

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 [2]

Staff Office-Individual:

Counsel's Office

Original OA/ID Number:

CF 670

Row:	Section:	Shelf:	Position:	Stack:
18	2	1	2	v

Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. memo	For David Watkins from Nancy Soderberg. [partial] (1 page)	06/08/1993	b(6)
002. memo	Personally Identifiable Information [partial] (1 page)	06/10/1993	b(6)
003. memo	Personally Identifiable Information [partial] (1 page)	05/26/1993	b(6)
004. memo	Personally Identifiable Information [partial] (1 page)	06/07/1993	b(6)
005. memo	Personally Identifiable Information [partial] (1 page)	05/28/1993	b(6)

COLLECTION:

Clinton Presidential Records
Counsel Office

OA/Box Number: CF 670

FOLDER TITLE:

June 21, 1996 - Non-Responsive: ORM Non-Responsive [2]

2006-1066-F

vz3541

RESTRICTION CODES

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

- P1 National Security Classified Information [(a)(1) of the PRA]
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C. Closed in accordance with restrictions contained in donor's deed of gift.

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

RR. Document will be reviewed upon request.

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(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]

Document Tracking System
OFFICE OF MANAGEMENT & ADMINISTRATION

Control Number: 1810

File Number:

Subject File: WHITE HOUSE ACCESS/BADGES

DOCUMENT PROFILE

Date: 07/08/93

To: Patsy Thomasson

From: Linda McLaughlin

Description: W pass information

COPY
from ORM
OACF 93

ACTION

Date:

Assigned To:

Division:

Action Required:

Signature Level:

Due Date:

Copies Sent To:

Comments:

EXECUTIVE OFFICE OF THE PRESIDENT

08-Jul-1993 04:10pm

TO: Patsy L. Thomasson
FROM: Linda J. McLaughlin
Economic and Domestic Policy
SUBJECT: W pass information

Patsy, one more question about W Wing access as opposed to blue passes --

If someone is on the West Wing Access List, are they able to clear in through WAVES people attending a meeting in the West Wing?

Thanks, Patsy, for your help earlier. It would be wonderful eventually (and I underscore the word eventually, given the many pressures on everyone!) to have an administrative procedures manual which lays out these policies and answers questions like this so that everyone operates from the same would think it would be enormously helpful : changing of the guard.

In any event, your prompt response was most appreciated.

Linda



THE WHITE HOUSE
WASHINGTON

*Craig -
What is the
answer to
Linda's "?"*

Thanks -

Patsy

EXECUTIVE OFFICE OF THE PRESIDENT

08-Jul-1993 04:10pm

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FROM: Linda J. McLaughlin
Economic and Domestic Policy
SUBJECT: W pass information

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In any event, your prompt response was most helpful and appreciated.

Linda

Document Tracking System

OFFICE OF MANAGEMENT & ADMINISTRATION

Control Number: 884

File Number:

Subject File: WAVES

DOCUMENT PROFILE

COPY
from ORM
0ACF93

Date: 07/10/93

To: Brian Foucart

From: Patsy Thomasson

Description: Waving people into the complex.

ACTION

Date:

Assigned To:

Division:

Action Required:

Signature Level:

Due Date:

Copies Sent To:

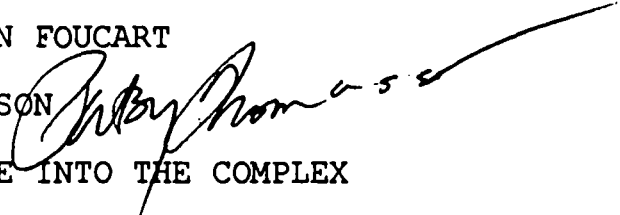
Comments:

THE WHITE HOUSE

WASHINGTON

July 10, 1993

MEMORANDUM FOR BRIAN FOUCART

FROM: PATSY THOMASSON 

RE: WAVING PEOPLE INTO THE COMPLEX

Does the new White House Procedures Manual address the following issue:

May someone who has White House access (not a blue pass, but someone who presents himself at the Secret Service desk in the lower West Wing and is given a "W" pass) clear someone in for an appointment in the White House?

If not, I think we should make it clear.

cc: Craig Livingstone

Document Tracking System

OFFICE OF MANAGEMENT & ADMINISTRATION

Control Number: 62

File Number:

Subject File: REQUESTS

DOCUMENT PROFILE

COPY
from ORM
DA CF 37

Date: 06/08/93

To: DAVID WATKINS

From: NANCY E. SODERBERG

Description: White House Pass for Mr. Richard Schifter

ACTION

Date: 06/11/93

Assigned To:

Division:

Action Required: PLEASE HANDLE

Signature Level:

Due Date: 06/14/93

Copies Sent To: William H. Itoh, D. Craig Livingstone, Patricia Nelson

Comments: REQUEST HAS BEEN SENT TO WHITE HOUSE SECURITY. WILL BE
READY FOR PICK-UP ON JUNE 16, 1993.

Withdrawal/Redaction Marker

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NATIONAL SECURITY COUNCIL

WASHINGTON, D.C. 20506

June 8, 1993

93 JUN 8 P7:24

MEMORANDUM FOR DAVID WATKINS

FROM: NANCY E. SODERBERG ^N

SUBJECT: White House Pass

As we discussed in our meeting yesterday, I would appreciate it if you could authorize the issuance of a White House Pass to Mr. Richard Schifter effective June 10, 1993.

Mr. Schifter will be joining the NSC Staff as a Special Assistant to the President and Counselor effective August 9, 1993. Although his effective start date is August 9, for payroll purposes, Mr. Schifter needs access to the White House prior to this date to read-in and to begin working on issues of high priority to the National Security Council.

Mr. Schifter has a current (b)(6) clearance based on a background investigation of March 31, 1993 by the State Department. [001]

CC: William H. Itoh
D. Craig Livingstone
Patricia Nelson

Document Tracking System

OFFICE OF MANAGEMENT & ADMINISTRATION

Control Number: 83

File Number:

Subject File: PERSONNEL - STAFF REDUCTION & REORG

DOCUMENT PROFILE

Date: 06/02/93

To: DAVID WATKINS

From: MARSHA SCOTT

COPY
from ORM
0A CF37

Description: Blue Badge for Ellen Bloom

ACTION

Date: 06/03/93

Assigned To: CRAIG LIVINGSTONE

Division: WHS

Action Required: REVIEW AND MAKE RECOMMENDATION

Signature Level:

Due Date: 06/15/93

Copies Sent To: Copy forwarded to PATSY THOMASSON

Comments: Call me and give me your thoughts on how to handle. Ellen Bloom recieved a Blue Badge.

THE WHITE HOUSE
WASHINGTON

DATE: 6-2-93

TO: Patsy

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

Please Advise
"BW" of how
to handle this

Kelly — 6/3/93
Call Craig Livingstone
I fax him a copy of
the attached
Sent to Patsy
Craig 6/3

THE WHITE HOUSE

WASHINGTON

93 JUN 2 11:47

June 2, 1993

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

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

FROM: JAMIE WILLIAMS
DIRECTOR, PRESIDENTIAL INQUIRIES

SUBJECT: BLUE BADGE

With reorganization of part of the Correspondence Department, Mail Analysis, in Room 22, no longer has anyone on permanent staff who possesses a blue badge.

Since there will be 24 interns, in addition to the regular 20-30 volunteers who code mail, it would be helpful for Ellen Bloom to receive a blue badge. She is a supervisor, and this would allow her to escort volunteers and interns to the White House when there is opportunity for them to see the President when he leaves in the helicopter or for other such functions which will be occurring during their tenure here.

In addition, Ellen will be working closely with Jennifer Dudley on the White House Volunteer Incentive Program. Since staff is limited to the number of visitors, volunteers, and interns each may escort to the White House, it enables our department to accommodate more people. These visits to the White House have such a valuable public relations aspect, I recommend Ellen be given a blue badge.

Craig -
Call me &
give me your thoughts
on how to handle -
J. Williams
6/3/93

Document Tracking System
OFFICE OF MANAGEMENT & ADMINISTRATION

Control Number: 1483

File Number:

Subject File: PERSONNEL

DOCUMENT PROFILE

Date: 03/31/93

To: David Watkins

From: George Saunders

Description: Time and Attendance

COPY
from ORM
DA CF 37

ACTION

Date:

Assigned To:

Division:

Action Required:

Signature Level:

Due Date:

Copies Sent To:

Comments:

THE WHITE HOUSE

WASHINGTON

March 31, 1993

For David's Signature

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

FROM: GEORGE E. SAUNDERS *GES*

SUBJECT: TIME AND ATTENDANCE
GEORGE E. SAUNDERS
SECURITY CONSULTANT

Professional services were performed on the following dates:

3/1/93	4 hours
3/2/93	8 hours
3/3/93	8 hours
3/23/93	8 hours
3/24/93	8 hours
3/25/93	4 hours
3/29/93	8 hours
3/30/93	8 hours
3/31/93	8 hours

8 days

$\$175/\text{da} \times 8 = \$1,400^{00}$

APPROVED FOR PAYMENT

18/

D. Watkins

02*
175.*
8.*
1,400.*

THE WHITE HOUSE

WASHINGTON

April 28, 1993

MEMORANDUM FOR VINCE FOSTER
DEPUTY COUNSEL TO THE PRESIDENT

FROM: Frank Sobol

SUBJECT: Senate Request for Robert Sussman (EPA) FBI File 044502

12:45pm
C O P Y
from ORM

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

TREY SCHROEDER -
Duplicate

Already
produced.

David Fox
Trey Schroeder
Please take a look
and ask me
about this
JD

THE WHITE HOUSE

(SECOND REVISION)

WASHINGTON

July 07, 1993

MEMORANDUM FOR: WILLIAM H. KENNEDY III
THRU: CRAIG LIVINGSTONE
FROM: NANCY GEMMELL
SUBJECT: Requests for Release or Review
of Background Investigations

Following are the basic guidelines previously used when considering release or review of background investigations to another government agency or department:

-Re Presidential Appointees:

A presidential appointee (PAS) must be confirmed by the Senate and appointed by the President before the background investigation is made available for REVIEW ONLY to the appropriate government agency or department. EXCEPTIONS: BI is releasible to State Department and to Justice thru the FBI. Please note TAB A.

A presidential appointee (PA) must be appointed by the President before the background investigation is made available for REVIEW ONLY to the appropriate government agency or department. EXCEPTIONS: BI is releasible to State Department and to Justice thru the FBI. Please note TAB A.

If a presidential nominee is already working in the position for which he has been nominated and requires security clearances to be granted to perform his work, Counsel considers the merits of each request for early review of background investigation on a case by case basis.

-Re Staff Applicants:

If a White House staff member is detailed to the White House from another government agency or department, the staff member's file must totally be completed before review is allowed. Example: The background investigation must be complete and adjudicated by counsel if necessary; the IRS investigation complete and any problems addressed to satisfaction of counsel; and if applicable, financials must have been received and signed off by counsel. Even if the BI is complete, if other components are not, we do not consider the investigation ready for review.

To set an appointment for review, a letter must be received from the respective government agency or department officially requesting review of BI. At time of review, the reviewer must show his or her credentials and sign a security pledge provided by Counsel's Office.

If a staff member leaves the White House and goes to another government agency or department, once confirmation has been received that said staff member has departed and that said individual is not being considered for a presidential appointment, the individual's background investigation may be released to the appropriate government agency or department. The physical release of the background investigation is done by the FBI. A letter requesting the release of the BI is to be dispatched from the appropriate government agency to us.

Steps: 1) We receive letter from appropriate government agency or department requesting release of BI;

2) If BI is determined to be releasible; above mentioned letter is stamped,

~~AUTHORIZATION TO RELEASE~~
~~WHITE HOUSE SECURITY OFFICE~~
signed and forwarded to the FBI for handling;

3) When said BI is released by the FBI, the Bureau returns to us a copy of the letter we dispatched to them stating the date the information was released to said agency and exactly what material was released to them. Please note: We do not release material to another government agency or department if we do not have same material in our files.

-Exceptions:

At present if a staff member is detailed to us from the Department of State, his or her BI is releasible to State Department as long as detailee is on State Department payroll. This is a decision made previously by counsel.

Also, if a staff member is detailed to us from Department of Justice, again his or her BI has previously been releasible to Department of Justice.

Also, if an AT&T or C&P telephone company employee does some work at the Defense Department as well as here, since said employee is with private industry, BI has previously been made releasible to the Department of Defense on a case by case basis.

-Forms:

Attached are copies of two forms used to determine staff member's status:

- The first form is sent to USSS, Room 23 OEOb, to determine if individual is still a current pass-holder;
 - The second form is sent to the FBI Spin Unit to determine if individual has ever had a background investigation and, if so, was he or she processed as a presidential or staff case.
- [REDACTED]
- [REDACTED]
- [REDACTED] therefore, in the future it would not be necessary to send the attached form to the FBI once files are reestablished.
- When the information is returned from the USSS and from the FBI, and BI is deemed releasable the appropriate letter is dispatched to the FBI, retaining a suspense copy here for followup if necessary as well as documenting our files.
 - If it is determined that the BI is NOT releasible but for REVIEW ONLY, a call is made to the appropriate government agency or department scheduling the review.
 - If the BI is not yet ready for review, a call is made to the appropriate office advising said BI is not yet available for review but that a "flag" has been placed in the individual's file and that a followup call will be made when BI is available.

-Additional Possibilities:

- Requests received to review BIs for contact purposes (usually received from the CIA) are automatically referred to Counsel for decision.
- Also, requests received to review BIs of spouses in connection with investigation of subject are automatically referred to Counsel for decision.

Basic guideline that we have previously followed is that release or review of BI should be for clearance purposes for subject of the background investigation.

-New Requests:

As promised I have also attached the four new requests received for action. With the exception of Mr. Catlett, I would be happy to process the other three requests for you if you would like.

Thank you.

(Attachments:

-2 Forms

-4 Letters of Request)

NAME

PERM PASS HOLDER
(YES OR NO-Y OR N)

CURRENT OR DE--
ACTIVATED C OR D

NAME

TYPE AND DATE OF INVESTIGATION(S) PROCESSED AS STAFF S; 12
AS PRESIDENTIAL *P*

Withdrawal/Redaction Marker

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Counsel Office

OA/Box Number: CF 670

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May 28, 1993

Mr. Craig Livingstone
Director.
Office of White House Personnel Security
Room 84
White House
Washington, DC 20500

JUN 10 1993

Dear Sir:

The Department of Veterans Affairs, Security Office (53D1) request verification of investigative information for the below listed department employee, who occupies a Special Sensitive position:

CATLETT, DAVID MARK

SSN:

DOB:

POB:

(b)(6)

[002]

Correspondence in response to the above request should be mailed to:

Department of Veterans Affairs
Security Office (53D1)
810 Vermont Ave., NW
Washington, DC 20420

Questions concerning this matter should be addressed to Mrs. Cynthia Kates on (202) 233-3905/3164.

Thank you for your cooperation in this matter.


CYNTHIA F. KATES
Security Officer

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Office of
Personnel Management

Federal Investigations Processing Center
Boyers, Pennsylvania 16018

In Reply Refer To:

Your Ref:

May 26, 1993

case #93815946

Mr. David C. Livingstone
Special Assistant, Security
The White House
Old Executive Office Building, Room 84
Washington, DC 20500

JUN 1 1993

Dear Mr. Livingstone:

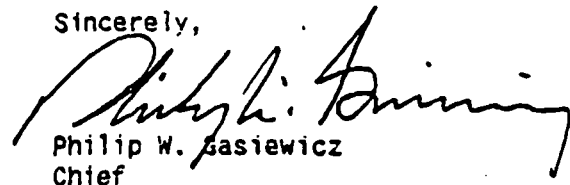
[003]

The Executive Office of the President has requested the Office of Personnel Management conduct an investigation under the provisions of Executive Order 10450, on HARRISON, Patricia De Stacy, AKA(s): SPAIN, E STACY, Patricia, SSN: (b)(6) born (b)(6) The subject has been appointed to a Private Sector Advisor position with the aforementioned office.

We have been advised by the Federal Bureau of Investigation the results of an applicant-type investigation, conducted in 1990, concerning Ms. Harrison were furnished to the White House.

It will be appreciated if you will send me a copy of the investigation, or let us know if you decide the information should not be released.

Sincerely,


Philip W. Gasiewicz
Chief

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- 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]



**Office of
Personnel Management**

**Federal Investigations Processing Center
Boyers, Pennsylvania 16018**

In Reply Refer To:

Your Refers

June 7, 1993

case #93818424

Mr. David C. Livingstone
Special Assistant, Security
The White House
Old Executive Office Building, Room 84
Washington, DC 20500

[004]

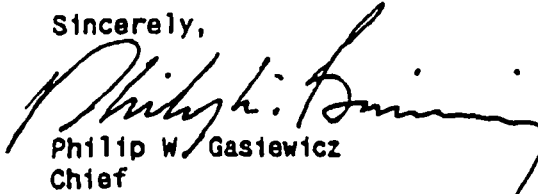
Dear Mr. Livingstone:

The Executive Office of the President has requested the Office of Personnel Management conduct an investigation under the provisions of Executive Order 10450, on LEWIS, Andrew Lindsay Jr. AKA(e). LEWIS, Drew, SSN: (b)(6) born (b)(6). The subject has been appointed to a Private Sector Advisor position with the aforementioned office.

We have been advised by the Federal Bureau of Investigation the results of an applicant-type investigation, conducted in 1981 & 1989, concerning Mr. Lewis were furnished to the White House.

It will be appreciated if you will send me a copy of the investigation, or let us know if you decide the information should not be released.

Sincerely,


Philip W. Gasiewicz
Chief

RECEIVED
OFFICE OF PERSONNEL
MANAGEMENT

JUN 11 1993

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
005. memo	Personally Identifiable Information [partial] (1 page)	05/28/1993	b(6)

COLLECTION:

Clinton Presidential Records
Counsel Office

OA/Box Number: CF 670

FOLDER TITLE:

June 21, 1996 - Non-Responsive: ORM Non-Responsive [2]

2006-1066-F
vz3541

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]



**Office of
Personnel Management**

**Federal Investigations Processing Center
Boyers, Pennsylvania 16018**

In Reply Refer To:

Your Ref:

May 28, 1993

case #93090205

Mr. David C. Livingstone
Special Assistant, Security
The White House
Old Executive Office Building, Room 34
Washington, DC 20500

Dear Mr. Livingstone:

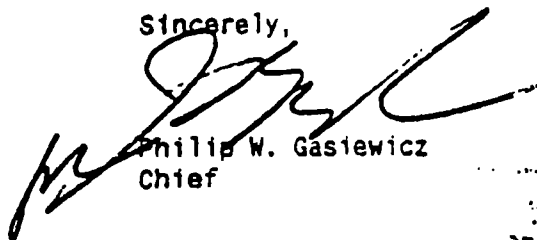
[005]

The US Department of Commerce has requested the Office of Personnel Management conduct an investigation under the provisions of Executive Order 12812. LONDON, Eric Damon, SSN: (b)(6) born (b)(6). The subject is an applicant being considered for a Special Assistant position with the aforementioned agency.

We have been advised by the Federal Bureau of Investigation the results of an applicant-type investigation, conducted in 1993, concerning LONDON, Eric Damon were furnished to the White House.

It will be appreciated if you will send me a copy of the investigation, or let us know if you decide the information should not be released.

Sincerely,



Philip W. Gasiewicz
Chief

RECEIVED
SECURITY DIVISION

JUN 4 1993

THE WHITE HOUSE

WASHINGTON

July 07, 1993

MEMORANDUM FOR: WILLIAM H. KENNEDY III
THRU: CRAIG LIVINGSTONE
FROM: NANCY GEMMELL
SUBJECT: Release of Background
Investigations

Mr. Ken Orzell (Dept. of State Security, tele. # 663-0172) recalls the following per his institutional memory:

- Background investigations are released to State Department (thru the FBI) for PA and PAS appointments;
- Due to the close working relationship among the White House, State Department and the FBI;
- Due to the free exchange of hard copy of the reports allowing for expeditious processing of clearance requests for the appointee;
- Due to the release of State Department reports to the White House and to the FBI;
- Due to the avoidance of duplication of investigation.

Mr. Orzell advises that he personally recalls release of bi(s) to State since 1967 and advises procedure was in place many years before that. Mr. Orzell remembers talking with Mike Cardoza during the Carter Administration. I mention this in case you would want to talk directly with Mr. Cardoza.

Also, again per Mr. Orzell, the Secretary of State's bi has also been released to State in the past.

FYI, Mr. Orzell began working at the Department of State in 1961. He became Chief, Personnel Investigation Division, Bureau, Diplomatic Security. Mr. Orzell has retired from previous mentioned position, but is still working for DOS in investigations.

Regarding release of background investigations to Department of Justice, Sheila Joy (tele. # 514-1607), who has been at Justice for 26 years, recalls the following per her institutional memory:

- Previously bi(s) for all PA and PAS appointees, i.e. judges, attorneys, marshalls and Justice Department appointees have been released to Justice;
- During the Nixon, Ford, Carter and first part of Reagan administrations, the Justice Department conducted their own investigations on judges, attorneys, marshalls and Justice Department designees. It was not until approximately three years into the Reagan Administration that the FBI started conducting the investigations, at the request of the White House, on Department of Justice (departmental) designees. Judges, attorneys and marshalls bi(s) are still being conducted by the Department of Justice.
- The Justice Department used to receive a copy of the investigations at the same time a copy was dispatched to the White House. However, this procedure was changed during the Bush Administration at which time Justice did not receive a copy of the bi (for departmental designees ONLY) until the actual nomination was sent forward to the Hill. Justice continues to receive copies of bi(s) on judges, attorneys and marshalls.

I hope this clarification helps.

Thank you.

THE WHITE HOUSE
WASHINGTON

MEMORANDUM

TO: JODIE TORKELSON
ASSISTANT TO THE PRESIDENT
FOR MANAGEMENT AND ADMINISTRATION

FROM: JOHN M. QUINN
COUNSEL TO THE PRESIDENT

RE: REVIEW OF SECURITY CLEARANCE PROCESS

DATE: MAY 29, 1996

Please be advised that the White House Personnel Security Office, in compliance with Executive Order #12968 ("Access To Classified Information"), will be reviewing staff's needs for access to classified material. As you are aware, a critical aspect to safeguarding classified materials is limiting the number of individuals with access to such materials.

The Personnel Security Office will be meeting with each department to determine which current staff require access to classified materials. For future clearances, we will use the attached form and make it part of the permanent personnel security file.

Re: - Jack

*already
produced*

1

THE WHITE HOUSE

WASHINGTON

MEMORANDUM

TO: CRAIG LIVINGSTONE
DIRECTOR, PERSONNEL SECURITY OFFICE

FROM:

RE: ACCESS TO CLASSIFIED INFORMATION

DATE: May 28, 1996

I have determined that _____ an employee
(Name)

of _____ / _____ will / will not require
(Office/Agency) (circle one)

access to classified information at the _____
(SECRET or TOP SECRET)
level.

Upon favorable adjudication of the individual's background investigation, I understand that the EOP Security Officer will:

1. Have the individual complete an SF-312 (Non-Disclosure Agreement).
2. Provide appropriate security indoctrination to insure the individual is knowledgeable of procedures for handling and storage of classified documents.
3. Provide my office with the date and level of the security clearance granted..

(Date)

(Signature)

(Title/Position)

already
produced

|

|

June 6, 1996

TO: JACK

FROM: SHERI

cc: Kathy Wallman
David Fein

Regarding your note about "forms" -- I am not, nor have I ever been, aware of any forms that exist for the Counsel's Office, including the form which is referred to in Jane's statement (other than the cover sheet for faxes which can easily be personalized).

In order to determine what forms might exist for the Counsel's office, I would suggest several things:

1. Raising the issue in the staff meeting. Some of the "old-timers" like Cheryl and Steve may be aware of forms that have been used along the way.
2. Checking with Craig. Until recently, they were not part of the Counsel's office. When they became part of our office, they many have re-issued their forms to indicate their affiliation with the Counsel's office rather than with WH Administration.
3. Checking with Jodie's office to determine if any form requests (for printing of forms) have been made in the name of the Counsel's Office.
4. Checking with Marna, our admin. contact to see if she is aware of anything.
5. Checking with Bruce's office.
6. Checking with McLarty's and Curry's office, since they are listed as "Counselor to the President".

I'd be happy to follow through on any of these.

cc: k.w./D.F.]

THE WHITE HOUSE
WASHINGTON

Shari —

I talked to Kathy and David about this. I don't want this open to have ~~and~~ any forms (or quotes for info) that go out in a person's name and that are not either signed by that person or signed by the person actually sending the form. Are there other areas that need attention?

J.F.

STATEMENT

**Jane C. Sherburne
Special Counsel to the President**

June 5, 1996

- ♦ This Administration, following the practice of past administrations, routinely maintains in its files background investigation information from the FBI on every White House employee.
- ♦ The background investigation files are customarily requested by the White House from the FBI through the use of a standardized form, under the name of the current White House Counsel.
- ♦ We have some indication that during the December 1993 time period White House record keepers were making an effort to fill in background information folders that were incomplete. We believe Mr. Dale's records may have mistakenly been sought as part of this record-keeping effort.
- ♦ Based on the records now available to us, Mr. Dale's background file was delivered to the Security Office of the White House on January 6, 1994 and placed in the Security Office's vault. Available records show that Mr. Dale's file was not signed out of the Security Office vault at any time between January 6, 1994 and December 1, 1994. On December

1, 1994, Mr. Dale's records were removed to the White House archives. According to the preliminary information now available to us, Mr. Dale's records remained in the archives until May 21, 1996, when they were retrieved for the purpose of responding to Representative Clinger's Committee.

- ♦ We have been contacted by the Office of the Independent Counsel regarding this matter, and we will continue our consistent practice of providing whatever information and witnesses are necessary to the Independent Counsel's inquiry. (The Independent Counsel has been charged with examining issues related to the Travel Office matter.)



Federal Bureau of Investigation

Office of the Director

Washington, D.C. 20535

FOR IMMEDIATE RELEASE
JUNE 5, 1996

FBI Director Louis J. Freeh today issued the following statement:

Until Congressman Clinger's announcement today, I had no knowledge that the White House had requested and received FBI files on Billy Ray Dale. I have been advised that the FBI files were released to the White House as part of a routine procedure and consisted of background investigations of Mr. Dale conducted by the FBI in connection with his White House employment covering the period 1961 to 1991. All of the materials released to the White House pre-dated the criminal investigation of Mr. Dale's conduct in connection with the White House travel office.

These records were released in response to a type of request routinely received by the FBI from the White House and other Executive Branch agencies and not in response to any personal request from any official of the White House to any executive in the FBI. The form used to request the information on Mr. Dale is a standard form which has been in use for many years as part of a routine procedure. As far as we can determine at this time, these routine procedures were followed.

Contacts between the White House and the FBI are governed by policies issued by the White House Counsel's office on July 2, 1993, and by the Attorney General on November 15, 1994, and are adhered to scrupulously.

I have asked the FBI General Counsel to conduct a thorough inquiry into this matter. The results of this inquiry will be furnished directly to Independent Counsel Kenneth W. Starr, who is conducting the inquiry into the travel office matter.

#####

THE WHITE HOUSE
WASHINGTON

June 25, 1996

MEMORANDUM FOR WHITE HOUSE COUNSEL'S OFFICE STAFF

FROM: JACK QUINN
COUNSEL TO THE PRESIDENT

SUBJECT: BACKGROUND INVESTIGATIONS

I think it is important for everyone in the Counsel's Office to be familiar with the reforms we have made regarding requests to the Federal Bureau of Investigation for background investigations. I have attached two memoranda that explain these new procedures. In particular, you should make special note of the rule that no one on our staff except those authorized in writing by the Chief of Staff and me have any access to background investigation files.

A handwritten signature in black ink, appearing to read "Jack", with a long horizontal stroke extending to the right.

duplicate

Attachments

1

THE WHITE HOUSE
WASHINGTON

June 14, 1996

MEMORANDUM FOR LEON PANETTA
CHIEF OF STAFF

FROM: JACK QUINN
COUNSEL TO THE PRESIDENT

SUBJECT: WHITE HOUSE REQUESTS TO THE FBI

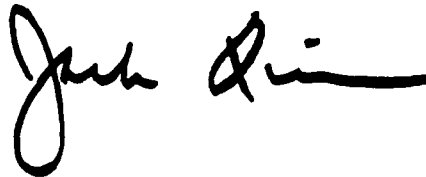
As you know, the White House has historically requested information from the FBI in order to evaluate the suitability of persons for Presidential appointments, nominations and recognition, employment at the White House, and access to the White House. In light of recent events, I have instituted the following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

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

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

* * *

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



**THE WHITE HOUSE
WASHINGTON**

June 18, 1996

**MEMORANDUM FOR LEON PANETTA
CHIEF OF STAFF**

**FROM: JACK QUINN
COUNSEL TO THE PRESIDENT**

SUBJECT: WHITE HOUSE OFFICE OF PERSONNEL SECURITY

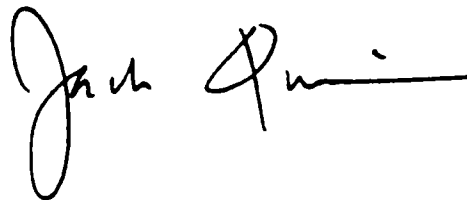
At present, the White House Office of Personnel Security conducts personnel security operations for the White House Office, the Office of the Vice President, the Office of Policy Development, and the Executive Residence. The Executive Office of the President (EOP) Security Office conducts personnel security functions for all other EOP offices except for the National Security Council (NSC), which conducts its own personnel security review in coordination with the White House Office of Personnel Security. Specifically, the EOP Security Office, which is part of the Human Resources Management Division of the Office of Administration, currently provides personnel security services to the following EOP agencies: Council of Economic Advisers, Council on Environmental Quality, Office of Administration, Office of Management and Budget, Office of National Drug Control Policy, Office of Science and Technology Policy, and the United States Trade Representative.

As you know from my memorandum to you of June 14, 1996, I have instituted a number of reforms to govern the procedures for White House requests to the Federal Bureau of Investigation (FBI) for background investigation material. In addition to those reforms, I recommend that the administrative personnel security functions currently performed by both the White House Office of Personnel Security and the NSC be incorporated into the EOP Security Office. In effect, this would mean that the EOP Security Office would serve on behalf of the White House in performing these functions with regard to White House Office, the Office of the Vice President, the Office of Policy Development, the Executive Residence, and NSC personnel. I believe that the reforms I instituted last week -- such as requiring the current, signed consent of the individual about whom information is sought to accompany White House requests of the FBI -- will be implemented most effectively and efficiently by merging the several existing security operations into the administrative office that currently performs security functions for the EOP.

The EOP Security Office is currently supervised by Charles "Chuck" Easley, who is a career employee hired during the Reagan Administration and who has served for ten years as the EOP Security Officer. Mr. Easley retired from the U.S. Army after 20 years. He served for 12 years as a Counterintelligence Special Agent in the Army, and for eight of those years, he served as the Technical Security Advisor to the Security Officer of the Joint Chiefs of Staff. Mr. Easley, heads a career staff at the EOP Security Office, will continue to report to the Associate Director for Human Resources Management of the Office of Administration, a career personnel specialist, who, in turn, reports to the Director of the Office of Administration.

If you approve this recommendation, the EOP Security Office will conduct its work on White House personnel in accordance with the procedures established by the Counsel to the President. As always, suitability decisions will remain the responsibility of Counsel to the President. In addition, all background investigation material regarding White House personnel will remain under the control of the Counsel to the President and will be maintained separate and apart from EOP personnel security files.

Under the new procedures I established last week, requests to the FBI for background investigation information on White House personnel will require -- in addition to the current, signed consent of the individual -- the approval of the Counsel to the President or specifically designated attorneys in the Counsel's Office. Furthermore, under the proposed plan, access to FBI background investigations would be limited to those White House and EOP employees authorized in writing by the Chief of Staff and the Counsel to the President whose assigned duties require the review or processing of such information.

A handwritten signature in black ink, appearing to read "Jack Quinn". The signature is fluid and cursive, with a long horizontal line extending from the end.