

FOIA MARKER

This is not a textual record. This is used as an administrative marker by the Clinton Presidential Library Staff.

Folder Title:

Craig Memos [2]

Staff Office-Individual:

Security Office-Hughes, Edward

Original OA/ID Number:

CF 1795A

Row:	Section:	Shelf:	Position:	Stack:
25	6	7	1	V

Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. memo	Personally Identifiable Information [partial] (1 page)	03/13/1996	b(7)(C), b(6)
002. memo	Personally Identifiable Information [partial] (1 page)	00/00/1996	b(7)(C), b(6)
003. memo	Personally Identifiable Information [partial] (1 page)	10/27/1995	b(7)(C), b(6)
004. memo	Copy of 003. (1 page)	10/27/1995	b(7)(C), b(6)
005. list	[Types of Passes] (1 page)	00/00/1996	b(7)(E)
006. memo	[Personnel Issue] (1 page)	12/13/1994	b(6)
007. memo	[Personnel Issue] (1 page)	12/06/1994	b(6)
008. memo	Personally Identifiable Information [partial] (1 page)	00/00/0000	b(7)(C), b(6)
009. memo	Copy of 008. (1 page)	00/00/0000	b(7)(C), b(6)

COLLECTION:

Clinton Presidential Records
Security Office
Edward Hughes
OA/Box Number: CF 1795A

FOLDER TITLE:

Craig Memos [2]

2006-1066-F

vz3608

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the 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]

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

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

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

- b(1) National security classified information [(b)(1) of the FOIA]
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- 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]



WHITE HOUSE
PERSONNEL SECURITY U.S. Department of Justice

Federal Bureau of Investigation

96 MAR 25 P2:27

Washington, D.C. 20535

March 22, 1996

Mr. Craig Livingstone
Director
Office of Personnel Security
The White House
Washington, D.C. 20500

Dear Mr. Livingstone:

This is to advise you that what were formerly the Special Inquiry Unit and the General Background Investigations Unit, and their personnel and responsibilities, have been consolidated into a single FBI Headquarters Unit called the Special Inquiry and General Background Investigations Unit (abbreviated "SIGBIU"). I have been assigned to head the Unit. Since October, 1990, and up until the consolidation, I headed the former Special Inquiry Unit. Verne Dickerson, who headed the former General Background Investigations Unit, has been reassigned.

As the SIGBIU is responsible for conducting certain background investigations requested by your office, I, along with members of my management staff, look forward to meeting with you and/or members of your staff in the near future. Until such time, and thereafter, if we can be of assistance, please contact one of us at (202) 324-2568. In addition to myself, the SIGBIU management staff consists of Supervisory Personnel Security Specialists Patricia B. Kaloudis, Wayne R. Koka, Therese E. Rodrique and Steven D. Strunk.

Correspondence regarding matters of interest between our offices, including our background investigations, if forwarded by courier should be addressed, and delivered, to the SIGBIU, Room 4371, FBI Headquarters, to my attention.

Craig Livingstone

If forwarded by mail, it should be addressed as follows:

U.S. Department of Justice
Federal Bureau of Investigation
J. Edgar Hoover Building
935 Pennsylvania Ave., N.W.
Washington, D.C. 20535-0001

Attention: James Allan Bourke
Room 4371

It should be noted that the above is a new mailing address.

I would appreciate your bringing the above information to the attention of appropriate members of your staff. I hope to maintain the excellent working relationship between the FBI and your office and, to the extent possible, accommodate your needs with regard to the FBI's responsibility in the area of background investigations.

Sincerely yours,



James A. Bourke
Chief
Special Inquiry and General
Background Investigations Unit

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E X E C U T I V E O F F I C E O F T H E P R E S I D E N T

13-Mar-1996 05:45pm

TO: Christopher D. Cerf
FROM: D. Craig Livingstone
Office of the Counsel
CC: Kathleen M. Whalen
SUBJECT: THOMASES, Susan

Access Report: THOMASES, Susan

DOB
SS#

(b)(6), (b)(7)c

[001]

Per your request I have reviewed Ms. Thomases security file for the purpose of providing an accounting of her access (and level of) to the EOP complex.

- 1) WH Personnel form signed 1-18-93. It is noted that Ms. Thomases status is listed as volunteer.
- 2) Temporary WH Pass request submitted to WH Security 1-19-93. No requesting office denoted on form (this was not uncommon as the previous administration was handling transition paperwork.)
- 3) FBI Namecheck completed 1/21/93.
- 4) Pass change request to Temporary Residence (T-RES) 1-26-93 by (b)(6), (b)(7)c WH Security processed.
- 5) SF-86 completed and signed 4/9/93.
- 6) FBI level II investigation completed 7/6/93.
- 7) On Temporary Pass through 10/5/93.
- 8) Remained on WH Access list through 4/27/94.

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THE WHITE HOUSE
WASHINGTON

Mr. David Dalton
USAID/IG/SEC/PSI/I
Room 415 SA-16
Washington, DC 20523-1604

Dear Mr. Dalton:

The following individuals should be cleared to request background investigations completed by your agency:

DENBO, Jonathan Stewart

DOB: [REDACTED]
SS#: (b)(6), (b)(7)c

HUGHES, Edward Francis

DOB: [REDACTED]
SS#: (b)(6), (b)(7)c

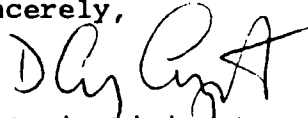
[002]

LIVINGSTONE, David Craig

DOB: [REDACTED]
SS#: (b)(6), (b)(7)c

Thank you for your co-operation.

Sincerely,



D. Craig Livingstone
Director
White House Personnel Security

TO: MADGE HENNING
DIRECTOR, WH INTERN PROGRAM

FROM: JONATHAN DENBO
WH PERSONNEL SECURITY

DATE: MARCH 11, 1996

Checklist for Turning in Intern Paperwork

1. 2 copies of namecheck requests, copy of cover from intern application, and one typed red label with "LAST NAME, First Name M.I." format

With these four items, we will first create a file. Next, we will send one namecheck request to the FBI and keep the other for our files. It **should** come back within two weeks, however it could sometimes take longer. When the namechecks come back, assuming the subjects have no arrest records, I will e-mail you. If there is a problem, Craig will contact you and you two will meet and proceed from there.

2. The blue form, the intern agreement, and the SF-86

The SF-86 **must** be typed--no exceptions. These three items should be delivered to our office after the namecheck has been returned. Craig will review this paperwork to make sure there are no security issues that need to be discussed. Once again, if there are, Craig will contact you and the two of you will proceed from there. Please don't hesitate to point out **any** areas of concern you may find.

3. A copy of the memo stating which interns should be added to which access lists

Craig will look over this sheet to make sure that all additions are older than 18. Assuming they are, he will sign it. I will fax the signed memo to WAVES and they will add the interns to the respective access lists (West Wing, OEOB, etc). This process usually takes about one day, so try to avoid sending these memos to me after 4:00 for those interns who require access for the next day as Secret Service closes at 5:00.

4. A memo **signed by Jodie Torkelson** stating which interns will require passes

If their offices require intern passes, a memo should be drafted by you to Jodie Torkelson requesting passes (or "badges") for those interns who have been drug

tested. Consult with Kelli McClure when co-ordinating drug testing. When this memo has been approved by Ms. Torkelson, you should send the signed copy to our office and keep one for your files. Assuming that the interns have completed their security paperwork, we will then request passes for them which will expire on the last day of the internship unless otherwise indicated by you. We will instruct Secret Service to notify you when the pass is ready. Furthermore, you will be the point of contact for the interns. Please notify the interns in advance to go through you if they have any questions and **not** to call either our office or Secret Service. This process usually takes about one day, as well, so, again, try to avoid sending these memos to me after 4:00 for those interns who require passes for the next day.

That is all the paperwork that should be exchanged between our offices. All paperwork should come **directly** to me or just place it in our "In" box. By the way, the most frequently asked questions are:

Has his/her namecheck come back yet?

Try to avoid this one. I know it seems like a lot of paperwork, but 99.99 % of the time, I am on top of it and am aware of who does/doesn't have a returned namecheck.

Is he/she on access?

This one is fine to ask and easy for me to answer.

Has his/her pass authorization come down to you yet?

Again, I am on top of these kind of things. Once I get the authorization from Ms. Torkelson, I will issue the pass **that** day, unless the memo comes to us after 5:00, because Secret Service closes at 5:00.

If you have any questions, call me at x65212.

M E M O R A N D U M

COPY

TO: CHRIS CERF
ASSOCIATE COUNSEL TO THE PRESIDENT

FROM: CRAIG LIVINGSTONE
DIRECTOR, WHITE HOUSE PERSONNEL SECURITY

RE: SECURITY CLEARANCE STATISTICS

DATE: MARCH 5, 1996

	<u>TOTAL # OF STAFF</u>	<u># OF STAFF WITH CLEARANCE</u>	<u>% OF STAFF WITH CLEARANCE</u>
WHO	411	351	85.4
OVP (WH)	24	21	87.5
OPD	32	27	84.4
TOTAL:	467	399	85.4%

NOTE: The staffs of the National Security Council and Executive Residence have not been included in this clearance process. All security clearances pertaining to the NSC are handled by Glenn Yorkdale, NSC Security Officer.

COPY

HAROLD ICKES PASS HISTORY
AS DICTATED BY JANET FREIDLINE USSS/WHD, 2/23/96

- 1/19/93- 60 DAY TEMPORARY WHITE HOUSE PASS REQUESTED BY WHITE HOUSE PERSONNEL SECURITY OFFICE (JANE DANNEHAUER).
- AT THE TIME MR. ICKES WAS CONSIDERED DNC STAFF. (IN ERROR, USSS ISSUED MR. ICKES A PERMANENT PASS, NOT THE TEMPORARY PASS ORIGINALLY REQUESTED BY WHITE HOUSE PERSONNEL SECURITY OFFICE).
- 9/23/93- PERMANENT PASS DEACTIVATED.
- PER MEMO FROM CRAIG LIVINGSTONE, DIRECTOR, WHITE HOUSE PERSONNEL SECURITY.
- 2/15/94- 90 DAY TEMPORARY WHITE HOUSE PASS REQUESTED BY CRAIG LIVINGSTONE.
(MR. ICKES OFFICIALLY HIRED AS STAFF IN CHIEF OF STAFF'S OFFICE ON 1/4/94).
- 2/22/94- PASS ISSUED AND RECEIVED.
- 5/22/94- TEMPORARY WHITE HOUSE PASS EXTENDED 90 DAYS AS REQUESTED BY CRAIG LIVINGSTONE, DIRECTOR, WHITE HOUSE PERSONNEL SECURITY.
- 6/21/94- PERMANENT PASS REQUESTED BY CRAIG LIVINGSTONE.
6/24/94- PASS ISSUED AND RECEIVED.
- 8/09/94- PASS LOST AND ISSUED A REPLACEMENT.
- 1/17/96- PASS LOST AND ISSUED A REPLACEMENT.

ANTHONY TO RELEASE

Craig G. J. 2.23.96
BY WHITE HOUSE PERSONNEL SECURITY

January 23, 1996

MEMORANDUM

TO: JIM DORSKIND
LEANN INADOMI
CHRIS JENNINGS
MARY MARGARET OVERBEY
KERRI SHEEHAN

FROM: CRAIG LIVINGSTONE 
DIRECTOR, WHITE HOUSE PERSONNEL SECURITY

RE: MONTHLY ACCESS LISTS

CC: KELLI MCCLURE

As of February 1, 1996, those offices with regular access lists or who are in contact with an agency that requires a regular access list must submit a new list by the 25th of each month to Jodie Torkelson, Assistant to the President and Director of Management and Administration, in room 145 for re-authorization. Thank you for your continued cooperation.

COPY

January 23, 1996

MEMORANDUM

TO: ROGER SALAZAR

FROM: CRAIG LIVINGSTONE 
DIRECTOR, WHITE HOUSE PERSONNEL SECURITY

RE: MONTHLY ACCESS LISTS

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COPY

January 23, 1996

MEMORANDUM

TO: SYLVIA PANETTA

FROM: CRAIG LIVINGSTONE
DIRECTOR, WHITE HOUSE PERSONNEL SECURITY

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DIRECTOR, WHITE HOUSE PERSONNEL SECURITY

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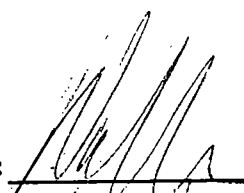
December 22, 1995

MEMORANDUM

Per Craig Livingstone, the following files were released in total to Natalie Williams upon her request:

DAVISON, Stephen B.
DOZIER, Elizabeth Ann (Fan)
SAMPLE, Penelope Bea Hicks

OKC 12/22/95

Signature: 

Date: 12/22/95

THE WHITE HOUSE

WASHINGTON

MEMORANDUM

TO: JODIE TORKELSON
ASSISTANT TO THE PRESIDENT
FOR MANAGEMENT AND ADMINISTRATION

CHRIS CERF
ASSOCIATE COUNSEL TO THE PRESIDENT

FROM: CHUCK EASLEY 
D. CRAIG LIVINGSTONE 

RE: PROCEDURE FOR PROCESSING SECURITY VIOLATIONS

DATE: NOVEMBER 3, 1995

We offer the attached document as a process for handling security violations. Please advise us as how to proceed further. Thank you.



PROCEDURES FOR PROCESSING SECURITY VIOLATIONS

Upon discovery of an alleged security violation, USSS prepares a security violation report and removes the document(s) to the Uniform Division's Control Center. If the alleged violation is an open safe, one file, bearing the highest classification, is removed and annotated with the officer's name, badge number, date, and time, then returned to the safe and the safe secured. This document is identified in the security violation report.

On the next business day, White House Personnel Security receives from USSS a copy of the alleged security violation with associated papers. White House Personnel Security then prepares a memorandum to the Manager or Supervisor of the office involved requesting that an inquiry of the incident be conducted with a written report rendered within ten working days. The White House Personnel Security Office will provide any assistance needed to conduct the inquiry.

The Manager or Supervisor's inquiry should, at a minimum, (a) determine if there has been an actual security violation, (b) identify the person(s) responsible, and (c) determine the probability of compromise and prepare a damage assessment report, if required. The written report should contain recommendations for administrative or judicial action(s), as well as what action(s) will be taken to prevent a reoccurrence or future violation within their areas of responsibility.

Upon receipt of the investigation, White House Personnel Security will coordinate with Counsel's Office, then forward the report with recommendations to the Agency Head, or his or her designee, involved for final action.

The White House Personnel Security Office is the office of record. Reports of violations are destroyed one year after the responsible individual departs. Accumulation of security violations run from calendar year so that only those violations from January 1 of each year are available to the individual conducting the investigation, and are utilized for determining the appropriate penalty. However, reports of all previous violations remain in the security file.

Personnel on loan, detail, or temporary duty are to comply with these regulations and their parent agencies will be provided with a copy of any security violations incurred during their period of service to the White House Office.

The following list of standard penalties are to be used as a guide:

1st Violation

Written notification of violation filed in the individual's security file. Consultation with immediate supervisor, and individual advised of penalties incurred for a second violation.

2nd Violation

Written notification of violation filed in the individual's security file. Consultation with division head, and a letter of warning placed in the individual's Official Personnel File. Individual advised of penalties incurred for a third violation.

3rd Violation

Written notification of violation filed in the individual's security file. Consultation with Associate Counsel. Letter of Reprimand placed in the individual's Official Personnel File. Individual advised of penalties incurred for a fourth violation.

4th Violation

Written notification of violation filed in the individual's security file. Consultation with Counsel. Suspension without pay for a period not to exceed fourteen (14) days. Individual advised that future violation could result in the denial of access to classified material in accordance with Sec. 5.4(c) EO 12356.

Ordinarily, these penalties are the maximum penalties that will be imposed. Lesser or greater penalties, dictated by the circumstances, may be imposed at the discretion of Counsel to the President, or his or her designee.

MEMO TO:

FROM: D. CRAIG LIVINGSTONE
DIRECTOR, WHITE HOUSE PERSONNEL SECURITY

SUBJECT: Violation of Security Procedures

During a routine security inspection of office areas under your jurisdiction on _____, a violation of security procedures was discovered in Room _____, which is occupied by _____.

Please initiate an inquiry as required by the Office of Administration's Implementing Instruction for Executive Order 12356, dated _____. The inquiry should be completed and returned to the White House Personnel Security Office, Room 84, at your earliest opportunity, but no later than _____.

If I can answer any questions regarding this incident, or provide any assistance with the inquiry, please call me on extension 62345.

attachments

*(CRAI), This looks good. Please
work with Chuck to go if he concurs.
If so, do not want to protect me from*

**PROCEDURES FOR PROCESSING
SECURITY VIOLATIONS**

*Chuck and you
processing this.*

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- 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]

THE WHITE HOUSE
WASHINGTON

October 27, 1995

MEMORANDUM

TO: DENNIS SCULIMBRENE
FBI LIAISON

FROM: D. CRAIG LIVINGSTONE, DIRECTOR
WHITE HOUSE PERSONNEL SECURITY OFFICE

RE: NEW COUNSEL TO THE PRESIDENT

This memo serves to inform you that the following individual has been appointed Counsel to the President, replacing Judge Abner Mikva. He will thus assume all responsibilities that Judge Mikva had assumed.

QUINN, John M.

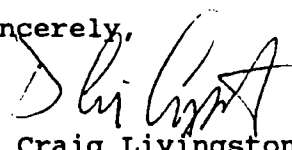
(b)(6), (b)(7)(c)

Full Field by FBI
03/04/93

[003]

Thank you for your assistance.

Sincerely,


D. Craig Livingstone
Director, White House
Personnel Security

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
004. memo	Copy of 003. (1 page)	10/27/1995	b(7)(C), b(6)

COLLECTION:

Clinton Presidential Records
Security Office
Edward Hughes
OA/Box Number: CF 1795A

FOLDER TITLE:

Craig Memos [2]

2006-1066-F

vz3608

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

P1 National Security Classified Information [(a)(1) of the PRA]
P2 Relating to the 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]

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

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

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]
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THE WHITE HOUSE
WASHINGTON

October 27, 1995

MEMORANDUM

TO: JAMES BURKE
FBI SPIN UNIT

FROM: D. CRAIG LIVINGSTONE, DIRECTOR
WHITE HOUSE PERSONNEL SECURITY OFFICE

RE: NEW COUNSEL TO THE PRESIDENT

This memo serves to inform you that the following individual has been appointed Counsel to the President, replacing Judge Abner Mikva. He will thus assume all responsibilities that Judge Mikva had assumed. Please address background investigations to John M. Quinn, Counsel to the President.

QUINN, John M.

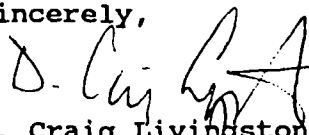
(b)(6), (b)(7)C

Full Field by FBI
03/04/93

Thank you for your assistance.

[004]

Sincerely,


D. Craig Livingstone
Director, White House
Personnel Security

COPY

MEMORANDUM FOR: JOHN M. QUINN
COUNSEL TO THE PRESIDENT

FROM: CRAIG LIVINGSTONE
DIRECTOR, WH PERSONNEL SECURITY

DATE: October 23, 1995

RE: SECURITY OFFICE DESCRIPTION

I thought it might be helpful to you if I put together an overview of my office, our responsibilities, and job descriptions.

I. THE WHITE HOUSE PERSONNEL SECURITY OFFICE

The White House Personnel Security Office is the central point of contact with department/agency offices within the Executive Branch, and the Senatorial offices within the Legislative Branch (Advice and Consent function).

Information is provided on a NEED TO KNOW basis for clearance purposes only.

In the past, the following named persons were directed to review F.B.I. reports on a NEED TO KNOW basis:

- The President
- Counsel to the President, Deputy Counsel and/or other Counsel personnel when necessary for clearance purposes.

If the subject of an investigation is a Presidential Appointee (with Senate confirmation)*:

- Senate Committee Chairman and Ranking Minority Member and/or their designee-Committee Member, in order to perform the Advice and Consent function.
- Department/Agency Security Officer, after confirmation of the Presidential Appointee, when performing the legitimate security function in connection with the granting of a security clearance for that agency.

If the subject of an investigation is staff (passholder):

- Copy of F.B.I. investigation sent to Secret Service with permanent pass request for security consideration (suitability considerations are handled by Counsel's office).

Further access is presumptively restricted outside Counsel's office unless Counsel grants permission on a case-by-case basis.

*Senate Judiciary Committee is the exception.

II. D. CRAIG LIVINGSTONE - DIRECTOR, WH PERSONNEL SECURITY

- Processes security papers in function with obtaining clearances for Presidential appointees and White House Complex staff members;
- Handles daily contact with the Federal Bureau of Investigation;
- Maintains frequent contact with attorneys on an individual case basis;
- Works with the United States Secret Service in processing applicants for access and White House passes; sits on numerous committees with the USSS; acts as liaison between USSS and staff;
- Maintains clearance processes for White House Intern/Volunteer programs;
- Initiates memoranda to the attorneys;
- Initiates and maintains Security Interview process for both staff applicants and interns/volunteers;
- Processes Compartmented Clearances for all staff within the Complex who have NEED TO KNOW in handling of classified documents in support of the President on a daily basis. In addition to certain Commissioned Officers who have a NEED TO KNOW, certain support staff in the Immediate Office of the President should be included since they are in the "paper-flow" in the handling of classified documents above TOP SECRET. The National Security Council is responsible for filling out forms, at our request, for the C.I.A. The Agency, in turn, reviews the particular F.B.I. report on an individual and, assuming the information is acceptable, will brief him/her for Code Word clearance.
- Initiates, through the National Archives, the F.B.I. investigations of former Presidents' support staff (includes updates every five years), in order for them to

have access to classified papers of the particular ex-President.

- Acts as principal liaison with all government-wide department/agency security officers in assisting in their clearance processes. As mentioned previously, when an employee leaves the White House, we receive inquiries requesting security information for the department or agency employing that individual. Since the individual is no longer an employee of the White House, we release the information to the agency/department to assist the individual in the Security Clearance process.

III. EDWARD HUGHES - EXECUTIVE ASSISTANT TO THE DIRECTOR

- Serves administrative and supervisory needs of the office.
- Serves as contact with outside agency security offices.
- Coordinates and processes all requests for Secret Compartmentive Clearance.
- Coordinates the Permanent Pass process.
- Maintains tracking of White House staff through the permanent pass process
- Maintains records of all staff in office's Security Tracking database

IV. JONATHAN DENBO - SECURITY ASSISTANT

- Runs preliminary security checks on those who have requested access to the White House complex.
- Maintains the passholder extension and access lists.
- Maintains file system on staff, detailees, military personnel, volunteers, interns, etc.
- Coordinates the Re-investigation process to update the clearances of career employees.
- Serves as Volunteers Office liaison
- Assists Executive Assistant with maintaining Security Tracking database
- Processes security paperwork to initiate background investigations with the FBI.

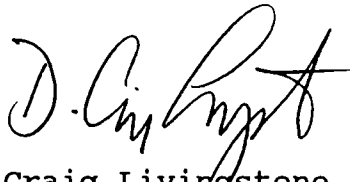
THE WHITE HOUSE
WASHINGTON

COPY

April 24, 1995

To Whom It May Concern:

FLETCHER, William A. has not received or is anticipated to hold a permanent White House pass during the course of this administration.

A handwritten signature in black ink, appearing to read "D. Craig Livingstone". The signature is fluid and cursive, with the first name "D." and last name "Livingstone" clearly distinguishable.

D. Craig Livingstone
Director, White House Security

COPY

E X E C U T I V E O F F I C E O F T H E P R E S I D E N T

17-Apr-1995 05:57pm

TO: Jodie R. Torkelson

FROM: D. Craig Livingstone
 Office of the Counsel

SUBJECT: RE: CIA Clearances

Greetings.

Thank you for responding to my memo. I have notified the military office (they hold Al Maldon's clearances).

I understand you had some questions regarding Mr. Panetta's additional clearance. Some time ago I received a letter from the director of security at DOE. He wanted me to review a short list of names that included former POTUS/VPOTUS, COS, Press Sec and a few select OMB, NSC and OSTP staff members.

The aforementioned individuals held "Q" clearances issued by the DOE at WH request. After consulting Counsel and the NSC it was determined that with the exception of former POTUS/VPOTUS (and of course our present POTUS/VPOTUS) all others would be dropped from this clearance as they no longer possessed "a need-to-know".

At this point, Counsel and NSC determined who might need a "Q" clearance. This was determined by considering the criteria to gain a "Q" clearance. This clearance is needed by individuals that would require access to or be briefed on to nuclear weapons information. The following individuals were determined to have a need-to-know by Counsel; The PRESIDENT, The VICE-PRESIDENT, Mr. PANETTA, Mr. MIKVA and Mr. MCCURRY. This is consistent with previous administrations.

The next step is for Mr. PANETTA to sign the required SECURITY ACKNOWLEDGEMENT/CLEARANCE CRITERIA STATEMENT and I will forward it to DOE. DOE will then send a senior security officer to review our applicant's FBI/Background Investigation. Once the security officer has determined their suitability, I will coordinate a briefing for the three, with DOE. The clearance is not considered active until the briefing is completed.

Finally, DOE will notify me as to their clearance type and number. I will then inform the CIA, NSC and NSA as to their new clearances.

One additional item for your information. I have, with assistance from Chuck Easley, put into motion a review of "Q" clearances at the NSC. Mr. Easley, on an on-going basis, updates OA, OSTP and OMB.

I hope this responds to your questions. Any assistance you can offer in having Mr. Panetta sign and return the form would be greatly appreciated.

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
005. list	[Types of Passes] (1 page)	00/00/1996	b(7)(E)

COLLECTION:

Clinton Presidential Records
Security Office
Edward Hughes
OA/Box Number: CF 1795A

FOLDER TITLE:

Craig Memos [2]

2006-1066-F

vz3608

RESTRICTION CODES

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E X E C U T I V E O F F I C E O F T H E P R E S I D E N T

24-Mar-1995 11:41am

TO: Michael D. Malone
FROM: D. Craig Livingstone
 Office of the Counsel
CC: Christopher D. Cerf
SUBJECT: RE: 30 and 180 day rules

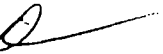
The office of White House Personnel Security is pleased to report that there have been NO violations of the 30-day rule (as to paperwork submission). WHPS secures paperwork for the White House Office, Office of the Vice-President, National Security Council, Office of Policy Development, The Executive Residence, WH Federal Credit Union, ATT/Bell Atlantic and Diversified Reporting.

In addition, there are NO violations of the 180-day rule (as to completion of the permanent pass process) from the offices under our supervision.

WHPS has taken additional steps to ensure that the aforementioned requirements are met.

THE WHITE HOUSE
WASHINGTON

COPY

MEMO TO: MS. PHYLLIS ACINAR
FROM: CRAIG LIVINGSTONE 
DIRECTOR, WHITE HOUSE SECURITY
DATE: 9 March 1995
RE: MARCECA, Anthony B.

While on detail to the White House, Mr. Marceca was required to work overtime fairly often. I recall signing overtime worksheets on several occasions. The approximate overtime total per week was 11-15 hours. Conservatively, I would estimate that Mr. Marceca put in 50-60 hours of overtime while detailed to the White House.



THE WHITE HOUSE
WASHINGTON

MEMO TO: CHRISTOPHER CERF
ASSOCIATE COUNSEL TO THE PRESIDENT

FROM: CRAIG LIVINGSTONE *CL*
DIRECTOR, WHITE HOUSE PERSONNEL SECURITY

DATE: January 18, 1995

RE: Adverse Information

White House Personnel Security will not authorize a security clearance for any individual who has a history of unresolved drug and alcohol problems without an assessment completed by a professional competent in addiction assessments. If, as a result of this assessment, there is an indication of an unresolved problem that could compromise or bring discredit to the White House, the individual will not have access until such time as a competent authority, as determined by White House Personnel Security, deems that the individual is successfully participating in a treatment regimen.

This policy supports the Administration's commitment to a drug-free work place and the value of Employee Assistance Programs.

I agree,
CL

file

make copy to me

cy

*- released copy
to USSS 2/3/95*

THE WHITE HOUSE

WASHINGTON
January 9, 1995

MEMORANDUM FOR ALL STAFF

FROM: LEON E. PANETTA
CHIEF OF STAFF



SUBJECT: Security Reminder

This memorandum is to remind everyone of the importance of security in the White House complex. Violation of White House security guidelines may result in personnel actions, to include suspension without pay and dismissal. In particular, I wish to call your attention to the following:

PASSES All staff, with the sole exception of Assistants to the President, must wear their passes at all times while in the White House complex.

A pass, whether belonging to an employee or issued temporarily for an appointment, may be used only by the person to whom it is issued and only for the purposes for which it is issued. You are responsible for making sure that your guests turn in their passes when leaving the complex. If a pass is inadvertently retained, it should be returned immediately to the Uniformed Division of the Secret Service.

Staff should not wear their passes outside the complex.

ACCESS Only employees or full-time detailees with a picture badge may WAVE in guests or appointments.

Volunteers and Interns may not WAVE in appointments or guests, and they may not conduct tours. Staff should not ask volunteers or interns to do so.

— Staff should not send non-blue passholders to run errands in the West Wing unless they have been cleared in advance into the West Wing through WAVES.

**CLASSI-
FIED
MATERIAL** Classified material must be properly handled and stored at all times.

It is each employee's responsibility to determine if a recipient has the appropriate security clearance before delivering any classified documents, or otherwise imparting classified information. Please call Craig Livingstone, WH Security Officer (x6-2345), or Chuck Easley, EOP Security Officer (x5-6206) for assistance.

COPY

MEMORANDUM TO: KATHLEEN WHALEN
ASSISTANT COUNSEL TO THE PRESIDENT

FROM: CRAIG LIVINGSTONE
DIRECTOR, WHITE HOUSE SECURITY

DATE: January 4, 1995

RE: Ethics Question

I have been approached by several friends who would like to set up a non-profit fund-raising committee. This committee's sole purpose would be to raise funds to defray my legal expenses related to the inquiry focusing on the death of Vince Foster and events thereafter.

1. Is this permitted?
2. What actions, if permitted, might those involved take?

I look forward to your response.

cc: Christopher Cerf
Associate Counsel to the President

COPY

MEMORANDUM FOR: JODIE TORKELSON
DEPUTY ASSISTANT TO THE PRESIDENT
FOR MANAGEMENT AND ADMINISTRATION

FROM: CRAIG LIVINGSTONE
DIRECTOR, WH PERSONNEL SECURITY

DATE: December 30, 1994

RE: WH Personnel Security Issues

Please find attached:

ATTACHMENT 1: WH Personnel Security Office Description. I would like to remind you that we are presently at a staff level that is one less than the level when Congress was told that this office would have increased personnel.

This office only needs one FTE to meet the needs of our mission. With this FTE we would still have a 25% reduction in our office over the previous administration. It should be noted that we have approximately 30-40% more work because of the 4-5000 volunteers and 1000 interns that require processing.

This office also processes over 1000 military personnel annually.

Finally, we maintain close to 10,000 files (January 20, 1993 and on) in our office.

We really need our FTE position back!

ATTACHMENT 2: Please also find attached a proposed security violation procedures/violations form.


OPS 002507

Attachment 1

I. THE WHITE HOUSE PERSONNEL SECURITY OFFICE

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In the past, the following named persons were directed to review F.B.I. reports on a NEED TO KNOW basis:

- The President
- Counsel to the President, Deputy Counsel and/or other Counsel personnel when necessary for clearance purposes.

If the subject of an investigation is a Presidential Appointee (with Senate confirmation)*:

- Senate Committee Chairman and Ranking Minority Member and/or their designee-Committee Member, in order to perform the Advice and Consent function.
- Department/Agency Security Officer, after confirmation of the Presidential Appointee, when performing the legitimate security function in connection with the granting of a security clearance for that agency.

If the subject of an investigation is staff (passholder):

- Copy of F.B.I. investigation sent to Secret Service with permanent pass request for security consideration (suitability considerations are handled by Counsel's office).

Further access is presumptively restricted outside Counsel's office unless Counsel grants permission on a case-by-case basis.

*Senate Judiciary Committee is the exception.



OPS 002508

II. D. CRAIG LIVINGSTONE - DIRECTOR, WH PERSONNEL SECURITY

- Processes security papers in function with obtaining clearances for Presidential appointees and White House Complex staff members;
- Handles daily contact with the Federal Bureau of Investigation;
- Maintains frequent contact with attorneys on an individual case basis;
- Works with the United States Secret Service in processing applicants for access and White House passes; sits on numerous committees with the USSS; acts as liaison between USSS and staff;
- Maintains clearance processes for White House Intern/Volunteer programs;
- Initiates memoranda to the attorneys;
- Initiates and maintains Security Interview process for both staff applicants and interns/volunteers;
- Processes Compartmented Clearances for all staff within the Complex who have NEED TO KNOW in handling of classified documents in support of the President on a daily basis. In addition to certain Commissioned Officers who have a NEED TO KNOW, certain support staff in the Immediate Office of the President should be included since they are in the "paper-flow" in the handling of classified documents above TOP SECRET. The National Security Council is responsible for filling out forms, at our request, for the C.I.A. The Agency, in turn, reviews the particular F.B.I. report on an individual and, assuming the information is acceptable, will brief him/her for Code Word clearance.
- Initiates, through the National Archives, the F.B.I. investigations of former Presidents' support staff (includes updates every five years), in order for them to have access to classified papers of the particular ex-President.
- Acts as principal liaison with all government-wide department/agency security officers in assisting in their clearance processes. As mentioned previously, when an employee leaves the White House, we receive inquiries requesting security information for the department or agency employing that individual. Since the individual is no longer an employee of the White House, we release the information to the agency/department to assist the individual in the Security Clearance process.



OPS 002509

III. LISA WETZL - EXECUTIVE ASSISTANT TO THE DIRECTOR

- Serves administrative and supervisory needs of the office.
- Serves as contact with outside agency security offices.
- Processes security paperwork to initiate background investigations with the FBI.
- Maintains the passholder extension and access lists.
- Coordinates and processes all requests for Secret Compartmentive Clearance.

IV. EDWARD HUGHES - SECURITY ASSISTANT

- Runs preliminary security checks on those who have requested access to the White House complex.
- Maintains file system on staff, detailees, military personnel, volunteers, interns, etc.
- Coordinates the Permanent Pass process.
- Coordinates the Re-investigation process to update the clearances of career employees.

V. Available FTE position - SECURITY ASSISTANT

- Maintains tracking of White House staff through the permanent pass process.
- Serves as Volunteers Office liaison.
- Maintains records of all staff in office's Security Tracking database.
- Acts as troubleshooter/receptionist.



OPS 002510

Attachment 2

PROCEDURES FOR PROCESSING SECURITY VIOLATIONS

Upon discovery of an alleged security violation, USSS prepares a security violation report and removes the document(s) to the Uniform Division's Control Center. If the alleged violation is an open safe, one file, bearing the highest classification, is removed and annotated with the officer's name, badge number, date, and time, then returned to the safe and the safe secured. This document is identified in the security violation report.

On the next business day, White House Personnel Security receives from USSS a copy of the alleged security violation with associated papers. White House Personnel Security then prepares a memorandum to the Manager or Supervisor of the office involved requesting that an inquiry of the incident be conducted with a written report rendered within ten working days. The White House Personnel Security Office will provide any assistance needed to conduct the inquiry.

The Manager or Supervisor's inquiry should, at a minimum, (a) determine if there has been an actual security violation, (b) identify the person(s) responsible, and (c) determine the probability of compromise and prepare a damage assessment report, if required. The written report should contain recommendations for administrative or judicial action(s), as well as what action(s) will be taken to prevent a reoccurrence or future violation within their areas of responsibility.

Upon receipt of the investigation, White House Personnel Security will coordinate with Counsel's Office, then forward the report with recommendations to the Agency Head, or his or her designee, involved for final action.

The White House Personnel Security Office is the office of record. Reports of violations are destroyed one year after the responsible individual departs. Accumulation of security violations run from calendar year so that only those violations from January 1 of each year are available to the individual conducting the investigation, and are utilized for determining the appropriate penalty. However, reports of all previous violations remain in the security file.

Personnel on loan, detail, or temporary duty are to comply with these regulations and their parent agencies will be provided with a copy of any security violations incurred during their period of service to the White House Office.



The following list of standard penalties are to be used as a guide:

1st Violation

Written notification of violation filed in the individual's security file. Consultation with immediate supervisor, and individual advised of penalties incurred for a second violation.

2nd Violation

Written notification of violation filed in the individual's security file. Consultation with division head, and a letter of warning placed in the individual's Official Personnel File. Individual advised of penalties incurred for a third violation.

3rd Violation

Written notification of violation filed in the individual's security file. Consultation with Associate Counsel. Letter of Reprimand placed in the individual's Official Personnel File. Individual advised of penalties incurred for a fourth violation.

4th Violation

Written notification of violation filed in the individual's security file. Consultation with Counsel. Suspension without pay for a period not to exceed fourteen (14) days. Individual advised that future violation could result in the denial of access to classified material in accordance with Sec. 5.4(c) EO 12356.

Ordinarily, these penalties are the maximum penalties that will be imposed. Lesser or greater penalties, dictated by the circumstances, may be imposed at the discretion of Counsel to the President, or his or her designee.

MEMO TO:

FROM: D. CRAIG LIVINGSTONE
DIRECTOR, WHITE HOUSE PERSONNEL SECURITY

SUBJECT: Violation of Security Procedures

During a routine security inspection of office areas under your jurisdiction on _____, a violation of security procedures was discovered in Room _____, which is occupied by _____.

Please initiate an inquiry as required by the Office of Administration's Implementing Instruction for Executive Order 12356, dated _____. The inquiry should be completed and returned to the White House Personnel Security Office, Room 84, at your earliest opportunity, but no later than _____.

If I can answer any questions regarding this incident, or provide any assistance with the inquiry, please call me on extension 62345.

attachments



OPS 002513

THE WHITE HOUSE
WASHINGTON

DRAFT

MEMORANDUM FOR ALL WHITE HOUSE COMPLEX PASSHOLDERS

FROM: JODIE TORKELSON
DEPUTY ASSISTANT TO THE PRESIDENT FOR
MANAGEMENT AND ADMINISTRATION

DATE: December 20, 1994

RE: Proper Display of WH Complex Pass

This memorandum serves to remind all passholders of the proper use and display of your building pass.

- (1) Your pass should be worn and properly displayed while in the White House Complex. All passholders are reminded that it is a security violation to not follow this rule.
- (2) For security reasons you should **never** wear your pass outside of the White House Complex. This rule is extended to POTUS/VPOTUS events outside the complex. It is a security violation to violate this rule.

If you have any questions or concerns regarding the proper use/display of your pass, please direct them to White House Personnel Security at x62345.

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
006. memo	[Personnel Issue] (1 page)	12/13/1994	b(6)

COLLECTION:

Clinton Presidential Records
Security Office
Edward Hughes
OA/Box Number: CF 1795A

FOLDER TITLE:

Craig Memos [2]

2006-1066-F

vz3608

RESTRICTION CODES**Presidential Records Act - [44 U.S.C. 2204(a)]**

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- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

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THE WHITE HOUSE

WASHINGTON

MEMO TO: JODIE TORKELSON
DEPUTY ASSISTANT TO THE PRESIDENT
FOR MANAGEMENT AND ADMINISTRATION

FROM: CRAIG LIVINGSTONE
DIRECTOR, WHITE HOUSE SECURITY

DATE: December 12, 1994

RE: Key Issuance Violation

In reference to your memo dated December 8th regarding key issuance policy, please note the attached. I contacted Billy Webster's office to remind them that they may not distribute keys to staff, that they are to be issued by USSS and returned (as is required by check-out procedure) upon staff departure. I would appreciate any thoughts you have on the matter.

Thank you.

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
007. memo	[Personnel Issue] (1 page)	12/06/1994	b(6)

COLLECTION:

Clinton Presidential Records
Security Office
Edward Hughes
OA/Box Number: CF 1795A

FOLDER TITLE:

Craig Memos [2]

2006-1066-F

vz3608

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the 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]

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

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

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]

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
008. memo	Personally Identifiable Information [partial] (1 page)	00/00/0000	b(7)(C), b(6)

COLLECTION:

Clinton Presidential Records
Security Office
Edward Hughes
OA/Box Number: CF 1795A

FOLDER TITLE:

Craig Memos [2]

2006-1066-F

vz3608

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

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- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

THE WHITE HOUSE
WASHINGTON

COPY

MEMORANDUM

TO: PAT KALOUDIS
DIRECTOR, FBI SPIN UNIT

FROM: CRAIG LIVINGSTONE *CL*
DIRECTOR, WHITE HOUSE PERSONNEL SECURITY

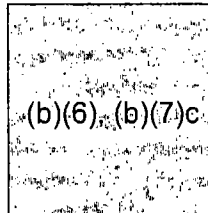
RE: SF-86 SIGNATURE DATES

Please provide our office with the SF-86 signature dates for the following individuals.

NAME

SS#

BURKEEN, Jeffery V.
*FOSTER, Vincent W. Jr.
JONES, Arthur L.
KEATING, Timothy J.
*LIN, Christiana
PORTER, Mark A.
SEGAL, Laura M.



[008]

NOTE: * denotes individuals requested
in previous memo of November 7,
directed to your attention.

This memo represents the last request of your office to be made pursuant to this investigation.

Thank you for your help!

*Lisa-
Copies of the
memos I've written
for Craig.
-chj*

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
009. memo	Copy of 008. (1 page)	00/00/0000	b(7)(C), b(6)

COLLECTION:

Clinton Presidential Records
Security Office
Edward Hughes
OA/Box Number: CF 1795A

FOLDER TITLE:

Craig Memos [2]

2006-1066-F

vz3608

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

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THE WHITE HOUSE
WASHINGTON

COPY

EXPEDITE

MEMORANDUM

TO: PAT KALOUDIS
DIRECTOR, FBI SPIN UNIT

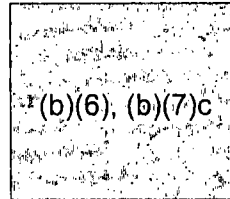
FROM: CRAIG LIVINGSTONE 
DIRECTOR, WHITE HOUSE PERSONNEL SECURITY

Please provide our office with the SF-86 signature dates for the following individuals.

NAME

SS#

BERGER, Samuel R.
BURCHFIELD, Andrea K.
FOSTER, Vincent W. Jr.
GEARAN, Mark D.
LIN, Christiana
VERVEER, Melanne S.



[009]

Thank you, for your continued assistance!

COPY

November 10, 1994

Dear Bill:

Congratulations on your recent retirement from the Weymouth public school system after 40 years in the field of education.

Education is fundamental to the continuing well-being of the United States. For this reason, I am heartened by the dedicated efforts of teachers and school administrators who devote their skill and energy to helping students learn about the world around them. Educators nurture the minds of our students, opening the door to a brighter future for them, as well as our Nation. Your accomplishments as a teacher at Central Junior High School and as principal at the Jefferson, the Hunt, and the Murphy Schools reflect with credit upon you, your colleagues, and your profession. We are indebted to you for all that you have done to promote excellence in education.

Hillary joins me in sending best wishes to you and Barbara, your daughters Claire and Lenore, and your mother Susan for every future happiness.

Sincerely,

Mr. William F. Hughes
50 Southern Avenue
Weymouth, Massachusetts 02188

THE WHITE HOUSE
WASHINGTON

COPY

November 10, 1994

Dear Deputy Chief Clark:

Congratulations on your recent retirement from the Metropolitan Police Department after 26 years of service to the District of Columbia.

Law enforcement is fundamental to the continued well being of the United States. All Americans depend mightily on the men and women who are on the front lines of the war against crime. For this reason I am heartened by the dedicated efforts of law enforcement members such as yourself.

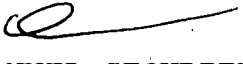
I would like to offer praise for your performance as Commanding Officer of the Special Operations Division. The White House is grateful to you and the men and women that served under you for their outstanding assistance. We are indebted to you for all that you have done to promote excellence in law enforcement.

Sincerely,

Deputy Chief Melvin L. Clark, Retired
1801 41st Place, SE
Washington, DC 20020

THE WHITE HOUSE
WASHINGTON

MEMO TO: CHRIS CERF
GENERAL COUNSEL, OA

FROM: CRAIG LIVINGSTONE 
DIRECTOR, WH PERSONNEL SECURITY

DATE: OCTOBER 31, 1994

This memo serves as notice that all employees of the White House Office, Office of Policy Development, Office of the Vice President, or National Security Council, who have been on payroll for six months or more and whose background investigation is complete, have been approved for a permanent pass.

In addition, there are no employees who have failed to turn in their necessary security paperwork within 30 days of being hired.

cc: Beth Nolan
Associate Counsel to the President

THE WHITE HOUSE
WASHINGTON

MEMO TO: CHRISTOPHER D. CERF
GENERAL COUNSEL, OA

FROM: D. CRAIG LIVINGSTONE *cl*
DIRECTOR, WH PERSONNEL SECURITY

DATE: October 28, 1994

RE: Permanent Passes

As of October 28, 1994, all employees and contractors with WHO, OVP, OPD, and PFIAB who have been employed six months or more, have been issued permanent passes to the White House Complex.

In addition, all employees and contractors with the aforementioned departments who have been hired in excess of 30 days have submitted the required security forms necessary to initiate an FBI full field investigation.

EXECUTIVE OFFICE OF THE PRESIDENT

28-Oct-1994 02:50pm

TO: Christopher D. Cerf
FROM: Charles C. Easley
Office of Administration, PMD
CC: Mary C. Beck
SUBJECT: Permanent Passes

Chris,

As of this date, all employees or contractors with OA, OMB, ONDCP, OSTP, USTR, CEA and CEQ, who have been employed 6 months or more, have been issued permanent passes to the White House Complex.

Thanks,

Chuck

Adm memo
10-28-94
All employees hired within the last 30 days have submitted the completed security forms for initiation of a background investigation

Charles Easley

① on track for perm pass
PPO?

② paid WHO, OUP, OPO

③ consultants / contractors on track

④ interns / vols excluded

⑤ non-reimb (WHO liaison?)
Agency Rep

⑥ no employee should be on
that was hired prior to
migrant date

FILE COPY

THE WHITE HOUSE
WASHINGTON

MEMO TO: CHRISTOPHER CERF
GENERAL COUNSEL, OA

FROM: D. CRAIG LIVINGSTONE *CL*
DIRECTOR, WH PERSONNEL SECURITY

DATE: October 25, 1995/4

This memo serves as notice that there are no White House Office personnel who have been on payroll for six months that have not yet secured a permanent pass.