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THE WHITE HOUSE
WASHINGTON

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

17-Dec-1996 05:13pm

TO: Elizabeth E. Drye
TO: Jill Pizzuto

FROM: Carol H. Rasco
 Domestic Policy Council

CC: Claudia M. Rayford-Williams

SUBJECT: Procedures

I'll type while I am on the phone in case the following things need to go into place soon...

We may begin to get calls about my new work...since we don't have a way of ever knowing if we are getting a call from the person who will be most key in this new endeavor for me anyone taking the calls should tell people I am tied up or busy or whatever and ask to take a name and number....try to say something about the fact that due to transition period I may not get back to them that same day but will go on the call list and get back to them as soon as possible.

As of Friday (12/20) of this week callers of any type should be told I am heading out of town and won't be back in the office until January 6 more than likely. Be sure as always to ask if it is an emergency and if so tell them you will get the message to me (we don't give out LR number nor Florida number unless a TRUE emergency and I can't imagine many if any of those!).

If you're asked questions like when am I moving, etc. just say transition details are being worked out. No, we don't know an Education Dept. number or address yet. Folks can continue to use this address, number, etc.

As to my DPC mail, calls, schedule, etc. we will continue to function as usual until a new DPC director is named and then that person and I will work out a transition plan. Calls, requests for appts., mail, etc. should all be processed as usual. If people ask who is handling DPC stuff now that I am leaving you can say to them I am happy to take their calls, transition period not underway yet, etc.

Thanks!

Generally, over the past 6 months Jeanine has developed good working relationships with several agencies including HHS and everyone benefits from that. She has been asked to sit on the reviewing committee for the President's Crime Prevention grants, to work on the next round of EZ/EC and is currently involved in the planning stages of a March EZ/EC conference.

- in each of these instances she brings the knowledge of HHS and its programs combined with the White House organizational structure -- this combination is greatly needed here at the DPC and I think can be useful for HHS.