



● **Paul J. Weinstein Jr.**

07/01/97 05:56:49 PM

Record Type: Record

To: William R. Kincaid/OPD/EOP

cc:

Subject: Re: Another thing 

Upstairs in room 468.



Laura Emmett

07/03/97 03:32:44 PM

Record Type: Record

To: William R. Kincaid/OPD/EOP

cc:

Subject: Re: MEREDITH ELLIOTT

Sorry it took so long but such is process at the White House- you can actually give the account to your new incoming intern and then they will have an account set up already in Meredith's name

Office Support / Intern Information

1) Getting Mail

- Mail is delivered in room 224.
- It arrives several times a day, so you need to check it regularly.
- If the mail isn't sorted when you get there, sort it and deliver Mike and Bill's mail directly to their offices.
- If they are not in when you go to deliver the mail, leave it on their chairs.
- If an envelope has a red dot on it deliver it directly to the addressee, even if it is not Mike or Bill.
- If you go into Mike's office and there is a red dot letter there, and you know he won't be in for a while, ask Bill if he wants to check it out.

2) Picking up faxes

- Faxes for Mike generally are sent to the fax machine in 217, and Bill's faxes are sent to room 224. Sometimes faxes for either Mike or Bill are sent to room 212, so it is a good idea to keep an eye on that machine too.
- Check the fax machine at least every half hour, more if it is before a big event. Deliver that faxes directly to Mike or Bill.
- **IMPORTANT:** If a fax has "URGENT" written on the cover sheet. Bring the fax directly to the person, don't leave it in his or her box.

3) Sending faxes

- You probably know how to do this, put them face down in the machine and dial the number and press send. A confirmation sheet will follow. If it says "ng" that means the fax didn't go through.
- Dial "9" before the number to fax to people outside the White House.
- For large faxes, I use the fax machine in 217 because they go through the machine faster. Always wait and make sure the fax goes through. If you leave a fax while it is being sent, it has a tendency to disappear. That means people will put it somewhere or walk away with it and it will be very hard to locate.

4) Supplies

- Office supplies are located in Rooms 224, 217, and 212.
- It would be wise to take some time to look at the supplies in each of these rooms so you know where everything is. Unfortunately, there really is no logical way to explain where and how everything is stored because it isn't really stored logically.

5) Ordering supplies (see sample)

- The method for this has changed several times in the short time that I have been here, so it will probably change again.
- The supply forms are located on Essence's desk in Room 224.
- Right now, you fill out the supply form. Then have the person who requested the supplies sign it. Then you fax it to the number on the form. If you send it in before 10:00 AM then you will get the supplies the same day. If you fax it after then, you will get them the next day.
- I attached a sample supply form.

6) Reserving Rooms (see sample)

- To reserve Room 211 (this is the DPC conference room) call Laura Emmet 6-5565. Tell her when you need the room and who you are reserving it for.
- If that room is taken call the NEC 6-6630 and see if their room is free.
- If you can't get their conference room call 6-2500. After you make a reservation with them you need to fill out the Room Reservation form (located on Essence's desk in room 224) and fax it to them at 6-6472.

7) Travel Reimbursement (see sample)

- When Mike and Bill use cabs to go to meetings at the Education Department they collect receipts. After a while they decide to get reimbursed.
- First, put the receipts in order by date and time.
- Second, fill out the form (located in Room 224 on Essence's desk, if she is out you can always get more from Cathy Mays) "Claim for Reimbursement for Expenditures of Official Business."
- Third, have Bill or Mike sign it (whoever you are getting the reimbursement for).

- Fourth, have Paul Weinstein sign where it says, “Approving Official.”
- Fifth, make a copy for Bill / Mike and a copy for Paul.
- Finally, send it to Ashley Raines in 145 OEOB.

8) Sending Overnight Mail (see sample)

- I doubt you will need to do this, but just in case this is how:
- Get the form in Room 1.
- Fill it out.
- Have whoever you are overnighting the letter for sign the form.
- Bring the letter and form to Ashley Raines in Room 145. She will approve it.
- Bring the letter and approved form down to the mailroom on the ground floor.

9) Filing Tips

- I really haven’t done too much filing for Mike, but that doesn’t mean it doesn’t need to be done. Mike’s system is hard to explain, but I will give it my best shot.
 - The file cabinet that the TV sits on is the files of current topics and events.
 - The file cabinet next to the bathroom is organized in three sections 1) people 2) topics / issues and 3) organizations.
- Bill has two filing cabinets.
 - The one closest to his desk is current issues.
 - The top drawer is mostly the ten points issued in the President’s “Call to Action.”
 - In the back of that top drawer I made a section of Events and Correspondence.
 - In the bottom drawer, front section, is current issues like minority enrollment, etc.
 - The Back section is mostly testing related.
 - The cabinet closer to the door has the West Virginia Event and other large files in the top drawer
 - The bottom drawer is for issues that might be highlighted in the future, or were dealt with in the past.

10) Research Tips

- If you call the library at 5-7000, they will do a Lexis-Nexis search for you. You just need to give them specific details on what you are looking for. They can also do an ERIC search for you, but it takes longer to get those books and articles. However, usually they are worth the wait for the detail they can provide about issues, that news articles tend not to provide.
- Also, there is a lot of information on the World Wide Web. I listed the sites that I use most often to find information for myself, Bill, or Mike.

<http://www.ed.gov>

This is the Education Department's website. You can do some ERIC searches here and get details about the programs the ED is running. You can also do searches for any information you might need.

<http://www.whitehouse.gov>

Of course this is the White House's web page. This is useful to get the text of speeches and press conferences. You can search in the "Virtual Library." It is pretty easy to find stuff in here.

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This is the site for the U.S. House of Representatives. You can use this to look up information about Representatives or to find out about legislation. It isn't updated quickly so it won't be your best source for what is going on on the floor.

<http://www.senate.gov>

This is Senate's website. It is less useful than the House one, but you might find information you need here.

<http://www.aft.org>

This is the website for the American Federation of Teachers. They have research on some issues and it is good to check what their point of view is on any issue you might be researching. The "Where We Stand" series that you can search on this site is especially useful.

<http://www.nea.org>

This is the National Education Association's website. It is similar to the AFT site. They don't have as much on issues as the AFT site, but it is still good to look here to see if you can find their position.

<http://www.yahoo.com>

This is my favorite search engine. It has a directory and you can look for specific education issues. To find information on certain schools and districts click on K-12 education and then on the next page click on School Districts, then you can look for information on schools by states. I couldn't have survived without Yahoo!

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- For large faxes, more than 5 pages, I use the fax machine in 224[?] because it is faster.

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- First, put the receipts in order by date and time.
- Second, fill out the "Claim for Reimbursement for Expenditures of Official Business." *Originals?*
- Third, have Bill or Mike sign it (whoever you are getting the reimbursement for).
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Sample Forms



Telephone x52622

[illegible]

- Orders received by 10:00 AM will be delivered on the same day.
- Orders received after 10:00 AM will be delivered the next business day.
- Please make requests for copier paper separately from other items.
- Interns and volunteers must make requests in the name of permanent staff members.

Revised 4/97



OEOb CONFERENCE & ROOSEVELT ROOM RESERVATION

56839

ATTN: JEN

Date of Meeting: 7/14

Time: 4:00 To: 5:30

All reservation forms should be submitted at least 48 hours prior to events.

Name of Individual Hosting Event: <u>Mike Cohen</u>		Office/Agency: <u>Domestic Policy Council</u>	
Staff Contact: <u>Meredith Elliott</u>	Extension No.: <u>6-5228</u>	Pager No.: _____	Room No.: <u>218L</u>
Type of Event: ☒ Meeting ☐ Reception ☐ Other _____			
Name/Description of Event: <u>Urban Education Meeting</u>			
Number of Outside Guests: <u>2</u>		In Attendance:	
Total Number of Attendees: <u>10</u>		☐ President ☐ First Lady ☐ Vice President ☐ Mrs. Gore	
Room(s) Requested: ☐ Roosevelt Room * ☐ Room 180 ☒ Room 472 ☐ Room 474 (Indian Treaty Room) ☐ Room 476 ☐ Room 450 ☐ Room 459			
General Services: ☐ Elevator Service (elevator #4)			
Time Reserved: _____ ☐ Podium ☐ Flags			
Special Room Arrangements for the Indian Treaty Room: ☐ Conference Style ☐ Theatre Style ☐ Other _____			
Number of Chairs: _____ Number of Table(s): _____			
Entrance/Gate Preferred: ☐ Pennsylvania Avenue (OEOb) ☐ East Visitors Gate Note: the 17th & "G" Street entrance is wheelchair accessible.			
Additional Requirements or Requests: _____ _____ _____ _____			

* Roosevelt Room Reservation Forms must be returned to the West Wing receptionist (FAX # 6-1210)

OEOb Room Reservation Forms must be returned to Room 1, OEOb (FAX # 6-6472)

All reservation forms should be submitted at least 48 hours prior to events.

2. VOUCHER NUMBER

3. SCHEDULE NUMBER

5. PAID BY

d. OFFICE TELEPHONE NUMBER

6-2857

STANDARD FORM 1164 (Rev. 11-77)
Prescribed by GSA, FPMR (CFR 41) 101-7

AIR EXPRESS DELIVERY FORM

PLEASE PRINT OR TYPE INFORMATION. PACKAGES WILL BE RETURNED IF INFORMATION IS NOT COMPLETE. AIR EXPRESS <u>WILL NOT</u> DELIVER TO P.O. BOXES.		No. 063476	
SENDER INFORMATION			
Date: 6/30	Name: Bill Kincaid		
Agency: Domestic Policy Council		Room: 222 CE03	Extension: 6-2857
Signature: Bill Signs Here			
DELIVERY INFORMATION			
Addressee: Joe Citizen		Phone: (222) 663-6363	
Organization: U.S. Residents Association		Bill Recipient Account No.:	
Street Address: 200 Freedom Way			
City: Libertytown		State: PA	Zip: 22522
TYPE OF SERVICE (Select one)			
☒ Next Business Day Delivery		☐ Saturday Delivery (Extra Cost)	

SENDER COPY

☆ U.S. GOVERNMENT PRINTING OFFICE: 1995-396-868