

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 [4]

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	re: Issuance of White House Pass. (1 page)	02/25/1994	b(7)(C), b(7)(E), b(7)(F), b(6)
002. memo	Secret Service. (1 page)	12/06/1993	b(7)(C), b(7)(E), b(7)(F), b(6)
003. memo	Secret Service. (1 page)	12/05/1993	b(7)(C), b(7)(E), b(7)(F), b(6)
004. memo	Copy of 003. (1 page)	12/05/1993	b(7)(C), b(7)(E), b(7)(F), b(6)
005. memo	Secret Service. (1 page)	04/30/1993	b(7)(C), b(7)(E), b(7)(F), b(6)

COLLECTION:

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

FOLDER TITLE:

Craig Memos [4]

2006-1066-F

vz3610

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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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.

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THE WHITE HOUSE

WASHINGTON

MEMO TO: CRAIG LIVINGSTONE

FROM: LISA WETZL
STAFF ASSISTANT

DATE: MARCH 8, 1994

RE: PASS STATUS OF INDIVIDUALS

Per your request, I have checked into the pass status of Harry Thomason, Darnell Martens, and Markie Post.

According to our files and those of USSS/TSD, the following information is accurate:

Harry Thomason was issued a Temp. White House Staff badge on March 23, 1993. It was rendered inactive by USSS/TSD on September 14, 1993 per a telephone request from myself. The pass itself has never been returned.

Darnell Martens was issued a Temp. White House Volunteer badge on May 12, 1993. The pass expired and became inactive on August 12, 1993. The pass itself has never been returned.

Markie Post was never issued a hard badge.

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THE WHITE HOUSE
WASHINGTON

To : Phil Leder, DCOS

Fr : Craig Livingstone
Dir., WH Personnel Security

Date February 18, 1994

RE : Security Office Description



OPS 002526

Additional duties of the White House Security Office:

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

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

In the past, the following named persons were directed to review FBI 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 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 granting of a security clearance for that agency.

If 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 not allowed outside Counsel's office unless Counsel gives permission on a case-by-case basis.

*Senate Judiciary Committee is the exception

Under

a:/jobs



MEMORANDUM FOR: JOHN DANKOWSKI
FROM: CRAIG LIVINGSTONE
DIRECTOR, WH PERSONNEL SECURITY
DATE: FEBRUARY 18, 1994
RE: JOB DESCRIPTIONS

Per your request, job descriptions for members of my staff on Management payroll are as follows:

III Mari Anderson - EXECUTIVE ASSISTANT TO DIRECTOR

- Serves administrative and supervisory needs of the office.
- Reviews incoming security paperwork before channeling to appropriate staff member.
- Serves as contact with outside agency security offices.
- Coordinates Permanent Pass process.

IV Lisa Wetzl - SECURITY ASSISTANT

- Runs preliminary security checks on those who have requested access to White House complex.
- Maintains file system on staff, detailees, volunteers, interns, etc.
- Maintains the passholder extension and access lists.
- Acts as troubleshooter/receptionist.



MEMORANDUM

THE WHITE HOUSE

WASHINGTON

TO: William Kennedy, Associate Counsel to the President
FR: Craig Livingstone *Craig*
DA: 17 February 1993
RE: White House Security Update

It ~~DUTIES OF THE WHITE HOUSE SECURITY OFFICE~~

Craig Livingstone, Director WH Personnel Sec.

- Process security papers in function with obtaining clearances for Presidential appointees and White House complex staff members;
- Handle daily contact with the Federal Bureau of Investigation;
- Work with the Internal Revenue Service as another part of the security clearance procedure;
- Maintain frequent contact with attorneys on an individual case basis;
- Work with the United States Secret Service in processing applicants for access and White House passes;
- Sit on various committees with USSS;*
- Maintain clearance process for White House volunteer/intern program;
- act as liaison between USSS and staff;*
- Initiate memoranda to the attorneys;
- Prepare correspondence for signature by the Assistant to the Counsel to the President; and
- Initiate and maintain security interview process on both staff applicants and volunteer/interns;
- Process 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 offices 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 FBI report on an individual and, assuming the information is accepted, will brief him/her for Code Word clearance.
- Initiate, through the National Archives, the FBI investigations of former President's support staff (including updates every five years) in order for them to have access to classified papers of the particular ex-President.
- Act as principal liaison with all government-wide department/agency security officers in assisting in their clearance process. 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 employee of WH, we release the info. to the agency/dept ~~to assist~~ to assist the individual in the security clearance process.

OPS 002528

MEMORANDUM FOR: BILL BURTON

FROM: CRAIG LIVINGSTONE
WH PERSONNEL SECURITY

DATE: February 16, 1994

RE: SECURITY STATUS OF VOLUNTEER ADVANCE STAFF

STEVE BACHAR

- Has a Temp. White House Volunteer Pass.
- SF-86 sent to F.B.I. on 11/01/93 (not completed).
- F.B.I. Name Check completed 03/18/93.

CHARLES A. DUNCAN

- Has a Temp. White House Volunteer Pass.
- Copy of DD Form 398 on file.
- Have requested copy of investigation from DOD.
- F.B.I. Name Check completed 11/08/93.

GRACE GARCIA

- On White House access list.
- F.B.I. Name Check completed 10/14/93.
- Will request copy of investigation from Dept. of Energy.

KIRK T. HANLIN

- Has a Temp. White House Volunteer Pass.
- SF-86 sent to F.B.I. on 09/03/93 (not completed).
- F.B.I. Name Check completed 06/30/93.

LAWRENCE PAYNE

- Has a Temp. White House Volunteer Pass.
- Copy of SF-86 on file (original at Commerce).
- Will request copy of investigation from Dept. of Commerce.
- F.B.I. Name Check completed 03/11/93.

THE WHITE HOUSE

WASHINGTON

MEMO TO: PATSY THOMASSON
SPECIAL ASSISTANT TO THE PRESIDENT

FROM: CRAIG LIVINGSTONE
DIRECTOR, WH PERSONNEL SECURITY

DATE: JANUARY 11, 1994

This memorandum is to acknowledge our telephone conversation earlier this morning.

I understand that my office is to ensure Intern attendance at all Intern briefings and functions. I have informed my staff that this is required.

I apologize for any inconvenience related to this matter.

cc: Gail Britton

THE WHITE HOUSE
WASHINGTON

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cc: Gail Britton

MEMO FOR: TRISHA
FROM: CRAIG LIVINGSTONE
DATE: JANUARY 10, 1994

I would like to request 12 Presidential pins, 3 pairs of cufflinks, and 2 pens as a gesture of appreciation to the following residents of Hope, AR; they assisted the President at Ms. Kelly's burial.

Charlene Clark
Berniece Drake
George Frazier
Albert Graves, Jr.
Sallie Graves
Elaine Johnson
Herbert Wayne Johnson
Donal Parker
Don D. Stephenson
Richard J. Thomas
Lynn Townsend
George Wright, Jr.

Thank you.

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OA/Box Number: CF 1795A

FOLDER TITLE:

Craig Memos [4]

2006-1066-F

vz3610

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Please note: No President has ever visited this facility, even though it directly supports the White House. Chief Clark says, "I admire President Clinton. He has vision and knows his job is not a popularity contest."

Please see attachment.

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 at assistance in this matter.

Best wishes during this holiday season.

Sincerely,

D. Craig Livingstone
Director,
White House Security

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THE WHITE HOUSE

WASHINGTON

MEMORANDUM

TO: Tim Saunders
Executive Clerk's Office

FROM: D. CRAIG LIVINGSTONE *CL*
DIRECTOR, WHITE HOUSE SECURITY

DATE: November 2, 1993

RE: Confirmation Dates

We request the Senate confirmation dates
for the following list of Deputy Secretaries.

Thanks for your help.

SEPTEMBER 23, 1993

MEMORANDUM FOR: WILLIAM N. COBBS
BUILDINGS MANAGER
WHITE HOUSE FIELD OFFICE

FROM: CRAIG LIVINGSTONE
DIRECTOR, WHITE HOUSE SECURITY

SUBJECT: TAYLOR, DORIE C.

The purpose of this memo is to personally commend the exemplary service of Ms. Dorie C. Taylor. Throughout the last eight months since our arrival, my staff has observed both the dedication and pleasant demeanor that Ms. Taylor brings to her work. Her unfailing humour and extra attention to the needs of our office have made her a popular figure and a valuable asset to the White House staff. Such conscientious and faithful behavior should not go unnoticed.

I would like to submit this letter of recommendation to Ms. Taylor's permanent record.

CC: David Watkins
Special Assistant to the President
Management and Administration

THE WHITE HOUSE

WASHINGTON

MEMORANDUM

TO: PATSY THOMASSON
SPECIAL ASSISTANT TO THE PRESIDENT FOR ADMINISTRATION

FROM: CRAIG LIVINGSTONE
DIRECTOR, WHITE HOUSE SECURITY

RE: SUMMER INTERNS

DATE: June 3, 1993

According to Gail Britton, Intern Director, we now have over 200 people in the Intern Program. Presently we are processing their paper work (i.e. Name Checks and Passes).

I am bringing this to your attention as we are continuing to receive pass requests for "intern" passes daily. These requests are issued from outside the existing "Intern Program". We may find problems with space if staff continue to bring on their own interns outside of the existing program.

THE WHITE HOUSE

WASHINGTON

MEMORANDUM FOR WILLIAM KENNEDY III,
ASSOCIATE COUNSEL TO THE PRESIDENT

FROM: CRAIG LIVINGSTONE,
DIRECTOR OF WHITE HOUSE SECURITY

RE: EXTENSION OF NANCY GEMMEL'S EMPLOYMENT

DATE: May 10, 1993

I would like to request that Ms. Nancy Gemmel remain on paid status through August 1, 1993. This action is necessary as a result of the twenty-five percent staff reduction coupled with a three hundred percent increase in volunteers at the White House Complex.

I would like to bring on my receptionist on July 1, 1993 so that he/she may benefit from Ms. Gemmel's twelve years of experience. His/Her salary would be \$17,000.

On August 1, 1993 my salary would increase to \$50,000 from \$45,000. Based on the reduction of salary for the receptionist.

I realize that my first two request put a strain on the White House Office budget. However, I feel it is imperative to make a such request to ensure the proper functioning of this office.


OPS 002530

THE WHITE HOUSE

WASHINGTON

April 30, 1993

MEMORANDUM FOR WILLIAM H. KENNEDY III
ASSOCIATE COUNSEL TO THE PRESIDENT

FROM: CRAIG LIVINGSTONE
DIRECTOR OF WHITE HOUSE SECURITY

SUBJECT: RESPONSE TO SPECIAL COUNSEL ALERT

There is no record of Mark Anderson arriving/departing the complex. Furthermore, he is not listed as an employee or on the volunteer rolls.

If you have the facsimile we can locate the phone number and approach the particular department.

Please advise.

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