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[Vetting Procedures Memorada] [1]

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VETTING PROCEDURES additional memoranda on *ADDA / FORMS USED*
Sept. 1993 and Jan. 1994 procedures and forms *IN RESEARCH*
Memoranda incl. See used
also: Chron Files from
Jan., '93-Aug., '93 for

★ See also all Chron files from Feb. ⁹³ Jan. '94
for additional procedures memos.

THE WHITE HOUSE
WASHINGTON

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DETERMINED TO BE AN
ADMINISTRATIVE MARKING
INITIALS: JAM DATE: 2/10/15
2006-1066-F

January 17, 1994

MEMORANDUM TO WILLIAM H. KENNEDY AND DENNIS J. QUINN
WHITE HOUSE COUNSEL'S OFFICE

FROM: ALICE J. SMITH

RE: REVISED VETTING PROCEDURES

This memorandum describes the current vetting procedures performed by the Vetting Section of the White House Counsel's Office. I have used the comprehensive September 16, 1993 Vetting Procedures memorandum as the base, but have incorporated a substantial number of administrative and other changes/additions that we have made in this process since the end of September. These changes have been necessitated by staff downsizing as well as better coordination of our paralegals' administrative duties.

VETTING PROCEDURES

The Vetting Section of the White House Counsel's Office (formerly the Counsel's Office of Presidential Personnel (PPO))¹ is responsible for conducting public record research on potential candidates for federal appointments, preparing confidential memoranda ("vets") based on that research, and interviewing PAS, PA and SES candidates before they may receive counsel clearance. Following is a short overview of the process. This memorandum describes, in detail, the administrative, research, writing, and interviewing procedures currently in use by the Vetting Section.

A. OVERVIEW

Candidate names for public record vetting come into the Vetting Section from PPO's Systems office, although we have often received requests to prepare public record vets directly from other PPO Directors and their Search Managers. The Vetting Section's Paralegal/Administrative Assistant (AA) receives the names and logs them into a Paradox data base and other records described in the next section, provides the names to the researchers with the

¹ From January, 1993 until October, 1993, vetting processes were shared by both the Counsel's Office of PPO and the White House Counsel's Office. As of October, all vetting is supervised by the White House Counsel's Office.

level of the positions, and provides the Vetting Section Supervising Attorney with the names. The AA also sends Personal Data Statement (PDS) forms to non-career SES candidates for whom a PPO "start memo" has been provided, keeps track of those forms when they have been returned, maintains the SES tracking data base, and performs other tasks described below regarding requests for the FBI name checks and IRS tax checks.

The researchers/writers perform the public record research on all levels of candidates. The extent of the search varies according to level of position, or in some cases, on special instructions from the attorneys. Researchers determine whether the public record materials reveal issues that should be summarized in a vetting memorandum. If an initial researcher determines that no issues are presented, then he or she obtains a second opinion from another researcher or attorney. If both agree that there are no issues, the candidate's research folder is placed in the "No Issues" pile and his/her name is included in the next cumulative memorandum listing all candidates on whom no issues were discovered that is sent to Bill Kennedy and other PPO administrators. If the two research reviewers cannot agree or are unsure whether issues are presented, the Vetting Section Supervising Attorney decides. If issues are discovered, the research folder is placed in the stack of "Issues" vets to be prepared and reviewed by the interviewing attorneys.

The researcher/writers attempt, as often as possible, to prepare the written issue vet on a candidate before the candidate is interviewed by an attorney. However, when this is not possible, due to staffing limitations and a large number of research requests on candidates, the interviewing attorney reads the raw public record research material from the file before doing the interview and reporting on the candidate to Bill Kennedy.

The vet drafter reviews the research file, discusses any additional research needed with the researcher (assuming the writer is not the same as the researcher), and prepares the issue vet. After the initial drafting of a vet, a second researcher/writer/attorney reviews the file and edits the vet, discussing additional research required, organization of the vet, etc. with the writer. When both the drafter and the second reviewer are satisfied with the vet, the final version is read by the Vetting Section Supervising Attorney, put in final format with the appropriate cover memorandum and distributed to Bill Kennedy and PPO administrators described in the details section below.

Attorneys interview PAS, PA and high level SES candidates after completed PDS forms arrive and discuss the results of these interviews and the public record research, if there are issues, with Bill Kennedy who determines whether to clear candidates. Lower level SES candidates, except those at State, Justice, Defense, AID, and USIA, receive only a public record vet check and

an FBI name check, but do not complete a PDS or an interview. If there is a particular known reason for concern, the Vetting Section Supervising Attorney or Bill Kennedy may choose to put a lower level SES candidate through the entire process.

PAS and PA folders are returned to Bill for any further procedures, such as the ethics and Form 278 review conducted by attorneys in other sections of the Counsel's Office. Tracking of PAS and PA candidate clearance processes is handled by Edgar Bueno. Bill and Edgar also prepare and distribute the counsel clearance memoranda on PAS/PA candidates.

The counsel clearance memorandum on SES candidates is prepared daily by the Vetting Section Supervising Attorney and must be signed by Bill. No SES candidate is placed on this memorandum until he/she has been interviewed, the FBI name check is in, the tax check is in, and the candidate has been discussed with and cleared by Bill. Attachments to FBI name checks must be reviewed only by Bill. Any IRS tax check on which he has placed a red dot (meaning issues) must be reviewed, the candidate must be questioned on any issues presented, and Bill must be apprised of the tax issues raised before the candidate may be cleared. The clearance memorandum is distributed to certain PPO personnel (described in detail section below). PPO handles telling the SES candidates when they have been finally approved for the job because there may, on occasion, be a reason unknown to Counsel's Office that PPO wishes to hold release of a name. PPO must also communicate with the Office of Personnel Management before a candidate's name is finally released.

B. ADMINISTRATIVE PROCEDURES

The following procedures are performed by the AA in conjunction with the Supervising Attorney, researchers or others as indicated.

Receipt of Names for Public Record Vetting

- Receive SES names with "start memorandum" from PPO Administration (generally from Doug Sheorn who provides resume). If SES names arrive from other sources without start memoranda, check with Antonella Pianalto (or her designated staff member) on proceeding with vetting. On occasion, individuals have obtained PDS forms and submitted them to this office for vetting before we have received word that the President has preliminarily approved them for the job.

- Receive PA/PAS names from Julie Anderson, PPO. If no resume is available, request from Resumix (or researchers can do this).²
- Log names in two places: Clipboard Public Record Tracking Log (all names); AA's Non-career SES Candidate Paradox data base.³
- Notify Supervising Attorney when names arrive and determine with attorney's assistance which SES candidates should receive PDS packets.
- Check for whether a prior public record vet has been prepared and indicate date on start memo.
- Give copies of start memoranda and resumes to researchers to log into their public record tracking system. Give supervising attorney copy of start memo and indicate on it whether PDS forms were sent or not and whether memo has been given to researchers.
- File start memoranda in "Nominations Approved" folders chronologically.

Sending/Receiving of SES Personal Data Statement Packets/FBI and IRS Check Reports

- No PDS forms are sent by the Vetting Section until we receive the start memo with instructions from Antonella. Edgar will send the PDS

² Names may occasionally come from other sources, such as the PPO directors. Limited vetting staff currently prevents any substantial amount of public record vetting before PPO and the President preliminarily approve a candidate and send a "start memo" to Counsel's Office. The researchers/writers will attempt to do everything possible to produce a public record vet on individuals being considered for the most high profile positions to assist PPO in making its preliminary selection decisions. The Vetting Section, however, is presently limited in its ability to analyze in detail the writings of any candidates who are extremely prolific. We can generally perform a "scandal search" (see description below) within a reasonable time and report at least orally on the results.

³ Before this data base became operational in mid-November 1993, SES names were tracked on a handwritten log that begins in March, 1993. Information from that log has been incorporated into the data base. Another handwritten back-up log, the "desk log," that was in use until September, 1993 has been discontinued.

forms to all PAS/PA candidates. (He receives a copy of the PAS/PA start memos, too).

- Record on SES data base when forms were sent.
- Check that all signed required documents (e.g. releases and waivers) are present. If not, call the candidate and request the missing documents.
- When completed forms and all waivers are returned, log in date received on data base.
- Place PDS form and all waivers except IRS waiver in the SES Interview Queue in SES file cabinet in order of receipt. (Supervising Attorney or Bill Kennedy on occasion may give instructions for certain candidates to be interviewed in advance of others in the queue). Make sure attorneys are aware when files are ready for interviews.
- Prepare requests for IRS tax checks on SES candidates after waivers have been received. Deliver by courier to IRS. Log date of request into data base. Keep copies of all requests.
- Prepare FBI name check requests on day start memo is received. Keep copies of requests. Place requests in box in Edgar's office for FBI pick-up. Check to be sure pick-up occurs as scheduled.
- Check daily with Edgar for IRS reports and FBI name checks. Sort out any SES candidate reports from PAS/PA and White House staff reports. Log into data base the date that each of these reports are received in Vetting Section.
- Alert Supervising Attorney to any tax reports on which Bill has placed a red dot. The Supervising Attorney then consults with the respective interviewing attorney about follow-up with the candidate. All tax reports are filed in the SES interview folders. Place an asterisk by the date that the report is received in the data base until AA is informed by Supervising Attorney that the candidate is ready for final clearance, then remove the asterisk.
- Alert Supervising Attorney to any FBI name checks that have attachments. Place asterisk by date FBI report is received in the data base if there are any attachments. Remove this only after Supervising Attorney tells AA that the candidate has received final clearance. DO NOT UNDER ANY CIRCUMSTANCES LOOK AT THE

ATTACHMENTS. THESE ARE HIGHLY CONFIDENTIAL AND ARE NOT TO BE REVIEWED EVEN BY SUPERVISING ATTORNEY WITHOUT PERMISSION FROM BILL. Supervising Attorney will bring any FBI name check report to Bill's attention for review before the SES candidate may be cleared.

- AA follows up with any candidates who have not returned PDS forms within about two weeks. Sometimes the information on the start memorandum on where to send the forms has been in error and candidates have not received forms. Thus, follow-up is important to prevent this.
- AA works with Supervising Attorney, White House Security staff (Craig Livingstone's office) and Edgar Bueno to track down any FBI and IRS reports that may have been misdelivered to wrong office. This has been a decreasing problem for the last six weeks or so, but it still happens on occasion. When FBI name checks and IRS reports are substantially late (i.e. three to four weeks), AA alerts Supervising Attorney, if he/she has not already seen the delay. Supervising Attorney works with Bill on best method (e.g. another fax to IRS and FBI people or call from Bill) for speeding delivery of these reports. ONLY BILL COMMUNICATES WITH FBI OR IRS, UNLESS HE INSTRUCTS OTHERWISE.

SES Candidate Clearances

- After Supervising Attorney reports that Bill Kennedy has preliminarily cleared any high level SES candidates after the interview, the candidate's folder is placed in the white bin beside Supervising Attorney's desk until it is determined that tax and FBI reports have been received and are either "clean" or have been approved by Bill.
- AA and Supervising Attorney review data base and files in the white bin daily to determine which SES candidates may be placed on the final Counsel's Office clearance memorandum after all parts of the process have been completed. When lower level SES candidates (i.e. those who will not be undergoing the interview process) have received a "clean" FBI name check and the public record search turns up no issues, they may be placed on the clearance memorandum. If either the public record search has generated issues or the name check has attachments, Supervising Attorney must review the candidate with Bill during the daily vetting meeting with him.

- AA prepares the daily SES clearance memorandum listing the names and positions of the cleared candidates. This is generally done at the end of each day because FBI and IRS reports do not arrive until later in the afternoon. NO NAME MAY BE PLACED ON THE CLEARANCE MEMORANDUM WITHOUT APPROVAL BY SUPERVISING ATTORNEY. Supervising Attorney (or AA if instructed) takes memorandum to Bill for his signature.
- SES clearance memoranda is delivered to Antonella Pianalto in PPO immediately. Copies also go to Doug Sheorn and Peg Clark in PPO Systems and to Bill.
- Log clearance date for each candidate into the data base. Keep one copy of the clearance memorandum in the cumulative "SES Clearance Memoranda" hard copy file and another copy in the general "Chron" file.

Preparation/Distribution of Final Public Record Vets

- When an issue vet is ready to be distributed, AA obtains final version from main writer and puts the computer file into the main vet collection directory.
- AA spell checks vet and conforms it for style (e.g. margins, etc., if not previously done).
- AA prepares the cover memoranda for the issue vets. Vets are grouped by agency.
- AA (or another researcher) prepares the memorandum containing the mass list of candidates on whom no issues have been discovered in a public record search.
- Vets generally are delivered by approximately 6 p.m. each day., or as frequently as they can be prepared.
- Distribution: All issue vets and the listing of "no issue" candidates are now distributed directly to Bill Kennedy, Jan Piercy, Antonella Pianalto, and to the new PPO Director, Veronica Biggins. Copies of

vets and the "no issues" list are filed in the Vet Chron file and the alphabetical Vet notebooks.⁴

- AA records dates that vets are delivered on the clipboard public record tracking log.⁵
- All final vets should be on the hard drive of the AA's desk computer and backed up daily. At the end of each week, they are transferred onto the hard drive of another computer where all the vets are stored. Staff members should be reminded to delete their rough draft versions of vets on their computers once the AA has processed the final documents.
- The Index for the Vet Notebooks is updated once a week by the AA. Antonella Pianalto receives a new copy each time one is run.
- Public record raw research files used in preparation of vets are placed in the filing bin near the AA for labeling and filing in the Public Record alphabetical cabinets in Rm. 140. (Cabinet containing M-O and O-P is in Rm. 142.) Big Project to Do Soon: Work with Records Management and Bill to determine method of appropriately labeling and permanently storing the very large quantity of these public record research files. Files should be labeled as confidential attorney materials in some manner, but should remain accessible so that documents can be retrieved rapidly as needed.

Other AA Tasks

The AA also answers phones, maintains files of blank SES and PA/PAS interview forms, maintains record of inquiries about candidates for Supervising Attorney, handles most facilities/operations matters. The AA also performs public record research and drafts public record vets, time permitting.

⁴ Previously, all vets were also filed in the Regular Chron file, but this became too space consuming and was discontinued in November, 1993.

⁵ NOTE: Unfortunately, the SES data base does not have space for recording when the public record raw research on SES candidates is completed and when the final vet is prepared. Attorneys are nonetheless responsible for reviewing the public record materials before reporting on candidates to Bill. (The clipboard would still remain necessary for tracking public record vets on PAS/PA candidates).

C. PUBLIC RECORD RESEARCH PROCEDURES

Although some aspects of the research conducted on candidates remain constant, the extent of the research depends on the level of the candidate's appointment, and on any additional information that we have received warranting greater research than would normally be performed. For example, articles written by a PAS candidate will generally be reviewed, or at least those relevant to the appointment if the candidate is a very prolific author. However, an SES candidate's writings will not be reviewed unless there is a particular reason for concern known to us. Details of the research procedures for each level of candidate follow in this memorandum.

- AA gives researchers start memos or other requests for public record vetting. Researchers maintain their own logs on candidates and the status of their research. They coordinate research duties among themselves (i.e. who goes to the Library of Congress, who will perform computer research on a given day).
- Researchers complete a LEXIS/NEXIS research checksheet on all candidates and also a Library of Congress checksheet for PAS candidates. NOTE: These checksheets have been revised and improved since September. The sheets in the attachments to the September 16 memorandum are no longer in use. These research sheets indicate what research was conducted, including the scope and search terms for the computer research.
- If a prior vet has been written on a candidate more than six weeks earlier (or if there is reason to think that the candidate's name has recently been in the press), the researchers will conduct an updated LEXIS/NEXIS search only from the date of the prior vet and will indicate on the research sheet that it is an update only.
- When the research is complete, researchers determine whether the public record materials reveal issues that should be summarized in a vetting memorandum. If an initial researcher determines that no issues are presented, then he or she obtains a second opinion from another researcher or attorney. If both agree that there are no issues, the candidate's research folder is placed in the "No Issues" pile and his/her name is included in the next cumulative memorandum listing all candidates on whom no issues were discovered. (See above in Administrative Procedures).
- If the two research reviewers cannot agree or are unsure whether issues are presented, the Vetting Section Supervising Attorney decides.

- If issues are discovered, the research folder is placed alphabetically in the stack of "Issue Vets" to be prepared and reviewed by the interviewing attorneys.

1. Research for All Candidates

Researchers search every name that comes into the office in the LEXIS/NEXIS computerized databases, using the NEXIS/OMNI and the GENFED/MEGA files. In NEXIS/OMNI, the researcher will first perform a full search on the candidate - in other words, type in the candidate's name, with no qualifiers. If there are too many cites for a researcher to review, the researcher will try a "scandal" search on the candidate.

What classifies as "too many cites" depends on the level of the appointment, as will be explained in the following sections. A scandal search involves using the candidate's name and adding

w/30 scandal! or controversies! or illegal! or illicit! or drug! or blam! or critic! or investigat! or indict! or embarrass! or improper! or complain! or disput! or arrest! or convict! or discriminat! or republican! or clinton!

If there are still too many cites to review, the researcher then searches using the **hlead(candidate's name)** segment, or field, format. This pulls all articles with the candidate's name in the title or lead paragraph.

In GENFED/MEGA, the researcher types **name(candidate's name)** to pull up all cases in which a candidate is either a defendant or a plaintiff. The researcher prints all cites that appear in cite list format for an attorney's review. If a case is thought to involve the candidate, the researcher prints the case in variable kwik 60 (.vk60), or copies the case in the law library, if available. The attorney may ask the researcher to Auto-Cite particular cases to determine prior and/or subsequent history. In some instances, the attorney will Auto-Cite as he or she reviews the cases on line. Researchers should obtain copies of cases that have been highlighted in press reports, whether the candidate has been a party or has represented clients. When researchers are also drafting initial vets, they should be certain to bring to a reviewing attorney's attention exactly what they have done with respect to case law research and their analysis of the cases. Researchers should also indicate clearly on the research checksheets and cite lists what has been done concerning cases and any law review articles.

2. PAS Appointments

For PAS appointments, the researchers generally collect information on names both at the Library of Congress (LOC)⁶ and by using LEXIS/NEXIS.

Library of Congress

At the LOC, researchers look for articles written by or about a candidate. They conduct searches on names in all three LOC buildings, using the following databases:

In Madison Building:

Periodical Room: General Periodicals Online (GPO), Business Periodicals Online (BPO), Infotrac

Law Library: Legaltrac

In Adams Building:

5th floor reading room: Business CD Rom, Science CD Rom (when applicable)

In Jefferson Building:

2nd floor reading room: ERIC, PAIS, Humanities, Biography, Social Sciences

In Any Building: LOCI, BIBL, MAGS

Occasionally, researchers review other resources, such as Congressional directories, art profiles and specialty directories, where those resources may generate more information.

LEXIS/NEXIS

⁶ Recently, limited staff and resources, combined with a very large number of candidate names to research, has necessitated limiting some of the LOC data base searches on a case-by-case basis. Where the researchers determine that a given data base is most likely to generate redundant information or no additional information, they will not perform such searches.

Researchers conduct the most thorough LEXIS/NEXIS searches on PAS appointments. They look not only for controversies surrounding the personal and professional life of a candidate, but also for any controversial aspects of the candidate's philosophy that would relate to his or her new position.

For PAS appointments, researchers should be more hesitant to go to a scandal search. If there are more than 160 cites on a candidate, the researchers try a scandal search. If there are still too many cites to review, an **hlead(candidate's name)** segment search should be done. It is often useful to couple a general name search with the names of all the businesses and schools with which the candidate has been involved. This technique is especially helpful if a candidate has a common name which is generating cites on many different individuals.⁷

If a candidate is a lawyer, the researchers do two additional searches: In GENFED/MEGA, they enter the candidate's name to determine whether he/she represented any controversial parties. (This broad search also encompasses all cases where the candidate is a named party in published cases.) In addition, the researchers do a name search in the files LAWREV/ALLREV and MARHUB/ALLDIR for law review articles and Martindale Hubbell citations on the candidate.

Congressional Testimony

Researchers collect congressional testimony cites for each PAS appointment by calling the law library at the OEOB. Once the cites have been printed at the library, a researcher shows the list to the supervising attorney. If the attorney is interested in obtaining the testimony, a researcher locates and photocopies it in the microfiche room of the NEOB library.

Checks with State Bar Associations/Foreign Agent Registration (F.A.R.A.)/Federal Election Commission (FEC)

For all U.S. Attorney candidates, researchers check with the candidate's state bar associations to determine whether the individuals are in good standing and whether they have received any reprimands, complaints or disciplinary action. When requested by the supervising

⁷ For example, the researcher would type **Jane Doe and Cornell and Georgetown and Wilmer Cutler and litigation and . . .** This should help isolate relevant cites on the candidate.

THE WHITE HOUSE

WASHINGTON

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September 16, 1993

ADDENDUM

DETERMINED TO BE AN
ADMINISTRATIVE MARKING

INITIALS: JAM DATE: 2/10/15

2006 - 1066 - F

VETTING PROCEDURES

The Counsel's Office of the Office of Presidential Personnel is responsible for conducting public record research on potential candidates for federal appointments, preparing confidential memoranda ("vets") based on the research, and assisting the Office of the Counsel to the President (White House Counsel or WHC) in interviewing PAS, PA and SES candidates before they may receive WHC clearance. A short overview of the process follows. After the Overview, this memorandum describes, in detail, the administrative, research, writing, and interviewing procedures currently used by OPP Counsel's Office in vetting.

A. OVERVIEW

Candidate names for public record vetting come into the OPP Counsel's Office from OPP Administration, although we have often received requests to prepare public record vets directly from Associate Directors and their Search Managers. The Administrative Assistant (AA) receives the names and logs them into various records described below, provides the names to the researchers with the level of the positions, and provides the attorney supervising the vetting with the names. The AA also sends Personal Data Statement (PDS) forms to high level SES candidates on whom we have received a "start memo" from OPP Administration, keeps track of those forms when they are returned and makes copies for WHC.

Researchers perform public record research. The extent of the search varies according to level of position, or in some cases, on special instructions from attorneys. Researchers give the completed research file to the supervising attorney for distribution to one of the writers. When the staff was larger, all writing was performed by attorneys or legal interns under attorney supervision. Currently, researchers, legal interns and the attorney/AA share initial drafting. The supervising attorney reviews the research file, discusses any additional research needed with the drafter and edits the vet. After the supervising attorney is satisfied with the vet, the other attorney provides a "second read" but does not review the entire file.

The supervising attorney determines whether the vet contains "issues" or "no-issues." The AA groups and prepares appropriate cover memoranda for the final vets depending on this designation. The AA prepares copies and distributes vets according to distribution lists described in detail below. Distribution depends on whether there are issues and, in certain cases, the type of position (e.g. U.S. Attorney vets also go to Kevin O'Keefe).

Attorneys interview high level SES candidates after completed PDS forms arrive and discuss interviews with Bill Kennedy who determines whether to clear candidates.¹ OPP Counsel's Office prepares the memorandum for OPP Administration on SES candidates who have been cleared. As of September, Bill Kennedy also signs this memorandum. Attorneys also interview PA and PAS candidates whose files are provided by WHC. The attorneys report to Bill on the interviews. The remainder of the PA/PAS clearance process is conducted through WHC, including preparation of clearance memoranda to OPP. Low level SES candidates do not complete PDS forms, nor are they interviewed (see Section E below). WHC does request an FBI name check and a tax check.

B. ADMINISTRATIVE PROCEDURES

The following procedures are performed by the AA in the OPP Counsel's Office.

Receipt of Names for Public Record Vetting

- Receive SES names with "start memorandum" from OPP Administration (generally from Doug Sheorn who provides resume). If SES names arrive from other sources without start memoranda, check with Antonella Pianalto (or her designated staff member) on proceeding with vetting.
- Receive PA/PAS names from Julie Anderson, OPP. If no resume is available, request from Resumix (or researchers can do this). Names may occasionally come from other sources such as Associate Directors.
- Log names in three places: Clipboard tracking log (all names); AA's desk log (all names), and the High SES candidate log.

¹ Prior to John Carey's departure as head of the OPP Counsel's Office, we discussed SES interviews with him, and he cleared the candidates if there were no significant issues to bring to the attention of WHC.

- Notify supervising attorneys when names arrive. Work with them to determine High and Low SES candidates and who will do initial drafting. In corner of start memorandum, write supervising attorney's name, researcher and writer (if that is determined before research is complete).
- Distribute copies of start memoranda and resumes to researchers, attorneys and writers as designated.
- File start memoranda in "Nominations Approved" folder.
- For low level SES candidates, hold names for at least one week. This gives WHC time to start FBI name check and the tax check (Edgar Bueno handles this when he receives start memo from Antonella). Researchers will report to supervising attorney on abbreviated "scandal" search on these candidates. Supervising attorney will prepare one page public record search report on Low SES candidates stating that no issues were found on the named individuals. If issues are found, regular defensive vets are prepared (see section on Writing Vets below).

Sending/Receiving of SES Personal Data Statement Packets

- No forms are sent by OPP Counsel's Office until we receive the start memorandum with instructions from Antonella.
- Note on SES log when forms were sent.
- When completed forms are returned, log in date received.
- Check that all signed required documents (e.g. releases and waivers) are present. If not, call the candidate and request the missing documents.
- Copy PDS for files and place in the "To Be Interviewed" section of file drawer for attorneys. Make sure attorneys are aware when interview files are ready.
- Give original PDS forms to Edgar in WHC.

Preparation/Distribution of Final Public Record Vets

- When vet is ready to be distributed, supervising attorney and/or the writer will give it to AA with file on disk. Attorney will determine

whether it is an "issues" or "non-issues" vet. Vets generally are delivered by approximately 6 p.m. each day.

- AA spell checks vet and conforms it for style (e.g. margins, etc., if not previously done).
- Prepare appropriate cover memorandum, depending on whether there are issues or not. Cover memorandum highlights, in one sentence, whether the attached vets contain issues for review. As much as possible, all candidates for a particular agency are grouped together under a single memorandum (e.g. create one "no-issues" memorandum for all candidates who fall in that category for Justice Department).
- Distribution: Vets containing sensitive issues are distributed to Bruce Lindsey, Bill Kennedy, John Emerson, Jan Piercy (copy to Antonella), Vet Chron file, Regular Chron file, and alphabetical Vet notebooks. All vets, with or without issues, are distributed to John Emerson, Jan Piercy (copy to Antonella), Vet Chron, Regular Chron file, and Vet notebooks. NOTE: Vets without any issues do not go to Bruce or Bill. All U.S. Attorney vets are distributed to Bill Kennedy, Kevin O'Keefe, John Emerson, the Vet Chron, the Regular Chron file, and the Vet notebooks. There is a separate cover memorandum for U.S. Attorney vets.
- Supervising attorney will prepare the one page memorandum on Low SES candidates on whom no issues were discovered in an abbreviated "scandal" search. (See Research Procedures Section below). Distribution is the same as for other no-issue vets above.
- Note date that vets are delivered on the clipboard and all other logs.
- All final vets should be on the hard drive of the AA's desk computer and backed up daily. At the end of each week, they are transferred onto the hard drive of another computer where all the vets are stored. Staff members should be reminded to delete their rough draft versions of vets on their computers once the AA has processed the final documents.
- The Index for the Vet Notebooks should be updated once a week. Antonella receives a new copy each time one is run.
- Research files used in preparation of vets will be placed in the "To Be Filed" box by writers. AA labels and files each week, time permitting.

SES Clearances

- After attorneys report that Bill Kennedy has cleared any high level SES candidates, AA prepares an SES clearance memorandum listing the names of the cleared candidates. This is signed by both the supervising attorney in OPP Counsel's Office and by Bill Kennedy.
- Be sure public record vet has already been delivered. Sometimes an SES candidate has been interviewed before the public record vet was completed, but then the public record revealed some issues. If this occurs, AA should check with attorney to be sure that the SES clearance memorandum is still appropriate to send. The attorney may need to check with Bill Kennedy and Bruce Lindsey again regarding the candidate's appointment.
- SES clearance memoranda should be delivered to Antonella on top of her copies of the vets. Copies also go to Doug Sheorn in OPP and to Bill Kennedy.
- File SES clearance memoranda in Chron file.

Other Tasks

The AA also answers numerous inquiries from callers, particularly the "where is Mr./Ms. X in the process." The AA also maintains files of blank SES and PA/PAS interview forms, answers phones and handles most facilities/operations matters. The AA also drafts some preliminary public record vets.

C. PUBLIC RECORD RESEARCH PROCEDURES

Although some aspects of the research conducted on candidates remain constant, the extent of the research depends on the level of the candidate's appointment and on any additional information that we have received warranting greater research than would normally be performed. For example, articles written by a PAS candidate will generally be reviewed, or at least those relevant to the appointment if the candidate is a very prolific author. However, an SES candidate's writings will not be reviewed unless there is a particular reason for concern known to us.

The researchers maintain their own log on candidates and the status of their research. They coordinate research duties among themselves (i.e. who goes to the Library of Congress, who will perform computer research on a given day).

When the research is complete, the file is given to the supervising attorney or the designated writer. Recently, the researchers have taken on responsibility for much of the writing when the legal interns were also busy writing.

1. All Candidates

Researchers search every name that comes into the office in the LEXIS/NEXIS computerized databases, using the NEXIS/OMNI and the GENFED/MEGA files. In NEXIS/OMNI, the researcher will first perform a full search on the candidate - in other words, type in the candidate's name, with no qualifiers. If there are too many cites for a researcher to review, the researcher will try a "scandal" search on the candidate.

What classifies as "too many cites" depends on the level of the appointment, as will be explained in the following sections. A scandal search involves using the candidate's name and adding

**w/30 scandal! or controversies! or illegal! or illicit! or
drug! or blam! or critic! or investigat! or indict! or
embarrass! or improper! or complain! or disput! or
arrest! or convict! or discriminat! or republican! or
clinton!**

If there are still too many cites to review, the researcher then searches using the hlead(candidate's name) segment, or field, format. This pulls all articles with the candidate's name in the title or lead paragraph.

In GENFED/MEGA, the researcher types name(candidate's name) to pull up all cases in which a candidate is either a defendant or a plaintiff. The researcher prints all cites that appear in cite list format for an attorney's review. If a case is thought to involve the candidate, the researcher prints the case in variable kwik 60 (.vk60), or copies the case in the law library, if available. The attorney may ask the researcher to Auto-Cite particular cases to determine prior and/or subsequent history. In some instances, the attorney will Auto-Cite as he or she reviews the cases on line. Researchers should obtain copies of cases that have been highlighted in press reports, whether the candidate has been a party or has represented clients. When researchers are also drafting initial vets, they should be certain to bring to the supervising attorney's attention exactly what they have done with respect to case law research and their analysis of the cases. Researchers should also indicate clearly on the research checksheets and cite lists what has been done concerning cases and any law review articles.

2. PAS Appointments

For PAS appointments, the researchers collect information on names both at the Library of Congress (LOC) and by using LEXIS/NEXIS.

Library of Congress

At the LOC, researchers look for articles written by or about a candidate. They conduct searches on names in all three LOC buildings, using the following databases:

In Madison Building:

Periodical Room: General Periodicals Online (GPO), Business Periodicals Online (BPO), Infotrac

Law Library: Legaltrac

In Adams Building:

5th floor reading room: Business CD Rom, Science CD Rom (when applicable)

In Jefferson Building:

2nd floor reading room: ERIC, PAIS, Humanities, Biography, Social Sciences

In Any Building: LOCI, BIBL, MAGS

Occasionally, researchers review other resources, such as Congressional directories, art profiles and specialty directories, where those resources may generate more information.

LEXIS/NEXIS

Researchers conduct the most thorough LEXIS/NEXIS searches on PAS appointments. They look not only for controversies surrounding the personal and professional life of a candidate, but also for any controversial aspects of the candidate's philosophy that would relate to his or her new position.

For PAS appointments, researchers should be more hesitant to go to a scandal search. If there are more than 160 cites on a candidate, the

researchers try a scandal search. If there are still too many cites to review, an **hlead(candidate's name)** segment search should be done. It is often useful to couple a general name search with the names of all the businesses and schools with which the candidate has been involved. This technique is especially helpful if a candidate has a common name which is generating cites on many different individuals.²

If a candidate is a lawyer, the researchers do two additional searches: In GENFED/MEGA, they enter the candidate's name to determine whether he/she represented any controversial parties. (This broad search also encompasses all cases where the candidate is a named party in published cases.) In addition, the researchers do a name search in the files LAWREV/ALLREV and MARHUB/ALLDIR for law review articles and Martindale Hubbell citations on the candidate.

Congressional Testimony

Researchers collect congressional testimony cites for each PAS appointment by calling the law library at the OEOB. Once the cites have been printed at the library, a researcher shows the list to the supervising attorney. If the attorney is interested in obtaining the testimony, a researcher locates and photocopies it in the microfiche room of the NEOB library.

Checks with State Bar Associations/Foreign Agent Registration (F.A.R.A.)/Federal Election Commission (FEC)

For all U.S. Attorney candidates, researchers check with the candidate's state bar associations to determine whether the individuals are in good standing and whether they have received any reprimands, complaints or disciplinary action. When requested by the supervising attorney, researchers have also made this inquiry on other attorney candidates.

When requested by the supervising attorney, researchers check with the F.A.R.A. office at the Department of Justice for possible registration of candidates for positions where such a registration likely would present a conflict of interest (e.g. National Security Council, State Department). This inquiry is made by phone (514-1145) whenever the candidate's

² For example, the researcher would type **Jane Doe and Cornell and Georgetown and Wilmer Cutler and litigation and . . .** This should help isolate relevant cites on the candidate.

resume indicates that he or she might have had such a registration (e.g. certain lawyers who clearly represented foreign governments in their practice).

Also when requested by the supervising attorney, researchers gather FEC information on candidates' political donations or, if the candidate has held political office, who has donated money to the candidate's campaign. This information can be retrieved at the FEC's public information office, located at 999 F Street.

3. PA and High Level SES Appointments (Includes all SES candidates at Justice, State, Defense and high-level positions (DAS and above) at other agencies)

Researchers do not gather information at the LOC or congressional testimony cites for these types of SES appointments or for PA candidates, unless there is reason to do so on a particular case. For these SES positions and all PAs, researchers again should be somewhat hesitant to resort to a scandal search. They usually will review as many as 100 cites before qualifying a search. The supervising attorney may ask a researcher to obtain copies of articles written by these candidates where such articles appear from their titles to relate to the position at issue or look potentially controversial.

4. All Other SES Candidates

For all other SES candidates, the researchers perform only a "scandal search" (see above) if there are more than 50 cites on a candidate using the general name search. Both the NEXIS/OMNI files and GENFED/MEGA files are searched. If no issues are discovered, the researchers inform the supervising attorney orally.

D. WRITING OF VETS

Initial vet drafters review the research file with the researcher involved and request additional information where necessary. Drafters then generally prepare what are termed "Defensive Vets," which highlight any issues or potential controversies found in the public record search. The vet includes a short initial summary of the candidate's background. When requested by Bruce Lindsey, or deemed necessary by the supervising attorney, the writer will discuss relevant articles written by a candidate.

The writer provides the research file and draft vet to the supervising attorney. The attorney reviews the entire file and edits the draft. The supervising attorney may request additional information at this point.

The writer revises the draft according to the attorney's edits. The non-supervising attorney then performs a "second read," and the final version is given to the AA for distribution and filing. Sample vets may be reviewed in the Vet notebooks currently in Counsel's Office, OPP.

Low level SES candidates without issues are listed in a single memorandum that states that no issues were found on those individuals in the limited public record search.

E. CANDIDATE INTERVIEWING

Two Associate Attorneys interview high level SES candidates using the form prepared by WHC. We are also currently interviewing the bulk of the PA/PAS candidates. Each day, the attorneys meet with Bill Kennedy to review these candidates and any issues raised in the interviews. Attorneys perform follow-up interviews with candidates and also prepare memoranda on particular issues when requested by Bill.

WHC decides when candidates may be cleared. We prepare the memorandum to OPP on SES candidates who are cleared and maintain their interview files. WHC informs OPP when PA/PAS candidates clear and maintains their files. As mentioned, low level SES candidates do not complete PDS forms and are not interviewed. (See Memorandum from W.H. Kennedy and J.P. Carey re "Proposed Future Vetting Procedures for Non-Career SES Candidates, dated July 1, 1993, contained in this notebook). Low level SES names are held in OPP Counsel's Office for approximately one week to permit results of the brief FBI name check to be received by WHC. If no issues are found in an abbreviated "scandal" search, the names will be released to OPP Administration as cleared.

The Official Vettters' Guide to the Library of Congress

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INTRODUCTION

There are some general instructions you should keep in mind when using the Library of Congress.

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*Confidentiality is paramount while conducting research in public facilities such as the Library of Congress! You should never leave your papers unattended on desks, and all call slips should be brought back to the office and disposed of here. Furthermore, when you finish searching on the databases, be sure to clear out you search terms, by exiting the file or restarting it.

*On Tuesdays and Fridays, when the library closes at 5:00, all requests for materials from the stacks must be in by 4:00.

*It is advantageous to get a Library Card. The card will allow you to request books with only your I.D. number and a photo I.D. instead of having to fill out a full mailing address on each book request slip. (This is a serious time saver!). You can request a card at the Adams or Jefferson reading rooms.

*Make sure that you have an L.O.C. copy card with you before setting out to the Library. (Personal reimbursements are just about impossible to get!)

*Be sure to take copies of resumes of candidates to the library, when possible. This way you will be able to check for publications listed on the resume, and will also be better able to distinguish your candidate's writings from other authors with the same name.

*If you want great lunch while waiting for your requested books to come up, Le Bon Cafe comes highly recommended by the Zagat's guide. A little pricey but well worth it. There is also a pretty good cafeteria on the 6th floor of the Madison Building with a nice view.

Following is a brief description of the resources available at the L.O.C. with a brief description and helpful hints on using them.

A. THE CD-ROMs - The CD-Roms are located in the Main Reading Room of the Jefferson Building, one in each of about a dozen alcoves that circle the room. This system is useful in giving you cites for articles and testimony written by or about your subject. The cites that the system prints out contain only the bibliographic information and to locate the source in the L.O.C. you will need to use one of the card catalog systems in the Computer Center of the Library.

2. Congressional Masterfile - This file is a database of Congressional testimony from way back. The file is divided into Congressional Masterfile I and II. It is only necessary to check Masterfile II, although be sure that you check both discs of Masterfile II (1970-1982) and (1983-present). Names should be entered in the format last name, first name. There are a few choices for printing formats on this file, so read through and decide which one is best for your needs. (FYI-Congressional testimony can be retrieved at the New Executive Office Building or in hard copy located in Deck 46 of the Main Reading Room)

will provide
CPT to DSGY)
to me
← Eileen
will provide info
I re/Humanities for
Special
Grade
check with sets
of CTS to take care
books = discussed
master file
- books updated
test now

3. **ERIC** - ERIC is the education database. It contains sources focused on education, but it crosses into other areas such as civil rights, public finance, etc. so you may want to run this search even if your names are not directly involved in education issues.

4. **Humanities** - This database is another of those totally scholarly ones, with sources like Daedalus, and other artsy journals. We rarely come up with anything, but it doesn't take long to run the names, so why not.

5. **PAIS** - The PA in PAIS stands for Public Affairs, and this database contains scholarly journals concerning public policy, international affairs, etc. etc. We run all names through this system, but don't be surprised if yours don't show up.

6. **Social Sciences** - This database is similar to PAIS although the sources indexed are slightly more "touchy-feely" and scientific. Again, don't be surprised if your names do not show up.

B. ACCESS/SCORPIO/GUIDE TO PERIODICALS - Now that you have cites for a handful of interesting looking articles, you will need to use the Library's own databases in the Computer Center, located across the hall from the Main Reading Room to locate them.

1. **Access** - Access is the user-friendly card catalog for the L.O.C. Entries are filed by author, title and subject, although for our purposes we usually do an author search only. In addition, the Access system can give you call numbers for periodical sources you found through the CD-Roms. Note that the Access system does not contain all the periodicals housed at the L.O.C. You may need to consult with a librarian for more obscure or out of print periodicals.

2. **Scorpio** - Scorpio is the office name for the user-unfriendly, but easy to use with a little training computer system that contains the library's databases for books, periodicals and magazines. This system is much more complete than the Access system and once you become familiar with it, there is no need to use Access. On Scorpio, LOCI is the file for books, BIBL is the public policy literature and MAGS are the periodicals. (The Mags file is divided into three sections, so be sure that you are checking all three!) For both LOCI and MAGS, the system will usually give you library's call number which you can use to locate the source. For BIBL, the system will not give you the call

+type ends

number, and many cites listed in BIBL are not held by the Library of Congress.

3. **Guide to Commonly Used Periodicals** - The L.O.C. has a book located at most all reference desks in the Library which lists call numbers for all commonly used periodicals. (Don't be scared by the name, your uncommon periodicals will often be listed in this book). This source is often the easiest place to get call numbers for cites that you pull from PAIS, Humanities, Social Sciences, or BIBL. The book is located at the reference desk in the Computer Center among other locations.

C. OTHER RESOURCES IN THE JEFFERSON BUILDING

1. **Microform Reading Room** - The MRR is located on the first floor of the Jefferson Building, and the attendants there are very helpful, and will do most of the work for you in locating materials. It takes up to 30 minutes to retrieve materials in the MRR. Congressional testimony can be read in the MRR if you can not get to the Library in the New Executive Office Building.

II. **The Madison Building** - The Madison Building houses the **Current Periodical and Newspaper reading room** (on the first floor) and the **Law Library** (on the Second Floor).

A. **THE LAW LIBRARY** - There is only one database in the law library that you need to check and that is the Legaltrac system. There are two legaltrac terminals located across from the reference desk. This database catalogues law reviews and journals. Simply enter the name **last name, first name**. FYI- You can do Access and Scorpio in the Law Library on the terminals on your right when you enter the Library.

B. **THE PERIODICAL READING ROOM** - The Periodical Reading Room contains the GPO (General Periodicals On Disk), BPO (Business Periodicals On Disk), and Infotrac (Periodical Index) systems. In addition, as the name implies, back newspapers can be retrieved in this room. There are microfilm readers and photocopiers also available.

1. **GPO/BPO** - The GPO and BPO are databases that contain periodical articles in cite formation and in full text. Once you locate an article you can print it out on the attached laser printer. Note that all cites are

*for BPO
- for a citation
small - printed or
no - then search
Put all new for
search together
in string
Then search or not as well*

not available on disc, and both systems have multiple index discs (i.e., GPO is divided into 4 separate discs, 1986-1989, 1989-1990, 1991, and 1992-1993). Be sure to check all discs!

2. Infotrac - The Infotrac system located across from the GPO/BPO machines, and it produces only cites for periodical articles. (Usually, the cites on Infotrac are dupes from the other systems, but we just do it anyway.)

III. The Adams Building - The Adams building houses most of the L.O.C.'s books and bound periodicals. When you request books, you will most likely pick them up in the Adams Building. In addition, the Adams Building houses the Science and Business reading rooms. For any persons involved in these fields, there are additional databases specific to these areas located in Adams. The fifth floor of the Adams Building is where the reading room and all book retrieval is located. That is the only floor which you will need to go to in the Adams Building.

Helpful Hints for Requesting Books: Since most books in the L.O.C. are housed in the Adams Building, it is wise to request all books on Adams call-slips and walk over there to pick them up. (There are red slips for the Adams Building and Blue slips for the Jefferson Building). This will save you time! Unless you request Adams call-slips in the Jefferson Building, you will be using Jefferson call-slips and it will take longer to get your books since the slips will be sent over to Adams and then the books will have to be sent back to Jefferson.

What to do with books once you retrieve them: Unfortunately, books can not be checked out of the Library of Congress. All materials must be photocopied. For full books, the intro, conclusion, table of contents and any other seemingly important chapters should be copied. If it is necessary to read a book in it's entirety, you can try the MLK public library near Metro Center, or an inter-library loan through the E.O.P Library.

INCOMING FROM:

SES -- Doug Sheorn (usually has resume)

PA/PAS -- Brian Thompson (usually without resume)

LOG NAMES ONTO THREE LOGS:

1. Clipboard log
2. Desk log
3. High SES log (High SES = National Security Issues, Justice, General Counsel, other agencies, DAS or above).
4. Low SES, hold for one week (low memo JPC Directory -- SES.OK).
Low SES -- non national security or justice related postions, DAS or below).

GOES TO:

Researchers (start memo and resume) ** but if it's an SES check to see if the
vet's already been done before giving it to the researcher **

Attorneys (start memo)

File (Nominations approved file)

DISTRIBUITION TO:

Distribution of Vets:

John Emerson
Jan Piercy (Antonella)
Vet Chron
Chron
Notebook

Distribution of Vets with Issues:

Bruce Lindsey
Bill Kennedy
John Emerson
Jan Piercy (Antonella)
Vet Chron
Chron
Notebook

Distribution of US Attorney Vets

Bill Kennedy
Kevin O'Keefe
John Emerson
Vet Chron
Chron
Notebook

COVER MEMO INFORMATION:

Cover Memos for vets are stored under JPC Directory (defvet.ok, defesive.no and fullvet.ok). Make sure that you know if the vet has issues or not.

Cover Memos for US Attorney is stored under JW Directory (cover.aty).

The index for the notebook is stored under TD Directory (Fullvest.lis) ** UPDATE AT THE END OF EVERY DAY ** Send Antonella a copy of the index when one is run for the notebook. There should be an update once a week.

SES Clearance Memo stored under JT Directory (Pianalto.mem). Copies go to Antonella, Bill Kennedy, in the brown folder on desk, and the Chron file.

SES Interview Sheet stored under JT Directory (Interview.sht)

SES-low memo (JPC Directory) SES.OK

SENDING FORMS

Interagency -- Red Tag the forms in a WH manila envelope and send it from room 54.

General Public -- Fedex forms, get form from Room one but send from room 54.
RED TAG --

Room 1 get Fed Ex forms for Air Delivery.

MISCELLANEOUS

** Copy vets into hard drive at desk daily and then copy onto main hard drive at the end of the week. Vets are stored in C:\work\wp51\vet\

** SES clearance files go to Antonella on the top.

- ** Make sure Ted Wentzel indicates if the position is a PA or PAS.**
- ** Doublecheck incoming SES forms to see if they have all the relevant information and documents. Give the originals to Edgar and keep a copy for our files. When the vet is completed and the SES forms come back, put it in the "TO BE INTERVIEWED FILE".**

Daily

Incoming vets:

Check to See if person has already been vetted
Establish Low or High Level SES
Make notations on start memo
Give Start memo with resume to researchers
Give copy of start memo to attorney in charge
Send out SES Packet if High Level SES--Red Dot if to Agency, Federal Express if to
home address (Fedex forms in room 1)
Enter Names in various logs--Clip board, my log, High level SES log
File final copy of Start memo in Nominations Approved file

Outgoing Vets:

Try to Assemble vets from the same agency or board to go out on one memo.
(You have to use your judgement on this. Try not to hold vets waiting for their
siblings for more than a couple of days.)
Cover memos for vets are stored in JPC directory. (defvet.ok, defensiv.no,
fullvet.ok)
Cover memo for US Attorney vets stored in JW directory (cover.aty)
For low-level SES, memo is stored in JPC directory (SES.ok)
List name and position in index, stored in TD directory (fullvet.lis)

SES Clearance memos/tracking:

When start memo comes in for candidate record in log.
When candidate forms come in make sure all needed forms are included in packet.
Separate unused questionnaire and ethics guidelines from packet, make copy.
Put folder with name and position in front of file cabinet.

SES Clearance memo is stored in JT directory (Pianalto.mem)

Weekly (Periodically)

Print index, replace index in binder, send copy to Antonella.
Make files for candidates vetted, file in research files cabinets
(Brown folders, two hole punch)
Fill out forms for annual/sick leave

Distribution of Vets:

John Emerson
Jan Piercy (Antonella)
Vet Chron
Chron
Notebook

Distribution of Vets With Issues:

Bruce Lindsey
Bill Kennedy
John Emerson
Jan Piercy (Antonella)
Vet Chron
Chron
Notebook

Distribution of US Attorney and US Marshal Vets:

Bill Kennedy
Kevin O'Keefe
John Emerson
Vet Chron
Chron
Notebook

Cover Memos for vets stored under JPC Directory (defvet.ok, defensive.no and fullvet.ok) **Make sure John tells you if the vet has issues or not**

Cover Memos for US Attorney and US Marshals stored under JW Directory (cover.aty, cover.mar)

The index for the notebook is stored under TD Directory (Fullvest.lis)

Send Antonella a copy of the index when you run one for the notebook

The index for the files is stored under TD Directory (Master.lst)

SES Clearance Memo stored under JT Directory (Pianalto.mem). Copies go to Antonella, Bill Kennedy, Sara and Chron file.

SES Interview Sheet stored under JT Directory (Interview.sht)

SES - low memo (JPC Directory) SES. O/K
(Hold for 1 week)

..... LEXIS/NEXIS Searches Performed for Appointment Candidates

Candidate: _____

Position: _____

Attorney: _____

Researcher: _____

Database

Cites

.fu

.kw

I. NEXIS/OMNI

Search: _____

Search: _____

Search: _____

II. GENFED/MEGA

Search: _____

Search: _____

III. Candidate's area of expertise: _____

/_____
Lib./File/Search _____

/_____
Lib./File/Search _____

/_____
Lib./File Search _____

****If LAWYER,
LAWREV/ALLREV
MARHUB/ALLDIR**

****If CONGRESSIONAL STAFFER, check Almanac of the Unelected (3rd floor library)**

U.S. ATTORNEY/U.S. MARSHAL
SEARCHES PERFORMED BY RESEARCHERS

Candidate: _____
Attorney: _____
Researcher: _____

<u>DATABASE</u>	<u>SEARCH COMPLETED</u>	<u># CITES</u>
NEXIS/OMNI*	_____	_____
GENFED/MEGA (PRINTOUT SYLLABUS OR VK 60)	_____	_____
VERDCT/ATLA AND SHEPJV	_____	_____
DOCKET (IF FROM NY, PA OR CA)	_____	_____
LAWREV/ALLREV+	_____	_____
LEGIS/ALLEG	_____	_____
COMPNY/COMPNY	_____	_____
ETHICS/OMNI	_____	_____
BKRTCY/CASES (BANKRUPTCY)	_____	_____
INDIV. STATE LEGAL LIBRARY+	_____	_____
MARTINDALE HUBBEL/ALDIR+	_____	_____
PEOPLE/ALLBIO	_____	_____

CANDIDATE'S AREA OF EXPERTISE: (E.G., BANKING, CORP., FEDCOM, EMPLOY, ESTATE, ENV, FAMILY INSRLW, LABOR, M&A, PUBCON, TAX, BANKS)

_____	_____	_____
_____	_____	_____
_____	_____	_____

OEOL LIBRARY

<u>SOURCE</u>	<u>SEARCH COMPLETED</u>	<u># CITES</u>
NATIONAL CRIMINAL JUSTICE REFERENCE SERVICE	_____	_____
LOCAL PAPER IF NOT ON NEXIS*	_____	_____

OTHER: _____

STATE BAR ASSOCIATION

VERIFY IN GOOD STANDING AND NEVER
REPRIMANDED IN EVERY STATE HAS PRACTICED _____

LIBRARIAN ASSISTED SEARCHES:

NOTE TO ATTORNEYS: PLEASE REVIEW THESE SEARCHES CAREFULLY. IF YOU FEEL THE NEED FOR MORE RESEARCH, PLEASE REFER TO THE LEXIS GUIDE AND INDICATE SPECIFIC DATABASES.

I HAVE FOUND ALL RESEARCH TO BE COMPLETED (PLEASE INITIAL) _____

PLEASE PERFORM THE FOLLOWING SEARCHES:

*IF APPROPRIATE, SEARCH FOR LAW FIRM AS WELL AS CANDIDATE'S NAME
+SEARCH ONLY IF CANDIDATE IS AN ATTORNEY

SEARCHES PERFORMED BY RESEARCHERS AT LIBRARY OF CONGRESS

Candidate: _____

Attorney: _____

Researcher: _____

<u>DATABASE</u>	<u>SEARCH COMPLETED?</u>	<u># CITES</u>
-----------------	--------------------------	----------------

Any Building:

LOCI	_____	_____
BIBL	_____	_____
MAGS	_____	_____

Madison Building:

GPO	_____	_____
BPO	_____	_____
INFOTRAC	_____	_____
LEGALTRAC	_____	_____

Jefferson Building:

PAIS	_____	_____
SOCIAL SCIENCE	_____	_____
BIOGRAPHY	_____	_____
ERIC	_____	_____
HUMANITIES	_____	_____

Adams Building:

BUSINESS CD ROM (if relevant)	_____	_____
SCIENCE CD ROM (if relevant)	_____	_____

OTHER:

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will provide
 copy to (JOSY)
 to me
 will provide
 The Humanities for Social Science
 department
 of CIS to classes
 books & discussion
 material
 to the class as per
 best way

Don't forget
to check
the
+ later

It's a
vibe

Search
Index

don't
get
from

Browser
find
it's
Scorpio

2.2.3
check

Full

3. **ERIC** - ERIC is the education database. It contains sources focused on education, but it crosses into other areas such as civil rights, public finance, etc. so you may want to run this search even if your names are not directly involved in education issues.

4. **Humanities** - This database is another of those totally scholarly ones, with sources like Daedalus, and other artsy journals. We rarely come up with anything, but it doesn't take long to run the names, so why not.

5. **PAIS** - The PA in PAIS stands for Public Affairs, and this database contains scholarly journals concerning public policy, international affairs, etc. etc. We run all names through this system, but don't be surprised if yours don't show up.

6. **Social Sciences** - This database is similar to PAIS although the sources indexed are slightly more "touchy-feely" and scientific. Again, don't be surprised if your names do not show up.

B. ACCESS/SCORPIO/GUIDE TO PERIODICALS - Now that you have cites for a handful of interesting looking articles, you will need to use the Library's own databases in the Computer Center, located across the hall from the Main Reading Room to locate them.

1. **Access** - Access is the user-friendly card catalog for the L.O.C. Entries are filed by author, title and subject, although for our purposes we usually do an author search only. In addition, the Access system can give you call numbers for periodical sources you found through the CD-Roms. Note that the Access system does not contain all the periodicals housed at the L.O.C. You may need to consult with a librarian for more obscure or out of print periodicals.

2. **Scorpio** - Scorpio is the office name for the user-unfriendly, but easy to use with a little training computer system that contains the library's databases for books, periodicals and magazines. This system is much more complete than the Access system and once you become familiar with it, there is no need to use Access. On Scorpio, LOCI is the file for books, BIBL is the public policy literature and MAGS are the periodicals. (The Mags file is divided into three sections, so be sure that you are checking all three!) For both LOCI and MAGS, the system will usually give you library's call number which you can use to locate the source. For BIBL, the system will not give you the call

+type ends

number, and many cites listed in BIBL are not held by the Library of Congress.

3. **Guide to Commonly Used Periodicals** - The L.O.C. has a book located at most all reference desks in the Library which lists call numbers for all commonly used periodicals. (Don't be scared by the name, your uncommon periodicals will often be listed in this book). This source is often the easiest place to get call numbers for cites that you pull from PAIS, Humanities, Social Sciences, or BIBL. The book is located at the reference desk in the Computer Center among other locations.

C. OTHER RESOURCES IN THE JEFFERSON BUILDING

1. **Microform Reading Room** - The MRR is located on the first floor of the Jefferson Building, and the attendants there are very helpful, and will do most of the work for you in locating materials. It takes up to 30 minutes to retrieve materials in the MRR. Congressional testimony can be read in the MRR if you can not get to the Library in the New Executive Office Building.

II. **The Madison Building** - The Madison Building houses the Current Periodical and Newspaper reading room (on the first floor) and the Law Library (on the Second Floor).

A. **THE LAW LIBRARY** - There is only one database in the law library that you need to check and that is the Legaltrac system. There are two legaltrac terminals located across from the reference desk. This database catalogues law reviews and journals. Simply enter the name **last name, first name**. FYI- You can do Access and Scorpio in the Law Library on the terminals on your right when you enter the Library.

B. **THE PERIODICAL READING ROOM** - The Periodical Reading Room contains the GPO (General Periodicals On Disk), BPO (Business Periodicals On Disk), and Infotrac (Periodical Index) systems. In addition, as the name implies, back newspapers can be retrieved in this room. There are microfilm readers and photocopiers also available.

1. **GPO/BPO** - The GPO and BPO are databases that contain periodical articles in cite formation and in full text. Once you locate an article you can print it out on the attached laser printer. Note that all cites are

*for BPO
- go to 1st floor
small terminal on
main level south
but all new for
search together
in string
Jear. south or north of the*

not available on disc, and both systems have multiple index discs (i.e., GPO is divided into 4 separate discs, 1986-1989, 1989-1990, 1991, and 1992-1993). Be sure to check all discs!

2. Infotrac - The Infotrac system located across from the GPO/BPO machines, and it produces only cites for periodical articles. (Usually, the cites on Infotrac are dupes from the other systems, but we just do it anyway.)

III. The Adams Building - The Adams building houses most of the L.O.C.'s books and bound periodicals. When you request books, you will most likely pick them up in the Adams Building. In addition, the Adams Building houses the Science and Business reading rooms. For any persons involved in these fields, there are additional databases specific to these areas located in Adams. The fifth floor of the Adams Building is where the reading room and all book retrieval is located. That is the only floor which you will need to go to in the Adams Building.

Helpful Hints for Requesting Books: Since most books in the L.O.C. are housed in the Adams Building, it is wise to request all books on Adams call-slips and walk over there to pick them up. (There are red slips for the Adams Building and Blue slips for the Jefferson Building). This will save you time! Unless you request Adams call-slips in the Jefferson Building, you will be using Jefferson call-slips and it will take longer to get your books since the slips will be sent over to Adams and then the books will have to be sent back to Jefferson.

What to do with books once you retrieve them: Unfortunately, books can not be checked out of the Library of Congress. All materials must be photocopied. For full books, the intro, conclusion, table of contents and any other seemingly important chapters should be copied. If it is necessary to read a book in it's entirety, you can try the MLK public library near Metro Center, or an inter-library loan through the E.O.P Library.

INCOMING FROM:

SES -- Doug Sheorn (usually has resume)
PA/PAS -- Brian Thompson (usually without resume)

LOG NAMES ONTO THREE LOGS:

1. Clipboard log
2. Desk log
3. High SES log (High SES = National Security Issues, Justice, General Counsel, other agencies, DAS or above).
4. Low SES, hold for one week (low memo JPC Directory -- SES.OK).
Low SES -- non national security or justice related postions, DAS or below).

GOES TO:

Researchers (start memo and resume) ** but if it's an SES check to see if the
vet's already been done before giving it to the researcher **
Attorneys (start memo)
File (Nominations approved file)

DISTRIUBTION TO:

Distribution of Vets:

John Emerson
Jan Piercy (Antonella)
Vet Chron
Chron
Notebook

Distribution of Vets with Issues:

Bruce Lindsey
Bill Kennedy
John Emerson
Jan Piercy (Antonella)
Vet Chron
Chron
Notebook

Distribution of US Attorney Vets

Bill Kennedy
Kevin O'Keefe
John Emerson
Vet Chron
Chron
Notebook

COVER MEMO INFORMATION:

Cover Memos for vets are stored under JPC Directory (defvet.ok, defesive.no and fullvet.ok). Make sure that you know if the vet has issues or not.

Cover Memos for US Attorney is stored under JW Directory (cover.aty).

The index for the notebook is stored under TD Directory (Fullvest.lis) ** UPDATE AT THE END OF EVERY DAY ** Send Antonella a copy of the index when one is run for the notebook. There should be an update once a week.

SES Clearance Memo stored under JT Directory (Pianalto.mem). Copies go to Antonella, Bill Kennedy, in the brown folder on desk, and the Chron file.

SES Interview Sheet stored under JT Directory (Interview.sht)

SES-low memo (JPC Directory) SES.OK

SENDING FORMS

Interagency -- Red Tag the forms in a WH manila envelope and send it from room 54.

General Public -- Fedex forms, get form from Room one but send from room 54.
RED TAG --

Room 1 get Fed Ex forms for Air Delivery.

MISCELLANEOUS

** Copy vets into hard drive at desk daily and then copy onto main hard drive at the end of the week. Vets are stored in C:\work\wp51\vet\

** SES clearance files go to Antonella on the top.

- ** Make sure Ted Wentzel indicates if the position is a PA or PAS.**
- ** Doublecheck incoming SES forms to see if they have all the relevant information and documents. Give the originals to Edgar and keep a copy for our files. When the vet is completed and the SES forms come back, put it in the "TO BE INTERVIEWED FILE".**

Daily

Incoming vets:

Check to See if person has already been vetted
Establish Low or High Level SES
Make notations on start memo
Give Start memo with resume to researchers
Give copy of start memo to attorney in charge
Send out SES Packet if High Level SES--Red Dot if to Agency, Federal Express if to
home address (Fedex forms in room 1)
Enter Names in various logs--Clip board, my log, High level SES log
File final copy of Start memo in Nominations Approved file

Outgoing Vets:

Try to Assemble vets from the same agency or board to go out on one memo.
(You have to use your judgement on this. Try not to hold vets waiting for their
siblings for more than a couple of days.)
Cover memos for vets are stored in JPC directory. (defvet.ok, defensiv.no,
fullvet.ok)
Cover memo for US Attorney vets stored in JW directory (cover.aty)
For low-level SES, memo is stored in JPC directory (SES.ok)
List name and position in index, stored in TD directory (fullvet.lis)

SES Clearance memos/tracking:

When start memo comes in for candidate record in log.
When candidate forms come in make sure all needed forms are included in packet.
Separate unused questionnaire and ethics guidelines from packet, make copy.
Put folder with name and position in front of file cabinet.

SES Clearance memo is stored in JT directory (Pianalto.mem)

Weekly (Periodically)

Print index, replace index in binder, send copy to Antonella.
Make files for candidates vetted, file in research files cabinets
(Brown folders, two hole punch)
Fill out forms for annual/sick leave

Distribution of Vets:

John Emerson
Jan Piercy (Antonella)
Vet Chron
Chron
Notebook

Distribution of Vets With Issues:

Bruce Lindsey
Bill Kennedy
John Emerson
Jan Piercy (Antonella)
Vet Chron
Chron
Notebook

Distribution of US Attorney and US Marshal Vets:

Bill Kennedy
Kevin O'Keefe
John Emerson
Vet Chron
Chron
Notebook

Cover Memos for vets stored under JPC Directory (defvet.ok, defensive.no and fullvet.ok) **Make sure John tells you if the vet has issues or not**

Cover Memos for US Attorney and US Marshals stored under JW Directory (cover.aty, cover.mar)

The index for the notebook is stored under TD Directory (Fullvest.lis)

Send Antonella a copy of the index when you run one for the notebook

The index for the files is stored under TD Directory (Master.lst)

SES Clearance Memo stored under JT Directory (Pianalto.mem). Copies go to Antonella, Bill Kennedy, Sara and Chron file.

SES Interview Sheet stored under JT Directory (Interview.sht)

SES - low memo (JPC Directory) SES. OK
(Hold for 1 week)