

# FOIA MARKER

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**OA/ID Number:** 6971

**FolderID:**

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**Folder Title:**

Government Accounting Office Review of Personnel Security/Passes : Security / GAO Notes [2]

**Stack:**

**S**

**Row:**

**107**

**Section:**

**2**

**Shelf:**

**11**

**Position:**

**1**

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## United States Senate

COMMITTEE ON APPROPRIATIONS  
WASHINGTON, DC 20510-6025

August 11, 1994

The President  
The White House  
Washington, D.C.

Dear Mr. President:

Mr. David Watkins of the Office of Administration asked for assistance from the Senate Select Committee on Intelligence (SSCI) to review the White House procedures for the issuance of White House passes and other security-related functions that provide access to sensitive classified information in the Executive Office of the President and to make any recommendations that could possibly enhance those procedures.

Mr. James Wolfe, Director of Security for the SSCI, met with your officials in May to review your procedures and to inform me of his findings. That review is complete and I am forwarding to you my recommendations to refine your current system.

It should be noted that the White House officials Mr. Wolfe met with were candid and forthcoming regarding security procedures at the White House and the issuance of White House passes. These officials did indicate, however, that there were certain operational inefficiencies during the early stages of your Administration that contributed to the severe backlog of the issuance of permanent White House passes for White House employees. Nevertheless, they have taken the appropriate corrective action to remedy the problem and there appears to be a good system in place to monitor the process of all employees undergoing new employment at the White House.

My recommendations are as follows:

1. The White House Office of Administration should be assigned a Secret Service Agent or other appropriate government official in a full-time position to function as the Director of Security. Such a person would be a non-partisan individual responsible for overseeing all security-related functions within the Office of Administration. The person filling this position would be a security professional to provide the White House with broad security-related specialties, to include but not limited to: knowledge of investigative and adjudicative procedures; classified document handling procedures; communication security procedures; and a law enforcement background. This person would be directly involved in the

The President  
August 11, 1994  
Page Two

decisionmaking process for final adjudication of White House access passes and Top Secret security clearances. This person could provide the White House with institutional knowledge that would ensure continuity across Administrations.

2. A single office within the White House should coordinate all background investigations. Currently the Executive Office of the President has two separate offices that initiate, track, control, and process background investigations. One office processes political appointees and another processes career employees. In addition to these arrangements, the White House Counsel's Office processes the background investigations of Presidential Appointees who require Senate confirmation. This practice gives the appearance of an enormous amount of redundancy and lack of centralized control. These offices should be combined and headed by a senior security official (preferably the Director of Security identified in item #1) in the White House. It is my understanding that past Administrations functioned in this manner.

3. All security clearance/background investigation paperwork should be completed and turned in on or before the first day of employment with the White House rather than the current procedure of 30 days. This would alleviate any delay in initiating a security background investigation and thus reduce the amount of time, now approximately 120 days, that it takes to process a new employee for a sensitive White House access pass.

4. Currently, new employees are required to undergo an FBI full-field background investigation for employment at the White House, regardless if they have been the subject of a recent full-field investigation from another government agency. I would suggest to you that new employees who have undergone an FBI background investigation within 5 years should not have to undergo another full-field background investigation. The same background investigation that is currently accepted throughout the government should satisfy White House requirements as well. Implementing this recommendation alone would save the American taxpayers a considerable amount of money.

I hope that these recommendations will be of use to you and your Administration.

Sincerely,

  
Dennis DeConcini

Chairman

Subcommittee on Treasury,

Postal Service, and General Government

As an initial step in our review of procedures and practices regarding White House access passes and security clearances, we are requesting specific event dates for employees hired since January 20, 1993. To respond to our requesters, we need the following for all employees paid from appropriations available to the White House Office, Special Assistant to the President (Vice President's Office), Office of Policy Development, Office of Administration, and Office of National Drug Control Policy. As indicated by the following table, we understand that some of the requested data may be maintained at other agencies.

| <u>DATA REQUESTED</u>                                                                                           | <u>PROBABLE SOURCE</u>                                                          |
|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| 1. Name/identifier number                                                                                       | White House, Office of Administration (OA), Personnel Management Division (PMD) |
| 2. Date of appointment (SF-50 or equivalent)                                                                    | White House/OA/PMD                                                              |
| 3. Date SF-50 or equivalent was signed by OA/PMD                                                                | White House/OA/PMD                                                              |
| 4. Date employee reported to drug test collection facility                                                      | White House/OA/PMD                                                              |
| 5. Date employee signed SF-86                                                                                   | Federal Bureau of Investigation                                                 |
| 6. Date temporary pass was issued                                                                               | Secret Service                                                                  |
| 7. Date FBI initiated background investigation                                                                  | Federal Bureau of Investigation                                                 |
| 8. Date FBI submitted completed background investigation to White House Counsel or other adjudicating authority | Federal Bureau of Investigation                                                 |
| 9. Date employee's permanent pass was approved for issuance                                                     | Secret Service                                                                  |
| 10. Date employee's permanent pass was issued                                                                   | Secret Service                                                                  |
| 11. Date employee security clearance was issued, if different from the date pass was issued                     | Secret Service                                                                  |
| 12. Date of separation, if applicable                                                                           | White House/OA/PMD                                                              |

We also need initial points of contact for our overall work in reviewing White House pass and security clearance procedures. We wish to discuss how the White House pass/security clearance system works for employees and non-employees; and the laws, regulations, directives, policies, and procedures that the White House applies to govern the process.

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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

04-Nov-1994 12:09pm

**TO:** Mary C. Beck  
**TO:** Charles C. Easley  
  
**FROM:** Christopher D. Cerf  
Office of Administration, GC  
  
**SUBJECT:** WHO Information

This is to confirm that any information provided to any employee of the Office of Administration by the Office of White House Personnel Security in connection with the GAO "pass" audit remains within the exclusive control of the White House Office. While in the temporary custody of OA, such information should be maintained in separate files. At the end of the process, the WHO may elect to request that any documents reflecting such information be returned.



EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF ADMINISTRATION  
Washington, D.C. 20503

October 20, 1994

Mr. Uldis Adamson  
General Accounting Office  
441 G Street, NW  
Washington, DC 20548

Dear Uldis,

Enclosed, please find two documents entitled "Procedures for Obtaining Building Passes for New Employees or Other Government Employees." They are different versions of the same document, dated March 21, 1994 and September 27, 1994. This fulfills your only outstanding document request.

Consistent with our practice in other GAO reviews, we reserve the right in any future production to ask you to inspect documents here, with the understanding that you would not take copies with you after you examine them.

As previously discussed, we are making substantial progress in preparing the other information you have requested. On reflection, I do not think it would be useful to send the data over on a piecemeal basis. To the extent that you feel it necessary or appropriate, however, let me repeat that you and your colleagues are more than welcome to personally inspect the process we have put in place to collect the requested data. I'm sure that you would be able to report that we are working diligently to supply the requested information.

Sincerely,

A handwritten signature in black ink, appearing to read "C D Cerf", is written over the typed name.

Christopher D. Cerf  
General Counsel

Enclosures

Procedures for Obtaining Building Passes  
for New Employees or Other Government Employees

1. The Administrative Contact for employing department submits the following completed forms to the Office of Management and Administration. These forms are available from Room 145:
  - a. *Pre-employment Form*, completed by administrative contact and signed by the Assistant to the President for that department;
  - b. *Drug Testing Form*, completed and signed by the prospective employee and
  - c. *Supplemental Personnel Form ("blue form")* with appropriate sections completed by the administrative contact and the prospective employee and signed by the department head and the prospective employee.
2. Management and Administration coordinates with White House Personnel Security (WHPS) to schedule and conduct security interview. *Blue forms* for new employees or OGEs will be stamped "SECURITY INTERVIEW REQUIRED."
3. Management and Administration coordinates with the Office of Administration (OA), Personnel Management Division (PMD) to have prospective employee tested for illegal drug use.
4. Upon conclusion of security interview and favorable recommendation from WHPS, Management and Administration approves *Pre-employment Form* and notifies administrative contact for employing department accordingly. WHPS will notify Management and Administration by telephone.
5. OA, PMD conducts new employee orientation every Monday at 9:00 a.m. Management and Administration will advise new employees that they should attend the next scheduled Monday session. During orientation, the new employee reads and signs the oath of office, fills out tax forms, and receives information regarding health care, retirement, and life insurance. Also during this time, the new employee receives a copy of the Standards of Conduct and views a video from the Office on Government Ethics. In addition, annual ethics training is conducted for all employees.
6. Management and Administration sends security packet to administrative contact for prospective employee's department for completion by prospective employee. NOTE: Additional filings may be required of a new employee depending on the rate of pay, and/or the nature of their responsibilities. Management and Administration will work with White House Counsel's office to identify new employees who may be required to file additional forms. In addition, new OGEs may be asked to submit copies of similar forms filed at their parent agencies.

7. Management and Administration approves the *Supplemental Personnel Form*<sup>1</sup> and sends it to WHPS for action. Effective date of hire is noted as "Effective Date" on *the blue form*. Management and Administration may make changes to *the blue form* regarding personnel status, or effective date, if necessary.
8. WHPS initiates the FBI name check and other investigatory procedures. Individual's name is placed on the "access list." This means the individual must present positive identification each time he or she enters the Complex. The extent of the individual's access (e.g, White House or Old Executive Office Building) is determined by the type of badge requested on the *blue form*.
9. New employee has 30 days from effective date of hire to submit completed<sup>2</sup> security forms (SF-86, FBI consent, tax check waiver, personal data statement questionnaire, and other required forms<sup>3</sup>) to WHPS.
10. After a completed security packet is turned, and if the FBI name check is concluded without negative consequences, and a badge was requested on the *blue form*, the new employee receives a TEMPORARY picture badge with a "T" on it and a 90-day expiration date. The individual is also fingerprinted by the United States Secret Service (USSS). The fingerprints are then sent through the national database and afterwards kept on file by the USSS. In the event additional negative information is revealed when the fingerprints are checked, this information is brought to WHPS.
11. If the FBI name check or the USSS fingerprint review reveals negative information not previously reported in the security interview or other preliminary investigations, WHPS will interview the individual and determine whether continued employment is appropriate.
12. Approximately 5-6 days before the 30-day deadline for turning in security paperwork is reached, the WHPS:
  - a. will review the individual's security file to determine whether all necessary forms have been turned in.

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<sup>1</sup>Approval by White House Management and Administration indicates only that the individual has been selected for employment and authorizes White House Personnel Security to initiate an FBI name check and other investigatory procedures.

<sup>2</sup>"Completed forms or completed paperwork" are defined to mean that all necessary forms are typed, filled out correctly, and signed and dated by the individual. WHPS may ask individuals to make changes or corrections to paperwork before it will be considered "complete."

<sup>3</sup>See Item 6 above.

- b. If forms have not been turned in, the individual's supervisor will be notified by WHPS that appropriate forms have not been turned in and asked to take necessary action.
  - c. If by the end of the 30-day period, completed forms have still not been turned in,
    - i. USSS will be advised not to renew the individual's access (i.e., issue a new expiration date).
    - ii. WHPS will issue a memorandum to the file that access has been revoked. A copy of this memorandum will be sent to Management and Administration and to the White House Division/Access Control Branch (ACB) of the USSS.
    - iii. Management and Administration will take the necessary steps to place the individual in a Leave Without Pay status.
  - d. Once completed forms are returned to WHPS,
    - i. WHPS will notify USSS, in writing, to restore access to the Complex. A copy of this notification will be sent to Management and Administration and the ACB/USSS.
    - ii. Management and Administration will take the necessary steps to restore the individual to a pay-receiving status.
13. Once all necessary, completed forms are returned to WHPS, they are distributed to the appropriate agencies and departments for action:
- a. The SF-86 is sent to the FBI to initiate a full-field background investigation.
  - b. The Tax Check Waiver is sent to the Internal Revenue Service to initiate a review of the individual's tax records.
  - c. The Personnel Data Statement Questionnaire is reviewed by WHPS and, as appropriate, White House Counsel.
  - d. Financial disclosure forms and other forms, as necessary, are reviewed by White House Counsel.
14. During this time, the individual is required to attend a security briefing. Attendance is mandatory and the individual's presence is noted and included in his or her security file. A notice about attendance at these briefings is included in the security packet. In addition, a post card is sent to the individual approximately 30 days after they enter on duty. The security briefings are held on the last Thursday of each month at 10:00 a.m. in Room 450. Arrangements may be made with WHPS to view a video briefing.
15. As each agency or department concludes its investigations, the findings are returned to WHPS for inclusion in the individual's security file. WHPS keeps a record of these findings as they are returned.

16. As findings are returned from agencies and departments, they are reviewed within **five days** by the WHPS director and the White House Counsel's Office. In the event specific issues are revealed during this review, action in accord with appropriate security procedures will be initiated immediately.
17. Upon conclusion of all investigations and review and if a badge was requested on the *blue form*, WHPS makes a recommendation to the USSS to issue a **PERMANENT** picture badge. The USSS may accept or reject the recommendation.
  - a. If the recommendation is accepted, the individual is issued a permanent badge.
  - b. If the recommendation is rejected,
    - i. WHPS may work with USSS and the individual to resolve outstanding issues.
    - ii. In the event outstanding issues cannot be resolved:
      - (1) a permanent badge may not be issued, but the individual may be placed on restricted access; or
      - (2) continued employment may be deemed inappropriate and WHPS will advise Management and Administration to initiate a Separation Action.

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EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF ADMINISTRATION  
Washington, D.C. 20503

September 22, 1994

Uldis Adamsons  
General Accounting Office  
441 G Street, N.W.  
Washington, DC 20548

Dear Uldis,

Thank you for your recent fax. It represents a useful effort to memorialize several conversations we have had over the summer concerning your review of the White House pass process.

As I noted over the phone, I think the letter correctly states our shared understanding of the universe of individuals for whom we are collecting data. The only minor exception concerns the ONDCP. While I believe there are no such individuals, it is theoretically possible that the office could have a non-reimbursable detailee assigned to it. Per our general agreement, we would not be compiling information on any such individual.

With respect to the request that we provide the date the SF-50 was signed, I confirmed to you that this information is not maintained in a readily accessible format. You agreed to share this fact with the requesters.

I do not recall offering to provide the two additional items set out in your letter. It may well be that it makes sense to do so, but I am not in a position to commit to it until I have a better sense of how the files are maintained.

With respect to the five other clarifications and modifications: (1) The White House, not the Office of Administration, will provide the date the employee signed the SF-86; (2) While the format you suggest makes sense, I am not in a position to know how the FBI will present this information; (3) While I concur in the third point, again this is a matter for the FBI to determine; (4) I am not sure how the Secret Service intends to handle this, but the suggested format seems to make sense; and (5) The fifth point is generally accurate.

I look forward to continuing to work with you on this matter.

Sincerely yours,

A handwritten signature in black ink, appearing to read "C D Cerf", is written over the typed name.

Christopher D. Cerf  
General Counsel

THE WHITE HOUSE  
WASHINGTON

July 21, 1994

The Honorable William F. Clinger  
Congress of the United States  
House of Representatives  
Washington, D.C. 20515

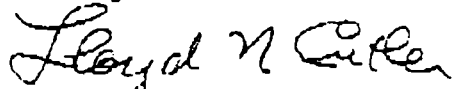
Dear Representative Clinger:

I am writing in response to your June 29 letter concerning a proposed General Accounting Office (GAO) review of the process for issuing White House passes and security clearances. We continue to have serious questions about the statutory basis for the review. Nonetheless, without waiving our legal position and in the spirit of cooperation, we are prepared to provide the GAO much of the information you have requested.

As currently formulated, the request seeks "certain specific dates on which White House staff completed the required steps of the White House pass and security clearance process." We will provide this information to the GAO on the express understanding that this is not merely the first stage of a broader review. In particular, under no circumstances would we permit review of individual background investigations or any other information that would violate the legitimate privacy interests of White House personnel. In that regard, we appreciate your acknowledgement that individuals need not be identified by name. We will continue to work with the GAO to find the best way to provide the requested information in a format that fulfills the purpose of the inquiry while at the same time protecting these confidentiality concerns.

If the terms of this letter are agreeable to you, please let me know. Please let me know if I can answer any further questions on this matter.

Sincerely,



Lloyd N. Cutler  
Special Counsel to the President

THE WHITE HOUSE

WASHINGTON

July 21, 1994

The Honorable Frank R. Wolf  
Congress of the United States  
House of Representatives  
Washington, D.C. 20515

Dear Representative Wolf:

I am writing in response to your June 29 letter concerning a proposed General Accounting Office (GAO) review of the process for issuing White House passes and security clearances. We continue to have serious questions about the statutory basis for the review. Nonetheless, without waiving our legal position and in the spirit of cooperation, we are prepared to provide the GAO much of the information you have requested.

As currently formulated, the request seeks "certain specific dates on which White House staff completed the required steps of the White House pass and security clearance process." We will provide this information to the GAO on the express understanding that this is not merely the first stage of a broader review. In particular, under no circumstances would we permit review of individual background investigations or any other information that would violate the legitimate privacy interests of White House personnel. In that regard, we appreciate your acknowledgement that individuals need not be identified by name. We will continue to work with the GAO to find the best way to provide the requested information in a format that fulfills the purpose of the inquiry while at the same time protecting these confidentiality concerns.

If the terms of this letter are agreeable to you, please let me know. Please let me know if I can answer any further questions on this matter.

Sincerely,



Lloyd N. Cutler  
Special Counsel to the President

THE WHITE HOUSE

WASHINGTON

July 21, 1994

The Honorable Porter J. Goss  
Congress of the United States  
House of Representatives  
Washington, D.C. 20515

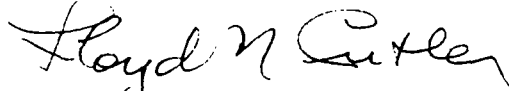
Dear Representative Goss:

I am writing in response to your June 29 letter concerning a proposed General Accounting Office (GAO) review of the process for issuing White House passes and security clearances. We continue to have serious questions about the statutory basis for the review. Nonetheless, without waiving our legal position and in the spirit of cooperation, we are prepared to provide the GAO much of the information you have requested.

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Sincerely,



Lloyd N. Cutler  
Special Counsel to the President

**Congress of the United States**  
**House of Representatives**  
**Washington, DC 20515**

June 29, 1994

The Honorable William J. Clinton  
The President  
The White House  
Washington, D.C. 20500

Dear Mr. President:

We are disturbed to learn that the White House Counsel's office has refused to cooperate with the General Accounting Office (GAO) review regarding White House passes, security clearances and outside consultants that we requested on March 23, 1994. GAO has informed us that the White House Counsel's office has refused to provide the information it has requested. In addition, GAO has told us that individuals from the White House Counsel's office have implied that we may no longer be interested in having GAO pursue this matter.

To ensure that there is no misunderstanding, we want to affirm that we remain fully committed to obtaining a complete evaluation of the processes of issuing passes and security clearances and the work being done by outside consultants. We view this as a serious matter that is deserving of your Administration's complete cooperation.

Over the course of the past several months, requests about this situation have been met with evasive, incomplete and even inaccurate responses that have needlessly prolonged an accurate public understanding of this matter. It was only after considerable pressure from the media that the White House revealed that several hundred White House staff had not received their permanent passes or security clearances. Indeed, some senior members of your staff, including Press Secretary Dee Dee Myers, had not even bothered to complete the initial paperwork which is required to initiate a background investigation.

GAO's request, made on our behalf, is straightforward. It merely asks for certain specific dates on which White House staff completed the required steps of the White House pass and security clearance processes. Individuals do not need to be identified by name. The information requested by GAO is basic to the review we have asked them to perform. It is the only way to provide factual data that will permit an objective analysis of the overall process.

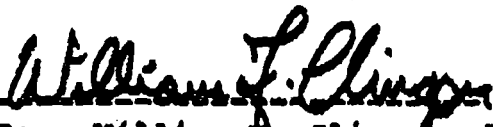
Page 2

The Honorable William J. Clinton

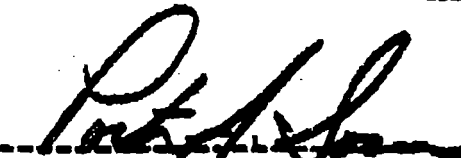
Most of the requested information is maintained by the Office of Administration, Federal Bureau of Investigation, or the United States Secret Service. Accordingly, we do not believe there is any legal basis for a representative of the White House Office to limit or restrict the availability of this information to GAO, especially when they are acting in response to a congressionally requested inquiry. If your Counsel has a contrary opinion that is based in law, we will appreciate hearing from him. In the meanwhile, we have asked GAO to formally request each of the above mentioned agencies to provide the information maintained within their records.

We ask that you give this matter your immediate attention and instruct your Counsel to relinquish his objection to GAO obtaining this information.

Sincerely,

  
Rep. William M. Clinger, Jr.  
Member of Congress

  
Rep. Frank R. Wolf  
Member of Congress

  
Rep. Porter J. Goss  
Member of Congress

THE WHITE HOUSE  
WASHINGTON

---

Chi -

Let's talk about

this,

Neil

United States General Accounting Office

GAO

## Fax Transmittal Sheet

To: (Name and address)

Mr. Neil Eggleston, White House Counsel's Office

Telephone No.

456-7901

Fax Telephone No.

456-1647

Date

6/15/94

From: (Name and address)

GAO/NSIAD/DMU, Dorria Heinlin

Telephone No.

512-~~88~~8412

Fax Telephone No.

512-2501

Subject

Data on Pass and Clearance Process

Additional Information

This is the alternative I called you about.

## Acknowledgement Requested

1. ☐ Yes ☒ No2. 2 pages, including this cover sheet, are being transmitted.3. If pages are not received, call Sherry 512 2501

This regards the list of requested data that we provided to you at our meeting on June 1. We understand that the White House Counsel does not wish to provide the dates, but that alternatives may be possible. In that vein, we suggest the following alternative to the 11 specific dates. If this alternative would avoid the White House Counsel concerns, please let us know this week so that we can determine whether the alternative is acceptable to the requesters.

- The possible alternative is that, in lieu of each requested date, we are provided with interval data. These data would be by individual case, using the date of appointment as a day zero reference point, rather than using the dates themselves. We would need the cases categorized by grade levels, and we would need to verify the data for randomly selected cases.

THE WHITE HOUSE

WASHINGTON

July 21, 1994

The Honorable William F. Clinger  
Congress of the United States  
House of Representatives  
Washington, D.C. 20515

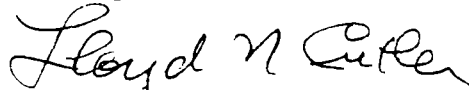
Dear Representative Clinger:

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Sincerely,



Lloyd N. Cutler  
Special Counsel to the President



Executive Office of the President  
Office of Administration  
Director's Office

Phone: (202) 395-6963 Assistant Director, Fax: (202) 395-7279 General Counsel, Fax: (202) 456-7921

Fax Cover Sheet

Date: ~~(202)~~ 7/28/94

To: Bruce Brown

Of: GAO

Fax Number: (202) 512-2501

From:

☐ John Cressman  
Assistant Director

☒ Christopher Cerf  
General Counsel

☐ Bruce Overton  
Counselor

☐ Stuart Bender  
Assistant General Counsel

☐ Carol Ehrlich  
FOIA Program Administrator

☐ Bill Boorman  
Manager of Special Projects

☐ Ashley Raines  
Customer Advocacy Coordinator

☐ DeVere Patton  
Customer Advocacy Advisor

☐ Renee Riley  
Secretary

☐ \_\_\_\_\_

Comments:

Hope this is what you are looking for. The letters to Reps Wolf + Goss are attached.

Number of pages (including cover): 2

**Congress of the United States**  
**House of Representatives**  
**Washington, DC 20515**

June 29, 1994

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The President  
The White House  
Washington, D.C. 20500

Dear Mr. President:

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Page 2

The Honorable William J. Clinton

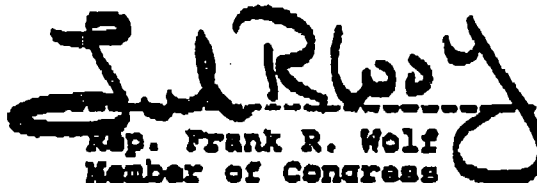
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We ask that you give this matter your immediate attention and instruct your Counsel to relinquish his objection to GAO obtaining this information.

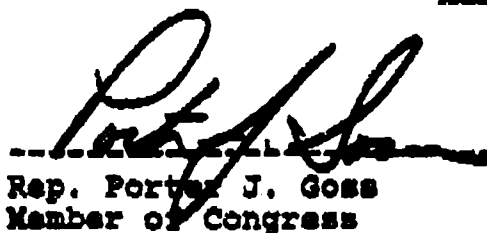
Sincerely,



Rep. William J. Clinton, Jr.  
Member of Congress



Rep. Frank R. Wolf  
Member of Congress



Rep. Porter J. Goss  
Member of Congress

2A (212) 424-862

under the mechanism

= not recommended

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→ ~~be~~ <sup>be</sup> ~~just~~ <sup>just</sup>  
- consent given

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subject to further  
review. Once  
since he  
start that  
he was very  
th could not  
can come back.

GAO

United States General Accounting Office

## Fax Transmittal Sheet

## To: Name and address:

Mr. Neil Egleston, White House Counsel's Office

## Telephone No.

456-7901

## Fax Telephone No.

456-1647

## Date

6/15/94

## From: Name and address:

GAO/NSIAD/DMU, Donna Heinlin

## Telephone No.

512-~~88~~8412

## Fax Telephone No.

512-2501

## Subject:

Data on Pass and Clearance Process

## Additional information

This is the alternative I called you about.

## Acknowledgement Requested

1. ☐ Yes ☒ No2. 2 pages, including this cover sheet, are being transmitted.3. If pages are not received, call Sherry 512 2501

This regards the list of requested data that we provided to you at our meeting on June 1. We understand that the White House Counsel does not wish to provide the dates, but that alternatives may be possible. In that vein, we suggest the following alternative to the 11 specific dates. If this alternative would avoid the White House Counsel concerns, please let us know this week so that we can determine whether the alternative is acceptable to the requesters.

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Cuth Lett  
OSS Reports



United States  
General Accounting Office  
Washington, D.C. 20548

National Security and  
International Affairs Division

JUL 11 1994

Mr. Phil Lader  
Deputy Chief of Staff  
The White House

Dear Mr. Lader:

As indicated in our May 19, 1994, letter to Mr. McLarty, the General Accounting Office has been requested by Representatives William F. Clinger, Jr.; Frank R. Wolf; and Porter J. Goss to review procedures and practices regarding the issuance of White House access passes and security clearances. We are requesting information for which the Office of Administration has been identified as the source. Specifically, we request the following dates for employees hired on or after January 20, 1993.

- Date of appointment (from SF-50 or equivalent).
- Date SF-50 or equivalent was signed by the Office of Administration.
- Date employee reported to the drug test collection facility.
- Date employee's security clearance was issued.
- Date employee separated, if applicable.

The employees include those paid from appropriations available to the White House Office, Special Assistant to the President (Vice President's Office), Office of Policy Development, Office of Administration, and Office of National Drug Control Policy. We are not requesting names. However, we request that you coordinate with the respective offices to identify the appropriate lists and provide the list with identifiers sufficient to ensure that similar lists being requested from the Federal Bureau of Investigation and the Secret Service can be combined.

We ask that if the requested information is not to be provided, you furnish your reasons for not doing so. If you have any questions, please contact me on (202) 512-8412 or Uldis Adamsons on (202) 512-4289.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "Donna M. Heivilin".

Donna M. Heivilin, Director  
Defense Management and NASA Issues



United States  
General Accounting Office  
Washington, D.C. 20548

**National Security and  
International Affairs Division**

May 31, 1994

Ms. Patsy Thomasson  
Deputy Assistant to the President  
for Management and  
Director, Office of Administration  
Washington, DC 20500

Dear Ms. Thomasson:

As part of our ongoing review on the investigation and adjudication of personnel security clearances (Code 709035), Senators Daniel K. Inouye and Frank R. Lautenberg asked us to recommend options for streamlining the investigation and adjudication process for personnel security clearances. In particular they asked us to look at having one agency or organization conduct all personnel security clearance investigations and/or adjudications.

In our discussions with agency officials we were provided with some barriers they considered could stand in the way of the single agency concept. Some of these barriers were executive orders, statutes, and agencies unwillingness to give up their delegated authority to conduct investigations.

To obtain more specific information on these barriers, we are asking your agency to provide its views on any issue(s) that would stand in the way of having one agency or organization conduct personnel security investigations and/or adjudications. Also, please provide your suggestions on any other ways to streamline the current investigative and adjudicative process.

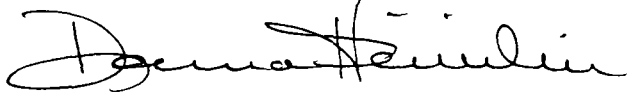
Once we review this information we plan to hold a conference to discuss the results and further explore the feasibility of the single-agency concept and/or other effective options.

Please fax or mail your response within 15 working days to Leo Clarke, Evaluator-in-Charge. You can fax your response to (202) 512-2501 or mail it to

U.S. General Accounting Office  
c/o Mr. Leo Clarke  
441 G St. N.W.  
Room 5100  
Washington, D.C. 20548

If you have any questions or problems with answering these questions, please contact Leo Clarke at (202) 512-8457 or our Assistant Director, James Hatcher at (202) 512-8857.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Donna M. Heivilin". The signature is fluid and cursive, with a large initial "D" and a stylized "H".

Donna M. Heivilin, Director  
Defense Management and NASA Issues



United States  
General Accounting Office  
Washington, D.C. 20548

National Security and  
International Affairs Division

May 31, 1994

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Deputy Assistant to the President  
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Washington, DC 20500

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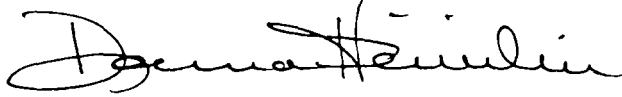
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Donna M. Heivilin, Director  
Defense Management and NASA Issues



United States  
General Accounting Office  
Washington, D.C. 20548

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General Government Division

May 25, 1994

Stephen R. Colgate  
Assistant Attorney General for  
Administration  
Justice Management Division  
Department of Justice

Dear Mr. Colgate:

We have been requested by Representatives William F. Clinger, Jr., Frank R. Wolf, and Porter J. Goss to review procedures and practices regarding the issuance of White House access passes and security clearances. The review will begin in May 1994 under assignment code 709077, and include at least the White House, the Federal Bureau of Investigation (FBI), the Secret Service, and the Office of Government Ethics.

Because the FBI is responsible for performing background investigations on White House staff, a significant amount of data is expected to involve the FBI. We anticipate the need to meet with FBI officials and would appreciate your designating a principal point of contact for our review.

If you have any questions, please contact Donna Heivilin, Director, Defense Management and NASA Issues, on (202) 512-8412 or Uldis Adamsons, Assistant Director, on (202) 512-4289

Sincerely yours,

A handwritten signature in black ink, appearing to read "Henry R. Wray".

Henry R. Wray  
Director, Administration  
of Justice Issues

cc: Ms. Sloan (DOJ)  
Mr. Collingwood (FBI)



United States  
General Accounting Office  
Washington, D.C. 20548

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General Government Division

May 25, 1994

The Honorable Lloyd Bentson  
The Secretary of the Treasury  
Department of the Treasury

Attention: Assistant Secretary (Management) Chief  
Financial Officer

Dear Secretary:

We have been requested by Representatives William F. Clinger, Jr., Frank R. Wolf, and Porter J. Goss to review procedures and practices regarding the issuance of White House access passes and security clearances. The review will begin in May 1994 under assignment code 709077, and include at least the White House, the Federal Bureau of Investigation, the Secret Service, and the Office of Government Ethics.

Because the Secret Service's Technical Security Division controls White House Complex access investigations, a significant amount of data is expected to involve the Secret Service. We will need to make contact with Secret Service officials and would appreciate your designating a principal point of contact for our review.

If you have any questions, please contact Donna Heivilin, Director, Defense Management and NASA Issues, on (202) 512-8412 or Uldis Adamsons, Assistant Director, on (202) 512-4289.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "Henry R. Wray".

Henry R. Wray  
Director, Administration  
of Justice Issues

cc: Assistant Secretary (Enforcement)  
Director, U.S. Secret Service  
Deputy Director, U.S. Secret Service  
Agent-in-Charge, Liaison Division, U.S. Secret  
Service  
Comptroller, Department of Treasury

**GAO**

United States  
General Accounting Office  
Washington, D.C. 20548

National Security and  
International Affairs Division

May 19, 1994

Mr. Thomas McLarty, III  
Chief of Staff  
The White House

Dear Mr. McLarty:

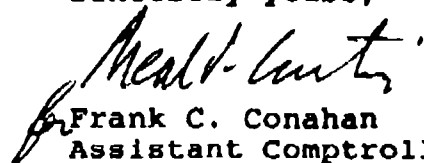
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The requested review is to include, but not be limited to, the timeliness and accuracy of staff responses to Federal Bureau of Investigation background investigations, the processing of information by the White House Counsel's office and the Secret Service, and the Counsel's office resolution of any expressed concerns. The request also asks that we examine the status of specific individuals.

As an initial step, the requesters asked that we obtain specific data elements that should be readily available for all staff in specified offices. The data, which will be obtained from the White House and other agencies, will be discussed in detail when we meet with representatives of each agency involved.

We would appreciate your notifying the appropriate White House officials of our plans and designating a principal point of contact for the White House portion of our review so that an entrance conference can be scheduled as soon as possible. If you have any questions, please contact Donna Heivilin, Director, Defense Management and NASA Issues, on (202) 512-8412 or Uldis Adamsons, Assistant Director, on (202) 512-4289.

Sincerely yours,

  
Frank C. Conahan  
Assistant Comptroller General



United States  
General Accounting Office  
Washington, D.C. 20548

National Security and  
International Affairs Division

May 19, 1994

Mr. Thomas McLarty, III  
Chief of Staff  
The White House

Dear Mr. McLarty:

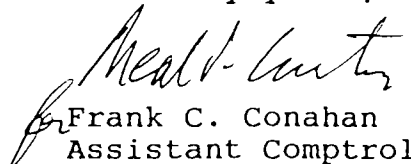
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Sincerely yours,

  
Frank C. Conahan  
Assistant Comptroller General

Here is the summary I promised on the specific data elements that you, Mary Beck, and I discussed.

We envision a spreadsheet containing the requested dates for each individual. Individuals to be included are those paid from appropriations available to the White House Office, Special Assistant to the President (Vice President's Office), Office of Policy Development, Office of Administration, and Office of National Drug Control Policy. This will include employees, paid consultants, and contractors (if they are on track to get a permanent pass), and reimbursable detailees who have been detailed for more than six months (all detailees from the Office of National Drug Control Policy will be included). Interns and volunteers will be excluded, as well as non-reimbursable detailees and individuals such as short-term contractors who are not on track for a permanent pass.

Data will be provided for the period January 20, 1993 through August 27, 1994 or through the next pay period. We are to verify a sample of the data.

Data will include a unique identifier and 11 dates we requested (items 2-12 on the original data request that we provided to you) plus two additional dates you suggested.

- The date the White House sends the SF-86 to the FBI.
- The date the White House Counsel sends the file to the Secret Service with a recommendation for a permanent pass.

You had asked that item 3 (the date the SF-50 was signed) not be provided because it is not automated, and item 4 (the date employees reported to the drug test collection facility) not be provided because it is not a formal part of the pass process. However, as we discussed, the requestors believe these two items should be provided.

In addition, we discussed some clarifications and modifications.

- The date the employee signed the SF-86 will be provided by the Office of Administration, rather than the FBI.
- The date a background investigation was initiated will generally be the same as the date the White House sent the SF-86 to the FBI. We understand that the FBI will use its files to identify cases it sent back to the White House for correction, and change those dates.
- The date the FBI submitted a completed background investigation to the White House Counsel, will be for final reports, not interim reports.
- The date a permanent pass was approved by the Secret Service will generally be the same as the second date you added (the date the White House Counsel sends the file to the Secret Service with a recommendation for a permanent pass). The Secret Service will use its files to determine cases where there was a difference.
- The date the employee's security clearance was issued will, for White House Office employees be the same day that their permanent pass is issued. For other offices, the date will be provided based on the separate processes for their employees.

OPTIONAL FORM 99 (7-90)

### FAX TRANSMITTAL

# of pages 1

|              |             |         |              |
|--------------|-------------|---------|--------------|
| To           | Chris Carl  | From    | Victor Adams |
| Dept./Agency | White House | Phone # | 202-512-4287 |
| Fax #        | 456-7921    | Fax #   | 202-512-2501 |

NSN 7540-01-317-7368

5099 101

GENERAL SERVICES ADMINISTRATION

December 2, 1994

MEMORANDUM FOR FILE

FROM: CHRIS CERF *CP*

SUBJECT: GAO Pass Audit

This morning, I telephoned Uldis Adamsons, the GAO official who is in charge of the security pass audit. I informed him that the USSS and FBI are still compiling the requested information and that I had no way of predicting how long it would be before they could be expected to finish.

In addition, I explained in some detail why it had taken so long to define the appropriate universe of WHO employees covered by the review. In particular, I indicated that there were "many dozen" individuals, most (but not all) of whom worked at PPO, who came on early in the administration but who were never expected to remain on staff beyond the first "year or so" of the administration. I further indicated that for most of these, the expectation was that, after assisting others find positions, they themselves would be placed elsewhere in government. Finally, I indicated that because such individuals were never "on track to receive a permanent pass," we did not include them in our universe.

Mr. Adamsons stated that he had "no problem" with this cut as it was consistent with the criteria we had negotiated earlier in the year.

Mr. Adamsons also expressed his appreciation for being kept up to date as we seek to comply with GAO's request. He indicated that, while Barbara Comstock and Phil Larson continued to be in frequent contact with him, "he thought he had been able to satisfy them that we are proceeding diligently and in good faith."