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Folder Title:
Cuba Interagency Task Force

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WHITE HOUSE OFFICE DOCUMENTS

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HISTORY OF CUBA TASK FORCE:

- Creation of task force announced by Pres. Clinton by press release in May 1995. Richard Nuccio appointed Special Advisor to the President and Secretary of State for Cuba, and head on interagency task force on Cuba.
- Nuccio approved as agency rep from State Dept. to Cuba task force on June 13, 1995.
- Angela Frias, assistant to Nuccio, joined task force as agency rep from State Dept. on July 7, 1995.
- **No other task force members have been approved.** NSC informally proposed at one time to bring on a DoD employee, Ray Ruga, as an agency representative from Defense. Request never formally transmitted.

WHAT THEY NEED TO DO TO FULLY FORMALIZE THE CUBA TASK FORCE:

- Comply with "Agency Representative" rules on attached sheet.
 - These rules have been widely disseminated, and have previously been shared with Haines, Dimel and Kreczko at NSC, and with Lee Satterfield at Public Liaison.
 - "The interagency group must be formally constituted." In this case, the President announced by press release the creation of the task force. **To back this up, it would be useful to have a memo from a senior official (or officials) formalizing the task force.** THE SAMPLE PROVIDED BY NSC IS GENERALLY ACCEPTABLE (other than typos, etc.) (see attached).
 - "Agency representatives may not hold themselves out to be EOP employees." We have established strict rules to ensure that there can be no confusion between employees and agency reps. These rules are set forth.
- Provide tangible evidence that the group is a legitimate interagency enterprise, that we could prove to an outsider had a real existence:
 - **Typically, we insist that there be individuals from two or more agencies involved and assigned on the WH Complex.** Readily demonstrates the interagency nature of the task force.

4/16/96

Agency Representatives

"Individuals who, as a part of the regular responsibilities of their agency position are assigned to represent their employing agency as a member of an interagency task force, board, council or committee."

Rules:

Because agency representatives are not WHO or EOP employees and are permitted on the White House Complex to perform only limited roles, it is important that the following rules be followed:

1) The interagency group must be formally constituted. The "interagency task force, board, council or committee" must have some formal identity -- memorialized in an executive order, directive, memorandum of understanding, mission statement from an agency head or other higher official, or similar document.

2) The interagency group must be properly funded. Because of appropriations restrictions, interagency groups must generally be supported financially by only one agency. Although agencies may contribute the time of the agency representatives, they may not jointly contribute money or equipment to support the work of the group.

3) Agency representatives may not hold themselves out to be EOP employees. Agency representatives do not count for EOP personnel matters, and remain the employees of their home agencies for all purposes:

a) Supervision An agency representative shall continue to report to and be supervised by his or her home agency. An agency representative may also report to and supervise other members of the interagency group. Under no circumstances may an agency representative report to or supervise EOP employees who are not members of the interagency group.

b) Title An agency representatives may only use the following titles:

- i) home agency title
- ii) task force title
- iii) "agency representative"

Under no circumstances may an agency representative be given a title that suggests that he or she is an EOP employee or staff member. Nor may an agency representative hold him or herself out to be an EOP employee.

c) Stationery Agency representatives shall not use EOP stationery for letters or memos prepared for their signature, unless the stationery is imprinted with the name of the interagency group or the representative's affiliation with the interagency group is otherwise prominently displayed. This also applies to business cards.

d) Passes Agency representatives shall be issued "OGA" passes -- blue or brown according to the access required.

THE WHITE HOUSE
WASHINGTON

Draft

March 6, 1996

MEMORANDUM FOR DISTRIBUTION

FROM: ALEXIS HERMAN, ASSISTANT TO THE PRESIDENT PUBLIC LIAISON
KITTY HIGGINS, ASSISTANT TO THE PRESIDENT AND SECRETARY TO
THE CABINET
SANDY BERGER, DEPUTY ASSISTANT TO THE PRESIDENT NATIONAL
SECURITY AFFAIRS

RE: CUBA TASK FORCE

In May the President established the Interagency Task Force on Cuba to ensure that the administration's policies are effectively carried out. Richard Nuccio was designated as the State Department's agency representative and chair of the task force.

The Cuba Task Force was created in an effort to monitor and to prepare to respond to volatility on the island while better coordinating the interagency efforts in the implementation of recent policy initiatives. The President is fully committed to ensuring that his policies are effectively and efficiently carried out while simultaneously reaching out and explaining the administration efforts to the domestic constituents concerned about the issue.

We are asking each agency to appoint a representative to this interagency working group to assess our progress in carrying out the aims of the task force. Order and reporting to the President on its progress. A group consisting of members from various agencies has been informally meeting for some time to advance the goals of the President's Task Force, but the time has come to formalize this group's activities. Please submit the name, title, phone, and fax number of your agency's representative by close of business, Monday, March 11th. Responses should be sent to Dana Wycoff, Office of Public Liaison, Room 122, OEOB, Fax 456-6218. We will then convene a meeting to discuss these issues.

Distribution:

The Honorable William J. Perry, Department of Defense
The Honorable Warren Christopher, Department of State
The Honorable Janet Reno, Department of Justice
The Honorable Robert Rubin, Department of Treasury
The Honorable Ronald Brown, Department of Commerce
The Honorable Joseph Duffy, United States Information Agency
The Honorable Federico Pena, Department of Transportation

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

25-Apr-1996 02:02pm

TO: Nelson W. Cunningham

FROM: Jodie R. Torkelson
 Management and Administration

SUBJECT: Cuban Outreach Task Force

NSC and Public Liaison will be working on getting the formalization of the task force (the paper you had from Feb) completed and signed off on by Tony and Alexis. I think they're looking to you for guidance on making sure the wording suits us. I think it's been held up in NSC until after Nuccio's departure.

They'd like the TF to be chaired by Jim Dobbins (NSC person detailed to the NSC from State). Other agencies participating in the TF would be State and DoD. Only Dobbins and the DoD person would probably actually be physically housed here.

DoD would pay all the costs of the TF (I need to work on getting them to agree) including office rent, computers, phones, etc. We'd need to draw up the documents to make this a reimburseable entity.

Are you comfortable with this set up?

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

25-Apr-1996 02:51pm

TO: Jodie R. Torkelson

FROM: Nelson W. Cunningham
 Office of Administration, GC

SUBJECT: RE: Cuban Outreach Task Force

I am comfortable with the setup as outlined in your e-mail. All the pieces put together provide just the showing of a genuine inter-agency effort that our guidelines call for.

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20508

OFFICE OF THE LEGAL ADVISER

FAX TRANSMITTAL COVER SHEET

DATE: 3/25/96			
TO: Nelson Cunningham		FROM: Alan Kreczko	
PHONE NO.: 51269		PHONE NO.: (202) 456-9111	
FAX NO.: 67921		FAX NO.: (202) 456-9110	
COMMENTS:			
NUMBER OF PAGES (including cover page) : 2			

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NSC EXECSEC

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WASHINGTON

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