

Originally Processed With FOIA(s):
2000-0715-F

FOIA Number:
2000-0715-F

FOIA MARKER

**This is not a textual record. This is used as an
administrative marker by the George Bush Presidential
Library Staff.**

Record Group/Collection: George H.W. Bush Presidential Records
Collection/Office of Origin: Chief of Staff, White House Office of
Series: Baker, James A., III, Files
Subseries: Administrative Files

OA/ID Number: 93000
Folder ID Number: 93000-002

Folder Title:
Resumes [1]

Stack:	Row:	Section:	Shelf:	Position:
G	0	0	0	0

Resumes collected
in 1900s 19-95 for
various purposes
not all complete
Some for national
some for local

headed EB.
personal mail
1989-93

JANICE L. BURMEISTER

1)

Jan Burmeister
215 "C St. S.E. Apt. 207
Washington, DC 20003

2) 10345 Richview Drive
St. Louis, MO 63127
(314) 966-4567

Over 9 Years Advancework
6 Years a Publicist
10 Years in Management

PROFESSIONAL EXPERIENCE:

8/85 - White House Conference on Small Business, Director of
10/86 Registration

Designed and successfully implemented field registration system for 23,000 conferees at 1 national, 6 regional and 52 state conferences. Merged computer and manual records to satisfy parliamentary procedures and elective qualifications. Established statistical formulas for anticipating attendance and meal counts to trim budget.

3/85 - Southern California Billy Graham Crusade, Deputy to
8/86 Publicity Chairman

Wrote press releases and radio copy, handled press inquiries (translations provided in 14 languages to foreign media), designed display ads, planted story ideas, arranged interviews, and generated co-promotions.

11/84 - Presidential Inaugural Committee, Coordinator for Inaugural
3/85 Commemorative Gifts, and Photo Editor for Commemorative Inaugural Book

Negotiated with licensees for 60,000 ball favors. Assigned and coordinated 18 event photographers. Chose 165 photos from over 10,000 slides and contacts from White House and event photographers. Wrote photo captions and proofed bluelines.

3/84 - Ernst & Whinney (big eight firm operating 1984 Summer
10/84 Olympics Results System), Olympics Special Projects
Director

Solely arranged housing, transportation, receptions, dinners, specially licensed gifts, and distribution of event tickets for guests and clients of 21 E&W regional offices. Managed and accounted for a \$350,000 budget.

8/81 - Living Way Ministries, Director
3/84

Founded media ministries department for a 10,000-member church in Greater Los Angeles. Prepared and distributed renown pastor's teachings in four areas: book publishing

(contract management, permission systems, royalties, copyrights, excerpt publication and translations); music (publisher liaison for 82 published works); radio (production of nationwide daily radio program and related domestic and foreign cassette tape distribution); television (TV program and videotape production).

1973 -
1981

Managed office for international consulting firm. Maintained all books with six bank accounts, managed property investments, reduced office expenses by \$4,000 quarterly, edited speeches, advanced and escorted foreign diplomats.

Trained as statistician at U.S. Postal Headquarters. Designed charts and tables for labor negotiations, simplified policy language, updated computer data, monitored field studies, developed air mail tax study to save \$300,000 annually.

Press advanced for Ford White House. Staged events, set press platforms, briefings, motorcade vehicles, lead diagrams, and filing areas. Detailed from 1980 White House correspondence pool to do casework and intergovernmental relations.

Established a public relations firm for 33-client Hollywood booking agent. Set up office, wrote initial bios, designed press kits and press advanced client engagements.

Advanced over 50 cities as publicist for Disney on Parade, an arena ice show, the Lippizan Stallion tour, the Greg Morris Celebrity Golf Tournament, and "Carnaval do Brasil" (a musical from Rio).

Wrote bios and packaged press kits for Art Linkletter projects and the Johnny Mann Singers.

Authored an aggressive education program for Disney.

1966 -
1973

Assisted Chairman of the Board of New York Stock Exchange firm. Maintained customer portfolios, worked with corporate finance and branch office administration, aided in state and regulatory agency registration of firm.

Established admissions office for business school chain. Created and taught new filing systems, conducted career days, interviewed prospective students (80% sign-up record), designed new student lounge.

Maintained security clearance records for McDonnell Douglas Corporation. Devised new security badging system and security training program.

PERSONAL: Born 6/26/47, St. Louis. Single.
References available upon request.

interned
for GB personal
mail 1992
fall

ERIC ROGER THIESSEN
7208 Stover Drive
Alexandria, Virginia 24450
(703) 768-0591

EDUCATION:

Washington and Lee University, Lexington, Virginia. Bachelor of Arts in History, June 1992. Concentration in European history with additional coursework in economics, politics and German.

EMPLOYMENT:

Office of Presidential Personnel, The White House, Washington, D.C. Intern. June 1992-Present. Assisted boards and commissions staff on all aspects of the appointment process. Conducted research in White House library and compiled biographical information on candidates under consideration. Proofread documents, edited letters, filed sensitive materials, answered phones.

Presidential Correspondence, The White House, Washington, D.C. Intern. July 1992-Present. Because of demonstrated responsibility was assigned to help on a part-time basis the Office of the President's Personal Correspondence. Reviewed/updated the President's personal friends' and associates' computer files.

Checker Gas Company, Alsip, IL. Assistant to the Manager and Cashier. Summer 1991. Worked cash register, assisted in daily accounting. Dealt with demanding clientele in busy industrial sector and was responsible for large sums of money.

"K" Line America, Inc., Newport Beach, CA. Telex Operator. Summer 1990. Processed and dispatched messages to firm's domestic and overseas' offices. Monitored and distributed incoming notices to fellow employees. Programmed computer, filed documents, answered phone.

Washington Inventory Service, Oak Lawn, IL. Inventory Associate. Summer 1988, 1989. Assisted in conducting inventory reports with hand-held computers as part of an inventory team of between three and fifty employees in both small and large department stores across the Midwest. Drove company vehicles and shut down company office.

ACTIVITIES:

- Volunteer, Bush-Quayle '92. Worked in administration, coalitions, political and surrogates.
- Volunteer, Victory '92. Helped with mass mailings, phone banks.
- Member, Elon Presbyterian Church, Elon, VA.
- Washington and Lee College Republicans, Mock Convention state delegate, Virginians for Victory, W&L Ski Team, Outing Club, Intramural Softball and Volleyball.

*worked
for GB
personal mail
1991-92*

Desiree Michell Thompson

14490 Brentwood Ct.
Dale City, VA 22193
Phone: (703)670-5086

EMPLOYMENT

May 1990 - July 1990	1990 ECONOMIC SUMMIT OF INDUSTRIALIZED NATIONS., 734 Jackson Place Washington, DC 20503 / 1919 Smith St. Houston, TX 77002 Administrative Assistant
1989 - 1990	HARMON PUBLISHING CO., INC., 8513 Bucyrus Ct. Manassas, VA 22110 Advertising Representative
1988 - 1989	AMERICAN CAFE RESTAURANT, Fairfax, VA Head Waitress and Hostess
1987 - 1988	FERGUSON ENTERPRISES, INC., Herndon, VA Receptionist, Accounting Clerk, and Purchasing Department Assistant.
1986 - 1987	ABERCROMBIE & FITCH, Fairfax, VA Sales Representative

EDUCATION

1988 - 1989	NORTHERN VIRGINIA COMMUNITY COLLEGE Manassas, VA General Education
1986 - 1988	RADFORD UNIVERSITY Radford, VA Interior Design
1982 - 1986	OSBOURN PARK HIGH SCHOOL Manassas, VA General Education Degree

REFERENCES

Available Upon Request

Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
01. Memo	From: Jan Burmeister to Anita Bevacqua Re: Personnel Action for Personal Mail Unit of Presidential Correspondence [Redaction of personal information] (1 pp.)	11/07/90	(b)(6)	

Collection:

Record Group: Bush Presidential Records
Office: Chief of Staff to the President, Office of the
Series: Baker, James A. III
Subseries: Administration Files
WHORM Cat.:
File Location: Resumes [1]

Date Closed: 4/10/2003	OA/ID Number: 93000-002
FOIA/SYS Case #: 2000-0715-F	Appeal Case #:
Re-review Case #: 2005-0328-S	Appeal Disposition:
P-2/P-5 Review Case #:	Disposition Date:
AR Case #:	MR Case #:
AR Disposition:	MR Disposition:
AR Disposition Date:	MR Disposition Date:

RESTRICTION CODES

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

P-1 National Security Classified Information [(a)(1) of the PRA]
P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
P-3 Release would violate a Federal statute [(a)(3) of the PRA]
P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
P-6 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. Removed as a personal record misfile.

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

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

November 7, 1990

TO: Anita Bevacqua
THROUGH: Shirley Green
FROM: Jan Burmeister
RE: Personnel Action for Personal Mail Unit of
Presidential Correspondence

- 1) Please transfer Courtney Palm from W.A.E. to fulltime status, effective immediately. She will replace Mary Ann Hanusa.

If an automatic pay raise is imminent, the same salary should apply until she passes the one-year mark. If not, I'd recommend a raise to \$20,200.

- 2) Please order a drug test as soon as possible for Desiree Michell Thompson:

Office phone: (202) 225-2002

Home phone: (703) 670-5086.

Shirley Green recommends a starting salary of around \$20,000.

Thank you.



July 15, 1990

TO WHOM IT MAY CONCERN:

During the 1990 Economic Summit of Industrialized Nations held in Houston, Texas, Ms. Desiree Thompson served as my Administration Assistant and was an integral part of support staff. From June 2 through July 15, 1990, she demonstrated technical expertise in her field. Desiree acted as liaison between my office and the military staff of the Transportation Division and has won the respect of all staff members with her team player attitude.

The role the Transportation Division played in preparation for the Economic Summit required many deadlines and pressure situations in which Ms. Thompson demonstrated her professionalism.

As Director of Transportation I strongly recommend Desiree as an Administrative Assistant.

Paul J. Klepper II
Lieutenant Colonel, USMC
Director of Transportation

6pm 07/12/68
Darton ²³⁰₃₀₀
225-2002

PRESIDENTIAL CONTACTS PERSONAL COMMENTS DATABASE

PERSONAL COMMENTS

COMMENT ID: P01 CDATE: 92-04-13 UPDATE: 93-01-10 PAGE 01 OF 01 INITIALS: CT01
 NAME: KRESGE, KATHRYN E.

- . 1991-92 Formerly part-time staff in White House Gifts._____
- . Certified French teacher and translator._____
- . Volunteer jobs: 1990 Economic Summit, worked under *Marlene_____
- Malek,* JSteel, and Caroline Pierce. USSR Ministerial_____
- Volunteer, provided cultural assistance to Soviet delegation;_____
- 1991 assisted guests at *Judge Lindsay* 16th Annual Jamboree;_____
- Volunteer for 1991 Operation Celebration in Houston; Volunteer_____
- for *Clayton Yeutter* reception in Houston; Founder of_____
- Galveston's Golden Key Republican Women's Club._____
- . 1992 Campaign volunteer for Bush/Quayle headquarters: special_____
- letter response writer for Claire O'Donnell, Executive_____
- Secretary._____
- . Father's phones: Chevron, (713) 359-6500, (713) 359-6540,_____

FUNCTION => _____ PF1-MOD(ify), PF2-DEL(ete), ##(Page Num.),
 PF11-FUNCTION, PF12-QUIT (Quit).

Page data has been removed.

Home Address: 19518 Forest Fern Drive
 Humble, Texas 77346
 713-852-2043

*worked for
 GB personal mail
 1992 - 1/93
 april*

Courtney Palm
worked for GB
personal mail
1991-92

October 14, 1992

Burmeister

Dear Ms. Burmeister:

Palm

Your name has been given by Courtney Palm as a reference on his/her application to join Big Brothers/Big Sisters of Greater New Orleans. A Big Brother/Big Sister is assigned to a child who needs a consistent adult figure in his/her life. One volunteer is matched with one child. The Big Brother/Big Sister must be consistently responsible, dependable, stable, and mature.

Please answer the following questions to the best of your knowledge and return this form to our office as soon as possible. (The information on this form will be considered confidential in every respect).

If for some reason we do not receive an answer from you, we will have to consider this a negative answer in regard to our accepting the above individual as a Big Brother/Big Sister.

1. How long have you known the applicant?

3 years

2. In what capacity have you known the applicant?

She was my employee

3. How well do you know the applicant? Very Well X

Well _____ Average _____ Little _____ Very Little _____

4. Happiness in applicant's marriage: Happy_____ Average_____

Unhappy_____ Doesn't apply_____ Unknown_____

5. Applicant's relationship to his/her own children: Mild
Conflict_____ Average_____ Good_____ Extreme Conflict
_____ Doesn't Apply X Unknown_____

6. Applicant's relationship to youth in general: (Check as
many as are applicable) Impatient_____ Well-Liked X
Friendly X Distant_____ Understanding_____
Stern_____ Unknown_____

7. Applicant's capacity for friendship: (Check as many as are
applicable) Sincere_____ Distant_____ Warm X
Shallow_____ Loyal X Shy_____ Unknown_____

8. How would you rate the applicant's health? Average_____

Very Good X Excellent_____ Poor_____ Unknown_____

9. How would you rate the applicant's moral concepts? Below
Average_____ Average X Above Average X
Unknown_____

10. How would you rate the applicant's degree of responsibility?
Very responsible X Usually responsible_____ Often
irresponsible_____ Very irresponsible_____

11. What is the applicant's current satisfaction with present
job situation? Good X Average_____ Fair_____
Poor_____ Unknown_____

* Has teacher qualities.
Loves children.

12. To what extent is the applicant aware of his/her own shortcomings?

Feels he/she has none _____ Ignores them _____ Adjusts for them X Realizes them with no adjustment _____
Unknown _____

13. Would you say the applicant is: Very easy to get to know X

Hard to get to know _____ Somewhat hard to get to know _____

Very hard to get to know _____

14. Applicant's athletic ability: Very athletic _____ Somewhat athletic X

Marginally athletic _____ Not athletic _____

Unknown _____

15. Would you say the applicant is: Never late _____ Seldom late _____

Occasionally late X Frequently late _____

16. Do you think the applicant is qualified to be a Big Brother/Big Sister?

Definitely, YES.

17. Does this volunteer have or ever had a drinking problem or drug usage?

Not to my knowledge, NO.

18. Would you consider placing the responsibility of a child of yours with this person?

Definitely, YES.

* IF YOU HAVE ANY ADDITIONAL INFORMATION THAT YOU FEEL WOULD BE HELPFUL TO US, PLEASE FILL IT IN BELOW OR IF YOU WOULD LIKE TO DISCUSS ANY INFORMATION, OUR PHONE NUMBER IS 523-3755 EXTENSION 284, 286 or 281.

DATE

10/21/92

SIGNATURE

Jan Burmeister

September 22, 1992

Dear Mr. Burmeister,

I enjoyed visiting with you yesterday about the position of staff assistant. My educational background at Texas A&M along with my political experience has provided me a solid foundation for working in Washington. Several computer classes and a technical writing course should definitely help me perform the duties required for this position. A job working for the White House would be an opportunity of a lifetime. I am wholeheartedly devoted to President Bush and would devote my time and energy to promoting his image. I am available at 225-2002 from 9am to 5:00pm and look forward to hearing from you again.

Sincerely,
Jennifer Hartman

Jennifer Hartman
235 2nd St. NE
Washington, D.C. 20002
(h) 202/546-3255
(w) 202/225-2002

*worked
for GB
personal
mail
fall 1992*

Education

BS Political Science, Texas A&M University
August 1992
GPA: 3.9

Work Experience

U.S. Congressman Joe Barton
Washington, D.C.
Receptionist; September 1992 - present
Summer Intern; June 1991 - August 1991
* Receptionist duties
* Tour coordination
* Legislative staff assistance
* Data entry (Quorum Congressional Software System)

U.S. Congressman Jack Fields Campaign
College Station, Texas; July 1992
Voter Registrar

Texas Transportation Institute (TTI)
College Station, Texas; June 1990 - August 1990
Word Operator I
* Document proofreading and editing (Word Perfect 5.1)
* Airport map construction
* Data entry (IBM-AT)

David Gardner's Jewelers
College Station, Texas; summers 1985 - 1989
Sales clerk
* Sales
* Jewelry design
* Data entry (IBM-PC)
* Jewelry display

Political Experience

Republican National Convention
Houston, Texas; August 1992
RNC Youth Program Staff

Texas State Republican Convention
Dallas, Texas; June 1992
Alternate Delegate

Brazos County Republican Convention
College Station; March 1992
Delegate

Political Experience Continued

1992 Republican Primary

College Station, Texas; February 1992 - March 1992
Election Clerk - absentee and primary day polls

State Representative Steve Ogden

College Station, Texas; October 1991 - November 1991
Volunteer for 1991 Fall Campaign Benefit

U.S. Congressman Joe Barton

College Station, Texas; January 1991 - May 1991
Volunteer - assisted with correspondence, casework, and
other matters of the district office

Activities and Organizations

Delta Delta Delta Sorority; September 1988 - May 1992

Baptist Student Union; January 1990 - May 1992

Joe Barton's TAMU Advisory; January 1991 - May 1992

College Republicans; September 1991 - May 1992

Aggie Men's Club Sweetheart; September 1991 - May 1992

Political Science Society; January 1991 - May 1991

Class of '92 Council; September 1990 - May 1991

30 - Loves Tennis Support Club; September 1988 - May 1990
Fund Raising Chairman

Intramural Sports

Indoor Soccer; spring 91, fall 91, spring 92

Flag Football; fall 89, fall 91

Softball; summer 89, spring 92, summer 92

Honors and Awards

Pi Sigma Alpha National Political Science Honor Society;
fall 1991

Dean's Honor Roll; fall 1991, fall 1990

Academic Incentive Award; 1991

Maude O. Hunter Academic Excellence Scholarship; 1990

Texas A & M Panhellenic Award for Outstanding Academic
Achievement; 1990

Lechner Merit Award; 1989

Ben C. Graves Freshman Admissions Scholarship; 1988

Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
02a. Form	WHP-1: Request for Personnel Action for Jennifer Hartman (1 pp.)	n.d.	(b)(2), (b)(6)	

Collection:

Record Group: Bush Presidential Records
Office: Chief of Staff to the President, Office of the
Series: Baker, James A. III
Subseries: Administration Files
WHORM Cat.:
File Location: Resumes [1]

Date Closed:	4/10/2003	OA/ID Number:	93000-002
FOIA/SYS Case #:	2000-0715-F	Appeal Case #:	
Re-review Case #:	2005-0328-S	Appeal Disposition:	
P-2/P-5 Review Case #:		Disposition Date:	
AR Case #:		MR Case #:	
AR Disposition:		MR Disposition:	
AR Disposition Date:		MR Disposition Date:	

RESTRICTION CODES

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

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

PRM. Removed as a personal record misfile.

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

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Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
02b. Form	WHP-2: Supplemental Information Sheet for Personnel Action for Jennifer Hartman (1 pp.)	09/29/92	(b)(2), (b)(6)	

Collection:

Record Group: Bush Presidential Records
Office: Chief of Staff to the President, Office of the
Series: Baker, James A. III
Subseries: Administration Files
WHORM Cat.:
File Location: Resumes [1]

Date Closed:	4/10/2003	OA/ID Number:	93000-002
FOIA/SYS Case #:	2000-0715-F	Appeal Case #:	
Re-review Case #:	2005-0328-S	Appeal Disposition:	
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AR Disposition:		MR Disposition:	
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Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
02c. Resume	Resume for Jennifer Hartman [Redaction of personal information] (1 pp.)	n.d.	(b)(6)	

Collection:

Record Group: Bush Presidential Records
Office: Chief of Staff to the President, Office of the
Series: Baker, James A. III
Subseries: Administration Files
WHORM Cat.:
File Location: Resumes [1]

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Jennifer Hartman
235 2nd St. NE
Washington, D.C. 20002
(h) 202/546-3255
(w) 202/225-2002

Education

BS Political Science, Texas A&M University
August 1992
GPA: 3.9

Work Experience

U.S. Congressman Joe Barton
Washington, D.C.
Receptionist; September 1992 - present
Summer Intern; June 1991 - August 1991
* Receptionist duties
* Tour coordination
* Legislative staff assistance
* Data entry (Quorum Congressional Software System)

U.S. Congressman Jack Fields Campaign
College Station, Texas; July 1992
Voter Registrar

Texas Transportation Institute (TTI)
College Station, Texas; June 1990 - August 1990
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College Station, Texas; summers 1985 - 1989
Sales clerk
* Sales
* Jewelry design
* Data entry (IBM-PC)
* Jewelry display

Political Experience

Republican National Convention
Houston, Texas; August 1992
RNC Youth Program Staff

Texas State Republican Convention
Dallas, Texas; June 1992
Alternate Delegate

Brazos County Republican Convention
College Station; March 1992
Delegate

KENNETH EARL JONES, JR.
2617 McCart Avenue
Fort Worth, Texas 76110
(817) 921-9207

EDUCATION

Texas Christian University, Fort Worth, Texas
Master of Business Administration
Field: Finance / Accounting
27 hours

Texas Christian University, Fort Worth, Texas
Bachelor of Business Administration
Major: Marketing
Date of Graduation: May 1979

JOB EXPERIENCE

<i>(June, 1983 to Present)</i>	Helen Painter & Co. Realtors Fort Worth, Texas Broker-Associate
<i>(May, 1979 to December 1986)</i>	The Trophy Shop Broken Arrow, Oklahoma Partner
<i>(June, 1979 to August, 1980)</i>	Dayton-Hudson Corporation Target Department Stores, Inc. Tulsa, Oklahoma Department Manager
<i>(Summer, 1975; Summer, 1976 and Summer, 1977)</i>	Fish Engineering and Construction Borger, Texas Semi-skilled Labor
<i>(1975 to 1976)</i>	Tarrant County Heart Association Volunteer

HONORS AND AWARDS

Outstanding Student Leader, Texas Christian University	1976
Outstanding Student Leader (nominee), Texas Christian University	1975
National Leadership Methods Conference Scholarship	1976
Eagle Scout, Boy Scouts of America	

SPECIAL PROJECTS

Junior Achievement Advisor
Test Program for TCU Marketing Department
Fall, 1978 through Spring, 1979

Kenneth Earl Jones, Jr.

CAMPUS ACTIVITIES

Delta Sigma Pi (Professional Business Fraternity)	Member:	Fall, 1976 to Present
Master of Business Administration Association	Member:	Fall, 1980 to Present
American Marketing Association	Member:	Spring, 1978 to Present
Student Foundation	Charter Member:	1976 - 1978
Programming Council	Member:	1975 - 1978
Special Events Committee	Chairman:	1976 - 1977
Spring Events Committee	Chairman:	1976 - 1978
Homecoming Committee	Co-Chairman:	1976 - 1977
Parent's Weekend Committee	Co-Chairman:	1976 - 1977
Howdy Week Committee	Co-Chairman:	1976 - 1977
Dorm Council - Clark Dorm	Member:	1975 - 1976
Senior Giving Steering Committee	Member:	Spring, 1979
Residential Housing Association	Member:	1975 - 1976
TCU University Chorus	Member:	Fall, 1975
TCU Chapel Choir	Member:	Fall, 1975
TCU Cheerleader	Alternate:	1976 - 1977

INTERESTS

Travel, Politics, Running, Tennis and Weight Lifting

COMMUNITY SERVICE ACTIVITIES

Youth Sponsor - University Christian Church
Republican Precinct Chairman
Trustee - Historic Preservation Council of Tarrant County
American Cancer Society of Tarrant County
Neighborhood Revitalization Committee - Greater Fort Worth Board of Realtors
Headquarters Committee Chairman - Tarrant County Republican Party
Tarrant County Young Republicans
Dallas Symphony Chorus
YMCA Camp Carter - Capital Campaign Committee
Fort Worth Clean City, Inc.
Fort Worth League of Neighborhoods

PERSONAL DATA

Marital Status: Single	Height: 5' 7"
Date of Birth: May 23, 1957	Weight: 137
Health: Excellent	

REFERENCES

Furnished upon request

KENNETH E. JONES, JR.
BUSH '88 CAMPAIGN
VOLUNTEER ACTIVITIES REPORT

FULL TIME VOLUNTEER FOR BUSH CAMPAIGN IN TARRANT COUNTY

Took an unpaid leave-of-absence from profession to work on the campaign in Tarrant County from September through mid-November.

YARD SIGN CHAIRMAN

Built and distributed 12,000 yard signs county wide. Arranged for space to build signs. Procured supplies at the best prices possible. Ordered and picked up locally printed signs. Recruited volunteers to pick up supplies, build signs and deliver signs to various distribution centers throughout the county.

ORGANIZED PRECINCT CHAIRMEN

Organized approximately 300 precinct chairmen to pick up and distribute yard signs in their respective precincts.

4 X 4 SIGN COORDINATOR

Arranged locations, ordered signs and materials and recruited volunteers to build and place signs throughout Tarrant County. Arranged for signs to be picked up after election day.

COLLEGE AND UNIVERSITY COORDINATOR

Worked with College Republican Clubs at Texas Christian University, The University of Texas at Arlington, Texas Wesleyan College and Tarrant County Junior Colleges. Coordinated and organized activities for College Republicans. Recruited students to work phone banks, build yard signs and canvas dorms for voter registration. Helped publicize campus events for the campaign. Escorted congressmen and other dignitaries during campus visits. Arranged candidate forums. Assisted in coordinating mock elections. Assisted with Get-Out-The-Vote campaigns on campuses.

CAMPAIGN LIAISON TO YOUNG REPUBLICAN CLUBS

Worked with Tarrant County Young Republican Club and Mid-Cities Young Republican Club. Attended meetings, reported campaign activities and recruited club members to work phone banks, build yard signs and work on voter registration drives.

TARRANT COUNTY "KITCHEN CABINET" FOR BUSH

Served on advisory committee for Bush campaign in Tarrant County.

BUSH BLITZ

Volunteered to canvas targeted precincts during voter registration drives.

GENERAL DYNAMICS CAMPAIGN BLITZ

Helped recruit and coordinate volunteers to distribute campaign material at Fort Worth's largest employer. Over 8500 brochures and 450 bumper stickers were distributed by our group of 9 volunteers during shift changes.

PHONE BANK SHIFT CAPTAIN AND CALLER

Recruited callers to work one morning shift each week during campaign and called each week along with shift volunteers.

SURROGATE SPEAKERS COMMITTEE

Served as a Tarrant Victory 88 surrogate speaker.

SPECIAL ASSISTANT TO RITA PALM, COUNTY BUSH CHAIRMAN

Assisted Mrs. Palm in various tasks as needed.

STATE REPUBLICAN CONVENTION

Elected delegate to State Republican Convention held at Houston, Texas in June, 1988.

STATE SENATORIAL CONVENTION

Served on organizational committee for State Senatorial Convention, organized seating of delegates by precinct and served as registration volunteer. Served as a delegate to convention.

AREA COORDINATOR FOR BUSH DURING PRIMARY

Helped coordinate precinct chairmen in Southwest area of Tarrant County to get-out-the vote for Bush in primaries and assisted in planning precinct conventions.

PRECINCT CHAIRMAN

Served as precinct chairman for 4 years in a very strong Republican precinct. Campaigned for Bush during primary. Recruited slate of 19 Bush supporters to serve as delegates and 19 Bush supporters to serve as alternates for 1988 State Senatorial Convention. Served as chairman for precinct convention.

KENNETH E. JONES, JR.

POLITICAL RESUME

- 1976-GERALD FORD FOR PRESIDENT: worked phone banks, walked precincts and coordinated T.C.U. Students for Ford.
- 1976-Worked on various local level campaigns in Tarrant County as a College Republican.
- 1978-BILL CLEMENTS FOR GOVERNOR: worked phone banks, built yard signs and coordinated T.C.U. Students for Clements.
- 1978-Worked on various local level campaigns in Tarrant County as a College Republican by working polling places, phone banks, building yard signs and coordinated campus activities for candidates.
- 1980-GEORGE BUSH FOR PRESIDENT: during primary campaign and;
REAGAN-BUSH CAMPAIGN: during general campaign. Worked phone banks, built yard signs and walked precincts.
- 1980-Worked on various local level campaigns in Tarrant County as a volunteer on phone banks, working on yard signs and walking neighborhoods.
- 1982-BILL CLEMENTS FOR GOVERNOR: worked phone banks, built yard signs and walked precincts.
- 1982-Worked on various local level campaigns in Tarrant County as a volunteer on phone banks, working on yard signs and in precincts.
- 1984-ELECTED PRECINCT CHAIRMAN in primary election. Volunteered to work on the 1984 Republican National Convention in Dallas, Texas.
- 1984-REAGAN-BUSH CAMPAIGN: Worked phone banks, built yard signs and worked my precinct.
- 1984-Worked on various local level campaign in Tarrant County as a volunteer on phone banks and worked my precinct.

- 1986-BILL CLEMENTS FOR GOVERNOR: and
JOE BARTON FOR CONGRESS: worked phone banks, walked precincts,
built and distributed yard signs and worked my precinct.
- 1986-Worked on various local level campaigns in Tarrant County as a
volunteer on phone banks and worked my precinct.
- 1988-See attached BUSH '88 CAMPAIGN
- 1988-ELECTED HEADQUARTERS COMMITTEE CHAIRMAN for the Tarrant
County Republican Party.
- 1989-DR. BOB LANIER FOR CONGRESS: Administrative Assistant to Dr. Bob
Lanier. Responsibilities included: Coordinating scheduling for
candidate; Acting as media contact, arranging interviews, locations,
times, etc. ; Orientation of "First-time Candidate" on philosophies,
appropriate attire, people attending events, etc. ; Briefed
candidate each morning on what had appeared in morning papers;
Briefed candidate on background of groups and people he would be
meeting before events; Accompanied candidate to all events during
campaign; Prepared and advised candidate before speeches,
candidate forums and debates; Signaled candidate during speeches
for volume, posture and time limits; Analyzed and critiqued
candidate after speeches and forums; Acted as public relations
liaison between the campaign and the public and between the
candidate and the campaign staff; coordinated advance people for
special events.
- 1989-REPUBLICAN NATIONAL COMMITTEE CAMPAIGN SEMINAR: October
in Austin, Texas.
- 1989-1990--CLAYTON WILLIAMS FOR GOVERNOR: Tarrant County Campaign
Director. Responsibilities involved total coordination of campaign
activities in Tarrant County.



SENATOR BETTY ANDUJAR (RET.)

POST OFFICE BOX 545

FORT WORTH, TEXAS 76101

January 16, 1989

To Whom It May Concern:

It is my pleasure to recommend Kenneth Earl Jones, Jr. of Ft. Worth, Tx for employment in the Bush Administration.

Ken has always worked successfully at any undertaking, from his early days onward. We here in Ft. Worth know him as a busy realtor who has taken an intense interest in the Republican Party for many years. More recently he devoted himself, at personal sacrifice, to the Bush Campaign.

Ken is unrelenting in his dedication to the Party and to any assignment given to him. He would serve well and faithfully as an appointee. We hope this will be possible.

Sincerely,

Betty Andujar

(National Committeewoman 1976 - 1980)

September 28, 1989

Mr. Jones served as my executive aid for three and a half months during a special election and exhibited great insight into the political process. Not only was he very familiar with the majority of individuals involved in the political process in Tarrant County, by virtue of long years of service, but exhibited great savvy in analyzing needs. He assisted me with scheduling, transportation and preparation.

Mr. Jones is an extremely dedicated and loyal individual who I would not hesitate to recommend for any position requiring tact, confidentiality, and dedication to service.

Bob Lanier ^{MO}

Bob Lanier, M.D.
817/731-7511

BL:amm

KELSEY MARSHALL
6055 North Morgan Street
Alexandria, VA 22312
703/354-6658 (voice)
703/354-2161 (TDD)

EDUCATION

Indiana University, Bloomington, IN, B.A. 1974

Political Science with broadcasting emphasis. Member, Indiana University Poynter Project of Institutional and Media Analysis. Gallaudet University, Washington, DC, School of Continuing Education, 1987.

PROFESSIONAL EXPERIENCE

Special Advisor, Office of Intergovernmental Relations, U.S. Department of Housing and Urban Development (HUD), Washington, DC, 1984-1989

Specialist in developing housing and communities accessible to people with disabilities. Initiated and promoted private sector partnerships. Writer/Editor of nationally distributed newsletters. Liaison with advocacy groups, building industry, and government offices. National conference speaker. TV and radio appearances.

Director of Accessibility and Disability Issues, The American Bicentennial Presidential Inaugural Committee, Washington, DC, 1989 (on assignment from HUD)

Designed, developed, and directed comprehensive plans to provide access to all official events for people with disabilities. Organized and coordinated staff for specialized physical and communications services. Featured on TV and radio.

Special Assistant, Office of Fair Housing and Equal Opportunity, HUD, Washington, DC, 1981-1984
Point person for media relations. Coordinated and conducted press briefings regarding housing discrimination. Speechwriter. State and federal conference speaker.

Confidential Assistant, U.S. International Trade Commission, 1978-79

Administrative Aide to U.S. Senator Richard G. Lugar (Indiana), 1976-78; Press Aide to U.S. Congressman William H. Hudnut (Indiana), 1974.

News Anchor and Reporter for Metro Cable Channel 33, Arlington, VA, 1983-85

Feature reporter and moderator of interviews and panel discussions. Producer for evening news magazine.

OTHER ENDEAVORS

Supporting Actress, "Codename: Elvis" television sitcom, 1989. Composer and performer. Writing for film and television. Script consultant to Billy Barty and Lily Tomlin.

Candidate for City Council, Washington, DC, 1980

Focused on controlling city financial difficulties, and on enhancing its relations with Congress. Endorsed by the Greater Washington Board of Realtors.

References available upon request.

KELSEY MARSHALL

Advocate for Accessibility

**6055 North Morgan Street
Alexandria, VA 22312
(703) 354-6658 (Voice)
(703) 354-2161 (TDD)**

KELSEY MARSHALL

6055 North Morgan Street
Alexandria, VA 22312
(703) 354-6658 (voice)
(703) 354-2161 (TDD)

PROFESSIONAL EXPERIENCE

Advisor for Accessibility and Disability Issues, The American Bicentennial Presidential Inaugural Committee, 1989, Washington, DC (on detail from HUD)

The first person in the history of Presidential Inaugurations to develop and direct a comprehensive plan to provide access for people with disabilities to all official Inaugural events. Evaluated, designed, and implemented physical and communication access at the 27 sites. Organized and coordinated staff for sign language interpreting services, and recruited volunteers with disabilities to assist Inaugural guests. Instrumental in arranging closed captioning of televised events for the Deaf. Also, first to provide braille and large print programs for the visually impaired, telephone access for the Deaf, and other information dissemination which included authoring a new section on accessibility in the Inaugural guidebook. Uniqueness of efforts featured on television and radio news programs.

Special Advisor to the Deputy Under Secretary for Intergovernmental Relations, U. S. Department of Housing and Urban Development (HUD), Washington, DC (1984 to 1989)

Served as spokeswoman for coordinating housing rights and opportunities for people with disabilities. Specialist in developing accessible/adaptable housing, working with state and local governments. Initiated and promoted private sector partnerships. Instrumental in the creation of the National Association of Home Builders' First National Adaptable House for the 1988 "Street of Dreams". Principal technical advisor for the Billy Barty Transitional Living Center International, as well as potential demonstration housing project for deaf-blind elderly.

Developed and directed constituent outreach strategy. Handled highest percentage of office's casework. Responsible for writing and editing nationally distributed agency periodicals and information kits. Television and radio appearances. National conference speaker. Member, HUD working group for Home Equity Conversion Mortgage Insurance Program. Departmental liaison to Federal Task Force on Disabled Persons, President's Committee on Employment of People With Disabilities, President's Committee on Mental Retardation, Architectural and Transportation Barriers Compliance Board, and the National Council of Independent Living.

Special Assistant to the Assistant Secretary for Fair Housing and Equal Opportunity, U. S. Department of Housing and Urban Development, Washington, DC (1981 to 1984)

Point person for media relations. Coordinated and conducted press briefings related to housing discrimination. Speechwriter for Secretary's national and international engagements. Liaison with advocacy groups, housing and community development organizations, other government offices, and Congress. Speaker for state and federal programs and conferences.

KELSEY MARSHALL

(continued)

OTHER RELATED EXPERIENCE

Confidential Assistant to Commissioner Catherine M. Bedell, U. S. International Trade Commission; Administrative Aide to Senator Richard G. Lugar (Indiana); Press Aide to Congressman William H. Hudnut, III (Indiana)

MEDIA EXPERIENCE

News Anchor for Metro Cable/Channel 33, Arlington, VA (1985 to 1986). Feature reporter and moderator of interview and panel discussions. Produced stories for evening news programs on cable station.

Reporter and News Researcher for WFIU-FM Radio and WFIU-TV, Bloomington, IN. Reporter for WMTR-AM/WDHA-FM Radio, Morristown and Dover, NJ.

POLITICAL EXPERIENCE

Candidate for City Council, Washington, DC (1980)

Focused on controlling City's financial crisis and diverse urban problems, and enhancing D.C.'s responsibility with Congress. Endorsed by the Greater Washington Board of Realtors.

Special Liaison for Invitations, the Presidential Inaugural Committee, 1981, and Advisor for Special Populations to the 50th American Presidential Inaugural Committee, 1985.

EDUCATION

B.A., Indiana University, Bloomington, Indiana, 1974 (emphasis: political science/broadcast journalism). Member, Indiana University's Poynter Project of Institutional and Media Analysis. Continued education at Gallaudet University, Washington, DC, specializing in sign communication/American Sign Language.

PERSONAL

Member, National Association of the Deaf. Patron, Model Secondary School for the Deaf Performing Arts Department, Gallaudet University. Published composer of music. Listed in Who's Who in American Politics, Outstanding Young Women of America, and Who's Who in American Women. Hobbies: composing and performing music, screenwriting, golf, and travel.

REFERENCES

Available upon request.

THE WHITE HOUSE
WASHINGTON

*Reminded
Ron
6/22*

April 26, 1990

MEMORANDUM:

TO: JAN BURMEISTER

FROM: RON KAUFMAN *RK*

SUBJ: KELSEY MARSHALL

354-6658

I don't know why Kelsey's fallen through the cracks - I know her well, and she's a good gal. I'll talk to her next week and see if we can't get something stirred up.

GALLAUDET UNIVERSITY

Office of the President
800 Florida Avenue, N.E.
Washington, D.C. 20002
(202) 651-5005

030509

Bonnie,
Have you went
to respond to this?
Susan Porter Rose
456-2957

April 4, 1989

Ms. Susan Porter Rose
Chief of Staff to Mrs. Bush
The White House
Washington, D.C. 20500

Dear Ms. Rose:

I am writing in response to a request from Kelsey Marshall that I support her quest to establish an office on Accessibility/Disability within the White House. It is my understanding that Ms. Marshall has already contacted you soliciting support for this very worthwhile service to the disabled citizens of the United States. I am sure you are aware of how her efforts during the recent Presidential Inauguration activities made accessibility to these activities possible for the first time ever for individuals with all types of disabilities.

→ has such a request
been received?
nothing in
file

I want;
some.
5.

Ms. Marshall is no stranger to promoting accessibility to the disabled community. In addition to her very successful efforts during the Presidential Inauguration, she has been instrumental in securing housing rights and opportunities for people with disabilities, as well as other accomplishments at local, state and national levels.

For the first time, the Inauguration of a new President of the United States was fully accessible to hearing impaired individuals. It was a unique experience for those of us who attended to be able to participate fully. The administration is to be commended for the sensitivity shown in ensuring that all American citizens could be part of such an historic event.

Establishing an Office on Accessibility/Disability would continue to proclaim a sensitivity and awareness on the part of the Bush administration that has never before been evidenced in the White House. What better way to adhere to President Bush's desire to establish a more gentle and kind nation?

I would like to go on record as strongly supporting Ms. Kelsey Marshall's proposal to establish an Office on Accessibility/Disability within the White House.

Sincerely,

I. King Jordan
I. King Jordan
President

THE WHITE HOUSE

WASHINGTON

COPY
from ORM

May 1, 1989

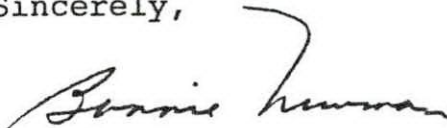
Dear Mr. Jordan:

Your letter to Ms. Susan Porter Rose regarding a request from Kelsey Marshall on establishing an Accessibility/Disability Office in the White House was forwarded to my office for response.

We appreciate your letter in support of her quest, but at this time we cannot respond in detail as an incoming letter from Ms. Marshall has not yet been received. I can assure that we will give the request full consideration should it arrive.

Thank you for bringing this to our attention and for your support.

Sincerely,



J. Bonnie Newman
Assistant to the President for
Management and Administration

Mr. I. King Jordan
President
Gallaudet University
800 Florida Avenue, N.E.
Washington, D.C. 20002

cc: Susan Porter Rose

Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
03. Note	From: Jan to Ron Re: Kelsey Marshall; (1 pp.)	04/20	P-5	

Collection:

Record Group: Bush Presidential Records
Office: Chief of Staff to the President, Office of the
Series: Baker, James A. III
Subseries: Administration Files
WHORM Cat.:
File Location: Resumes [1]

Open on Expiration of PRA
 (Document Follows)
 By *KMP* (NLGB) on 6/7/05

Date Closed:	4/10/2003	OA/ID Number:	93000-002
FOIA/SYS Case #:	2000-0715-F	Appeal Case #:	
Re-review Case #:	2005-0328-S	Appeal Disposition:	
P-2/P-5 Review Case #:		Disposition Date:	
AR Case #:		MR Case #:	
AR Disposition:		MR Disposition:	
AR Disposition Date:		MR Disposition Date:	

RESTRICTION CODES

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

P-1 National Security Classified Information [(a)(1) of the PRA]
 P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
 P-3 Release would violate a Federal statute [(a)(3) of the PRA]
 P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
 P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
 P-6 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. Removed as a personal record misfile.

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

KELSEY MA
6055 North Mor
Alexandria,
(703) 354-6658

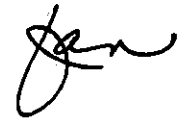
4/20

Ron,

This one is still waiting to be handled. There should be several "right" places for her, given her area of specialization. Studdert promised to help, but that came to a halt with his departure.

Kelsey has her own broad base of disabled contacts, "speaks" the BEST deaf sign language I've seen, and is one capable, dynamic individual.

Pleeeeeeeze help. Thanks.



PROFESSIONAL EXPERIENCE

Advisor for Accessibility and Bicentennial Presidential Inauguration, Washington, DC. (on detail from)

The first person in the history to develop and direct a comprehensive access for people with disabilities at the Inaugural events. Evaluated, designed, and implemented communication access at the 2 coordinated staff to handle services, and recruited volunteers to assist Inaugural guests. Inauguration of captioning of televised event Gala. Also, first to provide programs for the visually impaired, the deaf, and other information dissemination which included authoring a new section on accessibility in the Inaugural guidebook. Uniqueness of efforts on accessibility featured on television and radio news programs.

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Developed and directed constituent outreach strategy. Handled highest percentage of office's casework. Responsible for writing and editing nationally distributed agency periodicals and information kits. Television and radio appearances. National conference speaker. Member of HUD working group for Home Equity Conversion Mortgage Insurance Program. Also served as the Department's liaison to public and private sector organizations, including Federal Task Force on Disabled Persons, President's Committee on



ASSISTANT SECRETARY OF COMMERCE
WASHINGTON

July 18, 1990

Dear Jan -

It was great hearing from
you -- it's been far too long since
we've bumped into each other. I hear
only great things about the tireless
work you're doing over there.

Re: Kelsey Marshall - I've
given her resume to my Director of White
House Liaison (political personnel), Mary Ann Fich.
Mary Ann and/or her staff will have
Kelsey in very soon to see if there's
over -

anything here that fits.

Hope all is well and
that you have a good summer.

Sincerely,

Tom C.

THE WHITE HOUSE
WASHINGTON

8/24

Linda,

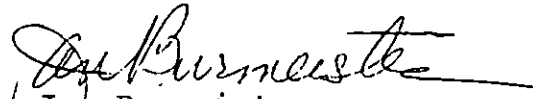
Though Kelsey seems tailor-made for anything related to disabilities, her talents are not limited to that.

She did, however, build a huge disabled constituent base during her eight years at HUD. As you can see from the attached, the President of Gallaudet thinks highly of her, as do I.

With the new ADA freshly signed, perhaps the need is heightened for increased participation in this conference by disabled groups.

Thanks so much for giving this a look. This has less to do with "getting Kelsey a job" than it does to putting a good person with great skills back to work in just the right place.

Sincerely,


Jan Burmeister

WHITE HOUSE
WASHINGTON

Also to:

Wead, HHS
Collamore, DOC
Dixon, Interior
Godzich, OPM 606-1600
Thornton, Energy

Linda Resnik
Director

White House Conference on Library
& Information Services

Room 302

1111 Eighteenth Street, NW
Washington, D.C. 20036

254-5100

4/12/89

GALLAUDET UNIVERSITY

Office of the President
800 Florida Avenue, N.E.
Washington, D.C. 20002
(202) 651-5005

April 4, 1989

Ms. Susan Porter Rose
Chief of Staff to Mrs. Bush
The White House
Washington, D.C. 20500

Dear Ms. Rose:

I am writing in response to a request from Kelsey Marshall that I support her quest to establish an office on Accessibility/Disability within the White House. It is my understanding that Ms. Marshall has already contacted you soliciting support for this very worthwhile service to the disabled citizens of the United States. I am sure you are aware of how her efforts during the recent Presidential Inauguration activities made accessibility to these activities possible for the first time ever for individuals with all types of disabilities.

*Incentive
given
5.*

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I would like to go on record as strongly supporting Ms. Kelsey Marshall's proposal to establish an Office on Accessibility/Disability within the White House.

Sincerely,

I. King Jordan
I. King Jordan
President

THE WHITE HOUSE
WASHINGTON

8/17

Jean,

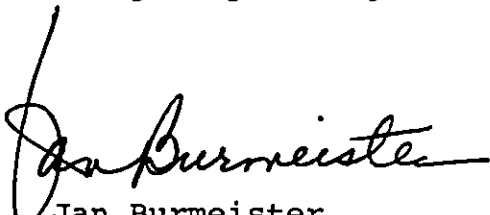
Though Kelsey seems tailor-made for anything related to disabilities, her talents are not limited to that.

She did, however, build a huge disabled constituent base during the last administration at HUD, and led the disabled efforts for the last Inauguration.

As you can see from the attached, Ron Kaufman and also King Jordan of Gallaudet think highly of her, as do I.

I hope there is just the right need for her somewhere at Education. With the new ADA freshly signed, perhaps the timing is just right.

Thanks.



Jan Burmeister
456-2708

Jean Klinge
White House Liaison, Room 4181
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

Jan Burmeister

Apartment 207
215 "C" Street, SE
Washington, D.C. 20003

October 13, 1990

Dear Craig,

Kelsey Marshall spent eight Reagan years at HUD building a constituent base among the disabled. The old story-- she was hatched. No campaign work. Studdert did bring her on, however, to make the Inaugural accessible. No one's really pulling for her, and she has yet to be placed.

It occurred to me that, particularly with the American Disabilities Act now signed, some of your clients could well use her expertise.

As you can see, the President of Gallaudet thinks highly of her, as do I. Thanks so much for giving this a look. This has less to do with "getting Kelsey a job" than it does to putting a good person with great P.R. skills to work in just the right place.

Best wishes to you and Karen.

Sincerely,

Jan Burmeister

Enclosures (3)

Mr. Craig Fuller
President
Hill and Knowlton
Washington Harbour
901 31st Street, N.W.
Washington, D.C. 20007-3838

THE WHITE HOUSE
WASHINGTON

9/20/90

Mariam,

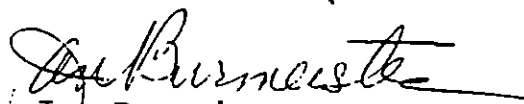
Though Kelsey seems tailor-made for anything related to disabilities, her talents are not limited to that.

She did, however, build a huge disabled constituent base during her eight years at HUD. As you can see from the attached, the President of Gallaudet thinks highly of her, as do I.

With the new ADA freshly signed, perhaps the need is heightened for increased participation in this conference by disabled groups.

Thanks so much for giving this a look. This has less to do with "getting Kelsey a job" than it does to putting a good person with great skills back to work in just the right place.

Sincerely,


Jan Burmeister

THOMAS "ED" AND MARY BELLE STEELE

1609 Canyon Lake
Santa Ana, California 92701
(714) 538-8363

RESUME'

Thomas "Ed" Steele
The Ed Steele Agency
311-C No. Tustin Ave.
Orange CA 92667
(714)997-8450

Present Position: President of advertising agency specializing in direct mail, radio, television and all forms of advertising for religious-oriented organizations. This agency has been in operation under varying names and corporate structures since May, 1977.

Prior Positions: Formerly either a partner or employed in an ad agencies in Wheaton, Illinois and in St. Petersburg, Florida (1970 to 1977). Previous agency experience in California at Ambassador Advertising and as public relations manager for Biola University of La Mirada, CA.

For four years, Director of Broadcasting in Quito, Ecuador with a shortwave radio station transmitting in 16 languages over multiple transmitters resulting in 42 hours a day of broadcast time (1967 to 1970).

Public Relations Manager for Biola University from 1958 to 1967, directing print media, radio response, conferences and construction of two FM radio stations - one in Los Angeles and one in San Diego.

From college graduation at Biola University with a Th.B. and continued studies at Pepperdine University and Chico State College, until returning to Biola U. as staff member, he served as pastor of two Baptist churches in California.

RESUME - ANNOUNCEMENT - NEWS RELEASE

COL. YEHUDA LEVY (ACTIVE RES.), PUBLISHER, THE JERUSALEM POST

Col. Levy, is Publisher of the Jerusalem Post, Israel's oldest and most prestigious daily Newspaper. He assumed this role in August of 1989 when the financially troubled newspaper changed ownership.

Levy quickly established himself as a forthright leader, tightening management at the paper, trimming and restructuring its staff and turning it into a profitable situation by the end of 1989. He also has presided over the establishment of a new multi million dollar vastly expanded printing plant, and is currently engaged in the addition of a daily domestic Arabic edition. Preliminary negotiations are also underway for a French Edition of the papers' widely distributed International English Edition.

Born in Jaffa, Israel, he is a 13th. generation native of Israel, a "Sabra". As such, he often refers to himself as a "Palestinian refugee," his family home having been destroyed during a racially motivated attack by hostile arabs.

At 18, he entered the Israeli Defense Forces rising to the rank of Colonel in the Paratroops. He is a graduate in History from Tel Aviv University and the Israeli Military Staff and Command College. He served in various command, instruction and administrative positions including participation in the widely heralded and successful Entebbe Operation which captured the admiration of the world and reinforced Israel's successful policies on terrorism. He was Israel's military media spokesman in Beirut during the 1982 Peace for Galilee operation.

Levy is fully conversant with the complex Middle East situation and is prepared to discuss a wide range of issues such as Soviet Jewish Emigration to Israel, the delicate military balance in the Middle East New Threats to Peace and Stability, the Palestinian situation including the uprising (Intifada) in the administered territories. He is widely travelled and highly acclaimed as an articulate specialist in International Relations.

During his distinguished career he has represented the Government of Israel on speaking tours to North America. As a private citizen he has also appeared on numerous radio and television talk shows. He has spoken in churches, synagogues, public rallies, conventions, service clubs and other similar gatherings across America, and has on several occasions appeared as an expert witness before committees of the U.S. Congress.



The Ed Steele Agency
311-C No. Tustin Ave.
Orange, CA 92667
(714) 997-8451

OUR FAX #: (714) 997-5294

DATE:

6/6/90

TO:

JAN BURMASTER - Rm. 419

FAX #:

(202) 456 6670

FROM:

OF PAGES:

2

SUBJECT/MESSAGE:

BIO

Col. Jehuda Levy

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Full Service Advertising Agency • Communications Research • Public Relations • Communications Consultancy • Direct Mail

JUN 6 90 16:18

714 997 8453 PAGE.001

RESUME - ANNOUNCEMENT - NEWS RELEASE

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Col. Levy will be in Southern California June 11 through 15 and is available speaking engagements or special live or recorded talk show appearances.

FOR FURTHER INFORMATION CONTACT JACK ACUFF OR ED STEELE
HE ED STEELE AGENCY, (714) 997 8450 FAX (714) 997 5294

JUN 07 '90 10:54 JERUSALEM POST NYC.212-5933520

P.1

**THE JERUSALEM
POST**
INTERNATIONAL EDITION

211 East 43rd Street, New York, N.Y. 10017
(212)-599-3666

The Jerusalem Post International Edition
211 East 43rd Street, Suite 601, N.Y., N.Y. 10017
TEL: (212) 599-3666 FAX: (212) 599-4743

DATE: 6/7/90 TOTAL NO. OF PAGES: 3
TO: JAN BURMEISTER

FROM: RENEE KLEIN

June 7, 1990

TO: THE WHITE HOUSE

Attention: Ms. Jan Burmeister

RM 19

FM: Renee Klein

Per request we are faxing you the biography of Mr. Yehuda Levy,
President and Publisher of THE JERUSALEM POST.

If there are any further questions, please call Mr. Mark Beilan
of JINSA, Tel: (202)833-0020.

Thank you.

Renee Klein

Photo Copy Preservation

Photo Copy Preservation

In 1968 Major Levy participates in the Israeli Military team sent to Uganda by the Israeli government to assist, build and train the Ugandan Special Forces. He was there for 3 years.

Col. Levy graduated from Tel-Aviv University where he studied General and Jewish History. He is also a graduate of the Israeli Military Staff and Command College.

In 1978 he was sent to British Columbia, Canada, as a special emissary of the Jewish National Fund for 3 years during which time he grew close to many Jewish and Christian communities along the entire west coast of North America.

Upon his return to Israel he retired from regular military service and is now a member of the reserves of the Israeli Defence Forces. In his first active duty he was the military spokesman for the Israeli Defence Forces in Beirut in 1982.

During and after the war he was sent on speaking tours to North America and spoke on dozens of T.V. and radio interviews, churches, synagogues, rallies, etc. In late July 1982 he spoke before a group of congressmen and senators at the Capitol Hill.

Soon after the last war Yehuda Levy embarked upon developing and expanding the concept of the BRIDGE OF LOVE, initiated by him as a result of his encounter with Christian communities in N. America. Since then he organized hundreds of Christian church groups, brought to Israel thousands of visitors who all received a unique combined tour of Israel as the Holyland and as a Modern State.

Col. Levy is now the president of the "LION OF JUDA" TOURS, from which he acts on the "BRIDGE OF LOVE" concept. He also is the Chairman of the "FRIENDSHIP FORCE OF ISRAEL" (the Israeli counterpart of the international organization under the same name, Headed by Mrs. Rosalynn Carter). He promotes the Jewish-Christian dialogue, and is known as an eloquent speaker on that subject, as well as on the Middle-East situation and international terrorism.

COL. (RES.) YEHUDA LEVY - ISRAEL
RESUME

Col. (Reserves) Yehuda Levy - Born 1935 in Jaffa, Israel (at that time Palestine under the British Mandate) as a 13th generation "Sabra" of an Israeli family who presumably never left the soils of Israel.

At 18 Yehuda Levy entered the ranks of the Israeli Defence Forces, and as career officer served for 25 years, mainly in the Paratroops. He participated in four major wars, (1956 Sinai Campaign, 1967 Six Day War, 1973 Yom Kippur War, 1982 The Peace for Galilee Operation in Lebanon) as well as in many revealed and unrevealed military operations in between.

In 1968 Major Levy participates in the Israeli Military team sent to Uganda by the Israeli government to assist, build and train the Ugandan Special Forces. He was there for 3 years.

Col. Levy graduated from Tel-Aviv University where he studied General and Jewish History. He is also a graduate of the Israeli Military Staff and Command College.

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- 2 -

In Summer 1988, following dozens of J.N.F. forests' arsons, part of the Intifada activity, Yehuda Levy was called by J.N.F. World Chairman Mr. Moshe Rivlin on special duty once again. For 8 months he headed a successful J.N.F. campaign - "A Tree For A Tree", aimed at the restoration of the burnt forests.

In July 1989, following the acquisition of the "Jerusalem Post" by "Hollinger Inc." of Canada, Yehuda Levy was appointed Publisher and President of this extremely important Israeli newspaper. Since then, he has managed to improve the quality of the J.P., increased circulation in Israel by 2.5-3.5 percent and brought the company to beginning of profitable situation.

He is married and has three children - Two sons and a daughter.

**THE JERUSALEM
POST**

YEHUDA LEVY
PUBLISHER & PRESIDENT

TEL. 212-599-3666
211 E. 43RD ST. SUITE 601
NEW YORK N.Y. 10017
FAX: (212)5994743

TEL. 02-581635, TLX 26121
FAX: 02-537527
POB 81 JERUSALEM ISRAEL



The Ed Steele Agency
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Bio

Col. Jehuda Levy

Full Service Advertising Agency • Communications Research • Public Relations • Communications Consultancy • Direct Mail

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714 997 8453 PAGE.001

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NEWS RELEASE

For Further Information Contact: Jack Acuff or Ed Steele, (714) 997 8453

DISTINGUISHED MIDDLE EAST EXPERT ON MISSION TO NORTH AMERICA

by Thomas "Ed" Steele

June 1, 1990, Orange CA., - Col. Yehuda Levy (Active Reserve), Publisher of the Jerusalem Post, Israel's oldest and most prestigious daily Newspaper will be in Southern California June 11 - 15 on a "mission of understanding."

After a distinguished career which included numerous assignments for the Jewish National Fund, an active military career, and successful private business, he assumed his role with the Post in August of 1989 when the newspaper changed ownership.

Born in Jaffa, Israel, he is a 13th. generation native of Israel, a "Sabra". As such, he often refers to himself as a "Palestinian refugee," his childhood family home having been destroyed during a racially motivated attack by hostile arabs.

Levy holds a degree in history from Tel Aviv University. He also graduated from, and later taught at the Israeli Military Staff and Command College. During his distinguished quarter-century active military career he served in various command, instruction and administrative positions. He participated in the widely heralded and successful Entebbe Operation which captured the admiration of the world and reinforced Israel's successful policies on terrorism. He fought in four major wars as well as many revealed and unrevealed military operations in between. He was the Israeli Defense Forces media spokesman in Beirut during the 1982 Peace for Galilee operation.

Levy is fully conversant with the complex Middle East situation and is prepared to discuss a wide range of issues such as; Soviet Jewish Emigration to Israel; the delicate Military Balance in the Middle East; New Threats to Peace and Stability; and the Palestinian Situation including the uprising (Intifada) in the administered territories. He is widely travelled and highly acclaimed as an articulate specialist on terrorism and International Relations.

He has made numerous speaking trips to North America and has appeared as guest on numerous local and national radio and television talk shows. He frequently speaks in churches, synagogues, public rallies, conventions, service clubs and other similar gatherings across America, and has on several occasions appeared as an expert witness before committees of the U.S. Congress.

Soon after the 1982 Peace for Galilee Operation, Col. Levy developed the BRIDGE OF LOVE, a concept promoting Jewish Christian dialogue on several continents. He also serves as Chairman of the FRIENDSHIP FORCE OF ISRAEL (the Israeli counterpart of the international organization under the same name, headed by former First Lady, Rosalynn Carter).

At the Jerusalem Post, Levy quickly established himself as a forthright leader, tightening management at the paper, trimming and restructuring its staff and turning it into a profitable situation. He also has presided over the establishment of a new multi million dollar vastly expanded printing plant, and is currently engaged in plans for the addition of a daily domestic Arabic edition. Preliminary discussions are also underway which may lead to the publishing of a French Edition of the paper's widely distributed International English Edition.

Col. Levy will be in Southern California June 11 through 15 and is available speaking engagements, special live or recorded talk show appearances and interviews.



Vernon L. Grose, D.Sc.
Chairman

OMEGA SYSTEMS GROUP

14 June 1990

The Honorable Chase Untermeyer
Assistant to the President and
Director of Presidential Personnel
The White House
Washington, D. C. 20500

Dear Mr. Untermeyer:

Last month at the University of South Carolina, the President announced the launching of a private-sector "Citizens Democracy Corps" to carry American expertise to Eastern Europe.

I wish to be a candidate for this Corps and believe that my background and experience provide unique qualifications for such an appointment. Please consider the following:

1. I moved to Washington from Los Angeles in 1983 as a part of the Reagan-Bush Administration when President Reagan appointed me as a Member of the National Transportation Safety Board. Following that service, he also appointed me to the National Highway Safety Advisory Committee.
2. My wife and I have been active members of the Arlington County Republican Committee for several years. We both were delegates to the Virginia State Republican Convention in 1988 in Roanoke.
3. My professional expertise — SYSTEMATIC MANAGEMENT OF RISK — is one of the fundamental cornerstones of market economics and thus is critical to promotion of democratic institutions in Eastern Europe.
4. After consultation with Congressman Frank Wolf among others, I visited East Germany, Czechoslovakia, Hungary and Romania in March 1990 to survey the wide range of needs in those countries. This first-hand knowledge of people, conditions, and expectations is an asset in helping them move forward toward democracy.

To: The Honorable Chase Untermeyer
From: Vernon L. Grose, D.Sc.

14 June 1990
Page 2

5. Foreign and domestic reviews of my recent book, **MANAGING RISK: Systematic Loss Prevention for Executives** (Prentice Hall); describe it as a leading authoritative source in the field. It is widely used in universities at both undergraduate and graduate levels including Hansai University in Kyoto, Japan.

6. Both written and electronic news media recognize my expertise in managing risk. For many years, the wire services have reported my views on risk-related issues. A featured guest on the "Today Show," "Good Morning America," and all three network evening news programs, I also regularly appear on Cable News Network as an expert commentator.

7. Foreign invitations to lecture in my field have included the Institut fur Unfallforschung in Cologne Germany (1972) and the Peoples Republic of China where I addressed their Academy of Sciences in Beijing (1981).

Enclosed are some exhibits that provide objective evidence of the contribution that I hope to offer as a member of the Citizens Democracy Corps to those countries in Eastern Europe that are emerging out of state-control into a global market economy.

While I recognize that establishment legislation has yet to be passed by the Congress, I hope to be able to serve President Bush in his effort to share America's blessings with others.

Thank you very much for considering this proposal.

Sincerely yours,

OMEGA SYSTEMS GROUP



Vernon L. Grose, D.Sc.
Chairman

Enclosures



Vernon L. Grose, D.Sc.
Chairman

OMEGA SYSTEMS GROUP

14 June 1990

Miss Jan Bunmeister
215 C Street, SE -- Apt 207
Washington, D. C. 20003

Dear Jan:

My sister and brother-in-law, Veral and Lois Klein, as well as Phyllis and I want to express our heartfelt thanks for your gracious and insightful tour of the West Wing last Sunday afternoon. It was truly a lifetime experience for me as well as them.

Knowing the horrendous hours you put in at the White House, I felt that we only compounded them by having you take so much time with us. The President's 40-minute delay in returning home was one more forced extension for you, and I felt badly for you. You are so patient and kind to all -- a real expression of Christ's Spirit in you.

Taking your counsel, I've written to Chase Untermeyer as an act of obedience to the Lord. If this is an avenue for me to serve Him in Eastern Europe, it will produce some connection. Otherwise, I am at peace as well.

Thanks again for your selfless giving to all of us. We continue to offer our home and fellowship to you at any time.

Much love,

Vernon L. Grose

ELLEN M. BERG
2910 Willston Place #102
Falls Church, Virginia 22044
(703) 532-7708

EMPLOYMENT

Training Coordinator. Information Consulting Group, Washington, D.C.
Immediately responsible for logistics involved in the training and development of consultants including all aspects of conference planning; correspondence and negotiation with hotels, speakers and caterers, as well as program design and scheduling. Edited and created text and color graphics via MacIntosh for all training seminars and manuals. 1989-90.

Administrative Assistant. Fidia Pharmaceutical Corporation, Washington, D.C.
Provide administrative support for the Department of Biometry and Clinical Research. Responsibilities include communication with scientific investigators in the U.S and abroad, meeting/travel planning, scientific research, and generating all departmental reports, memos, and correspondence. 1988-89.

Property Manager. Caleb Stowe Associates, Charlottesville, Virginia.
Actively engaged in the management and leasing of property throughout Virginia and Maryland, as well as, the promotion of these projects through advertising and public relations. Spring 1988.

Travel Consultant. Blue Ridge Travel, Charlottesville, Virginia.
Investigated alternatives and coordinated plans for both travel and lodging. Personally met with clientele and developed itineraries suited to individual preference. 1987-1988.

American Assistant. French High School, Juliette Recamier, Lyons, France.
Individually taught classes of twenty-five students the language and culture of the United States. Prepared lessons, directed discussion, graded papers, organized outings. 1986-1987.

Embassy Intern. French Embassy, Washington, D.C. Self-initiated internship.
Drafted correspondence and researched information concerning educational, social, and cultural aspects of French Society in response to public request. Summer 1985.

EDUCATION

University of Virginia, Charlottesville, Virginia, May 1986.
B.A., French. Coursework included computers, economics, and public speaking.

Honors: G.P.A. 3.5 in Major, 3.3 Overall. Dean's List. French Honor Society.

Languages: French, Italian, Portuguese.

EXPERIENCE

Aerobics Instructor. French High School, Lyons, France. Created thriving aerobics club: developed routines, performed workouts, and arranged accompaniment. 1986-1987.

Special Project Director, Fellowship of Christian Athletes, Madison House, University of Virginia, Charlottesville, Virginia. Coordinated and implemented various outreach services successfully involving university students with the handicapped community. 1984-1985.

A. LARRY ROSS
1606 Ginger Drive
Carrollton, Texas 75007

August 11, 1990

Ms. Jan Burmeister -- PERSONAL
#207
215 "C" Street, S.E.
Washington, D.C. 20003

Dear Jan:

It was good to talk with you earlier this week. I'm sorry that the double whammy of low batteries and poor signal on my cellular phone made it necessary to keep calling so many times.

It seems as if your pace is as hectic as ever -- I wish we could get you an electric treadmill so that you don't have to pump it yourself! With events heating up in the Middle East, it sounds like the President is using the phone more, talking to world leaders -- maybe he won't be writing as many letters!

Be assured, we're praying for you, Jan, and join millions around the world praying for the leaders of our country and the important decisions they have to make. (The way I figure it, there are a lot of folks petitioning "Allah" as well in this situation -- we need a balance and support for the Home Team.

As we discussed, I have been concerned about the recent news regarding Doug Wead, especially in hearing the details as to how it came about. I would like to drop him a note of affirmation and encouragement some time in the weeks ahead.

I was humbled to hear you had forwarded my resume on to appropriate personnel in the Administration, whether it be for this or another context.

As you are aware, Autumn and I have been prayerfully seeking God's direction for His next step in our lives, all the while trying to be open to the many lessons He has for us to learn in our current situation.

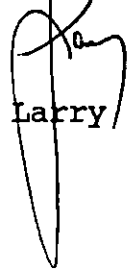
Attached for your files is an updated resume as I am not sure which version you have. Also attached is an adaptation of a cover letter I have been using which may give some helpful supplemental background information, hence the cold formality of it.

By the way, we've been working with Ed Steele on a project on the West Coast for which he's been doing some of the legwork on the ground. It has been like "old home week" working with him again.

I hope Autumn and I can get together with you again sometime soon -- we'd love for you to visit us here in Dallas. Thanks again for your friendship -- especially in the special things you do like hosting my family in Washington. That meant more to them than you'll ever know.

Again, Happy Birthday. Keep in touch.

Sincerely,

A handwritten signature, likely "Larry", written in dark ink. The signature is stylized with a large, looping initial 'L' and a trailing flourish.

Larry

A. LARRY ROSS
1606 Ginger Drive
Carrollton, Texas 75007

August 11, 1990

Ms. Jan Burmeister
#207
215 "C" Street. S.E.
Washington, D.C. 20003

Dear Jan:

It was good to talk with you on the phone again, this week. Though it seems you are still as busy as ever, I was glad to hear that things continue to go well for you, both personally and professionally.

As we discussed, I enjoy every aspect of my current positions with the BGEA and Walter Bennett Communications. Recently however, the Agency's relationship with BGEA has changed in several areas. In addition, with the inevitable change in direction of Dr. Graham's work and his diminished media involvement, there are fewer opportunities for me to fully utilize my strengths.

As you can see from my enclosed resume, I have extensive experience in all forms of corporate and agency publicity, promotion and communications -- with emphasis in media liaison, public affairs and community relations.

Much of my experience has involved building national and international images for organizations -- such as the General Motors Corporation -- which are uniquely positioned around the world. In several cases I have served as primary corporate spokesperson to the media.

I have also had the opportunity to directly handle the media positioning of several world figures, most notably Dr. Billy Graham and Mr. Joe DiMaggio. This has enabled me to establish strong relationships with extensive media contacts, worldwide.

In addition, it has given me opportunity to work closely with countless influential people in government, business and entertainment. I have also established a network among church and para-church leaders across denominational lines.

Ms. Jan Burmeister

Page Two

Two of my strongest qualifications bear special mention. First, is a specialization in issues-oriented and crisis public relations, especially through development of statements with and for Dr. Graham on a broad range of topics. I regularly teach seminars in these areas and spokesperson training.

The second is my extensive experience in international media liaison, having spent over two years on location throughout Europe and Scandinavia coordinating media relations directly and through supervision of cross-cultural national teams.

During the past year, I have also established press operations in Hungary and East Germany. (Our press conference in Berlin in March was attended by more than 100 media representatives, including all U.S. networks and wire services.)

Our massive press operation in Amsterdam served broadcast and print media from 174 countries. I have also regularly interfaced with media in China, Hong Kong and Tokyo.

I have always been impressed with the policies and positioning represented by this Administration. Through his close personal friendship and interaction with Dr. Grahmann, I have gained deeper insight on and a heightened respect for Mr. Bush's integrity and leadership.

I was honored by your suggestion that my unique qualifications might also be worthy of consideration within the Administration. Thank you for your offer to pass my resume on to appropriate leadership in that regard.

Sincerely,



A. Larry Ross

enclosures

Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
04a. Resume	Resume of A. Larry Ross [Redaction of personal information] (1 pp.)	n.d.	(b)(6)	

Collection:

Record Group: Bush Presidential Records
Office: Chief of Staff to the President, Office of the
Series: Baker, James A. III
Subseries: Administration Files
WHORM Cat.:
File Location: Resumes [1]

Date Closed:	4/10/2003	OA/ID Number:	93000-002
FOIA/SYS Case #:	2000-0715-F	Appeal Case #:	
Re-review Case #:	2005-0328-S	Appeal Disposition:	
P-2/P-5 Review Case #:		Disposition Date:	
AR Case #:		MR Case #:	
AR Disposition:		MR Disposition:	
AR Disposition Date:		MR Disposition Date:	

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 P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
 P-3 Release would violate a Federal statute [(a)(3) of the PRA]
 P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
 P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
 P-6 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.

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

(b)(1) National security classified information [(b)(1) of the FOIA]
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 (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

A. LARRY ROSS
1606 Ginger Drive
Carrollton, Texas 75007
Home: (214) 394-8286
Office: (214) 661-1122

OFFERING: Diversified and creative skills in all phases of public relations and public affairs. Eleven years of experience in corporate, agency and non-profit communications, community relations and image-building. Extensive public speaking and radio and television interview training and expertise.

EXPERIENCE HIGHLIGHTS

October, 1985- Present	DIRECTOR PUBLIC RELATIONS - BILLY GRAHAM EVANGELISTIC ASSOCIATION (BGEA), Dallas, Texas/Minneapolis, Minnesota. While "on loan" from agency below, direct worldwide media and public relations operations for \$71 million non-profit organization. Completely revised communications program and facilities. Supervise staffs in two permanent and several rotating field offices in the U. S. and abroad. Responsibilities include daily media liaison with key national and international media; regular appearances as corporate spokesperson for news interviews and BGEA TV and radio broadcasts worldwide; and coordination of publicity and promotion for campaigns and special events throughout the U.S. and Europe. Develop statements and issue briefings for Mr. Graham; regularly represent him in community, government and media relations; and arrange his personal interview schedule.
July, 1989- Present	VICE PRESIDENT - WALTER BENNETT COMMUNICATIONS, Dallas, Texas. Responsible for all public relations services for this \$35 million full-service agency (4th largest in the Southwest.) Secured new business and developed proposals; provided senior consultation and strategy; and supervised PR staff on tactical implementation.
January, 1983- July, 1989	DIRECTOR PUBLIC RELATIONS - WALTER BENNETT COMPANY, Dallas, Texas. Functioned as agency PR account executive for BGEA account and coordinated all media liaison, resulting in a comprehensive personal network of national media contacts. Developed and implemented press operations for extensive community-service programs throughout the U.S., Canada, the United Kingdom, France, the Netherlands, East and West Germany, Hungary, Finland, and Sweden. Traveled in excess of 200 days per year.
June, 1981- January, 1983	DIRECTOR PUBLIC RELATIONS - WALTER BENNETT COMPANY, Philadelphia, Pennsylvania. Launched Public Relations Department for advertising agency; built staff and services to include media and community relations and special events promotion. Coordinated press conferences and developed feature articles, news releases, brochures and scripts.

-CONFIDENTIAL-

Resume: A. Larry Ross
Page Two

January, 1980-
June, 1981 **SENIOR ACCOUNT EXECUTIVE - CREAMER, DICKSON, BASFORD,**
New York, New York. Managed staff to handle several corporate
accounts for eighth nationally ranked PR agency including clients in
communications, savings bank and liquor industries. Coordinated all
community relations and public affairs programs for The Bowery Savings --
New York's largest savings bank -- including exclusive coordination of
interviews and appearances for spokesman Joe DiMaggio. Also responsible
for news story placement, financial PR, corporate planning, executive
speeches, annual reports and brochures. Established excellent relations
with national consumer, business and trade media.

February, 1978-
December, 1979 **PUBLIC RELATIONS STAFF - GENERAL MOTORS CORPORATION,**
Detroit Michigan. PR field representative for GM and lecturer for
"Previews of Progress," a national public service program presented
to schools and civic groups. Generated massive media publicity
through personal appearances on numerous television and radio
interview and variety programs. While on special assignment, worked
with community organizations requesting foundation assistance;
promoted corporate policy to community and government groups;
directed a major GM stockholder forum; and coordinated annual
Technical Center tour program.

October, 1976-
October, 1977 **SPECIAL REPRESENTATIVE - MAP, INTERNATIONAL,**
Wheaton, Illinois. Traveled nationally to churches, colleges and
conventions representing this international developmental agency.
Revamped the communications program. Scheduled itinerary
for field activities including speaking and fund raising.

July, 1976-
October, 1976 **ADMINISTRATIVE ASSISTANT - IMPACT, INTERNATIONAL,**
Chicago, Illinois. Assisted president of leading convention
planning company in organizing and directing meetings for
corporate clients. Gained experience in the hotel, restaurant and
convention industries. Adapted audio-visual and communications
techniques to suit clients' needs.

EDUCATION:

June, 1976 B.S., Economics and Biology
Wheaton College; Wheaton, Illinois
(Expenses financed with own earnings and scholarships.)

PERSONAL:

REFERENCES: Furnished upon request.

Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
04b. Resume	Resume of A. Larry Ross [Redaction of personal information] (1 pp.)	n.d.	(b)(6)	

Collection:

Record Group: Bush Presidential Records
Office: Chief of Staff to the President, Office of the
Series: Baker, James A. III
Subseries: Administration Files
WHORM Cat.:
File Location: Resumes [1]

Date Closed: 4/10/2003	OA/ID Number: 93000-002
FOIA/SYS Case #: 2000-0715-F	Appeal Case #:
Re-review Case #: 2005-0328-S	Appeal Disposition:
P-2/P-5 Review Case #:	Disposition Date:
AR Case #:	MR Case #:
AR Disposition:	MR Disposition:
AR Disposition Date:	MR Disposition Date:

RESTRICTION CODES

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

P-1 National Security Classified Information [(a)(1) of the PRA]
P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
P-3 Release would violate a Federal statute [(a)(3) of the PRA]
P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
P-6 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. Removed as a personal record misfile.

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

A. LARRY ROSS
1606 Ginger Drive
Carrollton, Texas 75007
Home: (214) 394-8286
Office: (214) 661-1122

OFFERING: Diversified and creative skills in all phases of public relations and public affairs. Eleven years of experience in corporate, agency and non-profit communications, community relations and image-building. Extensive public speaking and radio and television interview training and expertise.

EXPERIENCE HIGHLIGHTS

October, 1985- Present	DIRECTOR PUBLIC RELATIONS - BILLY GRAHAM EVANGELISTIC ASSOCIATION (BGEA), Dallas, Texas/Minneapolis, Minnesota. While "on loan" from agency below, direct worldwide media and public relations operations for \$66 million non-profit organization. Completely revised communications program and facilities. Supervise staffs in two permanent and several rotating field offices in U.S. and abroad. Responsibilities include daily media liaison with key national and international media; regular appearances as corporate spokesperson on worldwide BGEA TV and radio broadcasts and news interviews; coordination of publicity and promotion of campaigns and special events throughout U.S. and Europe. Regularly represent Mr. Graham, personally, in community government and media relations; coordinate his personal interview schedule; develop statements and provide issues management briefings.
January, 1983- Present	DIRECTOR PUBLIC RELATIONS - WALTER BENNETT COMPANY, Dallas, Texas. Functioned as Agency PR account executive for BGEA account and coordinated all broadcast media liaison, extensive media campaigns and church-assisted community service opportunities across France, Great Britain, the Netherlands, Finland, Sweden and the U.S. Continued responsibility for all other PR accounts.
June, 1981- January, 1983	DIRECTOR PUBLIC RELATIONS - WALTER BENNETT COMPANY, Philadelphia, Pennsylvania. Launched Public Relations Department for medium-sized agency (\$28 million annual billings). Built staff and services to include media and community relations and special events promotion. Coordinated press conferences, feature articles, news releases, brochures and scripts.
January, 1980- June, 1981	SENIOR ACCOUNT EXECUTIVE - CREAMER, DICKSON, BASFORD, INC., New York, New York. Managed staff at nationally ranked PR agency to handle several corporate accounts including clients in communications, savings bank and liquor industries. Directed all community relations and public affairs programs for Bowery Savings, New York's largest savings bank. Exclusively coordinated interviews and appearances for Joe DiMaggio. Extensive feature and news story placement, corporate planning, executive speeches annual reports, brochures. Good relations with general, trade and business media.

-CONFIDENTIAL-

February, 1978-
December, 1979

PUBLIC RELATIONS STAFF - GENERAL MOTORS CORPORATION,
Detroit, Michigan. PR field representative for GM and lecturer for "Previews of Progress," a national public service program presented to schools and civic groups. Appeared on numerous television and radio interview and variety programs and generated massive publicity. While on special assignment, worked with community organizations requesting foundation assistance; promoted corporate policy to community and government groups; directed major GM stockholder relations forums and coordinated annual Technical Center tour program.

October, 1976-
October, 1977

SPECIAL REPRESENTATIVE - MAP, INTERNATIONAL,
Wheaton, Illinois. Travelled nationally to churches, colleges and conventions representing this worldwide developmental agency. Revamped the communications program. Scheduled own itinerary for field activities, including speaking and fund raising.

July, 1976-
October, 1976

ADMINISTRATIVE ASSISTANT - IMPACT, INTERNATIONAL,
Chicago, Illinois. Assisted president of leading convention planning company in organizing and directing meetings for corporate clients. Gained experience in the hotel, restaurant and convention industries. Adapted audio-visual and communications techniques to suit clients' needs.

EDUCATION

June, 1976

B.S., Economics and Biology
Wheaton College, Wheaton, Illinois
(Expenses financed with own earnings and scholarships.)

PERSONAL



REFERENCES

Furnished upon request.

-CONFIDENTIAL-

A. LARRY ROSS
1606 Ginger Drive
Carrollton, Texas 75007

February 23, 1989

Ms. Bonnie Acoveno
Headquarters
Human Resource Management
NASA
Code DP
Washington D.C. 20546

Dear Ms. Acoveno:

It was good to talk with you on the phone this week regarding the position of Deputy Associate Administrator for Communications, recently vacated by Shirley Green's departure.

I appreciated your update on future staffing considerations in that regard. Though your ongoing needs for senior communications management is still under review, I have enclosed my resume at your request, should you decide to fill that vacancy.

As you can see, I have extensive experience in all forms of promotion and communications in the corporate, agency and non-profit arenas, with emphasis in public relations, community relations and media liaison. Much of my experience has involved building national and international images for organizations uniquely positioned around the world.

I have developed a specialization in issues-oriented public relations. This has enabled me to establish relationships with extensive media contacts worldwide. It has also given me opportunity to work closely with countless influential people in government, business, entertainment and the arts.

Over the past three years, I have become more familiar with NASA's operations and communications through my involvement with Stellacom, a subsidiary of my current employer, The Walter Bennett Company (WBC).

At present, WBC has two multi-million dollar contracts with NASA, employing nearly 100 personnel to supply all television support systems for the Johnson Space Center in Houston and research and development on High Definition Television in Washington.

Bonnie Acoven
Page 2

I have always been very impressed with the reputation and integrity which NASA represents and feel my unique qualifications are equally worthy of your consideration. The specific challenges of being able to assist NASA in its vital mission and to help maintain the confidence of the American public at this critical time are of great interest to me.

Thank you for reviewing the enclosed and maintaining the confidentiality of this inquiry. I look forward to hearing from you.

Sincerely,

A. Larry Ross

JAN -

Looks like it's official on
your boss (I didn't know
she worked for Mr. Bush
as V.P.) The boss is not
even cold, and I've
already made inquiry
re: vacancy. Thanks
for the tip. Nice lady in
personnel at NSA (Ms. Brown)
said they didn't know if
they fill that position again
but encouraged me to submit.
I'll keep you posted - Hope all's
well & that your days are ahead! (hugs) @
Lorelye

**BILLY
GRAHAM**
EVANGELISTIC ASSOCIATION

A. Larry Ross

~~Director of Media/Public Relations
One Galleria Tower
13355 Noel Road, Suite 1815
Dallas, Texas 75240~~

1606 Ginger Drive
Carrollton, Tx. 75007

Ms. JAN BURNEISTER
#207
215 "C" STREET, S.E.
WASHINGTON, D.C. 20003



A. Larry Ross
1606 Ginger Drive
Garnollton, Texas 75067



14 AUG 1990

PM

MSC DALLAS TX 752

14 AUG

Ms. Jan. Burmeister
#207
215 "C" Street, S.E.
Washington, D.C. 20003

"Sonny"

WILLIAM J. KOERNER II • 4001 North Ninth Street, Apartment 1405
Arlington, VA 22203 • (703) 358-9373

OBJECTIVE

To apply management, writing, and public relations skills to an entry level position within a progressive national or regional organization.

OVERVIEW

Four years of successful development of public relations programs within the private sector and federal government. Selected as a member of the White House Intern Staff in the Office of National Service for the Points of Light Initiative.

EXPERIENCE

●As a White House Intern, I acted as a staff assistant and performed a multitude of functions relating to the Points of Light Initiative. Responsibilities included screening potential candidates, researching qualifications and preparing recommendations for the President which were reviewed by a White House Executive Committee. As well, I presented and defended my recommendation in front of the committee and prepared the official press release once the nominee was approved by the President. During my tenure I achieved a 90% success rate in all recommendations forwarded to the President. I also assisted in drafting speeches for principal staff members, and provided information to key government officials and the private sector on White House positions concerning social issues.

●I served as an Advertising Assistant for The Alexandria Gazette Packet, where I was in charge of special sections and copywriting. My duties included creating ads, ad layout, and ad copy for special sections, or tabs that the department would run on a monthly or weekly basis. I also worked with some events that called for me to interact with clients and the creative process of specific campaigns.

●While attending the University of Alabama, I served in the role of Student Assistant Director for Public Relations for the Department of Housing and Residential Life. During that time I acted as a liaison between the department and students, parents, faculty and staff. I created newsletters and articles that appeared in campus and local publications to keep the student community in stride with departmental developments. As well, I planned and organized different educational and social events, to include assisting with Homecoming preparations (inclusive of making protocol arrangements, preparing brochures and logos for the various activities).

●As a Resident Assistant at the University of Alabama, I was responsible for the welfare of 75 undergraduate men in a dormitory. My duties included planning, overseeing four social and educational activities per month, peer counseling, crisis management, correspondence and seminars for both the students under my supervision and their parents. In addition, I was authorized a budget and many thousands of dollars worth of property and equipment to maintain and manage.

SKILLS

- Traveled and lived in Europe for nine years. I am conversant in Dutch.
- Proficient in WordPerfect, MacIntosh and Lotus.

EDUCATION

- BA (Public Relations/Advertising) Bowie State University.
- Member of the Bowie State Honors Program.
- University of Alabama representative to three national leadership conferences.
- Member of the University of Alabama Track and Cross Country team.

REFERENCES & WRITING SAMPLES Furnished upon request

EXECUTIVE OFFICE OF THE PRESIDENT



FACSIMILE TRANSMITTAL SHEET

Number of pages including cover Cover plus one

Date 5/5/92

To Linda Casey

FAX Number (202) 366-3956

Comments Thanks, Linda, for getting this over to Kathy Wills.

It would surely be great if she could call him in for a
courtesy interview. I'll give her a ring about that

tomorrow. She'll know what I mean when I tell her, too, that
he's "another Michael Dannenhauer."

From

Jan Burmeister

ADDRESS SCREEN

ADDRESS ID: B1

CDATE: 920227 UPDATE: 920413 INITIALS: CT01

NAME: CASEY, ~~CLARE~~

LINDA

or Kathy Wells

TITLE: Office of The Secretary

ORGANIZATION: U.S. Department of Transportation

STREET: Room 10200

400 Seventh Street, SW

CITY: Washington

STATE: DC ZIP: 20590 -

PHONE: (202) 366-1111

COUNTRY:

COMMENT: Pvt: 366-9496.

FACS: 366-3956

S. Shelby

ON LIST(S):

Tom Young

FUNCTION: NEXT ENTER PF1-MOD(ify), PF2-DEL(ete), PF5-ADDR(ess)
ENTER PF6-COM(ments), PF11-FUNCTION, PF12-Q(uit)

SysAvl

Appl

from?

Sharon | Joanne | CB ?

Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
05a. Form	Standard Form 171 for James Schafer (14 pp.)	n.d.	(b)(2), (b)(6)	

Collection:

Record Group: Bush Presidential Records
Office: Chief of Staff to the President, Office of the
Series: Baker, James A. III
Subseries: Administration Files
WHORM Cat.:
File Location: Resumes [1]

Date Closed: 4/10/2003	OA/ID Number: 93000-002
FOIA/SYS Case #: 2000-0715-F	Appeal Case #:
Re-review Case #: 2005-0328-S	Appeal Disposition:
P-2/P-5 Review Case #:	Disposition Date:
AR Case #:	MR Case #:
AR Disposition:	MR Disposition:
AR Disposition Date:	MR Disposition Date:

RESTRICTION CODES

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

P-1 National Security Classified Information [(a)(1) of the PRA]
P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
P-3 Release would violate a Federal statute [(a)(3) of the PRA]
P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
P-6 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. Removed as a personal record misfile.

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

Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
05b. Transcript	College Transcript for James Schafer (2 pp.)	02/11/85	(b)(6)	

Collection:

Record Group: Bush Presidential Records
Office: Chief of Staff to the President, Office of the
Series: Baker, James A. III
Subseries: Administration Files
WHORM Cat.:
File Location: Resumes [1]

Date Closed: 4/10/2003	OA/ID Number: 93000-002
FOIA/SYS Case #: 2000-0715-F	Appeal Case #:
Re-review Case #: 2005-0328-S	Appeal Disposition:
P-2/P-5 Review Case #:	Disposition Date:
AR Case #:	MR Case #:
AR Disposition:	MR Disposition:
AR Disposition Date:	MR Disposition Date:

RESTRICTION CODES

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

P-1 National Security Classified Information [(a)(1) of the PRA]
P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
P-3 Release would violate a Federal statute [(a)(3) of the PRA]
P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
P-6 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. Removed as a personal record misfile.

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

Cours de Civilisation Française de la Sorbonne

CERTIFICAT DE LANGUE FRANÇAISE

DEGRÉ SUPÉRIEUR SEMESTRIEL

Monsieur James. Cameron. S C H A F E R

de nationalité américaine

ayant suivi l'enseignement pratique des Cours de Civilisation Française,

du 6 février 1981 au 30 mai 1981

a obtenu le Certificat de Langue Française à la suite de l'examen du

- 19 mai 1981 -

avec les notes ci-après :

NOTES obtenues	Ecrit	DEUXIÈME	(sur 50)
	Oral	DEUXIÈME	(sur 30)
	TOTAL	DEUXIÈME	(sur 80)

Paris, le 30 mai 1981

Le Directeur des Cours,



W. Schafer

Cours de Civilisation Française de la Sorbonne

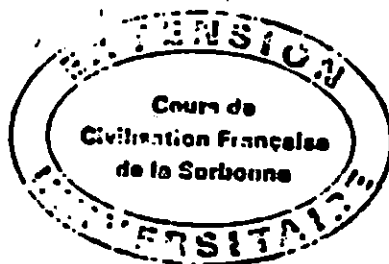
CERTIFICAT DE LANGUE FRANÇAISE DEGRÉ MOYEN

Monsieur James SCHAFFER
de nationalité américaine
ayant suivi l'enseignement pratique des Cours de Civilisation Française,
du 13 octobre 1980 au 30 janvier 1981
a obtenu le Certificat de Langue Française à la suite de l'examen du
- 17 janvier 1981 -

avec les notes ci-après :

NOTES obtenues	Ecrit.....	TRENTE -	(sur 50)
	Oral.....	DIX- SEPT	(sur 30)
	TOTAL	QUARANTE- SEPT	(sur 80)

Paris, le 30 janvier 1981
Le Directeur des Cours.



[Signature]

Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
05c. Transcript	College Transcript for James Schafer (1 pp.)	n.d.	(b)(6)	

Collection:

Record Group: Bush Presidential Records
Office: Chief of Staff to the President, Office of the
Series: Baker, James A. III
Subseries: Administration Files
WHORM Cat.:
File Location: Resumes [1]

Date Closed: 4/10/2003	OA/ID Number: 93000-002
FOIA/SYS Case #: 2000-0715-F	Appeal Case #:
Re-review Case #: 2005-0328-S	Appeal Disposition:
P-2/P-5 Review Case #:	Disposition Date:
AR Case #:	MR Case #:
AR Disposition:	MR Disposition:
AR Disposition Date:	MR Disposition Date:

RESTRICTION CODES

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

P-1 National Security Classified Information [(a)(1) of the PRA]
P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
P-3 Release would violate a Federal statute [(a)(3) of the PRA]
P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
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C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Removed as a personal record misfile.

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

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(b)(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
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(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

Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
05d. Transcript	College Transcript for James Schafer (1 pp.)	n.d.	(b)(6)	

Collection:

Record Group: Bush Presidential Records
Office: Chief of Staff to the President, Office of the
Series: Baker, James A. III
Subseries: Administration Files
WHORM Cat.:
File Location: Resumes [1]

Date Closed:	4/10/2003	OA/ID Number:	93000-002
FOIA/SYS Case #:	2000-0715-F	Appeal Case #:	
Re-review Case #:	2005-0328-S	Appeal Disposition:	
P-2/P-5 Review Case #:		Disposition Date:	
AR Case #:		MR Case #:	
AR Disposition:		MR Disposition:	
AR Disposition Date:		MR Disposition Date:	

RESTRICTION CODES

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

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

PRM. Removed as a personal record misfile.

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

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Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
05e. Transcript	College Transcript for James Schafer (1 pp.)	n.d.	(b)(6)	

Collection:

Record Group: Bush Presidential Records
Office: Chief of Staff to the President, Office of the
Series: Baker, James A. III
Subseries: Administration Files
WHORM Cat.:
File Location: Resumes [1]

Date Closed:	4/10/2003	OA/ID Number:	93000-002
FOIA/SYS Case #:	2000-0715-F	Appeal Case #:	
Re-review Case #:	2005-0328-S	Appeal Disposition:	
P-2/P-5 Review Case #:		Disposition Date:	
AR Case #:		MR Case #:	
AR Disposition:		MR Disposition:	
AR Disposition Date:		MR Disposition Date:	

RESTRICTION CODES

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

PRM. Removed as a personal record misfile.

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

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Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
05f. Appraisal	NSF Form 1155 for James Schafer (3 pp.)	05/06/91	(b)(2), (b)(6)	

Collection:

Record Group: Bush Presidential Records
Office: Chief of Staff to the President, Office of the
Series: Baker, James A. III
Subseries: Administration Files
WHORM Cat.:
File Location: Resumes [1]

Date Closed: 4/10/2003	OA/ID Number: 93000-002
FOIA/SYS Case #: 2000-0715-F	Appeal Case #:
Re-review Case #: 2005-0328-S	Appeal Disposition:
P-2/P-5 Review Case #:	Disposition Date:
AR Case #:	MR Case #:
AR Disposition:	MR Disposition:
AR Disposition Date:	MR Disposition Date:

RESTRICTION CODES

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

P-1 National Security Classified Information [(a)(1) of the PRA]
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 P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
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C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Removed as a personal record misfile.

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

SECTION VI

Generic Performance Standards (Non-Supervisory)

FACTORS	OUTSTANDING	VERY GOOD	FULLY SUCCESSFUL	MINIMALLY SUCCESSFUL	UNACCEPTABLE
Quality and Quantity of Work Products	Rare, high-quality performance. Substantially exceeds expectations. Makes significant contributions to organizational objectives. Work products are normally accepted with very little modification.	Unusually good performance. Exceeds expectations in major areas. Work products contribute to meeting organizational objectives. Work only rarely requires revisions or backtracking.	Consistently good, sound performance. Shows comprehensive understanding of and support for organizational objectives. All major activities are completed as expected. Major revisions to work products are rarely required.	Minimal level for retention on the job. Performance shows significant deficiencies. Work products do not fully meet expectations. Work sometimes requires major revisions and backtracking.	Unsatisfactory performance. Inadequate for the position. Work products fall short of minimal requirements. Work often requires major revisions.
Accuracy and Thoroughness	Extremely accurate and thorough. Makes practical suggestions for improvement of existing systems and procedures, and assists in implementing them.	Work products are usually accurate, complete and adhere to guidelines. Makes suggestions for improvement.	Work products are completed with acceptable degree of accuracy, thoroughness, and adherence to guidelines.	Work not always acceptably accurate or thorough. Inappropriate variations from established procedures.	Work is often inaccurate and/or incomplete or does not adhere to established procedures.
Timeliness	Strengths in work planning and adaptability result in early or timely completion of all work, except when delays are outside employee's control.	Work is consistently completed by established deadlines, except when delays are outside employee's control.	Most work is completed by established deadlines; delays are usually outside employee's control.	Work is sometimes late due to inadequate work planning and poor quality, requiring revisions.	Lack of work planning & attention to priorities, and necessary major revisions lead to work that is often unacceptably late.
Interpersonal Relationship Skills	Handles with exceptional skill. Actively promotes cooperation with clients, peers, and supervisor. Creates favorable impression of office by clients.	Works effectively with clients, peers, and supervisor, creating a highly successful cooperative effort.	Behavior towards clients, peers, and supervisor promotes attainment of work objectives and creates no significant problems.	Behavior toward clients, peers, and supervisor occasionally poses problems that interfere with cooperation needed to achieve work objectives.	Behavior towards clients, peers, and supervisor creates stressful situations or sometimes obstructs the successful completion of work projects.
Communication Skills	Oral and written expressions are exceptionally clear, logical, and persuasive. Complicated and sensitive subjects are presented effectively.	Oral and written expressions are clear, logical, and well-researched. Major substantive errors in written material are rare; minor revisions are occasionally required.	Oral and written expressions are clear and concise. Major substantive errors in written material are infrequent; only minor revisions are necessary.	Oral and written expressions sometimes fail to convey information required; written material often requires major revision.	Oral and written expressions often lack necessary clarity for successful completion of work objectives. Communication failures interfere with completion of work.
Supervision Required	Minimal supervision required beyond outline of expected results. Supervisor is confident of an exceptionally reliable, well executed, and timely work product. Consistently assumes projects on own initiative or actively seeks special tasks of higher level difficulty as workload permits.	Infrequent direct supervision is required once outline of expected results has been presented. Supervisor is confident of a reliable and timely work product. Often seeks or accepts special assignments as workload permits.	Employee accomplishes work in a competent and timely manner with only a moderate amount of direct supervision. As workload permits, accepts special assignments and tasks.	Frequent direct supervision and counseling is required to produce viable work products and to handle routine problems. Does not consistently carry out special assignments on time or with acceptable quality.	Constant direct supervision and minute review of work products are required. Employee must be frequently reminded of overdue deadlines and incomplete work assignments. Rarely performs special tasks, even when workload permits.

Patricia Ann Thibaux (Pat)

3926 - 20th Street, N.E., Washington, D.C. 20018 - 202/832-0425

EXPERIENCE

AMERICANS UNITED FOR SEPARATION OF CHURCH & STATE (AU) - Silver Spring, MD

1984 - Present

Executive Assistant

Executive and personal assistant to the Executive Director. Initiated, coordinated and executed Executive Director requests; arranged Executive Director's travel schedule, accommodations, meetings, itinerary and assisted with expense vouchers, receipts, etc.; managed Executive Director's calls and correspondence; maintained files related to the Executive Director. Coordinated support details related to the organization's annual religious liberty conference and annual business meetings of the Board of Trustees and National Advisory Council including hotel and meeting room arrangements, supervision of printing and publicity; liaison with the Board of Trustees and National Advisory Council including supervision of travel, hospitality and expense accounting, creating and maintaining attendance and contribution records; supervised the recording, editing and filing of minutes related to the work of the organization. Under the supervision of the Executive Director planned for, purchased and supervised the training for major office equipment including computers, printers, copiers and mailing equipment; purchased and supervised training in regular updates on computer software, especially Word Perfect, taking the staff from no word processing skills through proficiency in WP 5.1. Purchased most office supplies.

LIZ ROBBINS ASSOCIATES - Washington, D.C.

1982 - 1983

Administrative Assistant/Officer Manager

Office manager and administrative assistant to Liz Robbins of Liz Robbins Associates; coordinated and executed administrative activities and procedures; assisted professional lobbyists; coordinated and executed logistical arrangements for travel, seminars and meetings; facilitated appointments; screened correspondence and phone calls; maintained office files; liaison for clients and congressional staff; initiated accounting records and reports; maintained financial billings and accounting records, responsible for personnel payroll; maintained office and client payments; supervised clerical and intern assistants.

STATE OF NEW JERSEY GOVERNOR'S OFFICE - Washington, D.C. DEMOCRATIC GOVERNORS' CONFERENCE

1981 - 1982

Administrative Assistant to the Director of New Jersey Governor's Office

Assisted the Director and office manager; responsible for coordinating and executing administrative duties, special projects and procedures; assisted the Director and Senior Legislative Coordinator in overseeing the legislative activities of the staff ensuring appropriate coverage of congressional activity on legislation affecting New Jersey and assisted the coordinator in overseeing the Congressional Appropriations process to ensure that all New Jersey concerns were addressed in those Congressional Appropriations bills.

Administrative Assistant for the Democratic Governor's Conference

Served as the national liaison between state Governors' offices, Democratic Governors' Conference Chairman and the Democratic National Committee (DNC); coordinated and executed logistical arrangements for meetings and travel; maintained financial records, administrative coordination and correspondence; instituted and maintained office procedures and files; took and transcribed dictation as required; staffed 1981 Governors' fundraiser; coordinated and executed logistical

arrangements for guests and attendees, coordinated multiple mass mailing, supervised and coordinated 20 member DNC volunteer staff and maintained fundraising financial records.

THE WHITE HOUSE - Washington, D.C.

1979 - 1981

Administrative Assistant to President Carter's Special Assistant for Religious Liaison

Coordinated and facilitated travel and reimbursements; screened correspondence and phone calls; arranged and coordinated appointments, meetings and briefing materials; took and transcribed dictation; maintained files; assisted with citizen casework.

Coordinated and maintained records for the President's residential and transportation energy conservation program; screened incoming pledges; reported participants to The White House program representatives; routed pledges and agency follow-up report forms to the program representative within the Departments of Energy, Transportation and other Federal agencies participating in the program; coordinated and executed Presidential thank you letters to the pledged participants; maintained records of all transactions.

Administrative Assistant to the President Carter's Deputy Appointment Secretary

Assisted with the development, coordination and execution of scheduling proposals for Presidential travel; organized trip meetings; prepared schedules; coordinated manifests for the President's plane; assisted with assembling materials for the President; provided information to and coordinated with other offices requiring Presidential travel arrangements; assisted with citizen casework; took and transcribed dictation; coordinated meetings and appointments; screened correspondence and phone calls; maintained administrative files.

STATE OF NEW JERSEY GOVERNORS' OFFICE - Washington, D.C.

1977 - 1979

Administrative Assistant/Office Manager

Special assistant to the Director; liaison between New Jersey and D.C. state agencies, and other State Governor's offices and congressional offices; maintained personnel records; facilitated appointments and travel for the Director and Governor; coordinated conferences, supervised clerical, research and legislative assistants; instituted office procedures; set up bookkeeping requirements; assisted in preparing office budget; maintained the office budget and financial obligations ensuring payments through the State House; coordinated and finalized briefing materials; screened correspondence and phone calls.

ARENT, FOX, KINTNER, PLOTKIN & KAHN - Washington, D.C.

1976 - 1977

Administrative Assistant to a Senior Partner

Assisted in the litigation and antitrust sections; issued time and travel reports to accounting; took and transcribed dictation.

COMPUTER SKILLS

Work Perfect 4.1 to 5.1.

REFERENCES

Presented upon request.

Patricia Ann Thibaux (Pat)

3926 - 20th Street, N.E., Washington, D.C. 20018 - 202/832-0425

EXPERIENCE

AMERICANS UNITED FOR SEPARATION OF CHURCH & STATE (AU) - Silver Spring, MD

1984 - Present

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Office manager and administrative assistant to Liz Robbins of Liz Robbins Associates; coordinated and executed administrative activities and procedures; assisted professional lobbyists; coordinated and executed logistical arrangements for travel, seminars and meetings; facilitated appointments; screened correspondence and phone calls; maintained office files; liaison for clients and congressional staff; initiated accounting records and reports; maintained financial billings and accounting records, responsible for personnel payroll; maintained office and client payments; supervised clerical and intern assistants.

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Administrative Assistant to the Director of New Jersey Governor's Office

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Administrative Assistant to a Senior Partner

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COMPUTER SKILLS

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REFERENCES

Presented upon request.

Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
06a. Note	From: Jan to Shirley Re: Desiree Thompson (1 pp.)	04/28	(b)(6)	

Collection:

Record Group: Bush Presidential Records
Office: Chief of Staff to the President, Office of the
Series: Baker, James A. III
Subseries: Administration Files
WHORM Cat.:
File Location: Resumes [1]

Date Closed: 4/10/2003	OA/ID Number: 93000-002
FOIA/SYS Case #: 2000-0715-F	Appeal Case #:
Re-review Case #: 2005-0328-S	Appeal Disposition:
P-2/P-5 Review Case #:	Disposition Date:
AR Case #:	MR Case #:
AR Disposition:	MR Disposition:
AR Disposition Date:	MR Disposition Date:

RESTRICTION CODES

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

P-1 National Security Classified Information [(a)(1) of the PRA]
P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
P-3 Release would violate a Federal statute [(a)(3) of the PRA]
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C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Removed as a personal record misfile.

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]
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(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

Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
06b. Statement	Leave and Earning Statement for Desiree Thompson (1 pp.)	02/29/92	(b)(6)	

Collection:

Record Group: Bush Presidential Records
Office: Chief of Staff to the President, Office of the
Series: Baker, James A. III
Subseries: Administration Files
WHORM Cat.:
File Location: Resumes [1]

Date Closed: 4/10/2003	OA/ID Number: 93000-002
FOIA/SYS Case #: 2000-0715-F	Appeal Case #:
Re-review Case #: 2005-0328-S	Appeal Disposition:
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AR Case #:	MR Case #:
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Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
06c. Note	From: Jan to Rose Re: Nicole and Des (1 pp.)	03/24/92	(b)(6)	

Collection:

Record Group: Bush Presidential Records
Office: Chief of Staff to the President, Office of the
Series: Baker, James A. III
Subseries: Administration Files
WHORM Cat.:
File Location: Resumes [1]

Date Closed: 4/10/2003	OA/ID Number: 93000-002
FOIA/SYS Case #: 2000-0715-F	Appeal Case #:
Re-review Case #: 2005-0328-S	Appeal Disposition:
P-2/P-5 Review Case #:	Disposition Date:
AR Case #:	MR Case #:
AR Disposition:	MR Disposition:
AR Disposition Date:	MR Disposition Date:

RESTRICTION CODES

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NICOLE LINDSAY
5804 Annapolis Road
Apartment 802-C
Bladensburg, Maryland 20710
(301) 699-5069

OBJECTIVE A responsible position in an organization where developing new skills and demonstrated performance will result in career growth.

EXPERIENCE

THE WHITE HOUSE

Staff Assistant - Provide reports, documents and administrative support to the Special Assistant to the President and Associate Director for Legal Policy. Monitor, analyze, and disseminate administrative, congressional and regulatory information to staff. Assist in preparation of briefing papers and talking points for the President's meetings. Serve as project officer on events ranging from 10-40 people.

BEST TEMPORARIES 1990 - 1991 - Temporary Assignments:

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT/

HOLT & MILLER ASSOCIATES (Lobbying Firm)

Administrative Assistant - Administrative support to senior staff. Served as liaison in governmental, agricultural, and food industry projects. Created and maintained a computerized filing system.

NORRELL SERVICES 1986 - 1990 - Temporary Assignments:

AT&T FEDERAL SYSTEMS/NORFOLK SOUTHERN RAILROAD/WASHINGTON

HOSPITAL CENTER Project Administrator /Laboratory Assistant/

Medical Secretary - Supported and maintained office operations for a District Level Manager at AT&T. Programmed and supervised distribution of chemical safety data reports to 300 field locations of NSR. Processed and completed data for medical records, claims, audits and billing materials at WHC.

THE COMPLIMENT 1985 - 1986

Assistant Manager - Responsible for merchandise orders, shipments, bank deposits, and sales. Supervised and trained sales persons. Created and maintained a new filing and inventory system.

WIZ RECORDS 1984 - 1985

Assistant Manager - Handled consumer sales, weekly inventory, bank deposits, ordered merchandise and screened potential employees.

GODIVA CHOCOLATIER 1983 - 1984

Manager - Developed innovative marketing strategies that increased sales over 200%. Managed and supervised daily operational records, monthly inventory, bank deposits, petty cash, payroll, and training in 3 locations.

COMPUTER EXPERIENCE

ACORN	Word Perfect 5.0
Lotus 1-2-3	Samna
Harvard Graphics	Word Star 4.0
CRT Insurance Terminal	Multimate Advantage 3.0
BC/BS Insurance Terminal	IBM Compatible Computers and Printers

EDUCATION

1981 - 1983	Morgan State University - Baltimore, Maryland
1979 - 1981	Duke Ellington School of Arts - Washington, DC

References Available Upon Request

Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
07a. Form	SF 171 for Nicole Lindsay (6 pp.)	n.d.	(b)(2), (b)(6)	

Collection:

Record Group: Bush Presidential Records
Office: Chief of Staff to the President, Office of the
Series: Baker, James A. III
Subseries: Administration Files
WHORM Cat.:
File Location: Resumes [1]

Date Closed:	4/10/2003	OA/ID Number:	93000-002
FOIA/SYS Case #:	2000-0715-F	Appeal Case #:	
Re-review Case #:	2005-0328-S	Appeal Disposition:	
P-2/P-5 Review Case #:		Disposition Date:	
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NEW HEIGHTS

Anacostia Senior High School
Sixteenth and R Streets, SE
Washington, DC 20020

Nicole -
Thanks again!
-Gina

Howard M. Brown
Coordinator

Fatima A. Home-Abdullahi
Assistant Coordinator

Telephone: (202) 724-5050

Fax: (202) 724-4153

24 October 1991

Ms. Gina Willis
Old Executive Office Building
17th and Pennsylvania Avenue, NW
Washington, DC 20003

Dear Ms. Willis:

On behalf of the New Heights employees, I would like to thank you for coordinating our meeting and inviting us to your workplace to meet with the White House executives.

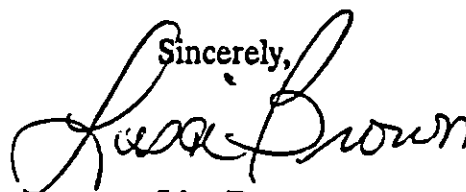
It was a very educational experience to meet with and learn about the responsibilities of Jim Pinkerton, Terry Good and Dave Kalbaugh. Although they are on a higher level, we learned that these positions are similar to the types of jobs we may be doing in the future. Further, we know that we should be willing to continue learning in order to achieve the same level of success.

Many of us felt that it would be difficult to make it in the work world; but that belief changed after we listened to Nichole Lindsey, who came from our very own neighborhood. She was once very much like us, hoping for prosperity in life and has now achieved success. Her discussion of how she came to achieve her goals was informative and inspirational.

Claudia Butts has shown us what it takes to reach success. It made our meeting with you an even more meaningful experience. We will always remember her encouraging words, "Get the rabbit up the tree.", realizing that if we try hard enough, we can make things happen to improve our lives and the lives of our children.

Again, thank you Ms. Willis, and please extend our thanks to all of the speakers for sharing their time and personal life experiences with us. We look forward to seeing all of you again in the near future.

Sincerely,



Lisa Brown

THE WHITE HOUSE

WASHINGTON

October 10, 1991

Dear Nicole:

It is a great pleasure to award you the Office of Policy Development Excellence Award for September 1991. Your work with Marianne on a wide variety of legal policy issues this past month, and throughout the year, has been truly outstanding.

During this past month, you assisted in the preparation of a program for single mothers involved in Project ACCORD and in sharing with them suggestions about how they can learn what it is they like and are good at. Best of all, you gave them a sense of their potential and helped inspire them to become their best.

Not least, I appreciate immensely your pleasant and cooperative attitude in helping out in my West Wing office from time to time, as the need has arisen. It is great to have you on our team.

You have consistently demonstrated quiet competence and great loyalty to the President and the Office of Policy Development. Moreover, you do much to assist and encourage other members of the OPD team. Great running and great bowling.

This is a deserved recognition and I want you to know how much I appreciate all that you are contributing to the success of the President and his administration.

Warmest regards,



Roger B. Porter
Assistant to the President
for Economic and Domestic Policy

Ms. Nicole Lindsay
Office of Policy Development
The White House
Washington, D.C.

Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
07b. Appraisal	Performance Appraisal for Nicole Lindsay (1 pp.)	11/08/90	(b)(2), (b)(6)	

Collection:

Record Group: Bush Presidential Records
Office: Chief of Staff to the President, Office of the
Series: Baker, James A. III
Subseries: Administration Files
WHORM Cat.:
File Location: Resumes [1]

Date Closed: 4/10/2003	OA/ID Number: 93000-002
FOIA/SYS Case #: 2000-0715-F	Appeal Case #:
Re-review Case #: 2005-0328-S	Appeal Disposition:
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Freedom of Information Act - [5 U.S.C. 552(b)]

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NORRELL NEWS

NEW YORK AVENUE - MAJOR ACCOUNTS

MAY 1989

ISSUE #43

HAPPY ANNIVERSARY TO

ONE YEAR ANNIVERSARY
FLORENCE ADAMS
SONYA HOUGH
BLANCHE LAYNE

TWO YEAR ANNIVERSARY
GLORIA BOONE
SANDRA LEE
EDNA SMITH

FOUR YEAR ANNIVERSARY
GLORIA JOHNSON - HAS
RETURNED TO NORRELL
WHERE SHE ORIGINALLY
BEGAN IN MAY 1985

HAPPY BIRTHDAY TO YOU

DAVID CALHOUN
CHERYL THOMPSON
DANIELLE POOL
THERESA WALKER
RAYMOND VICKS
MARIE JONES
EARL WILSON
LOUISE CHUCK-A-SANG
DARRYL KORMEGAY
CLINT WILHELM
JANICE GAYMON
DOROTHY HURST
ARLENE BROWN
URZULA CRANDALL
CHRISTOPHER LITTLEFIELD

THANKS, THANKS, THANKS,
THANKS TO THE FOLLOWING
FOR REFERRING NEW MEMBERS:

ANNA LONG
GINA HOLT
KATHY LEWIS
DESIREE PAYNE
DANA CAINE

REFERRALS ARE AN IMPORTANT PART OF
OUR PROGRAM - PLEASE, IF YOU HAVE
REFERRED A NEW PERSON TO US, WRITE
YOUR NAME ON A CARD ALONG WITH THE
NEW PERSON'S NAME AND SUBMIT IT TO
THE OFFICE. THIS WILL ENSURE THAT
EVERYONE GETS THEIR REFERRAL GIFTS.

WITH SUMMER AROUND THE CORNER, WE
ARE LOOKING FOR EVEN MORE PEOPLE
TO WORK. PLEASE SEE OUR NEW
REFERRAL BONUS FOR THE MONTH OF
MAY. WE NEED PEOPLE, JUST LIKE
YOU.

***** ANSWERLINE UPDATE

THIS MONTH WE WILL BE UPDATING OUR
NUMBERS FOR ANSWERLINE. ANYONE
UNSURE OF THEIR NUMBER SHOULD CALL
THE OFFICE. ANY NEW MEMBERS WHO
ARE UNSURE ABOUT THE PROGRAM
SHOULD ALSO CALL THE OFFICE.
ANSWERLINE IS AN EXCLUSIVE SERVICE
FOR NORRELL EMPLOYEES. THE SERVICE
ALLOWS YOU IMMEDIATE ACCESS TO OVER
10,000 ANSWERS TO QUESTIONS ABOUT
SOFTWARE AND HARDWARE.

CONGRATULATIONS!!

 NICOLE LINDSAY AND ANNIE BARNES
WERE BOTH RECOGNIZED BY CLIENTS
DURING APRIL. AS THEY FINISHED
LONG TERM ASSIGNMENTS LAST MONTH,
BOTH OF THESE LADIES RECEIVED
LETTERS OF RECOGNITION FOR THEIR
PROFESSIONAL MANNER AND ABILITY
TO HANDLE SITUATIONS WITH A TRUE
SENSE OF OWNERSHIP AND CARING.

THESE LADIES CAN BE AN INSPIRATION
TO US ALL FOR THEIR TIRELESS
DILIGENCE AND CONSTANT ATTENTION
TO DETAIL. WELL DONE LADIES!



**NORFOLK
SOUTHERN**

Norfolk Southern Corporation
Research & Tests Laboratory
407 South Henry Street
Post Office Box 233
Alexandria, Virginia 22314
703 684-4395

C. N. Scott
Director, Research & Tests
R. W. Blank
Manager, Research Engineering
W. J. Harris, III
Manager, Research & Tests -
Chemical & Environmental
H. W. Newell
Asst. Mgr., Research & Tests -
Materials Engineering

April 28, 1989

Six months ago, Norrell sent us Ms. Nicole Lindsay who assisted the Research and Test Laboratory, Norfolk Southern Corporation, in a special project necessitating the establishment of records and files as a result of new government regulations. Specifically, the project involved our company's compliance with The OSHA Hazard Communication Standard. Nicole has done an outstanding job while working for us in this temporary capacity, and we feel we have been fortunate to have been assigned a person with education, capacity for hard work, and sound integrity. She has always presented herself in a courteous and gracious manner. Unfortunately, due to re-organization of the project, it is now necessary to terminate Ms. Lindsay's temporary assistance.

Nicole has professionally collected and processed information related to our project. This involved creating computer spread sheets using Lotus 1-2-3 and chemical data research. Her office skills have been greatly appreciated. In addition, Ms. Lindsay has always made herself available to assist others in miscellaneous office duties when help was needed. She has been as asset to our office..

Thank you for your continuing support of our clerical needs.

Robert E. Shank

Sincerely Yours,

R. E. Shank
Senior Chemist



Suite 450
1901 L Street, N.W.
Washington, D.C. 20036

October 28, 1988

Nicole Lindsay has worked for us in a temporary status for six months. She has professionally and expeditiously handled our customer requests. This assignment is vital for our office operation. We have customer accounts that severely impact our Corporations performance. Ms. Lindsay has successfully done this for some 40 Managers. It is only due to budget restraints that necessitate our terminating our contract with the Norrell Temporary Agency. We would highly recommend Ms. Lindsay as an asset in any professional office environment.

Upon request of her competence or office skills, I or another member of our Service Management organization would be willing to answer any questions of Ms. Lindsay's qualifications. I can be reached on (202) 457-2696.

William K. Averette

William K. Averette
National Service Manager

Good Show!
Andy

★ ★ ★ ★ ★
Great Show Lady!

Congratulations!
Perge

Look at this!!
W. phuse

*volunteered
for GB
personal mail*

BARBARA ANN RIVERS
2121 Columbia Pike, #409
Arlington, Virginia 22204
(703) 979-6748

EDUCATION:

Certification in Financial Planning, College for Financial Planning, 1988.
Masters of Business Administration, University of South Carolina, Finance,
3.8 GPA, 1981.
Bachelor of Science in Administrative Management, Clemson University,
Marketing, Cum Laude, 1979.

PROFESSIONAL EXPERIENCE:

SPECIAL ASSISTANT to the Assistant Secretary for Conservation and
Renewable Energy, U.S. Department of Energy, 1983-1989.

Analyzed and evaluated past, current, and proposed activities of the State
and Local Assistance Programs to identify existing and potential problem
areas and to initiate and develop solutions. Coordinated testimony for the
Congressional hearings. Participated in interdepartmental and interagency
task forces and working groups (member, Interagency Low Income Advisory
Board working group). Prepared policy and strategy documents, briefing
papers, and testimony on conservation and renewable energy research for
the Assistant Secretary and the Secretary of Energy. Negotiated changes to
pending legislation with Congressional offices. Supervised day-to-day
operation of the office. Reviewed, monitored, and approved support service
contracts and procurements.

SPECIAL ASSISTANT to the Energy Information Administrator, U.S.
Department of Energy, 1981-1983.

Performed financial analysis and evaluated major U.S. energy companies.
Author of extensive study of mergers and acquisitions of oil companies from
1974-1982, co-author of the Quarterly Profits Report, and author of "Crude
Petroleum and Natural Gas" chapter in the 1983 U.S. Industrial Outlook.

PUBLICATIONS:

Crude Petroleum and Natural Gas. U.S. Industrial Outlook, 1983.
Acknowledged in "Performance Profiles of Major Energy Producers."
Department of Energy, 1981 and 1982.

Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
08. Memo	From: Jan Burmeister to Chase Untermeyer and Ron Kaufman Re: Barbara Rivers (1 pp.)	01/15/90	P5	

Collection:

Record Group: Bush Presidential Records
Office: Chief of Staff to the President, Office of the
Series: Baker, James A. III
Subseries: Administration Files
WHORM Cat.:
File Location: Resumes [1]

Open on Expiration of PRA
 (Document Follows)
 By KMP (NLGB) on 6/7/09

Date Closed:	4/10/2003	OA/ID Number:	93000-002
FOIA/SYS Case #:	2000-0715-F	Appeal Case #:	
Re-review Case #:	2005-0328-S	Appeal Disposition:	
P-2/P-5 Review Case #:		Disposition Date:	
AR Case #:		MR Case #:	
AR Disposition:		MR Disposition:	
AR Disposition Date:		MR Disposition Date:	

RESTRICTION CODES

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

P-1 National Security Classified Information [(a)(1) of the PRA]
 P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
 P-3 Release would violate a Federal statute [(a)(3) of the PRA]
 P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
 P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
 P-6 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.

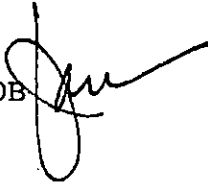
PRM. Removed as a personal record misfile.

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

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January 15, 1990

TO: Chase Untermeyer
Ron Kaufman

FROM: Jan Burmeister, 19 OEOB 

RE: Barbara Rivers

Requested by: Gail Neidhoffer of Department of Education

For: Special Assistant to the Administrator
for Management Services

Apparently this request has been nixed because Barbara Rivers was hatched at Energy during 1988.

Barbara has been volunteering here in President's Personal Mail since November, four days a week. She has given us ten weeks of superb performance. Without her, the Bushes might not yet have seen the thousands of Christmas cards from their family, friends and political constituents (they all had to be checked against the new computer system before passing them on).

Because of the updates, adjustments and additions she single-handedly made to a computer record the complex will be glad to have ship shape from now until the next election, Barbara has, in affect, already contributed ten weeks of volunteer work toward the 1992 campaign.

How's that for a waiver reason?

Gail Neidhoffer says no one else is competing for the job, she is familiar with Barbara's work and wants her to work with her at Education.

To which I say Huzzah. What say you?

bc: Anne Gwaltney