

FOIA MARKER

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Meeting with Deputy Secretary Burleigh 6/15/94

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[33] From: Don Donaldson 6/14/94 5:57PM (1693 bytes: 36 ln)
To: Kristine Gebbie, Lance Alworth, Gus Ventura
Subject: State Department Information

----- Message Contents -----

Kristine,

The following information, plus the State Department May Report, are included for the meeting tomorrow at 2 p.m. Please let me know if you need additional information and Lance and I can come over earlier to assist.

- o The State Department was notified of the initiative through the original memorandum sent by you and the President.
- o When I began here, I was given the contact name as Dr. John Keyes at the State Department. We began formal communications and fax notifications to Dr. Keyes in early February.
- o We did not receive the State Department's first report and I started calling Dr. Keyes office but did not receive a reply.
- o On April 5, Dr. Keyes notified us that he was not the contact and that I should contact Geoffrey Moore.
- o Immediately I contacted Mr. Moore and he coordinated the report submitted in May. I am working closely with Geoff and he attended our May Interagency meeting.
- o He called me about four days ago to schedule the meeting with you tomorrow.

I believe the State Department has provided some training, but Geoff has never really said what the training was, nor provided information about the training regarding the April guidelines.

Talking Pts / Background
on CC: MAIL From DONALDSON

Printer is out.

Office of the National AIDS Policy Coordinator



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Deliver To:

Lus - Kristine

Sent From:

____ Kristine Gebbie, RN, MN, National AIDS Policy Coordinator

Number of Pages: 2 + Cover Fax Number: 632-1096 Date: _____

Message:

State's Report

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UNDER SECRETARY OF STATE
FOR MANAGEMENT
WASHINGTON

'94 MAY -3 P6:41

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May 2, 1994

Dear Ms. Gebbie:

I heartily endorse your efforts in the AIDS education initiative. The Department of State has been proactively addressing the HIV/AIDS in the Workplace issue for many years. For example:

- We have been aggressively educating our employees on HIV/AIDS since 1985, when the first article on the subject was published in our in-house newsletter.
- A department policy on HIV/AIDS, emphasizing non-discrimination and accommodation, has been in place since 1988, and was incorporated into the Foreign Affairs Manual (3 FAM 697.5).
- We have set up various training opportunities for employees over the years, and have distributed, via telegrams and Department notices, information to all our overseas posts and headquarters in Washington on at least an annual basis. The most recent general notice was issued in December 1993.

This letter will serve as our interim report on the President's directive on HIV/AIDS in the Workplace. In response to the directive and in keeping with the President's mandate that "the administrative burden on departments and agencies is minimized," the Department will:

- Designate the Medical Director, Dr. Elmore Rigamer, as the senior staff member responsible for HIV/AIDS in the Workplace coordination. He will attend any meetings of the working group.
- Arrange for the Department's Medical Director and the Director of Personnel to brief the Secretary and his senior staff on the Department's HIV/AIDS policy.

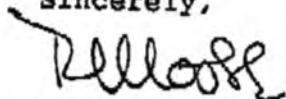
Ms. Kristine M. Gebbie,
National AIDS Policy Coordinator,
The White House.

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- Reissue, in the form of a Department notice and a cable to all overseas posts, the Department's HIV/AIDS policy statement.
- Will include modules on HIV/AIDS in the Workplace in all our orientation programs for new employees and in various management courses offered by the National Foreign Affairs Training Center.

We attach great importance to HIV/AIDS education. I append various policy papers issued over the years for your information.

Sincerely,



Richard M. Moose

Enclosures:
As stated.

will go
if I'm
in town that
date