

EXECUTIVE OFFICE OF THE PRESIDENT

12-Jan-1997 03:43pm

TO: Claudia M. Rayford-Williams
FROM: Carol H. Rasco
Domestic Policy Council
CC: Elizabeth E. Drye
SUBJECT: Employee Check Out Form

Claudia, I need for you to be in charge this week of getting this form (I will put it in my outbox on Monday a.m.) finalized for me, at least to the extent possible. I am going to do an item by item commentary below and will depend on you to keep me posted of things I need to do.

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ELIZABETH: I have cc'd you as I hope if you look below and see anything that conflicts with what you were told you will help to work it out with Claudia.

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As I understand it from Elizabeth my original plan of coming to the White House Tuesday, Jan. 21 to turn in final materials will not work and so I will have to have everything possible completed by close of business Friday and then turn in my pass and staff pin late in afternoon on Monday, inaugural day with a temporary pass that is coded given to me at that point to use until midnight or later when I drive out gates after picking up M-M at inaugural ball....all rather bizarre, isn't it?

1. I believe my check for December mess bill has gone to Mess via interoffice delivery on Friday or so...I'd say contact them by phone on Tuesday or so and see if they have gotten it, get my total for Jan. to date (only a few things last week) as I will not be using the mess account any more...they can cancel it as of now if they wish and I will write a check for last week's charges when you get me a total and then when you deliver that check you can take the check.

2. I would assume you can get this one signed at your convenience as I haven't been on plane lately and have always paid promptly when bill arrived.

3. I don't know of anything I have ever checked out so hopefully a trip there by you and they will sign.

4. I have never had a White House issued passport so again, hopefully a trip by for signature completes this line.

5. There is a star by this one and I don't know why. I had my meeting with Katie Whalen as directed by Elizabeth and Katie said there was no form for me to do....they will simply transfer my spring '96 form to Education and I will fill out the usual spring form over there in spring 97. She didn't say she needed to sign this type form and I didn't have it at that time. You may need to track down Katie? I would suggest a call to her for starters to see if there is something she didn't tell me about.

6/7. Please see email I have done to all staff on my new address and take a memo with you to the mail rooms I guess?

8. Please do a memo to deliver to Credit Union so that they can sign.

9. I have no clue what I have to do on this but let's find out early enough for me to schedule time getting it done if necessary...assume it just means my files are on the way or something? I'll need six months if they truly take oral history!!!

10. I will need to wear the staff pin until after the parade on Monday so please find out how late someone will be in the designated office on Monday for me to return it.

11. I am happy to turn in skypager earlier this week but need to keep on my regular beeper and cell phone through the weekend so again, find out how late these folks will be there on Monday afternoon and I'll turn in then...probably makes sense to keep skypager until then.

12. I will have to keep parking pass until I leave on Monday night I would assume so find out how they suggest I turn it in and yet park here through about midnight or later Monday night (you can begin to see why I thought it made a hell of a lot more sense to do the final things on Tuesday!)

13. There certainly should not be anything outstanding here. My only regret is there is not a place on here where the government has to say they have made all outstanding payments owed to me! Anyway, on one like this that is room 1 which can be cleared up now instead of on inaugural day, please go ahead and get it finalized so that it will be one less thing I have to do during the parade!

14. done

15. Please do memo to them and deliver to get signature.

16. done

17. I will plan to bring the home computer back on Friday (need to find out where you should take it that day) and have you deliver the ID card that day. I am also fine for them to deactivate my access to computer on Friday the 17th at any point in the day. Hopefully they will then be able to sign it that day.

18. I don't know what this is all about..has a star by it I guess by Ashley. Please find out early so that we can schedule the debriefing if necessary.

19. This is the WH pass spot for signature along with my room key I have. I have the key and can turn it in anytime as I can use key kept in Jill's desk. However, the pass according to Elizabeth will go to Kelli McClure in some room in OEGB late Monday aft. Jan. 20 with the temporary given...another address is given here on form so make sure we know exactly where I am to go that afternoon so they will be expecting me and is that when they sign?

20. Please do a memo with my home address as the place for a final check if they have to have to have it mailed, but I use direct deposit to Federal Credit union so assume that will continue with my last WH check. Also, will the folks for item 20 sign if any item not completed yet?

Sorry this is so complicated....needlessly so in my mind. I will need for Monday the 20th a detailed list of where all I will have to go that afternoon along with deadline time for that afternoon; the list should be in the order I should use if that is part of the deal as well as what I take where.

Many thanks.

Chris Barry - contact dept of Ed -

Start date. -

Conversation w/ Lee Johnson 6-22-40

- Turn everything over to records management
- provide inventory of what's turned over
- list of any material left for successors
- rolodex? - Copy of official cards only. -
(personal doesn't need copying)

Carol - you should
talk to Michelle
Joy (5-11-99) you have
further questions
re. how transfer
affects benefits
- Elizabeth

03-Jan-1997 02:19pm

TO: Carol H. Rasco

FROM: Elizabeth E. Drye
Domestic Policy Council

SUBJECT: RE: Additional check out question

I have some info for you on checkout already, and will get back to you re. rolodex.

You will need to complete a two-sided check out sheet (I have a copy for you) which requires you to get signatures from a number of WH offices verifying all fees have been paid, forms filed, etc. Jill or Claudia can walk the form around for you. You do NOT have to do it yourself.

Also, Ashley thought you might want to set up two meetings before you leave.

As part of check out, you will have to file a financial disclosure termination report. Kathy Whalen handles these. Ashley thought you should also sit down with Kathy and have her brief you on what you can and can't do once you leave the WHite House.

In addition, you might want to meet with Michelle Joy if you have question re. how your benefits will transfer to DoEd. I'll leave you a packet explaining how it will work. Once you've looked at it, you can decide whether to meet with her.

Re. Access list, we should be able to add you to DPC access list, which means you won't need to be waved in, but I do not believe you will can keep a pass (I'll verify).

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

02-Jan-1997 08:58am

TO: Elizabeth E. Drye

FROM: Carol H. Rasco
 Domestic Policy Council

SUBJECT: Additional check out question

In addition to the items I listed for you below I need to know the protocol on roldexes....I sure do need to take a copy of my rolodex or the rolodex itself and need to know the proper thing to do - original or copy. If a copy is to be made it should only be done after I go through and clean the rolodex up as I know there are some outdated things on it.

Thanks.

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

18-Dec-1996 11:11pm

TO: Elizabeth E. Drye
FROM: Carol H. Rasco
 Domestic Policy Council

SUBJECT: Check out procedures

I need for you upon your return to check for me into all that I must do to check out of here.

Secondly I would like to know what I do to get on an access list or to keep a blue pass. I know there are agency folks that at least used to be on what was known as "access list" which made the WAVES easier for them...I need to know what if anything still exists.

Thanks!

* Routine Calls
8:15 Staff MPT

Background
Shared w/ Bruce

- Budget
- Staff
- Issues
- Staff responses to
4 q's you posed to
then when you were
preparing ERH memo
- JBA's exit memo

Transitions

Staff Meeting Tomorrow

During transition

Logistics - New Issues - next couple of weeks

Routine meetings - Carol or Bruce - both

Weekly Report

- JBA issues
- women's issues
- Molly's issues
- homelessness, vets
- children's / service-connected
- Spinal indicators of child and family well-being

Incoming Resumes -
Meeting requests -

Issues - Human Radiation

Reiner 0-3 campaign
CHK has expertise

- Disability Issues, AIDS - significant restructuring

What Staff Needs to Hear

Am I staying?
What will my job be?
Should I be looking?

Process - mgs, individuals

Uniform process - open (schedule of meetings or time frame?)

- time frame for decisions

- Whatever you can say about expectations

- encourage → get resumes, sample memos

- Place in context (any guidance from COS on how to handle transition, when will decisions be made)

- Hear all decisions from you first (9:30 call is good)

Carol

Next couple of weeks - Involvement - welfare

Accessibility afterward
(ok to call)

Tichler

ADDS
Nebraska

Molly
ADDS
Feb

Staff changes
some guidance
w/ JBA's
departure

Pos

Agree on move date -

- Carol - get back to me so we can schedule in advance
- Leanne will handle moves w/ my help if needed.
- Move work out 16th or 17th
- Moving 21st