

FOIA MARKER

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Folder Title:

June 21, 1996 Memos

Staff Office-Individual:

Counsel's Office

Original OA/ID Number:

CF 670

Row:

18

Section:

2

Shelf:

1

Position:

2

Stack:

v

Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. list	Deputy Secretaries Designatee. [partial] (3 pages)	04/02/1993	b(6)
002. memo	For Beth Nolan from Mari Anderson. Subject: Possible Security Risk. (1 page)	05/03/1994	b(7)(C), b(6)
003. memo	For David Watkins. Subject: Drug Screening. [partial] (1 page)	10/06/1993	b(7)(C), b(7)(E), b(7)(F)
004. memo	For Access Control from Craig Livingstone. Subject: [Access]. (1 page)	04/02/1993	b(7)(C), b(6)

COLLECTION:

Clinton Presidential Records
Counsel Office

OA/Box Number: CF 670

FOLDER TITLE:

June 21, 1996 Memos

2006-1066-F

vz3538

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Clinique /

Hatchu/

O/C

NOT RESPONSIVE .
PULLED FROM OCM COPY .
OA 5184.

THE WHITE HOUSE

WASHINGTON

April 12, 1993

MEMORANDUM FOR VINCE FOSTER
DEPUTY COUNSEL TO THE PRESIDENT

FROM: Frank Sobol

Frank

Produce

SUBJECT: Office of the Special Counsel Problem Alert

Background

I got a call at 2 p.m. today from Mr. Robert Lheureux, Assistant Special Counsel for Investigations, at the Office of the Special Counsel.

He relates that OSC has gotten a complaint from someone in the White House about a prohibited personnel practice. This was last week. Apparently the complainant also sent a letter to Bruce Lindsey stating his/her complaint.

Appearance of White House Intervention in OSC Investigatory Matters

Last Friday, OSC got a fax on White House letterhead from a Mr. Mark Anderson, apparently in White House personnel. The memo told OSC staff "to take immediate action on behalf of the White House on the complaint." Mr. Anderson also called OSC today to push OSC to take immediate action on behalf of the White House on the complaint. No other explanation was provided for what "immediate action on behalf of the White House" is supposed to mean.

Bob Lheureux called us to say that this kind of intervention in OSC investigative procedures can cause significant public relations and legal problems for OSC and the White House. While he did not expect problems in this particular instance, he was concerned that this kind of activity not be repeated. I told him I'd go over the matter with you and we'd take appropriate steps. If you need to talk to Bob, his number is 653-7193. He strikes me as a reasonable, helpful professional.

How to Proceed

The March 9, 1993 update on the "Prohibited Contacts with Agencies" memorandum seems pretty clear to me that we are not to



United States Department of State

Office of the Under Secretary
for Management

White House Liaison

*For Bill Kennedy
Syc
Emo
cc. Antonella*

MEMORANDUM

TO: John Emerson
FROM: Joe Tarver
DATE: June 30, 1993
RE: Problems between White House Counsel and State
on Security Clearance Procedures

State is experiencing acute problems with White House Counsel regarding security clearance procedures.

The most recent incident has resulted in Molly Raiser's withdrawal from the G-7 Summit, despite the President's wishes that she be part of the U.S. delegation. This could have been avoided if White House Counsel was more cooperative with State.

The General Problem

White House Counsel will not allow the FBI to transfer the security files of State's PASs to Diplomatic Security prior to confirmation. This is the first time in the memory of officials at State that White House Counsel has had such a rule.

Before a PAS can be given a top secret clearance, be sworn in, and go on payroll, Diplomatic Security must get the PAS's file from the FBI and review it. For at least the past twenty years, the FBI has transferred the file to Diplomatic Security prior to confirmation.

White House Counsel is now requiring written requests from Diplomatic Security to review an individual's file. Once approval is given, an agent with Diplomatic Security must physically visit White House Counsel and is only allowed to read the file and make notes.

White House Counsel defends this practise with the explanation that the material in the FBI files is too sensitive to release to Diplomatic Security. Both the FBI and Diplomatic Security are puzzled by this policy as both groups perform the same function in the area of background checks, routinely exchange information, and are essentially equals.

Page Two

Given that Diplomatic Security must issue all State PAS's top secret clearances before being sworn in, this White House Counsel policy has resulted in an almost total breakdown in the orderly processing of PASs at State.

The Raiser Incident

This policy has now specifically stopped Molly Raiser from attending the G-7 Summit.

Raiser was to have gone to Tokyo in her capacity of Chief of Protocol; however, before she can be sworn in and placed on the payroll the FBI had to complete her background check and Diplomatic Security had to review her file.

For more than a week, White House Counsel provided no clear response to State on whether the FBI had completed Raiser's background check, all the while knowing that the President wanted Raiser to go to Tokyo. Today after repeated calls from State, White House Counsel told State that Raiser's background check was complete and that State could see her file. However, when Diplomatic Security was visiting White House Counsel, Bill Kennedy refused their request to see the file. He said that she could not go to Tokyo prior to her Senate confirmation as Chief of Protocol.

Kennedy is mistaken. Chief of Protocol is not a confirmable position. However, the rank of Ambassador being given to Raiser is a confirmable title. The two should not be confused. The rank of Ambassador is extended as a courtesy and is has not always been given to the Chief of Protocol. Raiser can be Chief of Protocol once her background and legal checks are complete. She was to have gone to Tokyo as Chief of Protocol and not as Ambassador.

Request

Allow the FBI to once again transfer security files to Diplomatic Security to promote the orderly and efficient functioning of the personnel process at State. This would have prevented problems such as above-described incident.

I would appreciate hearing back from you on this.

THE WHITE HOUSE
WASHINGTON

C O P Y
from ORM

April 16, 1993

0.4 CF 105

MEMORANDUM FOR CRAIG LIVINGSTONE
WHITE HOUSE SECURITY

FROM: JANET V. GREEN
SPECIAL ASSISTANT TO THE PRESIDENT AND
DIRECTOR OF WHITE HOUSE OPERATIONS

SUBJECT: Access for Lottie Shackelford

Routine?

Produce?

I understand from Clarissa Cerda that we can still add names to an access list.

Please add DNC Vice Chair and FOB Lottie Shackelford's name to this list. Her birthdate is 04/03/41. Please let me know if you need additional information.

Thank you.

cc: Clarissa Cerda ✓

Access
Blue
fan

SECURITY CLEARANCE MATTERS

C O P Y
from ORM

0A 5185

THE WHITE HOUSE
WASHINGTON

Ø2 August 1993

Bill -

This is a memo I wrote to my GAO file on discussions with the GAO regarding Secret Service access information.

I am still working on getting copies of a couple other letters that may have addressed this topic.

I will let you know.

Math

June 8, 1993

MEMORANDUM FOR GAO PERSONNEL AUDIT FILE

FROM: MATTHEW L. MOORE

SUBJECT: Meeting of 8 June 1993 Discussing Access Data

I met with Larry Endy and Ed Tasca this morning at 8:30am. We discussed their meeting with Arnie Cole and their resultant request for the information on access in the hands of the Archivist and the White House Security Office.

From our respective meetings with Mr. Cole, we agreed that the information from WAVES which the Archivist has would show an entry only once -- the first day of entry - for those on an access list. I emphasized that this means they could not verify each day someone entered the complex. They accepted this but emphasized that they only wished to verify the first couple of days or times someone entered the complex, which they feel the Archivist's list would provide.

We both understood from our conversations with Mr. Cole that no data on staff with hard badges would be in the Archivist's data. That is, no recording is passed to the Archivist showing what days someone with a hard badge enters the complex.

I explained our firm opposition to providing what we give to the Archivist. Emphasis was placed on our concern for the information's sensitivity and our concern for not waiving any legal rights to protecting that information. Mr. Endy then requested a legal citation for not providing that data, if it is based on legal grounds or concerns.

I explained that we would consider providing access to the information in the White House Security Office, based on my belief that information might prove less sensitive. They seemed to indicate this might be sufficient, but would not rule out pressing further for the Archivist's data as well, and possibly going straight to the Archivist for the information. (It should be understood, however, that the information is in the hands of our Records Management Division, so resort to the U.S. Archivist would presumably be of no avail. The GAO must go through the White House to get the information.)

I then told them that I expect that we will have the financial disclosure forms ready today and I will call them when that is set.

Upon return to my office, I called them to emphasize a point Cheryl Mills made to me yesterday that they need to make a showing of need before we consider providing them with any access list information. Endy explained that Lori Stallings signed many of the manual time and attendance forms and coupled this with his belief that she was not in a position to know whether a person worked. He indicated that if a supervisor had signed the manual T&A form, they would accept it as conclusive; he emphasized, however, that Lori Stallings would not know whether someone worked.

Michael Brandis - DOD counsel serving as an appointee with Ms. Gorelick's office has a classified, high priority matter to be given

Office 703 695 3392
Home 202 393 1524

Re:Request for Secret Service Protection for retired high ranking military officer that is currently being protected by the U.S. Army and the Army now feels it does not have the resources to adequately protect him from what all sources (Dept. of Treasury, U.S. Secret Service, U.S. Army, DOD) consider a very serious threat to this individual.

He has spoken with USSS OLC who has never protected anyone in this position before.

USSS OLC suggested that they may be able to do this under Title 18 USCA Section 3056 if the White House gives this approval.

THE WHITE HOUSE

WASHINGTON

Date: 2 APRIL 1993

MEMORANDUM FOR: CHRISTINE VARNEY
SECRETARY TO THE CABINET

FROM: CRAIG LIVINGSTONE *CL*
Director,
White House Security

SUBJECT: DEP/SEC ACCESS

COPY

This memo is in response to your request of March 27, 1993.

DEP/SECS, per your request, are now on ACCESS. ACCESS will allow them to approach these entrances : Southwest Gate
EOOB, 17 & G Street
EOOB, Pennsylvania Avenue

They must enter at these points because this is where the WAVES computers are located. They will arrive at a checkpoint, present a photo i.d. and be given an "A" appointment badge. This badge will allow them to travel unescorted to the West Wing Basement checkpoint whereupon they will be asked to identify themselves and state their business. The Officer will verify their appointment and ask for the office to send an escort.

This badge will not permit them to bring guests.

I trust this meets your needs.

Best Wishes.

cc: William H. Kennedy
Associate Counsel

*Responsive
a
Kathie
?*

Withdrawal/Redaction Marker

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April 2, 1993

Deputy Secretaries Designatee

DOS	Clifton Wharton Department of State 2201 C St., N.W. Washington, D.C. Phone: 202/647-9640 FAX: 202/647-6436	(b)(6)
TREAS	Roger C. Altman Department of the Treasury 15 St. and Pennsylvania Ave., N.W. Washington, D.C. 20220 Phone: 202/622-1070 FAX: 202/622-0404	
DOD	William J. Perry Department of Defense The Pentagon Washington, D.C. 20301 Phone: 703/695-6352 or 0611 FAX: 703/697-9080	
DOJ	N/A Department Justice 10th St. & Constitution Ave., N.W. Washington, D.C. 20530	N/A
DOI	N/A Department of Interior 1849 C St., N.W. Washington, D.C. 20240	N/A
USDA	Richard Rominger Department of Agriculture 2nd Fl. 14th St. & Independence Ave, S.W. Washington, D.C. 20250 Phone: 202/720-3631 FAX: 202/720-2166	(b)(6)
DOC	Jonathan Rollwagon Department of Commerce 14th & Constitution Ave., N.W. Washington, D.C. 20230 Phone: 202/482-4625 FAX: 202/482-3610 EX SEC: Suzy Tichenor	

[001]

DOL	Thomas P. Glynn Department of Labor 200 Constitution Ave., N.W. Washington, D.C. 20210 Phone: 202/219-6151 Fax: 202/219-7971 EX SEC: Chloe	(b)(6)
HHS	Walter Broadnax Department of Health & Human Services 200 Independence Ave., N.W. Washington, D.C. 20201 Phone: 202/690-7431 FAX: 202/690-775	
HUD	Terrance Duverany Department of Housing and Urban Development 451 7th St., S.W. Washington, D.C. 20401 Phone: 202/708-0123 FAX: 202/619-8339	
DOT	Mortimer L. Downey Department of Transportation 400 Seventh St, S.W. Washington, D.C. 20590 Phone: 202/366-2222 FAX: 202/366-3937	
DOE	N/A Department of Energy 1000 Independence Ave. S.W. Washington, D.C. 20585 Phone: 202/586-	N/A
DOED	Madeleine M. Kunin Department of Education 400 Maryland Ave., S.W. Washington, D.C. 20202 Phone: 202/401-1000 FAX: 202/401-3093	(b)(6)
VA	Hershel W. Gober Department of Veterans Affairs 801 Eye St., N.W. Washington, D.C. 20001 Phone: 202/535-8623 FAX: 202/535-8665	

[001]

EPA	Jonathan Z. Cannon Environmental Protection Agency 401 M St., S.W. Washington, D.C. 20460 Phone: 202/260-4711 FAX: 202/260-4852	(b)(6)
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[001]

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2-17-94

THE WHITE HOUSE

Patsy,
From Craig Livingstone:
If these folks will
fill out security
packets and pass
background investigation
they can be issued
Blue NGS badges.

V/R
John

COPY
from ORM

0A CF 93

Produce
?

~~Call~~
~~Plan the~~
~~Philips 3/1~~
~~- Security packets delivered~~
~~to Room 115. 5/1~~
~~3/9 Livingstone has followed~~
~~up at Trakcare,~~
~~Anderson.~~
~~Velasquez.~~

THE WHITE HOUSE
WASHINGTON

January 25, 1994

MEMORANDUM FOR DAVID WATKINS

From: Joe Velasquez
Subject: Hard Passes

The Office of Political Affairs benefits greatly from the services of two individuals whose salaries are paid for by the Democratic National Committee. Joe Trahern and Karen Anderson work very closely with two of our Special Assistants, and have significant responsibilities within our operation.

Presently, Joe and Karen do not have blue security passes. This can be frustrating as they are often called upon to perform tasks which require their presence in the West Wing on a regular basis. They consistently need access to the building on weekends and holidays, and their status makes this problematic. In addition, it is difficult for them to convene necessary meetings, as they are unable to wave visitors into the building.

We ask, therefore, that Karen and Joe be assigned blue White House Access security passes as quickly as possible.

Joe and Karen are as much a part of this staff as anyone in our office, and we need to do this so they can function more effectively.

Please advise both me and Craig Livingstone of your decision. I can be reached at x6-6257.

Thanks.

John D. Watkins
Temporary
Talk to Craig About
The best kind
of Access
Instrument
OK / D. Watkins
1/28/94

Craig is working.
Will call w/ recommendation.
FEB 2 1994 - Craig has talked
to Joe Velasquez
Final details are
being worked out

FEB 8 1994 - Craig is running this
by Leg Counsel & will call back.

FEB 9 1994 - Craig has submitted a proposal to Counsel - awaiting response.

Document Tracking System
OFFICE OF MANAGEMENT & ADMINISTRATION

Control Number: 2132

File Number:

Subject File: PERSONNEL

DOCUMENT PROFILE

Date: 10/06/93

To: David Watkins

From: Spehen F.W. Cavanah

Description: Drug screening

COPY
from ORM
DA CF 37

ACTION

Date:

Assigned To:

Division:

Action Required:

Signature Level:

Due Date:

Copies Sent To:

Comments:

Responsive
to anything?

Withdrawal/Redaction Marker

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F

THE WHITE HOUSE
WASHINGTON

October 6, 1993

MEMORANDUM FOR DAVID WATKINS
ASSISTANT TO THE PRESIDENT FOR MANAGEMENT AND ADMINISTRATION [003]
FROM (b)(7)c, (b)(7)e, (b)(7)f SC
WHITE HOUSE PHYSICIAN
SUBJECT: DRUG SCREENING

As per our recent conversation, enclosed is information for your files regarding employee drug screens. We discussed the case of an employee with a positive screen for marijuana. The question you asked was how long the drug is detectable in the urine after cessation of drug use. My response was that marijuana and related metabolites (cannabinoids) can be detected in the urine up to 4 to 6 weeks after cessation of use in regular users. The drug is detectable for only about a week after a single marijuana cigarette. The duration of urine positivity is dependent on the amount of drug consumed, the type of assay used, and the ability of the individual to excrete the drug. A positive urine screen for marijuana by immunoassay should be confirmed by mass spectrometry in a reputable drug lab. If the subject in question was still positive for marijuana in urine for a number of weeks after cessation of use, he/she was no casual user.

Cocaine addicts may be positive for cocaine in urine for up to a week after cessation of use, but the urine screens are generally negative within 2 to 3 days after a single episode of cocaine use.

Opiates are generally negative in urine screens within 2 or 3 days after use. Poppy seeds used in some buns, strudle, and cakes may cause a positive test for morphine.

High doses of over-the-counter cold preparations containing ephedrine may cause false positive urine tests for amphetamines.

I hope that this information is helpful for you.

APPROXIMATE DETECTION TIMES
OF SOME DRUGS OF ABUSE IN URINE

Amphetamines & Methamphetamine	24-48 hours
Phenobarbital (long acting)	2-3 weeks
Secobarbital, Pentobarbital (short acting)	1 day
Benzodiazepines (Valium, Librium, etc)	3 days (therapeutic dose) 4-6 weeks (chronic use)
Cannabinoids (Marijuana)	2-3 days (acute use of 1 or 2 doses per day) 14-18 days (chronic use of repetitive doses per day) >20 days (chronic heavy use) 1-5 days (oral ingestion)
Cocaine	2-4 days
Lysergic Acid Diethylamide (LSD)	1.5-5 days
Methadone	3 days
Methaqualone	14 days
Opiates (Morphine, Codeine, Heroin, etc)	2 days
Phencyclidine (PCP)	14 days 30 days (chronic use) Time and amount vary with urine pH
Propoxyphene (Darvon)	6 hours to 2 days

Note: Detection times vary depending on analytical methodology, drug metabolism, patient's physical condition, fluid intake and method and frequency of ingestion. These are general guidelines only. Data was compiled from Drugs of Abuse charts from Syva Co., Palo Alto, Calif.

THE WHITE HOUSE

WASHINGTON

February 16, 1993

C O P - Y
from ORM

DA CF 107

MEMORANDUM FOR BERNARD W. NUSSBAUM
ASSISTANT TO THE PRESIDENT AND COUNSEL

VINCENT W. FOSTER
DEPUTY ASSISTANT TO THE PRESIDENT
AND DEPUTY COUNSEL

FROM: DAVID WATKINS *DW*
ASSISTANT TO THE PRESIDENT FOR
MANAGEMENT AND ADMINISTRATION

SUBJECT: Final Staffing and Compensation Levels
for the Office of the General Counsel

Our final review of your staff and salary levels indicates that you are authorized to employ 20 (regular) and 8 (OGE) staff at aggregate annualized salaries not to exceed \$1,100,000.

As of February 11, payroll tapes indicate you have 15 (regular) and 1 (SGE) individuals on your staff and their annualized salaries total \$910,500.

The staff plan you submitted to me indicates you intend to hire 25 staff (including the OGEs) for a total of \$1,100,000 but you would like the 3 security staff moved to Personnel. While the staff can indeed be moved, their annualized salaries must move with them, lowering your authorization to 25 staff (including 8 OGEs) at aggregate annualized salaries totalling \$1,015,000.

As you can see, you are still within your staff count, but will exceed your salary limit if you staff according to the plan you submitted. Please resubmit a staff plan that includes 25 staff at \$1,015,000 and we will make arrangements to move the security staff to the Personnel budget.

cc: Mark Gearan

*Not
responsive*

THE WHITE HOUSE

WASHINGTON

March 18, 1993

COPY
from ORM

MEMORANDUM TO ALL OFFICES

DA 3736

FROM: JAMIE WILLIAMS *JW*
DIRECTOR OF PRESIDENTIAL INQUIRIES

THROUGH: MARSHA SCOTT *MS*
DEPUTY ASSISTANT TO THE PRESIDENT AND
DIRECTOR OF PRESIDENTIAL CORRESPONDENCE

RE: VOLUNTEERS

In order to fulfil your volunteer needs and maintain a secure facility, the following rules have been instituted as of March 22, 1993. These procedures have been developed with the guidance of the Secret Service, White House Security, and the Volunteer Director. Your cooperation is appreciated.

Please submit a list of your permanent volunteers with their respective dates of birth and Social Security numbers.

If the volunteers have not completed a White House Supplemental Information Sheet (aka the blue forms), they must come to room 39 immediately. Our office will help expedite the process.

Our office must know the days/hours your volunteers need to be accessed into WAVES. We need this information at least 24 hours in advance. Our office number is x2724.

All volunteers in the White House Complex are required to check in each day at Room 39. If a volunteer fails to register in Room 39, they will be dropped from the Access List.

Thank you.

Not responsive

THE WHITE HOUSE

WASHINGTON

Confirm
already
produced.

April 5, 1993

The Honorable Les Aspin
Secretary of Defense
The Pentagon
Washington, DC 20310

RE: Request for Detailee
Special Agent Anthony B. Marceca
United States Criminal Investigative Command

Dear Secretary Aspin:

I am writing of behalf of the Counsel to the President to request the detailing on a non-reimbursable basis of Special Agent Anthony B. Marceca, United States Criminal Investigative Command, to the Office of White House Security, the activities of which are directed by the Office of Counsel to the President.

Existing budgetary limitations on the staffing of this Office require us to request an investigator to be detailed to this Office on a non-reimbursable basis, beginning on April 12, 1993 and not to exceed six months. I have learned of Agent Marceca's unique investigative abilities and background and would greatly appreciate his full-time assistance here. Agent Marceca has a current top-secret clearance which will facilitate his arrival.

We thank you for your consideration in helping us in this matter and look forward to hearing from you. We have copied Commander Berry and Director Allen on this request as well. Please feel free to contact the undersigned at (202) 456-2345.

Secretary Aspin
Page 2
April 5, 1993

Thank you for your assistance. All best wishes,

Sincerely,

William H. Kennedy III

William H. Kennedy III
Associate Counsel to the
President

cc: Commander Peter Berry
Major General
Headquarters U.S. Army Criminal Investigative Command

David C. Allen
Director of Procurement Fraud
U.S. Army Criminal Investigative Command -- Fort Meade

THE WHITE HOUSE
WASHINGTON

February 19, 1993

COPY
from ORM

OA 3736

MEMORANDUM FOR ALL EXECUTIVE OFFICE OF THE PRESIDENT EMPLOYEES

FROM: DAVID WATKINS *D. Watkins*
ASSISTANT TO THE PRESIDENT FOR
MANAGEMENT AND ADMINISTRATION

SUBJECT: Security Briefings

During the week of February 22, 1993, the Office of Administration (OA), with the United States Secret Service, will conduct four security briefings for all new Executive Office of the President (EOP) employees.

These briefings meet the mandatory security education requirements of Executive Order 12356 for employees who have been granted access to classified information. In addition, the briefings provide valuable information on the White House Pass and Badge System, WAVES Center operations, computer security, and fire and safety issues.

The security briefings will be presented on February 22, 23, 25, and 26 at 10:00 a.m. in Room 450 of the Old Executive Office Building. Attendance is mandatory for all new EOP employees. Each new employee is required to attend one briefing. OA will maintain a record of attendance.

Questions should be directed to Chuck Easley, OA Security Officer, on extension 6206.

not responsive

MEMORANDUM

C O P Y
from ORM

0A 5184

TO: PETER PAPPAS
GARY GINSBERG
LIZ FINE
EDGAR BUENO

FROM: WILLIAM H. KENNEDY III *WKK*

RE: BI'S GOING TO THE HILL

DATE: MAY 4, 1993

Since the recess, demands by the Hill to review BI's are increasing. I am instituting the following guidelines for the handling thereof, and the reason therefor is simple: I may know things about nominees or their situations that you don't, and thus may need to handle individual nominees either myself or otherwise give them special treatment.

1. Reduce to writing (preferably typed) any requests for review of BI's you may receive directly, including date, time, place, Senator, and BI's requested. Deliver to me ASAP.
2. Check with me before this Office agrees to do anything. If you cannot find me, or if I am unavailable, tell the Hill--and I don't care who is asking--that compliance with their request will have to wait until you can find me. Do not come get a BI on your own and carry it up to the Hill.
3. Use the sign out/return sheets, and be accurate. Unless absolutely necessary, no BI's are to remain outside the safes in my office overnight. I will become, instantly, an unhappy camper if this is not scrupulously adhered to.
4. Do not ever, under any circumstances, discuss the contents of any BI with anyone other than me or a Senator. Again, I don't care who is asking; if it is a Senior White House person (other than Foster or Nussbaum), politely but firmly tell them they must raise their request with me. No exceptions.

listfbi.whk

*This is not
responsive
as we
have no record
request*

Pappas, et. al.
Page 2
May 4, 1993

5. The ground rules on the Hill are: the Senators can see only the background summaries. No arrest records or interviews are to be attached; never carry interviews or other raw data to the Hill. If I request that you not read a BI, so that you can say that you do not know what is in it, then don't read that BI.
6. The Senators cannot quote the BI's verbatim in notes, they cannot have staff present, they cannot copy the BI's, and conversations between Senators in your presence are not privileged. If you get questions, answer them with one-word answers as much as possible, do not speculate, and if the questions get much beyond the obvious, refer them to me. Avoid under all circumstances telling any Senator that there is nothing in a BI that would trouble him; refer him or her to the language of the BI itself. You can make a general statement that the Administration considers the BI to be generally clean, and you can refer him or her, if asked, to portions thereof that appear pertinent, but never make a statement that there is nothing in the BI that would cause problems.

Interacting with the Senators is a privilege and, of course, is dangerous. Do not get this Office or the Administration in trouble. Your best bet is always to play dumb, take requests/questions down in writing and bring them back here for resolution.

Let me know ASAP if there is anything herein you don't understand. Start compliance with the above and foregoing immediately.

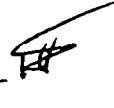
whk/s

listfbi.whk

Should we
produce this?
It has to do
with PAS's.

MEMORANDUM

TO: BETH NOLAN
LINDA DONAGHY
FRANK SOBOL
ROGER ADAMS
PETER PAPPAS
GARY GINSBURG
LIZ FINE

FROM: BILL KENNEDY WHK 

RE: FILE SECURITY

DATE: FEBRUARY 22, 1993

What follows are some common-sense measures all should observe regarding security of the files used in the clearance process and the information contained therein. Please put them into effect immediately, if not already being observed.

I have attempted to incorporate the relatively secure nature of the place in which we work as well as the need for a free flow of information into what follows. These suggestions hopefully are not too burdensome; they are also not optional. I welcome additional suggestions.

1. Act at all times as if the file you have in your hands or on your desk contained information about your background, both personal and financial. If all acted in this manner, most of what follows would be unnecessary.
2. All nominee files must be returned to the file storage area outside Martha's desk at the close of each day, where they will be locked up. No exceptions. Do not take files home.
2. Within the limits of common sense and what is required to do your job, try not to take more files from file storage to work on than you need.
3. We are already utilizing a "checkout" system with the nominee files (i.e., using the blue form to indicate who has removed a file). Please continue so that the location of a file can be ascertained quickly. If you presently have files that are not checked out, fill out a blue form immediately.

Security Memo
Page 2

4. Do not leave files about on your desk. If you leave your office, even for a short time, lock your door if possible. If not possible, secure the files you are working on in a locked file cabinet or in a locked drawer. If this is not possible, at least remove them from sight. If someone not on our staff visits your office while you are there, please attempt to block visual access to your files. Remember that some people read upside down quite well.
5. Do not discuss the contents of a file with anyone not on our staff. This includes people from other WH offices.
6. Notify Beth Nolan or me immediately if you discover someone going through a file or trying to. Try to identify the person and do not assume that such an event is accidental.
7. ~~Do not talk to the press~~ under any circumstances about work. Report any attempted press contacts to Beth Nolan or to me. Please remember that members of the press may try to pose as something other than what they are.
8. Use your head.

Thank you.

MEMORANDUM

TO: PETER PAPPAS
GARY GINSBERG
LIZ FINE
EDGAR BUENO

FROM: WILLIAM H. KENNEDY III

RE: BI'S GOING TO THE HILL

DATE: MAY 4, 1993

C O P Y
from ORM
OACF156

Since the recess, demands by the Hill to review BI's are increasing. I am instituting the following guidelines for the handling thereof, and the reason therefor is simple: I may know things about nominees or their situations that you don't, and thus may need to handle individual nominees either myself or otherwise give them special treatment.

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2. Check with me before this Office agrees to do anything. If you cannot find me, or if I am unavailable, tell the Hill--and I don't care who is asking--that compliance with their request will have to wait until you can find me. Do not come get a BI on your own and carry it up to the Hill.
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Pappas, et. al.

Page 2

May 4, 1993

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Interacting with the Senators is a privilege and, of course, is dangerous. Do not get this Office or the Administration in trouble. Your best bet is always to play dumb, take requests/questions down in writing and bring them back here for resolution.

Let me know ASAP if there is anything herein you don't understand. Start compliance with the above and foregoing immediately.

whk/s

listfbi.whk

C O P Y

from ORM

OACF104

James Baker III named chief of staff
August 13, 1992 from Secretary of state.

Baker brought with him;

Robert Zoellick became deputy
chief of staff from assistant secretary
of state for economic affairs

Janet G. Mullins was named White House
director of political affairs from
assistant secretary of state for legislative
affairs. She succeeded Ronald C.
Kaufman who remained on staff.

I don't
think the
is responsible
But you
should
see

Dennis B. Ross, State Department director
for policy planning assumed the same
role at the White House.

Margaret Tutwiler was named the
President's director of communications
from the State Department spokeswoman
position

from: Facts on File Yearbook 1992

Baker's Secretary: Caren S. Jackson: Deputy
Assistant to the President & Executive

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

06-Jul-1993 18:25

TO: Matthew L. Moore

FROM: Mary C. Beck
 Office of Administration, PMD

SUBJECT: Folders Requested

Have folders on Mullins, Zoellick, Jackson and Tutweiler. All actions were processed within 2 to 5 days of the effective date.

Mary

C O P Y
from ORM

OACF 109

→ what boards do my computers have
fax or modem

intern
chey votes

— get a Blue Form from Alice

Cheryl Mills, Beth Nolan, Patsy & MCM
— Good lang. in conf. reports, etc
Established from Title V

Pres. has discretion to make determinations
if in interests of cond. of good admin.
→ No to ironclad rules that they cannot
be waived.

Any Beck data on retro salary increases
• James Baker put on Retroactively

— Make meeting for legal discussion
of Title 3 & retro increases
→ Mike Malone to Martha Shely in Library
manipulations of salaries
→ Have Michael at the meeting.

Give them the memo. (To get people on
ASAP — did not have time to make Title 3
v Title 5 distinction.)

(not a legal opinion)

Wed. at ~~3PM~~ ~~3:30PM~~

get Mike Malone ① who Baker came to work
to research ② who came w/ Baker

③ Pull personnel files &
look for retro actions.

④ ask Sig Rhea who Baker's secretary was.

* Explanatory ④ @ installation of DAD
procedures, process

→
- We have taken steps to reinf procedures to
ensure there are no more lack
of notifications.

* Is Cathy Zoi on WHO? Why Title 3?

→ Check out Alvin Brown & Michael Whowley

THE WHITE HOUSE

WASHINGTON

April 28, 1993

MEMORANDUM FOR VINCE FOSTER
DEPUTY COUNSEL TO THE PRESIDENT

FROM: Frank Sobol *JK*

SUBJECT: Senate Request for Robert Sussman (EPA) FBI File

12:45pm

C O P Y

from ORM
OACFIS

1. Request for the FBI File:

I just got a call from the EPA staff person handling Mr. Sussman's confirmation hearing. He said the hearing went well today.

After the hearing, Mr. Peter Scher, Chief of Staff, for Senator Baucus, Chair of the Committee, asked for access to the Sussman's FBI file.

I wasn't sure who handled these requests now, so I told the EPA staffer to have Mr. Scher call you to make the request to review the file. I expect you'll get a call this afternoon.

2. Previous Procedure for Sharing the FBI Report:

In the past, FBI files were provided to the Majority and Minority leaders of the confirming committees. Not to their staff and not generally to other Committee members. Their office called Counsel's Office and made the request. The Security Office would pull the file, tag pages with yellow stickies where there might be an issue that the Senator would ask about. (This could easily be done by us.) The attorney who handled the nomination is the first one asked to take the file (usually by car for security) to the Hill. The Senator alone would read the report, he/she was not to take notes on it, his/her staff were not supposed to be in the room while he read it. When he/she was thru reading it, we got it back and came back to the WH. If the Senator asked any questions on the report, we are instructed to provide only factual answers from the report. We are instructed NOT to offer any opinions on the report or the nominee. If we can't answer the questions, we promise to raise them at the WH and have someone get back to the Senator. I had several questions from Senator Bentsen on one nominee that required the FBI to call the Senator and answer his questions.

Some of the Senators have a reputation for being rude and making life difficult for our staff (and everyone else I gather). Our staff needs to be warned about this. Also, Senator Nunn handles things differently. He has the report delivered during the hearings and reads it while the hearing proceeds, along with Senator Warner. Ugh.

If you need me for anything else, let me know.

cc: Bill & Beth

*Not as in file
included
request*

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
004. memo	For Access Control from Craig Livingstone. Subject: [Access]. (1 page)	04/02/1993	b(7)(C), b(6)

COLLECTION:

Clinton Presidential Records
Counsel Office

OA/Box Number: CF 670

FOLDER TITLE:

June 21, 1996 Memos

2006-1066-F
vz3538

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]

THE WHITE HOUSE
WASHINGTON

White
House
Security
Office
FIS

MEMORANDUM

TO: Clarrisa Cerda

FROM: William Kennedy

WKK:W

SUBJECT: White House Pass for Webster Hubbell

Routine
or
Produce
?

We would like to request that a White House Pass be issued to Mr. Webster Hubbell. He requires frequent access to Counsel's Office in the West Wing.

O.K.
Clarrisa

Pulled from
ORM copy
OA 5184

FILERS 450

C O P Y
from ORM

075184

I don't know
what this lot is.

Maybe you do

Smly

HEATHER BECKEL
PAUL R. CAREY
SHERYLL CASHIN
CLARISSA CERDA
JOSE CERDA III
MARC CHUPKA
DEBORAH COYLE
KELLY CRAIGHEAD
KELLY CRAWFORD
BETTY CURRIE
DAVID CUTLER
BONNIE ST. J. DEANE
DAVID D. DONIGER
SARA C. EMERY
THOMAS S. EPSTEIN
ANDREW FRIENDLY
MICHAEL GILL
TERRY GOOD
CHRISTINE M. HEENAN
JULIE HOPPER
JANE HOPKIN
BRIAM JOHNSON
LEE R. JOHNSON
THOMAS KALIL
TIMOTHY J. KEATING
JOSHUA A. KING
G. NEEL LATTIMORE
RETA LEWIS
CRAIG LIVINGSTONE
MICHAEL R. LUFRANO
COLLEEN A. MCCARTHY
ANN A. MccOY
KARA M. MCGUIRE
BRIAN J. McPARTLIN
SAM MYERS
MICHAEL S. LUX
LYNN M. MARGHERIO
MARK MIDDLETON
LINDA MOORE
ANDRE OLIVER
MARY MARGARET OVERBEY
DIANA PIERCE
MICHAEL PUNKE
R. PAUL RICHARD
KATHRYN ROTH
SHIRLEY SAGAWA
G. TIMOTHY SAUNDERS
DEBI SCHIFF
THOMAS A. SHEA
STEPHEN B. SILVERMAN
WENDY SMITH
PATTI SOLIS
TODD D. STERN
JUDITH ANN STOCK

STEPHANIE S. STREETT
DONSIA STRONG
PAUL A. TOBACK
ANNE WALLEY
KATHRYN J. WAY
PAUL J. WEINSTEIN, JR.
ANNA S. WINDERBAUM
PETER YU
AMY J. ZISOOK

October 4, 1993

THE WHITE HOUSE
WASHINGTON

MEMORANDUM

TO: CHRISTINE VARNEY
SECRETARY TO THE CABINET

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

RE: WHITE HOUSE BADGES

DATE: MARCH 25, 1993

*routine a
produce
?*

The following offices have requested that I assist them in securing White House Badges:

Secretary Christopher	-	TBA
Secretary Bentsen	-	TBA
Ambassador Albright	-	Today 3:10 p.m.
Secretary Aspin	-	Today 3:20 p.m.
Secretary O'Leary	-	TBA
Administrator Browner	-	TBA
Secretary Babbitt	-	3/29, 11:45 a.m.
Secretary Cisneros	-	3/31, 10:00 a.m.

As always, I will personally assist these individuals. I will update you as other offices contact me.

✓ cc: William Kennedy,
Associate Counsel to the President

~~to the~~
*White House
Security
Office
File*

COPY
from ORM

March 18, 1994

Margie Livingstone
20108 Sweet Meadow Ln.
Laytonsville, MD 20882

Dear Margie:

Thank you very much for the great Aveda products. It was very thoughtful of you and Craig to think of me and my staff. I am looking forward to sampling them when I get home. Thanks again for the thoughtful gesture.

Sincerely,

G. R. Sfgs

George Stephanopoulos
Senior Advisor to the President
for Policy and Strategy

What a terrific
gift!

Thanks.

Source:
ORM.

Jane - I think
this is not
responsive to
anything. Can we
discuss?
— Miriam

Dear George, Heather & Emily,
please accept our gift of Aveda
products. I read that you like
forming gel George, so I have
enclosed our largest size for you.

I hope you enjoy the other
products as well, especially the
candle - it's great on stressful days.
(Although you probably don't have many
of those do you?) HA!

Sincerely,
Majorie Kingstone
& Stefany Reed

Margie Livingstone
20108 Sweet Meadow Ln.
Laytonsville, MD 20882

Livingstone, Craig
- working

THE WHITE HOUSE
WASHINGTON

MEMO TO: HAROLD ICKES
DEPUTY CHIEF OF STAFF TO THE PRESIDENT

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

DATE: October 27, 1994

RE: Access to the White House Complex

The attached list notes individuals previously approved by Christine Varney for access to the White House Complex. Since her departure, Management & Administration has informed this office that you would be the new point of contact for periodic approval of this list. Please note that this office has secured all necessary security paperwork for these individuals. Feel free to call x62345 if you have any questions.

Source:
Harold Ickes
(not response).

Access List - H. Ickes

The access list on record indicates you have cleared the following individuals for access to the WH Complex. Please note whether or not access should continue.

NAME	AGENCY	PURPOSE	Continue access? Y/N
APFEL, Kenneth	HHS	Asst. Sec.	
BAKER, Donald	NOAA	Undersecretary	
BARRAM, David	COMMERCE	Dep. Sec.	
BORMOLINI, Ann	DOT	COS	
BRILL, Kenneth	STATE	Exec. Sec.	
BROADNAX, Walter	HHS	Dep. Sec.	
BROEREN, Kathryn M.	SBA	meetings	
BURNETT, Iris	USIA	COS	
COLLIER, Thomas	DOI	COS	
DALTON, John	DOD	Sec.	
DELEON, Rudy F.	DOD	Undersec. of USAF	
DOWNEY, Mortimer	DOT	Dep. Sec.	
DUVERANY, Terrance	HUD	Dep. Sec.	
GRACEY, Harold W.	VA	COS	
HIGGINS, Kathryn L.	LABOR	COS	
KATZ, Bruce J.	HUD	COS	
KNIGHT, Edward	TREASURY	Meetings	
KUNIN, Madeline M.	DEd	Dep. Sec.	
MCFADDEN, Nancy	DOJ	Dep. Associate AG	
NORTH, Erik	TREASURY	meetings	
NYE, J. Benjamin	TREASURY	Meetings	
PULLEY, Cassandra	SBA	meetings	
ROBERTSON, Linda	TREASURY	meetings	
ROMINGER, Richard	AGRIC.	Dep. Sec.	
ROSENZWEIG, Richard	DOE	COS	
SHOCAS, Elaine	UN	COS	
SILBY, Barbara	GSA	COS	
SIMMONS, Ray	JCS	Aide-de-Camp	
SLABACH, Fred	USDA	COS	
STEIN, Robert J.	COMMERCE	COS	
SULLIVAN, Margaret	DOD	COS	
SUSSMAN, Robert	EPA	Dep. Sec.	
SWEDIN, Mary	SBA	meetings	
THORNTON, Leslie	EDUCATION	Dep. COS	
THURM, Kevin	HHS	COS	
VANDENBERGH, Michael	EPA	COS	
VARNEY, Kevin P.	TREASURY	Scheduling	
WIRTH, Timothy	STATE	meetings	

Please return by Friday, November 4th to Lisa Wetzl, WH Personnel Security, OEOB
Rm. 84. If any questions, please call x65212.

THE WHITE HOUSE

WASHINGTON

May 4, 1993

COPY
from ORM

OA 3736

MEMORANDUM FOR Edgar Bueno
Elayne Burke
Florence Champagne
Deborah Gorham
Craig Livingstone
Jennifer Miller
Betsy Pond
Dorothy Stucke

FROM: Martha E. Stanley *M. Stanley*
Administrative Contact/Timekeeper

SUBJECT: Time and Attendance (T&A)

As your administrative contact for the Office of the Counsel, I am also your time and attendance clerk.

You should have received the memorandum from David Watkins, dated March 30, 1993, regarding your vacation and sick leave policy, if not please let me know and I will provide you with a copy.

Beginning Monday, May 3, 1993, your T&A will be prepared by me every two weeks. I will need to know when you plan to be out of the office, the type of leave to be used and the number of hours. Your supervisor must sign and approve an **Application for Leave** (copy attached) for any leave used in excess of two days. Please forward to me in room 136, OEOB.

At the end of each two week period, please fill out a T&A form (copy attached). You will need to complete your regular time (8 hours/day) and any annual and sick leave used.

Your T&A form for this Pay Period is due to me by 2:00 p.m., Friday, May 7, 1993, for the weeks April 26-30, and May 3-7.

You may contact me on x6229, if you have any questions.

Attachments.

cc: Bernard W. Nussbaum
Vincent W. Foster
William H. Kennedy III
Ronald A. Klain
Cheryl D. Mills
Stephen R. Neuwirth
Beth Nolan

APPLICATION FOR LEAVE

INSTRUCTIONS: Please complete Items 1-8 after reading the Privacy Act Statement shown below.

1. Name (Print or type—Last, First, M.I.)				2. Employee I.D. Number		
3. Organizational Unit	4-A	Month	Day	Hour	A.M.	4-C Total Number of Hours
	FROM:				P.M.	
	4-B	Month	Day	Hour	A.M.	
5. I hereby request (If more than one box is checked, explain in Item 6, Remarks: ☐ Annual Leave. (Annual leave requested may not exceed the amount available for use during the leave year.) ☐ Sick Leave. (Complete reverse side of form.) ☐ Leave Without Pay. ☐ Compensatory Time. ☐ Other. (Specify)				TO:	P.M.	
				6. Remarks		
				7. Employee's Signature		8. Date (Month, Day, Year)
OFFICIAL ACTION ON APPLICATION						
☐ Approved		☐ Disapproved (If disapproved, give reason. If annual leave, initiate action to reschedule.)		Signature (Annual leave approved may not exceed the amount available for use during the leave year.)		Date (Month, Day, Year)

NSN 7540-00-753-5067

Please detach this notice before submitting SF 71.

PRIVACY ACT STATEMENT

Section 6311 of Title 5 to the U.S. Code authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: To the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation on you for employment or security reasons; to the Office of Personnel Management or

(Continued on Reverse)

WHITE HOUSE OFFICE

TIME AND ATTENDANCE SHEET

OFFICE: White House/Counsel

TIMEKEEPER: Martha E. Stanley

Employee Name:									Social Security No.:					Pay Period:				Pay Period Ending Date: May 8, 1993		
									DUTY HOURS				TIME ABSENT							
Day	Reg	Ann	Sick	N/D	Code	Hol	Code	Sun	From	To	N/P/S	Code	Other	Code	From	To	Emp. Init.	REMARKS		
Sun																				
Mon																				
Tue																				
Wed																				
Thu																				
Fri																				
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Wed																				
Thu																				
Fri																				
Sat																				
Total																				

80 HOURS WORKED - NO EXCEPTIONS

(CHECK, IF APPLICABLE)

TIMEKEEPER SIGNATURE: _____

WHITE HOUSE OFFICE TIME AND ATTENDANCE SHEET

OFFICE: White House/Counsel

TIMEKEEPER: Martha E. Stanley

Employee Name:									Social Security No.:					Pay Period:				Pay Period Ending Date:			
									DUTY HOURS								TIME ABSENT				
Day	Reg	Ann	Sick	N/D	Code	Hol	Code	Sun	From	To	N/P/S	Code	Other	Code	From	To	Emp. Init.	REMARKS			
Sun																					
Mon																					
Tue																					
Wed																					
Thu																					
Fri																					
Sat																					
Sun																					
Mon																					
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Sat																					
Sun																					
Mon																					
Tue																					
Wed																					
Thu																					
Fri																					
Sat																					
Total																					

80 HOURS WORKED - NO EXCEPTIONS

(CHECK, IF APPLICABLE)

TIMEKEEPER SIGNATURE: _____

EXECUTIVE OFFICE OF THE PRESIDENT

1993 PAY PERIODS

January * S M T W T F S 1 2 7 B 3 4 5 6 7 9 10 11 12 13 14 15 16 8 C 17 18 19 20 21 23 24 25 26 27 28 29 30 9 D 31	February * S M T W T F S 1 2 3 4 6 7 8 9 10 11 12 13 10 E 14 15 16 17 18 20 21 22 23 24 25 26 27 11 F 28	March * S M T W T F S 1 2 3 4 6 7 8 9 10 11 12 13 12 G 14 15 16 17 18 20 21 22 23 24 25 26 27 13 H 28 29 30 31
April * S M T W T F S 1 3 4 5 6 7 8 9 10 14 I 11 12 13 14 15 17 18 19 20 21 22 23 24 15 J 25 26 27 28 29	May * S M T W T F S 1 16 2 3 4 5 6 7 8 16 K 9 10 11 12 13 15 16 17 18 19 20 21 22 17 L 23 24 25 26 27 29 30 31	June * S M T W T F S 1 2 3 4 5 18 M 6 7 8 9 10 12 13 14 15 16 17 18 19 19 N 20 21 22 23 24 26 27 28 29 30
July * S M T W T F S 1 2 3 20 O 4 5 6 7 8 10 11 12 13 14 15 16 17 21 P 18 19 20 21 22 24 25 26 27 28 29 30 31 22	August * S M T W T F S 1 2 3 4 5 7 Q 8 9 10 11 12 13 14 23 R 15 16 17 18 19 21 22 23 24 25 26 27 28 24 S 29 30 31	September * S M T W T F S 1 2 4 5 6 7 8 9 10 11 25 T 12 13 14 15 16 18 19 20 21 22 23 24 25 26 U 26 27 28 29 30
October * S M T W T F S 2 3 4 5 6 7 8 9 1 V 10 11 12 13 14 16 17 18 19 20 21 22 23 2 W 24 25 26 27 28 30 31	November * S M T W T F S 1 2 3 4 5 6 3 X 7 8 9 10 11 13 14 15 16 17 18 19 20 4 Y 21 22 23 24 25 27 28 29 30	December * S M T W T F S 1 2 3 4 5 Z 5 6 7 8 9 11 12 13 14 15 16 17 18 6 A 19 20 21 22 24 25 26 27 28 29 30 31

* Pay Period Code for Timekeepers/Certifiers

① Holiday

1 Pay Period Ending Date

Pay Day

7 Fiscal Year Pay Period Number for Fund Managers

1993 Pay Year Ends 12/18/93

1993 Leave Year Ends 1/1/94

1994

January

* S M T W T F S
1 7
B 2 3 4 5 6 8
9 10 11 12 13 14 15 8
C 16 17 18 19 20 22
23 24 25 26 27 28 29 9
30 31