

FOIA MARKER

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Sculimbrene Proposed Instructions

Staff Office-Individual:

Counsel's Office-Kennedy, William

Original OA/ID Number:

CF 155

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20	1	8	1	V

To: William Kennedy

4/5/93

From: M. Dennis Sculimbrene

Subject: Special Presidential Inquiries (Spin)

Suggestions on how to improve current system.
(unofficial)

At your request, I am proposing the following suggestions for improving the SPIN program. Some are quite radical, especially the first suggestion. As I have previously stated a number of times before, I am not in a position to make policy officially, but as a taxpayer and citizen, I often feel frustrated by current policies, and yearn to make suggestions which I believe have value for the White House.

suggestion one

Put the responsibility for conducting the Background investigations at the Field Office level. This is not such a radical concept, inasmuch as background investigations are the only type of case that is handled out of the FBI HQ.

The rationale behind this suggestion would place agents in charge of the investigations again. As the program is currently being run, non-agent analysts are running the program. This has resulted in a bureaucratic check-the-block type of investigation that sacrifices conformity to a real investigation. Agents with years of experience are overruled by younger less experienced non-agent personnel. And dialogue between the agent and analyst is strictly one way. HQ is always right.

At a seminar held last year by FBI HQ, the field was advised that all delinquencies in applicant cases could be attributed to the field. There was no consideration that FBI HQ ever made any mistakes which caused any delinquencies. An attitude such as that shows an organization that will not even tolerate discussion or a difference of opinion.

This communication for example, has been verbally forbidden by FBI-HQ. I have frequently requested a formal statement as to my relationship with your office, and those of your predecessors, and have never received a formal reply. Over the past 17 years that I have been associated with the applicant program in the Washington Field Office, I have also frequently suggested meetings between myself, your office and FBI-HQ about problems that concern the timely and proper completion of cases. They have never taken place where a representative from the Field, a representative from FBI-HQ and a representative from the White House sit down in one room and have an adult conversation about our mutual concerns.

I realize that I represent the "worker bee" in the scheme of things, but I believe that I have a perspective FBI-HQ and your office seem to sometimes function in the dark. And the people that we interview sometimes see the same lack of communication that makes unnecessary requests and at times make the appointee's go through some unnecessary hoops. And when an appointee asks me to find out if going through the hoop is necessary I am sometimes told two conflicting stories. HQ tells me it "the White House" that wants such and such done, and your office tells me "the FBI wants it done". Examples on request.

suggestion two (assuming suggestion number one is not considered)

Communications between FBI-HQ and the White House should be improved. The White House should command exactly what it wants the FBI to investigate. Agents need specific instructions. They should be given as much correct information as possible before a case starts and experience has shown such information can be provided to the FBI. Whether it should be provided is a decision for the White House to make, in those rare cases when two candidates are being considered, the Agents can be advised that the position should not be disclosed.

An investigator is able to conduct a more intelligent interview if he/she knows whether the person being investigated is going to make salads at the White House or write speeches for the President. For your information, the agent in the field receives instructions from FBI-HQ such as "Bureau has been requested by the White House to conduct a Level III background investigation of appointee in connection with employment or assignment at the White House." The above was taken directly from a person who is a contract employee of a private computer firm.

suggestion three

Change or amend the SF-86. And fill out a proper SF-86. An Agent in the field should not have to recontact the appointee to obtain information that should have/ could have been provided before the case begins. These are the prime reasons for delays, and they are avoidable problems. The cases that are late due to derogatory information being developed are not the reason for most delinquent cases. Frequent information that should/could be obtained before the cases are assigned to the field:

- Current address, not just the address when one filled out the SF-86 form.

- Current roommates, with dates of birth, places of birth, and phone numbers to reach them. We do an arrest check on roommates. If the White House doesn't think that is necessary, they should inform the FBI.

- Citizenship. We need information to prove legal status of appointee, roommates, live in servants and relatives.

(This writer does not think that citizenship of relatives not living with appointee should be investigated. If White House does not think this is necessary, it should advise FBI-HQ)

- former residences should match with former employments. or school locations. Explanations if verifying a residence will be impossible would help. And please, no guesses. An agent will have to drive to a guess.

- education. An agent will check. Resume inflation will be investigated, and presented to US attorney.

- employment. Again avoid resume inflation. Be honest and make sure all times for employment, education and unemployments are accounted for. Many additional leads have to set out after the case is opened because an employment is forgotten. Be honest, if one's employment was terminated please list reason.

- Relatives. Here is a good reason to change the form. We need city and state of birth, the form asks for country of birth. Its confusing.

- marital status. check all blocks correctly, make explanations to obvious, such as spouse lives currently in another city, explanations would be logical.

- persons living with you. If someone is living with appointee, and not a citizen, we need more than the form, question 19 asks, we need same information asked in 8e (the alien information)

- arrest information. The SF-86 question 23 e asks for information in the last five years. FBI-HQ instructions differ from the form on this question. Clarification should be given to the field.

- medical record. The White House and FBI should have a discussion about what they want the agents to investigate. For example should marriage counseling be investigated. should counseling for students who are having grade or career questions be covered. should eating disorders be discussed, etc. Should counseling received years ago be investigated?

- drugs. The appointee should be told when he fills the form out, exactly what the White House wants listed regarding this question. Specifically, how far back is the agent to ask the drug question, from the cradle, age 16, 18 or the last five years. The agents are also currently being instructed to ask specific numbers, and avoid using words like "occasionally," "experimented,"

"infrequent." Exact numbers and exact time periods are the instructions to the Field by FBI-HQ. The agents are also instructed to ask "who can verify the illegal drug usage?" In other words "who was with the appointee when they were using the illegal drugs?" Does the current administration want this question being asked, and if so, let's put that in writing so the agents asking are not sued.

-credit. Once again, FBI-HQ instructions to the field differ from the form which limits inquiry to the last 5 years, have you had any credit problems. The appointee should be informed that the credit issue will extend beyond 5 years if the White House wants it extended.

-miscellaneous. Proper guidance should be given to the agents in the field regarding the question of homosexuality. Does the White House want the Bureau to delve into this area? If it does, how far should the questioning go. Do we attempt to learn of the partners, whether parents, spouses or children know?

suggestion four

The White House should require that the FBI-HQ inform them immediately when derogatory information is developed. It is not for professional reasons that they delay, but due to bureaucratic inertia. Speaking strictly as Agent at the White House, this situation is particularly troubling, to see a problem brewing for literally months before the White House is informed of a situation. A modification of the Bureau's "Gag rule" on the White House agents would correct this situation.

suggestion five

If anyone at the White House knows of any derogatory information and does not provide it to the Bureau when the case is initiated, it creates an impression that the White House is not doing all it can to ensure a quality investigation, or does not care to assist the FBI in the conduct of their investigation.

suggestion six

Throw away the SF-86 and tailor a form to the White House's specific needs. This suggestion has been made before and had received some consideration before it died. In the interim, the current administration should fashion its own addendum and attach it to the SF-86 when your appointee's fill out the form. The writer would volunteer his time to help with the crafting of the addendum or new SF-86.

suggestion seven

Establish some concrete adjudication guidelines.

Consistency regarding adjudication helps agent moral and acts as a guideline as to what the administration really considers important. For example if an agent sees recent drug use not an impediment to obtaining a pass, the agents in the field will be less inclined to press that issue. Its just human nature.

suggestion eight

Have the appointee sign a blank DOJ-462 form, in case negative credit information is developed, this form can be sent by FBI-HQ to the appropriate field offices.

suggestion nine

Terminate the arbitrary requirment to obtain a specific number of interviews on Spin cases. This is the core of the check-list mentality. The number of interviews required on a case should depend on each individual case. This "numbers game" started in the Johnson administration, and is a non-productive effort on the part of the Agents, appointee who must provide additional names to meet the requirements, and the individuals (most of whom are at the White House) who must give up their time for the interviews.

suggestion ten

Reward those who uncover derogatory information. Unfortunately in the applicant business, no one ever does, its the old story of beating up the messenger who brings bad news, and it means the case is going to be late.

[illegible]

GENERAL INSTRUCTIONS

You have been asked to fill out a Personnel Questionnaire in conjunction with your current or pending employment or access to the Executive Office of the President or its records. The completion of this form is an important part of the process your obtaining access to the White House complex, therefore you must be specific regarding dates, places and names.

THIS FORM IS NOT A RESUME Investigators will verify everything that you provide on this form. Be specific and honest regarding dates and places of employment, residence, education and activities. Ambiguous and incomplete information will impede the investigation and will cause time to be lost in completing the investigative process and could reflect adversely on the overall adjudication of your investigation.

Do not use abbreviations. Be legible. The original forms will be duplicated several times. A typed form is required. Word processing and software is available to facilitate the completion of the form. Contact the security office for further information.

Four copies are required with signature, your original and three copies.

Your honesty in filling out this form will have a direct bearing on your employment or right to access to the EOP. Withholding potential negative information is far more detrimental than voluntarily listing such information at the beginning of the investigation. Remember, it is against the law to deliberately falsify this form.

SPECIFIC INSTRUCTIONS:

1. FULL NAME: Use your full and complete legal name.

5. OTHER NAMES USED: It is necessary to know what other names you may have used at work, school etc, and the dates that these names were used, including alias(es), maiden names, and legally changed names.

7. Telephone Numbers: Include the office at the EOP that will or does employ you. Please list your future office number at the EOP if it is known.

8. CITIZENSHIP: If you, your spouse ,current cohabitant, live in servant, or any close family member was not born in the United States, information must be provided to properly identify citizenship status to include the date, place and U. S District Court of the naturalization; or the status of the individual if not a citizen, i.e Alien registration number, date and Port of Entry, and intentions if such status is a temporary condition, i. e., a student visa or temporary work permit. If naturalized by derivative, provide information to substantiate such claims.

9. WHERE YOU HAVE LIVED: Begin with current address, and work backwards. List where you actually lived, do not use PO Box numbers or APO's. If an apartment list the number. If leased in another name, please provide such information. Temporary address of 30 days or less are not required. If you have extended periods of travel, a note in the remarks section is helpful to explain your location as well as a person who could verify such travel. Current cohabitants, if not family members must be listed, with their date and place of birth.

10. WHERE YOU WENT TO SCHOOL: Beginning with most recent education, work back 15 years. List all degrees if applicable. List address of school, or where actually attended. List a person who knew you at school (a school employee, student or instructor).

11. YOUR EMPLOYMENT HISTORY: Beginning with most recent employments, provide name and place where actually employed, and person who supervised you, or person for whom your work was performed. List all employments over 30 days, and list part time employments over 30 days and state on form whether part-time. Include Military service, active or reserve. This investigation attempts to account for your time; if you were a homemaker, a volunteer, or self employed, provide dates of such periods as well as persons who could verify these periods of your life. Your periods of full time attendance at school is not to be considered unemployment.

12. PEOPLE WHO KNOW YOU WELL: List two persons that you are not related to, that you have not listed in another place on this form who know you well. In addition to their name, residence, home and work telephone number, provide an indication who they are by occupation or position. Provide only individuals currently residing in the United States.

13. LIST YOUR OUTSIDE ACTIVITIES: List any activities that you may wish to have considered as reflecting favorably on your reputation for leadership, responsibilities and integrity. Give a name of an individual who could attest to your activity and contribution.

14. YOUR FOREIGN ACTIVITIES: If you have any foreign interests or employments representing foreign interests in the United States, they should be identified in the employment section. If you have any PERSONAL contacts with any nationals of countries that are not, or who have not had good diplomatic relationships with the United States within the last 15 years please list them. If these contacts were part of your official duties for the Federal Government or Military, it is not necessary to list them. If in doubt, list them and discuss them with the interviewing agent.

15. FOREIGN COUNTRIES YOU HAVE VISITED. List only those countries you have visited, and do not include those countries listed under employment, residence, or where you attended school. List the purpose of these visits, i.e. Business, pleasure, educational, or other.

16. YOUR MILITARY HISTORY: Answer as appropriate.

17. YOUR RELATIVES: Provide all relatives, living or dead, as specified. Include the city and state of their current residence. Do not use APO or FPO address (advise if they are in military). Include the date and place of their birth. If unable to comply with these requests, provide an explanation why such information could not be provided.

18. YOUR MARITAL STATUS: Please list all marriages and divorces. Make sure that locations and dates are given. Former spouse(s) are interviewed as a matter of routine, therefore their address must be provided or an explanation given as to why the location of former spouse can not be provided. Please provide all information requested.

19. PERSONS LIVING WITH YOU: List all persons currently cohabitating with you (other than relatives listed above) Provide the date of birth, place of birth. If cohabitant is not a United States citizen by birth, provide information that can verify that cohabitant is a legal resident. Please include information for live-in housekeepers or child care persons.

20. YOUR SELECTIVE SERVICE RECORD: Answer as appropriate

21. YOUR MILITARY RECORD: If you were in the military, answer as appropriate.

22. YOUR EMPLOYMENT RECORD: Within the last 15 years, have you left an employment under unfavorable conditions. Please be honest and objective in answering this question. Remember, an investigator will talk to your former employers. Also indicate if you have been turned down for any employment, or terminated due to a background investigation or legally conducted polygraph examination.

23. YOUR POLICE RECORD: It is not necessary to list anything that happened prior to your 16th birthday or minor traffic fines of less than \$100. Please answer the question as appropriate, and remember the investigators will do an arrest check where you have lived, worked or gone to school. List all arrests, even if the charges were dropped or you were not convicted.

24. YOUR MEDICAL RECORD: Answer as appropriate. Do not list counseling for marital problems, or counseling that you may have had regarding someone other than yourself, such as a spouse, sibling or child. If appropriate, list counseling for drug or alcohol addiction including AA membership or other similar support groups.

25 ILLEGAL DRUGS AND ALCOHOL: Since your 18th Birthday, answer as appropriate. In your explanation of use, if appropriate, advise whether your use included purchasing drugs, sale of drugs, approximate number of times of use, approximate dates of use, conditions of use, i. e. parties, dorm rooms, alone, and individuals who could address questions involving your use of drugs/alcohol. Avoid using terms such as occasional use, experimented with, or infrequent use of illegal drugs.

26. YOUR INVESTIGATIONS RECORD: Answer as appropriate. Be sure to answer part "b". If you have had an access or clearance denied, be specific as to the nature of the action.

27. YOUR FINANCIAL RECORD: This question addresses the present and past condition (five years) of your financial credit and ability to live within your financial means. Again, your credit and financial records will be reviewed independently, apart from your remarks. Be candid and specific in answering these questions. Part "b" asks whether you are now over 180 days delinquent on any loan. This includes loans that were not paid off in the past, but may have been "charged off" by your creditor. Please include information for these type of delinquent debts. Do not list student loans, or Federal loans unless they are or were delinquent.

28. YOUR ASSOCIATION RECORD: Answer as appropriate.

During your interview, you will be asked if there is anything that could embarrass or be a potential concern to yourself or the EOP regarding your employment or access. The primary objective of this investigation is to protect the President and his office from physical harm and to protect classified and confidential information. It is a secondary objective to protect the President and the EOP from embarrassment or impropriety. Some of these standards are subject to interpretation and may seem harsh, trivial and unnecessary by some. Allowing persons to have access or employment for the Executive Office of the President, should generally be considered a privilege rather than a right. If viewed in that light, activities that are not necessarily illegal or tolerated by some segments of society, nonetheless may be considered a legitimate matter of concern by the majority or large segments of society and the EOP. Therefore, if there anything in the background of yourself, your family or close associates, that would be of concern to the EOP, it should be a matter that should be discussed in the course of this investigation. The adjudication of this investigation is done by the Executive Office of the President. The investigators conducting this investigation are following the guidelines established by the Executive Office of the President, and specifically, the Counsel to the President.

[illegible]

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THIS FORM IS NOT A RESUME, based on what you provide, everything listed will be checked by investigators. Be specific and honest regarding dates and places of employment, residence, education and activities. Ambiguous and incomplete information will impede the investigation and will cause time to be lost in completing the investigative process and could reflect adversely your investigation.

Do not use abbreviations. Be legible. The original forms will be duplicated several times. A typed form is preferred, but a legible hand written form is acceptable.

Four copies are required with signature, your original and three copies.

Keep in mind, your honesty in filling out this form will have a direct bearing on your employment or right to access to the EOP. Withholding potential negative information is far more detrimental than voluntarily listing such information at the beginning of the investigation.

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7. Telephone Numbers: Include the office at the EOP that will or does employ you.

8. CITIZENSHIP: If you, your spouse, current cohabitant, or close family member was not born in the United States, information must be provided to properly identify citizenship status to include the date, place and U. S District Court of the naturalization; or the status of the individual if not a citizen, i.e Alien registration number, date and Port of Entry, and intentions if such status is a temporary condition, i. e., a student visa or temporary work permit. If naturalized by derivative, provide information to substantiate such claims.

9. WHERE YOU HAVE LIVED: Begin with current address, and work backwards. List where you actually lived, do not use PO Box numbers or APO's. If an apartment list the number. If leased in another name, please provide such information. Temporary address of 30 days or less are not required. If you have extended periods of travel, a note in the remarks section is helpful to explain your location as well as a person who could verify such travel. Current cohabitants, if not family members must be listed, with their date and place of birth.

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14. YOUR FOREIGN ACTIVITIES: If you have any foreign interests or employments in the United States, they should be identified in the employment section. If you have any PERSONAL contacts with any nationals of countries that are not, or who have not had good diplomatic relationships with the United States please list them. If in doubt, list them and discuss them with the interviewing agent.

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22. YOUR EMPLOYMENT RECORD: Within the last 15 years, have you left an employment under unfavorable conditions. Please be honest and objective in answering this question. Remember, an investigator will talk to your former employers. Also indicate if you have been turned down for any employment, or terminated due to a background investigation or legally conducted polygraph examination.

23. YOUR POLICE RECORD: It is not necessary to list anything that happened prior to your 16th birthday or minor traffic fines of less than \$100. Please answer the question as appropriate, and remember the investigators will do an arrest check where you have lived, worked or gone to school. List all arrests, even if the charges were dropped or you were not convicted

24. YOUR MEDICAL RECORD: Answer as appropriate. Do not list counseling for marital problems, or counseling that you may have had regarding someone other than yourself, such as a spouse, sibling or child. If appropriate, list counseling for drug or alcohol addiction.

25 ILLEGAL DRUGS AND ALCOHOL: Since your 18th Birthday, answer as appropriate. In your explanation of use, if appropriate, advise whether your use included purchasing drugs, sale of drugs, approximate number of times of use, approximate dates of use, conditions of use, i. e. parties, dorm rooms, alone, and individuals who could address questions involving your use of drugs/alcohol.

26. YOUR INVESTIGATIONS RECORD: Answer as appropriate. Be sure to answer part "b". If you have had an access or clearance denied, be specific as to the nature of the action.

27. YOUR FINANCIAL RECORD: This question addresses the present and past condition of your financial credit and ability to live within your financial means. Again, your credit and financial records will be reviewed independently, apart from your remarks. Be candid and specific in answering these questions. Part "b" asks whether you are now over 180 days delinquent on any loan. This includes loans that were not paid off in the past, but may have been "charged off" by your creditor. Please include information for these type of delinquent debts. Do not list student loans, or Federal loans unless they are or were delinquent.

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During your interview, you will be asked if there is anything that could embarrass or be a potential concern to yourself or the EOP regarding your employment or access. It is the primary objective of this investigation to protect the President and his office from physical harm and to protect classified and confidential information. It is a secondary objective to protect the President and the EOP from embarrassment or ridicule. Allowing persons to have access or employment, who while involved in activities that are not necessarily illegal or tolerated by some segments of society, nonetheless may be considered a matter of concern by the majority of society and the EOP. Therefore, is there anything in the background of yourself, your family or close associates, that would be of concern to the EOP, and a matter that should be discussed in the course of this investigation.

Name	Date
Wendy White	7/23/96
Shelly Peterson	9/22/89

Counsel
Counsel

Kennedy

Name	Date	
<i>Wendy White</i>	<i>7/23/96</i>	<i>Counsel</i>
<i>Sally Pappas</i>	<i>12/22/97</i>	<i>Counsel</i>
<i>Shelley Peterson</i>	<i>7/22/99</i>	<i>Counsel</i>

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