

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. email	[Personally Identifiable Information] [partial] (2 pages)	08/00/1995	b(6)

COLLECTION:

Clinton Presidential Records
Staff Secretary
Todd Stern
OA/Box Number: 13243

FOLDER TITLE:

[Todd Stern's Schedule-August 1995] [loose]

2019-0774-S

rs3422

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]

August 1995

TODD D. STERN

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 7:00pm PJL Bill Sessions	2	3 12:00pm NWolin 6:00-7:30pm LLevi	4 4:00pm Msg Mtg (Roose Rm) 5:00pm Bos Veto Mtg	5
6	7	8	9 6:00pm Cuba Bfg	10 11:00am JCahoon 3:00pm MWofford 4:30pm POTUS BDay 5:00pm Msg Mtg (RooseRm)	11 1:00pm Radiation Mtg 5:00pm ShTerm Mtg (COS)	12
13	14 2:00pm Declass E. O.	15 4:00pm Ornstein (RooseRm) 5:30pm Epstein-Mess	16 2:00pm Haircut 4:30pm Yucca Mtg (COS Ofc)	17 12:30pm TEpstein 1:30pm NHernreich& JFaucet	18 Daily Summary	19
20 NY/Conn/ Washington	21 10:00am JMcoviff 4:45pm KBlanchard	22 Talk to EB re Nuclear Safety	23 Cuba EKagan - Evening 11:45am Isaacson 4:30pm JScott	24 Cuba? 11:30am SNeuwirth (E.O)(Rm248)	25 Skyla & Fred 12:00pm SternN	26
	Daily Summary				NY/Conn	
27 NGriffith	28 Vic-Evening JSherburne 3:00pm Steve/Reed	29 TJ re Yucca	30 1:30-3:30pm Mtgs Mikva Ofc	31 Evening - EKagan 9:30am GWashington 12:30pm KWalsh (Oval Rm)		

July

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					

September

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

Withdrawal/Redaction Sheet

Clinton Library

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Appointment Time: 2:00:00 PM
Appointment Room: WW
Appointment Building: WH
Appointment Requested by: CLEVELAND CAROLYN E.
Phone Number of Requestor: 61735
Comments:

WAVES APPOINTMENT NUMBER: U00132

If you have any questions regarding this appointment,
please call the WAVES Center at 456-6742 and have the
appointment number listed above available to the
Access Control Officer answering your call.

TOTAL NUMBER OF NAMES SUBMITTED FOR ENTRY : 2
TOTAL NUMBER OF NAMES OF CLEARED FOR ENTRY: 2

CARLIN, JOHN
KURTZ, MICHAEL

08/03/40

(b)(6)

----- BOTTOM -----

Press RETURN to continue, GOLD MENU for options or EXIT to cancel

Telephone No. 501-5130

Secretary: Patti Frye

RECEIVED BY _____
DATE _____
TIME _____

Patti Frye

Mtg Mon 2:00

Governor Carlin

Michael Curto

EX Order on classification

MESSAGE
☐ RETURNED YOUR CALL
☐ WILL CALL AGAIN
☐ IS WAITING TO SEE YOU
☐ PLEASE PHONE
☐ FTS
☐ AUTOVON

OF (Organization)

☐ YOU WERE CALLED BY -
☐ YOU WERE VISITED BY -

TO:

MEMORANDUM
OF CALL

Previous editions usable

Patti Movement

John W. Carlin
8-3-40

Michael J. Kurtz

(b)(9)

501-5130

PHOTOCOPY
PRESERVATION

August 2, 1995

Mr. Phil Caplan
Deputy Staff Secretary
Ground Floor, West Wing
The White House

Dear Phil:

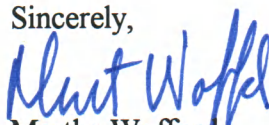
Thank you for your phone call yesterday. I enjoyed learning about the opportunity in your office and wanted to express my strong interest in pursuing it. Accordingly, enclosed is my resume for your review.

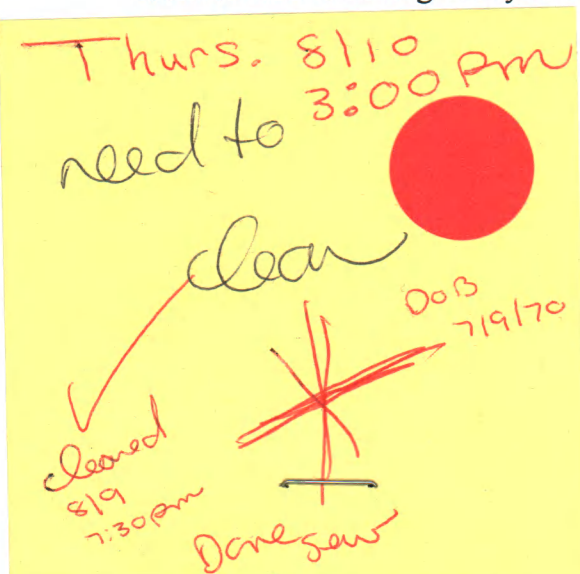
The position you described sounds very interesting and appears to be an excellent match with my skills and experience. As you will note, I have worked for the past three years in administrative positions for EPA and the DSCC. My current position at EPA has provided me with an unusual level of senior exposure, including responsibility for briefing the Administrator, acting as surrogate at Agency meetings and assisting in the management of a 45-member staff.

One of my principal roles at EPA is not only to draft briefs on all Congressional matters for the Administrator, but also to assess, filter and edit related materials to ensure their comprehensiveness, lucidity and brevity. I serve as an advisor to EPA staff, from both a political and substantive standpoint, on the Administrator's briefing needs, and I act as a conduit of feedback from the Administrator to the staff. Additionally, I am responsible for ensuring that the Administrator's briefing books contain all the necessary political information for her local meetings as well as her travel.

I have brought to my job at EPA strong analytical, organizational, and writing skills and sound political judgement. While here, I have honed those skills and demonstrated the ability to excel under pressure. My experience at EPA has been fulfilling and has prepared me well to assume a greater level of responsibility. I am very excited about this opportunity and look forward to talking with you further about it. I appreciate your time and consideration.

Sincerely,


Martha Wofford



Martha L. Wofford

1450 Florida Ave, N.W., Washington D.C. 20009
(W) 202/260-5191 (H) 202/387-8134

PROFESSIONAL EXPERIENCE

U.S. Environmental Protection Agency, *Special Assistant to the Associate Administrator for Congressional & Legislative Affairs*, Washington, D.C., February 1993 - Present.

Responsible for assisting in the management of forty-five member staff, assisting reorganization of that staff, drafting and reviewing office budget, and acting as surrogate for Associate Administrator in senior-level Agency meetings. Responsible for preparing the Administrator for Congressional meetings and phone calls. Principal point of contact with White House offices for Congressional hearing testimony, Presidential correspondence, and political travel. Responsible for coordinating political aspects of Administrator's travel, including notification and briefing. Congressional liaison for American Indian issues.

Citizens for Senator Wofford, *Advance & Field Staffer*, Philadelphia, PA, Fall 1994.

Responsible for briefing and staffing the Senator, and for planning and advancing events on Senate re-election campaign. Point of contact for Northeast Philadelphia Ward Leaders. *Fund Raiser*. Philadelphia, PA, Fall 1991. Acted as fund raiser for successful Senate campaign. Made high-dollar solicitations and participated in get out the vote (GOTV) activities.

Democratic Senatorial Campaign Committee, *Executive Assistant*, Washington, D.C., 1992-93.

Responsible for the daily tracking of contributions related to Democratic Senatorial candidates. Drafted letters, memos and event schedules and assisted both the Executive Director, and the Deputy Executive Director.

Students for Innelli (Innelli for Congress), *Chairperson*, Swarthmore, PA, Spring 1992.

Chaired five-college student political organization to promote Congressional candidate. Coordinated GOTV activities, accompanied candidate to events and designed campaign literature.

International Data Corporation, *Market Researcher*, Framingham, MA, Summer 1987.

Researched American firms' computing needs for major computer magazine publisher.

EDUCATION

Swarthmore College, Swarthmore, PA. Bachelor of Arts in History, June 1992. Focus on American history and on the history of Nationalism.

- ◆ Lacrosse: All-American, NCAA All-star, Regional Player of the Year.
- ◆ Outstanding Woman Athlete of the Class of 1992.
- ◆ Captain: Varsity soccer, basketball, and lacrosse teams.

Swarthmore College Dean's Office, *Resident Assistant*, Swarthmore, PA, 1990-91, 1991-92.

Liaison between Dean's office and students. Counseled students in academic and personal matters. Intervened in crisis situations.

Working knowledge of WordPerfect, Microsoft Word, MacWrite, and Legislate.

07/31

CHANGE IN SCHEDULE
per Kelly/ cos' office 6 1922

Short Term Planning Meeting that was scheduled for 2:30 Tues.
08/01 is now 5:00 PM on Wednes. 08/02 at COS' ofc.

Per Kelly/COS' ofc 6 1922

Agriculture Financing Mtg on Fri., 08/04 at 3:30 PM

Other attendees are

COS

Ickes

Rivlin

Griffin

Nash

Rasco

GS

Sosnik

B.Cutter

8/3

Michael took msg

Short term Msg is 8/4

3:00 pm

COS' ofc

S.

MEMORANDUM
OF CALL

Previous editions usable

TO:

☐ YOU WERE CALLED BY- ☐ YOU WERE VISITED BY-

OF (Organization)

☐ PLEASE PHONE ☐ FTS ☐ AUTOVON

☐ WILL CALL AGAIN ☐ IS WAITING TO SEE YOU

☐ RETURNED YOUR CALL ☐ WISHES AN APPOINTMENT

MESSAGE

Short-term is tomorrow
at 3:00 in Leon's office.

M.

RECEIVED BY	DATE	TIME