

FOIA MARKER

This is not a textual record. This is used as an administrative marker by the William J. Clinton Presidential Library Staff.

Collection/Record Group: Clinton Presidential Records
Subgroup/Office of Origin: National AIDS Policy Office
Series/Staff Member: Sandra Thurman
Subseries:

OA/ID Number: 40015
FolderID:

Folder Title:
Admin - Agency Representatives - Bennett, Russell (5/99)

Stack:	Row:	Section:	Shelf:	Position:
S	66	6	1	1

Withdrawal/Redaction Sheet

Clinton Library

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

001. form	re: Supplement to personnel action (1 page)	04/21/1999	b(6)
-----------	---	------------	------

COLLECTION:

Clinton Presidential Records
National AIDS Policy Office
Sandra Thurman
OA/Box Number: 40015

FOLDER TITLE:

Admin - Agency Representatives - Bennett, Russell (5/99)

2018-0764-F

jm1976

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]



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, D.C. 20410-7000

OFFICE OF THE ASSISTANT SECRETARY FOR
COMMUNITY PLANNING AND DEVELOPMENT

March 25, 1999

Ms. Sandra L. Thurman
Director
White House Office of National AIDS Policy
736 Jackson Place NW
Washington, DC 20503

Dear Sandy:

This letter provides you with confirmation that the Department of Housing and Urban Development has assigned Mr. Russell Bennett to serve as an agency representative with your office for a two month period. This assignment will enable Mr. Bennett to meet educational and work experience requirements of the Presidential Management Internship program in which he is enrolled at HUD. Rusty has been a member of the HUD staff since July 1998 and serves in the Office of HIV/AIDS Housing as a Community Planning and Development Specialist/Presidential Management Intern. In this capacity, Rusty will serve as an agency representative to provide professional support to the Interagency Task Force on HIV/AIDS and the efforts of your office. His assignment will be initiated on or about April 6, 1999 and will continue through May 28, 1999. I understand that Mr. Todd Summers, Deputy Director of your office, will serve as his immediate supervisor during this assignment.

HUD is pleased to support the efforts of your Office in view of our common missions in addressing the housing needs of persons affected by the HIV epidemic. Please let me know if you need any additional information on this matter. I can be reached at (202) 708-1934.

Very sincerely yours,

A handwritten signature in dark ink, appearing to read "D. Vos".

David Vos
Director
Office of HIV/AIDS Housing

Todd -
This is my
evaluation
form.

Thanks.

Pat,

(800) 470-7211
Optim #5

Presidential Management Intern

Supervisor's Evaluation of Employee Internship

U.S. Department of Housing and Urban Development Office of Community Planning and Development

Intern Assignment - Briefly describe	Reporting Period From: _____ To: _____
Name of Intern	Job Title/Grade
Location (Region/Office)	Office

Instructions for the Rater: Place an "x" in the box under the item which most clearly describes the appropriate trait.
Use the space for "comments" if any explanation is desired.

1. Effectiveness of Internship (The intern's ability to perform productive work)

Definitely below average, some major defects present. ☐	Generally below average in most aspects. ☐	Satisfactory, meets normal standards. ☐	Generally above average in most aspects. ☐	Outstanding, clearly above expectations. ☐
Comments:				

2. Supervision (Amount needed, and evidence of initiative and resourcefulness)

Very close supervision, a routine, unimaginative worker. ☐	Fairly close supervision, limited initiative. ☐	Moderate supervision, adequate initiative. ☐	Only general supervision, able to proceed on own initiative. ☐	Only initial direction, highly resourceful, a "Go-Getter". ☐
Comments:				

3. Judgement (Consider ability to think clearly and develop correct and logical conclusions)

Poor judgement, careless, conclusions not sound. ☐	Weak judgement, overlooks or misinterprets facts, limited grasp of situation. ☐	Usually sound, good grasp of all major factors involved. ☐	Very sound, good grasp of all major factors involved. ☐	Exceptionally logical and sound, excellent grasp of entire situation. ☐
Comments:				

4. Communications (Consider ability to communicate clearly and note any deficiencies in written or oral expression)

Poor, hard to follow, major defects involved. ☐	Fair, but definitely needs improvement. ☐	Generally satisfactory. ☐	Very good, communicates ideas well. ☐	Outstanding, exceptionally effective. ☐
Comments:				

5. Cooperation (Consider ability and willingness to work in harmony with and for others)

Generally not cooperative, tends to create friction or antagonism. ☐	Passive or indifferent to others, works better alone. ☐	Adjusts easily to the group, satisfactory team worker. ☐	Very good in group relations, contributes to harmony, cooperates with supervisor. ☐	Outstanding in group relations, very cooperative with supervisor and others, promotes harmony. ☐
Comments:				

6. Self-Improvement (Consider willingness and interest in increasing knowledge, both on and off the job)

Shirks classes with inadequate excuses, disinterested in opportunities for improvement. ☐	Participates in scheduled classes, contributes little to discussions. ☐	Participates in office training sessions and does some outside study relating to work. ☐	Active in training classes, takes advantage of outside training sessions. ☐	Actively participates, improves educational background by outside studies. ☐
Comments:				

Character or Trait	Unobserved	Poor (considerably below average)	Satisfactory (meets normal standards)	Above Average (generally exceeds required standards)	Excellent (clearly exceeds required standards, sets an example)
Keeness of observation					
Enthusiasm					
Interest in work assignments					
Reaction to authority and supervision					
Dependability					
Acceptance of responsibility					
Ability to learn new work					
Ability to undertake and follow instructions					
Work under pressure					
Confidence in work					
Manner and bearing					
Ability to make contacts and negotiate					
General capacity and ability					

Potential (Consider capacity to handle jobs of increasing scope and greater responsibility, ability to learn rapidly, personality, initiative, getting cooperation of others, and leadership ability, etc.)

☐ Definitely limited.	☐ Probably limited to journeyman work at moderate rate.	☐ Demonstrates promise for further growth at moderate rate.	☐ Very promising, should continue to develop in progressively more responsible professional positions.	☐ Capable of increased responsibility immediately and rapid advancement.
--	--	--	---	---

Comments:

General Observation (Note any factors that have not been reflected in the above; or which would be of assistance in determining needs, evaluating and improving the training or the intern.)

Final Intern Evaluation - Program Completion Certification.

Intern has successfully completed all training and/or education prescribed in the Individual Development Plan and is qualified for advancement to the target position.

Yes ☐ No ☐

Complete this block only if applicable
Recommendation

☐ Promote ☐ Do not Promote

This evaluation has been discussed with the trainee

☐ Yes ☐ No

Signature (Immediate Supervisor)

Date

Reviewed by

Date



Brian P. McKaig

05/10/99 04:17:59 PM



Record Type: Record

To: Todd A. Summers/OPD/EOP@EOP

cc:

Subject: Russell Bennett's NT ID is ready

ID = BENNETT_R, passwords are set to the Request number.

Request: 283546

Updated By: MCKAIG #: 01 Updtd Time: 10 18 Date: 05 07 99
Received By: MORRIS Recvd Time: 16 04 Date: 05 06 99

Last Name: BENNETT First Name: RUSSELL L Userid: N/A
Ph: () 456 2437 Rm: 736JPL Org: WHO OT : WHO-White House Other
O Prob/Req: R Rel:
Application: WIND_NT Area: OA65 Code: ID Device:
Referred To: SEC-MCK Refrd Time: 16 04 Date: 05 06 99
Serial No.:

Problem Summary: CREATE USER ACCOUNT WITH NOTES

Problem Description: APPROVED BY: DOUG MATTIES 5-6-99

Resolution Summary: Created NT, NOTES, ALLIN1 accounts.

Resolution Detail: ID = BENNETT_R . Emailed POC Todd Summers.

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. form	re: Supplement to personnel action (1 page)	04/21/1999	b(6)

COLLECTION:

Clinton Presidential Records
National AIDS Policy Office
Sandra Thurman
OA/Box Number: 40015

FOLDER TITLE:

Admin - Agency Representatives - Bennett, Russell (5/99)

2018-0764-F

jm1976

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]