

WITHDRAWAL SHEET

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Collection: Domestic Policy Council, Carol Rasco
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DOCUMENT NO. & TYPE	SUBJECT/TITLE	DATE	RESTRICTION
1. Form	SF171 for Ronald Eric Minsk, 10 p	n.d.	P6/B6

RESTRICTIONS

- P1** National security classified information [(a)(1) of the PRA].
- P2** Relating to appointment to Federal office [(a)(2) of the PRA].
- P3** Release would violate a Federal statute [(a)(3) of the PRA].
- P4** Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA].
- P5** Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA].
- P6** Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA].
- PRM** Personal records misfile defined in accordance with 44 USC 2201 (3).

- B1** National security classified information [(b) (1) of the FOIA].
- B2** Release could disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA].
- B3** Release would violate a Federal statute [(b)(3) of the FOIA].
- B4** Release would disclose trade secrets or confidential commercial financial information [(b)(4) of the FOIA].
- B6** Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA].
- B7** Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA].
- B8** Release would disclose information concerning the regulation of financial institutions [(b)(9) of the FOIA].
- B9** Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA].

file: Resumes

*Put in file
if he calls tell him
we expect no
paying positions
to be available
but he is welcome
to inquire later on
we get closer to
next
summer*

MEMORANDUM FOR CAROL H. RASCO

FROM: Ron Minsk ^{Dr. Minsk}
Office of Management & Budget

SUBJECT: Summer Job for 1994

I am contacting you to express my interest in working for the Domestic Policy Council next summer. I will be leaving OMB next week after three and a half years to attend law school at the University of Pennsylvania.

Following my first year of law school I hope to work in a position within the government that would enable me to contribute to policy development from a new perspective. Given my familiarity with the Executive Office of the President and the nature of the work and issues dealt with here, I can immediately jump into a summer position without spending valuable time to orient myself to new surroundings. This would enable your office and me mutually to benefit from a summer experience.

I would like to talk to you briefly before I leave town. I will check back with you early next week. In the interim, I can be reached by E-mail or at x3084. Thank you for your time.

RONALD E. MINSK

P6/(b)(6)

- EDUCATION** **HARVARD UNIVERSITY**, John F. Kennedy School of Government.
Master in Public Policy, June, 1989.
Concentration: International Affairs and Security.
Thesis: The Administration of U.S. Foreign Aid in the West Bank and the Gaza Strip.
- NEW YORK UNIVERSITY**, College of Business and Public Administration.
Bachelor of Science in Economics and Accounting, June, 1987.
Honors: New York University Chancellor's Award for Leadership (twice), Dean's List.
- PROFESSIONAL EXPERIENCE** **EXECUTIVE OFFICE OF THE PRESIDENT, Office of Management and Budget**, Washington, DC. January 1990 - present.
Policy Analyst: Analyze regulations and supporting economic analyses developed by the Environmental Protection Agency and the Departments of Energy, Commerce and Transportation on behalf of the Executive Office of the President (EOP). Portfolio includes Superfund, the Emergency Planning and Community Right-to-Know Act, and the Oil Pollution Act of 1990.
- Investigate justification and legal authority for agency's initiative.
 - Analyze assumptions underlying agency economic analysis and identify cost-effective alternatives to agency proposal and review agency risk assessments.
 - Negotiate changes with agency to reduce cost to regulated community and national economy.
 - Coordinate review and resolve interagency disputes within the EOP and between other agencies.
 - Present analyses and recommendations through written reports and briefings to senior policy officials.
 - Review Congressional testimony and implement the Paperwork Reduction Act.
 - Participated in "SWAT Team" which analyzed cost of environmental restoration at government nuclear weapons production facilities and saved \$400 million in current fiscal year.
 - Received OMB Division Award twice.
- CARTER CENTER OF EMORY UNIVERSITY**, Atlanta, GA. Summer - Winter 1989.
Research Assistant: Investigated role of private voluntary organizations in the economic development of the West Bank and Gaza Strip, issues related to the allocation of water in the Middle East, the history of provisional governments and precedents relevant to the Arab-Israeli conflict, and British plans for ending the Mandate of Palestine, for President Carter's Middle East advisor. Prepared reports on nominees for Carter-Menil Human Rights Award for President Carter and award selection committee.
- DEPARTMENT OF STATE, Bureau of Refugee Programs**, Washington, DC. Spring 1988.
Consultant: Analyzed effectiveness of U.S. sponsored educational programs for South African refugees and proposed cost-effective alternatives to better achieve the Bureau's long term goals.
- INTERNSHIPS** **CONGRESSIONAL BUDGET OFFICE**, Washington, DC. Summer 1988.
Intern: Developed algorithm to project Defense Department outlays and cost of DOD pay raises.
- CABLE NEWS NETWORK**, Atlanta and Dallas. Jan. 1982 - Aug. 1983, Summers 1984 & 1986.
Research Assistant: Conducted background research for coverage of the Republican Convention.
Production Assistant: Managed interns. Wrote script, edited videotape and provided technical assistance before and during sportscasts and special projects.
- AMERICAN ISRAEL PUBLIC AFFAIRS COMMITTEE**, Washington, DC. Summer 1985.
Intern/Research Assistant: Researched economic effects of the Arab economic boycott of Israel.
- OTHER** **REM, Inc.**, Washington, DC. April 1992 - present.
Engaged in an ongoing project to purchase, or exchange for Western goods, aluminum and other raw materials from the regional government in Kemerovo, Russia.
- DEMOCRATIC NATIONAL CONVENTION**, San Francisco, CA. July 1984.
Youngest member of the New York State delegation to the Democratic National Convention.
Presidential Management Intern. Passed Foreign Service Examination.
- TRAVEL** Extensive travel throughout 44 states and 27 countries including Russia, New Zealand, Israel, Kenya, Canada, Morocco, Mexico, Egypt, Australia, China, Japan, and others in Europe and Southeast Asia.
- INTERESTS** Skiing, wildlife and landscape photography, baking, flying, genealogy.

POWELL, GOLDSTEIN, FRAZER & MURPHY

ATTORNEYS AT LAW

Sixteenth Floor
191 Peachtree Street, N.E.
Atlanta, Georgia 30303
404 572-6600
Facsimile 404 572-6999

PLEASE RESPOND: Washington Address

Sixth Floor
1001 Pennsylvania Avenue, N.W.
Washington, D.C. 20004
202 347-0066
Facsimile 202 624-7222

Direct Dial No.
(202) 624-7244

January 21, 1993

Dean
Office of Admissions
University of Pennsylvania Law School
3400 Chestnut Street
Philadelphia, PA 19104

Re: Ronald E. Minsk

Dear Dean:

I would like to strongly recommend Ronald E. Minsk, for admission to your 1993 Class.

I have known Ronnie since the day he was born and I have watched his development into a tremendously successful young man with great admiration.

Ronnie is one of the most intelligent and creative young people I have ever met, with an enormously wide range of interests.

He did exceptionally well majoring in economics and accounting at New York University, and at the Kennedy School at Harvard where he received a Masters in Public Policy. I had the pleasure of teaching him at the Kennedy School, where he was one of the very best students I have had in nine years of teaching.

Ronnie was one of the youngest delegates to the Democratic National Convention in 1984, while in his early twenties. He has worked as a policy analyst in the Executive Office of the President since 1990, with particular emphasis on environmental and energy issues.

Ronnie has also worked at CNN, in their research unit, and in the Congressional Budget Office.

Ronnie will be an exceptional lawyer because of his keen analytic skills and his excellent writing ability as well as his verbal precocity.

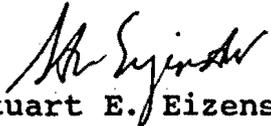
January 21, 1993
Page 2

He did very well on the LSATs, further emphasizing his potential.

Ronnie also has a great personal energy and enthusiasm level which are infectious. He is a warm and thoughtful young man with a great sense of personal integrity and strong values, which will be a tribute to the legal profession.

I urge his admission with great enthusiasm.

Very truly yours,


Stuart E. Eizenstat

SEE/pe
00333287

THIS FORM MARKS THE FILE LOCATION OF ITEM NUMBER 1
LISTED IN THE WITHDRAWAL SHEET AT THE FRONT OF THIS FOLDER.

THE WHITE HOUSE
WASHINGTON

Kathi--

This gentleman stopped by to drop off his resume. He currently works for OMB and is interested in working for DPC next summer while off from law school. He want to stop by and introduce himself later today (and may do so) or he'll try to find you next week after you get back from Tulsa (I gave him the dates of your absence).

--Rick

*This needs to be forwarded to
Roz for safekeeping.
He will get in touch w/ us
January- Feb.*

K



MARK R. MILLER
SENIOR EDITOR
PRESIDENTIAL LETTERS AND MESSAGES

THE WHITE HOUSE

(202) 456-0545

THE WHITE HOUSE
WASHINGTON

October 14, 1993

MEMORANDUM FOR CAROL RASCO

FROM: MARK MILLER, SENIOR EDITOR
PRESIDENTIAL LETTERS AND MESSAGES

SUBJECT: EDITING NEEDS

I heard today that the health care staff is looking for help in editing publications, and I believe I am the perfect person for that task.

As senior editor in the Correspondence Department, I oversee the quality of writing in all presidential letters and messages, which involves significant editing, rewriting, and proofreading.

As you know, I specialized in publications editing and management at the National Governors' Association before joining the Administration and am very eager to further lend my skills to President Clinton's initiatives.

I feel I am particularly well qualified to help in the health care area -- because I have a general knowledge of health care from my work at NGA and health care correspondence, but as a "non-expert," I can help make documents clear and readable for others who are not in the health care field.

I look forward to talking to you and, I hope, to working with you soon.

Call & tell him I understand from his E-Mail he's contacted Eller- that he

*MAMM
10/28/93
Mark*

*OCT 14 REC'D
needs to work thru them.*

Thanks.

MARK RICHARD MILLER

P6/(b)(6)

EXPERIENCE

The White House

Senior Editor, Presidential Letters and Messages, February 1993 to present

- * Supervise two staff editors. Recruit, train, and supervise interns and volunteers.
- * Establish and enforce political, legal, and editorial standards for presidential letters, messages, proclamations, and other documents signed by the President.
- * Write, rewrite, and edit presidential letters of all types to foreign heads of state, elected officials, corporate executives, the President's friends and colleagues, and other VIPs.
- * Produced guidelines for presidential documents -- covering grammar, spelling, punctuation and other issues. Serve as a resource on writing and style issues for other White House offices.
- * Conduct seminars and work with staff writers individually to improve the quality of their writing.
- * Coordinated a correspondence strategy to promote the President's economic plan.
- * Edited a publication outlining the advantages of NAFTA used by the White House and the U.S. Trade Representative to educate and seek the support of members of Congress, governors, mayors, other officials, and the public.

Presidential Transition Office

Senior Staff Editor, November 1992 to January 1992

- * Supervised 30 full-time and part-time proofreaders who checked the quality and appropriateness of responses to President-elect Clinton's mail.
- * Established procedures to ensure the efficient flow of work throughout the office, which responded to more than 200,000 letters in two and a half months.
- * Developed and enforced editorial policies and standards for writers, proofreaders, and word processing staff.

Clinton-Gore Campaign

Volunteer, Washington Operations Office, July 1992 to November 1992

- * Edited position papers, transcripts of speeches, and other documents.
- * Wrote and edited letters for Governor Clinton's signature.
- * Promoted fundraisers, rallies, and other events.

National Governors' Association

Staff Associate for Publications, Office of Public Affairs,
November 1987 to November 1992

- * Managed the production of publications, working with authors, designers, typesetters, and printers.
- * Edited and produced reports covering health care, economic development, education, state management, and other issues, as well as newsletters, brochures, meeting programs, and other materials.
- * Produced annual biography book of governors and biannual directory of governors' staff members.
- * Developed editorial guidelines for NGA staff.
- * Reorganized publications fulfillment operation, including sales policies and procedures.
- * Supervised press room at biannual business meetings of the governors.
- * Helped plan and coordinate press operations for the President's Education Summit with the Governors in Charlottesville, Va.

National Criminal Justice Association

Staff Associate, September 1986 to October 1987

- * Wrote and edited monthly newsletter on federal and state criminal justice issues and other publications.
- * Wrote summary of proceedings for a series of national seminars on state drug laws.

OTHER ACTIVITIES

Freelance Editing, Writing, and Proofreading

Assignments have included projects for the following groups:

- * National Women's Political Caucus
- * National Association of Social Workers
- * U.S. Department of Agriculture, Agriculture Research Service

Community for Creative Non-Violence

Volunteer, July 1990 to July 1992.

Worked with homeless patients in the CCNV infirmary.

Fairfax County Jail

Assistant Teacher, Education Program, Sept. 1989 to June 1990.

Worked as a volunteer in the jail's G.E.D. preparation program for inmates.

EDUCATION

Bachelor of Arts degree in English and journalism, James Madison University. Graduated cum laude, May 1986.

COMPUTER SKILLS

Experienced in WordPerfect, PageMaker, OASIS, and Quorum software.

FYI - These are
writing guidelines
I am developing
for letters, messages,
and other publications.

9-30 DRAFT
NOT FOR DISTRIBUTION

GUIDELINES FOR PRESIDENTIAL CORRESPONDENCE

Following are general guidelines for presidential correspondence and messages. For spelling or usage issues that are not covered in these guidelines, consult *Webster's New Collegiate Dictionary, 9th Edition*.

These guidelines include the following appendixes.

Appendix A: Style Guidelines for Proclamations

Rules that are used only for proclamations and other documents reviewed by the Executive Clerk's Office.

Appendix B: Members of Congress

A list of the members of the U.S. Senate and the U.S. House of Representatives, with their states, parties, and the proper salutations for President Clinton's correspondence.

Appendix C: Governors of the United States

A list of the governors of the 50 states and the five commonwealths and territories, with the proper salutations for President Clinton's correspondence.

Appendix D: Forms of Address for American Officials

A partial listing of the officials who should be addressed as *The Honorable*.

Appendix E: Forms of Address for Foreign Officials

General guidelines for addressing foreign officials.

Appendix F: Forms of Address for Ambassadors

Guidelines for addressing American ambassadors and foreign ambassadors to the United States, as well as a list of career ambassadors.

Appendix G: Military Forms of Address

Proper forms of address and abbreviations for all branches of service, including appropriate salutations for President Clinton's correspondence.

Appendix H: Religious Forms of Address

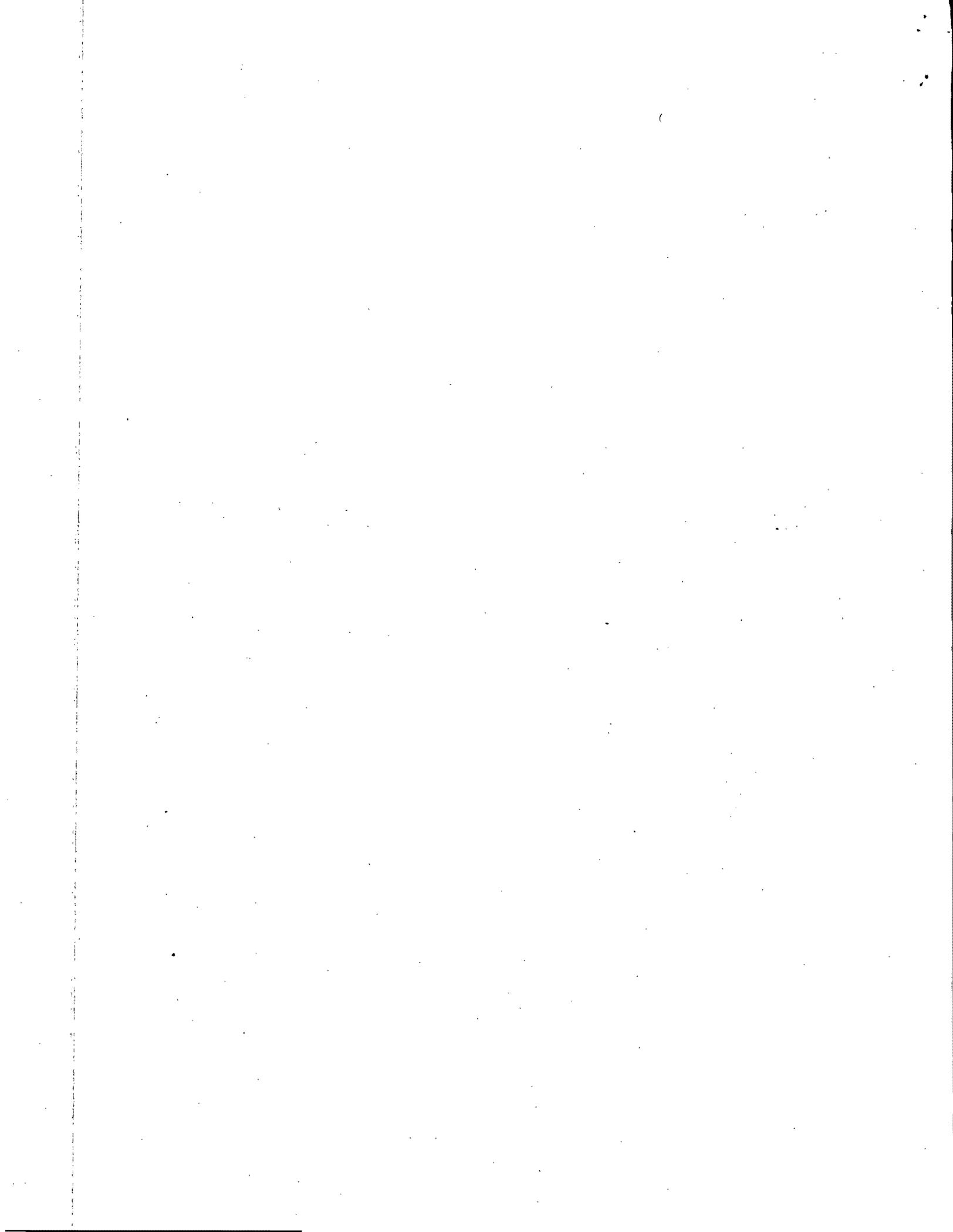
Proper forms of address for clerical leaders.

Appendix I: Former U.S. Presidents

A list of the former Presidents and the proper salutations for President Clinton's correspondence to them.

If you have any questions, contact Mark Miller, Senior Editor, Presidential Letters and Messages, at x6545.

be
ided



9-30 DRAFT

NOT FOR
DISTRIBUTION

STYLE GUIDELINES FOR PRESIDENTIAL CORRESPONDENCE

a, an

Use *a* before consonant sounds:

a historic event
a one-year term
a united stand
a 1980 record

Use *an* before vowel sounds:

an environmental issue
an honorable man
an NBA record
an 18-foot bridge

abbreviations

In general, spell out the names of organizations rather than using abbreviations.

Exceptions include agencies that are commonly known by their abbreviations:

the FBI
the CIA
the IRS

Abbreviations can be used for second references:

The United Nations will convene next week. Among the issues the U.N. will considered is human rights.

For other agencies, however, try to avoid using abbreviations:

The Department of Health and Human Services is examining the issue. The department is expected to issue its findings later this month.

See addresses, United Nations, United States.

academic degrees

Address blocks:

Use only the academic degrees of *Ph.D.* and *M.D.* The degree should follow the name and be preceded by a comma. Do not use *Dr.* when either of these degrees are listed:

Correct: *John J. Smith, Ph.D.*
Incorrect: *Dr. John J. Smith, Ph.D.*

Abbreviations:

B.A., B.S., M.A., Ph.D.

Capitalization:

a Bachelor of Arts degree
a Master in Fine Arts degree
a master's degree

his master's

accept, except

Accept means to receive.

I cannot accept your gift.

The award will be accepted by Jim.

Except means with the exclusion of or only.

Meetings are held every day except Monday.

I would go, except it's too early.

Except for John, all the staff will attend.

act

Capitalize act when part of the name of legislation:

the Americans with Disabilities Act

Do not capitalize when it stands alone:

The act is expected to pass.

addresses

Abbreviations:

In general, spell out most words in addresses. Always spell out the following words:

Apartment	Lane
Avenue	Place
Boulevard	Plaza
Building	Post Office Box
Circle	Road
County	Route
Court	Square
Drive	Street
Highway	Terrace

In general, do not abbreviate the words Fort, Mount, Port, or Point in city names:

Fort Dodge

Mount Vernon

Port Huron

Abbreviate the word Saint in the names of American cities:

St. Louis

St. Paul

Spell out North, South, East, and West.

After street names, use the following abbreviations with a comma after the street:
N.W., S.W., S.E., N.E.

1600 Pennsylvania Avenue, N.W.

355 17th Street, S.W.

Spell out Northwest, Southwest, Southeast,

and Northeast when they are part of a street name:

34 Southwest 34th Street
872 Northeast Golden Avenue

Numbers:

Use numerals for all numbers preceding street names, with the exception of One, which should be spelled out:

One State Street
3 Lincoln Avenue
21 Bunker Lane

Spell out street names from First to Ninth; use numerals for 10th and above:

31 Second Street
231 12th Avenue
14 34th Street

Order of Information:

Because the Postal Service reads addresses from the bottom to the top, the primary address (the street address or Post Office box number) should go on the line immediately above the city/state/zip code line:

Apartment 34
2236 Main Street
Port Arthur, Texas 77234

Suite 245
1234 North Oldman Road
Altoona, Pennsylvania 99129

Box 2305
James Madison University
Harrisonburg, Virginia 22807

Post Office Box 2333
St. Petersburg, Florida 10034

When you have both a post office box and a street address, use only the post office box.

Administration

Capitalized when referring to a President's Administration:

The Administration is committed to ensuring passage of the bill.
the Clinton Administration
the Bush Administration
previous Administrations

affect, effect

Affect is a verb meaning to influence.
Effect usually is a noun meaning a result.

The law will not affect the citizens of Montana.

The citizens of Montana will not be affected by the law.

The effect of the law will be lower unemployment.

In a few instances, effect can be used as a verb meaning to bring about, to accomplish, or to make operative:

He will work to effect the plan.

African American

No hyphen.

agency names

Capitalize the full names of departments, agencies, and other groups:

the Department of the Interior

the Office of National Drug Control Policy

the Task Force on Reinventing Government

Do not capitalize generic terms and second references to the group:

the department

the office

the task force

already, all ready

All ready means everyone is ready.

We were all ready for the meeting to start.

Already means by or before a given time.

They had already heard the announcement.

**alumnus, alumni,
alumna, alumnae**

Alumnus -- a man who graduated from a school.

Alumni -- a group of men or a group of men and women.

Alumna-- a woman.

Alumnae -- a group of women.

Alum is slang and generally should not be used.

Alzheimer's disease

Note capitalization and placement of apostrophe.

a.m. p.m.

Not capitalized, with periods. Do not use the redundant tomorrow morning at 10:00 a.m.

Ambassadors

See Appendix F for proper forms of address

for former and current Ambassadors, as well as a list of career Ambassadors.

amendments to the Constitution

Spell out the numbers of amendments to the U.S. Constitution from *First* to *Nine*; use numerals for *10th* through *26th*:

First Amendment
Fifth Amendment
11th Amendment

American Dream

Capitalize both words.

among, between

Generally, *among* links three or more items; *between* links two items.

The money will be divided among the five winners.

It will be important to work out the differences between the two bills.

Other examples:

among us
between you and me
between him and her

assure

See *ensure*, *insure*, *assure*.

because, since

Use *because* to note a cause-effect relationship:

He supports the bill because it will benefit his constituents.

Use *since* to note a time element:

He has been out of the office since Tuesday.

on behalf

On behalf is used to refer to a statement or action made for another person or a group of people.

On behalf of the President, I extend best wishes.

The communications director will speak on behalf of the President.

It also can mean for the benefit of or in the interest of:

The award recognizes his work on behalf of children.

Technically, a person cannot speak on behalf of someone else unless he or she has been granted the authority to do so (as in the case of a staff assistant speaking on behalf of a supervisor) or if he or she is part of the group (as in the case of a union leader

writing on behalf of steelworkers).

Therefore, do not use *on behalf* for the President unless he actually can speak for the group referred to. For example, the President might write:

On behalf of all of Americans, I commend you for a job well done.

But it would not not be appropriate for him to write in a message:

On behalf of all of the members of the Springfield Chamber of Commerce, I congratulate you as you receive this award.

**benefit,
benefited,
benefiting**

Note spellings.

beside, besides

Beside means at the side of.
He stood beside his boss.

Besides means in addition to.
Besides the weekly meeting, additional seminars will be held for new staff.

biennial, biannual

Biennial means every two years.
Biannual means twice a year.

**biweekly,
semiweekly**

Biweekly means every other week.
Semiweekly means twice a week.

**Boys Nation,
Girls Nation**

No apostrophe. Also: *Boys State, Girls State.*

Cabinet

Capitalize when referring to the President's Cabinet.

the President's Cabinet selections
a Cabinet-level department
The President met with his Cabinet.

capital, capitol

Capital refers to a seat of government.
A capitol is a building.

the U.S. Capitol
Little Rock, the capital of Arkansas
The governor's office is located in the state capitol.

Also:

North Capitol Street
East Capitol Street
South Capitol Street

century

Spell out the numbers of centuries lower than 10th; use numerals for the 10th century and higher:

the fifth century
the 21st century

Do not hyphenate *half century*.

**chairman,
chairwoman**

Use *chairman* or *chairwoman* when the gender of the person is known. If the gender is not known, use a gender-neutral term, such as *chair*. In general, use the term used by the person being addressed.

child care

Always two words and not hyphenated:
a child care proposal
The office provides child care.

cities

Include both the city and state if the city in one state could be confused with a city by the same name in another state. Generally, the state is not necessary with the following cities:

Atlanta	Honolulu	Oklahoma City
Baltimore	Houston	Philadelphia
Boston	Indianapolis	Pittsburgh
Chicago	Los Angeles	St. Louis
Cincinnati	Miami	Salt Lake City
Cleveland	Milwaukee	San Diego
Dallas	Minneapolis	San Francisco
Denver	New Orleans	Seattle
Detroit	New York City	

colon

A colon is usually used to introduce a list.
He asked about three issues: the economy, education, and health care.

Capitalize the first word after the colon only if it begins a complete sentence.

He made a promise: By the end of the day, the work would be done.

Commander in Chief

Capitalized, with no hyphens.

President Clinton is the Commander in Chief of the Armed Forces.

commas

A comma separates two essential clauses joined by a conjunction (such as *and*, *but*, *or*, etc.) -- clauses in which the subject of the sentence changes or is repeated.

*I appreciate hearing your comments, and I hope you will keep me informed.
Jack will leave in the morning, and*

capitalization

Capitalize proper nouns, proper names, titles of books and publications, titles and organizations, and the names of specific programs (such as *Medicaid*, *Medicare*, *Social Security*, and *Aid to Families with Dependent Children*).

Do not capitalize the following words unless they are part of a proper noun (such as *Federal Register* or *U.S. Department of the Treasury*):

congressional
federal
department
government
nation
presidential
secretary
state

(See appendix on proclamations for exceptions to these guidelines.)

Examples of proper capitalization:

the *White House*
the *Oval Office*
the *Mall* (Washington, D.C.)
the *Capitol* (for the U.S. Capitol)
Air Force One
the *Department of State*; the *State Department*; the *department*
the *Democratic Party*; *democratic government*; *democracy*
the *Republican Party*; a *Republican*; a *republic*
Congress
member of Congress
congressman; *congresswoman*
the *Senate*
the *House of Representatives*, the *House*
the *Committee on Ways and Means*; the *Ways and Means Committee*; the *committee*
the *United States Supreme Court*; the *Court*
the *Arizona Supreme Court*; the *state supreme court*; the *court*

See *Administration*, agency names, *Cabinet*, *Commander in Chief*, *Congress*, *Constitution*, *executive order*, *federal*, *First Family*, *First Lady*, *President*, *regions*, *seasons*, *Supreme Court*, *Vice President*, *titles*.

The task force is composed of elected officials, business owners, and other citizens.

Our nation is composed of 50 states.

Comprise means to contain, to include all, or to embrace. It is best used in the active voice:

The United States comprises 50 states.
The jury comprises five men and seven women.

**Congress,
congressional**

Capitalize Congress when referring to the U.S. House of Representatives and the U.S. Senate:

The bill will be considered by Congress later this year.

Do not capitalize congressional unless it is part of a proper noun, such as Congressional Quarterly.

See Appendix B for a list of the members of Congress and proper salutations for President Clinton's correspondence.

Constitution

The U.S. Constitution:

the Constitution of the United States
the U.S. Constitution
the Constitution

State constitutions:

the Illinois Constitution
the state constitution
the constitution

consensus

Note spelling.

**continued,
continuing**

While these terms are similar in meaning, continuing is more appropriate to describe something that is ongoing and enduring:

I appreciate your continuing support.

cost-effective

Always hyphenated, before or after a noun (as distinguished from cost efficient, which is hyphenated only before a noun).

council, counsel

A council is an assembly or meeting for consultation, advice, or discussion or a group elected or appointed as an advisory or legislative body.

Counsel can be a verb meaning to advise or a noun meaning and adviser (such as a lawyer)

Karen will pick him up at the airport.

Do not use a comma when the subject of the sentence does not change and is not repeated:

I appreciate your thoughtfulness and look forward to seeing you soon.

Jack will leave at 8:00 and will arrive in New York at 10:00.

A series of three or more items:

Use a comma to separate the items, including the last one:

The President met with the governors, mayors, and state legislators.

Quotations:

Use a comma to introduce a complete, one-sentence quotation:

The President said, "We must do what America does best: offer more opportunity to all and demand more responsibility from all."

Do not use a comma to introduce a partial quote that is a phrase:

The President said America must "offer more opportunity to all and demand more responsibility from all."

commitment,
committed,
committing

Note spellings.

compare to,
compare with

Use *compare to* when your intent is to assert that two or more items are similar:

He compared the weather in Arkansas to the weather in Tennessee.

Use *compare with* when juxtaposing two or more items to illustrate similarities and/or differences:

The analysts compared the costs of the new computer system with the costs of hiring an accountant.

The budget includes \$400 million for the program, compared with \$250 million in fiscal 1992.

The average score for U.S. students was 130, compared with 110 for students in Japan.

compose, comprise

Compose means to create or put together. It is commonly used in the passive voice:

*He is a high school dropout.
She decided not to drop out of school.*

**each other,
one another**

Two individuals help each other.
Three or more individuals help one another.

effect

See **affect, effect.**

**either/or
neither/nor**

The nouns that follow these phrases do not constitute a compound subject. The verb should agree with the closest subject.

*Neither John nor his neighbors have reported the incident to the police.
Neither John nor Mary has seen anyone suspicious.*

*Either John or his wife drives the children to school.
Either the Smiths or the Franklins pick them up.*

ellipsis

Use an ellipsis (...) to indicate the deletion within a sentence of one or more words in condensing quotes, texts, and documents. One space should be left before and after the ellipsis.

When ellipsis points indicate the deletion of an entire sentence, or sentences, four decimals should be used:

"But our greatest strength is the power of our ideas, which are still new in many lands Their cause is America's cause."

**ensure, insure,
assure**

All three mean to make secure or guarantee.

Ensure is correct in most cases:

*We must work together to ensure that the department will work efficiently.
The plan will ensure a reduced deficit.*

Insure generally refers to guaranteeing life or property against risk:

We should insure the contents of the building.

Assure connotes putting a person's mind at ease:

*I assure you that your views will be carefully considered.
He assured his boss that he would work until the project was completed.*

or advice given as a result of consultation.

court cases

Underline the names of cases, and use v. instead of vs.: Jones v. Garcia.

courtesy titles

Use the following abbreviations for adults in address blocks:

Mr. -- for males over 13 years old. (Do not use a courtesy title for males younger than 13.)

Miss -- for females up to age 18.

Mrs. -- for married women.

Ms. -- for unmarried women 18 or older, divorced women, and women whose marital status is unknown.

dates

February 15, 1993

February 15

February 15-19

February 15-19, 1993

February 1993

When a complete date is used in a sentence, the year should be set off with commas:

July 23, 1992, was the deadline.

The meeting on July 19, 1993, was productive.

Years:

1993

fiscal 1993

1993-94 (a one-year period, such as the 1993-94 school year)

1993-1994 (a two-year period, such as the 1993-1994 biennium)

the 1990s

the '90s

See fiscal year.

decisionmaking (n.) One word as a noun or adjective.

decisonmaker (n.)

decisionmaking

board (adj.)

**Democratic
Governors'
Association**

The Democratic Governors' Association (DGA) is a partisan organization representing the U.S. Democratic governors. President Clinton was chairman of DGA in 1989.

districtwide

One word.

dropout (n., adj.)
drop out (v.)

One word as a noun or adjective; two words as a verb.

October 1, 1994, to September 30, 1995.

The correct usage is *fiscal 1994*, not *fiscal year 1994* or *FY 1994*.

Other uses:

the fiscal year beginning on October 1, 1994
the current fiscal year
fiscal 1994 through fiscal 1996

follow-up (n., adj.) Hyphenated as a noun or adjective, but not
follow up (v.) as a verb.

The survey is a follow-up to the meeting.
The follow-up study will be released next week.
We need to follow up on the results of the tests.

full time (adv.)
full-time (adj.)

Examples:

He works full time.
He is a full-time employee.

fractions

Hyphenate fractions:

one-third
three-fourths
one-half

See numerals.

fundraiser (n.)
fundraising (n.)
fundraising
project (adj.)

One word as a noun or adjective.

governors

See Appendix C for a list of the governors and the proper salutations for President Clinton's correspondence.

See salutations and National Governors' Association.

grade

Examples:

first-grader
a first-grade student
a fourth-grade reading level
He is in the first grade.

his or her

When referring to a gender-neutral subject, use *his or her* or *he or she* rather than *his*, *he*, *his/her*, or *he/she*.

An employee should be familiar with his or her health plan.

entitled, titled

Entitled refers to a right to do or have something. Do not use it to mean *titled*:
She was entitled to an increase in her benefits.
The article is titled "Summer Heat Sets New Records."

executive order

Neither word is capitalized.

farther, further

Farther refers to a physical distance.
He was late to the meeting because he had to walk farther than the other employees.

Further refers to an extension of time or degree.
We will examine your proposal further in the next few weeks.

federal

Capitalize only when part of a proper noun:
the Federal Trade Commission
the Federal Register

Do not capitalize in federal government.

**fewer than,
less than**

In general, use *fewer than* when referring to a number of items.

The department has fewer than 400 employees.
There are fewer than 10 cookies left.

Use *less than* when referring to an amount:
The department's budget is less than \$25,000.
There is less than a pound of sugar left in the cabinet.

See *over*, *under*.

First Family

Capitalize both words when referring to the family of the President.

firsthand

One word:
I experienced the problems of the town firsthand.

First Lady

Capitalize both words when referring to Mrs. Clinton.

fiscal year

The federal fiscal year is the period beginning October 1 of one year and ending on September 1 of the following year. For example, fiscal 1994 is the period from

President-elect
two-thirds, three-fourths
cross-examine (and most other words
beginning with cross-)
pro-choice, pro-life
cost-effective
two-year-old (n., adj.)

In general, hyphens are not used with the following prefixes:

pre	post	over
under	ultra	extra
infra	pro	sub
super	non	anti
un	multi	semi
inter	intra	neo

Exceptions:

pre-1914
pre-employment
pre-existing
un-American
non-English-speaking citizens

The following modifiers are not hyphenated:

bipartisan
dropout
federally funded project (and other
compound modifiers with an adverb
ending in -ly)
grade point average
hardworking
multistate, multijurisdictional
nonprofit, nongovernmental
ongoing, outgoing, incoming
preempt
preschool, postsecondary
reelection, reelect
statewide, nationwide, communitywide
taxpayer, taxpaying
teenage, teenager

Most words beginning with self- are hyphenated before or after the modified noun, or if they are nouns:

self-conscious
self-sufficient
self-respect
self-esteem

Suspense hyphenation:

The provisions will apply to a three- to
nine-mile area of land.
The proposed program would benefit four-

Sometimes it is best to make the subject plural:

Employees should be familiar with their health plans.

historic,
historical

Historic pertains to what is important in or contributes to history:

a historic event

a historic building

The Gettysburg Address is a historic speech.

Historical more broadly refers to something describing history:

a historical tour

Gone With the Wind is a historical book.

the Honorable

See salutations.

however

However is considered an adverb rather than a conjunction, so it should be preceded by a semicolon and followed by a comma when used in a compound sentence. This is also true of the following words: *therefore, thus, indeed, besides.*

He has always been impressed with the organization; therefore, he was pleased when he was asked to become an honorary member.

The President was touched by your thoughtfulness in sending the gift; however, he is unable to accept it.

In the middle of a sentence, *however* and *therefore* should be set off with commas:

He usually is very patient. After he had been on hold for five minutes, however, he hung up.

hyphens

In general, hyphenate compound modifiers, except those ending in *-ly*, before a noun:

broad-based initiative

state-level official

well-known man

low-cost alternative

low-birthweight rate

low-income families

middle-class households

school-age children

community-based organization

The following phrases are always hyphenated:

and five-year-olds.

See African American, Commander in Chief, cost-effective, decisionmaking, dropout, follow-up, full time, fundraiser, long time, mark-up, policymaking, and world-class.

insure

See ensure, insure, assure.

it's, its

It's is a contraction for *it is* or *it has*:
It's up to you.
It's been a long time.

Its is the possessive form of *it* and has no apostrophe:

The company invested its earnings.

judgment

Not judgement.

junior, senior

Abbreviate as *Jr.* and *Sr.*, preceded by a comma:

Martin Luther King, Jr.

Commas are not used before *II* or *III*.

less than

See fewer, less than.

life span

Two words.

lifestyle

One word.

long time,
longtime

Examples:

They have known each other for a long time.

They are longtime friends.

mark-up (n.)
mark up (v.)

Hyphenated as a noun; two words as a verb.
The mark-up for the bill is scheduled for next week.

The committee will mark up the bill next week.

military forms of
address

See Appendix D for the proper forms of address and abbreviations for military branches and officials.

months

Months should be spelled out in most cases. When abbreviations are needed, abbreviate as follows:

Jan.	May	Sept.
Feb.	June	Oct.
March	July	Nov.
April	Aug.	Dec.

When a phrase includes a month and a year, the two elements should not be separated by a comma:

The meeting was held in May 1986.

more than, over

See *over/under* and *fewer than/less than*.

National Governors' Association

The National Governors' Association (NGA) is a bipartisan organization of the 55 U.S. governors (the 50 states plus American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the Virgin Islands). President Clinton was chairman of NGA from August 1986 to August 1987.

National League of Cities

Its members are the governments of cities with 30,000 or more residents, and some state and municipal leagues. It is separate from the U.S. Conference of Mayors, whose membership is limited to the mayors of cities with 30,000 or more residents.

National Service

Capitalize both words when referring to the President's National Service initiative:

National Service will harness the energy of our nation.

nationwide

One word.

neither/nor

See *either/or, neither/nor*.

nonprofit

One word.

numerals

In general, spell out numbers below 10, and use figures for 10 and above.

Exceptions:

Always use numerals with percentages:

3 percent
24 percent

Other examples:

1970s

the two-year plan

four years old

four- and five-year-olds

3 to 4 percent

the '70s

21st century

a 2-to-1 ratio

See *dates, fractions, percent, and years*.

occur, occurred, occurring, occurrence

Note spellings.

only

Be sure to position this word in its proper place in sentences.

Wrong: *He only visited one city.*

Right: *He visited only one city.*

Misplacement of the word can change the meaning or emphasis of a sentence:

He will support the bill only if it exempts state government.

(He won't support the bill unless it exempts state government.)

He will only support the bill if it exempts state government.

(All he will do to the bill is support it.)

He will support the bill if it exempts only state government.

(He will support it if it exempts state government but no one else.)

Understand the point you want to make and make it as clearly as possible.

over, under

Do not use these terms when referring to numerical or quantitative amounts. In most cases, *more than*, *less than*, or *fewer than* sounds better.

The company grossed more than \$300 million.

Fewer than 45 employees attended the meeting.

It will cost less than \$10 a month.

The man is over five feet tall.

percent

Spell out percent in all cases rather than using the % symbol. Use numerals with percentages.

The funding will increase by 3 percent.

He proposed an 11 percent raise.

The rate will be 13.5 percent.

The only time the number should be spelled out is when it begins a sentence:

Eighty percent of the students passed the test.

See numerals.

policymaking (n.)
policymaker (n.)
policymaking
board (adj.)

One word as a noun or an adjective.

possessives

For singular nouns not ending with an *s*,

add 's:

the President's Cabinet
the Administration's priorities

For singular nouns ending with an *s*, add 's unless the following word begins with *s*:

the hostess's invitation
the witness's answer

If the following word begins with an *s*, add only an apostrophe:

the witness' story

For plural nouns ending with an *s*, add an apostrophe:

the Cabinet secretaries' assistants
the agencies' goals
the Clintons' cat

For plural nouns not ending in *s*, add 's:

women's rights
the Children's Defense Fund

For singular proper names ending with an *s*, add only an apostrophe:

Achilles' heel
Dickens' novels

President

Always capitalize when referring to the President of the United States. However, do not capitalize *presidential* unless it is part of a proper noun.

As with other titles, do not capitalize *President* when referring to presidents of organizations unless it is used before a name:

Mary Simpson, the president of ABC Company, announced her resignation.
ABC Company announced the resignation of President Mary Simpson.

See Appendix G for the addresses of former U.S. Presidents.

Presidential Medal of Freedom

This is the nation's highest civilian honor. It is given by the President for "exceptionally meritorious contribution to the security of the United States or other significant public or private endeavors.

The *Medal of Honor* is the nation's highest military honor, given by Congress for risk of life in combat beyond the call of duty.

**principal,
principle**

Principal can be a noun or an adjective referring to something or something first in rank, authority, importance, or degree:

the principal challenge
the principal objective
a school principal

Principle is a noun meaning a fundamental truth:

the principle of self-determination

For all other uses, *principal* is correct.

private sector

Do not hyphenate *private sector* or *public sector*, either as a noun or an adjective.

the private sector
private sector support

public-private

Hyphenated, as in *public-private partnership*.

quotation marks

Generally, punctuation such as commas and periods should go inside quotation marks:

"In serving, we recognize a simple but powerful truth: We need each other."
President Clinton said, "To renew America, we must meet challenges abroad as well as at home."

Colons and semicolons are placed outside of the quotation marks:

He said the plan would be adopted "within two weeks"; three days later, it was approved.

The placement of a question mark depends on the context of the quote. If the quote itself is a question, the question mark goes inside the quotation marks:

He asked, "Is this really happening?"

If, however, the quote is not a question, but the complete sentence is, the question mark is placed outside the quotation marks:

Did he mention his "monumental contributions"?

**reelect,
reelection**

Not hyphenated.

regions

As a general rule, do not capitalize terms like *north*, *south*, and *northeast* when they indicate compass direction; capitalize them when they designate particular regions.

Compass direction:

He drove east.

The cold front is moving west.

Regions:

The flood affected the states in the Midwest.

The snow began on the East Coast and will hit the Northeast by the end of the week.

When used as adjectives, the following regional terms are not capitalized:

northern states

southern accent

southern Illinois

western states

Widely known regions -- such as *Southern California*, *the South Side of Chicago*, and *Northern Virginia* -- are always capitalized.

religious forms of address

See Appendix E for forms of address and salutations for religious leaders.

Republican Governors Association

The Republican Governors Association is partisan counterpart of the Democratic Governors' Association. Note that RGA, unlike NGA and DGA, does not use an apostrophe after *Governors*.

reverend

See salutations.

See Appendix E for forms of address and salutations for religious leaders.

Rhodes Scholarship

Capitalize both words.

He was awarded a Rhodes Scholarship.

He attended Oxford University as a Rhodes Scholar.

salutations

In general, letters signed by President Clinton should use informal salutations -- the constituent's first name as signed on the incoming letter. The address block should contain the formal name and the appropriate courtesy title.

For example, an address block may be *Mr. Jonathan E. Arnold*, but the salutation would be *Jon* if the letter is signed that way.

Exceptions:

can be reworded:
the school system in Richmond, Virginia

Capitalization:

Washington State
the state of Washington
Washington, D.C.
the District of Columbia

State of the Union Capitalize all references to the President's annual address.

Supreme Court Capitalize both words. In later references, Court can be used.
The Supreme Court will recess later this month. The Court is expected to resolve several cases before that time.

telephone numbers Use parentheses for area codes:
(202) 456-1111

Use hyphens for toll-free numbers:
1-800-555-1212

that, which In general, *that* defines, while *which* describes.

Use *that* to introduce clauses that are restrictive (or essential) -- clauses containing information that is necessary to understand the main idea of the sentence. Commas do not precede or follow such clauses.
The town meeting that was held in Detroit was well attended.
(The use of *that* distinguishes the Detroit meeting from meetings held in other cities.)

Use *which* to introduce clauses that are nonrestrictive (or nonessential) -- clauses containing information that is not necessary to understand the main idea of the sentence.
The signing of the Israeli-Palestinian Peace Accord, which took place at the White House, was a historic event.
(The phrase that is offset with commas could be removed without changing the meaning of the sentence, because there was only one Peace Accord signing. Therefore, it is a nonessential, descriptive phrase.)

Consider the following usage:

Which:

Go to the third house, which is white.

The sentence tells you to find the third house. The fact that it is white is not necessary to find the house -- it is just additional information.

"..., which is white, ..." is a nonessential phrase.

That:

Go to the third house that is white.

This sentence tells you to find the third white house -- it may be the third, fourth, or fifth house.

"...that is white..." is an essential phrase.

that, who

That and which should be used to refer to inanimate objects or organizations, while who and whom should be used to refer to people.

See who, whom.

titled

See entitled, titled.

titles

Publications:

Underline the names of newspapers, magazines, books, or book-length publications:

The Washington Post

Newsweek

100 Days of Solitude

The Prince of Tides

Use quotation marks for the names of articles, short reports, and other shorter publications.

Movies, Shows, Songs, Paintings:

Use quotation marks for titles of movies, TV shows, songs, and paintings:

"In the Line of Fire"

"Cheers"

"Don't Stop (Thinking About Tomorrow)"

"Mona Lisa"

Positions:

In general, capitalize titles before names, and do not capitalize them after names or when they stand alone.

Attorney General Janet Reno

Janet Reno, attorney general of the
United States

the U.S. attorney general

toward Not towards.

t-shirt Not T-shirt or tee-shirt.

United Nations *United Nations* should be spelled out in the first reference. In second and subsequent references, it can be abbreviated as *U.N.* (with periods).

United States Always spell out *United States* when it is used as a noun:
President Clinton is the 42nd President of the United States.

The abbreviation *U.S.* can be used as an adjective:
the U.S. Department of Justice
the U.S. economy

U.S. Conference of Mayors Its members are the mayors of cities with 30,000 or more residents.

See National League of Cities.

Vice President Do not hyphenate. Capitalize in all cases when referring to the Vice President of the United States.

As with other titles, do not capitalize *Vice President* when referring to the vice president of an organization unless it precedes a name.
Jerry Franklin, the vice president for operations, will lead the seminar.
All employees in the Operations Department report to Vice President Jerry Franklin.

videotape One word as a noun or verb.

White House The word *the* should not be capitalized unless it begins a sentence:
He attended a meeting at the White House.
The White House is a historic building.

who, whom *Who* is correct when someone is the subject of a sentence or phrase:
the woman who rented the room
Who is there?

Whom is correct when someone is the object of a verb or preposition:

the woman to whom the room was rented.
Whom do you wish to see?
the woman whom the President appointed

who's, whose

Who's is the contraction for *who is* or *who has*.

Who's in the office?
Who's been calling you?

Whose is the possessive form of *who*.
The employee whose purse was stolen
contacted the police.

work force

Two words.

workplace

One word.

world-class (adj.)

Hyphenated.

years

the 1990s, the '90s, fiscal 1993, 1992-93

youth

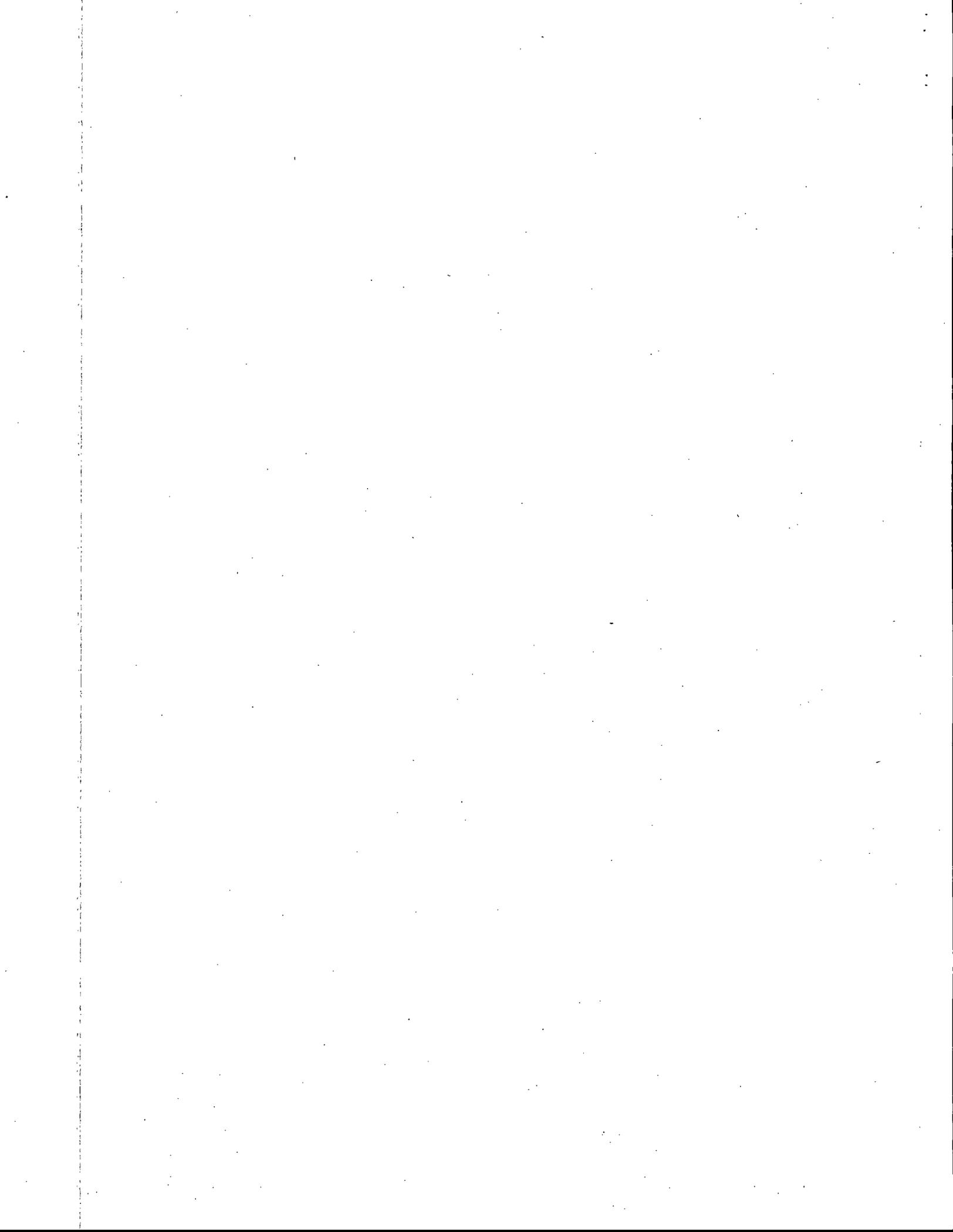
Youth generally refers to boys and girls ages 13 to 17.

Plural Forms:

The plural form can be *youth* or *youths*:
The youth of America are increasingly
concerned about the environment.
The program is designed to attract
youths from both rural and urban
areas.

APPENDIXES

- A. Style Guidelines for Proclamations
- B. Members of Congress, 1993
- C. Governors of the United States, 1993
- D. Forms of Address for Other American Officials
- E. Forms of Address for Foreign Officials
- F. Forms of Address for Ambassadors
- G. Military Forms of Address
- H. Religious Forms of Address
- I. Former U.S. Presidents



**APPENDIX A:
STYLE GUIDELINES FOR PROCLAMATIONS**

The style used for proclamations and other documents reviewed by the Executive Clerk's Office is different from that used for correspondence. Correspondence style is more personal, to reflect the President's own style, while proclamations are more formal and official.

Following are the main exceptions to the guidelines for correspondence. Refer to the GPO Manual of Style for other guidelines.

capitalization

Capitalize *Executive* when it refers to the Office of the President:

an Executive order
Executive Order No. 1223
Chief Executive
Executive Office of the President
But:
executive branch
executive privilege

Capitalize *Federal* when it refers to the United States Government:

Federal Government
Federal program
Federal employees
But:
the federal system of government

Capitalize *Government* when it refers to the United States Government:

Government funds
Government employees
But:
city and county governments

Capitalize *Member* when it is used in the phrase *Member of Congress* or *Members of Congress*.

Capitalize *Nation* when it refers to the United States:

our Nation
this Nation
But:
the nations of the world
a nation

Capitalize *Presidential* when it refers to the office of the President:

Presidential order
Presidential candidate

Proclamation usually is not capitalized:
Presidential proclamation
a proclamation

Capitalize section and title only when part of a title:

Section 2: Access to Information
Title II: Congressional Oversight
But:
section 2(a) of the Freedom of Information Act
title II of the Boland Amendment

Capitalize State when it refers to one of the United States of America, or a group of states:

State and local officials
the States affected by the flood

Congress

Congress is usually preceded by the:
passage by the Congress
the Congress will determine the outcome

Exceptions:

Member of Congress
Houses of Congress

numbers

In general, spell out numbers from one to nine and use numerals for 10 and above.

Numerals should be used for all periods of time, distance, percentage, money, age, and measurement

This measure was enacted 4 years ago.

The GNP increased 3.4 percent in the past 5 months.

3 percent, 36 percent

\$14 billion, 2 million people

3-year-old

The program is for children ages 3 to 4.

Spell numbers out when they begin a sentence:
Four years ago, this measure was enacted.

United States

Spell out when used as a noun; abbreviate when used as an adjective, unless it precedes Government:

U.S. interests

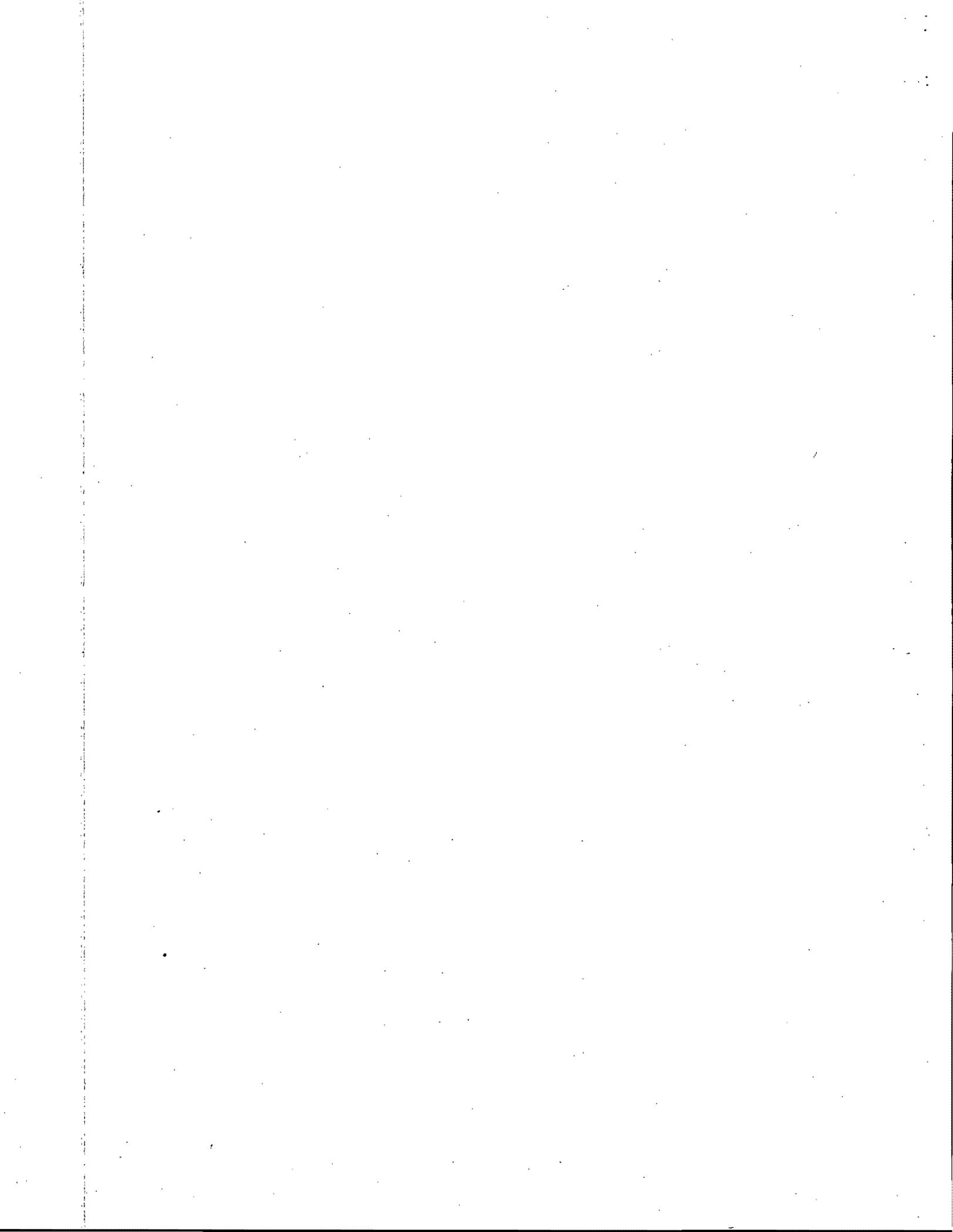
U.S. citizens

the United States and Canada

The United States Government will present its case.

**APPENDIX B:
MEMBERS OF CONGRESS, 1993**

The following salutations should be used for presidential correspondence to members of Congress. For further information about correspondence to members of Congress, contact Melissa Banks or Leanne Inadomi, Office of Legislative Affairs, x7500.



103rd SENATE ALPHA LISTING
(as of 09/17/93)

<u>SENATOR</u>	<u>PARTY/STATE</u>	<u>PRESIDENTIAL SALUTE</u>
Thomas A. Daschle	D/SD	Tom
Dennis DeConcini	D/AZ	Mr. Chairman
Christopher J. Dodd	D/CT	Chris
Robert Dole	R/KS	Mr. Leader
Pete V. Domenici	R/NM	Senator Domenici
Byron L. Dorgan	D/ND	Byron
David Durenberger	R/MN	Senator Durenberge
J. James Exon	D/NE	Jim
Lauch Faircloth	R/NC	Senator Faircloth
Russell D. Feingold	D/WI	Russ
Dianne Feinstein	D/CA	Dianne
Wendell H. Ford	D/KY	Mr. Chairman
John Glenn	D/OH	Mr. Chairman
Slade Gorton	R/WA	Senator Gorton
Robert Graham	D/FL	Bob
Phil Gramm	R/TX	Senator Gramm
Charles E. Grassley	R/IA	Senator Grassley
Judd Gregg	R/NH	Senator Gregg
Tom Harkin	D/IA	Tom
Orrin G. Hatch	R/UT	Senator Hatch
Mark O. Hatfield	R/OR	Senator Hatfield
Howell Heflin	D/AL	Howell
Jesse Helms	R/NC	Senator Helms
Ernest F. Hollings	D/SC	Mr. Chairman
Kay Bailey Hutchison	R/TX	Senator Hutchison

103rd SENATE ALPHA LISTING
(as of 09/17/93)

<u>SENATOR</u>	<u>PARTY/STATE</u>	<u>PRESIDENTIAL SALUTATION</u>
Daniel K. Akaka	D/HI	Danny
Max Baucus	D/MT	Mr. Chairman
Robert F. Bennett	R/UT	Senator Bennett
Joseph R. Biden, Jr.	D/DE	Mr. Chairman
Jeff Bingaman	D/NM	Jeff
Christopher S. Bond	R/MO	Kit
David L. Boren	D/OK	David
Barbara Boxer	D/CA	Barbara
Bill Bradley	D/NJ	Bill
John B. Breaux	D/LA	John
Hank Brown	R/CO	Senator Brown
Richard H. Bryan	D/NV	Dick
Dale Bumpers	D/AR	Dale
Conrad Burns	R/MT	Senator Burns
Robert C. Byrd	D/WV	Mr. Chairman
Ben Nighthorse Campbell	D/CO	Ben
John H. Chafee	R/RI	Senator Chafee
Dan Coats	R/IN	Senator Coats
Thad Cochran	R/MS	Senator Cochran
William S. Cohen	R/ME	Senator Cohen
Kent Conrad	D/ND	Kent
Paul Coverdell	R/GA	Senator Coverdell
Larry E. Craig	R/ID	Senator Craig
Alfonse D'Amato	R/NY	Senator D'Amato
John C. Danforth	R/MO	Senator Danforth

103rd SENATE ALPHA LISTING
(as of 09/17/93)

<u>SENATOR</u>	<u>PARTY/STATE</u>	<u>PRESIDENTIAL SALUTE</u>
Daniel K. Inouye	D/HI	Danny
James M. Jeffords	R/VT	Senator Jeffords
J. Bennett Johnston	D/LA	Mr. Chairman
Nancy Landon Kassebaum	R/KS	Senator Kassebaum
Dirk Kempthorne	R/ID	Senator Kempthorne
Edward M. Kennedy	D/MA	Mr. Chairman
J. Robert Kerrey	D/NE	Bob
John F. Kerry	D/MA	John
Herbert Kohl	D/WI	Herb
Frank R. Lautenberg	D/NJ	Frank
Patrick J. Leahy	D/VT	Mr. Chairman
Carl Levin	D/MI	Carl
Joseph Lieberman	D/CT	Joe
Trent Lott	R/MS	Senator Lott
Richard G. Lugar	R/IN	Senator Lugar
Connie Mack	R/FL	Senator Mack
Harlan Mathews	D/TN	Harlan
John McCain	R/AZ	Senator McCain
Mitch McConnell	R/KY	Senator McConnell
Howard M. Metzenbaum	D/OH	Howard
Barbara Mikulski	D/MD	Barbara
George J. Mitchell	D/ME	Mr. Leader
Carol Moseley-Braun	D/IL	Carol
Daniel Patrick Moynihan	D/NY	Mr. Chairman
Frank H. Murkowski	R/AK	Senator Murkowski

103rd SENATE ALPHA LISTING
(as of 09/17/93)

<u>SENATOR</u>	<u>PARTY/STATE</u>	<u>PRESIDENTIAL SALUTA</u>
Patty Murray	D/WA	Patty
Don Nickles	R/OK	Senator Nickles
Sam Nunn	D/GA	Mr. Chairman
Bob Packwood	R/OR	Senator Packwood
Claiborne Pell	D/RI	Mr. Chairman
Larry Pressler	R/SD	Senator Pressler
David Pryor	D/AR	David
Harry M. Reid	D/NV	Harry
Donald W. Riegle, Jr.	D/MI	Mr. Chairman
Charles Robb	D/VA	Chuck
John D. Rockefeller IV	D/WV	Mr. Chairman
William V. Roth, Jr.	R/DE	Senator Roth
Paul S. Sarbanes	D/MD	Mr. Chairman
Jim Sasser	D/TN	Mr. Chairman
Richard C. Shelby	D/AL	Richard
Paul Simon	D/IL	Paul
Alan K. Simpson	R/WY	Senator Simpson
Robert Smith	R/NH	Senator Smith
Arlen Specter	R/PA	Senator Specter
Ted Stevens	R/AK	Senator Stevens
Strom Thurmond	R/SC	Senator Thurmond
Malcolm Wallop	R/WY	Senator Wallop
John W. Warner	R/VA	Senator Warner
Paul Wellstone	D/MN	Paul
Harris Wofford	D/PA	Harris

103rd HOUSE ALPHA LISTING
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<u>REPRESENTATIVE</u>	<u>PARTY/STATE</u>	<u>PRESIDENTIAL SALUTATION</u>
Neil Abercrombie	D/HI	Neil
Gary L. Ackerman	D/NY	Gary
Wayne Allard	R/CO	Representative Allard
Michael A. Andrews	D/TX	Mike
Robert E. Andrews	D/NJ	Rob
Thomas H. Andrews	D/ME	Tom
Douglas Applegate	D/OH	Doug
Bill Archer	R/TX	Representative Archer
Richard K. Armev	R/TX	Representative Armev
Jim Bacchus	D/FL	Jim
Spencer T. Bachus	R/AL	Representative Bachus
Scotty Baesler	D/KY	Scotty
William Baker	R/CA	Representative Baker
Richard H. Baker	R/LA	Representative Baker
Cass Ballenger	R/NC	Representative Ballenger
Peter W. Barca	D/WI	Peter
James A. Barcia	D/MI	Jim
Thomas J. Barlow	D/KY	Tom
Bill Barrett	R/NE	Representative Barrett
Thomas M. Barrett	D/WI	Tom
Roscoe G. Bartlett	R/MD	Representative Bartlett
Joe Barton	R/TX	Representative Barton
Herbert H. Bateman	R/VA	Representative Bateman
Xavier Becerra	D/CA	Xavier
Anthony C. Beilenson	D/CA	Tony

103rd HOUSE ALPHA LISTING
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<u>REPRESENTATIVE</u>	<u>PARTY/STATE</u>	<u>PRESIDENTIAL SALUTATION</u>
Helen Delich Bentley	R/MD	Representative Bentley
Douglas K. Bereuter	R/NE	Representative Bereuter
Howard L. Berman	D/CA	Howard
Tom Bevill	D/AL	Tom
James H. Bilbray	D/NV	Jim
Michael Bilirakis	R/FL	Representative Bilirakis
Sanford D. Bishop	D/GA	Sanford
Lucien E. Blackwell	D/PA	Lucien
Thomas J. Bliley, Jr.	R/VA	Representative Bliley
Peter I. Blute	R/MA	Representative Blute
Sherwood L. Boehlert	R/NY	Sherry
John A. Boehner	R/OH	Representative Boehner
Henry Bonilla	R/TX	Representative Bonilla
David E. Bonior	D/MI	David
Robert A. Borski	D/PA	Bob
Rick Boucher	D/VA	Rick
Bill Brewster	D/OK	Bill
Jack Brooks	D/TX	Mr. Chairman
Glen Browder	D/AL	Glen
Corrine Brown	D/FL	Corrine
George E. Brown, Jr.	D/CA	Mr. Chairman
Sherrod Brown	D/OH	Sherrod
John Bryant	D/TX	John
Jim Bunning	R/KY	Representative Bunning
Dan Burton	R/IN	Representative Burton

103rd HOUSE ALPHA LISTING
(as of 09/17/93)

<u>REPRESENTATIVE</u>	<u>PARTY/STATE</u>	<u>PRESIDENTIAL SALUTATION</u>
Steve Buyer	R/IN	Representative Buyer
Leslie L. Byrne	D/VA	Leslie
Sonny Callahan	R/AL	Representative Callahan
Ken Calvert	R/CA	Representative Calvert
David Camp	R/MI	Representative Camp
Charles T. Canady	R/FL	Representative Canady
Maria Cantwell	D/WA	Maria
Benjamin L. Cardin	D/MD	Ben
Bob Carr	D/MI	Bob
Michael N. Castle	R/DE	Representative Castle
Jim Chapman	D/TX	Jim
William (Bill) Clay	D/MO	Mr. Chairman
Eva M. Clayton	D/NC	Eva
Bob Clement	D/TN	Bob
William F. Clinger, Jr.	R/PA	Representative Clinger
James E. Clyburn	D/SC	Jim
Howard Coble	R/NC	Representative Coble
Ronald D. Coleman	D/TX	Ron
Barbara-Rose Collins	D/MI	Barbara-Rose
Cardiss Collins	D/IL	Cardiss
Michael A. (Mac) Collins	R/GA	Representative Collins
Larry Combest	R/TX	Representative Combest
Gary Condit	D/CA	Gary
John Conyers, Jr.	D/MI	Mr. Chairman
Jim Cooper	D/TN	Jim

103rd HOUSE ALPHA LISTING
(as of 09/17/93)

<u>REPRESENTATIVE</u>	<u>PARTY/STATE</u>	<u>PRESIDENTIAL SALUTATION</u>
Sam Coppersmith	D/AZ	Sam
Jerry F. Costello	D/IL	Jerry
Christopher Cox	R/CA	Representative Cox
William J. Coyne	D/PA	Bill
Robert E. (Bud) Cramer	D/AL	Bud
Philip M. Crane	R/IL	Representative Crane
Michael D. Crapo	R/ID	Representative Crapo
Randy "Duke" Cunningham	R/CA	Representative Cunningham
Pat Danner	D/MO	Pat
George W. Darden	D/GA	Buddy
Nathan Deal	D/GA	Nathan
Peter A. DeFazio	D/OR	Peter
E "Kika" de la Garza	D/TX	Mr. Chairman
Rosa DeLauro	D/CT	Rosa
Tom DeLay	R/TX	Representative DeLay
Ronald V. Dellums	D/CA	Mr. Chairman
Ron de Lugo	D/VI	Ron
Butler Derrick	D/SC	Butler
Peter Deutsch	D/FL	Peter
Lincoln Diaz-Balart	R/FL	Representative Diaz-Balart
Jay Dickey	R/AR	Representative Dickey
Norman D. Dicks	D/WA	Norm
John D. Dingell	D/MI	Mr. Chairman
Julian C. Dixon	D/CA	Julian
Calvin M. Dooley	D/CA	Cal

103rd HOUSE ALPHA LISTING
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<u>REPRESENTATIVE</u>	<u>PARTY/STATE</u>	<u>PRESIDENTIAL SALUTATION</u>
John T. Doolittle	R/CA	Representative Doolittle
Robert K. Dornan	R/CA	Representative Dornan
David Dreier	R/CA	Representative Dreier
John J. Duncan, Jr.	R/TN	Representative Duncan
Jennifer B. Dunn	R/WA	Representative Dunn
Richard J. Durbin	D/IL	Dick
Chet Edwards	D/TX	Chet
Don Edwards	D/CA	Don
Bill Emerson	R/MO	Representative Emerson
Eliot L. Engel	D/NY	Eliot
Glenn English	D/OK	Glenn
Karan English	D/AZ	Karan
Anna G. Eshoo	D/CA	Anna
Lane Evans	D/IL	Lane
Terry Everett	R/AL	Representative Everett
Thomas Ewing	R/IL	Representative Ewing
Eni H. Faleomavaega	D/AS	Eni
Sam Farr	D/CA	Sam
Harris W. Fawell	R/IL	Representative Fawell
Vic Fazio	D/CA	Vic
Cleo Fields	D/LA	Cleo
Jack Fields	R/TX	Representative Fields
Bob Filner	D/CA	Bob
Eric D. Fingerhut	D/OH	Eric
Hamilton Fish, Jr.	R/NY	Representative Fish

103rd HOUSE ALPHA LISTING
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<u>REPRESENTATIVE</u>	<u>PARTY/STATE</u>	<u>PRESIDENTIAL SALUTATION</u>
Floyd H. Flake	D/NY	Floyd
Thomas M. Foglietta	D/PA	Tom
Thomas S. Foley	D/WA	Mr. Speaker
Harold E. Ford	D/TN	Harold
William D. Ford	D/MI	Mr. Chairman
Tillie Fowler	R/FL	Representative Fowler
Barney Frank	D/MA	Barney
Bob Franks	R/NJ	Representative Franks
Gary A. Franks	R/CT	Representative Franks
Martin Frost	D/TX	Martin
Elizabeth Furse	D/OR	Elizabeth
Elton Gallegly	R/CA	Representative Gallegly
Dean A. Gallo	R/NJ	Representative Gallo
Sam Gejdenson	D/CT	Sam
George W. Gekas	R/PA	Representative Gekas
Richard A. Gephardt	D/MO	Mr. Leader
Pete Geren	D/TX	Pete
Sam Gibbons	D/FL	Sam
Wayne T. Gilchrest	R/MD	Representative Gilchrest
Paul E. Gillmor	R/OH	Representative Gillmor
Benjamin A. Gilman	R/NY	Representative Gilman
Newt Gingrich	R/GA	Newt
Dan Glickman	D/KS	Dan
Henry B. Gonzalez	D/TX	Mr. Chairman
Robert W. Goodlatte	R/VA	Representative Goodlatte

103rd HOUSE ALPHA LISTING
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<u>REPRESENTATIVE</u>	<u>PARTY/STATE</u>	<u>PRESIDENTIAL SALUTATION</u>
William F. Goodling	R/PA	Representative Goodling
Bart Gordon	D/TN	Bart
Porter J. Goss	R/FL	Representative Goss
Rod Grams	R/MN	Representative Grams
Fred Grandy	R/IA	Representative Grandy
Gene Green	D/TX	Gene
James C. Greenwood	R/PA	Representative Greenwood
Steve Gunderson	R/WI	Representative Gunderson
Luis V. Gutierrez	D/IL	Luis
Ralph M. Hall	D/TX	Ralph
Tony P. Hall	D/OH	Tony
Dan Hamburg	D/CA	Dan
Lee H. Hamilton	D/IN	Mr. Chairman
Melton D. "Mel" Hancock	R/MO	Representative Hancock
James V. Hansen	R/UT	Representative Hansen
Jane Harman	D/CA	Jane
J. Dennis Hastert	R/IL	Representative Hastert
Alcee L. Hastings	D/FL	Alcee
James A. Hayes	D/LA	Jimmy
Joel Hefley	R/CO	Representative Hefley
W. G. "Bill" Hefner	D/NC	Bill
Wally Herger	R/CA	Representative Herger
Earl F. Hilliard	D/AL	Earl
Maurice D. Hinchey	D/NY	Maurice
Peter Hoagland	D/NE	Peter

103rd HOUSE ALPHA LISTING
(as of 09/17/93)

<u>REPRESENTATIVE</u>	<u>PARTY/STATE</u>	<u>PRESIDENTIAL SALUTATION</u>
David L. Hobson	R/OH	Representative Hobson
George J. Hochbrueckner	D/NY	George
Peter Hoekstra	R/MI	Representative Hoekstra
Martin R. Hoke	R/OH	Representative Hoke
Tim Holden	D/PA	Tim
Steve Horn	R/CA	Representative Horn
Amo Houghton, Jr.	R/NY	Representative Houghton
Steny H. Hoyer	D/MD	Steny
Michael Huffington	R/CA	Representative Huffington
William J. Hughes	D/NJ	Bill
Duncan Hunter	R/CA	Representative Hunter
Tim Hutchinson	R/AR	Representative Hutchinson
Earl Hutto	D/FL	Earl
Henry J. Hyde	R/IL	Representative Hyde
Bob Inglis	R/SC	Representative Inglis
James M. Inhofe	R/OK	Representative Inhofe
Jay Inslee	D/WA	Jay
Ernest J. Istook	R/OK	Representative Istook
Andrew Jacobs, Jr.	D/IN	Andy
William J. Jefferson	D/LA	Bill
Don Johnson	D/GA	Don
Eddie Bernice Johnson	D/TX	Eddie Bernice
Nancy L. Johnson	R/CT	Nancy
Sam Johnson	R/TX	Representative Johnson
Tim Johnson	D/SD	Tim

103rd HOUSE ALPHA LISTING
(as of 09/17/93)

<u>REPRESENTATIVE</u>	<u>PARTY/STATE</u>	<u>PRESIDENTIAL SALUTATION</u>
Harry A. Johnston	D/FL	Harry
Paul E. Kanjorski	D/PA	Paul
Marcy Kaptur	D/OH	Marcy
John R. Kasich	R/OH	Representative Kasich
Joseph P. Kennedy II	D/MA	Joe
Barbara B. Kennelly	D/CT	Barbara
Dale E. Kildee	D/MI	Dale
Jay C. Kim	R/CA	Representative Kim
Peter T. King	R/NY	Representative King
Jack Kingston	R/GA	Representative Kingston
Gerald Kleczka	D/WI	Jerry
Herbert C. Klein	D/NJ	Herb
Ron Klink	D/PA	Ron
Scott L. Klug	R/WI	Representative Klug
Joseph Knollenberg	R/MI	Representative Knollenberg
Jim Kolbe	R/AZ	Representative Kolbe
Michael J. Kopetski	D/OR	Mike
Mike Kreidler	D/WA	Mike
Jon Kyl	R/AZ	Representative Kyl
John J. LaFalce	D/NY	Mr. Chairman
Blanche Lambert	D/AR	Blanche
H. Martin Lancaster	D/NC	Martin
Tom Lantos	D/CA	Tom
Larry LaRocco	D/ID	Larry
Greg Laughlin	D/TX	Greg

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(as of 09/17/93)

<u>REPRESENTATIVE</u>	<u>PARTY/STATE</u>	<u>PRESIDENTIAL SALUTATION</u>
Rick A. Lazio	R/NY	Representative Lazio
Jim Leach	R/IA	Representative Leach
Richard Lehman	D/CA	Rick
Sander Levin	D/MI	Sandy
David A. Levy	R/NY	Representative Levy
Jerry Lewis	R/CA	Representative Lewis
John Lewis	D/GA	John
Tom Lewis	R/FL	Representative Lewis
Jim Ross Lightfoot	R/IA	Representative Lightfoot
John Linder	R/GA	Representative Linder
William O. Lipinski	D/IL	Bill
Bob Livingston	R/LA	Representative Livingston
Marilyn Lloyd	D/TN	Marilyn
Jill Long	D/IN	Jill
Nita M. Lowey	D/NY	Nita
Ronald K. Machtley	R/RI	Representative Machtley
Carolyn B. Maloney	D/NY	Carolyn
David Mann	D/OH	David
Thomas J. Manton	D/NY	Tom
Donald Manzullo	R/IL	Representative Manzullo
Marjorie Margolies-Mezvinsky	D/PA	Marjorie
Edward J. Markey	D/MA	Ed
Matthew G. Martinez	D/CA	Marty
Robert T. Matsui	D/CA	Bob
Romano L. Mazzoli	D/KY	Ron

103rd HOUSE ALPHA LISTING
(as of 09/17/93)

<u>REPRESENTATIVE</u>	<u>PARTY/STATE</u>	<u>PRESIDENTIAL SALUTATION</u>
Al McCandless	R/CA	Representative McCandless
Frank McCloskey	D/IN	Frank
Bill McCollum	R/FL	Representative McCollum
Jim McCrery	R/LA	Representative McCrery
Dave McCurdy	D/OK	Dave
Joseph M. McDade	R/PA	Representative McDade
James A. McDermott	D/WA	Mr. Chairman
Paul McHale	D/PA	Paul
John M. McHugh	R/NY	Representative McHugh
Scott McInnis	R/CO	Representative McInnis
Howard P. (Buck) McKeon	R/CA	Representative McKeon
Cynthia A. McKinney	D/GA	Cynthia
J. Alex McMillan	R/NC	Representative McMillan
Michael R. McNulty	D/NY	Mike
Martin T. Meehan	D/MA	Marty
Carrie P. Meek	D/FL	Carrie
Robert Menendez	D/NJ	Bob
Jan Meyers	R/KS	Representative Meyers
Kweisi Mfume	D/MD	Kweisi
John L. Mica	R/FL	Representative Mica
Robert H. Michel	R/IL	Mr. Leader
Dan Miller	R/FL	Representative Miller
George Miller	D/CA	Mr. Chairman
Norman Y. Mineta	D/CA	Mr. Chairman
David Minge	D/MN	David

103rd HOUSE ALPHA LISTING
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<u>REPRESENTATIVE</u>	<u>PARTY/STATE</u>	<u>PRESIDENTIAL SALUTATION</u>
Patsy Mink	D/HI	Patsy
John Joseph Moakley	D/MA	Mr. Chairman
Susan Molinari	R/NY	Representative Molinari
Alan B. Mollohan	D/WV	Alan
G. V. Montgomery	D/MS	Mr. Chairman
Carlos J. Moorhead	R/CA	Representative Moorhead
James P. Moran	D/VA	Jim
Constance A. Morella	R/MD	Representative Morella
Austin J. Murphy	D/PA	Austin
John P. Murtha	D/PA	Jack
John T. Myers	R/IN	Representative Myers
Jerrold Nadler	D/NY	Jerry
William H. Natcher	D/KY	Mr. Chairman
Richard E. Neal	D/MA	Richard
Stephen L. Neal	D/NC	Steve
Eleanor Holmes Norton	D/DC	Eleanor
Jim Nussle	R/IA	Representative Nussle
James L. Oberstar	D/MN	Jim
David R. Obey	D/WI	Dave
John Olver	D/MA	John
Solomon P. Ortiz	D/TX	Solomon
William Orton	D/UT	Bill
Major R. Owens	D/NY	Major
Michael G. Oxley	R/OH	Representative Oxley
Ron Packard	R/CA	Representative Packard

103rd HOUSE ALPHA LISTING
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<u>REPRESENTATIVE</u>	<u>PARTY/STATE</u>	<u>PRESIDENTIAL SALUTATION</u>
Frank Pallone, Jr.	D/NJ	Frank
Mike Parker	D/MS	Mike
Ed Pastor	D/AZ	Ed
L. William Paxon	R/NY	Representative Paxon
Donald M. Payne	D/NJ	Donald
L. F. Payne, Jr.	D/VA	L.F.
Nancy Pelosi	D/CA	Nancy
Timothy J. Penny	D/MN	Tim
Collin C. Peterson	D/MN	Collin
Douglas "Pete" Peterson	D/FL	Pete
Thomas E. Petri	R/WI	Representative Petri
Owen B. Pickett	D/VA	Owen
J. J. Pickle	D/TX	Jake
Richard W. Pombo	R/CA	Representative Pombo
Earl Pomeroy	D/ND	Earl
John Edward Porter	R/IL	Representative Porter
Rob Portman	R/OH	Representative Portman
Glenn Poshard	D/IL	Glenn
David E. Price	D/NC	David
Deborah Pryce	R/OH	Representative Pryce
James H. Quillen	R/TN	Representative Quillen
Jack Quinn	R/NY	Representative Quinn
Nick Joe Rahall II	D/WV	Nick
Jim Ramstad	R/MN	Representative Ramstad
Charles B. Rangel	D/NY	Charlie

103rd HOUSE ALPHA LISTING
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<u>REPRESENTATIVE</u>	<u>PARTY/STATE</u>	<u>PRESIDENTIAL SALUTATION</u>
Arthur Ravenel, Jr.	R/SC	Representative Ravenel
John Reed	D/RI	Jack
Ralph Regula	R/OH	Representative Regula
Mel Reynolds	D/IL	Mel
Bill Richardson	D/NM	Bill
Thomas J. Ridge	R/PA	Representative Ridge
Pat Roberts	R/KS	Representative Roberts
Timothy Roemer	D/IN	Tim
Harold Rogers	R/KY	Representative Rogers
Dana Rohrabacher	R/CA	Representative Rohrabacher
Carlos A. Romero-Barceló	D/PR	Carlos
Ileana Ros-Lehtinen	R/FL	Representative Ros-Lehtinen
Charlie Rose	D/NC	Mr. Chairman
Dan Rostenkowski	D/IL	Mr. Chairman
Toby Roth	R/WI	Representative Roth
Marge Roukema	R/NJ	Representative Roukema
J. Roy Rowland	D/GA	Roy
Lucille Roybal-Allard	D/CA	Lucille
Ed Royce	R/CA	Representative Royce
Bobby L. Rush	D/IL	Bobby
Martin Olav Sabo	D/MN	Mr. Chairman
Bernard Sanders	I/VT	Bernie
George E. Sangmeister	D/IL	George
Richard John Santorum	R/PA	Representative Santorum
Bill Sarpalius	D/TX	Bill

103rd HOUSE ALPHA LISTING
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<u>REPRESENTATIVE</u>	<u>PARTY/STATE</u>	<u>PRESIDENTIAL SALUTATION</u>
Thomas C. Sawyer	D/OH	Tom
H. James Saxton	R/NJ	Representative Saxton
Dan Schaefer	R/CO	Representative Schaefer
Lynn Schenk	D/CA	Lynn
Steven Schiff	R/NM	Representative Schiff
Patricia Schroeder	D/CO	Pat
Charles E. Schumer	D/NY	Chuck
Robert C. Scott	D/VA	Bobby
F. James Sensenbrenner, Jr.	R/WI	Representative Sensenbrenner
José E. Serrano	D/NY	Joe
Philip R. Sharp	D/IN	Phil
E. Clay Shaw, Jr.	R/FL	Representative Shaw
Christopher Shays	R/CT	Representative Shays
Karen Shepherd	D/UT	Karen
Bud Shuster	R/PA	Representative Shuster
Norman Sisisky	D/VA	Norm
David Skaggs	D/CO	David
Joe Skeen	R/NM	Representative Skeen
Ike Skelton	D/MO	Ike
Jim Slattery	D/KS	Jim
Louise McIntosh Slaughter	D/NY	Louise
Christopher H. Smith	R/NJ	Representative Smith
Lamar S. Smith	R/TX	Representative Smith
Neal Smith	D/IA	Neal
Nick Smith	R/MI	Representative Smith

103rd HOUSE ALPHA LISTING
(as of 09/17/93)

<u>REPRESENTATIVE</u>	<u>PARTY/STATE</u>	<u>PRESIDENTIAL SALUTATION</u>
Robert F. Smith	R/OR	Representative Smith
Olympia J. Snowe	R/ME	Representative Snowe
Gerald B. Solomon	R/NY	Representative Solomon
Floyd Spence	R/SC	Representative Spence
John M. Spratt, Jr.	D/SC	John
Fortney Pete Stark	D/CA	Pete
Clifford B. Stearns	R/FL	Representative Stearns
Charles W. Stenholm	D/TX	Charlie
Louis Stokes	D/OH	Louis
Ted Strickland	D/OH	Ted
Gerry E. Studds	D/MA	Mr. Chairman
Bob Stump	R/AZ	Representative Stump
Bart Stupak	D/MI	Bart
Don Sundquist	R/TN	Representative Sundquist
Dick Swett	D/NH	Dick
Al Swift	D/WA	Al
Mike Synar	D/OK	Mike
James M. Talent	R/MO	Representative Talent
John S. Tanner	D/TN	John
W. J. "Billy" Tauzin	D/LA	Billy
Charles H. Taylor	R/NC	Representative Taylor
Gene Taylor	D/MS	Gene
Frank Tejeda	D/TX	Frank
Craig Thomas	R/WY	Representative Thomas
William M. Thomas	R/CA	Representative Thomas

103rd HOUSE ALPHA LISTING

(as of 09/17/93)

<u>REPRESENTATIVE</u>	<u>PARTY/STATE</u>	<u>PRESIDENTIAL SALUTATION</u>
Bennie G. Thompson	D/MS	Bennie
Ray Thornton	D/AR	Ray
Karen L. Thurman	D/FL	Karen
Peter G. Torkildsen	R/MA	Representative Torkildsen
Esteban Edward Torres	D/CA	Esteban
Robert G. Torricelli	D/NJ	Bob
Edolphus Towns	D/NY	Ed
James A. Traficant, Jr.	D/OH	Jim
Walter R. Tucker	D/CA	Walter
Robert A. Underwood	D/GU	Bob
Jolene Unsoeld	D/WA	Jolene
Fred Upton	R/MI	Representative Upton
Tim Valentine	D/NC	Tim
Nydia M. Velázquez	D/NY	Nydia
Bruce F. Vento	D/MN	Bruce
Peter J. Visclosky	D/IN	Pete
Harold L. Volkmer	D/MO	Harold
Barbara Vucanovich	R/NV	Representative Vucanovich
Robert S. Walker	R/PA	Representative Walker
James T. Walsh	R/NY	Representative Walsh
Craig Washington	D/TX	Craig
Maxine Waters	D/CA	Maxine
Melvin Watt	D/NC	Mel
Henry A. Waxman	D/CA	Henry
Curt Weldon	R/PA	Representative Weldon

103rd HOUSE ALPHA LISTING
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<u>REPRESENTATIVE</u>	<u>PARTY/STATE</u>	<u>PRESIDENTIAL SALUTATION</u>
Alan Wheat	D/MO	Alan
Jamie L. Whitten	D/MS	Mr. Chairman
Pat Williams	D/MT	Pat
Charles Wilson	D/TX	Charlie
Robert E. Wise, Jr.	D/WV	Bob
Frank R. Wolf	R/VA	Representative Wolf
Lynn C. Woolsey	D/CA	Lynn
Ron Wyden	D/OR	Ron
Albert R. Wynn	D/MD	Albert
Sidney R. Yates	D/IL	Sidney
C.W. Bill Young	R/FL	Representative Young
Don Young	R/AK	Representative Young
William H. Zeff	R/NH	Representative Zeff
Dick A. Zimmer	R/NJ	Representative Zimmer

**APPENDIX C:
GOVERNORS OF THE UNITED STATES, 1993**

The following salutations should be used for presidential correspondence to governors. For further information and information about the proper salutations for mayors or other state and local officials, contact Elise Deal, Office of Intergovernmental Affairs, x2896.

<u>State</u>	<u>Governor</u>	<u>Salutation--BC Correspondence</u>
Alabama	Jim Folsom	Jim
Alaska	Walter J. Hickel	Wally
Arizona	J. Fife Symington III	Fife
Arkansas	Jim Guy Tucker	Jim Guy
California	Pete Wilson	Pete
Colorado	Roy Romer	Roy
Connecticut	Lowell P. Weicker, Jr.	Lowell
Delaware	Thomas R. Carper	Tom
Florida	Lawton M. Chiles, Jr.	Lawton
Georgia	Zell B. Miller	Zell
Hawaii	John D. Waihee III	John
Idaho	Cecil D. Andrus	Cece
Illinois	James R. Edgar	Jim
Indiana	B. Evan Bayh III	Evan
Iowa	Terry E. Branstad	Terry
Kansas	Joan M. Finney	Joan
Kentucky	Brereton C. Jones	Brereton
Louisiana	Edwin W. Edwards	Edwin
Maine	John R. McKernan, Jr.	Jock
Maryland	William Donald Schaefer	Don
Massachusetts	William F. Weld	Bill
Michigan	John M. Engler	John
Minnesota	Arne H. Carlson	Arne
Mississippi	D. Kirkwood Fordice, Jr.	Kirk
Missouri	Mel Carnahan	Mel
Montana	Marc Racicot	Gov. Racicot
Nebraska	E. Benjamin Nelson	Ben
Nevada	Robert J. Miller	Bob
New Hampshire	Steve Merrill	Gov. Merrill
New Jersey	James J. Florio	Jim
New Mexico	Bruce King	Bruce
New York	Mario M. Cuomo	Mario
North Carolina	James B. Hunt, Jr.	Jim
North Dakota	Edward T. Schafer	Gov. Schafer
Ohio	George V. Voinovich	George
Oklahoma	David L. Walters	David
Oregon	Barbara Roberts	Barbara
Pennsylvania	Robert P. Casey	Bob
Rhode Island	Bruce Sundlun	Bruce
South Carolina	Carroll A. Campbell, Jr.	Carroll
South Dakota	Walter D. Miller	Walter
Tennessee	Ned Ray McWherter	Ned
Texas	Ann W. Richards	Ann

Utah	Mike Leavitt	Gov. Leavitt
Vermont	Howard Dean	Howard
Virginia	L. Douglas Wilder	Doug
Washington	Mike Lowry	Mike
West Virginia	Gaston Caperton	Gaston
Wisconsin	Tommy G. Thompson	Tommy
Wyoming	Michael J. Sullivan	Mike

Territories and Commonwealths

American Samoa	A.P. Lutali	Gov. Lutali
Guam	Joseph F. Ada	Joe
Northern Mariana Islands	Lorenzo I. De Leon Guerrero	Larry
Puerto Rico	Pedro Rossello	Gov. Rossello
Virgin Islands	Alexander A. Farrelly	Alexander

**APPENDIX D:
FORMS OF ADDRESS FOR AMERICAN OFFICIALS**

Use of *The Honorable*

Following is a partial listing of American officials whom should be addressed as *The Honorable*:

Executive Branch:

The President
Former Presidents
The Vice President
All members of the Cabinet
Deputy secretaries of the executive departments
Undersecretaries of executive departments and officers of comparable rank
Special assistants to the President
Deputy undersecretaries of executive departments
Assistant secretaries, legal adviser, counselor, and officers of comparable rank of executive departments
American ambassadors
American ministers, including career ministers
American representatives, alternates, and deputies on international organizations

Judiciary Branch:

Chief Justice of the Supreme Court
Associate Justices of the Supreme Court
Judges of other courts
Presiding justice of a court

Legislative Branch:

Senate

The President of the Senate (the Vice President of the United States)
President pro tempore
Senators
Secretary of the Senate
Sergeant at Arms

House of Representatives

The Speaker
Representatives
Resident Commissioner of Puerto Rico
Delegates from the District of Columbia, Guam, and the Virgin Islands
Clerk of the House
Sergeant at Arms
Library of Congress
Librarian
General Accounting Office
Comptroller General
General Printing Office
Public Printer

United States Government Agencies:

Heads, assistant heads, and commissioners or members of equal rank appointed by the President and confirmed by the Senate.

State and Local Governments:

Governor
Acting Governor
Lieutenant Governor
Secretary of State
Chief Justice of the state supreme court
Attorney General of a state (other than Pennsylvania)
Treasurer, comptroller, or auditor of a state (other than Pennsylvania)
President of the state senate
State Senator
Speaker of the House of Representatives or the Assembly or House of Delegates of a state
State Representative, Assemblyman, or Delegate
Mayor
President of a Board of Commissioners

Notes:

1. A person who is entitled to the title *The Honorable* may retain it throughout his or her lifetime.
2. In address blocks for the states of Kentucky, Massachusetts, and Pennsylvania, and the territory of Puerto Rico, the usage of the state name in address blocks is:
The Commonwealth of [name of state]
3. In Pennsylvania, the following the only elected Cabinet members are the governor, the lieutenant governor, and the treasurer. Because all other Cabinet members are appointed, they should not be addressed as *The Honorable*.

**APPENDIX E:
FORMS OF ADDRESS FOR FOREIGN OFFICIALS**

Following are general guidelines for addressing foreign officials. For more information about addressing Heads of State, Prime Ministers, Foreign Ministers, and other officials, contact Trudy Filipek, Correspondence Officer, State Department, 647-5292.

His Excellency or Her Excellency is used for foreign chiefs of state (the President of a foreign republic), heads of government (a Premier, a Prime Minister), foreign Cabinet officers, foreign Ambassadors, other foreign high officials, and former foreign high officials. It is contrary to American custom to use the title *His Excellency* for officials of the American government.

A person entitled to the title of His/Her Excellency may retain it throughout his or her lifetime.

Major Forms of Address:

King

His/Her Majesty
[full name]
King of [name of country]
[city]

Your Majesty:

President of a
Foreign Republic

His/Her Excellency [full name]
*President of the Republic of [name of
country]*
[city, country]

Dear Mr. President:

Prime Minister

His/Her Excellency
[full name]
Prime Minister of [country]

Dear Mr. Prime Minister:

Cabinet Minister

His Excellency [full name]
Minister of Foreign Affairs of [country]

Dear Mr. Minister:

Examples:

His Majesty
Juan Carlos I
King of Spain
Madrid

Your Majesty:

His Excellency Dear Mr. President:
Felipe Gonzalez Marquez
President of the Government of Spain
Madrid

His Excellency Dear Mr. Minister:
Javier Solana Madariaga
Minister of Foreign Affairs of Spain
Madrid

**APPENDIX F:
FORMS OF ADDRESS FOR AMBASSADORS**

The following guidelines are followed by the White House and the State Department in addressing American ambassadors and foreign ambassadors to the United States. For more information, consult Protocol: The Complete Handbook of Diplomatic, Official, and Social Usage, by Mary Hane McCaffree and Pauline Innis.

American Ambassador

Address Block: The Honorable _____
American Ambassador
(city, country)

Salutation: Dear Mr./Madam Ambassador:

Former American Ambassador *

Address Block: The Honorable _____

Salutation: Dear Mr./Mrs./Ms. _____:

Foreign Ambassador in the United States

Address Block: His/Her Excellency _____
Ambassador of (full name of country)

Salutation: Dear Mr./Madam Ambassador:

Former Foreign Ambassador in the United States *

Address Block: His/Her Excellency _____

Salutation: Dear Mr./Mrs./Ms. _____:

* Note that former ambassadors (other than career ambassadors) retain their honorific titles (the *Honorable* or *His/Her Excellency*) but do not retain the title of Ambassador once their appointments have ended. However, if the President knew a former ambassador at the time of the assignment, he may choose to address that person as *Ambassador* _____.

Career Ambassadors

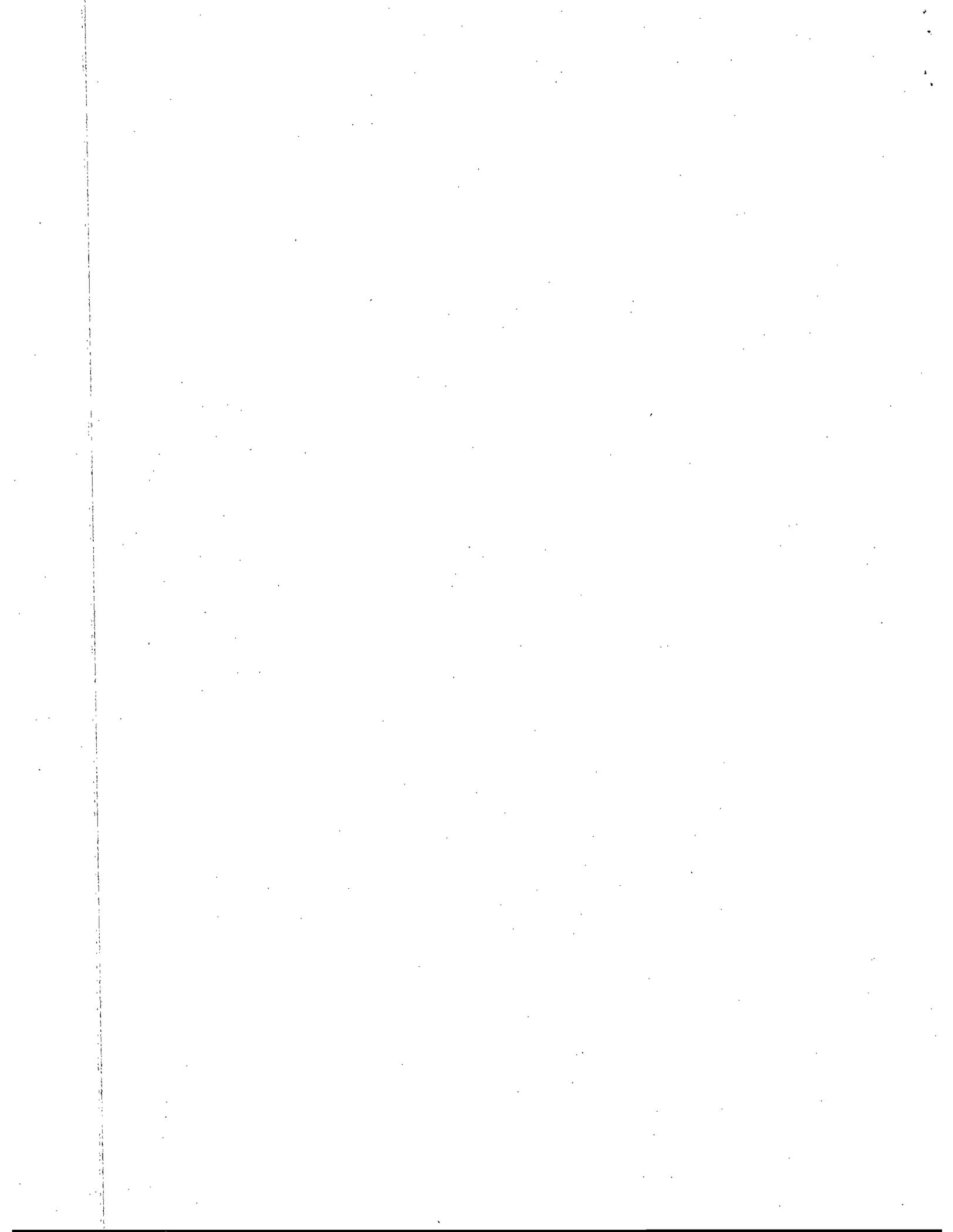
The follow people have the personal rank of career ambassadors and should be addressed in the same way as current ambassadors.

Name	Residence	Appointment Date
James Clement Dunn	N.Y.	3-7-56
Loy W. Henderson	Colo.	3-7-56
H. Freeman Matthews	D.C.	3-7-56
Robert Murphy	Wis.	3-7-56
Livingston T. Merchant	D.C.	6-24-60
James W. Riddleberger	Va.	6-24-60
George V. Allen	N.C.	6-24-60
Charles E. Bohlen	D.C.	6-24-60
Ellis O. Briggs	Maine	6-24-60
Raymond A. Hare	W.Va.	6-24-60
Llewellyn E. Thompson	Colo.	6-24-60
W. Walton Butterworth	La.	3-20-62
Frances E. Willis	Calif.	3-20-62
U. Alexis Johnson	Calif.	7-1-64
Charles W. Yost	N.Y.	8-6-64
Foy D. Kohler	Ohio	8-22-64
Douglas MacArthur II	D.C.	8-22-64
Walworth Barbour	Mass.	8-11-69
Winthrop G. Brown	D.C.	8-11-69
C. Burke Elbrick	Ky.	8-11-69
Edwin M. Martin	Ohio	8-11-69
Alfred L. Atherton, Jr.	Fla.	12-11-81
Arthur W. Hummel, Jr.	Md.	12-11-81
Walter J. Stoessel, Jr.	Calif.	12-11-81
Lawrence S. Eagleburger	Fla.	4-12-84
Thomas R. Pickering	N.J.	9-29-84
Ronald I. Spiers	Vt.	9-29-84
Richard W. Murphy	Md.	11-15-85
Deane R. Hinton	Ill.	3-12-87
George S. Vest	Md.	11-23-87
Terence A. Todman	V.I.	11-6-89
Morton I. Abromowitz	D.C.	11-21-89
Herman J. Cohen	N.Y.	3-11-92

Source: U.S. Department of State, October 1993.

**APPENDIX G:
MILITARY FORMS OF ADDRESS**

The following forms of address and abbreviations should be used for presidential correspondence to military personnel. For further information about military correspondence, contact Joni Stevens, White House Military Office, x2150.



MILITARY MODES OF ADDRESS

NAVY AND COAST GUARD

Addressee	Abbreviation	Salutation
Admiral	ADM	Dear Admiral (surname):
Vice Admiral	VADM	"
Rear Admiral	RADM	"
Rear Admiral (lower half)	RADM	
Captain	CAPT	Dear Captain (surname):
Commander	CDR	Dear Commander (surname):
Lieutenant Commander	LCDR	"
Lieutenant	LT	Dear Lieutenant (surname):
Lieutenant (Junior Grade)	LTJG	"
Ensign	ENS	Dear Ensign (surname):
Chief Warrant Officer	CWO4	Dear Chief Warrant Officer (surname):
	CWO3	"
	CWO2	"
Warrant Officer	WO	Dear Warrant Officer

MARINE CORPS, AIR FORCE, AND ARMY OFFICERS

	USMC	USAF	USA	
General	Gen	Gen	GEN	Dear General (surname)
Lieutenant General	LtGen	Lt Gen	LTG	"
Major General	MajGen	Maj Gen	MG	"
Brigadier General	BrigGen	Brig Gen	BG	"
Colonel	Col	Col	COL	Dear Colonel (surname)
Lieutenant Colonel	LtCol	Lt Col	LTC	"
Major	Maj	Maj	MAJ	Dear Major (surname)
Captain	Capt	Capt	CPT	Dear Captain (surname)
First Lieutenant	1stLT	1st LT	1LT	Dear Lieutenant (surname)
Second Lieutenant	2ndLT	2nd LT	2LT	"
Chief Warrant Officer	CWO4		CW4	Dear Chief Warrant Officer (surname):
Chief Warrant Officer	CWO3		CW3	"
Chief Warrant Officer	CWO2		CW2	"
Warrant Officer	WO		W01	Dear Warrant Officer (surname)

NAVY AND COAST GUARD ENLISTED

Addressee	Abbreviation	Salutation
Master Chief Petty Officer of the Navy	MCPON	Dear Master Chief (surname):
Master Chief Petty Officer of the Coast Guard	MCPOG	"
Master Chief Petty Officer	MCPO	"
Senior Chief Petty Officer	SCPO	Dear Senior Chief (surname):
Chief Petty Officer	CPO	Dear Chief Petty Officer (surname):
Petty Officer First Class	PO1	Dear Petty Officer (surname)
Petty Officer Second Class	PO2	"
Petty Officer Third Class	PO3	"
Seaman (includes Apprentice and Recruit)	SN or SA or SR	Dear Seaman (surname):
Fireman (includes Apprentice and Recruit)	FN or FA or FR	Dear Fireman (surname):
Airman (includes Apprentice and Recruit)	AN or AA or AR	Dear Airman (surname):
Hospitalman (includes Apprentice and Recruit)	HN or HA or HR	Dear Hospitalman (surname):
Dentalman (includes Apprentice and Recruit)	DN or DA or DR	Dear Dentalman (surname):
Constructionman (includes Apprentice and Recruit)	CN or CA or CR	Dear Constructionman (surname):

MARINE CORPS ENLISTED

Sergeant Major of the Marines	SgtMaj	Dear Sergeant Major (surname):
Sergeant Major	SgtMaj	"
Master Gunnery Sergeant	MGySgt	Dear Master Gunnery Sergeant (surname):
First Sergeant	1stSgt	Dear First Sergeant (surname):
Master Sergeant	MSgt	Dear Master Sergeant (surname):
Gunnery Sergeant	GySgt	Dear Gunnery Sergeant (surname):
Staff Sergeant	SSgt	Dear Staff Sergeant (surname):
Sergeant	Sgt	Dear Sergeant (surname):
Corporal	Cpl	Dear Corporal (surname):
Lance Corporal	LCpl	Dear Lance Corporal (surname):
Private First Class	PFC	Dear Private First Class (surname):
Private	Pvt	Dear Private (surname):

ARMY ENLISTED

Addressee	Abbreviation	Salutation
Sergeant Major of the Army	SMA	Dear Sergeant Major (surname):
Command Sergeant Major	CSM	"
Sergeant Major	SGM	"
First Sergeant	1SG	Dear First Sergeant (surname):
Master Sergeant	MSG	Dear Master Sergeant (surname):
Platoon Sergeant	PST	Dear Sergeant (surname):
Sergeant First Class	SFC	"
Staff Sergeant	SSG	"
Corporal	CPL	Dear Corporal (surname):
Private First Class	PFC	Dear Private (surname):
Private	Pvt	"
Specialists (all grades)	SF-7 (etc)	Dear Specialist (surname):

AIR FORCE ENLSITED

Chief Master Sergeant of the Air Force	CMSAF	Dear Chief (surname):
Chief Master Sergeant	CMSgt	"
Senior Master Sergeant	SMSgt	Dear Senior Master Sergeant (surname):
Master Sergeant	MSgt	Dear Master Sergeant (surname)
Technical Sergeant	TSgt	Dear Technical Sergeant (surname):
Staff Sergeant	SSgt	Dear Staff Sergeant (surname):
Sergeant	Sgt	Dear Sergeant (surname):
Senior Airman	SrA	Dear Airman (surname):
Airman First Class	A1C	"
Airman	Amn	"
Airman Basic	AB	"

OTHER MILITARY

All retired military

(abbreviated Grade, as shown
above, (Name), (USCG or other
service-branch abbreviation),
Retired)
(address) 00000-0000

Dear (rank) (surname):

Chaplain

Chaplain (full name)
(rank) (USCG or other
service branch abbreviation),
(address) 00000-0000

Dear Chaplain (surname):

**APPENDIX H:
RELIGIOUS FORMS OF ADDRESS**

**APPENDIX I:
ADDRESSES AND SALUTATIONS FOR FORMER U.S. PRESIDENTS**

Following are the addresses for former Presidents Bush, Reagan, Carter, Ford, and Nixon. President Clinton uses formal salutations for all of them.

The Honorable George Bush
Suite 900
10000 Memorial Drive
Houston, Texas 77024

Dear President Bush:

The Honorable Ronald Reagan
34th Floor
2121 Avenue of the Stars
Los Angeles, California 90067

Dear President Reagan:

The Honorable Jimmy Carter
The Carter Center
One Copenhill Avenue, N.E.
Atlanta, Georgia 30307

Dear President Carter:

The Honorable Gerald R. Ford
Post Office Box 927
Rancho Mirage, California 92270

Dear President Ford:

The Honorable Richard Nixon
577 Chestnut Ridge Road
Woodcliff Lake, New Jersey 07675

Dear President Nixon:

file w/ resumes
no response here,

NOV - 8 REC'D

November 4, 1993

Carol H. Rasco
Assistant to The President
For Domestic Policy
1600 Pennsylvania Ave.
Washington D.C. 20500

Dear Ms. Rasco:

I want to personally thank you for the autograph picture of President Clinton. I was very surprised and felt it was a wonderful gesture on your part.

If there is anyway I can help you in your mission as assistant to the President for Domestic Policy in the field of law enforcement please feel free to call on me.

You will find a resume enclosed.

Ronald A. McGuire



Special Operations Coordinator
Nebraska State Patrol

RONALD A. MCGUIRE

Date of Birth:
Marital Status:
Address:

Telephone:

P6/(b)(6)

EMPLOYMENT HISTORY

27 Years Nebraska State Patrol
18 Years S.W.A.T. Team Member
8 Years S.W.A.T. Team Leader
8 Years Special Operations Co-ordinator

Appointed 1985 by Governor Bob Kerry and Colonel Robert Tagg to do study and make recommendations on Governor's Security.
Have developed current S.W.A.T. policy and training.
Have developed program to interface S.W.A.T. personnel with Governor's Security.
Have served periodically with Governor's Security.
Developed current range and firearms evaluation course.
Have developed and sponsored annual tactical training to multi-agency S.W.A.T. teams.
Have sponsored and developed high risk explosive entry concepts and training.
Appointed to National Tactical Officer's Association Advisory Board 1993.

CERTIFICATIONS

National Tactical Officer's Association Training 1985 and 1991
Nebraska Law Enforcement General Instructor Teaching Certification
Northwestern Traffic Institute High Risk Management
F.B.I. Hostage Negotiations, F.B.I. Academy, Quantico, VA.
Basic Hostage Negotiations
Advanced Hostage Negotiations; Frank Boltz, retired
Tactical Operations Seminar - National Tactical Officer's Association
D.E.A. Drug Enforcement School
Advanced Firearms Training - F.B.I.
Red Handle Instructors Stress Course - Missouri State Patrol
Semi-auto Firearms Instructor - Nebraska Law Enforcement Training Academy
Semi-auto Firearms Instructor - F.B.I.
Firearms Instructor Course - National Rifle Association
Booby Trap and Extremist Training - Oklahoma
Officers Survival Training - PPCT Management Systems, St. Louis, Missouri
Officers Survival Training - Nebraska State Patrol Academy
High Risk Management School - Boulder, Colorado
Advanced Hostage Negotiations - F.B.I.
Shotgun Instructors Course - Offshoots Training Institute
Semi-auto Instructors Course - Offshoots Training Institute
Civil Aviation Security and Crisis Management School
Certification Police Officer 1966 Nebraska State Patrol Training Academy

CURRENTLY INSTRUCTS

Firearms - semi-autos, revolvers, shotguns, rifles, sniper rifle
Hostage Negotiations
High Risk Management
High Risk Incidents and Resolution
Tactical Operations S.W.A.T.
Red Handle Stress Firearms Survival Course
Crowd Control
Explosive Entry - Licensed Explosive User and Purchaser State of Nebraska
(advanced training with Navy Seals and U. S. Department of Defense)
Distraction Device Certification

ATTENDED TRAINING

Nebraska Law Enforcement Training Academy, Grand Island, Nebraska
Nebraska State Patrol Training Academy, Lincoln, Nebraska
Missouri State Patrol Academy, Jefferson City, Missouri
F.B.I. Academy, Quantico, Virginia
Iowa State Patrol Academy, Des Moines, Iowa
Kansas State Patrol Academy, Salina, Kansas
National Tactical Officer's Association, Albuquerque, New Mexico
Boulder Police Academy, Boulder, Colorado
U.S. Air Force, Vandenberg Airbase, California
National Tactical Officer's Association, Tulsa Oklahoma
Oklahoma Police Academy, Oklahoma City, Oklahoma
PPCT Management Systems, St. Louis, Missouri
Def-Tec's Distraction Device Instructor's Certification

CURRENT AREA OF RESPONSIBILITY

Emergency Service Teams
Bomb Technicians
State Range
Hostage Negotiations

REFERENCES

Mr. Tom Miller, Director
Nebraska Law Enforcement Training Academy
3600 North Academy Road
Grand Island, Nebraska 68801

Lt. B. J. Tuma, Director
Nebraska State Patrol Training Academy
3510 NW 36th Street.
Lincoln, Nebraska 68524

Sheriff Delbert Ewoldt
Summit County Sheriff's Department
P. O. Box 1600
Dillion, Colorado 80435

Mr. Gary Webster, President
Farmers National Bank
320 G Street
Central City, Nebraska 68826

Mr. Steve Leininger, Attorney
Luebs, Beltzer, Leininger, Smith & Busick
104 North Wheeler Avenue
Grand Island, Nebraska 68801

OFFICE OF DOMESTIC POLICY

THE WHITE HOUSE

FROM THE OFFICE OF: CAROL H. RASCO
ASSISTANT TO THE PRESIDENT
FOR DOMESTIC POLICY

TO: Roy

DRAFT RESPONSE FOR CHR BY: _____

PLEASE REPLY (COPY TO CHR): _____

PLEASE ADVISE BY: _____

LET'S DISCUSS: _____

FOR YOUR INFORMATION: _____

REPLY USING FORM CODE: _____

FILE: Resumes

RETURN ORIGINAL TO CHR: _____

SCHEDULE: _____

REMARKS: Call & share w/ him we still
have no openings, foresee none,
will be glad to keep resume
on file.

11/3/94
ham

January, February 1994

P6/(b)(6)

Charles J. Pellegrini

DEC 27 REC'D

P6/(b)(6)

December 19, 1993

Ms. Carol Rasco
Executive Office of the President / Domestic Policy Council
White House, OEOB, Room 2312
Washington, D.C. 20500

Dear Ms. Rasco:

I applied for a position as a lawyer with the Executive Office of the President / Domestic Policy Council last April, a time when you had no openings. I will be in Arlington during January and February to prepare for the Virginia and Connecticut bar examinations. In the hope that your situation has changed, I would like to call you when I arrive to arrange a brief introductory meeting during that time.

I received my J. D. from the Bridgeport School of Law at Quinnipiac College (Connecticut) in May 1993 and I was inducted into the Florida Bar October 8, 1993. My primary objective is to find a job in environmental law. I have a particular interest in environmental issues affecting the viability of private economic interests and requiring the successful balancing of those interests with the public interest in an environment hospitable to everyone as much as possible.

I have many years of senior management and engineering experience in the investment casting industry, always on the cutting edge of technology and operations, making a number of widely recognized, commercially important contributions to the use of metal castings in critical aerospace applications world-wide, and coming to enjoy a broad reputation in the industry for extraordinary accomplishment, innovation and leadership. I was responsible from the earliest moments for the adaptations that industry was required to make with the passage of workplace safety and health laws, clean air and clean water laws, and solid and liquid waste disposal laws. I would suggest that this experience is the equivalent of that which you may typically require.

I graduated in the top seven per cent of my class, receiving recognition for distinguished academic achievement. I was admitted to the Bridgeport Law Review. I visited at the University of Miami School of Law for the year 1992-93. I have made eight court appearances, each time successfully. These include six criminal appeals while a certified legal intern with the Florida Department of Legal Affairs. I have been clerking for the Eleventh Judicial Circuit of Florida judiciary for the past several months.

I have always been able to see a project undertaken through to its end, no matter the difficulties, anticipated or otherwise, with an unwavering "bottom-line" orientation, and now I am looking for an opportunity to be engaged in important legal disputes involving the public interest, whether in consultations, settlement negotiations or in the courtroom – an opportunity to apply my substantial business and technical experience combined with my legal education

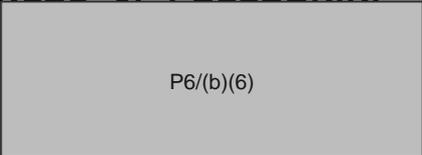
to these matters. I have a capacity to understand the interplay, often delicate, always complex, of commercial and environmental concerns. I believe strongly in hard work and preparation and a rigorous analysis of competing interests through which the legitimate positions of all sides receive respect and a reasonable measure of satisfaction. My concern for the protection and rehabilitation of the human environment is a personal priority, but I start with the view that a productive industry and a sound environment are dependent ideas. I can contribute to reasoned dialogue and timely, cost-effective resolutions of difficult and sensitive environmental management problems. I want to work for solutions to environmental problems that enable both commercial interests and society at large to profit from private and government "efforts which will prevent or eliminate damage to the environment and biosphere and stimulate the health and welfare of man."

I present strong credentials, and I really believe that I can be of great help to the Council in advancing appropriate legal positions. I have strong research, analytical and writing skills, and I can think, speak and react on my feet. I would appreciate very much an opportunity to meet with you to advance my candidacy on a more personal basis.

Yours truly,



Charles J. Pellegrini



P6/(b)(6)

EDUCATION

University of Miami School of Law,
Coral Gables, Florida, Visiting Student, 1992-93
Bridgeport School of Law at Quinnipiac College,
Bridgeport, Connecticut, 1991-92
Juris Doctorate Cum Laude May 1993
QPR 3.24 / 4.0
Class rank: 11 of 172 (top 7%)
Honors:
Bridgeport Law Review, 1992
Zeldes, Needle & Cooper award for excellence in legal writing
Distinguished Academic Achievement

Rensselaer Polytechnic Institute, Troy, New York, 1956-60
Bachelor of Science in Metallurgical Engineering, 1960

LAW EXPERIENCE

Florida Bar Induction October 8, 1993
Applications pending to Virginia and Connecticut Bars
Clinical Internship, Office of the State of Florida Department of Legal Affairs, Criminal Appeals Division, Miami, Spring 1993.
Six successful defenses in six arguments.
Municipal Internship, City of Stamford, Connecticut Law Department, Spring 1992.
Researched and wrote memoranda for Assistant Corporation Counsel on issues of disability discrimination in employment, civil rights, zoning regulations, discharge from employment. Received exceptional commendation.
American Civil Liberties Union of Florida, Miami Chapter, 1990.
Researched and wrote memoranda for director on issues of education and employment discrimination, religious freedom. Drafted responses to complainants.

BUSINESS EXPERIENCE

Amcast Aerospace Products, Miami, Florida
President. Total sales and contracts, operations and profit responsibility for \$6 million high-technology supplier of aluminum investment castings to the international aerospace industry. Carried out transition from pre-acquisition partnership to corporate divisional status. Introduced process and administrative advancements enabling near-term cost savings of \$1 million, with market penetration expanded twenty five times. 1989-89
Gray-Syracuse, Chittenango, New York
Engineering Manager. Executive committee member. Managed all product, process, manufacturing, and tooling engineering functions at \$30 million superalloy and steel investment casting firm, supplying the gas turbine, missile, and oilfield industries. Reorganized department and recruited staff to strengthen new product development capability for better market penetration and to raise customer confidence in company's engineering competency. Resolved several long-standing development problems and introduced several leading-edge process enhancements, upgrading product capability, quality, and dependability. 1987-89
Steel Heddle, Greenville, South Carolina
Division Manager. Directed operations of fledgling investment casting unit while participating as a member of senior management in a bankruptcy acquisition which increased sales from under \$1 million to more than \$5 million. Supplied steel investment and sand castings and machined components to general industrial customers. Annual sales of over \$10 million. 1985-87

Polyclad Laminates, Franklin, New Hampshire

Plant Manager. Helped to stabilize manufacturing operations following very rapid growth and major plant expansion in softening market conditions at \$40 million circuit board laminating facility, supplying major defense electronics firms. Played key role in timely resolution of process control problems which caused soaring scrap. Researched investment casting acquisition prospects. 1984-85

Cercast, Ltd., Montreal, Quebec

Vice-President Technology. Created advanced methods for producing structural and electronics-packaging castings in premium grade aluminum alloys for \$50 million world-leading supplier of investment castings to international markets. 1982-84

Arwood Corporation, Tilton, New Hampshire

General Manager. Began as process engineer after college, serving 11 years as general manager of industry-leading nonferrous investment casting operation supplying world-wide aerospace and general industrial markets. \$20 million sales. Developed balanced, deep production capability from large, sophisticated parts to small, high-volume parts. Established well-poised, multi-plant operation capable of the most demanding quality, competing with unrivaled strength in the most profitable market segments and having the potential for \$40 million in highly profitable sales. Directed two successful, major plant expansions based on innovative process technology, including land acquisition and negotiations with city and state officials. Safeguarded operations through sustained recession. Played key role in defeating USW organization campaign. Responsible for initial compliance measures with OSHA and EPA. 1960-82

SKILLS AND INTERESTS

Interests include fly fishing, mountain climbing, jazz, skiing, sports, puzzles, cooking.
Skills include computerized legal research.

OTHER

Volunteer, Dade County Bar Association Pro Bono Project, 1993
Volunteer, American Red Cross Hurricane Relief Effort, 1993
Clerk (part time), Dade County Court Administration, 1993

sent 8/5/93 pr

Resume

THE WHITE HOUSE
WASHINGTON

August 5, 1993

Craig S. Radnay

[Redacted]

P6(b)(6)

Dear Mr. Radnay:

Thank you for sharing with me your interest in working for this Administration within the Domestic Policy Council. We have no openings on this staff at this time; however, I will keep your resume on file for future reference.

Again, thank you for your interest.

Sincerely,

Carol H. Rasco
Carol H. Rasco
Assistant to the President for
Domestic Policy

CHR:rk

D
Pers. sig.

P6/(b)(6)

JUL 29 RECD

July 28, 1993

Ms. Carol Rasco
Domestic Policy Advisor
The White House
Washington, D.C. 20500

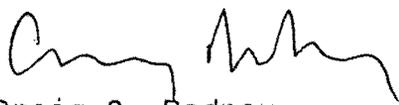
Dear Ms. Rasco,

Lisa Caputo knows your office and thought there might be a good opportunity for me there. I have just graduated from Dartmouth College in June, 1993, with a degree in Government. I have also completed all pre-medical requirements and before attending medical school, I would like to work in Washington, D.C. for several years in the midst of the great national health care debates. I am excited about the prospect of National Health Care reform, and I am very interested in a position in any capacity with your office. Working for you would be an honor and an invaluable opportunity for me to enhance my exposure to medicine and politics.

I have worked in Washington before, having been selected to participate in a program that facilitated internships for me with the Global Strategy Council and the Center for Strategic International Studies as a Capitol Hill representative. In college I placed my scientific interest in a broad humanist perspective and pursued a wide range of courses, activities, and employment that enriched me in various ways. I have taken extensive courses in Chemistry, Physics, and Biology, and completed an intensive five month research associate position with a leading radiopharmaceutical firm, CIS Bio International. As a government major, I have completed studies on the Supreme Court and Constitutional Development, Law and the Courts, The National Economy, US Political History in the 20th Century, and Congress and the American Political System. I believe I have the experience, education, and drive to make a valuable contribution to any project or office.

Thank you for considering me for a position. I am ready, willing, and able to handle any assignment. I am familiar with the region and am well-informed on the current health care debates. I feel confident that I could contribute my concentration in the sciences and government toward our emerging National Health Care reform. I have permanently moved to Washington, and I would greatly appreciate the opportunity to interview with you. Please feel free to contact me at any time.

Sincerely,



Craig S. Radnay

CRAIG S. RADNAY

P6/(b)(6)

EDUCATION

- Dartmouth College** **Hanover, NH**
- Graduated 1993, with a B.A. in Government and completion of full requirements for pre-medical studies.
 - Overall G.P.A. 3.3; Major G.P.A. 3.8.
 - Relevant Courses: Organic Chemistry, Cell Biology, Genetics, Physics, Immunology, Calculus, American Political System, Law and Constitutional Development, International Politics, American Foreign Policy.
 - Dean's List (Second Honors), 1991-92.
 - Awarded the Dickey Endowment International Scholarship, 1992.
- Université de Montpellier** **Montpellier, France**
- Participated in an intensive study of French language, culture, and literature. Received highest grades in a group of 150 international students. Summer 1990.
- Stuyvesant High School** **New York, NY**
- Graduated June 1989 in top 5% of class of 717. National Merit Finalist, National Honor Society.

WORK EXPERIENCE

- CIS Bio International** **Paris, France**
Research Intern--Spring, Summer 1992
- Research centered on the development and purification of radiolabeled monoclonal antibodies for in-vivo diagnosis of colorectal and ovarian tumors. Worked with modern FPLC system, and also on the conjugation of chelating agents to monoclonal antibodies for labeling with radionuclides.
- Consulate General of the USA** **Budapest, Hungary**
Summer Intern--Summer 1989
- Represented United States at regional events, researched personal histories to issue visas to Hungarians in first year of freer travel, translated documents (into English and French), had extensive interaction with Ambassador Palmer.
- Reavis & McGrath** **New York, NY**
Legal Intern--Summer 1988
- Employed full-time by large corporate law firm, 40 hours per week. Organized and proofread documents for delivery to clients, assisted attorneys with research for litigation, and worked on closings.
- Athletic Department, Dartmouth College** **Hanover, NH**
Swim Instructor (1989-92), Director (1991-92)
- Coordinated and taught swimming lessons for children in the local area.
 - Organized lessons; supervised ten instructors and fifty children.

ACTIVITIES

- World Outlook Magazine:** Selected by faculty to serve on an editorial board of quarterly journal of international politics. Work with other editors to evaluate and select papers to be published.
- World Affairs Council:** Student organization to bring guest speakers to discuss important global issues on campus.
- Men's Varsity Swim Team (1990-93):** Three year varsity letter winner; Captain, 1992-93.
- Nathan Smith Society of Pre-Health Professionals:** Member of student organization for undergraduates considering a career in the health professions.
- Class of 1993 Council:** Elected by students to discuss important school issues and organize campus activities.
- Adopt-a-Grandparent Program:** Visit elderly persons in local nursing home on a weekly basis through Dartmouth volunteer foundation.
- Languages:** Fluent in French and Hungarian.

P6(b)(6)

Office: 456-6586
February 9, 1993

Ms. Carol Rasco,
Assistant to the President
for Domestic Policy
White House
Washington, D.C.

Dear Carol;

Thank you for taking the time to talk with me today. As we discussed, I am very interested in a position with the Domestic Policy Council. With my experience, education, and proven dedication to the Clinton Administration, I believe I would be a positive addition to your office. I hope you will consider me for any position that becomes available.

Sincerely,



Diane C. Lowe

DIANE CAROL LOWE

P6/(b)(6)

Work Experience

Clinton-Gore Presidential Transition

Washington, D.C.

Domestic Policy Staff. November, 1992- Present.

Review and draft executive orders in health, domestic policy, national security and economic areas. Participate in overseeing attorneys prepare background legal analyses on the President's authority to issue various orders. Member of "Reinventing Government" team. Wrote policy proposal for Reinventing Government Chapter of Clinton's policy option book.

Clinton-Gore Presidential Campaign

Washington, D.C.

Policy Analyst. June - November, 1992.

Drafted daily policy briefings for the candidates and Little Rock Policy staff. Edited, analyzed and coordinated gathering of memoranda on potential policy initiatives for the Clinton Administration. Drafted memoranda for and coordinated preparation of Gore daily briefing book for interim period. Acted as managing editor of consumer protection and equal opportunity portions of Gore debate policy book. Served as contributing editor to other portions. Formed quick turn-around research team for D.C. and Little Rock Issues Staff use. Conducted quick turn-around research projects. Provided weekly legislative briefings. Conducted historical research and provided national agency reports for use in press releases, speeches, and memoranda. Responded to questionnaires. Drafted speech outlines for surrogate speakers. Coordinated issue briefing sessions for fundraising events with the policy staff at the request of the Democratic National Committee Finance operation.

The above transition/campaign work was performed with one or more of the following people: Bernard Nussbaum, Al From, Bruce Reed, John Kroger, Jonathan Sallet, Ron Klain.

Casey, Scott, Canfield & Heggstad

Washington, D.C.

Associate Attorney, Summer Associate, Paralegal. 1988-92.

Handled a variety of insurance defense cases for domestic clients. Attended depositions. Represented firm at client meetings and investigations.

Resume of Diane C. Lowe page 2

McBride, Baker & Coles

Chicago, IL

Summer Associate. 1990.

Drafted memoranda on wide range of issues including: tax, securities, trust and estates, criminal, and environmental law.

U.S. Senate Committee on the Judiciary

Washington, D.C.

Bill and Calendar Clerk. 1986-1988.

Organized and monitored all bills, resolutions, and executive orders referred to the Committee. Assisted with preparing materials on issues including the views of nominees to the federal courts, analyses of legislation on legal questions and briefing memoranda for the Chairman and counsel on legal issues involved with Committee hearings. Conducted quick response and background research during Bork Supreme Court nomination hearing.

Senator William Proxmire

Washington, D.C.

Intern. 1986.

Wrote Congressional Record statements. Drafted responses to constituent correspondence. Researched issues for legislative assistants. Assisted preparation for Golden Fleece Award.

Post Graduate Honors and Affiliations

Member of Wisconsin Bar, 1991

Listed in The World Who's Who of People, 1993

Junior League

National Association of Female Executives

Education

University of Wisconsin-Madison Law School, *Juris Doctorate*, 1991

Augsburg College, Minneapolis, MN, *Bachelor of Arts*, 1986, Magna Cum Laude

Honors and Activities

Wisconsin Law Review, Managing Editor, 1990-91; Member, 1989-90

Dean's List

Vice President, Omicron Honor Society

Treasurer, Alpha Chi Honor Society (top 5% of class, junior year)

Who's Who Among College and University Students

Gamble-Skogmo Scholarship

Reader's Digest Scholarship

11
CAROL -

FYI

BR

MEMORANDUM

To: Bruce Reed
From: Diane Lowe
Date: March 1, 1993

Attached is my resume and a memo describing what I have done for Clinton. I have also enclosed a disk which has the document on it so you can make changes if you want. It is labelled: Diane. Thanks.

As far as the agencies go I am interested in the following positions:

1. DEPARTMENT OF JUSTICE

Office of the Attorney General
o Assistant to the Attorney General

Office of the Deputy Attorney General
o Associate Deputy Attorney General

Office of Legal Counsel
o Deputy Assistant Attorney General
o Principal Deputy Director

Office of Legislative Affairs
o Deputy Assistant Attorney General

Office of Policy Development
o Deputy Director
o Senior Counsel
o Special Assistant to the Director

Office of Justice Programs
o Deputy Assistant Attorney General

2. DEPARTMENT OF HEALTH AND HUMAN SERVICES

Administration for Children and Families
o Deputy Assistant Secretary

DIANE CAROL LOWE

P6/(b)(6)

Work Experience

President William J. Clinton

Washington, D.C.

Domestic Policy Council and White House Counsel Office. January 1993 – Present.

Attend policy and strategy meetings. Draft executive orders. Conduct research. Assist with preparation for attorney general nomination hearing.

Clinton-Gore Presidential Transition

Washington, D.C.

Counsel. November 1992 – January 1993.

Reviewed and drafted executive orders in health, domestic policy, national security and economic areas. Supervised attorneys who prepared background legal analyses on proposed orders. Developed domestic policy initiatives for streamlining government.

Clinton for President, Clinton-Gore '92

Washington, D.C.

Policy Analyst. June – November 1992.

Drafted daily policy briefings for the candidates and Little Rock Policy staff. Edited, analyzed and coordinated collection of memoranda on potential policy initiatives for the Clinton Administration. Drafted memoranda for and coordinated preparation of Gore daily briefing book for interim period. Edited and drafted portions of the Gore debate policy book. Formed quick turn-around research team for D.C. and Little Rock Issues Staff use. Conducted quick turn-around research projects. Provided weekly legislative briefings. Conducted historical research and provided national agency reports for use in press releases, speeches, and memoranda. Handled scheduling for Clinton and Gore family members at New York Convention. Responded to questionnaires. Drafted speech outlines for surrogate speakers. Coordinated issue briefing sessions for fundraising events with the policy staff at the request of the Democratic National Committee Finance operation.

The above transition/campaign work was performed with one or more of the following people: Bernard Nussbaum, Al From, Bruce Reed, Jonathan Sallet, Ron Klain.

Casey, Scott, Canfield & Heggstad

Washington, D.C.

Associate Attorney, Summer Associate, Paralegal. 1988 – 1992.

Handled a variety of insurance defense cases for domestic clients. Attended depositions. Represented firm at client meetings and investigations.

Resume of Diane C. Lowe page 2

McBride, Baker and Coles

Chicago, IL

Summer Associate. 1990.

Drafted memoranda on wide range of issues including: tax, securities, trust and estates, criminal, and environmental law.

Senate Judiciary Committee

Washington, D.C.

Bill and Calendar Clerk. 1986 - 1988.

Organized and monitored all bills, resolutions, and executive orders referred to the Committee. Assisted with preparing materials on issues including the views of nominees to the federal courts, analyses of legislation on legal questions and briefing memoranda for the Chairman and counsel on legal issues involved with Committee hearings. Conducted quick response and background research during Bork Supreme Court nomination hearing.

Senator Proxmire

Washington, D.C.

Intern. 1986.

Wrote Congressional Record statements. Drafted responses to constituent correspondence. Researched issues for legislative assistants. Assisted preparation for Golden Fleece Award.

Post Graduate Honors and Affiliations

Member of Wisconsin Bar, 1991
Listed in The World Who's Who of People, 1993
National Association of Female Executives
Saxophone Club

Education

University of Wisconsin-Madison Law School, Juris Doctorate, 1991
Augsburg College, Minneapolis, MN, Bachelor of Arts, 1986, *Magna Cum Laude*

Honors and Activities

Wisconsin Law Review, Managing Editor, 1990 - 1991; Member, 1989 - 1990
Dean's List
Vice President, Omicron Honor Society
Treasurer, Alpha Chi Honor Society (top 5% of class, junior year)
Who's Who Among College and University Students
Gamble-Skogmo Scholarship
Reader's Digest Scholarship

Diane Lowe, an attorney who was born and raised in northern Wisconsin, has worked full time for now President Clinton since mid-June, 1992.

From the end of January to the present Diane has been working for the Domestic Policy Council and the Office of the White House Counsel. While she has taken on new responsibilities, such as assisting with the preparation for the attorney general nomination hearing, and editing proposed legislation being developed by the Domestic Policy Council, she has continued much of the work she did for the domestic policy staff on the transition.

For example, she is currently researching and drafting memoranda on the feasibility of proposed executive orders in a variety of areas, including a proposed order on housing and homelessness, at the request of Bruce Reed and Henry Cisneros, Secretary of the Department of Housing and Urban Development, and proposed orders relating to national service, at the request of Rick Allen.

Diane has also been responsible for drafting or had significant input on the development of the following executive orders and memoranda which have recently been implemented:

- o Executive Order to Reduce the Bureaucracy by 100,000
- o Executive Order to Cut Administrative Costs
- o Executive Order to Reduce Advisory Commissions by 33%
- o Memorandum to Restrict Use of Government Aircraft
- o Memorandum to Reduce Use of Government Vehicles
- o Memorandum to Reduce Various Perks
- o Memorandum on the Importation of RU-486
- o Memorandum on Federal Funding of Fetal Tissue Transplantation Research
- o Memorandum on the Title X Gag Rule
- o Memorandum on Privately Funded Abortions at Military Hospitals

She is now working closely with officials at the Office of Management and Budget to develop instructions for the agencies on the implementation of these Orders. In the meantime she has fielded questions from the agencies on how the Orders are to be applied until they receive the official instructions.

Likewise, Diane worked closely with the Office of the White House Counsel in January often meeting with them daily giving them status reports on policy matters and discussing strategy for the first weeks of the new administration.

As a counsel for the Domestic Policy Staff on the transition Diane was responsible for reviewing and drafting executive orders in health, domestic policy, national security and economic areas. As a part of this she supervised attorneys at private law firms who prepared background legal analyses on proposed orders.

As a member of the reinventing government team for the transition she developed

domestic policy initiatives for streamlining government. In December Diane edited and helped assemble the final domestic policy option book given to the President.

For the last month of the campaign Diane edited, analyzed and coordinated the collection of memoranda on potential policy initiatives for the Clinton Administration. Over one hundred individuals across the country were contacted and requested to draft budget cutting proposals, and other proposals on the following areas:

agriculture, veterans, NASA, food aid, small business, labor, freedom of choice act, environment, housing and homelessness, inner city kids, women's health, health care, campaign finance reform, lobbying reform, the line item veto, disabled kids, worker training, child support enforcement, family and medical leave, welfare, civilian DARPA, tax fairness, enterprise zones, infrastructure, defense conversion, urban economic development, the economy, education, crime, government reform.

It was in this effort that Diane had several conversations with John Sharp, founder of the Sharp Commission in Texas on its applicability at the federal level. The Commission is now being used as a model for the current reinventing government commission proposal.

Diane also worked for the Vice Presidential candidate. In September she edited and drafted portions of the Gore debate policy book. And in July and August she drafted memoranda for and coordinated the preparation of the Gore daily briefing book. By contacting several hundred hill staffers, she formed a quick turn-around research team for D.C. and Little Rock Issues Staff use.

In addition to the above from July to November Diane provided daily policy briefings for the candidates and Little Rock Policy Staff, provided weekly legislative briefings, conducted quick turn-around research projects, answered questionnaires, conducted historical research and provided national agency reports for use in press releases, speeches, and memoranda, and coordinated issue briefing sessions for fundraising events with the policy staff at the request of the Democratic National Committee Finance operation.

Diane spent the week before the Democratic Convention as well as the week of, in New York City planning activities and handling the scheduling for Clinton and Gore family members. She also worked with the press operation contacting local television stations across the country in an effort to promote Convention coverage by offering news programs live interviews from the Convention floor of top campaign officials.

Before the Convention Diane worked in the D.C. campaign office drafting speech outlines and conducting research for surrogate speakers, acting as a site manager for local Clinton appearances, supervising telephone banking to solicit support and involvement in campaign activities, helping get out mass mailings to supporters, and responding to correspondence and telephone inquiries.