

FOIA MARKER

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

Folder Title:

Working File, Clinger Request, June 21, 1996 [1]

Staff Office-Individual:

Counsel's Office

Original OA/ID Number:

CF 670

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

Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. memo	Security Procedure. (1 page)	00/00/1993	b(7)(E)

COLLECTION:

Clinton Presidential Records
Counsel Office

OA/Box Number: CF 670

FOLDER TITLE:

Working File, Clinger Request, June 21, 1996 [1]

2006-1066-F

vz3551

RESTRICTION CODES

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

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

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

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

RR. Document will be reviewed upon request.

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

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

7/8/96-

To: Wendy White

The attached
files are all I am
able to locate that
may respond to
this document request -

Hand

THE WHITE HOUSE
WASHINGTON

June 24, 1996

7/8/96 - Jchn -

I need the file
in the OEOB
labeled

"Livingstone, Craig
- names"

TO: All Staff of the White House and Office of
Administration

FROM: Jane Sherburne *JCS*
Special Counsel to the President

Wendy S. White
Associate Counsel to the President

RE: Document Requests from House Committee on Government
Reform and Oversight dated June 21, 1996.

We have received the following request for documents from the
House Committee on Government Reform and Oversight:

"All memos to and/or from Craig Livingstone, Anthony Marceca,
William Kennedy, Bernard Nussbaum, Vincent Foster, Joel Klein,
Lloyd Cutler, Abner Mikva, John M. Quinn, Jane Sherburne, Beth
Nolan, Cliff Mauton, Christopher Cerf, Trey Schroeder, Ed Hughes,
Jonathan Denbo, Mari Anderson, or Ms. Lisa Wetzel regarding
anything having to do with the updating of White House passes,
security clearances, FBI background files or any operations of the
Office of Personnel Security."

Please search your files for responsive materials. After
conducting your search, provide the documents to Wendy White in
Room 136 of the Old Executive Office Building as soon as possible.
The Committee has asked for a response by the close of business
today. While we will advise the Committee that we are unable to
meet this deadline, we want to respond as quickly as we can.

Should you have any questions regarding this request, please
call Wendy White at 6-7361.

ICKES, HAROLD
WHITE HOUSE OFFICE

DEPUTY CHIEF OF STAFF FOR POLICY

WH

IFL/WW

THE WHITE HOUSE
WASHINGTON

June 24, 1996

TO: All Staff of the White House and Office of
Administration

FROM: Jane Sherburne *JS*
Special Counsel to the President

Wendy S. White
Associate Counsel to the President

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Should you have any questions regarding this request, please call Wendy White at 6-7361.

WILKIE, ALLISON S.
WHITE HOUSE OFFICE

PRESS SECRETARY

OE08

170

*I have not seen and do
not have in my
possession any of these
documents.*
Allison S. Wilkie

MEMORANDUM

TO: JANE C. SHERBURNE
WENDY S. WHITE

FROM: EVELYN S. LIEBERMAN

Evelyn S. Lieberman

DATE: JUNE 28, 1996

RE: DOCUMENT REQUESTS FROM HOUSE COMMITTEE ON GOVERNMENT
REFORM AND OVERSIGHT DATED JUNE 21, 1996

Responding to your memo of June 24, 1996 regarding the House Committee document request, I have searched my files and do not have any documents or materials which would be responsive.

THE WHITE HOUSE

WASHINGTON

June 24, 1996

TO: All Staff of the White House and Office of
Administration

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Special Counsel to the President

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Associate Counsel to the President

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SCHEAR, STUART M.
WHITE HOUSE OFFICE

PRESS SECRETARY

WH

Stuart M. Shear
IFL/WW

THE WHITE HOUSE
WASHINGTON

June 24, 1996

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SCHWARTZ, LAURA D.
WHITE HOUSE OFFICE

PRESS SECRETARY

OE08

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Non-response

THE WHITE HOUSE
WASHINGTON

June 24, 1996

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Special Counsel to the President

Wendy S. White
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ABRAMS, LORI E.
WHITE HOUSE OFFICE

CORRESPONDENCE

OE08

457

December 8, 1993

MEMORANDUM FOR CRAIG LIVINGSTONE

FROM: LORI ABRAMS
ADMINISTRATIVE DIRECTOR
PRESIDENTIAL MESSAGES

RE: VOLUNTEER BADGE FOR KIRSTEN WILSON

Would it be possible to get a hard badge for our full-time volunteer Kirsten Wilson? She has been with us for 6 months and will be here at least another 6 months. She is extremely valuable to the department and I would like to facilitate her entry to the building as much as possible.

As this is the only volunteer in our department that would need a badge, I hope that you are able to comply with this request. Your attention to this matter is greatly appreciated. If you have any questions, please give me a call on x7487.

Thank you very much!!!

THE WHITE HOUSE

WASHINGTON

MEMORANDUM

TO: Jane Sherburne
Wendy White

FROM: Mildred C. Alston *mea*

DATE: June 25, 1996

RE: Document Requests from House Committee on Government Reform and Oversight dated June 21, 1996

Pursuant to your request dated June 24, 1996, I have searched my files and have found in my computer the attached memo which is responsive.

M E M O R A N D U M

TO: Craig Livingstone
FROM: Mildred C. Alston
DATE: December 20, 1993
Re: White House Security Video

This is to advise that I have viewed the White House Security video. As I understand, this was the only remaining requirement for my permanent pass to be issued.

I am returning the video herewith.

Staff meeting

THE WHITE HOUSE

WASHINGTON

June 24, 1996

TO: All Staff of the White House and Office of
Administration

FROM: Jane Sherburne *JS*
Special Counsel to the President

Wendy S. White
Associate Counsel to the President

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Should you have any questions regarding this request, please call Wendy White at 6-7361.

SPIRITUS, MARGO L.
WHITE HOUSE OFFICE

SCHEDULING AND ADVANCE

WH

GFL/WW

Response

June 3, 1996

MEMORANDUM TO CRAIG LIVINGSTONE

FROM: MARGO SPIRITUS

SUBJECT: WHITE HOUSE PASS

This weekend my purse was stolen. My White House pass was in my purse at the time. I have filed a police report however I do not anticipate my purse being returned to me.

I would like to request a new White House pass. Please let me know the appropriate steps that need to be taken. Thank you for your attention to this matter.

THE WHITE HOUSE

WASHINGTON

June 26, 1996

MEMORANDUM FOR WENDY S. WHITE

Associate Counsel to the President

FROM:

G. TIMOTHY SAUNDERS 
Executive Clerk

SUBJECT:

Clarification of House Committee Document Request
re the Office of Personnel Security

In response to your clarification memo of June 25, 1996,
concerning the Office of Personnel Security, we have found no
materials responsive to this request.

Thank you.

THE WHITE HOUSE
WASHINGTON

June 24, 1996

TO: All Staff of the White House and Office of
Administration

FROM: Jane Sherburne *JS*
Special Counsel to the President

Wendy S. White
Associate Counsel to the President

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Should you have any questions regarding this request, please call Wendy White at 6-7361.

HUBER, CAROLYN C
WHITE HOUSE OFFICE

OVAL OFFICE OPERATIONS

WH

2FL/EW

**THE WHITE HOUSE
WASHINGTON**

June 13, 1994

MEMORANDUM TO CRAIG LIVINGSTONE

**FROM: Carolyn Huber, Director, President's Personal
Correspondence, East Wing, Room 214**

**Please issue a pass to Mary Tull who volunteers in our
office three days a week. She has completed her security
clearance earlier this year. Thank you!**

THE WHITE HOUSE

WASHINGTON

June 13, 1994

MEMORANDUM TO CRAIG LIVINGSTONE

**FROM: Carolyn Huber, Director, President's Personal
Correspondence, East Wing, Room 214**

**Please issue a pass to Joan Baker who volunteers in our
office two to three days a week. She has completed her security
clearance earlier this year. Thank you!**

THE WHITE HOUSE

WASHINGTON

March 7, 1995

MEMORANDUM TO JODIE TORKLESON, DEPUTY ASSISTANT TO
THE PRESIDENT FOR MANAGEMENT AND
ADMINISTRATION

FROM: Carolyn Huber, Director of Personal Correspondence

Jeannine L. Ragland will be begin volunteering in my office today, March 7, 1995. Craig Livingstone has completed her background check. She now has an orange pass and it needs to be upgraded to a blue pass. If you have questions, please give me a call at 6-2957. Thank you for your assistance.

THE WHITE HOUSE
WASHINGTON

February 23, 1995

MEMORANDUM TO JODIE TORKLESON
DEPUTY ASSISTANT TO THE PRESIDENT
FOR MANAGEMENT AND ADMINISTRATION

FROM: Carolyn Huber, Director of Personal Correspondence

Jeannine Ragland will begin volunteering in my office on March 7, 1995. Craig Livingstone has completed her background check. She now has an orange pass. Her pass needs to be upgraded to a blue. If you have questions, please give me a call at 6-2957.

THE WHITE HOUSE
WASHINGTON

Attached are
copies of every document
we could find.

June 24, 1996

FROM: Melinda Bates (6-2322)

~~TO:~~ All Staff of the White House and Office of
Administration

~~FROM:~~ TO: Jane Sherburne *JCS*
Special Counsel to the President

Wendy S. White
Associate Counsel to the President

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meet this deadline, we want to respond as quickly as we can.

Should you have any questions regarding this request, please
call Wendy White at 6-7361.

BATES, MELINDA N.
WHITE HOUSE OFFICE

VISITORS OFFICE

WH

100/EW

EXECUTIVE OFFICE OF THE PRESIDENT

30-Nov-1995 03:15pm

TO: D. Craig Livingstone
TO: Claude A. Taylor

FROM: Marc A. Hoberman
Visitors Office

CC: Melinda N. Bates

SUBJECT: vo vol

Craig/Claude:

I just found an undated note asking our vol, Barbara Chapin, to attend a security briefing. She was recently selected as a juror on a high-profile DC case. She was told to expect it to take 6-8 weeks, ending around Christmas.

Please keep her in active status, even tho' she is unavailable until early January.

Thanks.

Marc

EXECUTIVE OFFICE OF THE PRESIDENT

16-Jan-1996 02:41pm

TO: Melinda N. Bates
FROM: Marc A. Hoberman
Visitors Office
CC: Anne S. Walker
SUBJECT: vol hard passes

Melinda:

I just had a call from Shelly in the Vol Ofc.

She is looking for a Wed vol to replace Maggie.

If we want our vols to apply for hard passes, she needs a memo from you, thru Jodie, to her justifying the request. The process is optional for the vol.

Marc

*does someone need/want a hard pass?
I've not yet asked Anne Knowles or Jean Fales
if they want to go thru the process. ✓*

3/13/96

*Holly - this should go in vol file next to April's
desk. Can you prepare memo justifying blue
badges for EW vols?*

M

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

16-Jan-1996 02:55pm

TO: Marc A. Hoberman

FROM: Anne S. Walker
 Volunteer Office

SUBJECT: Wednesday volunteer

Joani McIlvain has offered to be your regular Wednesday volunteer. Is this acceptable to all of you? She is currently holding an orange hard badge. Incidentally, Joani thought her Thursday time with you was finished.

Shelley

EXECUTIVE OFFICE OF THE PRESIDENT

12-Jul-1995 11:43am

TO: Melinda N. Bates

FROM: Claude A. Taylor
Volunteer OfficeSUBJECT: young vol

Educational status is not an issue. Normally volunteers must be eighteen and be able to make a weekly commitment for a year in order to be accepted. However, we do make exceptions on both of those counts for staff. We do need to run it by Craig/Jodie who have been cooperative in granting these exceptions. Have her fill out the usual vol. paperwork which I'm sending you via inter-office, attach to it a short memo and I'll have it cleared and get her on access. Thanks.

THE WHITE HOUSE

WASHINGTON

July 25, 1995

MEMORANDUM FOR WHITE HOUSE OFFICE EMPLOYEES
OFFICE OF POLICY DEVELOPMENT EMPLOYEES
OFFICE OF THE VICE PRESIDENT EMPLOYEES

FROM: LEON PANETTA
CHIEF OF STAFF



SUBJECT: Security and Access for Volunteers

Given that summer is a time when many new volunteers are available for assignments in the White House Office, I believe it is important to reiterate policies related to bringing volunteers into our offices. It is extremely important that all volunteers be registered and screened by the Volunteer Office **before** they are permitted to begin working in the Complex. It is equally important that if you need the assistance of volunteers, you contact the Volunteer Office to make the appropriate arrangements.

The following guidelines are to be followed with respect to all persons desiring to volunteer on the Complex.

1. Any person expressing interest in volunteering should be directed to Mr. Claude Taylor, Director of the Volunteer Office, Room 22 OEOB, (202) 456-5455.
2. Under no circumstances should volunteers be cleared as appointments in order to work in your offices. All volunteers are cleared through the Volunteer Office.
3. All requests for badges or building access for volunteers should be sent to Mr. Taylor. For security reasons, badges and building access for volunteers is strictly controlled. Under no circumstances should staff submit such requests directly to White House Personnel Security or Management and Administration. They will be denied.
4. In the event a staff member brings volunteers into the Complex without authorization from the Volunteer Office, the volunteer may be asked to leave and the staff member will be cited for a security violation.

recd 7-12-94 from Volunteer Office

Volunteer Service Guidelines

It is a privilege to be able to serve as a volunteer at the White House. Individuals who are invited to serve as volunteers serve at the pleasure of the President. A volunteer applicant may be rejected or a volunteer may be dismissed for any reason.

A volunteer seeking to be placed through the Volunteer Office must be interviewed and undergo a security clearance. If, upon interviewing an applicant, the Director determines that he will not use the services of that individual, the Director shall send him or her a letter notifying him or her of the decision. Similarly, when the Security Office determines that a volunteer is ineligible to render service, the Director shall send a letter to the volunteer informing him or her of that decision. See Attachment.

If the services of a volunteer who was placed through the Volunteer Office are no longer desired, the Director of the Volunteer Office shall inform the individual. The Director shall speak privately with the volunteer and personally thank the volunteer for the service he or she has rendered. The Director should also take that opportunity to express the White House's gratitude as well.

If a volunteer raises questions regarding the decision to terminate his or her service, he or she should be reminded of clause (vi) of the Volunteer Agreement and informed that the White House has elected to invoke that clause in this instance. The Director should avoid discussions regarding the reasons for discontinuing the services of a volunteer, particularly in instances where the Security Office has found the individual ineligible to render service in the White House.

Where there are specific actions that a volunteer has taken from which he or she was asked to refrain by a supervisor and these actions are the basis for discontinuing the volunteer's services, such actions may be referenced. Under all circumstances, however, it is inappropriate to engage in a dispute with a volunteer over his or her services. If the potential for a dispute arises, the Director should conclude the discussion.

The Director must retrieve the pass of any volunteer whose services are discontinued. All passes are the property of the Security Office and must be returned promptly when not in use. Should a volunteer fail to surrender his or her pass, the Director promptly shall notify the Security Office. Any government property in the volunteer's control must remain in the White House.

JOLS

April 13, 1994

MEMORANDUM

TO: D. Craig Livingstone
Director, WH Personnel Security
OEOB 84

FROM: Marc Hoberman
Assistant Director, Visitors Office

SUBJECT: Hard pass request for Barbara Chapin

Barbara Chapin has submitted her information required for a security check. The Visitors Office requests that she be considered for a blue volunteer pass.

Mrs. Chapin has volunteered in our office since March 1993. She has demonstrated her ability to function well, without supervision. We would like her to be able to take on additional responsibilities, specifically those that require her to move about the complex without an escort.

Please call me at 6-1202 if you need more information. Thanks.

THE WHITE HOUSE

WASHINGTON
January 25, 1995

MEMORANDUM

TO: Claude A. Taylor
Director, Volunteer Office
OEOB 22

FROM: Marc Hoberman
Assistant Director, Visitors Office

SUBJECT: Request for Volunteer

This is a request for issuance of a blue volunteer hard pass to Kim Sauer.

The Visitors Office is responsible for administering tours of the White House, inviting staff and their guests to open Presidential helicopter departures, and coordinating guests at some special events, including Arrival Ceremonies and the Easter Egg Roll. The office hours are 8:30 a.m. until 6 p.m., Monday through Friday, except holidays. On Mondays the office opens at 9 a.m.

Our volunteers serve primarily as receptionists. They answer and direct phone calls, provide information, open and sort the mail, and file correspondence. In addition, they are usually able to assist permanent staff at special events. Our support staff must be pleasant and helpful to *all* callers and guests.

We expect Kim Sauer to be able to take on additional responsibilities, specifically those that require her to move about the complex without an escort. Her schedule is such that she has agreed to be our primary "night and weekend" volunteer. She has an extensive background in database management. As this office converts to a single relational database for all types of tours, we expect Kim may have to be here frequently in the evenings when we have limited staff available and she should be able to walk unescorted.

Please call me at 6-2324 if you need more information. Thanks.

THE WHITE HOUSE

WASHINGTON
June 12, 1995

MEMORANDUM

TO: Jodie Torkelson
Deputy Assistant to the President
for Management and Administration

xc: Claude Taylor
Volunteer Office

FROM: Melinda N. Bates
Director, Visitors Office

SUBJECT: Hard pass request for Johanna Pond

Johanna Pond has prepared her information required for a security check. She submitted it to the WH Personnel Security Office. The Visitors Office requests that she be considered for a blue volunteer pass.

Mrs. Pond has volunteered in our office since January 1995 and at the White House since October 1994. We would like her to be able to take on additional responsibilities, specifically those that require her to move about the complex without an escort. The offices in the East Wing regularly require volunteers and interns to go to the OEOB (and occasionally to the Graphics Department in the NEOB).

Please call me at 6-2324 if you need more information. Thanks.

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

14-Aug-1995 11:04am

TO: Claude A. Taylor

FROM: Marc A. Hoberman
 Visitors Office

SUBJECT: vol pass

Claude:

I confirmed today with Kim Sauer that she is being switched to the east wing access list and she will turn in her blue vol hardpass when next here.

Thanks. Marc

EXECUTIVE OFFICE OF THE PRESIDENT

11-Aug-1995 03:10pm

TO: Marc A. Hoberman

FROM: Claude A. Taylor
Volunteer Office

SUBJECT: your volunteer

I need to know how long your volunteer Kimberly Sauer will be staying and working at the White House. Thank you.

THE WHITE HOUSE

WASHINGTON

May 25, 1994

MEMORANDUM

TO: D. Craig Livingstone
Director, WH Personnel Security
OEOB 84

FROM: Melinda N. Bates *MB*
Director, Visitors Office

SUBJECT: Hard pass request for Phyllis A. Ward

Phyllis Ward has prepared her information required for a security check. The Visitors Office requests that she be considered for a blue volunteer pass.

Mrs. Ward has volunteered in our office since March 1994 and for the White House since February 1993. We would like her to be able to take on additional responsibilities, specifically those that require her to move about the complex without an escort.

Please call me at 6-2324 if you need more information. Thanks.

THE WHITE HOUSE

WASHINGTON

June 24, 1994

MEMORANDUM

TO: Craig Livingstone
Director, Personnel Security Office
OEOB 84

FROM: Marc Hoberman *MH*
Assistant Director, Visitors Office

SUBJECT: A. Elaine Malcolm pass renewal

The blue VOL temporary hardpass for A. Elaine Malcolm expires on 6/30/94. This is a request that it be renewed.

Ms. Malcolm is our "non-standard hours" volunteer. She assists primarily at evening and weekend events. For example, she helped staff the Congressional Picnic last evening.

Please let me know (6-1202) what additional information is required to act favorably on this request. Thanks.

THE WHITE HOUSE
WASHINGTON

3/21/94

Craig / Mary:

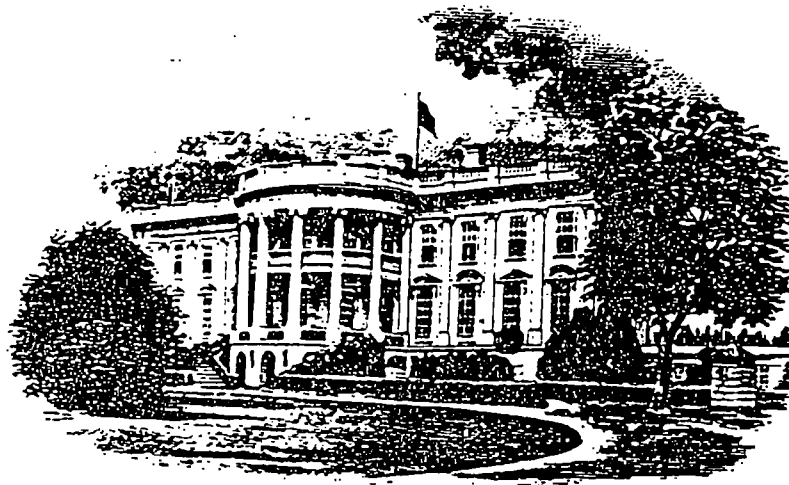
This should contain all the security forms for A. Elaine Malcolm. She is currently on the East Wing rot. access list and is applying for a blue VOL hard pass.

Please let me know (6-1202) if you need more info.

Thanks -

Marc

WHITE HOUSE COMPLEX



VOLUNTEER STAFF ORIENTATION HANDBOOK

Previous Edition Should Be Recycled

THE WHITE HOUSE
OFFICE OF PRESIDENTIAL INQUIRIES
ROOM 39, O.E.O.B.

Welcome to the Clinton White House! Volunteers and their energies are an absolutely vital part of our team. You and your efforts directly contribute to the success of the Clinton/Gore Administration.

The following pages outline the security procedures and responsibilities of all volunteer staff. These procedures may at times seem exhaustive, but they are necessary for everyone's safety. Please read them carefully. Your cooperation is essential to an efficient and secure working environment.

Again, thank you for your contribution to the Clinton/Gore administration.

Sincerely,

A handwritten signature in cursive script that reads "Jamie Williams". The signature is fluid and elegant, with a large initial "J" and a long, sweeping underline.

Jamie Williams

GENERAL INFORMATION

Phone:

456-2724

Office Personnel:

Jamie Williams
Judy Allbright
Patrick Briggs

Dress:

Business attire is required during the week. On the Weekends slightly more casual clothing is acceptable.

Hours:

The White House Complex is open to volunteers according to the following schedule:

MON - FRI: 8:00 am - 9:00 pm
SATURDAY : 10:00 am - 5:00 pm
SUNDAY : CLOSED

Your particular job assignment may fall outside these hours. If that is the case special arrangements will be made.

Behavior:

In your capacity as a volunteer you now represent the Clinton/Gore administration. Always be polite on the telephone, regardless of how offensive the caller is. You may hear from a variety of very disturbed individuals. Do not commit to any position on any issue, merely record their opinion and thank them for the call.

Remember that you are working in the White House Complex. A healthy respect for where you are and a professional attitude makes everyone's job easier.

Personal Difficulties:

If you run into any difficulties with the office you are placed in, let us know and we will reassign you. We need you and we want to keep you happy. If you don't get along with the people you are working with, let us know and we will try to work something out.

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. memo	Security Procedure. (1 page)	00/00/1993	b(7)(E)

COLLECTION:

Clinton Presidential Records
Counsel Office

OA/Box Number: CF 670

FOLDER TITLE:

Working File, Clinger Request, June 21, 1996 [1]

2006-1066-F
vz3551

RESTRICTION CODES

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

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

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

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

RR. Document will be reviewed upon request.

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

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

JOB ASSIGNMENTS

There are literally hundreds of different jobs that volunteer staffers at The White House Complex may be asked to do. The majority of volunteers, however, will be asked to work in constituent relations. The flow of information between the American people and their President stands at an all time high. At the same time, there will be fewer staff to process this information. As a result, volunteers are absolutely crucial.

The White House Comment Line:

Many volunteers are needed to man the White House Comment Line. The lines are open 9-5 Monday through Friday. These lines are an opportunity for the American people to register their opinion with the President directly. Comment Line staffers talk to Americans from all walks of life and listen to their concerns. The opinions recorded are tabulated and the President is made aware of them. Comment Line staffers are on the "front lines" of constituent relations. They often hear America's first reactions to policy changes or world events.

Mail Analysis:

President Clinton has received a record amount of mail since the inauguration. Every piece of mail gets a response. A great many volunteers are needed to read, sort, and respond to the President's mail.

Miscellaneous Assignments:

As a volunteer you may be assigned to virtually any office in the White House Complex. Assignments in offices outside the correspondence department are usually on an ad hoc basis. Other offices may need you to answer phones, do general office work, or handle their correspondence. We understand that some volunteer staffers have particular offices in mind, and we will do our best to accommodate you whenever possible. However, due to the large number of volunteers and the pressing nature of our duties here, it is not always possible to assign everyone to the office of their choice.

THE WHITE HOUSE

WASHINGTON

November 30, 1994

MEMORANDUM FOR WHITE HOUSE OFFICE EMPLOYEES
OFFICE OF POLICY DEVELOPMENT EMPLOYEES
OFFICE OF THE VICE PRESIDENT EMPLOYEES

FROM: LEON PANETTA
CHIEF OF STAFF



SUBJECT: Security and Access for Volunteers

From time to time, we are all approached by individuals wishing to volunteer at the White House and often, we would like to take advantage of these offers. Nevertheless, it is extremely important that all volunteers be registered and screened by the Volunteer Office **before** they are permitted to begin working in the Complex. It is equally important that if you need the assistance of volunteers, you contact the Volunteer Office to make the appropriate arrangements (see the attached memorandum).

The following guidelines are to be followed with respect to all persons desiring to volunteer on the Complex.

1. Any person expressing interest in volunteering should be directed to Mr. Claude Taylor, Director of the Volunteer Office, Room 22 OEOB, (202) 456-5455.
2. Under no circumstances should volunteers be cleared as appointments in order to work in your offices. All volunteers are cleared through the Volunteer Office.
3. All requests for badges or building access for volunteers should be sent to Mr. Taylor. For security reasons, badges and building access for volunteers is strictly controlled. Under no circumstances should staff submit such requests directly to White House Personnel Security or Management and Administration. They will be denied.
4. In the event a staff member brings volunteers into the Complex without authorization from the Volunteer Office, the volunteer may be asked to leave and the staff member will be cited for a security violation.

THE WHITE HOUSE

WASHINGTON

November 30, 1994

MEMORANDUM FOR WHITE HOUSE OFFICE EMPLOYEES
OFFICE OF THE VICE PRESIDENT EMPLOYEES
OFFICE OF POLICY DEVELOPMENT EMPLOYEES

FROM: CLAUDE TAYLOR *CT*
WHITE HOUSE VOLUNTEER DIRECTOR

SUBJECT: White House Volunteer Program

The White House Volunteer Office has a large pool of talented and dedicated volunteers available to assist your office for both short-term and long-term projects. Our volunteers work anywhere from four to forty hours each week. The Volunteer Office does its best to place volunteers appropriately based on the needs of the requesting office. If your office is in need of assistance for a few hours or a few days, please contact me in writing or through electronic mail.

If you wish to make arrangements for assistance from volunteers on a permanent or semi-permanent basis, please describe your specific needs, the level of expertise or skills required, and the days and hours the support is needed. When requesting volunteer support of this nature, please bear in mind that many volunteers are here only once a week and only for part of the day. If you need assistance Monday through Friday, it is very likely that several different individuals may be assigned to your office.

If you have a special, short-term project for which you need additional help, please contact me as far in advance as possible and we will work with you to provide you with a team of volunteers to assist you with your project.

Finally, if you find yourself needing assistance at the last minute due to the illness of a staff member or regular volunteer, please do not hesitate to call upon our office for assistance. We will make every effort to find a volunteer who can assist your office. However, we cannot guarantee that we will be able to fill every last-minute request.

Let me reiterate that the individuals who volunteer with us are a special group of people. They take pride in their enthusiastic and dedicated service to the Presidency.

THE WHITE HOUSE

WASHINGTON

August 18, 1993

MEMORANDUM FOR ALL WHITE HOUSE STAFF

FROM:

PATSY L. THOMASSON
SPECIAL ASSISTANT TO THE PRESIDENT
FOR MANAGEMENT AND ADMINISTRATION

SUBJECT:

Clearance Procedures for White House Volunteers

White House volunteers must be cleared by White House Personnel Security before they can begin to volunteer.

The procedures for new volunteers are as follows:

- 1) All prospective volunteers should contact the White House Volunteer Center at 456-7756, and set up a time to be interviewed.
- 2) At the time of the interview, they will complete a volunteer profile and a security form, which will be processed by White House Personnel security.
- 3) Only after this process is successfully completed, will the volunteer be added to the access list and be able to volunteer in the White House Complex.

It is a violation of White House security procedures to WAVE in any new volunteers until all appropriate checks have been completed.

THE WHITE HOUSE

WASHINGTON

As the end of the Fall session draws near (December 15), there are a few reminders I'd like to mention to you:

- 1) All intern blue passes must be returned to me before the start of the next intern session. New passes for Spring will not be issued until all Fall intern blue passes have been received by me. It is your responsibility to remind and enforce this policy with your interns. Do not let interns give passes to the Secret Service officers as they exit the building on their last day. Make sure they return their passes to you or myself.
- 2) Under no circumstances are interns allowed to do advance or travel for the White House during their internship. Once they have completed their internship, an intern may be asked to do so.
- 3) If any of your current interns are planning to stay through next session, please make sure they notify me as soon as possible. This will ensure that they remain on the intern access list.
- 4) Please submit your request for interns for Spring session to me by December 15. Let me know if there are special needs or backgrounds required.

I can be reached at X65121.

As always, thank you for your cooperation.