

FOIA MARKER

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Folder Title: June 21, 1996 Request - Non-Responsive: ORM Non-Responsive / Duplicates				
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. note	Copy of handwritten note. [partial] (1 page)	01/01/1994	b(7)(C), b(7)(E), b(7)(F)
002. memo	Personally Identifiable Information [partial] (1 page)	05/08/1993	b(6)
003a. form	Personally Identifiable Information [partial] (1 page)	01/25/1993	b(7)(C), b(6)
003b. form	Information Required to Establish a Personnel Record. (1 page)	01/25/1993	b(6)

COLLECTION:

Clinton Presidential Records
Counsel Office

OA/Box Number: CF 670

FOLDER TITLE:

June 21, 1996 Request - Non-Responsive / ORM Non-Responsive / Duplicates

2006-1066-F

vz3542

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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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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THE WHITE HOUSE
WASHINGTON

FEBRUARY 17, 1993

COPY
from ORM
OA CF 165

MEMORANDUM TO: ALL WHITE HOUSE OFFICE STAFF

FROM: VINCENT W. FOSTER ✓
DEPUTY COUNSEL TO THE PRESIDENT

WILLIAM H. KENNEDY III
ASSOCIATE COUNSEL

As a condition of employment in the White House Office, as well as obtaining a security clearance generally, each member of the White House Office staff must submit a completed Form 86 (Questionnaire for Sensitive Positions) and supplement, and thereafter be interviewed by an FBI agent. Most of you have already submitted the paperwork. You should be receiving a call from Agent Gary Aldrich or Agent Dennis Sculimbrene requesting a meeting with you. It is mandatory that you have a personal interview with one of these agents before you can receive final clearance to work in the White House Office and obtain a permanent badge.

There are a large number of staff members yet to be interviewed and only a few weeks left to complete them before your temporary clearance expires. Please be responsive to the Agent's request for an interview and accommodate his schedule. Avoid the last-week crunch and the risk of expiration of your temporary clearance.

THE WHITE HOUSE
WASHINGTON

April 26, 1993

COPY
from ORM
DA CF 165

MEMORANDUM FOR ALL STAFF

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



SUBJECT: White House Security Procedures

As we approach the 100-day mark, we need the continued cooperation of all staff to maintain a safe and secure environment within the White House Complex.

Please take the time to read and familiarize yourself with the following security and access procedures.

A. Appointments

1. Permanent White House passholders (Blue background) are authorized to clear Appointment/Workers/Press for the WH, OEOB, and NEOB for their respective offices.
2. Permanent Old Executive Office Building Passholders (Orange background) are authorized to clear Appointments/Workers/Press for the OEOB and NEOB only.
3. Permanent New Executive Office Building passholders (Green background) are authorized to clear Appointments/Workers/Press for the NEOB only.
4. Permanent Press passholders (Brown background) are not authorized to clear appointments and these passholders have access to the West Wing Press area only. However, press passholders can be escorted to other areas of the WH Complex, if they are accompanied by a permanent passholder (respective of the pass color).

E. Remote Delivery Site

1. All items earmarked for delivery to the White House Complex, should be examined at the Remote Delivery Site located at the Navy Yard in Building 159. Mail, supplies, parcels, and other deliveries, anticipated or spontaneous, should be directed to this location during the business hours of 5:00am and 5:30pm for inspection. Upon completion of the appropriate examination, the items will be transported via escort to the Complex for assigned distribution by the Office of Administration.

Hand-delivered Courier items destined for the White House Complex are received at Room G-1 in the NEOB. There, the items are examined and distributed to the designated location by an authorized passholder. Employees should not accept parcels from Couriers or other unknowns, addressed to the Complex without having the item/items examined prior to entry.

F. Fire and Medical Emergencies

Within the White House Complex, the "911" emergency notification system is not accessible. All fire and medical emergencies should be reported to the Uniformed Division Control Center, extension 4497, for appropriate action. The Control Center is manned 24 hours a day.

G. Keys

Key request for authorized personnel within the White House Complex must be made on official agency or department stationery with the requestor's name, telephone, room number and location of office where key access is required. (e.g. Room 23 OEGB)

Provide the name/names of "Permanent Passholders" to be issued keys. Forward this request to:

Special Agent in Charge
Technical Security Division
Room 23
Old Executive Office Building

COPY
from ORM

September 14, 1993

Issue 1: Detailees -- not on the chart because so much is on the chart already. *0ACF106*

Rasco story that AG was going to send her a detailee. That was to be a erson from the campaign not hired by AG, but that worked for a bank. They were volunteering at AG who was sending them over as a detailee.

Second instance: young campaign worker from (Patrick Lester) Dept of Education is detailed to Rasco but she thinks he was at Educ. only two weeks before he was sent over here. Jen: It is Eds responsibility to certify he was not hired to detail to the White House.

Legal issue: is there a problem in this case because Mr Lester was not at Education 90 days.

Call OPM and check with Mary Beck.

On detailees, we need to determine if all our detailees are okay over here. An assignment for Matt to work on.

Patsy's Question: in terms of our reporting what documents are the press going to measure by? What OA or OPM documents will exist and what will they say? What are those documents and how do we prepare for that measure?

J: OPM monthly report.

D: Jen will you do a memo outlining these reports.

J: Report issued annually to congress with every detailee that was ever here.

P: we need a sample of that report.

J: just lists them, without listing the amount of time they were here so it is quite misleading.

it is a yearly report

d: lets get that.

p: anything else that gets reported

j: I have asked OPM and Beck and they did not indicate any other reports.

P: Can we get a sample of the monthly OPM report so we know what we are going to have to deal with.

D: Carol Rasco.

Anyway to put detailees onto the report?

J: if it were not done daily, the answer is yes.

M: will we need all the days later?

D: we only need today, not yesterday.

P: do it weekly but update the numbers daily, erasing the previous numbers. Then we have a reference to last weeks numbers, but this week's numbers are regularly updated.

D: must have detailees because they count.

J: detailees are included in the numbers, so what we will have to do is break detailees out into OGEs.

J: currently do not have the overall total correct. It has not been calculated.

D: Policy: even though you were promised x slots on Feb 9 and you have unfilled slots, she cannot presume to fill those slots without discussion with M&A and COS's office. That is the new policy. Does not mean that she cannot necessarily hire, but does mean she must consult before hiring. Hiring freeze with right of appeal to COS and M&A.

That was articulated at today's senior staff meeting. Different from what deputies were told. They were told there was a hiring freeze, period. (more restrictive than the policy told to office heads.)

J: Rasco thinks she has three people left, but our records show six detailee openings. Probably means that she has extra people she has not filled out paperwork for. Perfectly logical.

P: at admin contacts meeting, we must get a list of all detailees in the building.

D: that scares me to death. We must know who all is here. I want a mechanism to know who is here. Why can we not control this?

J: they do not fill out the forms, and they get paid somewhere else so they do not yell about the forms.

D: how do they get into the building?

J: they send forms to craig directly.

A: yesterday, we got a preemployment form from Craig's office. They sent it there first.

D: memo to admin contacts and department heads on this.

Ash, Kelli, Matthew, and Jen should schedule appointments with each admin contact to get confirmed numbers of detailees.

P: once we get lists from departments, we can match with craig's list that says employee or detailee or otherwise. Craig has gone through the entire list.

stopped typing every word said.

Jen will coordinate the contacts.

J: mary should call them

D: we contact all admin contacts, this group. Get list of detailees from each Wh office admin contacts.

List from them needs to go to Mary Beck to check with agencies to see how these people are classified.

P: to all EOP admin contacts.

D: Carol has agreed not to add anyone until November.
Mark Gearan, what is he at today?

J: 52. We have paper to get him to 49.

D: He has promised to be at 50 plus Kevin Anderson. No more than that in any case.
Bruce Lindsey: has agreed on Oct. 1 to be at 25 FTEs for PPO. One more FTE out there -- Dana Hyde -- will be at 26 for number counts. Hyde will not be in his department but will bring his office count to 26. And three detailees.

J: we have paper to get PPO to 28 right now.

D: 26 and 3.

Maggie Williams: 13 is where she is supposed to be. the 14th is the one man that comes off the 25th.

National Service: 8 now, 3 Oct 1. Still a debate about Segawa and Jack Lew, whether she replaces her in the number count. Assume that Segawa will be gone and that Lew will come on for the snap shot, and we must count Gloria Johnson because she will be Maternity leave for a short period of time.

J: Three listed are Lew, Johnson and Ewing.

D: Ewing will be part of a 5pm agenda item today. That is accurate for the moment.

Where is M&A? 10/9 and 58/54.

J: Includes 5 travel office people. Now is 58 and we must get to 54. We have the paperwork for 54.

D: The director will replace a detailee in the travel office.

J: 5 not working, plus ????, plus new director is eight.

D: Have we placed Lidice yet?
You expect VP to be at 28?

J: yes. 25 now plus bringing on 3 for 28. They were originally slotted for 32.

ONDCP has a lot of paper to get in. Ricia is assuring us it will get in.

A: NSC has promised paperwork by tomorrow.

D: okay,

missed some things.

D: a few minutes now, things appear to be going well if we stay on top of it.
The decision made is that there will be 3 snap shots Oct. 1,9,23 and we will be at or under the requisite numbers on all of these days.

What is the strategy on Oct. 25? What is the going forward strategy?

P: cannot do much because we don't have the money.

D: option one: reduce senior staff salaries.
two: rotating detailees.
how does that relate to the 25% cut promise?
we have put off the decision.

J: do the management review we have talked about doing. Macks plan is for two months.

D: can we do it in 6 weeks?

J: one week was mack on vacation, so that is possible.
result could be that we need more people.

D: at least that will be something to force a decision. A disciplined way of making a decision.

P: If the result is that offices need more people, we have shot ourselves in the foot.
if we then go retorque our '95 budget, I am still not sure that is a saleable concept politically or to the hill.

D: I think we must have some better basis for making the decision than we currently have, because we are not making a decision. We are delaying it past November 1. We do the snap shot, but not maintaining the staff cut.

Our originally intention was surely to maintain it past Oct 1. that surely was the promise.

J&P: absolutely.

D: how can we best frame the decision process for someone to make that decision by Oct 25.

P: we must flesh it out further.
can we find another pool of resources -- like the foundation option.

D: that was the Paul Toback project, where has that gone?

J: don't know.

D: is our best tool to give people info to have the staff review done?

M: yes, we must have a realistic staffing outline so we don't hurt our longterm options.

D: If we have a document that says 430, then the problems are political (media criticism and Hill problems getting it passed).

P: the report could tell us what could reasonably be done by detailees as FTEs.

J: we can ask whatever questions we want.

D: We should immediately commission the study. Ideally we would do it in 4 or 5 weeks.

J: He spoke of doing with with outside volunteers, old MacKensie fellow friends of his from the outside world.

J&D: Best to have it done entirely by the outside world.

D: Jen you are saying you believe . . .

J: Counsels office says they may be as high as 25, but their max is 26. We have paper to get them to 22.

They laughed at the prospect of having non-reimbursable detailees. Bill and Beth laughed.

D: same time tomorrow. About 9:45am.

Ashely, please review our marching orders for today, what are we going to get done?

Number 1/ Admin contacts and contacting agencies with that.

Kelli: Is there anything we can do with Craig to get pass requests to go through M&A.

D&P&J: All pass requests must go through M&A. Set that up.

The end.

Meeting to ensure compliance w/ 25% staff cut on Oct 1, 93
D= David Watkins
P= Patsy Thomasson
J= Jennifer O'Connor
A= Alice Honea

C O P Y 0ACF 104

DAILY PHONE LOG

from ORM

DATE: _____

NAME Jennifer O'Connor Date 12 JAN 94 Time 12:35 PM Phone _____	REMARKS ACTION TAKEN Explained question regarding parking to her and she said she would ask the Chiefs of Staff tomorrow & ask to hear by Friday
NAME Anita Hill Date 12 Jan 94 Time 12:50 PM Phone X5-6413	REMARKS ACTION TAKEN ORDERED ✓ Clear for tomorrow to NEOB Check w/ Ron on Key for IRS filing cabinet ✓ call security off. re: clearance ✓ confirm meeting w/ Neil - left message
NAME WH Security Office Date 12 JAN 94 Time 12:57 PM Phone 6-2345	REMARKS ACTION TAKEN checked on Anita Hill & Darrell Hill clearance. Mary said they should definitely be on the access list by tomorrow morning.
NAME Joe Sandler / DNC Date 12 Jan 94 Time 5:45 PM Phone 863-7110	REMARKS ACTION TAKEN Asked him to follow-up w/ vendor that printed Christmas card envelopes and ask them to purge the list from their systems. He said it was a good idea and said he would do that.
NAME Tom Taggart Date 13 Jan 94 Time ? Phone X26 2113	REMARKS ACTION TAKEN Call to arrange w/ FBI to see that one box. Arranged review of box H at 1:30 PM.
NAME ANITA Hill Date 13 JAN 94 Time 13:04 Phone _____	REMARKS ACTION TAKEN Asked me to WAVE in Nancy Hale 09/16/55 How long are they cleared for? Said I would check w/ Kim.

Withdrawal/Redaction Marker

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UD-USSS

(b)(7)c, (b)(7)e, (b)(7)f

[001]

* BRIEF IS CRAIG ON MANDATORY SECURITY BRIEFING.

* FORECAST IN ADVANCE ^{schedule} ~~WHATEVER~~ WE CAN

FINALIZE

* DRAFT OF SOCIAL/VISITOR'S OFFICE MEMO
BY MLM BY FRIDAY 28 JAN 1994

* DRAFT FINALIZED OF MASTER CALENDAR IDEA *

COPY
from ORM

OACF 104

VET LIBRARY WALKING THRU

1 PM - me
Jwach
Dale
Naggy

1
2
3

Withdrawal/Redaction Marker

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C O P Y
from ORM
0.9 CF 105

May 8, 1993

MEMORANDUM FOR ; CRAIG LIVINGSTONE

FROM: BONNIE BERRY
OFFICE OF MANAGEMENT AND ADMINISTRATION

SUBJECT: WHITE HOUSE ACCESS

The following persons need to be placed on the White House access list through August 31, 1993:

LAURA HARTIGAN

SSN: [REDACTED]
DOB [REDACTED] (b)(6)

[002]

ROBERT A. FARMER

SSN : [REDACTED]
DOB : [REDACTED] (b)(6)

COPY
from ORM

DACF105

Clarissa,

Here is the paper work on Stephanie Solien. I think she is working with Katie McGinty on the Forrest issue. I hope this helps.

Mari.

THE WHITE HOUSE
WASHINGTON

(Date) _____

MEMO FOR: CLARISSA CERDA
FROM: CRAIG LIVINGSTONE
SUBJECT: Pass Type Authorization

Please approve/disapprove the attached pass request for the following individual:

NAME _____

Pass Type _____

_____ Approve

_____ Disapprove

_____ Other

Please return to White House Security, Room 84, upon completion.

Thank you.

(Attachment)

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THE WHITE HOUSE
WASHINGTON

January 25, 1993

(Date)

TO: FBI, LIAISON
FROM: C. BOYDEN GRAY
SUBJECT: FBI Investigations

[003a]

Subject's Name SOLIEN, STEPHANIE MAY

SSN: (b)(6), (b)(7)c

FBI noted 127

Date of Birth

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

Place of Birth

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

Present Address 7013 Poplar Ave., Takoma Park, MD

We request:

_____ Copy of Previous Report

☒ _____ Name Check

_____ Expanded Name Check

_____ Full Field Investigation : Level I___ Level II___ Level

_____ Limited Update

_____ Other

The person named above is being considered for:

☒ _____ White House Staff Position

_____ Presidential Appointment

Attachments:

_____ SF 86

_____ SF 87, Fingerprint Card

_____ SF 86, Supplement

Remarks/Special Instructions:

EX-100

Withdrawal/Redaction Marker

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COPY

from ORM

OA CF 105

THE WHITE HOUSE
WASHINGTON

*talk to
Janet
for Watkins
the point*

April 16, 1993

MEMORANDUM FOR ADMIRAL WILLIAM J. CROWE, JR.
CHAIRMAN, PFIAB

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

SUBJECT: Administrative Support for PFIAB

I am in receipt of your memo to David Watkins regarding administrative support for PFIAB.

I am pleased to approve your request for Mr. Eugene F. Yeates to be placed on the General List for White House Transportation. The White House Military Office should be contacting him regarding the policies for using this service.

Additionally, I have approved Mr. Yeates to have White House Mess privileges. I have attached an application that Mr. Yeates will need to complete and submit to Room 404 OEOB. I have also attached the policy regarding use of the Staff Mess for his information.

I have taken the liberty of asking Clarissa Cerda to assist Mr. Yeates with obtaining a White House pass. Ms. Cerda, together with Craig Livingstone, Director of White House Security, should be in contact with Mr. Yeates and the other individuals mentioned in your letter.

As always, if you have further questions or need additional assistance, please do not hesitate to contact me or David Watkins at x2861.

cc: David Watkins
Clarissa Cerda ✓

Attachments

340
OEOB

(4)

THE WHITE HOUSE

WASHINGTON

September 15, 1993

COPY
from ORM
OACF 106

MEMORANDUM FOR CRAIG LIVINGSTONE

FROM: KATIE MCGINTY

SUBJECT: ADMINISTRATIVE CONTACT

I have designated Kurt Zwally as the administrative contact for my office. It is my understanding that as an administrative contact Kurt would now have signature power for *blue forms*, etc. along with myself and my Chief of Staff Cathy Zoi.