

Case Number: 2006-1066-F.

FOIA MARKER

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

Folder Title:

FBI [7]

Staff Office-Individual:

Counsel's Office-Sherburne, Jane

Original OA/ID Number:

CF 396

Row:	Section:	Shelf:	Position:	Stack:
21	2	10	2	V

Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. list	Secret Service [partial] (2 pages)	02/22/1994	b(7)(C), b(7)(F), b(6)

COLLECTION:

Clinton Presidential Records
Counsel Office
Jane Sherburne
OA/Box Number: CF 396

FOLDER TITLE:

FBI [7]

2006-1066-F

vz3591

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]

LAW OFFICES
LIPSHUTZ, GREENBLATT & KING
2300 HARRIS TOWER - PEACHTREE CENTER
233 PEACHTREE STREET, N.E.
ATLANTA, GEORGIA 30303

ROBERT J. LIPSHUTZ
EDWARD L. GREENBLATT
RANDALL M. LIPSHUTZ
PAULA B. SMITH
TIMOTHY L. S. SITZ

TELEPHONE (404) 688-2300
TELEFAX (404) 588-0648

OF COUNSEL
WILLIAM R. KING
TITO MAZZETTA

July 10, 1996

Mr. Jack Quinn
Counsel to the President
The White House
Washington, D.C. 20500

to Jane

Dear Jack,

I have obtained from the public records of The Jimmy Carter Library the enclosed documents relating to "The White House Security Office", all of which were prepared with the full cooperation of President Ford's White House Counsel, Mr. Phil Buchen, and the Deputy White House Counsel, Mr. Edward Schmults:

- (1) Memorandum of Understanding between and among Attorney General Edward H. Levi and President-Elect Carter and the Chief of President Carter's Transition Staff, Jack Watson, dated November, 1976, relating to Federal Bureau of Investigation background investigations for the President-Elect.
- (2) Five-page Memorandum entitled "The White House Security Office".
- (3) In-depth report on the functions and organization of the White House Security Office, dated January 19, 1977, to which are attached numerous relevant forms.

In addition, I requested my former Associate Counsel, Patrick Apodaca, who continued to serve in this capacity under White House Counsel Lloyd Cutler until the end of the Carter Administration, to try to recall procedures relating to F.B.I. background investigation policies. Mr. Apodaca had immediate supervisory responsibility for the White House Security Office throughout the Administration of President Carter. His Memorandum to me dated June 21, 1996, also is enclosed.

Please let Mr. Apodaca or me know if we can be of any further assistance to you regarding the White House Security Office during the Administration of President Jimmy Carter.

Sincerely yours,

Robert J. Lipshutz
Robert J. Lipshutz

RJL:sbb
Enclosures

VIA FEDERAL EXPRESS

MEMORANDUM OF UNDERSTANDING

FEDERAL BUREAU OF INVESTIGATION BACKGROUND INVESTIGATIONS FOR THE PRESIDENT-ELECT OF THE UNITED STATES OF AMERICA

The Federal Bureau of Investigation (FBI) will conduct file reviews or background investigations (hereinafter both referred to as investigations) at the request of the President-elect or his designated representative of applicants, employees or any persons engaged by contract or otherwise to perform services for the President-elect. These investigations shall only be conducted pursuant to the agreement between the Attorney General and the President-elect to ascertain facts and information relevant to the applicant's or the employee's suitability for employment and/or trustworthiness for clearance for access to information classified under the provisions of Executive Order 11652 and where necessary for clearance for access to compartmented information in accordance with the standards set forth in Director of Central Intelligence Directive 1/14.

Requests for investigations by the FBI shall be made in writing from the President-elect or his designated representative to the Director of the FBI enclosing a completed Standard Form 86 (Security Investigation Data for Sensitive Position) which provides the necessary background data and a set of the individual's fingerprints for a check of FBI Identification Records. To enable the FBI to comply with Section (e) (3) of the Federal Privacy Act of 1974 and in keeping with the spirit of this Act, the request shall be accompanied by a statement signed by the subject of the investigation acknowledging that he or she has consented to the investigation with the knowledge that facts or information gathered shall be retained consistent with the FBI Records Retention Plan.

The President-elect or his designated representative is to secure a written consent from the person under investigation authorizing the FBI to conduct a file review and investigation; granting it access to educational, credit and employment background records; and permitting its dissemination of all information, whether newly developed or already contained in existing files, to the President-elect or his designated representative, and to appropriate Federal agencies where necessary to obtain clearance to classified information. If a person furnishes medical information bearing on suitability or trustworthiness, the President-elect or his designated representative will secure a signed medical release from the person under investigation and furnish such release at the time the investigation is requested. If medical information bearing on the suitability or trustworthiness of the applicant is developed through investigation, the FBI will advise the President-elect or his designated representative. President-elect or his designated representative will advise

MEMORANDUM OF UNDERSTANDING

PAGE 2

whether further investigation is desired and will either furnish to the FBI a release to review necessary medical records and interview the physician or advise if it desires the FBI to contact the persons under investigation for the appropriate medical releases.

Subject to the Federal Privacy Act of 1974, persons interviewed during these investigations may be assured that to the extent permitted by law information identifying such persons will be kept confidential.

The FBI will furnish summary memoranda and supporting materials containing the results of its investigation to the President-elect or his designated representative and retain a record of the person to whom such information is furnished. The President-elect or his designated representative will insure that access to these summary memoranda and supporting materials is restricted to persons directly involved in making a determination as to the person's suitability for employment by the President-elect and/or trustworthiness for access to classified information. The President-elect or his designated representative shall maintain records of the identities of persons receiving access to the aforementioned materials and such records shall be furnished to the FBI upon request. No person having access to the aforementioned materials will reproduce or disseminate such materials.

The President-elect or his designated representative will insure that summary memoranda and supporting materials and any copies received will be retained until January 20, 1977, at which time they will become part of the Presidential papers. The summary memoranda and supporting materials and any copies received shall be returned to the FBI when a decision is made not to employ an individual or whenever the individual terminates employment or when required by law or presidential directive or executive order or upon the termination of the President-elect's administration.

Under no circumstances should the President-elect or the designated representative allow the person who is the subject of an investigation direct access to the summary memorandum and supporting material. If necessary to discuss the contents of the summary memorandum and supporting material with the applicant or employee the President-elect or his designated representative will insure that the confidentiality of the sources contained therein is protected. Any request by the individual for access to the memorandum will be referred to the FBI for processing in accordance with the Privacy Act of 1974.

MEMORANDUM OF UNDERSTANDING

PAGE 3

Information obtained during a background investigation will be retained at FBI Headquarters and FBI field offices in accordance with the FBI Records Retention Plan. Prior to January 20, 1977 no subsequent dissemination shall be made by the FBI of the results of the background investigation conducted for the President-elect without the express approval of the President-elect or his designated representative, except as expressly required by federal statute or as a part of an investigation of a violation of law.

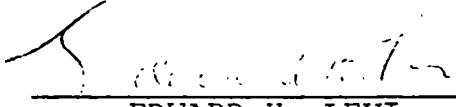
The FBI will inform the President-elect or his designated representative of any adverse information developed during the FBI file review or during the background investigation. The FBI will also provide the President-elect or his designated representative with any adverse information and supporting materials which subsequently come to the attention of the FBI that question the suitability or trustworthiness of any employee or any person engaged by contract or otherwise to perform services for the President-elect. Information obtained during background investigations conducted pursuant to this agreement will not be disseminated outside the FBI except when necessary to fulfill obligations imposed by law, FBI regulation or presidential directive or executive order.

When a tentative decision is made to employ an individual who requires an appropriate clearance for access to classified information the President-elect or his designated representative shall confer with the Director of the FBI or his designated representative to ascertain the appropriate agency or department which is authorized to grant the necessary clearance to classified information and the President-elect or his designated representative shall furnish a copy of the aforementioned summary memoranda and supporting materials to the Director of Central Intelligence (DCI) or the appropriate agency or department granting clearance to classified information. The DCI or the appropriate agency or department involved will insure that the summary memoranda and supporting materials furnished to them pursuant to this agreement will be returned to the President-elect within ninety (90) days of its receipt.

MEMORANDUM OF UNDERSTANDING

PAGE 4

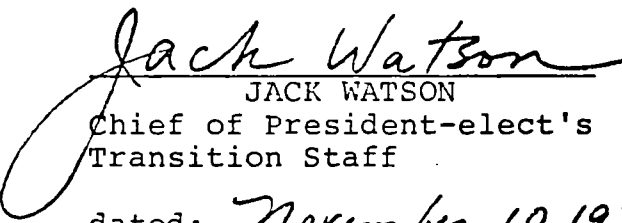
No person employed by the President-elect shall be given access to any classified information or material until appropriate procedures for granting clearance for access to classified information have been established and clearance granted. The President-elect will provide the FBI and the DCI with a list of persons cleared for access to classified information and the President-elect will advise the FBI and DCI when an individual granted a clearance terminates employment with the President-elect.


EDWARD H. LEVI
Attorney General

dated: Nov 10, 1976


JAMES E. CARTER
President-elect

dated: November 12, 1976


JACK WATSON
Chief of President-elect's
Transition Staff

dated: November 10, 1976

THE WHITE HOUSE SECURITY OFFICE

The primary purpose of the Security Office is to protect the President from any possible embarrassment or harm.

Major Responsibilities:

1. Passholders. The White House Security Office initiates and evaluates investigative reports of all White House pass holders and a major portion of the EOB pass holders. These include employees of the following offices:

White House
CEA*
CIEP
Domestic Council
GSA *
Military Assistant***
NSC **
OMB*
OTP
PFIAB
Presidential Papers
Residence
Vice President
White House Communications Agency ***
White House Telegraph and Travel Service

The Security Office authorizes all White House passes and most of the EOB passes issued by Secret Service. Permanent passes are requested only after security requirements have been fully satisfied. When a potential problem arises with an investigation, the matter is referred to Counsel for final disposition.

- * White House passes only.
- ** NSC initiates investigation.
- *** Military Assistant initiates.

SECRET CENTER LIBRARY

2. Presidential Appointees. The Security Office initiates and evaluates the appropriate security investigation on Presidential Appointees. Counsel's office is advised immediately upon satisfactory completion of the security requirements. If an investigation reveals a potential problem, Counsel is consulted for a final decision.
3. Social Events/Meetings. For such events in the Complex where a member of the First Family will be in attendance, FBI Name Checks are requested. Prior to an event, close liaison is maintained with the Social Office and/or office handling the event. When a potential problem is revealed in the FBI check, we are in constant contact with Secret Service. Counsel is consulted if the problem is a serious one. Following the event, each Name Check result is carded and filed in our master card index. Thus, duplication is avoided on future events. Additionally, files are coded after evaluation to denote possible derogatory information.
4. Background Investigation Updates. This project continues through the year on the following basis:
 - Personnel and other pass holders - every three years.
 - Presidential Appointees - every five years for those holding the same appointments for five or more years.
5. Reports - Weekly and Monthly. The various offices within the Complex provide us with a weekly list of their accessions and departures. We then prepare reports for the following offices:
 - Tour Office. Our weekly report of all departures assists Mr. Farrell in updating Parking Permits.
 - FBI. Our monthly report of departures from the Complex aids the Bureau in updating their White House list accordingly. On future investigative activity, the Bureau will then apprise us immediately of new information (e. g., arrest records) as it develops.

6. Miscellaneous Investigative Activity. The Security Office requests and evaluates full field investigations of the following employees:
 - American Telephone & Telegraph
 - C&P Telephone
 - Government Services (GSI)
 - Other (e.g., Alderson Reports)

 - Other Government Agency (OGA)
passholders whose requests are initiated and approved by the White House. On all additional requests for passes, the particular department or agency so requesting must provide a current full field investigation.
7. Special Clearances. This office handles requests for certain staff members and Presidential Appointees in close cooperation with NSC Security and subsequent contact with CIA.
8. Liaison. This office is the liaison with department and agency security offices on all security matters.
9. Access List. The Security Office handles requests for access on both temporary and permanent employees with an initial FBI Name Check. No one is placed on the access list without a clear Name Check.

FBI NAME CHECKS

<u>1974</u>	<u>Sent</u>	<u>Oral</u>	<u>Total</u>
August (8/9-8/31)	132	76	208
September	1,773	133	1,911
October	345	107	452
November	489	56	545
December	326	125	451
 <u>1975</u>			
January	327	138	465
February	2,040	104	2,144
March	1,327	154	1,481
April	2,922	130	3,052
May	1,470	227	1,697
June	<u>1,333</u>	<u>150</u>	<u>1,483</u>
Totals	12,489	1,400	13,889

RECEIVED
JUN 10 1975

FULL FIELD INVESTIGATIONS

<u>1974</u>	<u>Presidentials</u>	<u>Staff</u>	<u>NSC</u>	<u>State Dept.</u>	<u>Other</u>	<u>Total</u>
August (8/9-8/31)	4	14	4	9	-	31
September	8	41	13	8	-	70
October	26	30	2	7	-	65
November	42	37	7	5	1	92
December	19	33	3	5	-	60
 <u>1975</u>						
January	34	84	5	1	-	124
February	39	60	7	5	-	111
March	15	88	5	3	-	111
April	36	67	7	5	-	115
May	21	65	17	4	1	108
June	<u>90</u>	<u>31</u>	<u>6</u>	<u>2</u>	<u>-</u>	<u>129</u>
Totals	334	550	76	54	2	1,016

Note:

Since we have had no files prior to August 9, 1974, it has been necessary to re-evaluate all prior investigations as we receive copies from the FBI through new, updated or Name Check investigations.

New full field investigations may contain approximately six to ninety pages. If an investigation reveals no previous investigation and if there is no derogatory information developed in the current investigation, the report is short. However, if an individual has had previous investigations or one prior investigation contained derogatory information, the reports could be eighty or ninety pages long. Also, if an individual's previous investigation was not in summary form (e.g., Justice Dept. applicant type, Civil Service or Defense Investigative Service), it could be very lengthy.

Updated investigations are similar in that a large portion of individual investigations cover a period of years, and all previous reports are sent to us in the updating process.

Name Checks may be one page (individual not previously investigated) or perhaps fifty pages (government official). Thus, when a Name Check is requested for a government official not recorded in our index, all previous reports are sent to us for re-evaluation, carding and filing.

The White House Security Office is comprised of three personnel:

- Staff Assistant for Security (evaluator)
- Administrative Secretary
- Security Assistant

WHITE HOUSE STUDY PROJECT

REPORT ON THE FUNCTIONS
AND ORGANIZATION OF THE
WHITE HOUSE SECURITY OFFICE

JANUARY 19, 1977

THE WHITE HOUSE SECURITY OFFICE

TABLE OF CONTENTS

GENERAL

MAJOR RESPONSIBILITIES:

1. White House Passholders
2. Presidential Appointees
3. Background Investigation Updates
4. Miscellaneous Investigative Activity
5. Special Clearance
6. Social Events/Meetings
7. Liaison
8. Access List
9. Reports - Weekly and Monthly

PROCEDURES:

1. Name Checks
2. Full Field Investigations
3. Investigation Updates
4. Special Clearances
5. Maintenance of Security Files
6. Liaison
7. Report Preparation

THE WHITE HOUSE SECURITY OFFICE

GENERAL

The primary purpose of The White House Security Office is to protect the President from any possible embarrassment or harm. The Security Office's primary responsibility is to initiate and evaluate the appropriate security investigation on White House passholders, Presidential Appointees, White House guests and visitors and certain other specified persons.

The Security Office staff presently consists of three full-time persons, a Staff Assistant for Security and two assistants. One of the lawyers in the Council's office has responsibility for the Security Office and handles all problems that arise.

The Security Office functions as a centralized point of contact in the White House for the FBI, Secret Service and Security Offices of other agencies and departments. This provides for an orderly and systematic procedure for security evaluation. White House staff should be discouraged from calling the FBI directly.

In the past the Security Office has averaged approximately 1,000 to 1,200 full field investigations a year and 12,000 to 15,000 name checks a year. Each new Administration must build develop its own security files.

New full field investigations may contain approximately six to ninety pages. If an investigation reveals no previous investigation and if there is no derogatory information developed in the current investigation, the report is short. However, if an individual has had previous investigations or one prior investigation contained derogatory information, the reports could be eighty or ninety pages long. Also, if an individual's previous investigation was not in summary form (e.g., Justice Dept. applicant type, Civil Service or Defense Investigative Service), it could be very lengthy.

Updated investigations are similar in that a large portion of individual investigations cover a period of years, and all previous reports are sent to us in the updating process.

Name Checks may be one page (individual not previously investigated) or perhaps fifty pages (government official). Thus, when a Name Check is requested for a government official not recorded in our index, all previous reports are sent to us for re-evaluation, carding and filing.

The person in charge of the Security Office primary function is to review and evaluate every investigative report and Name Check received from the FBI. Any potential problems are noted and referred to Counsel for disposition.

The function of evaluating the investigative reports should be performed by one person to assure consistency of judgement. Jane Dannenhauer, the present Staff Assistant for Security, estimates that approximately 50% to 100% of her time, depending on the workload, is spent reviewing and evaluating investigating reports.

THE WHITE HOUSE SECURITY OFFICE

MAJOR RESPONSIBILITIES

1. White House Passholders. The White House Security Office initiates and evaluates investigative reports of all White House passholders and a major portion of the EOB passholders. These include employees of the following offices:

White House

CEA*

CIEP

Domestic Council

GSA*

Military Assistant***

NSC**

OMB*

OTP

PFIAB

Presidential Papers

Residence

Vice President

White House Communications Agency***

White House Telegraph and Travel Service

The Security Office authorizes all White House passes and most of the EOB passes issued by Secret Service. Permanent passes are requested only after security requirements have

been fully satisfied. When a potential problem arises with an investigation, the matter is referred to Counsel for final disposition.

* , White House passes only.

** NSC invites investigation.

*** Military Assistant initiates.

2. Presidential Appointees. The Security Office initiates and evaluates the appropriate security investigation on Presidential Appointees. Counsel's office is advised immediately upon satisfactory completion of the security requirements. If an investigation reveals a potential problem, Counsel is consulted for a final decision.

3. Background Investigation Updates. This project continues through the year on the following basis:

Personnel and other passholders - every three year.

Presidential Appointees - every five years for those holding the same appointments for five or more years.

4. Miscellaneous Investigative Activity. The Security Office requests and evaluates full field investigations of the following employees:

- American Telephone & Telegraph
- C&P Telephone

- Government Services (GSI)
- Other (e.g., Alderson Reports)
- Other Government Agency (OGA)

passholders whose requests are initiated and approved by the White House. On all additional requests for passes, the particular department or agency so requesting must provide a current full field investigation.

5. Special Clearances. This office handles requests for certain staff members and Presidential Appointees in close cooperation with NSC Security and subsequent contact with CIA.
6. Social Events/Meetings. For such events in the Complex where a member of the First Family will be attendance, FBI Name Checks are requested. Prior to an event, close liaison is maintained with the Social Office and/or office handling the event. When a potential problem is revealed in the FBI check, we are in constant contact with Secret Service. Counsel is consulted if the problem is a serious one. Following the event, each Name Check result is carded and filed in our master card index. Thus, duplication is avoided on future events. Additionally, files are coded after evaluation to denote possible derogatory information.

7. Liaison. This office is the liaison with department and agency security offices on all security matters.
8. Access List. The Security Office handles requests for access on both temporary and permanent employees with an initial FBI Name Check. No one is placed on the access list without a clear Name Check.
9. Reports - Weekly and Monthly. The various offices within the Complex provide us with a weekly list of their accessions and departures. We then prepare reports for the following offices:

Tour Office. Our weekly report of all departures assists Mr. Farrell in updating Parking Permits.

FBI. Our monthly report of departures from the Complex aids the Bureau in updating their White House list accordingly. On future investigative activity the Bureau will then apprise us immediately of new information (e.g., arrest records) as it develops.

FOUO ON 11/17/01 BY 1045

THE WHITE HOUSE OFFICE

PROCEDURES

1. Name Checks. Name Checks are requested for all persons having temporary or permanent access to The White House complex or for persons attending social events or meetings in the complex. Procedures for obtaining Name Checks are as follows.

1) The Security Office receives notification that a Name Check is desired on someone.

2) A form letter (Exhibit I attached) to the FBI is initiated and prepared by the Security Office.

The form contains the following information:

- a. Subjects name.
- b. Date of birth..
- c. Place of birth.
- d. Present address.
- e. Indication that Name Check is requested.
- f. Why Name Check request.
- g. Attachments, if any.
- h. Remarks, if any.

3) When an answer is received from the FBI with approval authorized, a request for a temporary pass (30 to 90 days) is initiated and sent to the Secret Service. A copy of the request form is attached (Exhibit II) and contains the following information:

- a. Name
 - b. Title and office
 - c. Immediate supervisor's title and name
 - d. Location (room no.)
 - e. Phone number
 - f. Indication as to type of security clearance
 - g. Type of pass requested
 - h. Indication of approval by Security Office
- 4) The Secret Service furnishes the pass.
- 5) The Security Office then makes up a
Permanent card and sets up a permanent
folder. The card contains the following
information:
- a) Name
 - b) Classification
 - c) Type of report together with dates
 - (1) Name Check
 - (2) Full field
 - d) Supplemental Reports
- 6) The cards are color coded as follows:
- a. White House Employee - Orange
 - b. Special - Blue
 - c. Vice President's Office - Pink
 - d. Presidential Appointment - White

- 7) These card files save time in the future when checks would otherwise be necessary for the same people.
- 8) If the original pass time period expires, then the Security Office requests an extension of the original pass. This is done by a form letter to the U.S. Secret Service. A copy of this letter is attached as Exhibit III.

2. Full Field Investigations. Full field investigations are required for all White House passholders, Presidential Appointees and certain other special situations. Procedures for obtaining full field investigations are as follows.

- 1) Name Checks are requested using the procedures outlined above and a temporary pass is issued.
- 2) The Security Office initiates the security check by having the person sign, prepare and complete the following:
 - a. Letter expressing consent for FBI to make investigation. A copy of this letter is attached (see Exhibit IV attached).
 - b. Authority to release information to the FBI. A copy of this form is attached (see Exhibit V attached).

c. Form 86 - Security Investigative Data for Sensitive Position.

- 3) Upon receipt of the above from the individual, the letter expressing consent for investigation is filed in the permanent file folder. Authority to release information and Form 86 are transmitted to the FBI with a form letter (see Exhibit I attached) requesting a full field investigation.
- 4) Then, a Request for Investigative Report card is prepared and kept in an open file (card box). This file represents all field investigations in process. The investigations usually take about a month if there is no problem. When the report is received from the FBI, the card is pulled and put in the permanent file.
- 5) The Staff Assistant for Security then evaluates the report by reviewing it in its entirety and this person then indicates the action to be taken.
 - a. If there is no problem, a permanent pass is requested (Exhibit II attached) from the U.S. Secret Service and the White House Personnel Office is notified. Notification is made by form letter prepared by the Security Office for Counsel's

signature. A copy of this letter is attached
(Exhibit VII).

3. Investigation Updates. Investigation Updates are performed using the same procedures as for Full Field Investigations as outlined above.
4. Special Clearances. Special clearances are performed using the same procedures as for Full Field Investigations as outlined above.
5. Maintenance of Security Files. The White House Security Office maintains physical control over all security files which are stored in a vault. No one has access to these files except the Counsel to the President's Office.
6. Liaison: The White House Security Office maintains liaison with the security offices of the other agencies. Most agencies call the White House to check on people. The White House Security Office will not release any information from its files except:
 - 1) The date of the Full Field investigation, if one was done.
 - 2) Whether the person has Top Secret clearance.

If the other agency needs a copy of the report, they must send a letter requesting such information together with

SECRET

the reason for the request. The White House Security Office will then authorize the FBI to release the information. The above type liaison activity happens daily, sometimes one inquiry, sometimes ten inquiries per day.

7. Report Preparation. The White House Security Office acts as the focal point for summarizing accessions and departures from all the offices within the complex. These reports are prepared for the Tour Office and FBI from information provided by the various offices.

MEMORANDUM

THE WHITE HOUSE
Washington

TO: ROBERT MOORE, FBI

FROM: JANE DANNENHAUER

SUBJECT: FBI INVESTIGATIONS

Subject's Name _____

Date of Birth _____ Place of Birth _____

Present Address: _____

We request: _____ Copy of Previous Report

_____ Name Check

_____ Full Field Investigation

The person named above is being considered for:

_____ White House Staff Position

_____ Presidential Appointment

Attachments:

_____ SF 86 (in duplicate)

_____ SF 87, Fingerprint Card

_____ Biography

Remarks:

MEMORANDUM

THE WHITE HOUSE
WASHINGTONTO: TECHNICAL SECURITY DIVISION
U. S. SECRET SERVICE

SUBJECT: Request for Pass

NAME: _____
(Last) (First) (Middle)

Title and Office _____

Immediate Supervisor's _____
Title and Name

Location (room number) _____ (Phone) _____

Type of Security Clearances:
FBI (A) Completed _____
(B) Other _____
(C) Waived _____

Type of Pass requested (check one):

_____ Temporary Executive Offices (30) _____ (60) _____ (90) _____

_____ Permanent Executive Offices

_____ Temporary White House (30) _____ (60) _____ (90) _____

_____ Permanent White House

Approved by: _____

Jane Dannenhauer
Staff Assistant-Security

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

TO: TECHNICAL SECURITY DIVISION
U.S. SECRET SERVICE

SUBJECT: Request for Extension of Pass

Previous Memo sent to you on _____

FOR _____

EXTEND _____ PASS FOR _____

REQUESTED BY _____

APPROVED BY _____

Jane Dannenhauer
Staff Assistant-Security

RECEIVED TECHNICAL SECURITY DIVISION

THE WHITE HOUSE
WASHINGTON

This letter confirms in writing your express consent for the Federal Bureau of Investigation to make an investigation of your background as part of the consideration for your application for employment.

You should understand that such an investigation will include the collection and use of relevant information in the files of various Federal departments and agencies. In order to complete this investigation, it is necessary that you authorize the distribution to the FBI of such information by these departments and agencies.

If you consent to such an investigation, and to the disclosure of relevant information by other Federal departments and agencies to the FBI, please sign your name below and return this original letter to Jane Dannenhauer, Room 43, EOB (ext. 2345).

Thank you.

Sincerely,

Jane Dannenhauer
Staff Assistant, Security

Approved: _____
(Signature) (Date)

AUTHORITY TO RELEASE INFORMATIONTO WHOM IT MAY CONCERN:

I hereby authorize any Special Agent or other authorized representative of the Federal Bureau of Investigation bearing this release, or copy thereof, within one year of its date, to obtain any information in your files pertaining to my educational records including, but not limited to, academic, achievement, attendance, athletic, personal history, and disciplinary records. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the Federal Bureau of Investigation. Consent is granted for the FBI to furnish such information, as is described above, to third parties in the course of fulfilling its official responsibilities. I hereby release you, as the custodian of such records, and any school, college, university, or other educational institution, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. Should there be any question as to the validity of this release, you may contact me as indicated below.

Full Name:

(Signature)

Full Name:

(Type or Print Name)

Parent or Guardian:
(If required)

Date:

Current Address:

Telephone Number:

Standard Form No.
FD-204
U.S. CIVIL SERVICE COMMISSION
(F.P.M. CHAPTER 735)
11-57

SECURITY INVESTIGATION DATA FOR SENSITIVE POSITION

CASE SERIAL NO. (CSC use only)

INSTRUCTIONS.—Prepare in triplicate, using a typewriter. Fill in all items. If the answer is "No" or "None," so state. If more space is needed for any item, continue under item 28.

1 FULL NAME <i>(Initials and abridgements of full name are not acceptable. If no middle name, show "(NMN)"; if initials only, show "(no given or middle name)".</i>	(LAST NAME) (FIRST NAME) (MIDDLE NAME)	2 DATE OF BIRTH
OTHER NAMES USED. <i>(Maiden name, names by former marriages, former names changed legally or otherwise, aliases, nicknames, etc. Specify which, and show dates used.)</i>		3 PLACE OF BIRTH
		4 ☐ MALE ☐ FEMALE
		5 HEIGHT WEIGHT COLOR EYES COLOR HAIR
6 ☐ SINGLE ☐ MARRIED ☐ WIDOW(ER) ☐ DIVORCED	7 IF MARRIED, WIDOWED, OR DIVORCED GIVE FULL NAME AND DATE AND PLACE OF BIRTH OF SPOUSE OR FORMER SPOUSE. INCLUDE WIFE'S MAIDEN NAME. GIVE DATE AND PLACE OF MARRIAGE OR DIVORCE. <i>(Give same information regarding all previous marriages and divorces.)</i>	

8 DATES AND PLACES OF RESIDENCE. *(If actual places of residence differ from the mailing addresses, furnish and identify both. Begin with present and go back to January 1, 1937. Continue under item 28 on other side if necessary.)*

FROM	TO	NUMBER AND STREET	CITY	STATE
------	----	-------------------	------	-------

9. ☐ U.S. CITIZEN	☐ BY BIRTH ☐ NATURALIZED	ALIEN REGISTRATION NO.	DATE, PLACE, AND COURT
	CERT. NO. PETITION NO.		
☐ ALIEN	☐ DERIVED-PARENTS CERT. NO(S).	REGISTRATION NO.	NATIVE COUNTRY
		DATE AND PORT OF ENTRY	

10. EDUCATION. *(All schools above elementary.)*

NAME OF SCHOOL	ADDRESS	FROM (Year)	TO (Year)	DEGREES
----------------	---------	-------------	-----------	---------

11. THIS SPACE FOR FBI USE. *(See also item 29.)*

12. SOCIAL SECURITY NUMBER

13. MILITARY SERVICE *(Past or present)*

SERIAL NO. <i>(If none, give grade or rating at separation)</i>	BRANCH OF SERVICE <i>(Army, Navy, Air Force, etc.)</i>	FROM (Yr.)	TO (Yr.)
--	---	------------	----------

14. HAVE YOU EVER BEEN DISCHARGED FROM THE ARMED FORCES UNDER OTHER THAN HONORABLE CONDITIONS? ☐ YES ☐ NO

(If answer is "Yes," give details in item 28.)

15. EMPLOYMENT. (List ALL employment dates starting with your present employment. Give both month and year for all dates. Show ALL dates and addresses when unemployed. Give name under which employed if different from name now used.)

<u>FROM</u>	<u>TO</u>	<u>NAME OF EMPLOYER (Firm or agency) AND SUPERVISOR (Full name, if known)</u>	<u>ADDRESS (Where employed)</u>	<u>TYPE OF WORK</u>	<u>REASON FOR LEAVING</u>
-------------	-----------	---	-------------------------------------	---------------------	---------------------------

16. HAVE YOU EVER BEEN DISCHARGED (FIRED) FROM EMPLOYMENT FOR ANY REASON? ☐ YES ☐ NO.

17. HAVE YOU EVER RESIGNED (QUIT) AFTER BEING INFORMED THAT YOUR EMPLOYER INTENDED TO DISCHARGE (FIRE) YOU FOR ANY REASON? ☐ YES ☐ NO.
(If your answer to 16 or 17 above is "Yes" give details in item 28. Show the name and address of employer, approximate date, and reasons in each case. This information should agree with the statements made in item 15—EMPLOYMENT.)

18. HAVE YOU EVER BEEN ARRESTED, TAKEN INTO CUSTODY, HELD FOR INVESTIGATION OR QUESTIONING, OR CHARGED BY ANY LAW ENFORCEMENT AUTHORITY? (You may omit: (1) Traffic violations for which you paid a fine of \$30 or less; and (2) anything that happened before your 16th birthday. All other incidents must be included, even though they were dismissed or you merely forfeited collateral.) ☐ YES ☐ NO.

IF YOUR ANSWER IS "YES," GIVE FULL DETAILS BELOW:

<u>DATE</u>	<u>CHARGE</u>	<u>PLACE</u>	<u>LAW ENFORCEMENT AUTHORITY</u>	<u>ACTION TAKEN</u>
-------------	---------------	--------------	--------------------------------------	---------------------

19. HAVE YOU EVER HAD A NERVOUS BREAKDOWN OR HAVE YOU EVER HAD MEDICAL TREATMENT FOR A MENTAL CONDITION? ☐ YES ☐ NO.
(If your answer is "Yes," give details in item 23.)

20. FOREIGN COUNTRIES VISITED (SINCE 1930). (Exclusive of military service)

COUNTRY

DATE LEFT U.S.A.

DATE RETURNED U.S.A.

PURPOSE

21. ARE YOU NOW, OR HAVE YOU EVER BEEN, A MEMBER OF THE COMMUNIST PARTY, U.S.A., OR ANY COMMUNIST OR FASCIST ORGANIZATION? ☐ YES ☐ NO

22. ARE YOU NOW OR HAVE YOU EVER BEEN A MEMBER OF ANY FOREIGN OR DOMESTIC ORGANIZATION, ASSOCIATION, MOVEMENT, GROUP, OR COMBINATION OF PERSONS WHICH IS TOTALITARIAN, FASCIST, COMMUNIST, OR SUBVERSIVE, OR WHICH HAS ADOPTED, OR SHOWS, A POLICY OF ADVOCATING OR APPROVING THE COMMISSION OF ACTS OF FORCE OR VIOLENCE TO DENY OTHER PERSONS THEIR RIGHTS UNDER THE CONSTITUTION OF THE UNITED STATES, OR WHICH SEEKS TO ALTER THE FORM OF GOVERNMENT OF THE UNITED STATES BY UNCONSTITUTIONAL MEANS? ☐ YES ☐ NO.

23. IF YOUR ANSWER TO QUESTION 21 OR 22 ABOVE IS "YES," STATE THE NAMES OF ALL SUCH ORGANIZATIONS, ASSOCIATIONS, MOVEMENTS, GROUPS, OR COMBINATIONS OF PERSONS AND DATES OF MEMBERSHIP. IN ITEM 23 OR ON A SEPARATE SHEET TO BE ATTACHED TO AND MADE A PART OF THIS FORM, GIVE COMPLETE DETAILS OF YOUR ACTIVITIES THEREIN AND MAKE ANY EXPLANATION YOU DESIRE REGARDING YOUR MEMBERSHIP OR ACTIVITIES.

NAME IN FULL

ADDRESS

FROM

TO

OFFICE HELD

24. MEMBERSHIP IN OTHER ORGANIZATIONS. (List all organizations in which you are now a member or have been a member, except those which show religious or political affiliations.) (If none, so state.)

NAME IN FULL

ADDRESS

TYPE

FROM

TO

OFFICE HELD

25. RELATIVES. (Parents, spouse, divorced spouse, children, brothers, and sisters, living or dead. Name of spouse should include maiden name and any other names by previous marriage. If person is dead, state "dead" after relationship and furnish information for other columns as of time of death.)

RELATION

NAME IN FULL

YEAR OF BIRTH

ADDRESS

COUNTRY OF BIRTH

PRESENT CITIZENSHIP

25a. REFERENCES (Name three persons, not relatives or employers, who are aware of your qualifications and fitness.)

NAME IN FULL

HOME ADDRESS

BUSINESS ADDRESS

YEARS KNOWN

25b. CLOSE PERSONAL ASSOCIATES (Name three persons, such as friends, schoolmates or colleagues, who know you well.)

NAME IN FULL

HOME ADDRESS

BUSINESS ADDRESS

YEARS KNOWN

27. TO YOUR KNOWLEDGE, HAVE YOU EVER BEEN THE SUBJECT OF A FULL FIELD OR BACKGROUND PERSONAL INVESTIGATION BY ANY AGENCY OF THE FEDERAL GOVERNMENT? ☐ YES ☐ NO. (If your answer is "Yes," show in item 28, (1) the name of the investigating agency (2) the approximate date of investigation, and (3) the level of security clearance granted, if known.)

28. SPACE FOR CONTINUING ANSWERS TO OTHER QUESTIONS (Show item numbers to which answers apply. Attach a separate sheet if there is not enough space here.)

29. REPORT OF INFORMATION DEVELOPED. (This space reserved for FBI use.)

DATE:

Before signing this form check back over it to make sure you have answered all questions fully and correctly.

CERTIFICATION

I CERTIFY that the statements made by me on this form are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

False statement on this form
is punishable by law.

(DATE)

(SIGNATURE—Sign original and first carbon copy)

INFORMATION TO BE FURNISHED BY AGENCY

INSTRUCTIONS TO AGENCY: See Federal Personnel Manual Chapter 736 and FPM Supplement 296-31, Appendix A, for details on when this form is required and how it is used. If this is a request for investigation before appointment, insert "APPL" in the space for Date of Appointment and show information about the proposed appointment in the other spaces for appointment data. The original and the first carbon copy should be signed by the applicant or appointee. Submit the original and the unsigned carbon copy of the form, Standard Form 87 (Fingerprint Chart), and any investigative information about the person received on voucher forms or otherwise, to the United States Civil Service Commission, Bureau of Personnel Investigations, Washington, D.C., 20415. If this is a request for full field security investigation, submit these forms to the attention of the Division of Reimbursable Investigations; if this is a request for preappointment national agency checks, submit these forms to the attention of the Control Section.

RETAIN THE CARBON COPY OF STANDARD FORM 86 (SIGNED BY THE APPLICANT OR APPOINTEE) FOR YOUR FILES

DATE OF APPOINTMENT	TYPE OF APPOINTMENT ☐ EXCEPTED ☐ COMPETITIVE (Include indefinite and temporary types of competitive appointments)	CIVIL SERVICE REGULATION NUMBER OR OTHER APPOINTMENT AUTHORITY	TITLE OF POSITION AND GRADE OR SALARY
DEPARTMENT OR AGENCY	DUTY STATION	SEND RESULTS OF PREAPPOINTMENT CHECK TO:	
THIS IS A SENSITIVE POSITION			
(SIGNATURE AND TITLE OF AUTHORIZED AGENCY OFFICIAL)			

JIMMY CARTER LIBRARY COPY

THE WHITE HOUSE
WASHINGTON

Date: _____

MEMORANDUM FOR: DOUG BENNETT
FROM: KEN LAZARUS
SUBJECT: _____

This is to notify you that the Counsel's Office has taken the following action with respect to the above-named individual:

- 1) Statement of Employment and Financial Interests, approved _____
- 2) Security Clearance, approved _____
- 3) Special Clearances, approved _____
- 4) National Security Clearances, approved _____
required and pending _____
not required at this time _____

Comments:

cc: Jim Connor
Bob Linder

STANLEY C. ...

Facsimile Cover Sheet

KELEHER & McLEOD, P.A.

Mailing Address: P.O. Drawer AA
Albuquerque, New Mexico 87103

Date: 06/21/96

Client/Case No.: 00001-052

To: Robert J. Lipshutz Esq.
Company: Lipshutz, Frankel
Phone: 1-404-688-2300
Fax: 1-404-588-0648

From: Patrick V. Apodaca Esq.
Company: Keleher & McLeod, P.A.
Phone: 505-884-8282
Fax: 505-889-8579

Pages including this cover page: 6

Originals will follow by mail: Yes No X

Comments: As you requested, attached is a briefing memo on my recollection of policies and practices relating to FBI background records.
Please call when you have a chance.

CAUTION: THE INFORMATION CONTAINED IN THIS FACSIMILE MESSAGE IS ~~CONFIDENTIAL~~ AND INTENDED SOLELY FOR THE USE OF THE INDIVIDUAL OR ENTITY NAMED ABOVE. IF THE RECIPIENT OF THIS MESSAGE IS NOT THE INTENDED RECIPIENT, OR THE EMPLOYEE OR AGENT RESPONSIBLE FOR DELIVERING IT TO THE INTENDED RECIPIENT, YOU ARE HEREBY NOTIFIED THAT ANY DISSEMINATION, DISTRIBUTION, COPYING OR UNAUTHORIZED USE OF THIS COMMUNICATION IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THIS FACSIMILE IN ERROR, PLEASE NOTIFY THE SENDER IMMEDIATELY BY TELEPHONE AND RETURN THE FACSIMILE TO THE SENDER AT THE ABOVE ADDRESS VIA THE U.S. POSTAL SERVICE. THANK YOU.



"RUNNING HORSES" Copyright, Artist: Gray Mercer, 1989, a sculpture provided for the City of Albuquerque's Public Art Collection at the Albuquerque International Airport by the law firm of Keleher & McLeod, P.A.

6990

DETERMINED TO BE AN
ADMINISTRATIVE MARKING

200-1006-F
INITIALS: VZ DATE: 6/19/15

Memorandum for Robert J. Lipshutz, Esq.

FROM: Patrick V. Apodaca, Esq.

DATE: June 21, 1996

RE: FBI Background Investigation Policies

Pursuant to your request, this memorandum will set forth my recollection of the policies and practices relating to FBI background records in the Carter White House. As you will recall, from February, 1977 to January, 1981, I served as an Associate Counsel to President Carter. In that capacity I was the attorney in the White House Counsel's Office with immediate supervisory responsibility for the White House Security Office, the unit within the Counsel's Office that processed and maintained FBI background investigations.

FBI Background Investigations and Their Purpose.

This memorandum covers so-called "full-field" FBI background investigations (hereinafter, a "BI").¹ A BI is a comprehensive FBI investigation of an individual's background that includes, among other things, a check for any arrest and criminal record; a check for information in the files of government agencies including the FBI's own files (usually relevant if the subject has been previously employed by the federal government or if any agency has national security information on the subject); reports of FBI field agents' interviews of the subject's business associates, friends and neighbors; and, as I recall, an IRS check. As I recall, the IRS check was actually performed by the IRS personnel, who in turn reported the results of that investigation to the FBI for inclusion in the BI. The FBI prepared a narrative summary of the BI (hereinafter, a "BI Summary"). It was the BI Summary, not the FBI's raw file of the BI, that was delivered to the White House Security Office upon completion of the investigation.

To the best of my knowledge and recollection, any request to the FBI to initiate a BI or to obtain a copy of a BI Summary prepared for a prior administration (hereinafter, a "Prior BI") had to be made through the Counsel's Office. To the best of my knowledge, a request to begin a BI was made by the Counsel's Office only in the following instances:

1. A BI was requested on each prospective presidential appointment. The successful review of a completed BI Summary by the Counsel's Office was one of the last

¹ The Security Office also processed other types of security checks, including "name checks." A name check is an NCIC computer check for an arrest record based on an individual's name, date of birth and social security number. My recollection is that the check was run by the FBI upon a request from the Security Office. As I recall, the results of the check were shared with the Secret Service. The checks were run primarily to clear a person for access to the White House on a limited basis (e.g., guests at White House social functions and issuance of a temporary White House pass).

steps before a candidate for office was nominated (if the appointment required Senate confirmation) or appointed by the President.

2. A BI was requested on all prospective permanent employees of the White House Office and the White House Residence.
3. A BI was requested on any person not included in 1 and 2 who was a candidate for a permanent White House pass. Requests in this category were few in number since White House passes were generally issued only to White House Office employees and high-level presidential appointees.
4. As I recall, the BIs on presidential appointees and White House employees in continuous service were "updated" at five-year intervals. As I recall, the update was comparable in scope to an initial BI. Since Carter served only one term, updates were generally limited to the few White House Office and Residence employees who continued to be employed from administration to administration.

The BI primarily served to identify information in a subject's background that might render the individual unsuitable for a high-level, presidential appointment, senate confirmation or employment in the White House. It also provided the check necessary to grant the prospective appointee or employee security clearances.

Lines of Responsibility for BI Functions

The Counsel's Office had responsibility within the White House for requesting BIs and maintaining custody of BI Summaries and other BI records. With limited exceptions discussed below, only attorneys within the Counsel's Office had authority to review the files.

Within the Counsel's Office, the lines of responsibility for the BI functions were as follows. The Counsel to the President (Lipshutz or Cutler) had ultimate responsibility for all functions. I had responsibility for direct, "hands-on" supervision of the Security Office and its personnel. I also had primary responsibility for reviewing BI Summaries and spotting potential problems with respect to a prospective appointment or employee. I generally reported to the Counsel to the President on matters relating to BIs. During the early part of the Carter Administration, Michael Cardozo also had responsibilities for dealing with BI and conflicts-of-interest issues that arose from time to time. In practice, therefore, I often reported to Cardozo on matters relating to supervision of the Security Office as well as presidential appointment issues that surfaced from my review of the BI Summaries.

Other attorneys in the Counsel's Office also reviewed BI Summaries from time to time to the extent they had responsibilities for particular appointees. For example, Doug Huron had some responsibility for judicial appointments.

Jacqueline Dinwiddie, who reported to me, had responsibility for operating the Security Office and processing all paperwork on BI's. During the first year of the Carter Administration, when the volume of presidential nominations was very high, one or two additional people were

assigned to Dinwiddie's office. Physically located on the ground floor of the Old Executive Office Building, the Security Office was the place in the White House where the BI paperwork was processed and maintained. The FBI would routinely deliver completed BI Summaries to Dinwiddie's office. My recollection is that the summaries, once delivered to the Security Office, were normally stored within a vault in the Security Office, except when a summary was transferred to one of the attorneys in the Counsel's Office for review.

Requests for BIs and BI Records.

The FBI would normally initiate a BI upon receiving a request from Dinwiddie. This request was accompanied by a standard FBI form that had been filled out and signed by the subject, providing detailed, historical information about the subject. As I recall, other forms accompanied the package that went to the FBI, including a privacy act waiver authorizing the IRS to provide tax information to the White House and possibly a release signed by the subject authorizing the FBI to obtain information from various sources. The blank forms were provided to prospective appointees and White House employees at the beginning of the appointment process, either by the Security Office or the White House Personnel Office. As I recall, the signed forms were usually delivered to Dinwiddie by the Presidential Personnel Office or the prospective appointee/employee. Dinwiddie would then request a BI from the FBI through the FBI liaison officer. As I recall, the FBI was reluctant to begin a BI until the signed forms had been actually received.

To the best of my recollection, requests for BIs generally were initiated through this process. On rare occasions, usually because time was of the essence, a request might go to the FBI from Cardozo or me, rather than through Dinwiddie.

Prior to completing a BI, the FBI might deliver copies of any Prior BI to Dinwiddie. This usually occurred at our request, for presidential appointments on an expedited schedule. Although I was not present at the White House during the first few days of the Carter Administration, I understand that no files from the previous administration were left in the Security Office when the Carter personnel arrived. Therefore, Counsel's Office could only obtain Prior BIs by requesting a copy from the FBI.

Between the time our office initiated a request for a BI and the FBI's delivery of a completed BI Summary to the Security Office (a process that might take anywhere from 15 days to several months), our office might be in contact with the FBI liaison officer. These communications generally would be between the FBI liaison office and Dinwiddie, Cardozo or myself regarding the status and timing of the investigation. As I recall, on such occasions the FBI liaison officer or other FBI personnel involved in the background investigation would communicate substantive information regarding the investigation only to Cardozo or myself to brief us on whether any issues had developed. This was generally done only on appointments requiring expedited treatment.

The BI Summary included relevant information obtained from Prior BIs or a copy of the Prior BI itself. Except as stated in the next sentence, I do not recall any instances in which I or any member of our office requested a copy of a Prior BI on an individual independently of a

request that the FBI begin a current BI. Although my memory is vague on this point, I believe that at the very beginning of the Carter Administration our office requested, obtained and reviewed Prior BI Summaries on the small number of White House Office and Residence hold-over employees from the Ford White House. On occasion, the FBI would provide a copy of a Prior BI as soon as a request to begin a current BI had been made. As I recall, this was done in cases where time was of the essence and we had a need to review background information as it became available.

Access to BI Records

As I recall, BI Summaries were not stamped with a security classification. However, due to the nature of the summary, BI Summaries were maintained and treated as highly classified materials. Therefore, unless a file had been delivered to one of the lawyers in the Counsel's Office for review, the files were maintained in the vault inside the Security Office. The lawyers kept the BI Summaries in secure file cabinets. The door to the Security Office was locked after business hours.

Access to BI records was on a need to know basis. This generally meant that only lawyers within the Counsel's Office had authority to view the files. I personally reviewed the vast majority of BI Summaries completed for the Carter White House. To the best of my recollection and knowledge, providing BI information to another member of the White House staff for review was extremely rare and in any event tightly controlled by our Office. I seem to recall, but I am not certain, that in a few isolated instances a senior White House staff member may have been given access to a BI Summary for the purpose of giving him or her an opportunity to make an independent judgment and recommendation regarding the subject's suitability for government employment.

The Counsel's Office provided certain Senators an opportunity to review the BI Summary on an individual nominated for an appointment requiring Senate confirmation. I would usually hand-carry the BI to a member of the Committee to which the nomination had been referred. The Committee member would review the file in his or her office and in my presence. After the review, I would carry the file back to the White House. The Senator was not allowed to keep or copy the file or show it to congressional staff.

Normally, lawyers in our office reviewed a BI Summary in connection with the initial nomination or appointment decision. Once that decision had been made we rarely had any reason to review the file again and it was returned to the Security Office vault. However, on some occasions a BI Summary might be rereviewed if specific issues arose with respect to the subject of the investigation. For example, when Bert Lance's banking practices became a public issue and the subject of Senate Committee hearings, I recall that the file was retrieved for review.

Miscellaneous Matters

My recollection is that written policies relating to BIs and the Security Office were compiled by the Carter-Ford transition teams. I have a vague recollection that there may have

been some kind of memorandum between the White House and the FBI relating to BI procedures.

I hope this information is helpful. Please feel free to call me at 505-248-9119 if I can be of further assistance.

40902

171832
WH006

February 10, 1994

COPY
from ORM

Mr. Anthony Marceca
522 Camelot Court
Odenton, Maryland 21113

Dear Tony:

I'm sorry to learn that you are leaving the White House Security Office to return to the Department of Defense. You will be sorely missed here by all who have had the pleasure of working with you.

We've made many changes during the first year of my Administration, and we have relied on the dedicated efforts of our great security team. Without your help, Craig might have been buried under the paper work required to ensure White House personnel security.

Thanks so much for all your hard work. Hillary joins me in wishing you every future success.

Sincerely,

BILL CLINTON A

BC/LEA/DNP/ps
(2.marceca.a)

(Corres. #1310716)

940214

February 10, 1994

Mr. Anthony Marceca
522 Camelot Court
Odenton, Maryland 21113

Dear Tony:

I'm sorry to learn that you are leaving the White House Security Office to return to the Department of Defense. You will be sorely missed here by all who have had the pleasure of working with you.

We've made many changes during the first year of my Administration, and we have relied on the dedicated efforts of a great security team. Without your help, Craig might have been buried ~~alive~~ under the paper work required to ensure ~~that proper security procedures were followed.~~

White House Personnel
Thanks so much for all your hard work. Hillary joins me in wishing you every future success.

Sincerely,

BC/LEA/DNP/ps
(2.marceca.a)

(Corres. #1310716)

DRAFT OF HC LETTER

INITIALS: BC / lea / *dup*

DOCUMENT TITLE: /slr/p/marceca.lea

DRAFT DATE / LETTER DATE: Feb 10 1994 /

CORRESPONDENCE #: 1310716

CLEAR WITH:

WHCC:

CC:

CORRESPONDENCE ADDRESSED TO:

APPROVAL/ENCLOSURES/SPECIAL INSTR:

Mr. Anthony Marceca
522 Camelot Court
Odenton, Maryland 21113

Dear Tony:

I'm sorry to learn
I recently learned that you are leaving the White House Security
Office to return to the Department of Defense. You will be sorely
missed ^{by} by all who have had the pleasure of working with you.

(During the first year of my Administration, we have made many changes, and none of them would have been possible without the dedication and hard work of a great security team. A vital part of the process was ensuring that proper security procedures were followed.) Without your *help* assistance, Craig might have been buried alive *under* in the paper work *required to*

much all your hard work.
Thank you for *being part of the team.* Hillary joins me in wishing you every future success.

Sincerely,

BC

FEB 10 1994

2/22/94

EOP DIRECTORY SOURCE FILES - ALL FILES 2/22/94

PAGE 2

NAME	SOURCE	AGENCY	DIVISION	PASS	BUILDING	ROOM	PHONE	TALLY
ABRAHAM MARK ALLAN	USSS	NEWARK STAR-LEDGER		PRR				
ABRAHAM SPENCER	USSS	VICE PRESIDENT'S STAFF		WHS				
ABRAHAM, SPENCER	OASIS							
ABRAHAM, SPENCER	EWD	OVP		WHS	EOB	276.5	456-7045	
ABRAMS LORI ELLEN	USSS	WHITE HOUSE OPERATIONS PE		WHS				
ABRAMS, LORI E	OASIS							
ABRAMS, LORI E.	WHCA	WHO/PRES.MESSAGES			EOB	91	6-7487	
ABRAMS, LORI E.	EWD	WHO	STFS	WHS	EOB	91	456-7487	
ABRAMS,LORI E	APCAP	THE WHITE HOUSE OFFICE	WHITE HOUSE COR					
ABRAMSON JILL ELLEN	USSS	WALL ST. JOURNAL		PRR				
ABRAMSON KARIN JOYCE	USSS	WHITE HOUSE OPERATIONS PE		WHS				
ABRAMSON, KARIN J	OASIS				EOB	190	456-2742	
ABRAMSON, KARIN J.	WHCA	WHO/PPD			EOB	151A	6-2742	
ABRAMSON, KARIN J.	EWD	WHO	MA	WHS	EOB	190	456-2742	
ABRAMSON,KARIN J	APCAP	THE WHITE HOUSE OFFICE	MANAGEMENT AND					
ABUBAKAR AISHA MAJALIWA	USSS	OFFICE OF ADMINISTRATION		NEOB				
ABUBAKAR, AISHA M	OASIS							
ABUBAKAR, AISHA M.	EWD	OA		NEOB	NEOB	4013	395-1088	
ACC-1	WHCA	(MIL) AF-1 CREW CHIEF #1					6-6334	
ACC-2	WHCA	(MIL) AF-1 CREW CHIEF #2					6-6334	
ACCOUNTING	WHCA	USSS ACCOUNTING					202-435-6005	
ACCOUNTING BRANCH	WHCA	WHCA ACCOUNTING-BLDG 399					7-5250	
ACID RAIN	WHCA	MISC					202-296-1002	
ACITO, CHRISTOPHER	WHCA	CEA					5-1410	
ACKERMAN THOMAS	USSS	KING BROADCASTING		PRR				
ACKERMAN, GARY L.	WHCA	CONGRESSMAN, NY					225-2601	

S1 0002

NAME	SOURCE	AGENCY	DIVISION	PASS	BUILDING	ROOM	PHONE	TALLY
BAILEY, BARTHOLOMEW R.	WHCA	WHCA RMD			EOB	592	7-5257	
BAILEY, DAVID R	OASIS				WH	SITROOM	395-6313	
BAILEY, DAVID R.	WHCA	NSC/SITUATION ROOM			WH	WW	5-6313	
BAILEY, DAVID R.	EWD	NSC		WHS	WH	SITROOM	395-6313	
BAILEY, JAMES H	OASIS	WHO			EOB	198	456-7026	
BAILEY, SHIRLEY D	OASIS				EOB	042	395-3675	
BAILEY, SHIRLEY D.	WHCA	GSA/CUSTODIAL			EOB	42	5-3675	
BAILEY, SHIRLEY D.	EWD	GSA		MAC	EOB	042	395-3675	
BAILEY, YVONNE G	OASIS	WHO			EOB	09	456-2134	
BAILEY, YVONNE G.	WHCA	WHO/ADM SWBD OPR			EOB	09	6-2134	
BAILEY, YVONNE G.	EWD	WHO	MA		EOB	EOB	09 456-2134	
BAILEY, DAVID R	APCAP	NATL SECURITY COUNCIL	NATL SECURITY C					
BAILEY, YVONNE G	APCAP	THE WHITE HOUSE OFFICE	TELEPHONE SERVI					
BAIRD ZOE	USSS	INTELLIGENCE OVERSIGHT BO			EOB			
BAIRD, ZOE	OASIS				EOB	340		
BAIRD, ZOE	EWD	PIOB			EOB	EOB	340 456-2530	
BAIRD, ZOE	WHCA	PFIAB-MEMBER			EOB	340	6-2352	
BAISLEY RICHARD JAMES	USSS	WHITE HOUSE COMMUNICATION			MIL			
BAISLEY, RICHARD J	OASIS				EOB	444		
BAISLEY, RICHARD J.	EWD	WHCA			MIL	EOB	592 757-5515	
BAISLEY, RICHARD J., JR	WHCA	WHCA VSU-VOICE OPERATIONS			EOB	592	7-5515	
BAKER DAVID FRANKLIN	USSS	OFFICE OF MANAGEMENT & BU			EOB			
BAKER DONNA JEAN	USSS	OFFICE OF ADMINISTRATION			EOB			
BAKER DONNA MARIE	USSS	WHITE HOUSE COMMUNICATION			EOB			
BAKER EARNEST LEE	USSS	WHITE HOUSE TRANSPORTATIO			MIL			
BAKER JAMES ADDISON	USSS	WHITE HOUSE CABINET SECRE			WHS			

S1 0036

NAME	SOURCE	AGENCY	DIVISION	PASS	BUILDING	ROOM	PHONE	TALLY
BAKER JAMES ADDISON	USSS	WHITE HOUSE OPERATIONS PE		WHS				
BAKER JAMES EDGAR	USSS	WHITE HOUSE OPERATIONS PE		TEO				
BAKER JANE ELIZABETH	USSS	NATIONAL SECURITY COUNCIL		WHS				
BAKER JENNIFER SCHUHLE	USSS	WHITE HOUSE COMMUNICATION		MIL				
BAKER JOAN CLAIRE	USSS	WHITE HOUSE OPERATIONS PE		TWHV				
BAKER JONATHAN BRODY	USSS	COUNCIL OF ECONOMIC ADVIS		EOB				
BAKER LESLIE MITCHELL	USSS	POTOMAC TV		PRR				
BAKER NORMAN LEE	USSS	DEFENSE DAILY		PRR				
BAKER PATRICIA ANN	USSS	OFFICE OF MANAGEMENT & BU		EOB				
BAKER SAMUEL KENNETH	USSS	WHITE HOUSE COMMUNICATION		MIL				
BAKER SARAH LANE	USSS	GENERAL SERVICES ADMINIST		EOB				
BAKER, DAVID F	OASIS	OMB			NEOB	9001	395-7207	
BAKER, DAVID F.	WHCA	OMB/OFPP			NEOB	9001	5-7207	
BAKER, DAVID F.	EWD	OFPP		EOB	NEOB	9001	395-7207	
BAKER, DONNA J	OASIS	OA			NEOB	4005	395-5824	
BAKER, DONNA J.	WHCA	OA/FMD			NEOB	4005	5-7244	
BAKER, DONNA J.	EWD	OA	FMD	EOB	NEOB	4005	395-5824	
BAKER, DONNA M	OASIS				EOB		444	
BAKER, DONNA M.	WHCA	WHCA SSU-PHOTO LAB			EOB	592	7-5309	
BAKER, DONNA M.	EWD	WHCA		EOB	EOB	592	757-5309	
BAKER, EARNEST L	OASIS	WHTA			1222 22 St. NW		456-2660	
BAKER, EARNEST L.	WHCA	MIL/WHTA			1222 22 ST. NW		6-2660	
BAKER, EARNEST L.	EWD	WHTA		MIL	1222 22 St. NW		456-2660	
BAKER, JAMES A	OASIS							
BAKER, JAMES A.	EWD	WHO		WHS	EOB	6	456-2260	
BAKER, JAMES E.	EWD	WHO		TEO	EOB	6	456-2260	

S1 0037

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. list	Secret Service [partial] (2 pages)	02/22/1994	b(7)(C), b(7)(F), b(6)

COLLECTION:

Clinton Presidential Records
Counsel Office
Jane Sherburne
OA/Box Number: CF 396

FOLDER TITLE:

FBI [7]

2006-1066-F
vz3591

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]

2/22/94

EOP DIRECTORY SOURCE FILLS - ALL FILES 2/22/94

PAGE 88

NAME	SOURCE	AGENCY	DIVISION	PASS	BUILDING	ROOM	PHONE	TALLY
BRADLEY, A	OASIS	USTR			Winder	219	395-3432	
BRADLEY, A J.	EWD	USTR	CNSL	NEOB	Winder	219	395-3432	
BRADLEY, A. JANE	WHCA	USTR			WINDER	219	5-3432	
BRADLEY, CARL E	OASIS	WHCA			EOB	592	395-5469	
BRADLEY, CARL E.	EWD	WHCA		MIL	WH	EW	757-5385	
BRADLEY, CARL E., JR.	WHCA	WHMO-WH POWER SECTION			WH	EW	7-5385	
BRADLEY, JOSEPH J	OASIS	OA			NEOB	4013	395-5890	
BRADLEY, JOSEPH J.	WHCA	OA/PERSONNEL MGMT			NEOB	4013	5-5890	
BRADLEY, JOSEPH J.	EWD	OA	PMD	EOB	NEOB	4013	395-5890	
BRADLEY, A JANE	APCAP	OFC OF U S TRADE REPRESENTATIVE GENERAL COUNSEL						
BRADLEY, JOSEPH J	APCAP	OFFICE OF ADMINISTRATION PERSONNEL MANAG						
BRADSHAW BETTY ING	USSS	OFFICE OF MANAGEMENT & BU			EOB			
BRADSHAW WILLIAM CHARLES	USSS	VICE PRESIDENT'S STAFF			MIL			
BRADSHAW, BETTY I	OASIS	OMB			NEOB	6236	395-3146	
BRADSHAW, BETTY I.	WHCA	OMB/BUDGET REVIEW			NEOB	6236	5-3146	
BRADSHAW, BETTY I.	EWD	OMB	BRD	EOB	NEOB	6236	395-3146	
BRADSHAW, WILLIAM C	WHCA	USSS PPD						
BRADSHAW, WILLIAM C	OASIS							
BRADSHAW, WILLIAM C.	EWD	OVP		MIL	EOB	276.5	456-7045	
BRADSHAW, WILLIAM C. MAJ.	WHCA	OVP/MILITARY AIDE TO VP			EOB	490	6-4918	
BRADSHAW, BETTY I	APCAP	OFFICE OF MANAGEMENT & BU BUDGET CONCEPT						
BRADSHAW, KEITH VINSON	USSS	NEW YORK TIMES		PRR				
BRADY NICHOLAS FREDERICK	USSS	WHITE HOUSE CABINET SECRE		WHS				
BRADY RONALD BRUCE	USSS	NATIONAL PARK SERVICE		RES				
BRADY, PHILLIP D	OASIS	WHO			WH	GFL/WW	456-2702	
BRADY, RONALD B	OASIS	RES			Residence		456-6790	

[001]

S1 0088

2/22/94

EOP DIRECTORY SOURCE FILES - ALL FILES 2/22/94

PAGE 311

(b)(6), (b)(7) NAME	SOURCE	AGENCY	DIVISION	PASS	BUILDING	ROOM	(b)(6), (b)(7)c, (b)(7)f PHONE	TALLY
GRASSO NEIL JOSEPH	USSS	CBS		PRR				
[REDACTED]	WHCA	USSS PPD KENNEBUNKPORT						[001]
GRAVES EDDIE ADELIN	USSS	WHITE HOUSE COMMUNICATION		MIL				
GRAVES EULA DEAN	USSS	GENERAL SERVICES ADMINIST		EOB				
GRAVES JANET LUCILLE	USSS	OFFICE OF MANAGEMENT & BU		EOB				
GRAVES LEE EARL	USSS	WHITE HOUSE COMMUNICATION		MIL				
GRAVES, EDDIE A	OASIS							
GRAVES, EDDIE A.	WHCA	WHCA-DSU COMPUTER CENTER			EOB	592	7-5764	
GRAVES, EDDIE A.	EWD	WHCA		MIL	EOB		592 757-5764	
GRAVES, EULA D	OASIS	GSA			EOB		42 395-3675	
GRAVES, EULA D.	WHCA	GSA/CUSTODIAL			EOB	42	5-3675	
GRAVES, EULA D.	EWD	GSA		EOB	EOB		42 395-3675	
GRAVES, JANET L	OASIS	OMB			EOB		238 395-4657	
GRAVES, JANET L.	WHCA	OMB/EOB			EOB	238	5-4657	
GRAVES, JANET L.	EWD	OMB	NSD	EOB	EOB		238 395-4657	
GRAVES, LEE E	OASIS	WHCA			BLDG 94		402 395-5282	
GRAVES, LEE E.	WHCA	WHCA VSU-TSN			EOB	592	7-5496	
GRAVES, LEE E.	EWD	WHCA		MIL	EOB		592 757-5496	
GRAVES, JANET L	APCAP	OFFICE OF MANAGEMENT & BU NATIONAL SECURI						
GRAVOIS JOHN REED	USSS	HOUSTON POST		PRR				
GRAY CLAYLAND BOYDEN	USSS	WHITE HOUSE OPERATIONS PE		WHS				
GRAY J.	USSS	OFFICE OF ADMINISTRATION		WHS				
GRAY THOMAS MANUEL	USSS	WHITE HOUSE COMMUNICATION		MIL				
GRAY WENDY ELAINE	USSS	NATIONAL SECURITY COUNCIL		WHS				
GRAY-MENDES PAMELA PATRICIA	USSS	WHITE HOUSE OPERATIONS PE		NGS				
GRAY-MENDES, PAMELA P	OASIS	WHO			EOB	20	456-2690	

S1 0310

Jeff Undercoffer

SECRET SERVICE

- Previous staff still in pass file - ex: James A. Baker

SOLUTIONS:

- ^{hi-} ✓ Send separation reports weekly from Personnel
- Personnel file/USSS file agency difference report
- ✓ Social security number discrepancies report
- Security (EOP & WH) review entire list like they did one year ago
- Keep up w/ correct location: ^{info. comes from Security of P.C.S. set admin. contacts more planning & check on process - det ailes, etc.}
 - When staff picks up new pass, where does the change of address go?
goes to mail room
- When staff switch agencies, the pass file isn't affected - *rely on staff to provide information*
- White House Operations Personnel includes:
 - ^{should be CAB} ✓ Donna Shalala
 - ✓ Federico Pena
 - Admin. of GSA
 - Donna McLarty
 - Mary Margaret Rasco
- What is this category? How is it determined on an individual basis?
- Test Records - we need a way to identify them
 - Howdy Doody - OMB
- What kind of category is miscellaneous non-government employee?
- Consistency with data entry for agencies

report to det. inactive or coming up inactive (get pass back)

mtg. w/ Ann's staff, Chuck, Craig & IST people

monthly compare after 1st scrub

admin. contact mtg → ~~not~~ check out process!

AUGUST 1994SEPTEMBER 1994

S M T W T F S

S A I W I I S

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

THURSDAY, JULY 7

1534/1.7

REDACTED

10:00'

15
:
70

Secret Service

REDACTED

REDACTED

S1 1443

USSS Access Control System

- Collect passes M-F + deactivate Friday
- Will also deactivate w/ call from Craig or Chir
- When deactivated, badge won't work at gas + will show as inactive in off crs. system
- will show active on any lists b/c 2 systems haven't communicated yet - some take weeks
- can make ex-employee a look-out but appointments can still be made unless appt. is restricted by M+A or Counsel
- USSS working on new access control syst. to create instantaneous chg. in WATTS
- have procured \$ to get comm. tools necessary for 3 computers to be linked

I. WHITE HOUSE PERSONNEL SECURITY FILES STAFF PRIOR TO
01/20/93.

ABDOO, HELEN THERESA
ADAIR, DOUGLAS CONRAD
AGIN, JOSEPH WHITEHOUSE
AHEARN, FREDERICK LEONARD
ALVAREZ, RICHARD GUS
ANDERSON, ANN ELIZABETH
ANDERSON, CURTIS WILEY
ANDERSON, MARCY JEANNE
ARCHAMBAULT, MICHELE LORRAINE
AREY, LINS A LUGENIA
ARRONSON, PATRICIA SUE
ARSHT, LESLYE ALENE
ASARE, MARION LOUISE
AUEL, LISA BENKERT
AUTHER, SUSAN MARIE
AVRASHOV, LEONID
BACARISSE, CHARLES EDWARD
BACH, CRISTENA LYNN
BAILEY, MARY SMALLPAGE
BAKER, JAMES ADDISON
BALESTRIERI, JEAN ANN
BALFOUR, DEBORAH
BARLETTA, KATHRYN ANNE
BARREAUX, THEODORE CHARLES
BARRON, DONNA LOUISE
BATES, CHARLES EDWARD
BATES, LORRI JEANINE
BATT, ROCHELLE HEIDI
BATEMAN, PAUL WILLIAM
BATTAGLIA, LISA MARIA
BAUGHMAN, JULIA HARMON
BAUMEYER, MATTHEW SCOTT
BAUMSTEIN, AMY MEREDITH
BAYNARD, BRIAN CALLAWAY
BEATTY, JAYSON FRANK
BECKER, JEAN LORETTA
BECKER, JEROME DAVID
BEERS, PATRICK ADAM
BELBY, KATERI RAY
BELL, LILLIE MAE
BELL, LOUISE HELEN
BESERRA, RUDY MAX
BEVACQUA, ANITA CAROL
BIZIC, DANICA
BLACK, DAVID LEE
BLANKLEY, ANTHONY DAVID

BLESSEY, STEPHANIE ELIZABETH
BLODGETT, SUZETTE A.
BOARD, ELIZABETH IDEN
BOLTEN, JOSHUA BREWSTER
BONINO, CAROLINA ORGEIRA
BORCHARD, SUSAN AILEEN
BOWEN, JAMES
BRACKNEY, MARGARET LOUISE
BREEDEN, RICHARD CARROLL
BRIDGMAN, MARJORIE ANNE
BRISCUSO, RAYMOND JOSEPH, JR.
BROCK, ANN CATHEY
BROTT, MICHELLE MARIE
BROWN, RONALD JAMES
BRYANT, CHESTER CORBETT JR.
BROWNE, SARA ANN
BRADLEY, ELLEN LORRAINE
BRADY, JAMES SCOTT
BRADY, KATHERINE CHRYSTIE
BREAUX, HARLEEN MARIE
BREEN, STACEY LYNN
BREINING, CARL RAY
BRENA, BETTINE CHRISTINE
BROOKS, CRYSTAL LYNN
BRYAN, PATRICIA MACK
BUCHHOLZ, TODD GLENN
BULL, CATHERINE ELEANOR
BULLOCK, KATJA
BUNYON, JEAN MARIE
BUREIKA, RITA DAIVA
BURGESS, MARY JANE
BURMEISTER, JANICE LEE
BURNHAM, NEALTON JAY
BURNS, FRANCINE MARIA
BUSCH, MICHAEL JOSEPH
BUSTARD, BRUCE IRVING
BUSHUE, SANDRA KAY
BUTLER, JUDITH ANN
BUTTERFIELD, DIANNE BURCH
BUTTERFIELD, WILLIAM JOSEPH
BYBEE, JAY SCOTT
BYRNE, PHYLLIS MCCOMMONS
CACCIA, MARGARET M.
CALDWELL, WILLIAM BURNS
CALHOON, LANE FELICE
CALIO, NICHOLAS E.
CAMARANO, LORRAINE R.
CAMMACK, MARTHA REED
CAMPBELL, JOYCE DIANE
CAMPBELL, SARAH LOUISE
CAMPBELL, VICTORIA ZIMA
CAMPOLIETO, SHIRLEY ANN
CANARY, WILLIAM JAMES JR.
CARLSON, NICHOL LEIGH

CARMACK, TERRY ALAN
CARNEY, DAVID MITCHELL
CARNEY, HOWARD ALBION
CARNEY, LUCY COLE
CAROLINA, JEFFERY KEITH
CARPENDALE, ANDREW MICHAEL
CARR, BOBBY GENE
CARR, SALLIE WENNER
CARRIERE, JOHN GERAND III.
CARROLL, FLORA JENICE
CARROLL, JEREMY ETHRIDGE
CARROLL, MARY KATE
CARROLL, RITA RAVEL
CARTER, ALLYSON WEBB
CASEY, ERLINDA ELIZABETH
CASSE, DANIEL ANTHONY
CASTLE, SHARA ANN
CAUDILL, GEORGE GRAY JR.
CAWLEY, CAROLYN MARIE
CELEMTANO, GREGORY PHILLIP
CHACON, DOLORES LUMINA
CHANG, ALFRED WEI-KAUNG
CHAPMAN, JOHN CRANBROOK
CHAPMAN, ROBERT THOMAS
CHARLES, ROBERT BRUCE
CHEN, KEREDITH FERGUSON
CHILDS, MARY ELIZABETH
CHIRDON, DOUGLAS WAYNE
CHODOROV, JILL MELISSA
~~CHONKA, GLORIA JEAN~~
CHRISTOFF, THERESA MARIE
CHUMACHENKO, KATHERINE CLARE
CIARLANTE, MAJORIE HEINS
CLARK, SHARON ELIZABETH
CLADWELL, GEORGE MARVIN
CLARKE, PAUL
CLAYTON, ELIZABETH HOPE
CLEALE, CATHERINE
CLINE, JOHN ANTHONY
COCKING, JANE RUSK
COFFINA, SCOTT ANDREW
COHEN, BENEDICT SIMMS
COHN, KAREN JOYCE
COLDWELL, LISA TOWER
COLEMAN, HERBERT HOLT
COLLEY, CHRISTOPHER DAVID
COLLINS JR., PAUL JOSEPH
COLLINS, TRACEY REGENE
COMPTON, ELIZABETH MARGARET
CONNELL, KAREN ANN
CONRAD, PATRICIA LYNN
COOK, DAVID LAWRENCE
COOK, MICHELLE DIANE
COOKE, JULIE

COOPER, B. JAY
COOPER, JANET FELTON
COOPER, MARSHALL
COSTER, MICHELLE LYNN
COTTRELL, JULIA MARIE
COUGHLIN, CATHERINE CROWLEY
COVINGTON, PAMELA JEAN
COX, EMMA JEAN
COX, PATRICIA HELEN
COYLE, SUAN ALPERT
CRAIG, GRAVEN WINSLOW
CRAIG, JUDY A.D.
CRITCHFIELD, CAROLINE MADDEN
CROFT, FRANCEZ GABREY
CRONHEIM, CAROL CATHERINE
CROUSE, JANICE SHAW
CROW, MATTHEW
CROW, SHELLY LYNN
CRIPPEN, DANNY LEE
CROTTON, TRACI MICHELLE
CRYOR, ALLISON WHEATLAND
CSORBA, LASZLO THOMAS
CUDD, CONNIE KAY
CULBREATH, LUE ADDIE
CULLEN, LESLEE BLAIR
CULVAHOUSE, ARTHUR BOGGESS
CUMMINS, CLAUDIA LYNN
CUNNINGHAM, ERIN MICHELLE
CURSEEN, JOSEPH PHILMORE
CURTIN, THEODORE CHARLES
CURTIS, JANET FLORA
CURTIS, RICHARD EDWARD
CUSHMAN, JEFFERY ANDREW
CUATER, ELLEN MARY
CUTSHALL, JENNIFER LEE
CUTSHALL, RACHEL RAE
DAILEY, BRIAN DANIEL
DALE, BILLIE RAY
DALE, SHARON RUTH
DALEY, JOHN JOSEPH
DALY, ALISON MICHELLE
DALY, DOLORES MARGOT
DALY, JOHN AUGUSTINE
DAM, DAVID T.
DAMGARD, JULIE MEAD
DAMICO, KRISTIN ANN
DANA, TIMOTHY EDWARD
DANCE, STEPHANIE CLUNE
DANDREA, JUSTINE
DANIELS, HILLIARD JR.
DANNERBECK, JOHN DAVID
DANZANSKY, STEPHEN IRA
DAVIDSON, DOUGLAS ALEXANDER

I. WHITE HOUSE PERSONNEL SECURITY FILES STAFF PRIOR TO
01/20/93 CONTINUED.

DAVIS, MARK WILLIAM
DAVIS, PATRICK JOSEPH
DAVIS, PORTER MANVEL
DAVIS, WILLIAM HAL
DAWSON, RHETT BREWER
DAWSON, SUSAN BRADSHAW
DEAN, DONALD RAY
DECAIN, JOAN CHENERY
DECAMP, SARAH GWATHMEY
DEE, KRIS MARIE
DEHART, LINDA SUSAN
DEL GROSSO, STACEY KAY
DELLINGER, DOROTHY RHEA
DEMAREST, DAVID FRANKLIN
DENNISTON, SUSAN RUSSELL
DEWHIRST, MARY KATHRYN
DIETZ, FRANCIS JOSEPH
DILLER, DANIEL CLIFFORD
DILLON, DIANA ELIZABETH
DOFFERMYRE, FAITH ELAINE
DOGGETT, JUANITA MAE
DOHERTY, EILEEN B
DOLAN, ANTHONY ROSSI
DONAHUE, MARLA MURPHY
DONATELLI, FRANK JOSEPH
DONOVAN, CHARLES ANTHONY
DONOVAN, TERESA ANN
DOOLEY, PEGGY ANN
DORSEY, CELESTINE SMITH
DORSEY, MATTHEW JOHN
DOUGLAS, KERI ANN
DRACOS, DIANE ELIZABETH
DREYLINGER, JOHN PAUL
DROEHE, PHILIP CHARLES
DUBE, CHRISTOPHER MORIN
DUBERSTEIN, KENNETH MARC
DUGAN-PIGOTT, PATRICIA JOAN
DUGGAN, JOSEPH PATRICK
DUGGAN, JUANITA DONAGHEY
DUNN, DEBRA ROMA
DUNN, ELIZABETH BROOKS
DUTCHER, CHARLES KERWIN
DUVALL, DOUGLAS PATTON
DUVALL, JACQUELINE ANDREA
DUNCAN, ROBERT MICHAEL
ELLIS, CATHLEEN MARIE

ELLIS, NANCY GAYLON
ELMETS, PAMELA KOEHLER
ENGLER, DANIEL JOSEPH
ENTHOVEN, MARCIA JEAN
ERBEN, AMY HEYDENREICH
ERKENBECK, JANE ISSAACSON
ERLAND, CHRISTINA LUCILLE
ERVIN, CLARK KENT
ESQUIVEL, AUDREY
~~EVANS, MADELINE E.~~
EVANS, THOMAS C.
FACKELMAN-MIN, MARY ANNE
FARISH, WILLIAM STAMPS
FARMER, CHAD DALEN
FARMER, HENRY EDWARD
FARISH, LAURA RICE
FAULK, JULIE ELIZABETH
FAULKNER, LINDA
FAUNCE, JILL SUZANNE
FEARING, JENNIFER LYNN
FENDLER, GARY ELLIS
FEE, JOHN
FEHRER, SARAH SHILL
FELZENBERG, ALVIN STEPHEN
FENNEL, ANNE CLAUD
FENTON, CATHERINE SCHARFEN
FERGUSON, ANDREW
FERRARA, VINCENT JASON
FERTIG-DYKES, SUSAN BEATRICE
FETROW, VALRY KEI
FIGG, JEANIE LUCILLE
FINCKEN, HEIDI ANN
FINDLAY, DONALD CAMERON
FINGER, AILEEN BETH
FIRESTONE, LAURIE ANN
FISH, JOHN HOWARD
FITCH, GREGORY HARLAND
FITZHENRY, JAMES ALAN
FITZPATRICK, SHARON ANN
FITZWATER, MARLIN
FLAGER, NICHOLAS RUSTER
FLANNES, MARTIN ALVIN
FLAUTT, FRANCES STEELE
FLEMING, SHEL I ESTELLE
FLETCHER, JEANNE DIANE
FLTECHER, LEE
FLETCHER, LYNNE MARGARET
FLICK, HEATHER GWEN
FLIPPEN, JOHN ALLISON
FOGEL, DAVID LOUIS
FOLEY, JOHN PATRICK
FOLEY, MATTHEW TODD
FONG, CLAYTON SEM
FONG, JESSIE TSUI-SHIH

FOONBERG, STEVEN MARK
FORD, JOSEPH KENNETH
FORT, MICHELLE CATHERINE
FOSTER, GARY LAYNE
FOSTER, PAUL THOMAS
FRANTZ, MARK ALEXANDER
FREEMAN, JUDITH BJORKMAN
FRITZ, MARY ELIZA
FULTON, YSELLA AYN
FURCHTGOTT-ROTH, DIANA ELIZABETH
GABLE, ELIZABETH BRINTON
GALEN, CHRISTOPHER WILLIAM
GALLETТА, JOHN DAVID
GANNON, KELLEY LYNN
GARDNER, JOHN STEPHEN
GARIKES, MARGARET DANAHER
GARRETT, TRACY DAVIS
GARVENS, TYLER
GAY, CAROLYN SUE
GEAR, KRISTEN MOREAU
GEISSINGER, SPENCER EVAN
GEORGE, JOEY RUSSE
GERAGHTY, LEAH MERCER
GERSHOWITZ, GARY JAY
GIBSON, JOAN GHERING
GIBSON, STEVAN WILLIAM
GIORNO, KAREN ROSALIE
GITLIN, DAVID LAWRENCE
GLASSMAN, JON DAVIS
GOBER, ELLEN JANYCE
GOFF, KAREN LYNN
GOLAY, GAIL THRESA
GOLDBERG, CATHERINE ANNE
GOLDBERG, JULIE ANNE

UPDATE PROJECT AS OF 1/94-MARCECA

THE WHITE HOUSE
WASHINGTON

February 10, 1994

Mr. Anthony Marceca
522 Camelot Court
Odenton, Maryland 21113

Dear Tony:

I'm sorry to learn that you are leaving the White House Security Office to return to the Department of Defense. You will be sorely missed here by all who have had the pleasure of working with you.

We've made many changes during the first year of my Administration, and we have relied on the dedicated efforts of our great security team. Without your help, Craig might have been buried under the paper work required to ensure White House personnel security.

Thanks so much for all your hard work. Hillary joins me in wishing you every future success.

Sincerely,

A handwritten signature in black ink, reading "Bill Clinton" with a stylized flourish at the end.

THE WHITE HOUSE**Office of the Press Secretary**

For Immediate Release**June 14, 1996****STATEMENT BY JACK QUINN, COUNSEL TO THE PRESIDENT**

We have today put in place a series of reforms governing the way in which the White House requests background information from the FBI.

These reforms include a provision requiring that a current consent form signed by the individual who is the subject of the background check be provided to the FBI before background information can be released to the White House. These reforms will impose rigorous procedures to protect both the privacy of individuals and the integrity of this process.

In arriving at these reforms, my office communicated our intentions to the FBI Counsel's Office to ensure that our efforts would work well with any changes being contemplated by the FBI. We have been told by the FBI that they believe our reforms, along with reforms they will be announcing today, will operate together effectively.

-30-30-30-

THE WHITE HOUSE
WASHINGTON

June 14, 1996

MEMORANDUM FOR LEON PANETTA
CHIEF OF STAFF

FROM: JACK QUINN
COUNSEL TO THE PRESIDENT

SUBJECT: WHITE HOUSE REQUESTS TO THE FBI

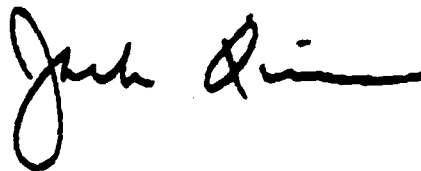
As you know, the White House has historically requested information from the FBI in order to evaluate the suitability of persons for Presidential appointments, nominations and recognition, employment at the White House, and access to the White House. In light of recent events, I have instituted the following rules and procedures to cover White House requests to the FBI for background investigation information, effective immediately:

1. White House requests to the FBI for background investigation information will be made only with the express written consent of the individual who is the subject of the investigation.
 - This rule applies to requests for any information beyond the type of computerized criminal history check required in the regular appointment clearance process at the White House complex.
 - The individual's consent must be current. Specifically, it must have been signed by the individual within thirty days of the White House request to the FBI.
 - The individual's express written consent must accompany the request made by the White House to the FBI for the information.
 - No information may be obtained without the individual's consent except in extraordinary circumstances set forth in a letter of justification to the General Counsel of the FBI signed by the Counsel to the President and concurred in by the Attorney General or the Deputy Attorney General.

2. Each request to the FBI must be approved and signed by the Counsel to the President or a specifically designated Counsel's Office attorney whose regular duties include the review of such information. Each request must also be signed by the security or vetting officer who initiates the request.
 - Signing for or in the name of another is prohibited. --
 - The security or vetting officer who initiates the request must certify that the request is made for official purposes only.
 - The Counsel to the President will provide to the FBI the names of no more than three Counsel's Office attorneys who, in addition to the Counsel, are authorized to approve White House requests to the FBI for background information. No other persons may approve such requests.
3. Each request must identify the reason why the information is being requested (e.g., Presidential nomination, White House staff security clearance).
4. Only those White House employees authorized in writing by the Chief of Staff and the Counsel to the President whose assigned duties require the review or processing of such information will have access to FBI background investigations.

* * *

We communicated these changes, in proposed form, to the relevant officials of the FBI in order to make sure that our procedural reforms will be workable when taken together with changes the FBI is considering. These reforms were acceptable to the FBI and, so, we are now moving forward with them. In addition, I am requesting that the FBI assist us as promptly as possible in a thorough review of the background investigation files that we currently have to make sure that all of the files that were requested mistakenly have been returned to the FBI.



06/5/96

(Date)

TO: FEDERAL BUREAU OF INVESTIGATION
EXECUTIVE AGENCIES DISSEMINATION UNIT

FROM: JOHN M. QUINN
COUNSEL TO THE PRESIDENT

SUBJECT: FBI INVESTIGATIONS

Applicant's Name _____

Social Security Number _____

Date of Birth _____

Place of Birth _____

Home Address _____

We request:

_____ Copy of Previous Report

 X Name Check

_____ Expanded Name Check

_____ Limited Update

_____ Other

The applicant named above is being considered for:

 X Presidential Appointment

 X Requiring Senate Confirmation

_____ Not Requiring Senate Confirmation

_____ White House Staff Position

Remarks/Special Instructions: