

FOIA MARKER

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

OA/ID Number: 3774
FolderID:

Folder Title:
Meeting at FEI [Federal Executive Institute] 5/10/94

Stack:	Row:	Section:	Shelf:	Position:
S	66	5	5	1

TRAVEL ORDER AND ITINERARY

Travel Order No.
94-87

1. Office HRDG/OEMD/FEDERAL EXECUTIVE INSTITUTE	2. Official Station CHARLOTTESVILLE, VA	3. Employee No.	4. Date (Month, Day, Year) 4/27/94
5. Name and Title of Traveler Kristine M. Gebbie	6. Address of Traveler (Street No., City, State, ZIP Code) National AIDS Policy Coordinator Executive Office of the President 750 17th Street NW, Suite 1060, Washington, DC 20503		

You are authorized to travel as indicated below and incur necessary expenses in accordance with 41 CFR Chapters 301-304 and AM Supplement 35-1.

7. Purpose

Presentation on AIDS

8. Itinerary

5/10/94 - Washington, DC to Richmond, VA to Charlottesville, VA
 5/11/94 - Charlottesville, VA to Richmond, VA to Washington, DC

9. Begin on or about 5/10/94	10. End on or about 5/11/94	11. (Check one) ☐ Per Diem Allowance: ☐ Actual Expenses NTE:	Rate: SAS PER TRAVEL REGULATIONS \$
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12. Change of Official Station: (This transfer is not made primarily for the convenience or benefit of the employee). Check all applicable boxes.

☐ Transportation of immediate family.	☐ Sale of residence at old official station.
☐ Transportation and temporary storage of household goods and personal effects.	☐ Purchase of residence at new official station.
☐ Round trip travel for _____ days to seek permanent residence.	☐ Miscellaneous expenses.
☐ Temporary quarters at: Old station _____ days. New Station _____ days.	

(Identify family members by name, age, and relationship in Section 16, Remarks)

13. Mode of Transportation

☐ Common Carrier (Premium Service) Attach Agency Head's Approval	☒ Privately Owned Automobile
☒ Common Carrier (Coach)	☐ At _____ per mile (Personal convenience - limited to constructive cost)
☐ GSA Car	☒ At 25 per mile (Administratively determined to be more advantageous to the Government (see AM 35-1))
☐ Government Contract Rental	☒ Commercial Auto Rental Specifically Approved
☒ Taxi (Other than to and from carrier terminal)	☒ Miscellaneous Expenses (Specify under Remarks)

14. FIRST INDEX CODE					15. SECOND INDEX CODE						
Estimated Cost				Acct. Line Data		Estimated Cost				Acct. Line Data	
A. TRANSPORTATION				Amount	D. FY: X	A. TRANSPORTATION				Amount	D. FY:
1. Com. Car.	21	41	01	72.00	E. INDEX CD: MB2UB	1. Com. Car.	21	01		E. INDEX CD:	
2. POV	21		02	34.00	F. PROJECT: 0251FK	2. POV	21	02		F. PROJECT:	
3. GSA Car	21	41	04		PHASE: 000	3. GSA Car	21	05		PHASE:	
B. PER DIEM	21		03	2.00	PROG. YR: 94	B. PER DIEM	21	03		PROG. YR:	
C. MISC.	21	41	04	10.00	G. JOB NO:	C. MISC.	21	04		G. JOB NO:	
TOTAL				118.00		TOTAL				\$0.00	

16. Remarks

MISC. EXPENSES - GAS FOR RENTAL CAR

BILL TO: FEDERAL EXECUTIVE INSTITUTE	Advance Paid (Amount only)	I certify that travel herein was reviewed and determined to be essential for the accomplishment of the OPM's program and missions.	
	\$	Signature and Title Pamela B. Gwin Deputy Director	Date 4/27/94

DIRECTIONS AND TRAVEL INFORMATION

Washington, DC
to
Federal Executive Institute, Charlottesville, Virginia

If you are coming from Washington, DC, take Interstate 66 West until you reach the Gainesville/Route 29 South turnoff; go south on Route 29 to Charlottesville. The Federal Executive Institute is located on the west side (right-hand side coming south) of Route 29 (also known as Emmet Street). Useful landmarks are the Days Inn Motel (FEI is one-fourth mile south) and the Route 250 overpass (FEI is 200 yards south). The entrance is marked with brick pillars and a sign on the side of the driveway. With the 55 mile per hour speed limit, the 115-mile drive from most parts of Washington to Charlottesville requires about two and one-half hours.

**Agenda for Gebbie and Wispelwey Presentation
Tuesday, May 10**

- | | |
|------------------|---|
| 6:00 - 7:00 p.m. | Dinner (Dee meets Kristine Gebbie) |
| 7:15 - 7:30 p.m. | Introduction of Kristine Gebbie by Dee Henderson
and
Kristine Gebbie's remarks on what the Administration is doing regarding the AIDS issue |
| 7:30 - 8:45 p.m. | Introduction of Brian Wispelwey by Len Kill Kelley
and
Brian Wispelwey's presentation |
| 8:45 - 9:00 p.m. | Questions and answers addressed to both Kristine Gebbie and Brian Wispelwey |

cc: Retina (Kristine Gebbie's Assistant)
Dee Henderson
Len Kill Kelley
Pam Gwin
Dennis Center
Linda Rose

Please see Tuesday, May 10.

Program 203
Leadership for a Democratic Society
April 24 - May 20, 1994

Sunday, April 24

4:00 - 6:00 p.m. Arrival and Registration
 (Front Lobby)

Apple Cider and Cookies available in Front Lobby Area

Coffee, Tea and Fruit available in Alumni Lounge area

6:00 - 7:00 p.m. Dinner (Dining Room)

7:15 - 8:15 p.m. Welcome to Program 203, Len Kill Kelley and Linda Rose, Coordinators for Program 203; Administrative Briefing, Jane Pender, Management Support Staff; Introduction to FEI's Wellness Program, Sumner Hiles, Wellness Coordinator (Old Dominion Room)

Monday, April 25

6:00 - 7:30 a.m. Optional Blood Work-Up & Blood Pressure for Health Risk Appraisal (Albemarle Room)

7:00 - 8:00 a.m. Breakfast (Dining Room)

8:15 - 9:00 a.m. Opening Activities, Len Kill Kelley and Linda Rose, Coordinators for Program 203 (Old Dominion Room)

9:00 - 9:15 a.m. Break

9:15 - 10:15 a.m. The FEI Program
 Dee Henderson, Director, FEI (Old Dominion Room)

10:15 - 10:30 a.m. Break

10:30 - 12:00 noon Opening Leadership Development Team (LDT) Meetings (LDT Rooms)

12:00 - 1:00 p.m. Lunch/Forum Committee Meets (Dining Room)

12:00 - 3:00 p.m. Optional Activity

• Appointments in the Alumni Fitness Center (Pendleton Hall):

12:00-1:00 LDT 1 & 2

1:00-2:00 LDT 3 & 4

2:00-3:00 LDT 5 & 6

• 12:15-1:15 and 1:15-2:15 p.m.
 Low-Impact Aerobics (Albemarle Room)

• 1:00-2:00 Community Committee Meets (Virginia Study)

3:00 - 5:30 p.m. Leadership Development Team Presentations, Len Kill Kelley (LDT Rooms & Old Dominion Room)

5:30 - 6:00 p.m. Interaction With Others (Alumni Room)
 (Sponsored by the FEI Alumni Association)

6:00 - 7:00 p.m. Dinner (Dining Room)

7:15 - 8:15 p.m. Introduction to Values and the American Constitution, J. Cudd Brown, FEI Faculty (Old Dominion Room)

Tuesday, April 26

7:00 - 8:00 a.m. Breakfast

8:15 - 10:00 a.m. Values and the American Constitutional System, J. Cudd Brown, FEI Faculty (Old Dominion Room)

10:15 - 12:00 noon Constitutional Case Study, Cudd Brown, FEI Faculty (Old Dominion Room)

12:00 - 1:00 p.m. Lunch (Dining Room)

12:00 - 3:00 p.m. *Optional Activities*

- *Group Work*
- *Computer Lab*
- *Alumni Fitness Center LDT Appointments:*
12:00-1:00 LDT 7 & 8
- *Fitness Equipment Demo:*
1:00 LDT 1, 2, 3, and 4
2:00 LDT 5, 6, 7 and 8
- *12:15-1:00 p.m. Walking Program (Meet in Front of Building)*

3:00 - 5:30 p.m. Personal and Organizational Values (LDT Rooms)

5:30 - 6:00 p.m. Interaction With Others

6:00 - 7:00 p.m. Dinner

7:15 - 8:15 p.m. Introduction to and Preparation for Executive Case Studies, Linda Rose, Co-Coordinator for Program 203 (Old Dominion Room)

Wednesday, April 27

7:00 - 8:00 a.m. Breakfast

8:15 - 12:00 noon Workshop on Myers-Briggs, Catherine Lilly, FEI Faculty (Old Dominion Room)

12:00 - 1:00 p.m. Lunch

12:00 - 3:00 p.m. *Optional Activities*

- *Group Work*
- *Computer Lab*
- *Alumni Fitness Center open for executive use as well as individual appointments with Fitness Instructors*
- *12:15-1:15 and 1:15-2:15 p.m. Low-Impact Aerobics (Albemarle Room)*

- *Fitness Classes - Alumni Fitness Center*
12:00-1:00 LDT 1 - 1:00-2:00 LDT 2
2:00-3:00 LDT 3

2:45 p.m. Group Photograph (In Front of Building)

3:00 - 5:30 p.m. Management Simulation: LEADOUT, Len Kill Kelley and Bob Gest, FEI Faculty (Old Dominion Room)

5:30 - 6:00 p.m. Interaction With Others

6:00 - 7:00 p.m. Dinner

7:15 - 8:45 p.m. Leadership Development Team Activities (LDT Rooms)

Thursday, April 28

7:00 - 8:00 a.m. Breakfast

8:15 - 11:45 a.m. FEI Wellness Program
- Health Risk Appraisal
- Nutrition
- Exercise
(Old Dominion Room)

11:45 - 12:00 noon International Public Administration Issues, M. A. Alcem, Professor of Public Administration, Osmania University, Hyderabad, India (Old Dominion Room)

12:00 - 1:00 p.m. Lunch

12:00 - 3:00 p.m. *Optional Activities*

- *Group Work*
- *Computer Lab*
- *Alumni Fitness Center - Pendleton Hall*
- *12:15-1:00 p.m. Walking Program (Meet in Front of Building)*
- *2:00-3:00 Personal Health Evaluation Appointments (Fitness Office)*
- *Fitness Classes - Alumni Fitness Center*
12:00-1:00 LDT 4 - 1:00-2:00 LDT 5
2:00-3:00 LDT 6

3:00 - 5:30 p.m. Executive Case Studies
(LDT Rooms)

5:30 - 6:00 p.m. Interaction With Others

6:00 - 7:00 p.m. Dinner

7:15 - 8:45 p.m. Executive Case Studies
(LDT Rooms)

Friday, April 29

7:00 - 8:00 a.m. Breakfast

8:15 - 12:00 noon Executive Case Studies
(LDT Rooms)

12:00 - 1:00 p.m. Lunch

12:00 - 3:00 p.m. Optional Activities

- Group Work
- Alumni Fitness Center - Pendleton Hall
- Computer Lab
- 12:15-1:15 and 1:15-2:15 p.m.
Low-Impact Aerobics (Albemarle Room)
- 12:00-3:00 Personal Health Evaluation Ap-
pointments (Fitness Office)
- Fitness Classes - Alumni Fitness Center
12:00-1:00 LDT 7 - 1:00-2:00 LDT 8
- 2:00-3:00 Fitness Walk Test (for those who
did not go Tuesday) - Meet in front of building

3:00 - 5:30 p.m. Assessment of Executive Skills
and Abilities - Benchmarks
Dennis Center, John Bacon,
Bob Gest, Allen Hard, Ken La-
Fleur, and Bob Pate, FEI Facul-
ty (Old Dominion Room)

5:30 - 6:00 p.m. Interaction With Others

6:00 - 7:00 p.m. Dinner

7:15 - 8:45 p.m. Benchmarks
(Old Dominion Room)

Saturday, April 30

7:00 - 8:00 a.m. Breakfast

7:30 - 10:30 a.m. Individual Benchmarks Inter-
views

10:30 - 12:00 noon Benchmarks (OD Room)

12:00 - 1:00 p.m. Lunch

1:00 - 3:00 p.m. Optional Activities

3:00 - 5:30 p.m. Benchmarks
(Old Dominion Room)

5:30 - 6:00 p.m. Interaction With Others

6:00 - 7:00 p.m. Picnic/Barbecue

Sunday, May 1

7:00 - 8:00 a.m. Breakfast

8:00 - 12:00 a.m. Individual Planning

12:00 - 1:00 p.m. Lunch

2:00 - 5:30 p.m. Benchmarks Conclusion and
LDT Activities
(Old Dominion Room)

5:30 - 6:00 p.m. Interaction With Others

6:00 - 7:00 p.m. Dinner

Monday, May 2

7:00 - 8:00 a.m. Breakfast

8:15 - 8:30 a.m. Week 2 Overview and Briefing
(Old Dominion Room)

8:30 - 12:00 noon Week 2 Classes Begin

1. Russia and the Republics Today, Joe Dondelinger
2. Strategy, Power and Influence, Gail Funke and
Billy Wayson
3. USA in the Global Economy, Tony Spiva
4. It's the Customer, Stupid: A Central Theme for
Reinvention, Bob Gest

12:00 - 1:00 p.m. Lunch

12:00 - 3:00 p.m. Optional Activities

- *Group Work*
- *Computer Lab*
- *Alumni Fitness Center - Pendleton Hall*
- *12:15-1:15 and 1:15-2:15 p.m. Low-Impact Aerobics (Albemarle Room)*
- *12:00-3:00 Personal Health Evaluation Appointments (Fitness Office)*

3:00 - 4:15 p.m. Special Forum: Executive Stress Management, Nita Carterton, HealthWorks, Martha Jefferson Hospital (Old Dominion Room)

4:30 - 5:30 p.m. Executive Forum: Senior Executive Service Panel, Joyce Edwards, Chief, SES Operations Branch, OPM, and SES members of Program 203 (Old Dominion Room)

5:30 - 6:00 p.m. Interaction With Others

6:00 - 7:00 p.m. Dinner

7:15 - 8:15 p.m. Executive Forums (Albemarle and Jefferson Rooms)

Tuesday, May 3

7:00 - 8:00 a.m. Breakfast

8:15 - 12:00 noon Week 2 Classes Continue

12:00 - 1:00 p.m. Lunch

12:00 - 3:00 p.m. Optional Activities

- *Group Work*
- *Computer Lab*
- *Alumni Fitness Center - Pendleton Hall*
- *12:00-2:30 Optional Nutritional Counseling (Lewis & Clark Room)*
- *12:15-1:00 p.m. Walking Program (Meet in Front of Building)*

3:00 - 5:30 p.m. Special Forum: Contemporary Policy Environment in Washington - What the Clinton Administration Faces, David C. Kozak, Gannon University (Old Dominion Room)

5:30 - 6:00 p.m. Interaction With Others

6:00 - 7:00 p.m. Dinner

7:15 - 8:15 p.m. Executive Forums (Albemarle and Jefferson Rooms)

Wednesday, May 4

7:00 - 8:00 a.m. Breakfast

8:15 - 12:00 noon Week 2 Classes Continue

12:00 - 1:00 p.m. Lunch

12:00 - 3:00 p.m. Optional Activities

- *Group Work*
- *Computer Lab*
- *Alumni Fitness Center - Pendleton Hall*
- *12:00-2:30 Optional Nutritional Counseling (Lewis & Clark Room)*
- *12:15-1:15 and 1:15-2:15 p.m. Low-Impact Aerobics (Albemarle Room)*

12:00 - 1:00 p.m. Lunch

3:00 - 5:30 p.m. Special Forum: The Supreme Court and Comparative Constitutions, A.E. Dick Howard, White Burkett Miller Professor, School of Law, University of Virginia (Old Dominion Room)

5:30 - 6:00 p.m. Interaction With Others
Selecting the Proper Shoe for Your Fitness Activity, Mark Lorenzoni (Albemarle Room)

6:00 - 7:00 p.m. Dinner/Unscheduled Evening

Thursday, May 5

7:00 - 8:00 a.m. Breakfast
 8:15 - 12:00 noon Week 2 Classes Continue
 12:00 - 1:00 p.m. Lunch
 12:00 - 3:00 p.m. Optional Activities

- Group Work
- Computer Lab
- Alumni Fitness Center - Pendleton Hall
- 12:00-2:30 Optional Nutritional Counseling (Lewis & Clark Room)
- 12:15-1:00 p.m. Walking Program (Meet in Front of Building)
- 2:00-3:00 FEI Alumni Store Open (Room 219 - Across from Elevator)

3:00 - 5:30 p.m. Special Forum: Ethics in the Public Service, Arnold M. Haiman, Independent Counsel for Ethics, AID (Old Dominion Room)
 5:30 - 6:00 p.m. Interaction With Others
 6:00 - 7:00 p.m. Dinner
 7:30 - 10:30 p.m. Video Conference with Stephen R. Covey (Old Dominion Room)

Friday, May 6

7:00 - 8:00 a.m. Breakfast
 8:15 - 12:00 noon Week 2 Classes Conclude
 12:00 - 1:00 p.m. Lunch
 12:15 - 1:15 p.m. Low-Impact Aerobics (Albemarle Room)
 6:00 - 7:00 p.m. Dinner (Sign up for Saturday bag lunch)

Saturday and Sunday, May 7 and 8

7:30 - 8:30 a.m. Breakfast (Note Time Change) (Sign up for bag lunches)
 12:00 noon Bag Lunch Only (Advance sign up required)
 6:00 - 7:00 p.m. Dinner (Sign up for next day bag lunch)

Sunday, May 8 - 7:00-9:00 p.m.
 CPR Training (Requires previous sign-up)

Monday, May 9

7:00 - 8:00 a.m. Breakfast
 8:15 - 8:30 a.m. Week 3 Overview and Briefing (Old Dominion Room)
 8:30 - 12:00 noon Week 3 Classes Begin

1. The Science of Leadership and the Art of Gaining Followers, Warren Blank
2. Great Presidents of the 20th Century, Cudd Brown
3. Solving Performance Problems: Ten Tools for Tough Times, Terry Newell

12:00 - 1:00 p.m. Lunch
 12:00 - 3:00 p.m. Optional Activities

- Group Work
- Computer Lab
- Alumni Fitness Center - Pendleton Hall
- 12:00-2:30 Optional Nutritional Counseling (Lewis & Clark Room)
- 12:15-1:15 and 1:15-2:15 p.m. (Low-Impact Aerobics (Albemarle Room))

3:00 - 5:30 p.m. Special Forums: IRM - Looking Forward, Barbara Cerny, Professor of Systems Management, National Defense University Information Resource Management College (Jefferson Room)

OR

Issues in China and East Asia, Gerrit Gong, Director, Asian Studies Program, Center for

Strategic and International
Studies (Albemarle Room)

5:30 - 6:00 p.m. Interaction With Others
6:00 - 7:00 p.m. Dinner
7:15 - 8:15 p.m. Executive Forums
(Albemarle and Jefferson
Rooms)

Tuesday, May 10

7:00 - 8:00 a.m. Breakfast
8:15 - 12:00 noon Week 3 Classes Continue
12:00 - 1:00 p.m. Lunch
12:00 - 3:00 p.m. Optional Activities

- Group Work
- Computer Lab
- Alumni Fitness Center - Pendleton Hall
- 12:00-2:30 Optional Nutritional Counseling
(Lewis & Clark Room)
- 12:15-1:00 p.m. Walking Program
(Meet in Front of Building)

3:00 - 5:30 p.m. Special Forums: Winning
Strategies, Linda Bunker, UVA,
(Albemarle Room)
OR
Creativity, Chic Thompson,
Creative Media Group
(Old Dominion Room)

5:30 - 6:00 p.m. Interaction With Others
6:00 - 7:00 p.m. Dinner
7:15 - 8:45 p.m. Special Forum: AIDS--An Up-
date and Prospects for the
Future, Kristine Gebbie, Na-
tional AIDS Policy Coor-
dinator, Executive Office of the
President; and Brian Wispel-
wey, Director, Infectious Dis-
eases Clinic, University of
Virginia (Old Dominion Room)

Wednesday, May 11

7:00 - 8:00 a.m. Breakfast
8:15 - 12:00 noon Week 3 Classes Continue
12:00 - 1:00 p.m. Lunch
12:00 - 3:00 p.m. Optional Activities

- Group Work
- Computer Lab
- Alumni Fitness Center - Pendleton Hall
- 12:00-2:30 Optional Nutritional Counseling
(Lewis & Clark Room)
- 12:15-1:15 and 1:15-2:15 p.m.
Low Impact Aerobics (Albemarle Room)

3:00 - 5:30 p.m. Special Forum: Civil Rights in
America Today, James Farmer,
Distinguished Visiting Profes-
sor, Mary Washington College,
and former Director, Congress
of Racial Equality (CORE)
(Old Dominion Room)

5:30 - 6:00 p.m. Interaction With Others
6:00 - 7:00 p.m. Dinner/Unscheduled Evening
7:00 - 9:00 p.m. CPR Training (Requires pre-
vious sign up)

Thursday, May 12

7:00 - 8:00 a.m. Breakfast
8:15 - 12:00 noon Week 3 Classes Continue
12:00 - 1:00 p.m. Lunch
12:00 - 3:00 p.m. Optional Activities

- Group Work
- Computer Lab
- Alumni Fitness Center - Pendleton Hall
- 12:00-2:30 Optional Nutritional Counseling
(Lewis & Clark Room)

- 12:15-1:00 p.m. *Walking Program (Meet in Front of Building)*
- 2:00-3:00 p.m. *FEI Alumni Store Open (Room 219- Across from Elevator)*

3:00 - 5:30 p.m. Special Forum: Essentials of Executive Effectiveness in a Critical Defense Agency, Gary Thurber, Deputy Director Corporate Administration, DLA (Old Dominion Room)

5:30 - 6:00 p.m. Interaction With Others

6:00 - 7:00 p.m. Dinner

7:15 - 8:45 p.m. Panel: National Performance Review, Peter Spencer, Office of National Performance Review (Old Dominion Room)

Friday, May 13

7:00 - 8:00 a.m. Breakfast

8:15 - 12:00 noon Week 3 Classes Conclude

12:00 - 1:00 p.m. Lunch

12:15 - 1:15 p.m. *Low-Impact Aerobics (Albemarle Room)*

12:00-2:30 p.m. *Optional Nutritional Counseling (Lewis & Clark Room)*

6:00 - 7:00 p.m. Dinner (Sign up for Saturday bag lunch)

Saturday and Sunday, May 14 and 15

7:30 - 8:30 a.m. Breakfast (Note Time Change) (Sign up for bag lunches)

12:00 noon Bag Lunch Only (Advance sign up required)

6:00 - 7:00 p.m. Dinner (Sign up for next day bag lunch)

Monday, May 16

7:00 - 8:00 a.m. Breakfast

8:15 - 8:30 a.m. Week 4 Overview and Briefing (Old Dominion Room)

8:30 - 12:00 noon Week 4 Classes Begin

1. Media: Managing Communications in the Public Sector, Chris Davala
2. In Pursuit of Promises: The Principle Course in Negotiations, Bill Lincoln
3. The Human Side of Downsizing: Managing the Process for Those Who Go and for the Survivors, Allen Hard
4. Ethics for Public Service Executives, Jim Saari

12:00 - 1:00 p.m. Lunch

12:00 - 3:00 p.m. *Optional Activities*

- *Group Work*
- *Computer Lab*
- *Alumni Fitness Center - Pendleton Hall*
- *12:00-2:30 Optional Nutritional Counseling (Lewis & Clark Room)*
- *12:15-1:15 and 1:15-2:15 p.m. Low-Impact Aerobics (Albemarle Room)*

3:00 - 5:30 p.m. Special Forum: Executives and the News Media, Chris Davala, FEI Faculty (Old Dominion Room)

5:30 - 6:00 p.m. Interaction With Others

6:00 - 7:00 p.m. Dinner

7:15 - 8:15 p.m. Executive Forums (Albemarle and Jefferson Rooms)

Tuesday, May 17

7:00 - 8:00 a.m. Breakfast

7:00 - 7:30 a.m. *Optional repeat blood draw and blood pressure (Albemarle Room)*

8:15 - 12:00 noon Week 4 Classes Continue

12:00 - 1:00 p.m. Lunch

12:00 - 3:00 p.m. Optional Activities

- *Group Work*
- *Computer Lab*
- *Alumni Fitness Center - Pendleton Hall*
- *12:00-2:30 Optional Nutritional Counseling (Lewis & Clark Room)*
- *12:15-1:00 p.m. Walking Program (Meet in Front of Building)*

3:00 - 5:15 p.m. Special Forum: Financial Planning for Federal Executives, Paul Yurachek, Dennis M. Gurtz and Associates (Old Dominion Room)

5:15 - 5:30 p.m. The Role of the FEI Alumni Association, FEIAA (Old Dominion Room)

5:30 - 6:00 p.m. Interaction With Others

6:00 - 7:00 p.m. Dinner

7:00 - 10:00 p.m. Individual Financial Planning Counseling (Washington and Madison Rooms)

7:15 - 8:15 p.m. Executive Forums (Albemarle and Jefferson Rooms)

Wednesday, May 18

7:00 - 8:00 a.m. Breakfast

8:15 - 12:00 noon Week 4 Classes Continue

12:00 - 1:00 p.m. Lunch

12:00 - 3:00 p.m. Optional Activities

- *Group Work*
- *Computer Lab*
- *Alumni Fitness Center - Pendleton Hall*
- *12:00-2:30 Optional Nutritional Counseling (Lewis & Clark Room)*

- *12:15-1:15 and 1:15-2:15 p.m. Low-Impact Aerobics (Albemarle Room)*

3:00 - 5:30 p.m. Week 4 Classes Conclude

5:30 - 6:00 p.m. Interaction With Others

6:00 - 7:00 p.m. Dinner/Unscheduled Evening

Thursday, May 19

7:00 - 8:00 a.m. Breakfast

8:15 - 9:15 a.m. Taking Your Wellness Home, Nita Catterton, HealthWorks, Martha Jefferson Hospital (Old Dominion Room)

9:30 - 12:00 noon Synthesis and Planning and Prepare Individual Re-entry and Summarization Plans (Old Dominion Room)

12:00 - 1:00 p.m. Lunch

12:00 - 3:00 p.m. Optional Activities

- *Group Work*
- *Computer Lab*
- *Alumni Fitness Center - Pendleton Hall*
- *12:00-2:30 Optional Nutritional Counseling (Lewis & Clark Room)*
- *12:15-1:00 p.m. Walking Program (Meet in Front of Building)*
- *2:00-3:00 p.m. FEI Alumni Store Open (Room 219 - Across from Elevator)*

3:00 - 5:00 p.m. Synthesis and Planning (LDT Rooms)

5:00 - 5:30 p.m. Synthesis and Planning Summary (Old Dominion Room)

5:30 - 6:00 p.m. Interaction With Others

6:00 - 7:30 p.m. Farewell Banquet

Friday, May 20

7:00 - 8:00 a.m. Breakfast

8:45 - 10:15 a.m. Final Leadership Development
Team Activities (LDT's)
(LDT Rooms)

10:30 - 11:30 a.m. Graduation
(Old Dominion Room)

11:30 - 12:00 noon Closing Remarks,
Dee Henderson, FEI Director,
(Old Dominion Room)

12:00 - 1:00 p.m. Lunch

BON VOYAGE!!

THE WHITE HOUSE
WASHINGTON

March 10, 1994

Dee Henderson, Director
The Federal Executive Institute
1301 Emmet Street
Charlottesville, VA 22901-2899

Dear Mr. Henderson:

This letter confirms the visit of Kristine M. Gebbie, National AIDS Policy Coordinator, at Federal Executive Institute on May 10, 1994. Ms. Gebbie will arrive at 7:15 p.m.

Please call me at (202) 632-1090 with any questions or for further clarification.

Sincerely,

W. Steve Lee

W. Steve Lee, Executive Assistant
and Scheduler to the
National AIDS Policy Coordinator

12/2/93

MEMO:

TO: Dee Henderson

FROM: Dennis Center *DC*

SUBJECT: Speaking Dates for Dr. Brian Wispelwey, UVA

Dr. Brian Wispelwey is scheduled to make presentations on AIDS at the FEI on the following dates:

Program 200, January ²⁰~~18~~, 1994
Program 201, February 22, 1994
Program 202, April ~~15~~¹⁵, 1994
✓ Program 203, May 10, 1994
Program 204, June 21, 1994
Program 205, August 2, 1994
Program 206, August 8, 1994

ALL TIMES ARE 7:15 - 8:45 PM.

THE WHITE HOUSE
WASHINGTON

December 28, 1993

Dee W. Henderson, Director
The Federal Executive Institute
1301 Emmet Street
Charlottesville, VA 22901-2899

Dear Dr. Henderson:

Thank you for your invitation for Kristine M. Gebbie, National AIDS Policy Coordinator, to visit the University of Virginia and The Federal Executive Institute. As I mentioned, we are in the process of planning the 1994 travel schedule. Once trips outside the Washington region are finalized, I will call with you some possible dates in February for a visit to Charlottesville.

Thank you for your interest and patience.

Sincerely,

W. Steve Lee

W. Steve Lee, Executive Assistant
and Scheduler to
National AIDS Policy Coordinator

United States
Office of
Personnel Management



The Federal Executive Institute
1301 Emmet Street
Charlottesville, Virginia 22901-2899
(804) 980-6200 (FTS 940-6200)

November 30, 1993

7/22'



Ms. Kristine H. Gebbie
National AIDS Policy Coordinator
Office of the National Aids Policy Coordinator
Hubert H. Humphrey Building
200 Independence Avenue, S.W.
Room 729G
Washington, DC 20201

DEC - 3 1993

*Steve
can we fit this
in - I'd like to
do it*

Dear Kristine (Snow White):

Way to go! You were super on the Today Show this morning. Wish you could have made it to our 25th Anniversary--it went very well.

Would you like to visit us in February when the head of the University of Virginia AIDS Clinic gives a presentation? You could have dinner with us, say a few words before and after his presentation, chat with the executives, spend the night at the Institute and have breakfast with us the next morning, or any combination you would prefer. This would afford you the opportunity to interact and speak with top career executives from over 35 agencies and to visit FEI. Whatever you decide, please contact me.

You're doing well. Keep up the good work.

Best as always,

Dee W. Henderson
Director

United States
Office of
Personnel Management



The Federal Executive Institute
1301 Emmet Street
Charlottesville, Virginia 22901-2899
(804) 980-6200 (FTS 940-6200)

April 26, 1994

RECEIVED

APR 28 1994

Ms. Kristine Gebbie
National AIDS Policy Coordinator
Office of the National Aids Policy Coordinator
Hubert H. Humphrey Building
200 Independence Avenue, SW.
Room 729G
Washington, DC 20201

Dear Kristine:

This letter confirms FEI's intention to cover the cost of your rental car and travel, your room at the FEI, and meals at the Institute during your stay with us, May 10-11, 1994. Our Program Office (Susie Kincannon, Program Assistant) is cutting the travel orders for your trip. If you need to speak with her about this, she can be reached on 804-980-6289.

We are all looking very forward to having you here as our guest. Once again, I would like to extend the invitation for you to join me at FEI for dinner at 6:00 p.m. on the evening of May 10th, prior to the AIDS presentation.

Sincerely,

Dee W. Henderson
Director

cc: Susie Kincannon