

FOIA MARKER

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Presidential Library Staff.**

Collection/Record Group: Clinton Presidential Records

Subgroup/Office of Origin: National AIDS Policy Office

Series/Staff Member:

Subseries:

OA/ID Number: 19397

FolderID:

Folder Title:

Admin - Agency Representatives - Bennett, Russell

Stack:

S

Row:

66

Section:

6

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)	04/21/1999	b(6)
002. form	re: Drug testing [Personally Identifiable Information] (1 page)	04/21/1999	b(6)
003. form	re: Supplemental information sheet for personnel action [Personally Identifiable Information] [partial] (1 page)	04/21/1999	b(6)
004. form	re: Supplemental information sheet for personnel action [Personally Identifiable Information] [partial] [Duplicate of 003] (1 page)	04/21/1999	b(6)

COLLECTION:

Clinton Presidential Records
National AIDS Policy Office

OA/Box Number: 19397

FOLDER TITLE:

Admin - Agency Representatives - Bennett, Russell

2018-0763-F

jm2132

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]
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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]
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ADMIN - Agency
Rep - Bennett,
Russell

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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, AIDS Policy</i>	
THIS IS TO REQUEST THAT THE FOLLOWING INDIVIDUAL PERFORM DUTIES IN THE WHITE HOUSE OFFICE			
NAME: Last <i>Bennett</i>		NAME: First <i>Russell</i> Middle Initial <i>L.</i>	
BIRTHDATE: <i>6/19/71</i>	SOCIAL SECURITY NUMBER: <i>(b)(6)</i>	DATE AND TYPE OF APPOINTMENT IN EMPLOYING AGENCY: <i>Presidential Management Intern</i>	
GRADE/STEP:	SALARY:		
PARENT AGENCY: <i>HUD</i>			
DESCRIPTION OF PROJECT OR DUTIES (PLEASE BE SPECIFIC). IF THIS IS AN EXTENSION, PLEASE NOTE BELOW: <i>Agency representative</i> <i>[001]</i>			
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): <i>4/26/99</i>		ENDING DATE (Mo/Day/Yr): <i>7/1/99</i>	
POSITION TITLE (At the EOP Complex): <i>Agency Representative</i>		APPROVING OFFICIAL IN PARENT AGENCY (Name & Telephone): <i>David Vos 708-1934</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>AIDS Policy</i> <i>736 Jackson Place</i>	
WHO CONTACT PERSON (Name & Telephone): <i>Todd Summers 6-2444</i>			
SIGNATURE OF WHO APPROVING OFFICIAL: 		DATE: <i>4/21/99</i>	
OFFICE OF MANAGEMENT AND ADMINISTRATION APPROVAL:		DATE:	

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003. form	re: Supplemental information sheet for personnel action [Personally Identifiable Information] [partial] (1 page)	04/21/1999	b(6)

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[003]

White House Office
Supplemental Information Sheet for Personnel Action
(To be completed by all persons tentatively selected for employment)

Name: Russell Bennett Social Security Number: (b)(6) Date: 4/21/99
Date of Birth: (b)(6) Place of Birth: _____
Local Address: 1515 S. Arlington Ridge Rd, #203 Last Permanent Address: _____
Arlington, VA 22202
In case of emergency notify: _____ Phone Number: _____
Marital Status: ☐ Single ☐ Married ☐ Widowed ☐ Separated ☐ Divorced
Spouse's Name: _____ Spouse's Employer: _____

Department/Office/Agency: AIDS Policy
Reporting to: Todd Summers Office Phone Number: _____
Personnel Status: ☐ White House Employee ☐ Other Government Employee (please specify):
☐ Reimbursable Detail ☐ Non-reimbursable detail ☐ Volunteer
☐ Assignee ☐ White House Fellow ☐ Presidential Management Intern
☐ Historically Provided Service ☐ Intergovernmental Personnel Agreement ☐ Intern
Other: Agency Representative to Interdepartmental Task Force on HIV/AIDS
(For all Other Government Employees, please attach a brief description of the individual's role and responsibilities)
Effective Date: 4/26/99 Ending Date (If applicable): 7/1/99

Current or Most Recent Place of Employment:
Address: _____
Supervisor: _____ Phone Number: _____
Military Service: ☐ Yes ☐ No Service Branch: _____ Date of Discharge: _____
Prior EOP Service: ☐ Yes ☐ No Agency: _____ Dates of Employment: _____
Have you ever been fired from any job for any reason, quit after being told you would be fired, or left by mutual agreement because of specific problems? ☐ Yes ☐ No (If yes, please explain on the back of this form.)
Are you now under any charge, or have you ever been convicted of, or forfeited collateral for any violation of law?
☐ Yes ☐ No (If yes, please explain on the back of this form.)

To Be Completed By Requesting Official:

Type of Pass or access requested:
☐ WH Badge ☐ WH Vol ☐ WH Access ☐ Other (OGA, NGS, CON)
☐ EOP Badge ☐ EOP Vol ☐ EOP Access

Signature of Requesting Office

Approving Official

To be completed by all regular Employees and Other Government Employees:

I acknowledge that the information provided herein is true and correct to the best of my knowledge and further acknowledge that this information may be used to initiate a preliminary background investigation in preparation for my employment at the White House and the Executive Office of the President.

Signature

Date

To be Completed by Volunteers Only:

I acknowledge that the personnel data is correct and I am volunteering my services without compensation or promise of such.

Signature

Date



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", is positioned above the typed name.

David Vos
Director
Office of HIV/AIDS Housing

DATE: March 12, 1999

TO: Todd Summers
Office of National AIDS Policy

FAX: 202-456-2438

FROM: Rusty Bennett
Office of HIV/AIDS Housing, HUD
Phone: 202-708-1934 Ext. 4619

RE: Resume

At our meeting yesterday, we talked about me starting to work on March 22, 1999. I have scheduled to be out of town the week of March 29 - April 2. Considering this schedule, I would like to begin work on March 22 and use this week to become oriented with the office. Then return on April 5, 1999 and work through the end of May. I understand that this will need to be approved by your office. Please let me know if this schedule will work for you.

I am also sending my current resume as you requested. Thank you for your help and I look forward to hearing from you.

Russell L. Bennett
1515 S. Arlington Ridge Road, Apt. 203
Arlington, VA 22202
Home: 703-685-2692 Work: 202-708-1934 Ext. 4619
Email: R36313@aol.com

Education

The University of Alabama, Tuscaloosa, AL
School of Social Work
Master's of Social Work (MSW), Graduation May, 1998
Major: Social Work Concentration: Planning and Management
GPA: 3.76

Samford University, Birmingham, AL
Beason Divinity School
Graduate studies in theology, 20 semester hours

Jacksonville State University, Jacksonville, AL
School of Social Work
Bachelor's of Social Work (BSW), Graduation May, 1993
Major: Social Work Minor: Business Administration
GPA: 3.6

University of Richmond
English as a Foreign Language (EFL), Certification
July, 1993, 20 classroom hours

Experience

**Presidential Management Intern/Community Planning
and Development Specialist, July 1998-Present**
U.S. Department of Housing and Urban Development
Washington DC

- Oversee database for a national housing program
- Provide technical assistance to grantees
- Analyze program policies

Social Work Intern, January 1998 - May 1998
Consortium for Child Welfare
Washington DC

- Wrote grants for submission for agency support
- Constructed organizational chart and flowchart of office functions
- Initiated and scheduled meetings for evaluation consultant

Administrative Assistant, March 1997 - December 1997
AIDS Task Force of Alabama, Inc. and
Metropolitan Birmingham Services for the Homeless
Birmingham, AL

- Administered grant development and composition
- Initiated, collected and reported current homeless population demographics
- Tracked current revenues and expenditures of funding sources
- Communicated monthly with local and national housing organizations
- Catalogued current and past agency records
- Distributed monthly correspondence for regular meetings

Sales Associate, November 1996 - March 1997
Nature Company
Birmingham, AL

- Promoted company products
- Handled company inventory and stocking procedures

Russell L. Bennett

2

- Assisted customers with payments and refunds

Minister to Single Adults, January 1996 - August 1996

Parker Memorial Baptist Church

Anniston, AL

- Managed Single Adult Ministry
- Planned and implemented programs to increase group effectiveness
- Supervised a volunteer planning team
- Promoted program through monthly newsletters and personal communication

International Service Corps Volunteer, July 1993 - August 1995

Foreign Mission Board of the Southern Baptist Convention

PingTung, Taiwan

- Conducted classroom English instruction to high school and college age students
- Instituted a student support program
- Developed a cultural understanding of Taiwanese individuals and families

Social Work Intern, January 1993 - May 1993

Calhoun County Department of Human Resources

Anniston, Alabama

- Performed case management with families
- Developed case action plans
- Investigated child abuse reports
- Conducted intakes on potential clients

Jacksonville State University - Work Study Program; 5/92 - 12/92

AOD Federal Credit Union - Teller; 5/90 - 4/91

Wal-Mart - Sales/Service; 6/88 - 5/90

Bynum Baptist Church - Youth Director; 7/91 - 6/92

Meadowbrook Baptist Church - Day Care Teacher; 4/91 - 5/92

Skills

Computer: Microsoft Word, Excel, and Works; Windows '95

Typing: 45 wpm

Language: Proficiency in Chinese (Mandarin) oral communication

Activities

Christian Women's Job Corp Task Force, Chairman,

June 1997 - December 1997

Christian Women's Job Corp, Birmingham, AL

Student President, Second Year MSW Program, August 1997 - Present

University of Alabama, Tuscaloosa, AL

Director, English as Foreign Language Program,

August 1997 - December 1997

Southside Baptist Church, Birmingham, AL

Student Senator, August 1992 - May 1993

Jacksonville State University, Jacksonville, AL

Omicron Delta Kappa Society

Jacksonville State University, Jacksonville, AL

Honors

Madeleine M. Hill Endowed Graduate Scholarship, October 1997

Award of Appreciation for Service in Taiwan, July 1995

Award of Appreciation for Service in Spain, Expo 1992

Dean's List, Jacksonville State University, 1993

Jacksonville State University General Scholarship, 1991

Jacksonville State University Writing Scholarship, August 1989

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Local Address: 1515 S. Arlington Ridge Rd, #203
Arlington, VA 22202 Last Permanent Address: 2617 N. Azuma Ave Apt. D3
Birmingham, AL 35205
In case of emergency notify: Chris McClelland Phone Number: (702) 685-2692 or 202-635-6500
Marital Status: ☒ Single ☐ Married ☐ Widowed ☐ Separated ☐ Divorced
Spouse's Name: N/A Spouse's Employer: N/A

Department/Office/Agency: AIDS Policy
Reporting to: Todd Summers Office Phone Number: (202) 456-2437
Personnel Status: ☐ White House Employee ☐ Other Government Employee (please specify):
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(For all Other Government Employees, please attach a brief description of the individual's role and responsibilities)
Effective Date: 4/26/99 Ending Date (If applicable): 7/1/99

Current or Most Recent Place of Employment: HUD
Address: 451 7th Street SW DC 20410
Supervisor: David Vos Phone Number: (202) 708-1934
Military Service: ☐ Yes ☒ No Service Branch: _____ Date of Discharge: _____
Prior EOP Service: ☐ Yes ☒ No Agency: _____ Dates of Employment: _____
Have you ever been fired from any job for any reason, quit after being told you would be fired, or left by mutual agreement because of specific problems? ☐ Yes ☒ No (If yes, please explain on the back of this form.)
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