

FOIA MARKER

This is not a textual record. This is used as an administrative marker by the William J. Clinton Presidential Library Staff.

Collection/Record Group: Clinton Presidential Records
Subgroup/Office of Origin: National Service
Series/Staff Member: Jim Kreidler
Subseries:

OA/ID Number: 1285
FolderID:

Folder Title:
Possible Volunteers [1]

Stack:	Row:	Section:	Shelf:	Position:
S	66	2	5	2

Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. forms	re: Volunteer Computer Database Form; [Personally Identifiable Information] [Partial] (6 pages)	00/00/0000	b(6)
002. list	re: Possible Volunteers; [Personally Identifiable Information] [Partial] (1 page)	00/00/0000	b(6)
003. resume	[Personally Identifiable Information] [Partial] (1 page)	00/00/0000	b(6)
004. fax cover sheet	Andrew Sexton to David Henkel; re: Volunteer (1 page)	04/08/1993	Personal Misfile
005. resume	[Personally Identifiable Information] [Partial] (1 page)	00/00/0000	b(6)
006. form	re: Application for Federal Employment - SF-171 (4 pages)	03/03/1993	b(6)

COLLECTION:

Clinton Presidential Records
National Service
Jim Kreidler
OA/Box Number: 1285

FOLDER TITLE:

Possible Volunteers [1]

2013-0661-F
jp4904

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

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

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

National Service Correspondence Coding Sheet

Coder: BH
Date: 4-4

I. Purpose of Letter:

- Wants to Participate
 - Summer of Service
 - National Initiative
- General Commentary
 - Pro
 - Con
 - Suggestions for Programs
- Requesting General Information
 - Summer of Service
 - General Program
- ~~Offering Other Services~~
 - Volunteer
 - Int ps
 - White House
 - National Service (Jim)
- Employment

II. Writer Information:

- A. Age (Circle One):
Under 17 17-25 Over 25 Unspecified
- B. Education Level (Circle One):
1. Student:
 - Elementary
 - Secondary
 - College
 - Graduate
 2. Non-Student (Level Completed):
 - Secondary
 - College
 - Graduate

III. Re-route to Other Departments

- Commission
(Personal, service organizations,
or business proposals)
- Scheduling/Gloria
- Other _____

IV. Certified Mail

can
Volunteer

?

PHILIP SETH GOLDBERG

2928 Second Street North
Arlington, VA 22201
(703) 908-9204

WORK EXPERIENCE

**PRESIDENTIAL INAUGURAL COMMITTEE: DEPUTY PRESS SECRETARY 12/92 - 1/93
Parade Department. Washington, D.C.**

- * Managed, edited, and wrote Inaugural Parade Script Book to be distributed to national media.
- * Spotted network pool production crew on Parade Day to ensure accurate reporting of the Parade.
- * Supervised and briefed the seven Parade Announcers and coordinated their logistics for Parade Day.
- * Prepared and disseminated news releases and coordinated state-specific media stories with press desks.

**CLINTON/GORE '92: FIELD COORDINATOR 3/92 - 11/92
GENERAL ELECTION**

New Jersey Bergen County Coordinator

- * Managed presidential campaign in targeted state's most populous county.
- * Co-directed Get-Out-The-Vote operation for Bergen County which produced an 85% turnout rate.
- * Contacted and integrated Congressional, Legislative and local elected officials into the field operation.
- * Built grass roots base by contacting activist organizations and by recruiting more than 1,100 volunteers.
- * Supervised six week voter registration drive resulting in 2,000 new registrants.

Convention Director of Messenger Operations

- * Designed and implemented system to distribute messages and packages to convention staff.

PRIMARY ELECTIONS

New Jersey State Phone Bank Supervisor, Union County Coordinator

- * Worked with local Party leaders to establish statewide phone banks in nine key counties.

Pennsylvania Delegate Coordinator

- * Supervised delegate petition process and managed field activities.

THE HOTLINE: STAFF WRITER 3/91 - 3/92

The American Political Network. Falls Church, Virginia.

- * Wrote and compiled executive briefings on campaign and other events for daily political news service.
- * Edited, wrote and managed "Campaigns '91" section.
- * Expanded nationwide network of contacts to obtain coverage and analysis of federal and state elections.
- * Conducted interviews with political experts for original prose.
- * Budgeted stories for publication based on newsworthiness of events.

**DEMOCRATIC NATIONAL COMMITTEE: PRESS AND FINANCE ASSISTANT 1990
Washington, D.C.**

- * Drafted media advisories and press releases and edited daily news digest.
- * Researched and phoned potential donors and organized donor outreach programs.

RELATED EXPERIENCE

Bill Golden for Lt. Governor, Massachusetts. Press and scheduling assistant.

Jim Florio for Governor, New Jersey. Finance assistant.

Michael Dukakis for President, New Jersey. Staff assistant.

Joe Day, WNEV-TV News, Boston, Massachusetts. Political reporter aide.

Paddy Ashdown, Social and Liberal Democrats, England. Policy research aide.

EDUCATION

TUFTS UNIVERSITY. Medford, Massachusetts.

Bachelor of Arts in Political Science 1990. Cum Laude. Dean's List. GPA in Major 3.7, Overall 3.5.

Kerand
There must be
a Jim Kreidler
from FA this.
El

4829 Langdrum Lane
Chevy Chase, Maryland 20815

April 12, 1993

Mr. Eli Segal, Assistant to the President
for National Service
The White House
Washington, D. C.

Dear Mr. Segal,

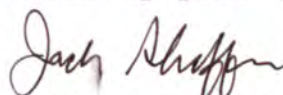
Recently I had occasion to speak with staff at the Job Counseling Center of the Democratic National Committee regarding employment opportunities in the new administration. After reviewing their files, which includes my resume, they indicated that your office was looking for "full time volunteers" to assist in work related to the President's proposed National Service program.

I am in a position at the present time, because of my wife's employment, to consider such volunteerism provided, however, that such volunteer service would not preclude my consideration for employment for any position for which I might be qualified in the future National Service program.

I enclose for your review a copy of a resume highlighting my current and past employment. As you will note I have been employed by Peace Corps and VISTA and my recent employment in the United Nations system involved, in part, work with the United Nations Volunteer program. I have had extensive experience in work with low income communities, both in the United States and in developing countries. My college chaplaincy included a number of organized service programs with students both in the United States and overseas.

I would welcome an opportunity to discuss volunteer opportunities with your office.

Sincerely yours,


John R. Shaffer

JACK SHAFFER

Consultant/Program Evaluation and Development Advisor

Address: 4829 Langdrum Lane
Chevy Chase, Maryland 20815, USA
Telephone: (301) 652-1029
Telex: 467918
Fax: (202) 682-9054

Since September 1987 I have served as an intermittent Consultant/Program Development Advisor to the Development Department of the International Cooperative Alliance, a world-wide organization of national cooperative movements, to the World Council of Credit Unions and to the International Department of the Canadian Cooperative Association. The principal activities undertaken for these organizations included: (1) program evaluation and development missions and proposal preparation, (2) identification of potential new funding opportunities for the development interests of these organizations and (3) an exploration of the potential for utilizing the purchase and conversion of the debt of developing countries as a resource for cooperative finance and development.

In regard to (3) I organized the Debt for Cooperative Investment Service and made survey visits to a number of developing countries, most notably Jamaica, Philippines, Poland, Costa Rica, Colombia, Nicaragua, Panama, Tanzania, Zambia and Uganda, to identify situations in which this approach appeared to have potential.

Recent evaluation, program development and proposal preparation work for the World Council of Credit Unions have included those for credit union development in Nepal, Philippines, Sri Lanka and Uganda.

Previous Employment:

- Executive Secretary
Committee for the Promotion of Aid to
Cooperatives (COPAC)
Rome, Italy

COPAC, based at the Food and Agricultural Organization in Rome, is an inter-agency committee whose functions are to promote attention to and the interests of cooperative organizations in developing countries and to provide a focus for the coordination of cooperative development activities of its member organizations - The Food and Agricultural Organization, International Cooperative Alliance, International Federation of Agricultural Producers, International Federation of Plantation, Agricultural and Allied Workers, International Labor Office, United Nations, and World Council of Credit Unions.

COPAC collects and disseminates information regarding the current status of cooperative development in developing countries and the problems associated with such development, identifies sources of support for cooperative development and provides assistance to cooperatives in finding sources of support for their activities. In these activities I developed and implemented, in collaboration with the COPAC member organizations, a program of work to achieve the goals of the organization. I provided, on request, assistance to cooperative organizations in developing countries seeking assistance for their development efforts. I collected information for and edited all COPAC publications, a list of which is attached.

- Coordinator for Cooperative Development
U. S. Agency for International Development (USAID)
Washington, D. C.

Initially within USAID I worked as a consultant (Pacific Consultants) in the Africa Bureau processing project proposals of non-governmental organizations seeking USAID financial assistance for their program interests. Subsequently I worked as a consultant (Transcentury Corporation) and as a staff member in the USAID Office of Private and Voluntary Cooperation. This office handles USAID relationships with U. S. non-governmental development organizations. Among the tasks carried out was an evaluation of a special USAID grant program designed to assist major non-governmental organizations to strengthen and expand their development capacity.

Following completion of an evaluation study of USAID relationships with U. S. cooperative development organizations, which I carried out as an independent contractor, I was selected to serve as USAID's Coordinator of Cooperative Development, developing policy for USAID's work in cooperative development, and handling the grants (\$6,000,000 per year) which USAID provided to six U. S. cooperative development organizations - Agricultural Cooperative Development International, Credit Union National Association/World Council of Credit Unions, Cooperative Housing Foundation, National Cooperative Business Association, National Rural Electric Cooperative Association, and Volunteers in Overseas Cooperative Assistance.

- Director
Head Start/State Preschool Program
Los Angeles, California

I acted as the executive officer for a comprehensive pre-school program serving low-income families throughout Los Angeles County. The program, financed (\$35,000,000 per year) by the Office of Child Development of the U. S. Government and the Department of Education of the State of California, operated through 13 private development agencies and the Los Angeles County School District. It organized programs in 435 classrooms throughout the county.

I directly supervised a staff of 25 and had responsibility for management of the work of the 14 delegate agencies operating programs. In collaboration with the staff of the project I developed and implemented a program evaluation system, "Evaluating Ourselves in Head Start", which was later used in similar programs in other parts of the United States. I assisted in the organization and served as an officer in the National Head Start Directors Association and the National Head Start Association. I organized and served as Director of the National Friends of Head Start, an advocacy group for the Head Start program.

- Director, Program Evaluation Division
Volunteers in Service to America (VISTA)
Washington, D. C.

VISTA is a U. S. domestic volunteer program (similar to the Peace Corps) which provides volunteers to serve in low income communities in urban and rural areas of the United States. The Program Evaluation Division had responsibility for an on-going annual evaluation of the projects in which volunteers were assigned. These included rural and urban community action (community development) programs, programs on Indian reservations, in Job Corps (job training) centers and in health centers.

As Director I was responsible for the refinement of a uniform evaluation system used in all projects which was designed to measure the impact of volunteers' work, the accomplishment of defined objectives and to identify project problems and needs. I developed a national evaluation schedule and assigned a staff of twenty five persons to carry out on-site evaluations. The Division prepared individual and collective reports (which I edited) regarding the evaluation work and was responsible for interpreting identified problems and needs to the national headquarters and to the program staff in the field responsible for project development and the work of the volunteers. The evaluation system was regarded by the management of the VISTA program as an important tool for the refinement of program objectives and for the commitment of program resources.

- Director
Peace Corps/Jamaica
Kingston, Jamaica

At the time I was Director of the Peace Corps in Jamaica there were 135 volunteers assigned to work in such diverse fields as pre-school education, teacher training, vocational education, educational television, rural home economics and cooperative development. As Director I was responsible for the development of an annual plan for use of volunteers, supervision of a staff of seven and of the 135 volunteers, liaison with Government of Jamaica officials, relationships with U. S. diplomatic representatives in Jamaica and with the staff of the Peace Corps in Washington D. C.

- Coordinator of Community Services and Program
Development Specialist
Economic and Youth Opportunities Agency
Los Angeles, California

The Economic and Youth Opportunities Agency was the local operating agency for a series of programs designed to ameliorate the problems and needs of the low income people and communities in Los Angeles County. Initially I was employed to coordinate community services for a youth training and employment project in the Watts area of the county. Subsequently I served in the headquarters of the agency, assisting in the development of new programs. Following the organization of a trade union of the employees of the agency (of which I served as first president) I worked for a period of several months as a business agent and local representative of the union, an affiliate of the American Federation of State, County and Municipal Employees (AFSCME).

- Director, Wesley Foundation and Chaplain to
Methodist Students
University of Southern California
Los Angeles, California

The Wesley Foundation at The University of Southern California was the organization established to serve the interests and needs of Methodist Church-related students attending the university. As Director I was responsible for working with student leaders to develop a program of religious education and service and to act as an ongoing advisor to these students in the execution of their program. I served also as a counselor for the personal, social and religious needs of individual students. During the period in which I was Director a number of special programs were developed including international work camps in Germany, India and Mexico, a cooperative housing facility for men students and various service projects designed to provide assistance to low income community residents in the Watts area adjacent to the University, on several Indian reservations and in other related communities.

- Minister of Youth (two churches)
First Methodist Church, Huntington Park California
Figueroa Christian Church, Los Angeles, California

I served for two equal periods as Minister of Youth in two urban parishes in the Los Angeles area. In both cases I was responsible for the development and implementation of a program of religious education and service for young people in junior high (ages 12-14), high school (ages 15-18) and college/university (ages 19-22). I counseled them and adult volunteers who worked with them in program development, religious education and service activities

- During my university and graduate school education I worked full-time and/or part-time in a variety of non-career positions including manufacturing production, retail sales, data processing, janitorial services, and as executive secretary of a community action organization related to the trade union movement.

Education:

Bachelor of Arts (International Relations)
University of Southern California
Los Angeles, California

Master of Theology (Social Ethics/Religious Education/World Religions)
Southern California School of Theology
Claremont, California

Publications:

Conflict and Controversy Involving VISTA Volunteers (1970)

Evaluating Ourselves in Head Start (1975)

An Historical Analysis of the Relationships Between USAID and U. S. Cooperative Organizations (1978)

Edited the following publications for COPAC (Partial list)
(1981-1987) -

Directory of Agencies Assisting Cooperatives in Developing Countries

Current Assistance to Cooperatives in Developing Countries

Cooperative Information Notes (Country studies of cooperative movements in some 35 developing countries)

Financial and Technical Assistance Needs of Cooperatives in Developing Countries

COPAC Occasional Papers -

- Agricultural Marketing by Cooperatives in Africa and Asia - Some Lessons for the Future

- Small Scale Fisheries Cooperatives

- Government and Cooperatives

- Cooperative Education and Training in Asia

Recycling Third World Debt for Cooperative Investments (1987)

Debt Equity Conversion Investments in Cooperative Enterprises (1989)

OUR NEW VOLUNTEER COMPUTER DATABASE IS FINISHED!!

We need your permanent schedule information for our new system. You will be admitted to the building on the days you indicate. Due to security restraints, we need schedule information on all volunteers. This system will eliminate the need for daily sign up sheets. Thank you for your cooperation.

Check off the days of the week that you work:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

LAST NAME _____ FIRST NAME _____

BIRTHDATE _____ SSN# _____

OUR NEW VOLUNTEER COMPUTER DATABASE IS FINISHED!!

We need your permanent schedule information for our new system. You will be admitted to the building on the days you indicate. Due to security restraints, we need schedule information on all volunteers. This system will eliminate the need for daily sign up sheets. Thank you for your cooperation.

Check off the days of the week that you work:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

LAST NAME _____ FIRST NAME _____

BIRTHDATE _____ SSN# _____

OUR NEW VOLUNTEER COMPUTER DATABASE IS FINISHED!!

We need your permanent schedule information for our new system. You will be admitted to the building on the days you indicate. Due to security restraints, we need schedule information on all volunteers. This system will eliminate the need for daily sign up sheets. Thank you for your cooperation.

Check off the days of the week that you work:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

LAST NAME _____ FIRST NAME _____

BIRTHDATE _____ SSN# _____

OUR NEW VOLUNTEER COMPUTER DATABASE IS FINISHED!!

We need your permanent schedule information for our new system. You will be admitted to the building on the days you indicate. Due to security restraints, we need schedule information on all volunteers. This system will eliminate the need for daily sign up sheets. Thank you for your cooperation.

Check off the days of the week that you work:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

LAST NAME _____ FIRST NAME _____

BIRTHDATE _____ SSN# _____

OUR NEW VOLUNTEER COMPUTER DATABASE IS FINISHED!!

We need your permanent schedule information for our new system. You will be admitted to the building on the days you indicate. Due to security restraints, we need schedule information on all volunteers. This system will eliminate the need for daily sign up sheets. Thank you for your cooperation.

Check off the days of the week that you work:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

LAST NAME _____ FIRST NAME _____

BIRTHDATE _____ SSN# _____

OUR NEW VOLUNTEER COMPUTER DATABASE IS FINISHED!!

We need your permanent schedule information for our new system. You will be admitted to the building on the days you indicate. Due to security restraints, we need schedule information on all volunteers. This system will eliminate the need for daily sign up sheets. Thank you for your cooperation.

Check off the days of the week that you work:

Monday ___
Tuesday ___
Wednesday ___
Thursday ___
Friday ___
Saturday ___

LAST NAME _____ FIRST NAME _____

BIRTHDATE _____ SSN# _____

OUR NEW VOLUNTEER COMPUTER DATABASE IS FINISHED!!

We need your permanent schedule information for our new system. You will be admitted to the building on the days you indicate. Due to security restraints, we need schedule information on all volunteers. This system will eliminate the need for daily sign up sheets. Thank you for your cooperation.

Check off the days of the week that you work:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

LAST NAME _____ FIRST NAME _____

BIRTHDATE _____ SSN# _____

OUR NEW VOLUNTEER COMPUTER DATABASE IS FINISHED!!

We need your permanent schedule information for our new system. You will be admitted to the building on the days you indicate. Due to security restraints, we need schedule information on all volunteers. This system will eliminate the need for daily sign up sheets. Thank you for your cooperation.

Check off the days of the week that you work:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

LAST NAME _____ FIRST NAME _____

BIRTHDATE _____ SSN# _____

OUR NEW VOLUNTEER COMPUTER DATABASE IS FINISHED!!

We need your permanent schedule information for our new system. You will be admitted to the building on the days you indicate. Due to security restraints, we need schedule information on all volunteers. This system will eliminate the need for daily sign up sheets. Thank you for your cooperation.

Check off the days of the week that you work:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

LAST NAME _____ FIRST NAME _____

BIRTHDATE _____ SSN# _____

OUR NEW VOLUNTEER COMPUTER DATABASE IS FINISHED!!

We need your permanent schedule information for our new system. You will be admitted to the building on the days you indicate. Due to security restraints, we need schedule information on all volunteers. This system will eliminate the need for daily sign up sheets. Thank you for your cooperation.

Check off the days of the week that you work:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

LAST NAME _____ FIRST NAME _____

BIRTHDATE _____ SSN# _____

OUR NEW VOLUNTEER COMPUTER DATABASE IS FINISHED!!

We need your permanent schedule information for our new system. You will be admitted to the building on the days you indicate. Due to security restraints, we need schedule information on all volunteers. This system will eliminate the need for daily sign up sheets. Thank you for your cooperation.

Check off the days of the week that you work:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

LAST NAME _____ FIRST NAME _____

BIRTHDATE _____ SSN# _____

OUR NEW VOLUNTEER COMPUTER DATABASE IS FINISHED!!

We need your permanent schedule information for our new system. You will be admitted to the building on the days you indicate. Due to security restraints, we need schedule information on all volunteers. This system will eliminate the need for daily sign up sheets. Thank you for your cooperation.

Check off the days of the week that you work:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

LAST NAME _____ FIRST NAME _____

BIRTHDATE _____ SSN# _____

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9-10			Kristin Mainzer (8:30-12)	Marcus King (9-5)		Marcus King
10-11	Arlene Matusow			Kristin Mainzer (9-12)	Nancy Cotham	Sarah Haberman (10-3)
11-12						
12-1		Richard Michaels (1-4)				Richard Michaels (12-4)
1-2	Nancy Cotham (1:30)	Marcus King (1-5:30) Nancy Cotham (1:30)		Nancy Cotham (1:30)		
2-3					Elizabeth Howe (2-5:30)	
3-4						
4-5	Victoria Schmitt Rod Kanter Melissa Motichek (4:30-?)					
5-6						
6-7				William Petroff (6:30-8:30)		
7-8						
8-9						

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9-10			Kristin Mainzer (8:30-12)	Marcus King (9-5) <i>8:30</i>		Marcus King
10-11	Arlene Matusow			Kristin Mainzer (9 -12)	Nancy Cotham	Sarah Haberman (10-3)
11-12						
12-1		Richard Michaels (1-4)				Richard Michaels (12-4)
1-2	Nancy Cotham (1:30)	Marcus King (1-5:30) Nancy Cotham (1:30)		Nancy Cotham (1:30)		
2-3					Elizabeth Howe (2-5:30)	
3-4						
4-5	Victoria Schmitt Rod Kanter Melissa Motichek (4:30-?)					
5-6						
6-7	<i>JOHN WORTMAN 8-27-55</i>	<i>tues</i> <i>6:30</i>		William Petroff (6:30-8:30)		
7-8						
8-9						

JRSE HEITLER 7-14-75
DAVID WELCH CORRESPONDENCE

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. forms	re: Volunteer Computer Database Form; [Personally Identifiable Information] [Partial] (6 pages)	00/00/0000	b(6)

COLLECTION:

Clinton Presidential Records
National Service
Jim Kreidler
OA/Box Number: 1285

FOLDER TITLE:

Possible Volunteers [1]

2013-0661-F

jp4904

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

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

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

OUR NEW VOLUNTEER COMPUTER DATABASE IS FINISHED!!

We need your permanent schedule information for our new system. You will be admitted to the building on the days you indicate. Due to security restraints, we need schedule information on all volunteers. This system will eliminate the need for daily sign up sheets. Thank you for your cooperation.

CLINTON LIBRARY PHOTOCOPY

Check off the days of the week that you work:

Monday
Tuesday
Wednesday
Thursday
Friday
Saturday

[001]

LAST NAME WELCH FIRST NAME EDWARD

BIRTHDATE

(b)(6)

SSN#

(b)(6)

FT

OUR NEW VOLUNTEER COMPUTER DATABASE IS FINISHED!!

We need your permanent schedule information for our new system. You will be admitted to the building on the days you indicate. Due to security restraints, we need schedule information on all volunteers. This system will eliminate the need for daily sign up sheets. Thank you for your cooperation.

CLINTON LIBRARY PHOTOCOPY

Check off the days of the week that you work:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

[001]

2:00-5:30

LAST NAME Howe FIRST NAME Elizabeth

BIRTHDATE (b)(6) SSN# (b)(6)

PT

OUR NEW VOLUNTEER COMPUTER DATABASE IS FINISHED!!

We need your permanent schedule information for our new system. You will be admitted to the building on the days you indicate. Due to security restraints, we need schedule information on all volunteers. This system will eliminate the need for daily sign up sheets. Thank you for your cooperation.

CLINTON LIBRARY PHOTOCOPY

Check off the days of the week that you work:

Monday AFTERNOON SHIFT
Tuesday BETWEEN NOON AND NINE [cc1]
Wednesday CAN VARY SCHEDULE CONTINGENT
Thursday ON ROOMMATE'S ACQUESCENCE
Friday
Saturday

LAST NAME

WELSH

FIRST NAME

DAVID

BIRTHDATE

(b)(6)

SSN#

(b)(6)

National Service

OUR NEW VOLUNTEER COMPUTER DATABASE IS FINISHED!!

We need your permanent schedule information for our new system. You will be admitted to the building on the days you indicate. Due to security restraints, we need schedule information on all volunteers. This system will eliminate the need for daily sign up sheets. Thank you for your cooperation.

CLINTON LIBRARY PHOTOCOPY

Check off the days of the week that you work:

Monday
Tuesday 1-5:30
Wednesday
Thursday all day *depending
Friday
Saturday Daytime

[001]

LAST NAME King FIRST NAME Marcus

BIRTHDATE (b)(6) SSN# (b)(6)

National Service

OUR NEW VOLUNTEER COMPUTER DATABASE IS FINISHED!!

We need your permanent schedule information for our new system. You will be admitted to the building on the days you indicate. Due to security restraints, we need schedule information on all volunteers. This system will eliminate the need for daily sign up sheets. Thank you for your cooperation.

CLINTON LIBRARY PHOTO COPY

Check off the days of the week that you work:

Monday

Tuesday

~~1245p-4p~~ 1245p-4p

[001]

Wednesday

Thursday

Friday

Saturday

12p-4p

LAST NAME

Michaels

FIRST NAME

Richard

BIRTHDATE

(b)(6)

SSN#

(b)(6)

NATIONAL SERVICE

OUR NEW VOLUNTEER COMPUTER DATABASE IS FINISHED!!

We need your permanent schedule information for our new system. You will be admitted to the building on the days you indicate. Due to security restraints, we need schedule information on all volunteers. This system will eliminate the need for daily sign up sheets. Thank you for your cooperation.

CLINTON LIBRARY COPY COPY

Check off the days of the week that you work:

Monday X 1:30 PM
Tuesday X 1:30 PM
Wednesday ~~XXXXXXXXXX~~
Thursday X 1:30 PM
Friday X 10:00 AM
Saturday occasionally

[001]

LAST NAME COTHAM FIRST NAME NANCY

BIRTHDATE (b)(6) SSN# (b)(6)

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
002. list	re: Possible Volunteers; [Personally Identifiable Information] [Partial] (1 page)	00/00/0000	b(6)

COLLECTION:

Clinton Presidential Records
National Service
Jim Kreidler
OA/Box Number: 1285

FOLDER TITLE:

Possible Volunteers [1]

2013-0661-F
jp4904

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

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

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

Interested

Kadi Tierney

234 2057

LIBRARY PHOTOCOPY

MT 1415

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
003. resume	[Personally Identifiable Information] [Partial] (1 page)	00/00/0000	b(6)

COLLECTION:

Clinton Presidential Records
National Service
Jim Kreidler
OA/Box Number: 1285

FOLDER TITLE:

Possible Volunteers [1]

2013-0661-F
jp4904

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

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

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

BENJAMIN W. DRIGGS
11620 Partridge Run Lane
Potomac, MD 20854
(301) 299-9177

POSSIBLE READER
2 OR 3 TIMES
A WEEK

301-961-7150

TIFFIN

EDUCATION

- 1987-1989 **THE FLETCHER SCHOOL OF LAW AND DIPLOMACY, TUFTS UNIVERSITY**
Degree: Master of Arts in Law and Diplomacy
Fields of Study: International Trade Policy; International Monetary Systems;
International Business Marketing; Macro-Economics
Honors: Elected to the Admissions and Scholarships Committee
- 1982-1987 **THE UNIVERSITY OF UTAH**
Degree: Bachelor of Arts
Fields of Study: History; Japanese and Chinese languages
Ranking: 2/350
Honors: Phi Beta Kappa; College of History Salutatorian
- 1985 **THE BEIJING LANGUAGE INSTITUTE**
Field of Study: Chinese language

(b)(6)

EXPERIENCE

- 1992 **SPECIAL ASSISTANT, Clinton/Gore '92 (Los Angeles, CA)**
 - Served as full-time special assistant to Mickey Kantor prior to California primary
 - Facilitated campaign scheduling and communications for Mickey
 - Compiled 350-person campaign roster of Southern California Attorneys for Clinton/Gore
 - Participated in special events and voter registration drive
- 1990-1992 **MANAGER, Image Watches, Inc. (Los Angeles, CA)**
 - Managed ten representatives who serviced all clients, promoted company's products, and initiated 20% of company's overall business in cooperation with Marketing
 - Designed and executed training program to increase both service and sales techniques
 - Introduced performance evaluation program
 - Worked with management team to write and implement the first company policy and procedure manual in its ten year history
 - Spoke Chinese daily with factory personnel to expedite production
- 1988-1989 **MARKETING CONSULTANT, International Treasury Systems, Inc. (Boston, MA)**
 - Created and implemented all strategic planning for penetration into Japanese banking industry
 - Initiated contacts with seven major trading companies and twenty-two Japanese banks
 - Prepared joint venture proposal with major trading company
 - Interviewed more than thirty Japanese clients
 - Wrote 70-page market analysis of Japan's financial trading systems industry
 - Directed bilingual video production of company's product
 - Managed all relations with Japanese clients
- 1983-1984 **VOLUNTEER, The Church of Jesus Christ of Latter-day Saints (Tokyo, Japan)**
 - Volunteered missionary service in Japan

[003]

LANGUAGES

JAPANESE: Advanced speaking, intermediate writing
CHINESE: Advanced speaking, intermediate writing

TALL VOLUNTEER

**Benjamin W. Driggs
11620 Partridge Run Lane
Potomac, MD 20854
(301) 299-9177**

March 4, 1993

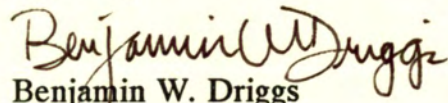
Mr. Jim Kreidler
Office of National Service
The White House
Washington, D.C. 20500

Dear Jim:

Per our conversation, I am forwarding my resume and a copy of the letter I sent to Mr. Segal expressing my interest in working at the Office of National Service. I am eager to serve on Mr. Segal's staff and would be willing to work as a volunteer until the office is operating at full capacity.

I appreciate your assistance and look forward to meeting you soon.

Sincerely,


Benjamin W. Driggs

Benjamin W. Driggs
11620 Partridge Run Lane
Potomac, MD 20854
(301) 299-9177

March 4, 1993

Mr. Eli Segal
Office of National Service
The White House
Washington, D.C. 20500

Dear Mr. Segal:

Congratulations on your appointment to Director of the Office of National Service. I am writing to express interest in working at the Office of National Service as it embarks on a timely and challenging mission.

I worked with Mickey Kantor and Susan Collins last spring at Manatt, Phelps, Phillips and Kantor and moved to Washington in January to pursue a position in the new administration. Like many, I see the potential contribution of the Office of National Service to the young people in this country and look forward to becoming involved in the formation of this program.

I recently spoke with Jim Kreidler who indicated that you will be increasing your staff gradually over the next few months. I believe my analytical skills and academic background at The Fletcher School of Law and Diplomacy would help the Office of National Service achieve its policy objectives. Likewise, my business experience in management and marketing would contribute to the program's efficient development.

Thank you in advance for your consideration. I am enclosing my resume for your review and look forward to meeting you soon.

Sincerely,

Benjamin W. Driggs


cc: Jim Kreidler


THE WHITE HOUSE

WASHINGTON

March 18, 1993

MEMORANDUM TO ALL OFFICES

FROM: JAMIE WILLIAMS 
DIRECTOR OF PRESIDENTIAL INQUIRIES

THROUGH: MARSHA SCOTT 
DEPUTY ASSISTANT TO THE PRESIDENT AND
DIRECTOR OF PRESIDENTIAL CORRESPONDENCE

RE: VOLUNTEERS

In order to fulfil your volunteer needs and maintain a secure facility, the following rules have been instituted as of **March 22, 1993**. These procedures have been developed with the guidance of the Secret Service, White House Security, and the Volunteer Director. Your cooperation is appreciated.

Please submit a list of your **permanent** volunteers with their respective **dates of birth** and **Social Security numbers**.

If the volunteers have not completed a White House Supplemental Information Sheet (aka the blue forms), they must come to room 39 immediately. Our office will help expedite the process.

Our office must know the **days/hours** your volunteers need to be accessed into WAVES. We need this information **at least 24 hours in advance**. Our office number is **x2724**.

All volunteers in the White House Complex are **required to check in each day at Room 39**. If a volunteer fails to register in Room 39, they will be dropped from the Access List.

Thank you.

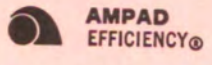
To Laura Jim
Date 4/12 Time 10:25

WHILE YOU WERE OUT

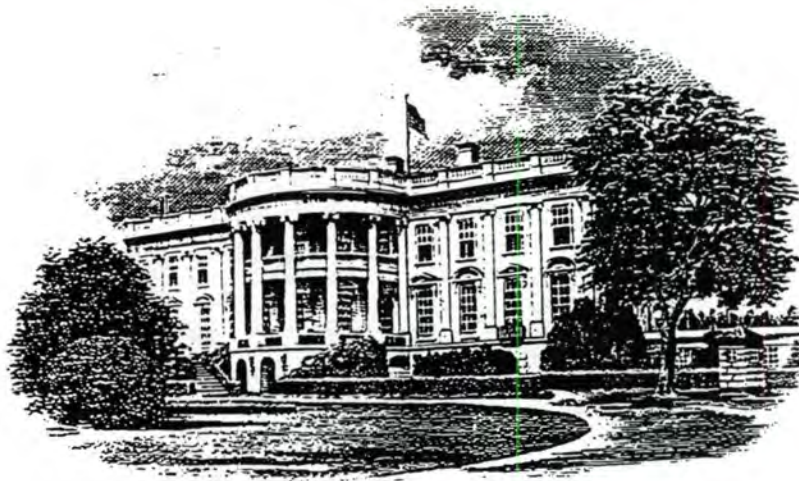
M. John Wartman
of _____
Phone H: (202) 966-1993
Area Code Number Extension

TELEPHONED	<input checked="" type="checkbox"/>	PLEASE CALL	<input checked="" type="checkbox"/>
CALLED TO SEE YOU	<input type="checkbox"/>	WILL CALL AGAIN	<input type="checkbox"/>
WANTS TO SEE YOU	<input type="checkbox"/>	URGENT	<input type="checkbox"/>
RETURNED YOUR CALL <input type="checkbox"/>			

Message _____
Confirming that
he's OK to come
in? What time? Clearance?
Pls. call.
Ben
Operator



WHITE HOUSE COMPLEX



VOLUNTEER STAFF ORIENTATION HANDBOOK

Previous Edition Should Be Recycled

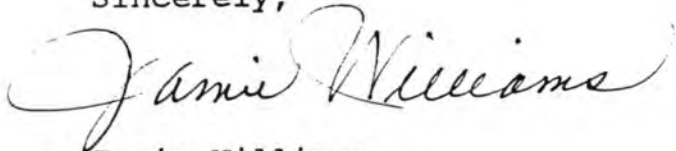
THE WHITE HOUSE
OFFICE OF PRESIDENTIAL INQUIRIES
ROOM 39, O.E.O.B.

Welcome to the Clinton White House! Volunteers and their energies are an absolutely vital part of our team. You and your efforts directly contribute to the success of the Clinton/Gore Administration.

The following pages outline the security procedures and responsibilities of all volunteer staff. These procedures may at times seem exhaustive, but they are necessary for everyone's safety. Please read them carefully. Your cooperation is essential to an efficient and secure working environment.

Again, thank you for your contribution to the Clinton/Gore administration.

Sincerely,

A handwritten signature in cursive script that reads "Jamie Williams". The signature is written in dark ink and is positioned above the printed name.

Jamie Williams

SECURITY PROCEDURE

Entering The Complex:

All volunteer personnel must enter the Old Executive Office Building (O.E.O.B.) by the 17th and G St. entrance. Once inside the foyer **you must present a photo I.D.** to the Uniformed Secret Service officer behind the desk. The officer will check your name in the computer, where you should be listed as a volunteer. If your name is not in the computer, **you will be denied entrance.** This is a common occurrence - don't panic. Pick up the tan phone on the right side of the foyer and wait for the operator to come on the line. Ask for extension 2724 and explain your predicament. We will get you in the building just as quickly as we can.

Badges:

If your name is in the computer, the Secret Service officer will give you a plastic badge with the letter "A" on it. All volunteers receive this badge. Display the badge prominently. Your badge is your permission to be in the building, if you are without it you will be asked to leave. Do not lose it, and **always return it to the Secret Service on your way out of the building.**

Volunteer Check In:

Once inside the building go to the Office of Presidential Inquiries in room 39. If this is your first day you will be asked to sit in on an orientation session before being assigned a job. The Office of Presidential Inquiries acts as a sort of volunteer supply depot. Any office in the White House Complex that needs volunteers calls the Inquiries Office, where we match the task to the personnel. Your assignment may be anywhere in the White House Complex and may vary in duration from a few hours to several weeks. In any event the Inquiries office in room 39 will remain your home base. There are a few simple guidelines concerning job assignments that must be enforced for security reasons. We ask that you observe the following carefully:

1. **CHECK IN AT ROOM 39 EVERY TIME YOU ENTER THE BUILDING. THE SECRET SERVICE REQUIRES THAT WE KNOW WHERE YOU ARE AT ALL TIMES.**
2. **IF THE JOB YOU WERE GIVEN IS COMPLETED, RETURN TO ROOM 39 FOR REASSIGNMENT.**
3. **STAY AT THE POST ASSIGNED TO YOU UNTIL OTHERWISE INSTRUCTED.**

GENERAL INFORMATION

Phone:

456-2724

Office Personnel:

Jamie Williams
Judy Allbright
Patrick Briggs

Dress:

Business attire is required during the week. On the Weekends slightly more casual clothing is acceptable.

Hours:

The White House Complex is open to volunteers according to the following schedule:

MON - FRI: 8:00 am - 9:00 pm
SATURDAY : 10:00 am - 5:00 pm
SUNDAY : CLOSED

Your particular job assignment may fall outside these hours. If that is the case special arrangements will be made.

Behavior:

In your capacity as a volunteer you now represent the Clinton/Gore administration. Always be polite on the telephone, regardless of how offensive the caller is. You may hear from a variety of very disturbed individuals. Do not commit to any position on any issue, merely record their opinion and thank them for the call.

Remember that you are working in the White House Complex. A healthy respect for where you are and a professional attitude makes everyone's job easier.

Personal Difficulties:

If you run into any difficulties with the office you are placed in, let us know and we will reassign you. We need you and we want to keep you happy. If you don't get along with the people you are working with, let us know and we will try to work something out.

JOB ASSIGNMENTS

There are literally hundreds of different jobs that volunteer staffers at The White House Complex may be asked to do. The majority of volunteers, however, will be asked to work in constituent relations. The flow of information between the American people and their President stands at an all time high. At the same time, there will be fewer staff to process this information. As a result, volunteers are absolutely crucial.

The White House Comment Line:

Many volunteers are needed to man the White House Comment Line. The lines are open 9-5 Monday through Friday. These lines are an opportunity for the American people to register their opinion with the President directly. Comment Line staffers talk to Americans from all walks of life and listen to their concerns. The opinions recorded are tabulated and the President is made aware of them. Comment Line staffers are on the "front lines" of constituent relations. They often hear America's first reactions to policy changes or world events.

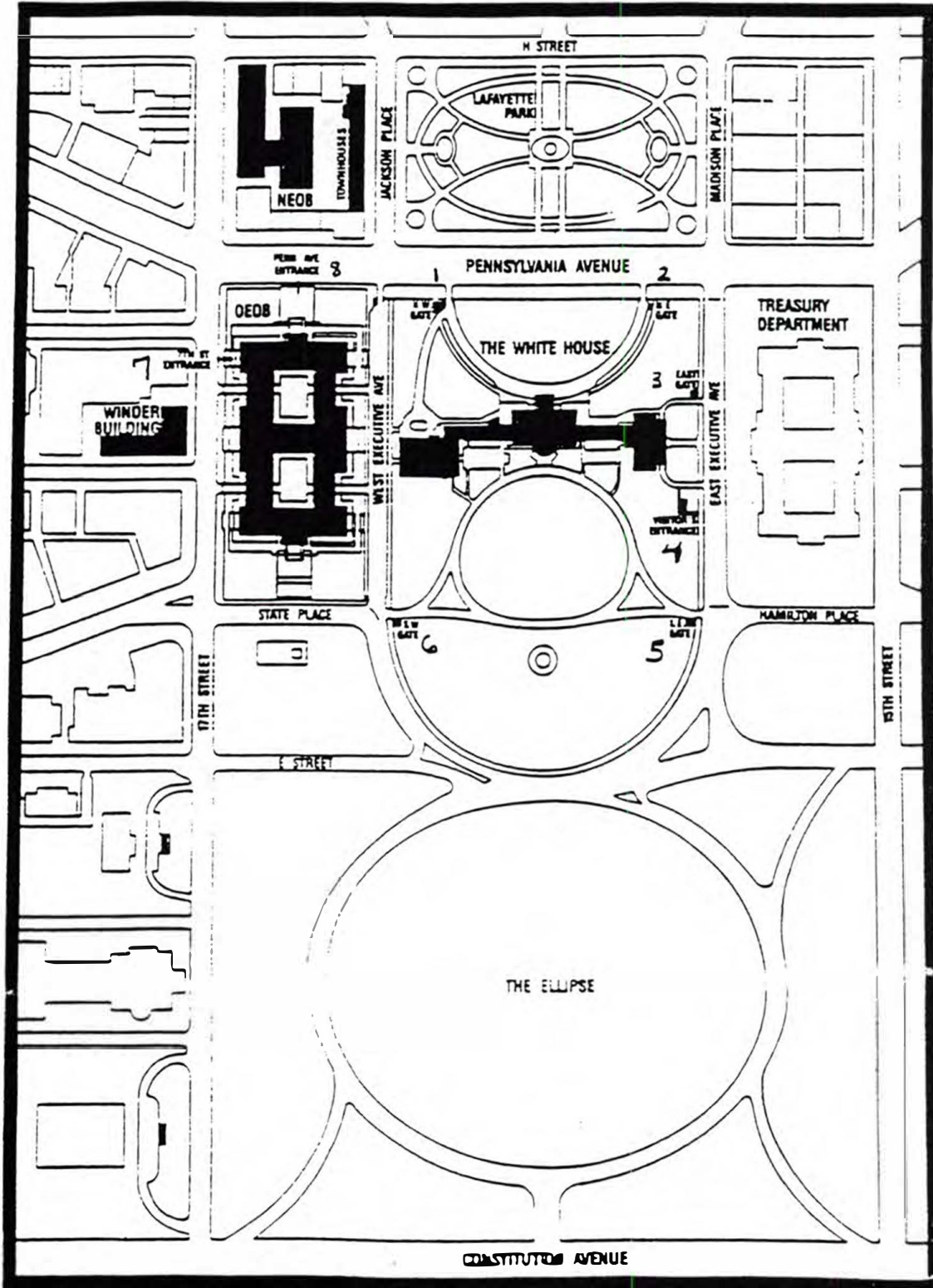
Mail Analysis:

President Clinton has received a record amount of mail since the inauguration. Every piece of mail gets a response. A great many volunteers are needed to read, sort, and respond to the President's mail.

Miscellaneous Assignments:

As a volunteer you may be assigned to virtually any office in the White House Complex. Assignments in offices outside the correspondence department are usually on an ad hoc basis. Other offices may need you to answer phones, do general office work, or handle their correspondence. We understand that some volunteer staffers have particular offices in mind, and we will do our best to accommodate you whenever possible. However, due to the large number of volunteers and the pressing nature of our duties here, it is not always possible to assign everyone to the office of their choice.

MAP OF WHITE HOUSE COMPLEX



Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
004. fax cover sheet	Andrew Sexton to David Henkel; re: Volunteer (1 page)	04/08/1993	Personal Misfile

COLLECTION:

Clinton Presidential Records
National Service
Jim Kreidler
OA/Box Number: 1285

FOLDER TITLE:

Possible Volunteers [1]

2013-0661-F

jp4904

RESTRICTION CODES**Presidential Records Act - [44 U.S.C. 2204(a)]**

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

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

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

Jennifer E. Gladieux

2313 North Dinwiddie Street • Arlington, Virginia 22207 • (703) 351-7962
 1025 Edgewood Street • North Canton, Ohio 44720 • (216) 499-7628
 Daytime telephone • (703) 875-0499 ext. 2122

GRADUATE EDUCATION:

London School of Economics and Political Science, England.
 Master of Science in the Faculty of Economics, November 1992.
 Major: Urban and Regional Planning
 Honors and Awards: Distinction on thesis, *Environmental Impact Assessment in the Context of the British Planning System*
 Activities: United Nations Postgraduate Study Program 1992
 Social chair, Urban & Regional Planning Society
 London University Swim Team
 Travel throughout Europe

UNDER- GRADUATE EDUCATION:

College of William & Mary, Williamsburg, Virginia.
 Bachelor of Arts in Economics, May 1991.
 Major: Economics Minor: Math
 Honors and Awards: Benjamin Stoddert Fwell Leadership Award
 Economics Essay Award
 Activities: President, Students United for the Bay, environmental group
 Class Captain 1992 - fundraising for class gift
 Summer in Cambridge, England - studying theater
 Washington Program at the Brookings Institute

SKILLS:

Languages: French.
Computers: SAS, I indo, various PC software.
Courses: accounting, econometrics, operations research.

EXPERIENCES:

- 3/93 Temps & Company, Rosslyn, Virginia.
 Position: Office work with Statistica, Inc.
 Duties: Collating immigration files.
- 7/92 United Nations Postgraduate Study Program 1992, Geneva, Switzerland.
 Position: Student participant
 Duties: Attend lectures; draft recommendations in working group.
- 7 - 9/91 Pro Football Hall of Fame Festival, Greater Canton Chamber of Commerce.
 Position: Junior accountant
 Duties: Accounts payable; balancing computer accounting system.
- 9/90 - 5/91 Public Policy Department, College of William & Mary.
 Position: Student assistant
 Duties: Conference scheduling and publicity.
- 9/90 - 12/90 Real Estate Assessments, James City County, Virginia.
 Position: Research Intern
 Duties: Market analysis of townhouse properties.
- 9/89 - 12/89 Eastern State Hospital, Williamsburg, Virginia.
 Position: Management Intern
 Duties: Work load analysis of clerical staff.

OTHER EMPLOYMENT:

Earned approximately 40% of educational and living expenses through a variety of positions including: waitress, retail, and lifeguard.

Presidential Transition Resume Routing Form

From: Melinda Yee

Name of Applicant: Mary Mahoney Date: 2/3/93

Will you sponsor? yes no

Recommendation:
 Highly Recommended Recommended Consider

- (1) Campaign:
 - CG: Clinton/Gore National Staff
 - CC: Coordinated Campaign Staff
 - DN: Democratic National Comm.
 - FI: Finance
 - VF: Full-time Volunteer
 - VP: Part-time Volunteer

*Transition
volunteers
as well*

- (2) Job Preference/Area of Interest:

<input type="checkbox"/> Accounting	<input type="checkbox"/> Information Systems
<input type="checkbox"/> Administration	<input type="checkbox"/> Intergovernmental Relations
<input type="checkbox"/> Advance	<input type="checkbox"/> Legal
<input type="checkbox"/> Clerical	<input type="checkbox"/> Public Affairs/Press
<input type="checkbox"/> Congressional Relations	

(3) Job Level: Sub-cabinet Senior Level Entry Level Other (Please Specify) *Intern*

- (4) Agency/Department Preference (note top two choices):

<input type="checkbox"/> Agriculture	<input type="checkbox"/> Interior
<input type="checkbox"/> Arts/Humanities	<input type="checkbox"/> Justice
<input type="checkbox"/> Education	<input type="checkbox"/> Labor
<input type="checkbox"/> Commerce	<input type="checkbox"/> NASA
<input type="checkbox"/> Defense	<input type="checkbox"/> Office/Management & Budget
<input type="checkbox"/> Energy	<input type="checkbox"/> Office/Personnel Management
<input type="checkbox"/> Environmental Protection	<input type="checkbox"/> Science/Space/Technology
<input type="checkbox"/> EEOC	<input type="checkbox"/> State
<input type="checkbox"/> FDIC	<input type="checkbox"/> Transportation
<input type="checkbox"/> Health/Human Services	<input type="checkbox"/> Treasury
<input type="checkbox"/> Housing/Urban Development	<input type="checkbox"/> Veteran's Affairs
	<input type="checkbox"/> Other (please describe)

*Intern
National Security
Council*

(5) Comment: *X EOP*

Please send this form and attached resume (for candidates) to:
**Presidential Transition
Office of Personnel
1120 Vermont Avenue, NW
Washington, DC 20270**
ATTN: note campaign position (as per categories listed above under "Campaign" section)

410-296-3463

Mary Caitrin Mahoney
7903 Roldrew Avenue
Towson, MD 21204

410-576-9594

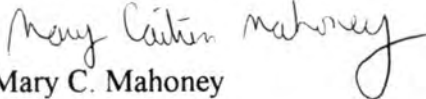
TO WHOM IT MAY CONCERN,

I am interested in a non-paid internship in the National Service Office in the White House of the Clinton/Gore Administration.

I am a college sophomore, age 20, with a good academic record and experience in Political Science, Communications, and Volunteer Work. I worked for the Clinton/Gore campaign at the New York City headquarters and am currently volunteering full time in the Constituency Outreach Department of the Transition.

Due to personal reasons, I must take next semester off from college. Thus, a timely and careful consideration of my offer and abilities would be greatly appreciated.

Sincerely,


Mary C. Mahoney

Enclosure: resume

Mary Caitrin Mahoney
7903 Roldrew Avenue
Towson, MD 21204

410-296-3463

410-576-9594

EDUCATION

Fordham University, New York, New York (August 1992 - December 1992)

Major - Communications. Secretary of the Young Democrats. Community service for POTS soup kitchen and SHARE food program.

Ithaca College, Ithaca, New York (August 1991 - May 1992)

Major - Television/Radio. Dean's List, Oracle Society (Freshman Honors). Camera operator for college television station.

McDonogh School, McDonogh, Maryland (September 1984 - June 1991)

Honor Roll. Exchange to the Soviet Union.

**WORK
EXPERIENCE**

Maran Graphic Specialties, Inc., manufacturer of printed and plastic products (May 1992 - August 1992)

Office assistant/computer operator. Organized customer groups; assembled and computerized mailings; fulfilled receptionist duties, phone answering, guest greeting.

G.T. Pizza (May 1991 - August 1991)

Took phone orders, delivered pizza pies by automobile.

Hecht's, department store (June 1990 - August 1990)

Retail sales.

Friendly's Restaurant (May 1989 - August 1989)

Waitress.

Surf's Up Sub Shop (June 1988 - August 1988)

Sandwich creator.

**CLINTON/GORE
CAMPAIGN**

New York City Headquarters (Fall, 1992)

Phonebanking, "Torch Light Parade" planning, literature dissemination.

ROADTRIPS: Redding, PA (October, 1992) — assisted local office;

New Jersey (October 31 - November 1, 1992) — performed advance work for rally at the Meadowlands;

Madison, NJ (November 2, 1992) — demonstrated Clinton/Gore support at a rally for President Bush (hazardous duty).

**TRANSITION
TEAM**

Constituency Outreach, Washington, DC (Monday - Friday, 9 a.m.- 6 p.m.)

Receptionist.

PERSONAL ASSETS

Political awareness; concern for people. Good phone, interpersonal skills. Computer experience (Word Perfect, Windows, and MACS). Flexibility, dedication, hope.

The Evening Sun

Baltimore, Wednesday, August 12, 1992

10A



HILLARY CLINTON



JACKIE KENNEDY



BARBARA BUSH

Is America ready for Hillary Clinton?

Jackie Kennedy was a beautiful, stylish doormat.

Barbara Bush is a beloved grandmother.

Hillary Clinton is simply herself — an independent lawyer, mother and wife.

Like an increasing number of women today, Hillary Clinton does not fit into any female stereotype. I have nothing against Jackie Kennedy and Barbara Bush. However, it makes me very angry when a person as capable as Hillary Clinton gets bashed because she may not fulfill a narrow view of the First Lady's role.

Mrs. Clinton is smart and savvy. It is sad — especially in this "year of the woman" — that she feels she must water down her language so as not to offend Americans who are not ready for a self-sufficient presidential spouse.

Bill Clinton says we do not have a person to waste. I believe that and see Mrs. Clinton as someone whose bountiful abilities should not be wasted at the White House.

If Bill Clinton is elected president, Hillary Clinton surely will contribute her efforts to national endeavors.

Unfortunately, she will be under close scrutiny by the press and public. It will be difficult for her to pursue projects confidently while constantly wary of traditional stereotypes.

Some Americans worry about conflicts of interest Mrs. Clinton might encounter as a working First Lady. I am confident that someone voted one of the 100 most influential lawyers in the nation has the intelligence and common sense to know when to step aside from questionable positions.

It is frustrating that America's mind set is often slow to change. By being unable to accept Hillary Clinton for who she is, we may miss out on one of the most intelligent, innovative and creative minds our country has to offer.

Mary C. Mahoney
Towson

3133 Connecticut Ave., NW, #829
Washington, DC 20008
February 26, 1993

Eli Segal
Office of National Service
Room 145
Old Executive Office Building
Washington, DC 20008

SUBJECT: Clinton as Mentor or Big Brother for the National Service Program

Dear Mr. Segal:

I am inspired to contact your office not solely because of my support and wishes for the administration's success, but because of President Clinton's genuine desire to have input from the nation's citizens¹.

As the National Service Program approaches the final stages of its development, what follows is an idea to be integrated into its agenda: The President, or possibly Mrs. Clinton, could set an example that is both concrete and symbolic by becoming an ongoing Mentor or Big Brother/Big Sister to an underprivileged child from the Washington, D.C. community. I understand that George Stephanopoulos is already a Mentor. Perhaps Mr. Stephanopoulos can provide his first-hand, personal experiences to you and the President in order to give you and Mr. Clinton a sense of the worthiness of this endeavor *personally* and the potential value of this endeavor *politically*.

Aside from myself being a small businessman² and working for numerous local and national Democratic campaigns, I have been a volunteer Big Brother for the last four years to a youngster who is now 19. I do this through the auspices of FLOC (FOR LOVE of CHILDREN). FLOC is a not-for-profit organization that has served forgotten children and families in the nation's capital since 1965. They provide services (such as their Mentor/Big Brother program) for children who have suffered from neglect or abuse and thus have had to live under foster care situations throughout much of their lives. My time commitment is normally 4 hours a month.

The idea of the President as a Mentor could find its meaning through a connection with the National Service Program. Although the program now seems to focus on college graduates working off their student loans, the Presidency's overarching beliefs and values are more far-

¹ I came to realize this about the President on my two opportunities of meeting and briefly talking with him on the campaign trail. On the first occasion I talked to the Governor at the front of the stage after the University of Maryland's Democratic primary debate in College Park, Maryland. I commented that I admired the depth and sincerity of his draft board letter, and we discussed how the American people would probably accept his directness in stating that his anti-Vietnam War stand was war-specific and time-specific. A month or two later, I met him again outside of my family's jewelry shop, in the lobby of the Capitol Hilton Hotel (at 16th and K Streets, NW) during one of his stays there.

² The jewelry store which my mother and I own was founded by my grandfather, Mr. Phillip Sures. He was a master watchmaker just like his father and great-uncle before him in the Ukraine. After escaping from the Tsar with his entire family, he came to Washington and founded Sures Jewelers in 1918. Our store is now not just *Washington's Oldest Family-Owned and Operated Jewelers*, but also one of the closest neighborhood jewelry stores for you and your colleagues in the White House. (Sorry, I couldn't resist the plug. And anyway, you *are* giving "salesmanship" a good name.)

reaching — to see our nation's problems in the context of family...and to re-spark the citizenry with a spirit of contribution and community service. Thus, if the President himself performed this volunteer national service, it would energize the National Service Program in a way that is needed — especially since the immediate funding by Congress apparently will be less than hoped.

This idea entails a number of valuable benefits, not only toward an effective Presidency, but also toward bolstering public perception of the National Service Program. These include:

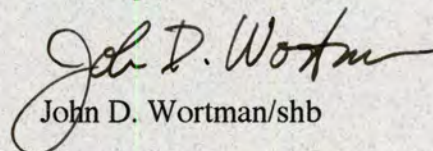
- The President's actual involvement, *because* he is the busiest, most important and powerful person in the country and the world, would send an inspirational role-modeling signal to fellow Americans...to inspire others to get involved in their communities' and nation's welfare. This would prove to be an invaluable energizing component for your National Service Program.
- It is not economic spending. This is a practically cost-free aspect of the program.
- It is a type of long-term investment toward improving the "human infrastructure" by potentially getting everyone, not just college-age students, to volunteer and help repair the human suffering brought about by family and government neglect .
- It appeals to both the corn-ball, mid-American, family-values types and to the Peace Corps-liberal types.
- It is a way to concretize the vision articulated throughout Clinton's campaign and inaugural — to paraphrase, *of having every American be responsible for helping one child other than his or her own.*
- It would help the President stay in touch with, in actuality, a totally non-political, real human being. And it would help balance that strong, inside-the-Beltway tendency to get overfocussed on on the primacy of ideas, words, and policies — and not on putting people first.
- I am sure that President Clinton would be exceptionally good at this! And I simply believe that the President would greatly enjoy this person-to-person involvement.

I look forward to hearing from you, and would be more than honored and willing to volunteer and help organize or assist in this or any endeavor. A letter similar to this one is being sent to President Clinton and George Stephanopoulos. I can be most easily reached during the day at Sures Jewelers: (202) 737-6922. Correspondence can be sent to my home:

John D. Wortman
3133 Connecticut Avenue, NW #829
Washington, DC 20008
home phone: (202) 387-0822

I am thrilled that the Clinton administration is off to such a great start, and excitedly anticipate any opportunity to contribute to the President's successful tenure.

Best regards,



John D. Wortman/shb

MAYBE

January 25, 1993

Mr. Frank Mankiewicz
Vice Chairman
Hill and Knowlton Worldwide
Washington Harbour
Washington, D.C. 20007

Dear Mr. Mankiewicz:

Thank you for your agreeing to put in a good word for me with Eli Segal.

I am enclosing my resume, which indicates that I have been on the Clinton for President campaign, and lately the Presidential Inaugural Committee, since last spring. (In fact, I moved back to Washington for this purpose since there was no Clinton L.A. office.) I am also enclosing a letter that was messengered to the White House last week.

The staff was told to line up 'sponsors' from among high-level Clinton appointees, the Congress and other elected officials for Administration jobs. Vernon Jordan, Marcia Hale (Assistant to President for Scheduling and Advance), Peggy Richardson (who headed the Transition Justice Department Cluster), and Kathleen Brown, all of whom know me personally, have agreed to 'sponsor me.' I am hopeful that Ted Kennedy will join this list.

As Fred's daughter, I have inherited his idealism tempered with his pragmatism and political judgment. As you can imagine, most of the campaign staff wants to work in the White House, and I am no exception. But I really want to work on the national service team, and am a big fan of Eli Segal personally.

I have been informed that Eli doesn't have any 'jobs' to fill at the present. However, we also understand that it is possible to get your foot in the door by agreeing to be a volunteer. My work with PIC ends this Friday. I am available any time.

Again, many thanks. Please don't hesitate to call me if you have any questions. (PIC: 252-1450, HOME: 244-0356).

Sincerely Yours,

Christina

Christina Dutton

Enclosures

*Paul
Let's
discuss
EQ*

COPY

3863 Rodman Street, N.W.
Washington, D.C. 20016
January 21, 1993

The Honorable Eli Segal
Assistant to the President
The White House
Washington, D.C. 20500

Dear Mr. Segal:

I would greatly appreciate being considered for work as an executive assistant on your staff to help get the National Service initiative organized and launched. I deeply believe that this program can become a major new dynamo of American society and especially for President Clinton's commitment to reinvigorate and lead our country to meet the great challenges that lie ahead.

Vernon Jordan and Marcia Hale have agreed to "sponsor" me, as well as Kathleen Brown and Peggy Richardson (who headed the Transition Justice Team). I am twenty-four years old, attended Occidental College in southern California and grew up in Washington, D.C. in, as you know, a publicly-active, staunchly Democratic family. Attached is my resume that is on file with the Transition Office.

In the campaign, I was a fulltime volunteer, offering my services first in Los Angeles in February, then in May in Washington, D.C., where I worked for Nancy Jacobson in the Clinton Mid-Atlantic Finance Committee office, often working with Ann Jordan, Nancy Rubin and others. After the convention, I was offered a staff position with that Victory Fund Office. In October, I was assigned to help research and prepare the Presidential Inaugural Committee briefing book that became a critical tool in setting up the 1993 committee for President Clinton's inauguration.

Immediately following the election, I was detailed to help arrange the three-city tour of meetings (November 8-10, 1993) the Congressional leadership held with newly elected Democratic members of the House of Representatives, and was sent to advance and assist the Chicago and Atlanta sessions. Since then I have been assigned to the Presidential Inaugural Committee and have been the Executive Assistant to the Chief Financial Officer. I believe those with whom I have worked will attest to my being totally committed to President Clinton and his goals, as well as a hard worker and effective in my assignments from both the point of view of managerial skills and political judgment.

In the required material which I filed with the Transition Office, I put as my number one job preference working with the National Service program. I was thrilled when the announcement was made that you would head it, and the idealism expressed in your statement on television at the Friday press conference in Little Rock was very moving. The National Service initiative provides a unique opportunity to give specific and tangible meaning to President Clinton's call after his swearing-in, for service and sacrifice and a great opportunity throughout the country community by community and individual by individual.

I hope very much that you might consider this request to work for and with you. I would be available at any time for a personal interview, so that you might appraise me for yourself.

Sincerely,

Christina P. Dutton

Enclosure

CHRISTINA PARKER DUTTON

POSITION DESIRED: White House Staff/Executive or Special Assistant Level

EXPERIENCE

<u>CLINTON FOR PRESIDENT/CLINTON-GORE CAMPAIGN/PRESIDENTIAL INAUGURAL COMMITTEE</u>	MAY'92 - PRESENT
<u>Executive Assistant to Chief Financial Officer Robert Cundall, Presidential Inaugural Committee</u>	November-present
<u>Administrative Director, Victory '92 Fund DNC Finance: Mid-Atlantic Region. Office Manager, Intern & Volunteer Coordinator, Management of contributions (up to \$2M per week), Events Assistant: direct volunteers, coordinate logistics, troubleshoot. October 26-November 10: Detailed to Democratic Congressional Leadership for Three City Meetings with newly-elected members.</u>	July-November
<u>Intern, Clinton for President Campaign, Mid-Atlantic Finance Office, DC. Finance Staff Assistant (office and at events), including The National Finance Meeting, Ritz Carlton/June 11-12, DC and the Victory Dinner, Waldorf Astoria, Democratic National Convention/July 16, NY.</u>	May-July 1992
<u>Intern, Clinton for President, DC Headquarters. Virginia Democratic Convention: phone-banking Clinton delegates, decoration of Convention Hall, floor runner.</u>	May-June 1992
<u>Show Jumping Rider and Instructor</u>	1982-1992
<u>Riding Instructor, Flintridge (CA) Riding Club</u>	
<u>Director of Riding Instruction, Greenfield (NY) Hunt & Polo Club</u>	
<u>Summer Camp Instructor, Columbia Horse Center, Columbia, MD</u>	
<u>U.S. Pony Club, Potomac Pony Club Teaching Volunteer, MD</u>	
<u>Window/Display Dresser and Retail Sales Clerk. Dominion Saddlery</u>	1988-1991
<u>Los Angeles Equestrian Center (Parttime), Los Angeles</u>	

EDUCATION

Occidental College, Los Angeles (History Major)	1986 - 1991
Christ's College, Cambridge, (College of William & Mary)	Summer 1987
St. Timothy's School, Stevenson, MD	1984-1986
National Cathedral School, Washington, DC	1977-1984
Corcoran School of Art, Washington, DC, Photography	1983

AWARDS and HONORS

United States Pony Club, Pony Clubber of Year 1983, Potomac Pony Club
 Maryland Horse Show Association, #3 Hunt Seat Equitation Finals, 1985
 Potomac Pony Club Awards: Sportsmanship, '81, '82; Sponsorships, '81-'83
 Varsity Tennis, National Cathedral School, '82, '83

TRAVEL EXPERIENCE

Foreign Travel: Peru, Mexico, Jamaica, China, Japan, Hong Kong, France, Italy, Switzerland, Germany, Great Britain, Ireland, Greece, Egypt, Saudi Arabia, Morocco, Spain.
River Running: Colorado River, Arizona; French Broad River, N.C.; Potomac River, W. Va.; Shoshone River, Wyoming.

INTERESTS

Public Affairs & Politics, Jumper Riding, Tennis, the Arts

REFERENCES

Nancy Jacobson, Director of Mid-Atlantic Clinton Finance, DC
 Carolyn Peachey, Campbell-Peachey, DC
 Ann D. Jordan
 Marcia Hale, Assistant to the President

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
005. resume	[Personally Identifiable Information] [Partial] (1 page)	00/00/0000	b(6)

COLLECTION:

Clinton Presidential Records
National Service
Jim Kreidler
OA/Box Number: 1285

FOLDER TITLE:

Possible Volunteers [1]

2013-0661-F
jp4904

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

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

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

SAMUEL RODERICK KANTER

3636 16th Street N.W.
Washington, D.C. 20010 apt. 1237-A
Office#: (202) 395-7250, Home (202) 588-8831

(b)(6)

EDUCATION AND SELECTED CAREER RELATED COURSES:

BIRMINGHAM SOUTHERN COLLEGE

Major : Finance/Economics *Minor* : English

GPA : 3.9

Microeconomics
Macroeconomics
Principals of Real Estate
Money and Banking
Economics 399

Finance I, II
Business Law I, II
Statistics
Quantitative Analysis
Strategic Management

Personal Finance
Accounting I, II, III
Cost Accounting
Management
Marketing

HONORS/SCHOLARSHIPS:

- The White House Public Service Internship Program*. Selected as one of twenty students from across the country to intern under The Executive Office of the President for one school semester, 1993. [505]
- Birmingham Southern College Academic Excellence Tuition Scholarship*, 1991-1993.
- Birmingham Southern College Finance Department Internship*. Assistant to the Finance faculty at Birmingham Southern College and tutor to students of Finance, 1992-1993.
- Scottish Rite Foundation, Valley of Birmingham, Orient of Alabama, James R. Rogers Honorary Scholarship*, 1992-1993.
- Birmingham Southern College Dean's List of Distinguished Students*, 1991, 1992 and 1993.
- The National Dean's List*, 1992-1993 Honorary Award Recognition.
- The Birmingham Southern College Presidential Certificate for Outstanding Achievement*, 1991.

COMMUNITY SERVICE:

- Powell Elementary School Tutor and Mentor*, 1992, 1993.
- Mountain Brook Little League*, Baseball Coach, 1988 to date.
- United Cerebral Palsy Telethon*, Assistant communications coordinator 1991.
- Operation Thanksgiving, Birmingham Community Relief Center*. Assisted in the organization and disbursement of food for the homeless victims of Birmingham, Alabama, 1990, 1992.
- Birmingham Southern College Baseball Team*, Tutor, 1992.
- Volunteer Coordinator of Athletics in the Summer Athletics Program at the Birmingham Jewish Community Center*, 1991.

EMPLOYMENT HISTORY:

- Bradley, Arant, Rose and White Law Firm*. Assistant Files and Records Manager and File Clerk, August 1992-January, 1993.
- Birmingham Southern College Finance Tutor*. Tutor of Finance and other related courses for Birmingham Southern College, 1992 and 1993.
- The Phonecians Cedars Club*. Head Lifeguard From May to August, 1991 and 1992.
- The University of Alabama at Birmingham Immunology Department, Research Assistant*. Assisted Immunologists under Doctor Jerry R. McGhee in researching cures for the AIDS virus from September, 1988 to August, 1991.

824 Arcturus on the Potomac
Alexandria, Virginia 22308
February 22, 1993

Mr. Eli Segal
Assistant to the President and
Director, Office of National Service
The White House
Washington, D.C. 20500

Dear Mr. Segal:

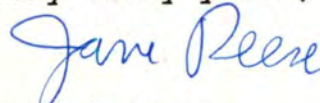
I am sure that you have been inundated with inquiries from people wanting to work in the new Administration. I am one of those people ... but before you throw this in the circular file, I'd appreciate your hearing me out.

I am a lawyer practicing in Northern Virginia, but I'd be happy to leave the law tomorrow. I'd like to become involved in your National Service Program, and I'm willing to tackle any job -- no matter how mundane -- and even do it on a volunteer basis if necessary.

I believe in the program -- I worked with VISTA volunteers in the 60's in North Carolina, and again with ACTION after graduating from law school, and have seen how idealistic workers, young and old, can make a difference in a community. I am a long-term Democrat, a hard worker, and a good "behind the scenes" person who can be counted on to get things done.

President Clinton is asking that we all take some responsibility in helping to solve this nation's problems. I would appreciate your giving me that chance with your program -- or at least let me try to convince you in person that I could be a valuable asset!

Very truly yours,



Jane S. Reese

Enclosure

JANE S. REESE
824 Arcturus on the Potomac
Alexandria, Virginia 22308
Office: 703 549-5353
Home: 703 768-0257

EXPERIENCE:

- 1980 - Present: Ross Marsh Foster Myers & Quiggle (Now Murphy McGettigan Richards & West as a result of 1992 merger), Alexandria, Virginia - Partner (1986) in general practice law firm.
- 1976 - 1979: Assistant General Counsel, ACTION (Umbrella Agency for volunteer programs including Peace Corps, VISTA, Foster Grandparents).
- 1974 - 1975: Office of Congressman Herb Harris, D-Va. - General legislative work (during law school).
- 1970 - 1972: National Legal Research Group, Charlottesville, Virginia - Office Manager.
- 1968 - 1970: Charlottesville-Albemarle Community Action Organization, Charlottesville, Virginia - Deputy Director.
- 1965 - 1968: North Carolina Fund, Durham, North Carolina (Statewide anti-poverty program funded by Ford Foundation) - Provided technical assistance and training to community action groups throughout the state.

EDUCATION:

- 1972 - 1976: Columbus School of Law, Catholic University, Washington, D.C. - J.D. 1976.
- 1959 - 1963: Smith College, Northampton, Massachusetts - A.B. 1963 - Government.

Toni Meagher
453 Walker Road
Great Falls, Virginia 22066

January 28, 1993

Mr. Eli Segal
Director
The National Service Corps
C/O The White House
1600 Pennsylvania Avenue
Washington, D.C. 20500

Dear Mr. Segal:

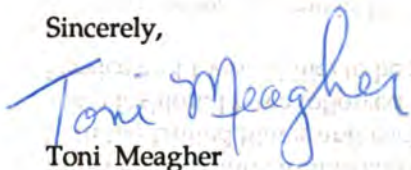
The single regret that I have carried with me my adult life is that I didn't join the Peace Corps when my age and circumstances permitted. I have always felt that it was in the best interest of both the United States and each individual to have an opportunity to serve their country in some fashion. I have followed with great interest President Clinton's proposals on National Service and I would like to be part of your efforts to implement his vision.

As my attached resume indicates I have a degree in Education and Home Economics and have 12 credits towards a Masters Degree in Consumer Affairs. I have also completed a Graduate Level Certificate Program in Landscape Design at George Washington University. What is not reflected is the hundreds and hundreds of hours of community service and charitable work I contributed while I raised my three children.

Mr. Segal, I would appreciate the opportunity to speak with you or whomever you might designate in order to convince you to make me part of your team. The exact nature of the relationship is less important than the opportunity to serve. I would be open to a volunteer, part-time, full-time, job-sharing or advisory position. In addition to my enthusiasm, I have many ideas that I would love to share with you concerning the expansion and implementation of the National Service Corps.

I look forward to hearing from you.

Sincerely,


Toni Meagher

Toni Meagher **453 Walker Road, Great Falls, Virginia**
22066

Home: (703) 759-9014

PROFILE

I am a professional businesswoman who is reentering the job market after starting my family. I have recently completed my Graduate Certificate in Landscape Design from George Washington University and I am currently working part-time in the field. I have proven skills in the areas of creative design and project management. I possess excellent sales and communication skills.

Seneca Falls Greenhouses and Nurseries, Inc.
Vienna, Virginia

Member, Sales Design Staff (1989 to present). My primary duty is to meet with customers who are referred to the design group by the sales staff. I conduct interviews and perform on-site surveys in order to understand the customers landscaping goals and requirements. I then craft a personalized landscape design and implementation plan. This plan includes a detailed cost estimate and project plan. Upon acceptance of this proposal I am responsible for the selection, preparation, and supervision of installation of all of the landscape design components. This includes the analysis and preparation of soils and the construction of hardscapes. In addition, I am responsible for the supervision of general inventory analysis and management. This includes the ordering and tracking of all plant materials.

Fairfax County Public Library
Great Falls, Virginia

Library Aide (1982 to 1986). Working under the general supervision of a Librarian I co-managed a local mini-library providing library services to the local Great Falls community. This included creating special programs for children and producing monthly reading theme displays.

Marshall Field and Company
Chicago, Illinois

Resident Buyer (1970 to 1973). Served as a market analyst in the New York office of Marshall Field. I was responsible for the definition and analysis of buying trends in several major fashion departments in the New York market. I was responsible for weekly reports to the Head Buyers of each of these Chicago-based departments, recommending purchase decisions and sales strategies.

Montgomery Ward, Inc.
New York City

Quality Control Analyst (1968 to 1970). I served as a representative to several large manufacturers of women and children's apparel to insure that they understood and consistently delivered products that met Montgomery Ward's standard product guidelines.

EDUCATION

Graduate Certificate Landscape Design
George Washington University
1988-1992

12 Credits towards Masters Degree
Consumer Affairs
Colorado State University - Fort Collins
1973-1974

B.S. Education
University of Dayton
1964-1968

AWARDS

First Place Award
Tysons Corner Transportation Committee (TYTRAN)
Public Spaces Beautification Program
Presented to:
Toni Meagher
for the Landscape Design of
SAXON COURT
Langley High School Quadrangle
McLean, Virginia
1990

Sarah Bott
2400 16th St., NW
#404
Washington, DC 20009

202/606-3780 (work)
202/234-1654 (home)

March 3, 1993

Dear Mr. President:

A week ago I mailed you the attached letter about an idea I have about a federal civil service week.

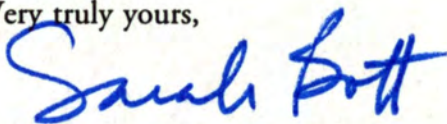
Just now I finished reading the transcript of your speech on Monday at Rutgers.

I am more inspired than ever about America and the promise of your administration. I would like very much to be a part of your National Service Program in any way I can help.

I currently work as a marketing specialist for the Peace Corps (I've been at Peace Corps for the past four years). My job involves a lot of direct mail, advertising, desktop publishing, and media planning. I also am finishing up a graduate degree in public relations from The American University.

Please call me to service, either as staff or Volunteer. I know I can help.

Very truly yours,



Sarah Bott

enclosures:

letter to President Clinton proposing federal civil service week

resume

SF-171

Sarah Bott
2400 16th St., NW
#404
Washington, DC 20009

202/606-3780 (work)
202/234-1654 (home)

February 24, 1993

Dear President Clinton:

I am a federal employee (Peace Corps) and a resident of the District of Columbia. I have an idea for a voluntary community service program for federal employees that I would like to share with you.

Even at a wonderfully upbeat and productive agency like Peace Corps, we sometimes get the bureaucratic blues. Working in a large, seemingly windowless building all day, every day, fifty-two weeks a year, seems to have that effect on a lot of people. What's worse is that sometimes we forget what being a civil servant means. Often, what we suffer most from is the lack of inspired guidance. I don't believe that I am alone in my observation that the operation of the federal government can at times be logy.

What if one week a year federal employees got away from their routine jobs and stepped outside into the very communities in which they live and work, rolled up their sleeves and did a week of community service? Not all at once, of course, but on a rotational basis: the entire population of willing federal employees divided by the fifty-two weeks in a year.

Volunteers would be divided into project teams of 25 or so, led by a "coach" charged with team building and motivation—an expert from *Outward Bound* or similar organization. We would start off in the morning with a rally and calisthenics, just like *City Year* in Boston—the year-long community service program for at-risk youth. And, like *City Year* volunteers, we would wear t-shirts, jackets, or hats identifying us to the local community. Then the teams would fan out across the city doing such tasks as cleaning the banks of the Anacostia River, picking up litter along the waterfront, planting trees and shrubbery in our parks, painting public schools, and doing repair work in the buildings of the non-profit organizations that service our city residents. This program would not distinguish by grade level. Senior executive service staff would work right alongside letter carriers, desk clerks and marketing specialists (like me).

But the program I suggest isn't just about community service. It's about team building and morale boosting for federal employees. It's about rallying to regain our sense of purpose: that we are public servants. That's why I recommend bringing in talented facilitators trained by organizations like *Outward Bound*, who know how to bring out the best in people. They could help structure this program to motivate participants to return to work and do not just what's expected of them, but much more—to do what it will take

to get this country into bright, shining order. A week of community service would put federal employees in direct contact with the people we work for. And what's more, the public would have a chance to see us as the individuals we are and not just the voices they might hear on a recorded message or behind the counter in an IRS office. If we're lucky, a few might say, "*Hey—those government workers aren't such slouches after all!*" (And it's true—we're *not*.)

I have many friends who bemoan the fact that there just never seems to be enough time to fill the obvious need of our community. And to be honest, it's the same with me. I'm a typical Washington government employee: I work five or six days a week, I go to graduate school at night, and on weekends, I'm pooped. It's all I can do to get my laundry done and maybe go out to dinner with my pals. As for my married with children friends, they're back in the suburbs with even less disposable time, playing with their kids, doing chores around the house, and just resting up for the next week.

But give me a week in which I can suspend my daily chores at Peace Corps (it's all important, but most of it can be juggled around to fit such a program, just as is for vacations and conferences) and go do some painting at Marie Reed Community Center in Adams Morgan and, brother, I'm there. I'll bet it would be the same for most of my friends and colleagues in the federal government. We want to help.

Two summers ago Peace Corps celebrated its 30th anniversary. Returned Peace Corps Volunteers (RPCVs) from all over the country came to Washington for a conference and reunion. The crowning glory was Volunteer Day. Over 1,000 RPCVs and friends fanned out across Washington and did community service projects, including: painting world maps at elementary schools with the students, cleaning up and beautifying the parks and community centers, doing construction work for a non-profit food bank, and organizing and helping run health clinics for the elderly. It was a great program. Everybody had a wonderful time and morale was boosted not only for the RPCVs, but for the city as well. And believe me, the public loved this program, not to mention the press, which spread word of Peace Corps' Volunteer Day all over the country. Why not repeat that success? Indeed, why not improve upon it? Give us a week to make some real, lasting change. We can do it.

I am writing to tell you about this idea because I believe in the possibilities of this program. It could work for this city, this country, my colleagues, and your administration. Sure, there will be doubting Thomases. Some will say it will never work. They're wrong—everyone I've talked to about this say they think it's a great idea. Some will say it would be too expensive. Yes, it will cost money to organize and operate, but it will save money, too: money spent on repairs to inner city Washington and other cities where federal employees work, money saved by a more productive federal workforce. I believe it would work and I say we can do it. And now is the time. The country is on an emotional high right now, excited about the possibilities of the future. We are ready to go to action and make a difference. Community service is for all of us and not just for kids who need college money. Give us an opportunity. Show us the way. We will show up in large numbers and pitch in to clean up and improve our communities.

Funding is being cut all over at the state and federal level for community services. My program proposes a large, revolving volunteer force that practically guarantees success.

People get a week "off" to do something different, something that will show immediate positive change. They work in teams, develop team spirit, see the real need of the (mostly) urban areas. They help clean it up. Then they go back to work in all likelihood feeling pretty darned good about themselves. Pumped up. Energized. The effect that this program would have on the public would be tremendous. Imagine the possibilities!

Since we mean to reinvent the way the federal government works, we need to do some unusual things, new things, innovative things. A community service week could help solve some of the stifling problems we face in Washington, D.C. It could also motivate and inspire thousands of federal employees to strive for excellence in their daily jobs.

I suggest a pilot project lasting one year.

I hope you'll give it a second thought. I am available at any time, day or night, to discuss this and convince you what a great idea it is.

Very truly yours,

Sarah Bott

Sarah Bott

2400 16th St., NW, Apartment 404
Washington, DC 20009
202/234-1654

Employment History

Peace Corps of the United States
Washington, DC, May 1990—present
Direct Marketing Specialist

Write copy for and produce direct response marketing materials for the Office of Recruitment Marketing, including a 24-page newspaper, "Peace Corps Today" (circulation 70,000) and over 50 flyers, brochures, mailings, and briefing materials. Provide computer assistance to six-person office staff, including software training, routine troubleshooting, networking, and repair. Create a variety of promotional materials.

Peace Corps of the United States
Washington, DC, July 1989—May 1990
Computer Specialist/Training Coordinator

Provided computer troubleshooting, repair, and assistance to 500-person agency. Developed and taught one- and two-day courses in Macintosh orientation, Aldus PageMaker, Microsoft Word, and Microsoft Excel. Set up 5-computer training lab. Compiled manual, "How to Set up and Operate the Computer System at your Overseas Post." Created and produced agency-wide newsletter for computer users.

Darby Graphics
Alexandria, VA, December 1987—March 1989
Marketing Representative/Trainer

Marketed desktop publishing service bureau to Washington area organizations. Wrote proposals for training contracts. Taught courses in Macintosh Orientation, Microsoft Word, PageMaker on both the Apple Macintosh and IBM computers.

Geo/Resources Consultants, Inc.
Washington, DC, October 1986—December 1987
Writer/Editor

Wrote and edited copy for proposals, training manuals, and reports for a 70-person environmental consulting firm. Created graphs, charts, and presentation materials. Trained staff in use of Apple desktop publishing system. Was responsible for the development and implementation of the office's Classified Business Information (CBI) system, including staff orientation.

Education

M.A. Public Communication
The American University, Washington, DC, May 1993
Fellowship recipient, 1992-'93.

B.A. Communication & Political Science
University of Hawaii, Honolulu, Hawaii, 1986
Co-Chair of *Communication Students Association*, 1986; Editor of *Communication Department newsletter*, 1985-'86; Special Assistant to the Chair, 1985-'86; Special Assistant for the *Pacific Peace Seminar*, 1986; admitted to the *Selected Studies Program*, 1981.

Computer Training Experience

Have taught classes at: *USDA Graduate School*, Washington, DC; *Darby Graphics*, Alexandria, VA; *Family Computer Center*, Fairfax, VA; and *Peace Corps*, Washington, DC.

- Introduction to the Apple Macintosh and Advanced Macintosh Computing
- Introduction to and Advanced Microsoft Word
- Introduction to and Advanced Aldus PageMaker (desktop publishing)

Courses Taken

- "*Designing Network Solutions*," "*Introduction to HyperCard*," "*Apple Desktop Publishing*," and "*Apple Certification Training*" at Apple Computer, Columbia, MD, 1988-1990.
- "*Proofs and Press Sheet Inspections*" at the Institute for Federal Printing and Publishing, Washington, DC 1990.
- "*Winning Direct Mail*" at the Direct Marketing Association, New York, NY 1993.

Expert Knowledge of the Following Computer Software

- Microsoft Word
- Aldus PageMaker
- Aldus Freehand
- Microsoft Power Point
- Claris MacDraw
- WordPerfect

Other Activities

- Trained in mediation by the *Hawaii Neighborhood Justice Center*, 1982.
- Co-organizer and past president of the *University of Hawaii Alumni Association*, Washington, DC-Chapter.
- Earthwatch* scholarship recipient, 1980, 1982, 1983.
- Co-organizer and participant, *Snapping Turtle Triathlon*, 1991, 1992.
- Member, *National Press Club* (since 1991)

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
006. form	re: Application for Federal Employment - SF-171 (4 pages)	03/03/1993	b(6)

COLLECTION:

Clinton Presidential Records
National Service
Jim Kreidler
OA/Box Number: 1285

FOLDER TITLE:

Possible Volunteers [1]

2013-0661-F
jp4904

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

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

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]