

Ronald Reagan Presidential Library Digital Library Collections

This is a PDF of a folder from our textual collections.

Collection: Deaver, Michael: Files
Folder Title: 1985 Presidential Inaugural II (2)
Box: 68

To see more digitized collections
visit: <https://reaganlibrary.gov/archives/digital-library>

To see all Ronald Reagan Presidential Library inventories visit:
<https://reaganlibrary.gov/document-collection>

Contact a reference archivist at: reagan.library@nara.gov

Citation Guidelines: <https://reaganlibrary.gov/citing>

National Archives Catalogue: <https://catalog.archives.gov/>

WITHDRAWAL SHEET

Ronald Reagan Library

Collection Name DEAVER, MICHAEL: FILES

File Folder 1985 PRESIDENTIAL INAUGURAL II (2)

Box Number 71

Withdrawer

KDB 8/30/2011

FOIA

F97-0066/19

COHEN, D

194

DOC NO	Doc Type	Document Description	No of Pages	Doc Date	Restrictions
1	LIST	RE ARMED FORCES INAUGURAL COMMITTEE	9	11/7/1984	C

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]

C. Closed in accordance with restrictions contained in donor's deed of gift.

November 16, 1984

MEMORANDUM FOR MICHAEL K. DEAYER ✓
RONALD WALKER

FROM: MARGARET TUTWILER *not*

SUBJECT: SPECIAL INTEREST GROUPS ADVISORY COMMITTEES
AND CHAIRMEN

Attached please find the proposed Chairmen, Co-Chairmen and Advisory Committee Members for our Special Interest Groups. These lists were compiled by Helen Cameron.

Helen needs your approval on the attached today so that she may begin making the calls to generate the name lists which Red Caveney needs by the end of next week.

Thank you.

Approve

Disapprove

To: Margaret Tutwiler
From: Helen Cameron *Helen*
Re: Approval of Chairmen/Co-Chairmen
Advisory Committees for Special Interest Groups

Attached please find our recommendations for Special Interest Groups to serve as Chairman/Co-Chairman and as members of Advisory Committees for each designated group.

The following groups are being submitted as of this date:

- Business
- Veterans
- State Societies
- Women's Constituency
- Handicapped
- Religious
- Ethnics

Please note some Advisory Committee positions are only partially completed. Additional names to be added. Also, we are purposely leaving room to add names when the need occurs.

The six (6) remaining groups will be submitted for approval by COB on Friday, November 16th.

Group: Business

Chairman

James D. "Mike" McKevitt, Dir/Fed. Leg.
National Federation of Independent Business
600 Maryland Avenue, S.W.
Washington, D.C.

Co-Chairman

Dirk VanDongen, President
National Assn. of Wholesale-Distributors
1725 K St., N.W.
Washington, D.C. 20006

Advisory Committee

Joe M. Baker, Executive VP
Assn. of Wall & Ceiling PAC
25 K Street, N.E. - Suite 300
Washington, D.C. 20002

Wayne Valis
Valis & Associates
1201 Pennsylvania Ave., N.W. #700
Washington, D.C. 20004

John M. Albertine, President
American Business Conference
1030 K Street, N.W. #703
Washington, D.C. 20006

W.A. Hasty, Jr., VP/Gov't Relations
Proctor & Gamble Company
801 18th St., N.W. #400
Washington, D.C. 20006

Richard Richards, Esquire
Bliss, Craft & Richards
1050 Thomas Jefferson, N.W.
Washington, D.C. 20007

Dan Kuykendall
D.K. Consultants, Inc.
800 4th St., S.W.
Washington, D.C. 20024

Steering Committee

St. Clair Tweedie, Dir/Govt. Rel.
American Cyanamid Company
1575 Eye St., N.W. #220
Washington, D.C. 20005

E. P. Bassett, Jr.
VP/ Govt. Relations
Minnesota Mining & Mfg. Company
1101 15th St., N.W. #1100
Washington, D.C. 20006

Robert D. McDonald, Esquire
Power & McDonald
1919 Pennsylvania Ave., N.W.
Washington, D.C. 20006

Ilona Hogan, Executive Director
Alliance of Metalworking
1100 17th St., N.W. #1000
Washington, D.C. 20036

John S. Autry, VP/Govt. Relations
Sperry Corp.
2000 L St., N.W. #810
Washington, D.C. 20036

Steering Committee

Red Cavaney, VP/Govt. Rel.
American Paper Institute
1619 Mass. Ave., N.W.
Washington, D.C. 20036

Michael Monroney, VP/Govt. Rel.
TRW, Inc.
1000 Wilson Blvd. - Suite 2700
Arlington, Virginia 22209

Alexander Trowbridge. President
National Assn. of Manufacturers
1776 F St., N.W.
Washington, D.C. 20006

Hugh McCahey
Associations Division
U.S. Chamber of Commerce
1615 H St., N.W.
Washington, D.C. 20062

Bernard J. Imming, President
United Fresh Fruit & Vegetable Assn.
727 North Washington St.
Alexandria, VA 22314

Group Veterans

Chairman

Name Mylio S. Kraja, Director
Legislative Commission
Address American Legion
1608 K St., N.W.
Washington, D.C.
Telephone 202/861-2711

Co-Chairman

Name Lloyd "Scooter" Burke, Exe. Dir.
Congressional Medal of Honor Soc.
Address 6215 Winward Drive
Burke, Va. 22015
Telephone

Advisory Committee

Mylio S. Kraja, Dir. Legislative Commission, American Legion
1608 K Street, N.W. Washington, D. C. 20006 861 2711
Cooper Holt, Exec. Dir. Veterans of Foreign Wars, 200 Maryland Ave. N.E.
Washington, D. C. 20002 543-2239
Morgan Ruph, Exec. Dir. AMVETS, 4647 Forbes Blvd. Lanham, MD 20801
301-459-9600
Charles Joeckel - Exec. Dir. DAV, 807 Main Ave. S.W.
Washington, D.C. 20024 554-3501
Lloyd "Scooter" Burke, Exec. Dir. Congressional Medal of Honor Society
6215 Windward Drive, Burke, VA 22015

(Additional Members listed on Page 2)

Steering Committee

Robert Spiro, Exec. Dir. Reserve Officers Assn. 1 Constitution Ave. N.E.
Washington, D. C. 20002 479-2200
Donald Skinder, Director Ceremonies and Special Services (40-B)
Veterans Administration, 810 Vermont Ave. N.W. Washington 20420
389-5231
Chuck Jackson, National Veterans Service Director, Non-Commissioned Officers
Assn., 213 No. Washington Dt., Alexandria, VA 22314
703-549-0311
Frank Athanason, 5413 Back Lick Rd., Springfield, VA 22151 703-643-5360
(Exec.Dir.)
R. Jack Powell, Exec. Dir. Paralyzed Veterans of America, 801 18th St. N.W.
Washington, D. C. 20006 872-1300
Sumner A. Vale, Exec. Dir. Blind Veterans, 1335 De Sales St., Washington, D.C.
Additional members listed on Page 2)
20036 347-4010

OVER

Raymond D. Butts, Exec. Dir. Marine Corps League, 933 No. Kenmore St.
Arlington, VA 22201 524-1137

Group National Conference of State SocietiesChairman

Name Ms. Maxine Huff (President)
Address 3140 Wisconsin Ave., N.W. #114
Washington, D.C. 20016
Telephone h-362-6682
o-755-1871

Co-Chairman

Name
Address
Telephone

Advisory Committee

Cecil C. Cory (GA)
First Vice President
625 North Lincoln Street
Arlington, VA 22201

h-525-5220

Rt. Rev. Wm. H. Barbee, Jr. (GU)
Second Vice President
6610 Adrian Street
New Carrollton, MD 20784
h-441-2219
o-389-2107

Mrs. Jean B. Petersen (SC)
Third Vice President
1217 Evermay Court
McLean, VA 22101
h-356-7250 o-734-8959

(Additional Members listed on Page 2)

Miss Betty F. Splaine (MA)
Director General
5250 Valley Forge Drive
Alexandria, VA 22304
h-370-3111

Mrs. Carol L. Hulen (IA)
Secretary General
3610 Violetwood Place
Bowie, MD 20715
h-262-0014

Mrs. Geraldine L. Bonin (ID)
1400 Flora Lane
Silver Spring, MD 20910
h-565-2185

Mrs. Ruth E. Ahearn (NV)
6303 Phyllis Lane
Bethesda, MD 20034
h-229-1820

Steering Committee

SAME AS ABOVE

Mr. James S. Lacock (NY)
Treasurer
4701 Willard Avenue
Chevy Chase, MD 20815
h-657-9412

Dr. Takashi Noda (HI)
Immediate Past President
7411 Radcliffe Drive
College Park, MD 20014
h-982-9260
o-459-4544

Mr. Glenn A. Israel (MO)
Assistant Treasurer
8719 Waterford Road
Alexandria, VA 22308
h-780-0109
o-560-6610

Ms. Teresita P. Schroeder (GU)
Clerk of the Conference
2840 Belair Drive
Bowie, MD 20715
h-464-0596
o-225-1927

Mrs. Patti T. Ryll (FL)
Assistant Clerk
3701 S. Geo. Mason Dr. #2305N
Falls Church, VA 22041
h-998-3156
o-338-3850

Mrs. Jo Ann Jorgenson (KS)
Deputy Director General
5065 North 36th Street
Arlington, VA 22207
h-536-5208

Mr. Christopher O. Bryan (MD)
General Counsel
9801 Dyson Road
Brandywine, MD 20613
h-301-372-8607

Ms. Beverly L. Knowles
Historian
2111 Jefferson Davis Hwy. #601N
Arlington, VA 22202
h-531-3214

Mr. Eugene N. Ball (IA)
Parliamentarian
4004 Laurel Road
Alexandria, VA 22309
h-780-4745
o-695-9557

Group Women's Constituency

Chairman

Name Moya O. Lear
Chairman of the Board
Address Lear Aviation
Box 60,000
Telephone Reno, Nevada

702/972-2601

Co-Chairman

Name Lois Haight Herrington
Ass't Attorney General
Address Dept. of Justice
Washington, D.C.
Telephone 202/724-5933

NOTE: Each name has been checked through at least two
Advisory Committee White House sources for concurrence.

Note: Completed Advisory Committee and Steering Committee
Lists will be completed before the close of business, Friday, November 1

(Additional Members listed on Page 2)

Steering Committee

Additional members listed on Page 2)

Approved by:

HANDICAPPED
Group _____

Chairman

Name: Justin Dart, Jr.
Address: National Council on the
Handicapped
Star Route 1, Box 9
Fort Davis, Texas 79734
Telephone: (915) 426-3437

Co-Chairman

Name: Kent Waldrep
President
Address:
American Paralysis
Assoc.
275 One Lincoln Ctr.,
5400 LBJ Freeway
Dallas, Texas 75240
800-527-0321

Advisory Committee

Mr. Lawrence A. Kane, Jr.
Dinsmore & Shohl
2100 Fountain Square Plaza
511 Walnut Street
Cincinnati, Ohio 45202-3172
Philadelphia, Pa. 19102
Telephone: (513) 977-8200

Bertram S. Brown, M.D.
President
Hahnemann University
Broad & Vine Streets
Philadelphia, Pa. 19102
(215) 448-7693

Dr. Michael Marge
111 Clarmar Road
Fayetteville, New York 13066
(315) 446-3660

Evan Kemp, Esq., Exec.
Disability Rights Center
1346 Connecticut Ave.
N. W.
Washington, D. C. 20036
(202) 223-3304

Mr. Jack Powell
Executive Director
Paralyzed Veterans of America
811 Vermont Avenue, N. W.
Washington, D. C. 20006
(202) USA-1300

Mr. Itzhak Perlman
173 Riverside Drive,
#15C
New York, N. Y. 10024
(212) 799-5925

Henry Betts, MD, Medical Director
Rehabilitation Inst. of Chicago
345 Superior Street
Chicago, Illinois 60611
(312) 649-6016

Mr. Harold Russell
Chairman, PCEH
235 Bear Hill Road
Waltham, MA. 02154
(202) 643-5067
(614) 890-2698

Advisory Committee Continued
Handicapped

Judge Leonard C. Staisey
Court of Common Pleas
710 City/County Building
Pittsburgh, PA. 15219

(412) 355-4541/2

Wyatt A. Stewart
Director of Finance
National Republican Congressional
Committee
320 First Street, S. E.
Washington, D. C. 20003

(202) 479-7030

STEERING COMMITTEE

Mrs. Kathleen Barrett
8521 Ward Terrace
Potomac, Maryland 20854

(301) 469-5491

Ms. Ann Carter Bell
1635 Bentana Way
Reston, Virginia 22090

(703) 471-4340

(202) 556-7782

Ms. Judith Brotman
Office of Senator Dole
Washington, D. C. 20510

(202) 224-6521

Mrs. Carol Markowitz
Miner & Fraser Public Affairs, Inc.
1090 Vermont Avenue, N. W.
Washington, D. C. 20006

(202) 371-1515

NOTE: All names have been approved by the White House Liaison.

Group: Religious

Jewish Chairman (proposed)

Ambassador Max M. Kampelman
Freid, Frank, Harris, Shriver and Campelman
Suite 1000
600 New Hampshire Avenue, NW
Washington, DC 20037
(202) 342-3500

(telephone approval received from Marshall Breger)

Catholic Chairman (proposed)

Dr. Thomas P. Melady
President
Sacred Heart University
P.O. Box 6460
Bridgeport, CT 06606
(203) 371-7900

(telephone approval received from Robert Reilly)

Protestant (proposed)

Dr. Richard C. Halverson
Chaplain
United States Senate
New Jersey and Independence Avenue, SE
Washington, D.C.
(202) 224-5210

(telephone approval received from Doug Holladay)

Religious Advisory Group - Jewish (proposed)

(partial)

Mr. Max Fisher
2201 Fisher Building
Detroit, Michigan 48202
(313) 871-8000

Mr. Richard Fox
The Fox Companies
1 Bala Cyn Wyn Plaza
Suite 1000
Ballcynwyn, PA 19004
(215) 667-2020

Sen. Rudy Boshwitz
United States Senate
506 SHOB
Washington, DC
(202) 224-5641

Religious Advisor Group - Protestant (proposed)
(partial)

Mr. Robert P. Dugan, Jr.
Director of Public Affairs
National Association of Evangelicals
Suite 900
1430 K Street, NW
Washington, DC 20005

The Honorable Herbert E. Ellingwood
Chairman
U.S. Merit Systems Protection Board
Suite 826
1120 Vermont Avenue, NW
Washington, DC 20419

Dr. Louis Evans
National Presbyterian Church
4101 Nebraska Avenue, NW
Washington, DC 20016

Dr. Ron Godwin
The Moral Majority
Lynchburg, VA

Mr. Jim Hamilton
The National Council of Churches

Washington, DC

Mr. Swede Anderson
The Christian Embassy
1115 Brentfield Drive
McLean, VA 22101
(703) 356-1922

Mrs. Nancy DeMoss
Laurier
Mill Road
Bryn Mawr, PA 19010
(215) 667-9010

Religious Advisory Group - Catholic (proposed)

(partial)

Mr. Virgil Dechant
Supreme Knight
Knights of Columbus
196 Hartford Turnpike
Hamden, CT 06417

Group Ethnics

Chairman

Name: Frank Stella (Italian)
313/341-6400 (Office)
313/537-8263 (Home)

Co-Chairmen

Name: Mr. Michael Sotirhos
1753 P Street, N.W.
Washington, D.C. 20036
202/232-6667 (Home)
202/662-1345 (Office)

Name: Edward Derwinski
Dept. of State
Washington, D.C.
(202)632-8864 (Office)

Advisory Committee

Governor Sununu (NH) Arab

Governor Deumajian (CA) Armenian

Congressman Michael Bilirakis (FL) Greek - 202/225-5755 (Office)

Congressman Gekas (PA) Greek - 202/225-4315 (Office)

Dr. Edward Teller (CA) Hungarian - 415/497-0601 415/422-4171

Thomas W. (Teddy) Gleason (NY) Irish - 212/425-1200

Senator Alfonse D'Amato (NY) Italian - 202/224-6542 Office

Anna Chenault - Chinese - 347-0516

Cindy Shinja Daub - Koreans 703/241-0022

Senator Murkowski (AL) Polish - 202/224-6650 Office

Hon. Bohdan Futey - Ukranian 653-6159

Congresswoman Helen Bentley (MD) Serbian 301/561-1777

Steering Committee

George Salem - Arab 202/783-1900-Office 703/455-4384 - Home

Dr. Frank DeBalogh, Jr. - Hungarian 213/287-4976

F. Jose Borrego - Cuban - 303/575-2941-Office 303/988-2364-Home

Mrs. Margaret Melady - Irish - 203/255-4083-Home 203/222-4064-Office

Steering Committee

Frederick Guardabassi - Italian - 305/563-6921-Office 305/462-3251-Home
Judy Baar Topinka - Czech 217/782-8180-Office 312/447-6810-Home
Anthony Sastiglia - Italian 716/885-1709
Laszlo Pasztor - Hungarian - 785-1491-Office
Frank Ciminelli - Italian - 716/835-8281
Alice Posluszny - Polish 716/834-1340
Anatole Milunas - Lithuanian - 312/930-5187-Office 312/964-8818-Home
Ralph Perk - 3421 E. 49th St., Cleveland, Ohio 44127 216/641-6633-Home
861-5500-Office



1985

The Committee for the 50th American Presidential Inaugural

*How many
cars & drivers
in 1980?
How many in 84?*

MEMORANDUM

To: Ron Walker
From: Jim Lake
Re: Proposal for Press Conference
Date: November 26, 1984

The Press Conference on Wednesday, November 28, would ideally start with Mike Deaver reading an opening statement, prior to both your opening statement and the questions for the press. For both you and Mr. Deaver, the press office would prepare either a formal statement or talking points, whichever are preferred. However, in either format, we would put together quotes for the press release which, among other things, will be included in the press kit.

Aside from introducing the theme of the Inaugural -- "We the People ... An American Celebration" -- Mr. Deaver would address the following:

- * The Inaugural as a people's celebration in which all can participate.

- * The Inaugural as a continuation of the theme of national unity the President stressed in the campaign.

- * The historical significance of the nation's 50th Presidential Inaugural.

Following his statement, Mr. Deaver would introduce you to the press. Ideally, you should address the following before taking questions from the press:

1. The appointments of Joe Rodgers and Mary Jane Wick.

2. The Calender of Events, including:

- a. The Prelude Pagaent

- b. Salute to the Vice President/The American Showcase Inaugural Gala

- c. Youth Executive Forum
- d. Youth Concert
- e. The 50th American Presidential Inaugural Gala
- f. The National Prayer Service
- g. Private Swearing-In Ceremony
- h. National Pageant of Youth
- i. The Official Inaugural Ceremony
- j. Private Congressional Luncheon
- k. The 50th American Presidential Parade
- l. American Inaugural Balls

(In addition to the above events, I would think you should touch briefly upon the American Inaugural Information Galleries.

In discussion of all events, you should mention -- and we'll prepare the necessary handouts for the press kits -- the dress code, how many of the events are free, how much the tickets are for specific events. The question of who will be invited is addressed below.)

3. The unveiling of the Official Logo (which will be on the press kits.)

4. The unveiling -- in whatever form is available -- the memorabilia that will be marketed by Doug Blaser, as well as a description of how it will be marketed.

5. The means by which the Inaugural Committee will be inviting people to various functions, including:

- a. The 400,000 Commemorative Announcements
- b. The work done at the state level to make certain as many people as possible are invited.

We will be pleased to put together all material for the press kit, including:

- 1. The previous press releases on the Division Directors.
- 2. A new press release that capsulizes what you and Mr. Deaver will be saying.
- 3. A copy of the logo for reproduction purposes.
- 4. A listing of the events, along with their prices,

333, Memo to Ron Walker from Jim Lake

as well as dress codes and other applicable information.

5. Finally, a press release on Mary Jane Wick and on Joe Rodgers.

WITHDRAWAL SHEET

Ronald Reagan Library

Collection Name

DEAVER, MICHAEL: FILES

Withdrawer

KDB 8/30/2011

File Folder

1985 PRESIDENTIAL INAUGURAL II (2)

FOIA

F97-0066/19

COHEN, D

Box Number

71

194

DOC Document Type

No of Doc Date Restric-
pages tions

NO Document Description

1 LIST

9 11/7/1984 C

RE ARMED FORCES INAUGURAL COMMITTEE

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]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRESIDENTIAL INAUGURAL COMMITTEE

REQUEST FOR PERSONNEL ACTION

☐ APPROVED ☐ DISAPPROVED

(SIGNATURE and DATE)

MEMORANDUM FOR: DIRECTOR AND GENERAL MANAGER

THROUGH: PRESIDENTIAL INAUGURAL COMMITTEE (PIC)
PERSONNEL OFFICE

FROM:

(Department Head - NAME AND SIGNATURE)

DATE

ACTION ON: (Ms. Miss., Mrs., Mr.)			
REPORTING TO:		Room	Ext.
EFFECTIVE DATE:	ENDING DATE:	JUSTIFICATION FOR ACTION:	
		☐ Vacant Permanent Slot replaces: _____	
<i>all actions for new temporary personnel must have ending dates</i>		☐ Other: _____	
Complete PART A for new personnel or PART B for existing personnel			
PART A - NEW PERSONNEL			
APPT. in PIC	☐ Permanent Full-time ☐ Detailee ☐ CONSULTANT (SBA) Maximum work days: _____		
	☐ Part-time (regular schedule per week-days & hours): _____		
☐ VOLUNTEER: ☐ Hours per week (____)		POSITION TITLE	
GRADE and SALARY	☐ GS Grade _____ Step _____	Salary: \$ _____ ☐ Per annum ☐ Per week ☐ Per day ☐ Per hour	
PART B - EXISTING PERSONNEL			
MONETARY CHANGES: ☐ Pay Adjustment ☐ Promotion			
☐ Reassignment to: _____			
☐ Other: _____			
	GRADE	SALARY	TITLE
FROM:	☐ GS _____ ☐ Uncl.		
TO:	☐ GS _____ ☐ Uncl.		
TO BE COMPLETED BY THE PERSONNEL OFFICE:			
PAYROLL:	☐ PIC ☐ Detailee	Agency _____	
ORGANIZATIONAL CODE:		CLASSIFICATION:	

PRESIDENTIAL INAUGURAL COMMITTEE
SUPPLEMENTAL INFORMATION
FOR PERSONNEL ACTION
(TO BE ATTACHED TO FORM PIC-1)

Date: _____

P E R S O N N A L I O N	Name (Ms. Miss, Mrs., Mr.)		Birth Date (mm/yy/dd)
	Current Address		Birth Place
	Last Permanent Address		SSN
	Emergency Name & Tele. No.		Tele. No. (Home)
			Tele. No. (Office)
	Marital Status: ☐ Single ☐ Married ☐ Widowed ☐ Separated ☐ Divorced		
	Name of Spouse		Typing WPM
		Shorthand WPM	

A S S I G N M E N T	Office of:	
	Reporting to:	
	Status: ☐ PIC Employee ☐ Detailee ☐ Volunteer ☐ Consultant Other: _____	
	Desired Effective Date	Ending Date

P E R M I P O R O Y M E N T	Military Service: ☐ No ☐ Yes	Branch	Dates of Service
	Prior Federal Govt. Service as Civilian: ☐ No ☐ Yes Ending Date: _____		
	Current or Last Place of Govt. Service or Civilian Employment: (Give Name, Address, & Tele. No.)		
	Personnel Contact in Current/Last Govt. Agency:		
	Prior Inaugural Service: ☐ None ☐ Employee ☐ Detailee ☐ Volunteer ☐ Other Dates: _____		

A P P R O V E S	TO BE COMPLETED BY PERSONNEL	
	☐ PIC Staff Pass	Signature of Approving Official

V O L U N T E E R S	TO BE COMPLETED BY VOLUNTEER <i>I acknowledge that the personnel data above is correct and that I am volunteering my services without compensation or promise of such.</i>
	_____ Signature of Volunteer _____ Date

FOR USE BY PERSONNEL OFFICE ONLY:
 Approved copy to security Date _____