

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 [3]

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	[CIA Act] [partial] (1 page)	08/12/1994	P3/b(3)
002. letter	[re: Security Incident] [partial] (1 page)	07/15/1994	b(7)(C), b(6)
003. memo	Secret Service [partial] (1 page)	06/20/1994	b(7)(C), b(7)(F), b(6)
004. memo	Personally Identifiable Information [partial] (1 page)	04/25/1994	b(7)(C), b(6)
005. memo	Copy of 004. (1 page)	04/25/1994	b(7)(C), b(6)
006. memo	Personally Identifiable Information [partial] (1 page)	04/14/1994	b(7)(C), b(6)
007. form	[Welcome sheet for Federal Emergency Management Agency Mount Weather Special Facility] (1 page)	00/00/0000	b(7)(C), b(7)(E), b(7)(F)
008. list	Personally Identifiable Information [partial] (1 page)	04/12/1994	b(7)(C), b(6)
009. memo	[Do Not Admit Status] (1 page)	03/17/1994	b(7)(C), b(6)

COLLECTION:

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

FOLDER TITLE:

Craig Memos [3]

2006-1066-F

vz3609

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]
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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)]

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MEMORANDUM FOR PHIL LADER
DEPUTY CHIEF OF STAFF TO THE PRESIDENT

FROM: CRAIG LIVINGSTONE
DIRECTOR, WHITE HOUSE PERSONNEL SECURITY

DATE: September 21, 1994

RE: White House Security

I have attached information on a radar system that we could employ to protect the First Family and the White House. This system is presently part of the U.S. Army inventory. It is portable and easy to use.

If you are interested in having a briefing conducted on this radar option, I would be happy to research it.

MEMO TO: BETH NOLAN
ASSOCIATE COUNSEL TO THE PRESIDENT

FROM: CRAIG LIVINGSTONE
DIRECTOR, WHITE HOUSE PERSONNEL SECURITY

DATE: September 1, 1994

RE: Personnel Changes (Proposed)

- I. Mari Anderson's separation date will be September 30, 1994.
- II. Lisa Wetzl, security assistant, will assume Ms. Anderson's position, effective September 30, 1994. Ms. Wetzl's current salary is \$22,500. Due to the increased responsibility, workload, and weekend work, I respectfully request that Ms. Wetzl's salary be increased to \$27,000, effective September 30, 1994. This is not additional payroll as Ms. Anderson's salary was \$30,000.
- III. I would like to bring Ms. Gina Gibson on as a security assistant. Her resume is attached. Ms. Gibson will assume Ms. Wetzl's position and salary, \$22,500. Ms. Gibson worked in our office for five months earlier this year as an intern. She is trained, received a favorable FBI expanded name check (attached), and gets along quite well with Ms. Wetzl and Mr. Hughes. I respectfully request that her starting date be October 3, 1994.
- IV. I very much need to keep Edward Hughes, security assistant, on my staff. I would like to request that you consider taking his salary from \$21,000 to \$24,000, using the \$3,000 remaining from Ms. Anderson's salary. His position and work level merit that level of pay now.
- V. I have enclosed, for your convenience, the necessary memo and accompanying forms to expedite this request.
- VI. You may not be aware that all new employees must undergo a drug test prior to hiring. I have attached the required paperwork.
- VII. The above personnel changes require no new payroll.

As always, I appreciate your kind attention to our office.

cc: William H. Kennedy III
Associate Counsel to the President



OPS 002514

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-Jun-1996 02:05pm

TO: David Fein

FROM: Jonathan Denbo
 Office of the Counsel

SUBJECT: access to vault

The below listed individuals all have access to the vault in Room 84
OEOB:

DENBO, Jonathan	Staff Assistant
HUGHES, Edward	Executive Assistant
LIVINGSTONE, D. Craig	Director, White House Personnel Security
SAUNDERS, George	Security Consultant

Jonathan

COPY

THE WHITE HOUSE

WASHINGTON

MEMORANDUM

TO: TRICIA NORTHCUTT
FROM: D. CRAIG LIVINGSTONE ^{EW for}
DIRECTOR, WHITE HOUSE SECURITY _Q
DATE: AUGUST 15, 1994
RE: Gifts

I am meeting with three FBI officials who
liaise with the White House. May I request
on tie-bar and two pins to give them?
Thank you for your assistance.

Withdrawal/Redaction Marker

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001. memo	[CIA Act] [partial] (1 page)	08/12/1994	P3/b(3)

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

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MEMORANDUM

12 AUGUST 1994

TO:

(b)(3)

CENTRAL INTELLIGENCE AGENCY
WASHINGTON DC, 20505

[001]

FROM:

D. CRAIG LIVINGSTONE
DIRECTOR, WHITE HOUSE PERSONNEL SECURITY

SUBJECT:

(b)(3)

I am writing to advise you of an example of exceptional performance of duty by (b)(3)

As you are aware, (b)(3) services the CIA needs of the White House Personnel Security Office. Very often, my office has had to call upon her at the last minute. She consistently maintains a calm, professional bearing while working in a high pressure environment. Her hard work and dedication have been noted and appreciated.

Please extend my thanks to (b)(3) for her remarkable on-the-job performance.

cc: BETH NOLAN
ASSOCIATE COUNSEL TO THE PRESIDENT

MEMORANDUM

TO:

FROM: WHITE HOUSE PERSONNEL SECURITY

SUBJECT: Certification of Security Clearance for:

Name:

SSN:

This is to certify that a security clearance for access to classified information or material up to and including SECRET has been granted, this date, to the above-named employee. The employee was briefed on his responsibilities in safeguarding classified documents.

This action was based on a favorable full-field Background Investigation (FFI) conducted by the Federal Bureau of Investigation and completed on _____. The information contained in its report indicates that the employment of this individual in a sensitive position is clearly consistent with the interests of national security as defined in Executive Order 10450.

When access to classified information or material is no longer required, whether due to a "need to know" or termination of employment, this Office must be notified in order to ensure that the employee concerned completes a Security Termination Statement and that his clearance is terminated.

This notice of clearance is not to be furnished to the individual concerned but is to be retained on file by his supervisor at the office of assignment.

MEMO TO: LLOYD CUTLER
SPECIAL COUNSEL TO THE PRESIDENT

FROM: CRAIG LIVINGSTONE
DIRECTOR, WH PERSONNEL SECURITY

DATE: July 21, 1994

RE: Your request of July 12, 1994

Sheila Cheston and Jane Sherburne, both on temporary assignment, have submitted their Security packets within the required 30 days from start date. Their passes will be extended accordingly.

Both Sharon Conaway and Shawn Johnston, however, have not yet submitted their paperwork and have exceeded the 30-Day grace period. Although a temporary badge was issued to Ms. Conaway, it was with the understanding that her paperwork would be submitted by July 17, 1994.

Please advise Ms. Conaway and Ms. Johnston that they must complete the required security paperwork prior to pass extension.

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Ms. Barbara Arkwright
Assistant Chief Investigator
DMV/Investigative Services
P.O. Box 26407
Richmond, VA 23261

July 15, 1994

Dear Ms. Arkwright:

It was good to speak to you today. Please find enclosed:

1. Photocopy of actual license holder
[redacted] (b)(6), (b)(7)c and photocopy of other
license.

2. License not belonging to [redacted] (b)(6), (b)(7)c

[002]

As you will recall, [redacted] (b)(6), (b)(7)c attempted to gain access to the White House with the enclosed license. We have returned it to you for your consideration.

Sincerely,

D. Craig Livingstone
Director, White House Security

THE WHITE HOUSE
WASHINGTON

Mr. Louis J. Freeh
Director, Federal Bureau of Investigation
Washington, D.C. 20535

Dear Director Freeh,

Thank you for your very kind letter. It was a pleasure to be of assistance to you and Floyd Clarke during your visit with the President's Counsel.

I have spoken to the President's Photographer and he would be happy to have his office available to you and/or Marilyn after hours at your convenience. Please do not hesitate to call on me to be of assistance in this matter.

Best wishes during this holiday season.

Sincerely,

COPY

D. Craig Livingstone
Director,
White House Security

MEMORANDUM FOR TRICIA NORTHCUTT

FROM: CRAIG LIVINGSTONE
DIRECTOR, WH PERSONNEL SECURITY

DATE: June 23, 1994

SUBJECT: European Trip Gifts

I will be the site lead for the largest (approx. 500K people) event of the POTUS's European trip. As such, it would be most helpful if you would be so kind as to provide the following:

- 2 Presidential cuff-links
- 6 Presidential hats
- 6 Presidential pins
- 3 Presidential pens
- 2 Presidential key chains
- 1 ladies stick-pin
- 3 Presidential tie bars

I will be departing for Berlin, Germany on June 27, 1994. Thank you in advance for your assistance.

Withdrawal/Redaction Marker

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003. memo	Secret Service [partial] (1 page)	06/20/1994	b(7)(C), b(7)(F), b(6)

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

FOLDER TITLE:

Craig Memos [3]

2006-1066-F

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MEMORANDUM FOR (b)(6), (b)(7)c, (b)(7)f INSPECTOR, USSS/TSD

FROM: CRAIG LIVINGSTONE
DIRECTOR, WHITE HOUSE PERSONNEL SECURITY

DATE: June 20, 1994

SUBJECT: Employee Salutation

This memo salutes the exemplary service provided by (b)(6), (b)(7)c, (b)(7)f of the WAVES Center (b)(6), (b)(7)c, (b)(7)f demonstrated alert professionalism by exposing a passholder's potential security violation.

Please pass on our thanks to (b)(6), (b)(7)c, (b)(7)f and all the members of the WAVES team!

[003]

cc: Mr. Phil Lader
Deputy Chief of Staff

MEMORANDUM FOR JOHN DANKOWSKI, MANAGEMENT & ADMINISTRATION

FROM: CRAIG LIVINGSTONE
DIRECTOR, WH PERSONNEL SECURITY

DATE: June 13, 1994

SUBJECT: Additional Computer

This memo serves as a request for an additional COMPAQ Prolinea 4/66 computer for a member of my staff, Lisa Wetzl. Ms. Wetzl handles a large volume of incoming and outgoing paperwork which would be facilitated more efficiently with an updated system.

Any consideration in this matter would be greatly appreciated.



MEMORANDUM FOR TRICIA NORTHCUTT, MANAGEMENT & ADMINISTRATION

FROM: CRAIG LIVINGSTONE
DIRECTOR, WH PERSONNEL SECURITY

DATE: June 9, 1994

SUBJECT: POTUS Visit to the United Kingdom Berlin, Germany

I would like to request four additional items for distribution to the Directorate of Security at the Royal Navy.

These individuals supplied boats for transportation on D-Day and constructed a very expensive barge so that POTUS/FLOTUS would have a safe ship-to-ship transfer.

Would it be possible to secure:

3 white ceramic pins
1 POTUS tie bar

Thanks again for all your help. I can be reached at x62345.

**MEMORANDUM FOR BETH NOLAN
ASSOCIATE COUNSEL TO THE PRESIDENT**

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

RE: OFFICE UPDATE

DATE: May 27, 1994

- 1) We processed 18 permanent passes while you were away, 11 of which were White House.
- 2) We spent 7-8 hours with the State Department Security team. They asked several pointed questions about the First Lady (to include, has any background work been performed on the First Lady?).
- 3) My Grand Jury appearance went well.
- 4) Our trouble cases have been winnowed to the mid-twenties. (see attachment).
- 5) I checked Mr. Watkins out collected his hard-badge, debriefed him for Non-Disclosure Agreement Form 4414 and sent him to be taken off SCI. Copies were retained for Mr. Klein, National Security Council, Central Intelligence Agency, and White House Personnel Security File. (see attachment).
- 6) I will return June 8, 1994. I can be reached by dialing the operator, ask for signal operator, ask for Portsmouth Signal, ask for Craig Livingstone. They will connect you or page me. I will call in also. It takes only 2-3 minutes to connect.
- 7) Beth - I got my check today and still, (second time) no raise?? This money thing is really starting to get to me. These past few months I have worked around the clock and I Don't feel like anybody is looking out for me. Help?!
- 8) Mari and the gang have been busting their backsides, so I told them to focus on other areas of our office and get caught up. So, no permanent passes (new) this week. Your updated list will be presented on Thursday instead of Tuesday this week.
- 9) See you next week.

May 26, 1994

The Honorable Lloyd Cutler
Special Counsel to the President
The White House
Washington D.C. 20500

RE: Independent Counsel Investigation of Treasury Contacts

Dear Mr. Cutler:

I am writing to seek this agency's concurrence in my request, pursuant to 28 C.F.R. 50.16, for payment of fees I have incurred, or will incur, for the services of a private lawyer to represent me in the investigation conducted by Independent Counsel Robert Fiske.

On March 4, 1994, Independent Counsel Fiske issued to me a grand jury subpoena for the production of documents related to contacts with the Treasury Department and the Resolution Trust Company. In addition, Independent Counsel Fiske summoned me to present testimony to a grand jury about contacts between officials of the White House Office and officials of the Treasury Department or the Resolution Trust Company regarding Madison Guaranty. See Attachment A.

On May 26, 1994, the subpoenaed documents were produced. On May 26, 1994, I testified before the grand jury. After my testimony, I was asked to produce additional documents and to remain available for further testimony, as the Independent Counsel deems necessary. In all instances, the information and testimony sought from me related to tasks performed, meetings attended, or actions taken within the scope of my employment as the Director of White House Personnel Security.

To represent my interests, it was necessary for me to retain private counsel. I believe that the payment or reimbursement from the representation fund of any fees incurred or about to be incurred by me for such private counsel is appropriate because my actions were within the scope of my federal employment.

May 26, 1994
Lloyd Cutler
Page 2

I would appreciate your concurrence on behalf of the White House Office in this matter. Should your agreement be forthcoming, I would like this letter and the White House Office's supporting recommendation forwarded to the Justice Department for consideration.

I appreciate your prompt review of my request.

Sincerely,

D. Craig Livingstone
Director, White House Personnel Security

THE WHITE HOUSE
WASHINGTON

Andrew Rutledge
Management and Administration

Criminy Long Store

September 2, 1954

All-in-1 pager transfer/reprogramming

~~Steve~~

I am requesting that ~~the~~ Muri
Anderson's pager be transferred/
re-programmed for Lisa Wetzel.

Thanking you for your assistance.

THE WHITE HOUSE
WASHINGTON

Mr. Louis Freeh
Director, Federal Bureau of Investigation
Washington, D.C. 20535

THE WHITE HOUSE

WASHINGTON

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Dear Director Freeh,

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I have spoken to the President's Photographer and he would be happy to have his office available to you and/or Marilyn after hours at your convenience. Please do not hesitate to call on me to be of assistance in this matter.

Best wishes during this holiday season.

Sincerely,

D. Craig Livingstone
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Best wishes during this holiday season.

Sincerely,

D. Craig Livingstone
Director, White House Security

MEMORANDUM FOR BOB MANZANARES, DIRECTOR, NSC

FROM: CRAIG LIVINGSTONE
DIRECTOR, WH PERSONNEL SECURITY

DATE: May 19, 1994

RE: PERROY, Deborah

This memo is a follow-up to a telephone conversation between this office and Pat Nelson. Deborah Perroy has been authorized to have her pass upgraded to a blue WHS badge. That badge will not be released, however, until this office has been notified that Ms. Perroy has completed and submitted her 5-year Update security paperwork.

THE WHITE HOUSE
WASHINGTON

MEMORANDUM FOR AL NAGY

FROM: CRAIG LIVINGSTONE *10*
DIRECTOR, WH PERSONNEL SECURITY

DATE: May 18, 1994

SUBJECT: Phone Attachment

As instructed by your office, I am putting in memo form a request for a Phone Cord Detangler. I understand that it will be billed to our office.

Thank you in advance for your assistance.

MEMORANDUM FOR AL NAGY

FROM: CRAIG LIVINGSTONE
DIRECTOR, WH PERSONNEL SECURITY

DATE: May 18, 1994

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THE WHITE HOUSE

WASHINGTON

MEMORANDUM FOR GAIL BRITTON, DIRECTOR, WHITE HOUSE INTERN OFFICE

FROM: CRAIG LIVINGSTONE

DATE: May 18, 1994

RE: Security Procedures for Interns

This memo serves to clarify existing security procedures relating to interns as well as to institute new requirements. These requirements will become effective beginning with the Fall Session, 1994.

- The White House Personnel Security Office must receive the completed FBI Namecheck forms for **accepted** interns **no later** than 4 weeks prior to their respective session. This allows for 1 week processing time for Personnel Security and 3 weeks processing time for the FBI.
- Interns **cannot** be placed on the Master Intern Access list until the return of a favorable FBI Namecheck. A list of those interns whose favorable FBI Namecheck has been returned will be supplied to the White House Intern Office.
- From the aforementioned namecheck list, requests to add interns to the Master Intern Access list must be sent to the White House Personnel Security Office. Once approved, the list will be forwarded to WAVES.
- In addition to a FBI Namecheck, a completed and **TYPED** Standard Form 86 (Questionnaire for Sensitive Positions) and a Personal Data Statement (PDS) must be submitted to the White House Personnel Security Office for each intern accepted into the program.

As a member of the White House Staff, there is an individual responsibility to safeguard security procedures. It is absolutely necessary to maintain an adequate level of security throughout the White House Complex.

cc: Phil Lader, Deputy Chief of Staff
Beth Nolan, Associate Counsel to the President
David Watkins, Assistant to the President
Management and Administration

THE WHITE HOUSE
WASHINGTON

MEMORANDUM FOR GAIL BRITTON, DIRECTOR, WHITE HOUSE INTERN OFFICE

FROM: CRAIG LIVINGSTONE *cl*
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- In addition to a FBI Namecheck, a completed and **TYPED** Standard Form 86 (Questionnaire for Sensitive Positions) and a Personal Data Statement (PDS) must be submitted to the White House Personnel Security Office for each intern accepted into the program.

It is the responsibility of the Intern Office to determine the access level required for each intern and to subsequently make a request of this office.

cc: Phil Lader, Deputy Chief of Staff
Beth Nolan, Associate Counsel to the President
David Watkins, Assistant to the President
Management and Administration

THE WHITE HOUSE
WASHINGTON

MEMORANDUM FOR NANCY HERNREICH, DEPUTY ASSISTANT TO THE PRESIDENT

FROM: CRAIG LIVINGSTONE
DIRECTOR, WH PERSONNEL SECURITY

DATE: May 17, 1994

SUBJECT: Proposed Visit to Oval

Following up on our conversation yesterday, I will conduct a tour of the White House for Anna Paquin, the 11-year old Academy Award winning star of "THE PIANO". Would it be possible for Miss Paquin and her six guests to visit the Oval? Due to her production schedule, she would need to visit the morning of Saturday, May 21 at 9:30 AM.

I will make the necessary arrangements with the USSS. Please contact me at ext. 62345 at your convenience.

MEMORANDUM FOR ALPHONSO MALDON, DIRECTOR WHMO

FROM: CRAIG LIVINGSTONE
DIRECTOR, WH PERSONNEL SECURITY

DATE: May 16, 1994

RE: WHCA Tour

I recently had the privilege to tour the White House Communication Agency's operations. My host was Paul Connolly, WHCA Security. The purpose of the visit was to meet with the personnel that prepare background files for my review.

I enjoyed myself and found the tour to be both informative and engaging. I would like to bring to your attention several members of your team that were particularly helpful:

Audio Productions

SSG John Mings

Royal Crown

CW3 Steve McCrosson

Fabrications

SFC James Cheney

Audio Visual

SSG James Vankeuren
Maj. Michael Lafond

Photo Lab

SFC Ted Gomes

Network Operations Center

SSG William Snyder

COMSEC Accounting

CW3 Helen Pennington

Technical Security

MSgt Skip Griswold
CTM2 Peter Deconti

Personnel/Information Security

SSgt Marcella Sandiford
SPC Michael McNeil
SSgt Terri Schmidt
MSG Les Leonard

Thank you for this opportunity and I hope we can be of assistance to you soon.

cc: Mr. David Watkins
Assistant to the President for Management and Administration

MEMORANDUM FOR TRICIA NORTHCUTT

FROM: CRAIG LIVINGSTONE
DIRECTOR, WH PERSONNEL SECURITY

DATE: May 16, 1994

SUBJECT: European Trip Gifts

I will be the site lead for the largest (approx. ^{500K}~~100K~~ people) event of the POTUS's European trip. As such, it would be most helpful if you would be so kind as to provide the following:

- 2 Presidential cuff-links
- 6 Presidential hats
- 6 Presidential pins
- 3 Presidential pens
- 2 Presidential key chains
- 1 ladies stick-pin
- 3 Presidential tie bars

I will be departing for Portsmouth, ^{Redin, Germany} England on May 23, 1994. ^{June 27, 1994.}
Thank you in advance for your assistance.

MEMORANDUM FOR JOAN BAGGETT

FROM: CRAIG LIVINGSTONE
DIRECTOR, WH PERSONNEL SECURITY

DATE: May 9, 1994

SUBJECT: Interns

In reference to your memo dated May 2, 1994 regarding interns, all interns, including those here for short periods of time, must have paperwork initiated through the White House Intern Office. Moreover, it has always been the policy of both the Intern Office and the Volunteer Office that applicants must be 18 years of age or older.

In this case, however, an exception has been allowed by Chief of Staff due to the unfortunate circumstances these two young people have fallen into and that their stay will be for such a short period of time. It is important to state, however, that your office is responsible for both the professional and personal conduct of these interns throughout their stay in Washington.

Any future intern application requests should be processed through Gail Britton, Director of the WH Intern Office, x62742.

cc: Phil Lader
Deputy Chief of Staff

MEMORANDUM TO PHILIP LADER, DEPUTY CHIEF OF STAFF

FROM: CRAIG LIVINGSTONE
DIRECTOR, WHITE HOUSE PERSONNEL SECURITY

DATE: May 9, 1994

SUBJECT: Security Issue

I met with Thomas Farrell, Special Agent In Charge for the USSS (White House Complex), on May 6, 1994 regarding after hours contact with his office and the office of Chief of Staff.

I have attached a phone list for your convenience.

MEMORANDUM TO WORKING GROUP

FROM: CRAIG LIVINGSTONE
DIRECTOR, WHITE HOUSE PERSONNEL SECURITY

DATE: May 9, 1994

SUBJECT: Security Issues

The purpose of this memo is to identify the practical and effective steps that can be taken to further enhance the security of the White House Complex as it relates to volunteers and interns. I have conducted numerous interviews with representatives of the Federal Bureau of Investigation, the United States Secret Service, the White House Counsel's Office, the White House Volunteer Center, and the White House Intern Office, as well as with several individual volunteers and interns.

As is common in other large volunteer programs, the majority of our current and potential volunteers are women of or beyond the average retirement age. It is estimated that three-fifths of our 1900 volunteers meet this profile. In general, these volunteers come in roughly one day per week.

To clarify the situation in a fuller context, it is important to note that volunteers constitute a minority of the total number of individuals in the complex who have not been the subject of a full field background investigation by the F.B.I.. For example, in the month of April alone, 32,000 individuals entered the complex as "Appointments". In comparison, 4,000 volunteer entrances were recorded from the Volunteer Master Access list. The U.S.S.S maintains that "Appointments" are different due to the controlled nature of their visits. However, I feel that most of our volunteers are fairly restricted in their access as well. There are several ways to attack this problem immediately:

1. All volunteers/interns should fill out security packets, as staff are currently required to do. This way we can review responses to key questions relating to suitability.
2. Incorporate a security briefing into the orientation of volunteers and interns. This will serve to educate individuals as to what they are not cleared to handle/view/do.
3. Conduct intake interviews for volunteers by staff only.
4. Develop a Volunteer badge, similar to the existing Appointment badge. This will distinguish

volunteers/interns from Appointments. This is important as all volunteers/interns presently undergo an F.B.I. name check. It would also serve as a morale booster for the volunteers and interns.

The name check is the first step in granting a temporary hard badge to a staffer. Recognizing that the average stay for a volunteer/intern is 90-120 days, the level of investigation is consistent with staff security procedures.

5. All volunteers/interns that have access to the White House Complex should undergo an expanded name check. An ENC provides a more in-depth review of existing criminal records.
6. Tighten up the Volunteer Master Access list. Decrease numbers by dropping those that do not fulfill minimum requirements, i.e., working at least once a week, four times per month.
7. Presently, anyone that receives a temporary hard badge must first submit a security packet to White House Personnel Security for review. If volunteers/interns are here for more than 90 days, I would like to initiate an investigation with the F.B.I..
8. I would like to suggest that you inform Deputies that all volunteers/interns must be processed through either the White House Volunteer Center or the White House Intern Office. Please remind them that it is essential that they not WAVE in temporary assistants as it inhibits our security efforts.

Additionally, I do not feel that it is a threat to the President or the Complex to have a volunteer operation in the EOB. However, the aforementioned suggestions should be adopted immediately.

It is important to mention, that we have become dependent on our respective volunteer/intern operations as a source of staff level assistance. If one looks for the root cause of this situation, it becomes readily apparent that the White House is understaffed.

Rather than enacting costly background investigations, perhaps we should investigate "jobbing" some of this work out via contractors? The volunteer/intern turnover rate would make staff level investigations prohibitively expensive.

One final access area that will be tightened up is the OEOB-WH access list. While this list is exclusively for official WH business, there are several individuals who should be dropped due to the infrequency of their visits. Please see attached form for your review.

MEMO TO: BARBARA KING
F.B.I.

FROM: CRAIG LIVINGSTONE
DIRECTOR, WH PERSONNEL SECURITY

DATE: May 2, 1994

SUBJECT: SF-86 Submission and BI Return

Per our conversation today, please accept SF-86's directly from Charles Easley, the Executive Office of the President (Office of Administration) Security Officer.

This will not be an increase in workload as EOP cases were previously routed to you through this office. Your office should anticipate 15 to 20 cases per month from Mr. Easley.

Please return cases directly to Mr. Easley, who in turn will copy Counsel's office.

Thank you for your assistance.

cc: Beth Nolan
Associate Counsel to the President


OPS 002516

MEMO TO: BETH NOLAN
ASSOCIATE COUNSEL TO THE PRESIDENT

FROM: CRAIG LIVINGSTONE
DIRECTOR, WH PERSONNEL SECURITY

DATE: April 29, 1994

SUBJECT: Status of BI's

Per Therese Rodrigue, F.B.I.:

AVENT, Loretta	(05/18/94)
CUTLER, Lloyd	(04/29/94)
GERGAN, David	(05/02/94)
GRIFFIN, Patrick	(05/02/94)
HERMAN, Alexis	(05/02/94)
ICKES, Harold	(05/06/94 - May be longer)
MEYERS, Margaret	(ASAP)
SEIDMAN, Ricki	(05/06/94)
SMITH, Wendy	(ASAP - only has interview)
WILLIAMS, Margaret	(05/09/94)

MEMO TO: CRAIG
FROM: LISA
DATE: April 28, 1994
SUBJECT: Status of BI's

Per Therese Rodrigue:

AVENT, Loretta (05/18/94)
CUTLER, Lloyd (04/29/94)
GERGAN, David (05/02/94)
GRIFFIN, Patrick (05/02/94)
HERMAN, Alexis (05/02/94)
ICKES, Harold (05/06/94 - May be longer)
MEYERS, Margaret (ASAP - having a few scheduling problems)
RAINES, Ashley (CLOSED 03/21/94 - We should have.)
SEIDMAN, Ricki (05/06/94)
SMITH, Wendy (ASAP - only has interview left)
STOCK, Judith Ann (CLOSED 04/25/94 - We should have.)
STREETT, Stephanie (CLOSED 03/28/94 - We should have.)
WILLIAMS, Margaret (05/09/94)

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
004. memo	Personally Identifiable Information [partial] (1 page)	04/25/1994	b(7)(C), b(6)

COLLECTION:

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

FOLDER TITLE:

Craig Memos [3]

2006-1066-F

vz3609

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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- 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

April 25, 1994

Mr. Werner Brandt
Sergeant of Arms, U.S. House of Representatives
U.S. Capitol
H-124
Washington, D.C.

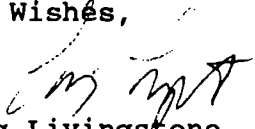
Dear Mr. Brandt:

Would it be possible to extend the courtesy of the issuance of House identification to the below listed White House Counsel staff? They are required to meet with Members and their staff frequently. I thank you in advance for your kind assistance.

- A. Elizabeth Nolan, Associate Counsel to the President
DOB: (b)(6), (b)(7)c SSN: (b)(6), (b)(7)c
- Marvin Krislov, Assistant Counsel to the President
DOB: (b)(6), (b)(7)c SSN: (b)(6), (b)(7)c
- Clarissa Cerda, Assistant Counsel to the President
DOB: (b)(6), (b)(7)c SSN: (b)(6), (b)(7)c
- D. Craig Livingstone, Director, White House Security
DOB: (b)(6), (b)(7)c SSN: (b)(6), (b)(7)c
- Edgar Bueno, Special Assistant
DOB: (b)(6), (b)(7)c SSN: (b)(6), (b)(7)c

[004]

Best Wishes,


Craig Livingstone
Director, White House Security

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
005. memo	Copy of 004. (1 page)	04/25/1994	b(7)(C), b(6)

COLLECTION:

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

FOLDER TITLE:

Craig Memos [3]

2006-1066-F

vz3609

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]
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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)]

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THE WHITE HOUSE

WASHINGTON

April 25, 1994

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Sergeant of Arms, U.S. House of Representatives
U.S. Capitol
H-124
Washington, D.C.

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- Marvin Krislov, Assistant Counsel to the President
DOB: (b)(6), (b)(7)c SSN: (b)(6), (b)(7)c
- Clarissa Cerda, Assistant Counsel to the President
DOB: (b)(6), (b)(7)c SSN: (b)(6), (b)(7)c
- D. Craig Livingstone, Director, White House Security
DOB: (b)(6), (b)(7)c SSN: (b)(6), (b)(7)c
- Edgar Bueno, Special Assistant
DOB: (b)(6), (b)(7)c SSN: (b)(6), (b)(7)c

[005]

Best Wishes,



Craig Livingstone
Director, White House Security

MEMORANDUM FOR ALL STAFF

FROM: THOMAS F. MCLARTY
CHIEF OF STAFF

DATE: April 25, 1994

SUBJECT: White House Complex Security Reminder

PASSES: All staff, with the exception of Assistants to the President, must prominently display their pass within the White House Complex.

All staff are reminded not to loan out their pass. Staff are responsible for making sure that their guest passes are turned into the Uniformed Division of Secret Service.

Volunteers and Interns are reminded that only staff are allowed to conduct tours.

ACCESS: Staff are not to send non-blue passholders to the White House Mess for pick-up.

Staff not yet cleared (those not holding a pictured badge) are not allowed to WAVE in guests/appointments.

Staff are not to request volunteers or interns to WAVE in guests/appointments.

CLASSIFIED

MATERIALS: Staff are reminded that it is their individual responsibility to determine if individuals receiving classified documents are cleared for access before distribution. Please call Craig Livingstone, White House Security Officer, at 456-2345 for assistance.

Staff are reminded that violation of the aforementioned guidelines will result in personnel actions, to include suspension without pay and dismissal.

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
006. memo	Personally Identifiable Information [partial] (1 page)	04/14/1994	b(7)(C), b(6)

COLLECTION:

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

FOLDER TITLE:

Craig Memos [3]

2006-1066-F

vz3609

RESTRICTION CODES

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

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- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
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- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

MEMO TO: PAT NELSON
NSC, SECURITY OFFICER

FROM: BETH NOLAN
ASSOCIATE COUNSEL TO THE PRESIDENT

DATE: April 14, 1994

SUBJECT: Sensitive Compartmented Information (SCI)

The following members of the Assassinations Records Review Board require SCI access due to the nature of their responsibilities. For your convenience, I have enclosed the requisite security information to initiate the clearance process.

NAME: GRAFF, Henry F.

FBI-BI:

DOB:

POB:

SS#:

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

NAME: HALL, Kermit Lance

FBI-BI:

DOB:

POB:

SS#:

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

NAME: JOYCE, William Leonard

FBI-BI:

DOB:

POB:

SS#:

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

[006]

NAME: NELSON, Anna Kasten

FBI-BI:

DOB:

POB:

SS#:

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

NAME: TUNHEIM, John Raymond

FBI-BI:

DOB:

POB:

SS#:

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

THE WHITE HOUSE

WASHINGTON

April 20, 1994

MEMO TO: BRIAN FOUCART
FROM: CRAIG LIVINGSTONE *CL*
DIRECTOR, WH PERSONNEL SECURITY
SUBJECT: Travel Expenses

Please reimburse for food and mileage for expenses incurred 13-14 April, 1994.

Travel was official business at a FEMA location in southern Virginia. Mileage totaled 178 miles.

Thank you.

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
007. form	[Welcome sheet for Federal Emergency Management Agency Mount Weather Special Facility] (1 page)	00/00/0000	b(7)(C), b(7)(E), b(7)(F)

COLLECTION:

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

FOLDER TITLE:

Craig Memos [3]

2006-1066-F

vz3609

RESTRICTION CODES

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

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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)]

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- 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]

Telecopier Transmission Cover Sheet
Office of Senator David Pryor

Date:

4-12

To:

Craig Livingstone

Company:

Fax Number:

456-7029

From:

Maggie

Number of Pages: (not including cover sheet)

If there is a problem encountered during this transmission, please
contact at (202) 224-2353.

Notes:

Craig!

I really appreciate all
of your help. Please let me
know if I can do anything for
you.

Take Care -
Maggie

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
008. list	Personally Identifiable Information [partial] (1 page)	04/12/1994	b(7)(C), b(6)

COLLECTION:

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

FOLDER TITLE:

Craig Memos [3]

2006-1066-F

vz3609

RESTRICTION CODES

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BRUCE BOHNSACK

ESTHER F. BOHNSACK

J. WALLACE CALTON

ROSEMARY GENTRY

DANIEL T. KELLEY

BILL MAINER

LOIS O' BRIEN

PAUL B. O'BRIEN

MEL OTT

DENNIS ROBERTSON

Eldon Larson

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

[008]

call in

LISA Wetz-

Rm 84

8:00 (Tonight)

PHOTOCOPY PRESERVATION

MEMO TO: BETH NOLAN
ASSOCIATE COUNSEL TO THE PRESIDENT

FROM: CRAIG LIVINGSTONE
DIRECTOR, WH PERSONNEL SECURITY

DATE: MARCH 31, 1994

RE: OFFICE UPDATE

The following names were submitted this week to Secret Service for permanent pass issuance:

BECKETT, Tracey
BERG, Lisa
BERNSTEIN, Elizabeth
CASHIN, Sheryl
CASTAGNETTI, Anne
DUNCAN, Charles
EMANUEL, Rahm
FOWLER, Carmen
GAULTHER, Thomas J.
GIBBONS, John
GREENSTONE, Jody
HANCOX, Karen
HARRIS, Skila
KIM, Saehun
KINNEY, Barbara
LANDGARTEN, Susan
LINDSEY, Bruce
LUZATTO, Anne
MASON, William
MIN, Nancy Ann
PODESTA, John
RUANO, Araceli
RUBIN, Robert
SARMIENTO, Jess
SILVERMAN, Steven
WALKER, Anne
WOLIN, Neal
YU, Peter

The following individuals were read on to SCI this week:

BERGER, Samuel
LADER, Philip
LAKE, Anthony
NOLAN, Beth

In addition, in the period between March 18 and March 31, 1994 65 new cases were submitted to the F.B.I..

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
009. memo	[Do Not Admit Status] (1 page)	03/17/1994	b(7)(C), b(6)

COLLECTION:

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

FOLDER TITLE:

Craig Memos [3]

2006-1066-F

vz3609

RESTRICTION CODES

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THE WHITE HOUSE

WASHINGTON

MEMO TO: ALEXIS HERMAN

FROM: CRAIG LIVINGSTONE 
DIRECTOR, WH SECURITY

DATE: March 17, 1994

RE: SECURITY PAPERWORK

This memo serves to notify you that the White House Personnel Security Office received your completed security paperwork on March 17, 1994. Furthermore, this memo will serve as record that you submitted all appropriate forms for the second time to this office.

Mem o TO: Mack McLarty, C-9

FR: WILLIAM H. KENNEDY III, ASSOCIATE CLERK
TO THE PRESIDENT

RE: PERMANENT PASS ISSUANCE UPDATE

PA: marked in 1994

The White House office now
has approximately one third

One third of the White House
office has permanent passes. Of the
remaining staff less than fifteen people
have not completed the required security
paperwork. These people have stated that
all necessary paperwork will be submitted
by Monday, March 14, 1994.

Due to a over 40 percent cutback
~~and~~ in staff, the ~~above political changes~~
~~of the Administration~~ and political transition
of Administration and a large increase in the
need for volunteer clearance the issuance
of permanent passes is presently lagging
behind the previous administration by 2-3 months.



OPS 002517

Correction action has been initiated
to focus personnel time on permanent passes.
The ^{issuance} of permanent passes should be in line with
press administrations by May 30, 1994.



OPS 002518

M E M O R A N D U M

TO: WILLIAM KENNEDY, ASSOCIATE COUNSEL

Mark McCarty, COS

FR: CRAIG LIVINGSTONE, WHITE HOUSE SECURITY OFFICER

RE: PROCEDURES TO RECEIVE A PERMANENT PASS

DA: MARCH 17, 1993

March 10, 1994

~~Now that we are receiving completed background investigations, I thought it prudent that we review the process to receive a permanent pass.~~

1. Completed Blue Personnel Form: *(Attachment #1)*
 - This establishes status of applicant with personnel and administration
 - Security packet is given to applicant (att. #2)*
2. Pass Level Authorization:
 - Designated by administration
 - ~~Authorized~~
3. Completed FBI Name Check: *(att. #3)*
 - If favorable, WH Security forwards approval to room 23 (USSS) Pass and ID.
 - Temp pass / or name is placed on appropriate access list*
4. Completed and sign-off of financial forms (if applicable)
5. Completed IRS check
6. Confirmation of attendance at security briefing
7. Confirmation of ethics briefing attendance
8. Drug Test Clearance
 - I have requested that WH Security be advised once personnel receives favorable results. Presently, we do not receive any notification.
9. WH Security / *COUNSEL* completed FBI investigation Review ~~as~~, adjudicates records.
10. Security Interview
11. *WH Security sends adjudicated BI to USSS for review / Permanent Pass and*
12. Memo to department head/security officer advising of favorable/unfavorable adjudication.



OPS 002519

~~12. Memo to USSS Pass and I.D. granting permanent status.~~

13. Update security file.

~~Will you please advise how to proceed?~~



OPS 002520

M E M O R A N D U M

TO: THOMAS MCLARTY, CHIEF OF STAFF
FROM: CRAIG LIVINGSTONE, WHITE HOUSE SECURITY
RE: PROCEDURES TO RECEIVE A PERMANENT PASS
DATE: March 10, 1994

- (Steps 1 & 2, Office of Mgt and Admin)*
1. Completed Blue Personnel Form: (See Attachment 1)
 - This establishes status of applicant with personnel and administration
 - Security Packet is given to applicant (see Attachment 2)
 2. Pass Level Authorization:
(Steps 3-13, WH Counsel/Security)
 - Designated by administration
 - *Completed personnel security paperwork is sent to WH Security*
 3. Completed FBI Name Check: (See Attachment 3)
 - If favorable, White House Security forwards approval to room 23 (United States Secret Service) Pass and ID.
 - Temporary Pass is issued or the name is placed on the appropriate access list *(1)*
 4. Security Interview is conducted *(1)*
 5. Completed and sign-off of financial forms (if applicable)
 6. Completed IRS check *(1)*
 7. Confirmation of attendance at security briefing *(1)*
 8. Confirmation of ethics briefing attendance *(1)*
 9. Drug Test Clearance: *(1)*


OPS 002521

10. White House Security/Counsel Office - Review completed Background Investigation, adjudicates records.
11. White House Security sends adjudicated Background Investigation to United States Secret Service for review/Permanent Pass Issuance.
12. Memo to department head/security officer advising of favorable/unfavorable adjudication.
13. Update security file.



The issuance of a Permanent
White House pass is a
multi-step process

William H. Conway, Jr.
Associate Counsel to the President

MEMORANDUM

TO: THOMAS MCLARTY, CHIEF OF STAFF
FROM: ~~CRAIG LIVINGSTONE, WHITE HOUSE SECURITY~~ *Personnel*
RE: PROCEDURES TO RECEIVE A PERMANENT PASS
DATE: March 10, 1994

(Steps 1 and 2: Office of Management and Administration)

1. Completed Blue Personnel Form: ~~(See Attachment 1)~~
provided information on the
 - This establishes status of applicant with your office *Personnel and Administration*
 - Security Packet is given to applicant ~~(see Attachment 2)~~ *the office of*

2. Pass Level Authorization:

- Designated by ~~administration~~ *Office of Administration*
- Completed Personnel Security paperwork is sent to White House Security. *Personnel*

(Steps 3 - 13: White House Counsel/Security Office)

3. Completed FBI Name Check: ~~(See Attachment 3)~~ *Personnel*
 - If favorable, White House Security forwards approval to ~~Room 22 (United States Secret Service)~~ *Pass and ID.*
 - Temporary Pass is issued or the name is placed on the appropriate access list.
4. Security Interview is conducted.
5. *Completion, delivery, review*
~~Completed~~ and sign-off of financial forms (if applicable).
6. ~~Completed~~ IRS check.

Completion, delivery, review and sign off of



OPS 002523

7. Confirmation of attendance at security briefing.
8. Confirmation of ethics briefing attendance.
9. Drug test clearance.
10. White House ^{Personnel} Security/Counsel Office - Review completed Background Investigation, adjudicates records.
12. White House ^{Personnel} Security sends adjudicated ^{FBI} Background Investigation to ~~United States~~ Secret Service for Review/Permanent Pass Issuance.
13. Memo to department head/security officer advising of favorable/unfavorable adjudication.
14. Update security file.

10. Receipt of FBI full-field background investigation summary

14. Counselor's advice, if any,