USA Freedom Corps

Jessica Headley

Position: Executive Assistant  
Extent and Forms of Material: 3 linear feet, 1 linear inch

Abstract: Office files created and maintained by Jessica Headley during her work for the USA Freedom Corps. The records pertain to the USAFC’s efforts at fostering greater participation of Americans in community service, as well as to the various national nonprofit organizations with which the USAFC worked.

Repository: George W. Bush Presidential Library, National Archives and Records Administration, Dallas, TX  
gwbush.library@nara.gov  (214) 346-1557

Access: Access to Bush Presidential Records is governed by the Freedom of Information Act (FOIA) (5 USC 552 as amended) and the Presidential Records Act (PRA) (44 USC 22) and therefore records may be restricted in whole or part in accordance with legal exemptions.

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Custodial History: Official records of George W. Bush’s presidency are housed at the George W. Bush Presidential Library and administered by the National Archives and Records Administration (NARA) under the provisions of the Presidential Records Act (PRA).


Preferred Citation: Type of document; names of sender and recipient, or title of document; date; folder title or White House Office of Records Management Subject Code and case number; box number; Collection Title and series/subseries, George W. Bush Presidential Library.

Biographical History: Jessica Headley served as Executive Assistant in the USA Freedom Corps from 2007 to 2008. She attended Birmingham-Southern College and graduated cum laude in 2007 with a B.A. in Political Science. Prior to her work at the White House, she was involved in legislative politics in Alabama and Washington, D.C., working as an intern for Congressman Spencer Bachus in the U.S. House of Representatives, and as an education-reform advocate in the Alabama House of Representatives. After her service in the USA Freedom Corps, Ms.
Headley has worked for several media outlets, including Fox News, NBC Montana, and Fox29 in San Antonio.

**Administrative History:** The USA Freedom Corps was established by President George W. Bush via Executive Order 13254 on January 29, 2002. With increased public interest in community service following the September 11th terrorist attacks, the USAFC worked to publicize and encourage participation in service projects and served as a sort of clearinghouse for citizens interested in locating projects in their communities.

President Bush announced the creation of the USA Freedom Corps in his January 2002 State of the Union address, in conjunction with his call for Americans to devote two years (or 4,000 hours) over their lifetimes to community service. The Corps partnered with already-existing federal government organizations such as AmeriCorps and the Peace Corps. It adopted both domestic and international service projects, such as the relief initiative headed by former Presidents George H.W. Bush and Bill Clinton following the December 2004 Asian Tsunami.

Structurally, leadership of the USAFC was composed of the President, executive branch department and agency heads, as well as a director and staff. It was created as an office of the White House, as opposed to functioning as a permanent federal agency. Its headquarters were located at 736 Jackson Place near the White House. The USAFC reported to the President through the Domestic Policy Council.

**Scope and Content Note:** Materials related to community service organizations, event planning, contracts and solicitation-of-work records, and personnel-related records created or maintained by USA Freedom Corps Executive Secretary Jessica Headley during the administration of George W. Bush. Specific topics include the Citizen Corps, USA Freedom Corps Volunteer Network, Corporation for National and Community Service, and other nonprofit organizations that partnered with the federal government.

**System of Arrangement:** Material is arranged into three series, and there-under by alphabetical order: administrative files, general files, and publications.

**Related Collections:**

**Container List:**

**Box 1**

**Headley, Jessica - Administrative Files**

1. Henry C. Lozano -- Bio
2. Binder - Intern Applications - Fall 2008 [1]
Karl Zinsmeister
Resumes
Staffings
Weekly Reports

Headley, Jessica - General Files

Ad Council
America Supports You / Freedom Walk [1]
America Supports You / Freedom Walk [2]
AmeriCorps Disaster Relief Act
Big Brothers / Big Sisters
BLS (Bureau of Labor Statistics)
Boomers
Campaign for Youth
Charitable Giving
Citizen Corps [Folder 1]
Citizen Corps [Folder 2] [1]
Citizen Corps [Folder 2] [2]

Box 2

Headley, Jessica - General Files

Civic Health Index, Nunn and Bennett
Civic Ventures
Civilian Reserve Corps
CNCS (Corporation for National and Community Service)
CNCS (Corporation for National and Community Service) Board
Congregation Volunteering
Corporate Citizenship
DPC (Domestic Policy Council)
DPC (Domestic Policy Council) Briefing, 05/14/2002
Egg Roll (2008) [Folder 1]
Egg Roll (2008) [Folder 2]
Executive Orders
Federal Employee Volunteering
Federal Mentoring Council
15 Federal Youth Coordination Act
16 Financial Services Roundtable [1]
17 Financial Services Roundtable [2]
18 Global Health Corps
19 Here 2 Help
20 Higher Education
21 Higher Education Honor Roll
22 Intern Service Project
23 International
24 Katrina

Box 3

Headley, Jessica - General Files
1 Katrina Bill
2 Katrina One Year
3 Learn and Serve
4 MCP (Mentoring Children of Prisoners)
5 Media
6 Medical Institute
7 [Mentoring Children of Prisoners]
8 MOST [Film Information]
9 Mrs. Bush -- Blair House -- 04/24/2006
10 National Conference
11 NCCC (National Civilian Community Corps)
12 NCLB (No Child Left Behind)
13 Network for Good
14 New Americans Initiative
15 NFG (Network for Good) Contract, 2005 - 2008
16 NVW (National Volunteer Week) 2007 [1]
17 NVW (National Volunteer Week) 2007 [2]
18 NVW (National Volunteer Week) Cabinet Activity
19 OFBCI (Office of Faith-Based and Community Initiatives)
20 OPM (Office of Personnel Management)
21 PCSCP (President's Council on Service and Civic Participation) Media
Box 4

**Headley, Jessica - General Files**

1. Peace Corps [Folder 3]
2. POLF (Points of Light Foundation) / Hands On
3. Presidential Fellows
4. Presidential Freedom Scholarships
5. [Presidential Proclamation on National Mentoring Month]
6. Presidential Requests
7. President's Council on Service and Civic Participation
8. Binder - President's Council on Service and Civic Participation
9. President's Volunteer Service Award
10. Pro Bono Summit [Folder 1]
11. Pro Bono Summit [Folder 2]
12. Pro Bono Summit 09/20/2007
13. Project Hope [1]
15. PSA (Public Service Announcement)
16. PVSA (President's Volunteer Service Award) General [1]
17. PVSA (President's Volunteer Service Award) General [2]
18. PVSA (President's Volunteer Service Award) Letters

Box 5

**Headley, Jessica - General Files**

1. Ready Willing and Able Act
2. Binder - Recent Publications, Corporation for National and Community Service
3. Strategery
4. Strengthening Americas Communities Act
5. Target
6. Trinkets
7. Tulane
8. Tutoring
9. United Way
10 US / Denmark
11 US / Germany
12 US / Russian Volunteer Corps
13 US / UK Partnership
14 USAFC (USA Freedom Corps) Strategic Vision
15 Binder - USA Freedom Corps Volunteer Network Documentation [1]
16 Binder - USA Freedom Corps Volunteer Network Documentation [2]
17 Binder - USA Freedom Corps Volunteer Network Documentation [3]
18 Vetting
19 Victoria Rowell Literacy Proposal
20 Binder - Volunteer Programs
21 Volunteers for Prosperity [1]
22 Volunteers for Prosperity [2]
23 [Web Contract]
24 Women

Box 6

Headley, Jessica - General Files
1 YMCA [1]
2 YMCA [2]
3 Youth/HAY (Helping America's Youth)
4 Youth Volunteer Summit

Headley, Jessica - Publications
5 AmeriCorps
6 Celebrating Families, Volume 2
7 CNCS (Corporation for National and Community Service) Budget 2007
8 Dear Solidier
9 Disney
10 Florida Volunteer Mentoring
11 High School Dropout
12 Jumpstart [1]

Box 7

Headley, Jessica - Publications
1 Jumpstart [2]
2 RIF (Reading is Fundamental)
3 Understanding Addiction and Supporting Recovery
4 Youthbuild