

QUESTIONS FOR FUND MANAGERS on Office of Administration.

- How do you use the Office of Administration in your work?
- What is your feeling concerning the quality of work which you receive from the Office of Administration?
- Does OA understand what you do?
- What is your perception of how things work in OA? What things don't work?
- What could OA offer which you don't have?
- What would you change concerning OA's operation with your agency?
- Is OA responsive to your needs?
- What do you think is the general perception of OA in the EOP?
- Are you a satisfied customer?

OA PERFORMANCE REVIEW TEAM TIMELINE

Week 1 April 1 - April 9

Timeline drafted (by Thursday 4/1 am) -- JEN ✓

Timeline approved (by Thurs 4/1 pm) -- DAVID & PATSY

OA Division Directors informed by phone about project (by Fri am) -- PATSY

Draft general questions for meetings with staff (By Fri am 4/2) -- JEN ✓

Meet to agree upon approach with Directors & general questions for staff
(Fri 4/2 OEOB 178 2 PM) -- THE WHOLE TEAM

Meeting to describe division director jobs & skills/experience needed for them --
(Fri 3 PM) -- PATSY & JEN

Meet with all O.A. staff (Tues 4/6) -- PATSY

Meet with Division Directors (Mon 4/5 - Tues 4/6) --

BRIAN -- Mary Beck, Ron R. & Doug Fehrer

PAUL -- Mary Anton & Computers -- Jim McDonald??

MATT -- Stacia, Bruce O, Helms

PETER -- Brennan & Dawson

Purpose:

Further sell project and get their support & assistance

Work with them to tailor Performance Review workplan for their unit

Describe current mission statement, broad goals and concrete objectives from
Director's point of view

Sketch flow chart of current operation from the director's point of view

Work with them to select staff of their unit to interview

Together develop additional questions (to add to general questions) to ask each
staff person who will be interviewed

job
descriptions

Develop brief responsibility descriptions of the staff who will be interviewed from the Director's point of view

Ask Director to schedule interviews with the staff members

Gather resumes held by Patsy & David (Monday 4/5) --

JEN *Patsy*

Meet with PPO search managers & Whouley staff to describe positions and type of person needed for each spot and request resumes (Mon 4/5 - Weds 4/7) --

JEN *Tues*

Team meeting & update (Weds 4/7 1:00 pm, OEOB 178) -- THE WHOLE TEAM

Meet with staff (Tues 4/6 (pm) - Fri 4/9) -- BRIAN, MATT, PAUL, PETER

Week 2 April 12 - April 16

Finish meetings with staff (Mon 4/12 - Weds 4/14) BRIAN, MATT, PAUL & PETER

Meeting to preview PPO's resumes & determine whether another search is needed or whether resumes are sufficient for interviewing (Tues 4/13) -- PATSY & DAVID

Jen

Team meeting & update (Weds 4/14 1:00 pm. OEOB 178) -- THE WHOLE TEAM

Draft flowchart, mission statement, goals, objectives & report of findings from meetings (Thurs 4/15 - Fri 4/16) --

draft report (Jen)

BRIAN, MATT, PAUL & PETER

Team meeting to review draft findings (Sat 4/17) 11:00 am OEOB 180 --

THE WHOLE TEAM

Week 3 April 19 - April 23

Initial interviews to cull candidates for top positions (Mon 4/19 - Weds 4/21) --

MATT, BRIAN, PETER, PAUL & JEN

Draft new org charts, based on 4/17 meeting & findings (Mon 4/19 - Weds 4/21) --

BRIAN, MATT, PAUL, PETER

These org charts would include each staff position, meaning this is the process in which slots to be eliminated are identified.

Draft interview

Meet to review new org charts, slots to be eliminated & update on interviews (Thurs 4/22 1:00 pm OEOB 178) --
THE WHOLE TEAM

Friday

New org charts finalized (Fri 4/23) --

BRIAN, MATT, PAUL, PETER

New org charts approved (Sat 4/24) --

PATSY & DAVID

Week 4 April 26 - April 30

Interviews of select candidates (all week) --

PATSY & DAVID

Finalize slots to be eliminated (Mon 4/26 - Tues 4/27) --

PATSY

Team meeting & update (Weds 4/28 1:00 pm OEOB 178) -- THE WHOLE TEAM

Inform Mary Beck of slots to be eliminated so that she can, in conjunction with OPM, identify who will be riffed. Inform division Directors of slots to be eliminated (Weds 4/28 - Thurs 4/29) --
PATSY

Inform ADs whom we wish to replace that they have X weeks notice and that PPO will help them with further job opportunities --
PATSY

Inform new Division Directors & other new key staff of their coming appointments & start dates, including any overlap with current Directors (Fri 4/30) --
PATSY

Week 5 May 3 - May 7

Inform staff who will be riffed that they will be riffed although their riff date is September 30 so that they can get into our placement process and begin looking for other jobs (Mon 5/3 - Fri 5/7) --
NEW DIVISION DIRECTORS

April 1993

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

				1 Timeline drafted Timeline Approved --PM (David & Patsy)	2 Draft ?'s for staff meeting-AM- (JEN) Inform DIR Re:Project -AM- (PATSY) Meeting Re:job desc (Patsy/Jen) 2:00pm Mtg Re:Gen Approach (all)	3
4	5 Gather resumes from Patsy/ David (Jen)	6 Meeting w/ all OA (Patsy)	7 1:00pm Team Meeting OEOB 178	8	9	10 !
	Meet w/ Div Dir's			Meetings w/ Staff-PM-		
	Meet w/ PPO Re/attached					
11	12	13 Meeting: David/Patsy Re: Resume Review	14 1:00pm Team Meeting OEOB Rm 178	15	16	17 11:00am Team Meeting/ OEOB 180 RE:Review Draft Findings
	Finish Meetings w/ Staff			Draft Flowchart Report		
18	19	20	21	22 1:00pm Team/Review Meeting Re:new org charts OEOB Rm 178	23 Final Org Charts DUE	24 Org Charts approved by David/Patsy
	Draft new org charts					
	Initial Interviews					
25	26	27	28 Inform Mary Beck Re:slots to eliminate 1:00pm Team Meeting OEOB Rm 178	29 Inform Mary Beck & ADs of slots to be eliminated	30 Inform New Directors of appts	
	Finalize Slots					
	Interviews/Candidates					

March

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4/2/1993

May 1993

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

						1
2	3	4	5	6	7	8
Inform staff of slots to be riffed						
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

June

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OA Performance Review
[Division Name]

I. Intro

Over the past week, I interviewed X staff of the [Division Name], including the acting Director and staff from each of the sub-units. The interviews revealed several clear inefficiencies that can be altered relatively easily, such as the duplicative functions of the two receptionists. I also learned of other inefficiencies that will be more difficult to repair, such as those related to particular individuals who have senior status and likely will not be removed by the RIF. My findings are outlined below.

II. Overview

The function of this unit is to ... It is responsible for doing the following tasks for OA:...

Specifically, its tasks on a yearly basis are the following: ... It's work is cyclical in nature, following the following cycle:...

XX people work in the unit, including Y part-timers, Z students and A consultants. 10 staff are in sub unit 1, 20 staff are in sub unit 2, etc...

Management and staff have slightly different definitions of the goals of the Division. While the Director indicated that the prime purpose is to perform the following tasks..., the staff believe that their role is to do the following different tasks. On a day to day basis, this discrepancy needlessly hinder the operation of the division.

III. Questions

I have attached a full account, question by question, of the answers I received to the basic questions asked. The highlights and most relevant questions for this division are the following:

Is any training given to staff?

Staff who are on board have been trained in different ways depending on when they came on board. Those who were here prior to Bateman received training in the following way. Those who came on board after Bateman learned their jobs in the following different way. The result is that a third set of employees are required to check the work of the two groups to make sure that the staff who complete their work in different ways have compatible results.

Relevant question # 2

analysis

Relevant Question # 3

analysis

(Then attach a document that lists, question by question, the questions & answers asked of each staff, differentiating, where appropriate, where different staff members gave different answers. Include your observations.)

IV. How the Division's Work Gets Done

Attached are three flow charts that diagram how the three main functions of this unit are accomplished.

Function 1.

Example. The process for payroll starts with a memo from the White House saying someone should be put on payroll. The form is sent to the drug testing division for an appointment, then sent to the security division for clearance and then sent to payroll for adding to the rolls. When payroll gets the forms, they call Doug Fehrer's office to tell them to set up a personnel orientation. Doug sets up the orientation and has the new employee fill out any forms. Forms are then sent back to payroll for processing. The process takes two weeks. Mistakes are identified when someone from David Watkins office notices them and calls to have changes made.

Function 2.

Etc.

V. Analysis

The division functions most efficiently in the following areas, which require few changes:

The division is functioning inefficiently in the following areas: We might try the following options to improve efficiency.

The division absolutely needs the staff and really shouldn't take any cuts. However, if cuts have to happen anyway, the following positions could be eliminated: Reporting could also be done differently, to eliminate the director's position -- this could happen in the following way:

In addition the staff suggested the following changes, which I think are good ideas:

VI. Anecdotes

Several of the staff had good examples of rules created in past years that really get in the way of their work. The best anecdotes are the following:

VII. Conclusion

Talking Points on OA Performance Review

- * As part of the administration's performance review of government, which is Chaired by the Vice President, we are reviewing most EOP agencies, including this one.
- * The goals of the overall project are to figure out how to help each government organization become more effective. We know you and other staff members are the individuals with first hand knowledge of the barriers to effectively fulfilling OA's role of providing administrative service to the EOP.
- * We want to examine any rules or procedures that you feel get in the way to see if we can improve upon them or in some cases eliminate them. We want any and all of your suggestions for how to organize the your unit's work so that you can accomplish your work more efficiently and with fewer obstacles.
- * In order to understand how the work of your unit is done, I want to ask you some basic questions about the flow of work, who does what, how staff are trained and other basic questions. I'm also talking to other members of your staff as well as the acting director and am asking these same questions of them.
- * I want you to know you can speak freely with any suggestions for improvements, criticisms of current policies & procedures or anything else about the unit or OA. You and your colleagues are in the best position to see some of the ways we can become more efficient. When I have finished talking to the staff of the unit, I will be reporting back to David Watkins & Patsy Thomasson on how things currently work and your suggestions for how operations can be improved so that they may decide how to implement any needed changes. But they will be the only individuals who may know which suggestions came from which OA staff members -- Division Directors will not learn that information.
- * The Vice President will release his report just after Labor Day. It will outline whole scale changes that can improve the workings of the entire government. We are committed to doing out part in OA & the EOP.

Intro

April 2, 1993

MEMORANDUM TO OA PERFORMANCE REVIEWERS

FROM: JENNIFER
SUBJECT: STAFF INTERVIEWS

Below are some draft questions for us to ask first Division Directors and then selected members of their staff in a series of interviews next week. (We will meet with division directors first and ask most of these questions. We will then ask them to set up interviews with representative members of their staff, who will be asked many of the same questions. The goal of the interviews is to learn how the unit operates (its flowchart) and to learn its purpose/goals & objectives in order to assess whether work can be organized more effectively.)

1. Could you briefly explain the function of your unit?

What is its over all purpose?
What are its goals & objectives, as specifically as possible?

2. How many people are in your work unit (is it your whole division or a subset of it?)
3. Could you please help me create a flow chart of how the work of your unit is accomplished?

What are all the work units in your division?
What does each person in your unit do?
Who places requests or demands on the unit?
Who directs staff to fulfill requests?
How many staff are involved in any one task?
Who schedules and/or tracks work?
Who approves/inspects work?
What other steps are there and how do they fit into the daily or weekly workplan?
(If the unit is a subset of the division) How does your unit fit into the overall flow of your division?

4. Could you please explain what a typical week is like for you?
5. Is your unit's workload heavier during different parts of the day, week, month, year?
6. Within your unit, does your workload get heavier or lighter during any period of the day, month or year?

who in your opinion is the strongest member of the staff?

7. Are any tracking statistics kept of your unit's work (Ex: number of requests, inventory of supplies sold per month, numbers of trips taken by drivers, number of new personnel placed on payroll, spending requisitions, etc.)? What stats are kept? Is this by week, month, year, etc.?

Who reviews these stats? Are they reported to anyone?

8. Does your unit have any routine training for staff? Has there been any one time training?
9. How do you tell whether you've done a task correctly? (Does someone check your work? Is there something to measure it against?)
10. Is there any formal or informal way that you and/or your colleagues are told you are doing a good job? Are there any rewards for doing a good job or reprimands for doing a poor one?
11. Is there anything that could make it easier for you to do your job well? (Do you have enough supplies? Is there enough staff? Do you get enough direction & response from your supervisor? Could the work be divided in a way that makes it easier to get done? etc.) Alternatively, is there anything that makes it harder to do your job than it has to be?
12. As you know, this interview is part of the Vice President's performance review of the whole government. Is there anything you think could be changed to improve the performance of your unit? Are there functions in your unit that would be accomplished better if they were done by other units?
13. ? FOR DIVISION DIRECTORS ONLY ? -- How could this work be done with fewer people?

- Why do you do this?

- Are there other EOP agencies that do the same thing?

OFFICE OF MANAGEMENT AND ADMINISTRATION
178 OLD EXECUTIVE OFFICE BUILDING

FAX COVER SHEET

TO: Margaret Pugh

FAX NUMBER: 789-4353

FROM: Jennifer O'Connor

PHONE: (202) 456-2421

PAGES (INCLUDING COVER SHEET): 4

COMMENTS:

There are 7 jobs in OA that are open. We'd like to interview at least 5 people for each slot. We need the groups of people we interview to be mixed gender, race, ethnicity, etc. Thanks!

— Director of Resources Management --

Responsibilities:

Supervises 20+ accountants, financial managers & budgeters in one division and supervises 20+ human resources & payroll specialists in a second division. Oversees preparation of Executive Office of the President Congressional Budget Submissions and preparation of Director of OA's congressional testimonies. Oversees maintenance of all Executive Office of the President personnel records and all EOP payroll accounts.

Skills needed:

Knowledge of financial management & human resources (would be helpful to have knowledge of government civil service system & policies). Knowledge of congressional appropriations process is helpful.

— Director of Information Management --

Responsibilities:

Oversees implementation of EOP-wide computer systems overhaul. Oversees library operation including 1 law library & 2 general libraries. Supervises a total of 70 employees responsible for entire EOP computer & library operations.

Skills needed:

Knowledge of mainframe computers & local area networks. Ability to discuss computer needs with users and operationalize for engineers. Good communications skills and service-oriented personality. Should have some knowledge of government procurement regulations. Should have basic knowledge of library systems.

— Director of General Services --

Responsibilities:

Oversees EOP operational units including mail service, courier services, motor pool, supplies, facilities management. Supervises 68 operations staff and several procurement staff.

Skills needed:

Knowledge of government procurement regulations. Ability to manage large operational division comprised solely of career employees. Strong management skills.

— Financial Management Division Director --

Responsibilities:

Responsible for maintaining almost all EOP budget accounts. Supervises 20+ accountants, budgeters & financial managers. Prepares EOP congressional budget submissions for House & Senate Appropriations subcommittees. Briefs OA Director on all accounts in preparation for congressional testimony.

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Personnel Management Division Director --

Responsibilities:

Supervise 20+ staff that manage all personnel records for the EOP (close to 2,000 records). Process payroll accounts for all EOP. Supervise EEO office. Supervise all human resources functions for the EOP.

Skills:

Human resources background. Knowledge of federal civil service merit system and government personnel practices.

Technical Services & Systems Division Director --

Responsibilities:

Supervise 40+ computer engineers & specialists. Implement computer systems overhaul of the Executive Office of the President. Manage pro-active service unit dedicated to anticipation of and quick response to computer needs of EOP staff.

Skills:

Strong technical computer background in mainframe & local area personal computer network environments. Proven ability to direct the work of 40+ engineers & computer specialists. Experience in implementing local area network for more than 1000 users. Service oriented computer background. Strong understanding of databases.

General Counsel --

Responsibilities:

Chief Counsel for the Office of Administration. Oversee contracting, compliance with federal procurement regulations and practices, compliance with federal personnel regulations and practices, compliance with all other laws, regulations & court orders relevant to the EOP.

Skills:

Strong knowledge of federal procurement law. Experience in administrative law.

Note -- this position is primarily an administrative law position concerned with contracts, procurement and compliance with federal regulations as they relate to the Executive Office of the President. The General Counsel is the Chief counsel to the Director of the Office of Administration and will likely have one paralegal assistant.

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VII. Conclusion

Paul

Note -- Patsy likes Weaver the best out of the resumes -- enough to bring her down for an interview without a phone screening. So, screen the other candidates, but not Weaver. Also, (obviously) do not interview Bill Krause, Patsy will do that.

Director of Information Management --

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Brian

Note -- Brian, speak with Patsy about which jobs to interview for -- maybe conduct the interviews but add an intro in which you explain that it is unclear whether the job will exist.

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OA Senior Staff Interview Script

Intro:

Hello, may I speak with _____? Hello, this is _____ from the Office of Administration in the Executive Office of the President. Your resume was forwarded to us for a senior position in the Office of Administration and I am calling to see if you are available to speak with a member of our search team over the phone in the next few days. What times are you available? Okay, let me give you a call back to confirm a time.

(Call back with date, time & name of person who will conduct the interview)

OA Senior Staff Interview Phone Script

Hello, may I speak with _____? Hello, this is _____ from the Office of Administration in the Executive Office of the President. As you were told when this interview was arranged, we received your resume through our presidential personnel search office and were impressed with your resume. I'm reviewing the resumes of several candidates for the _____ position and am calling with follow up questions so that we can get additional information about your background.

1. Most recent experience. I see from your resume that you are currently employed at _____. Can you tell me a little more about it.

What are your responsibilities?

How many people do you work with closely on a day-to-day basis?

What responsibilities do you have in terms of supervising other staff?

What is a typical work day or week like for you?

2. Federal Government or relevant experience. Have you worked for federal, state or local government before?

Can you tell me about that experience.

(If not...) Do you have other experience that is similar in some way to the federal government -- experience in large, bureaucratic organizations?

3. Work hours. I've found at the EOP that hours are long, often requiring early morning meetings, late night meetings and weekend meetings, although we all try to take off one day a week to stay healthy. Will these hours be a problem for you?

4. Let me tell you about the specific job your resume seems most appropriate for. (Read job description). Does this sound like something you would be interested in?

Is there any experience you have had, other than those we've talked about, that is relevant to this type of position?

5. Because this is a senior position in the Office of Administration, there will likely be some political aspect to the job -- whether occasionally communicating with staff on Capitol Hill or analyzing the best ways to accomplish the goals of one of our political or policy agencies. What political experience do you have? (Note -- this should be a lead in to any campaign related work the person has done.

If s/he does not volunteer any campaign experience, ask,
"Have you been involved with the Clinton administration or
campaign organization at any time in the past?"

6. Relocation -- I see you live in _____. Would you anticipate any difficulty in relocating by early May to Washington if you are selected for this position?
7. Conclusion -- thank you very much for taking the time to speak with me. As I mentioned, this is an initial interview to gain additional information to supplement your resume. We are interviewing many candidates for the position over the phone and will select finalists for in-person interviews in the next few weeks. Please do not hesitate to call if you would like an update on our personnel process. Have a good day.

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION
Washington, D.C. 20503

Ken
Here is Arnie's
original plan
identifying the
reimbursables.

You may want to
check with him
and make sure
it is still current.

Mary



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION
Washington, D.C. 20503

February 12, 1993

MEMORANDUM FOR DAVID WATKINS
ASSISTANT TO THE PRESIDENT FOR MANAGEMENT
AND ADMINISTRATION

FROM: ARNIE SHORE
ACTING DIRECTOR *Arnie Shore*
INFORMATION RESOURCES MANAGEMENT DIVISION

SUBJECT: IRMD Plan For Staff Reduction

The following is a plan for reducing IRMD's authorized 61 spaces to the target of 45 you have given us. This level will be reached by a combination of giving up existing vacant positions, plus arranging for the transfer of the reimbursable positions and their functions to the affected agencies, WHO and OMB.

We will accommodate the loss of the vacant positions through a combination of internal reorganization and through greater reliance on external, including contractual, support. To use President Clinton's language, we will "do more and make do with less."

To accommodate the loss of the reimbursable positions without degrading IRMD's mission accomplishment, it is imperative that we transfer the associated functions to the gaining agencies. As these agencies accept the functions, the reduction in IRMD workload will match the staff reduction.

Specifically, IRMD has an authorized 61 positions, 4 of which are vacancies, and 13 of which are authorized reimbursable positions. Loss of 13 reimburseable positions and 3 vacancies results in 45 authorized positions. (I note that our use of part-time staff may raise the onboard count, but the FTE limitation will be respected.)

The process of transferring functions and staff is not as clean as we would all like. PMD staff are reviewing regulations which apply to such transfers, including the respective rights of the organizations involved. The issue is complicated by the part-year assignment of IRMD staff in several cases, plus the possible reluctance on the part of the gaining agencies. In addition, transfer of positions to WHO implies a loss in job protection, and we may not be able to accomplish this without RIF actions.

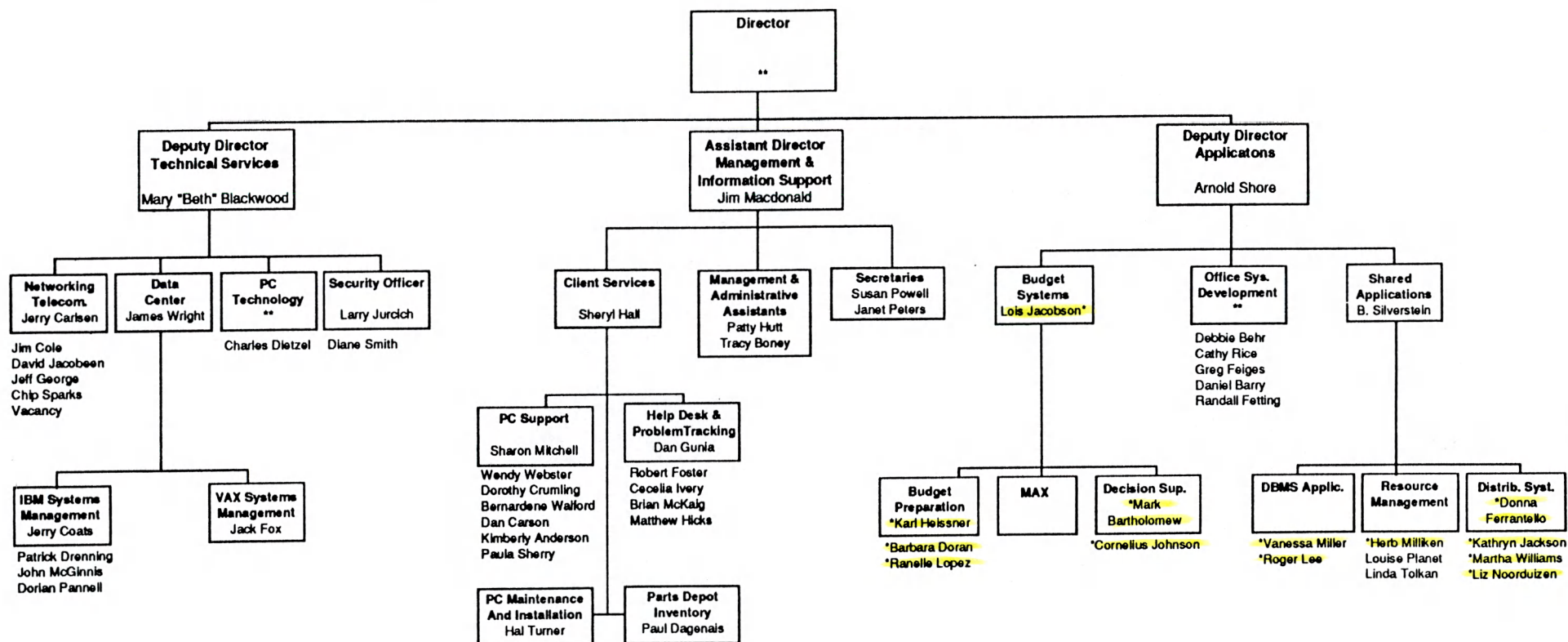
We will take whatever steps necessary to accomplish the transfer smoothly. But we need to be prepared for Reduction in Force steps, if transfer problems appear and if no other alternatives surface. I have been and will continue to work closely with PMD on this drastic step, of course. You have our collective assurance that IRMD managers will continue do our utmost to maintain our responsiveness and effectiveness as we adjust to these changes.

The attached organization chart identifies the positions affected by the above.

Attachment

cc: Jennifer O'Connor
Mary Coutts Beck

INFORMATION RESOURCES MANAGEMENT DIVISION ORGANIZATION CHART



* - TRANSFER OF FUNCTIONS

(reimbursables)

** - LOST VACANCY

ADD POSITIONS TO BE TERMINATED

Document Preparation Specialist (Customer Service)	ED VALENTINE
Supervisory Support Services Specialist (Customer Service)	STEPHANIE ALONZO
Support Services Specialist (Customer Service)	MARGARET ANN DEAY

PROGRAM ANALYST (FINANCIAL) (DIRECTOR'S OFFICE)	DE VERE PATTON *
---	------------------

* Program Analyst (Financial) POSITION SHOULD BE OMITTED. DE VERE PATTON SHOULD STAY AND REPLACE NEEL PATRICK:

Supply Management Officer Fabian Neel Patrick

Facilities Positions to be TERMINATED

JOHN DAWSON	MOVE TO	NPS	(PRESERVATION OFFICER)
SUSAN BROWN	MOVE TO	NPS	(HISTORIC PRESERVATION SPECIALIST MANAGER)
PAT SHRYDER	MOVE TO	GSA	(FACILITIES MANAGEMENT SPECIALIST)
HUGH CAMPBELL	MOVE TO	GSA	(FACILITIES MANAGEMENT SPECIALIST)

INTERVIEWS

DIVISION	NAME	TEL No.
Adm Operations	Joyce May	(803) 796-3123
Tech Services	Jocelin Berrios	(408) 249-7265 H (408) 447-1300 O
" "	Sarita Bhandari	(202) 342-2368
" "	Vanessa Weaver	(703) 525-4712 H (703) 749-1353
" "	Bryan Daines	(703) 250-6325 H (202) 863-8087 O
Info Managent	Gwendolyn Weaver	<i>- already scheduled -</i>
Counsel	Chris McNeil	(206) 643-6229 H (206) 622-1000 O
" "	Judy Wurtzel	(202) 332-5242
" "	Linda Green	(304) 598-8331 H (304) 293-6838 O
" "	Eva Plaza	(202) 828-3565
FMD	John Gressman	(908) 236-7606
" "	Linda Hall	(404) 997-8785 H (404) 396-8118 O
" "	Daniel Silva	(505) 831-2185 H (505) 768-2822 O
" "	Hugh Morris	(202) 232-3803 H (202) 775-6059 O
PMD	Henry Toboada	(310) 425-3584 H (310) 590-7150 O
" "	Mark Hunker	x2715
" "	Carman Lomellin	(312) 744 4855
" "	Ada Posey	(612) 339 3634
RM	Gary Christopherson	x7846
" "	George Tablack	(216) 740 2039

John W. Cressman
23 Hadlar Drive
Lebanon, New Jersey 08833

(908) 236-7606 (H)

(908) 412-4988 (O)

April 28, 1993

Mr. Paul Miller
White House Office of Presidential Personnel
Old Executive Office Building - Room 190
Washington, DC 20500

Dear Paul:

I expect you to receive letters and/or calls of support for my appointment to the position of Director of the Financial Management Division from the following people:

From New Jersey:

Governor Jim Florio
Senator Bill Bradley
Senator Frank Lautenberg

From Minnesota:

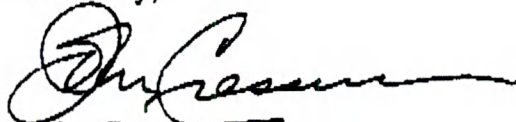
Marlene Johnson
Former Lt. Governor, State of Minnesota
Candidate for Mayor, St. Paul, Minnesota
George Lattimer
Former Mayor, St. Paul, Minnesota
Martin Sabo
Member of Congress, from Minnesota

Senator Bradley's office has already prepared a letter and Senator Lautenberg's is in the works. I will be speaking with Governor Florio on Sunday.

Support from Minnesota is also forthcoming and is being expedited by Mary O'Hara in Minnesota on my behalf.

Please let me know if you need any further information.

Sincerely,



John Cressman

DIVISION	NAME	MINOR/STATE	RECOMMENDED
Adm Operations	Joyce May		
Tech Services	Jocelin Berrios	Hispanic /CA	
" "	Sarita Bhandari	Indian /DC	
" "	Vanessa Weaver	/VA	Vern's Weaver daughter USSS clearance
" "	Bryan Daines	/DC	C/G campaign
Info Managent	Gwendolyn Weaver	Afri-Am /MA	position offered
Counsel	Chris McNeil	Native Amer /DC	
" "	Judy Wurtzel	/DC	J.'O. Recommended
" "	Linda Greene	Afri-Am /WV	PPO/Campaign
" "	Eva Plaza	Hispanic /MD	Maria Echaveste/C-G campaign
FMD	John Cressman	Disability /NJ	Paul Miller/PPO
" "	Linda Hall	Afri-Am /GA	
" "	Daniel Silva	Hispanic /NM	
" "	Hugh Morris	/DC	D Watkins-C/G camp
PMD	Henry Toboada	Hispanic /CA	
" "	Mark Hunker	/DC	PPO -B Lindsey-C/G Transition
" "	Carmen Lomellin	Hispanic /IL	Jose V./CG campaign
" "	Ada Posey	Afri-Am /MN	C/G Campaign
RM	Gary Christopherson	/DC	C/G campaign
" "	George Tablack	/OH	

Talking Points for Mr. Dooner:

--We greatly appreciate your interest, but we only had a limited amount of time to spend on subsequent interviews and we did not feel that your qualifications and experience were as good a fit with this particular position as the four invited for interviews.

--We invited four of our preliminary telephone interviewees to Washington for an in-person interview; each of these had particular experience relevant and applicable to this position. For instance, this position involves significant government contracting advising and litigation before contracting appeal boards, and one of those invited for an interview has worked on such litigation here in D.C. for the past few years.

--In addition, because this position is in the Executive Office of the President, political experience is particularly important and was considered in deciding who to invite back. All those invited back either had campaign experience or other significant political experience, such as lobbying.

--Again, we appreciate your interest, and we will keep your resume on hand in case these interviews do not produce a General Counsel.

Jen -

He called me this morning. This is what I plan to say when I call him. Any suggestions or comments?

Thanks,
Matt

Fred
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[This Fri-
recs.]

May 3, 1993

MEMORANDUM TO PATSY THOMASSON
SPECIAL ASSISTANT TO THE PRESIDENT AND DIRECTOR OF THE
OFFICE OF ADMINISTRATION

From: Brian Foucart

RE: Fund Manager Reviews of the Office of Administration

I have met with a number of fund managers to discern how clients of the Office of Administration feel about the services that they receive. Most felt that services provided by OA were reasonably good with the average grade given as a B.

Overall there was surprising uniformity to general comments about OA. Most often mentioned was there was a lack of communication about what was going on. Every fund manager mentioned that they were excluded from by providing input into the new accounting system. Many felt that OA was not service orientated but rather, in the words of one, "was out to service OA first". Many felt that this review was a positive step towards ending this outlook. Most said that fund managers and the OA Director(s) should meet periodically to check in with one another.

By division or functional areas the comments were:

Financial Management Division: Accounting services are the most used and valued service in OA and receives favorable reviews from fund managers. Budget services are used less, mainly because most fund managers know their own budget best. Those on the new system have comments about the new system which were clearly of the "growing pains" variety.

Personnel Management Division: Probably the second most used division in OA it also seems to be the highest rated -- or more properly the one with the least enemies. Probably would win the most improved division award if there was one.

Procurement: The reviews were mixed with procurement -- most saying they were good, fast, and responsive. A few, however, singled out procurement specifically for criticism saying they were often slow and uncaring. I suspect that the truth lies closer to the former but that there have been problems in the past which have soured some people.

IRMD: Clearly the weak division here, basically either dismissed or irrelevant to most people's lives. Many agencies have moved off OASIS and/or have their own technical people.

Printing: Again, mixed reviews -- some good, some bad. It seems with some upgrades in capabilities (e.g. improved graphics) the bad reviews would probably diminish.

Supplies: Better service is the message received from the fund managers. Many suggested that having the supply store hours longer would be helpful. Some felt the quality of goods was not up to EOP standards.

Facilities: When mentioned, which was not often, the comments were not particularly good. Bureaucratic, inflexible, difficult were the words used to describe the operation.

Two final comments. The fund managers clearly know the variety of services offered by OA but they know this because they have been here a long time. The newest of the fund managers told me it took along time to learn the services offered, because, in her words, there's no guide. Clearly OA does not advertise itself well, one learns about services offered indirectly, if at all. Second, every fund manager does their own budget projections for their division. This means that at any given time there are probably three sets of budget projections for a given division -- one the accounting system generates, one FMD works up and the ones the fund managers do for their own use. The projected numbers vary widely. Clearly this apparent duplication of effort should be looked into.

April 30, 1993

MEMORANDUM TO JENNIFER O'CONNOR

From: Brian Foucart



RE: FMD and PMD Staff Positions to be Eliminated

The following positions are to be eliminated in the Financial Management Division:

Computer Specialist
Secretary Typing

All other reductions in FMD will be through staff conversions to part time work.

The Personnel Management Division can reach its goal of 25 FTE through internal reassignments and unfilled positions.

4/29/93

DIRECTOR'S OFFICE

OFFICE OF ADMINISTRATION
AS OF APRIL 24, 1993
ORG CODE: A

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ORG CODE	NAME	PP	SERIES	GR	ST	SALARY	PB	WS	PT	C E	SCD	NTE DATE
A	BOORMAN, WILLIAM B PROGRAM ANALYST (TEAM LEADER)	GS	0343	12	03	42,984	PA	F	P	E	8/17/87	
A	CHARLTON, JEAN PATRICIA PROGRAM ANALYST	GS	0343	09	01	27,789	PA	F	P	E	4/15/91	X
A	CROPPER, STACIA L EXECUTIVE SECRETARY Assistant	GS	0301	15	03	71,049	PA	F	P	E	11/27/89	
A	EHRLICH, CAROL ELIAS PROGRAM ANALYST Executive Assistant to the Director	GS	0343	09	08	34,271	PA	F	P	C	5/12/84	
A	SIEGEL, PETER SEMERIK MANAGEMENT ANALYST	GS	0343	11	04	36,986	PA	F	P	E	4/05/93	
A	STRAUB, JOHN E MANAGEMENT AND PROGRAM ANALYST	GS	0343	11	01	33,623	PA	F	P	C	8/07/89	
A	THOMASSON, PATSY L SPEC ASST TO THE PRESIDENT & DIRECTOR, OFC OF ADMINISTRATION	AD	0301	00	00	85,000	PA	F	P	E	3/01/93	

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PROCUREMENT

OFFICE OF ADMINISTRATION
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ORG CODE: F

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11

ORG CODE	NAME	PP	SERIES	GR	ST	SALARY	PB	WS	PT	C E	SCD	NTE DATE
	BRENNAN, JOHN V. DIRECTOR, ADMINISTRATIVE OPERATIONS DIVISION	AS	0301	00	00	101,755	PA	F	P	E		4/29/70
✓	FA ARMANTROUT, KATHLEEN ELAINE PROCUREMENT ANALYST	GS	1102	14	04	62,291	PA	F	P	C		2/29/72
✓	FA HELMS, ROBERT D SUPERVISORY CONTRACT SPECIALIST	GS	1102	15	04	73,269	PA	F	P	C		8/29/69
✓	FA LARK, KATHLEEN E PURCHASING AGENT (TYPING)	GS	1105	07	04	25,745	PA	F	P	C		1/21/85
✓	FA PRINCE, LAWRENCE E CONTRACT SPECIALIST	GS	1102	11	06	39,228	PA	F	P	C		8/20/65
✓	FA ROSCOE, LYNNAE C CONTRACT SPECIALIST	GS	1102	13	04	52,711	PA	F	P	C		2/05/78
✓	FA TARR, CYNTHIA R PURCHASING AGENT (TYPING)	GS	1105	07	07	28,016	PA	F	P	C		8/14/79
✓	FA TAYLOR, THOMAS L CONTRACT SPECIALIST	GS	1102	12	01	40,298	PA	F	P	C		4/22/64
✓	FA TOLER, THELMA B CONTRACT SPECIALIST	GS	1102	12	09	51,042	PA	F	P	C		10/05/59
	FA WILKERSON, EARL G PURCHASING AGENT (TYPING)	GS	1105	06	03	23,167	PA	F	P	C		5/22/89
	FB INTRATOR, Yael W PRINTING ASSISTANT (TYPING)	GS	0351	07	04	25,745	PA	F	P	C		3/04/85
	FB JEWELL, STEPHEN L PUBLISHING & PRINTING PRODUCTION MANAGER	GS	0301	14	05	64,179	PA	F	P	C		6/05/67

detailed to
mailroom.
May be in
Peter's numbers.

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DIRECTOR'S OFFICE

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2

ORG CODE	NAME	PP	SERIES	GR	ST	SALARY	PB	WS	PT	C E	SCD	NTE DATE
B	BENDER, STUART ALLEN ATTORNEY-ADVISER	GS	0905	14	02	58,515	PA	F	P	E	8/30/87	
B	OVERTON, BRUCE L GENERAL COUNSEL	AD	0905	00	00	81,041	PA	F	P	E	7/20/83	
B	PRESTON, BEATRICE L SECRETARY (TYPING) Legal Secretary & OA File Manager	GS	0318	05	03	21,395	PA	F	P	C	4/13/89	
B	WEAVER, JANE D ATTORNEY-ADVISER	GS	0905	12	06	47,013	PA	F	P	E	11/06/88	

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17

ORG CODE	NAME	PP	SERIES	GR	ST	SALARY	PB	WS	PT	C E	SCD	NTE DATE
G	ANTON, MARY HESTER DIRECTOR LIBRARY AND INFORMATION SERVICES	AD	1412	00	00	71,050	PA	F	P	E	4/21/79	
GA	ALTER, MELINDA L LIBRARIAN (REFERENCE)	GS	1410	11	05	38,107	PA	F	P	E	6/20/84	
GA	ATUM, SHELBY J LIBRARY TECHNICIAN (SERIALS)	GS	1411	06	02	21,124	PA	F	P	E	10/01/91	
MOVE ?	X GA BARBUSCHAK, KAREN L PUBLICATIONS DISTRIBUTIONS TECHNICIAN (EOP PUBLICATIONS)	GS	0303	07	02	23,474	PA	F	P	C	9/17/90	
	X GA BLAIR, MARY N LIBRARIAN (ACQUISITIONS)	GS	1410	11	03	35,865	PA	F	P	E	11/23/87	
	GA BONNER, ANNIE R LIBRARY TECHNICIAN (CATALOGING) (TYPING)	GS	1411	07	10	30,287	PA	F	P	C	11/28/66	
	GA CORBELLI, LINDA C LIBRARIAN (LAW)	GS	1410	12	05	45,670	PA	F	P	E	11/25/84	
	GA CRAGG, JACQUELINE C LIBRARIAN (REFERENCE)	GS	1410	11	05	38,107	PA	F	P	E	7/14/86	
	GA DAMES, ANITA M SECRETARY (LIBRARY TECH) TYPING	GS	0318	08	10	32,710	PA	F	P	C	4/11/65	
MOVE ?	X GA DOERING, NELLIE W MANAGEMENT ANALYST (RECORDS)	GS	0343	13	08	59,099	PA	F	P	C	10/13/54	
	GA DUQUETTE, LAURIE A LIBRARIAN (SUPERVISORY)	GS	1410	13	02	49,517	PA	F	P	E	3/05/84	
MOVE TO COMMUNICATIONS	X GA FROWNFEITER, MARK EDWARD TECHNICAL INFORMATION SPECIALIST (NEWSCLIPS)	GS	1412	07	02	23,474	PA	F	P	E	7/01/91	

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ORG CODE	NAME	PP	SERIES	GR	ST	SALARY	PB	WS	PT	C E	SCD	NTE DATE
X GA	GLOVER, LISA A LIBRARY TECHNICIAN	GS	1411	06	06	23,848	PA	F	P	C	11/17/86	
GA	GRAF, KATHLEEN A LIBRARIAN (REFERENCE)	GS	1410	11	02	34,744	PA	F	P	E	11/16/89	
GA	HAWTHORNE, SUSAN C SUPERVISORY LIBRARIAN (REFERENCE)	GS	1410	13	04	52,711	PA	F	P	E	11/12/85	
MOVE? X GA	HUGHES, JONATHAN R CLERK-TYPIST	GS	0322	04	01	18,577	PA	F	P	C	7/06/92	
MOVE? X GA	JOHNSON, WAYNE C PUBLICATIONS DISTRIBUTIONS TECHNICIAN (EOP PUBLICATIONS)	GS	0303	05	04	20,173	PA	F	P	C	5/22/89	
GA	KAUFMANN, KAREN E LIBRARIAN (CIRCULATION AND REFERENCE)	GS	1410	09	01	27,789	PA	F	P	C	6/19/88	
GA	LIZIK, CYNTHIA J LIBRARIAN (REFERENCE)	GS	1410	11	03	35,865	PA	F	P	E	6/19/88	
MOVE? X GA	MILLER, DALE F RECORDS MANAGEMENT SPECIALIST	GS	0301	09	04	30,567	PA	F	P	C	3/21/69	
GA	PELZER, ANNETTE LIBRARY TECHNICIAN	GS	1411	06	02	21,124	PA	F	P	E	10/01/91	
X GA	SAHANEK, TATANA LIBRARIAN (ACQUISITIONS)	GS	1410	13	05	54,308	PA	F	P	C	1/21/80	
GA	SCHEIB, LYNNE D M LIBRARIAN (REFERENCE)	GS	1410	11	04	36,986	PA	F	P	C	3/12/80	
GA	SCHIELE, MARTHA BROWN SUPERVISORY LIBRARIAN (REFERENCE)	GS	1410	13	04	52,711	PA	F	P	C	9/27/78	

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ORG CODE	NAME	PP SERIES GR ST	SALARY	PB WS PT E	SCD	NTE DATE
<i>MOVE TO X</i> <i>COMMUNICATIONS</i> GA	SHEPARD, SUSAN P	GS 1412 07 06	26,502	PA F P C	12/06/87	
	TECHNICAL INFORMATION SPECIALIST (NEWSCLIPS)					
GA	SMALL, SARAH D	GS 1412 07 03	24,231	PA F P C	11/19/90	
	TECHNICAL INFORMATION SPECIALIST					
GA	SMITH, SIGRID NORDWALL	GS 1410 09 02	28,715	PA F P C	2/03/92	
	LIBRARIAN (LAW)					

957,335

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OFFICE OF ADMINISTRATION
AS OF APRIL 24, 1993
ORG CODE: A

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ORG CODE	NAME	PP	SERIES	GR	ST	SALARY	PB	WS	PT	E	SCD	NTE DATE
A	BOORMAN, WILLIAM B PROGRAM ANALYST (TEAM LEADER)	GS	0343	12	03	42,984	PA	F	P	E	8/17/87	
A	CHARLTON, JEAN PATRICIA PROGRAM ANALYST	GS	0343	09	01	27,789	PA	F	P	E	4/15/91	
A	CROPPER, STACIA L EXECUTIVE SECRETARY	GS	0301	15	03	71,049	PA	F	P	E	11/27/89	
A	EHRLICH, CAROL ELIAS PROGRAM ANALYST	GS	0343	09	08	34,271	PA	F	P	C	5/12/84	
A	SIEGEL, PETER SEMERIK MANAGEMENT ANALYST	GS	0343	11	04	36,986	PA	F	P	E	4/05/93	
A	STRAUB, JOHN E MANAGEMENT AND PROGRAM ANALYST	GS	0343	11	01	33,623	PA	F	P	C	8/07/89	
A	THOMASSON, PATSY L SPEC ASST TO THE PRESIDENT & DIRECTOR, OFC OF ADMINISTRATION	AD	0301	00	00	85,000	PA	F	P	E	3/01/93	

331,702

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OFFICE OF ADMINISTRATION
AS OF APRIL 1993
ORG CODE: B

2

ORG CODE	NAME	PP	SERIES	GR	ST	SALARY	PB	WS	PT	C E	SCD	NTE DATE
B	BENDER,STUART ALLEN ATTORNEY-ADVISED	GS	0905	14	02	58,515	PA	F	P	E	8/30/87	
B	OVERTON,BRUCE L GENERAL COUNSEL	AD	0905	00	00	81,041	PA	F	P	E	7/20/83	
B	PRESTON,BEATRICE L SECRETARY (TYPING)	GS	0318	05	03	21,395	PA	F	P	C	4/13/89	
B	WEAVER,JANE D ATTORNEY-ADVISED	GS	0905	12	06	47,013	PA	F	P	E	11/06/88	

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OFFICE OF ADMINISTRATION
AS OF APRIL 1993
ORG CODE: C

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ORG CODE	NAME	PP	SERIES	GR	ST	SALARY	PB	WS	PT	E	SCD	NTE DATE
CA	BARON, CHRISTOPHER PERSONNEL ASSISTANT (TYPING) (PAY TECHNICIAN)	GS	0203	08	05	28,515	PA	F	P	C	5/16/86	
CA	BECK, MARY COUTTS SUPERVISORY PERSONNEL MANAGEMENT SPECIALIST	GS	0201	15	02	68,829	PA	F	P	C	9/22/80	
CA	BENNETT, JUANCARA PERSONNEL ASSISTANT (TYPING) (PAY TECHNICIAN)	GS	0203	08	04	27,676	PA	F	P	C	4/21/86	
CA	BRADLEY, JOSEPH J EMPLOYEE RELATIONS SPECIALIST	GS	0230	14	01	56,627	PA	F	P	C	10/05/74	
CA	CALHOUN, ANNIE BELLE SUPERVISORY PERSONNEL MANAGEMENT SPECIALIST	GS	0201	15	02	68,829	PA	F	P	C	9/22/82	
CA	EASLEY, CHARLES C SECURITY OFFICER	GS	0080	14	03	60,403	PA	F	P	E	9/29/85	
CA	FRIEDRICH, MARY KATHERINE ADMINISTRATIVE ASSISTANT (TYPING)	GS	0303	05	02	20,784	PA	F	P	C	4/01/91	
CA	GOMES, DEBORAH W PERSONNEL MANAGEMENT SPECIALIST	GS	0201	09	06	32,419	PA	F	P	C	1/28/74	
CA	GOMES, ROCHELLE D PERSONNEL MANAGEMENT SPECIALIST	GS	0201	14	04	62,291	PA	F	P	C	10/26/75	
CA	JOHNSON, MICHELLE YVONNE PERSONNEL ASSISTANT (TYPING) (PAY TECHNICIAN)	GS	0203	07	02	24,231	PA	F	P	C	6/24/89	
CA	JOHNSON, PHALIA PAYROLL SYSTEMS ANALYST	GS	0501	13	01	47,920	PA	F	P	C	9/12/65	
CA	JONES, CHRISTOPHER C PERSONNEL AND PAYROLL SYSTEMS ANALYST	GS	0301	07	05	25,745	PA	F	P	C	6/04/85	

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OFFICE OF ADMINISTRATION
AS OF APRIL 24, 1993
ORG CODE: C

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ORG CODE	NAME	PP	SERIES	GR	ST	SALARY	PB	WS	PT	E	SCD	NTE DATE
CA	JOY, MICHELE R EMPLOYEE RELATIONS SPECIALIST (EMPLOYEE BENEFITS)	GS	0230	13	01	47,920	PA	F	P	C	12/23/68	
CA	MANLEY, MICHELLE A PERSONNEL ASSISTANT (TYPING) (PAY TECHNICIAN)	GS	0203	07	03	24,988	PA	F	P	C	10/16/89	
CA	MCCLURE, KELLI R ADMINISTRATIVE OPERATIONS ASSISTANT	GS	0303	09	04	30,567	PA	F	P	C	8/31/86	
CA	MCGOWAN, IRENE H SUPERVISORY PERSONNEL MANAGEMENT SPECIALIST	GS	0201	14	03	60,403	PA	F	P	C	5/18/82	
CA	MEANS, LORI LEI PERSONNEL ASSISTANT (TYPING)	GS	0203	06	02	22,486	PA	F	P	C	10/28/91	
CA	OLEXA, PATRICIA M PERSONNEL SYSTEMS ANALYST	GS	0201	11	03	35,865	PA	P	P	C	11/16/81	
CA	REIDER, VICKI L PERSONNEL MANAGEMENT SPECIALIST	GS	0201	12	03	42,984	PA	F	P	C	8/19/74	
CA	RODRIGUEZ, AVELINO L SUPERVISORY PERSONNEL MANAGEMENT SPECIALIST	GS	0201	14	04	62,291	PA	F	P	C	10/03/81	
CA	SCHAFF, PHILLIP E STUDENT ASSISTANT	GW	0303	04	01	16,393	PA	P	T	E	1/06/92	6/30/93
CA	SOLOMON, SHARON L EQUAL EMPLOYMENT OPPORTUNITY MANAGER	GS	0260	15	05	75,489	PA	F	P	C	9/14/75	
CA	STANLEY, KIMBERLEY R PERSONNEL ASSISTANT (TYPING) (PAY TECHNICIAN)	GS	0203	08	04	27,676	PA	F	P	C	9/27/87	
CA	WOODFOLK, PATRICIA V PERSONNEL MANAGEMENT SPECIALIST (CLASSIFICATION)	GS	0201	14	05	64,179	PA	F	P	C	9/15/70	

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OFFICE OF ADMINISTRATION
AS OF APRIL 21, 1993
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ORG CODE	NAME	PP	SERIES	GR	ST	SALARY	PB	WS	PT	C E	SCD	NTE DATE
CA	WOOLRIDGE,SHIRLEY ELAINE EQUAL EMPLOYMENT OPPORTUNITY ASSISTANT	GS	0361	08	09	31,871	PA	F	P	C	8/21/66	
CB	BILLIK,DIANA PUBLIC SERVICE INTERN	GS	0399	04	01	16,393	PA	F	T	C	2/16/93	5/14/93
CB	CARTER,JENNIFER LYNN PUBLIC SERVICE INTERN	GS	0399	04	01	16,393	PA	F	T	C	2/16/93	5/14/93
CB	CERONE,SHANE M PUBLIC SERVICE INTERN	GS	0399	04	01	16,393	PA	F	T	C	2/16/93	5/14/93
CB	EDGE,PATREKA D PUBLIC SERVICE INTERN	GS	0399	03	01	14,603	PA	F	T	C	2/16/93	5/14/93
CB	EGAN,ELIZABETH ANN PUBLIC SERVICE INTERN	GS	0399	03	01	14,603	PA	F	T	C	2/16/93	5/14/93
CB	ELKINS,ASA M PUBLIC SERVICE INTERN	GS	0399	04	01	16,393	PA	F	T	C	2/16/93	5/14/93
CB	GOODMAN,BRIDGET A PUBLIC SERVICE INTERN	GS	0399	04	01	16,393	PA	F	T	C	2/16/93	5/14/93
CB	HAMLIN,SEKINAH M PUBLIC SERVICE INTERN	GS	0399	03	01	14,603	PA	F	T	C	2/16/93	5/14/93
CB	JUSTICE,NYASHA N PUBLIC SERVICE INTERN	GS	0399	03	01	14,603	PA	F	T	C	2/16/93	5/14/93
CB	KANTER,SAMUEL RODERICK PUBLIC SERVICE INTERN	GS	0399	04	01	16,393	PA	F	T	C	2/16/93	5/14/93
CB	KERR,M KATHLLEN PUBLIC SERVICE INTERN	GS	0399	04	01	16,393	PA	F	T	C	2/16/93	5/14/93

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ORG CODE	NAME	PP	SERIES	GR	ST	SALARY	PB	WS	PT	C E	SCD	NTE DATE
CB PUBLIC SERVICE INTERN	MOTHICHEK, MELISSA C	GS	0399	03	01	14,603	PA	F	T	C	2/16/93	5/14/93
CB PUBLIC SERVICE INTERN	ONEAL JR, LARRY	GS	0399	04	01	16,393	PA	F	T	C	2/16/93	5/14/93
CB PUBLIC SERVICE INTERN	PITTMAN, ALETHEA	GS	0399	04	01	16,393	PA	F	T	C	2/16/93	5/14/93
CB PUBLIC SERVICE INTERN	RAMLAL, SHANTA POPO	GS	0399	03	01	14,603	PA	F	T	C	2/16/93	5/14/93
CB PUBLIC SERVICE INTERN	ROYAL, KIMBERLY NICHOLE	GS	0399	03	01	14,603	PA	F	T	C	2/16/93	5/14/93
CB PUBLIC SERVICE INTERN	SCHMITT, VICTORIA A	GS	0399	03	01	14,603	PA	F	T	C	2/16/93	5/14/93
CB PUBLIC SERVICE INTERN	SUMMERS, LAUREN P	GS	0399	03	01	14,603	PA	F	T	C	2/16/93	5/14/93
CB PUBLIC SERVICE INTERN	TODD, AMY KRISTA	GS	0399	03	01	14,603	PA	F	T	C	2/16/93	5/14/93
CB PUBLIC SERVICE INTERN	WALTER, JENNIFER LYNN	GS	0399	03	01	14,603	PA	F	T	C	2/16/93	5/14/93

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ORG CODE: D

P

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ORG CODE	NAME	PP	SERIES	GR	ST	SALARY	PB	WS	PT	C E	SCD	NTE DATE
D	RASMUSSEN, RONNIE R DIRECTOR, FINANCIAL MANAGEMENT DIVISION	AD	0505	00	00	105,367	PA	F	P	E	9/16/65	
D	TRIBETT, EUGENIA F ADMINISTRATIVE OPERATIONS ASSISTANT (TYPING)	GS	0303	07	03	24,988	PA	F	P	C	9/23/90	
D	VINES, DENISE M ADMINISTRATIVE OPERATIONS ASSISTANT	GS	0303	08	04	27,676	PA	F	P	C	5/17/85	
DA	CLARK, PATRICIA A ACCOUNTANT	GS	0510	09	01	30,567	PA	F	P	C	12/28/81	
DA	GRANQUIST, MARILYN M COMPUTER SPECIALIST	GS	0334	11	06	39,228	PA	F	P	E	4/27/83	
DA	HILDEBRAND, BETTY C TRAVEL AND TRANSPORTATION ASSISTANT	GS	0301	09	10	36,123	PA	F	P	C	1/23/66	
DA	HOCHULI, JURG E ACCOUNTING OFFICER	GS	0510	14	04	62,291	PA	F	P	C	2/14/83	
DA	JORDAN, JENNIFER A SECRETARY (TYPING)	GS	0318	05	01	20,173	PA	F	P	E	1/28/91	
DA	KINNEY, RACHEL K ACCOUNTANT	GS	0510	09	02	31,493	PA	F	P	C	6/09/91	
DA	KOUBA, JOSEPH GABRIEL ACCOUNTANT	GS	0510	05	01	21,395	PA	F	T	C	3/16/92	
DA	LAWRENCE, WANDA L FINANCIAL OPERATIONS SPECIALIST	GS	0501	09	07	33,345	PA	F	P	C	11/25/80	
DA	MILLER, JOANN R ACCOUNTANT	GS	0510	09	02	31,493	PA	F	P	C	3/17/81	

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AS OF APRIL 1, 1993
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ORG CODE	NAME	PP	SERIES	GR	ST	SALARY	PB	WS	PT	E	SCD	NTE DATE
DA	MORRIS, CAROL W SUPERVISORY FINANCIAL OPERATIONS ANALYST	GS	0501	13	06	55,905	PA	F	P	C	2/28/71	
DA	PATTON, MARVELLA T ACCOUNTING TECHNICIAN (TRAVEL)	GS	0525	07	03	24,231	PA	F	P	E	2/12/90	
DA	PLETCHER, DELORIS K FINANCIAL OPERATIONS SPECIALIST	GS	0501	09	10	36,123	PA	P	P	C	7/26/62	
DB	BECK, MATTHEW A BUDGET ANALYST	GS	0560	11	02	34,744	PA	F	P	C	9/04/90	
DB	KING, JUNE DW BUDGET ANALYST	GS	0560	12	03	42,984	PA	F	P	C	1/12/79	
DB	RUTLEDGE, ANDREA S BUDGET ANALYST	GS	0560	09	03	29,641	PA	F	P	C	11/08/89	
DB	SAVERCOOL, KRISTIN A BUDGET ANALYST	GS	0560	12	03	42,984	PA	F	P	C	7/26/83	
DB	SPRAGUE, MICHAEL A BUDGET OFFICER	GS	0560	14	05	64,179	PA	F	P	C	12/22/70	
DC	KALNINS, ANDRIS SUPERVISORY STAFF ACCOUNTANT	GS	0510	14	08	69,843	PA	F	P	C	10/21/71	
DC	KASASKERIS, OLGA H ACCOUNTING TECHNICIAN (IMPREST CASHIER)	GS	0525	05	04	20,173	PA	F	P	C	2/18/92	
DD	BAKER, DONNA J FINANCIAL SYSTEMS ANALYST	GS	0501	12	04	44,327	PA	F	P	C	4/24/72	
DD	JOHNSON, ANGELA SYSTEMS ACCOUNTANT (SYSTEMS & PROCEDURES ANALYSIS)	GS	0510	14	05	64,179	PA	P	P	C	3/03/79	

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ORG CODE	NAME	PP	SERIES	GR	ST	SALARY	PB	WS	PT	E	SCD	NTE DATE
DD	JONES, WAYNE A	GS	0501	13	03	51,114	PA	F	P	C	4/29/74	
	FINANCIAL SYSTEMS ANALYST											

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AS OF APRIL 1, 1993
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ORG CODE	NAME	PP	SERIES	GR	ST	SALARY	PB	WS	PT	C E	SCD	NTE DATE
EA	BROWN, SUSAN K HISTORIC PRESERVATION RESEARCH SPECIALIST	GS	0301	09	01	27,789	PA	F	P	E	10/07/89	
EA	CAMPBELL, HUGH D FACILITIES MANAGEMENT SPECIALIST	GS	1640	12	03	42,984	PA	F	P	E	5/21/90	
EA	DAWSON, JOHN F PRESERVATION OFFICER	GS	0301	13	10	62,293	PA	F	P	E	5/02/88	
EA	REYNOLDS, CHERYL ANN FACILITY MANAGEMENT SPECIALIST	GS	1640	09	02	28,715	PA	F	P	C	12/07/86	
EA	RHEA, SIGNE G INTERIOR DESIGNER	GS	1001	12	05	45,670	PA	F	P	E	6/27/76	
EA	SCHNEIDER, PATRICK J FACILITIES MANAGEMENT SPECIALIST	GS	1640	12	01	40,298	PA	F	P	E	7/09/87	
						247,749						

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OFFICE OF ADMINISTRATION
AS OF APRIL 21, 1993
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P 11

ORG CODE	NAME	PP	SERIES	GR	ST	SALARY	PB	WS	PT	E	SCD	NTE DATE
F	BRENNAN, JOHN V DIRECTOR, ADMINISTRATIVE OPERATIONS DIVISION	AD	0301	00	00	101,755	PA	F	P	E	4/29/70	
FA	ARMANTROUT, KATHLEEN ELAINE PROCUREMENT ANALYST	GS	1102	14	04	62,291	PA	F	P	C	2/29/72	
FA	HELMS, ROBERT D SUPERVISORY CONTRACT SPECIALIST	GS	1102	15	04	73,269	PA	F	P	C	8/29/69	
FA	LARK, KATHLEEN E PURCHASING AGENT (TYPING)	GS	1105	07	04	25,745	PA	F	P	C	1/21/85	
FA	PRINCE, LAWRENCE E CONTRACT SPECIALIST	GS	1102	11	06	39,228	PA	F	P	C	8/20/65	
FA	ROSCOE, LYNNAE C CONTRACT SPECIALIST	GS	1102	13	04	52,711	PA	F	P	C	2/05/78	
FA	TARR, CYNTHIA R PURCHASING AGENT (TYPING)	GS	1105	07	07	28,016	PA	F	P	C	8/14/79	
FA	TAYLOR, THOMAS L CONTRACT SPECIALIST	GS	1102	12	01	40,298	PA	F	P	C	4/22/64	
FA	TOLER, THELMA B CONTRACT SPECIALIST	GS	1102	12	09	51,042	PA	F	P	C	10/05/59	
FA	WILKERSON, EARL G PURCHASING AGENT (TYPING)	GS	1105	06	03	23,167	PA	F	P	C	5/22/89	
FB	INTRATOR, Yael W PRINTING ASSISTANT (TYPING)	GS	0351	07	04	25,745	PA	F	P	C	3/04/85	
FB	JEWELL, STEPHEN L PUBLISHING & PRINTING PRODUCTION MANAGER	GS	0301	14	05	64,179	PA	F	P	C	6/05/67	

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ORG CODE	NAME	PP	SERIES	GR	ST	SALARY	PB	WS	PT	C E	SCD	NTE DATE
FBA	COCHRANFOX, MARY ANNE VISUAL INFORMATION SPECIALIST	GS	1084	09	04	30,567	PA	F	P	E	3/05/90	
FBA	MCINTOSH JR, WILLIAM F VISUAL INFORMATION SPECIALIST	GS	1084	12	01	40,298	PA	F	P	E	6/15/87	
FBA	ROBERTSON, TINA M H VISUAL INFORMATION SPECIALIST	GS	1084	11	04	36,986	PA	F	P	E	8/14/82	
FBA	THOMAS, ROBERT E VISUAL INFORMATION SPECIALIST	GS	1084	11	04	36,986	PA	F	P	E	7/19/87	
FBB	FORD, JOYCE A SUPERVISORY DOCUMENT PREPARATION SPECIALIST	GS	1001	12	04	44,327	PA	F	P	C	1/17/67	
FBB	VALENTINE, EDWARD P DOCUMENT PREPARATION SPECIALIST	GS	1001	07	10	30,287	PA	F	P	C	3/01/63	
FBB	WILSON, DORIS M DOCUMENT PREPARATION SPECIALIST	GS	1001	09	06	32,419	PA	F	P	C	10/13/77	
FC	BAYONA, ARTURO S MAIL CLERK (WHITE HOUSE)	GS	0305	06	02	21,124	PA	F	P	C	8/20/90	
FC	BOWERS, JERRY A MAIL CLERK	GS	0305	04	03	17,485	PA	F	P	C	3/18/91	
FC	BRISCOE, JAMES M MOTOR VEHICLE OPERATOR	WG	5703	05	05	24,731	PH	F	P	C	7/09/66	
FC	BROWN, RUBY M MAIL CLERK	GS	0305	06	04	22,486	PA	F	P	C	7/05/87	
FC	BUENAFLOR, RODERIC R MAIL CLERK	GS	0305	04	02	16,939	PA	F	P	C	12/11/89	

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ORG CODE: F

P 13

ORG CODE	NAME	PP	SERIES	GR	ST	SALARY	PB	WS	PT	E	SCD	NTE DATE
FC LEAD MAIL CLERK	DECASTRO, ROLANDO S	GS	0305	07	03	24,231	PA	F	P	E	7/05/88	
FC MOTOR VEHICLE DISPATCHER	DELEYOS JR, ALEJANDRO L	GS	2151	07	01	22,717	PA	F	P	C	12/22/87	
FC SUPERVISOR, MAIL/MESSANGER BRANCH	FLOWERS, HAROLD J (OE0B)	GS	0305	09	08	34,271	PA	F	P	E	3/11/62	
FC MAIL CLERK	FORTUNE, ROBIN S	GS	0305	06	04	22,486	PA	F	P	E	9/24/84	
FC LEAD MOTOR VEHICLE DISPATCHER	GRAY, FRANCHO J	GS	2151	08	06	29,354	PA	F	P	E	8/15/68	
FC MAIL CLERK	GUNTER, JOHN A	GS	0305	05	03	19,562	PA	F	P	E	10/04/84	
FC MAIL/MESSANGER SUPERVISOR	HEMBREE, KENNETH K	GS	0305	13	07	57,502	PA	F	P	E	2/08/81	
FC MAIL CLERK (WHITE HOUSE)	LAWSON, JACKIE DREAMA	GS	0305	06	08	25,210	PA	F	P	E	3/01/77	
FC MAIL CLERK	MARSHALL, ARTHUR L	GS	0305	09	10	36,123	PA	F	P	E	10/01/59	
FC MAIL CLERK	MCDUFFIE, REMUS L	GS	0305	06	10	26,572	PA	F	P	C	11/14/53	
FC LEAD MAIL CLERK (WHITE HOUSE COURIER)	MCINNIS, JOHN Y	GS	0305	07	10	29,530	PA	F	P	E	1/24/74	
FC LEAD MAIL CLERK (WHITE HOUSE COURIER)	MUNOZ, CESAR M	GS	0305	06	07	24,529	PA	F	P	E	1/24/82	

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AS OF APRIL 2, 1993
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ORG CODE	NAME	PP	SERIES	GR	ST	SALARY	PB	WS	PT	E	SCD	NTE DATE
FC MOTOR	MYERS, PEARLIE MAE VEHICLE OPERATOR	WG	5703	05	05	24,731	PH	F	P	C	2/06/67	
FC MOTOR	NALDO, MATEO B VEHICLE OPERATOR	WG	5703	05	03	22,963	PH	F	P	E	12/19/88	
FC MAIL	PRESTON, CLIFFORD G CLERK (WHITE HOUSE COURIER)	GS	0305	06	09	25,891	PA	F	P	C	10/10/70	
FC MAIL	PROCTOR, LARRY CLERK	GS	0305	06	03	21,805	PA	F	P	C	8/28/89	
FC MOTOR	RAMSEY, DEWITT I VEHICLE OPERATOR	WG	5703	05	04	23,795	PH	F	P	E	4/04/85	
FC MAIL	STRICKLAND, BOBBY CLERK (WHITE HOUSE)	GS	0305	06	03	21,805	PA	F	P	C	11/27/87	
FC MAIL	STUDGEON, HELEN N CLERK (WHITE HOUSE)	GS	0305	06	04	22,486	PA	F	P	E	1/26/87	
FC MOTOR	SWANN, ADRIAN A VEHICLE OPERATOR	WG	5703	04	03	21,195	PH	F	P	C	7/05/88	
FC MAIL	SWANN, BARBARA E CLERK (WHITE HOUSE COURIER)	GS	0305	05	04	20,173	PA	F	P	E	5/02/88	
FC LEAD	THOMAS, ROBERT A MAIL CLERK (WHITE HOUSE COURIER)	GS	0305	06	02	21,124	PA	F	P	C	9/20/87	
FC MAIL/	WALKER, WILLIAM R MESSENGER SUPERVISOR (NEOB)	GS	0305	10	08	37,743	PA	F	P	C	6/16/67	
FC ASSISTANT	WHITE, ALLEN MAIL/MESSENGER SUPERVISOR	GS	0305	07	09	28,773	PA	F	P	E	12/02/72	

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AS OF APRIL 1, 1993
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ORG CODE	NAME	PP	SERIES	GR	ST	SALARY	PB	WS	PT	E	SCD	NTE DATE
FC	WILBON, ROBERT LEE MAIL/MESSENGER SUPERVISOR (WHITE HOUSE)	GS	0305	08	08	31,032	PA	F	P	C	7/21/72	
FC	WILLIAMS JR, VANDER MOTOR VEHICLE OPERATOR	WG	5703	05	04	23,795	PH	F	P	E	1/11/87	
FD	CHAMBERS, ARTIE R SUPPLY TECHNICIAN	GS	2005	07	01	22,717	PA	F	P	C	1/05/82	
FD	PATRICK, RABUN NEEL SUPPLY MANAGEMENT OFFICER	GS	2003	14	02	58,515	PA	F	P	C	5/25/90	
FD	PEAY, ROBERT MAURICE STUDENT ASSISTANT	GW	0303	03	01	14,603	PA	P	T	E	12/02/91	12/01/93
FDA	BRICKHOUSE, MALACHI SUPERVISORY GENERAL SUPPLY SPECIALIST	GS	2001	11	10	43,712	PA	F	P	C	12/05/60	
FDA	EMANUEL, BRENDA D INVENTORY MANAGEMENT SPECIALIST	GS	2010	07	09	28,773	PA	F	P	C	3/29/65	
FDA	YOUNG, REGINALD D JR SUPPLY CLERK (MOTOR VEHICLE OPERATOR)	GS	2005	04	02	16,939	PA	F	P	C	5/13/91	
FDB	HUNT, THADDEUS J SUPERVISORY SUPPLY TECHNICIAN	GS	2005	08	08	31,032	PA	F	P	C	3/22/67	
FDB	PHILLIPS JR, ALBERT H SUPERVISORY SUPPLY TECHNICIAN	GS	2005	08	07	30,193	PA	F	P	E	6/28/79	
FDC	ALONZO, STEPHANIE RIDGELY SUPERVISORY SUPPORT SERVICES SPECIALIST	GS	0342	11	03	35,865	PA	F	P	E	2/02/86	
FDC	PEAY, MARGARET ANN SUPPORT SERVICES SPECIALIST	GS	0342	09	08	34,271	PA	F	P	C	4/20/63	

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ORG CODE	NAME	PP SERIES GR ST	SALARY	PB WS PT E	SCD	NTE DATE
FE	BUTLER, DARRYL P MATERIAL HANDLER (WAREHOUSE WORKER)	WG 6907 04 01 (MOTOR VEHICLE OPR)	19,593	PH F P C	11/15/89	
FE	GATLING, JAMES W SUPERVISORY DISTRIBUTION FACILITIES SPECIALIST	GS 2030 12 04	44,327	PA F P C	8/12/63	
FE	MORRIS, MICHAEL L MATERIAL HANDLER (WAREHOUSE WORKER)	WG 6907 05 03 (MOTOR VEHICLE OPR)	22,963	PH F P E	8/31/87	
FE	PAINTER, AHIJAH J MATERIAL HANDLER (WAREHOUSE WORKER)	WG 6907 03 02 (MOTOR VEHICLE OPR)	18,740	PH F P C	5/22/89	
FE	VALLARTA, ALFREDO L WAREHOUSE WORKER	WG 6907 05 02	22,048	PH F P C	5/25/91	
FE	VELASCO, DANIEL A MATERIAL HANDLER LEADER (WAREHOUSE LEADER)	WL 6907 07 05 (MOTOR VEHICLE OPR)	31,283	PH F P C	2/22/72	
FE	WHITE, KEVIN J MATERIAL HANDLER (WAREHOUSE WORKER)	WG 6907 04 02 (MOTOR VEHICLE OPR)	20,404	PH F P E	10/28/87	
FF	PATTON JR, DEVERE R PROGRAM ANALYST (FINANCIAL)	GS 0343 09 02	28,715	PA F P E	7/27/87	
FF	SIGMAN, CHARLES L FINANCIAL MANAGER	GS 0301 14 04	62,291	PA F P E	5/30/82	

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OFFICE OF ADMINISTRATION
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ORG CODE: G

17

ORG CODE	NAME	PP	SERIES	GR	ST	SALARY	PB	WS	PT	E	SCD	NTE DATE
G	ANTON, MARY HESTER DIRECTOR LIBRARY AND INFORMATION SERVICES	AD	1412	00	00	71,050	PA	F	P	E	4/21/79	
GA	ALTER, MELINDA L LIBRARIAN (REFERENCE)	GS	1410	11	05	38,107	PA	F	P	E	6/20/84	
GA	ATUM, SHELBY J LIBRARY TECHNICIAN (SERIALS)	GS	1411	06	02	21,124	PA	F	P	E	10/01/91	
GA	BARBUSCHAK, KAREN L PUBLICATIONS DISTRIBUTIONS TECHNICIAN	GS	0303	07	02	23,474	PA	F	P	C	9/17/90	
GA	BLAIR, MARY N LIBRARIAN (ACQUISITIONS)	GS	1410	11	03	35,865	PA	F	P	E	11/23/87	
GA	BONNER, ANNIE R LIBRARY TECHNICIAN (CATALOGING) (TYPING)	GS	1411	07	10	30,287	PA	F	P	C	11/28/66	
GA	CORBELLI, LINDA C LIBRARIAN (LAW)	GS	1410	12	05	45,670	PA	F	P	E	11/25/84	
GA	CRAGG, JACQUELINE C LIBRARIAN (REFERENCE)	GS	1410	11	05	38,107	PA	F	P	E	7/14/86	
GA	DAMES, ANITA M SECRETARY (LIBRARY TECH) TYPING	GS	0318	08	10	32,710	PA	F	P	C	4/11/65	
GA	DOERING, NELLIE W MANAGEMENT ANALYST (RECORDS)	GS	0343	13	08	59,099	PA	F	P	C	10/13/54	
GA	DUQUETTE, LAURIE A LIBRARIAN (SUPERVISORY)	GS	1410	13	02	49,517	PA	F	P	E	3/05/84	
GA	FROWNELTER, MARK EDWARD TECHNICAL INFORMATION SPECIALIST (NEWSCLIPS)	GS	1412	07	02	23,474	PA	F	P	E	7/01/91	

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ORG CODE	NAME	PP	SERIES	GR	ST	SALARY	PB	WS	PT	E	SCD	NTE DATE
GA	GLOVER, LISA A LIBRARY TECHNICIAN	GS	1411	06	06	23,848	PA	F	P	C	11/17/86	
GA	GRAF, KATHLEEN A LIBRARIAN (REFERENCE)	GS	1410	11	02	34,744	PA	F	P	E	11/16/89	
GA	HAWTHORNE, SUSAN C SUPERVISORY LIBRARIAN (REFERENCE)	GS	1410	13	04	52,711	PA	F	P	E	11/12/85	
GA	HUGHES, JONATHAN R CLERK-TYPIST	GS	0322	04	01	18,577	PA	F	P	C	7/06/92	
GA	JOHNSON, WAYNE C PUBLICATIONS DISTRIBUTIONS TECHNICIAN	GS	0303	05	04	20,173	PA	F	P	C	5/22/89	(EOP PUBLICATIONS)
GA	KAUFMANN, KAREN E LIBRARIAN (CIRCULATION AND REFERENCE)	GS	1410	09	01	27,789	PA	F	P	C	6/19/88	
GA	LIZIK, CYNTHIA J LIBRARIAN (REFERENCE)	GS	1410	11	03	35,865	PA	F	P	E	6/19/88	
GA	MILLER, DALE F RECORDS MANAGEMENT SPECIALIST	GS	0301	09	04	30,567	PA	F	P	C	3/21/69	
GA	PELZER, ANNETTE LIBRARY TECHNICIAN	GS	1411	06	02	21,124	PA	F	P	E	10/01/91	
GA	SAHANEK, TATANA LIBRARIAN (ACQUISITIONS)	GS	1410	13	05	54,308	PA	F	P	C	1/21/80	
GA	SCHEIB, LYNNE D M LIBRARIAN (REFERENCE)	GS	1410	11	04	36,986	PA	F	P	C	3/12/80	
GA	SCHIELE, MARTHA BROWN SUPERVISORY LIBRARIAN (REFERENCE)	GS	1410	13	04	52,711	PA	F	P	C	9/27/78	

4/29/93

OFFICE OF ADMINISTRATION
AS OF APRIL 1993
ORG CODE: G

19

ORG CODE	NAME	PP SERIES GR ST	SALARY	PB WS PT E	C SCD	NTE DATE
GA	SHEPARD, SUSAN P TECHNICAL INFORMATION SPECIALIST (NEWSCLIPS)	GS 1412 07 06	26,502	PA F P	C 12/06/87	
GA	SMALL, SARAH D TECHNICAL INFORMATION SPECIALIST	GS 1412 07 03	24,231	PA F P	C 11/19/90	
GA	SMITH, SIGRID NORDWALL LIBRARIAN (LAW)	GS 1410 09 02	28,715	PA F P	C 2/03/92	
			957,335			27

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OFFICE OF ADMINISTRATION
AS OF APRIL 24, 1993
ORG CODE: H

20

ORG CODE	NAME	PP	SERIES	GR	ST	SALARY	PB	WS	PT	E	SCD	NTE DATE
HA	BONEY, TRACY L MANAGEMENT ANALYST	GS	0343	07	01	22,717	PA	F	P	C	2/03/92	
HA	HUTT, PATRICIA A ADMINISTRATIVE OPERATIONS ASSISTANT (TYPING)	GS	0303	07	06	27,259	PA	F	P	E	9/13/87	
HA	MACDONALD, JAMES L JR ASSISTANT DIRECTOR INFORMATION RESOURCES MGMT DIVISION	AD	0301	00	00	90,816	PA	F	P	E	1/02/91	
HA	PETERS, JANET W SECRETARY (TYPING)	GS	0318	07	03	24,988	PA	F	P	C	12/17/89	
HA	POWELL, SUSAN PRICE SECRETARY	GS	0318	09	02	28,715	PA	F	P	E	11/12/91	
HA	REEVES, ERIK C STUDENT ASSISTANT	GW	0303	04	01	16,393	PA	P	T	E	7/22/91	6/20/93
HAB	ANDERSON, KIMBERLY SUE COMPUTER SPECIALIST (OFC AUTOMATION)	GS	0334	09	01	27,789	PA	F	P	C	6/08/92	
HAB	CRUMLING, DOROTHY COMPUTER SPECIALIST (OFFICE AUTOMATION)	GS	0334	12	01	40,298	PA	F	P	C	11/28/88	
HAB	DAGENAIS, PAUL F COMPUTER SPECIALIST (PARTS DEPOT INVENTORY)	GS	0334	12	06	47,013	PA	F	P	C	8/30/91	
HAB	FOSTER, ROBERT L COMPUTER SPECIALIST (CLIENT SERVICES HELP DESK)	GS	0334	12	03	42,984	PA	F	P	C	1/22/84	
HAB	GUNIA, DANIEL J SUPERVISORY COMPUTER SPECIALIST	GS	0334	13	02	49,517	PA	F	P	E	2/14/88	
HAB	HALL, SHERYL L SUPERVISORY COMPUTER SPECIALIST (MGR CLIENT SERVICES)	GS	0334	15	01	66,609	PA	F	P	C	1/25/81	

4/29/93

OFFICE OF ADMINISTRATION
AS OF APRIL 2, 1993
ORG CODE: H

21

ORG CODE	NAME	PP	SERIES	GR	ST	SALARY	PB	WS	PT	E	SCD	NTE DATE
HAB	HICKS, MATTHEW U COMPUTER SPECIALIST (CLIENT SERVICES HELP DESK)	GS	0334	12	01	40,298	PA	F	P	C	10/17/86	
HAB	IVERY, CECELIA C COMPUTER SPECIALIST	GS	0334	11	01	33,623	PA	F	P	C	2/04/91	
HAB	MCKAIG, BRIAN P COMPUTER SPECIALIST (CLIENT SERVICES HELP DESK)	GS	0334	12	02	41,641	PA	F	P	C	2/20/90	
HAB	MITCHELL, SHARON L SUPERVISORY COMPUTER SPECIALIST (OFC AUTOMATION)	GS	0334	14	04	62,291	PA	F	P	C	6/11/70	
HAB	SHERRY, PAULA M COMPUTER SPECIALIST (OFC AUTOMATION)	GS	0334	09	06	32,419	PA	F	P	C	6/26/72	
HAB	TURNER, HAROLD S SUPERVISORY COMPUTER SPECIALIST (EQUIPMENT ANALYSIS)	GS	0334	14	04	62,291	PA	F	P	E	10/22/84	
HAB	WALFORD, BERNARDENE B COMPUTER SPECIALIST (OFFICE AUTOMATION)	GS	0334	12	02	41,641	PA	F	P	C	8/02/65	
HAB	WEBSTER, WENDY K COMPUTER SPECIALIST (OFFICE AUTOMATION)	GS	0334	12	04	44,327	PA	F	P	C	7/01/88	
HB	BLACKWOOD, MARY D DEPUTY DIRECTOR, TECH SERVICES INFORMATION RESOURCES MGMT DIV	AD	0334	00	00	90,816	PA	F	P	E	5/26/92	
HBA	DIETZEL, CHARLES B COMPUTER PROGRAMER ANALYST	GS	0334	13	03	51,114	PA	F	P	E	3/18/91	
HBB	COATS, JERRY L SUPERVISORY COMPUTER SPECIALIST	GS	0334	15	05	75,489	PA	F	P	C	6/11/66	
HBB	DRENNING, PATRICK L COMPUTER SYSTEMS PROGRAMER	GS	0334	14	08	69,843	PA	F	P	E	11/13/71	

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OFFICE OF ADMINISTRATION
AS OF APRIL 1993
ORG CODE: H

22

ORG CODE	NAME	PP	SERIES	GR	ST	SALARY	PB	WS	PT	C E	SCD	NTE DATE
HBB	FOX, JACK S COMPUTER SPECIALIST	GS	0334	14	10	73,619	PA	F	P	C	10/15/84	
HBB	MCGINNIS JR, JOHN W COMPUTER SYSTEMS PROGRAMER	GS	0334	14	05	64,179	PA	F	P	E	10/31/83	
HBB	PANNELL, DORIAN F COMPUTER SYSTEMS PROGRAMER	GS	0334	14	05	64,179	PA	F	P	C	8/10/64	
HBB	WRIGHT, JAMES B SUPERVISORY COMPUTER SYSTEMS ANALYST	GS	0334	15	07	79,929	PA	F	P	E	5/03/82	
HBC	CARLSEN, JERRY R SUPERVISORY COMPUTER SPECIALIST (NETWORKING)	GS	0334	15	05	75,489	PA	F	P	E	10/29/90	
HBC	COLE, JAMES G COMPUTER SPECIALIST (NETWORKING)	GS	0334	12	04	44,327	PA	F	P	C	2/11/87	
HBC	GEORGE, JEFFREY CHRISTOPHER COMPUTER SPECIALIST (NETWORKING)	GS	0334	11	01	33,623	PA	F	P	C	9/30/91	
HBC	JACOBEEN, DAVID PAUL COMPUTER SPECIALIST (NETWORKING)	GS	0334	12	02	41,641	PA	F	P	C	6/10/91	
HBC	SPARKS, HOWARD M COMPUTER SPECIALIST (NETWORKING)	GS	0334	13	03	51,114	PA	F	P	E	2/11/88	
HBD	JURCICH, LAWRENCE R COMPUTER SYSTEM ANALYST (INFORMATION SECURITY OFFICER)	GS	0334	15	07	79,929	PA	F	P	C	11/13/65	
HBD	SMITH, DIANE M COMPUTER SYSTEMS ANALYST (INF SECURITY OFCR)	GS	0334	14	04	62,291	PA	P	P	E	3/28/79	
HC	SHORE, ARNOLD DEPUTY DIRECTOR, APPLICATIONS INFORMATION RESOURCES MGMT DIV	AD	0301	00	00	90,816	PA	F	P	E	6/18/72	

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OFFICE OF ADMINISTRATION
AS OF APRIL 2, 1993
ORG CODE: H

23

ORG CODE	NAME	PP	SERIES	GR	ST	SALARY	PB	WS	PT	C E	SCD	NTE DATE
HCB	BARRY, DANIEL A COMPUTER SPECIALIST (PROGRAM ANALYSIS)	GS	0334	14	01	56,627	PA	F	P	E	6/08/92	
HCB	BEHR, DEBORAH J SENIOR PROGRAMMER ANALYST	GS	0334	14	07	67,955	PA	F	P	E	8/23/88	
HCB	FEIGES, GREGORY S COMPUTER SPECIALIST (PROGRAMMER ANALYSIS)	GS	0334	12	01	40,298	PA	F	P	C	9/10/89	
HCB	FETTING, RANDALL A COMPUTER SPECIALIST	GS	0334	09	01	27,789	PA	F	P	C	12/27/86	
HCB	RICE, CATHERINE A COMPUTER SPECIALIST (OFFICE AUTOMATION)	GS	0334	12	01	40,298	PA	P	P	C	12/30/85	
HCC	PLANET, LOUISE E COMPUTER SPECIALIST (PROGRAM ANALYSIS)	GS	0334	14	07	67,955	PA	F	P	C	11/09/72	
HCC	SILVERSTEIN, BERNARD G SUPERVISORY COMPUTER SYSTEMS ANALYST	GS	0334	15	08	82,149	PA	F	P	E	12/02/68	
HCC	TOLKAN, LINDA M COMPUTER SPECIALIST (PROGRAM ANALYSIS)	GS	0334	13	01	47,920	PA	F	P	C	8/19/86	
HCD	BARTHOLOMEW, MARK H COMPUTER SYSTEMS ANALYST	GS	0334	14	03	60,403	PA	F	P	E	5/26/81	
HCD	DORAN, BARBARA E COMPUTER SYSTEMS ANALYST	GS	0334	14	07	67,955	PA	F	P	C	3/15/72	
HCD	HEISSNER, KARL H SUPERVISORY COMPUTER PROGRAMMER ANALYST	GS	0334	15	09	84,369	PA	F	P	C	9/28/73	
HCD	JACOBSON, LOIS K SUPERVISORY COMPUTER SPECIALIST	GS	0334	15	06	77,709	PA	F	P	C	6/24/65	

4/29/93

OFFICE OF ADMINISTRATION
AS OF APRIL 1, 1993
ORG CODE: H

24

ORG CODE	NAME	PP	SERIES	GR	ST	SALARY	PB	WS	PT	E	SCD	NTE DATE
HCD	JOHNSON, CORNELIUS F COMPUTER SPECIALIST (PROGRAM ANALYSIS)	GS	0334	13	03	51,114	PA	F	P	C	6/13/67	
HCD	LOPEZ, RANELLE A COMPUTER PROGRAMER ANALYST	GS	0334	14	05	64,179	PA	F	P	C	6/10/64	
HCD	MILLIKEN, HERBERT D COMPUTER SPECIALIST	GS	0334	14	07	67,955	PA	F	P	C	8/28/81	
HCE	FERRANTELO, DONNA L COMPUTER PROGRAMER ANALYST	GS	0334	14	02	58,515	PA	F	P	E	2/25/85	
HCE	JACKSON, KATHRYN W COMPUTER PROGRAMMER ANALYST	GS	0334	13	06	55,905	PA	F	P	E	10/07/78	
HCE	LEE, ROGER R COMPUTER SPECIALIST (PROGRAM ANALYSIS)	GS	0334	13	04	52,711	PA	F	P	E	8/05/91	
HCE	MILLER, VANESSA A COMPUTER SPECIALIST (PROGRAM ANALYSIS)	GS	0334	13	03	51,114	PA	F	P	E	10/25/83	
HCE	NOORDHUIZEN, ELIZABETH H COMPUTER SPECIALIST (PROGRAMMER ANALYSIS)	GS	0334	12	01	40,298	PA	F	P	C	6/21/88	
HCE	WILLIAMS, MARTHA R COMPUTER SPECIALIST (PROGRAM ANALYSIS)	GS	0334	13	05	54,308	PA	F	P	C	7/21/58	

3,109,553

57

SALARY TOTAL
9,502,883

240

4/29/93

OFFICE OF ADMINISTRATION
AS OF APRIL 24, 1993
ORG CODE: H

P 25

ORG
CODE

NAME

PP SERIES GR ST

SALARY

PB WS PT E^C SCD

NTE
DATE

9,502,883

240



PHOTOCOPY
PRESERVATION

INTERVIEWS AND
EEO CONSIDERATIONS

EXECUTIVE OFFICE OF THE PRESIDENT

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION

4/20/93

Sensitive:

Attached is a clearer
copy of interviewing
guidelines for people with
disabilities. This was
submitted to your office
last week by the OA
EEO Director.

INTERVIEWING PEOPLE WITH DISABILITIES

In most respects, interviewing people with disabilities is the same as interviewing people who are not disabled. In general, the interviewer should ask all applicants about their qualifications, experience, and skills for doing the job. The same questions should be asked of applicants with disabilities. There are, however, some guidelines that are specific to people with disabilities that might be helpful to interviewers.

Unless a person is seeking appointment under one of the special excepted appointing authorities for people with disabilities, an interviewer should ask only questions about the person's ability to do the job but not about the person's disability. A good rule of thumb is to make sure that all questions are job-related. Focus the interview on the individual's ability to successfully perform the essential functions of the job. If a person indicates that he or she has a disability which makes it difficult to perform particular functions of a job or if the interviewer believes that a person's disability may make it difficult to perform certain job functions, the interviewer may ask job-related follow-up questions (e.g., How were you, as an individual who is deaf, able to participate in meetings?). The answer to such questions will indicate whether a reasonable accommodation is needed to enable the individual to perform the essential functions of the job.

Managers and supervisors should not make a general assumption that a person with disabilities will be unable to do a part of the job and will always need reasonable accommodation. They should not reject qualified applicants for positions because the people with disabilities need, or it is thought that they need, reasonable accommodation.

Sometimes applicants might like to mention their disability but do not know how to do so. It's a good idea to ask at the end of the interview, "Is there anything else you want to ask?" or "Is there anything more you would like to tell me?"

Below are some guidelines for interviewing people with specific disabilities. It is important to understand that two people with the same disability or functional limitations may not have the same needs.

A. People who use wheelchairs

People who use wheelchairs can hold physically demanding jobs. They need not be confined to desk jobs. People who use wheelchairs can be very independent, not necessarily relying on others for assistance in daily activities. They may or may not do things differently or more slowly than others. There is no need to be over-protective of people who use wheelchairs.

1. Make sure the interview is conducted at a wheelchair accessible location.
2. Don't automatically hold onto the person's wheelchair. It is part of his or her body space.

3. Assistance may be offered, but don't insist. If the person needs help, he or she will accept the offer and explain exactly what will be helpful.
4. Don't be sensitive about using words like "running" or "walking."
5. Don't be surprised if the person transfers from a wheelchair to a piece of furniture or gets out of the wheelchair to move about.

B. People who are mobility impaired

1. When walking with a person who walks slower than you, walk with the person, not in front of him/her.
2. Provide the applicant with clear directions to the interview site using the shortest and easiest route.

C. People who are blind or visually impaired

A person's visual acuity may change under different light conditions. Do not confuse visual impairments with blindness.

1. If the person seems to need assistance, offer your services. If you need to guide a person who is blind through a door or to a chair, let the person take your arm and follow the motion of your body. Guide his or her hand or arm to the back of the chair.
2. Speak directly to the individual who is blind or visually impaired. Do not shout. When you leave the room, say so.
3. Introduce other people in the room or have them introduce themselves. This will assist the individual in orienting himself or herself to the room and its occupants.
4. Don't avoid using the words "look" and "see." There are no reasonable substitutes.
5. When giving directions, do not use references a person cannot see -- "over there" is not a good way of describing a location. When using directional words, use them with the orientation of the person who is blind. Remember when you are facing someone, your left is that person's right.
6. Do not play with a dog guide while it is "on duty." It is up to the person using the dog guide to decide if play is appropriate.
7. When you are guiding a person into a new or strange surrounding, you may want to describe special features or decorations.

8. Be prepared to read aloud information that is written, or ask the person if he or she would like a reader.
9. For people with visual impairments, provide a well lit area for the interview and avoid sharp contrasts of light and dark areas.

D. People who are hearing impaired

The goal of an interview is to obtain appropriate information about the background of the applicant. Sometimes it is necessary to be versatile in finding an effective communication method with people who are hearing impaired. The main objective, though, is to communicate effectively.

1. When speaking with someone who is hearing impaired, face the person directly. Do not position yourself so that you are directly in front of a harsh light or window. Your face will be difficult to see as it is silhouetted in bright light.
2. Not all people who are hearing impaired can lipread, but most do and many do it quite well. When speaking to people who are hearing impaired, use meaningful facial expressions and gestures to emphasize your intent and attitude. This substitutes for tone of voice. This is important even in the presence of a sign language or oral interpreter. Be sure not to use exaggerated mouth movements or wild gestures. Do not change the subject without warning.
3. Not all people who are hearing impaired know or use sign language. Do not assume they need an interpreter.
4. If using a sign language or oral interpreter, speak directly to the person who is hearing impaired, not the interpreter. The interpreter is not a participant in the interview. He or she is there to facilitate communication between the interviewer and the applicant. The only reason for the presence of an interpreter is because a participant(s) in the communication process cannot hear. Do not try to involve the interpreter in any part of the formal interview. This can be demeaning to the individual who is hearing impaired, and detract attention from the focal point of the interview.
5. Keep your hands from covering your mouth when talking.
6. Do not shout when speaking to the person with the hearing impairment. Use a normal tone of voice, but do not restrict yourself to monosyllabic words.
7. If you cannot understand the person with a hearing impairment, do not be afraid to ask him or her to repeat. When this does not work, try paper and pencil.
8. When a person with a hearing impairment chooses to have an interpreter voice for him or her, remember to respond directly to that person and not the interpreter.

E. People who have epilepsy

If the person brings the condition to your attention, you may ask whether the condition might have an impact on his or her work and if there are any necessary accommodations. If applicants mention seizures, interviewers may ask whether seizures are under control, and if not, what people in the office need to know in the event of a seizure. This information, however, usually isn't needed until after a person with epilepsy is hired. Do not be over solicitous.

F. People who have mental retardation

Many people with mental retardation have average or superior abilities in some respects. While it is true that some people who are mentally retarded may not be able to think, figure, or remember as well as other people, it is important to remember that they are proficient in some ways and deficient in others. Mental retardation should not be confused with mental illness or behavioral and emotional problems. The effect of the disability can be lessened, and skills and abilities increased, through rehabilitation, special education, and experience on the job.

People who have mental retardation usually want to be independent and responsible for their own support. When appropriately placed and supervised, they can be assets to a work force. One of the largest obstacles to equal employment opportunity for these individuals is persistent lack of employer confidence in, and lowered expectations of, their capabilities.

1. For the most part, talk to the individual as you would anyone else, but be more specific.
2. Repeat the information provided by the applicant so that he or she can tell you that you understood what they really mean.
3. Occasionally ask the applicant questions to be sure that he or she understands what is being said.

G. People who are mentally restored

Mental illness can be successfully treated, and people who are mentally restored have skills, experiences, and abilities that are not affected by their illness. For the purposes of employment, a person who is mentally restored is one who has experienced a mental or emotional difficulty that currently is under control to the extent that the individual is able to function effectively and satisfactorily in a specific job. The qualifications of people who are mentally restored must be given the same consideration as those of other applicants.

1. Talk to the individual as you would to anyone else.

2. Through your demeanor, show that you trust the individual's ability to control his or her behavior.

H. People who have cerebral palsy (and other conditions which have muscular or neurological limitations)

Cerebral palsy may affect motor ability and/or speech. It does not affect intelligence. Some involuntary or halting movement or limitation of movement in one or more than one appendage may be observed, as well as some lisping, indistinct speech or flatness of tone due to lack of fine motor control of the tongue and lips. The severity and functional effects of the disability vary from person to person. Unless the person is very severely disabled, or has the involvement of other disabilities, no accommodation may be needed for the interview itself. If the applicant's speech is difficult to understand, interviewers should not be afraid to ask him or her to repeat what was said. Some people who have severe cerebral palsy find it more effective to communicate by writing, typing, or using communication boards or electronic devices.

April 19, 1993

To: Martha Johnson

From: Paula Y. Bagasao *PYB*

Re: Positions in White House: Asian Americans Must Consider

Here are two additional resumes (with support) for the various positions available now in the White House and Melinda Yee may have additional ones:

1. Benjamin Caoile -- Benjamin and his wife were very instrumental in the campaign in the DC area, both with the Asian American community generally and Filipino Americans as well. As well, they have been involved in DNC related activities related to Asian Americans and are long time supporters of the Democratic Party.

As his resume reflects, he has nearly all of the background experiences called for about 3 of the 6 positions described in the attached, in particular:

- o Director of Resources Management
- o Director of General Services
- o Personnel Management Division Director

2. Nanda Chitre -- Nanda's resume speaks well of her involvement in the Clinton-Gore Campaign and her work in the last few months qualifies her for several positions listed in the attached list of available jobs.

Both of these candidates have the following support, as well as others:

Maria Haley
Doris Matsui
Melinda Yee
Paula Bagasao

cc: Maria Haley
Melinda Yee

MEMORANDUM

TO: Patsy Thomasson
Director, Office of Administration

FROM: Margaret Pugh
Office of Priority Placement

DATE: March 31, 1993

RE: Recommended Candidates for OA Jobs

The Office of Priority Placement recommends the following Clinton-Gore campaign staff for the indicated jobs in OA.

✓ WILLIAM L. KRAUSE - Information Specialist

✓ IAN E. NOVOS - Director, Financial Management

— NANCY LINN PATTON (Asian American) - Director, Operations

✓ ADA LOUISE POSEY (African American) - Director, Financial Management and Director, Operations

✓ JUDY WURTZEL - Associate Counsel

4/5/93
Edr Jennifer
O'Connor
Patsy

PPD

CANDIDATE SLATES

OFFICE OF ADMINISTRATION

Note: We have "assigned" candidates into various pools but realize that some might fit just as well in another.

Director of Resources Management

~~George~~ Tablack, Ohio, from Priority Placement Office
~~Michael~~ Cronin, Connecticut, from Priority Placement Office
~~Cecil~~ Brown, Mississippi, from Priority Placement Office
~~Carol~~ Miller, Georgia, African-American
~~Kevin~~ Lew-Hanson, Connecticut, Asian-American
JoAnn Chase, DC, Mandan/Hidatsa Tribes — ?

Director of Information Management

~~Neil~~ Jacobson, California, Disability
~~Gwendolyn~~ Weaver, Massachusetts, African-American

Director of General Services

Melvin Whitfield, Maryland, from Priority Placement Office
LaJoy Mosby, Maryland, African-American R,

Financial Management Division Director

~~John~~ Cressman, New Jersey, Disability
~~Cheri~~ Carter, DC, African-American
Kathryn Flowers, Georgia, African-American
Linda Hall, Georgia, African-American
Gail Simons Morales, Georgia, African-American
Deborah Cowan, Maryland, African-American

Personnel Management Division Director

Joe Bravo - New York, Disability
Mark Hunker, DC, from Priority Placement Office
Carolyn Marie Louper-Morris, Connecticut, from Priority Placement Office,
African-Am
Claudette Obianyor, Georgia, African-American

—

Technical Services & Systems Division Director

Sarita Bhandari - DC, Asian/Indian,
David Nelson, DC, Disability

General Counsel

Christopher Cohen, Illinois, from Priority Placement Office

Ira Sockowitz, New York, from Priority Placement Office

Eva Plaza, Maryland, Hispanic

→ Chris McNeil, Washington, Nisga'a and Tlingit Tribes

Retiring pl
225 5889

Mr. Patsy A
Spencer 2-25
1162

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION
ROUTE SLIP

TO <u>Jennifer O'Connor</u>	Take necessary action ☐
<u>Rm. 178</u>	Approval or signature ☐
	Comment ☐
	Prepare reply ☐
	Discuss with me ☐
	For your information ☐
	See remarks below ☐
FROM <u>Ron Calhoun</u>	DATE <u>4-16-93</u>

REMARKS

Per our discussion
earlier today.

By virtue of the authority vested in me as President of the United States, it is hereby ordered as follows:

SECTION 1. There shall be in the White House Office a Special Assistant to the President for Liaison with Former Presidents (referred to hereinafter as the Special Assistant).

SEC. 2. (a) On behalf of the President, the Special Assistant shall maintain channels of communication between the President and each former living President of the United States, to the end that (1) each such former President shall be kept abreast of such developments as the President may desire; and (2) the President may avail himself of the counsel and advice of any or all of such former Presidents with respect to major matters, particularly of a national security nature, currently confronting the President.

(b) The Special Assistant shall also—

(1) Keep each former President currently informed of the major aspects of such principal international and domestic problems as the President directs;

(2) Arrange to secure from such former Presidents, or any of them, and convey to the President, their views on such issues as the President may designate; and

(3) Arrange to secure and convey to the President such views as any of the former Presidents may wish to communicate to the President on any issue of current interest or concern.

SEC. 3. (a) The Secretary of State, the Secretary of Defense, the Director of the Central Intelligence Agency, and the Executive Secretary of the National Security Council shall each designate a member of his staff as a point of contact for the Special Assistant. The Special Assistant may call upon such designated staff members to supply information and render such other appropriate assistance as he may require in carrying out his duties under section 2 of this Order.

(b) Upon request of the Special Assistant, the head of any department or agency of the Federal Government shall designate a member of his staff as a point of contact to supply information and assistance for the Special Assistant in the performance of his duties in the same manner as provided in subsection (a) for staff members designated pursuant to that subsection.

SEC. 4. The Special Assistant shall be appointed by the President and shall serve at the pleasure of the President. He shall receive compensation at such rate as the President, consonant with law, may prescribe.

SEC. 5. (a) The Special Assistant shall have such staff and other assistance as may be necessary to carry out his duties under this Order.

(b) The Special Assistant shall be provided with such office space as may be necessary to carry out his duties under this Order, and shall also be provided with such office space, and maintenance thereof, as may be necessary for the use of former Presidents at the seat of Government when they are engaged in any effort of interest or concern to the President.

SEC. 6. (a) The compensation and expenses of the Special Assistant and members of his staff shall be paid from the appropriation under the heading "Special" in the Executive Office Appropriation Act, 1969, or any corresponding appropriation which may be made for subsequent fiscal years, or from such other appropriated funds as may be available under law.

(b) The General Services Administration shall provide, on a reimbursable basis, such administrative services and facilities for the Special Assistant as the White House Office may request.

RICHARD NIXON.

SECTION REFERRED TO IN OTHER SECTIONS

This section is referred to in section 114 of this title; title 18 section 1751; title 26 section 3121; title 31 section 3524; title 42 section 410.

§ 107. Domestic Policy Staff and Office of Administration; personnel

(a) In order to enable the Domestic Policy Staff to perform its functions, the President (or his designee) is authorized—

(1) without regard to any other provision of law regulating the employment or compensation of persons in the Government service, to appoint and fix the pay of not more than—

(A) 6 employees at rates not to exceed the rate of basic pay then currently paid for level III of the Executive Schedule of section 5314 of title 5; and in addition

(B) 18 employees at rates not to exceed the maximum rate of basic pay then currently paid for GS-18 of the General Schedule of section 5332 of title 5; and in addition

(C) such number of other employees as he may determine to be appropriate at rates not to exceed the minimum rate of basic pay then currently paid for GS-16 of the General Schedule of section 5332 of title 5; and

(2) to procure, as provided in appropriation Acts, temporary or intermittent services of experts and consultants, as described in and in accordance with the first two sentences of section 3109(b) of title 5, at respective daily rates of pay for individuals which are not more than the daily equivalent of the rate of basic pay then currently paid for level III of the Executive Schedule of section 5314 of title 5.

(b)(1) In order to enable the Office of Administration to perform its functions, the President (or his designee) is authorized—

(A) without regard to such other provisions of law as the President may specify which regulate the employment and compensation of persons in the Government service, to appoint and fix the pay of not more than—

(i) 5 employees at rates not to exceed the rate of basic pay then currently paid for level III of the Executive Schedule of section 5314 of title 5; and in addition

(ii) 5 employees at rates not to exceed the maximum rate of basic pay then currently paid for GS-18 of the General Schedule of section 5332 of title 5; and

(B) to procure, as provided in appropriation Acts, temporary or intermittent services of experts and consultants, as described in and in accordance with the first two sentences of section 3109(b) of title 5, at respective daily rates of pay for individuals which are not more than the daily equivalent of the maximum rate of basic pay then currently paid for GS-18 of the General Schedule of section 5332 of title 5.

(2) In addition to any authority granted under paragraph (1) of this subsection, the President (or his designee) is authorized to employ individuals in the Office of Administration in accordance with section 3101 of title 5 and provisions relating thereto. Any individual so employed under the authority granted under such section 3101 shall be subject to the limitation specified in section 114 of this title.



**EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION
Washington, D.C. 20503**

AVOIDING DISCRIMINATION IN THE INTERVIEW PROCESS

When interviewing candidates, interviewers should ensure that objective, fair, job-related criteria are used, that selection criteria are applied consistently to all applicants, that all qualified candidates have an equal opportunity for consideration, and that selection decisions are adequately documented with evidence of a legitimate, nondiscriminatory reason for the selection. Interviewers should guard themselves against any tendency to consider or select candidates only from their own racial/ethnic, gender group, because these kinds of selection decisions may have an adverse discriminatory impact on minorities, women, and people with disabilities.

Pre-employment inquiries concerning race, color, national origin, religion, age, gender, or physical or mental disability, are not by themselves unlawful. However, this information is usually irrelevant to the applicant's ability or qualifications except in those rare instances where they are a bona fide occupational qualification. Therefore, such inquiries, unless otherwise explained, may be regarded as evidence of discrimination. To avoid discrimination in the interview process, it is best not to ask any questions which directly or indirectly relate to the individual's race, color, national origin, religion, gender, age or disability. Rather interviews should focus on job-related inquiries designed to determine an applicant's eligibility and qualifications for employment.

Some examples of prohibited questions and comments are listed below. It should be noted that this information is to be used only as a general guide to evaluate pre-employment inquiries for potentially discriminatory questions. For further guidance, please contact the Office of Administration's Equal Employment Opportunity staff on 395-3996.

I. GENDER:

- Are you Miss or Mrs?
- Are you married, divorced, widowed, single, or separated?
- Do you have any children? What are their ages?
- Do you plan to have children?
- What are your child-bearing plans?
- I see that you are pregnant.
- How do you handle day-care for your children?
- There are a lot of men in this organization/ occupation. How will you fit in?
- Would your spouse be willing to relocate?
- I like the way you look. Your appearance appeals to me.

II. RACE/NATIONAL ORIGIN:

- What is your race/national origin?
- There are not many minorities in this organization. How does that make you feel?
- Will the lack of minorities here be a problem?
- You have an unusual name. What is its' origin?
- What country are you from?
- I notice you have an accent.
- You have a very ethnic appearance
- Of what country are you a citizen?
- I see that you are a member of various ethnically orientated associations.

III. AGE:

- How old are you?
- When do you plan to retire?
- I see from your application that you've been around for a long time.
- There are a lot of young people in our work force. How do you think you will fit in?
- You would be a good elder statesman/woman to have around.

IV. RELIGION:

- What is your religion?
- How do you feel about working with people of a different religion?
- This is a Christian, Jewish, Muslim, or other type of religious organization.
- You must be available to work on Saturdays and Sundays?
- What is the religious affiliation of the school you attended?

V. DISABILITY*

- Do you have any disability?
- How is your health?
- How would you describe your health history?
- Have you ever had any emotional problems or problems with alcohol or drugs?
- I see that you have a disability?
- Won't your disability or health problems keep you from being able to do the job?

*See attached excerpts from EEOC's Guide on the Employment of People with Disabilities for more guidance.

V. INTERVIEWING PEOPLE WITH DISABILITIES

In most respects, interviewing people with disabilities is the same as interviewing people who are not disabled. In general, the interviewer should ask all applicants about their qualifications, experience, and skills for doing the job. The same questions should be asked of applicants with disabilities. There are, however, some guidelines that are specific to people with disabilities that might be helpful to interviewers.

Unless a person is seeking appointment under one of the special excepted appointing authorities for people with disabilities, an interviewer should ask only questions about the person's ability to do the job but not about the person's disability. A good rule of thumb is to make sure that all questions are job-related. Focus the interview on the individual's ability to successfully perform the essential functions of the job. If a person indicates that he or she has a disability which makes it difficult to perform particular functions of a job or if the interviewer believes that a person's disability may make it difficult to perform certain job functions, the interviewer may ask job-related follow-up questions (e.g., How were you, as an individual who is deaf, able to participate in meetings?). The answer to such questions will indicate whether a reasonable accommodation is needed to enable the individual to perform the essential functions of the job.

Managers and supervisors should not make a general assumption that a person with disabilities will be unable to do a part of the job and will always need reasonable accommodation. They should not reject qualified applicants for positions because the people with disabilities need, or it is thought that they need, reasonable accommodation.

Sometimes applicants might like to mention their disability but do not know how to do so. It's a good idea to ask at the end of the interview, "Is there anything else you want to ask?" or "Is there anything more you would like to tell me?"

Below are some guidelines for interviewing people with specific disabilities. It is important to understand that two people with the same disability or functional limitations may not have the same needs.

A. People who use wheelchairs

People who use wheelchairs can hold physically demanding jobs. They need not be confined to desk jobs. People who use wheelchairs can be very independent, not necessarily relying on others for assistance in daily activities. They may or may not do things differently or more slowly than others. There is no need to be over-protective of people who use wheelchairs.

1. Make sure the interview is conducted at a wheelchair accessible location.
2. Don't automatically hold onto the person's wheelchair. It is part of his or her body space.

3. Assistance may be offered, but don't insist. If the person needs help, he or she will accept the offer and explain exactly what will be helpful.
4. Don't be sensitive about using words like "running" or "walking."
5. Don't be surprised if the person transfers from a wheelchair to a piece of furniture or gets out of the wheelchair to move about.

B. People who are mobility impaired

1. When walking with a person who walks slower than you, walk with the person, not in front of him/her.
2. Provide the applicant with clear directions to the interview site using the shortest and easiest route.

C. People who are blind or visually impaired

A person's visual acuity may change under different light conditions. Do not confuse visual impairments with blindness.

1. If the person seems to need assistance, offer your services. If you need to guide a person who is blind through a door or to a chair, let the person take your arm and follow the motion of your body. Guide his or her hand or arm to the back of the chair.
2. Speak directly to the individual who is blind or visually impaired. Do not shout. When you leave the room, say so.
3. Introduce other people in the room or have them introduce themselves. This will assist the individual in orienting himself or herself to the room and its occupants.
4. Don't avoid using the words "look" and "see." There are no reasonable substitutes.
5. When giving directions, do not use references a person cannot see -- "over there" is not a good way of describing a location. When using directional words, use them with the orientation of the person who is blind. Remember when you are facing someone, your left is that person's right.
6. Do not play with a dog guide while it is "on duty." It is up to the person using the dog guide to decide if play is appropriate.
7. When you are guiding a person into a new or strange surrounding, you may want to describe special features or decorations.

8. Be prepared to read aloud information that is written, or ask the person if he or she would like a reader.
9. For people with visual impairments, provide a well lit area for the interview and avoid sharp contrasts of light and dark areas.

D. People who are hearing impaired

The goal of an interview is to obtain appropriate information about the background of the applicant. Sometimes it is necessary to be versatile in finding an effective communication method with people who are hearing impaired. The main objective, though, is to communicate effectively.

1. When speaking with someone who is hearing impaired, face the person directly. Do not position yourself so that you are directly in front of a harsh light or window. Your face will be difficult to see as it is silhouetted in bright light.
2. Not all people who are hearing impaired can lipread, but most do and many do it quite well. When speaking to people who are hearing impaired, use meaningful facial expressions and gestures to emphasize your intent and attitude. This substitutes for tone of voice. This is important even in the presence of a sign language or oral interpreter. Be sure not to use exaggerated mouth movements or wild gestures. Do not change the subject without warning.
3. Not all people who are hearing impaired know or use sign language. Do not assume they need an interpreter.
4. If using a sign language or oral interpreter, speak directly to the person who is hearing impaired, not the interpreter. The interpreter is not a participant in the interview. He or she is there to facilitate communication between the interviewer and the applicant. The only reason for the presence of an interpreter is because a participant(s) in the communication process cannot hear. Do not try to involve the interpreter in any part of the formal interview. This can be demeaning to the individual who is hearing impaired, and detract attention from the focal point of the interview.
5. Keep your hands from covering your mouth when talking.
6. Do not shout when speaking to the person with the hearing impairment. Use a normal tone of voice, but do not restrict yourself to monosyllabic words.
7. If you cannot understand the person with a hearing impairment, do not be afraid to ask him or her to repeat. When this does not work, try paper and pencil.
8. When a person with a hearing impairment chooses to have an interpreter voice for him or her, remember to respond directly to that person and not the interpreter.

E. People who have epilepsy

If the person brings the condition to your attention, you may ask whether the condition might have an impact on his or her work and if there are any necessary accommodations. If applicants mention seizures, interviewers may ask whether seizures are under control, and if not, what people in the office need to know in the event of a seizure. This information, however, usually isn't needed until after a person with epilepsy is hired. Do not be over solicitous.

F. People who have mental retardation

Many people with mental retardation have average or superior abilities in some respects. While it is true that some people who are mentally retarded may not be able to think, figure, or remember as well as other people, it is important to remember that they are proficient in some ways and deficient in others. Mental retardation should not be confused with mental illness or behavioral and emotional problems. The effect of the disability can be lessened, and skills and abilities increased, through rehabilitation, special education, and experience on the job.

People who have mental retardation usually want to be independent and responsible for their own support. When appropriately placed and supervised, they can be assets to a work force. One of the largest obstacles to equal employment opportunity for these individuals is persistent lack of employer confidence in, and lowered expectations of, their capabilities.

1. For the most part, talk to the individual as you would anyone else, but be more specific.
2. Repeat the information provided by the applicant so that he or she can tell you that you understood what they really mean.
3. Occasionally ask the applicant questions to be sure that he or she understands what is being said.

G. People who are mentally restored

Mental illness can be successfully treated, and people who are mentally restored have skills, experiences, and abilities that are not affected by their illness. For the purposes of employment, a person who is mentally restored is one who has experienced a mental or emotional difficulty that currently is under control to the extent that the individual is able to function effectively and satisfactorily in a specific job. The qualifications of people who are mentally restored must be given the same consideration as those of other applicants.

1. Talk to the individual as you would to anyone else.

2. Through your demeanor, show that you trust the individual's ability to control his or her behavior.

H. People who have cerebral palsy (and other conditions which have muscular or neurological limitations)

Cerebral palsy may affect motor ability and/or speech. It does not affect intelligence. Some involuntary or halting movement or limitation of movement in one or more than one appendage may be observed, as well as some lisping, indistinct speech or flatness of tone due to lack of fine motor control of the tongue and lips. The severity and functional effects of the disability vary from person to person. Unless the person is very severely disabled, or has the involvement of other disabilities, no accommodation may be needed for the interview itself. If the applicant's speech is difficult to understand, interviewers should not be afraid to ask him or her to repeat what was said. Some people who have severe cerebral palsy find it more effective to communicate by writing, typing, or using communication boards or electronic devices.