

PRESIDENT'S
COMMISSION ON WHITE HOUSE FELLOWSHIPS
THE WHITE HOUSE

May 27, 1983

MEMORANDUM

TO: Cabinet Secretaries
Agency Directors

FROM: *JER*
James E. Roberts, Director

SUBJECT: Interviews for placement of 1983-84 White
House Fellows

The President has announced the names of the new class of White House Fellows. The thirteen newly-selected Fellows are a diverse group of very able individuals, and they will bring a variety of educational backgrounds and professional experiences to their assignments. Their Fellowship year begins September 1, 1983.

During the week of June 27 new Fellows will return to Washington for interviews with the various agencies and departments where they might be placed. The application each submitted for the program as well as a narrative biographical sketch is enclosed with this memorandum. I am requesting that you let us know whom you would like to interview. We will schedule an initial interview with those Fellows early in the placement week. We also hope it will be possible to schedule interviews with the Fellows requesting to be considered by your department or agency. This will leave time later in the week for the Fellow(s) in whom you are interested to return for additional discussions with principals. Our goal is to complete most of the placement process by the week's end on Friday, July 1.

The work assignment of the White House Fellow with its unique opportunities to learn, contribute and observe, is the central focus of the White House Fellowships program. The Commission stresses this aspect and insists that all other aspects of the program, including the extensive education program, should be secondary. As part of the Fellows' education program, seminars are scheduled (usually at lunch time or in the evening) on a regular basis and occasional field trips are organized as well. The Fellows' work assignments take priority, however, and nothing should interfere with a Fellow participating as a full and productive member of your staff. The Fellows will be available from September 1, 1983 to August 31, 1983.

The expenses incurred by a department or agency placing a Fellow are:

1. Salary--the grade level varies according to the background of the Fellow but may not exceed GS 15, step 6. Military Fellows remain on the Department of Defense payroll.
2. Travel costs during the year for the education program. These costs will not exceed \$4,000.
3. If possible, the round trip travel to Washington, D.C. for the interview week for the Fellow whom you hire.

The attached material gives fuller information on pay status, fringe benefits and other details. Please call Nancy Seiler if you have questions on the appointment authority, salary, etc. (395-4522).

The interview schedule will be set up by Ms. Jeri Bott in our office (395-4522). Please let us know as soon as possible whom you wish to interview. Jeri will prepare an interview schedule for each Fellow. Please stay in touch with us during the week of June 27 to schedule follow-up interviews as you may want them.

Full field investigations have been completed on each Fellow and are available for initiation of security clearances from the Assistant for Personnel Investigations, Office of Personnel Management, Washington, D.C. 20415. Call Tom Cookingham at 254-6464.

Admiral James Stockdale, the Commission chairman, and the other Commission members are pleased with the interest you have expressed in having a Fellow during the coming Fellowship year. We are deeply appreciative of this strong degree of support and interest.

Attachments