

Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. form	re: leave request (1 page)	08/19/1996	P6/b(6)
002. resume	re: Alice Pushkar [partial] (2 pages)	n.d.	P6/b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Bobbie Greene
OA/Box Number: 15630

FOLDER TITLE:

Alice Pushkar

2012-0872-S

rc1056

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]
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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]

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2012-0872-5

THE WHITE HOUSE
WASHINGTON

~~CONFIDENTIAL~~

JUNE 23, 1994

MEMORANDUM FOR JAMES A. DORSKIND, ACTING DIRECTOR
PRESIDENTIAL CORRESPONDENCE AND MESSAGES

✓ CC: MARGARET A. WILLIAMS, ASSISTANT TO THE PRESIDENT
AND CHIEF OF STAFF TO THE FIRST LADY

FROM: ALICE J. PUSHKAR, DIRECTOR OF CORRESPONDENCE
FOR THE FIRST LADY

SUBJECT: RESPONSIBILITIES AND GOALS FOR THE OFFICE OF
FIRST LADY'S CORRESPONDENCE

As requested, I am forwarding a revised copy of the responsibilities and goals for the Office of First Lady's Correspondence.

THE WHITE HOUSE

WASHINGTON

June 15, 1994

DUTIES, RESPONSIBILITIES AND GOALS OFFICE OF FIRST LADY'S CORRESPONDENCE

I. Objectives: To answer all mail received by the First Lady in a timely and appropriate manner. This means, of course, that the response must be as sensitive as possible to the tone of the correspondent and the letter must reflect the care and concern that the First Lady feels for those individuals who write to her. Realistically, we must also be prepared to answer those writers who challenge the views of the First Lady or the Administration.

II. Duties and Responsibilities:

- Coordinate all correspondence response through the Office of the Chief of Staff for the First Lady
- Read, code and respond to all mail from the general public that is received by the First Lady
- Research, draft, edit and finalize all form letters
- Research, draft, edit all individual responses
- Research, draft, edit all greetings sent by the First Lady to events, groups and individuals
- Read, code and respond to all letters received by First Lady from young persons
- Respond to all invitations received by Chelsea Clinton from individuals other than family friends
- Prepare gift letters for those gifts under \$25.00
- Edit all First Lady gift letters (other than those for heads of state) prepared by the White House Gift Unit
- Direct all letters referring to foreign affairs to NSC and prepare responses as suggested by the NSC
- Read and code all First Lady Scheduling mail
 - Data enter scheduling requests
 - Data enter all honorary chair and award requests and responses
- Prepare monthly status report on Scheduling and award requests
- Print and send all First Lady trip letters (from Scheduling and Advance)
- Data enter all request responses from the First Lady's Press Office
 - Prepare monthly report
- Fill requests for photos (including individual calligraphy), recipes, etc.
- Oversee approval of all requests for First Lady autopen signatures
- Data entry of First Lady Correspondence responses
 - Training of staff and volunteers

- Manage production system for data entry responses
- Supervise the 120 volunteers and 8 interns
 - Training
 - Incentive program
- Prepare bi-monthly report for First Lady
 - Include sample letters
 - Reports from greetings and agency liaison
 - Statistical analysis of issues and mail trends
- Maintain and upgrade both Procedures Manual and Mail Analysis Handbooks on an as needed basis
- Confer with Counsel's Office on all legal issues related to answering First Lady's Correspondence
- Prepare all individual and VIP responses for Health Care mail

With a staff of four, the Office of First Lady's Correspondence handles the largest amount of mail ever received by any First Lady. In keeping with the wishes of the First Lady that the mail be as responsive as possible, we are attempting to move from a system that relied heavily on post card responses to individually addressed letter responses. When Janet Shimberg resigned, it was our intent to hire a full-time systems manager to insure the smooth flow of letter responses. This office is dependent on volunteers and interns for the majority of production work. It is obvious from a management perspective that an operation of this magnitude needs a full-time staff person whose primary responsibility is the oversight of the production process. At the present time, staff members work a minimum ten hour day and, on average, three out of four Saturdays per month.

The dependence on volunteers and interns means that the office is constantly training in order to insure minimum knowledge of office policy and style guidelines, as well as, mail analysis and data entry procedures. Since we have no single staff member to do this, it is an ongoing hardship on the present staff to be doing endless training.

II. Goals: 1. To maintain our current production level and volunteer base in order to serve the best interests of the President and First Lady in the most efficient and responsive manner possible given the constraints of our current staffing situation.

2. To utilize the seven summer interns to reduce the turn-around time on individual responses.

3. To continue to train any volunteer who is willing to learn the Quorum software system.

4. To add one additional computer to the eight in our present system in order to have equipment available for the volunteers once they are trained.

5. To continue to train the volunteers and offer periodic refresher courses.

6. To continue to request that the staff slot vacant since March be filled with a full-time employee.

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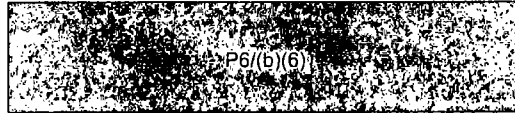
DETERMINED TO BE AN
ADMINISTRATIVE MARKING
INITIALS: RUP DATE: 09/19/12

4:00

RESUME

2012-0872-S

ALICE JANE KELLY PUSHKAR



[002]

1993-Present

Office of Student Correspondence, The White House. Recruit adult volunteers and manage their work in the Correspondence Office. Draft individual and form letter responses for the President's signature. Outreach to schools to encourage student participation in the White House volunteer programs.

1992-1993

Manager, Correspondence Unit, Transition Office of Mrs. Albert Gore. Prepared both form and individual letter responses for Mrs. Gore's signature. Directed volunteer efforts and coordinated data entry services. Volunteer work for Clinton-Gore Campaign office, Washington, D.C. - Pamela Harriman benefit; preparation of op-ed pieces.

1988

Chairman, Bicentennial Committee, Holy Trinity Church, Georgetown. Planned opening events, organized committees to provide historical research for theatrical production and walking tour of parish history. Supervised volunteers staffing all events.

1985/86-1990/91

Member of Parents Council, National Cathedral School. Served as parents' representative to the Council and coordinated parent-planned activities, as well as providing parent support for student-planned activities.

1986

Co-chairman, Washington Antiques Show. Planned events, lectures and educational exhibits for week-long show which benefits five local child-related facilities. Managed multiple committees and coordinated efforts of five independent boards to plan and staff events. Provided liaison to antiques dealers nationwide. Organized corporate fundraising.

1969-1973

U.S. Department of Commerce, Office of the Secretary, National Industrial Pollution Control Council - Staff member. Purpose of the council was to provide advice to the Secretary on effective ways for private industry to combat pollution. Organized committee meetings

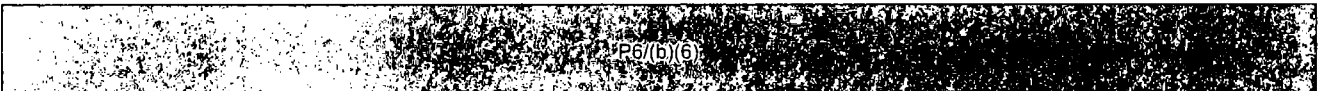
which required liaison with chief executive officers of Fortune 500 companies. Managed preparation of informational booklets for publication.

1966-1969

U.S. Department of Commerce, Office of the Secretary, National Alliance of Businessmen (NAB) - Staff member. NAB was a joint venture between private industry, U.S. Department of Labor, and the U.S. Department of Commerce to provide training and jobs for the chronically unemployed. Prepared demographic studies to determine target cities for the pilot program. Worked in community outreach which required travel to inner cities of major metropolitan areas to coordinate efforts of local community leaders. Assisted in the publication of the organization newsletter which was distributed to the NAB offices throughout the country. Managed the national reporting system to track program success.

1964-1966

U.S. Department of Commerce, National Bureau of Standards, Office of Invention and Innovation - Staff member. Provided staff support for members of the National Inventors Council, an advisory group of inventors, engineers, and teachers. Purpose of the office was to stimulate creativity and invention in technical and engineering education. Duties included research and writing for committee reports, as well as logistic support for committee meetings.



EDUCATION: BA, Marquette University, Milwaukee, Wisconsin 1963

PERSONAL: Married to Raymond S.E. Pushkar, partner, Law Firm of McKenna & Cuneo, Washington, D.C.; one child, Margaret, a sophomore at Northwestern University.

REFERENCES: Margaret M. Richardson, Director Designate, Internal Revenue Service, 1111 Constitution Avenue, N.W., Washington, D.C. 20224, 202/622-7115

(References
Continued)

Barbara B. Busch, Chief of Operations,
Recruitment and Selection, Peace Corps,
Washington, D.C. 20526, 202/606-3970

Diane M. Coffey, Assistant to the Chairman and
Director of Corporate Communications, The
Dreyfuss Corporation, 200 Park Avenue
New York, N.Y. 10166, 212/922-6070