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WITHDRAWAL SHEET

Ronald Reagan Library

Collection Name ADMINISTRATIVE OFFICE, WHITE HOUSE
OPERATIONS: RECORDS

Withdrawer

LM 5/14/2025

File Folder GIUFFRA, ROBERT J., JR VOLUNTEER

FOIA

F25-0034/01

Box Number PE3311

PRAGER

1

DOC NO	Doc Type	Document Description	No of Pages	Doc Date	Restrictions
1	FORM	WHITE HOUSE OFFICE SUPPLEMENTAL INFORMATION SHEET FOR PERSONNEL ACTION, RE GIUFFRA (PARTIAL FOR SSN)	1	11/2/1981	B6

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

- B-1 National security classified information [(b)(1) of the FOIA]
- B-2 Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- B-3 Release would violate a Federal statute [(b)(3) of the FOIA]
- B-4 Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- B-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- B-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- B-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- B-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

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

THE WHITE HOUSE
WASHINGTON

CHECK-OUT FORM

✓ P55

Sale's Office

4/14/82

Name Robert J. Giuffra, Jr. Date of Separation April 14, 1982

Current Address 1511 P St., NW Washington, D.C.

Forwarding Address 8 Hawthorne Rd., Bronxville, N.Y. 10708

1. Parking requirements have been satisfied.

Thomas Elmore

Office of the Director, OA
West Wing, Ground Floor (Ext. 2717)

2. The White House Mail Room has been advised where mail may be forwarded.

Ch Jones

White House Mail Room
EOOB, Room 49 (Ext. 2542)

3. The employee's White House or EOB Pass has been returned to the Secret Service.

A. R. Stanley

Technical Security Division, USSS
EOOB, Room 23 (Ext. 2376)

4. The security debriefing requirements have been completed.

Jane Dannerbauer

White House Security Office
EOOB, Room 84 (Ext. 2345)

5. The White House Telephone Switchboard has been advised where telephone calls may be referred.

Ruth D Henry

White House Telephone Service
EOOB, Room 09 (Ext. 2134)

Return completed form to: White House Personnel Office
EOOB, Room 6

**THE WHITE HOUSE OFFICE
REQUEST FOR PERSONNEL ACTION**

recd 11/9/81 grr

Date: November 2, 1981

REVIEWED BY:	
(SIGNATURE and DATE)	
DECISION	
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
<i>[Signature]</i>	
(SIGNATURE and DATE) <u>11/13/81</u>	

TO: **JOHN ROGERS/VIA THE PERSONNEL OFFICE, ROOM 6, OEOB**

FROM: Red Cavaney

(Department Head - NAME and SIGNATURE)

ACTION ON: ~~Mr. [unclear]~~ Robert J. Giuffra, Jr.

REPORTING TO: Morton Blackwell

Ext. 2657

Room EOB 191

DESIRED EFFECTIVE DATE: 11/9/81

(All actions for new personnel except those for permanent employees must have ending dates)

ENDING DATE: 6/5/82

JUSTIFICATION FOR ACTION: ☐ Vacant Permanent Slot ☐ Other

** per Carmen Burigan*

Complete PART A for new personnel or PART B for existing personnel

PART A — NEW PERSONNEL

Appt. in WHO: ☐ Permanent Full-time ☐ Temporary Full-time ☐ Intermittent (WAE)

☐ Part-time (regular schedule per week - days & hours)

☐ Detailee: From Agency

☐ Consultant (SBA): Maximum work days

☒ Volunteer: ☒ Student ☐ Non-Student Approx. hours per week 40

POSITION TITLE:

GRADE & SALARY: (1) GS- / \$

☐ per annum

☐ per day

(2) Unclassified \$

☐ per hour

☐ per week

☐ Entitled to receive overtime of \$ PA

Total Salary \$ PA

☐ Not entitled to receive overtime

PART B — EXISTING PERSONNEL

Monetary Changes

- ☐ Promotion
☐ Administrative Pay Increase

Other Actions

- ☐ Change in Title ☐ Change to Intermittent (WAE)
☐ Reassignment ☐ Change to Part-Time
☐ Make Permanent ☐ Change to Full-Time
☐ Termination
☐ Extend Not to Exceed Mo./Day/Yr.

☐ Other:

	GRADE	SALARY	OVERTIME	TOTAL	TITLE	OFFICE
FROM:	<input type="checkbox"/> GS- <input type="checkbox"/> Uncl.					
TO:	<input type="checkbox"/> GS- <input type="checkbox"/> Uncl.					

TO BE COMPLETED BY THE WHITE HOUSE PERSONNEL OFFICE:

CS Auth: ☐ 3 USC 105, 11/2/78 ☐ Presidential

Payroll: ☐ S&E ☐ S&E (SA)

Organizational Code 6130

M.C.:

Classification:

P3C
WHP.1 (2/81)

**THE WHITE HOUSE OFFICE
SUPPLEMENTAL INFORMATION SHEET
FOR PERSONNEL ACTION
(TO BE ATTACHED TO FORM WHP-1)**

11/2/81

Date

PERSONAL INFORMATION	Name XXXXXXXX , Mr.) <u>Robert J. Giuffra, Jr.</u>	Birth Date <u>2/17/60</u>
	Local Address <u>8 Hawthorne Rd.</u>	Birth Place <u>Brooklyn, N.Y.</u>
	<u>Bronxville, N.Y. 10708</u>	SSN <u>FOIA (b)(6)</u>
	Last Perm. Address <u>same as above</u>	(212) 889-3439
	Tel. No. <u>793-5302</u> (914) <u>969-5121</u>	Emergency <u>Robert Giuffra, Sr.</u>
	Marital Status: <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Divorced	
	Name of Spouse _____	
	Typing <u>20</u> WPM Shorthand _____ WPM	

ASSIGNMENT	Office of <u>Public Liaison</u>
	Reporting to <u>Morton Blackwell</u> Ext. _____ Room <u>EOB 191</u>
	Status: <input type="checkbox"/> White House Employee <input type="checkbox"/> Detailee <input checked="" type="checkbox"/> Volunteer <input type="checkbox"/> SBA (Contract) <input type="checkbox"/> Other _____
	Desired Effective Date <u>11/9/81</u> Ending Date <u>6/5/82</u>

PRIOR EMPLOYMENT DATA	Military Service: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Branch _____ Dates of Service _____
	Prior Federal Govt. Service as Civilian: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Ending Date _____
	Current or Last Place of Govt. Service or Civilian Employment: <u>Martinelli for Mayor</u> <u>590 Yonkers Ave., Yonkers, N.Y. 10704</u> Name <u>(914) 969-5121</u>
	Personnel Contact in Current/Last Govt. Agency _____ Name _____ Tel. No. _____
	Prior W.H. Service: <input checked="" type="checkbox"/> None <input type="checkbox"/> Employee <input type="checkbox"/> Detailee <input type="checkbox"/> Volunteer <input type="checkbox"/> SBA _____ Dates _____

ACCESS/ PASS	TO BE COMPLETED BY REQUESTING OFFICIAL	
	<input type="checkbox"/> WH Access List <input type="checkbox"/> WH Pass	Signature of Requesting Official _____
	<input type="checkbox"/> EOB Access List <input checked="" type="checkbox"/> EOB Pass	Signature of Approving Official _____

VOLUNTEERS	TO BE COMPLETED BY VOLUNTEER	
	<i>I acknowledge that the personnel data above is correct and that I am volunteering my services without compensation or promise of such.</i>	
	<u>Robert J. Giuffra Jr.</u> Signature of Volunteer	<u>11/2/81</u> Date

FOR USE BY WHITE HOUSE PERSONNEL OFFICE ONLY:

WHP-2 (1/81)

Preliminary copy to Security 11/9/81
DateApproved copy to Security 11/13/81
Date *by BAA*

Robert J. Giuffra, Jr.
8 Hawthorne Rd.
Bronxville, N.Y. 10708

November 2, 1981

Mr. Morton Blackwell
Special Assistant To The President
The White House
Washington, D.C. 20500

Dear Mr. Blackwell,

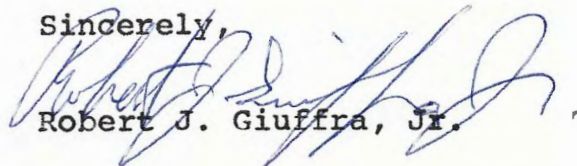
I am writing you today to inform you that I will be able to accept a position in your office as a volunteer for the period from November 9, 1981 to June 5, 1982.

I understand that I am expected to work at least 40 hours per week, and that I am volunteering my services without compensation or promise of such.

As you know, I am currently a Senior at Princeton University. I believe the opportunity to work in your office would greatly enhance my education.

I appreciate all of your help, and look forward to seeing you in Washington on November 9th.

Sincerely,



Robert J. Giuffra, Jr.

ROBERT J. GIUFFRA, JR.

8 Hawthorne Road
Bronxville, N.Y. 10708
(914) 793-5302 - H
914-969-5121 - 0

OBJECTIVE: A position in government.

EDUCATION: Princeton University, A.B., Public Affairs, June, 1982

Department: Woodrow Wilson School of Public and International Affairs

Thesis Topic: The Role of Political Action Committees in Congressional Elections

Courses Included: Party Politics, Urban Politics, Public Opinion, Law and Society, Macroeconomics, Microeconomics, U.S. History 1890-1940, U.S. History 1940-Present, U.S. Welfare Policy

Grades: 3.8 G.P.A. overall
4.0 G.P.A. major subjects

Awards: 1981 Aaron Austin Godfrey, Class of 63 Scholarship Prize (awarded to Princeton Junior of exceptional promise in public affairs); 1980 International Youth in Achievement Award; 1978 Who Who's Among American H.S. Students; 1978 New York State Regents Scholarship

Bronxville High School, Bronxville, N.Y., 1978

EXTRA-CURRICULAR ACTIVITIES:

Co-Chairman, Mid-Atlantic College Republican Federation.

Board Member, College Republican National Committee.

Editor, The Princeton Republic (official publication of the Princeton University Republicans).

Co-Coordinator, Princeton University Reagan for President Committee.

<u>Vice-President,</u>	Princeton University Pre-Law Society.
<u>Executive Committee,</u>	Undergraduates for a Stable America (Conservative Student Group at Princeton).
<u>Member,</u>	Young Americans for Freedom.
<u>Member,</u>	American Whig-Clío Society (College Debating and Public Affairs Group).
<u>Member,</u>	Princeton University Varsity Golf Team.
<u>Chief Justice,</u>	Bronxville High School Student Court.
<u>Captain,</u>	Bronxville High School Golf Team.

WORK EXPERIENCE:

6/81 - present Campaign Manager (60+ hours per week),
Angelo Martinelli for Mayor, Yonkers, N.Y.
Responsibilities: Coordinate overall campaign operation of
Yonkers, N.Y. Republican Mayoral and City Council Campaigns.
Yonkers is New York State's fourth largest city. Total campaign
budget exceeds \$100,000.

5/80 - 11/80 Campaign Manager (60+ hours per week),
Andrew Albanese for Congress, 23rd District, New York.
Responsibilities: Coordinate day to day campaign operation,
direct mail fundraising, press, PAC fundraising and issue research.
Supervised over 50 volunteers. Albanese lost to incumbent
Democrat Peter Peyser 55.5% to 44.5%.

8/79 - 5/80 Staff (part-time), Westchester Republican County Committee,
New York.
Responsibilities: Editor of 10,000 circulation monthly party
newspaper, fundraising and press.

6/79 - 8/79 Assistant to Claims Manager, Mutual Marine Insurance Co., New
York.

7/78 - 11/78 Campaign Volunteer, Duryea for Governor, New York.

SPECIAL SKILLS, INTERESTS:

Political campaign management-issue research, PAC fundraising,
survey research, press relations, fieldwork; hobbies - politics,
golf, physical fitness, skiing, Civil War history.

REFERENCES:

Dr. Michael Kagay
Woodrow Wilson School of Public
and International Affairs
Princeton University
Princeton, N.J. 08540
(609) 452-3000

John R. Torell
Vice-Chairman
Manufacturers Hanover Trust Company
350 Park Avenue
New York, N.Y.
(212) 350-3300

Andrew A. Albanese
Vice-Chairman
Westchester County Board of Legislators
White Plains, N.Y.
(914) 682-2326