

FOIA MARKER

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

Folder Title: June 21, 1996 Request - Non-Responsive: ORM Non-Responsive [1]				
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. memo	Personally Identifiable Information [partial] (1 page)	08/26/1993	b(7)(C), b(6)
002a. note	To William Kennedy from Craig Livingstone. (2 pages)	08/09/1993	b(6)
002b. note	To Craig Livingstone from Claude Taylor. (1 page)	08/09/1993	b(6)
002c. note	To Claude Taylor. (3 pages)	08/09/1993	b(6)
002d. form	Supplemental Information Sheet for Personnel Action (WHP-2). (1 page)	04/28/1993	b(6)
002e. note	To Cherly Mills. (1 page)	08/12/1993	b(6)
003. memo	Personally Identifiable Information [partial] (1 page)	08/25/1993	b(7)(C), b(6)
004. memo	For Craig Livingstone from Claude Taylor. (1 page)	05/04/1993	b(6)
005. letter	To the Internal Revenue Service from Robert and Andrea McNeely. [26 USC § 6103] (1 page)	05/06/1993	P3/b(3), P4/b(4), b(6)
006a. memo	For Craig Livingstone. [CIA Act] (1 page)	06/08/1993	P3/b(3)
006b. resume	[CIA Act] (3 pages)	06/08/1993	P3/b(3)
007. memo	For William Kennedy from Craig Livingstone. Subject: Security Clearances. [partial] (1 page)	04/15/1993	b(6)

COLLECTION:

Clinton Presidential Records
Counsel Office

OA/Box Number: CF 670

FOLDER TITLE:

June 21, 1996 - Non-Responsive: ORM Non-Responsive [1]

2006-1066-F

vz3540

RESTRICTION CODES

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

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C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

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008. note	[partial of unknown document] [partial] (1 page)	04/12/1993	b(6)
009. memo	For William Kennedy from Thomas Renaghan, Jr. [partial] (1 page)	06/10/1993	b(7)(C), b(6)
010. form	Personally Identifiable Information [partial] (1 page)	05/13/1993	b(6)
011a. memo	For William Kennedy from Craig Livingstone. Subject: Volunteer. (1 page)	03/24/1993	b(6)
011b. form	Supplemental Information Sheet for Personnel Action (WHP-2). (1 page)	02/11/1993	b(6)
012. memo	Personally Identifiable Information [partial] (1 page)	01/13/1994	b(6)
013. memo	Personally Identifiable Information [partial] (1 page)	11/06/1993	b(6)

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Bill:

Nestor D. tells me that the Governmental Affairs Committee is waiting to see how the five members of the Assassinations Records Review Board will receive security clearances for their work which consists of reviewing documents in several federal agencies.

I called the Office of Personnel Security at the National Archives, and the person I spoke with knew very little about this Board.

It seems as though the White House may have to request clearances for these members??

For your review, I have included background information on the Board.

-Edgar

ASSASSINATIONS RECORDS REVIEW BOARD

ARR

Independent

- AUTHORITY: P.L. 102-526, Sec. 7, of October 26, 1992
(establishes)
- METHOD: Nominated to the Senate
- MEMBERS: FIVE, without regard to political affiliation, who shall:
- (a) be impartial private citizens, none of whom is presently employed by any branch of the Government, and none of whom shall have had any previous involvement with any official investigation or inquiry conducted by a Federal, State, or local government, relating to the assassination of President John F. Kennedy;
 - (b) shall be distinguished persons of high national professional reputation in their respective fields who are capable of exercising the independent and objective judgment necessary to the fulfillment of their role in ensuring and facilitating the review, transmission to the public, and public disclosure of records related to the assassination of President Kennedy and who possess an appreciation of the value of such material to the public, scholars, and government; and
 - (c) shall include at least 1 professional historian and 1 attorney.

The President shall make nominations after considering persons recommended by the American Historical Association, the Organization of American Historians, the Society of American Archivists, and the American Bar Association. If one of these organizations does not recommend at least 2 nominees meeting the qualifications stated in (a), (b), and (c) above by 45 days after enactment (by 12/10/92), the President shall consider persons recommended by the other organizations listed above. The President may request that these organizations submit additional nominations. (SEE CLERK'S NOTE RE QUALIFICATIONS OF MEMBERS)

The President shall make nominations not later than 90 days after enactment (by January 24, 1993)

(CONTINUED - PAGE TWO)

ASSASSINATIONS RECORDS REVIEW BOARDIndependentMEMBERS:
(Cont'd)

A vacancy on the Board shall be filled in the same manner as specified for original appointment within 30 days of the occurrence of the vacancy.

If the Senate votes not to confirm a nomination to the Board, the President shall make an additional nomination not later than 30 days thereafter.

CHAIRPERSON:

Members of the Board shall elect one of its members as chairperson at its initial meeting.

TERM:

No provision. No Member shall be removed from office other than by impeachment and conviction; or by the action of the President for inefficiency, neglect of duty, malfeasance in office, physical disability, mental incapacity, or any other condition that substantially impairs the performance of the member's duties.

If a member is removed from office by the President, not later than 10 days after the removal the President shall submit to the Committee on Government Operations of the House of Representatives and the Committee on Governmental Affairs of the Senate a report specifying the facts found and the grounds for removal, and shall publish such report in the Federal Register, except that the President may, if necessary to protect the rights of a person named in the report or to prevent undue interference with any pending prosecution, postpone or refrain from publishing any or all of the report until the completion of such pending cases or pursuant to privacy protection requirements in law.

SALARY:

Shall be compensated at the rate equal to the daily equivalent of the annual rate of basic pay prescribed for level IV of the Executive Schedule under section 5315 of title, 5, United States Code, for each day (including travel time) during which the member is engaged in the performance of the duties of the Board. Shall be allowed reasonable travel expenses, including per diem in lieu of subsistence, at rates for employees of agencies under subchapter I of chapter 57 of title 5, United States Code, while away from the member's home or regular place of business in the performance of services for the Board.

(CONTINUED - PAGE THREE)

ASSASSINATIONS RECORDS REVIEW BOARDIndependentPURPOSE:

The Board shall ensure and facilitate the review, transmission to the Archivist, and public disclosure of Government records related to the assassination of President John F. Kennedy. Shall consider and render decisions on whether a record constitutes an assassination record and whether an assassination record or particular information in a record qualifies for postponement of disclosure under this Act.

SUPPORT
SERVICES:

The Administrator of General Services shall provide administrative services for the Board on a reimbursable basis.

TERMINATION:

Board and terms of its members shall terminate not later than 2 years after the date of enactment, except that the Board may, by majority vote, extend its term for an additional 1-year period if it has not completed its work.

CLERK'S NOTE:

The President's statement of 10/26/92, notes the following: "...the bill purports to set the qualifications for Board members, to require the President to review lists supplied by specified organizations, and to direct the timing of nominations. These provisions conflict with the constitutional division of responsibility between the President and the Congress. The President has the sole power of nomination; the Senate has the sole power of consent.



United States Department of State

Washington, D.C. 20520

SEP 2 1993

SEP 7 1993

September 2, 1993

TO: Mr. Craig Livingstone
Ofc of White House Security

FROM: Sharon Bzdee

SUBJECT: Security Confirmation - IAEA Delegation

Attached is a memorandum confirming the Top Secret clearances held by the proposed members of this year's annual International Atomic Energy Agency (AEA) General Conference. The proposed members are: Hazel O'Leary, Ivan Selin, and Jane E. Becker.

Attachment:
As stated.

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United States Department of State

Washington, D.C. 20520

August 26, 1993

TO: PER/CDA/PAS - Sharon Bisdee *shb*
FROM: DSS/I/PSS/EC - Frances Harris
SUBJECT: Confirmation of Security Clearances

Reference your memo dated August 24, 1993, the following individuals recommended to serve as members of the U.S. Delegation to the annual General Conference of the International Atomic Energy Agency, have clearances as indicated:

Name: Hazel O'Leary

DOB: [REDACTED]

SSN: (b)(6)

Present Position: Secretary of Energy

Clearance: [REDACTED] (b)(6) January 1, 1993

Name: Ivan Selin

[001]

DOB: [REDACTED]

SSN: (b)(6)

Present Position: Chairman, Nuclear Regulatory Commission

Clearance: [REDACTED] (b)(6) July 1, 1991

Name: Jane E. Becker

DOB: [REDACTED]

SSN: (b)(6)

Present Position: USRep to the Vienna Office of the United Nations and Deputy Rep to the IAEA

Clearance: [REDACTED] (b)(6) July 25, 1972 and updated April 3, 1991 by the Department of State

Personnel - Mike Snow

C O P Y
from ORM
OA 5185

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002b. note	To Craig Livingstone from Claude Taylor. (1 page)	08/09/1993	b(6)

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002c. note	To Claude Taylor. (3 pages)	08/09/1993	b(6)

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THE WHITE HOUSE

WASHINGTON

January 3, 1994

MEMORANDUM FOR CRAIG LIVINGSTONE *With CO*
OFFICE OF SECURITY

FROM: WILLIAM KENNEDY
ASSOCIATE COUNSEL TO THE PRESIDENT

SUBJECT: Sylvia M. Jarrell

Please have the badge of Sylvia M. Jarrell updated to April 1, 1994, as her present one has expired as of January 2, 1994. Ms. Jarrell's badge includes access to the White House. Thank you for your assistance.

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MEMORANDUM

TO: ARNOLD COLE
SAIC, TSD

FROM: CRAIG LIVINGSTONE *CL*
DIRECTOR OF WHITE HOUSE SECURITY

RE: ACCESS

DATE: August 25, 1993

Please remove Gary Lee Ginsberg (SS# (b)(6), (b)(7)c DOB (b)(6), (b)(7)c [003]
from any access list that he may currently be on. Also please
check your records and make sure that he has turned in his hard
badge.

THANKS.

VOLUNTEERS

1993

C O P Y
from ORM

0A 5184

THE WHITE HOUSE

WASHINGTON

Date: 5.5.98

MEMORANDUM FOR: *Wm Kennedy*

FROM: CRAIG LIVINGSTONE
Director,
White House Security

SUBJECT: *Volunteer Dismissal*

please see ,

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OA/Box Number: CF 670

FOLDER TITLE:

June 21, 1996 - Non-Responsive: ORM Non-Responsive [1]

2006-1066-F
vz3540

RESTRICTION CODES

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

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
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- 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]
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- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
005. letter	To the Internal Revenue Service from Robert and Andrea McNeely. [26 USC § 6103] (1 page)	05/06/1993	P3/b(3), P4/b(4), b(6)

COLLECTION:

Clinton Presidential Records
Counsel Office

OA/Box Number: CF 670

FOLDER TITLE:

June 21, 1996 - Non-Responsive: ORM Non-Responsive [1]

2006-1066-F
vz3540

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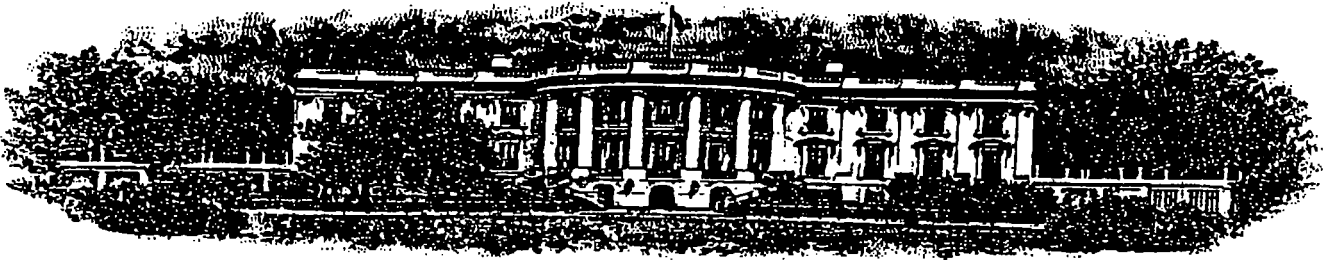
PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

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The White House



COUNSEL'S OFFICE

FACSIMILE TRANSMISSION COVER SHEET

TO: Carmen Mannetti
FAX NUMBER: 622-5165
TELEPHONE NUMBER: 622-6200
FROM: William Kennedy
TELEPHONE NUMBER: 456-6229
PAGES (INCLUDING COVER): 2
COMMENTS: _____

TRANSMISSION REPORT

THIS DOCUMENT (REDUCED SAMPLE ABOVE)
WAS SENT

**** COUNT ****
2

*** SEND ***

NO	REMOTE STATION I. D.	START TIME	DURATION	#PAGES	COMMENT
1		4-12-93 1:27PM	1'57"	2	

TOTAL 0:01'57" 2

XEROX TELECOPIER 7020

THE WHITE HOUSE

WASHINGTON

April 12, 1993

VIA FAX

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

Dear Mr. Gannotti:

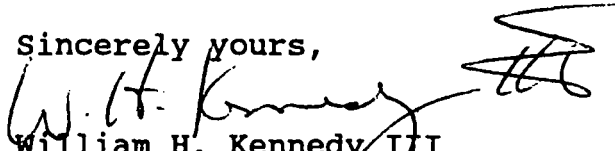
I have another of my requests for assistance, and please let me thank you for all of your good assistance, and that of your staff, to date.

For some reason, the result of the Tax Check investigation on Alicia Haydock Munnell, proposed Assistant Secretary for Economic Policy for the Department of the Treasury, went to a gentleman named Ben Nye, identified as White House Liaison for the Department of the Treasury. This led to a delay of almost three weeks in its receipt by this Office.

Accordingly, this is to request that all Tax Checks not specifically designated as going to the State Department come to this Office. If there is a some reason why Ms. Munnell was handled outside the normal course, such as an agreement to that effect, I would like to know as I continue on my learning curve.

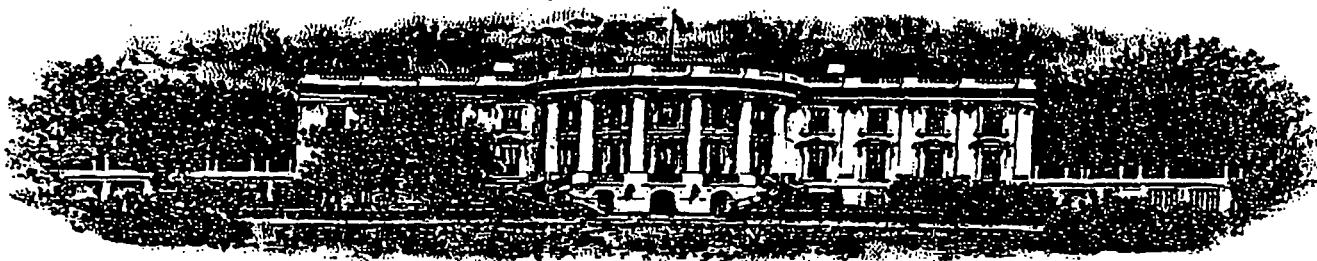
Please let me know if there are any problems with this request. All best wishes.

Sincerely yours,


William H. Kennedy III
Associate Counsel to the President

whk/s

~~CONFIDENTIAL~~
The White House



COUNSEL'S OFFICE

FACSIMILE TRANSMISSION COVER SHEET

TO: Carmen Hannan
FAX NUMBER: 622-5165
TELEPHONE NUMBER: 622-6200
FROM: William Kennedy
TELEPHONE NUMBER: 456-2229
PAGES (INCLUDING COVER): 2
COMMENTS: _____

~~CONFIDENTIAL~~

DETERMINED TO BE AN
ADMINISTRATIVE MARKING
2006-1046-7

INITIALS: VL DATE: 6/23/15

TRANSMISSION REPORT

THIS DOCUMENT (REDUCED SAMPLE ABOVE)
WAS SENT

**** COUNT ****
2

*** SEND ***

NO	REMOTE STATION I. D.	START TIME	DURATION	#PAGES	COMMENT
1		4-13-93 10:34AM	1'59"	2	

TOTAL 0:01'59" 2

XEROX TELECOPIER 7020

THE WHITE HOUSE
WASHINGTON

~~CONFIDENTIAL~~

DETERMINED TO BE AN
ADMINISTRATIVE MARKING

April 13, 1993

2006-1006-F

INITIALS: VZ DATE: 6/23/15

VIA FAX

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

Dear Mr. Gannotti:

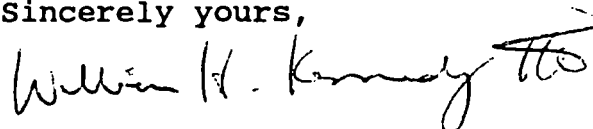
Please expedite the review of the following individuals and produce a Tax Check investigation result as soon as possible"

Kenneth E. Brody
Sally Katzen Dyk

For your information, you may have Ms. Dyk solely under the name of "Sally Katzen."

Please let me know if there are any problems with this request. Thank you for your assistance. All best wishes.

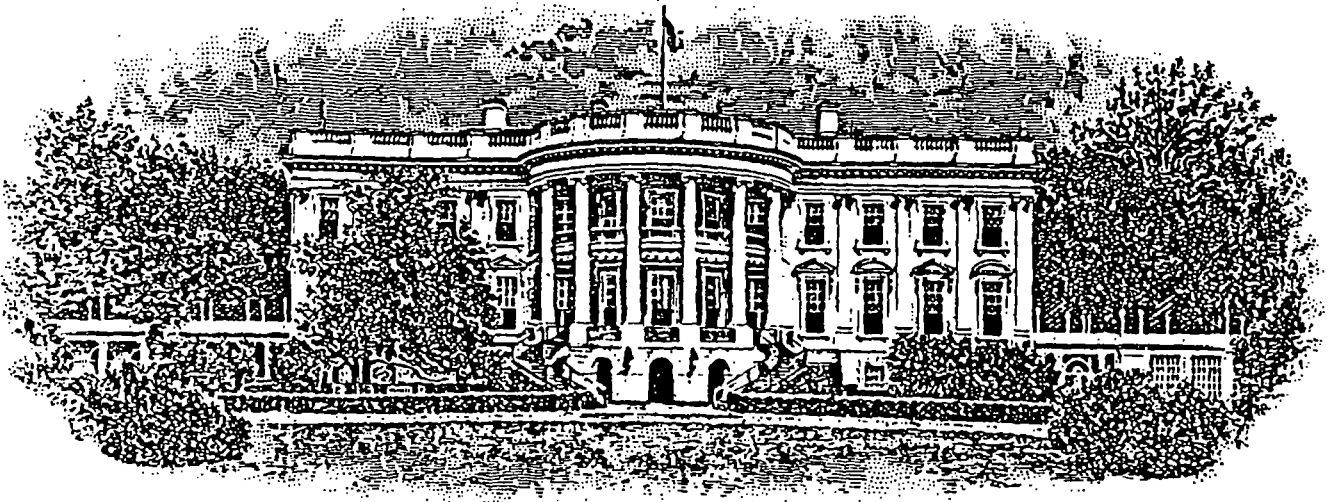
Sincerely yours,



William H. Kennedy III
Associate Counsel to the
President

whk/s

The White House



COUNSEL'S OFFICE

FACSIMILE TRANSMISSION COVER SHEET

TO: Carmen Gannotti

FAX NUMBER: 622-5165

TELEPHONE NUMBER: 622-6200

FROM: William N. Kennedy, III

TELEPHONE NUMBER: 202) 456-6229

PAGES (INCLUDING COVER): 2

COMMENTS: Please Review ASAP

Transmitted

3-26-93

approx.
12:30 P.M.

COPY
from ORM

THE WHITE HOUSE
WASHINGTON

DA CF 156

Date: 6.14.93

MEMORANDUM FOR: *BK*

FROM: CRAIG LIVINGSTONE
Director,
White House Security

SUBJECT: CIA REQUEST
(ATTACHED)

ANY THOUGHTS?

*I'd like to help her
out, but I don't have
physical space.*

ce

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
006a. memo	For Craig Livingstone. [CIA Act] (1 page)	06/08/1993	P3/b(3)

COLLECTION:

Clinton Presidential Records
Counsel Office

OA/Box Number: CF 670

FOLDER TITLE:

June 21, 1996 - Non-Responsive: ORM Non-Responsive [1]

2006-1066-F

vz3540

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Freedom of Information Act - [5 U.S.C. 552(b)]

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Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
006b. resume	[CIA Act] (3 pages)	06/08/1993	P3/b(3)

COLLECTION:

Clinton Presidential Records
Counsel Office

OA/Box Number: CF 670

FOLDER TITLE:

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vz3540

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A N N O U N C I N G

**WOMEN'S EXECUTIVE LEADERSHIP
PROGRAM**
FOR FISCAL YEAR 1993



United States
Office of
Personnel
Management

Human
Resources
Development
Group

Office of
Executive and
Management
Development

WEL-01
November 1992

FY93 Women's Executive Leadership Program

The Women's Executive Leadership (WEL) Program is a developmental program that provides leadership training and development opportunities for high-potential Federal employees preparing them for future positions as supervisors and managers.

Designed for GS-11 and GS-12 (or salary compatible) non-supervisory women and men or new supervisors with less than one year's supervisory experience during their Federal Government careers, the Women's Executive Leadership Program is tailored to the participant's own developmental needs focusing on those competencies and effectiveness characteristics needed to be a successful supervisor or manager.

Under the direction of the U. S. Office of Personnel Management's Office of Executive and Management Development, the WEL Program is to be completed in twelve months. The WEL Program is open to regional as well as central office employees, but some of the required training will take place in the Washington, DC, metropolitan area and surrounding residential training sites. The Women's Executive Leadership Program may also conduct some of the training sessions in other locations across the United States. This information will be provided to the participants during the Orientation Session.

Program Components

The Women's Executive Leadership Program components outlined below, provide formal and informal training and development experiences that require participants to be away from their positions for approximately five months during the WEL Program year. **Completion of these components is mandatory.** Additional work time is needed for negotiating some of these activities and for meeting certain other requirements that can only be accomplished back on the job. Each potential nominee and first-line supervisor should carefully consider these requirements before proceeding with a Nomination Package.

Orientation Session

A one-week Orientation Session will be held at a residential training site to establish a working relationship among the participants, Agency Program Coordinators, and the WEL Program staff. Program requirements, policies, expectations, and opportunities will be outlined during this Orientation Session.

Individual Needs Assessment

Prior to the Orientation Session each participant will complete a management assessment instrument (Peer Relations Survey) to assess her/his level of managerial skills. Participants will take the Myers-Briggs Type Inventory (MBTI) during the Orientation Session. Results of these assessments will be discussed during the Core I Training Session.

Individual Development Plan (IDP)

Each participant will design an Individual Development Plan (IDP) as the "blueprint" for her/his developmental program. The WEL Program will provide an IDP format that will include provisions for defining and meeting specific career development objectives. The WEL Program staff will provide individualized counseling to each participant in designing her/his IDP. Preparation of the IDP is coordinated with the first-line supervisor and the Agency Program Coordinator.

Core I and II Training Sessions

The Core I Training Session is a five-day residential training program that emphasizes the roles and responsibilities of supervisors/managers and discusses the participants' needs assessments in relation to these roles and responsibilities. Participants receive their assessment results and formulate their IDP's during this training session.

The Core II Training Session is a residential, two-week course of management training based on the management development needs of the class as a whole.

The Core I and Core II Training Sessions will be conducted at residential training sites in close proximity to the Washington, DC, metropolitan area as well as possibly being conducted at regional training sites.

Developmental Work Assignments

Each participant will complete, at a minimum, one 30-day and one 60-day developmental assignment, counted as either calendar or work days, outside of their current position to provide breadth of work experience. Participants will physically be away from their current jobs for these developmental assignments.



Focus Group Activity

During the Orientation Session participants will be assigned to Focus Groups, designed to encourage the strengthening of leadership and interpersonal skills, to stimulate commitment to personal development, and to provide a forum for exploring and addressing current issues facing supervisors and managers in the Federal workplace. The Focus Group will design and deliver a three-hour presentation for their entire class during a session conducted at a residential training site or at regional training sites.

Shadowing Assignment

Each participant will complete a one-week assignment to gain exposure to managerial duties, responsibilities, and approaches by "shadowing" a Federal manager at the GS/GM-13 level or above.

Executive Interviews

Participants will interview three Federal officials, including a member of the Senior Executive Service (SES) and a female manager. Like the two developmental work assignments and the shadowing week, these Executive Interviews provide participants with exposure and visibility at the highest levels of management and also provide opportunities to gain critical information for long-term career planning and development.

Management Readings

Participants are required to read three books on management issues. They will be provided with a Management Reading List at the Orientation Session.

Program Impact Paper

As a finale to the Women's Executive Leadership Program, each participant will prepare a paper addressing the impact of the year's experiences on their career plans and objectives and insights gained in meeting each of the Women's Executive Leadership Program objectives. The Program Impact Paper will be submitted both to the participant's first-line supervisor and the WEL Program office.

Program Close-Out and Graduation Ceremony

A five-day Close-Out Session will be held at the end of the WEL Program year. The two-day Congressional Briefing will provide the WEL Program participants with an overview of Congressional operations. The two-day Transitioning Workshop will give the participants an opportunity to evaluate the Program and transition them into the next phase of their careers. Supervisors, Agency Program Coordinators, and participants' guests are invited to attend the one-day Graduation Ceremony.

Accommodations for Physically Challenged Participants

With adequate notice, the Women's Executive Leadership Program can accommodate physically challenged employees attending residential training. We will not, however, pay the cost for special services such as interpreters and readers. Agencies are authorized to pay for the costs of these special services [Ref.: FPM Chapter 420-A-S(9)].

Agency Program Coordinator

Each department or agency represented in the Women's Executive Leadership Program will appoint an individual to coordinate its WEL Program responsibilities and to ensure that associated administrative tasks are carried out. The individual should be someone with responsibility for supervisory/managerial development or training within the agency. As part of her/his responsibility, the Agency Program Coordinator will maintain a record of participant developmental activities and serve as liaison with the WEL Program office. The name, title, full agency address, and telephone number of the designated Program Coordinator must be included in the Nomination Package.

Information

For more information, please contact the Director, Women's Executive Leadership Program, on 202/632-5109.



Participant Qualifications

The Women's Executive Leadership Program is open to full-time, permanent Federal employees, women and men, at the GS-11 and GS-12 levels or salary compatible (for example, Wage Grade or Foreign Service). The Program is designed for both nonsupervisors and new supervisors with less than one year's supervisory experience during their entire Federal careers. Individuals should be nominated based on their supervisory and management potential and motivation to participate fully in and complete all of the assignments of the year-long WEL Program.

Program Entry Date

The Women's Executive Leadership Program Orientation Session is scheduled for the Summer of 1993 at a residential training site. Selectees will be notified of the location and time of the activity. The FY93 Women's Executive Leadership Program will end in the Summer of 1994.

Cost

Tuition is \$3350.00 per person for the year-long Women's Executive Leadership Program. Payment should be made to the U.S. Office of Personnel Management using the SF-182 or other approved agency training form. The tuition payment does not cover travel or per diem costs. The travel, food, and lodging costs for the Orientation Session, Core I Training Session, Core II Training Session, Focus Group Presentation, Congressional Briefing, Transitioning Workshop and the Graduation Ceremony are the responsibility of the employing agency. Reservations will be made for participants by the Women's Executive Leadership Program office, and food and lodging costs will be at or below per diem rates for the area where the residential training events will be conducted.

Nomination Procedure

Nominations for the Women's Executive Leadership Program should be sent by the appropriate agency official to:

US Office of Personnel Management
Office of Executive and Management Development
Long-Term Development Programs
Women's Executive Leadership Program
PO Box 164 Room 308
Washington, DC 20044

The Nomination Package should include the following:

- ❖ A completed SF-182 or approved agency training form with all the necessary agency approvals and signatures completed.
- ❖ An updated SF-171 signed and dated by the applicant in ink.
- ❖ The name, title, complete agency address, and work telephone number of the first-line supervisor.
- ❖ The name, title, complete agency address, and work telephone number of the Agency Nominating Official.
- ❖ The name, title, complete agency address, and work telephone number of the Agency Program Coordinator.
- ❖ A statement assessing the applicant's potential for supervisory/managerial work to be submitted by either the first-line supervisor or the Agency Nominating Official.

Nomination packages including all of the information listed above must be received by the Women's Executive Leadership Program office no later than Friday, March 19, 1993. Nomination Packages will NOT be accepted after the March 19th deadline date. The Women's Executive Leadership Program office will notify Agency Nominating Officials and first-line supervisors in writing of final selections in April, 1993. Participants will be notified of their selection in writing in May, 1993.



WOMEN'S EXECUTIVE LEADERSHIP PROGRAM OBJECTIVES

The objectives of the Women's Executive Leadership Program are --

- To encourage Federal departments and agencies to prepare talented employees for managerial positions at an earlier stage of their careers.
- To provide training and developmental experiences needed by supervisors, managers, and executives for successful job performance.
- To provide participants an opportunity to assess their potential and interest in careers as future supervisors, managers, and executives, and to provide the kinds of job-relevant knowledges, skills, and abilities that will enhance their success.
- To provide participants with a broad overview of careers in which their specialty exists or where they would like to receive experience.
- To provide participants with an opportunity to observe supervisors, managers, and executives as role models in the work setting.

HOST SUPERVISOR'S ROLES AND RESPONSIBILITIES

The host supervisor is the supervisor-of-record for the Women's Executive Leadership Program on the 30-day and 60-day developmental assignments. The roles and responsibilities for the host supervisor include the following --

- Meet with the Women's Executive Leadership Program participant before the developmental assignment begins to discuss your expectations, clarification of duties, and supervisory requirements. Also use this meeting with the WEL Program participant to discuss time and attendance expectations, the organizational/office culture, lines of communication, and chains of command.
- With the assistance of the WEL Program participant, complete the developmental assignment contract one week before the participant begins the assignment in your office.
- Introduce the WEL Program participant to other members of your staff that she/he will come in contact with.
- Provide the WEL Program participant with suitable working space with equipment needed to complete the developmental assignment.
- Meet with the WEL Program participant on a regular basis (suggestion: once a week) to provide feedback on progress of developmental assignment based on what was negotiated in the developmental assignment contract.
- Allow the WEL Program participant to attend any meetings that are not confidential in nature, as well as conferences, Congressional Briefings, or training pertaining to the developmental assignment the WEL Program participant is completing.
- Complete the developmental assignment evaluation form within one week after assignment is completed by WEL Program participant.

Security Matters (Badges

1993

C O P Y
from ORM

OA 5184

THE WHITE HOUSE

WASHINGTON

May 7, 1993

MEMORANDUM FOR CRAIG LIVINGSTONE

FROM:

MARK HUNKER



SUBJECT:

Aram Kailian

The request for removal of Aram Kailian's photo Id on May 5, 1993 was done for the following reasons:

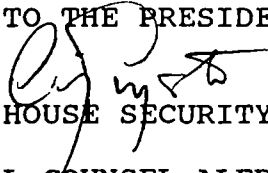
- o He was issued an "E" pass, though he was never an employee.
- o He began to show up again without the proper clearance of Bruce Lindsey and the Deputy Director's of PPO.
- o We are trying to limit and track the number of volunteers and employees in our department.

THE WHITE HOUSE

WASHINGTON

April 30, 1993

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

FROM: CRAIG LIVINGSTONE 
DIRECTOR OF WHITE HOUSE SECURITY

SUBJECT: RESPONSE TO SPECIAL COUNSEL ALERT

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

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

Please advise .

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
007. memo	For William Kennedy from Craig Livingstone. Subject: Security Clearances. [partial] (1 page)	04/15/1993	b(6)

COLLECTION:

Clinton Presidential Records
Counsel Office

OA/Box Number: CF 670

FOLDER TITLE:

June 21, 1996 - Non-Responsive: ORM Non-Responsive [1]

2006-1066-F

vz3540

RESTRICTION CODES

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C. Closed in accordance with restrictions contained in donor's deed of gift.

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RR. Document will be reviewed upon request.

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THE WHITE HOUSE

WASHINGTON

Date: 15 APRIL 1993

MEMORANDUM FOR: WM. KENNEDY, III

FROM: CRAIG LIVINGSTONE
Director,
White House Security

SUBJECT: SECURITY CLEARANCES
PRESIDENTIAL FACULTY FELLOWS

ALL FILES ARE FREE OF DEROGATORY INFORMATION WITH THE EXCEPTION OF:

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

[007]

BOTH OF THESE ~~INDIVIDUALS~~ HAVE CRIMINAL
CONVICTIONS. PLEASE SEE ATTACHED FILES.

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
008. note	[partial of unknown document] [partial] (1 page)	04/12/1993	b(6)

COLLECTION:

Clinton Presidential Records
Counsel Office

OA/Box Number: CF 670

FOLDER TITLE:

June 21, 1996 - Non-Responsive: ORM Non-Responsive [1]

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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]

contact "...any executive branch agency with respect to any pending...investigative matter..." Even though OSC is not on the list of agencies in the memo, the restriction is clear on its face.

Even if (b)(6) did not intend to intervene in some illegal way, OSC staff sees his action as an unwarranted intervention. GAO investigates the OSC from time to time to collect its documents to see what, if any, executive agency contacts it has had about pending investigations. Bob Lheureux said the current memo would cause problems in such a situation. [008]

I think that (b)(6) needs to be counseled on this situation so that we can review our policy with him and allow him to have his say. Since many of the prohibited personnel practices complaints could focus on the Office of Personnel, we might need to discuss the matter with Mr. Lindsey so he can remind his staff that they need to talk to the Counsel's Office before initiating any actions on such complaints.

If I can help, let me know.

cc: Beth & Bill

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
009. memo	For William Kennedy from Thomas Renaghan, Jr. [partial] (1 page)	06/10/1993	b(7)(C), b(6)

COLLECTION:

Clinton Presidential Records
Counsel Office

OA/Box Number: CF 670

FOLDER TITLE:

June 21, 1996 - Non-Responsive: ORM Non-Responsive [1]

2006-1066-F

vz3540

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]
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- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

Memorandum



To : WILLIAM KENNEDY

Date 6/10/93

From : SUPERVISORY SPECIAL AGENT THOMAS C. RENAGHAN, JR.
SQUAD A-1

Subject: REQUEST FOR A PERMANENT WHITE HOUSE PASS

Due to the transition of the current administration and the heavy caseload of background investigations, the FBI requests a permanent White House pass to be assigned to Special Agent (b)(7)c
(b)(7)c, (b)(6) has been temporarily assigned for the last three (3) months to the White House.

[009]

Thank you for your attention in this matter.

Permanent?

room 136

6.14.93

BK:

*I spoke with G. Aldridge
today — it is not necessary
to issue a permanent pass —
we'll extend it (temporary) *ca**

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
010. form	Personally Identifiable Information [partial] (1 page)	05/13/1993	b(6)

COLLECTION:

Clinton Presidential Records
Counsel Office

OA/Box Number: CF 670

FOLDER TITLE:

June 21, 1996 - Non-Responsive: ORM Non-Responsive [1]

2006-1066-F

vz3540

RESTRICTION CODES

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

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THE WHITE HOUSE
WASHINGTON

COPY

SECURITY INFRACTION WARNING

DATE: 5.13.93

NAME: _____

(b)(6)

SS# _____

DATE OF OCCURANCE: 5.12.93

OFFICE: FIRST LADY COURTS.

INFRACTION: USING STAFF PERSON NAME
TO ACCESS VOLUNTEER

COMMENTS: _____

(b)(6)

UNDERSTANDS NOT

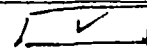
TO DO THIS AGAIN. THAT IT WILL
CONCLUDE EMPLOYMENT UPON
REOCCURANCE.

[010]

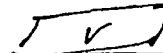
RESULTS: _____

NOTIFY SUPERVISOR

5.13.93



NOTIFY PASS & ID



CC: COUNSEL



I understand the above to be an accurate representation of the facts.

Signed by _____

(b)(6)

Date: 5-13-93

Witnessed by: _____

(b)(6)

Date: 5-13-93

THE WHITE HOUSE

WASHINGTON

March 17, 1993

Mr. Joseph P. Mirabile
Chief, Security Branch
Directorate of Intelligence

Dear Mr. Mirabile:

This letter is to acknowledge your request for assistance regarding OEOB access for Mr. Karen Morr.

I confirmed Ms. Morr's briefing status with Mr. Bowman Cutter's staff.

I have advised U.S. Secret Service that Ms. Morr is to have OEOB access effective March 19, 1993, for a period of 90 days.

I look forward to meeting with you and your staff in the near future.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Craig Livingstone', with a stylized flourish at the end.

Craig Livingstone,
Director, Office of White House Security

cc: Mr. William Kennedy, Associate Counsel

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
011a. memo	For William Kennedy from Craig Livingstone. Subject: Volunteer. (1 page)	03/24/1993	b(6)

COLLECTION:

Clinton Presidential Records
Counsel Office

OA/Box Number: CF 670

FOLDER TITLE:

June 21, 1996 - Non-Responsive: ORM Non-Responsive [1]

2006-1066-F

vz3540

RESTRICTION CODES

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

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RR. Document will be reviewed upon request.

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Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
011b. form	Supplemental Information Sheet for Personnel Action (WHP-2). (1 page)	02/11/1993	b(6)

COLLECTION:

Clinton Presidential Records
Counsel Office

OA/Box Number: CF 670

FOLDER TITLE:

June 21, 1996 - Non-Responsive: ORM Non-Responsive [1]

2006-1066-F

vz3540

RESTRICTION CODES

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

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THE WHITE HOUSE

WASHINGTON

MEMORANDUM

TO: DAVID WATKINS
ASSISTANT TO THE PRESIDENT
FOR MANAGEMENT AND ADMINISTRATION

FROM: WILLIAM H. KENNEDY III *WHK*
ASSOCIATE COUNSEL TO THE PRESIDENT

RE: WHITE HOUSE SECURITY OFFICE

DATE: MARCH 30, 1993

Confusion arises constantly because of the title of the White House Security Office ("WHSO"). Phone calls which should otherwise go to the FBI, the Secret Service, the CIA and other agencies involved with security issues come to the WHSO because of confusion surrounding what it is and does.

Accordingly, I propose to rename WHSO the "White House Personnel Security Office" as soon as possible. The cost to do so should be negligible.

Realizing that in the grand scheme of things, this is trivial, please let me know if there are problems with this proposal. I will be glad to answer any questions you may have. Thank you for your assistance.

whk/s

cc: Craig Livingstone
Director, WHSO

C O P Y
from ORM

OA CF 93

THE WHITE HOUSE
WASHINGTON

DATE: 1-14-94

TO: John D.

FROM: DAVID WATKINS
Assistant to the President for
Management and Administration

Respond ~~that~~
by phone to Craig
that we concur
with Martha's Request.

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
012. memo	Personally Identifiable Information [partial] (1 page)	01/13/1994	b(6)

COLLECTION:

Clinton Presidential Records
Counsel Office

OA/Box Number: CF 670

FOLDER TITLE:

June 21, 1996 - Non-Responsive: ORM Non-Responsive [1]

2006-1066-F
vz3540

RESTRICTION CODES

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RR. Document will be reviewed upon request.

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THE WHITE HOUSE
WASHINGTON

January 13, 1994

MEMORANDUM FOR DAVID WATKINS

FROM: MARCIA HALE *MHA*

RE: BLUE PASS FOR RICHARD LAWTON JORDAN, III

I would like to request a blue volunteer hard pass for Richard Lawton Jordan, III. Since Keith Mason does not have a paid assistant, Lawton is serving in this role. Obviously, with our small staff, a blue hard pass for Lawton is very crucial to our staff's efficiency and effectiveness. His security information is as follows:

Richard Lawton Jordan, III

dob:

ss:

(b)(6)

[012]

Thank you for your assistance.

cc: Craig Livingstone
Keith Mason

*Sir,
Mary (with security) has this for action and will
keep Marcia posted on progress.
Craig is out until Jan 24.
I will follow-up again in several days.*

*John
1-14-94
KD/MS
④*

THE WHITE HOUSE
WASHINGTON

March 14, 1994

COPY
from ORM
OACF 93

MEMORANDUM FOR ALL EXECUTIVE OFFICE OF THE PRESIDENT STAFF

FROM: MACK McLARTY
CHIEF OF STAFF



SUBJECT: Completion of All Employment and Security Paperwork

All staff who have joined the payroll of an EOP agency prior to March 1, 1994, should have completed their employment and security related paperwork, including the SF 86 -- Questionnaire for Sensitive Positions.

Any staff who have not completed the required paperwork have until this Friday, March 18, 1994, to complete and return all paperwork to the appropriate security or personnel office; White House staff should return their paperwork to the White House Office of Personnel Security, OEOB Room 84.

All staff who joined the EOP payroll between March 1 and March 14, 1994, have until March 31, 1994 to complete and return the required forms.

Effective immediately, all new staff have 30 days from their effective appointment date to complete all necessary paperwork.

No excuses from any level of personnel will be accepted; personnel who fail to comply will be separated from payroll on unpaid leave status.

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
013. memo	Personally Identifiable Information [partial] (1 page)	11/06/1993	b(6)

COLLECTION:

Clinton Presidential Records
Counsel Office

OA/Box Number: CF 670

FOLDER TITLE:

June 21, 1996 - Non-Responsive: ORM Non-Responsive [1]

2006-1066-F

vz3540

RESTRICTION CODES

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- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

THE WHITE HOUSE
WASHINGTON

November 6, 1993

COPY
from ORM
OA CF 93

MEMORANDUM FOR ALICE HONEA

CC: CRAIG LIVINGSTONE
FROM: MARK GEARAN *My*
SUBJECT: Clearance for a New Hire

I would like to request that Richard Siewert be given a Blue pass so that he may have access to the west wing. Richard is a new hire in the communications/research department and will be here on a full time basis. Richard is in the process of filling out his paper work at this time. I am aware that it may be a couple of weeks before he receives a hard pass, so in the interim I would like to request that he be put on the Temporary Pass List. This new hire will begin work on Monday, November 8, 1993.

Thank you for all your help, If you have any questions please call Chad Griffin in my office.

[013]

Richard L. Siewert, Jr.

DOB:

SS#

Document Tracking System

OFFICE OF MANAGEMENT & ADMINISTRATION

Control Number: 18

File Number:

Subject File: WHITE HOUSE ACCESS/BADGES

DOCUMENT PROFILE

COPY

from ORM

OA CF 93

Date: 06/08/93

To: DAVID WATKINS

From: JACK GIBBONS

Description: REQUEST FOR BLUE BADGE FOR CHRISTOPHER CLARY

ACTION

Date: 06/08/93

Assigned To:

Division:

Action Required: Prepare Response

Signature Level: DAVID WATKINS

Due Date: 06/10/93

Copies Sent To:

Comments: Prepare memo to Gibbons telling him what to do. Send copies to Gibbons, File, and Security Office. SEE ATTACHED MEMO FOR RESPONSE.

THE WHITE HOUSE
Document Tracking System
WASHINGTON

WAI ACC 93

OFFICE OF MANAGEMENT & ADMINISTRATION

Control Number: 18

File Number:

Subject File:

DOCUMENT PROFILE

Date: 06/08/93

To: DAVID WATKINS

From: JACK GIBBONS

Description: REQUEST FOR BLUE BADGE FOR CHRISTOPHER CLARY

ACTION

Date: 06/08/93

Assigned To: BONNIE BERRY

Division:

Action Required: Prepare Response

Signature Level: DAVID WATKINS

Due Date: 06/10/93

Copies Sent To:

Comments: Prepare memo to Gibbons telling him what to do. Send copies to Gibbons, File, and Security Office. SEE ATTACHED MEMO FOR RESPONSE.

THE WHITE HOUSE

WASHINGTON

June 10, 1993

MEMORANDUM FOR JACK GIBBONS
ASSISTANT TO THE PRESIDENT FOR
SCIENCE AND TECHNOLOGY

FROM: BONNIE BERRY
MANAGEMENT AND ADMINISTRATION

RE: BLUE BADGE APPROVAL

Your request for a blue badge for your employee, Christopher N. Clary has been approved. Mr. Clary needs to send a completed White House Office Supplemental Information Sheet signed by you to my attention.

I will approve the request and send over to White House Security for processing. As I understand he is beginning his position on June 21, he should fill out the form on his start date and send it to my attention. I will expedite the request.

If there are any questions, please feel free to call me at ext. 2861.

THE WHITE HOUSE
WASHINGTON

93 JUN 8 P1:44

June 7, 1993

MEMORANDUM FOR DAVID WATKINS
ASSISTANT TO THE PRESIDENT FOR
ADMINISTRATION AND MANAGEMENT

FROM: JACK GIBBONS 
ASSISTANT TO THE PRESIDENT FOR
SCIENCE AND TECHNOLOGY

SUBJECT: REQUEST FOR BLUE BADGE

My Executive Assistant, Damar Hawkins, who is a blue badge holder, will be leaving OSTP and plans on checking out of the complex on June 9, 1993. Many of her duties, specifically those duties associated with Presidential scheduling and carrying documents to the Staff Secretary, will be taken over by a new OSTP employee, Christopher N. Clary. I am asking that you authorize Mr. Clary, who will be officially on OSTP's payroll as of June 21, a blue badge as he will need frequent access to the West Wing.

I appreciate your consideration of this request.