

Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. list	[Personally Identifiable Information] [partial] (10 pages)	09/27/1997	b(6)

COLLECTION:

Clinton Presidential Records
Staff Secretary
Todd Stern
OA/Box Number: 11213

FOLDER TITLE:

Operations

2019-0774-S

rs3417

RESTRICTION CODES

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

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

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

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

RR. Document will be reviewed upon request.

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

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

Withdrawal/Redaction Marker

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Climate Change List

Name	Office	Office Phone	FAX	Home Phone	DOB	SSN	Miscellaneous
Jonathan Adashek		(202)456-1897		(202)293-2592	(b)(6)		
William Antholis	223 OEOB	(202)456-2198	(202)456-5334	(202)547-8215			
Eli Attie	126 OEOB	(202)456-5638					
Kris Balderston	160 OEOB	(202)456-7071					
David Beaubaire	160 OEOB	(202)456-2572	(202)456-6704	(204)387-4094			
Rosina Bierbaum	445 OEOB	(202)456-6077	(202)456-6025	(202)363-1332			
Sid Blumenthal		(202)723-7556		(202)723-7556			
Bob Boorstin	Treasury Department	(202)622-0486	(202)622-9373	(202)363-7540			Assistant: Rowena 622-0357
Robert T. Boyd	Director of Government and Regulatory Affairs Enron Wind Corp.						
Eileen Claussen	Department of State	(202)647-1554		(202)686-0038			
Leslie Dach	31st Place, N.W. Washington, D.C. 20015	(202)371-0200	(202)898-0392	(202)362-0601			
Meg Donavan		(202)647-1048	(202)647-2762	(202)244-7345			Assistant: Didem Nisanci
Fred Duval	160 OEOB	(202)456-2896	(202)456-2889	(301)652-0347			
Kevin Fay	Vice President Acalde and Fay 2111 Wilson Blvd. Arlington, VA 22201	(703)841-0626	(703)243-2874 -2879				
Shelley Fidler	CEQ	(202)456-6224	(202)456-2710	(703)478-1943			

As of 1:07 PM, 09/27/97

Climate Change List

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Dirk Forrister	White House Climate Change Task Force	(202)343-1072	(202)343-1162	(202)544-5891	(b)(6)		E-Mail Address: forrister_d@btgcinema.com Pager: 1-888-436-3006
Julie Green	170 OEOB	(202)456-7150	(202)456-6201	(202)363-5224			
Judi Greenwald	White House Climate Change Task Force	(202)343-0487	(202)343-1162	301-279-5425			E-Mail Address: greenwald_j@btgcinema.com
Pat Griffin		(202)775-8116	(202)223-0358	(202)338-6540			809-366-0209
Elwood Holstein (Elgie)(on White House Access List)	Room 7A-257 Department of Energy 1000 Independence Ave Washington, D.C. 20585	(202)586-6210	(202)586-7644	(703)241-0145			Assistant: Carolyn Wallace
Jeffrey A. Hunker	Room 5835 Department of Commerce Washington, D.C. 20236	(202)482-6055	(202)482-4636	(202)337-4131			
Brian Johnson	360 OEOB	(202)456-6542					
Burgess Laird	USUN, DC Office	(202)736-7583	(202)736-7551	(703)281-5392			
David Lane	Department of Commerce	(202)482-4127					Assistant: Terry Ainsworth
Nicholas Lapham	437 OEOB	(202)456-5350	(202)456-5334	(202)667-2954			
Joe Lockhart	161 OEOB	(202)456-2580	(202)456-6210				
Michael Marvin	Executive Director Business Council for Sustainable Energy						

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David Nemtzow	President Alliance to Save Energy						
Bill Nichols	USA Today	(703)276-3767					
Peter O'Keefe	117 OEOB	(202)456-7702	(202)456-6218	(202)797-0255			
Mark Penn	805 15th St, NW, 10th Fl Washington, DC 20005	(202)842-0500	(202)289-0916	(202)331-1115			Asst: Matt
Tom Peterson	White House Climate Change Task Force	(202)343-1093	(202)343-1162	(703)207-9674			E-mail Address: peterson_t@btgcinema.com
Rafe (Ralph) Pomerance	State Department	(202)647-2232	(202)647-0217	(202)232-6885			Pager: (202)991-1626
Steve Richetti		(202)783-2596		(703)841-0710			
Paul Risley	White House Climate Change Task Force	(202)343-0486	(202)343-1162	(703)931-2879			risley_p@btgcinema.com
Richard Rosenzweig	Partner Acalde and Fay 2111 Wilson Blvd. Arlington, VA 22201	(703)841-0626	(703)243-2874 -2879				
David Sandalow		(202)456-6543	(202)456-2710	(202)364-8636			
Steve Seidel	White House Climate Change Task Force	(202)343-1092	(202)343-1162	(301)656-3272			seidel_s@btgcinema.com
Jeff Smith	Office of Science and Technology Policy 428 OEOB	(202)456-6047	(202)456-6021	(703)642-1161			

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Dan Tate	112/EW	(202)456-6620	(202)456-2604	(703)243-8264			
Beth Viola	Council on Environmental Quality 125 Winder Bldg.	(202)456-6533	(202)456-2710	(703)416-8851			
Lorraine Voles	274 OEOB	(202)456-7035					
Mary Washington	White House Climate Change Task Force	(202)343-1060	(202)343-1162	(301)630-4351			washington_m@btgcinema.com
Tim Wirth	Department of State	(202)647-6704	(202)647-0753				Asst: Sandra Ulmer
Carrie Wofford	Department of Labor	(202)219-6611	(202)219-5529	(202)965-2132			
Lucia Wyman	1FL/EW	(202)456-6620	(202)456-2604	(703)739-0488			
Tim Wirth	Under Secretary for Global Affairs	(703)841-0626					
Lisa McNeilly	CC Task Force -- Staff Assistant/ Public Relations	(202)343-1091		(202)543-4711			email: mcneilly_l@btgcinema.com
Tom Peterson	CC Task Force -- Congressional Relations	(202)343-1093		(703)702-9674			email: peterson_t@btgcinema.com
Paul Risley	CC Task Force -- Media Relations	(202)343-0486		(703)931-2879			email: risley_p@btgcinema.com
Steve Seidel	CC Task Force -- Internal Outreach, Industry/Environmental	(202)343-1092		(301)656-3272			email: seidel_s@btgcinema.com
Mary Washington	CC Task Force -- Office/Admin Assistant	(202)343-1060		(301)630-4351			email: washington@btgcinema.com

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Natalie Wymer	Department of Labor	(202)343-1074		(410)721-1180			

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Opposition

**Small
Business
SURVIVAL
Committee****MEMORANDUM****TO: STATION MANAGER, NEWS EDITOR, METEOROLOGIST****FROM:** Karen Kerrigan, President, Small Business Survival Committee**RE: White House Public Relations Event on Global Warming****DATE:** September 24, 1997

As reported by *The Washington Post* on September 18, 1997, the Clinton Administration has invited meteorologists from the top 50 media markets to the White House next week as part of an effort to leverage the meteorology profession to help scare the American public into accepting the White House policy-driven goal of a "global" climate treaty. The proposed United Nations treaty would require drastic reductions in U.S. energy use while countries like China, India, Mexico, etc. would be exempt.

Success by the White House will require you and your colleagues to compromise your principles of reliance on science to support the theory of global warming.

This event is rightfully forecast in the *Post* article as a photo-op. One that, even including those who do not follow up with alarmist statements to their viewership, will be touted as manifestation of the meteorologist community supporting a political effort. The statements attributed to Administration officials so blatantly indicates their intent. I have attached a copy of the article for your review.

Coincidentally, this weathercast event is timed to precede a choreographed conference whereby "friendlies" of the global climate treaty are being asked to sit down "to reach a consensus" on this complex subject in the matter of a few hours, which is ludicrous on its face.

The ultimate insult to meteorologists is that for such small "payment" you are being asked to, in fact, disregard satellite data upon which meteorologists most heavily rely. Satellite data, which after 18 years of data collection, demonstrates no movement beyond a slight cooling trend. While you are among the most respected professionals in the general public's eye, the White House apparently views meteorologists condescendingly and easily co-opted.

Given this, we too are undertaking a campaign to educate the media, small business and American workers to watch for and be wary of such statements, subtle or not, and to be skeptical of any White House weather reports of "global warming." Currently, the American public remains largely skeptical of the issue and indeed a coalition of diverse groups have come out against the proposed treaty because it will hurt American workers and consumers and -ironically, it's not truly global.

The facts will come out as the debate progresses, and any parties which bow to the White House's desire to ignore professionalism and carelessly and unwarrantedly relate severe or odd weather to global warming/climate change, particularly anthropogenic, will only lose that one professional asset that most have earned - their credibility.

If you are one of the White House invitees and decide to participate in this event, SBSC would be more than happy to brief you on our concerns about the treaty.

Attachment

1320 18th Street, N.W., Suite 200 • Washington, D.C. 20036
Tel: (202) 785-0238 • Fax (202) 822-8118
www.sbsc.org

Small
Business
SURVIVAL
Committee

FOR IMMEDIATE RELEASE
September 25, 1997

MEDIA ADVISORY

CONTACT: Diana Banister
Craig Shirley & Associates
(800) 536-5920/(703) 739-5920

WHITE HOUSE TO BLOW HOT AIR WITH HELP OF YOUR FRIENDLY METEOROLOGIST:

"Let the Viewer Beware of Reports of 'Global Warming'.. and other doom & gloom climate catastrophes!"

Washington, D.C. — President Clinton has invited meteorologists from the top 50 media markets to the White House next week to help him help convince the public there are climatic changes and "global warming" despite 18 years of satellite research which has demonstrated a slight cooling trend in the atmosphere. The Administration contends that consensus exists in the scientific community on the theory of global warming, but deep divisions about the effects of "greenhouse gas emissions" remain a hot topic of debate.

"President Clinton presumes weathermen (and women) will forecast alarming climatic weather changes on September 30th. I hope he is wrong. But still, let the viewer beware of global warming reports broadcast from the White House next Tuesday," says Karen Kerrigan, President of Small Business Survival Committee.

The briefings with meteorologists precede a White House Conference on Climate Change and Global Warming on October 6th. This conference is one in a series of meetings held around the country in which President Clinton and Vice President Al Gore have tried to build support for a United Nations "Global Climate Treaty" which will be proposed at the December international climate conference in Kyoto, Japan. The major flaw in the treaty according to SBSC is that it is not truly global — 132 out of 166 countries are exempt from the strict energy-use restrictions.

"The American public is not buying global warming or the UN solutions to increase their gas and energy bills," said Kerrigan. ***"President Clinton is using credible meteorologists to carry the 'doom and gloom' message. He's hoping they will make subtle comments during their forecasts that will support theories of 'global warming.' These credible professionals are being used to give scientific backing to a political agenda. We can only hope they will see through this blatant political scheme."***

The attached is a memorandum sent by Karen Kerrigan to the meteorologists invited to the White House briefing. For more information, please call Diana Banister at (800) 536-5920.

-30-



EXECUTIVE OFFICE OF THE PRESIDENT
**CONFERENCE ROOM
RESERVATION REQUEST**

Operations

JOB # _____

DATE OF MEETING:

4 September 1997

TIME RESERVED:

FROM: 4:30

TO: 6:00

NAME OF INDIVIDUAL HOSTING/ATTENDING EVENT:

Todd Stern

OFFICE/AGENCY:

Staff Secretary

STAFF PERSON RESPONSIBLE FOR ROOM RESERVATION:

Jonathan Adashek

EXTENSION:

6-2702

TYPE OF EVENT:

☒ MEETING

☐ RECEPTION

☐ OTHER _____

DESCRIPTION OF EVENT:

Climate change meeting

NUMBER OF ATTENDEES:

12

IN ATTENDANCE:

☐ PRESIDENT

☐ FIRST LADY

☐ VICE PRESIDENT

ROOM(s) REQUESTED:

☐ RM #22

☐ RM #180

☐ RM #450

☐ RM #472

☐ RM #474 (Indian Treaty Room)

☐ RM #476

☒ ROOSEVELT ROOM

GENERAL SERVICES:

☐ ELEVATOR SERVICE ☐ #4 ☐ #6 ☐ #7

TIME RESERVED _____

FLOORS RESERVED _____

☐ PODIUM

☐ FLAGS

OTHER REQ: (Rm 1 Use Only)

SPECIAL ROOM ARRANGEMENTS:

☐ THEATRE:

Number of Chairs _____

☐ CONFERENCE:

Number of Table(s): _____ 8 ft _____ 10 ft

☐ RECEPTION:

Number of Tables(s): _____ 8 ft _____ 10 ft

☐ OTHER _____

(Room Diagrams on Reverse Side)

WHITE HOUSE STAFF MESS REQUIRED:

☐ YES

☒ NO

If Yes, Funding

☐ OFFICIAL

OFFICE ACCOUNT

☐ OTHER _____

ADDITIONAL REQUIREMENTS OR REQUESTS :

FORMS MUST BE RETURNED TO ROOM 1, OEOB, 48 HOURS PRIOR TO EVENT

**Climate Change
Meeting Manifest**

3 September 1997

1. Nicholas Lapham
2. Bill Antholis
3. Todd Stern
4. Jeff Smith
5. Bob Boorstin
6. Dirk Forrister
7. Katie McGinty
8. Shelly Fidler
9. Ann Lewis
10. Tom Jenenda
11. Neera Tanden
12. Natalie Wymer
13. John Haber
14. Jonathan Adashek

THE WHITE HOUSE
WASHINGTON

3 September 1997

MEMORANDUM TO DEBBIE SCHIFF
FROM JONATHAN ADASHEK 
SUBJECT ROOSEVELT ROOM
 RESERVATION

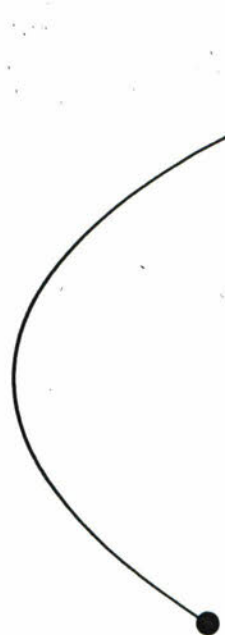
Debbie, I came up yesterday to see you about making a reservation to use the Roosevelt Room from 4:30 to 6:00 tomorrow, Thursday 4 September 1997.

Attached is the completed room reservation form and meeting manifest, if the room is available for our use.

Could you please let me know if this works out. You can reach me at 6-2702.

Thank you for your help.

Operations



Mail Services Guide



**Office of Administration
General Services Division**

Available Services

Interoffice Mail

This service consists of delivery of correspondence within the EOP complex.

Correspondence must be put in interoffice mailing envelopes ("holey joes") with full name and room number for prompt delivery. Interoffice mail is delivered within three hours of pickup by mail staff.

1

Red Tag (Recorded Deliveries)

This service consists of picking up and delivering mail or packages for which a record of delivery is required. Red tags should not be applied to routine mail; they should only be applied to items for which a delivery record needs to be maintained. Red tags within the EOP complex are delivered within two hours from the time they are picked up by mail staff.

Immediate hand-carried delivery is not possible for every item. Red tags may be delivered on the interoffice floor runs if we can do so within the two-hour delivery standard.

To request a red tag delivery call the mailroom serving your area of the complex (OEOB: x57005; NEOB: x54722; White House: x52615).

Incoming Mail and Bulk Items

All mail and bulk items are initially delivered to OA's Remote Delivery Site at the Anacostia Naval Station for security screening by the U.S. Secret Service. After clearance, items destined for the EOP complex are taken to the nearest mailroom to be delivered by the end of the business day.

Express Overnight Mail

Outgoing overnight express mail is processed according to guidelines established by each agency's administrative office, and a form must be completed for each outgoing package to ensure correct billing. Outgoing packages should be delivered to the mailrooms in OEOB 54 or NEOB G-1 by 6:00 pm each evening.

Incoming express overnight mail letters are processed and delivered to EOP offices by 2:00 pm each day. Incoming freight packages which undergo security screening at the Remote Delivery Site are delivered by the close of the business day.

Outgoing Postal Mail

Outgoing postal mail (except for White House Office mail) is metered each afternoon by the NEOB mail room; the cost is billed to the agency listed on the stationery. Mail staff assume that outgoing postal mail is routine and not time-sensitive; therefore, bulk packages are sent by the most economical rates available unless mailroom staff are directed otherwise.

Available Services

OA Courier Deliveries

Red tag mail destined for locations outside the EOP complex is delivered by OA couriers. Outgoing courier mail must be delivered to OEOB 54 by 9:00 am, 12:30 pm, and 3:00 pm to be sent in the morning, mid-day, and afternoon runs, respectively. If you are sending more than 10 items, the dispatcher (x57005) must be given notice four business hours in advance of the delivery. Packages addressed outside the Washington beltway should be sent by express overnight mail.

2

Private Courier Deliveries and Pickups

Incoming courier deliveries should be directed to the NEOB lobby mailroom (x53332) for inspection by USSS prior to delivery to the addressee. Deliveries exceeding three boxes must go to the Remote Delivery Site at the Anacostia Naval Station (x55250). Saturday couriers should be directed to the OEOB's 17th and G lobby.

Mail staff will also hold packages for pickup by outside couriers. White House and OEOB staff who arrange for an outside courier pickup should direct the courier to the OEOB mailroom (x57005). NEOB staff should direct the couriers to the mailroom in the NEOB lobby. All mail that requires this service must be logged in at OEOB 54 or NEOB G-1.

Newspapers and Weekly News Magazines

Mailroom staff deliver newspapers and weekly news magazines. Requests for newspaper/magazine deliveries must be approved and forwarded to the mailroom by agency administrative officers since agencies must pay for newspapers and magazines ordered.

Classified Mail

The OA mail service will deliver classified materials up to the level of top secret. The material must be double-wrapped; the inner envelope will contain the classified document (and receipt, if required) and will be marked with the appropriate classification. The outer wrapping or envelope will contain only the name and address of the sender and intended recipient. The sender should hand deliver the outgoing package to the counter in OEOB 54 or NEOB G-1 and tell the mail staff that it contains classified material. Our mail staff will attach our receipt verification form which indicates that this is a priority delivery which must be delivered only to the addressee (and not left with a mailroom or intern).

Mail Deliveries for EOP Staff

To ensure accurate and timely delivery of mail sent to EOP staff, it is critical that a complete and accurate address be written on the envelope, including the addressee's name, building/room, agency/branch, and the correct zip code. The following page lists EOP agency zip codes:

Addressing...

EOP Agency Zip Codes

3

CEA	20502
CEQ	20503
NSC	20504
OA	20503
OMB	20503
ONDCP	20503
OPD	20502
OSTP	20502
OVP	20501
PFIAB	20502
USTR	20508
WHO	20502

Please do not ask people to send mail to:

John Doe
The White House
1600 Pennsylvania Avenue
Washington, DC 20500

EOP agency/staff mail simply addressed to "The White House" is included in the incoming Presidential mail from the general public. This may result in delayed delivery time and an increased likelihood of misdelivery. Zip code 20500 is reserved for the public to correspond directly with the President and the First Family; it is exclusively for their use.

Mail Office Operation Hours

OFFICE	LOCATION	OFFICE HOURS	TELEPHONE
OEOB Mail Center	OEOB 54	Monday - Friday: 8:00 am - 6:30 pm Saturday: 8:00 am - 12:00 noon	x57005 x57005
West Wing Mailroom	West Wing Basement	Monday - Friday: 8:00 am - 6:30 pm Saturday: 8:00 am - 12:00 noon	x52615 x57005
East Wing Mailroom	East Wing Basement	Monday - Friday: 9:00 am - 5:00 pm	x52918
NEOB Mailroom	NEOB SB-221	Monday - Friday: 8:30 am - 5:00 pm	x54722
Courier Receiving Facility	NEOB G-1	Monday - Friday: 8:00 am - 7:00 pm Saturday deliveries should be directed to OEOB's 17th and G Lobby	x53332

The OA mail service is here to conduct official government business and to serve your mail and courier needs. Please be aware of the following:

Missing Packages

4

If you believe that an item sent to you has been lost, please e-mail the mailroom supervisor or give your mail clerk a written description of the package and its contents. We will alert each mail employee and post a copy of the search request on a bulletin board in each mailroom. Please call the mailroom to give advance notice of important deliveries — we want to know which packages are priorities to our customers.

After Hours Service

Please let us know of your special requirements at least one day in advance of the projected need (or, at least, as soon as you identify the special need). We will retain staff to respond to your service needs after hours if approved by your agency's administrative officer. Mail staff overtime costs will be billed to your agency through a reimbursable process for pre-arranged after hour services.

Personal Packages

EOP staff should not send personal items through the EOP mail service. Please do not send party invitations and fliers, solicitations for charitable fund raising, personal holiday gifts, or baked goods through the interoffice mail. EOP staff are not encouraged to have incoming personal items mailed to EOP offices. Mail staff cannot hold personal parcels or make delivery arrangements for EOP staff. The Office of Administration is not liable for loss or damage to personal packages.

Floral Deliveries

EOP staff are responsible for picking up personal floral deliveries and fruit baskets. Mailroom staff will notify recipients that items may be picked up in OEOB 54 or at the NEOB courier facility.

Mail to Political Committees

EOP couriers do not make deliveries to political committees. Mail addressed to political committees may be dropped off in OEOB 54, and will be held for political committee couriers who pick up this mail on a daily basis.

Services for Interns and Volunteers

Interns or volunteers must request services in the name of the permanent staff member for whom the service is performed.

Equipment Loan

Hand truck and flatbed loans are available to EOP staff for the purpose of assisting customers with heavy or bulk items that cannot be hand-carried. A sign-out sheet is maintained in OEOB 54 or NEOB SB-221. Equipment should be returned to the mailroom within one hour.

Procedures

Interoffice

Definition

Correspondence for delivery to addressee within EOP complex.

Each office should designate a single delivery site, located near the door, for mail deliveries. If boxes are being delivered, you may ask the mail clerk to place them in a convenient spot within 20 feet of your designated delivery site. Please do not ask mail staff to make deliveries to personal work spaces or to take boxes up or down stairs.

How to Send

Place in an interoffice "holey joe" envelope, indicating the full name and room number. Reusable messenger envelopes are more cost-effective than agency stationery for routine interoffice mail.

OA Courier Deliveries

Definition

Enveloped correspondence to agencies or businesses within the Washington beltway.

Outgoing mail should be delivered to OEOB 54 by 9:00 am to make the morning mail run, 12:30 pm to make the mid-day mail run, and 3:00 pm to make the afternoon mail run.

Offices which send more than ten courier packages at a single time should consult with the dispatcher (x57005) at least four hours prior to the scheduled delivery time.

Deliveries to residences or to offices outside the beltway should be sent via express overnight mail.

How to Send

Addressee's full name, room number, agency, street address, and telephone number are required, and must be placed in an official agency envelope with a red tag. Sender's name and telephone extension should be indicated on the left hand top corner of the envelope. Outgoing deliveries should be logged in at OEOB 54 by the sending office.

Red Tag Service within EOP Complex

Definition

Packages/envelopes for which signatures are required and recorded upon receipt.

Red Tag Service Hours:

West Wing: 8:30 am - 6:30 pm
East Wing: 9:00 am - 4:30 pm
OEOB: 9:00 am - 5:30 pm
NEOB: 9:00 am - 4:30 pm

How to Send

Addressee's name and room number should be listed with a red tag affixed nearby.

Please do not overuse the red tag service by sending routine mail or non-time-sensitive mail. This will only slow down delivery of truly time sensitive mail.

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Outgoing U.S. Postal Mail

Definition

Any mail sent through the U.S. Postal Service.

Outgoing White House Office mail is processed by the White House Post Office. Outgoing mail from all other EOP Agencies is processed by the EOP mail service.

Packages are sent via the most economical method. Packages which should be sent first-class should be marked with a post-it note identifying this fact.

Stamps and personal mail services are available from Post Office personnel at the window in OEOP 54.

How to Send

Full name, street address, city, state, and zip code required.

International mail should be separated from domestic mail and identified with a post-it note or other marker. Mail in letterhead envelopes which are addressed to individuals in the EOP complex should also be separated from other outgoing postal mail (no one should pay postage to send mail to EOP staff).

Outgoing mail should be inserted in unsealed agency letterhead envelopes for metering. The White House Correspondence Section requires that White House envelopes/packages be left unsealed for security reasons, to be checked for proper photo packaging, and to ensure that they are official government business.

Personal mail should be sealed and stamped. Use of official envelopes for personal business will be returned to the agency's administrative officer for disciplinary action.

Outgoing Express Deliveries

Definition

Packages delivered by commercial delivery service.

Service available Monday through Friday. Outgoing overnight express packages should be delivered to the mailroom in OEOP 54 or NEOP G-1 by 6:00 pm each evening.

Express mail services available on Saturday upon request.

How to Send

In order to ensure accurate express mail invoices, each agency maintains a separate account with the express mail contractor. Mail staff will work with administrative contacts to establish express mail accounts tailored to each agency's particular needs.

Sender's name, agency, room number, and telephone extension must be indicated on each outgoing package. Each package must be approved by an agency's administrative officer or a person authorized by the administrative officer.

The addressee's name, telephone number, organization, street address, city, state, and zip code must be listed. Express mail cannot be delivered to post office boxes.

Scheduled Delivery and Pickup Times

WHITE HOUSE

East Wing Interoffice	West Wing Interoffice
	8:00 am
9:30 am	9:00 am
	10:30 am
11:30 am	11:30 am
1:30 pm	1:30 pm
	2:30 pm
3:30 pm	4:00 pm

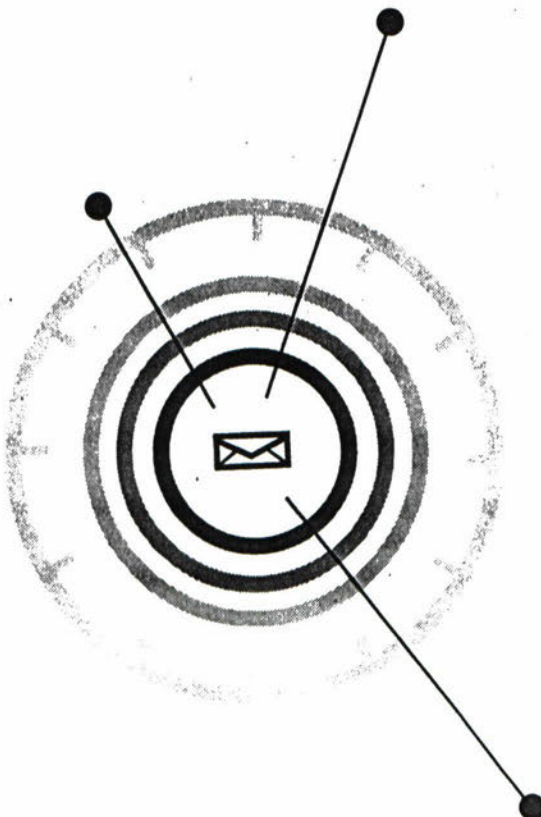
7

OEOB

Interoffice Mail	OA Courier Deliveries
9:30 am	9:00 am
11:30 am	12:30 pm
1:30 pm	
3:30 pm	3:00 pm

NEOB

Interoffice Mail	Other EOP Buildings	Jackson Place
9:30 am	10:00 am	10:30 am
11:30 am		
1:30 pm	2:30 pm	
3:30 pm		3:30 pm



Delivery Standards

- ★ Interoffice mail.....3 hours
- ★ Interoffice red tags2 hours
- ★ Courier delivery within Washington beltway.....3½ hours
- ★ Registered/certified/express3 hours
- ★ Freight received at Remote Delivery Site8 hours

Daily Meeting Participants

Peter Orszag
Jeff Smith
Rosina Bierbaum
Beth Viola
Julia Payne
Jonathan Murchinson
Todd Stern
David Sandalow
T.J. Glauthier
Julie Green
Peter O'Keefe
Kris Balderston
Davic Beaubaire
Fred DuVal
Dan Tate
Lucia Wyman
Kim Tilley
Brian Johnson
Shelley Fidler
Bill Antholis
Natalie Wymer
Paul Risley
Dirk Forrister
Judy Greenwald
Steve Sidel
Lisa
Carrie Wofford
Bob Boorstin
David Lane
Jeffery Hunker
Elgie Holstein
Mark Mazur Replacement
Stephanie Cutter
Loretta Ucelli
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Loretta Ucelli
Jonathan Adashek

OPS
*Jonathan***WH CLIMATE CHANGE TASK FORCE**

202/343-1060 voice 202/343-1162 fax

DIRK FORRISTER forrister_d@btgcinema.com Pager 1-888-436-3006	202/544-5891 (H) 202/343-1072 (O)
JUDITH GREENWALD greenwald_j@btgcinema.com Pager 1-888-369-4940	301/279-5425 (H) 202/343-0485 (O)
LISA MCNEILLY mcneilly_l@btgcinema.com	202/543-4711 (H) 202/343-1091 (O)
TOM PETERSON peterson_t@btgcinema.com Pager 1-888-360-1858	703/207-9674 (H) 202/343-1093 (O)
PAUL RISLEY risley_p@btgcinema.com Pager 1-888-360-1410	703/931-2879 (H) 202/343-0484 (O)
STEVE SEIDEL seidel_s@btgcinema.com	301/656-3272 (H) 202/343-1092 (O)
MARY WASHINGTON washington_m@btgcinema.com	301/630-4351 (H) 202/343-1060 (O)
NATALIE WYMER	202/343-1074 (O)

NAME	PHONE	TRAVEL SCHEDULE
Kim Tilley	456-7409	Out Friday Aug 22nd
Fred DuVal	456-2896	August 16 - August 30
David Sandalow	456-6543	Aug 4-8 and Aug 18-29
Tom Peterson	343-1093	Aug 7-8, 21-29, 14-15
Steve Seidel	343-1092	Aug 4-6
Dirk Forrister	343-1072	Friday or Monday at some point
Paul Risley	343-0484	None at present
David Beaubaire	456-2572	TBD
Julie Green	456-7150	August 1 - 27
Natalie Wymer	219-8271	None at present

'97 AUG 6 AM 11:52

August 5, 1997

MEMORANDUM FOR TODD STERN

FROM: Dirk Forrister

SUBJECT: Climate Change Task Force - Staff Assignments

This is in response to your e-mail Sunday asking for a written explanation of the areas of responsibility for each of the Task Force staff. I only got the message today. I will sketch out what each have been tasked with doing previously.

Tom Peterson:

- Congressional relations - Senate focus. (Until recently, Tom convened regular meetings of agency congressional affairs representatives to gather and share information about developments in Congress. This group disbanded in May at my request.)
- External relations - agriculture, forestry & natural resource groups. (Tom has networked with various natural resource agencies for information coordination, as well, convening them on an as needed basis.)

Judi Greenwald:

- External relations - labor, transportation & energy-intensive industries. (Early on, Judy convened a few interagency experts for meetings with select industries, although these meetings were cancelled pending completion of modeling.
- Represented Task Force in latter stages of interagency analytical efforts in expectation that we would need to help communicate results to industry and labor.
- Back-up support for congressional relations.

Steve Seidel:

- External relations - science, environmental groups, state & local governments.
- Communications support - has convened regular meetings of interagency "communications" group dedicated to developing information/tools for outreach effort. Numerous draft briefing materials and background papers, etc. tasked to agencies, but never finalized.
- CEQ Support - spends roughly 1/2 time supporting Sandalow on research & writing for Assistant Secretaries group.

Paul Risley:

- Press.
- Internal communications (weekly reports).

Lisa McNeilly:

- Research and writing, gathers background information on outreach opportunities and coordinates intern assignments.
- Lead on "Meeting Request" matrix.
- Supports Dirk on variety of projects.

Mary Washington:

- Dirk's secretary, scheduler.
- Receptionist for Task Force.
- Provides basic administrative support for staff, although most purchases made by Carolyn Moseley at CEQ.

Elizabeth _____: Intern.

- Research projects, with health impacts background.
- Back-up receptionist.

Dirk Forrister: Chairs Task Force.

- Has represented Task Force with Congress, industry (particularly electric utilities, renewables, efficiency firms, natural gas), environmental groups, state and local governments and press.
- Has represented variety of stakeholder views at Assistant Secretary and Deputies meetings.
- Has provided day-to-day guidance for Task Force staff (and upon request to Assistant Secretaries), pursuant to direction from CEQ/NEC.

OPS



Jonathan H. Adashek

08/01/97 06:29:09 PM

Record Type: Record

To: Todd Stern/WHO/EOP

cc:

Subject: Daily meetings guest list

Todd,

Here is the latest list of the people that should be attending the daily meetings.

1. Peter Orszag
2. Jeff Smith
3. Rosina Bierbaum
4. Beth Viola
5. Julia Payne
6. Jonathan Murchinson
7. David Sandalow
8. T.J. Glauthier
9. Julia Green
10. Peter O'Keefe
11. Kris Balderston
12. David Beaubaire
13. Fred DuVal
14. Dan Tate
15. Lucia Wyman
16. Kim Tilley
17. Brian Johnson
18. Shelly Fidler
19. Bob Boorstin
20. David Lane
21. Jeffery Hunker
22. Elgie Holstein (I believe he has a designee)
23. Carrie Wofford
24. Natalie Wymer
25. Paul Risley
26. Dirk Forrister
27. Judy Greenwald
28. Steve Sidel
29. Lisa (taskforce)
30. Loretta Ucelli
31. Todd Stern
32. Jonatahan Adashek

Daily/Working

August 1997

Todd Stern's Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																				
					1 11:00 AM - 11:20 AM Call w/Bill Stevens (NYT) 12:00 PM JWar- rick (Hay Adams)	2 8:15 AM Haircut																																																																																				
3	4 9:45 AM Pre- Brief w/POTUS 10:15 AM POTUS Mtg w/CEOs	5 1:00 PM VP Sch Mtg 2:00 PM {Childress}	6 11:00 AM Tuscon Electric 3:00 PM DanaStrand 5:00 PM LUcelli	7 11:00 AM KFay/ RRosenzweig/ Carrier (?) 2:00 PM CabSchMtg 3:30 PM MEchaveste 4:15 PM JCarrier	8 8:30 AM Break- fast w/Reuters (Hay Adams) 10:00 AM Cong Dingell (Rayburn 2328) 2:30 PM SRabinowitz	9																																																																																				
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August 1997

Todd Stern's Schedule

August

- 1** 2:30 PM - 3:30 PM Developing Countries Mtg
5:30 PM ConferenceCall

- 7** 5:00 PM JHaber
6:00 PM Albers Jager

- 8** 5:30 PM Policy Mtg
Maralee

- 12** 3:30 PM Policy Mtg (Roose Rm)
5:00 PM VP Sch Mtg
5:30 PM Conf Call - Bonn
Call to JEmerson

- 13** 7:00 PM Albright Working Dinner (James Madison Rm)

September 1997

Todd Stern's Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 10:00 AM ClCh-Stf Mtg (180) 5:30 PM Conf Call - Bonn Federal Holiday - Labor Day	2 10:00 AM ClCh-Stf Mtg (180) 5:30 PM Conf Call - Bonn	3 10:00 AM ClCh-Stf Mtg (180) 5:30 PM Conf Call - Bonn	4 10:00 AM ClCh-Stf Mtg (180) 5:30 PM Conf Call - Bonn	5 10:00 AM ClCh-Stf Mtg (180) 5:30 PM Conf Call - Bonn	6
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14	15 10:00 AM ClCh-Stf Mtg (180) 5:30 PM Conf Call - Bonn	16 10:00 AM ClCh-Stf Mtg (180) 5:30 PM Conf Call - Bonn	17 10:00 AM ClCh-Stf Mtg (180) 5:30 PM Conf Call - Bonn	18 10:00 AM ClCh-Stf Mtg (180) 5:30 PM Conf Call - Bonn	19 10:00 AM ClCh-Stf Mtg (180) 5:30 PM Conf Call - Bonn	20
21	22 10:00 AM ClCh-Stf Mtg (180) 5:30 PM Conf Call - Bonn	23 10:00 AM ClCh-Stf Mtg (180) 5:30 PM Conf Call - Bonn	24 10:00 AM ClCh-Stf Mtg (180) 5:30 PM Conf Call - Bonn	25 10:00 AM ClCh-Stf Mtg (180) 5:30 PM Conf Call - Bonn	26 10:00 AM ClCh-Stf Mtg (180) 5:30 PM Conf Call - Bonn	27
28	29 10:00 AM ClCh-Stf Mtg (180) 5:30 PM Conf Call - Bonn	30 10:00 AM ClCh-Stf Mtg (180) 5:30 PM Conf Call - Bonn	August S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 October S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31			

August 01 - 31, 1997

Staff Vacation and Work Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																				
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17	18 Carol - Lv Days - Debbie	19 Carol - Lv Days - Debbie	20 Carol - Lv Days - Debbie	21 Carol - Lv Days - Debbie	22 Carol - Lv Days - Debbie	23 Debbie - Lv																																																																																				
24 Debbie - Lv	25 Debbie - Lv	26 Debbie - Lv	27 Debbie - Lv	28 Debbie - Lv	29 Barbara - Lv Debbie - Lv Night - Christy	30 Christy																																																																																				
31 Christy	July <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table> September <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table>						S	M	T	W	T	F	S		1	2	3	4	5		6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
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September 01 - 30, 1997

Staff Vacation and Work Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Christy Debbie - Lv Federal Holiday - Labor Day	2 Christy - Off	3 Christy - Off	4 Christy - Off	5	6 Christy
7 Christy	8 Christy - Off	9 Christy - Off	10	11	12	13 Christy
14 Christy	15 Christy - Off	16 Christy - Off	17	18	19	20 Christy
21 Christy	22 Christy - Off Debbie - Lv	23 Christy - Off Debbie - Lv	24 Debbie - Lv	25 Debbie - Lv	26 Debbie - Lv	27 Christy
28 Christy	29 Christy - Off Debbie - Lv	30 Christy - Off Debbie - Lv	August S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 October S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31			

October 01 - 31, 1997

Staff Vacation and Work Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																											
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5	6 Debbie - Lv	7 Debbie - Lv	8 Debbie - Lv	9 Debbie - Lv	10 Debbie - Lv	11																																																																																											
12	13 Barbara - Lv Federal Holiday - Columbus Day Nights - Debbie	14 Barbara - Lv Nights - Debbie	15 Barbara - Lv Nights - Debbie	16 Barbara - Lv Nights - Debbie	17 Barbara - Lv Nights - Debbie	18																																																																																											
19	20	21	22	23	24 Carol - Lv (T) Day - Debbie (T)	25																																																																																											
26	27 Carol - Lv (T) Day - Debbie (T)	28	29	30	31																																																																																												

November 01 - 30, 1997

Staff Vacation and Work Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11 Federal Holiday - Veterans Day	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27 Federal Holiday - Thanksgiving	28	29
30	October S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 December S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31					

December 01 - 31, 1997

Staff Vacation and Work Schedule

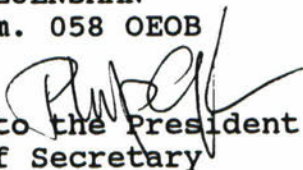
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25 Federal Holiday - Christmas	26	27
28	29	30	31	November 97 S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 January 98 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		

Operations

THE WHITE HOUSE
WASHINGTON

August 25, 1997

MEMORANDUM FOR LIEUTENANT JAMES LUENSMAN
Control Center, Rm. 058 OEOb

FROM: Phillip M. Caplan 
Deputy Assistant to the President
and Deputy Staff Secretary

SUBJECT: Access to Offices

The following individuals should be given access to the offices of Todd D. Stern and Thomas F. (Mack) McLarty, III. These offices are located on the Ground Floor of the West Wing.

Todd D. Stern	Thomas F. (Mack) McLarty, III
Phillip M. Caplan	Patty McHugh
Sean P. Maloney	Ana Duque
Barbara A. Barclay	Steve Ronnel
Carol Cleveland	Nelson Cunningham
Debbie Bird	Andrew Friendly
Christy Manso	Eric Farnsworth
Jonathan Adashek	

cc: Post El
P. McHugh
C. Cleveland



August 25, 1997

Mr. Stephen Seidel
UNITED STATES DEPT. OF STATE
Bur. Oceans & Intl. Env. & Sc. Affairs
Washington, DC 20520

Dear Mr. Seidel,

Thank you for making your reservation at Le Centre Sheraton Montreal.
We have reserved the following accommodations for you:

Arrival Date	Departure Date	Daily Rate	Room Type
09/08/97	09/12/97	\$ 130.00	NO

Your confirmation number is 211035, and you are not guaranteed for late arrival.

If you find it necessary to change your plans, please inform us by 4:00 PM on the date of arrival.

Again, thank you for choosing Le Centre Sheraton Montreal.
We look forward to having you as our guest.

Best regards,

Helena
Reservations Office
Le Centre Sheraton, Montreal

1201, BOULEVARD RENÉ-LÉVESQUE OUEST
MONTREAL, QUEBEC, CANADA H3B 2L7
TELEPHONE: (514) 878-3000 FAX: (514) 878-3998