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VARIOUS MEMOS

THE WHITE HOUSE

WASHINGTON

May 15, 1993

MEMORANDUM FOR WHITE HOUSE OFFICE ADMINISTRATIVE CONTACTS

FROM: DOUGLAS G. FEHRER 
DIRECTOR, WHITE HOUSE PERSONNEL

SUBJECT: WHITE HOUSE OFFICE PERSONNEL:
NEW EMPLOYEES AND DETAILEES - APPROVALS;
DEPARTING EMPLOYEES; ORGANIZATION, POSITION TITLE,
SALARY, AND PASS DESIGNATION CHANGES;
AND TIMEKEEPING

Do to unnecessary reoccurring problems, we have developed the following brief, simplistic, point-by-point instructions regarding White House Office (WHO) personnel procedures.

Familiarizing yourself with the following information is essential for the timely and accurate processing of new employees and detailees from other Government agencies, as well as the out-processing of departing employees.

NEW EMPLOYEES AND DETAILEES - APPROVALS:

Two weeks prior to bringing on board new personnel or detailees, the requesting office Administrative Contact must do the following:

- Have the prospective employee or detailee complete the first three sections of the WHO Supplemental Information Sheet (THE BLUE FORM). [The Office Head must select the Pass Designation and sign as the "Requesting Official."]
- Have the prospective employee or detailee complete the Acknowledgement of Drug Testing. [No personnel actions will be made effective prior to the candidate being drug tested.]
- Complete the first section of form WHP-1, WHO Request For Personnel Action. [The Office Head must sign by their name in block labeled, "Action Requested By."]
- Have the prospective employee or detailee provide a completed SF-171, Application for Federal Employment.

● **DETAILEES ONLY:** Provide a completed OA-FORM-08, Personnel From Other Agencies. [The Office Head must sign by their name in block labeled, "FROM (Requesting Official)."]

** RED TAG this completed paperwork as a package to White House Personnel, Room 4103, N.E.O.B. UPON RECEIPT, WHITE HOUSE PERSONNEL WILL COMPLETE THE PACKAGE AND SUBMIT IT TO DAVID WATKINS, ASSISTANT TO THE PRESIDENT FOR MANAGEMENT AND ADMINISTRATION, FOR APPROVAL. ALL PERSONNEL ACTIONS REQUIRE THE APPROVAL OF THE OFFICE OF MANAGEMENT AND ADMINISTRATION.

** We recognize that there may be instances when you will be directed to fill a vacancy in less than two weeks. In these cases you will be required to follow the procedures listed above. Please keep in mind that no one will be put on the payroll prior to being drug tested.

** IF YOU HAVE ANY QUESTIONS REGARDING THESE PROCEDURES PLEASE CALL WHITE HOUSE PERSONNEL ON X2260.

DEPARTING EMPLOYEES - CHECK-OUT PROCEDURES:

At least one week prior to the departure of a staff member, the requesting office Administrative Contact must do the following:

- Notify the White House Personnel Office of the staff members pending departure.
- Have the departing staff member contact White House Personnel directly in order to review the mandatory check-out forms and procedures on a one to one basis.

** If notification of a departure is less than one week, please contact White House Personnel immediately.

** Upon departure, all staff members must complete the standard WHO check-out procedures and paperwork. Failure to properly complete the WHO check-out procedures may adversely affect your Federal personnel record.

** It is also essential that staff members who have accepted positions in other Federal agencies inform White House Personnel of their new place of employment. (This notification, as well as providing a personnel point of contact at their new agency, is critical for ensuring the smooth transfer of the employees personnel records.)

ORGANIZATION, POSITION TITLE, SALARY, AND PASS DESIGNATION CHANGES:

ORGANIZATIONAL CHANGES:

Inter WHO:

One week prior to an inter WHO transfer, the requesting office Administrative Contact must do the following:

- Complete the first section of form WHP-1, WHO Request For Personnel Action. [The Office Head must sign by their name in block labeled, "Action Requested By."]
- Have the staff member complete an SF-171-A, Continuation Sheet for the SF-171.

** Please be aware that if you are unable to provide the requested information one week in advance, you are still required to follow the procedures listed above.

** Individuals transferring within the WHO are required to complete a limited amount of paperwork. Inter WHO personnel moves do not require an additional drug test.

Inter EOP:

One week prior to an inter EOP transfer, the requesting office Administrative Contact must do the following:

- Complete the first section of form WHP-1, WHO Request For Personnel Action. [The Office Head must sign by their name in block labeled, "Action Requested By."]
- Have the prospective employee provide a complete an SF-171, Application for Federal Employment.

** Please be aware that if you are unable to provide the requested information one week in advance, you are still required to follow the procedures listed above.

** Individuals coming from other EOP agencies to the WHO are required to complete a limited amount of paperwork. Inter EOP personnel moves do not require an additional drug test.

From Other Agencies:

Individuals coming from other Government agencies to the WHO must follow the same procedures outlined for new employees, including drug testing.

TITLE CHANGES:

To change a staff members title, the requesting office Administrative Contact must do the following:

- Complete the first section of form WHP-1, WHO Request For Personnel Action. [The Office Head must sign by their name in block labeled, "Action Requested By."]

SALARY CHANGES:

To request a change of salary or promotion, the requesting office Administrative Contact must do the following:

- Complete the first section of form WHP-1, WHO Request For Personnel Action. [The Office Head must sign by their name in block labeled, "Action Requested By."]

CHANGE OF PASS DESIGNATION:

To request a change of pass designation, the requesting office Administrative Contact must do the following:

- Have the prospective employee complete the first three sections of the WHO Supplemental Information Sheet (THE BLUE FORM). [The Office Head must select the Pass Designation and sign as the "Requesting Official."]

** In all these cases, please RED TAG the completed paperwork as a package to White House Personnel, Room 4103, N.E.O.B. UPON RECEIPT, WHITE HOUSE PERSONNEL WILL COMPLETE THE PACKAGE AND SUBMIT IT TO DAVID WATKINS, ASSISTANT TO THE PRESIDENT FOR MANAGEMENT AND ADMINISTRATION, FOR APPROVAL. ALL PERSONNEL ACTIONS REQUIRE THE APPROVAL OF THE OFFICE OF MANAGEMENT AND ADMINISTRATION.

** IF YOU HAVE ANY QUESTIONS REGARDING THESE PROCEDURES PLEASE CALL WHITE HOUSE PERSONNEL ON X2260.

TIMEKEEPING:

As you know, keeping accurate bi-weekly time and attendance (T&A) records is the responsibility of each offices Administrative Contact. In some cases, offices with small staffs have been combined for T&A purposes. In other cases, offices with large staffs have designated several timekeepers, each of whom are responsible for a portion of their office.

The Executive Office of the President uses the Defense Business Management System (DBMS) for documenting T&A. As a timekeeper, you are responsible for inputting an individuals use of leave. (You are also responsible for inputting the payable hours for all Special Government, and Intermittent employees in your office.)

**** Attached you will find a summary of the responsibilities of employees, timekeepers, and supervisors regarding T&A. [PLEASE PASS THIS INFORMATION ON TO THE STAFF MEMBERS IN YOUR OFFICE AS SOON AS POSSIBLE.]**

**** IF YOU NEED TO BE TRAINED, NEED FURTHER INFORMATION, OR HAVE ANY QUESTIONS REGARDING T&A OR DBMS, PLEASE CONTACT PHALIA JOHNSON ON 395-1088.**

COPIES OF ALL FORMS REFERENCED IN THIS MEMORANDUM ARE ATTACHED.

Attachments

**WHITE HOUSE PROCEDURES
FOR
TIMEKEEPING**

EMPLOYEE RESPONSIBILITY

1. An intermittent, WAE or Special Government employee must **always submit** a time and attendance sheet for hours worked. These employees are not entitled to earn or use leave.

A Full Time and Part Time employee should **only submit** a time and attendance sheet if: (a) standard workweek is other than Monday through Friday, (b) workweek includes night differential, and (c) any type of leave taken.

2. Employee must submit an "Application for Leave" (SF-71) to supervisor for approval of leave taken or for leave to be taken. Employee must submit the original jury duty certificate received from the Federal or State Courts and the original military orders received from the appropriate military branch.
3. Employee must inform the supervisor or the White House Personnel Office if you are going to resign or transfer from the White House so your personnel and pay records can be processed timely and accurately.
4. All time and attendance information to be effective in a current pay period must be submitted to supervisor by the second Friday, the end of a pay period.

TIMEKEEPER RESPONSIBILITY

1. Timekeeper should distribute internally, time and attendance sheets to supervisors or employees within their organization code (s). The sheets are completed, signed by supervisor, and returned to the timekeeper. A TIME SHEET MUST ALWAYS BE SUBMITTED TO A TIMEKEEPER FOR AN EMPLOYEE WITH A MATRIX CODE OF "VV VV" IN THE TALE SYSTEM. The matrix code of VV VV should be established for Intermittent or WAE and Special Government employees only.
2. All time sheets for "VV VV" employees must be input into the system and then submitted to the White House Personnel Office.
3. The timekeeper inputs the exception data recorded on the time sheets (other than VV VV employees) into the system and then **only submit** the SF-71, jury duty certificate or military orders to the White House Personnel Office. THE TIME SHEETS ARE RETAINED BY THE TIMEKEEPER FOR RECORD KEEPING.
4. All time and attendance information to be effective in a current pay period must be input into the system by the timekeeper by 2 PM, the following Monday after the end of a pay period.
5. Required time sheets and related documents must be submitted to the White House Personnel Office for certification by 4 PM, the following Monday after the end of a pay period.
6. Hours worked or leave taken for a prior pay period must be recorded on a Leave and Pay Adjustments Form and submitted to the White House Personnel Office. SF-71 or other documents should also be submitted with the form.

SUPERVISOR RESPONSIBILITY

1. Supervisor must submit to timekeeper, a signed time and attendance sheet on each employee with documents attached relating to pay and leave. Related documents are SF-71, military orders, advanced leave approval, and jury duty certificate.
2. All time and attendance information to be effective in a current pay period must be submitted to the timekeeper by 12 noon, the following Monday after the end of a pay period.
3. Hours worked or leave taken for a prior pay period must be recorded on a Leave and Pay Adjustments Form and submitted to the timekeeper.
4. Supervisor must inform the timekeeper and White House Personnel, if an employee is reassigned, work schedule changes, or resigns/transfers from the White House Office.

Date _____

WHP-202571

Appointment

Subject to Drug Testing

I hereby acknowledge that my appointment to a position in the Executive Office of the President (EOP) is subject to the applicant drug testing requirement as set forth in the EOP Drug-Free Workplace Plan. I also acknowledge that I am responsible to present myself for a drug test within 30 days at a place and time to be determined. Should it be determined, under the requirements of the Plan, that I have a verified positive test result for any of the prohibited drugs, I understand that my appointment will be terminated.

Date

Signature

Social Security Number

Typed or Printed Name

Agency

Telephone Number

THE WHITE HOUSE OFFICE

REQUEST FOR PERSONNEL ACTION

☐ Approved☐ Disapproved

(Signature and Date)

TO BE COMPLETED BY THE REQUESTING OFFICE (Please Type)

ACTION REQUESTED BY: (Department Head Name, Title, Signature and Date)

ACTION ON (Ms., Miss, Mrs., Mr.):

SOCIAL SECURITY NO.:

DATE OF BIRTH:

REPORTING TO:

ROOM:

EXT.:

PROPOSED EFFECTIVE DATE:

ENDING DATE:

JUSTIFICATION FOR ACTION:

☐ Vacant permanent slot replaces☐ Other*All actions for new temporary personnel must have ending dates*

FROM: Position Title _____

Pay Plan

Salary

☐ GS _____

\$ _____ per annum

☐ UNCL

TO: Position Title _____

Pay Plan

Salary

☐ GS _____

\$ _____ per annum

☐ UNCL**NATURE OF ACTION**☐ Permanent full-time☐ Intermittent (WAE)☐ Promotion☐ Pay adjustment☐ Reassignment to: _____☐ Intern☐ Hours per week ()☐ Consultant (SBA)☐ Other _____☐ Change to full-time☐ Change in title☐ Change to intermittent (WAE)☐ Make Permanent☐ Extend not to exceed: _____

(Mo-Day Yr)

☐ Detailee

(from agency) _____

☐ OGS

(from agency) _____

TO BE COMPLETED BY THE WHITE HOUSE PERSONNEL OFFICE

Legal Authority:

☐ Presidential (Commission)

Supervisory Status:

1 ☐3 ☐8 ☐

Approved Copy to Security (date): _____

Effective Date: _____

Occupation Code: _____

Organization Code: _____

Read The Following Instructions Carefully Before You Complete This Application

- DO NOT SUBMIT A RESUME INSTEAD OF THIS APPLICATION.
- TYPE OR PRINT CLEARLY IN DARK INK.
- IF YOU NEED MORE SPACE for an answer, use a sheet of paper the same size as this page. On each sheet write your name, Social Security Number, the announcement number or job title, and the item number. Attach all additional forms and sheets to this application at the top of page 3.
- If you do not answer all questions fully and correctly, you may delay the review of your application and lose job opportunities.
- Unless you are asked for additional material in the announcement or qualification information, do not attach any materials, such as: official position descriptions, performance evaluations, letters of recommendation, certificates of training, publications, etc. Any materials you attach which were not asked for may be removed from your application and will not be returned to you.
- We suggest that you keep a copy of this application for your use. If you plan to make copies of your application, we suggest you leave items 1, 48 and 49 blank. Complete these blank items each time you apply. **YOU MUST SIGN AND DATE, IN INK, EACH COPY YOU SUBMIT.**
- To apply for a specific Federal civil service examination (whether or not a written test is required) or a specific vacancy in an Federal agency:
 - Read the announcement and other materials provided.
 - Make sure that your work experience and/or education meet the qualification requirements described.
 - Make sure the announcement is open for the job and location you are interested in. Announcements may be closed to receipt of applications for some types of jobs, grades, or geographic locations.
 - Make sure that you are allowed to apply. Some jobs are limited to veterans, or to people who work for the Federal Government or have worked for the Federal Government in the past.
 - Follow any directions on "How to Apply". If a written test is required, bring any material you are instructed to bring to the test session. For example, you may be instructed to "Bring a completed SF 171 to the test." If a written test is not required, mail this application and all other forms required by the announcement to the address specified in the announcement.

Work Experience (Item 24)

- Carefully complete each experience block you need to describe your work experience. Unless you qualify based on education alone, your rating will depend on your description of previous jobs. Do not leave out any jobs you held during the last ten years.
- Under Description of Work, write a clear and brief, but complete description of your major duties and responsibilities for each job. Include any supervisory duties, special assignments, and your accomplishments in the job. We may verify your description with your former employers.
- If you had a major change of duties or responsibilities while you worked for the same employer, describe each major change as a separate job.

Privacy Act and Public Burden Statements:

The Office of Personnel Management is authorized to rate applicants for Federal jobs under sections 1302, 3301, and 3304 of title 5 of the U.S. Code. Section 1104 of title 5 allows the Office of Personnel Management to authorize other Federal agencies to rate applicants for Federal jobs. We need the information you put on this form and associated application forms to see how well your education and work skills qualify you for a Federal job. We also need information on matters such as citizenship and military service to see whether you are affected by laws we must follow in deciding who may be employed by the Federal Government.

We must have your Social Security Number (SSN) to keep your records straight because other people may have the same name and birth date. The SSN has been used to keep records since 1943, when Executive Order 9397 asked agencies to do so. The Office of Personnel Management may also use your SSN to make requests for information about you from employers, schools, banks, and others who know you, but only as allowed by law or Presidential directive. The information we collect by using your SSN will be used for employment purposes and also may be used for studies, statistics, and computer matching to benefit and payment files.

Veteran Preference in Hiring (Item 22)

- DO NOT LEAVE Item 22 BLANK. If you do not claim veteran preference, place an "X" in the box next to "NO PREFERENCE".
- You cannot receive veteran preference if you are retired or plan to retire at or above the rank of major or lieutenant commander, unless you are disabled or retired from the active military Reserve.
- To receive veteran preference your separation from active duty must have been under honorable conditions. This includes honorable and general discharges. A clemency discharge does not meet the requirements of the Veteran Preference Act.
- Active duty for training in the military Reserve and National Guard programs is not considered active duty for purposes of veteran preference.
- To qualify for preference you must meet ONE of the following conditions:
 1. Served on active duty anytime between December 7, 1941, and July 1, 1955; (If you were a Reservist called to active duty between February 1, 1955 and July 1, 1955, you must meet condition 2, below.)
or
 2. Served on active duty any part of which was between July 2, 1955 and October 14, 1976 or a Reservist called to active duty between February 1, 1955 and October 14, 1976 and who served for more than 180 days;
or
 3. Entered on active duty between October 15, 1976 and September 7, 1980 or a Reservist who entered on active duty between October 15, 1976 and October 13, 1982 and received a Campaign Badge or Expeditionary Medal or are a disabled veteran;
or
 4. Enlisted in the Armed Forces after September 7, 1980 or entered active duty other than by enlistment on or after October 14, 1982 and:
 - a. completed 24 months of continuous active duty or the full period called or ordered to active duty, or were discharged under 10 U.S.C. 1171 or for hardship under 10 U.S.C. 1173 and received or were entitled to receive a Campaign Badge or Expeditionary Medal; or
 - b. are a disabled veteran.
- If you meet one of the four conditions above, you qualify for 5-point preference. If you want to claim 5-point preference and do not meet the requirements for 10-point preference, discussed below, place an "X" in the box next to "5-POINT PREFERENCE".
- If you think you qualify for 10-Point Preference, review the requirements described in the Standard Form (SF) 15, Application for 10-Point Veteran Preference. The SF 15 is available from any Federal Job Information Center. The 10-point preference groups are:
 - Non-Compensably Disabled or Purple Heart Recipient.
 - Compensably Disabled (less than 30%).
 - Compensably Disabled (30% or more).
 - Spouse, Widow(er) or Mother of a deceased or disabled veteran.
- If you claim 10-point preference, place an "X" in the box next to the group that applies to you. To receive 10-point preference you must attach a completed SF 15 to this application together with the proof requested in the SF 15.

Information we have about you may also be given to Federal, State, and local agencies for checking on law violations or for other lawful purposes. We may send your name and address to State and local Government agencies, Congressional and other public offices, and public international organizations, if they request names of people to consider for employment. We may also notify your school placement office if you are selected for a Federal job.

Giving us your SSN or any of the other information is voluntary. However, we cannot process your application, which is the first step toward getting a job, if you do not give us the information we request. Incomplete addresses and ZIP Codes will also slow processing.

Public burden reporting for this collection of information is estimated to vary from 20 to 360 minutes with an average of 50 minutes per response, including time for reviewing instructions, searching existing data sources, gathering the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden to Reports and Forms Management Officer, U.S. Office of Personnel Management, 1900 E Street, N.W., Room 6410, Washington, D.C. 20415; and to the Office of Management and Budget, Paperwork Reduction Project (3206-0012), Washington, D.C. 20503.

DETACH THIS PAGE—NOTE SF 171-A ON BACK

Application for Federal Employment—SF 171

Read the instructions before you complete this application. Type or print clearly in dark ink.

Form Approved
OMB No. 3206-01

GENERAL INFORMATION

- 1 What kind of job are you applying for? Give title and announcement no. (if any)
- 2 Social Security Number
- 3 Sex ☐ Male ☐ Female
- 4 Birth date (Month, Day, Year)
- 5 Birthplace (City and State or Country)
- 6 Name (Last, First, Middle)
- Mailing address (include apartment number, if any)
- City State ZIP Code
- 7 Other names ever used (e.g., maiden name, nickname, etc.)
- 8 Home Phone Area Code Number
- 9 Work Phone Area Code Number Extension
- 10 Were you ever employed as a civilian by the Federal Government? If "NO", go to Item 11. If "YES", mark each type of job you held with an "X".
- ☐ Temporary ☐ Career-Conditional ☐ Career ☐ Excepted
- What is your highest grade, classification series and job title?

Dates at highest grade: FROM

TO

AVAILABILITY

- 11 When can you start work? (Month and Year)
- 12 What is the lowest pay you will accept? (You will not be considered for jobs which pay less than you indicate.)
- Pay \$ per OR Grade
- 13 In what geographic area(s) are you willing to work?
- 14 Are you willing to work:
- YES NO
- A. 40 hours per week (full-time)?
- B. 25-32 hours per week (part-time)?
- C. 17-24 hours per week (part-time)?
- D. 16 or fewer hours per week (part-time)?
- E. An intermittent job (on-call/seasonal)?
- F. Weekends, shifts, or rotating shifts?
- 15 Are you willing to take a temporary job lasting:
- A. 5 to 12 months (sometimes longer)?
- B. 1 to 4 months?
- C. Less than 1 month?
- 16 Are you willing to travel away from home for:
- A. 1 to 5 nights each month?
- B. 6 to 10 nights each month?
- C. 11 or more nights each month?

MILITARY SERVICE AND VETERAN PREFERENCE

- 17 Have you served in the United States Military Service? If your only active duty was training in the Reserves or National Guard, answer "NO". If "NO", go to item 22. YES NO
- 18 Did you or will you retire at or above the rank of major or lieutenant commander?

FOR USE OF EXAMINING OFFICE ONLY

Date entered register	Form reviewed:			
	Form approved:			
Option	Grade	Earned Rating	Veteran Preference	Augmented Rating
			☐ No Preference Claimed	
			☐ 5 Points (Tentative)	
			☐ 10 Pts., 30% Or More Comp. Dis.	
			☐ 10 Pts., Less Than 30% Comp. Dis.	
			☐ Other 10 Points	
Initials and Date				
			☐ Disallowed	☐ Being Investigated

FOR USE OF APPOINTING OFFICE ONLY

Preference has been verified through proof that the separation was under honorable conditions, and other proof as required.

- ☐ 5 Point ☐ 10 Point—30% or More Compensable Disability ☐ 10 Point—Less Than 30% Compensable Disability ☐ 10 Point—Other
- Signature and Title

Agency

Date

MILITARY SERVICE AND VETERAN PREFERENCE (Cont.)

- 19 Were you discharged from the military service under honorable conditions? (If your discharge was changed to "honorable" or "general" by a Discharge Review Board, answer "YES". If you received a clemency discharge, answer "NO".) If "NO", provide below the date and type of discharge you received.
- YES NO
- Discharge Date (Month, Day, Year)
- Type of Discharge
- 20 List the dates (Month, Day, Year), and branch for all active duty military service.
- From To Branch of Service
- 21 If all your active military duty was after October 14, 1976, list the full names and dates of all campaign badges or expeditionary medals you received or were entitled to receive.
- 22 Read the instructions that came with this form before completing this item. When you have determined your eligibility for veteran preference from the instructions, place an "X" in the box next to your veteran preference claim.
- ☐ NO PREFERENCE
- ☐ 5-POINT PREFERENCE -- You must show proof when you are hired.
- ☐ 10-POINT PREFERENCE -- If you claim 10-point preference, place an "X" in the box below next to the basis for your claim. To receive 10-point preference you must also complete a Standard Form 15, Application for 10-Point Veteran Preference, which is available from any Federal Job Information Center. ATTACH THE COMPLETED SF 15 AND REQUESTED PROOF TO THIS APPLICATION.
- ☐ Non-compensably disabled or Purple Heart recipient.
- ☐ Compensably disabled, less than 30 percent.
- ☐ Spouse, widow(er), or mother of a deceased or disabled veteran.
- ☐ Compensably disabled, 30 percent or more.

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER
PREVIOUS EDITION USABLE UNTIL 12-31-90

NSN 7540-00-935-7150

171-110

Standard Form 171 (Rev. 6-88)

U.S. Office of Personnel Management

FPM Chapter 295

WORK EXPERIENCE If you have no work experience, write "NONE" in A below and go to 25 on page 3.

23 May we ask your present employer about your character, qualifications, and work record? A "NO" will not affect our review of your qualifications. If you answer "NO" and we need to contact your present employer before we can offer you a job, we will contact you first. YES NO

24 READ WORK EXPERIENCE IN THE INSTRUCTIONS BEFORE YOU BEGIN.

- Describe your current or most recent job in Block A and work backwards, describing each job you held during the past 10 years. If you were unemployed for longer than 3 months within the past 10 years, list the dates and your address(es) in an experience block.
- You may sum up in one block work that you did more than 10 years ago. But if that work is related to the type of job you are applying for, describe each related job in a separate block.
- INCLUDE VOLUNTEER WORK (non-paid work)-If the work (or a part of the work) is like the job you are applying for, complete all parts of the experience block just as you would for a paying job. You may receive credit for work experience with religious, community, welfare, service, and other organizations.

- INCLUDE MILITARY SERVICE--You should complete all parts of the experience block just as you would for a non-military job, including all supervisory experience. Describe each major change of duties or responsibilities in a separate experience block.
- IF YOU NEED MORE SPACE TO DESCRIBE A JOB--Use sheets of paper the same size as this page (be sure to include all information we ask for in A and B below). On each sheet show your name, Social Security Number, and the announcement number or job title.
- IF YOU NEED MORE EXPERIENCE BLOCKS, use the SF 171-A or a sheet of paper.
- IF YOU NEED TO UPDATE (ADD MORE RECENT JOBS), use the SF 172 or a sheet of paper as described above.

A Name and address of employer's organization (include ZIP Code, if known)	Dates employed (give month, day and year):		Average number of	Number of employee
			hours per week	you supervise
	From:	To:		
	Salary or earnings		Your reason for wanting to leave	
	Starting \$	per		
	Ending \$	per		

Your immediate supervisor Name _____ Exact title of your job _____ If Federal employment (civilian or military) list series, grade or rank, and, if promoted in this job, the date of your last promotion _____

Area Code: Telephone No. _____

Description of work: Describe your specific duties, responsibilities and accomplishments in this job, including the job title(s) of any employees you supervise. If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.

For Agency Use (skill codes, etc.)

B Name and address of employer's organization (include ZIP Code, if known)	Dates employed (give month, day and year):		Average number of	Number of employee
			hours per week	you supervised
	From:	To:		
	Salary or earnings		Your reason for leaving	
	Starting \$	per		
	Ending \$	per		

Your immediate supervisor Name _____ Exact title of your job _____ If Federal employment (civilian or military) list series, grade or rank, and, if promoted in this job, the date of your last promotion _____

Area Code: Telephone No. _____

Description of work: Describe your specific duties, responsibilities and accomplishments in this job, including the job title(s) of any employees you supervised. If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.

For Agency Use (skill codes, etc.)

Standard Form 171-A—Continuation Sheet for SF 171

• Attach all SF 171-A's to your application at the top of page 3.

Form Approved
OMB No. 3206-0012

1. Name (Last, First, Middle Initial)

2. Social Security Number

3. Job Title or Announcement Number You Are Applying For

4. Date Completed

ADDITIONAL WORK EXPERIENCE BLOCKS:

☐	Name and address of employer's organization (include ZIP Code, if known)	Dates employed (give month, day and year)		Average number of hours per week	Number of employees you supervised
		From:	To:		
		Salary or earnings		Your reason for leaving	
		Starting \$	per		
		Ending \$	per		

Your immediate supervisor
Name

Area Code Telephone No.

Exact title of your job

If Federal employment (civilian or military) list series, grade or rank, and, if promoted in this job, the date of your last promotion

Description of work: Describe your specific duties, responsibilities and accomplishments in this job, including the job title(s) of any employees you supervised. If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.

For Agency Use (skill codes, etc.)

☐	Name and address of employer's organization (include ZIP Code, if known)	Dates employed (give month, day and year)		Average number of hours per week	Number of employees you supervised
		From:	To:		
		Salary or earnings		Your reason for leaving	
		Starting \$	per		
		Ending \$	per		

Your immediate supervisor
Name

Area Code Telephone No.

Exact title of your job

If Federal employment (civilian or military) list series, grade or rank, and, if promoted in this job, the date of your last promotion

Description of work: Describe your specific duties, responsibilities and accomplishments in this job, including the job title(s) of any employees you supervised. If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.

For Agency Use (skill codes, etc.)

EDUCATION

25 Did you graduate from high school? <i>If you have a GED high school equivalency or will graduate within the next nine months, answer "YES".</i> YES If "YES", give month and year graduated or received GED equivalency: _____ NO If "NO", give the highest grade you completed: _____ 26 Write the name and location (city and state) of the last high school you attended where you obtained your GED high school equivalency.	27 Have you ever attended college or graduate school? YES If "YES", continue with 28. NO If "NO", go to 31.
--	--

28 NAME AND LOCATION (city, state and ZIP Code) OF COLLEGE OR UNIVERSITY.. <i>If you expect to graduate within nine months, give the month and year you expect to receive your degree:</i>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th rowspan="2">MONTH AND YEAR ATTENDED</th> <th rowspan="2">NUMBER OF CREDIT HOURS COMPLETED</th> <th rowspan="2">TYPE OF DEGREE (e.g. B.A., M.A.)</th> <th rowspan="2">MONTH AND YEAR OF DEGREE</th> </tr> <tr> <th>From</th> <th>To</th> <th>Semester</th> <th>Quarter</th> </tr> <tr><td>1)</td><td></td><td></td><td></td></tr> <tr><td>2)</td><td></td><td></td><td></td></tr> <tr><td>3)</td><td></td><td></td><td></td></tr> </table>	MONTH AND YEAR ATTENDED	NUMBER OF CREDIT HOURS COMPLETED	TYPE OF DEGREE (e.g. B.A., M.A.)	MONTH AND YEAR OF DEGREE	From	To	Semester	Quarter	1)				2)				3)			
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		From	To	Semester	Quarter																
1)																					
2)																					
3)																					

29 CHIEF UNDERGRADUATE SUBJECTS <i>Show major on the first line</i> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th rowspan="2"></th> <th colspan="2">NUMBER OF CREDIT HOURS COMPLETED</th> </tr> <tr> <th>Semester</th> <th>Quarter</th> </tr> <tr><td>1)</td><td></td><td></td></tr> <tr><td>2)</td><td></td><td></td></tr> <tr><td>3)</td><td></td><td></td></tr> </table>		NUMBER OF CREDIT HOURS COMPLETED		Semester	Quarter	1)			2)			3)			30 CHIEF GRADUATE SUBJECTS <i>Show major on the first line</i> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th rowspan="2"></th> <th colspan="2">NUMBER OF CREDIT HOURS COMPLETED</th> </tr> <tr> <th>Semester</th> <th>Quarter</th> </tr> <tr><td>1)</td><td></td><td></td></tr> <tr><td>2)</td><td></td><td></td></tr> <tr><td>3)</td><td></td><td></td></tr> </table>		NUMBER OF CREDIT HOURS COMPLETED		Semester	Quarter	1)			2)			3)		
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	Semester	Quarter																											
1)																													
2)																													
3)																													

31 If you have completed any other courses or training related to the kind of jobs you are applying for (trade, vocational, Armed Forces, business) give information below	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th rowspan="2">NAME AND LOCATION (city, state and ZIP Code) OF SCHOOL</th> <th colspan="2">MONTH AND YEAR ATTENDED</th> <th rowspan="2">CLASS ROOM HOURS</th> <th rowspan="2">SUBJECT(S)</th> <th rowspan="2">TRAINING COMPLETE? YES: NO</th> </tr> <tr> <th>From</th> <th>To</th> </tr> <tr> <td>School Name</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1) City State ZIP Code</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>School Name</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2) City State ZIP Code</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	NAME AND LOCATION (city, state and ZIP Code) OF SCHOOL	MONTH AND YEAR ATTENDED		CLASS ROOM HOURS	SUBJECT(S)	TRAINING COMPLETE? YES: NO	From	To	School Name						1) City State ZIP Code						School Name						2) City State ZIP Code					
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SPECIAL SKILLS, ACCOMPLISHMENTS AND AWARDS

32 Give the title and year of any honors, awards or fellowships you have received. List your special qualifications, skills or accomplishments that may help you get a job. <i>Some examples are: skills with computers or other machines; most important publications (do not submit copies); public speaking and writing experience; membership professional or scientific societies; patents or inventions; etc.</i>	33 How many words per minute can you: TYPE? TAKE DICTATION? Agencies may test your skills before hiring you.
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34 List job-related licenses or certificates that you have, such as: <i>registered nurse; lawyer; radio operator; driver's; pilot's; etc.</i>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>LICENSE OR CERTIFICATE</th> <th>DATE OF LATEST LICENSE OR CERTIFICATE</th> <th>STATE OR OTHER LICENSING AGENCY</th> </tr> <tr><td>1)</td><td></td><td></td></tr> <tr><td>2)</td><td></td><td></td></tr> </table>	LICENSE OR CERTIFICATE	DATE OF LATEST LICENSE OR CERTIFICATE	STATE OR OTHER LICENSING AGENCY	1)			2)		
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1)										
2)										

35 Do you speak or read a language other than English (include sign language)? <i>Applicants for jobs that require a language other than English may be given an interview conducted solely in that language.</i>	YES If "YES", list each language and place an "X" in each column that applies to you. NO If "NO", go to 36.
--	---

LANGUAGE(S)	CAN PREPARE AND GIVE LECTURES		CAN SPEAK AND UNDERSTAND		CAN TRANSLATE ARTICLES		CAN READ ARTICLES FOR OWN USE	
	Fluently	With Difficulty	Fluently	Passably	Into English	From English	Easily	With Difficulty
1)								
2)								

REFERENCES

36 List three people who are not related to you and are not supervisors you listed under 24 who know your qualifications and fitness for the kind of job for which you are applying. At least one should know you well on a personal basis.	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>FULL NAME OF REFERENCE</th> <th>TELEPHONE NUMBER(S) (Include Area Code)</th> <th>PRESENT BUSINESS OR HOME ADDRESS (Number, street and city)</th> <th>STATE</th> <th>ZIP CODE</th> </tr> <tr><td>1)</td><td></td><td></td><td></td><td></td></tr> <tr><td>2)</td><td></td><td></td><td></td><td></td></tr> <tr><td>3)</td><td></td><td></td><td></td><td></td></tr> </table>	FULL NAME OF REFERENCE	TELEPHONE NUMBER(S) (Include Area Code)	PRESENT BUSINESS OR HOME ADDRESS (Number, street and city)	STATE	ZIP CODE	1)					2)					3)				
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1)																					
2)																					
3)																					

BACKGROUND INFORMATION--You must answer each question in this section before we can process your application.

- 37** Are you a citizen of the United States? (In most cases you must be a U.S. citizen to be hired. You will be required to submit proof of identity and citizenship at the time you are hired.) If "NO", give the country or countries you are a citizen of: YES NO

NOTE: It is important that you give complete and truthful answers to questions 38 through 44. If you answer "YES" to any of them, provide your explanation(s) in Item 45. Include convictions resulting from a plea of nolo contendere (no contest). Omit: 1) traffic fines of \$100.00 or less; 2) any violation of law committed before your 16th birthday; 3) any violation of law committed before your 18th birthday, if finally decided in juvenile court or under a Youth Offender law; 4) any conviction set aside under the Federal Youth Corrections Act or similar State law; 5) any conviction whose record was expunged under Federal or State law. We will consider the date, facts, and circumstances of each event you list. In most cases you can still be considered for Federal jobs. However, if you fail to tell the truth or fail to list all relevant events or circumstances, this may be grounds for not hiring you, for firing you after you begin work, or for criminal prosecution (18 USC 1001).

- 38** During the last 10 years, were you fired from any job for any reason, did you quit after being told that you would be fired, or did you leave by mutual agreement because of specific problems? YES NO
- 39** Have you ever been convicted of, or forfeited collateral for any felony violation? (Generally, a felony is defined as any violation of law punishable by imprisonment of longer than one year, except for violations called misdemeanors under State law which are punishable by imprisonment of two years or less.) YES NO
- 40** Have you ever been convicted of, or forfeited collateral for any firearms or explosives violation? YES NO
- 41** Are you now under charges for any violation of law? YES NO
- 42** During the last 10 years have you forfeited collateral, been convicted, been imprisoned, been on probation, or been on parole? Do not include violations reported in 39, 40, or 41, above. YES NO
- 43** Have you ever been convicted by a military court-martial? If no military service, answer "NO". YES NO
- 44** Are you delinquent on any Federal debt? (Include delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government plus defaults on Federally guaranteed or insured loans such as student and home mortgage loans.) YES NO

- 45** If "YES" in: 38 - Explain for each job the problem(s) and your reason(s) for leaving. Give the employer's name and address.
39 through 43 - Explain each violation. Give place of occurrence and name/address of police or court involved.
44 - Explain the type, length and amount of the delinquency or default, and steps you are taking to correct errors or repay the debt. Give an identification number associated with the debt and the address of the Federal agency involved.

NOTE: If you need more space, use a sheet of paper, and include the item number.

Item No.	Date (Mo./Yr.)	Explanation	Mailing Address		
			Name of Employer, Police, Court, or Federal Agency		
			City	State	ZIP Code
			Name of Employer, Police, Court, or Federal Agency		
			City	State	ZIP Code

- 46** Do you receive, or have you ever applied for retirement pay, pension, or other pay based on military, Federal civilian, or District of Columbia Government service? YES NO
- 47** Do any of your relatives work for the United States Government or the United States Armed Forces? Include: father; mother; husband; wife; son; daughter; brother; sister; uncle; aunt; first cousin; nephew; niece; father-in-law; mother-in-law; son-in-law; daughter-in-law; brother-in-law; sister-in-law; stepfather; stepmother; stepson; stepdaughter; stepbrother; stepsister; half brother; and half sister. YES NO
- If "YES", provide details below. If you need more space, use a sheet of paper.

Name	Relationship	Department, Agency or Branch of Armed Forces

SIGNATURE, CERTIFICATION, AND RELEASE OF INFORMATION**YOU MUST SIGN THIS APPLICATION.** Read the following carefully before you sign.

- A false statement on any part of your application may be grounds for not hiring you, or for firing you after you begin work. Also, you may be punished by fine or imprisonment (U.S. Code, title 18, section 1001).
- If you are a male born after December 31, 1959 you must be registered with the Selective Service System or have a valid exemption in order to be eligible for Federal employment. You will be required to certify as to your status at the time of appointment.
- I understand that any information I give may be investigated as allowed by law or Presidential order.
- I consent to the release of information about my ability and fitness for Federal employment by employers, schools, law enforcement agencies and other individuals and organizations, to investigators, personnel staffing specialists, and other authorized employees of the Federal Government.
- I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith.

48 SIGNATURE (Sign each application in dark ink)**49** DATE SIGNED (Month, day, year)

Standard Form 171-A—Continuation Sheet for SF 171 (Back)

• Attach all SF 171-A's to your application at the top of page 3.

1. Name (Last, First, Middle Initial)

2. Social Security Number

3. Job Title or Announcement Number You Are Applying For

4. Date Completed

ADDITIONAL WORK EXPERIENCE BLOCKS

☐	Name and address of employer's organization (include ZIP Code, if known)	Dates employed (give month, day and year)		Average number of	Number of employees you supervised
				hours per week	
		From:	To:		
		Salary or earnings		Your reason for leaving	
Starting \$		per			
Ending \$		per			
Your immediate supervisor Name		Area Code	Telephone No.	Exact title of your job	If Federal employment (civilian or military) list series, grade or rank, and, if promoted in this job, the date of your last promotion

Description of work: Describe your specific duties, responsibilities and accomplishments in this job, including the job title(s) of any employees you supervised. If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.

For Agency Use (skill codes, etc.)

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION

PERSONNEL FROM OTHER AGENCIES

TO: PERSONNEL MANAGEMENT DIVISION ROOM 4013 NEOB		FROM: (Requesting Official)	
THIS IS TO INFORM YOU THAT THE FOLLOWING INDIVIDUAL WILL BE PERFORMING DUTIES IN THE EOP COMPLEX			
RECEIVING AGENCY:		PARENT AGENCY:	
NAME: Last		First Middle Initial	
GRADE/STEP:	SALARY:	TYPE OF APPOINTMENT:	
SOCIAL SECURITY NUMBER:			
BIRTHDATE:	BIRTHPLACE:	DATE OF APPOINTMENT:	
PURPOSE/JUSTIFICATION OF EXTENSION (Describe project or duties):			
TYPE: ☐ HISTORICALLY PROVIDED SERVICE ☐ ASSIGNEE ☐ PRESIDENTIAL MANAGEMENT INTERN ☐ WHITE HOUSE FELLOW ☐ DETAILTEE ☐ STUDENT VOLUNTEER ☐ AGENCY REPRESENTATIVE ☐ OTHER _____			
DRUG TESTING DESIGNATION: ☐ TDP ☐ Non-TDP			
BEGINNING DATE (Mo/Day/Yr):		ENDING DATE (Mo/Day/Yr):	
POSITION TITLE (At the EOP Complex):		BUILDING PASS IS REQUIRED FOR: ☐ WH ☐ OEOB ☐ NEOB	
TYPE OF DETAIL (If applicable): ☐ Non-Reimbursable ☐ Reimbursable IF REIMBURSABLE, FMD CERTIFICATION OF FUNDS AVAILABILITY:		ASSIGNMENT LOCATION (Office or Division, Building, Room Number, & Telephone):	
EOP CONTACT PERSON (Name & Telephone):			
APPROVING OFFICIAL IN PARENT AGENCY (Name & Telephone):			
SIGNATURE OF EOP AGENCY APPROVING OFFICIAL:			DATE:

THE WHITE HOUSE
WASHINGTON

RESIGNATION for Personnel and Payroll Records:

- ★ Important note to individual completing this form. Please give specific reason for your resignation.

(Date resignation written)

I RESIGN FOR THE FOLLOWING REASON(s)

EFFECTIVE: _____
(Close of business date)

(Signature)

FORWARDING ADDRESS AND TELEPHONE NUMBER to be used for communications, including separation papers, salary checks and bonds. If there is a restriction on the period of time during which this address is applicable, please indicate:

NEW EMPLOYMENT ADDRESS AND TELEPHONE NUMBER:

Effective date if not immediate: _____

**THE WHITE HOUSE
WASHINGTON**

CHECK-OUT

INSTRUCTIONS

In an effort to expedite the check-out process, the offices have been arranged in order from the 5th floor of the OEOB down to and including the basement.

If the check-out process for a particular office is not applicable to you, please indicate by marking not applicable (NA).

Upon completion of this form, your signature is required as verification of accuracy.

Any questions regarding this procedure should be referred to the White House Personnel Office, x2260.

NAME: First Last

DATE OF SEPARATION: Month Day Year

CURRENT MAILING ADDRESS:

FORWARDING ADDRESS:

PLEASE NOTE: Your Final Pay Check Cannot be Issued Until this Form has been Satisfactorily Completed and Returned to the White House Personnel Office

1. EQUIPMENT HAS BEEN RETURNED TO THE WHITE HOUSE COMMUNICATIONS AGENCY.	White House Communications Agency OEOB, Room 593 (Ext. 1234)
2. WHITE HOUSE MESS HAS BEEN PAID AND WHITE HOUSE MESS PRIVILEGES CANCELLED.	White House Staff Mess OEOB, Room 404 (Ext. 4192)
3. LIBRARY MATERIALS CHARGED TO THE EMPLOYEE HAVE BEEN RETURNED.	White House Library OEOB, Room 308 (Ext. 7000)
4. FINANCIAL DISCLOSURE TERMINATION REPORT HAS BEEN FILED (Applicable Salaries Only).	White House Counsel's Office OEOB, Room 115 (Ext. 2674)
5. WHITE HOUSE MAIL ROOM HAS BEEN ADVISED OF A FORWARDING ADDRESS.	White House Mail Room OEOB, Room 49 (Ext. 2542)
6. WHITE HOUSE FEDERAL CREDIT UNION HAS BEEN ADVISED OF A FORWARDING ADDRESS.	White House Credit Union OEOB, Room 42 (Ext. 2900)
7. OFFICIAL OR DIPLOMATIC PASSPORT HAS BEEN RETURNED TO THE WHITE HOUSE TRAVEL OFFICE.	White House Travel Office OEOB, Room 87 (Ext. 2250)
8. SECURITY DEBRIEFING HAS BEEN COMPLETED.	White House Security Office OEOB, Room 84 (Ext. 2345)
9. DEPOSIT OF PRESIDENTIAL PAPERS AND ORAL HISTORY HAVE BEEN COMPLETED.	White House Records Manager OEOB, Room 80 (Ext. 2240)
10. EMPLOYEE'S WHITE HOUSE, EOB OR VOL PASS, USSS KEYS, COMMISSION BOOK, HAVE BEEN RETURNED TO THE SECRET SERVICE.	Technical Security Division, USSS OEOB, Room 23 (Ext. 4259)
11. EMPLOYEE'S STAFF PIN HAS BEEN RETURNED TO THE SECRET SERVICE.	Presidential Protection Division, USSS OEOB, Room 10 (Ext. 4112)

- | | |
|--|---|
| 12. PARKING REQUIREMENTS HAVE BEEN SATISFIED. | White House Administrative Office
OEOB, Room 1 (Ext. 2500) |
| 13. OUTSTANDING TRAVEL ADVANCES HAVE BEEN PAID. | White House Administrative Office
OEOB, Room 1 (Ext. 2500) |
| 14. SENIOR STAFF GYM KEY HAS BEEN RETURNED. | White House Administrative Office
OEOB, Room 1 (Ext. 2500) |
| 15. WHITE HOUSE TELEPHONE SWITCHBOARD HAS BEEN ADVISED OF A FORWARDING TELEPHONE NUMBER. | White House Telephone Service
OEOB, Room 09 (Ext. 2134) |
| 16. ANY OUTSTANDING WHITE HOUSE ATHLETIC CENTER FEES HAVE BEEN PAID AND WHAC MEMBERSHIP CANCELLED. | White House Athletic Center
NEOB, Room 2008 (Ext. 5688) |
| 17. OFFICE OF ADMINISTRATION/INFORMATION RESOURCES MANAGEMENT DIVISION - HAVE I.D. PASSWORD AND ACCOUNT NUMBER DEACTIVATED OR TRANSFERRED TO YOUR SUCCESSOR. | Client Services Desk
NEOB, Room 5116E (Ext. 7370) |

I CERTIFY THAT PROCEDURES FOR SEPARATION HAVE BEEN SATISFIED TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Signature

Date

RETURN COMPLETED FORM TO: WHITE HOUSE PERSONNEL OFFICE, OEOB, ROOM 6 (Ext. 2260)

THE WHITE HOUSE

WASHINGTON

January 26, 1993

MEMORANDUM FOR PROSPECTIVE APPOINTEES

FROM: BERNIE NUSSBAUM
COUNSEL TO THE PRESIDENT

This memorandum confirms in writing your express consent for the Federal Bureau of Investigation to investigate your background or conduct appropriate file reviews in connection with the consideration of your application for employment.

The FBI investigation will include the collection and use of relevant information concerning your personal history, and it is necessary that you authorize the disclosure of such information to the FBI. Information may be disseminated outside the FBI when necessary to fulfill obligations imposed by law.

By volunteering information concerning activities protected by the First Amendment, it will be assumed that you are expressly authorizing the maintenance of this information in the records of any Federal agency.

If you consent to such inquiries, please sign your name below and return this original memorandum of consent to me.

Thank you.

Name (please print or type) _____

Signature _____ Date _____

THE WHITE HOUSE
WASHINGTON

MEMORANDUM FOR:

FROM: C. BOYDEN GRAY *CM*
COUNSEL TO THE PRESIDENT

SUBJECT: Personal Data Statement

As part of the clearance procedures for your prospective appointment, please answer all of the following questions [(please do not respond "not applicable" or "N/A" if your response is "no" or "none.")] For questions 7-12, inclusive, please supply information as it pertains to you, your spouse and any relatives living in your immediate household. In addition, in responding to the other questions, please supply any information regarding your spouse or relatives that you deem to be relevant. Your responses to this questionnaire, which is not subject to public disclosure, will remain confidential.

Because your appointment cannot be finalized until all necessary reviews have been completed, please supply this information at your earliest convenience.

If you have any questions or need assistance in responding to this questionnaire, please do not hesitate to contact this Office. Thank you for your cooperation.

* * * * *

1. Full name.
2. Date and place of birth and social security number.
3. Current position and business address and telephone number.
4. Home address and telephone number.
5. Name of person to contact (if other than yourself) with regard to clearance matters, and home and office telephone numbers for that person.

6. Schools attended beyond high school, degrees awarded and dates thereof.
7. The names of all corporations, firms, partnerships or other business enterprises, and all nonprofit organizations and other institutions with which you are now, or during the past three years have been, affiliated as an officer, owner, director, trustee, partner, advisor, attorney or consultant. In addition, please provide the names of any other organizations with which you were affiliated prior to the past three years that might present a potential conflict or appearance of conflict of interest with your prospective appointment. (Please note that in the case of an attorney's client listing, it is only necessary to provide the names of major clients and those that might present a potential conflict or appearance of conflict of interest with the prospective appointment).

Those organizational affiliations that you plan to continue during your Government service should be noted with an asterisk.

8. The names of all corporations, firms or other business enterprises, partnerships, nonprofit organizations and educational or other institutions in which you presently have any continuing financial interest through ownership of stock, stock options, bonds or other arrangements, including a trust, pension or retirement plan, stock bonus, profit-sharing or other arrangement as a result of any prior employment or business or professional association. Also supply such details as are necessary for a thorough understanding of such continuing financial interests [(i.e., please indicate whether securities are listed, the business of the company if the security is not listed or is not readily recognized, etc.)]. Any interests you plan to retain during your Government service should be noted with an asterisk. (If the position to which you are being appointed requires the filing of an Executive Personnel Financial Disclosure Report ["Standard Form 278"], you may omit this question.)
9. The names of any creditors (other than those to whom you may be indebted by reason of a mortgage on property used as a personal residence, or for current and ordinary living expenses), setting forth the amount of such debt and any additional information deemed relevant to explain the

transaction. (If the position to which you are being appointed requires the filing of a Standard Form 278, you may omit this question. Regardless of whether you are required to file a Standard Form 278, however, please include [and so note] any debts for which you are contingently liable, loans on which you are a guarantor, etc.)

10. The names of any debtors, setting forth the amount owed to you and any additional information deemed relevant to explain the transaction. You need not include loans to your spouse, dependents or siblings for non-business purposes. Please exclude all debts under \$5,000.
11. All your interests in real property, other than a personal residence, setting forth the nature of your interest, the type of property and the address.
12. List direct involvement through contracts, provision of consulting services, etc., that you or your current business has with the Federal Government. Please specify the agency or agencies involved.
13. The details of any contractual or informal arrangement you may have with any person or any business enterprise in regard to future employment.
14. Any employee fringe benefits you are now receiving and would desire to retain during your Government service.
15. Have you or any firm, company or other entity with which you have been associated ever (1) registered as an agent of a foreign principal; (2) requested and received an exemption from such registration requirements; or (3) acted as an agent of a foreign government? If so, please give full details (e.g., date of registration, request for exemption, or notice provided to the Secretary of State concerning service as an agent of a foreign government; name in which filing was made; name of foreign principal; identity of country involved; and, if applicable, date representation was terminated).
16. Have you or any firm, company or other entity with which you have been associated ever been convicted of a violation of any Federal, state, county or municipal law, regulation or ordinance? If so, please give full details (do not include traffic violations for which a fine of \$25.00 or less was imposed).

17. Have you or any firm, company or other entity with which you have been associated ever been the subject of Federal, state or local investigation for possible violation of a criminal statute? If so, please give full details.
18. Has a tax lien or other collection procedure ever been instituted against you by Federal, state or local authorities? If so, please give full details.
19. Have you ever been involved in civil or criminal litigation, or in administrative or legislative proceedings of any kind, either as a plaintiff, defendant, respondent, witness or party in interest? If so, please give full details.
20. Have you ever been disciplined or cited for a breach of ethics or unprofessional conduct by, or been the subject of a complaint to, any court, administrative agency, professional association, disciplinary committee or other professional group? If so, please give full details.
21. Have you ever run for political office, served on a political committee or been identified in a public way with a particular organization, candidate or issue? If so, please describe.
22. Have you ever been publicly identified, in person or by organizational membership, with a particularly controversial */ national or local issue? If so, please describe.
23. Have you ever submitted oral or written views to any government authority (executive or legislative) or the news media on any particularly controversial */ issue other than in an official governmental capacity? If so, please describe.
24. Have you ever written any particularly controversial */ books or articles? If so, please describe.
25. Have you ever had any association with any person, group or business venture that could be used, even unfairly, to impugn or attack your character and qualifications for this position?
26. Do you know anyone who might take any steps, overtly or covertly, to attack your appointment? If so, please identify and explain the basis for the potential attack.

27. Please provide any other information that could be a possible source of embarrassment to you, your family or the President, if publicly known.

*/ References to "particularly controversial" is intended to focus on issues that could be used, even unfairly, against you.

THE WHITE HOUSE

WASHINGTON

MEMORANDUM FOR:

FROM:

C. BOYDEN GRAY *CM*
COUNSEL TO THE PRESIDENT

SUBJECT:

Personal Data Statement

As part of the clearance procedures for your prospective appointment, please answer all of the following questions [(please do not respond "not applicable" or "N/A" if your response is "no" or "none.")] For questions 7-12, inclusive, please supply information as it pertains to you, your spouse and any relatives living in your immediate household. In addition, in responding to the other questions, please supply any information regarding your spouse or relatives that you deem to be relevant. Your responses to this questionnaire, which is not subject to public disclosure, will remain confidential.

Because your appointment cannot be finalized until all necessary reviews have been completed, please supply this information at your earliest convenience.

If you have any questions or need assistance in responding to this questionnaire, please do not hesitate to contact this Office. Thank you for your cooperation.

* * * * *

1. Full name.
2. Date and place of birth and social security number.
3. Current position and business address and telephone number.
4. Home address and telephone number.
5. Name of person to contact (if other than yourself) with regard to clearance matters, and home and office telephone numbers for that person.

transaction. (If the position to which you are being appointed requires the filing of a Standard Form 278, you may omit this question. Regardless of whether you are required to file a Standard Form 278, however, please include [and so note] any debts for which you are contingently liable, loans on which you are a guarantor, etc.)

10. The names of any debtors, setting forth the amount owed to you and any additional information deemed relevant to explain the transaction. You need not include loans to your spouse, dependents or siblings for non-business purposes. Please exclude all debts under \$5,000.
11. All your interests in real property, other than a personal residence, setting forth the nature of your interest, the type of property and the address.
12. List direct involvement through contracts, provision of consulting services, etc., that you or your current business has with the Federal Government. Please specify the agency or agencies involved.
13. The details of any contractual or informal arrangement you may have with any person or any business enterprise in regard to future employment.
14. Any employee fringe benefits you are now receiving and would desire to retain during your Government service.
15. Have you or any firm, company or other entity with which you have been associated ever (1) registered as an agent of a foreign principal; (2) requested and received an exemption from such registration requirements; or (3) acted as an agent of a foreign government? If so, please give full details (e.g., date of registration, request for exemption, or notice provided to the Secretary of State concerning service as an agent of a foreign government; name in which filing was made; name of foreign principal; identity of country involved; and, if applicable, date representation was terminated).
16. Have you or any firm, company or other entity with which you have been associated ever been convicted of a violation of any Federal, state, county or municipal law, regulation or ordinance? If so, please give full details (do not include traffic violations for which a fine of \$25.00 or less was imposed).

27. Please provide any other information that could be a possible source of embarrassment to you, your family or the President, if publicly known.

* / References to "particularly controversial" is intended to focus on issues that could be used, even unfairly, against you.

[date memo is completed]

APPOINTMENT MEMORANDUM

NAME OF CANDIDATE:

POSITION:

DATE OF INTERVIEW: [date you talked with the individual;
use multiple dates if needed]

INTERVIEWER: [your name]

COMMENTS:

[brief bio of individual; include education, military service. If the authority sheet includes an experience requirement, it can be helpful to include enough description here to support the conclusion under the next heading that the experience requirement has been satisfied]

Authority

[Describe the position in which the individual would serve, whether the position requires Senate confirmation, and the specific term that the individual would serve. Cite the relevant statute. Analyze each of the statutory requirements that must be met: e.g., citizenship; appointment from civilian life; bi-partisanship balance; prohibition of outside business, vocation or employment; qualifications; etc.]

[If special conflict-of-interest requirements apply to a particular agency, these can be discussed here, but often fit in better if analyzed under the next heading.]

[The authority sheets provided by the Executive Clerk's Office are prepared by staff of that office for their internal use. Although we get copies, you cannot assume that the authority sheet reflects all relevant information, such as any applicable conflict-of-interest requirement, and accordingly should look up the relevant statute or other authority authorizing the job in question. If you discover errors in the relevant authority sheet as to a matter it does describe, notify the Executive Clerk's Office at x2226 so that the authority sheet can be corrected for future reference.]

Financial Disclosure Review

[Describe the individual's financial interests, any remedial steps (recusal, divestiture, waiver, blind trust) that are being

taken, and the DAEO's and your conclusion about the existence of any potential conflict of interest. Analyze whatever special statutory conflict of interest requirements exist. (The DAEO will typically mention these; Amy Schwartz also has an agency-by-agency summary in a briefing book.) In general, this section should also include a discussion of any issue arising under 18 U.S.C. 203 to 209. The degree of deference to give to the DAEO's conclusions may differ from case to case.]

Other Information

[Describe any outside positions the individual intends to retain and any listed on the SF-278 that the individual has agreed to resign. At minimum, pursuant to the President's ethics reform bill, individuals will have to resign any officer/director position in for-profit organizations.]

[If a nominee wishes to retain a position in a non-profit organization, this office works with the DAEO to assess the appropriateness of such involvement on a case-by-case basis. Potential nominees may be asked by this office to resign such positions even if the DAEO is satisfied that the positions do not pose a conflict of interest. To ensure that prospective nominees have been adequately briefed on the consequences of retaining outside positions in non-profit organizations, note here the nature of the briefing they have received (either from you or the DAEO) -- that is, the prohibition on outside earned income; the need to avoid conflict-of-interest, including the attribution to officers of the financial interests of the organization of which they are aware; limitations on fundraising; the prohibition on the use of government title and government time or resources for outside organizations; and the need for care to avoid 18 U.S.C. 205 issues.]

[For each source of potential controversy revealed on the SF-86, Personal Data Statement or elsewhere, summarize it briefly and record the individual's answers to any supplemental questions you ask about it. Questions should be designed to elicit any potential source of controversy. Even though we typically will not investigate further an individual's responses, it can be helpful to have the individual on record as stating that a particular matter is not likely to be a source of controversy.]

[Summarize the individual's response to the seven interview questions. As to the tax question, orally update it to ask also about 1989 tax returns, even though the question sheet may not be that current.]

Conclusion

[State your conclusion about the nomination. In the usual case,

if no disqualifying circumstances exist, the conclusion might read as follows:]

No matters of a controversial or embarrassing nature were revealed during my review and interview. Accordingly, assuming successful completion of all other background checks, I recommend that the nomination be allowed to proceed.

[If there is some matter that should be assessed in view of the FBI's investigation, the conclusion could say something like:]

No other matters of a controversial or embarrassing nature were revealed during my review and interview. Accordingly, assuming successful completion of all other background checks -- and in particular, assuming that the FBI's investigation is satisfactory as to _____ -- then I recommend that the nomination be allowed to proceed.

[If a position is a plain Presidential appointment that does not require Senate confirmation, you would use the term "appointment" rather than "nomination."]

cc: Jane Dannenhauer

[<-- FYI: Jane is in charge of the security unit in counsel's office; her staff handles the FBI reports.]

APPOINTMENT CLEARANCE PROCEDURES FOR WHITE HOUSE DETAILEES

I. WHAT TO EXPECT IN A FILE

The file you receive for each prospective appointee/nominee (generally referred to as the "financial file") will typically contain the following items (with partial exceptions noted):

- The individual's resume, which will be attached in back of two information sheets from the Office of Presidential Personnel that include summary information (including the proposed term of the appointment).
- An "authority sheet" prepared by the Executive Clerk's office that summarizes the laws/executive orders establishing the position.
- SF-278 financial disclosure report.

An SF-278 is required for all full-time positions requiring Senate confirmation. It may or may not be present in other files. In general, under the Ethics in Government Act and regulations (5 C.F.R. 2634.202 & 2634.204), Presidential appointees requiring Senate confirmation must file an SF-278 if they will serve more than 60 days during the year. If they will serve less than 60 days, as determined by OGE, no SF-278 is required unless the relevant Senate committee requests one. Presidential appointees not requiring Senate confirmation must file an SF-278 if they will serve more than 60 days in a year at a salary of GS-16 or higher.

- Personal Data Statement (PDS).

The PDS is a confidential disclosure statement used to supplement the SF-278. If the individual must fill out an SF-278, a short form PDS questionnaire is used. If an SF-278 isn't required, a long-form PDS questionnaire is used that also elicits information about financial interests. PDS questionnaires can be found in the briefing materials.

- FBI Form (SF-86 and Supplement).

An FBI background investigation form will be in the file whenever a position requires an FBI full-field investigation. This is the case for all full-time positions and certain part-time positions. (FYI, candidates filling out the form get supplemental instructions under which they provide certain additional information not required by the form itself.)

- Interview sheet with 7 standard interview questions.

- There may be instances in which an interview is not required. For example:
 - o When an individual already in a full-time Presidential appointment is being given an additional Presidential appointment on top of the current position. (E.g., if the Attorney General is also being appointed to a part-time commission.) A simplified clearance memo can also be done in such cases.
 - o When the prospective appointee is an elected State public official or a sitting Federal judge.
 - o When the position is on an advisory commission requiring few days of service and the individual is a public figure.
- Once you have completed a clearance memorandum and Amy has signed off, the financial file should be given to Lauren Reynolds for processing. Lauren will arrange for a copy of the clearance memorandum to be sent to Jane Dannenhauer of Counsel's Office. Jane coordinates liaison with the FBI and she will add the clearance memo to the file of materials the FBI has provided (the "FBI file") and provide that file to the Deputy Counsel for review. The Deputy Counsel does not review the financial file. If there are no problems, Counsel's Office will send a brief sign-off memorandum to the Office of Presidential Personnel.
- A few caveats:
 - o In general, do not mark on or highlight SF-278s. Copies of these will be sent to the Senate and should be kept neatly.
 - o If annotations need to be made on an SF-278 for completeness, in most cases it makes sense to have these made by a DAEO (though note in the memo that DAEO has agreed to do so). If major changes need to be made in an SF-278, talk to Amy about how best to have this done.
 - o Do not send PDSs to agency DAEOs. It may be necessary to share information about financial interests with DAEOs. Often, this can be done orally. If financial interests are substantial enough to make it useful to share information from a PDS in writing, talk to Amy first.

B. AUTHORITY

- Review relevant authority creating the position (most often a statute or executive order). The authority sheet will provide basic information, but because this sheet is prepared for limited purposes, it will not necessarily include all relevant information (e.g., special conflict-of-interest requirements). Although you can use the authority sheet for an overview, but you should conduct a first hand review of the authorities yourself.'
- Note the type of appointment -- PA or PAS -- and whether it is full-time or part-time.
 - PA = Presidential appointment
 - PAS = Presidential appointment requiring the advice and consent of the Senate (i.e., a nomination)
- Include enough information in the memo on what the position entails to provide a basis for a judgment on likely conflicts of interest.
- Ensure that you consider whether each requirement for the position is met, e.g., special qualifications requirements, bipartisanship balance, limits on outside activities. The memo should reflect your assessment.
- Consider whether the intended term of appointment identified by the Office of Presidential Personnel is proper. Term of appointment may be established in statute or may be POP (pleasure of the President, meaning no established term). State the term in the memo.

C. FINANCIAL DISCLOSURE REVIEW

- For a part-time position, there may be an initial question whether the individual would serve as a "special Government employee" who would be covered by the ethics laws (see July 1990 briefing memo), or as a "representative" who would not be covered by those laws. For established positions, the DAEO should know. (You may find, however, that some small advisory commissions have inexperienced DAEOs who will be of limited help.) Reference materials are available.

'A full set of USCAs is located in Counsel's Office in Room 106. The first half of the set is located in Jay Bybee's office -- which is the office straight as you walk into room 106 -- the second half is in Jeff Holmstead's office, which is the office to the right as you walk into room 106.)

D. OTHER INFORMATION:

- This is a catchall section for addressing any other legal or ethics policy problem that may arise. Often these can be more of a problem than conflict-of-interest issues. Examples include:

- o Hatch Act: Full-time appointees, except those appointed to Senate-confirmed positions involving national responsibilities, are covered by the Hatch Act, which imposes limits on political activities. Part-time SGE appointees are covered by the Hatch Act for the full 24 hours of the days in which they serve. (Note that some part-time PAS positions will be exempt from the Hatch Act.) If an individual's papers reflect substantial political activity and he/she will be covered by the Hatch Act, you should make sure the appointee is aware that the Hatch Act will apply.

An individual may be precluded from appointment to a Hatched position if he/she is involved in political activities that cannot be suspended during Federal service -- e.g., being a candidate for office. There is an open question whether an individual who holds office in a political party may suspend political activities on Hatched days or whether holding the office is enough to run afoul of the Hatch Act. This Office has requested an Office of Legal Counsel interpretation on the issue. Meanwhile, if this issue arises, let Amy know.

- o Foreign agent issues: Under 18 U.S.C. 219, government employees, including SGEs, are prohibited from being or acting as a registered agent for a foreign principal. Although the statute authorizes waiver where a special Government employee's service is "required in the national interest," such waivers will not be granted except in the most unusual cases. If you find that someone is a foreign agent, let Amy know right away rather than spending a lot of time resolving other issues in the file.

If it is not clear from the PDS whether someone is a foreign agent or not, you can check by calling the Registration Unit in the Criminal Division of the Department of Justice, which maintains registration records. (If you want to ask DOJ about anything other than registration status, check with Amy first.)

- o Board Positions: Pursuant to Presidential policy, full-time Presidential appointees cannot retain any

- Summarize the individual's responses to the standard seven interview questions. (It can be enough to say that you posed the standard seven questions and the individual's answers provided no notable information.) If someone indicates that they have been audited by the IRS, it can be helpful to get a sense whether disallowances seem unusually large and, if so, what the nature of the issue was. Similarly, if someone acknowledges traffic violations, it can be helpful to ask whether there was anything unusual or controversial about the circumstances of the violations.

E. CONCLUSION

- State conclusion as to appointment/nomination. Usually the conclusion will be favorable. If there are serious enough problems to warrant a negative recommendation, talk to Amy rather than preparing a clearance memo.
- If there is an issue raised in the memo that should be flagged for special attention by the Deputy Counsel, reference it here. For example, if an issue raised in the "Other Information" section should be reassessed in light of the contents of the FBI investigation, the memo could say:

Accordingly, assuming successful completion of all other background checks -- and in particular, assuming that the FBI's investigation is satisfactory as to
_____, -- then I recommend that
the appointment be allowed to proceed.

THE WHITE HOUSE

WASHINGTON

MEMORANDUM FOR

FROM: C. BOYDEN GRAY *CB*
COUNSEL TO THE PRESIDENT

SUBJECT: Personal Data Statement

As part of the clearance procedures for your prospective appointment please answer all of the following questions (please do not respond "not applicable" or "N/A" if your response is "no" or "none"). For questions 6-11, inclusive, please supply information as it pertains to you, your spouse, and any relatives living in your immediate household. In addition, in responding to the other questions, please supply any information regarding your spouse or relatives that you deem to be relevant. Your responses to this questionnaire, which is not subject to public disclosure, will remain confidential.

Because your appointment cannot be finalized until all necessary reviews have been completed, please supply this information at your earliest possible convenience.

If you have any questions or need assistance in responding to this questionnaire, please do not hesitate to contact this office. Thank you for your cooperation.

* * * * *

1. Full name.
2. Current position and business address and telephone number.
3. Home address and telephone number.
4. Position for which you are being considered.
5. Name of person to contact (if other than yourself) with regard to clearance matters, and home and office telephone numbers for that person.

12. Have you ever been publicly identified, in person or by organizational membership, with a particularly controversial */ national or local issue? If so, please describe.
13. Have you ever submitted oral or written views to any government authority (executive or legislative) or the news media on any particularly controversial */ issue other than in an official governmental capacity? If so, please describe.
14. Have you ever written any particularly controversial */ books or articles? If so, please describe.
15. Have you ever had any association with any person, group or business venture that could be used, even unfairly, to impugn or attack your character and qualifications for this position?
16. Do you know anyone who might take any steps, overtly or covertly, to attack your appointment? If so, please identify and explain the basis for the potential attack.

*/ Reference to "particularly controversial" is intended to focus on issues that could be used, even unfairly, against you.