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Weekly Reports

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NATIONAL SERVICE TASKS

May 3, 1994

Joel:

- 1) Re-write job description
- 2) Finalize DC summer program
- 3) Finalize Chicago summer program
- 4) Obtain letters of support
- 5) Call Mark Feldman at Corporation about private money, ext, 293
- 6) Write letter requesting detail of Donna Hynes
- 7) Write draft technical assistance plan

Katherine:

- 1) Write performance plan
- 2) Supervise thank yous and lunch
- 3) Set up Youth Environmental Service meeting with Joel, FS, SCS, and Shay Bilchick, 514-4637, of Attorney General Reno's Office
- 4) Coordinate recruitment operations; obtain staff from ASCS
- 5) Coordinate sending of proposal copies

Ron:

- 1) Finalize budget and legal information with OBPA and OGC
- 2) Write performance plan
- 3) Write budget for technical assistance application
- 4) Create budget for recruitment plan design and printing
- 5) Finalize administrative functions for Summer

NATIONAL SERVICE TASKS
April 23, 1994

Joel:

- 1) Finalize Forest Service budget
- 2) Finish writing and editing application
- 3) Follow-up on with ASCS
- 4) Follow-up with Tom Elias of ARS at 245-4539
- 5) Follow-up with Michael Scott of EPA at 260-5982
- 6) Follow-up on Summer of Service
- 7) Call Patricia John at RIC, 301-504-5372
- 8) Draft Espy letter to Eli
- 9) Speak with Espy about DC; call Louisa Williams, 703-815-0827, 703-815-0830 at Ann White's suggestion; Larry Yarger 205-1290
- 10) Finalize 800 line
- 11) Call Bill Boyer at SCS at 720-2472
- 12) Call Dan Danahue at 703-695-0421 (MS, CA bases)
- 13) Call Mark Feldman at Corporation about private money, ext, 293

Katherine:

- 1) Edit environmental proposals
- 2) Supervise sending proposals to state commissions
- 3) Follow up with VISTA; can they pledge 5 volunteers for each anti-hunger site to act as crew leaders?
- 4) Send Interior proposals to Sue Kemnitzer and follow-up
- 5) Set up Youth Environmental Service meeting with Joel, FS, SCS, and Shay Bilchick, 514-4637, of Attorney General Reno's Office
- 6) Have the following people review paper drafts of application:
 - Bill Wasserman
 - Sally Katt
 - Ed Poe
 - Dennis Carrol

Lisa Woll (anti-hunger)
Andrew Moore (environmental)
Larry Bryant (rural)
Carrol Powell
Angela Courtney
Steve Mullen
Mike Alexander
Nina Tracy (environmental)
Adam Gollodner

Ron:

- 1) Finalize budget information with OBPA and OGC
- 2) Create binders for applications
- 3) Create page for application introduction laying out USDA - Corporation funds ratio for each of three teams
- 3) Finalize centralized USDA budgets and administrative proposals -- include plan for support staff and multitudinous travel
- 4) Obtain prices for four year-end publications and obtain budget from agency public affairs offices
- 5) Work with Design Division to create updated map
- 6) Include farmers markets in hunger projects such as LA

Ellen:

- 1) Focusing on editing and completing environmental
- 2) Collect data for rural development teams
- 3) Collect all original signatures
- 4) Fax environmental applications to Bruce Ward, American Hiking Society, 703-255-9304, fax 703-255-9308
- 5) Make charts or graphs for rural development problems

Donna Hynes:

- 1) Complete anti-hunger applications
- 2) Determine long-term FNS role and staffing
- 3) Send edited applications to groups for comments
- 4) Make charts or graphs for hunger problems

Bruce Henderson:

- 1) Help with any tasks needed to submit application
- 2) Write plan for groups obtaining recruitment materials
- 3) Finalize recruitment materials, including TV and radio scripts for the Secretary
- 4) Draft national media plans
- 5) Work with agency public affairs personnel to draft local media plans
- 6) Call Katie Tierney at Corporation about Clinton Footage, 606-5000, ext. 184.

File

NATIONAL SERVICE TASKS:
Week of September 12, 1994

All Staff

Take at least a few moments to savor our triumph on behalf of America.

Joel

- 1) Finalize FmHA/RDA issue
- 2) Work with Katherine to implement launch media plan
- 3) Revise site visit plan
- 4) Contact Leahy's office about Vermont FS budget
- 5) Draft responses to Controlled correspondence
- 6) Convene evaluation task force
- 7) Follow-up with Norm Reid of RDA computers
- 8) Finalize Regional Facilitators
- 9) Write memo to Terry Russell on Tracy Munza
- 10) Ask Ali about interview with the Secretary
- 11) Write memo to Ellen Haas about FY95 budgets
- 12) Write memo to the Secretary about Rural Development Summit
- 13) Finish listing county sites
- 14) Compile Congressional District list for all sites
- 15) Create sample September and October workplan
- 16) respond to NASC conference
- 17) Send site information to Quillen
- 18) Respond to EZ/EC application inquiries
- 19) Send Keith Hughes' resume to Susan Stroud

Katherine

- 1) Get press release approved by the Cage; ask Martha or Tom to inform Kim that Espy has already approved quotes
- 2) Edit and format state press releases
- 3) Ensure that Lisa is making calls to Maine
- 4) Broadcast national release to national spectrafax list
- 5) Work with Nina, Jim Borland, Lisa, Martha, and Carol to send state-specific lists to state-specific media lists
- 6) Work with Nina, Lisa, and Julie to make follow-up calls
- 7) Work with Brenda to place stories on radio newswire
- 8) Work with Brenda to conduct interviews for radio documentary
- 9) Work with Garth to place VNR on Thursday satellite
- 10) Draft op-ed
- 11) Obtain information from agencies about remaining kick-off events
- 12) Start uniform and stationary printing
- 13) Obtain clips and videotapes from launch events
- 14) Send large information packet -- including service learning info -- to: Eric Clarke, 3542 Park Place, NW, Washington, DC 20010
- 15) Work to obtain copies of training tapes from the Corporation
- 16) Follow-up with Congressmen Menendez's office
- 17) Follow-up with OGC on nepotism and gift policy
- 18) Follow-up with Rick Weiland in Senator Daschle's office

Ron

- 1) Work to transfer money from Corporation
- 2) Follow-up on FSIS money
- 3) Transferring remaining FNS money to anti-hunger groups
- 4) Send decision memo to Cage
- 5) Obtain use of FTS 2000

Donna

- 1) Work with Ron to transfer final FNS money
- 2) Obtain revised community service objectives from each site
- 3) Work with Katherine to obtain newsclips and videos from launch

Jim

- 1) Obtain additional information for memo to OGC
- 2) send information to the field
- 3) Obtain community service objectives for each site

Dave

- 1) Obtain additional information for memo to OGC
- 2) Work with Joel to convene evaluation group
- 3) Obtain community service objectives for each site

Denise

- 1) Update media lists
- 2) Create master list of 800 line
- 3) Work on Joel's travel schedule

AmeriCorps/USDA Weekly Report
November 11, 1994

(File)
Weekly
Reports

Significant Accomplishments This Week

- 1) All Forest Service AmeriCorps sites, except Vermont and New Hampshire, begin operation.
- 2) Forest Service formally begins process for accepting internal proposals for FY96 programs.
- 3) The *Herald-Whig*, a newspaper in West-Central Illinois, ran a highly favorable article on our local program, with the headline "I want to Serve."
- 4) The *Daily Courier*, a newspaper in Grants Pass, Oregon, ran a highly favorable article on our local program, with the headline, "First AmeriCorps worker to focus on water, sewer plans."

Major Tasks for Upcoming Week

- 1) Submit final objectives, maps, and budgets to the Corporation for National and Community Service.
- 2) Send quarterly reporting requirements to the field.
- 3) Send memo to the field "10 Things You Can Do to Promote AmeriCorps identify."
- 4) Send specific list of duties to regional facilitators.
- 5) Respond to proposed regulations of CNCS.
- 6) Send revised operations and Members manuals to the field.
- 7) Order uniforms for Members and staff.
- 8) Set training meetings for regional facilitators.
- 9) Follow-up on survey of electronic communications and other capabilities and needs at each site.
- 10) Order stationary and note cards.

- 11) Follow-up on FY96 budget process.
- 12) Distribute scanned logos to the field. MAC-Pagemaker 5.0
- 13) Set detailed site visit schedule.
- 14) Update media plans nationally and by media market for EZ/EC and quarterly reports.
- 15) Begin obtaining surplus equipment from the field.
- 16) Follow-up on FNS application process.
- 17) Respond to training plan provided by Bill Caldwell.
- 18) Create newsletter/communications guidelines
- 19) Develop firefighting/pay problem guidelines
- 20) Develop evaluation survey

Key Media Contacts

- 1) The *Chicago Tribune* has inquired about AmeriCorps programs in DC.

Key Intergovernmental Contacts

- 1) No major intergovernmental contacts this week.

Key Congressional Contacts

- 1) No major Congressional contacts this week.

2 Rivers
members
profile

Attachment # 2

RURAL DEVELOPMENT TEAM

	NAME	CITY	AGE	EDUCATION	SEX
1.	Star McDaniels	Pearl	48	S.C.	F
2.	Robert Gillespy	S'field	41	M.S.	M
3.	Phillip Beemer	Pittsfield	43	S.C.	M
4.	Chad Denison	Pittsfield	22	S.C.	M
5.	Mike Miller	Nebo	42	A.D.	M

Average Age 39

P.L./ENVIRONMENTAL TEAM

1.	Jamie Totsch	Clayton	18	H.S.	M
2.	Susan Ruble	Griggsville	25	S.C.	F
3.	Gary Smothers	Pittsfield	34	H.S.	M
4.	Scott Jones	Kampsville	23	H.S.	M
5.	Rachel Elledge	Pittsfield	20	H.S.	F
6.	Lee Ann McDaniels	Pittsfield	33	S.C.	F
7.	Hart Bryan	P. Hill	20	H.S.	M
8.	Joe Daniels	P. Hill	19	H.S.	M
9.	Larry Warcup	J'ville	45	H.S.	M

Average Age 26

S.C. = Some College
A.D. = Associate Degree
H.S. = High School
M.S. = Masters Degree

(File)
RD
-Illinois

10 male 4 female

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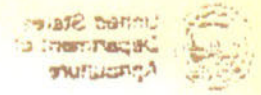
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BAP DIVISION
SCS HURON SD

+++ USDA NAT SER OFF
+++ BAP DIVISION

009

Land



PHOTOCOPY
PRESERVATION

SUNDAY, SEPTEMBER 11, 1994

PLAINSMAN

Public Invitation to:

**AmeriCorps
National Service Program
Kickoff**

Monday, September 12, 1994 - 10 a.m.

Campbell Park (6th & Dakota Ave. S.), Huron, SD
(inlement weather: Huron Univ. Auditorium, Fine Arts Bldg. 949 Ohio SW)

25 North & South Dakota AmeriCorps Members
are being sworn-in to give service toward
protecting the environment and rebuilding rural
America. The President's new AmeriCorps is
portrayed as a "domestic Peace Corps."



Getting Things Done for America
AmeriCorps/Team USDA
Soil Conservation Service

Programs and services are available on a nondiscriminatory basis.

Department of Agriculture
Soil Conservation Service

AmeriCorps/USDA Weekly Report
October 28, 1994

Significant Accomplishments This Week

- 1) USDA hosted the first-ever meeting of the Board of Directors of the Corporation for National and Community Service (CNCS).
- 2) CNCS CEO Eli Segal visited USDA AmeriCorps members in Iowa.
- 3) USDA received its first official transfer of funds from CNCS.
- 4) The Forest Service and the Soil Conservation Service began their official competitions processes to create the USDA AmeriCorps application for FY96.
- 4) USDA signed the cooperative agreement with the Corporation for National and Community Service formally transferring AmeriCorps funds to USDA.

Major Tasks for Upcoming Week

- 1) Submit final objectives, maps, and budgets to the Corporation for National and Community Service.
- 2) Revise operations and Members manuals and distribute to the field.
- 3) Order tee-shirts for Members and staff.
- 4) Hold conference calls with new and old regional facilitators.
- 5) Conduct survey of electronic communications and other capabilities and needs at each site.
- 6) Order stationary and note cards.
- 7) Follow-up on FY96 budget process.
- 8) Follow-up on Farm Bill process.
- 9) Set-up Congressional and Intergovernmental Briefing Schedule
- 10) Distribute scanned logos to the field. MAC-Pagemaker 5.0
- 11) Obtain clarification on quarterly reporting requirements.

- 12) Set detailed site visit schedule.
- 13) Update media plans nationally and by media market.
- 14) Begin obtaining surplus equipment from the field.
- 15) Follow-up on FNS application process.
- 16) Fax list of programs to Bill Caldwell, 402-472-5557
- 17) Create newsletter/communications guidelines
- 18) Write memo on mentoring
- 19) Follow-up on immunization
- 20) Follow-up on Randy's problem with GSA vehicles
- 21) Develop NCCC firefighting/pay problem
- 22) Develop evaluation survey

Key Media Contacts

- 1) The *Los Angeles Daily News* ran a story about the USDA Anti-Hunger Corps.

Key Intergovernmental Contacts

- 1) Provided information to the Maryland Commission on National Service.

Key Congressional Contacts

- 1) Congressman Bill Richardson wrote to Under Secretary Nash requesting that AmeriCorps Members in his district be used to reduce the FmHA backlog.

AmeriCorps/USDA Weekly Report
October 21, 1994

Significant Accomplishments This Week

- 1) Corporation for National and Community Service CEO Eli Segal, Senator Pat Leahy, Senator James Jeffords, and USDA Director of National Service Joel Berg visited AmeriCorps site and also met with Anti-hunger Team and Environmental Team project managers in Vermont. Event was widely covered by the Vermont media.
- 2) USDA Director of National Service Joel Berg visited USDA AmeriCorps site throughout California.
- 3) USDA Rural Development Team Members sponsored by FmHA, FS, RDA, and SCS completed training programs in South Carolina and West Virginia.
- 4) USDA signed the cooperative agreement with the Corporation for National and Community Service formally transferring AmeriCorps funds to USDA.

Major Tasks for Upcoming Week

- 1) Submit final objectives and site map to the Corporation for National and Community Service.
- 2) Revise operations and Members manuals and distribute to the field.
- 3) Order tee-shirts for Members and staff.
- 4) Hold conference calls with new and old regional facilitators.
- 5) Conduct survey of electronic communications and other capabilities and needs at each site.
- 6) Order stationary and note cards.
- 7) Follow-up on FY96 budget process.
- 8) Follow-up on Farm Bill process.
- 9) Set-up Congressional and Intergovernmental Briefing Schedule
- 10) Distribute scanned logos to the field.

- 11) Obtain clarification on quarterly reporting requirements.
- 12) Set detailed site visit schedule.
- 13) Set preliminary process for 1996 time-line.
- 14) Update media plans nationally and by media market.
- 15) Begin obtaining surplus equipment from the field.

Key Media Contacts

- 1) USDA Director of National Service Joel Berg conducted an interview with main television station in the Yuma/El Centro media market.
- 2) The St. Louis Post-Dispatch, the East St. Louis Journal, and the Illinois Agri-News ran positive stories on the USDA AmeriCorps project in East St. Louis and Belleville, Illinois. The Belleville News-Democrat ran a negative story, based on incorrect information about the program; we are in the process of correcting the record.

Key Intergovernmental Contacts

- 1) Joel Berg met briefly with staff from the Vermont Commission on national Service.

Key Congressional Contacts

- 1) Joel Berg discussed the Vermont program with Senators Jeffords and Leahy.
- 2) Provided information to the Office of Senator Conrad.

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USDA/AMERICORPS

Report for Week Ending Friday July 1

Major Accomplishments for This Week

- 1) Secretary Espy visited the USDA Summer of Safety program in Chicago and publicly promoted President Clinton's AmeriCorps national service initiative. Secretary Espy performed service alongside the participants, helping remove glass from a yard in the Madden Park public housing development. He also met with the socio-economic mix of fifty participants, crew leaders, the project manager, and the project sponsors.
- 2) The Secretary's visit was covered widely -- and overwhelmingly positively -- by the Chicago media. In an article entitled: "AmeriCorps Recruits Sweep into City," the *Chicago Tribune* reported: "Espy swept up piles of broken glass at the Madden Park housing development Tuesday to underscore the Clinton administration's resolve to improve conditions for America's poor. ~The administration is going to clean up America,' Espy said, pushing a broom over an asphalt basketball court... The agriculture Secretary arrived to give a pep talk and promote Clinton's AmeriCorps, a domestic national service program.
- 3) Members of the AmeriCorps/USDA Management Team met with the project manager and crew leaders from the Summer of Safety Project in order to begin the Department's ongoing evaluation of all programs in operation. The meeting resulted in an agreement to provide facilitators and additional technical assistance to the project, and provided the Department with valuable experience in building Total Quality management and continuous improvement into the program design of each AmeriCorps project.
- 4) Final details were worked-out on the special summer national service program that USDA is running in conjunction with the DC Service Corps and the government of the District of Columbia. The program will start on Tuesday, July 5.
- 5) Recruitment guidelines, including a suggested recruitment plan outline and a draft press release, were distributed to all project managers in the field.
- 6) The USDA Food Safety and Inspection Service agreed to provide funds to train all AmeriCorps/USDA managers and participants in the basic principles of food safety.
- 7) USDA Director of National Service Joel Berg met with the Chairperson of the National Association of Service and Conservation Corps, Tony Perez, to discuss long-term strategies through which federal agencies can help AmeriCorps expand.

8) The USDA 800 line for AmeriCorps recruitment received over 200 calls this week from around the country.

Major Tasks for the Week Ahead

1) USDA Office of national Service finalizes logistics and payment for training of staff to be held in the DC area during the week of August 8.

2) Agencies obtain revised FY94 and FY95 budgets from each project site.

3) Agencies obtain draft recruitment plans from each project site.

4) Send strategic plan for pre-September 19 planning to all project managers and relevant field staff.

5) Write rough draft of administrative and programmatic handbooks for project managers.

6) Agencies finalize Rural Development Team site clusters and place on a map of the U.S.

7) Agencies finalize agency commitments to providing Regional Rural Development Team Coordinators.

8) Set-up event in which Secretary Espy and Mayor Kelly jointly visit DC summer national service program.

9) Arrange meetings with key agency personnel to discuss FY96 budget requests.

10) Reach agreement on application form for potential participants.

11) Spur on inter-agency meeting with OMB, GSA, OPM, and National Performance Review.

12) Begin design work on USDA recruitment exhibit and tee-shirts.

Key Congressional Contacts

1) Updated offices of Senators Hollings and Harkin about USDA projects to be run in their states.

Key Media Contacts

1) Contacted all major media outlets in Chicago regarding Secretary's trip. Will report next week on the extent of the coverage. Provided information to the *Public lands Newsletter*.

**USDA OFFICE OF PUBLIC LIAISON
Staff Meeting, Week of August 2, 1993**

I. REPORTS AND ASSIGNMENTS BY JOEL

A. This Week's Activities

- 1) Spur on Combined Federal Campaign Fundraising (Dottie and all staff)
- 2) Comments on draft strategic plan (All)
- 4) Set-up informal interest group meetings (Anita, Dottie)
- 5) Provide mailing lists for data entry (Dottie, Sally)

B. National Service Update

- 1) Create travel and oversight plan for flood relief projects (Joel, Katherine)
- 2) Update action plans (Katherine)
- 3) Meet with Assistant Secretary Lyons (Joel, Katherine)

C. Visitor Center

- 1) Develop action plan (Joel, Anita)

58-41

D. 800 Number

- 1) Follow up with Susan Conley to develop pilot proposal (Joel)

II. REPORTS FROM STAFF

Can Kill Dotsen

OFFICE OF PUBLIC LIAISON

<u>DATE</u>	<u>PROJECT/ACTIVITY/ISSUE(S)</u>	<u>TASK(S)</u>	<u>ACTION/STATUS/BENEFIT</u>	<u>NEXT STEP</u>
5/17-21	Joel Berg	Drafted memo for Ali explanation of Public Liaison functions and requests for help from the agencies.		
		Compiled updated job descriptions from the Public Liaison staff.		
		Completed draft memo to Secretary Espy on Summer of Service proposals and long-term national service proposals.		
		Submitted proposal of four subject area weekly fax updates.		
		Finalized first OPA summer intern.		
5/17-21	Sam Thornton	Met with Phil Hudson - USDA Graduate School.		
		Met with Ali Webb.		
		Program on the African American Children w/Secretary Espy and Governor of Florida		
		Traveling to Dallas Texas on the FSIS Regional Food Safety Hearing.		

Updated Weekly |

Sally Katt

5/17-21

Worked on the preparation for the Commission on Infant Mortality meeting.

Reviewed Joel's work statement for OPL and made additional suggestions for the document.

Worked on Van Ness Career Shadowing Day which will take place May 27.

Prepared a memo for Joel outlining plans for increasing activities with Van Ness.

Anita Middleton

5/17-21

Set up African American Infant Mortality Consortium.

Set up briefings for the Illinois, Alabama, Water Resource Congress, Florida Farm Bureau, and Empowerment Conference in Lansing, Michigan.

Fielded random calls for Dottie and Sally.

Worked on a speaker to go to Lansing, Michigan for Non-partisan Empowerment conference.

Confirmations on Chinese Delegation briefing.

Mailed out the Secretary Espy picture.

Kathryn Gibney

5-17-21

Served as liaison for members of the National Service Working Group, fielding calls and faxing necessary information.

5-17-21

Organized the completion and submission of three concept proposals for long-term USDA/National Service program.

Completed one-page summaries of seven of the 33 Summer of Service proposals submitted to the White House for pilot program.

Edited two of three concept proposals.

Attended House Committee on Education and Labor hearing on National Service.

Wrote report on hearing and faxed to members of the National Service Working Group.

Organized effort to have Department-level person testify at final National Service hearing in Senate on June 8.

WEEKLY ACTIVITIES

MAY 24 - 28

KATHERINE GIBNEY

- Continued communication with members of the National Service Working Group, updating them on status of concept proposals, status of the bill in Congress
- Organized interdepartmental meeting (Interior, EPA) with representatives of National Service
- Attended National Service hearing in the House
- Began organizing trip for members of National Service Working Group to D.C. Service Corps
- Wrote memo for Joel to supervisors of members of Working Group, updating them on work of the group, advising them of future plans, and thanking them for the contributions of their employees
- Edited final draft of three concept proposals for National Service Programs at USDA

OFFICE OF PUBLIC LIAISON

<u>DATE</u>	<u>PROJECT/ACTIVITY/ISSUE(S)</u>	<u>TASK(S)</u>	<u>ACTION/STATUS/BENEFIT</u>	<u>NEXT STEP</u>
	<u>JOEL BERG</u>			
5/31-6/4		Met with representatives from the Interior Department and EPA to discuss joint national service initiatives.		
		Prepared briefing materials for the Secretary on national service.		
		Revised memo on public liaison from Ali to the agencies.		
	<u>SAM THORNTON</u>			
5/31-6/4		Met with Mary Goode with Personnel.		
		Attended a meeting with Ron Blackley.		
		Attended the Madison Parish Extension Service in Tallulah, LA.		
	<u>ANITA MIDDLETON</u>			
5/31-6/4		Scheduled a briefing for Japanese visitor and interpreter.		
		Scheduled briefing for Young Cattlemen's Council.		
		Fielded calls for Dottie and myself.		
		Confirmed York Area Chamber of Commerce briefing.		

Scheduled briefing for WIFE - Women involved in Farm Economics.

Worked on briefing for Farm Women's Forum.

Read and began my orientation on UN conference on women.

SALLY KATT

5/31-6/4

Sally wrote an invitation to the event from the Secretary, presentation by the Ethanol Producers and Consumers organization on June 8 presentation and tasting.

Met with a group, chaired by Joel, of representatives of EPA and Interior on national service. Suggested to the EPA contact a possible project with Extension Service and is putting the EPA representative together with Sue Fisher the Deputy Administrator of Extension.

Worked with Mrs. Brown of Van Ness on getting a full listing of USDA personnel who have worked with the school during the year.

Talked to Bill Wasserman to get an update on the planning for the Hunger Forum.

Attended part of the W.O. Atwater Centennial Symposium which drew leading nutritionists from across the country.

KATHERINE GIBNEY

5/31-6/4

Faxed final draft of concept proposals to all National Service Working Group members.

Met with National Service representatives from Interior and EPA and prepared follow-up memorandum on the

National Service Trust Act.

Began organizing field trip to existing service project in Washington area.

Met with Joel and Chief of Staff Ron Blackley.

Organized visits for Joel to existing Forest Service projects in Los Angeles while he is in California June 8 - 11.

Continued monitoring the progress of the National Service Trust Act in Congress through telephone and fax.

Assisted in arranging for Espy to testify on National Service at a June 8 Senate Committee hearing (gathering materials, writing memo, telephone conversations).

Continued communication with members of the USDA/ National Service Working Group about proposals, Congressional activity, possible field trip, and Espy's planned appearance before Congress.

OFFICE OF PUBLIC LIAISON

<u>DATE</u>	<u>PROJECT/ACTIVITY/ISSUE(S)</u>	<u>TASK(S)</u>	<u>ACTION/STATUS/BENEFIT</u>	<u>NEXT STEP</u>
	<u>JOEL BERG</u>			
6/7 - 6/11		Prepared Secretary's testimony and briefing materials for Senate national service meeting.		
		Represented the Secretary at meat inspection hearing in Oakland.		
		Met with USDA regional public affairs from San Francisco and Los Angeles.		
		Visited Opportunity LA urban gardening, fire-fighting, recreation area, and urban forestry sites.		
	<u>SAM THORTON</u>			
6/7 - 6/11		Attend the Ethenol Conference		
		Met with Pamela Carter with Facilities Management		
		Met with Ms. Anderson with The African American		
		Attend the Bethune-DuBois Fund hold at the Watergate Bldg.		
		Attend the orientation seminar held for all schedule "C".		
		Worked on the Vistor's Information Center.		

Managed day to day operations of
Public Liaison staff.

Held work meetings with consumer
groups.

Worked on Diversity Media Plan.

Provided White house with information
on National Service Program.

DOTTIE CLICK

6/7 - 6/11

Spoke with a staffer at Meridian
International (MI), Hospitality and
Information Services, about 2 Mongolian
Families (Diplomats) that are going to be
traveling across the United States this
summer and wishing to stay on farms. It
was decided that MI would contact some state
organizations for help in finding appropriate
families for the Mongolians to visit.

Obtained Deputy Rominger's testimony on
negligible risk in pesticides and provided
interest groups with copies.

Took request from the American Dietetic Association
requesting that OPL add them to our Ag Fax mailing list.

Worked on speakers and logistics for several upcoming
briefings.

Briefings for June 14-18, 1993

June 14, 1993, 9:00 a.m., Room 108-A, National Association
of Meat Purveyors.

June 15, 1993, 11:00 a.m., Room 102-East, Mr. Jean-Francois
Collin, Deputy Director for Livestock, Ministry of

Agriculture, France, will meet with Dennis Kaplan, OBPA, about USDA's budget.

June 15, 1993, 1:00 p.m.-1:15 p.m., 202-B, Postsecondary Agricultural Student Organization (7 National Officers), will be meeting with Deputy Rominger in his office. There will also be a photo op.

June 17, 1993, 8:30 a.m.-11:00 a.m., Room 104-A, Illinois Farm Bureau.

SALLY KATT

6/7 - 6/11

Handled the presentation for the Ethanol Producers and Consumers group.

Attended the volunteer recognition ceremony at Van Ness and received a certificate for 5 years of work with Van Ness.

ANITA MIDDLETON

6/7 - 6/11

Worked on Women Involved in Farm Economics briefing.

Agricultural Women's Leadership Network briefing.

National Cotton Council briefing.

Young Cattlemen's Council

Agrican American Farmers Georgia Farmers tour.

Farm Credit Bank of Columbia, SC in Daytona Beach, Florida.

American Agriculture Women

Texas Ag. Lifetime Leadership Briefing

International Dairy Foods Assn. Reception
on patio.

Chinese Ag. Visitors Briefing scheduled.

WEEKLY ACTIVITIES FOR KATHERINE GIBNEY
JUNE 7 - JUNE 11, 1993

1. Assisted in preparations for Espy's testifying before Senate committee: worked with Senate committee staff, wrote two press releases, proofed testimony, handled reproduction of 50 copies of press release and testimony for hearing.
2. Attended Senate hearing on national service.
3. Faxed copies of press release and testimony to members of USA Working Group.
4. Worked with news staff of number of printed media aboutt Espy testimony and faxed copies of press release and testimony to them.
5. Worked with USDA Public Affairs people in San Francisco and Angeles National Forest in finalizing arrangements for Joel's schedule to visit service projects in the area.

OFFICE OF PUBLIC LIAISON

<u>DATE</u>	<u>PROJECT/ACTIVITY/ISSUE(S)</u>	<u>TASK(S)</u>	<u>ACTION/STATUS/BENEFIT</u>	<u>NEXT STEP</u>
	<u>JOEL BERG</u>			
5/24-28		Expanded and edited long-range national service proposals.		
		Began process of creating plan for, outreach to minority media.		
		Visited ARS facilities in Beltsville.		
		Aided FSIS in constituency briefing on meat inspection.		
	<u>SAM THORNTON</u>			
5/24-28		Met with Mary Goode, Office of Personnel, about the summer interns.		
		Met with Brenda Leath, Director of the National Consortium for African American Children		
		Met with Sandi Brewster-Walker and Joel Berg on reassignment.		
		Met with Sandi Brewster-Walker and Joel Berg on the Visitor Center.		
		Met with Mark Harrison, General Board of Church and Society of the United Ministry also with Ronald Jackson, Policy Advisor.		
		Had to speak at the Core Kelly Magnet School.		

ANITA MIDDLETON

5/24-28 The National Park Service schedule for 1993 for mall events.

Hosted Florida Farm Bureau.

Arranged the USDA representative to address Water Resources Congress.

Worked on Alabama Cotton - Poultry on-site briefing.

Scheduled the briefing for Cotton Leadership Council.

Handled the Farm Credit Bank of Columbia, S.C. briefing.

Handled the Smithsonian-Festival of American Folk Life.

SALLY KATT

5/24-28 Attended the Public Voice Food Policy conference on Monday and Tuesday.

Reviewed twelve chapters of the upcoming 1993 Yearbook on Nutrition for the Dietary Guidance Working Group.

Attended the meetings of the Dietary Guidance Working Group and the Human Nutrition Coordinating Committee.

DOTTIE CLICK

5/24-28 Made arrangements for a June 11 Brown Bag Luncheon for all OPA employees and others who are interested in learning more about the International Affairs area and the latest developments therein. It will be held in Room 107-A. Someone from the International Affairs and Commodity Programs area will be doing the presentation. There will also be an opportunity for those in the audience to ask questions.

I have been working with the Agricultural Women's Leadership Network on their upcoming visit to Washington. They will have a reception in the USDA Patio and Bob Nash will welcome our guests.

The American Agri-Women's group has contacted me about help in obtaining a speaker for one of their sessions at USDA. Steve Kinsella has kindly accepted and the group has told me they are extremely pleased that the Secretary's Press Secretary will be meeting with them.

Met with the Kansas Farm Bureau (KFBB) Director of Governmental Relations on Wednesday to discuss some upcoming meetings KFBB is planning for the DC area this Fall.

Provided the Food Marketing Institute and the American Farm Bureau Federation information relating to the Food Safety Offensives on Thursday.

Worked on arrangements for the upcoming Watermelon Feast in the USDA Patio. The organization is pleased that we are working toward a Presidential Proclamation.

Have been tracking the progress of the Mushroom Proclamation for the American Mushroom Institute.

Prepared a memo to Friends of Agriculture asking them to respond to questions regarding the Daily Ag Fax. Am now waiting on word from Sandi Brewster-Walker re the legality of doing this.

Rewrote my job description.

Helped an employee of ASCS Peanut Division locate a Russian delegation that is in Washington this week in meetings regarding a \$40 million set aside for peanuts. After several calls I obtained the needed information from the General Sales Manager's office in FAS.

Talked with the Illinois Farm Bureau Legislative Director regarding arrangements for an upcoming visit to the Department.

Made arrangements for Joel Berg, Sam Thornton, and Dottie Click to meet with Under Secretary for International Affairs and Commodity Programs Gene Moos to talk about what OPL does and how the International Affairs and Commodity Programs and OPL can do to work together most efficiently.

Made arrangement for Joel Berg, Sam Thornton, Dottie Click, and Sally Katt to meet with Assistant Secretary for Marketing and Inspection Service Gene Branstool to discuss the OPL operation and how Marketing and Inspection Services can work most effectively together.

Provided our Director of Public Liaison with information on the various USDA Photo ID's.

Contacted the National Cotton Council regarding background information on their organization and materials on their "hottest" issues.

Worked on arrangements for upcoming annual State FFA President's meeting here in Washington. The organization represents 401,000 FFA members nationwide. The highlights of the trip usually are visits with the Secretaries of Agriculture and Education. I am working with Jackie on the Secretary's availability.

Worked on upcoming National Association of Meat Purveyors' meeting at USDA.

MEETINGS FOR WEEK OF MAY 31

June 2, Room 5521 South, 1:30 p.m. Jim Vertrees (works in Gene Moos' office) will be briefing 13 representatives from the Planning Commission of the Peoples Republic of China on American Agricultural Policies.

June 7, Room 104-A, 3:00 p.m. Steve Kinsella will be meeting with a coalition of 50 farm women's organization and individuals that represent 50,000 farm, ranch, and agri-business women from across the country (American Agri-Women).

DRAFT

**U.S. Department of Agriculture
Office of Public Affairs
Deputy Director and Director of Public Liaison
ES- 0301**

I. Introduction

The mission of the Office of Public Affairs (OPA) is to plan, formulate, direct, and coordinate the Department's intergovernmental affairs and public liaison activities; and to plan, organize, implement, and coordinate the Department's public affairs, policies, programs, and activities.

The incumbent of this position serves as Deputy Director, OPA, and in this capacity shares responsibility for planning, organizing, directing, reviewing and coordinating the functions of this office.

The mission of the Office of Public Liaison is to coordinate all the Department's interactions with outside interest groups and individuals. The office should:

- * Serve as a serious and respected link between the Secretary and interest groups.
- * Create a system in which groups believe their concerns are considered by and acted upon by the Department.
- * Act as a public liaison consultant to all USDA agencies and offices to help them develop and implement a written strategy for public outreach.
- * Track and coordinate interactions between interest groups and USDA agencies.
- * Chair regular meetings with public liaison representatives from each USDA agency and office.
- * Expand the number and type of interest groups with whom the Department interacts.
- * Provide outside groups with a constant, yet targeted, flow of information about USDA programs and initiatives.
- * Provide all USDA agencies with updated and accurate information about the concerns of vital constituencies.
- * Coordinate interactions with the African-American, Hispanic, Jewish, and other ethnic and minority group media.
- * Run the Department's employee volunteer programs and incorporate the Department into the President's national service initiatives.
- * Revamp our visitor center and tour operations in order to have a positive and memorable impact upon the countless number of citizens who walk by our offices.

The incumbent of this office also serves as Director of Public Liaison and is responsible for planning, organizing, directing, reviewing, and coordinating the functions and operations of the Office.

II. Duties and Responsibilities

The incumbent shares full responsibility for the following:

- 1) Provides advise and counsel on public affairs matters to the Secretary of Agriculture.
- 2) Participates with the Secretary in establishing communication policy and in planning, developing, and directing the activities of the department related to public affairs.
- 3) Helps manage the information activities of agencies within USDA, both in their Washington-area offices and their field offices throughout the country. Coordinates and leads information campaigns between and among agency offices. Establishes policies and program priorities for agency information activities. develops and implements a quality control program to eliminate overlap and redundancy and to provide an uniform and economical USDA-wide information program.
- 4) Provides overall direction and coordination of the public affairs programs and activities of the Department.
- 5) Assesses and evaluates agency information programs for technical excellence and efficiency. Appraises the accomplishments and deficiencies of current activities and establishes goals and directions for existing and proposed public affairs programs.
- 6) Coordinates with and secures the cooperation of national leaders of commercial, nutrition, industrial, farm organizations, and other non-governmental agencies in meeting the goals of the Secretary and the Department.
- 7) Maintains cooperative agreements with federal and state officials and other official bodies, representing the Department in matters relating to the planning and execution of public affairs activities in the Department and its agencies and the integration of those activities into the most effective information programs for national and international audiences.
- 8) Confers with and advises the Deputy Secretary, the Under and Assistant Secretaries, general Officers, USDA agency administrators and other officials on gaining acceptance of USDA policies and programs. These conferences are for either advising them of the Secretary's proposals or for obtaining their suggestions on and recommendations on communications policy.

- 9) Participates with the Secretary in meetings and conferences, and, when designated, serves as the Secretary's aide, intermediary or agent at news conferences, or at meetings with other federal agencies, agricultural groups, trade organizations and the like. When designated, accompanies the Secretary on his/her travels, and arranges press conferences with the national and local print and electronic media.
- 10) Speaks publicly on behalf of the Administration, the Secretary, and the Department.
- 11) As required, represents the Department by acting and speaking for the Secretary, at conferences for the Secretary, at conferences of delegations or missions to other countries, which have been called to study and discuss high-level agricultural problems. Such conferences often result in proposed courses of action that are of utmost importance and great concern to the United States and the world food and agricultural situation.
- 12) Presents USDA program decisions and actions to members of Congress and the public.
- 13) Represents the Secretary on Departmental committees which originate or discuss policies and programs which will affect U.S. agriculture and which must be acceptable to the public to be effective. Makes recommendations or suggestions on public information approaches on behalf of the Secretary.
- 14) Clears all Congressional testimony presented on behalf of the Department. Upon request, reviews testimony from other governmental departments and agencies.
- 15) Upon request, provides talking points and other briefing materials for the White House and other governmental agencies.
- 16) Provides speeches, talking points, and briefing materials for the Secretary.
- 17) Operates the USDA visitor center and all USDA visitor activities.
- 18) Manages USDA interactions with minority and ethnic group media.
- 19) Runs regular meetings with publican liaison representatives from all USDA agencies and offices.
- 20) Coordinates all USDA employees volunteer activities.
- 21) Leads the Department's efforts incorporate into new national service initiatives.

III. Responsibility for the Work of Others

Is fully responsible for building and managing a culturally diverse work force at all levels, establishing and communicating annual equal opportunity and civil rights expectations, promoting the advancement of employees through effective career counselling, and affords all employees equal access to developmental training and work assignments.

Responsible for implementing the Secretary's policy in Equal Employment Opportunity and Civil Rights. Provides equal opportunity in employment for all subordinates, applicants, and hires; prohibits discrimination in employment based on race, color, religion, gender, national origin, age, sexual orientation, or handicap condition; and promotes a full realization of equal employment through continuous affirmative actions within the work environment. When employees under the direct supervision of the incumbent have been assigned specific EEO or Civil Rights functions and responsibilities, the incumbent is responsible for assuring adequate time, resources, and support for the accomplishment of these duties.

IV. Scope and Effect of Work

V. Mental Demands

VI. Personal Work Contacts

INTERGOVERNMENTAL AFFAIRS STATUS REPORT

<u>DATE</u>	<u>PROJECT/ACTIVITY/ISSUE(S)</u>	<u>TASK(S)</u>	<u>ACTION/STATUS/BENEFIT</u>	<u>NEXT STEP</u>
5/31/93	JIM PACE, GEORGE HOLCOMB, AND CHRYS WILSON			
	1. Chrys Wilson on board as Assistant Deputy Director of Intergovernmental Affairs meets with National Association of Counties.	Chrys Wilson is welcomed as the newest member of the Intergovernmental Affairs team. This week Chrys met with the Chief of Staff for White House Intergovernmental Affairs, Loretta Avent, and Washington based representatives of the National Association of Counties to discuss the ways in which the Intergovernmental Affairs offices of this new administration can help them.		Engineering
	2. Director receives honorary fellowship from the American Indian Science and Society (AISES)	Jim has been named by the American Indian Support Society, Inc. (AISSI) as recipient of an honorary membership to the AISES Sequoyah Fellowship Program. Mr. Robert French, President and Chairman of the Board of AISSI has notified Jim that he will be receiving this prestigious award "in recognition of his many outstanding contributions to the American Indian Community." Mr. Pace will be receiving the Sequoyah medal and a lifetime membership to AISES.		Engineering
	3. Farmers Home Administration v. Emma Lamebull	George obtained information from Intertribal Agriculture Council (IAC) to effect that FmHA is trying to collect mortgage money from Sioux borrower's widow, Emma Lamebull, of Montana. Husband had been paying on debt regularly until he died. She is ready for battle to keep from giving up her home and farm. Also has other land rented out, and Interior Dept. may be collecting for her. Apparently FmHA is asking Interior to collect money for FmHA. IAC plans to take case before Senate hearing. George asked FmHA for more facts in case.	Status: Awaiting more info. from FmHA.	Stay in touch
	4. Coeur d'Alene Tribal Problems	Checking with ASCS Acting DASCO, George learned that ASCS has yet to inform Tribe about status. Tribe can't collect CRP (Conservation Retirement Program) money until it gets farm into compliance. Tribe contends Colorado River Tribe case conflicts with ASCS ruling in this case.	Status: Need more info from ASCS.	Keep digging

5. Indian info.	At Jim's suggestion, George faxed USDA news releases re breakfasts and WIC that he sent to Intertribal Agriculture Council (IAC) to National Association of Food Distribution Program on Indian Reservations.	Benefit: Help keep them informed.	None
6. Metlakatla Timber Sales	Jim has been working with the Forest Service and Metlakatla Tribe in Alaska in resolving a Timber sale contract bid dispute.	Status: Alaska OGC decision pending	
7. Native Am. Working Group (NAWG)	Next meeting of NAWG scheduled for June 22 in Williamsburg Room.	Status: Quarterly meeting.	Send invites
8. Indian farm management.	Following up inquiry from Klamath Tribe of Oregon, George hunted farm managers' organization, finding Am. Socy. of Farm Mgrs. & Rural Appraisers (AFM-ARA). Jim suggests they be included in USDA program at coming fall meeting of IAC (in Florida).	Benefit: Expand info sources to Indian managers.	Check with AFM-ARA
9. Goats	Co-author Harriet Jensen of factsheets on Angora Goats and Cashmere Goats wrote to George to report favorable feedback from CSRS publication of latter, adding that "Extension Agents do not seem to be aware" of them and get lots of calls from people seeking help, and not finding much out there." Jim passed along letter to H. Kerr, Director of Office for Small-Scale Agriculture (OSSA), CSRS.	Benefit: USDA gets more data out for "Alternative Ag." entrepreneurs.	Ask ES to let agents know
10. Shiitake Mushrooms	George altered some pages on manuscript as result of ARS suggestions, cleared it with Dennis in Publishing, sent it on to OSSA for next step	Benefit: See preceding.	Await pub.

in publication process.

11. Ag. Statistics

SES Candidate George A. Hanuschak, Chief of NASS Survey Technology Branch, and NAWG member Larry Beard of NASS met with Jim and George to discuss plans for pilot project to obtain Indian ag. data.

Status: Beginning of 9-month project.

Await next contact

ECONOMIC ACTION PROGRAMS

Goal Help America invest its forest-based resources to support sustainable community development goals

Program Description

The "Economic Action Programs" framework includes a set of programs aimed at investing in America's future by focusing on the needs of the overall community as well as its business sector. Help is provided by channeling technical and financial assistance to local communities, organizations, and businesses directly or through partner organizations.

The programs contribute by helping communities diversify and strengthen their local economies through a whole range of forest-based resources: cultural and historic; wildlife, fishing, and recreation; timber and non-timber special forest products; minerals and geology; scenic; and human. Together, they focus on integrating economic development and environmental protection concerns; and provide a way to address a range of pressing needs including:

- Organizing diverse community interests for resource-based economic development and conservation
- Fostering high value-added processing
- Spawning innovation through special products and alternative services
- Enhancing productivity of existing manufacturing and services
- Strengthening the marketing of commodity and amenity resources
- Improving information and promoting technology transfer
- Improving local human capital.

The 3 major program components are as follows.

● **Rural Community Assistance**

Targeted specifically to rural areas, this program component focuses on helping the whole community capitalize on available local human and natural resources to improve the quality of life and the social and economic situation. Assistance is provided in helping communities organize, plan, and implement actions that are community based, comprehensive in approach, and accomplished through partnerships.

● **Forest Products Conservation and Recycling**

This component encourages and facilitates the wise, more efficient use of forest resources to enhance economic development and promote better stewardship of the forest resource. Emphasis is on stimulating public and private sector innovation. Specific opportunities include new uses for wood and other forest-based resources through recycling and value-added secondary manufacturing, and alternative goods and services.

● **Market Development and Expansion**

This component provides a significant opportunity to strengthen local and regional economies through the creation of domestic and international markets for renewable and non-renewable forest resources. This is done by providing technical and financial assistance targeting wood use in transportation and expanding markets for forest products.

OPPORTUNITIES FOR FOREST-BASED ACTIVITIES

Economic development is influenced by all forest-related activities associated with available commodity and amenity resources. By wisely using timber, minerals, wildlife, fishing, recreation, and other forest-based resources, rural economies can be diversified and strengthened. The following strategies provide the basis for developing joint projects involving the Forest Service and other public and private entities concerned about sustainable development through resource conservation and management. The strategies were identified in research conducted by the U.S. Department of Commerce as being key to "recoupling" natural resource assets with economic development efforts. Examples of projects are provided to demonstrate the possibilities.

STRATEGY: HELP COMMUNITIES ORGANIZE FOR RESOURCE-BASED ECONOMIC DEVELOPMENT AND CONSERVATION

Projects: (1) Bring together landowners and producers to work with local/regional economic development specialists to develop common visions about the future and study feasibility of diversification based upon wise use of various forest resources (2) Help form cooperative ventures to produce and/or market available products and services

STRATEGY: TARGET VALUE-ADDED PROCESSING

Projects: (1) Convert existing facilities, including "old growth" mills, into secondary processing plants (2) Develop forest industry parks to vertically integrate small primary and secondary manufacturing facilities at the same location

STRATEGY: PROMOTE ALTERNATIVE GOODS AND SERVICES FROM FOREST RESOURCES

Projects: (1) Promote development of small businesses based upon special forest products (e.g., mushrooms, wreaths, pine straw) and services (e.g., game farms, recreation fees, interpretation) (2) Promote development based upon use and interpretation of cultural, historical, and amenity resources

STRATEGY: ENHANCE PRODUCTIVITY

Projects: (1) Develop businesses based upon use of trim ends and other mill waste (2) Use computer-aided methods for increasing efficiency in secondary processing

STRATEGY: STRENGTHEN MARKETING

Projects: (1) Work with States/regions to promote communities and attractions along designated scenic highways and byways using signs, interpretive programs and other means of providing public information (2) Work with timber, minerals, and other resource-based industries to collectively market products of small-scale producers

STRATEGY: PROMOTE TECHNOLOGY TRANSFER

Projects: (1) Focus on recycling to help solve municipal solid waste problems associated with wood/forest waste, and create small businesses to handle and recycle the waste (2) Work with States and local communities to promote fabrication and installation of modern timber bridges

STRATEGY: IMPROVE LOCAL HUMAN CAPITAL

Projects: (1) Work with employers to help train employees on use of new machines and technologies (2) Work with high schools and community colleges on vocational training programs which expose students to other resource areas and new technologies

EXAMPLES OF CURRENT FOREST-RELATED ECONOMIC ACTION PROGRAM ACTIVITIES

Rural development is not altogether a new task for the Forest Service (FS). The agency's resources--human, technical, natural, and financial--contribute significantly to rural America in a variety of ways. The FS's contribution, however, is being strengthened through more focused and coordinated efforts as called for in the agency's strategy titled "Working Together for Rural America."

Many examples of FS involvement are provided in the appendix of the strategy document. The strategy emphasizes a total FS effort in which the agency carries out its rural development responsibilities through existing programs such as cooperative forestry, research, recreation, wildlife and fishing, timber, minerals, land management planning, technology transfer and others. The following examples demonstrate the breadth of current FS efforts to foster rural development through the wise use of all forest resources.

CULTURAL AND HISTORIC RESOURCES: Using Rural Development funding available in FY 1990, Region 10 (Alaska) supported a project in Klawock to replace an aging totem pole and demonstrate totem carving to students. The totem served as the basis for renewed efforts by the community to develop a local totem park and museum complex as an additional attraction for tourism. The celebration and blessing of the totem pole were completed in June 1991 with about 1000 people in attendance.

HUMAN RESOURCES: In Idaho, the FS is working with several State and local agencies, a State college, and community organizations in the Clearwater Valley on attracting retirees for tourism development and relocation purposes. A workshop has been held, and workbook will be available for use by others. A Rural Development seminar was held for citizens of counties in West Virginia and Ohio. Topics included business planning, recreation and tourism opportunities, and secondary manufacturing of forest products.

TIMBER RESOURCES: A variety of efforts are underway to make better use of timber resources for various rural development purposes. Since FY 1989, the FS has been implementing a Timber Bridge Initiative through which modern design and construction techniques are being demonstrated. Demonstration bridges (primarily highway) are being cost-shared and installed nationwide, and workshops are being held to build understanding among bridge designers, transportation planners, and economic development specialists--to name a few. Also, twelve counties in Ohio which comprise the Crossroads Resource Conservation and Development Area have launched a marketing campaign to promote better utilization of low-grade hardwoods. A brochure will be distributed which will list woodcrafters and vendors who utilize hardwoods in their businesses.

WILDLIFE, FISHING AND RECREATION: The FS is collaborating with the Bureau of Land Management and the Sport Fishing Institute on a study of how rural communities or areas can diversify their local economies nationwide based upon wildlife, fishing and related outdoor recreation. Case studies of communities in five states are included in the project. In addition, a project is underway in Montana (Region 1) to work with State and local interests around the Choteau area to identify options and foster economic diversification based upon these resources.

MINERALS AND GEOLOGY: Efforts are being made to foster rural development through minerals and geology resources in a sustainable and environmentally sound manner. A national workshop was held in October 1991 to foster better understanding of the potential within the building stone industry and to integrate building stone operations with other activities such as recreation, mineral showcasing, and interpretation. It is hoped that efforts underway in Minnesota on the Superior National Forest will serve as an example to other areas of the country.

ALTERNATIVE FOREST RESOURCES: The FS is currently developing a guidebook on the rural development opportunities associated with a whole range of special forest products such as mushrooms, berries, and floral and landscape products. Region 6 also helped organize a Special Forest Products Conference to develop understanding about the opportunities in the Pacific Northwest.

SCENIC RESOURCES: Through efforts related to the designation of scenic highways, the FS is working with a variety of public and private entities. In Colorado and Utah, special efforts are being made to integrate scenic highways with the economic development needs of local communities and the State.

File

**AmeriCorps/USDA Weekly Report
September 9, 1994**

Significant Accomplishments This Week

- 1) Deputy Secretary Rominger will represent President Clinton and Secretary Espy at AmeriCorps launch event in Maine on Monday.
- 2) USDA AmeriCorps Members and staff will participate in launch events on Monday in over half a dozen states.
- 3) Approximately 500 out of USDA's 1,200 AmeriCorps Members will begin work this week.
- 4) USDA finalized its cooperative agreement with the Corporation for National and Community Service.
- 5) The Food and Nutrition Service transferred its first funds to the Office of Communications, which in turn transferred the first funds to the Interfaith Hunger Coalition of Los Angeles, which is running a AmeriCorps/USDA anti-hunger program.
- 6) FmHA and RDA AmeriCorps sites finalized.
- 7) Revisions completed in staff operations manual, AmeriCorps Member manual, and Member agreement.

Major Tasks for Upcoming Week

- 1) Participate in launch activities and distribute media materials about USDA AmeriCorps projects nationally.
- 2) Finalize community service objectives for each site.
- 3) Distribute memorandums on liability and fundraising restrictions.
- 4) Conduct survey of electronic communications capabilities at each site.

Key Media Contacts

- 1) Provided information to States News Service in Louisiana.

Key Intergovernmental Contacts

1) Governor Lawton Chiles of Florida wrote to secretary Espy requesting that Florida sites be included in the Rural Development team.

Key Congressional Contacts

1) Senator Bob Graham wrote to Secretary Espy to forward a letter from the Florida Association of nonprofit organizations regarding potential Rural development team projects in Florida.

2) Responded to a request from Senator Daschle's office to clarify the nature of the USDA AmeriCorps projects being implemented in South Dakota.

file

USDA/AMERICORPS

Report for Week Ending Friday, August 12

Major Accomplishments for This Week

- 1) Held training program in Washington area for over 225 USDA employees and members of partner organizations who will be running AmeriCorps/USDA program this September. The training program was attended by Deputy Special Assistant to the President Rick Allen, Senate Agriculture Committee Chairman Pat Leahy, and USDA Assistant Secretary Wardell Townsend.
- 2) As part of the AmeriCorps/USDA training, approximately 200 USDA employees worked alongside the DC Service Corps and the Montgomery County Conservation Corps to perform anti-hunger and environmental service work.
- 3) Distributed comprehensive operations manual -- 80 pages in length -- to AmeriCorps/USDA staff.

Major Tasks for the Week Ahead

- 1) Finalize launch dates for all AmeriCorps/USDA project sites.
- 2) Revise budgets, community service objectives, and project manager names for each site.
- 3) Draft cooperative agreement for funding with the Corporation for National and Community Service.
- 4) Conclude selection of Rural Development Team Regional Facilitator positions.
- 5) Clarify RDA and FmHA funding issues.
- 6) Convene evaluation working group.
- 7) Send names for CNCS 800 recruitment line to field offices.

Key Congressional Contacts

- 1) Senator Leahy attended and spoke at AmeriCorps/USDA staff training.
- 2) A member of Senator Daschle's staff attended AmeriCorps/USDA staff training.

Intergovernmental Contacts

1) Representatives from the Governor's National Service offices in both Vermont and Maryland spoke at the AmeriCorps/USDA staff training.

Key Media Contacts

1) Provided information and photographs to Vermont newspapers and radio stations regarding Senator Leahy's appearance at staff training.

2) Provided information to *LA Times* regarding USDA/AmeriCorps anti-hunger program in Los Angeles.

**AmeriCorps/USDA Weekly Report
September 16, 1994**

Significant Accomplishments This Week

- 1) Secretary Espy discussed AmeriCorps in multiple workshops this week sponsored by the Congressional Black Caucus.
- 2) Secretary Espy provided television and radio interviews explaining the AmeriCorps launch.
- 3) Deputy Secretary Rominger represented President Clinton and Secretary Espy at the AmeriCorps launch event in Maine on Monday.
- 4) Rural Development Administration Administrator-Designate Dayton Williams represented the Administration at the AmeriCorps launch in West Virginia.
- 5) USDA AmeriCorps Members and staff participated by satellite in the President's AmeriCorps launch event in over a dozen states.
- 6) Approximately 500 out of USDA's 1,200 AmeriCorps Members started actual service work this week.
- 7) FhMA and RDA funding issues resolved so that both agencies can continue their recruitment efforts.

Major Tasks for Upcoming Week

- 1) Community service and community building objectives to be submitted from SCS, FS, RDA, FmHA, and FNS to the USDA Director of National Service.
- 2) Create written policies for liability insurance, fundraising, nepotism, journal requirements, and workplans.
- 3) Finalize Rural Development Team Regional Facilitators for each of the 11 regions.
- 4) Hold regional conference calls regarding Rural Development Team recruitment.
- 5) Conduct survey of electronic communications capabilities at each site.
- 6) Finalize lists and maps of Rural Development Teams, list Congressional Districts, and provide these lists to Governors, state commissions, and Congresspeople.

- 7) Schedule site visits.
- 8) Provide written materials for joint EPA/USDA technical assistance project.
- 9) Obtain Office of General Counsel approval for Member agreements for FmHA and RDA.
- 10) Finish production of AmeriCorps radio documentary to be sent to radio stations nationwide.

Key Media Contacts

- 1) Sent an advisory on September 9 and a press release on September 12 to the USDA national media list explaining USDA involvement in the President's launch activities.
- 2) Sent an advisory to major media outlets in Maine announcing Deputy Secretary Rominger's trip.
- 3) Sent 11 different state-specific releases to targeted media lists in 11 targeted states.
- 4) Placed audio clips from President Clinton and Secretary Espy regarding AmeriCorps on the USDA radio newscast on September 12.
- 5) According to our reports from the field, USDA launch activities were covered widely -- and positively -- by television and radio stations and newspapers throughout the country.

Key Intergovernmental Contacts

- 1) Coordinated with many state commissions on national and community service regarding launch activities.

Key Congressional Contacts

- 1) A staff member from the House Appropriations subcommittee on Agriculture requested information on AmeriCorps from the USDA Office of Budget and Program Analysis.
- 2) Congresswoman Jolene Unsoeld's office requested information on AmeriCorps projects in Washington State.

Bohhi Winslow - ~~VEB~~ NPS

New Program

Tim Stone

National Service Tasks
Week of June 13, 1994

205-1313

Joel

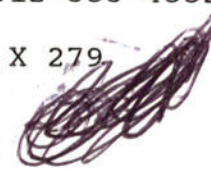
- 1) Finish press release materials
- 2) Check with Forest Service about Golden Eagle passport, Katherine Allen, 703-235-8855
- 3) Follow-up with Mark Geade on Forest Service budget, 720-7173
- 4) Write clarification on team management structures
- 5) Begin writing guidebook for project managers, including recruitment
- 6) Work with Kathryn to outline media plan
- 7) Write decision memo for the Secretary
- 8) Write new explanation of plan
- 9) Finalize USDA logo
- 10) Call Gina Sinone, Ext. 276
- 11) call Susan Stroud, ext. 172 X
- 12) Call Paul at Voice of America in Chicago, 312-353-4552
- 13) Call Sylvia Hostie, Congressional Affairs, X 279
- 14) Call Christian Hendrix at NASC, 737-6272
- 15) Call David Sears at ERS 219-0541
- 16) Call Bob Cole about Jim's role, 720-2565
- 17) Follow-up on Secretary's trips to Chicago and DC

Brent But FS

~~Neil Huggett or [unclear]~~



4-H State Fair



606-4938

Sylvia

Haraj

X 279

Kathryn

- 1) Finalize printing order and provide project addresses
- 2) Follow-up on public affairs task force, Jim Benson is SCS contact at 720-5974
- 3) Implement recruitment plan
- 4) Meet with Evie White about recruitment

Friday

Noon

David Sears memo

Ron

- 1) With both Kathryns to follow-up on Forest Service funding for recruitment activities
- 2) Finalize DC and Chicago budgets and administrative processes
- 2) Work with OPBA to obtain Center for National Service overhead money
- 3) Work out plan for operating funds pre-October 1
- 4) Propose 1996 budget
- 5) Follow-up on 800 line, Internet connection, and application on Internet
- 6) Hold meeting of administrative task force
- 7) Send draft application to OMB

Denise

- 1) Continue calling stations about PSA
- 2) Obtain mailing list and Congressional Districts from agencies
- 3) Kelp Kathryn on recruitment plan

Donna

- 1) Obtain Congressional District list for hunger
- 2) Send information to anti-hunger groups and non-profits
- 3) Edit press releases
- 4) plan trips to sites
- 5) Work on other FNS policy changes

Jim

- 1) Decide on FMHA and RDA rural development clusters
- 2) Work out procedures for FMHA and RDA administration of rural development

3) Work out procedures for contacting state directors June 21

Paula

- 1) Provide comments of mission statement, vision statement, and application
- 2) Match Congressional districts to sites
- 3) Provide list of rural development clusters
- 4) Provide guidance for DC projects

Kathryn Allen

- 1) Work to get printing approved
- 2) Provide list of Congressional districts
- 3) Help finalize place and dates for training

Cherry

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Quest

OFFICE OF PUBLIC LIAISON

<u>DATE</u>	<u>PROJECT/ACTIVITY/ISSUE(S)</u>	<u>TASK(S)</u>	<u>ACTION/STATUS/BENEFIT</u>	<u>NEXT STEP</u>
	<u>JOEL BERG</u>			
7/19-23		Consulted with FEMA and the Farm Bureau to make recommendations on USDA employee responses to the flooding.		
		Worked with the White House and the Commission on National and Community Service to incorporate youth service efforts into flood relief.		
		Provided input on interest group participation in the Secretary's farm income forum.		
		Solicited ideas for re-vamping our visitor center and starting a Department tour.		
		Met with Sam, Leslie, and Phil about expanding our minority outreach plan.		
		Met with a vendor about starting an 800-line.		
		Chaired meeting of task force on Rural development Corps.		
		Attended meeting of task force on Empowerment and Anti-Hunger Corps.		
	<u>SAM THORNTON</u>			
7/19-23		Met with Mary Goode with Personnel.		
		Meeting with Dan Case and Claud Gifford.		
		Meeting with Helen Haas.		

ANITA MIDDLETON

7/19-23

Worked on USDA employee participation in flood relief fund.

Hosted Mid-American Dairymen tour of USDA.

Hosted Russian Agriculture Experts briefing.

Called Interest Groups about Espy tape on flood relief sources.

Hosted Cotton Council Women's Commission.

Scheduled briefing for Ag. Div. of Bureau of Census.

SALLY KATT

7/19-23

Flood activity-video promotion. Arranged for callouts to major agricultural groups in the affected states. Contacted Farm Bureau which distributed information about the flood video nationally. Also arranged with PBS to put out a notice to all stations in the system on the availability of the video.

Worked on the categorizing and update of OPL mailing lists. Met with Katherine Hill to discuss imputing of lists into the date base.

Sent certificates of thanks from Van Ness to tutors who were not able to make the school thank you ceremony. Last week a memo went forward from Ali to the Secretary asking for a time for a reception for Van Ness tutors. So far we have heard nothing.

DOTTIE CLICK

7/19-23

Provided my Director and Deputy with a copy of a Forest

Service proposal to recruit African American youth from Southeast Missouri into the second minority natural resources mentoring program that will begin in the summer of 1994 to my Director and Deputy.

Obtained information for Joel on the Forest Service Donation Centers and also on the FEMA Donations and Volunteers telephone numbers.

Received from the American Farm Bureau Federation and passed along to Joel and Sam information on the Iowa Farm Bureau's efforts to help flood victims and also a copy of a AFBF Newslite interview between Mike Orso, AFBF, and Deputy Rominger regarding disaster relief.

I have been working on arrangements for several Ohio FFA Officers to be briefed here at the Department in August. They called to cancel their plans, saying that they are going to the Midwest to volunteer their assistance to disaster victims instead of coming to Washington, DC.

Provided Sparks Commodities with a copy of Secretary Espy's July 15 statement before the Senate Committee on Banking.

Worked on putting together the proposed Secretary's Memorandum To All Employees asking for donations for the flood and rain disaster victims and the transmittal memo to OGC for its clearance. Also worked on the OGC memorandum to OPM asking for permission to send the Secretary's Memorandum. Wrote the memorandum transmitting these materials to the Secretary for signature.

Worked on Farming and Agri-business mailing lists and also on the FAX list. With Andy's help, deleted old names and added new ones. However, there is still much information that needs to go into the FAX machine on my groups, as well as on the conservation and environmental, consumer and nutrition, African American, rural development, and Hispanic groups.

MEETINGS NEXT WEEK

Wednesday, July 28

FFA State Presidents, 10:00 a.m.-11:00 a.m., Jefferson Auditorium, with Deputy Secretary Rominger--Photo Op and Remarks.

Brown Bag Luncheon, 12:00 noon, 107-A, guest speaker is Randy Weber.

7/19/-23/93 VISITOR INFORMATION CENTER
(BARBARA ROBINSON & JOYCE PERSON)

- 1. Telephone assistance Handled 1,096 phone inquiries; average holding time was 26 seconds per call

- 2. Visitors to Center Provided information and/or publications to 105 visitors

USDA/AMERICORPS

Report for Week Ending September 2, 1994

Major Accomplishments for This Week

Finalized preparations for September 12 launch.

Participants in Summer national service project in the District of Columbia graduated at a ceremony attended by ARS Administrator Dr. Essex Finney.

Completed AmeriCorps member handbook.

Transferred first funds to an AmeriCorps project; signed cooperative agreement and arranged wire transfer to Los Angeles Interfaith Hunger Coalition.

Major Tasks for the Week Ahead

- 1) Finalize budgets and cooperative agreement with the Corporation for national and Community Service (CNCS).
- 2) Resolve FmHA/RDA funding issues.
- 3) Submit to CNCS revised community service objectives for each site.
- 4) Submit to CNCS revised maps for Rural Development Team sites.
- 5) Finalize plans for September 12 launch.
- 6) Draft Member agreement and training plans.

Key Congressional Contacts

- 1) Discussed concerns over New Jersey SCS project with Congressman Menendez's staff.

Intergovernmental Contacts

- 1) Provide information to state national service commission in Arkansas.

Key Media Contacts

- 1) Provided information on Los Angeles anti-hunger program to the *Los Angeles Times*.

File

To be done between now and Sept. 12:

Who

Interagency
Admin Specialists
Dave W to
coordinate



What

- Select Nature of Action Codes
- Accounting Codes
- Workers Compensation
- Child care

Lou, Jim,
& Dave W

- Cooperative Agreements between USDA and Corporation

Dave W

- New Member orientation kit

Dave G

- Examples of workplans to field

Paula

- Member Agreements

Jim or
Dave W

- Reprint or simplify brochure

Manual Group:

Bill

- Checklist of forms

Joel

- Chapter on Fund Raising (guidelines)

Lou

- Chapter on 3rd party contractors

Dave G

- Chapter on Evaluation

Bill

- Form for performance appraisal

Dee

- Questions from training course

Dee

- Maintain master manual

Don

- Revise Safety chapter

Wayne

Other issues to put in manual

- Workers Compensation
- Child care "how to"
- Child care — is it treated as taxable income)
- Can AmeriCorps members have other employment?
- Define "Participant" in glossary
- Are physicals required; who pays?
- More info on safety
- Explain Liability issue
- Can seasonals be hired (pg. 37)

get Dave
a copy of
ours.
get copies
of ours



MEDIA AVAILABILITY FOR ASSISTANT SECRETARY JIM LYONS ON NATIONAL SERVICE
(3:00-4:00PM CENTRAL TIME)

File



HOUSTON CHRONICLE

Time: 3:00-3:15

Contact: Catherine Murphy
(713)220-7491
(713)220-7171 *back-up number

Environmental Reporter: Bill Dawson (He will be doing the interview)
(713)220-7491
(713)220-7171 *back-up number
Fax: 220-6806

CORPUS CHRISTI CALLER-TIMES

Time: 3:20-3:35

Contact: Tom Whitehurst & Debra Wilkens
(512)886-3662
(512)884-2011 *back-up

Environmental Reporter: Vaughn Haggerty
(512)886-3683
(512)884-2011
Fax: 886-3732

GALVESTON DAILY NEWS

Time: 3:40-3:55

Contact/Reporter: Maggie Sieger
(409)744-3611 ext. 235 or ext 233(back-up)
Fax 740-3421

Lisa / @ Julia
CLIPS

USDA/AMERICORPS

Report for Week Ending Friday, August 26

Major Accomplishments for This Week

Explained AmeriCorps and USDA involvement in lengthy, 15 minute-segment on news show on JJKM radio in Chicago.

Made final preparations to sign Departmental cooperative agreement with the Corporation for National and Community Service.

Continued preparations for September 12 launch events.

Major Tasks for the Week Ahead

- 1) Finalize cooperative agreement with CNCS.
- 2) Transfer first funds for Los Angeles anti-hunger site.
- 3) Finalize revised community service objectives for each site.
- 4) Write press releases and sites for September 12 launch.
- 5) Finalize Secretary's and sub-cabinet's role in September 12 launch.
- 6) Conclude selection of Rural Development Team Regional Facilitator positions.
- 7) Resolve RDA and FmHA funding issues.
- 8) Convene evaluation working group.

Key Congressional Contacts

- 1) Provided information to Congressman Guttierrez' office about projects in Illinois.

Intergovernmental Contacts

- 1) The Arizona Commission on National Service requested information on our projects.

Key Media Contacts

Explained AmeriCorps and USDA involvement in lengthy, 15 minute-segment on news show on JJKM radio in Chicago.

File

USDA/AMERICORPS

Report for Week Ending Friday July 8

Major Accomplishments for This Week

- 1) Conducted final grant negotiations with the Corporation for National and Community Service.
- 2) Completed cooperative agreements necessary for starting special summer national service program in the District of Columbia.
- 3) The Soil Conservation Service submitted final cluster site locations for the Rural Development Team.
- 4) Recruitment brochures and posters were printed and distributed to all 42 service sites throughout the country.
- 5) Toll-free 800 line has received total of over 500 calls.

Major Tasks for the Week Ahead

- 1) USDA Office of national Service finalizes payment for training of staff to be held in the DC area during the week of August 8.
- 2) Agencies obtain revised FY94 and FY95 budgets from each project site.
- 3) Agencies continue to obtain draft recruitment plans from each project site.
- 4) Edit strategic plan for pre-September 19 planning and send to all project managers and relevant field staff.
- 5) Write rough draft of administrative and programmatic handbooks for project managers.
- 6) Agencies finalize Rural Development Team site clusters and place on a map of the U.S.
- 7) Agencies finalize agency commitments to providing Regional Rural Development Team Coordinators.

- 8) Finalize event in which Secretary Espy and Mayor Kelly jointly visit DC summer national service program.
- 9) Arrange meetings with key agency personnel to discuss FY96 budget requests.
- 10) Reach agreement on application form for potential participants.
- 11) Spur on inter-agency meeting with OMB, GSA, OPM, and National Performance Review.
- 12) Supervise design work on USDA recruitment exhibit and tee-shirts.
- 13) Mail recruitment brochures to those who called 800 line.

Key Congressional Contacts

- 1) Responded to request for information from the office Senator Gregg.
- 2) Drafted letters in response to letters from Senator Leahy and from Congressman Bob Smith and from Congressman Bob Franks.

Intergovernmental Contacts

- 1) Responded to requests for information from the State Commissions on National and Community Service in Texas, Tennessee, Oregon, and Washington.

Key Media Contacts

- 1) Joel Berg conducted interview with a radio station in Northeast Kansas regarding Kansas AmeriCorps program.
- 2) *Columbus Dispatch* ran a story on our Ohio AmeriCorps project.

AmeriCorps/USDA Weekly Report
December 9, 1994

Significant Accomplishments This Week

- 1) USDA Director of National Service Joel Berg visited the USDA AmeriCorps Environmental Team project, sponsored by the National Resources Conservation Service, in and around Atlanta, including Congressman Gingrich's district.
- 2) The *Dalles Daily Chronicle* in Oregon ran a highly positive story on the Northwest Service Academy a USDA-affiliated program, headlined "Clinton project benefits college."
- 3) The *Lansing State Journal* Michigan ran a highly positive story on one of our Michigan rural development programs entitled "AmeriCorps workers to help Michigan farmers."
- 4) Held a conference call with all the USDA AmeriCorps regional and state facilitators.
- 5) The Forest Service held a national conference to finalize projects for next year.

Major Tasks for Upcoming Week

- 1) Submit final objectives, maps, and budgets to the Corporation for National and Community Service.
- 2) NRCS finalizes plans in Indiana and Oklahoma, finishes recruitment, obtains final objectives, and obtains final workplans and objectives.
- 3) All agencies obtain revised objectives and workplans from the field.
- 4) FNS finalizes DC objectives and edits other objectives.
- 5) Forest Service matches rural development objectives with specific sites.
- 6) All agencies finalize next year's funding process.
- 7) Send revised operations and Members manuals to the field.
- 8) Order uniforms for Members and staff.

- 9) Set January meeting for regional facilitators.
- 11) Follow-up with ERS on evaluation plan.
- 12) Follow-up on survey of electronic communications and other capabilities and needs at each site.
- 13) Order stationary and note cards.
- 14) Distribute scanned logos to the field in MAC-Pagemaker 5.0
- 15) Update media plans nationally and by media market for EZ/EC and quarterly reports.
- 16) Distribute newsletter/communications guidelines
- 17) Develop fire fighting/pay problem guidelines
- 18) Start weekly newsletter on projects.

Key Media Contacts

- 1) No major media contacts this week.

Key Intergovernmental Contacts

- 1) Provided information to Chair the of the New Hampshire Commission on National and Community Service.

Key Congressional Contacts

- 1) No major Congressional contacts this week.

AMERICORP WEEKLY UPDATE
November 28 through December 7, 1994
Janice Syverson, Minnesota

To date none of the project managers have contacted me with any input for this weekly report. I have not been contacted by Michael Price, NRCS State Coordinator, in regards to this report either. I talked with a couple of the project managers and they said they knew nothing about it. Have the project managers been informed of this?

I'm not getting any response from the State Coordinator, or the Project Director for Cloquet cluster when I send Email. The members at Cloquet seem to be doing well with their projects, however, when it comes time to do a monthly project and sometimes the weekly conference call we are not "getting things done". The other three clusters in the state are ready for their third monthly project while Cloquet has yet to have its first. I did go to Cloquet the first month just to do a site visit and see what their project was all about. Everything needs to be cleared through the Project Director and I'm not sure why they are getting nowhere on these. Ten forestry members are to meet with this cluster and this has finally been ironed out as for the distance problem. I will be contacting these forestry members next week, as they are all in training this week, to let them know what we need to be doing each month, I was hoping Cloquet would have a cluster meeting set up so we would be able to get together soon.

Cluster Members feedback:

PHOTOCOPY
PRESERVATION

Thief River Falls/Twin Valley Clusters:

TRF-Ag Waste Mgmt

Planning a nutrient management training day - to inform farmers of ways to cut fertilizer costs to improve water quality. One member worked with a farmer working up a plan for his Ag Waste. They did a survey and are working on a cover letter to explain this survey so project can be implemented. Met with the Watershed District to tell about their project and how it relates to what the districts are doing so they work together to improve the water quality. The livestock producers list is completed for contacts for the management plans. They are working on a display for Crookston Winter Shows on Waste Utilization. They've done a News Release to describe the benefit for Animal Waste Utilization for local farmers. These members are coordinating the monthly cluster project for Dec. 16th. We will be doing a "Cabins for Critters" day at the Agassiz Wildlife Refuge. Coffee and hot chocolate have been donated for the members, and are working on trying to get some volunteers.

TRF-Trails

Dean the trails project member has been out with the Chicken Pox.

TV, Crookston, Red Lake Falls, Warren, & McIntosh -
Conservation Outreach Members

PHOTOCOPY
PRESERVATION

Sent letters to local businesses on crop residue. They've had two meetings with the supervisors for more guidance on the Crop Residue Alliance. They are hoping to do a tillage demonstration in August. They will talk to farm dealers to see if they will put on a demonstration. The first meeting they felt was very non-productive, however, after the meeting on the 5th they felt more organized and felt they had received more direction from their Project Managers. The living snowfence part of their project is in the works. They've set up a meeting with MN/DOT to try get the county to help cost share on the high priority roads. They have also contacted highway dept. and will be contacting the land owners who own the land along the high priority roads to try talk them into planting these snowfences. Two members in TV have been working with the "Give Water a Hand" project. Two local high school girls are working on this and we had planned to do this as a monthly project in the spring. Found out this needs to be done sooner and are now planning to help with this the last week of Dec. maybe the 28th or 29th if it gets organized. They are not sure if they will use this as a weekly cluster meeting or a second community project for this month. Members are working towards a monthly project for April called Envirothon, District in Twin Valley has volunteered to help out in any way they can such as printing any fliers. One member will be helping do a wildlife presentation at this. The Ag Environmental Learning Center has also asked if the members could help with a project in May to lay tree beds and help clear a trail.

Trails and Tourism Members:

Very close to having their video for the trail done. Hope to finish on Friday, they also will be receiving video from the two TV stations from their ground breaking and also their team building rope exercise. Plan to put this all on one tape and then will send a copy to Nat. Office. Are setting up computer DOS system to do graphics for work on their brochures. Did a habitat inventory along trail and took pictures for possible use in brochures. Are working on a pre-brochure to hand out at our monthly community project in Jan. Will be helping with a snowmobile race. Contacted the IRS for a tax exemption status to qualify for grants for the Citizens Advisory Committee for ART. Have set up a meeting with Star City council on Dec. 14 to discuss possible items to work on for tourism for town of Mahnomon. Working on a fact sheet for the 1995 NACD Nat. Conv. which is due back to Nat. Office by the 19th.

Members from these two clusters plan to do a wally-ball and swim afternoon for their weekly meeting on the 20th. They did a team building exercise on a ropes course and they all enjoyed this very much. Local TV station did coverage on this.

PHOTOCOPY
PRESERVATION

Rochester/Lewiston Cluster

One member said she had been to a Citizens Committee Meeting with 30 members present. Working on applying for funding for the programs, to see what they felt would be realistic things to try accomplish.

Two members working with the WQIP sign up, this will last 2 weeks, and are hoping 35-40 people will sign up. They have funding to work with 30 people. They've been answering lots of questions about WQIP. They had an interview with the Daily News. Have been doing soil training so can do soil testing. Studying soil loss equation and have been practicing on this.

The other member had been to a two day Grazing Conference and felt she received a lot of great information for pasture management. She had met with AmeriCorps members from Iowa which were working on same type of project and they are hoping to work together on their projects.

The cluster worked with the supervisors on the quarterly review. They had received a copy of the radio interview tape from their last community project, I told them they should make a copy and send to Nat. Office with the quarterly review.. Their community project for this month we will be going to the Salvation Army on the 22nd to be Toy Shop Escorts from 9 to noon. Then back to the office to watch a video on their projects and a short meeting.

Cloquet Cluster

We discussed monthly project at length but nothing is really set up for Dec. yet. They do have a Jan. project set up where we will be learning how to use snowshoes. They've finished their newsletter and was sent out to about 4000 land owners in the Nemadji River Basin. One member went to a seminar on the capabilities of the GIS computer Art View program and is going to another meeting to see what on this program could be used on their project. The district may purchase this program if they feel it will be of value. It's suppose to give summary data of sec. of land, like how much land, what kind of trees and the age of the trees, which will tell the land owners when the trees will be harvested, etc. The supervisor sat in on our conference call and he felt this program would be very beneficial to the project the members are working on. A letter was sent to the highway engineers on the road side erosion findings they found. Next week they will be out checking sediment in the harbor to see if more sedimentation dams are needed. The members in this cluster don't really do a weekly "spirit building" activity. They meet once a week for a staff meeting to plan their agenda for the following two weeks and that seems to be it.

All members in the State said they are keeping their journals up to date.

AMERICORP WEEKLY UPDATE
May 25 through June 1, 1995
Janice Syverson, Minnesota

Cluster Members and Project Managers feedback:

Thief River Falls/Twin Valley Clusters:

TRF-Ag Waste Mgmt

Helped with a hazardous waste clean-up. Gathering more information for the nutrient management plans.

Thief River Falls/Twin Valley - Trails

TRF - Moved into the area office as the RDC is being moved. Mounting and pressing native vegetation species. Organizing for the trails day on Sat.

TV - Putting up flyers for the National Trails Day. Finished painting the information booth they were working on. One member is working on a transect survey.

Twin Valley, Crookston, Red Lake Falls, Warren, & McIntosh -
Conservation Outreach Members

TV - Met with two conservationists to get started on the transect survey for Mahnomon and Norman County. Worked up the travel route they will take, and then started the survey.

Crookston - Worked some more on the discovery trunks, hope to have the puppet show ready for the local fairs. Worked more on the Outdoor Wildlife Learning site.

RLF - Helped with a Household Hazardous Waste cleanup.

Mc - Helped plant about 430 spruce trees near Fertile. Went to local school with a representative from recycling center to try get recycling started at the school.

Warren - Helped with a Household Hazardous Waste cleanup. Made up more copies of the list of trees and shrubs for conservation.

Rochester/Lewiston Cluster:

Pasture Mgmt. Project - Worked on grazing plans. Helped out with roadside survey.

White Water Project - Financial work for the Joint Powers Board. Attended Citizens Advisory Planning Meeting. Seeking Grants.

Whitewater River Watershed Project - Checking residue on the fields. Out doing a roadside tillage transect survey. Doing more contour

lines. Planning for June's community service project.

Cloquet Cluster:

Nemadji River Basin Project

Did a big mailing of a Newsletter. Adding more attributes to their maps with the GIS. Did a facilitator training day in preparation for the conference next week. Prepared for the MN Soil & Water Conservation Society Foresters who are taking a tour of the area today.

Comments from our State AmeriCorps Coordinator

Graduation ceremonies for Minnesota NRCS AmeriCorps members are being planned along with North and South Dakota's NRCS AmeriCorps members on August 2, 1995. We are planning to have the ceremony in Brookings, South Dakota. The eight USFS AmeriCorps members in Minnesota have also been invited to participate in this ceremony. If all AmeriCorps members can attend (some will have completed their 1700 hour commitments before August 2), forty-five USDA AmeriCorps members will participate in this ceremony. Joel Berg will be invited to participate in the ceremony.

FIR

USDA/AMERICORPS

Report for Week Ending Friday July 15

Major Accomplishments for This Week

- 1) Provided the Corporation for National and Community Service with an updated inventory of USDA AmeriCorps, community service, and employee volunteer programs
- 2) Prepared for Secretary Espy to join with DC Mayor Kelly next Thursday in visiting to visit a special summer national service program USDA is running jointly with the government of the District of Columbia
- 3) Finalized preparations for AmeriCorps/USDA staff training to be held in the DC area during the week of August 8
- 4) Continued to finalize cluster site locations for Rural Development Team
- 5) Continued to received recruitment calls from around the country on our 800 line
- 6) SCS, FmHA, and RDA continued process of naming Rural Development team sites.

Major Tasks for the Week Ahead

- 1) Finalizing administrative handbook
- 2) Agencies obtain revised FY94 and FY95 budgets from each project site.
- 3) Agencies collect remaining recruitment plans from each site
- 4) Agencies finalize Rural Development Team site clusters and place on a map of the U.S.
- 5) Agencies finalize names of Regional Rural Development Team Facilitators.
- 6) Arrange meetings with key agency personnel to discuss FY96 budget requests.
- 7) Mail recruitment brochures to those who called 800 line.

Key Congressional Contacts

- 1) Spoke to Tracy Crowley of Senator Bumpers staff about the impact of AmeriCorps funding on rural development team projects in Arkansas.
- 2) Spoke with Doug O'Brien of the Senate Agriculture Committee about Senator Leahy's possible participation in our staff training.
- 3) Drafted cover letters to be sent to all members of Congress along with information packet on all USDA AmeriCorps programs.

Intergovernmental Contacts

- 1) Responded to requests for information from the State Commissions on National and Community Service in Colorado and South Dakota.

Key Media Contacts

- 1) Provided information about our Chicago Summer of Safety program to an independent documentary producer making a film on innovative crime-fighting approaches.

USDA/AMERICORPS

Report for Week Ending Friday, August 12

Major Accomplishments for This Week

- 1) Held training program in Washington area for over 225 USDA employees and members of partner organizations who will be running AmeriCorps/USDA program this September. The training program was attended by Deputy Special Assistant to the President Rick Allen, Senate Agriculture Committee Chairman Pat Leahy, and USDA Assistant Secretary Wardell Townsend.
- 2) As part of the AmeriCorps/USDA training, approximately 200 USDA employees worked alongside the DC Service Corps and the Montgomery County Conservation Corps to perform anti-hunger and environmental service work.
- 3) Distributed comprehensive operations manual -- 80 pages in length -- to AmeriCorps/USDA staff.

Major Tasks for the Week Ahead

- 1) Finalize launch dates for all AmeriCorps/USDA project sites.
- 2) Revise budgets, community service objectives, and project manager names for each site.
- 3) Draft cooperative agreement for funding with the Corporation for National and Community Service.
- 4) Conclude selection of Rural Development Team Regional Facilitator positions.
- 5) Clarify RDA and FmHA funding issues.
- 6) Convene evaluation working group.
- 7) Send names for CNCS 800 recruitment line to field offices.

Key Congressional Contacts

- 1) Senator Leahy attended and spoke at AmeriCorps/USDA staff training.
- 2) A member of Senator Daschle's staff attended AmeriCorps/USDA staff training.

Intergovernmental Contacts

1) Representatives from the Governor's National Service offices in both Vermont and Maryland spoke at the AmeriCorps/USDA staff training.

Key Media Contacts

1) Provided information and photographs to Vermont newspapers and radio stations regarding Senator Leahy's appearance at staff training.

2) Provided information to *LA Times* regarding USDA/AmeriCorps anti-hunger program in Los Angeles.

USDA/AMERICORPS

Report for Week Ending Friday, August 4

Major Accomplishments for This Week

- 1) Met with Eli Segal, CEO of the Corporation for National and Community Service, to finalize DC anti-hunger grant
- 2) Key staff attended training sponsored by the Corporation for National and Community Service
- 3) Completed operations manual handbook for the AmeriCorps/USDA program
- 4) Made final preparations for AmeriCorps/USDA staff training to be held in the DC area during the week of August 8

Major Tasks for the Week Ahead

- 1) Hold training program for over 200 USDA employees from around the country
- 2) Employees in training session will perform community service alongside the Montgomery County Conservation Corps and the DC Service Corps

Key Congressional Contacts

- 1) Worked with Senator Mitchell's office to help resolve SCS AmeriCorps funding problem in Maine
- 2) Confirmed Senator Leahy's and Congressman de la Garza's attendance at USDA staff training

Intergovernmental Contacts

- 1) Provided information to Kansas and Vermont Commission on National Service

Key Media Contacts

- 1) Public service announcements featuring Secretary Espy continued to run in major media markets throughout the country

**AmeriCorps Working Group Meeting
August 22, 1994**

- 1) Update on recruitment
- 2) Update on September 12 Launch
- 3) Revisions in operations manual
- 4) Discussion on Rural Development Team Regional Facilitators
- 5) Discussion of Rural Development Team Cluster site
- 6) Discussion of updated community service objectives

USDA/AMERICORPS

Report for Week Ending Friday, August 12

Major Accomplishments for This Week

Recruitment efforts expanded with the goal of having at least 600 (half) of the 1,200 AmeriCorps/USDA Members ready to attend the launch on September 12.

Major Tasks for the Week Ahead

- 1) Submit revised Departmental and agency budgets to the Corporation for National and Community Service.
- 2) Prepare Departmental and agency cooperative agreements.
- 3) Obtain revised community service objectives for each site.
- 4) Plan press releases and sites for September 12 launch.
- 5) Finalize Secretary Espy's role in September 12 launch.
- 6) Conclude selection of Rural Development Team Regional Facilitator positions.
- 7) Resolve clarify RDA and FmHA funding issues.
- 8) Convene evaluation working group.
- 7) Send additional names for CNCS 800 recruitment line to field offices.

Key Congressional Contacts

- 1) Senator Leahy' staff called me to express concern over funding Vermont Forest Service project.
- 2) Senator Johnston's staff called to obtain information on AmeriCoprns projects in Louisiana.
- 3) Congressman Menendez wrote to Secretary Espy over hios concerns over the sate-up of our New Jersey program.

Intergovernmental Contacts

- 1) Providing continuing information to various state national service commissions.

Key Media Contacts

- 1) Approved FMHA/RDA local press releases at multiple sites.