

FOIA MARKER

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Subseries: [correspondence]

OA/ID Number: 2257
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Folder Title:
Administrative: Personnel Security/Passes

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THE WHITE HOUSE
WASHINGTON

October 14, 1993

MEMORANDUM FOR DAVID WATKINS

FROM: KATIE McGINTY

SUBJECT: BLUE WEST WING PASSES FOR THE DAY

On Tuesday, October 19, OEP will make a major Presidential policy announcement in the East Wing and several member of my staff and their interns will need to not only have access to the East Wing, but they will also need to escort VIPs to and from the event.

I understand from conversations my staff has had with Alice Honea that arrangements can be made for staff and interns to have the equivalent to blue West Wing passes in situations such as this. Please make the necessary arrangements for my staff to have West Wing passes on Tuesday, October 19.

Those who will need West Wing passes are listed below. Marc Chupka, Brian Johnson, and Arnold Lindseth presently are on the West Wing access list. Their interns, Jessica Hirst, Ann Saurman, and Jennifer Colamonico, are on the OEOB access list.

If your staff has any questions they may contact Kurt Zwally in my office at x6549.

**THE WHITE HOUSE OFFICE
SUPPLEMENTAL INFORMATION SHEET
FOR PERSONNEL ACTION
(TO BE ATTACHED TO FORM WHP-1)**

Date _____

PERSONAL INFORMATION

Name (Mr., Miss, Mrs., Mr.) _____ Birth Date _____
 (Last) (First) (Middle) (Maiden)
 Local Address _____ Birth Place _____
 _____ SSN _____
 Last Perm. Address _____

 Tel. No. _____ Office _____ Emergency _____ Name _____ Tel. No. _____
 Marital Status: ☐ Single ☐ Married ☐ Widowed ☐ Separated ☐ Divorced
 Name of Spouse _____

ASSIGNMENT

Office of _____
 Reporting to _____
 Status: ☐ White House Employee ☐ Detailee ☐ Volunteer ☐ SBA (Contact)
☐ Other _____
 Desired Effective Date _____ Ending Date _____

PRIOR EMPLOYMENT DATA

Military Service: ☐ No ☐ Yes Branch _____ Date of Service _____
 Prior Federal Govt. Service as Civilian: ☐ No ☐ Yes Ending Date _____
 Current or Last Place of Govt. Service or Civilian Employment: _____
 _____ Name _____
 _____ Address _____ Tel. No. _____
 Personnel Contact in Current/Last Govt. Agency _____
 _____ Name _____ Tel. No. _____
 Prior W. H. Service: ☐ None ☐ Employee ☐ Volunteer ☐ SBA _____

ACCESS/ PASS**TO BE COMPLETED BY REQUESTING OFFICIAL**

☐ WH Access List ☐ WH Pass
☐ EOB Access List ☐ EOB Pass
☐ WH Volunteer Pass ☐ Volunteer Pass

Signature of Requesting Official _____

Signature of Approving Official _____

VOLUNTEERS**TO BE COMPLETED BY VOLUNTEER**

I acknowledge that the personnel data above is correct and that I am volunteering my services without compensation or promise of such.

Signature of Volunteer _____

Date _____

FOR USE BY WHITE HOUSE PERSONNEL OFFICE ONLY:

Preliminary copy to _____

by _____

Date _____

Approved copy to Security _____

Date _____

2/8/87

**THE WHITE HOUSE OFFICE
SUPPLEMENTAL INFORMATION SHEET
FOR PERSONNEL ACTION
(TO BE ATTACHED TO FORM WHP-1)**

Date _____

PERSONAL INFORMATION	Name (Ms., Miss, Mrs., Mr.) _____ Birth Date _____			
	(Last)	(First)	(Middle)	(Maiden)
	Local Address _____		Birth Place _____	
	SSN _____			
	Last Perm. Address _____			
	Tel. No. _____			
ASSIGNMENT	Office _____ Emergency _____			
	Name _____ Tel. No. _____			
	Marital Status: ☐ Single ☐ Married ☐ Widowed ☐ Separated ☐ Divorced			
	Name of Spouse _____			

ASSIGNMENT	Office of _____			
	Reporting to _____			
	Status: ☐ White House Employee ☐ Detailee ☐ Volunteer ☐ SBA (Contact)			
	☐ Other _____			
Desired Effective Date _____		Ending Date _____		

PRIOR EMPLOYMENT DATA	Military Service: ☐ No ☐ Yes		Branch _____	
			Date of Service _____	
	Prior Federal Govt. Service as Civilian: ☐ No ☐ Yes		Ending Date _____	
	Current or Last Place of Govt. Service or Civilian Employment: _____			
	Name _____		Tel. No. _____	
	Address _____			
Personnel Contact in Current/Last Govt. Agency _____				
Prior W. H. Service: ☐ None ☐ Employee ☐ Volunteer ☐ SBA				

ACCESS/ PASS	TO BE COMPLETED BY REQUESTING OFFICIAL	
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	☐ EOB Access List	☐ EOB Pass
	☐ WH Volunteer Pass	☐ Volunteer Pass
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Signature of Approving Official _____		

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ASSIGNMENT

Office of _____
 Reporting to _____
 Status: ☐ White House Employee ☐ Detailee ☐ Volunteer ☐ Room _____
☐ Other _____ SBA (Contact) _____
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Prelim / copy to Security _____

Approved copy to Security _____

1-2(2/87)

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Date _____

Approved copy to Security _____

Date _____

WHP-2(2/57)