

FOIA MARKER

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

OA/ID Number: 40014
FolderID:

Folder Title:
Admin - Agency Representatives - Murguia, Matthew

Stack:
S

Row:
66

Section:
5

Shelf:
11

Position:
3

Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. form	re: Other government employees [Personally Identifiable Information] [partial] (1 page)	11/30/2000	b(6)
002. form	re: Other government employees [Personally Identifiable Information] [partial] (1 page)	10/12/1999	b(6)
003. form	re: Drug testing (1 page)	10/19/1999	b(6)
004. form	re: Supplement for personnel action (1 page)	10/12/1999	b(6)
005. form	re: Supplement for personnel action (1 page)	00/00/0000	b(6)
006. form	re: Other government employees [Personally Identifiable Information] [partial] (1 page)	09/24/1997	b(6)
007. form	re: Drug testing (1 page)	09/22/1997	b(6)
008. form	re: Other government employees [Personally Identifiable Information] [partial] (1 page)	11/10/1998	b(6)
009. form	re: Other government employees [Personally Identifiable Information] [partial] (1 page)	02/10/1998	b(6)
010. form	re: Other government employees [Personally Identifiable Information] [partial] (1 page)	00/00/0000	b(6)

COLLECTION:

Clinton Presidential Records
National AIDS Policy Office
Sandra Thurman
OA/Box Number: 40014

FOLDER TITLE:

Admin - Agency Representatives - Murguia, Matthew

2018-0764-F

jm1980

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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information [(b)(4) of the FOIA]
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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]

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Clinton Library

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001. form	re: Other government employees [Personally Identifiable Information] [partial] (1 page)	11/30/2000	b(6)

COLLECTION:

Clinton Presidential Records
National AIDS Policy Office
Sandra Thurman
OA/Box Number: 40014

FOLDER TITLE:

Admin - Agency Representatives - Murguia, Matthew

2018-0764-F

jm1980

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

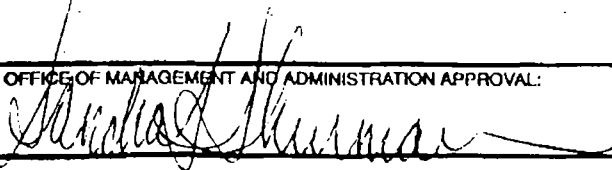
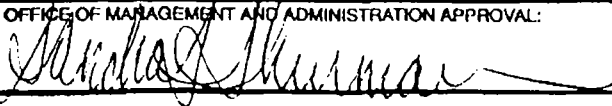
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PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).
RR. Document will be reviewed upon request.

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WHITE HOUSE OFFICE
OTHER GOVERNMENT EMPLOYEES

TO: OFFICE OF MANAGEMENT AND ADMINISTRATION		FROM: (Requesting official's name and department or office) Cheryl Bauerle/AIDS Policy	
THIS IS TO REQUEST THAT THE FOLLOWING INDIVIDUAL PERFORM DUTIES IN THE WHITE HOUSE OFFICE			
NAME: Last: Murguia		NAME: First: Matthew Middle Initial:	
BIRTHDATE: (b)(6)		DATE AND TYPE OF APPOINTMENT IN EMPLOYING AGENCY: Career 6/17/90	
GRADE/STEP:	SALARY: [001]		
PARENT AGENCY: Office of Minority Health, Dept of HHS			
DESCRIPTION OF PROJECT OR DUTIES (PLEASE BE SPECIFIC). IF THIS IS AN EXTENSION, PLEASE NOTE BELOW. Serve as Assoc Director for Policy--extension			
TYPE: ☒ DETAILEE ☐ ASSIGNEE ☐ PRESIDENTIAL MANAGEMENT INTERN ☐ HISTORICALLY PROVIDED SERVICE ☐ WHITE HOUSE FELLOW ☐ AGENCY REPRESENTATIVE ☐ STUDENT VOLUNTEER ☐ OTHER			
DRUG TESTING DESIGNATION: TDP = TESTING DESIGNATED POSITION ☒ TDP ☐ Non-TDP			
BEGINNING DATE (Mo/Day/Yr): 12/1/99		ENDING DATE (Mo/Day/Yr): 1/20/01	
POSITION TITLE (At the EOP Complex): Associate Director for Policy		APPROVING OFFICIAL IN PARENT AGENCY (Name & Telephone): Dr Kate Stinson 301-443-5084	
TYPE OF DETAIL (If applicable): ☐ Non-Reimbursable ☒ Reimbursable		ASSIGNMENT LOCATION (Office or Division, Building, Room Number, & Telephone): OJAP 736 Jackson Place	
IF REIMBURSABLE, FMD CERTIFICATION OF FUNDS AVAILABILITY:			
WHO CONTACT PERSON (Name & Telephone): Cheryl Bauerle 6-2959			
SIGNATURE OF WHO APPROVING OFFICIAL: 		DATE: Nov 30, 2000	
OFFICE OF MANAGEMENT AND ADMINISTRATION APPROVAL: 		DATE:	

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
002. form	re: Other government employees [Personally Identifiable Information] [partial] (1 page)	10/12/1999	b(6)

COLLECTION:

Clinton Presidential Records
National AIDS Policy Office
Sandra Thurman
OA/Box Number: 40014

FOLDER TITLE:

Admin - Agency Representatives - Murguia, Matthew

2018-0764-F

jm1980

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

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WHITE HOUSE OFFICE
OTHER GOVERNMENT EMPLOYEES

TO: OFFICE OF MANAGEMENT AND ADMINISTRATION	FROM: (Requesting official's name and department or office) Todd Summers / AIDS Policy						
THIS IS TO REQUEST THAT THE FOLLOWING INDIVIDUAL PERFORM DUTIES IN THE WHITE HOUSE OFFICE							
<table style="width: 100%;"> <tr> <td style="width: 30%;">NAME: Last</td> <td style="width: 30%;">First</td> <td style="width: 40%;">Middle Initial</td> </tr> <tr> <td>Murguia</td> <td>Matthew</td> <td></td> </tr> </table>		NAME: Last	First	Middle Initial	Murguia	Matthew	
NAME: Last	First	Middle Initial					
Murguia	Matthew						
<table style="width: 100%;"> <tr> <td style="width: 40%;">BIRTHDATE: (b)(6)</td> <td style="width: 60%;">DATE AND TYPE OF APPOINTMENT IN EMPLOYING AGENCY: Career</td> </tr> </table>		BIRTHDATE: (b)(6)	DATE AND TYPE OF APPOINTMENT IN EMPLOYING AGENCY: Career				
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<table style="width: 100%;"> <tr> <td style="width: 40%;">GRADE/STEP: GS 14 16</td> <td style="width: 60%;">SALARY: \$79,999 [002]</td> </tr> </table>		GRADE/STEP: GS 14 16	SALARY: \$79,999 [002]				
GRADE/STEP: GS 14 16	SALARY: \$79,999 [002]						
PARENT AGENCY: Office of Minority Health, Dept. of Health and Human Services							
DESCRIPTION OF PROJECT OR DUTIES (PLEASE BE SPECIFIC). IF THIS IS AN EXTENSION, PLEASE NOTE BELOW: Serve as Associate Director for Policy, assisting with the formulation of the Administration's HIV/AIDS policy (with the Office of National AIDS Policy).							
TYPE: ☒ DETAILEE ☐ ASSIGNEE ☐ PRESIDENTIAL MANAGEMENT INTERN ☐ HISTORICALLY PROVIDED SERVICE ☐ WHITE HOUSE FELLOW ☐ AGENCY REPRESENTATIVE ☐ STUDENT VOLUNTEER ☐ OTHER							
DRUG TESTING DESIGNATION: TDP = TESTING DESIGNATED POSITION ☒ TDP ☐ Non-TDP							
<table style="width: 100%;"> <tr> <td style="width: 50%;"> BEGINNING DATE (Mo/Day/Yr): 12/1/99 </td> <td style="width: 50%;"> ENDING DATE (Mo/Day/Yr): 12/1/2000 </td> </tr> </table>		BEGINNING DATE (Mo/Day/Yr): 12/1/99	ENDING DATE (Mo/Day/Yr): 12/1/2000				
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<table style="width: 100%;"> <tr> <td style="width: 50%;"> POSITION TITLE (At the EOP Complex): Associate Director for Policy / ONAP </td> <td style="width: 50%;"> APPROVING OFFICIAL IN PARENT AGENCY (Name & Telephone): Dr. Nate Stinson (301) 443-5084 </td> </tr> </table>		POSITION TITLE (At the EOP Complex): Associate Director for Policy / ONAP	APPROVING OFFICIAL IN PARENT AGENCY (Name & Telephone): Dr. Nate Stinson (301) 443-5084				
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<table style="width: 100%;"> <tr> <td style="width: 50%;"> TYPE OF DETAIL (If applicable): ☐ Non-Reimbursable ☒ Reimbursable </td> <td style="width: 50%;"> ASSIGNMENT LOCATION (Office or Division, Building, Room Number, & Telephone): Office of National AIDS Policy 736 Jackson Place 6-2437 </td> </tr> </table>		TYPE OF DETAIL (If applicable): ☐ Non-Reimbursable ☒ Reimbursable	ASSIGNMENT LOCATION (Office or Division, Building, Room Number, & Telephone): Office of National AIDS Policy 736 Jackson Place 6-2437				
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IF REIMBURSABLE, FMD CERTIFICATION OF FUNDS AVAILABILITY: Todd Summers 6-2444							
WHO CONTACT PERSON (Name & Telephone): Todd Summers 6-2444							
SIGNATURE OF WHO APPROVING OFFICIAL: 							
DATE: 10/12/99							
OFFICE OF MANAGEMENT AND ADMINISTRATION APPROVAL:							
DATE:							

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
003. form	re: Drug testing (1 page)	10/19/1999	b(6)

COLLECTION:

Clinton Presidential Records
National AIDS Policy Office
Sandra Thurman
OA/Box Number: 40014

FOLDER TITLE:

Admin - Agency Representatives - Murguia, Matthew

2018-0764-F

jm1980

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

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Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
004. form	re: Supplement for personnel action (1 page)	10/12/1999	b(6)

COLLECTION:

Clinton Presidential Records
National AIDS Policy Office
Sandra Thurman
OA/Box Number: 40014

FOLDER TITLE:

Admin - Agency Representatives - Murguia, Matthew

2018-0764-F

jml980

RESTRICTION CODES

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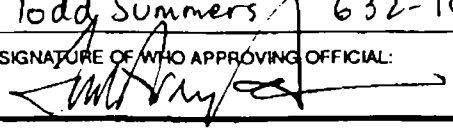
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WHITE HOUSE OFFICE
PERSONNEL FROM OTHER AGENCIES

TO: OFFICE OF MANAGEMENT AND ADMINISTRATION		FROM: (Requesting Official) <i>Todd Summers</i> <i>EOP/AIDS Policy</i>	
THIS IS TO REQUEST THAT THE FOLLOWING INDIVIDUAL PERFORM DUTIES AT THE EOP COMPLEX			
NAME: Last <i>MURGUIA</i>		First <i>MATTHEW</i> Middle Initial <i>NMI</i>	
GRADE/STEP: <i>GS 14/4</i>	SALARY: <i>\$71,011</i>	TYPE OF APPOINTMENT:	
SOCIAL SECURITY NUMBER: (b)(6) <i>[006]</i>		<i>detail agency representative</i>	
BIRTHDATE: (b)(6)	PARENT AGENCY: <i>Health and Human Services</i>		
PURPOSE/JUSTIFICATION OF EXTENSION (Describe project or duties): <i>Provide policy assistance on assessing impact of HIV/AIDS on minorities.</i>			
TYPE: ☐ HISTORICALLY PROVIDED SERVICE ☐ ASSIGNEE ☐ PRESIDENTIAL MANAGEMENT INTERN ☐ WHITE HOUSE FELLOW ☐ DETAIL ☐ STUDENT VOLUNTEER ☒ AGENCY REPRESENTATIVE ☐ OTHER _____			
DRUG TESTING DESIGNATION: TDP - TESTING DESIGNATED POSITION ☐ TDP ☐ Non-TDP			
BEGINNING DATE (Mo/Day/Yr): <i>10/13/97</i>		ENDING DATE (Mo/Day/Yr): <i>1/16/98</i>	
POSITION TITLE (At the EOP Complex): <i>None</i>		APPROVING OFFICIAL IN PARENT AGENCY (Name & Telephone): <i>Dr. Clay Simpson (301) 443-5084</i>	
TYPE OF DETAIL (If applicable): ☒ Non-Reimbursable ☐ Reimbursable IF REIMBURSABLE, FMD CERTIFICATION OF FUNDS AVAILABILITY:		ASSIGNMENT LOCATION (Office or Division, Building, Room Number, & Telephone): <i>EOP/AIDS Policy</i> <i>808 17th St</i>	
EOP CONTACT PERSON (Name & Telephone): <i>Todd Summers 632-1090</i>		DATE: <i>9/21/97</i>	
SIGNATURE OF WHO APPROVING OFFICIAL: 			
OFFICE OF MANAGEMENT AND ADMINISTRATION APPROVAL:		DATE:	

Withdrawal/Redaction Marker

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DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
007. form	re: Drug testing (1 page)	09/22/1997	b(6)

COLLECTION:

Clinton Presidential Records
National AIDS Policy Office
Sandra Thurman
OA/Box Number: 40014

FOLDER TITLE:

Admin - Agency Representatives - Murguia, Matthew

2018-0764-F

jm1980

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Clinton Presidential Records
National AIDS Policy Office
Sandra Thurman
OA/Box Number: 40014

FOLDER TITLE:

Admin - Agency Representatives - Murguia, Matthew

2018-0764-F

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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(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]

**WHITE HOUSE OFFICE
OTHER GOVERNMENT EMPLOYEES**

TO: OFFICE OF MANAGEMENT AND ADMINISTRATION		FROM: (Requesting official's name and department or office) <i>Todd Summers / AIDS Policy</i>					
THIS IS TO REQUEST THAT THE FOLLOWING INDIVIDUAL PERFORM DUTIES IN THE WHITE HOUSE OFFICE							
<table style="width: 100%; border: none;"> <tr> <td style="width: 10%; border: none;">NAME:</td> <td style="width: 30%; border: none; text-align: center;"> Last First Middle Initial <i>MURGUIA</i> <i>MATTHEW</i> </td> <td colspan="2" style="border: none;"></td> </tr> </table>				NAME:	Last First Middle Initial <i>MURGUIA</i> <i>MATTHEW</i> 		
NAME:	Last First Middle Initial <i>MURGUIA</i> <i>MATTHEW</i> 						
BIRTHDATE: _____		SOCIAL SECURITY NUMBER: _____					
DATE AND TYPE OF APPOINTMENT IN EMPLOYING AGENCY: <i>Career</i>							
GRADE/STEP: <i>GS 14/4</i>		SALARY: <i>\$71,011 [008]</i>					
PARENT AGENCY: <i>HHS/OS - Office of Minority Health</i>							
DESCRIPTION OF PROJECT OR DUTIES (PLEASE BE SPECIFIC), IF THIS IS AN EXTENSION, PLEASE NOTE BELOW: <i>Extend Agency Rep. status until 1/31/99</i>							
TYPE: ☐ DETAILEE ☐ HISTORICALLY PROVIDED SERVICE ☐ STUDENT VOLUNTEER ☐ ASSIGNEE ☐ WHITE HOUSE FELLOW ☐ OTHER _____ ☐ PRESIDENTIAL MANAGEMENT INTERN ☒ AGENCY REPRESENTATIVE							
DRUG TESTING DESIGNATION: TDP = TESTING DESIGNATED POSITION ☒ TDP ☐ Non-TDP							
BEGINNING DATE (Mo/Day/Yr): <i>Original: 10/13/97</i>		ENDING DATE (Mo/Day/Yr): <i>11/31/99</i>					
POSITION TITLE (At the EOP Complex): <i>Agency Representative</i>		APPROVING OFFICIAL IN PARENT AGENCY (Name & Telephone): <i>Dr. Clay Simpson (301) 443-5084</i>					
TYPE OF DETAIL (If applicable): ☒ Non-Reimbursable ☐ Reimbursable		ASSIGNMENT LOCATION (Office or Division, Building, Room Number, & Telephone): <i>Office of National AIDS Policy</i> <i>736 Jackson Place</i>					
IF REIMBURSABLE, FMD CERTIFICATION OF FUNDS AVAILABILITY:		WHO CONTACT PERSON (Name & Telephone): <i>Todd Summers 6-2437</i>					
SIGNATURE OF WHO APPROVING OFFICIAL: 		DATE: <i>11/10/98</i>					
OFFICE OF MANAGEMENT AND ADMINISTRATION APPROVAL:		DATE:					

**DEPARTMENT OF HEALTH & HUMAN SERVICES**

Office of Public Health and Science

Rockville, MD. 20857

NOV - 9 1998

Memorandum

To: Director, Office of National AIDS Policy

From: Deputy Assistant Secretary for Minority Health

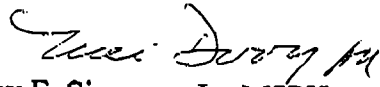
Subject: Extension of Mr. Matthew Murguia as Agency Representative

This memorandum provides acknowledgment that Mr. Matthew Murguia will continue to serve as an agency representative to the Interdepartmental Task Force on AIDS in the Office of National AIDS Policy for a period not to exceed January 31, 1999.

Mr. Murguia will continue to work on several key assignments directly benefiting the mission of the Office of Minority Health, including:

- Coordinating activities of the Interdepartmental Task Force on AIDS;
- Developing briefing packages, talking points, speeches and statistical overviews for the National AIDS Policy Coordinator; including monographs on racial/ethnic populations;
- In collaboration with the Office of HIV/AIDS Policy in the Department of Health and Human Services, develop an update on the 1996 Report to the President: *Youth and HIV/AIDS, An American Agenda* and the 1997 Presidential Directive on Increasing Access to HIV Prevention Information and Services; and
- Coordinating Federal World AIDS Day Activities;
- Working with the Presidential Advisory Council on HIV/AIDS to address issues of concern to racial/ethnic communities, as well as research issues.

While at ONAP, Mr. Murguia will continue to lead the development of the Department of Health and Human Service's (DHHS) Interim National Minority AIDS Report, being coordinated out of the Office of Minority Health, as well as represent OMH on the DHHS Eliminating Race and Ethnic Health Disparities HIV Workgroup. As in the past, he will also continue to provide input into other OMH activities as appropriate (e.g., the CBC initiative, evaluation, development of OMH's Report to Congress, cooperative agreements).


Clay E. Simpson, Jr., MSPH, PhD

cc: Nicole Lurie, Principal Deputy Assistant Secretary for Health



**OFFICE OF MINORITY HEALTH
Facsimile Communication**

TO: Todd Summers

DATE: 11/10/98

Facsimile #: 202 456 2438

Telephone #: 202 456 2437

FROM: Linda D. Harrieta
Office of Minority Health
Division of Policy & Data
5515 Security Lane, Suite 1000
Rockville, MD 20852

Facsimile #: (301) 443-8280 or (301) 594-0767

Telephone #: (301) 443-9923

TOTAL NUMBER OF PAGES INCLUDING THIS COVER SHEET: 2

☐ **AS REQUESTED** ☐ **FOR YOUR INFORMATION**
☐ **FOR YOU CLEARANCE** ☐ **FOR YOUR COMMENTS**
☐ **PER CONVERSATION** ☐ **ACTION**

MESSAGE: _____

Matthew's Files
(N:/murguia)

N:\murguia\indian

This directory contains my Native American related files and aborted attempt set up an Interagency Task Force on HIV and Indians.

murguia\itfa:

This directory here are the files for the Interdepartmental Task Force on AIDS.

- The key file is "**members**," which is a chart of the current members with phone/fax numbers. This must be updated regularly.
- "**Faxlist**" is a listing of all fax numbers for members as of 9/23/98.
- **labels** is a file for mailing labels of all members as of 9/23/98.

We have not had a ITFA meeting since June 1998. We did not schedule one for World AIDS Day, but were able to get the ITFA members to undertake WAD activities.

N:\murguia\letters:

This file has all the letters I have written for Sandy's signature, including letters to her, letters to the POTUS, and e:mails to the POTUS

N:\murguia\monograph:

This file has all the materials I used to develop the race/ethnicity monograph. The latest version of the document is on Todd's machine (n:drive) since he worked on it last.

N:\murguia\speeches:

Speeches, briefings, talking points I have written for Sandy or Todd

- Chicago
- COSSMHO
- Gore
- HUD
- Rural

- Union
- USCM

(There are other one's I wrote contained in Sarah's files)

N:\murguia\statisti

Statistical Files -- interns are updating them as I write this (1/19/99). Individual fact sheets exist for each of the following groups:

- black
- Hispanic
- Indian
- Asian/PI
- general population

N:\murguia\wad:

World AIDS Day

- American Association of World Health World AIDS Day Letter
- memo to Interdepartmental Task Force on HIV/AIDS reminding them to start planning WAD activities
- letter to Secretaries/agencies asking them to put a message on pay stubs
- response form to indicate if they would be doing the pay stub thing
- draft letter to Ann Landers for World AIDS Day

N:\murguia\youth

- draft Youth Report (version 2 is the latest) (**report2**)(report 1 is old version)
- summary of responses by agency (summary)
- chart comparing GAO programs with responses (chart)
- limited youth focused statistics (statisti)
- note to Kevin Thurm asking for more information (GAO); not sent

N:\MURGUIA\MYFILES.WPD



Memorandum

Date MAY - 6 1998

From Deputy Assistant Secretary for Minority Health

Subject Agency Representative to the Interdepartmental Task Force on HIV/AIDS

To Director, White House Office of National AIDS Policy

I am extending Mr. Matthew Murguia's detail to your office until the end of Fiscal Year 1998. Mr. Murguia will continue to serve as an agency representative to the Interdepartmental Task Force on HIV/AIDS. He will also continue to lead the development of the Department of Health and Human Services' National Minority AIDS Strategic and Implementation Plans, and serve on other committees and work groups related to Healthy People 2000/2010, and the Department's Race and Health Initiative.

A handwritten signature in black ink, reading "Clay E. Simpson, Jr.", is positioned above the printed name.

Clay E. Simpson, Jr., MSPH, PhD

THE WHITE HOUSE
WASHINGTON

March 11, 1998

To: Deputy Assistant Secretary for Minority Health

From: Director, Office of National AIDS Policy

Re: Extension of Mr. Matthew Murguia as Agency Representative

I want to thank you for allowing Mr. Matthew Murguia to serve as an agency representative to the Interdepartmental Task Force on AIDS in the Office of National AIDS Policy. I know of the difficulty this assignment places on your office and I appreciate your willingness to allow Mr. Murguia to continue to assist us here.

Mr. Murguia has proven to be a valuable asset to this Office, and with your approval, I would like to extend his assignment until the end of Fiscal Year 1998.

Mr. Murguia will continue to work on several key assignments directly benefiting the mission of the Office of Minority Health, including:

- Coordinating activities of the Interdepartmental Task Force on AIDS;
- Coordinating activities of the Interdepartmental Working Group on Indian AIDS Issues;
- Developing briefing packages, talking points, speeches and statistical overviews for the National AIDS Policy Coordinator; including monographs on racial/ethnic populations; and
- Staffing two key subcommittees of the Presidential Advisory Council on AIDS.

While at ONAP, Mr. Murguia will continue to lead the development of the Department of Health and Human Service's National Minority AIDS Implementation Plan, being coordinated out of the Office of Minority Health. I am pleased to support this effort and will continue to monitor its development and implementation.

Dr. Clay Simpson

March 11, 1998

Page 2

I would appreciate a memorandum at your earliest convenience indicating that you approve the extension of Mr. Murguia serving as a Agency Representative. Mr. Murguia is available to assist in drafting this memorandum.

Again, thank you for your continued commitment to the success of this Office and to addressing HIV/AIDS issues. I appreciate your support.

Sandra L. Thurman

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cl-j ect

THE WHITE HOUSE
WASHINGTON

September 30, 1997

Dr. Clay E. Simpson, Jr., MSPH, Ph.D.
Deputy Assistant Secretary for Minority Health
Department of Health and Human Services
5515 Security Lane, Suite 1000
Rockville, MD 20852

Dear Dr. Simpson:

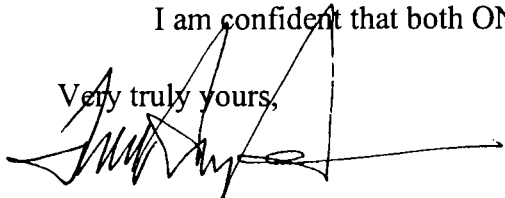
It was a pleasure speaking with you yesterday regarding Mr. Matthew Murguia of your staff. We very much appreciate your willingness to allow Mr. Murguia to serve as an agency representative to the Interagency Task Force on HIV/AIDS, through the Office of National AIDS Policy (ONAP). As I discussed with you, I anticipate that the detail would begin on October 13, 1997 and will extend for a three (3) month period.

In order to support the mission of the Office of Minority Health (OMH) during this detail, it would be appropriate for Mr. Murguia to continue his lead in developing a national minority AIDS implementation plan, which I understand is currently being coordinated by OMH on behalf of the Department of Health and Human Services (HHS). I anticipate that Mr. Murguia would continue to coordinate his activity out of ONAP, working with OMH staff as appropriate, to ensure the successful completion of this activity. Funding for this project should continue to be provided by HHS.

During his tenure with us, Mr. Murguia will work on other issues of mutual concern to OMH and ONAP, including assisting with the provision of information and guidance to the President's Advisory Council on HIV/AIDS, enhancing ONAP activities with American Indians/Alaska Natives, and enhancing participation of racial/ethnic minorities in HIV clinical trials, as well as other related issues.

I am confident that both ONAP and OMH will benefit from this detail assignment.

Very truly yours,

A handwritten signature in black ink, appearing to read "Todd A. Summers", with a long horizontal line extending to the right.

Todd A. Summers
Deputy Director
Office of National AIDS Policy

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
009. form	re: Other government employees [Personally Identifiable Information] [partial] (1 page)	02/10/1998	b(6)

COLLECTION:

Clinton Presidential Records
National AIDS Policy Office
Sandra Thurman
OA/Box Number: 40014

FOLDER TITLE:

Admin - Agency Representatives - Murguia, Matthew

2018-0764-F
jm1980

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
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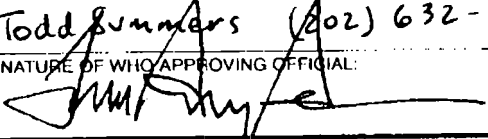
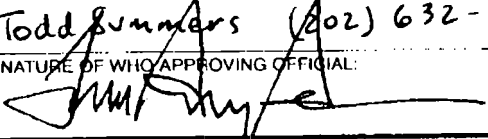
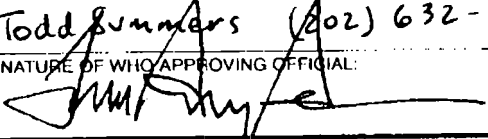
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RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

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WHITE HOUSE OFFICE
OTHER GOVERNMENT EMPLOYEES

TO: OFFICE OF MANAGEMENT AND ADMINISTRATION	FROM: (Requesting official's name and department or office) <i>Todd Summers, Deputy Director ONAP</i>														
THIS IS TO REQUEST THAT THE FOLLOWING INDIVIDUAL PERFORM DUTIES IN THE WHITE HOUSE OFFICE															
<table style="width: 100%;"><tr><td style="width: 30%;">NAME: Last</td><td style="width: 30%;">First</td><td style="width: 40%;">Middle Initial</td></tr><tr><td><i>MURGIA</i></td><td><i>MATTHEW</i></td><td></td></tr></table>		NAME: Last	First	Middle Initial	<i>MURGIA</i>	<i>MATTHEW</i>									
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GRADE/STEP:	SALARY:														
<i>GS 14/4</i>	<i>\$ 71,011 [009]</i>														
PARENT AGENCY: <i>Health and Human Services, Office of Minority Health /OS</i>															
DESCRIPTION OF PROJECT OR DUTIES (PLEASE BE SPECIFIC). IF THIS IS AN EXTENSION, PLEASE NOTE BELOW: <i>Provide policy assistance on impact of HIV/AIDS on minorities</i>															
TYPE: <table style="width: 100%;"><tr><td>☐ DETAILEE</td><td>☐ HISTORICALLY PROVIDED SERVICE</td><td>☐ STUDENT VOLUNTEER</td></tr><tr><td>☐ ASSIGNEE</td><td>☐ WHITE HOUSE FELLOW</td><td>☐ OTHER _____</td></tr><tr><td>☐ PRESIDENTIAL MANAGEMENT INTERN</td><td>☒ AGENCY REPRESENTATIVE</td><td></td></tr></table>		☐ DETAILEE	☐ HISTORICALLY PROVIDED SERVICE	☐ STUDENT VOLUNTEER	☐ ASSIGNEE	☐ WHITE HOUSE FELLOW	☐ OTHER _____	☐ PRESIDENTIAL MANAGEMENT INTERN	☒ AGENCY REPRESENTATIVE						
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MAILMGT @ A1

10/21/97 10:39:00 AM

Record Type: Record

To: Todd A. Summers

cc:

Subject: CSAR # 226237 FROM: CALIGUIRAN - WIND_NT_PROT OA65

NT ID IS READY. PLS. NOTIFY USER.

REQUEST: 226237

CSAR Status: RESOLVED

Updated By : CALIGUIRAN

#: 01 Received By: MCKAIG

Recvd Time: 11:31 Date: 97/1

Last Name : MURGUIA

First Name: MATTHEW

Userid: N/A

AGENCY REPRESENTATIVE

Phone: 6321090

Room: 808 17TH ORG: OTHER PDO DIVISIONS

Application: WIND_NT_PROT Area: OA65 Code: ID Device: N/A

Referred To: SEC-CAL Referred Time: 11 31 Date: 10 20 97

Reslvd By: SEC-CAL Type: X Stat: Y RESLV TIME: 10:37 Date: 97/10/21

Problem Summary: Create NT and Notes account for ONACP employee.

Problem Detail: Approved by Michael Malone.

Also, give access to shared 'N' drive - the same as Todd Summers.

Resolution Summary: CREATED NT, NOTES, AND ALLIN1 ID:MURGUIA_M

Resolution Detail: SERVER:OPD

E-MAILED SUMMERS_T

October 27, 1997

Todd:

Attached is an outline of a draft work plan, without time lines, for the activities I anticipate working on. Please note that I am willing to work on whatever the Office assigns as a priority, including topics not listed on the attached.

I would like to meet as soon as possible with you, and if appropriate Sandy, to discuss the draft work plan and whether the topics correspond to ONAP's priorities.

Thanks.

Matthew

HIV and Native Americans/Alaska Natives

Purpose: Enhance ONAP's current efforts of addressing HIV in Native American populations, including follow-up activities to the February 1996 ONAP meeting.

- Review summary of the February 1996 ONAP meeting on HIV and Native Americans/Alaska Natives.
- Conduct a "cross-walk of recommendations made by the Presidential Advisory Committee on HIV/AIDS, with recommendations made during the February 1996 ONAP meeting on HIV and Native Americans/Alaska Natives and recommendations contained in the DHHS draft Minority HIV Implementation Plan.
- Meet with DHHS Office of Intergovernmental Affairs' tribal issues coordinator to discuss requirements of Executive Order on Tribal Colleges and Universities and the Department Tribal Consultation Policy requirements.
- Have HHS and other Departments provide an update on activities undertaken to address the recommendations.
- Meet with national urban and rural Indian organizations to provide an update of Federal activities undertaken or planned which address Indian issues.

Clinical Trials

Purpose: Increase awareness and participation of racial/ethnic minority populations in HIV clinical trials, including HIV prevention vaccine clinical trials.

Activities:

- Meet with NIH and FDA staff to obtain update of current efforts/requirements regarding participation in clinical trials by racial/ethnic individuals:
 - NIH policy statement
 - FDA guidance
 - FDA policy statement
 - data collection/reporting requirements
 - retention efforts/requirements
- Meet with several HIV prevention vaccine clinical trial coordinators to discuss their efforts to recruit and maintain racial/ethnic populations in clinical trials
 - marketing
 - outreach efforts
 - support systems
 - financial incentives
- Coordinate meetings between NIH, FDA, clinical trial coordinators and national minority organizations to discuss participation in clinical trials and collaborative efforts (e.g., NAPWA, National Council of La Raza, National Urban League, Asian Pacific Islander American Health Forum, Congress of American Indians, League of United Latin American Citizens.
- In concert with ONAP press officer:
 - contact major minority media (Hispanic magazine, Jet, Ebony, etc) to encourage them to do articles on clinical trials, especially the HIV prevention vaccine
 - President Clinton's call for a vaccine within 10 years
 - Will need to discuss the "Tuskegee" legacy
 - Focus on racial/ethnic individuals' responsibilities to participate
 - highlight racial/ethnic individuals currently participating

- Work with the health program coordinators of national minority organizations (e.g., National Council of La Raza, National Urban League, Asian Pacific Islander American Health Forum, Congress of American Indians, League of United Latin American Citizens), to encourage them to highlight the role and benefits of clinical trials in their organizational newsletters, publications, etc.
- Highlight this issue in all of Sandy's and the President's HIV-related speeches, and in letters to conference participant's, etc.
- Work with the Office of Minority Health to produce a "Closing the Gap" newsletter on clinical trials sent to more than 10,000 racial/ethnic health professionals, national, regional and local organizations and community activities.

National Minority HIV Implementation Plan

(Note: funding for this activities is being provided by DHSS on an “as needed” basis.)

This is a DHSS activity being coordinated by the Office of Minority Health; it is a follow-up activity to the 1994 National Minority AIDS Congress and to the 1996 National Minority AIDS Institutes held in conjunction with the National Skills Building Conference.

- Provide summary of September 17 meeting to HHS Agency Representatives for comment and for development of initial responses to the recommendations, including development of a list of activities currently underway or planned to address each recommendation.
- Meeting with Agency Representatives
 - Debrief the September meeting
 - Review the recommendations
 - Discuss arranging meetings with working group
- Coordinate meetings between the HIV plan working group and appropriate agencies (HRSA, CDC, NIH, SAMHSA, AHCPR, IHS, FDA) based on focus of recommendations to:
 - Refine recommendations as necessary
 - Review of current activities to address specific recommendations
 - Develop specific activities to address each recommendation
- Develop draft final report which will be shared for comment with national organizations and community individuals.
 - mail
 - Internet
 - via national organizations
 - regional conferences
- Based on comments received, re-draft document in consultation with Agency Representatives and members of the HIV Implementation Plan working group.
- Final report shared with national organizations and community individuals; presented during the 1998 U.S. Conference on AIDS.
- Update report and report back to the community on progress in implementing recommendations every two years.



DEPARTMENT OF HEALTH & HUMAN SERVICES

Office of Public Health and Science

Rockville MD 20857

September 3, 1997

To: Todd Summers, Office of National AIDS Policy

From: Matthew Murguia, Office of Minority Health

Re: Detail Assignment Projects

I enjoyed meeting with you and Daniel Montoya to discuss a detail assignment and am excited by the possibility of working on projects of mutual benefit the Office of National AIDS Policy (ONAP) and the Office of Minority Health (OMH).

As requested, the following is an outline of potential projects. I have also provided an overview of relevant experience as it relates to these areas.

Potential Assignments

In addition to general policy analysis activities (review of documents, development of briefing packets, controlled correspondence, assisting in research for speech writing), and coordination of activities with Department of Health and Human Service's (DHHS) agency and staff offices, I know that my skills and experience could best be utilized in the following areas:

- 1) Support Goal 5 of the President's Race Initiative aimed at eliminating disparities in and improving access to HIV testing, counseling, health care and support services. Provide enhanced leadership and coordination of efforts across the Department and with other Federal Departments to ensure a comprehensive response to this goal.
- 2) Support current efforts of the Presidential Advisory Council on HIV/AIDS to focus on racial/ethnic minority populations; provide technical and analytic support to the Council's subcommittee on racial/ethnic minorities in its efforts to develop recommendations, policy papers, and implementation strategies.
- 3) Promote the development of a DHHS national minority AIDS implementation plan. Work with the Council's racial/ethnic minority sub-committee to ensure their input into the plan. While this project would continue to be housed at OMH, ONAP participation would increase the level of response to the effort and increase agency support for it.

Page 2

- 4) Enhance both White House and OMH efforts to address HIV/AIDS in American Indian/Alaska Native populations, including issues raised in the Executive Memorandum on Government-to-Government Relations with Native American Tribal Governments (the tribal consultation process), and Executive Order 13021, Tribal Colleges and Universities.
- 5) Support OMH efforts to increase the participation by racial and ethnic minorities in HIV-prevention vaccine development and clinical trial activities.

Relevant Experience

As discussed, I have extensive experience in the following areas:

- development of talking points, briefing packages and questions/answers for Congressional hearings (for the Secretary, Assistant Secretary, Surgeon General and Deputy Assistant Secretary for Minority Health);
- policy and legislative development (serve as OMH legislative officer, review and comment on pending DHHS policies and programs for the Deputy Assistant Secretary and Assistant Secretary for Health);
- coordination and facilitation of national and community planning and advisory bodies (facilitated 64 member national conference planning group; coordinated eight regional conferences; chair community-based task force); and
- extensive contract management experience (served as project officer for more than 20 contracts/interagency agreements/memoranda of understanding ranging from \$4,000 to \$1 million).
- media relations (respond to national and local press inquiries at OMH and as chair of the Alexandria Task Force on AIDS).

Please let me know if you need additional information on any of the above project areas. I may be reached at 301-443-9923. Dr. Clay Simpson, Deputy Assistant Secretary for Minority Health, may be reached at 301-443-5084.

If possible, I would appreciate an "heads up" on when Dr. Simpson will be called. I do not want to have him surprised by this since his support will be necessary in these project areas.

DRAFT

Dr. Clay E. Simpson, Jr., MSPH, PhD
Deputy Assistant Secretary for Minority Health
Department of Health and Human Services
5515 Security Lane, Suite 1000
Rockville, MD 20852

Dear Dr. Simpson:

It was a pleasure speaking with you regarding a detail of Mr. Matthew Murguia of your office to the Office of National AIDS Policy (ONAP). As discussed with you, I anticipate the detail would begin on October 13.

In order to support the mission of Office of Minority Health (OMH) during this detail, it would be appropriate for Mr. Murguia to continue his lead in developing a national minority AIDS implementation plan, which I understand is currently being coordinated by OMH on behalf of the Department of Health and Human Services. I anticipate that Mr. Murguia would continue to coordinate this activity out of ONAP, working with OMH staff as appropriate, to ensure the successful completion of this activity. Funding for this project should continue to be provided by the Department.

I anticipate that Mr. Murguia will work on other issues of concern to OMH, including assisting with the minority affairs committee of the President's Advisory Council on HIV/AIDS, enhancing ONAP activities with American Indians/Alaska Natives, and enhancing participation of racial/ethnic minorities in HIV clinical trials, and other HIV related issues.

I am confident that both ONAP and OMH will benefit from this detail assignment.

Sincerely,

Sandra Thurman
National AIDS Policy Coordinator



September 23, 1997

Note to Todd Summers, ONAP

Enclosed please find my completed background/clearance papers which were forwarded to me by Daniel Montoya as part of the approval process for a detail assignment to the Office of National AIDS Policy. I have left blank those areas which must be completed by ONAP (see tabs).

I have spoken with my supervisor, Dr. Clay Simpson, Deputy Assistant Secretary for Minority Health, about the detail assignment and he has given me his approval. However, it is still necessary for a formal request to be made. Dr. Simpson may be reached at 301-443-5084.

In addition, he is interested in having me continue one assignment while on the detail, that of developing a national minority AIDS implementation plan, which was discussed in my recent note to you. He also has the expected questions, such as how long the detail will last, who will cover my travel expenses, etc.

Please let me know if you have any questions or if there are any problems. I may be reached at 301-443-9923.

Matthew Murguia
Office of Minority Health/OS

THE WHITE HOUSE
WASHINGTON

MEMORANDUM FOR EOP SECURITY

From: Todd Summers 
Deputy Director
Office of National AIDS Policy
(202) 632-1090

Date: September 24, 1997

Re: Matthew Murguia

Enclosed are the personnel forms for Matthew Murgia, for whom we are seeking approval from the Office of Administration (Ashley Raines) as an agency representative from HHS. I will have Ashley Raines call you once she has made the approval so that you can begin processing.

Thank you! Please call me if you have any questions.

September 2, 1997

To: Todd Summers, Office of National AIDS Policy

From: Matthew Murguia, Office of Minority Health

Re: Detail Assignment Projects

*Todd
Matt - will be sending you
this in final form.
He wanted to know if
SLT had a chance to
speak of
K. Johnson
yet?
DRAFT
DM*

I enjoyed meeting with you and Daniel Montoya to discuss a detail assignment and am excited by the possibility of working on projects of mutual benefit the Office of National AIDS Policy (ONAP) and the Office of Minority Health (OMH).

As requested, the following is an outline of potential projects. I have also provided an overview of relevant experience as it relates to these areas.

Potential Assignments

In addition to general policy analysis activities (review of documents, development of briefing packets, controlled correspondence, assisting in research for speech writing), and coordination of activities with Department of Health and Human Service's (DHHS) agency and staff offices, I know that my skills and experience could best be utilized in the following areas:

- 1) Support Goal 5 of the President's Race Initiative aimed at eliminating disparities in and improving access to HIV testing, counseling, health care and support services. Provide enhanced leadership and coordination of efforts across the Department and with other Federal Departments to ensure a comprehensive response to this goal.
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- 3) Promote the development of a DHHS national minority AIDS implementation plan. Work with the Council's racial/ethnic minority sub-committee to ensure their input into the plan. While this project would continue to be housed at OMH, ONAP participation would increase the level of response to the effort and increase agency support for it.

Page 2

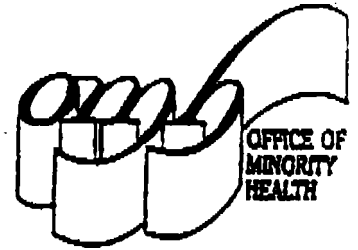
- 4) Enhance both White House and OMH efforts to address HIV/AIDS in American Indian/Alaska Native populations, including issues raised in the Executive Memorandum on Government-to-Government Relations with Native American Tribal Governments (the tribal consultation process), and Executive Order 13021, Tribal Colleges and Universities.
- 5) Support OMH efforts to increase the participation by racial and ethnic minorities in HIV-prevention vaccine development and clinical trial activities.

Relevant Experience

As discussed, I have extensive experience in the following areas:

- development of talking points, briefing packages and questions/answers for Congressional hearings (for the Secretary, Assistant Secretary, Surgeon General and Deputy Assistant Secretary for Minority Health);
- policy and legislative development (serve as OMH legislative officer, review and comment on pending DHHS policies and programs for the Deputy Assistant Secretary and Assistant Secretary for Health);
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- extensive contract management experience (served as project officer for more than 20 contracts/interagency agreements/memoranda of understanding ranging from \$4,000 to \$1 million).
- media relations (respond to national and local press inquiries at OMH and as chair of the Alexandria Task Force on AIDS).

Please let me know if you need additional information on any of the above project areas. I may be reached at 301-443-9923. Dr. Ciay Simpson, Deputy Assistant Secretary for Minority Health, may be reached at 301-443-5084.



**OFFICE OF MINORITY HEALTH
Facsimile Communication**

TO: Daniel Montoya

DATE: 9/2/97

Facsimile #: 202/632 1098

Telephone #: _____

FROM: Matthew Murguia
Office of Minority Health
Division of Policy and Data
5515 Security Lane, Suite 1000
Rockville, MD 20852

Facsimile #: (301) 443-8280

Telephone #: (301) 443-9923

TOTAL NUMBER OF PAGES INCLUDING THIS COVER SHEET: _____

X **AS REQUESTED** _____ **FOR YOUR INFORMATION**

_____ **FOR YOUR CLEARANCE** _____ **FOR YOUR COMMENTS**

_____ **PER CONVERSATION** _____ **ACTION**

MESSAGE: _____

August 5, 1997

Sandra Thurman
Director, Office of National AIDS Policy
808 17th Street, NW
Washington, D.C. 20006

Dear Ms. Thurman:

It was a pleasure meeting you briefly at the National Gay and Lesbian Health Conference in Atlanta last week. During that conference I spoke with Alexander Robinson, a member of the President's Advisory Council on AIDS, about the staffing needs of your office and he suggested that I should explore a possible detail assignment from my current position at the Office of Minority Health/DHHS (OMH) to the Office of National AIDS Policy. I find this an exciting possibility and am forwarding my resume for your consideration.

I have been involved in HIV-related work since 1987 when, while at the U.S. Conference of Mayors, I developed and implemented one of the nation's first funding and technical assistance programs targeting racial and ethnic minority communities. Since 1990, I have served as the AIDS Coordinator at OMH, and as such, I am the lead advisor to the Deputy Assistant Secretary for Minority Health on all HIV-related issues affecting racial/ethnic minority communities. In addition to providing input on major Departmental HIV/AIDS activities, including representing OMH at the DHHS AIDS Coordinator's meetings, I am currently developing through a contractor the nation's first Federal minority-specific AIDS implementation plan focusing on the prevention, treatment, services and research needs of racial/ethnic populations. This effort, in its infancy, will involve the major Public Health Service (PHS) agencies and numerous community representatives.

While at OMH, I have undertaken numerous special projects, including the coordination of eight regional minority AIDS conferences in 1990, and the day-to-day management of the 1994 government-wide national minority AIDS Congress, "Breaking Barriers, Building Bridges." This Congress included more than 80 workshops, five plenary sessions and a major exhibition hall. I chaired each of the planning committee meetings (which involved the participation of 19 Federal agencies and 24 community representatives) and was able to obtain a consensus on purpose, format and content of the Congress. In addition, I have reviewed grant funding applications for CDC, HRSA, SAMHSA, and OMH, as well as numerous private sector funding sources.

My non-AIDS related work at OMH includes serving as the lead staff person on legislative issues, and working on evaluation, cultural competency, immigration reform, migrant health, health professions, improved data, access to care issues, performance

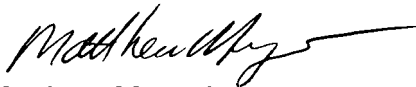
measures, empowerment zones, and the recently announced Presidents Initiative on Race. I am also the lead author of OMH's legislatively required biennial Report to Congress.

Not included on my resume is my volunteer work, which includes serving for the past two years as the chair of the City of Alexandria (VA) Task Force on AIDS, a city council appointed position during which I authored the city's first ever AIDS plan which was unanimously adopted by the city council and which is currently being implemented. I also serve as the only Hispanic on the State of Virginia's HIV Community Prevention Planning Council, required by the Centers for Disease Control and Prevention.

I believe my 10 years of working on HIV-related issues, my established ties to the community and my knowledge of and contacts within Federal offices provide a solid basis for being a contributing member of your staff.

I look forward to meeting with you to discuss a detail assignment. Please note that I have not discussed this with my supervisor.

Sincerely,

A handwritten signature in black ink, appearing to read 'Matthew Murguia', with a long horizontal flourish extending to the right.

Matthew Murguia
3907 Elbert Ave.
Alexandria, VA 22305
703-548-4151 (home)

Office of Minority Health
U.S. Department of Health and Human Services
5515 Security Lane, Suite 1000
Rockville, MD 20852
301-433-9923 (work)

cc: Alexander Robinson

Matthew Murguia

3907 Elbert Ave, Alexandria, VA 22305

703-548-4151(h) 301-443-9923 (w)

Employment

Over 13 years experience related to health policy and analysis with a focus on racial/ethnic populations, policy development and analysis, HIV, evaluation, budgeting, program development and implementation, legislation and report writing.

Office of Minority Health, Acting Director, Division of Policy and Data, 1996 - 1997.

Directed all activities of this Division, including priority setting and staff assignment. The Division focuses on policy analysis and development in the areas of access to care, HIV, substance abuse, immigration reform, health professions, cultural competency, data policy and analysis, strategic planning, evaluation, migrant health, border health, legislation, and managed care. Supervised five professional and two support staff.

Office of Minority Health, Public Health Analyst, 1990 - present. Areas of responsibilities include HIV, legislation, bilingual/bicultural evaluation activities, immigration reform, migrant health, controlled correspondence, review of Federal Register notices, and empowerment zones/empowerment communities. Currently serve as the project officer for the development of a national minority HIV strategic implementation plan, and for the evaluation of OMH's bilingual/bicultural demonstration grants program. Developed eight regional minority conferences focusing on the HIV prevention and service needs of racial/ethnic populations. Wrote three reports to Congress.

Office of the Assistant Secretary for Health/Office of HIV/AIDS Policy, 1994. During a detail from OMH to the Office of Assistant Secretary for Health, developed a national minority HIV conference which included 80 workshops and five plenaries sessions focusing on the HIV prevention, service and research needs of racial/ethnic populations. More than 900 individuals attended. Developed briefing materials for the Secretary, Assistant Secretary, Surgeon General, Assistant Secretary for Health and Deputy Assistant Secretary for Minority Health. Oversaw a planning committee of 64 individuals, including 19 Federal agencies and 24 community-based organizations. Supervised four professional and one support staff.

U.S. Conference of Mayors, 1987 - 1990. Implemented one of the nation's first national grant and technical assistance programs focusing on HIV prevention in racial/ethnic minority populations. Provided technical assistance in program planning, implementation, evaluation, budgeting, media, and coalition building. Awarded 138 grants during four cycles of funding.

Office of Mayor, District of Columbia Government, 1984 - 1986. Monitored the spending and staffing patterns of the Commission on Health, Office on Energy, Office on Latino Affairs, Public Library, and Office on Aging -- budgets totaled \$850 million. Implemented a fiscal spending, tracking and alert system; prepared budget justification statements for presentation to the District Council.

Education

L.B.J. School of Public Affairs, University of Texas at Austin, M.Public Affairs (policy), 1984.
University of Texas at San Antonio, B.A. Political Science/Public Administration, 1982.

COMPUTER SERVICES REQUEST

OFFICE OF ADMINISTRATION

INFORMATION SYSTEMS AND TECHNOLOGY

DOCUMENT TRACKING

REQUEST SUBMITTED BY (Point Of Contact):

SUMMERS TODD A.

12/5/99

() 6-2437

Please Print: (Last , First M. Initial)

DATE SUBMITTED:

PHONE:

CUSTOMER, WORK TO BE PERFORMED FOR:

Murguia, Matthew

TITLE/POSITION:

Assistant Director

Please Print: (Last , First M. Initial)

(As seen in the EOP Phone Book)

DEPARTMENT:

AIDS Policy

736 Jackson

(Agy/PAD) (Div/DAD) (Sub-Div/Branch)

BUILDING:

ROOM:

PHONE:

CUSTOMER INFORMATION:

Pass Type: ☒ Permanent ☐ Temporary ☐ Access List ☐ Other

Emp Type: ☐ EOP Staff ☒ Detailee ☐ Intern/Student ☐ Other

(e.g., Volunteer, Fellow, ...)

CONTRACTOR & Non-EOP EMPLOYEES:

Company / Agency Name

Contract #

Purchase Order #

Co/Agy Phone #:

Company / Agency Address

Co/Agy City

Co/Agy State

Co/Agy Zip:

ACTION REQUESTED:

☐ Check if Additional Documentation attached.

Please PRINT. If Customer is replacing out going staff, or should be setup SAME AS other staff, note same and staff members name. If you have any questions, please contact your Agency Administrator or COTR. Or, call Customer Support at #(202)395-7370.

① Create new account (NT and Notes)

② Upgrade RAM from 64mb to 128mb

(Specify ONLY when a Specific Date/Time is required and has been approved by ADMIN. MGMT.)

REQUIRED DATE:

ACCESS REQUEST:

☒ Create (New Account) ☐ Modify (Update existing ID) ☐ Delete/Disable (Departing Staff) ☐ Transfer (Transfer Ownership) ☐ Dial-In Access (Justify above) ☐ External Access (Internet & X.400 Mail)

(Fill in the User Name, Server Name and IBM Mainframe ID assigned to customer for all but NEW ID Requests.)

☐ IBM Mainframe:

(7 Char. ID)

☐ User Name:

(12 Char ID, ALL-IN-1 & or LAN)

Novell Server Name:

(E.G.: WHADMIN, OMB_A, IRMD,...)

EQUIPMENT REQUEST:

(If request is for other than New Install, Bar Code# and Previous Equipment OWNER information is required)

☐ New Install ☒ Upgrade ☐ Re-Assign ☐ Re-Allocate ☐ Return to Inv. ☐ Site Survey

PC Load Type: ☐ US-2000 ☐ OASIS 5.0 ☐ Stand Alone ☐ Other

CPU Bar Code #: 0PD 6000330
(EOP BAR-CODE is located on Right Side of CPU)

CPU S/N#:

Previous or current OWNER of Equipment if not Customer:
(Owner is normally set as Default Login User Name)

Pager/Celluar

☐ Pager

S/N#:

☐ Cellular Phone

S/N#:

AUTHORIZED/APPROVED BY

(The Customer has already printed their name above. However, we request the PRINTED names of all other signatures for effective identification.)

Signature of Customer

Signature of Supervisor or POC: (EOP Staff)

Print: (Last , First M. Init.)

M. Init.)

Date

12/5/99

Date

Signature of AGY/PAD Admin. or COTR:

Print: (Last , First M. Init.)

M. Init.)

Date

Additionally, I hereby acknowledge the following:

1. I will not enter classified information into the EOPDC computer systems.
2. I will create my own personal password the first time I logon to the EOPDC. I will not use personal identifiers (eg., name, family member's name, initials and/or date of birth, etc.) as a password.
3. I will protect my personal password from disclosure. My password is used to authenticate my identity and I will not allow its use by another person, code it into programs or write it down where it will be assessable to others.
4. I will logoff my terminal or personal computer when it is unattended.
5. I will immediately relinquish the LogonID when access is no longer required or upon request by the EOP/OA Information Security Officer, or designee.
6. I will report immediately to the EOP/OA Customer Support Help Desk at 202-395-7323:
 - o Suspected or actual unauthorized use of my LogonID; and
 - o A change in my employment status. This includes termination of employment, transfer to another group or leave of absence.

Murguia, Matthew
Print Name (Last, First MI)

12/5/99
Date

MM
Signature

LogonID

AIDS Policy
Organization

6-2437
Phone



NStinson@osophs.dhhs.gov (Nathan (OMH) Stinson)
11/30/2000 11:02:58 AM

Record Type: Record

To: Matthew Murguia/OPD/EOP

cc:

Subject: Request

The Office of Minority Health agrees to extend Matthew Murguia's assignment at the Office of National AIDS Policy until January 20, 2001. We appreciate the opportunity to continue to support the efforts of ONAP and look forward to our continued positive working relationship.

Sincerely,

Nathan Stinson

THE WHITE HOUSE
WASHINGTON

January 4, 2001

Nathan Stinson PhD, MD, MPH
Deputy Assistant Secretary for Minority Health
5515 Security Lane, Suite 1000
Rockville, MD 20852

Dear Dr. Stinson:

I wanted to take this opportunity to thank you again for allowing Matthew Murguia to continue to serve in the Office of National AIDS Policy as we go through the transition. I am extremely grateful for his presence, and for your generosity. I also wanted to provide you with an assessment of Mr. Murguia's performance over the past year.

As imagined, I have found Mr. Murguia's work to be outstanding in every area that he has undertaken and find him to be an extremely knowledgeable, capable, and professional individual with a keen understanding of HIV/AIDS policy. His ability to interact in a professional, courteous, and focused manner has been extremely useful as this office deals with many complex issues. He has ably represented the office and me in many difficult situations, and has shown great leadership and skill in interacting with the public and other White House and federal offices. His willingness to be pro-active in addressing complex issues is quite admirable.

Some of Mr. Murguia's major activities included:

- Spearheading an effort to review current Department of Defense (DOD) HIV-related policies, the first such review in approximately ten years. Mr. Murguia worked with several national organizations and DOD personnel to highlight numerous issues of concern, and he developed a comprehensive policy options paper that was shared with constituency groups for comments. Only minor changes in content and strategy were suggested. DOD used the paper to draft a new DOD Directive that is currently undergoing final review. In addition, he worked with DOD and the Veterans Administration to move a new disability retirement policy for HIV-infected military personnel. The new policy allows HIV-infected military personnel to continue to receive health care where previously they would have been removed from the military health care system after several years.
- Assisting in the convening of the first-ever White House Interfaith Summit, involving some 60 world religious leaders and President Clinton. Activities included a two-day meeting, an

event with the President, an interfaith service, and a reception. Mr. Murguia served on the planning team for this effort and was a key player in managing key logistical issues, working with various White House offices and outside organizations.

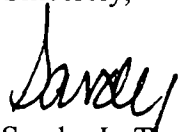
- Representing ONAP in constituency meetings, meetings with congressional staff and other White House offices on issues such as the Minority AIDS Initiative, Ryan White CARE Act reauthorization, AIDS Drug Assistance Program and international efforts. Mr. Murguia represented me when my schedule would not allow it, handling my absence professionally and courteously. His expertise and ability to professionally conduct meetings in my absence were greatly appreciated. He provided input on pending legislation and departmental programs, both formally and informally.
- Writing numerous speeches, briefing memoranda and talking points for use by both the Director of the Office and other White House officials. He often assisted the executive director of the Presidential Advisory Council on HIV/AIDS as well.
- Making numerous presentations and speeches on behalf of this office, including appearing on television and on videotape as a representative of this office. Mr. Murguia drafted numerous press releases, media advisories and Presidential "statements". He served as ONAP's liaison to the White House Press Office, and worked directly with many media sources.
- Serving as liaison between federal offices and private citizens for the resolution of issues such as denial of Social Security benefits, immigration concerns, access to care, funding requests and the like. Working with other federal agencies, he helped ensure prompt and courteous responses to citizen concerns.
- Coordinating Federal World AIDS Day activities across all Departments, developing an "options" list for use by the Departments in planning their own activities.
- Participating in the development of "Youth and HIV/AIDS 2000: A New American Agenda." This report was released during a press conference that received national coverage. Mr. Murguia assisted in researching and editing the final document.
- Working closely with the Office of the Surgeon General to develop activities under The Leadership Campaign on AIDS, helping to identify priority areas and activities to be undertaken including the Minority Reviewers Database and the Plain Writing efforts. He also helped coordinate activities between TLCA and congressional staff.
- Coordinating the first ever meeting between philanthropic organizations and organizations advocating needle exchange programs/harm reductions strategies. More than 30 national funding organizations attended. Mr. Murguia identified participants, wrote talking points for the host, co-chaired the meeting and handled the logistics.
- Arranged and co-chaired several meetings of the Interdepartmental Task Force on HIV/AIDS, including speaker identification, developing talking points for the chair, and follow-up activities.

- Serving as ONAP's representative at high profile meetings, including:
 - serving as a federal liaison to the Institute of Medicine's review of federal HIV prevention activities;
 - Centers for Disease Control and Prevention's five-year HIV prevention plan;
 - Strategy meetings to establish a NIH HIV vaccine communications work group; and,
 - International AIDS Candlelight Memorial planning group.
- Serving as the ONAP point of contact for the ONAP Web page, ensuring that up-to-date information is posted and that activities of the office are prominently available.
- Writing responses to constituent correspondence for signature by the President, Vice President and the director of ONAP, as well as responding to constituent requests for information.
- Developing and writing scheduling requests for attendance by the President at various functions, including World AIDS Day activities.
- Serving as a resource of information on federal, state, and local AIDS policy and programs. Countless phone calls and letters for assistance were forwarded to Mr. Murguia since he was more than capable of handling almost any request for information or assistance.
- Serving as supervisor of record for an administrative assistant on a detail assignment and provided general oversight to several groups of White House interns.

As you can see, Mr. Murguia has been extremely valuable to this office and I appreciate tremendously the contribution he has made to the fight against AIDS.

Again, thank you for extending Mr. Murguia. I appreciate your continued support of the Office of National AIDS Policy.

Sincerely,



Sandra L. Thurman
 Presidential Envoy for AIDS Cooperation and
 Director, Office of National AIDS Policy

cc: Olivia Carter-Pokras, Ph.D., Office of Minority Health

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
010. form	re: Other government employees [Personally Identifiable Information] [partial] (1 page)	00/00/0000	b(6)

COLLECTION:

Clinton Presidential Records
National AIDS Policy Office
Sandra Thurman
OA/Box Number: 40014

FOLDER TITLE:

Admin - Agency Representatives - Murguia, Matthew

2018-0764-F

jm1980

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]

WHITE HOUSE OFFICE
OTHER GOVERNMENT EMPLOYEES

TO: OFFICE OF MANAGEMENT AND ADMINISTRATION	FROM: (Requesting official's name and department or office) Cheryl Bauerle / ONAP									
THIS IS TO REQUEST THAT THE FOLLOWING INDIVIDUAL PERFORM DUTIES IN THE WHITE HOUSE OFFICE										
<table style="width: 100%;"><tr><td colspan="2">NAME:</td></tr><tr><td style="text-align: center;">Last Murguia </td><td style="text-align: center;">First Matthew </td></tr><tr><td colspan="2" style="text-align: right;">Middle Initial</td></tr></table>		NAME:		Last Murguia	First Matthew	Middle Initial				
NAME:										
Last Murguia	First Matthew									
Middle Initial										
<table style="width: 100%;"><tr><td style="width: 50%;">BIRTHDATE:</td><td style="width: 50%;">DATE AND TYPE OF APPOINTMENT IN EMPLOYING AGENCY:</td></tr><tr><td style="text-align: center;">SOCIAL SECURITY NUMBER: (b)(6) </td><td style="vertical-align: top;"> career 4/17/90 </td></tr></table>		BIRTHDATE:	DATE AND TYPE OF APPOINTMENT IN EMPLOYING AGENCY:	SOCIAL SECURITY NUMBER: (b)(6)	career 4/17/90					
BIRTHDATE:	DATE AND TYPE OF APPOINTMENT IN EMPLOYING AGENCY:									
SOCIAL SECURITY NUMBER: (b)(6)	career 4/17/90									
<table style="width: 100%;"><tr><td style="width: 50%;">GRADE/STEP:</td><td style="width: 50%;">SALARY:</td></tr><tr><td style="text-align: center;"> [010] </td><td></td></tr></table>		GRADE/STEP:	SALARY:	[010]						
GRADE/STEP:	SALARY:									
[010]										
PARENT AGENCY: OMH / HHS										
DESCRIPTION OF PROJECT OR DUTIES (PLEASE BE SPECIFIC). IF THIS IS AN EXTENSION, PLEASE NOTE BELOW: 2nd of assignment										
TYPE: <table style="width: 100%;"><tr><td>☒ DETAILEE</td><td>☐ HISTORICALLY PROVIDED SERVICE</td><td>☐ STUDENT VOLUNTEER</td></tr><tr><td>☐ ASSIGNEE</td><td>☐ WHITE HOUSE FELLOW</td><td>☐ OTHER _____</td></tr><tr><td>☐ PRESIDENTIAL MANAGEMENT INTERN</td><td>☐ AGENCY REPRESENTATIVE</td><td></td></tr></table>		☒ DETAILEE	☐ HISTORICALLY PROVIDED SERVICE	☐ STUDENT VOLUNTEER	☐ ASSIGNEE	☐ WHITE HOUSE FELLOW	☐ OTHER _____	☐ PRESIDENTIAL MANAGEMENT INTERN	☐ AGENCY REPRESENTATIVE	
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☐ ASSIGNEE	☐ WHITE HOUSE FELLOW	☐ OTHER _____								
☐ PRESIDENTIAL MANAGEMENT INTERN	☐ AGENCY REPRESENTATIVE									
DRUG TESTING DESIGNATION: TOP = TESTING DESIGNATED POSITION ☒ TDP ☐ Non-TDP										
BEGINNING DATE (Mo/Day/Yr): 12/1/99	ENDING DATE (Mo/Day/Yr): 1/10/01 1/19/01									
POSITION TITLE (At the EOP Complex): Assoc. Dir. for Policy	APPROVING OFFICIAL IN PARENT AGENCY (Name & Telephone): Dr. Nate Stinson 301-443-5084									
TYPE OF DETAIL (If applicable): ☐ Non-Reimbursable ☒ Reimbursable	ASSIGNMENT LOCATION (Office or Division, Building, Room Number, & Telephone): ONAP 736 JP									
IF REIMBURSABLE, FMD CERTIFICATION OF FUNDS AVAILABILITY:										
WHO CONTACT PERSON (Name & Telephone): Cheryl Bauerle 6-2959										
SIGNATURE OF WHO APPROVING OFFICIAL: [Signature]	DATE:									
OFFICE OF MANAGEMENT AND ADMINISTRATION APPROVAL:	DATE:									