

Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. note	re: personal (1 page)	n.d.	Personal Misfile
002. note	re: personal (1 page)	n.d.	Personal Misfile
003. memo	Alice Pushkar to James Dorskind re: Staff Salary Increases (1 page)	09/06/1994	P6/b(6)
004. memo	Alice Pushkar to Margaret Williams re: staff (1 page)	11/19/1994	P6/b(6)
005. list	re: staff leave balances (1 page)	07/20/1996	P6/b(6)

COLLECTION:

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

FOLDER TITLE:

Hillary Rodham Clinton Personnel and Payroll Information

2012-0872-S

rc994

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]
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- 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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File
Personal

**HQ USSOUTHCOM
Office of the Commander in Chief
Unit 1100
APO AA 34003-5000**

**Ms Margaret A. Williams
~~Special Assistant to the~~ Chief of Staff
to the First Lady
The White House**



Personal

January 24, 1996

Maggie

Dear Ms Williams:

Jill and I appreciate your support in arranging for Jill's ticket to attend the President's State of the Union Address. Jill's presence during the nomination announcement made what was already a momentous experience for me even more memorable.

Enjoyed meeting you last night. Once again, thanks for your understanding and efforts on Jill and my behalf.

Best wishes,

Barry

Barry R. McCaffrey
General, USA
Commander in Chief

Ms Margaret A. Williams
Assistant to the President and Chief of Staff to the First Lady
The White House

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FY 1995--Estimated Requirements
(Full year estimate)

	<u>1st Lady</u>
<u>Personnel and Benefits</u>	
Full-time Permanent	738,500
Full-Time Temporary	80,000
Terminal Leave	5,700
Reimbursable Detailees	0
Consultants	0
Benefits	184,625
Unemployment	0
<u>Subtotal Personnel</u>	1,008,825
Staff Travel	11,680
Transportation of Things	1,120
Rent to GSA	0
RCU (includes telephones)	0
Printing	4,335
Other Services	0
Official Entertainment	1,275
Supplies	0
Furniture/Equipment	0
<u>TOTAL</u>	<u>1,027,235</u>

Personnel: 15 permanent FTEs (includes Press Assistant, Scheduler, and replacement for Lieberman)

Temporary Personnel: Up to 3 Data Entry staff in Social Office for maximum of 50 weeks each.

Terminal Leave: Projection based on average hourly rate for OFL staff multiplied by 240 hours.

Travel: Based on weekly average for FY94 (through 9/21) projected for remainder of year.

Transportation of Things: Based on monthly average for FY 94 (through 8/31) projected for remainder of year.

Rent to GSA & RCU are centrally budgeted

Printing: Projects possible purchase of new autopen for FLOTUS (\$135) and production of 2-color brochure (\$4,200).

Other Services: No request.

Official Entertainment: Projects activity 6/1-8/31/94 for full-year.

Furniture & Equipment: No requirements.

NEW STAFFING PLAN - EFFECTIVE 2/1/95

30-Mar-95

(Includes locality-based and COLA adjustments where appropriate; indicated by italics)

OFFICE OF THE FIRST LADY

LIZ BOWYER	31,000	No Change -- Salary Increase of \$2,000, 2/15/9
LISA CAPUTO	75,000	
KAREN FINNEY	32,000	No change -- Salary Increase of \$1,000, 2/15/95
ERIC HOTHEM	32,000	No change
TRACY LABRECQUE	40,000	No change
G. NEEL LATTIMORE	55,000	No change -- Salary Increase of \$4,000, 2/15/95
CAPRICIA MARSHALL	54,000	No Change -- Salary Increase of \$4,000, 2/15/9
ANN MCCOY	55,000	
ALICE PUSHKAR	40,000	
EVAN RYAN	27,500	No change -- Salary Increase of \$2,000, 2/15/95
JUDITH STOCK	75,000	No change -- Salary Increase of \$5,000, 2/15/95
MARJORIE TARMY	52,500	
MEANNE VERVEER	90,000	No change
MARGARET WILLIAMS	125,000	No change
KIM WIDDESS	30,000	No change
ANGELA DAVIS	22,000	No Change
+3 FTE FOR DATA ENTRY	31,980	NTE

TOTAL	19	867,980	52,250	(avg. salary)
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FTE	19	Travel	FY95	13,000
OGE	0		FY94	12,146
Eligible for raises	6		FY93	15,882
Raise pool	30,754			

NOTE: Data entry personnel costs limitation based on \$26,000 x 3 FTE x 41%; 41% is approximate portion of FY1995 Data Entry staff are expected to work during FY 1995.

As of 2/15/95 -- the Office of the First Lady has used \$18,000 of the Raise Pool; they retain the difference between Davis's actual salary and the amount budgeted: \$13,000.

THE WHITE HOUSE
WASHINGTON

February 14, 1995

MEMORANDUM FOR MAGGIE WILLIAMS

FROM: KELLI McCLURE 
WHITE HOUSE PERSONNEL LIAISON

SUBJECT: Personnel Actions

This is to confirm that the following personnel actions have been processed for your office.

Change in Salary

Ann Stock from \$70,000 to \$75,000, effective 2/15/95
Capricia Marshall from \$50,000 to \$54,000, effective 2/15/95
Neel Lattimore from \$51,000 to \$55,000, effective 2/15/95
Karen Finney from \$31,000 to \$32,000, effective 2/15/95
Elizabeth Bowyer from \$29,000 to \$31,000, effective 2/15/95
Evan Ryan from \$25,500 to \$27,500, effective 2/15/95

The salary increases listed above will reflect in their paychecks on March 3, 1995. The raises will only reflect 64 hours for this pay period, since the effective date is a few days after the start of a pay period.

You have used \$18,000 of your raise pool money.

We would like to let you know that Management and Administration has a new policy on processing personnel actions. To allow for proper processing, all forms must be received in Management and Administration at least five working days in advance of the effective date. If an action is received less than five days in advance, the effective date will be changed by Management and Administration. If this occurs, you will be notified with the new effective date.

If you have any questions, I may be reached on x6-2014.

Thank you in advance for your cooperation with our new policy.

*file
budget*

CONFIDENTIAL

DETERMINED TO BE AN
ADMINISTRATIVE MARKING
INITIALS: RLR DATE: 09/14/12
2012-0872-S

September 29, 1994

TO: Jodie Torkelson
Deputy Assistant to the President
for Management and Administration

FROM: Maggie Williams
Assistant to the President
Chief of Staff to the First Lady

The budget request for the Office of the First Lady is \$ 1,027,235. The personnel request is for 15 full-time employees and up to 3 temporary employees. These requests represent an increase from FY94.

Mrs. Clinton has forged a groundbreaking role that necessitates rethinking personnel and resource needs within her office.

Our original FY94 budget assumptions were based on the structure and requirements of the Office of the First Lady in the previous administration. By virtue of Mrs. Clinton's involvement in policy matters alone, which she carries out at the request of the President, her staff is functioning at a level which stretches their time and resources to the limit. Contributing factors include the demands placed on her as a result of her enormous popularity among partisans and a host of other constituencies critical to the success of this administration, and the continued requests to have her "stand in" for the President at a moment's notice.

Media

It was not our expectation that the First Lady's press office would receive, on average, 96 calls a day. This, however, is the reality. Currently the press office has a staff of three: Mrs. Clinton's primary spokesperson, Lisa Caputo; a second experienced deputy press secretary, who is a back-up on-the-record spokesperson and residence expert; and a low paid, less experienced press assistant/librarian and office manager.

Our press constituencies, in addition to the White House press corps, congressional and health reporters, include the social, fashion, home, arts, entertainment and food reporters. Social events at the White House, including every dinner, reception, concert, etc., are worked solely by Mrs. Clinton's press office. Additionally, a member of the press staff accompanies Mrs. Clinton on all travel, often leaving desking the trip and the press inquiries to two people and interns. And it is the First Lady's press office that answers questions, puts out fires and negotiates coverage for the rest of the family -- Roger Clinton, Hugh, Tony, and Mrs. Rodham, and Chelsea.

Our press office is in the midst of collapse. The modest recommendations offered below will help.

Requests

1. Additional press assistant. As stated above, we are losing the press battle because we just do not have the bodies to respond. I cannot ask this press staff to continue under the current arrangement and cannot rely on interns or volunteers to serve in these sensitive functions.

Press Assistant	\$27,000
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2. Parity. Our communications people, whose skills and experience are comparable to those in other press shops (the POTUS and VPOTUS), should be paid at the same levels.

Salary increase recommendations:

Lisa Caputo	+ \$5,000
Neel Lattimore	+ \$4,000
Karen Finney	+ \$1,000

Scheduling

The First Lady receives approximately 700 invitations per week. For FY94, she received approximately 6,500 invitations. She works six to seven days a week. Currently, more than half her time is spent on the road or at official events. In 1994 she made 100 stops, visited 76 cities, and spent 119 days on the road. Approximately 25% of this was foreign travel. Mrs. Clinton's travel time is almost identical to that of the President.

We anticipate that neither her official travel or her daily pace will slow down. In fact, at the request of the President she will spend more time on the road bringing his message to the country in the months ahead. And as evidenced by the first two years of this administration, she will repeatedly be called on to represent the President when the demands of his office require him to be in Washington.

Our scheduling office has two full-time staff people, a volunteer and a person on the correspondence staff who helps with invitations. The staffing in this office is not equipped to handle the current workload.

Request

Scheduling desk person	\$22,000.00
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Social Office

In FY94, the White House entertained 48,000 people hosting 220 dinners, receptions, signing ceremonies, and policy events. Although the use of the residence and grounds is a cooperative planning effort across White House departments, the social secretary and her staff actually implement the plan.

We are dissatisfied with the shortage of full-time staff in the social office, although we have operated with some success by using temporary employees to fill in the gaps, particularly in the areas of data processing, which is enormously labor-intensive given the security and record-keeping needs of the White House. We propose that making use of temporary employees/consultants be a part of our staffing plan on a permanent basis.

Request

1. Temporary Employee budget \$80,000
(Projection based on use of consultants in FY94)

This would be used for up to 3 data entry personnel for a maximum of 50 weeks during FY95. The request, by object class is attached.

FY 1995--Estimated Requirements

29-Sep-94

(Full year estimate)

a:\ofl1.wk3

1st LadyPersonnel and Benefits

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Printing: Projects possible purchase of new autopen for FLOTUS (\$135) and production of 2-color brochure (\$4,200)

Other Services: No request.

Official Entertainment: Projects activity 6/1-8/31/94 for full-year.

Furniture & Equipment: No request.

THE WHITE HOUSE

WASHINGTON

September 12, 1994

MEMORANDUM FOR MARGARET WILLIAMS
ASSISTANT TO THE PRESIDENT AND
CHIEF OF STAFF TO THE FIRST LADY

FROM: JODIE TORKELSON
DEPUTY ASSISTANT TO THE PRESIDENT
FOR MANAGEMENT AND ADMINISTRATION

SUBJECT: Fiscal Year (FY) 1995 Operating Budget

As we embark on a new fiscal year, I would like to take this opportunity to thank you and your staff for the cooperation you showed during fiscal year 1994. I would also like to ask for your input as we plan for fiscal year 1995.

The White House Office's budget for FY 1995 has not been enacted; however, we know that we will receive significantly less than our budget request. Therefore, we are asking each department to carefully evaluate their essential needs for the coming year.

We have reviewed the practices of the White House during the past year, and have developed a new process which we believe will be more effective. You will be provided budgets for personnel, travel and entertainment. All other funding will be centrally budgeted for in the White House Management and Administration Office. To assist you in more effectively managing your budgets, you will receive monthly statements of expenditures. As has always been the case, expenditure of these funds must be approved prior to any disbursement and must fit within established White House policies and appropriation laws.

In order to formulate your department's budget, we are asking that you provide your needs for performing basic operational functions. Your list should include, but not be limited to, all of the following: personnel, travel, printing, contract services, satellite services, equipment, etc. Please understand that the White House full-time equivalent positions have not changed from FY 1994 to FY 1995 and we continue to adhere to the President's commitment to maintain a 25% staff reduction in the White House. Within the overall ceiling, judgments will need to be made on allocating resources -- personnel and non-personnel. Your input is vital to ensuring that all needs are taken into account. Please provide this information by September 19, 1994 to June King, Acting Director of White House Administration, Rm. 1, OEOP. If you have any questions, you may reach June at X6-2500.

consult tank

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THE WHITE HOUSE

WASHINGTON

DETERMINED TO BE AN ADMINISTRATIVE
MARKING Per E.O. 12958 as amended, Sec. 3.3 (c)

October 6, 1993

Initials: RLC Date 09/14/12
2012-0872-5

~~CONFIDENTIAL~~

COPY

MEMORANDUM FOR MARGARET A. WILLIAMS

FROM: DAVID WATKINS *D. Watkins*
ASSISTANT TO THE PRESIDENT FOR
MANAGEMENT AND ADMINISTRATION

SUBJECT: FY 1994 Staff and Personnel Budget for
the Office of the First Lady

As we enter the new fiscal year your current office staff, as of October 1, 1993, consists of 13 full time payroll employees and 0 other government employees. A current listing of your employees is attached.

Your staff cap is set at 13 full time payroll employees and 0 other government employees, for an annualized salary level of \$700,000. This represents salaries only and does not include benefit costs for your employees. As you are aware, additions to your current staffing level must be cleared through my office. Such additions are on hold until you receive notice.

Please verify and confirm by initialing below and return the original to my office no later than Tuesday, October 12.

Verify and Confirm: *Margaret Williams*

Date: 10/12/93

Attachments

cc: Patsy Thomasson
Brian Foucart
Alice Honea
Kelli McClure

*File
Personnel*

THE WHITE HOUSE
WASHINGTON

August 19, 1993

MEMORANDUM FOR MAGGIE WILLIAMS
ASSISTANT TO THE PRESIDENT AND
CHIEF OF STAFF TO HILLARY RODHAM CLINTON

FROM: MATTHEW L. MOORE 
ASSISTANT, OFFICE OF MANAGEMENT AND
ADMINISTRATION

SUBJECT: Certifications of Salary Agreement for GAO Audit

As you probably know, the Executive Office of the President (EOP) is currently in the final stages of an audit by the GAO of EOP personnel practices early in this Administration. As part of this audit, the GAO has requested certifications regarding a number of changes in salary that appear to have been retroactive. One of these cases occurred in the Office of the First Lady, thus you are probably the proper person to complete the requested certification.

I have drafted a certification for the relevant case based on the documentation in the personnel files; however, since I have not previously spoken to you about your dealings with this case, the draft may or may not reflect your recollection of what actually happened. For this reason, it is imperative that you carefully review the certification and the accompanying document, and that you make any changes necessary to make the certification truthful and accurate.

The GAO is expecting these certifications by August 20, so it is important that we settle this as soon as possible.

Thank you for your help in resolving this matter.

Attachment

THE WHITE HOUSE

WASHINGTON

March 1, 1993

MEMORANDUM FOR HEADS OF OFFICES

FROM: DOUGLAS G. FEHRER 
DIRECTOR, WHITE HOUSE PERSONNEL

SUBJECT: STAFFING REVIEW

Attached you will find the current staff book listing pertaining to your department or area of responsibility. Please note that this report is current as of March 1, 1993, and reflects those staff members who have both completed their personnel orientations and have been approved by management.

Please review the information contained in this report carefully to ensure its accuracy. This includes the verification of all names, titles, salaries, and effective dates.

If you find discrepancies with your own internal information, please make the appropriate changes on the report and return the entire document to our office, Rm. 6, O.E.O.B.

If there is anyone that you feel should be included in your office listing who is not listed on this report, please attach a memorandum to the report requesting their addition to your staff, as well as their full name, title, salary, and desired effective date. PLEASE DO NOT INCLUDE ANYONE WHO HAS NOT BEEN APPROVED BY DAVID WATKINS, ASSISTANT TO THE PRESIDENT FOR MANAGEMENT AND ADMINISTRATION.

Thank you for your immediate attention regarding this report. Again, please send your requested changes and additions to the Office of White House Personnel, Rm. 6, O.E.O.B., as soon as possible.

Attachment

OFFICE OF THE FIRST LADY

THROUGH 03/01/93

AS OF 03/01/93

NAME	TITLE	AGENCY	EOD DATE	GRADE/DATE	SALARY	Overtime	TOTAL
WILLIAMS, MARGARET (COMMISSIONED)	ASSISTANT TO THE PRESIDENT AND CHIEF OF STAFF, MRS. CLINTON		01/20/93	UNCL 01/20/93	\$125,000		\$125,000
CAPUTO, LISA M. (COMMISSIONED)	DEPUTY ASSISTANT TO THE PRESIDENT AND PRESS SECRETARY FOR THE FIRST LADY		01/20/93	UNCL 01/20/93	\$65,000		\$65,000
VERVEER, MELANNE (COMMISSIONED)	DEPUTY ASSISTANT TO THE PRESIDENT AND DEPUTY CHIEF OF STAFF FOR THE FIRST LADY		01/20/93	UNCL 01/20/93	\$90,000		\$90,000
STOCK, ANN (COMMISSIONED)	SPECIAL ASSISTANT TO THE PRESIDENT AND SOCIAL SECRETARY		01/20/93	UNCL 01/20/93	\$70,000		\$70,000
BONNET, JOYCE	STAFF ASSISTANT		01/20/93	UNCL 01/20/93	\$28,000		\$28,000
CARNES, KELLY H.	DIRECTOR FIRST LADY'S CORRESPONDENCE		01/26/93	UNCL 01/26/93	\$28,000		\$28,000
DICKEY, HELEN H.	STAFF ASSISTANT		01/20/93	UNCL 01/20/93	\$20,000		\$20,000
FINNEY, KAREN E.	DEPUTY PRESS SECRETARY TO THE FIRST LADY		01/20/93	UNCL 01/20/93	\$28,000		\$28,000
LATTIMORE, G. NEEL	DEPUTY PRESS SECRETARY TO THE FIRST LADY		01/20/93	UNCL 01/20/93	\$45,000		\$45,000
LIEBERMAN, EVELYN S.	EXECUTIVE ASSISTANT		01/27/93	UNCL 01/27/93	\$50,000		\$50,000
LIMO, DIANE G.	STAFF ASSISTANT		10/01/91	UNCL 01/03/93	\$32,417		\$32,417
MARSHALL, CAPRICIA P.	EXECUTIVE ASSISTANT TO THE FIRST LADY		01/20/93	UNCL 01/20/93	\$50,000		\$50,000
MCCOY, ANN	DEPUTY SOCIAL SECRETARY		01/20/93	UNCL 01/20/93	\$55,000		\$55,000
W.A.E. EMPLOYEES -----							
UNDERHILL, DEBORAH A.	SOCIAL OFFICE RECEPTIONIST		10/09/90	UNCL 01/03/93	\$27,559		\$27,559

OFFICE OF THE FIRST LADY

THROUGH 03/01/93

AS OF 03/01/93

NAME	TITLE	AGENCY	EOD DATE	GRADE/DATE	SALARY	Overtime	TOTAL
TOTAL						13	\$686,417
AVERAGE SALARY						\$52,801	

THE WHITE HOUSE

WASHINGTON

March 1, 1993

MEMORANDUM FOR MAGGIE WILLIAMS
ASSISTANT TO THE PRESIDENT AND
CHIEF OF STAFF TO THE FIRST LADY

FROM: DAVID WATKINS *David Watkins /j*
ASSISTANT TO THE PRESIDENT FOR
MANAGEMENT AND ADMINISTRATION

SUBJECT: Staffing for the Office of the First Lady

As you know, the staff allocation for the Office of the First Lady is 13 staff at salaries totalling \$686,000. Our most recent payroll report shows your office at 14 staff, with salaries totalling \$713,976. Your current staff list is:

Margaret Williams
Melanne Verveer
Joyce Bonnet
Helen Dickey
Neel Lattimore
Diane Limo
Ann McCoy

Lisa Caputo
Ann Stock
Kelly Carnes
Karen Finney
Evelyn Lieberman
Capricia Marshall
Deborah Underhill

I assume that one of these staff is one of the two temporary employees we discussed and the other temporary employee is not yet on our payroll. However, none of them are earning the salary of \$1,050 per month. Please let me know as soon as possible who your 13th full-time staff is and who the temporary staff are.

If any of these staff are incorrectly listed as working for the Office of the First Lady, please let me know immediately.

February 12, 1993

MEMORANDUM FOR DAVID WATKINS
MARK GEARAN

FROM: MAGGIE WILLIAMS

SUBJECT: Additional Staff for Correspondence Payroll

Per our conversation, this memorandum is to confirm that two additional individuals should be added to the Correspondence Office. Both salaries are set at \$12,500.

Lori Azim started on Monday, February 8, 1993 and the second individual has not officially accepted the offer. I will provide that individual's name to you as soon as the details have been confirmed.

If your understanding is different from this, please let me know.

February 22, 1993

MEMORANDUM FOR DAVID WATKINS
Assistant to the President for
Management and Administration

FROM: MAGGIE WILLIAMS

SUBJECT: Correspondence Staffing

Per your request, the following individuals have been hired as temporary staff for a maximum of 60 days each to the Correspondence Office:

<u>Name</u>	<u>Annual Salary</u>	<u>Starting Date</u>
Lori Azim	\$12,500	Feb. 8, 1993
Sharon Scott	\$12,500	Feb. 18, 1993

Please call me if you have questions (x6266).

cc: Mark Gearan

THE WHITE HOUSE
WASHINGTON

*Personnel
HRC Office*

February 22, 1993

MEMORANDUM FOR MARK GEARAN
DAVID WATKINS ✓
JANET GREEN

FROM: MAGGIE WILLIAMS *[Signature]*
SUBJECT: Request List

Before I start in on my daily request list, I want you to know how much I have appreciated your help, responsiveness and even tempers over the past few weeks. But I still need more stuff.

I realize that access passes to the White House like phone lines are at a premium these days. But please keep in mind that our operation spans three locations and we need to get back and forth. We have been using the appointment system but it simply is not manageable given her schedule and the constant changes in it.

*2/23/93
Janet --
Please
comply with
all of Maggie's
requests --
Thank
AW*

Kelly Craighead is Hillary's lead advance and body person when she is moving in and out of the White House. Kelly should be with her. Until late last week Kelly couldn't move Hillary because she was restricted to the OEOB.

Kim Tilley does Hillary's briefing book. She needs access to most everyone one in the West Wing and the East Wing in order to get her work done. The same logic that places the President's briefing book staff in the White House is the same logic that should give HRC's one briefing book staffer access to the White house.

-- Neel Lattimore is one of HRC press deputies. There are only two and they both need constant access to her not only in the West Wing but sometimes in the residence for interviews and photo shoots. It is also our three person press operation that flacks most of the East wing activities (dinners, teas etc.) We screwed up twice last week because our press secretary and one of our deputies were involved in previously scheduled

events, the schedule changed and we couldn't get our press person over to the White House quickly enough to accommodate the changes in Hillary's schedule. He needs access.

-- Anne Bartley was brought on by Hillary to work on Personnel issues and special projects. Hillary considers her a fulltime employee. The catch is that Anne receives no salary or benefits. Hillary wants her to have permanent access at least in the OEOB. Can we make this happen?

*File
Personnel File
Office*

THE WHITE HOUSE

WASHINGTON

February 16, 1993

MEMORANDUM FOR MAGGIE WILLIAMS
ASSISTANT TO THE PRESIDENT AND
CHIEF OF STAFF TO THE FIRST LADY

FROM: DAVID WATKINS *D. Watkins*
ASSISTANT TO THE PRESIDENT FOR
MANAGEMENT AND ADMINISTRATION

SUBJECT: Final Staffing and Compensation Levels
for the Office of the First Lady

Our final review of your staff and salary levels indicates that you are authorized to employ 13 staff at aggregate annualized salaries not to exceed \$686,000.

As of February 11, payroll tapes indicate you have 13 individuals on your staff and their annualized salaries total \$686,000.

In addition, you are authorized to hire 2 temporary staff for 60 days maximum at the rate of \$1,050 per month each. Please let me know as soon as possible their names and annualized salaries.

cc: Mark Gearan

Personnel

February 26, 1993

MEMORANDUM TO MAGGIE WILLIAMS
CHIEF OF STAFF TO THE FIRST LADY

FROM: DAVID WATKINS

SUBJECT: STAFFING FOR THE OFFICE OF THE FIRST LADY

As you know, the staff allocation for the Office of the First Lady is 13 staff at salaries totalling \$686,000. Our most recent payroll report shows your office at 14 staff, with salaries totalling \$713,976. Your current staff list is:

Margaret Williams
Lisa Caputo
Melanne Verveer
Ann Stock
Joyce Bonnet
Kelly Carnes
Helen Dickey
Karen Finney
Neel Lattimore
Evelyn Lieberman
Diane Limo
Capricia Marshall
Ann McCoy
Deborah Underhill

I assume that one of these staff is one of the two temporary employees we discussed and that the other temporary employee is not yet on our payroll. However, none of them are earning the salary of \$1050 per month. Please let me know as soon as possible who your thirteen full time staff are and who the temporary staff are.

If any of these staff are incorrectly listed as working for the First Lady, please let me know immediately.

January 19, 1993

To: Mark Gearan
From: Maggie Williams
Re: HRC Staffing Plan

Location: Old Executive Office Building

Deputy Chief of Staff	Melanne Verveer (Permanent)
Press Secretary	Lisa Caputo (Permanent)
Deputy Press Secretary	Neel Lattimore (Permanent)
*Deputy Press Secretary	Karen Finney (Permanent)
Executive Assistant	Evelyn Lieberman (Permanent)
*Staff Assistant	Diane Limo (Bush Holdover/Permanent)
**Staff Assistant	

Director of Correspondence

First Lady

Deputy Director Correspondence Kelly Carnes (Temporary/60days)

Volunteer	Ann Bartley (Permanent)
Volunteer	Amanda Deaver (Temporary)
Volunteer	Sharon Kennedy (Temporary)

Location: White, East Wing

Social Secretary	Ann Stock (Permanent)
Deputy Press Secretary	
Residential Coordinator	Ann McCoy (Permanent)
Personal/Special Assistant	Capricia Marshall (Permanent)
Social Office Receptionist	Helen Dickey (Permanent)
Staff Assistant	

Location: White House, West Wing

*Chief of Staff Maggie Williams (Permanent)

*African American

** Projected

M E M O R A N D U M

TO: Maggie Williams
FROM: Harold Ickes *WIS*
RE: Staffing the Office of the First Lady - White House
DATE: 9 January 1993

By 5:00 p.m. this Monday (11 January) please develop a detailed staffing plan for the Office of the First Lady in the White House. The plan should be based on aggregate salaries of \$750,900 on an annual basis for a staff not to exceed 16 people (including yourself and detailees). The plan must include all staff, including receptionists and secretaries.

The current staffing of the Office of the First Lady includes 1 detailee, i.e., people are detailed by other federal agencies to work in the White House. The current staff for this department has 1 detailee from the Department of Education.

Attached for your guidance, is a schedule, dated 1/9/92, captioned "Suggested Guidelines for Annual Salaries" listing various job titles and with a salary range for each title.

Your staffing plan should show each title (you may use other than those listed on the attached schedule) and the proposed salary for each. You should also list the name of specific proposed staff for each title where available.

Please submit your plan to Janice Enright in my office.

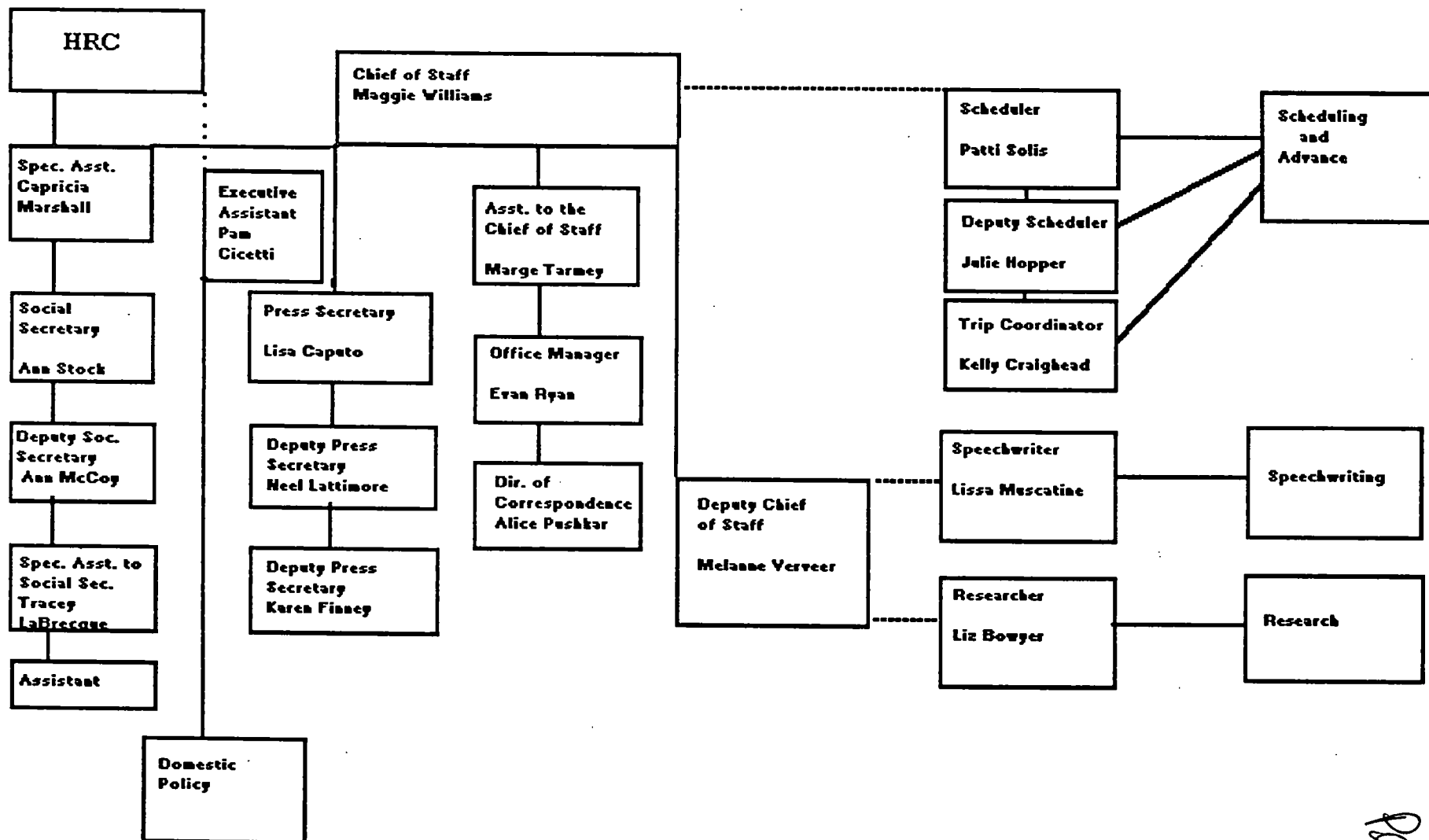
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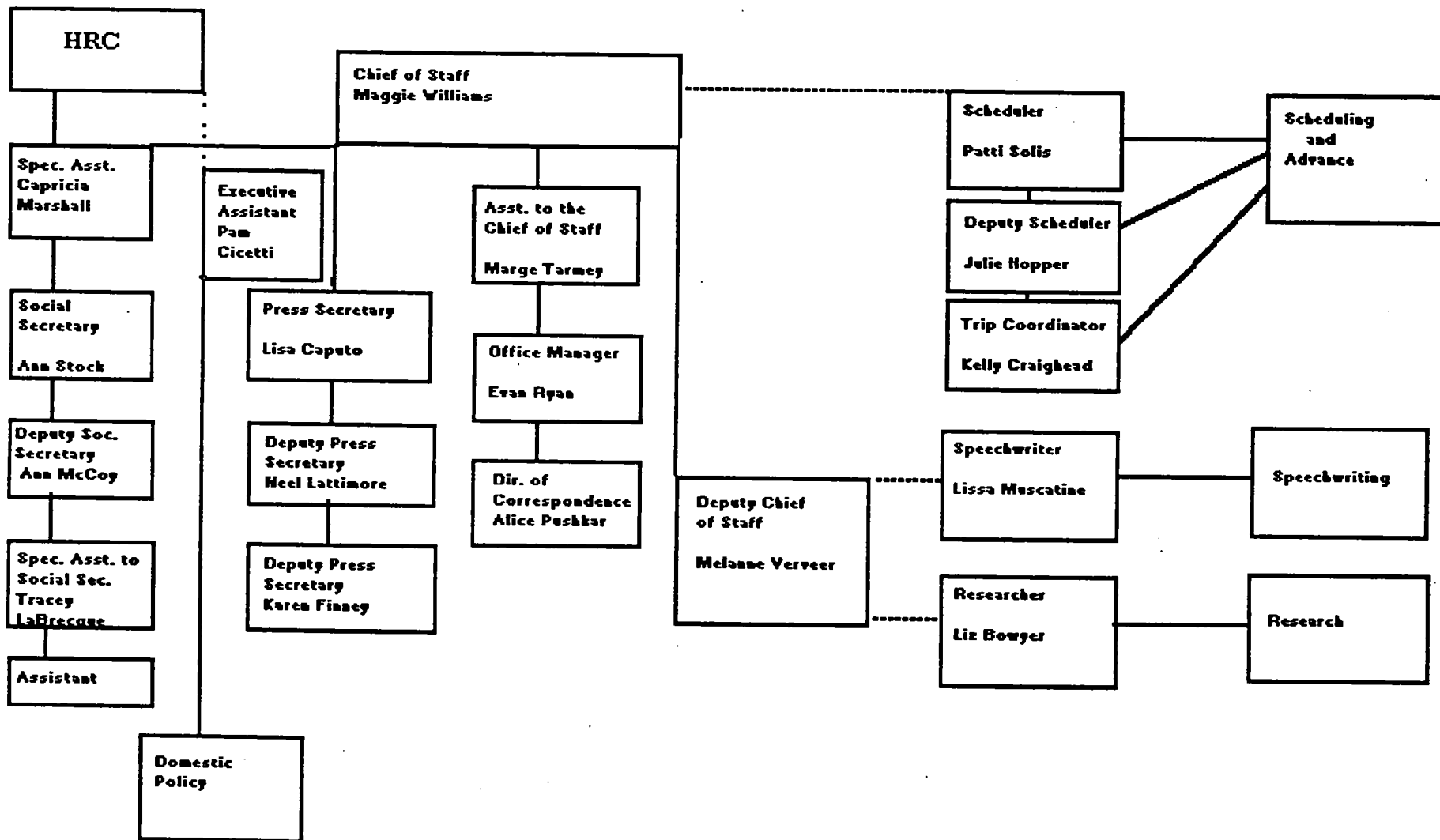
**MRS. BUSH'S STAFF
SALARIES (FY 1991)***

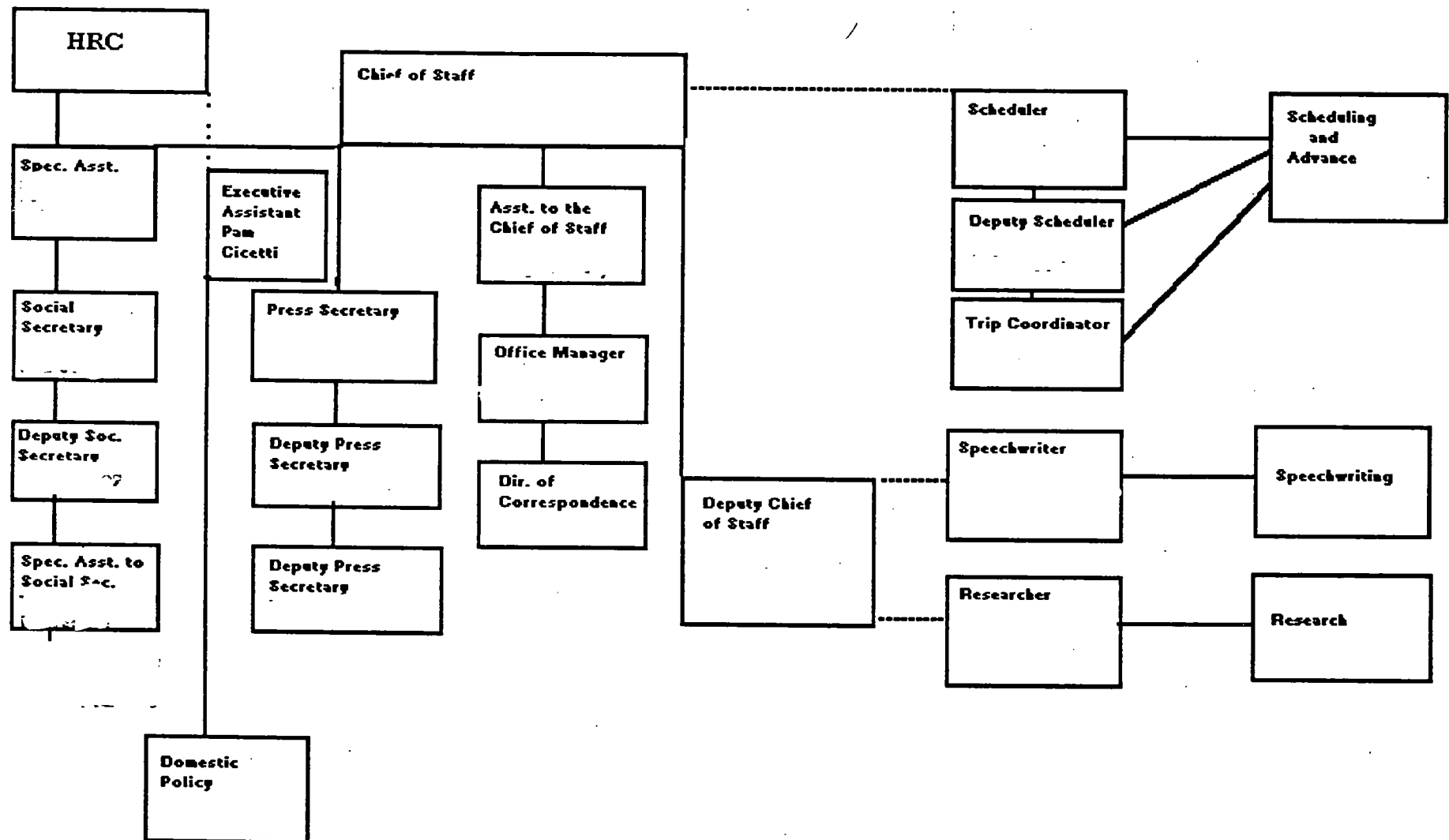
Chief of Staff	\$100,600
Staff Assistant	38,500
Staff Assistant	33,000
Press Secretary	61,149
Deputy Press Secretary	45,295
Deputy Press Secretary	50,957
Staff Assistant	32,271
Social Secretary	61,149
Deputy Social Secretary	55,404
Staff Assistant	37,207
Social Office Receptionist	26,025
Social Office Receptionist	25,504
Director of Projects	63,413
Staff Assistant	31,230
Director of Scheduling	56,619
Staff Assistant of Scheduling	30,000
Director of Advance	47,886
Trip Coordinator	40,000
Special Assistant to the First Lady	28,309
Director of Correspondence	50,957
Deputy Director of Correspondence	28,291
	<u>943,766</u>

***NOTE: This list is based on the cumulative employee roster of the White House Office. It is not an official list and should not be considered definitive.**



*file
personal*





The budget request for the Office of the First Lady is \$ 1,027,235. The personnel request is for 15 full-time employees and up to 3 temporary employees. These requests represent an increase from FY94.

Mrs. Clinton has forged a groundbreaking role that necessitates rethinking personnel and resource needs within her office.

Our original FY94 budget assumptions were based on the structure and requirements of the Office of the First Lady in the previous administration. By virtue of Mrs. Clinton's involvement in policy matters alone, which she carries out at the request of the President, her staff is functioning at a level which stretches their time and resources to the limit. Contributing factors include the demands placed on her as a result of her enormous popularity among partisans and a host of other constituencies critical to the success of this administration, and the continued requests to have her "stand in" for the President at a moment's notice.

Media

It was not our expectation that the First Lady's press office would receive, on average, 96 calls a day. This, however, is the reality. Currently the press office has a staff of three: Mrs. Clinton's primary spokesperson, Lisa Caputo; a second experienced deputy press secretary, who is a back-up on-the-record spokesperson and residence expert; and a low paid, less experienced press assistant/librarian and office manager.

Our press constituencies, in addition to the White House press corps, congressional and health reporters, include the social, fashion, home, arts, entertainment and food reporters. Social events at the White House, including every dinner, reception, concert, etc., are worked solely by Mrs. Clinton's press office. Additionally, a member of the press staff accompanies Mrs. Clinton on all travel, often leaving desking the trip and the press inquiries to two people and interns. And it is the First Lady's press office that answers questions, puts out fires and negotiates coverage for the rest of the family -- Roger Clinton, Hugh, Tony, and Mrs. Rodham, and Chelsea.

Our press office is in the midst of collapse. The modest recommendations offered below will help.

Requests

THE WHITE HOUSE

1. Additional press assistant. ^{WASHINGTON} As stated above, we are losing the press battle because we just do not have the bodies to respond. I cannot ask this press staff to continue under the current arrangement and cannot rely on interns or volunteers to serve in these sensitive functions.

Press Assistant	\$27,000
-----------------	----------

2. Parity. Our communications people, whose skills and experience are comparable to those in other press shops (the POTUS and VPOTUS), should be paid at the same levels.

Salary increase recommendations:

Lisa Caputo	+ \$5,000
Neel Lattimore	+ \$4,000
Karen Finney	+ \$1,000

Scheduling

The First Lady receives approximately 700 invitations per week. For FY94, she received approximately 6,500 invitations. She works six to seven days a week. Currently, more than half her time is spent on the road or at official events. In 1994 she made 100 stops, visited 76 cities, and spent 119 days on the road. Approximately 25% of this was foreign travel. Mrs. Clinton's travel time is almost identical to that of the President.

We anticipate that neither her official travel or her daily pace will slow down. In fact, at the request of the President she will spend more time on the road bringing his message to the country in the months ahead. And as evidenced by the first two years of this administration, she will repeatedly be called on to represent the President when the demands of his office require him to be in Washington.

Our scheduling office has two full-time staff people, a volunteer and a person on the correspondence staff who helps with invitations. The staffing in this office is not equipped to handle the current workload.

Request

Scheduling desk person	\$22,000.00
------------------------	-------------

Social Office

In FY94, the White House entertained 48,000 people hosting 220 dinners, receptions, signing ceremonies, and policy events. Although the use of the residence and grounds is a cooperative planning effort across White House departments, the social secretary and her staff actually implement the plan.

We are dissatisfied with the shortage of full-time staff in the social office, although we have operated with some success by using temporary employees to fill in the gaps, particularly in the areas of data processing, which is enormously labor-intensive given the security and record-keeping needs of the White House. We propose that making use of temporary employees/consultants be a part of our staffing plan on a permanent basis.

Request

1. Temporary Employee budget \$80,000
(Projection based on use of consultants in FY94)

This would be used for up to 3 data entry personnel for a maximum of 50 weeks during FY95. The request, by object class is attached.

Lisa Caputo

Helen Dickey

Sarah Farnsworth

Karen Finney

Julie Hopper

Neel Lattimore

Tracy LaBrecque

Capricia Marshall

Ann McCoy

Alice Pushkar

Evan Ryan

Ann Stock

Melanne Verveer

Maggie Williams

*File
Personnel*

THE WHITE HOUSE
WASHINGTON

MEMORANDUM

TO: David Watkins
FROM: Ann Stock
SUBJECT: Additional Personnel for the Social
& Calligraphy Offices
DATE: October 25, 1993
cc: HRC
Williams

Computer Person

We would like to request that at least one, if not two, permanent people be detailed to the Social Office to perform computer data entry.

The large number of events and invitee lists has grown to the point that there are not enough people to enter all pertinent information into computers and physically clear in the guests as well as process numerous reports.

For example, during the first nine months of 1993--with staff cuts--the social office cleared 53,057 guests. In the same time periods during the previous Administration, 12,272 people (in 1992) and 14,036 people (in 1991) were cleared into White House events.

With the many events planned surrounding the holidays in December, as well as several large dinners and the usual receptions, ceremonies, luncheons, and other special events, the need for additional assistance is even more crucial. We would appreciate your consideration on this request.

Calligrapher

Again, because of the extreme work load, we would like to make an additional request for a full time permanent military detailee for the Calligraphy office. The White House Military Aide Office would make inquiries through the Department of Defense regarding this position. It is requested that the detailee be proficient in hand lettering in italic style, have some graphic ability as well as good handwriting.

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
004. memo	Alice Pushkar to Margaret Williams re: staff (1 page)	11/19/1994	P6/b(6)

COLLECTION:

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

FOLDER TITLE:

Hillary Rodham Clinton Personnel and Payroll Information

2012-0872-S
rc994

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]
b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
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]

File Personnel - Alice Pushkar

THE WHITE HOUSE
WASHINGTON

NOVEMBER 1, 1994

MEMORANDUM FOR MARGARET A. WILLIAMS
CHIEF OF STAFF FOR THE FIRST LADY

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

SUBJECT: STAFF SLOT

I have decided on the person I want to fill my staff opening. Her name is Sarah Brau. She has extensive experience working with volunteers. I think that she will work very well in coordinating our volunteer activities. Sarah also has experience as a writer-editor at NIH and taught English composition at George Washington University. We worked together at the Commerce Department some years ago.

As you know, the slot is funded through Presidential Correspondence and Sarah has met with Jim Dorskind. I have asked Jim to expedite all paper work. My understanding is that he has asked for a starting date of November 6. I also understand that Erskine Bowles is doing a review of all slots that are presently unfilled. I want to make certain that Sarah's appointment is not held up by this review. I have asked Jim to indicate on all office reports that the slot is "filled with paper work pending." I would appreciate anything that you could do to assure that Sarah's paper work does not get caught in this review.

Thanks.

Personnel —

December 29, 1994

TO: Mark Gearan
Harold Ickes
Maggie Williams
Bob Boorstin
Lissa Muscatine

FROM: Don Baer

SUBJECT: Hiring speechwriters

Thanks for agreeing to help in the speechwriter search. I will contact you Tuesday morning to set up a meeting by Wednesday so we can get started.

We have three positions to fill: two senior speechwriters (one replacement, one new position) and one junior speechwriter (a replacement). When we meet, I would like to discuss a test for the candidates (I have an idea) and decide on the mix of talents we need.

We should try to hire more than one kind of speechwriter. With three open slots (and as other people move into speechwriting parttime), we have the chance to finish building a strong, balanced team. Finding people with a diversity of backgrounds and talents will be an important part of putting that team together.

I have an open mind about what we're looking for. For now, we might think about the following mix:

- Senior speechwriter/editor (combination of conceptual, editing, and writing skills; would spend about 2/3 of time writing and 1/3 editing the work of others).
- Senior speechwriter (writing skills, especially for big, thematic speeches, but also with strength in writing on hard-hitting middle class themes);
- Junior speechwriter (good on quick turnaround speeches, stumps, radio addresses)

About 30 people have expressed interest; half a dozen are serious contenders. There may be good prospects coming off the Hill we haven't heard about. And I am eager to reach beyond candidates with standard political speechwriting backgrounds for some of the slots. So far, the search is far from complete, so developing a better pool is a job we can work on together.

One good prospect is on a short fuse; he is leaving a big job in journalism and about to start a major book project. I would like to discuss hiring one person before completing the full set of hires. I'll explain more about him when we meet.

August 1, 1996

MEMORANDUM FOR ASSISTANTS TO THE PRESIDENT

From: Harold Ickes *HI*
Re: 1996 Democratic National Convention

The Democratic National Convention will be held in Chicago from August 26 through August 29. This memorandum outlines the White House's policy with respect to the role and attendance of White House staff during the week of the Convention.

The White House must be staffed during the week of the Convention to ensure the conduct of government business. Therefore, only a limited number of members of the staff will be asked by the Campaign to attend the Convention. Other individuals who wish to travel to Chicago for the Convention at their own expense may do so in accord with White House policy and the law, provided that their presence is not required at the White House for official business during that period. All White House staff must follow the procedure outlined below.

First, as discussed in the attached memorandum, dated August 1, 1996, from Jack Quinn, Counsel to the President, White House staff attending the Convention must do so while on vacation leave or an unpaid leave, unless you are traveling in direct support of the President or Vice President or performing official function. Second, individuals either invited to attend the Convention by the Campaign or those who wish to travel to Chicago at their own expense must submit their leave request in writing to their department head, and in turn to the Chief of Staff's Office (a form for which is attached) for permission to take annual leave or vacation. A copy must also be sent to the Counsel's Office. The department head must approve the leave or vacation time in writing, and each department head is instructed to insure that the operation of this or her department can and will continue during the week of August 26. Assistants to the President must follow the same procedure with the Chief of Staff, and further must indicate in writing to the Chief of Staff's office the staffing of his or her department during that week.

Assistance in securing housing and air transportation to the Convention for those traveling to Chicago on their own may be obtained by calling the phone numbers and individuals on the memorandum, dated July 16, 1996, from Debra DeLee, CEO of the Convention.

As a point of information for those individuals who may elect to travel to the Convention on their own, obtaining approval for leave to attend the Convention is in no way to suggest that you will be able to obtain credentials for admittance to the Convention Hall. Access to credentials is controlled by the campaign and the Convention, not the White House.

Please contact Kevin O'Keefe at 6-2896 if you have any questions.

CC: Leon Panetta
Evelyn Lieberman
Jack Quinn
Kevin O'Keefe

WILLIAMS, MARGARET A.
WHITE HOUSE OFFICE
FIRST LADY

WH

100 SOB
25/11/96

THE WHITE HOUSE
WASHINGTON

August 1, 1996

MEMORANDUM FOR WHITE HOUSE STAFF

FROM:

JACK QUINN 
COUNSEL TO THE PRESIDENT

SUBJECT:

CONVENTION-RELATED POLITICAL ACTIVITY

This memorandum outlines the applicable guidelines governing Democratic Convention-related activity on the part of White House staff.

I. General Political Activity Rules in Brief

In addition to performing your official duties, employees of the White House Office, Office of the Vice President, and Office of Policy Development are permitted by the Hatch Act Reform Amendments to engage in political activity during business hours and in a federal building, provided that government resources are not used to assist in that activity. Under the Hatch Act regulations, costs associated with a political activity are not considered paid for by the government provided that the U.S. Treasury is reimbursed within a reasonable period of time. 5 C.F.R. § 734.503.

Additionally, Executive Office of the President (EOP) employees whose duties continue outside normal agency hours and while away from their duty station are permitted to engage in political activity on the same basis as White House Office employees. All other EOP employees (Presidential appointees, non-career SES, Schedule C, and career) only may engage in political activity outside of agency business hours and outside of federal buildings (and of course, they like all others, may not use government resources to support such activity). Employees paid from appropriations for the National Security Council (NSC), however, by law may not engage in political activity.

There are several activities which are prohibited to all federal employees. Federal employees may not personally solicit, accept or receive a political contribution. (A very limited exception applies for certain federal multi-candidate political committees. All employees should consult their agency ethics official prior to any solicitation.) Federal employees also may not intimidate, threaten, command or coerce any employee to engage or not to engage in any political activity. Thus, a political appointee should not direct staff members or subordinates to attend the Convention in support of his or her attendance.

II. Vacation Time & Leaves of Absence

Unless you are travelling with or in direct support of the President or Vice President or are required to perform official functions, you must attend the Convention on your own time. All federal employees, provided they are otherwise permitted to engage in political activity, may use vacation or compensatory time to engage in political activity, including attending the Convention. Using vacation time (annual leave) or compensatory time is considered being "off-duty."

Although the Hatch Act Reform Amendments permit federal employees to take a leave of absence without pay to engage in political activity, political appointees (Senate-confirmed, non-career SES, Schedule Cs, and other Presidential appointees) may not take a leave of absence without pay to engage in campaign activity during the Presidential election cycle. The only exception to this policy for White House staff is for up to five days of leave without pay to participate in Convention-related activities.

As with all leave requests, your supervisor must approve or disapprove your leave based upon the department's work-load. Thus, your ability to take a leave of absence without pay for the week of the Convention is a matter of supervisor discretion.

III. Convention Attendance & Acceptance of Travel Expenses

Convention-related travel by appointees, except as described above, is political; therefore, appropriated funds may not be used to pay these costs. As political appointees who are permitted to engage in political activity, you may accept, consistent with the Standards of Ethical Conduct, gifts of meals, lodgings, transportation and other benefits -- including free attendance at events -- provided it is offered by a political organization in connection with active participation at the Convention or in related campaign activities. Thus, a political committee (e.g., the Convention, the Democratic National Committee, the Campaign) may pay, as appropriate, your Convention travel-related expenses. White House staff, like all political appointees, whose travel is paid for by a political committee other than the Campaign may not engage in any Campaign-related activity at the Convention.

Like other political appointees, you also may pay your own travel expenses to attend the Convention.

IV. Convention Positions

Under the law, federal employees who are permitted to engage in political activity may hold formal positions at the Convention. Thus, you may, for example, be a delegate, a Convention speaker or a member of any of the standing committees. As always, a

political appointee may not use his or her government position or resources for activities related to his or her Convention duties.

V. Outside Earned Income from Convention Positions

Full-time White House whose annual salary exceeds \$28,912 are prohibited from earning outside income. Thus, only full-time presidential appointees whose salaries are less than \$28,912 may be compensated for services they render for the Convention.

VI. Official Events During the Convention

During the week of the Convention, local groups, community organizations and businesses may ask White House officials to engage in non-Convention activities in the Chicago area. While some of these activities might meet the standard for an official event, out of an abundance of caution, these events generally will be treated as political for the purpose of using appropriated funds. Therefore, White House staff should not fly to Chicago at government expense to staff such events; rather, persons already in the area must staff these events.

If you have any questions regarding these guidelines, please call Cheryl Mills or Dawn Chirwa in my office at (202)456-7900.

cc: Agency General Counsels
Designated Agency Ethics Officials

Personnel

THE WHITE HOUSE
WASHINGTON

May 16, 1994

MEMORANDUM FOR MAGGIE WILLIAMS
MARCIA HALE

FROM: DAVID WATKINS *DW*

SUBJECT: Sharon Kennedy and Jessica Yellin

Effective this week, Sharon Kennedy will be temporarily assigned for 60 days to the Office of the First Lady. During Sharon's absence from Intergovernmental Affairs, we are giving Jessica Yellin a temporary 60 day appointment in the Office of Intergovernmental Affairs. This arrangement will be re-evaluated as other personnel assessments are being made prior to the end of the 60 day assignment.

If you have any questions, feel free to contact Kelli McClure, White House Personnel Liaison on 6-2014.

cc: Phil Lader
Kelli McClure

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
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005. list	re: staff leave balances (1 page)	07/20/1996	P6/b(6)
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COLLECTION:

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

FOLDER TITLE:

Hillary Rodham Clinton Personnel and Payroll Information

2012-0872-S
rc994

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]
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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]
b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
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]