

FOIA MARKER

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

Collection/Record Group: Clinton Presidential Records

Subgroup/Office of Origin: Counsel Office

Series/Staff Member: Jane Schaffner

Subseries:

OA/ID Number: 21519

FolderID:

Folder Title:

Vetting Guidance I - Vetting/Orientation: Administrative Process Memo

Stack:

S

Row:

111

Section:

2

Shelf:

3

Position:

2

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MEMORANDUM

DETERMINED TO BE AN
ADMINISTRATIVE MARKING
INITIALS: JAM DATE: 2/11/15
2006-1066-F

TO: Vetting Office

FROM: Joseph K. Pascale

RE: Administrative Process for Vetting Candidates

DATE: August 8, 1994

- Procedure when PAS and PA Start Memos come in. We no longer vet all PA positions; only the ones that hold a fiduciary duty or ones that we have previously done work on. When PA start memos come in, merely file in the Nominations Approved file. When PAS Start Memos come in, log in the Vetting Bible. Make copy of the memo and give to researchers. File original in the Nominations Approved file.

- Issue Vet Memo from Brenda Baldwin White to Antonella Pianalto. This memo is done for all public record vets we write. See C:\DEFENSIV.NO on Cliff Mauton's computer. Make 1 copy of the memo after Brenda signs it and 3 copies of the vet itself. Original memo goes to Antonella with 1 copy of the vet. The copy of the memo with 1 copy of the vet goes in the Chron file. Third copy of the vet goes in the Black Vet Binder categorized alphabetically (beside Brenda's credenza).

- No Issue Public Record Vet Memo from Brenda Baldwin White to Antonella Pianalto. See C:\NOISSUE.MEM on Cliff's computer. When the stack of no issue research files has 12 or more files, list them in the memo and then place the files in the mail bin under the table next to Elli's desk. Make two copies of the memo. One copy goes in the No Issue Vet Binder and one goes in the Chron file.

- Procedure when SES Start Memos come in. (If Start Memo is not a regional position, merely file in Nominations Approved file.)

REMEMBER TO TRACK PROCESS ON PARADOX. SEE #5.

1. Log in the Vetting Bible. Make copy of the memo and give to researchers. File original in the Nominations Approved file.

2. Fill out FBI Name Check form. See C:\FORM.NC on Cliff's computer. Fill in blanks. Printout on paper (but not on letterhead stationery). Make

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1 copy and file in FBI Sent/Memos file. Give original to Cliff to send to FBI. When the FBI responds to the name check, put form in accordion folder in Brenda's credenza.

3. Send SES vetting forms to candidate. An original set of the forms are in the right cabinet, second drawer near Cliff's desk. Make and use copies. There are nine items to be included in a set that is sent out to the candidate: 1) cover memo; 2) personal data statement (SES Questionnaire); 3) FBI consent form; 4) tax check consent form; 5) acknowledgement and consent form; 6) cover memo from Beth Nolan; 7) President's documents; 8) ethics memo; and 9) pledge form. Put in White House envelope and take to the Office of Administration in Room 1, OEOP. Fill out Federal Express form and get approval from the Administration office. They keep 1 copy of the form. Take envelope and FedEx form to mail room on the Ground floor of the OEOP and get Federal Express envelope from the window on the left.

4. When candidate sends forms back. First make sure all of the right forms are sent back and filled out correctly. Next, look over tax consent form. Make sure it is signed. If it is not dated or social security number is left off, you can write them in. Tear off front page and staple behind back page. In the lower left hand corner, write a noticeable "S" so that the IRS knows that this is an SES candidate. Next, fill out cover page that will also be sent to the IRS. See C:\IRS.LTR on Cliff's computer. Write in date and name of candidate whom you are sending. Make a copy of this cover page and the back page of the consent form. Staple copies together and file in IRS Sent file. (The IRS will send back a confirmation to be filed in the IRS confirmation file.) Put cover page and IRS consent form in a White House envelope, seal envelope, and put a red dot sticker on the envelope. Get an envelope label out of Cliff's desk and address to:

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Mr. Carmen Gannotti
Internal Revenue Service
Director, Office of Disclosure
Room 1607IR
1111 Constitution Avenue, NW
Washington, D.C. 20001

Take to mailroom and fill out courier log book on the left window counter. It is okay to leave envelope on the counter if no one is at the window. Take all the remaining forms that were sent back and make a file for Brenda to assign to one of the interviewing attorneys.

5. In order to track the processing of SES Regional Candidates, keep Paradox database up to date. See notes in Cliff's file cabinet on how to use Paradox. The information that is to be entered on database includes:

1. Last Name
2. First Name
3. Agency
4. Position
5. White House Start Memo date
6. Forms sent (to candidate) date
7. Forms received (from candidate) date
8. FBI Name Check sent date
9. FBI Name Check received date
10. IRS sent date
11. IRS received date
12. Counsel (CSL) Clearance date
13. Interviewing attorney (date assigned)
14. Comments (usually put social security # here in case of FBI/IRS reference)

- Various Files
 - Nominations Withdrawn
 - SES Clearance Memo
 - Decisions/Nominations Memo
 - Nominations Approved
 - Chron File

 - Agency SES Clearance Memos
 - Office Administration Forms
 - SES Candidate Forms

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- SES Approval Memo from Beth Nolan to Antonella Pianalto. See C:\APPROVAL on Cliff's computer. Change date and name. Printout on White House stationery. First, get Brenda's approval, and then take memo down to Room 136 for Beth's signature. Get "For Your Signature" folder from Stephen Waudby, place memo inside, and then put folder in Beth's inbox behind Stephen. After Beth signs the memo, it will be in the Vetting Crew's inbox in Room 136. Make 4 copies after she signs it. The original goes to Antonella, 2 copies stay with us, 1 copy goes to Vanessa Weaver, and 1 to Doug Sheorn. With the 2 copies we keep, file 1 in the SES Clearance Memoranda file and 1 in the Chron file.

- Weekly Report Memo from Brenda Baldwin White to Beth Nolan. See C:\REPORT on Cliff's computer.

Cleared Counsel Process:

- SES Regional # (get from SES Clearance Memo)
- PA/PAS # (get from PA/PAS Clearance Memo and verify with Cliff)
- SES Candidate Questionnaire Received # (get from Paradox)
- SES Regional Start Memos Received # (get from Start Memos)
- PA Start Memos Received # (get from Start Memos)
- PAS Start Memos Received # (get from Start Memos)
- Interviews Conducted # (ask interviewers)
- Public record Research Completed (use Vetting Bible)
 - Do not include research yet to be reviewed
 - No issue vets # (non-issue research files)
 - Written vets # (actually means public record searches that researchers concluded are questionable or issue)

- Sending research files to Records Management. See C:\BOXES on Cliff's computer.

- C:\BEERS for placing an order with the White House Mess for beverages needed for office parties.