

Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. bio	re: Interns (2 pages)	n.d.	b(6)

COLLECTION:

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

FOLDER TITLE:

Intern/Volunteer Instructions

2014-0046-S

rc1388

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]
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- 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]

Elizabeth Drye - DPC

Box #1 -- Administrative/COS files

Folders

Intern/Volunteer Instructions
Policy Councils
Paper Flow
DPC Planning
Administrative Memos
CHR Correspondence
Budget - 97 Request
Emergency Evacuations
Travel Budget
Standard Responses
Purchasing
CHR Travel
CHR Travel 9/96
Convention
Convention Week Scheduling
Publications
Staff Salaries
DPC Report
CHR Statements
FY97 Budget Request
FY98 Budget
Transition - ~~CHR~~ Check Out
Regrets to Campaign
Personnel Memos
CHR Notes
CHR's Schedule
Ethics
Counsel
Weekly Reports
POTUS Casework
Communications
Hot Issues Memos
Urban Initiatives
Jeanine's Detail
Fellows
Environmental Position
Resumes
New Hires - May '96
Possible Interns
NREC POTUS Video

Withdrawal/Redaction Marker

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BIOGRAPHY OF LINDA M. SHANNON

Education:

- B.A. in Sociology from the University of Delaware
- Currently finishing the third year of a three year parttime Master of Social Work degree at the University of Pennsylvania

Employment:

- 22 years with the State of Delaware
- Currently, I am the statewide Program Manager of Intake and Investigation in the Division of Family Services. My duties include writing policy and developing programs, writing RFPs and negotiating contracts, managing over \$1 million dollars in contracts for emergency shelters for children and diagnostic evaluations, negotiating interagency agreements, staff training, public speaking, etc.
- I was involved in direct service delivery to clients for over 8 and 1/2 years (juvenile corrections, and child protective services)
- I was a supervisor in child protective services (direct service delivery) more than five years prior to becoming an administrator.

MEMORANDUM TO ALL DPC STAFF

October 2, 1996

FROM: Khushali Parikh

RE: New phone lists and intern extensions

This is the newly revised phone list that includes new staff and all interns and volunteers. The intern schedules, extensions, and staff assignments are included as well. I hope this information is useful to you.

Domestic Policy Staff

<u>Name</u>	<u>Phone</u>	<u>Room</u>
ABRAMS, Janet	6-2857	224(center)
BEN-AMI, Jeremy	6-5584	218 (left)
BROSTROM, Molly	6-5561	207
BUBLICK-MAX, Sandra	6-5586	212 (left)
BURKE, Dennis	6-5568	210
CRAFT, Dorothy	6-5571	213.5
CICETTI, Pam	6-2369	2FL/WW
COHEN, Mike	6-5575	218 (right)
DRYE, Elizabeth	6-5573	222
FINE, Debbie	6-5572, fax 6-7929	115
FLEMMING, Patsy	632-1090, fax 632-1096	750 17th St., Suite 600
FORTUNA, Diana	6-5570	224 (left)
HOGAN, Lyn	6-5567	217 (right)
JENNINGS, Chris	6-5560	212 (right)
KLEIN, Jennifer	6-2599	2FL/WW
LEVI, Jeff	632-1090, fax 632-1096	750 17th St., Suite 600
MAGAZINER, Ira	6-6406	216
MASTEN, Mia	6-6406	216
MAYS, Cathy	6-6515	216
PIZZUTO, Jill	6-2249	2FL/WW
RASCO, Carol	6-2216	2FL/WW
RAYFORD-WILLIAMS, Claudia	6-5392	2FL/WW
REED, Bruce	6-6515	216
REGAS, Diane	6-5589	220
SHIMABUKURO, Leanne	6-5574	217 (right)
SMARTT, Jeanine	6-5228	217 (left)
WARNATH, Steve	6-5576	224 (right)
WEINSTEIN, Paul	6-5577	214

Interns

ARASTU, Shamim	6-5579	216/470
CHANG, Emily	6-5603	213
CHAVEZ, Yvonne	6-5603	213
COX, Nick	6-5579	216/470
DAVIS, Jason	6-5560	212
HALEY, Erin	6-2334	213
KNIGHT, Chris	6-5603	213
PARIKH, Khushali	6-2334	213
SCHIMMENTI, Jennifer	6-5565	2FL/WW
SHANNON, Linda	6-5578	470

Volunteers

Allison Conti (W), Bernice Hamer (W), Jerry Inge (M), Tom Lindsey (Tu/Th), Lauren Sokolski (F)	6-2216	213
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OCT 2 1996

Intern Schedules- Fall 1996

	Monday	Tuesday	Wednesday	Thursday	Friday
Yvonne	8:30-4:30	8:30-4:30		8:30-4:30	
Shamim			9-4	12-4	all day
Jen	all day	9-5	all day	all day	
Jason	all day	all day	all day		all day
Chris				all day	all day
Khushali	all day		all day		all day
Nick	9-2	9-2	9-2	9-2	9-2
Erin	9-4:30	all day	all day	all day	
Emily	all day	all day	all day	9-12	all day

Intern Assignments and Extensions

Shamim Arastu	Ira Magaziner	6-5579
Emily Chang	Dennis Burke	6-5603
Yvonne Chavez	Mike Cohen	6-5603
Nick Cox	Ira Magaziner	6-5579
Jason Davis	Chris Jennings	6-5560
Erin Haley	Dennis Burke	6-2334
Chris Knight	Jennifer Klein	6-5603
	Diana Fortuna	
Khushali Parikh	Elizabeth Drye	6-2334
Jennifer Schimmenti	Jill Pizzuto	6-5565
Linda Shannon		5-5578

February 1, 1996

TO: MEMORANDUM FOR ROSALYN MILLER AND DOROTHY KARAYANNIS

FROM: Dwight Vick

SUBJECT: Schedules of interns - Version 1.3

Amanda Siegfried	M, Tu, W	9:30-5:00
Christine Dufner	M	8:30-6:00
	Tu	8:30-5:30
	Th	8:30-5:00
Damien Rosen	Tu, Th	9:00-5:30
	F	9:00-7:00
Daniel Rodgers	M, W	10:00-5:30
Deepali Rajguru	M-Th	9:00-4:00
Dwight Vick	MWF	8:30-4:30
	TTh	8:30-12:00
Janelle Burns	M-F	8:30-4:30
Mason Griffin	M-F	10:00-6:00
Paul Lee	M-Th	9:00-5:00
Paul Stankus	M-F	9:00-2:00
Stefany Shaheen	M	9:00-12:00
	Tu-F	9:00-5:00
Rebecca Brown	M	9:00-12:00
	Tu-F	9:00-5:00

<u>ARRIVALS</u>	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30	Dwight Janelle Christine	Dwight Christine Janelle	Dwight Janelle	Dwight Christine Janelle	Dwight Janelle
9:00	Paul S. Paul L. Deepali Stefany Rebecca	Paul S. Paul L. Damien Deepali Stefany Rebecca	Paul S. Paul L. Deepali Stefany Rebecca	Paul S. Paul L. Damien Deepali Stefany Rebecca	Paul S. Paul L. Stefany Rebecca
9:30	Amanda	Amanda	Amanda		
10:00	Mason	Mason	Mason	Mason	Mason
11:00			Damien		

<u>Leaving</u>	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
12:00	Stefany Rebecca	Dwight		Dwight	
2:00	Paul S.	Paul S.	Paul S.	Paul S.	Paul S.
4:00	Deepali	Deepali	Deepali	Deepali	
4:30	Dwight		Dwight		Dwight
5:00	Paul L. Amanda	Paul L. Stefany Amanda Rebecca	Paul L. Stefany Amanda Rebecca	Christine Paul L. Stefany Rebecca	Paul L. Stefany Rebecca
5:30	Daniel	Damien	Daniel	Damien	
6:00	Mason	Mason	Mason	Mason	Mason
7:00					Damien

Intern Schedule-Domestic Policy Council- Fall 1996

	Monday	Tuesday	Wednesday	Thursday	Friday
Yvonne	all day	all day		all day	
Shamim			all day	12PM-4PM	all day
Jen	all day	up to 5PM	all day	all day	
Jason	all day	all day	all day		all day
Chris				all day	all day
Nick (late Sep.)	9AM-2PM	9AM-2PM	9AM-2PM	9AM-2PM	9AM-2PM
Khushali	all day		all day		all day

SCHEDULE OF NEWSCLIPPINGS AND EARLY ARRIVALS

	Monday	Tuesday	Wednesday	Thursday	Friday
Yvonne		8:30, NC			
Jen			NC		
Jason	8:30, NC				
Chris				8:30, NC	
Khushali			8:30, NC		
Shamim					8:30, NC

*Nick Cox will begin internship at the end of Sept. and will then relieve Chris' Thursday duties.

SODA for DCP Staff

Thursday, Sept. 5	Yvonne
12	Chris
19	Yvonne
26	Chris
Thursday, Oct. 3	Nick
10	Nick
17	Yvonne
24	Chris
31	Nick
Thursday, Nov. 7	Yvonne
14	chris
21	Nick
28	
Thursday, Dec. 5	Chris
12	Nick

Luncheons

Week of Sept. 16	Jason
23	Jen
30	Khushali
Oct. 7	Chris
14	Shamim
21	Nick
28	Yvonne
Nov. 4	Jen
11	Jason
18	Khushali
25	Chris
Dec. 2	Shamim
9	Nick

DOMESTIC POLICY COUNCIL INTERNS

Shamim Arastu
20006 Appledowre Circle
Germantown, MD 20876
(301) 540-3508
shorty@wam.umd.edu.

Yvonne Chavez
C/O The Virginian Suites
1500 Arlington Blvd., #507
Arlington, VA 22209
(703) 522-9600 x507

Nick Cox
1908 S Street, NW
Washington, DC 20009
(202) 667-1492
ncox@gnis2.circ.gwu.edu.

Jason Davis
2401 Calvert Street, NW #975
Washington, DC 20008
(202) 232-2485
JasonC.Davis@Juno.com

Chris Knight
Congressional Hall 223
American University
4400 Massachusetts Ave., NW
Washington, DC 20016
(202) 895-4534

Khushali Parikh
2020 F Street, NW #504
Washington, DC 20006
(202) 887-6180

Jennifer Schimmenti
2500 Clarendon Blvd., Apt. 317
Arlington, VA 22201
(703) 875-7517

DPC INTERNS - SUMMER SESSION I '96

Room 213: x 6-2334, x 6-5603

Farrell Allen (546-9208)

Micah Berman (237-6960)

Keil Green (703-243-2928)

Dwight Vick (202) 635-3737

Room 470: x 6-5579

Mirah Horowitz (301-229-8456)

Lauren Cooper ?

Carrie Beckner (965-3938)

Paul Stankus (301-320-6756, 301-340-4662)

West Wing: x 6-5565

Regina Edwards (703-455-3705)

AIDS Policy: 632-1090

Bruce Booth (986-4884) (or 968?)

Trisha Miller (237-7792)

DPC INTERNS - BIOGRAPHIES

Farrell Allen - age 21, Little Rock, AR. Public Policy with a focus in Education Policy at Brown University. Interests: art and design, books. Farrell is enjoying the art collection in her cool sublet on Capitol Hill.

Carrie Beckner - age 20, Mount Vernon, WA. Psychology and International Relations at Brown University. interests: dance, travelling, music (flute and oboe). We predict Carrie's house in Georgetown will be a great place to crash on the weekends.

Micah Berman - age 20, Columbus, OH. Public Policy at Brandeis University. Interests: singing, tennis, running. Micah's Jewish a cappella group from Brandeis just released their own CD.

Bruce Booth - age 22, Westchester, PA. Just graduated from Penn State with a degree in Biochemistry. Interests: rollerblading, nightlifer Bruce is leaving in the fall to spend the next three years at Oxford.

Lauren Cooper - age 20, Redding, CT. Anthropology with a concentration in Human Biology at the University of Pennsylvania. Interests: Travel, music, tennis. Lauren's new interest is art history, and she is going abroad to Rome next semester.

Regina Edwards - age 18, Springfield, VA. Political Science at Central University, Durham, NC. Interests: track, reading. Regina thinks the Redskins are going to go 16 - 0 next season.

Keil Green - age 21, Arlington, VA. Political Science at University of the South Sewanee. Interests: sailing. Keil just started practice yesterday coaching Yorktown High School football.

Mirah Horowitz - age 21, San Francisco, CA. Public Policy and History (focus on American History) at Duke University. Interests: equestrian 3-day eventing, rollerblading, movies. Mirah has no life until she takes the LSAT on June 10.

Trisha Miller - age 19, Indianapolis, IN. Environmental Policy at University of Michigan, Ann Arbor. Interests: dance, writing, windsurfing, and volunteer work. Trisha is used to being on the water in the summertime and is still looking for a beach!

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

03-Sep-1996 08:54am

TO: (See Below)

FROM: Dorothy K. Craft
 Domestic Policy Council

SUBJECT: INTERNS!

DPC Fall Interns Arrive TOMORROW!

They have an intern orientation with the WH intern office from 9:00 a.m. - noon in OEOB 450. After they go out for lunch, I will meet with them at 1:00 p.m. in OEOB 211.

PLEASE COME AND INTRODUCE YOURSELVES IF YOU'RE ABLE / GIVE ANY ADVICE! Then you all can leave, and I'll explain their responsibilities. (ONAP can either come for their guy, or I can send him over).

Warning: as I informed all of you last month, the fall session interns are scarce -- we actually received less than 1/2 the number of interns we requested. The intern staff swore we'd have a couple more coming, but until then, this is what it looks like.

STAFF / LOCATION	INTERN
Support Center:	3 interns (potentially 4) Khushali (Diana F. designate/maybe EED), Yvonne (Mike Cohen designate/WW), Erin (Dennis designate).
Jill/WW:	Jennifer S. (Yvonne as WW backup)
Dennis:	Emily (upstairs); Erin (in Support Center)
Chris/ Sandy:	Jason (in 212 or 213)
Jen Klein:	Chris (either upstairs or 213) Jen: I'd love to discuss where Chris should sit, his supervision while you're out, whenever you're able.
Lyn:	Linda (upstairs)
ONAP:	Adam (We could only get 1 for now, we're hoping for another person -- this guy seems

TO: Carol H. Rasco
cc: Elizabeth Drye
Dorothy Craft
Jill Pizzuto
Claudia Rayford-Williams
FROM: DPC Interns
Date: November 20, 1996
RE: November 25-29 schedule

eed -
~~you~~ you
may want
for sked.
meeting.

Attached you will find a coverage schedule for Thanksgiving week. The DPC interns worked out this schedule and shared it with Elizabeth Drye and Dorothy K. Craft. We also have shared the schedule with Claudia Rayford-Williams and Jill Pizzuto.

These staff members have approved the attached schedule. If you would like to make changes we will rework our coverage of the West Wing and/or the Support Center.

Thank you.

INTERN SCHEDULE

West Wing

Support Center

Mon 25 Khushali (8:30-6)
 Sarana (8:30-6)

 *Claudia Rayford-Williams
 (all day)

Emily (8:30-12)
Yvonne (12-6)
Nick (9-6)

*Dorothy K. Craft
 (all day)

Tues 26 Khushali (8:30-6)
 Sarana (8:30-6)

 *Claudia Rayford-Williams
 (all day)

Erin (9-6)
Jason (8:30-12)
Chris (12-6)

*Dorothy K. Craft
 (all day)

Wed 27 Khushali (8:30-4:30)
 Shamim (8:30-5:00)

 *Claudia Rayford-Williams
 (all day)
(Claudia okay being alone for last
hour. Erin is also available to
assist for last hour.)

Tom (9-4)
Erin (8:30-6)
Jason (5-6)

*Dorothy K. Craft
 (all day)

Fri 29 Shamim (8:30-6)

 *Claudia Rayford-Williams
 (all day)

Nick (8:30-6)
Lauren (all day)

*Dorothy K. Craft
 (all day)

PHONE NUMBERS

Shamim (310) 540-3508
Emily (202) 232-2881
Yvonne (703) 522-9600 ext 507
Nick (202) 667-1492
Jason (202) 232-2485
Erin (703) 522-9600 ext 508
Sarana (703) 522-9600 ext 1018
Chris (202) 895-4534
Khushali (202) 887-6180

Dorothy K. Craft and Claudia Rayford-Williams (page 7-5000)

MEMO TO: Elizabeth Drye
Cathy Mays

FROM: Dorothy Craft

DATE: December 27, 1996

SUBJECT: DPC Support Center Procedure

*eed - in volunteer manual
— is info. on DPC
mission, long-range
plan, etc. In case
you & BR meet
this week. It
may be helpful
for you to peak.

Attached is an instruction packet for DPC volunteers and interns. The material outlines administrative procedures for the DPC / Support Center. This may be helpful to Bruce as he thinks about managing. Included in this packet is how Ms. Rasco processes her mail. Bruce may be interested in a new system, which could relieve Cathy as the mail load increases. The material may provide Bruce with some background about how things have been handled even if he is uninterested in emulating anything outlined. Whether or not the material will prove useful to Bruce, I hope it is helpful to each of you until, of course, everything changes.

Have a Happy New Year!

cc: Jill Pizzuto
Claudia Rayford-Williams

DPC SUPPORT CENTER TASKS

REQUEST BOX: STAFF WILL PLACE ROUTINE ADMINISTRATIVE REQUESTS IN THE "REQUEST BOX"

A. BE VERY ATTENTIVE TO THE "REQUEST BOX". READ THE INSTRUCTIONS CAREFULLY AND COMPLETE ALL TASKS PROMPTLY. CONTACT THE APPROPRIATE STAFF MEMBER WITH ANY QUESTIONS ABOUT THE TASK.

B. STAFF MEMBERS WILL CONTACT YOU DIRECTLY FOR ANY URGENT REQUESTS.

TELEPHONES: ANSWER PHONES PROMPTLY!

A. ANSWER ALL CALLS: "DOMESTIC POLICY, THIS IS (YOUR NAME), MAY I HELP YOU?"

B. LISTEN CAREFULLY TO THE CALLER'S REQUEST AND RESPOND OR FORWARD THE CALL AS APPROPRIATE. DO NOT GIVE OUT A STAFF PERSON'S DIRECT LINE.

TRANSFERRING CALLS TO STAFF: (DO NOT PUT CALL ON "HOLD"). PUSH "TRANSFER" BUTTON, THEN DIAL THE STAFF MEMBER'S EXTENSION (6 + FOUR DIGITS);

A. IF THE STAFF MEMBER ANSWERS, ANNOUNCE THE CALLER, IF THE STAFF MEMBER WISHES TO TAKE THE CALL, PUSH "TRANSFER" AGAIN AND HANG UP. IF STAFF MEMBERS DO NOT WISH TO TAKE A CALL, THEY MAY ASK YOU TO DIRECT THE CALL TO THEIR VOICE MAIL. PROCEED AS FOLLOWS:

TO PUT CALLER INTO VOICE MAIL: GO BACK TO THE CALLER (FLASHING GREEN LIGHT), ADVISE THE CALLER THE STAFF MEMBER IS NOT AVAILABLE AND THAT YOU ARE DIRECTING THEIR CALL TO VOICE MAIL WHERE THEY CAN LEAVE A MESSAGE, THEN PUSH "TRANSFER", THE STAFF MEMBER'S EXTENSION AND "TRANSFER" AGAIN. THIS WILL DIRECT THE CALL TO THE STAFF MEMBER'S VOICE MAIL.

SPECIAL INSTRUCTIONS FOR HANDLING CALLS FOR MS. RASCO

(REMEMBER: THE PRESIDENT IS ALWAYS YOUR FIRST PRIORITY. MS. RASCO, THE PRESIDENT'S ASSISTANT FOR DOMESTIC POLICY, IS YOUR SECOND PRIORITY. OTHER RESPONSIBILITIES ALWAYS COME AFTER MS. RASCO, EVEN YOUR WORK FOR OTHER STAFF MEMBERS.)

A. YOU MUST EXERCISE GOOD JUDGEMENT WHEN TRANSFERRING CALLS FOR MS. RASCO TO THE WEST WING (WW). IF A CALLER SEEMS IRATE, OR ABUSIVE, OR DOES NOT SEEM TO KNOW MS. RASCO, POLITELY ASK TO TAKE A MESSAGE FOR HER. CALLS FOR MS. RASCO SHOULD BE TRANSFERRED TO THE WW INTERN ON EXT. 6-5565. YOU MAY FAX MESSAGES BY COPYING MESSAGES ONTO A PAGE AND FAXING TO EXT. 62878. ALERT WW THAT YOU ARE FAXING MESSAGES. SOMETIMES FAXING IS BEST WHEN WW IS HECTIC.

B. IF THERE IS NO ONE AVAILABLE IN THE WW TO TAKE THE CALL, TAKE A MESSAGE FROM THE CALLER (EXPLAIN THAT YOU WILL FORWARD THE MESSAGE TO MS. RASCO). THEN CONTINUALLY CALL THE WW UNTIL YOU CAN RELAY THE MESSAGE. IF A CALLER IS TRYING TO REACH MS. RASCO AFTER 6:00PM AND THERE IS NO ONE AVAILABLE IN THE WW, LEAVE A MESSAGE ON JILL PIZZUTO'S VOICE MAIL (NOT ON THE WW INTERN'S LINE).

C. BE SURE TO FORWARD MS. RASCO'S CALLS QUICKLY. DO NOT LEAVE FOR THE DAY WITHOUT RELAYING ALL OF MS. RASCO'S CALLS. MS. RASCO NEEDS TO KNOW ABOUT HER CALLS AS SOON AS POSSIBLE, EVEN IF SHE CAN'T RETURN THE CALL IMMEDIATELY.

D. TRANSFER CALLS FROM THE PRESIDENT, MEMBERS OF CONGRESS, CABINET OFFICERS, OR MS. RASCO'S FAMILY DIRECTLY TO JILL PIZZUTO, MS. RASCO'S ASSISTANT.

PUBLIC CALLS: OCCASIONALLY, CALLS FROM MEMBERS OF THE PUBLIC WILL BE DIRECTED TO OUR OFFICE.

A. CALLERS HAVING A COMMENT OR POSITION ON A SPECIFIC ISSUE MAY BE TRANSFERRED TO THE WHITE HOUSE COMMENT LINE (EXT. 61111). THERE A CALLER'S COMMENTS WILL BE NOTED AND FORWARDED TO THE APPROPRIATE OFFICIALS. ALWAYS BE POLITE, EVEN IF THE CALLER IS NOT.

B. CALLERS REQUESTING ASSISTANCE WITH LEGITIMATE PROBLEMS (I.E. THEY ARE NOT RECEIVING THEIR SOCIAL SECURITY CHECKS) MAY BE TRANSFERRED TO AGENCY LIAISON (EXT. 67486) FOR ASSISTANCE.

MESSAGES: WHEN THE RED MESSAGE LIGHT IS ON, CHECK FOR MESSAGES AS FOLLOWS: PICK UP THE PHONE AND PUSH "AUDIX" AND FOLLOW THE RECORDED INSTRUCTIONS. THE PASSWORD FOR THE VOLUNTEER PHONE IS 654321. THE PASSWORD FOR THE INTERN PHONES IS 123456. IF YOU ARE UNSURE HOW TO HANDLE A MESSAGE, CONSULT WITH DOROTHY CRAFT.

FAXES AND FAX MACHINES

CHECK AND DISTRIBUTE FAXES CONSTANTLY.

SCAN EACH FAX TO DETERMINE: 1) IF THE FAX IS URGENT. IF IT'S URGENT, PROCEED IN THIS ORDER: CONFIRM THAT THE STAFF MEMBER IS IN THE OFFICE, FIND THE STAFFER AND HAND HIM / HER THE FAX, PUT THE FAX ON THE STAFFER'S CHAIR.; AND 2) TO WHOM IT IS ADDRESSED. WHEN THE FAX IS BEING SENT TO MORE THAN ONE DPC STAFFER, COPY THE FAX FOR ALL ADDRESSEES AND PLACE THE FAX IN EACH STAFFER'S MAILBOX. (NOTE: SOMETIMES THE PERSON FAXING WILL FAX INDIVIDUAL COPIES TO EACH ADDRESSEE - IN THIS CASE, YOU DO NOT NEED TO MAKE COPIES.)

SORTING FAXES: BE SURE FAXES ARE COMPLETE AND IN THE PROPER ORDER. IF THE FAX IS INCOMPLETE OR ILLEGIBLE, CONTACT THE PERSON WHO FAXED IT, EXPLAIN THE PROBLEM, AND ASK THE PERSON TO TRY AGAIN.

URGENT FAXES: FAXES MARKED "URGENT," "DELIVER IMMEDIATELY," AND THE LIKE, OR ARE TIME-SENSITIVE, MUST BE DELIVERED TO THE APPROPRIATE STAFF MEMBER AS SOON AS POSSIBLE - NOT LEFT IN STAFF MAILBOXES. PLEASE LOCATE THAT STAFF MEMBER.

FAX PROBLEMS: WHEN THE RED LIGHT IS FLASHING - READ THE MESSAGE THAT IS FLASHING. USUALLY IT WILL TELL YOU TO ADD MORE PAPER, A NEW TONER CARTRIDGE, OR THAT THERE IS A PAPER JAM. CONSULT THE FAX MANUAL AND IMMEDIATELY TAKE THE APPROPRIATE CORRECTIVE ACTION. WHEN "MEMORY" IS FLASHING, THIS INDICATES THAT FAXES ARE STUCK IN MEMORY, USUALLY DUE TO AN EMPTY PAPER TRAY. REPLENISH THE PAPER, IF NECESSARY, AND PUSH THE "GREEN" KEY CONTINUALLY UNTIL ALL FAXES HAVE BEEN RECEIVED AND THE "GREEN" KEY IS NO LONGER FLASHING.

PAPER TRAYS: THE FAX PAPER TRAYS ARE UNDER THE MACHINES ON THE LEFT SIDE. PULL OUT THE TRAY AND REPLENISH WITH THE PAPER STORED BELOW THE FAX MACHINES (JUST AS YOU WOULD FOR A REGULAR COMPUTER PRINTER).

SENDING FAXES: USE THE SET BUTTON WHEN SENDING FAXES. PLACE THE MATERIALS FACE DOWN ON THE TOP OF THE MACHINE. MAKE SURE THE MACHINE INDICATES THAT IT IS "READY". PUSH THE "SET" BUTTON, CAREFULLY KEY IN THE FAX NUMBER (INCLUDING "9" FOR OUTSIDE NUMBERS, AND "9 + 1 + AREA CODE" FOR LONG DISTANCE CALLS) AND HIT "SET" AGAIN. AFTER THE PAGES HAVE BEEN SCANNED, REMOVE THEM FROM THE MACHINE AND RETURN THEM TO THE APPROPRIATE STAFF MEMBER.
NOTE: CHECK TO BE SURE THAT THE FAX DID TRANSMIT -- LOOK FOR AN "ERROR REPORT".

ERROR REPORTS: AN ERROR REPORT MEANS THAT THE FAX DID NOT TRANSMIT. TRY TO RE-FAX THE MATERIAL. IF THE FAX STILL DOES NOT TRANSMIT, NOTIFY THE APPROPRIATE STAFF MEMBER OF THE PROBLEM.

FAX AREA: YOU MUST KEEP THE FAX AREA NEAT AND CLEAN. IF YOU SEE THAT A STAFF MEMBER HAS SENT A FAX AND HAS LEFT THE FAX IN THE MACHINE, PLACE THE FAX MATERIAL IN THAT STAFFER'S MAILBOX.

COPY MACHINES (FOR INFORMATION ON OPERATING AND MAINTAINING THE CANON 6650 AND 6050 COPIERS READ THE APPROPRIATE OPERATING MANUALS.) REPLENISH THE COPIER PAPER SUPPLY DAILY. PAPER JAMS WILL OCCUR (USUALLY WHEN YOU ARE BUSIEST!). THE MACHINE WILL TELL YOU WHERE THE JAM HAS OCCURRED. FIND THE JAMMED PAPER AND REMOVE IT IMMEDIATELY. DO NOT WALK AWAY FROM A JAMMED MACHINE LEAVING IT FOR SOMEONE ELSE TO FIX! IF YOU CANNOT CLEAR THE JAM YOURSELF, ASK FOR HELP.

DISTRIBUTION TO ALL DPC STAFF:

MAKE ABOUT TWENTY (20) COPIES OF THE MATERIAL AND PLACE IN STAFF MAILBOXES. DON'T FORGET TO SEND COPIES TO WW STAFF AND TO THE OFFICE OF NATIONAL AIDS POLICY. FOR ONAP, PLEASE FAX TO 632-1096 OR MAIL MATERIAL TO 750 17TH ST., SUITE 600 (INTERNAL MAIL).

CAROL RASCO INCOMING CORRESPONDENCE

MS. RASCO'S MAIL IS TO BE SORTED AS FOLLOWS;

GREEN FOLDER - MAGAZINES, NEWSPAPERS, NEWSLETTERS, ADVERTISEMENTS, CATALOGUES;

ORANGE FOLDER - CORRESPONDENCE (LETTERS, MEMOS, NOTES, ETC.) ADDRESSED TO MS. RASCO OR TO HER ATTENTION;

YELLOW FOLDER - INVITATIONS, REQUESTS FOR MEETINGS AND OTHER ITEMS WHICH MAY REQUIRE MS. RASCO'S TIME;

RED FOLDER - RED DOT, OTHER "URGENT" ITEMS, AND ITEMS FOR MS. RASCO'S SIGNATURE. URGENT ITEMS MUST BE DELIVERED TO ELIZABETH DRYE AS SOON AS POSSIBLE.

THE CORRESPONDENCE LOG BOOK

1. THE CORRESPONDENCE LOG IS KEPT ON THE VOLUNTEER DESK.
2. BLANK LOG FORMS ARE INSIDE THE COVER OF THE LOG BOOK.
3. LOG SHEETS ARE FILED IN CHRONOLOGICAL ORDER WITH THE LATEST DATE ON TOP.

LOG-IN PROCEDURES

1. DATE STAMP ALL ITEMS IN TOP RIGHT HAND CORNER. IT IS NOT NECESSARY TO LOG IN GREEN FOLDER ITEMS. DO NOT STAMP LETTERS STAFF HAVE PREPARED FOR CAROL RASCO'S SIGNATURE (i.e., outgoing letters).

NOTE: IN THE CASE OF FORMAL INVITATIONS, DATE STAMP THE ENVELOPE, NOT THE INVITATION ITSELF.

2. FOR ITEMS IN ORANGE FOLDER, ATTACH WITH PAPER CLIP ONE OF MS. RASCO'S ROUTING SLIPS. ROUTING SLIPS ARE THE YELLOW OR WHITE MEMO SIZED SHEETS WITH MS. RASCO'S NAME AND/OR TITLE ON THEM (FOUND ON THE VOLUNTEER DESK AND ON THE SUPPLY SHELF).

NOTE: FOR ITEMS IN YELLOW FOLDER, COMPLETE AND ATTACH A "MEETING REQUEST/TRACKING FORM" INSTEAD OF ROUTING SLIP. (THESE ARE 8 1/2x11 WHITE SHEETS FOUND ON THE VOLUNTEER DESK).

3. FILE IN THE APPROPRIATE CORRESPONDENCE FOLDER.

4. FOR EACH OF THE YELLOW AND ORANGE FOLDERS, COMPLETE A LOG SHEET (LOG ENTRIES SHOULD BE IN THE SAME ORDER AS THE MAIL IN THE COLORED FOLDER). COMPLETE THE "RECEIVED FROM" COLUMN. ENTER THE NAME OF THE SENDER, THE ORGANIZATION THE SENDER REPRESENTS, AND COMPLETE THE "SUBJECT" COLUMN.

5. DELIVER THE FOLDERS WITH THE COMPLETED LOG SHEETS ATTACHED TO THE INCOMING BOX IN ELIZABETH DRYE'S OFFICE ONCE OR TWICE DAILY DEPENDING ON VOLUME AND URGENCY OF MAIL.

INTERN CHECKLIST

WHEN YOU ARRIVE IN THE MORNING

THINK HOW EXCITING IT IS TO BE HERE!

- * TURN ON BOTH COPIERS (THE EXCITEMENT QUICKLY FADES)
- * REPLENISH PAPER SUPPLY IN COPIERS AND FAX MACHINES
- * SORT AND DISTRIBUTE INCOMING FAXES
- * CHECK AND CLEAR FAX MEMORIES (SEE MANUAL)
- * CHECK PHONES FOR MESSAGES AND FORWARD AS APPROPRIATE
- * CHECK STAFF REQUEST BOX
- * TURN ON COMPUTERS
- * CHECK SUPPLY SHELF FOR IMMEDIATE NEEDS: RECORD ON SUPPLY LIST
- * BEGIN YOUR STAFF PROJECTS

HAVE ANOTHER GREAT DAY AT THE WHITE HOUSE!

INTERN CHECKLIST

BEFORE YOU LEAVE FOR THE DAY

- * LOG IN MS. RASCO'S MAIL AND DELIVER TO ELIZABETH DRYE
- * PUT ALL LOG SHEETS IN MS. RASCO'S LOG BOOK IN PROPER ORDER
(SEE CORRESPONDENCE PROCEDURES)
- * FORWARD ALL MS. RASCO'S PHONE MESSAGES TO JILL PIZZUTO
- * BE CERTAIN YOU HAVE RELAYED ALL PHONE MESSAGES TO STAFF
- * CHECK BOX AND COMPLETE ANY STAFF REQUESTS DUE BY COB
- * CONFIRM STATUS OF PROJECTS WITH STAFF MEMBERS BEFORE LEAVING
- * SORT AND DELIVER ALL FAXES TO STAFF MAILBOXES
(URGENT FAXES MUST BE DELIVERED TO STAFF OFFICES)
- * EMPTY INCOMING MAILBOX
- * FILL ALL SUPPLY ORDERS THAT ARE RECORDED ON REQUEST LIST
- * REFILL PAPER SUPPLY IN COPIERS AND FAX MACHINES
- * TURN OFF COMPUTERS

THE SUPPORT CENTER MUST BE LEFT CLEAN AND NEAT - ALL WORKSPACES MUST BE CLEARED OF PAPER INCLUDING ALL DESKS, TABLES, FAXES, COPIERS. STAFF USES THIS SPACE AFTER YOU LEAVE FOR THE DAY.

DO NOT LEAVE THE OFFICE WITH WHITE HOUSE PAPERS OR STAFF PROJECT MATERIALS! THIS IS ENFORCED THROUGH THE SECRET SERVICE.

HAVE A RESTFUL EVENING ...