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HIV/AIDS Education at FEB [Federal Executive Board] 6/3/94

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May 13, 1994

Dear FEB Members and Associates:

The White House Office of National AIDS Policy is working with all Departments and Agencies within the Federal Government to fully implement comprehensive HIV/AIDS education and training programs and install progressive work-place policies as required by President Clinton's directive.

In responding to this effort, I am pleased to announce that the Federal Executive Board is co-hosting with the U.S. Department of Energy, a training session for senior level officials (GS-15 and above) on **Friday, June 3, 1994, from 2:00 p.m. to 3:00 p.m.** in the Roybal Auditorium of the new Oakland Federal Building, located at 1301 Clay Street, North Tower, in Oakland. The session will be led by **Ms. Kristine Gebbie, National AIDS Policy Coordinator.**

The training for HIV/AIDS prevention and education will include:

- Preparing managers and supervisors to respond fairly to an HIV infected employee
- Teaching employees the basic facts on how the virus is and is not transmitted and how to avoid infection

The Presidential directive calls for an ongoing process of training for new employees and supervisors, including updates on the status of the epidemic. It also requires the establishment of progressive work-place policies for those who employ persons with HIV/AIDS, or any other life-threatening chronic disease.

I have enclosed a registration form. Please mail or FAX (510-637-1253) your form to the FEB office prior to **Tuesday, May 31** to reserve seating for you and your staff members. Thanks for your continued support of FEB events.

Sincerely yours,

David D. Drake
Chair

Enclosure

DAO/DOE
Doc:
John
Belvardo
(510) 637-1809

U.S. DEPARTMENT OF ENERGY
Office of Public Affairs
1301 Clay Street
Oakland, CA 94612-5208

UNCLASSIFIED FAX MESSAGE

TO:

690-756
Don DONALDSON

DATE:

5/26/94

THIS MESSAGE CONSISTS

OF THIS COVER + 2 PGS

FROM:

JOHN BELLARDO

OAK OPA

MESSAGE:

*FEB letter on AIDS Training follows as
requested. We have already received responses from
20 attendees.*

**Office of Public
Affairs**

FAX NO.

(510) 637-2015

VERIFICATION NO.

(510) 637-1809

**HIV/AIDS TRAINING
Senior Level Officials Only
(GS-15 and Above)
Friday, June 3, 1994
2:00 p.m. to 3:00 p.m.
Roybal Auditorium
Oakland Federal Building**

Please mail or fax (510-637-1253) this registration form to the FEB office by Tuesday, May 31, 1994.

Agency _____

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

Please return this registration form to:

**Federal Executive Board
Oakland Federal Building
1301 Clay Street, Room 1780N
Oakland, CA 94612-5209
FAX 510-637-1253**

THE WHITE HOUSE

WASHINGTON

AIDS 101 EDUCATION
IN THE WORKPLACE INITIATIVE

Challenge to this agency - range of knowledge -

Why important

Dr. feeling on virus
Mr. Farmer

Global as well as a national policy of research, treatment, prevention

Virus

1 million infected

200,000 already dead

150,000-200,000 opportunistic

Transmission

Blood transfusions

Hemophilia

Substance abuse

sexual transmission

Why doing

Personal behavior

Managerial behavior

Leadership behavior

Programmatic redesign

*put to my
standards
outline -*

**TALKING POINTS FOR
THE FEDERAL EMPLOYEE WORK-PLACE INITIATIVE**

COST

- There are no additional costs to this department in order to complete this program. Any costs needed to run training sessions will be from funds already ~~re~~-allocated to employee training.
- If one employee, as a result of training, saves him/herself from HIV transmission, the approximate savings is \$128,000. This is a much greater savings than the cost or time employees must spend for this training effort.
- If one employee files an AIDS discrimination law suit against the Federal Government, the cost could be very great. This training will teach employers and supervisors to be more responsive and sensitive to a person with AIDS and encourage progressive workplace policies.
- Each Department/Agency has been given a good amount of autonomy with this project and this allows each organization to tailor the training to its needs and save money while completing the training.

ORGANIZATION

- In the spirit of "re-inventing government," all Departments/Agencies have been allowed to tailor their training for their own diverse needs, including their geographic locations, their employee make-up, their cultural backgrounds, etc.
- The decentralization of the training allows each organization to be creative.
- There is a total of almost three million people that will be trained because of this initiative. It will be quite a process to complete, and employees for the most part are excited about being part of this program.

MISCELLANEOUS

- This initiative allows the federal government to set an example to those in the private sector. It demonstrates leadership and gives useful ideas to businesses on how they should educate their employees.
- The training also encourages employees to take home the material and educate their families and communities about HIV issues.

THE WHITE HOUSE

WASHINGTON

September 30, 1993

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: AIDS at Work

Halting the spread of HIV/AIDS and caring for those already touched by the disease is our common responsibility. Sadly, if you do not know someone with HIV/AIDS, you soon will. Every 17 minutes an American dies of AIDS; one of every five Americans knows someone who has died of AIDS; over one million Americans are already infected with HIV.

HIV/AIDS affects everyone in this Nation. Preventing the spread of HIV/AIDS and its associated human and economic costs is crucial to the success of health care reform. Likewise, enlightened, nondiscriminatory workplace policies are essential to both our efforts at reinventing government and at lowering health costs. This Administration and this Nation must do all within our power to prevent discrimination against those infected with HIV. I am committed to facing the difficult issues raised by HIV/AIDS.

This is an Administration of action and leadership by example. Today's Cabinet meeting discussion of HIV/AIDS is the beginning. All of you are asked to develop and fully implement comprehensive HIV/AIDS workplace policies and employee education and prevention programs by World AIDS Day, 1994, beginning with your Senior Staff.

To begin this process:

- * Each Cabinet Secretary shall designate a member of his/her Senior Staff to implement ongoing HIV/AIDS education and prevention programs and to develop nondiscriminatory workplace policies for employees with HIV/AIDS.
- * These designees, with the Office of the National AIDS Policy Coordinator (ONAPC), shall form a working group to implement this directive.

- * The Office of Personnel Management (OPM) shall review its current HIV/AIDS workplace guidelines and assist in the development of workplace policies in the departments and agencies, as directed by ONAPC. OPM should pay particular attention to ensuring that the administrative burden on the departments and agencies is minimized.
- * The National AIDS Policy Coordinator shall report to me quarterly on the progress of each department and agency, beginning January 1, 1994.
- * The White House Staff and the Staff of the Executive Office of the President (EOP) will participate in HIV/AIDS education and prevention training prior to World AIDS Day, December 1, 1993.

HIV/AIDS is the health crisis of this century; it cannot be allowed to extend into the next. Only through education and prevention can we stop its spread. Only through aggressive and coordinated efforts at medical research can we find a cure. Join me on World AIDS Day, 1993, to remember the hundreds of thousands of Americans dead and the millions of Americans infected or suffering because of this disease; help me to vividly demonstrate this Administration's commitment to end the HIV/AIDS epidemic.

William D. Clinton