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InterOffice Memo

To: Jim Coyle
From: G. Richard Wetherill
Date: August 15, 1996
Subject: Assigned Duty Station

Jim,

Your official duty station for serving the AmeriCorps Rural Development Team is housed in the Office of Community Development, which is located on the 7th floor of the Reporters Building at 300 7th St. SW, Washington, DC. Space in Suite 705 is being held for your function within my staff and I require that you occupy that space full-time by C.O.B. August 16, 1996. In spite of numerous urgings and verbal instructions on my part over the course of several weeks (and as recently as this Monday), you have continued to opt for an AmeriCorps duty station in the Whitten Building. As I have continued to insist, this is unacceptable, since it places you far removed both from me as supervisor and from the support team we have assembled to help you with the program.

If you need assistance relocating critical files or equipment, please let me, Linda Hicks, or Artina Swilley know as soon as possible so arrangements can be made. Any of us may be reached at (202) 619-7980. Any pending move arrangements however, should in no way affect the August 16 duty station manning date. We look forward to having you as part of our daily team and daily routine in OCD.

CC: Norm Reid, Victor Vasquez



UNITED
STATES
DEPARTMENT
OF AGRICULTURE

May 24, 1995

To: Grady Forrer, Director
Office of Consumer Affairs, FCS

From: Donna Hines *dh*
AmeriCorps/USDA Anti-Hunger Project Coordinator

Subject: Travel Authorization for Joshua Yates

As advised by Shirley Watkins, I am trying to put together a site visit to the AmeriCorps/USDA Anti-Hunger project in Vermont for Josh Yates. You probably recall that Josh is one of three Mickey Leland Hunger Fellows assigned to Food and Consumer Services (FCS) by the Congressional Hunger Center; he has been working with me since January, and the work he has done so far has been invaluable to our projects.

Unfortunately, we have not yet had the time nor the resources that would allow Josh to visit any of the Anti-Hunger sites (besides the one here in D.C.). I believe that it is essential that he have the opportunity to make such a visit before his Fellowship is over, in order to acquire a broader knowledge and perspective of the food assistance work that FCS actually does. In terms of cost, the least expensive trip that he could make would be a 3-day visit to the Vermont project. The Project Director in Vermont has agreed to help provide transportation for him during this visit, which will save FCS the cost of a car rental. According to the Thomas Cook Travel Representative with whom I spoke this afternoon, roundtrip airfare between Washington (National) and Burlington, Vermont is **\$294.00**. The Holiday Inn in Waterbury, where the Anti-Hunger office is located, has a government rate of **\$51.00** per night, plus tax; I am sure that this should be well within the regular per diem rates allowed in our travel regulations.

Could you have Jana draw up an AD-202 for Josh to go to Vermont this June 27-30? She can reach Josh at (202) 690-3505, or me at (202) 690-0693, for specifics on the form. Thanks for your help in this!

cc: Joel Berg
Shirley Watkins



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OF AGRICULTURE

May 31, 1995

To: Grady Forrer, Director
Office of Consumer Affairs, FCS

From: Donna Hines *dh*
AmeriCorps/USDA Anti-Hunger Project Coordinator

Subject: Continuation of My Job as FCS Liaison and
AmeriCorps/USDA Anti-Hunger Project Coordinator

As you may realize, the period allotted by this Agency for my current position is scheduled to expire on June 13 of this year. However, Under Secretary Haas has agreed to commit another \$350,000 for the Department's Anti-Hunger projects during 1995-96. The five projects currently in operation (Vermont, D.C., Milwaukee, Los Angeles, and the Mississippi Delta) will be continued, although two of them will actually have fewer USDA/AmeriCorps team members, and we will not be expanding to any additional project sites.

I would very much like to continue working in my present position. The work that I do continues to be meaningful and, as indicated in my performance standards, has expanded into much more than the simple oversight of five anti-hunger projects. I believe that I am performing a valuable service to FCS as well, by facilitating partnerships among the private and non-profit organizations that have not traditionally been active (at least not too constructively!) in the implementation of the food assistance programs we administer. As evidence of my success, attached for your information is a copy of the AmeriCorps/USDA Anti-Hunger projects' cumulative accomplishments through the second quarter of this program year (September 1994-March 1995).

The technical logistics of my position may seem to be rather complicated, and I am certainly not expert in resolving all of the attendant issues. However, it may be simpler and more logical in the long run to reassign me formally as a member of the Office of Consumer Affairs' (OCA) staff from the Special Nutrition Program staff. Then, in the event that my responsibilities to AmeriCorps/USDA were to diminish at some point, I would still be in a position to perform other duties for OCA. This step would also greatly simplify the matter of travel

authorizations, on the few occasions where such questions arise.

In the meantime, is it possible to have my position (GS-13) extended at least through the end of the summer/fiscal year? My current responsibilities are not easily stopped in two weeks, particularly those involving the oversight of Josh Yates, the Mickey Leland Hunger Fellow from the Congressional Hunger Center, who will be working here through August.

Thank you for your consideration of this matter. I really love the work I am doing over here, and want to continue it if at all possible. If there is anything else I need to do, e.g., provide you with additional information or contact Mike Yost in Personnel, please let me know as soon as possible.

Attachment

cc: Joel Berg