



George W. Bush Presidential Library and Museum

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USA Freedom Corps

Jessica Headley

Position: Executive Assistant

Date Ranges: 2001-2009 (bulk 2005-2008)

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).

Processing note: Processed by Paul H. Santa Cruz, archivist, April 2010, December 2014.

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]
- 3 Binder - Intern Applications - Fall 2008 [2]
- 4 Binder - Intern Applications - Fall 2008 [3]
- 5 Binder - Intern Manual [1]
- 6 Binder - Intern Manual [2]

- 7 Karl Zinsmeister
- 8 Resumes
- 9 Staffings
- 10 Weekly Reports

Headley, Jessica - General Files

- 11 Ad Council
- 12 America Supports You / Freedom Walk [1]
- 13 America Supports You / Freedom Walk [2]
- 14 AmeriCorps Disaster Relief Act
- 15 Big Brothers / Big Sisters
- 16 BLS (Bureau of Labor Statistics)
- 17 Boomers
- 18 Campaign for Youth
- 19 Charitable Giving
- 20 Citizen Corps [Folder 1]
- 21 Citizen Corps [Folder 2] [1]
- 22 Citizen Corps [Folder 2] [2]

Box 2

Headley, Jessica - General Files

- 1 Civic Health Index, Nunn and Bennett
- 2 Civic Ventures
- 3 Civilian Reserve Corps
- 4 CNCS (Corporation for National and Community Service)
- 5 CNCS (Corporation for National and Community Service) Board
- 6 Congregation Volunteering
- 7 Corporate Citizenship
- 8 DPC (Domestic Policy Council)
- 9 DPC (Domestic Policy Council) Briefing, 05/14/2002
- 10 Egg Roll (2008) [Folder 1]
- 11 Egg Roll (2008) [Folder 2]
- 12 Executive Orders
- 13 Federal Employee Volunteering
- 14 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

- 22 Peace Corps [Folder 1]
- 23 Peace Corps [Folder 2]

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]
- 14 Project Hope [2]
- 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