

NLWJC – Kagan

Staff & Office – Box 001-Folder 9

OPD Personnel Files: Kagan, Elena

FOIA MARKER

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

Folder Title: OPD Personnel Files: Kagan, Elena
Staff Office-Individual: Management & Administration-McClure
Original OA/ID Number: CF 1923

Row:	Section:	Shelf:	Position:	Stack:
23	4	5	3	v

Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001a. form	White House Separation Action [partial] (1 page)	06/18/1999	P6/b(6)
001b. form	White House Separation Action [partial] (1 page)	06/18/1999	P6/b(6)
001c. form	Employee Check Out (2 pages)	06/18/1999	b(2), P6/b(6)
002. form	White House Change in Employee Status [partial] (1 page)	01/06/1997	P6/b(6)
003a. form	White House Office Supplemental Information Sheet for Personnel Action [partial] (1 page)	06/05/1995	P6/b(6)
003b. form	White House Pre-Employment Information [partial] (1 page)	06/05/1995	P6/b(6)
003c. form	Form re: appointment subject to drug testing [partial] (1 page)	06/05/1995	P6/b(6)

COLLECTION:

Clinton Presidential Records
 Management and Administration
 McClure
 OA/Box Number: CF 1923

FOLDER TITLE:

OPD Personnel Files: Kagan, Elena

2009-1006-F

rc86

RESTRICTION CODES

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

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

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

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

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The White House
Separation Action

Name of Employee: KAGAN ELENA
Last First Middle

Social Security Number: P8/(b)(6)

Office/Department/Agency: OPD/DPC - White House

Check the Appropriate Action:

- Resignation (state reason below)
- Transfer to another government agency (indicate agency)
- Retirement

Effective Date: 6/18/99

Signature of Departing Employee: Elena Kagan

Forwarding Address: Harvard Law School | 44 Shepard St., Apt 2
Hauser Hall 412 | Cambridge, MA 02138
Cambridge, MA 02138 | (617) 868-4544

Forwarding Telephone Number: (617) 495-1000

Reason for Resignation: Going back to academia

Withdrawal/Redaction Marker

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DOCUMENT NO. ANDTYPE	SUBJECT/TITLE	DATE	RESTRICTION
001b. form	White House Separation Action [partial] (1 page)	06/18/1999	P6/b(6)

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Management and Administration
McClure
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OPD Personnel Files: Kagan, Elena

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OPD Personnel Files: Kagan, Elena

2009-1006-F

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The White House
Change in Employee Status
To be completed by requesting office

Section I: Complete all data

Name of Employee: KAGAN ELENA
Last [002] First Middle
Social Security Number: P6/(b)(6)
Office/Department/Agency: DOMESTIC POLICY COUNCIL

Section II: Check the Appropriate Box(es):

- Reassignment within the White House Office (complete Section III below)
- Change in title
- Change in salary (complete Section III below)
- Change in work schedule (complete Section III below)
- Extension of temporary appointment (enter new ending date below)
- Change in category (complete Section III below)
- Other: _____

Section III: Complete all sections as appropriate

New Position Title: DEPUTY ASST. TO PRESIDENT FOR DOMESTIC POLICY Requested by: BRUCE REED

Current Salary: ~~94,000~~ 92,000 PERM New Salary: 110,000

Proposed effective date of change: 1/3/97 Ending date: —

Work Schedule (circle new schedule) Full Time Part Time Intermittent

Category (circle new category) Permanent Temporary New ending date _____

Approvals: 
Bruce Reed Paul B. [Signature]
Assistant to the President Office of Management & Administration
Date 1/6/97 Date 1/6/97

Upon approval or disapproval please return to:

Name _____ Room _____ Extension _____

JODIE R. TORKELSON

John -

Attached is a request from Bruce Reed to hire Elena Kagan as Deputy Asst to the Pres. in DPC.

The request is for \$110,000 salary. She is replacing Jeremy Ben-Ami who earned \$100,000.

It's a White House hire, thus it's \$10,000 more than originally budgeted for DPC's White House staff.

Have you had a chance to talk to Bruce yet about his staffing?

How would you like this handled?

Jodie

Kelli
OK at 110,000 *John*

THE WHITE HOUSE
WASHINGTON

January 6, 1997

MEMORANDUM FOR JODIE TORKELSON

FROM: Bruce Reed *BR*

SUBJECT: Appointment of Elena Kagan

I intend to hire Elena Kagan as Deputy Assistant to the President for Domestic Policy, to fill the position recently vacated by Jeremy Ben-Ami.

In order to make sure that Elena does not face a break in her government service and salary, I would very much appreciate your help in making this appointment effective as quickly as possible.

Thank you for your assistance.

E X E C U T I V E O F F I C E O F T H E P R E S I D E N T

06-Jul-1995 05:47pm

TO: JuanCara Bennett
FROM: Kelli R. McClure
Office of Administration, PMD
CC: Christopher Baron
SUBJECT: Elena Kagan

Please change the start date for Elana Kagan from 7/3/95 to 7/10/95, per Marna Madsen of Counsel's Office.

Thank you.

Withdrawal/Redaction Marker

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003a. form	White House Office Supplemental Information Sheet for Personnel Action [partial] (1 page)	06/05/1995	P6/b(6)

COLLECTION:

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Management and Administration
McClure
OA/Box Number: CF 1923

FOLDER TITLE:

OPD Personnel Files: Kagan, Elena

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White House Office
Supplemental Information Sheet for Personnel Action
 (To be completed by all persons tentatively selected for employment)

SECURITY INTERVIEW REQUIRED

Date: 6/15/95

Name: Elena Kagan

Social Security Number: _____

P6/(b)(6)

50039

Date of Birth: 4/28/60

Place of Birth: New York City

Local Address: 3133 Connecticut Ave
Washington DC 20008

Last Permanent Address: 605 W. Arlington St
Chicago IL 60614

In case of emergency notify: Mother - Gloria Kagan

P6/(b)(6)

Phone Number: 312-702-0350

Marital Status: Single Married Widowed Separated Divorced

Spouse's Name: _____ Spouse's Employer: _____

Department/Office/Agency: Council's Office

Reporting to: Abner Mikva

Office Phone Number: 202-456-2632

Personnel Status: White House Employee Other Government Employee (please specify):

- | | | |
|--|--|---|
| <input type="checkbox"/> Reimbursable Detail | <input type="checkbox"/> Non-reimbursable detail | <input type="checkbox"/> Volunteer |
| <input type="checkbox"/> Assignee | <input type="checkbox"/> White House Fellow | <input type="checkbox"/> Presidential Management Intern |
| <input type="checkbox"/> Historically Provided Service | <input type="checkbox"/> Intergovernmental Personnel Agreement | <input type="checkbox"/> Intern |

Other: _____

(For all Other Government Employees, please attach a brief description of the individual's role and responsibilities)

Effective Date: 7/1/95

Ending Date (if applicable): _____

Current or Most Recent Place of Employment: Univ. of Chicago Law School

Address: 1111 E 60th St Chicago IL 60637

Supervisor: Douglas Baird Phone Number: 312-702-0350

Military Service: Yes No Service Branch: _____ Date of Discharge: _____

Prior EOP Service: Yes No Agency: _____ Dates of Employment: _____

Have you ever been fired from any job for any reason, quit after being told you would be fired, or left by mutual agreement because of specific problems? Yes No (If yes, please explain on the back of this form.)

Are you now under any charge, or have you ever been convicted of, or forfeited collateral for any violation of law? Yes No (If yes, please explain on the back of this form.)

To Be Completed By Requesting Official:

Type of Pass or Access requested:

- | | | | |
|--|----------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> WH Badge | <input type="checkbox"/> WH Vol | <input type="checkbox"/> WH Access | <input type="checkbox"/> Other (OGA, NGS, CON) |
| <input type="checkbox"/> EOP Badge | <input type="checkbox"/> EOP Vol | <input type="checkbox"/> EOP Access | |

James E. Costello
Signature of Requesting Office

John R. Sullivan
Approving Official 6-7-95

To be completed by all regular Employees and Other Government Employees:

I acknowledge that the information provided herein is true and correct to the best of my knowledge and further acknowledge that this information may be used to initiate a preliminary background investigation in preparation for my employment in the White House and the Executive Office of the President.

Elena Kagan
Signature

6/15/95
Date

To be Completed by Volunteers Only:

I acknowledge that the personnel data is correct and I am volunteering my services without compensation or promise of such.

Signature

Date

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003b. form	White House Pre-Employment Information [partial] (1 page)	06/05/1995	P6/b(6)

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THE WHITE HOUSE
PRE-EMPLOYMENT INFORMATION

Replacement
for Beth No

Name: <u>KAGAN</u> <u>ELENA</u>	
Local	Middle Initial
SSN: <u>[REDACTED]</u> <u>[0036]</u>	
Current Local Address: <u>3133 Connecticut Ave.</u> <u>Washington DC</u> <u>20008</u>	
Local Address: <u>605 W. ARLINGTON</u> <u>CHICAGO</u> <u>IL</u> <u>60614</u>	
Street	City State Zip
Phone: <u>312-935-2989</u>	<u>312-702-0350</u>
Home	Work
Department: <u>COUNSEL'S OFFICE</u>	Requested By: <u>ARNER MIKVA</u>
Position Title: <u>ASSOCIATE COUNSEL</u>	Salary: <u>92,000</u>
Proposed Date of Employment: <u>7/3/95</u>	Ending Date, (if possible): <u>7/10/95</u>
Work Schedule (circle one):	
<input checked="" type="radio"/> Full Time	<input type="radio"/> Part Time <input type="radio"/> Intermittent
APPROVALS	
	
<u>James E. Carter</u> Assistant to the President	<u>Peter R. Allison</u> Office of Management and Administration
<u> </u> Date	<u>6-7-95</u> Date
Upon approval or disapproval, return to:	
Name	Room Ext.

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003c. form	Form re: appointment subject to drug testing [partial] (1 page)	06/05/1995	P6/b(6)

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Appointment

Subject to Drug Testing

I hereby acknowledge that my appointment to a position in the Executive Office of the President (EOP) is subject to the applicant drug testing requirement as set forth in the EOP Drug-Free Workplace Plan. I also acknowledge that I am responsible to present myself for a drug test prior to my appointment at a place and time to be determined. Should it be determined, under the requirements of the Plan, that I have a verified positive test result for any of the prohibited drugs, I understand that my appointment will be terminated.

6/5/95

Date



Signature

COO3C3

P6(b)(6)

Social Security Number

ELENA KAGAN

Typed or Printed Name

COUNSEL'S OFFICE

Agency

CURRENT: 312-702-0350

Telephone Number

Elena Kagan

MANAGEMENT AND ADMINISTRATION
PERSONNEL ACTION TRACKING

	DATE
RECEIVED IN MANAGEMENT AND ADMINISTRATION	6/6
DRUG TEST COMPLETED, AWAITING RESULTS	6/9
PRE-EMPLOYMENT INTERVIEW COMPLETED	6/12
SENT TO CHIEF OF STAFF FOR APPROVAL	6/7
APPROVED BY MANAGEMENT AND ADMINISTRATION	6/7
SENT TO PMD FOR PROCESSING	6/14

Retd. to Kem 6/12
OK - within FTE count He to PMD
And dollars

COMMENTS:

Requested drug test 6/7/95
Requested security interview 6/7/95