

Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. resume	re: Kelly Craighead [partial] (1 page)	07/05/1992	P6/b(6)
002. memo	Kelly Craighead to Maggie Williams re: Job Analysis (2 pages)	06/10/1993	P6/b(6)
003. form	re: Change in Employee Status [partial] (1 page)	10/07/1994	P6/b(6)

COLLECTION:

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

FOLDER TITLE:

Kelly Craighead

2012-0872-S

rc1043

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(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

Place
in Personnel
folder

THE WHITE HOUSE
WASHINGTON

~~CONFIDENTIAL~~

- Kelly Craighead

attend HRC scheduling
mtgs.

HRC lead advance
person in Wash DC

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

Initials: rice Date 09/19/12

2012-0872-S

Parity - NO some international travel

45

personnel
43
~~CONFIDENTIAL~~

Associate Director of Advance (First Lady) / Trip Director

Maggie
Housed within the Scheduling and Advance Department, the Associate Director of Advance (First Lady) is the liaison between the First Lady and Her staff and the Presidential Advance Department.

DETERMINED TO BE AN
ADMINISTRATIVE MARKING

Maggie

Patti

Julie

INITIALS: *RLR* DATE: *09/19/12*
2012-0872-3

KELLY

Marcia

Isabelle

Mike

This liaison shall:

- o coordinate all First Lady and First Lady Staff logistical needs
- o communicate any advance needs from the First Lady's staff to the Presidential Advance Department including: the need for advance teams, communications equipment, carpet vehicles, trip accommodations, etc
- o interface with the Secret Service Advance after the First Lady's Scheduling department has contacted Secret Service Operations
- o oversee all First Lady events and trips outside of the White House including:
 - * conducting pre-advances when necessary
 - * advancing in-town movements →
 - * conducting trip meetings
 - * completing any post-trip follow-up reports
 - * accompanying the First Lady as body person/trip director
- o coordinate all logistical arrangements for any conferences, public hearings and/or town hall meetings in conjunction with the appropriate entities (public liaison, health care task force, etc)
- o assist the social office with any planning or coordinating needs, as time permits
- o assist the First Lady staff with any special projects

full day work

8:30

desk

Associate Director of Advance (First Lady)/Trip Director

Housed within the Scheduling and Advance Department, the Associate Director of Advance (First Lady) is the liaison between the First Lady and her staff and the Presidential Advance Department.

Maggie

Patti <-----> Kelly <----->

Julie

Marcia

Isabelle

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CLINTON FOR PRESIDENT
1560 BROADWAY, SUITE 700
NEW YORK, NY 10036
(212)921-0873(Tel)
(212)921-1176(fax)

TO:

Kim / CARMEN

FROM:

KELLY CRAIGHEAD

DATE:

NUMBER OF PAGES:
(INCLUDING COVER)2

COMMENTS:

PLS DELIVER TO SHELLY LOOS /
LUCIE NAPHINThanks!

PLEASE CALL (212)921-0873 IF YOU DO NOT RECEIVE ALL OF THESE PAGES.

The information contained in this facsimile message is intended only for the confidential use of the above named recipient. If the reader of this message is not the intended recipient or person responsible for delivering it to the intended recipient, you are hereby notified that you have received this communication in error, and that any review, dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this in error, please notify the sender immediately by telephone at the number set forth above, and destroy this facsimile message. Thank you.

Withdrawal/Redaction Marker

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[001]
KELLY CRAIGHEAD

P6(b)(6)

CONFIDENTIAL

PROFESSIONAL EXPERIENCE:

DETERMINED TO BE AN
 ADMINISTRATIVE MARKING

Sales Manager: USA Hosts Destination Services
 March 1990-Present

INITIALS: RUR DATE: 09/19/12
 2012-0872-S

- Design and coordinate corporate, incentive and association convention programs including air and ground transportation, spouse programs, special events and theme parties.
- Direct site inspections and determine logistical feasibility based on program requirements.
- Research vendors and negotiate with same.
- Serve as company liaison with travel and tourism industry.

Account Executive: WashingtonIno
 January 1990-March 1990

- Prepared proposals and operated programs which included sightseeing tours, evening functions, transportation systems, speaker coordination and hotel/site negotiations.
- Assisted with pre-existing account coordination including advance and on-site management.

Intern: WashingtonIno
 September 1989-December 1989

- Solicited corporate, association and specialty market accounts for destination services.
- Prepared preliminary proposals, promotional kits and marketing pieces.
- Applied direct mail techniques to obtain access to corporate and association market.
- Participated in account follow-up, site/hotel inspections and industry-related meetings and conventions.

Executive Vice President: Associated Students, Chico
 May 1988-May 1989

- Elected by student body to serve as Chief Operating Officer of a \$14 million, 18,000-member corporation which operates the campus bookstore, food services, student government, and student union complex.
- Responsible for creation and implementation of all student-fee funded seminars, conferences, receptions and retreats.

MEMBERSHIPS AND AFFILIATIONS:

- Delegate, California State Democratic Party (Representing Butte County (1989 & 1990)
- Director and Program Committee Chair, Hotel Sales and Marketing Association (HSMA)
- Membership Chair, Meeting Planners International (NCCMPI and S/MPI)
- American Society of Association Executives (SFBASAE and SSAE)
- National Association of Exhibition Managers (NAEM)
- Society of Incentive Travel (SITE)

EDUCATION:

- California State University, Chico
 Bachelor of Arts, Recreation Administration

Personal and Professional References Available Upon Request

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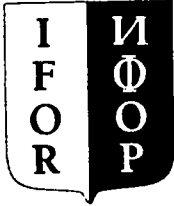
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COMMANDER
PEACE IMPLEMENTATION FORCES

~~CONFIDENTIAL~~

DETERMINED TO BE AN
ADMINISTRATIVE MARKING

1 April, 1996

INITIALS: MLR DATE: 09/19/12

2012-0872-S

Dear Kelly,

Enclosed you will hopefully find the coin I promised. Don't know what sort of metal detectors they might use at your place of business so if you get this "sans" coin, let me know.

I have included a letter and a couple of photos I thought you might like. I visit schools now and again. During one of my visits, young Dinko stood up and read this letter. I had to work hard to keep my composure.

Most times when we have the real VIPs around, their "handlers" are a pain in the butt. Such was not the case for the First Lady's visit to Tuzla, and I expect elsewhere when you are with her as well. The advance was smooth and helpful to all so the stage was set for a pleasant time. You made it even more so and I thank you for that. I watched you with admiration and was reminded of the "pond full of ducks" story. You may know it; they all look as if they are peacefully and effortlessly floating about the surface but all the while they are paddling like crazy underneath just to keep ahead. You looked calm, and acted the same, as you orchestrated HRC's schedule. Many I have seen could not have done what you did without snapping at least two or three heads off. Congrats on doing a great job, and thanks from those who might have been victims had someone else been in your shoes.

We welcome a visit anytime. Let us know what we can do to help.

All the best,

Smuffy

Ms Kelly Craighead
Special Assistant to the President and
Trip Director for the First Lady
The White House
Washington, D.C.

*fill
personnel*

DETERMINED TO BE AN
ADMINISTRATIVE MARKING
INITIALS: RUR DATE: 09/19/12
2012-0892-S

~~CONFIDENTIAL~~

April 26, 1994

MEMORANDUM FOR PATSY THOMASSON

FROM : HILLARY RODHAM CLINTON (dictated)

SUBJECT: KELLY CRAIGHEAD

Please change Kelly Craighead's position to Special Assistant to the President and give her a parking space commensurate with her title.

Thank you.

cc: Phil Lader
Ricki Seidman

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003. form	re: Change in Employee Status [partial] (1 page)	10/07/1994	P6/b(6)
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The White House
Change in Employee Status
To be completed by requesting office

Section I: Complete all data

Name of Employee: CRAIGHEAD, Kelly S.
Last First Middle
Social Security Number: P6(b)(6) 5003
Office/Department/Agency: Scheduling and Advance

Section II: Check the Appropriate Box(es):

- ☐ Reassignment within the White House Office (complete Section III below)
☒ Change in title
☐ Change in salary (complete Section III below)
☐ Change in work schedule (complete Section III below)
☐ Extension of temporary appointment (enter new ending date below)
☐ Change in category (complete Section III below)
☐ Other: _____

Section III: Complete all sections as appropriate

New Position Title: Special Assistant to the President
and Trip Director for the First Lady Requested by: Billy Webster/Maggie Williams

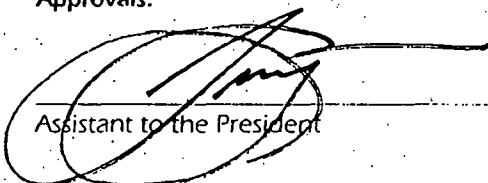
Current Salary: _____ New Salary: _____

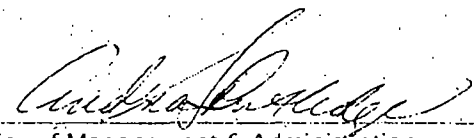
Proposed effective date of change: 10/9/94 Ending date: _____

Work Schedule (circle **new** schedule) Full Time Part Time Intermittent

Category (circle **new** category) Permanent Temporary New ending date _____

Approvals:


Assistant to the President
Date _____


Office of Management & Administration
Date 10/7/94

Upon approval or disapproval please return to:

Name _____ Room _____ Extension _____