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End of Full-Time Term

USDA AMERICORPS
MEMBER SEMI-ANNUAL PERFORMANCE APPRAISAL

NAME: Sonia Abel

DATE: 9/30/96

LOCATION: Asheville, NC

SITE #: 95ADFDC047X37A

	Yes	No
1. Is Member's work neat, accurate, & complete?	☒	☐
2. Is Member prompt in completing job tasks?	☒	☐
3. Does Member take initiative?	☒	☐
4. Does Member readily accept responsibility?	☒	☐
5. Does Member follow instructions accurately?	☒	☐
6. Is Member punctual?	☒	☐
7. Is Member absent from place of work for unauthorized intervals?	☐	☒
8. Does Member follow appropriate safety procedures?	☒	☐
9. Does Member wear appropriate clothing for tasks?	☒	☐
10. Does Member participate in training sessions?	☒	☐
11. Does Member accept constructive criticism and take steps for improvement?	☐	☐
12. Is Member cooperative?	☒	☐
13. Does Member appear to have a good attitude?	☒	☐
14. Does Member work well with others?	☒	☐
15. Does Member show respect for others?	☒	☐
16. Do you feel that the Member is well placed?	☒	☐
17. Does the Member display a desire to participate in National Service?	☒	☐
18. Would you recommend this person for a second term?	☐	☐
19. Did Member contribute to meeting objectives?	☒	☐
20. Other?	☐	☐

Sally A. Stokes
(Supervisor's Signature)

9/30/96
(Date)

Sonia Abel
(Member's Signature)

10/1/96
(Date)

(Place any comments on back of form.)

I have really enjoyed completing this contract with Sonia. Of all the other team members I feel she has grown and improved in her field work, as well as communication and leadership skills the most. Best of Luck in your future endeavors! -JW



USDA AMERICORPS
MEMBER SEMI-ANNUAL PERFORMANCE APPRAISAL
End of Part-Time Term

NAME: Kelly e Orange

DATE: 9/16/96

LOCATION: Asheville, NC

SITE #: 95ADFDC041X37A

	Yes	No
1. Is Member's work neat, accurate, & complete?	☒	☐
2. Is Member prompt in completing job tasks?	☒	☐
3. Does Member take initiative?	☒	☐
4. Does Member readily accept responsibility?	☒	☐
5. Does Member follow instructions accurately?	☒	☐
6. Is Member punctual?	☒	☐
7. Is Member absent from place of work for unauthorized intervals?	☐	☒
8. Does Member follow appropriate safety procedures?	☒	☐
9. Does Member wear appropriate clothing for tasks?	☒	☐
10. Does Member participate in training sessions?	☒	☐
11. Does Member accept constructive criticism and take steps for improvement?	☒	☐
12. Is Member cooperative?	☒	☐
13. Does Member appear to have a good attitude?	☒	☐
14. Does Member work well with others?	☒	☐
15. Does Member show respect for others?	☒	☐
16. Do you feel that the Member is well placed?	☒	☐
17. Does the Member display a desire to participate in National Service?	☒	☐
18. Would you recommend this person for a second term? <i>N/A Member has indicated she is not applying for 2nd term</i>	☐	☐
19. Did Member contribute to meeting objectives?	☒	☐
20. Other?	☐	☐

Sally A. Stokes
(Supervisor's Signature)

9/16/96
(Date)

Kelly e Orange
(Member's Signature)

9/16/96
(Date)

(Place any comments on back of form.)

Kellye is a good energizer for the team. She is very good at communicating with all team members as well as other people/groups that the team comes in contact with. The team leader was very impressed with her ability to take initiative in finding tasks suitable for her physical abilities after she was hurt on the job.

Kellye loves to learn and is very eager to ask questions.



End of Full Time Term

USDA AMERICORPS
MEMBER SEMI-ANNUAL PERFORMANCE APPRAISAL

NAME: Patricia Whitefield DATE: 9/30/96

LOCATION: Asheville, NC SITE #: 95ADFDC047V37A

Team Leader / Rural Development
Sometimes

	Yes	No	Sometimes
1. Is Member's work neat, accurate, & complete?	X		
2. Is Member prompt in completing job tasks?	X		
3. Does Member take initiative?	X		
4. Does Member readily accept responsibility?	X		
5. Does Member follow instructions accurately?	X		
6. Is Member punctual?	X		
7. Is Member absent from place of work for unauthorized intervals?			X
8. Does Member follow appropriate safety procedures?	X		
9. Does Member wear appropriate clothing for tasks?	X		
10. Does Member participate in training sessions?	X		
11. Does Member accept constructive criticism and take steps for improvement?		X	
12. Is Member cooperative?		X	
13. Does Member appear to have a good attitude?	X		
14. Does Member work well with others?	X		
15. Does Member show respect for others?	X		
16. Do you feel that the Member is well placed?	X		
17. Does the Member display a desire to participate in National Service?	X		
18. Would you recommend this person for a second term? <i>N/A Member not applying for second term</i>			
19. Did Member contribute to meeting objectives?	X		
20. Other?			

Sally A. Stokes
(Supervisor's Signature)

9/30/96
(Date)

Patricia Whitefield
(Member's Signature)

10/5/96
(Date)

(Place any comments on back of form.)

Participant is a very good communicator and does a very good job when giving environmental presentations to groups and school groups. Trish is a good organizer and has a lot of enthusiasm for her work. Since part of the time our team consisted of six members, this did present a challenge for the team leader. Trish needs to accept more responsibility and be more cooperative since she holds the position of team leader.



USDA AMERICORPS
MEMBER SEMI-ANNUAL PERFORMANCE APPRAISAL

End of Part-Time Term

NAME: Reid Cloud

DATE: 9/6/96

LOCATION: Asheville, NC

SITE #: 95ADFDC041X37A

	Yes	No	Sometimes
1. Is Member's work neat, accurate, & complete?			☒
2. Is Member prompt in completing job tasks?	☒		
3. Does Member take initiative? *	☒		
4. Does Member readily accept responsibility?		☒	
5. Does Member follow instructions accurately?	☒		
6. Is Member punctual?	☒		
7. Is Member absent from place of work for unauthorized intervals?		☒	
8. Does Member follow appropriate safety procedures?	☒		
9. Does Member wear appropriate clothing for tasks?	☒		
10. Does Member participate in training sessions?	☒		
11. Does Member accept constructive criticism and take steps for improvement?			☒
12. Is Member cooperative?	☒		
13. Does Member appear to have a good attitude?			☒
14. Does Member work well with others?	☒		
15. Does Member show respect for others?	☒		
16. Do you feel that the Member is well placed?	☒		
17. Does the Member display a desire to participate in National Service?	☒		
18. Would you recommend this person for a second term?	☒		
19. Did Member contribute to meeting objectives?	☒		
20. Other?			

#3. Member could contribute more, if more initiative were taken with the office tasks also.

Sally A. Stokes
(Supervisor's Signature)

9/6/96
(Date)

[Signature]
(Member's Signature)

9/6/96
(Date)

(Place any comments on back of form.)

Reid is an extremely hard field worker. Reid is also creative and is good at problem solving in field work situations.

Reid shows a great amount of considerations for the members of our team. ~~to~~



USDA AMERICORPS
MEMBER SEMI-ANNUAL PERFORMANCE APPRAISAL
End of Part-Time Term

NAME: Laurel Talbot

DATE: 9/3/96

LOCATION: Asheville, NC

SITE #: 95ADFDC047X37A

	Yes	No
1. Is Member's work neat, accurate, & complete?	☒	☐
2. Is Member prompt in completing job tasks?	☒	☐
3. Does Member take initiative?	☒	☐
4. Does Member readily accept responsibility?	☒	☐
5. Does Member follow instructions accurately?	☒	☐
6. Is Member punctual?	☒	☐
7. Is Member absent from place of work for unauthorized intervals?	☐	☒
8. Does Member follow appropriate safety procedures?	☒	☐
9. Does Member wear appropriate clothing for tasks?	☒	☐
10. Does Member participate in training sessions?	☒	☐
11. Does Member accept constructive criticism and take steps for improvement?	☐	☐
12. Is Member cooperative?	☒	☐
13. Does Member appear to have a good attitude?	☒	☐
14. Does Member work well with others?	☐	☐
15. Does Member show respect for others?	☒	☐
16. Do you feel that the Member is well placed?	☒	☐
17. Does the Member display a desire to participate in National Service?	☒	☐
18. Would you recommend this person for a second term?	☐	☐
19. Did Member contribute to meeting objectives?	☒	☐
20. Other?	☐	☐

Sometimes

Sally A. Stokes
(Supervisor's Signature)

9/3/96
(Date)

Laurel Talbot
(Member's Signature)

9/3/96
(Date)

(Place any comments on back of form.)

- Laurel is an outstanding team member who follows through on projects to completion.
 - Laurel is a born leader & takes initiative to get projects done. She is a good communicator.
 - Laurel is very outspoken & her take charge behavior sometimes keeps other team members from contributing.
- #18 Laurel is starting graduate school on 9/6/96 so item #18 - Laurel has indicated she is not interested in another term is N/A here.



USDA AMERICORPS
MEMBER SEMI-ANNUAL PERFORMANCE APPRAISAL
End of Part-Time Term

NAME: Trevor Baker DATE: 9/6/96
LOCATION: Asheville, NC SITE #: 95ADFDC047X37A

	Yes	No	Sometimes
1. Is Member's work neat, accurate, & complete?	☒	☐	
2. Is Member prompt in completing job tasks?	☒	☐	
3. Does Member take initiative?	☒	☐	
4. Does Member readily accept responsibility?	☒	☐	
5. Does Member follow instructions accurately?	☒	☐	
6. Is Member punctual?	☐	☐	☒
7. Is Member absent from place of work for unauthorized intervals?	☐	☒	
8. Does Member follow appropriate safety procedures?	☒	☐	
9. Does Member wear appropriate clothing for tasks?	☒	☐	
10. Does Member participate in training sessions?	☒	☐	
11. Does Member accept constructive criticism and take steps for improvement?	☒	☐	
12. Is Member cooperative?	☒	☐	
13. Does Member appear to have a good attitude?	☒	☐	
14. Does Member work well with others?	☒	☐	
15. Does Member show respect for others?	☒	☐	
16. Do you feel that the Member is well placed?	☒	☐	
17. Does the Member display a desire to participate in National Service?	☒	☐	
18. Would you recommend this person for a second term?	☒	☐	
19. Did Member contribute to meeting objectives?	☒	☐	
20. Other?	☐	☐	

Sally A. Stokes
(Supervisor's Signature)

9/6/96
(Date)

Trevor Baker
(Member's Signature)

9/6/96
(Date)

(Place any comments on back of form.)

Trevor is a good role model for other members of the team. Trevor is the hardest working team member in field situations. Trevor always does a good job with office tasks as well as field tasks. Trevor is very cooperative.



United States
Department of
Agriculture

Rural Economic and
Community Development
Services

4405 Bland Road, Suite 260
Raleigh, North Carolina 27609
(919) 873-2000
(919) 873-2075 (fax)

Memorandum

To: Joel Berg, David Gibson
From: Debra Nesbitt
Date: May 7, 1996
RE: Objectives

Enclosed are the new objectives for AmeriCorps member, Regina Lynn, Marshall, NC (Operating Site R37A).

If you have any questions, please call me at 919-873-2042.

Rural Economic and Community Development Services is an Equal
Opportunity Lender.
Complaints of discrimination should be sent to:
Secretary of Agriculture, Washington, D.C. 20250

1a. Boone/Madison County
Champion Community

b. Jim Byrne

c. Ms. Donna Martin

d. P.O. Drawer 192
Boone, NC 28607

e. Madison

f. 11th

g. Tel# 704-265-3206
Fax# 704-265-3607

2. AmeriCorps Project Objective Statement:

The AmeriCorps Member in Madison County will work with the Madison County Family Resource Center to 1) Assess client needs and identify resources (formal and informal) to meet those needs; and 2) develop resources where no current resource exists.

Objective 1: Assess client needs.

AmeriCorps Member will work with client to determine his or her immediate need. The client and the AmeriCorps Member work together to identify resources and client capabilities.

Result: Approximately 100 individuals will be served.

Objective 2: Refer families to Social Services

The AmeriCorps Member will work with the client to consider available resources and services available to them through social services. The member will provide clients with accurate information about these services.

Result: 50 people will be served

Objective 3. Identify other resources available to the client and make appropriate referrals.

The AmeriCorps member will provide information to the client and assist the client to access other community resources such as: physical and mental health care, housing, income support, insurance or Medicaid coverage, public assistance. Emphasis will be on providing families with the knowledge and skills necessary to mobilize resources to meet needs. The family will play an active role in securing resources.

Result: 50 people will be served.

Objective 4. Conduct core services. During assessment (in Obj 1) the AmeriCorps member will identify unmet needs. The member will work with other community agencies and individuals to develop resources and services to meet those needs.

Result: Identify formal and informal resources to meet needs.

Objective 5: Identify parenting program and assist in implementation of that program. Member will seek a parenting program responsive to concerns and needs that family members express. Additionally, the member will involve staff from community agencies who work with families to select a program sensitive to local needs.

Result: 50 people will enroll in the program.

3. Ms. Donna Martin, Director of the Madison County Family Resource Center, will supervise the work to be done. We anticipate local resources from the county and citizens, as well as grants from the state, federal, colleges, and foundations to support the program. Quarterly action reports will be submitted on all progress.

Regina Lynn

3/14/96

QUESTION 13. PROGRESS TOWARDS ACCOMPLISHING ORIGINAL COMMUNITY SERVICE OBJECTIVES

(Fill in All Blank Columns or Those with Question Marks. Use the Attached Blank Form to Enter New Objectives.)

As you are aware, one of the key pieces of information you are to provide with this 2nd QTR progress report is whether or not you intend to renew this site for the next program year beginning approximately Sept/Oct 1996. If you intend to renew this site for the next program year, indicate whether the objectives listed below will remain the same for the next year's program. If they will remain the same write OX next to them, if one will be not be an objective to be performed at this site for next year, write the word DELETE next to it. If you are proposing one or more new objectives for this site identify them using the format attached to question 14. You may write them on this sheet (be sure to include quantity and quality measures) or you may use a separate piece of paper BUT be certain you clearly identify the operating site to which they belong.

State	OP Site	Obj No.	PGM Code	Obj/Impact Statement	Year's QTY		2 nd QTR Quantity	Year's Success		2 nd QTR Success
					Target	QTY Unit of Measure		Target	Success Unit of Measure	
NC	R37A	1	EN-R098 ^{R076}	Assess client needs	100	people		20	% of people obtaining employment	assessed
KC	R37A	2	EN-R076 ^{R040}	Refer families to DSS	50	people			number of people making life changes	who obtained resources
NC	R37A	3	EN-R008	Refer families to other services	50	people			number of people gaining who employment	obtained resources
NC	R37A	4	EN-R062 ^{R058}	Conduct Core Services	20	people		6	number of people obtaining employment	helped
KC	R37A	5	EN-R053 ^{R037}	Identify & Implement Parenting Program		people		45	number of people enrolled in programs	90 people rating service as valuable
NC	R37A	6	EN-R063			people		100	% of people rating service as valuable	

USDA AmeriCorps

Environmental Impact RC&D Office
100 East Main Street, P.O. Box 653
Aberdeen, NC 28315

Telephone: (910) 944-4787
Fax: (910) 944-4796

July 23, 1996

Mr. Ron De Munbrun
U.S. Department of Agriculture
AG STOP 1320
1400 Independence Avenue, SW
Washington, DC 20250-1320

Dear Mr. De Munbrun:

In reference to the fax received from you on July 18, 1996, please find the attached information which should address the questions that you raised concerning the status of AmeriCorps members in North Carolina, relative to the third quarter report.

According to our records, the "original" End of Term of Service Forms were mailed to Joel Berg on March 28, 1996 for Wanda Martin, Nichole Sloan, and Alyssa Vaughn. We are not sure of the current status of Alyssa Vaughn, since she transferred to another AmeriCorps team in Louisiana. In regard to status, I am referring to Section 10 of the third quarter report.

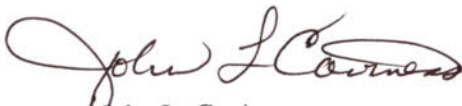
Please find the enclosed revisions to our third quarter report, in regard to Section 10. These revisions reflect changes in status for the following members: Wanda Martin, Nichole Sloan, Louanne Haake, and Eileen Feldman.

Please note that Louanne Haake is still an active AmeriCorps member in good standing; thus, you should not have received an End of Term of Service Form for her.

In regard to the Enrollment Form for Eileen Feldman, the form was completed and sent, by the site supervisor, to the NRCS Personnel Office in Raleigh along with other employment forms. After receiving your fax, we were able to determine what had happened. You should be receiving this "original" Enrollment Form for Eileen Feldman from the site supervisor within the next few days. If you do not receive it, please let me know.

Please give us a call if this does not answer questions you asked regarding our third quarter report.

Sincerely,



John L. Caviness
Program Director

Enclosures

cc: Larry Homes

United States
Department of
Agriculture

Natural Resources
Conservation
Service
Phone and Fax: (704) 252-1675

memoAmeriC.dcx
Mountain Valleys RC&D
31 College PL, Bldg. B, Suite 225
Asheville, NC 28801-2457

Subject: PDM AmeriCorps - New Hires

Date: April 2, 1996

To: Yamira Moreno-Cruz
Personnel Management Specialist
Raleigh, NC 27609

File Code: 390

Enclosed are all but one of the various enrollment forms for our four new part-time AmeriCorps participants for AmeriCorps Site I.D.#95ADFDC047X37A. (I will send you the completed Employment Eligibility Verification Form for Reid Cloud as soon as he provides the required I.D. to complete this form.)

I have kept a copy of these forms for our use. Should you need to make changes or corrections to any of these forms, would you please send me a copy, so we will have the corrections for future reference? I have sent you the originals of all forms except for the National Service Enrollment Forms. I am sending you and John Caviness a copy of the National Service Enrollment Forms, and the originals I am sending directly to Dee Defiore. I was not sure if the original agreement forms were to be mailed directly to her also if so, please forward the originals on to her. Dee's address and phone numbers are:

Dee Defiore
USDA-AmeriCorps Program
AG 1301
Rm 541A
Washington, DC 20250
Phone # 202-690-3051
Fax # 202-720-4614

Please let me know if you have any questions. Thank you!

Also enclosed are the blank forms you requested:

- National Service Enrollment Form
- National Service Trust End of Term of Service Form (photocopy)

Sincerely,

Sally Stokes

Sally Stokes
AmeriCorps Project Manager
Mountain Valleys RC&D Coordinator

cc w/o enclosures:

Dick Fowler, Assistant STC, NRCS
Paula Jones, AmeriCorps Project Manager, NRCS
Joel Berg, USDA Director of National Service

cc w/ enclosures:

John Caviness, AmeriCorps Project Director, NC-NRCS
w/ 4 enrollment forms & one agreement form
Trish Whitefield, AmeriCorps Team Leader

United States
Department of
Agriculture

Natural Resources
Conservation
Service

Mountain Valleys RC&D
31 College PL, Bldg. B, Suite 225
Asheville, NC 28801-2457
Phone & Fax: (704)-252-1675

Subject: PDM AmeriCorps - New Hire

Date: April 3, 1996

To: Yamira Moreno-Cruz
Personnel Management Specialist
Raleigh, NC 27609

File Code: 390

Enclosed is the original, completed Employment Eligibility Verification Form for Reid Cloud, one of our new hires in the AmeriCorps Program, Site I.D. # 95ADFD047X37A. This should complete all of the required forms for their enrollment. In the future, you should receive Direct Deposit Sign-Up Forms for two members once they get the information that they need from their banks.

Please let me know if you have any questions. Thank you!

Sincerely,

Sally Stokes

Sally Stokes
AmeriCorps Project Manager
Mountain Valleys RC&D Coordinator

cc w/o enclosures:

Dick Fowler, Assistant STC, NRCS
Paula Jones, AmeriCorps Project Manager, NRCS
Joel Berg, USDA Director of National Service
John Caviness, AmeriCorps Project Director, NC-NRCS
Trish Whitefield, AmeriCorps Team Leader

United States Natural Resources Mountain Valleys RC&D
Department of Conservation 31 College PL, Bldg. B, Suite 225
Agriculture Service Asheville, NC 28801-2457
Phone and Fax: (704) 252-1675

Subject: AmeriCorps Enrollment Forms

Date: April 2, 1996

To: Dee Defiore
USDA-AmeriCorps Program
AG 1301
Rm 541A
Washington, DC 20250

Enclosed are completed National Service Enrollment Forms for our four new part-time AmeriCorps participants for AmeriCorps Site I.D.#95ADFDC047X37A.

Please let me know if you have any questions. Thank you!

Sincerely,

Sally Stokes

Sally Stokes
AmeriCorps Project Manager
Mountain Valleys RC&D Coordinator

cc w/o enclosures:

Dick Fowler, Assistant STC, NRCS
Paula Jones, AmeriCorps Project Manager, NRCS
Joel Berg, USDA Director of National Service

cc w/ enclosures:

John Caviness, AmeriCorps Project Director, NC-NRCS
Yamira Moreno-Cruz, Personnel Mgt. Specialist, NRCS
Trish Whitefield, AmeriCorps Team Leader

United States Natural Resources Mountain Valleys RC&D
Department of Conservation 31 College PL, Bldg. B, Suite 225
Agriculture Service Asheville, NC 28801-2457
Phone and Fax: (704) 252-1675

Subject: AmeriCorps Enrollment Forms

Date: April 2, 1996

To: Dee Defiore
USDA-AmeriCorps Program
AG 1301
Rm 541A
Washington, DC 20250

Enclosed are completed National Service Enrollment Forms for our four new part-time AmeriCorps participants for AmeriCorps Site I.D.#95ADFDC047X37A.

Please let me know if you have any questions. Thank you!

Sincerely,

Sally Stokes

Sally Stokes
AmeriCorps Project Manager
Mountain Valleys RC&D Coordinator

cc w/o enclosures:

Dick Fowler, Assistant STC, NRCS
Paula Jones, AmeriCorps Project Manager, NRCS
Joel Berg, USDA Director of National Service

cc w/ enclosures:

John Caviness, AmeriCorps Project Director, NC-NRCS
Yamira Moreno-Cruz, Personnel Mgt. Specialist, NRCS
Trish Whitefield, AmeriCorps Team Leader

03/27/96 09:58 202 702 4614

USDA NAT SER OFF --- ENVIR IMPACT INC 001/001



LIMITED
STATES
DEPARTMENT
OF AGRICULTURE

March 22, 1996

TO: John Caviness, AmeriCorps Project Director, NRCS, North Carolina

THRU: Paula Cole Jones, AmeriCorps Project Manager, NRCS, Washington, D.C.

FROM: Joel Berg, USDA Director of National Service /B

The request to move one position from site X37C to site X37A is approved.

Please be sure to submit member enrollment forms to my office as soon as members have been hired.

Feel free to contact me if I can be of further service.

cc: Trish W.

Per our telephone conversation

John

Final or Actual for
Part-Time Participants

**MEMBER ASSESSMENT
AS OF END OF THIS QUARTER**

State: North Carolina (Cluster Group A) ^{37A} Date: 4/1/96

TOTAL AUTHORIZED POSITIONS: 4 TOTAL SELECTED: 4

TOTAL ENVIRONMENTAL CORPS POSITION FILLED: 4

TOTAL RURAL DEVELOPMENT CORPS POSITION FILLED: 0

DEMOGRAPHICS OF AMERICAN MEMBERS	TOTAL # OF APPLICANTS	# Interviewed	FINAL SELECTIONS
ITEM 1: GENDER			
Number of Males	4	3	2
Number of Females	7	3	2
Total	11	6	4
ITEM 2: RACE			
Number of Caucasians	7	5	3
Number of African Americans	3	-	-
Number of Native Americans	1	1	1
Number of Hispanics	-	-	-
Number of Asia American/ Pacific Islander	-	-	-
Other	-	-	-
Total	11	6	4
ITEM 3: EDUCATION			
Number w/out High School Diploma or GED	0	-	-
Number with High School or GED	3	2	1
Number with some College	3	2	2
Number with College Degree	5	2	1
Number with Graduate Degree	-	-	-
Number with Professional or Trade School	-	-	-
TOTAL	11	6	4

NOTE: Totals in 1-3 should be in the same number and should be the same as TOTAL SELECTED.

ITEM 4: OTHER Number receiving Health Insurance from NRCS _____ Number receiving Child Care through AmeriCorps _____ Number of Children _____ Number with Disabilities _____ Number of Second Year Renewals _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____
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UNITED
STATES
DEPARTMENT
OF AGRICULTURE

March 19, 1996

TO: John Caviness, AmeriCorps Project Director, NRCS, North
Carolina

THRU: Paula Cole Jones, AmeriCorps Project Manager, NRCS,
Washington, D.C.

FROM: Joel Berg, USDA Director of National Service *JB*

Your request to convert one full-time position to a part-time position is approved. This position is located in Graham, NC.

Please be sure to submit the member enrollment form to my office as soon as the member has been hired.

Feel free to contact me if I can be of further service.



UNITED
STATES
DEPARTMENT
OF AGRICULTURE

March 22, 1996

TO: John Caviness, AmeriCorps Project Director, NRCS, North
Carolina

THRU: Paula Cole Jones, AmeriCorps Project Manager, NRCS,
Washington, D.C.

FROM: Joel Berg, USDA Director of National Service *JB*

The request to move one position from site X37C to site X37A is approved.

Please be sure to submit member enrollment forms to my office as soon as members have been hired.

Feel free to contact me if I can be of further service.