of like seniority, status and pay.

State or Local Government Agency

Federal Agency

39. Signature of Authorizing Officer

40. Signature of Authorizing Officer

41. Date of Signature (Month, Day, Year)

42. Date of Signature (Month, Day, Year)

43. Typed Name and Title

44. Typed Name and Title

PRIVACY ACT STATEMENT

Sections 3373 and 3374, Assignment of Employees To or From State or Local Governments, of Title 5, U.S. Code, authorizes collection of this information. The data will be used primarily to formally document and record your temporary assignment to or from a State or local government, institution of higher education, Indian tribal government, or other eligible organization. This information may also be used as the legal basis for personnel and financial transactions, to identify you when requesting information about you, e.g., from prior employers, educational institutions, or law enforcement

agencies, or by State, local, or Federal income taxing agencies.

Solicitation of your Social Security Number (SSN) is authorized by Executive Order 9397, which permitted use of the SSN as an identifier of individual records maintained by Federal agencies. Furnishing your SSN or any other data requested is voluntary. However, failure to provide any of the requested information may result in your being ineligible for participation in the Intergovernmental Assignment Program.

**WHITE HOUSE OFFICE
OTHER GOVERNMENT EMPLOYEES**

TO: OFFICE OF MANAGEMENT AND ADMINISTRATION		FROM: (Requesting official's name and department or office)	
THIS IS TO REQUEST THAT THE FOLLOWING INDIVIDUAL PERFORM DUTIES IN THE WHITE HOUSE OFFICE			
NAME: Last First Middle Initial			
BIRTHDATE:	SOCIAL SECURITY NUMBER:	DATE AND TYPE OF APPOINTMENT IN EMPLOYING AGENCY:	
GRADE/STEP:	SALARY:		
PARENT AGENCY:			
DESCRIPTION OF PROJECT OR DUTIES (PLEASE BE SPECIFIC), IF THIS IS AN EXTENSION, PLEASE NOTE BELOW:			
TYPE:			
☐ DETAILEE ☐ HISTORICALLY PROVIDED SERVICE ☐ STUDENT VOLUNTEER ☐ ASSIGNEE ☐ WHITE HOUSE FELLOW ☐ OTHER _____ ☐ PRESIDENTIAL MANAGEMENT INTERN ☐ AGENCY REPRESENTATIVE			
DRUG TESTING DESIGNATION: TDP = TESTING DESIGNATED POSITION ☐ TDP ☐ Non-TDP			
BEGINNING DATE (Mo/Day/Yr):		ENDING DATE (Mo/Day/Yr):	
POSITION TITLE (At the EOP Complex):		APPROVING OFFICIAL IN PARENT AGENCY (Name & Telephone):	
TYPE OF DETAIL (If applicable): ☐ Non-Reimbursable ☐ Reimbursable IF REIMBURSABLE, FMD CERTIFICATION OF FUNDS AVAILABILITY:		ASSIGNMENT LOCATION (Office or Division, Building, Room Number, & Telephone):	
WHO CONTACT PERSON (Name & Telephone):			
SIGNATURE OF WHO APPROVING OFFICIAL:			DATE:
OFFICE OF MANAGEMENT AND ADMINISTRATION APPROVAL:			DATE:

Appointment

Subject to Drug Testing

I hereby acknowledge that my appointment to a position in the Executive Office of the President (EOP) is subject to the applicant drug testing requirement as set forth in the EOP Drug-Free Workplace Plan. I also acknowledge that I am responsible to present myself for a drug test prior to my appointment at a place and time to be determined. Should it be determined, under the requirements of the Plan, that I have a verified positive test result for any of the prohibited drugs, I understand that my appointment will be terminated.

Date

Signature

Social Security Number

Typed or Printed Name

Agency

Telephone Number

White House Office
Supplemental Information Sheet for Personnel Action
(To be completed by all persons tentatively selected for employment)

Date: _____

Name: _____ Social Security Number: _____
Date of Birth: _____ Place of Birth: _____
Local Address: _____ Last Permanent Address: _____

In case of emergency notify: _____

Phone Number: _____

Marital Status: ☐ Single ☐ Married ☐ Widowed ☐ Separated ☐ Divorced
Spouse's Name: _____ Spouse's Employer: _____

Department/Office/Agency: _____

Reporting to: _____

Office Phone Number: _____

Personnel Status: ☐ White House Employee ☐ Other Government Employee (please specify): _____

☐ Reimbursable Detail

☐ Non-reimbursable detail

☐ Volunteer

☐ Assignee

☐ White House Fellow

☐ Presidential Management Intern

☐ Historically Provided Service

☐ Intergovernmental Personnel Agreement

☐ Intern

Other: _____

(For all Other Government Employees, please attach a brief description of the individual's role and responsibilities)

Effective Date: _____

Ending Date (If applicable): _____

Current or Most Recent Place of Employment: _____

Address: _____

Supervisor: _____

Phone Number: _____

Military Service: ☐ Yes ☐ No Service Branch: _____ Date of Discharge: _____

Prior EOP Service: ☐ Yes ☐ No Agency: _____ Dates of Employment: _____

Have you ever been fired from any job for any reason, quit after being told you would be fired, or left by mutual agreement because of specific problems? ☐ Yes ☐ No (If yes, please explain on the back of this form.)

Are you now under any charge, or have you ever been convicted of, or forfeited collateral for any violation of law? ☐ Yes ☐ No (If yes, please explain on the back of this form.)

To Be Completed By Requesting Official:

Type of Pass or access requested:

☐ WH Badge

☐ WH Vol

☐ WH Access

☐ Other (OGA, NGS, CON)

☐ EOP Badge

☐ EOP Vol

☐ EOP Access

Signature of Requesting Office _____

Approving Official _____

To be completed by all regular Employees and Other Government Employees:

I acknowledge that the information provided herein is true and correct to the best of my knowledge and further acknowledge that this information may be used to initiate a preliminary background investigation in preparation for my employment in the White House and the Executive Office of the President.

Signature _____

Date _____

To be Completed by Volunteers Only:

I acknowledge that the personnel data is correct and I am volunteering my services without compensation or promise of such.

Signature _____

Date _____

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

UNIVERSITY of PENNSYLVANIA

School of Social Work
Caster Building
3701 Locust Walk
Philadelphia, PA 19104-6214
215-898-5511
215-573-2099 (FAX)

March 24, 1996

ELIZABETH
Are we
interested?
-JA

TO: Contact Persons

FROM: Sandra R. Bauman, MSW, Director of Field Placement

To date, I have not received information from you regarding tentative placement possibilities for the 1996-1997 school year. I hope this does not mean you will not be able to provide educational experiences for our students.

I am placing second year students now and will begin shortly with incoming students, and would like to continue to use your setting for field placement. May I ask that you forward information as quickly as possible so that I may refer students that appear best able to benefit from the opportunities in your agency.

Thank you for your cooperation.

SRB/jh

UNIVERSITY OF PENNSYLVANIA
SCHOOL OF SOCIAL WORK
3701 LOCUST WALK
PHILADELPHIA, PENNSYLVANIA 19104-6214

AGENCY INFORMATION

AGENCY # 688

AGENCY NAME: White House Domestic Policy Council
Old Executive Office Bld
#218
Washington, DC 20500

TELEPHONE: (202) 456-7777

EXECUTIVE DIRECTOR: Ms. Carol Rasco
Asst. to the President

CONTACT PERSON: Mr.. Jeremy Ben-Ami
Old Executive Office Building
Room 213
Washington, DC 20500

TELEPHONE: (202) 456-5584

NUMBER OF STUDENTS AGENCY CAN ACCOMMODATE: _____

Attached is a form to be filled out for each available student placement slot. There should be the same number of completed forms as number of students the agency can accommodate.

STUDENT SLOT FORM

FOR INTERNAL USE ONLY:

Agency # _____
Site # _____
Slot # _____

AGENCY SITE NAME: _____
ADDRESS: _____

TELEPHONE #: _____

TYPE OF SERVICE: _____

Please write in yes or no for the following questions (you may answer yes in as many places as is appropriate).

1. **METHOD**
Direct Practice: _____ Indirect Practice: _____

2. **SPECIALIZATION**
Family _____ Health _____

3. **CONCENTRATION** (answer only if applicable):
Aging _____ Child Welfare _____
Criminal/Juvenile Justice _____ Education _____
World of Work _____

4. **AGENCY STIPEND** _____
If yes, amount of stipend: _____

5. Is Agency accessible to public transportation? _____

6. Is a car needed to carry out this student assignment? _____

7. Can this student slot be filled by:
1st year student _____ Second Year Student _____
Either Year Student _____

8. Is a language other than English needed for this student slot? _____

If yes, what language? _____

9. Proposed Field Faculty person for this student slot: _____

(salutation) (first name) (last name)

Social Work School attended: _____

Date Rec'd MSW: _____

Indicate graduate level field instructor experience (please check):

Student: Univ. of Penna. _____ Other _____

Has the proposed field instructor taken a course in field instruction _____

Name of school _____ Year _____

THE WHITE HOUSE
OFFICE OF DOMESTIC POLICY

CAROL H. RASCO
Assistant to the President for Domestic Policy

To: _____

Draft response for POTUS
and forward to CHR by: _____

Draft response for CHR by: _____

Please reply directly to the writer
(copy to CHR) by: _____

Please advise by: _____

Let's discuss: _____

For your information: _____

Reply using form code: _____

File: _____

Send copy to (original to CHR): _____

Schedule ? : ☐ Accept ☐ Pending ☐ Regret

Designee to attend: _____

Remarks: _____

THE WHITE HOUSE
WASHINGTON

DATE: 2/12/96

TO: Carol Rasco

Long
FW

FROM: White House Counsel from Marvin
Room 130, OEOB, x6-7903 Krislov

- ☒ FYI The attached applicant
(~~resume attached~~)
competed very well for
☐ Appropriate Action our legal intern
program. Due to
☐ Let's Discuss the limited number
of slots, we were
☐ Per Our Conversation not able to
select him.
☐ Per Your Request His resume
☐ Please Return is FYI
☐ Other

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
--------------------------	---------------	------	-------------

001. resume	re: non-selection (2 pages)	n.d.	b(6)
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COLLECTION:

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

FOLDER TITLE:

Fellows

2014-0046-S

rc1448

RESTRICTION CODES

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

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

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]

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]

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.

UNIVERSITY of PENNSYLVANIA

School of Social Work

Caster Building
3701 Locust Walk
Philadelphia, PA 19104-6214
215-898-5511
215-573-2099 (FAX)

February 10, 1996

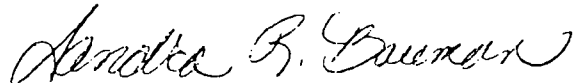
Dear Colleague:

The field placement process for the academic year 1996-1997 is just beginning, and in order to plan we need you to fill out those forms again, so I've attached the forms you filled out last year. We are also including agency descriptions for our consumer guide. We have not received a description of your agency for our consumer guide. We have enclosed a sample description for you to follow.

Please note that there needs to be a slot form filled out for each student placement you have available. Please return these forms by March 15, 1996 as we are beginning the process of placing second year students for the academic year 1996-1997. If you have any questions regarding the form of field placements, please feel free to contact me at (215) 898-5540.

We appreciate your continued interest in our students and your support and help over the years.

Sincerely,



Sandra R. Bauman, MSW
Director of Field Placement

SRB/jh

enclosure

UNIVERSITY OF PENNSYLVANIA
SCHOOL OF SOCIAL WORK
3701 LOCUST WALK
PHILADELPHIA, PENNSYLVANIA 19104-6214

AGENCY INFORMATION

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Attached is a form to be filled out for each available student placement slot. There should be the same number of completed forms as number of students the agency can accommodate.

STUDENT SLOT FORM

FOR INTERNAL USE ONLY:

Agency # _____
Site # _____
Slot # _____

AGENCY SITE NAME: _____
ADDRESS: _____

TELEPHONE #: _____

TYPE OF SERVICE: _____

Please write in yes or no for the following questions (you may answer yes in as many places as is appropriate).

1. METHOD

Direct Practice: _____ Indirect Practice: _____

2. SPECIALIZATION

Family _____ Health _____

3. AGENCY STIPEND _____

If yes, amount of stipend: _____

4. Is Agency accessible to public transportation? _____

5. Is a car needed to carry out this student assignment? _____

6. Can this student slot be filled by:

1st year student _____ Second Year Student _____

Either Year Student _____

7. Is a language other than English needed for this student slot? _____

If yes, what language? _____

8. Proposed Field Faculty person for this student slot:

(salutation) (first name) (last name)

Social Work School attended: _____

Date Rec'd MSW: _____

Indicate graduate level field instructor experience (please check):

Student: Univ. of Penna. _____ Other _____

Has the proposed field instructor taken a course in field instruction _____

Name of school _____ Year _____

EXAMPLE 1
Philadelphia, PA

(Direct Practice, Education, Family) The Social Health Program is a school based social service agency operated by the , a non-profit organization. The Social Health Program provides individual and group counseling to middle school students. In addition, there are opportunities to work with families and collaborate with multi-disciplinary staff including teachers, administrators, counselors and psychologists.

Educational Opportunities: One of the key components other program in addition to the above stated opportunities of work with children and their families is the provision of afterschool and classroom based workshops aimed at violence prevention. This placement can accommodate two second year and one first year student.

EXAMPLE 2
West Philadelphia

(Direct Practice; Indirect Practice; Family; Group; Health; Administration; In-Service Training; Research) The Center operates a joint clinical research center involving eight to ten clinical research projects funded through Merit Review and Health Services and Development monies, to five principal investigators working under the direction of the Section Chief. This section develops, provides and systematically evaluate a range of experimental treatments for alcohol and drug abusing veterans. These experimental treatments involve individual psychotherapy, family therapy, pharmacotherapy, desensitization, alternative response training and relapse prevention.

Educational Opportunities: Student will learn how to administer and score the Addiction Severity Index, participate in the evaluation and treatment of substance abusers. Student will learn to engage families in the recovery of addicted person. Particular attention will be given to learning the characteristics of the families of substance abusers and how to effectively employ the program as a diagnostic instrument. Arrangement will be made for students to observe and participate in group treatment in its various forms, i.e., psycho-educational versus supportive expressive. There will also be opportunities to participate in special projects assigned to the Director of Research Operations, i.e., revamping the intake systems, developing personnel policies, planning various moves. Student will participate in a teaching team designed to increase knowledge of substance abuse, dual diagnoses, and family therapy. Student will have the opportunity to work with a principal investigator in one of the studies currently being conducted.

PLEASE POST

PLEASE POST

ANNOUNCEMENT

1996 CONTINUING EDUCATION SEMINAR SERIES

PENN School of Social Work is offering a SEMINAR SERIES for continuing education units. Three contact hours will be given for participation in each seminar. This series is available to PENN field instructors only. Enrollment is limited to 30 persons. \$10.00 will be charged to each participant to cover the administrative cost of the CEU's. The seminars will be held at the School of Social Work, Caster building from 9:00 a. m. to 12:00 noon. Room to be announced upon your arrival. Payment to be made upon completion of each session you attend.

2/26/96

Dr. Rivka Ausubel Danzig, DSW, BCD, will be presenting a workshop on **Spirituality and Social Work Practice**. Dr. Danzig is a full-time lecturer at the University of Pennsylvania School of Social Work. She has given numerous presentations on this topic all over the country. The focus will be on conceptualizing and advancing spirituality-sensitive social work practice.

3/18/96

Dr. William Silver, DSW, will be presenting a workshop on **Family Therapy: Use of Supervision**. The focus is on helping the supervisee make the best use of supervision in order to better facilitate movement in family therapy.

4/15/96

Ms. Martha Durkin, LSW, ACSW, Social Work Administrator at the Department of Human Services will present this workshop focusing on **CASE MANAGEMENT: ISSUES FOR SOCIAL WORKERS**. Further details will be sent to you in February

Reservations for each seminar are made by calling **JANET HEUMAN** at 215 898-5539.

HARVARD UNIVERSITY
JOHN F. KENNEDY SCHOOL OF GOVERNMENT



OFFICE OF CAREER SERVICES
SEVENTY-NINE JOHN F. KENNEDY STREET
CAMBRIDGE, MASSACHUSETTS 02138

(617) 495-1161

February 1996

Dear Sir/Madam,

If you are planning to hire summer interns this year, we urge you to consider first year students in the Kennedy School's two-year Master in Public Policy and Master in Public Administration programs. They will be available from late May through mid-September.

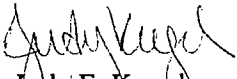
Selected from among top achievers at the nation's leading colleges and universities and many having two to four years of full-time work experience after college, these students will have completed their first year core curriculum consisting of applied economics, data analysis, policy analysis, political and organizational analysis, electoral politics, strategic management and ethics. Some of them have a specific career interest in the professional field represented by your organization. They learn quickly, are enthusiastic and can make a significant contribution in a short time.

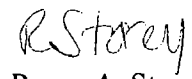
To list a summer intern opportunity with us, please fill out and return the form on the back of this letter. If you care to fax it, our fax number is (617) 496-4231.

Also, second year students, as well as students in our unique one-year Mid-Career Master in Public Administration Program will be graduating in June. We will be happy to post your full-time professional-level job announcements in the school and make the opportunities known to well-qualified and interested students.

If you have any questions, please call.

Sincerely,


Judy F. Kugel
Director


Roger A. Storey
Associate Director

◀ SUMMER INTERNSHIP OPPORTUNITY ▶

Organization: _____

Department/Division: _____

Contact Person: _____

Title: _____

Address: _____

Please check ONE of the following:

- _____ • We probably will hire _____ one/ _____ more than one intern for the summer.
- _____ • Our summer plans are still not firm, but we would be willing to have graduate students contact us for information.
- _____ • Currently, we do not plan to employ any graduate interns this summer.

If you plan to hire graduate interns for the summer, please provide the information below:

• Responsibilities/Major Projects (if known):

• Qualifications:

• Salary: \$ _____ (per month) • Starting Date: _____

• Student should contact us via: _____ letter & resume OR _____ phone call

• Deadline for Application: _____

• Please check if Non U.S. citizens can work as interns in this office. _____

► **PLEASE RETURN THIS FORM TO:** *Office of Career Services
JFK School of Government
79 JFK Street
Cambridge, MA 02138
(617) 495-1161*

* Student will have title: Policy Fellow

II SHANNON, Linda

UNIVERSITY OF PENNSYLVANIA
SCHOOL OF SOCIAL WORK

Confirmation of Field Placement

Elizabeth
F. T. I.
L

TO: Ms. Carol Rasco

AGENCY: White House Domestic Policy Council

FROM: Sandra R. Bauman, MSW, Director of Field Placements

DATE: July 11, 1996

The student named below is recommended to you for field placement. So that the student's educational plan can be finalized, please complete this form and return to me when you have made a decision regarding the student's placement with your agency.

Please complete all items

Student Linda Shannon Classification second year
Field placement assignment in agency The White House Date field placement is to begin 9/96
Department or division Office of Policy Development/Domestic Policy Council
Department director or supervisor Lyn Hogan
Address The White House Old Executive Office Bldg. Telephone No. 202-456-5567
Student's field instructor Lyn A. Hogan Telephone No. 202-456-5567
Is the field instructor a member of ACSW? Yes ☐ No ☒

Has the field instructor taken our Racism or Supervision for Social Change course? No

If so, what year? _____

Financial Aid From Agency

Amount 0 Deduction, if any _____
Source of the aid _____
Method of payment _____

Aid other than financial (room, board, etc.) 0

Is there a commitment for employment at the agency? Yes ☐ No ☒
Has the student ever been employed by your agency? Yes ☐ No ☒ Dates 8-27-96

Position Senior Policy Analyst
Date 8-27-96 Signed Lyn A. Hogan
Position _____