

Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. letter	To Shannon Morgan from Evan Ryan re: thank you (1 page)	05/09/94	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 10233

FOLDER TITLE:

[Administration]

2013-0359-S

ry1506

RESTRICTION CODES

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

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

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

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

RR. Document will be reviewed upon request.

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

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

First Lady's Office
Nagie Williams
Evan Ryan
Diane Lino

1 box of unsorted files received in OM Oct 3, 1997 -
box is unsorted misc papers but contains:
copies of phones logs
copies of calendars
copies of subpoenas and requests for information
some resumes of candidates for the First Lady's Office
list of Consultants, DNC people, friends, surrogates
1 folder labelled Jan 1 - Dec 31, 1993 which
contains administrative requests & material of
Diane Lino
1 folder w/ Evan Ryan notebook & thank you notes
(Johnny Chung notes in sealed envelope)
folder DGL personal
some of Mrs Clinton's Schedules

ENCLOSURES FILED OVERSIZE ATTACHMENTS

box labelled & filed 11/24/97
JF

10233

NANA 7665

THE WHITE HOUSE

WASHINGTON

M E M O R A N D U M

TO: WHITE HOUSE OFFICE STAFF

FR: BERNARD NUSSBAUM
COUNSEL TO THE PRESIDENT

Before a final decision on your employment can be made, certain background investigations and conflict-of-interest reviews must be completed. Accordingly, I am providing you with the enclosed package of security clearance forms and questionnaires for your completion. The FBI cannot begin its full-field investigation until we receive your typed, completed and signed forms.

Completed packages should consist of:

<u>Item</u>	<u>Number We Need</u>
1. Questionnaire for Sensitive Positions (SF 86) plus any attachments	One original and <u>THREE</u> copies, all with original signatures. NOTE: the SF 86 requires <u>two</u> signatures
2. Consent Memorandum from Bernard Nussbaum	One Original and one copy, both with original signatures
3. Tax Check Waiver	<u>TWO</u> signed originals
<u>THESE FORMS MUST BE TYPED</u> COMPLETED, EXECUTED, AND RETURNED AS SOON AS POSSIBLE (PREFERABLY WITHIN 3 DAYS) TO MR. CRAIG LIVINGSTONE, DIRECTOR, WHITE HOUSE SECURITY PERSONNEL SECURITY OFFICE, (OEOB, ROOM 84)	

4. Personal Data Statement Original. This Questionnaire only is to be returned to Mr. Edgar Bueno, Office of Counsel to the President, Room 136, OEOB.

For information about financial disclosure, please see enclosed sheet.

If you need any assistance or wish to discuss any of these matters, please contact my office at (202) 456-2345.

THE WHITE HOUSE

WASHINGTON

FINANCIAL DISCLOSURE REQUIREMENTS

Public Financial Disclosure

Under Federal law, you must file a public financial disclosure report (SF-278) within 30 days of beginning employment, if you are:

paid at a rate greater than \$79,930 (in 1993); or

a Commissioned Officer, even if paid at a lower rate.

Confidential Financial Disclosure

If you are not required to file a public report, you must file a confidential financial disclosure report (SF-450) within 30 days of beginning employment if you are:

in a position that has been designated as one involving potential conflicts of interest because you have procurement responsibilities or your job likely affects the economic interests of persons outside the Government, or

designated as a special Government employee (SGE) (whether compensated or not).

Ask your supervisor whether your position is or should be designated for confidential filing.

Obtaining Forms and Filing

Financial disclosure forms are available from the White House Counsel's Office (Room 136, x. 6229). If you are required to file a public or confidential report, you should obtain the appropriate form. Be sure you file with the Counsel's Office within the statutory time limit of 30 days -- there is a \$200 fine for late filing and we cannot complete our clearance without the necessary financial disclosure reports.

**CONTINUATION SHEET FOR QUESTIONNAIRES
SF 86, SF 85P, AND SF 85**
For use with the SF 86, Questionnaire for Sensitive Positions (for National Security);
SF 85P, Questionnaire for Public Trust Positions;
and SF 85, Questionnaire for Non-Sensitive Positions

Form approved:
O.M.B. No. 3206-0007
NSN 7540-01-268-4828
86-202

INSTRUCTIONS: Use this form to continue your answers to "Where You Have Lived" and/or "Your Employment Activities." Follow the instructions on the form for the particular questions you are answering and give information in the same sequence. Use as many continuation sheets as you need to furnish all the requested information.

Your Name	Your Social Security Number	
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WHERE YOU HAVE LIVED (Continued)

Month/Year To	Month/Year To	Street Address	Apt. #	City (Country)	State	ZIP Code
Name of Person Who Knows You		Street Address	Apt.#	City (Country)	State	ZIP Code
Month/Year To	Month/Year To	Street Address	Apt. #	City (Country)	State	ZIP Code
Name of Person Who Knew You		Street Address	Apt.#	City (Country)	State	ZIP Code
Month/Year To	Month/Year To	Street Address	Apt. #	City (Country)	State	ZIP Code
Name of Person Who Knew You		Street Address	Apt.#	City (Country)	State	ZIP Code
Month/Year To	Month/Year To	Street Address	Apt. #	City (Country)	State	ZIP Code
Name of Person Who Knew You		Street Address	Apt.#	City (Country)	State	ZIP Code
Month/Year To	Month/Year To	Street Address	Apt. #	City (Country)	State	ZIP Code
Name of Person Who Knew You		Street Address	Apt.#	City (Country)	State	ZIP Code

YOUR EMPLOYMENT ACTIVITIES (Continued)

Month/Year To	Month/Year To	Code	Employer's Name/Military Service/Unemployment or Self-Employment Verifier	Your Position Title
Employer's/Verifier's Street Address			City (Country)	State ZIP Code Telephone Number ()
Street Address of Job Location (if different than Employer's Address)			City (Country)	State ZIP Code Telephone Number ()
Supervisor's Name & Street Address (if different than Job Location)			City (Country)	State ZIP Code Telephone Number ()

PREVIOUS PERIODS OF THE SAME ACTIVITY AND LOCATION - IF CONTINUATION SHEET IS USED, SHOW BLOCK #

Month/Year To	Month/Year To	Your Position Title & Supervisor's Name	Month/Year To	Month/Year To	Your Position Title & Supervisor's Name

Month/Year To	Month/Year To	Code	Employer's Name/Military Service/Unemployment or Self-Employment Verifier	Your Position Title
Employer's/Verifier's Street Address			City (Country)	State ZIP Code Telephone Number ()
Street Address of Job Location (if different than Employer's Address)			City (Country)	State ZIP Code Telephone Number ()
Supervisor's Name & Street Address (if different than Job Location)			City (Country)	State ZIP Code Telephone Number ()

PREVIOUS PERIODS OF THE SAME ACTIVITY AND LOCATION - IF CONTINUATION SHEET IS USED, SHOW BLOCK #

Month/Year To	Month/Year To	Your Position Title & Supervisor's Name	Month/Year To	Month/Year To	Your Position Title & Supervisor's Name

Month/Year: Month/Year To	Code	Employer's Name/Military Service/Unemployment or Self-Employment Verifier	Your Position Title		
Employer's/Verifier's Street Address		City (Country)	State	ZIP Code	Telephone Number ()
Street Address of Job Location (if different than Employer's Address)		City (Country)	State	ZIP Code	Telephone Number ()
Supervisor's Name & Street Address (if different than Job Location)		City (Country)	State	ZIP Code	Telephone Number ()

Month/Year Month/Year	Your Position Title & Supervisor's Name	Month/Year Month/Year	Your Position Title & Supervisor's Name
To		To	
To		To	

Month/Year Month/Year To	Code	Employer's Name/Military Service/Unemployment or Self-Employment Verifier	Your Position Title		
Employer's/Verifier's Street Address		City (Country)	State	ZIP Code	Telephone Number ()
Street Address of Job Location (if different than Employer's Address)		City (Country)	State	ZIP Code	Telephone Number ()
Supervisor's Name & Street Address (if different than Job Location)		City (Country)	State	ZIP Code	Telephone Number ()

Month/Year Month/Year	Your Position Title & Supervisor's Name	Month/Year Month/Year	Your Position Title & Supervisor's Name
To		To	
To		To	

Month/Year To	Month/Year	Code	Employer's Name/Military Service/Unemployment or Self-Employment Verifier	Your Position Title		
Employer's/Verifier's Street Address			City (Country)	State	ZIP Code	Telephone Number ()
Street Address of Job Location (if different than Employer's Address)			City (Country)	State	ZIP Code	Telephone Number ()
Supervisor's Name & Street Address (if different than Job Location)			City (Country)	State	ZIP Code	Telephone Number ()

Month/Year Month/Year	Your Position Title & Supervisor's Name	Month/Year Month/Year	Your Position Title & Supervisor's Name
To		To	
To		To	

Month/Year Month/Year To	Code	Employer's Name/Military Service/Unemployment or Self-Employment Verifier	Your Position Title			
Employer's/Verifier's Street Address		City (Country)	State	ZIP Code	Telephone Number ()	
Street Address of Job Location (if different than Employer's Address)		City (Country)	State	ZIP Code	Telephone Number ()	
Supervisor's Name & Street Address (if different than Job Location)		City (Country)	State	ZIP Code	Telephone Number ()	

Month/Year	Month/Year	Your Position Title & Supervisor's Name	Month/Year	Month/Year	Your Position Title & Supervisor's Name
To			To		
To			To		

→	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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12 PEOPLE WHO KNOW YOU WELLList **two people** who know you well and live in the United States.

• Don't list spouse, other relatives, or former spouses.

• Try not to list anyone mentioned in item 9, 10, or 11.

Name #1	Number Years Known	Telephone Number: () Day () or Night ()	
Home Address	City (Country)	State	ZIP Code
Name #2	Number Years Known	Telephone Number: () Day () or Night ()	
Home Address	City (Country)	State	ZIP Code

13 YOUR OUTSIDE ACTIVITIESList **any** activities which you may wish to have considered as reflecting favorably on your reputation for leadership, responsibility, honesty, and integrity in the **last 15 years**. (Response Optional)

Month/Year	Month/Year	Activity	Location of Activity	
			City (Country)	State
#1	To			
#2	To			
#3	To			

14 YOUR FOREIGN ACTIVITIES

Yes	No
-----	----

- a. Do you have any foreign property, business connections, or financial interests?
- b. Are you now or have you ever been employed by or acted as a consultant for a foreign government, firm, or agency?
- c. In the last 15 years, have you had continuing contact with a national of any foreign country designated by the agency instructing you to fill out this form? (NOTE: If the agency wants you to answer this question, it will provide you with a list of countries.)

If you answered "Yes" to a, b, or c, explain in the space below:

15 FOREIGN COUNTRIES YOU HAVE VISITEDList foreign countries you have visited, **beginning with the most current (#1) and working backward 15 years**.

• Do not include countries covered in items 9, 10, and 11.

• In the "Code" block, use one of these codes: 1 - Business

2 - Pleasure

3 - Education

4 - Other

Month/Year	Month/Year	Code	Country	Month/Year	Month/Year	Code	Country
#1	To			#3	To		
#2	To			#4	To		

16 YOUR MILITARY HISTORY

Yes	No
-----	----

- a. Have you served in the United States military?
- Have you served in the United States Merchant Marine?
- If your answer to both questions is "No," GO TO QUESTION 17.
- If your answer to either question is "Yes," GO TO b.
- b. Starting with the most current (#1) and working backward, enter information for **all** periods of active service into the table below.
- Mark "O" block for Officer or "E" block for Enlisted.
- In the "Code" block, use one of these codes:
- 1 - Air Force 2 - Army 3 - Navy 4 - Marine Corps 5 - Coast Guard 6 - Merchant Marine 7 - National Guard

Month/Year	Month/Year	Code	Service/Certificate #	O	E	Status (Mark "X" in appropriate blocks - use State Code for National Guard)				
						None	Active Duty	Active Reserve	National Guard (show State)	Inactive Reserve
#1	To									
#2	To									
#3	To									
#4	To									

Enter your Social Security Number before going to the next page

→ | | | - | | - | | |

17 YOUR RELATIVES

Give full names and enter the correct code for all relatives, living or dead, specified below:

- | | | | | | |
|---------------------|--------------------------|---------------|-------------------|--------------------|---------------|
| 1 - Mother (first) | 4 - Stepfather | 7 - Stepchild | 10 - Stepbrother | 13 - Half-sister | 16 - Guardian |
| 2 - Father (second) | 5 - Foster parent | 8 - Brother | 11 - Stepsister | 14 - Father-in-law | |
| 3 - Stepmother | 6 - Child (adopted also) | 9 - Sister | 12 - Half-brother | 15 - Mother-in-law | |

Full Name (If deceased, check box on the left before entering name)	Code	Date of Birth Month/Day/Year	Country of Birth	Country of Citizenship	Current Street Address and City (country) of Living Relatives	State
☐	1					
☐	2					
☐						
☐						
☐						
☐						
☐						
☐						
☐						
☐						
☐						

18 YOUR MARITAL STATUS

Mark one of the following boxes to show your current marital status:

- | | | |
|--|--|---------------------------------------|
| ☐ 1 - Never married (go to question 19) | ☐ 3 - Separated | ☐ 5 - Divorced |
| ☐ 2 - Married | ☐ 4 - Legally Separated | ☐ 6 - Widowed |

Current Spouse Complete the following about your current spouse.

Full Name	Date of Birth	Place of Birth (Include country if outside the U.S.)	Social Security Number
Other Names Used (Specify maiden name, names by other marriages, etc., and show dates used for each name)			
Country of Citizenship	Date Married	Place Married (Include country if outside the U.S.)	State
If Separated, Date of Separation (Mo./Day/Yr.)	If Legally Separated, Where is the Record Located? City (Country)		State
Address of Current Spouse (Street, city, and country if outside the U.S.)			State ZIP Code

Former Spouse(s) Complete the following about your former spouse(s), use blank sheets if needed.

Full Name	Date of Birth	Place of Birth (Include country if outside the U.S.)	State
Country of Citizenship	Date Married	Place Married (Include country if outside the U.S.)	State
Check One, Then Give Date	Month/Day/Year	If Divorced, Where is the Record Located? City (Country)	State
☐ Divorced ☐ Widowed			
Address of Former Spouse (Street, city, and country if outside the U.S.)			State ZIP Code

19 PERSONS LIVING WITH YOU

Does the citizen of another country, or a United States citizen by other than birth, live at your residence? If "Yes," provide the information required below. If a United States citizen by other than birth lives with you, show both "United States" and prior country of citizenship below. Don't list your spouse or other relatives you provided in question 17.

Name of Person	Country of Citizenship	Relationship

This concludes Part 1 of this form. If you have used Page 9, continuation sheets, or blank sheets to complete any of the questions in Part 1, give the number for those questions in the space to the right:



Enter your Social Security Number before going to the next page



Clinton Presidential Records Digital Records Marker

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

This marker identifies the place of a publication.

Publications have not been scanned in their entirety for the purpose of digitization. To see the full publication please search online or visit the Clinton Presidential Library's Research Room.

Questionnaire for Sensitive Positions (For National Security)

Read this information carefully. Follow the instructions fully or we cannot process your form.

Why do we need the information you will give us and how will we use it?

The U.S. Government has conducted background investigations for over 50 years. It does this to establish that applicants for or incumbents in sensitive positions, either employed by the Government or working for the Government under contract, are eligible for a required security clearance or for performing sensitive duties. We use the information from this form primarily as the basis for an investigation that will be used to determine your eligibility for a national security position.

The information you give us is for Official Use Only; we will protect it from unauthorized disclosure. Authorized disclosures include the Privacy Act Routine Uses shown on this form. The information you provide in response to question 25a on use of illegal drugs will not be provided for use in any criminal proceedings against you.

Giving us the information we ask for is voluntary. However, we may not be able to complete your investigation, or complete it in a timely manner, if you don't give us each item of information we request. This may affect your placement or clearance prospects.

What authority do we have to ask you for the information requested on this form?

The U.S. Government is authorized to ask for this information under Executive Order 10450; section 2165 of title 42, U.S. Code; parts 5, 732, and 736 of Title 5, Code of Federal Regulations, and other statutes authorizing background investigations. We ask for your Social Security number to keep our records accurate, because other people may have the same name and birth date. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

What is the investigative process?

Background investigations for national security are conducted to develop information to show whether or not a person is reliable, trustworthy, of good conduct and character, and loyal to the United States. The information you provide on this form, including any specific agency instructions of Question 14c., and any other special instructions, is confirmed by investigation. Your current employer must be contacted, even if you indicated on your SF 171, or other form, that you do not want the present employer contacted. In addition to the questions on this form, inquiry also is made about a person's adherence to security requirements, mental or health disorders, dishonest conduct, sexual misconduct, vulnerability to blackmail or coercion, falsification, misrepresentation and any other behavior, activities, or associations that tend to show the person is not reliable, trustworthy, or loyal.

An interview with you is a normal part of the investigative process. This Personal Subject Interview is generally the first step in the investigation, and is conducted under oath, affirmation, or unsworn declaration. It provides you the opportunity to update, clarify, and explain more completely information on your form, which often helps to complete your investigation faster.

If your investigation requires a Personal Subject Interview, you will be contacted in advance by telephone or mail to arrange a time and location for the interview. It is important that the interview be conducted as soon as possible after you are contacted. Postponements will delay the processing of your investigation. Declining an interview may result in your investigation being delayed or canceled.

You will be asked to bring identification with your picture on it, such as a valid State driver's license, to the interview. There are other documents you may be asked to bring to verify your identity as well. These include: documentation of any legal name change; Social Security card; and/or birth certificate.

Documents that verify any significant claims or activities may also be requested, for example: alien registration; naturalization certificate; originals or certified copies of college transcripts or degrees; high school diploma; professional license(s) or certificate(s); military discharge certificate(s) (DD Form 214); marriage certificate(s); passport; and/or business license(s). You also may be asked to bring documents that pertain to information provided in your answers to questions on the form or other matters requiring specific attention. These matters include: termination or discharge from employment; delinquent loans or taxes, bankruptcy, judgments, liens, or other financial obligations; and arrests, convictions, probation and/or parole.

Who makes a final determination?

Final determination on your eligibility for a national security position and your being granted a clearance is the responsibility of the OPM or the Federal agency that requested your investigation. You may be provided the opportunity to personally explain, refute, or clarify any information before a final decision is made.

How is this form organized?

This form has two parts. Part 1 asks for background information, including where you have lived, gone to school, and worked. Part 2 asks about your activities and such matters as firings from a job, criminal history record, use of illegal drugs and alcohol consumption. In answering Part 2, you should keep in mind that your answers to questions are considered together with the information obtained in the investigation to reach an appropriate adjudication for a sensitive position.

What are the penalties for inaccurate or false statements?

The U.S. Criminal Code provides that knowingly falsifying or concealing a material fact is a felony which may result in fines of up to \$10,000, or 5 years imprisonment, or both. In addition, Federal agencies generally fire, do not grant clearance, or disqualify individuals who have materially and deliberately falsified these forms, and this remains a part of our permanent record for future placements. Because the position for which you are being considered is a sensitive one, your trustworthiness is a very important consideration in deciding your eligibility for security clearance. Your prospects of placement or clearance are better if you answer all questions truthfully and completely. In the course of an interview with a Federal official you will have

THE WHITE HOUSE
WASHINGTON

MEMORANDUM

TO: WHITE HOUSE STAFF

FROM: WILLIAM H. KENNEDY III
ASSOCIATE COUNSEL TO THE PRESIDENT

RE: HOW TO AVOID COMMON MISTAKES MADE ON BACKGROUND
INVESTIGATION FORMS

DATE: SEPTEMBER 28, 1993

Please note the following before filling out the forms contained in the Security Packet (SF 86, Tax Check Waiver, Consent form, Etc.) Which are necessary as a condition of your employment:

- Make sure all copies of the packet have ORIGINAL SIGNATURES (NOT TRACED OVER A COPIED SIGNATURE) on all pages requiring a signature.
- Make sure Tax Check Waiver forms have name, current address, Social Security Number, date, and original signatures.
- SF 86
 - * If you were born in the United States, Section 17 of the SF 86 requires that you include CITY AND STATE OF BIRTH for your relatives in the section the bearing the heading "Country of Birth." If you were born on foreign soil, please put city and country of birth in this section.
 - * Include Selective Service Number if applicable. If you do not know the number please call 708-688-6888 for assistance.

Questionnaire for Sensitive Positions (For National Security)

Read this information carefully. Follow the instructions fully or we cannot process your form.

Why do we need the information you will give us and how will we use it?

The U.S. Government has conducted background investigations for over 50 years. It does this to establish that applicants for or incumbents in sensitive positions, either employed by the Government or working for the Government under contract, are eligible for a required security clearance or for performing sensitive duties. We use the information from this form primarily as the basis for an investigation that will be used to determine your eligibility for a national security position.

The information you give us is for Official Use Only; we will protect it from unauthorized disclosure. Authorized disclosures include the Privacy Act Routine Uses shown on this form. The information you provide in response to question 25a on use of illegal drugs will not be provided for use in any criminal proceedings against you.

Giving us the information we ask for is voluntary. However, we may not be able to complete your investigation, or complete it in a timely manner, if you don't give us each item of information we request. This may affect your placement or clearance prospects.

What authority do we have to ask you for the information requested on this form?

The U.S. Government is authorized to ask for this information under Executive Order 10450; section 2165 of title 42, U.S. Code; parts 5, 732, and 736 of Title 5, Code of Federal Regulations, and other statutes authorizing background investigations. We ask for your Social Security number to keep our records accurate, because other people may have the same name and birth date. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

What is the investigative process?

Background investigations for national security are conducted to develop information to show whether or not a person is reliable, trustworthy, of good conduct and character, and loyal to the United States. The information you provide on this form, including any specific agency instructions of Question 14c., and any other special instructions, is confirmed by investigation. Your current employer must be contacted, even if you indicated on your SF 171, or other form, that you do not want the present employer contacted. In addition to the questions on this form, inquiry also is made about a person's adherence to security requirements, mental or health disorders, dishonest conduct, sexual misconduct, vulnerability to blackmail or coercion, falsification, misrepresentation and any other behavior, activities, or associations that tend to show the person is not reliable, trustworthy, or loyal.

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How is this form organized?

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adequate opportunity to explain any information you give us on the form and make your comments part of the record.

How is the SF 171 used with this form?

For competitive civil service positions, a copy of the Application for Federal Employment (SF 171), or a form provided to you, will be attached to the SF 86. For certain other and contractor positions, the SF 171 is not required. You will be advised by the office assisting you.

How is this form filled out?

1. Follow the instructions of the person who gave you the form and any other supplementary information furnished by that person to assist you in completion of the form. Find out how many copies of the form you are to turn in. You must sign and date, in ink, the original and each copy you submit.

2. You will need a continuation sheet(s), SF 86A, if in the last 15 years you have lived in more than 6 residences, attended more than 3 schools, or had more than 7 employments/self-employments/unemployments.

If additional space is needed, use a blank piece of paper. Each blank piece of paper you use must contain your name and Social Security number at the top of the page.

3. Type or legibly print your answers. We cannot accept your form if it is not legible.

4. You must use the State codes (abbreviations) listed in the box below when you fill out your form.

5. The 5-digit postal ZIP codes are needed to speed the processing of your investigation. The office that provided you with the form will assist you in completing the ZIP codes.

6. Whenever "City (Country)" is shown in an address block, also provide in that block the name of the country when the address is outside the United States.

7. When providing dates, you may use numbers 1-12 to indicate months if you don't believe you have enough space to write the month; and for the same reason, for year you may show the last two numbers in the year. For example, June 8, 1967, could be shown as 6/8/67, or January 1984 could be shown as 1/84.

If you have any questions, call the office that gave you the form. Be sure to sign and date the certification statement on page 9 and complete the release on page 10. Any forms that are not completed according to these instructions will be returned. This will delay the processing of your case.

Alabama	AL	Hawaii	HI	Massachusetts	MA	New Mexico	NM	South Dakota	SD
Alaska	AK	Idaho	ID	Michigan	MI	New York	NY	Tennessee	TN
Arizona	AZ	Illinois	IL	Minnesota	MN	North Carolina	NC	Texas	TX
Arkansas	AR	Indiana	IN	Mississippi	MS	North Dakota	ND	Utah	UT
California	CA	Iowa	IA	Missouri	MO	Ohio	OH	Vermont	VT
Colorado	CO	Kansas	KS	Montana	MT	Oklahoma	OK	Virginia	VA
Connecticut	CT	Kentucky	KY	Nebraska	NE	Oregon	OR	Washington	WA
Delaware	DE	Louisiana	LA	Nevada	NV	Pennsylvania	PA	Wisconsin	WI
Florida	FL	Maine	ME	New Hampshire	NH	Rhode Island	RI	West Virginia	WV
Georgia	GA	Maryland	MD	New Jersey	NJ	South Carolina	SC	Wyoming	WY
American Samoa	AS	Dist. of Columbia	DC	Guam	GU	Northern Marianas	CM	Puerto Rico	PR
Trust Territory	TT	Virgin Islands	VI						

PRIVACY ACT ROUTINE USES

This record and information in this record may be used in disclosing information:

- To designated officers and employees of agencies, offices, and other establishments in the executive, legislative, and judicial branches of the Federal Government, having a need to evaluate qualifications, suitability, and loyalty to the United States Government and/or a security clearance or access determination;
- To designated officers and employees of agencies, offices, and other establishments in the executive, legislative, and judicial branches of the Federal Government, and the District of Columbia Government, when such agency, office, or establishment conducts an investigation of the individual for purposes of granting a security clearance, or for the purpose of making a determination of qualifications, suitability, or loyalty to the United States Government, or access to classified information or restricted areas;
- To designated officers and employees of agencies, offices, and other establishments in the executive, judicial, or legislative branches of the Federal Government, having the responsibility to grant clearances, to make a determination regarding access to classified information or restricted areas, or to evaluate qualifications, suitability, or loyalty to the United States Government, in connection with performance of a service to the Federal Government under a contract or other agreement;
- To intelligence agencies for use in intelligence activities;
- To any source from which information is requested in the course of an investigation, to the extent necessary to identify the individual, inform the source of the nature and purpose of the investigation, and to identify the type of information requested;
- To the Federal, State, or local agency responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order where

there is an indication of a violation or potential violation of civil or criminal law or regulation;

- To an agency, office, or other establishment in the executive, legislative, or judicial branches of the Federal Government, or the District of Columbia Government, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the conducting of a security or suitability investigation of an individual, the classifying of jobs, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency;
- To Federal agencies as a data source for management information through the production of summary descriptive statistics and analytical studies in support of the functions for which the records are maintained or for related studies;
- To a congressional office in response to an inquiry made at the request of that individual;
- In litigation before a court or in an administrative proceeding being conducted by a Federal agency;
- To the National Archives and Records Administration for records management inspections;
- To the Office of Management and Budget in connection with private relief legislation;
- To respond to a request for discovery or for appearance of a witness; and
- To the Merit Systems Protection Board, the Office of Special Counsel, the Equal Employment Opportunity Commission, or the Federal Labor Relations Authority, in connection with functions vested in those agencies.

Public Burden Information

Public burden reporting for this collection of information is estimated to vary from 30 minutes to 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Reports and Forms Management Officer, U.S. Office of Personnel Management, 1900 E Street, N.W., Room 6410, Washington, D.C. 20415; and to the Office of Management and Budget, Paperwork Reduction Project (3206-0007), Washington, D.C. 20503. Do not send your completed form to the addresses in this box.

PHOTOCOPY
PRESERVATION

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. letter	To Shannon Morgan from Evan Ryan re: thank you (1 page)	05/09/94	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 10233

FOLDER TITLE:

[Administration]

2013-0359-S

ry1506

RESTRICTION CODES

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

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

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

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

RR. Document will be reviewed upon request.

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

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



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

Fax Transmittal Cover Sheet

Date:

To:

EVAN RYAN

Fax No:

2-3 66244

Of:

FLDY

Comments:

From:

Dan Guia

Telephone:

5-6565

Fax No:

5-3209

Number of pages (Including cover page):

3

US 2000

DRIVES ON THE EOP NETWORK

Overview

You are assigned a server on the Executive Office of the President (EOP) Network based on the group of people with whom you need to share data. This group typically includes support staff, mid-level managers, and top managers. You may share a server with another group; and in this case, you could share data with anyone who is assigned to your server.

If your group needs a special directory with access restricted to a limited number of users, submit a written explanation of your requirements to Customer Support. If you need to share files with an EOP user on another file server, you must send the files via E-mail's file transfer utility. The use of this utility is explained in the Intermediate OASIS class.

Looking at a List of Your Drives

You can see a list of the drives you have been assigned by opening the File Manager. A list of all the drives you can access appears at the top of your File Manager Drive windows. Or, you can display WordPerfect's File Open Dialog box and un-check the Quick List to see a list of all your drives. These techniques are explained in the following classes: Introduction to Windows and WordPerfect for Windows.

(Drive Assignments Listed on the Other Side)

US 2000 Drives on the EOP Network

Local Drives

A: - E: Drives A: through E: are drives on the computer where you are working. Most computers will have A:, the floppy drive, and C:, the hard drive.

Personal Network Drive

F: Drive F: is your Personal Drive on the server. You may store files here and no one else can access them.

Shared Network Drives

G: - I: Drives G: through I: are drives for storing files you want to share. Initially when you select these drives, you are accessing **G:\DATA**, **H:\DATA**, or **I:\DATA**.

To keep **G:\DATA**, **H:\DATA**, or **I:\DATA** uncluttered and to make it easier to locate files containing similar data, you may create subdirectories. For example, if you want to share memos with everyone in your group, create a subdirectory **I:\DATA\MEMOS** and place your memos there.

Drives	Who has access
I:\DATA and its subdirectories	Everyone in a group or on a server
I:\ and its subdirectories	All top managers on the server and their immediate staff
H:\DATA and its subdirectories	A specific group's mid-level managers, their immediate staff, and the group's support staff
H:\ and its subdirectories	A specific group's mid-level managers and their immediate staff
G:\ , G:\DATA and all subdirectories	A specific group's support staff

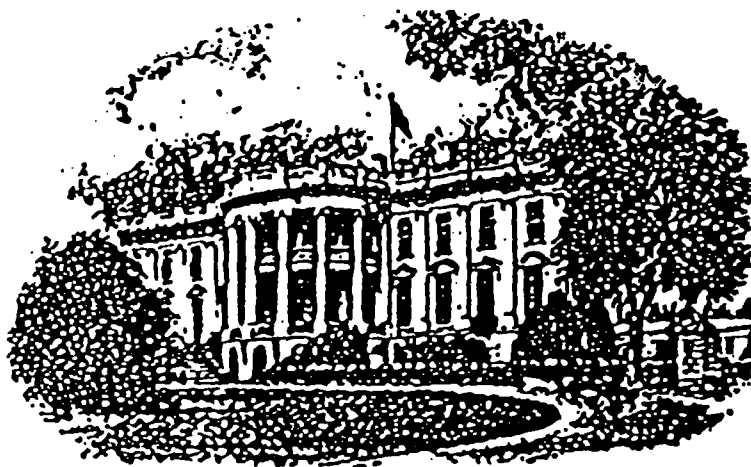
Note: Members of two different groups on the same server cannot share data on drives G: and H:, but members of the same group can.

Other Network Drives

J: - Z: Drives J: through Z: are reserved for network administrators or groups who are assigned directories on them. Not all of these drives are present.

THE WHITE HOUSE
Office of the First Lady

DATE: 6/29/94
TO: Dan Gunia
FROM: Evan Ryan
RECEIVER FAX: 53209
RECEIVER PHONE: 54565
NUMBER OF PAGES (INCLUDING COVER SHEET): 2



COMMENTS:

EWD Name	Room #	Phone#	Employees	PC Type	Printer
PUSHKAR_A	20	6-2941	Staff	OVP020083	HPIID
ROTH_S	20	6-2941	Staff	WHO020047	HPIID
ANDERSON_J	18	6-2941	Staff	WHO020174	HPIID
TOWBER_W	17	6-2941	Staff	V5994(?)	HPIID
VACANT	18	6-2941	Vol.	WHO021122	HPIID
VACANT	18	6-2941	Intern	WHO071071	HPIID
VACANT	18	6-2941	Intern	WHO021089	HPIID
VACANT	17	6-2941	Intern	OVP020067	HPIID

All computers have Quorum software.

Barnett_P	2nd FL WW	62369	Staff	GSA 03 0224	HP 111D
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EWD Name	Room #	Phone #	Employee	PC Type	Printer
LIMO_DG	100	6-6266	Staff	WHO020312	HP IID
VACANT	100	6-6266	Intern	WHO020500	HP IID
VACANT	100	6-6266	Intern	WHO020316	HP IID
WILLIAMS_M	100	6-6266	Staff	GSA020175	HP III
LIEBERMAN_E	100	6-6266	Staff	WHO020180	HP III
BARTLEY_A	101	6-6266	Vol.	GSA020010	HP IID (102)
VACANT	102	6-6266	Intern	WHO020309	HP IID
VACANT	102	6-6266	Vol.	WHO020310	HP IID
RABNOR_N	102	6-6266	Vol.	GSA020225	HP IID
VACANT	102	6-6266	Vol.	WHO020311	HP IID
VACANT	103	6-2960	Intern	GSA010342	HP IIID
LATTIMORE_N	103	6-2960	Staff	WHO020314	HP IIID
FINNEY_K	103	6-2960	Staff	WHO020315	HP IIID
CAPUTO_L	104	6-2960	Staff	WHO020313	HP Series II

Note: There is no special software that staff needs to access.

All laser printers are local.

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

07-Jun-1994 03:25pm

TO: Diane G. Limo
FROM: Daniel J. Gunia
 Office of Administration, IRMD
CC: Sheryl L. Hall
SUBJECT: US-2000 Windows Roll-Out

First Ladies office PC's and Government Staff have been scheduled to receive the new US-2000 Windows Roll-Out on 07/01/94. We need several bits of information to accomplish this task. Please provide this information to me by 06/10/94.

- WHO is the Point of Contact (POC) for the US-2000 Roll-Out
- A list of current staff that will receive the US-2000 Upgrade Load the their PC's. Please include the following information:
 - FULL EOP Wide Directory (EWD) name.
 - Room# and Phone#.
 - Employee type
 (INTERN, STUDENT, ...)
 - TYPE & BARCODE# of PC being used.
 (IBM PS/2 55SX, WHO-01-####)...
 - Any special software staff needs to access.
 - Where is PC printing to now.
 (Local HPIID, Network Prt Q=176_A, ...)

Thank you for your cooperation

Please feel free to call me if you have any question.

Dan Gunia # 5-6565

THE WHITE HOUSE
WASHINGTON

Dan

X 5 6965

~~5 3313~~

X 5 3209 fap

still needs

Alice

Joan Baggett

Pam Barnett

Maggie / Evelyn

Mary Lynn Kotz

~~WA~~
GSA 02 0175

HP 111

Adm Re
Sec C

WHD 02 0180

Clear Wanne
Nyberg 8:45

~~PK~~

17th + I

1104 17th

900 17th

1104 → 223 0440

900 → 296-8706

66.59

29.49

96.08

Press

Intern

GSA 01 0342

HP #111D

Intern

~~HP #111D~~

Finney K

WHD 02 0315

State

HP 111D

103 62960

Caputo, L

WHD 02 0313

AP Series 11

State

Latimer, N

WHD 02 0314

State

HP 111D

5:30

is there a
6:30 bus
into

7:30/8:00

Anabella

Sec. Burton

Diane

EDP Wide Directory Name: [LIMO, DG]

Room 100 2

66246 3

Staff 4

WHO 02 0312

(special software needed)

Local HP11D

100 #1

1 VACANT

2 Room 100

3. 66246

4. Intern

→ WHO 02 6500

5. _____

6. Local HP11D

100 #2

1 VACANT

"

"

"

WHO 02 0312

" Local HP11D

Maggie Williams

Dana
Kishner

208
955

8008

she can
wait until
tomorrow
for Evelyn

102

Nicole

GSA 02 0225

Intern

W/H002 8309

Draw

166266

Katy

WHO 02 0311

Intern

Volunteer

W/H0 02 0310

Intern

HP 11D

Melanne Janne

6571 02 5010

66266

101

HP 11D (102)

EXECUTIVE OFFICE OF THE PRESIDENT

07-Jun-1994 03:22pm

TO: Diane G. Limo
FROM: Daniel J. Gunia
Office of Administration, IRMD
CC: Sheryl L. Hall
SUBJECT: US-2000 Windows Roll-Out

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- 2 - Room# and Phone#.
- 3 - Employee type
(INTERN, STUDENT, ...)
- 4 - TYPE & BARCODE# of PC being used.
(IBM PS/2 55SX, WHO-01-####)...
- 5 - Any special software staff needs to access.
- 6 - Where is PC printing to now.
(Local HPIID, Network Prt Q=176_A, ...)

Thank you for your cooperation

Please feel free to call me if you have any question.

Dan Gunia # 5-6565

Dan-
x 56965

EWD Name	Room #	Phone #	Employee	PC Type	Printer
LIMO_DG	100	6-6266	Staff	WHO020312	HP IID
VACANT	100	6-6266	Intern	WHO020500	HP IID
VACANT	100	6-6266	Intern	WHO020316	HP IID
WILLIAMS_M	100	6-6266	Staff	GSA020175	HP III
LIEBERMAN_E	100	6-6266	Staff	WHO020180	HP III
BARTLEY_A	101	6-6266	Vol.	GSA020010	HP IID (102)
VACANT	102	6-6266	Intern	WHO020309	HP IID
VACANT	102	6-6266	Vol.	WHO020310	HP IID
RABNOR_N	102	6-6266	Vol.	GSA020225	HP IID
VACANT	102	6-6266	Vol.	WHO020311	HP IID
VACANT	103	6-2960	Intern	GSA010342	HP IIID
LATTIMORE_N	103	6-2960	Staff	WHO020314	HP IIID
FINNEY_K	103	6-2960	Staff	WHO020315	HP IIID
CAPUTO_L	104	6-2960	Staff	WHO020313	HP Series II

Note: There is no special software that staff needs to access.

All laser printers are local.

A: WINDOWS

THE WHITE HOUSE
WASHINGTON

NEOB

4020

24 Mrs.

Bruneau
disk

THE WHITE HOUSE
WASHINGTON

September 9, 1994

Evan
Keep this FYI -
attached is a list
of other admin.
contacts

MEMORANDUM FOR WHITE HOUSE OFFICE ADMINISTRATIVE CONTACTS

FROM: ANDREA S. RUTLEDGE *ASR*
SPECIAL ASSISTANT TO THE OFFICE OF ADMINISTRATION

SUBJECT: Regular Meeting

This a reminder that the next regular White House Office Administrative Contacts meeting will be Wednesday, September 14, 1994 at 4:00 p.m. in Room 180 OEOB.

The agenda includes the AIDSWALK, scheduled for September 24, 1994, and information from the Visitors Office on fall events, among other things.

I look forward to seeing you all there.

cc: Jodie Torkelson
Patsy L. Thomasson

WHITE HOUSE ADMINISTRATIVE CONTACTS
as of September 9, 1994

	<u>Extension</u>	<u>Location</u>
OFFICE OF THE PRESIDENT		
Deb Coyle	62328	1st Flr., WW
Lynda Rathbone	61972	Room 176, EOB
OFFICE OF THE CHIEF OF STAFF		
Jennifer Palmieri	66797	1st Flr., WW
OFFICE OF PRESIDENTIAL PERSONNEL		
Julie Burwinkel	67510	Room 151, EOB
NATIONAL SECURITY AFFAIRS		
Jocelyn Breeland	51489	Room 397, EOB
OFFICE OF THE STAFF SECRETARY		
Fran Wessel	62702	Grd Fr., WW
OFFICE OF COMMUNICATIONS		
Steve Cohen	62640	1st Flr., WW
OFFICE OF THE COUNSEL		
Betsy Pond	66229	Room 136, EOB
Julie Mixell	66611	2nd Flr., WW
DOMESTIC POLICY COUNCIL		
Rosalyn Miller	62249	2nd Flr., WW
NATIONAL ECONOMIC COUNCIL		
Linda McLaughlin	62174	2nd Flr., WW
OFFICE OF THE FIRST LADY		
Diane Limo	66266	Room 100, EOB
OFFICE OF INTERGOVERNMENTAL AFFAIRS		
Anna Winderbaum	67060	2nd Flr., WW
Marcia Hale	67060	2nd Flr., WW
OFFICE OF LEGISLATIVE AFFAIRS		
Tim Keating	62230	2nd Flr., WW
Anne Cattalini	62230	2nd Flr., WW

OFFICE OF POLITICAL AFFAIRS

Donald Dunn	66257	Room 115, EOB
Tara Burns	61125	2nd Flr., WW

OFFICE OF PUBLIC LIAISON

Dana Wyckoff	62930	Room 122, EOB
Steve Hilton	62930	Room 122, EOB

OFFICE OF SCHEDULING AND ADVANCE

Isabelle Tapia		Room 185.5
Bart Handford	67565	Room 184, EOB

OFFICE OF THE CABINET SECRETARY

Laurie Labuda	66280	2nd Flr., WW
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OFFICE OF THE VICE PRESIDENT

Mary Margaret Overbey	67022	Room 265, EOB
Todd Campbell	67022	Room 266, EOB
Michael Gill	67045	Room 265, EOB

VISITORS' OFFICE

Mindy Frankfurter	62322	Room 100, EW
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ADMINISTRATIVE OFFICE

June King	62500	Room 1, EOB
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PERSONNEL LIAISON

Kelli McClure	62861	Room 178, EOB
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CLERK'S OFFICE

G. Timothy Saunders	62226	Room 5, EOB
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TRAVEL OFFICE

Kris Engskov	62250	Room 87, EOB
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TELEPHONE SERVICES

Sue Ludwig	62523	Room 012, EOB
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CORRESPONDENCE OFFICE

Jim Dorskind	67610	Room 97, EOB
Jeff Riley	67610	Room 97, EOB

RECORDS MANAGEMENT

Lee Johnson	62240	Room 80, EOB
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OFFICE OF ENVIRONMENTAL POLICY

Matt Riordan

66530

Room 360, EOB

HEALTH CARE COMMUNICATIONS GROUP

Catherine Balsam-Schwaber

67429

Room 160, EOB

THE WHITE HOUSE
WASHINGTON
September 12, 1994

MEMORANDUM FOR DIANE LIMO
OFFICE OF THE FIRST LADY

FROM: JUNE KING 
ACTING DIRECTOR
WHITE HOUSE ADMINISTRATION

SUBJECT: Fiscal Year (FY) 1995 Inventory

As we approach the start of a new fiscal year, this is the time to inventory our current equipment.

Attached are inventory lists for copiers, fax machines, typewriters, televisions, VCRs and combinations TV/VCRs. Please provide the information to me in Room 1, OEOB by September 23, 1994. This will enable all equipment will be covered by maintenance for the new year.

If you have any questions, please call me on X6-2500.

[illegible]

[illegible]**LOCATION**

SERIAL #

MAKE/MODEL

RCA XL 100

RCA Colortrax

RCA XL100

RCA Colortrax

RCA XL100

RCA Colortrax

RCA XL 100

RCA XL 100

RCA XL 100

[illegible]

[illegible]**LOCATION****MAKE/MODEL**

XEROX 6010 Memorywriter

XEROX 6010 Memorywriter

IBM Correcting Selectric II

IBM Selectric II

IBM Correcting Selectric II

[illegible]

[illegible]

THE WHITE HOUSE
OFFICE OF PUBLIC LIAISON

Alexis M. Herman, Director
(202) 456-2930
Fax (202) 456-6682

FACSIMILE TRANSMITTAL SHEET

Date: November 24, 1995
To: Mr. Gerald McGowan
Lukas, McGowan, Nace & Gutierrez
Phone Number: 202-857-3500
Fax Number: 202-842-4485
From: Alexis M. Herman
Assistant to the President and
Director, Office of Public Liaison
Subject: Invitation
Total Pages: 7 (including cover)

Message:

Please see attached invitation. If you have any questions feel free to call Marilyn DiGiacobbe at (202) 456-2721.

IMPORTANT MESSAGE -- PLEASE DELIVER IMMEDIATELY

THE WHITE HOUSE

WASHINGTON

November 27, 1995

Mr. Gerald McGowan
Lukas, McGowan, Nace & Gutierrez
Washington, DC
VIA FACSIMILE

Dear Mr. McGowan:

On behalf of President Clinton, I would like to invite you to travel as a guest on the President's upcoming trip to Northern Ireland and the Republic of Ireland from November 29 through December 2, 1995. We would like you to join a group of approximately 40 individuals including elected officials, business, labor, religious and community leaders on this trip.

As a guest of the President, you will travel via military aircraft to Belfast, Dublin and Western Ireland, where you will participate in a number of activities with the President and members of the President's Cabinet in an effort to bolster the peace process and encourage U.S. investment. Your presence, along with others, will help highlight the commitment of the American people to lasting peace and prosperity in the region.

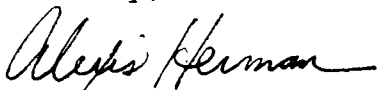
While you will be an official guest of the President, you will be responsible for the cost of airfare, ground transportation, accommodations, as well as all personal expenses. We expect the cost of airfare, ground transportation and accommodations to run approximately \$3,500. We will be back in touch with you in the next day to confirm the exact cost and method of payment.

For your information, we have attached a preliminary trip itinerary.

If you are able to accept the President's invitation, please complete the attached reply form and return via facsimile along with your biography to Marilyn DiGiacobbe of my office. If you have any questions, please feel free to contact Marilyn DiGiacobbe at (202) 456-2721.

With hopes that you will be able to join the President for this historic trip.

Sincerely,



Alexis M. Herman
Assistant to the President and
Director, Office of Public Liaison

**PRESIDENT'S TRIP TO THE UNITED KINGDOM AND IRELAND
NOVEMBER 29, 1995 - DECEMBER 2, 1995**

_____ Yes, I will participate in the President's upcoming trip.

_____ No, I will be unable to participate in the trip.

Name _____

Title _____

Affiliation _____

Address _____

City/State _____ Zip Code _____

Phone (day) _____ Phone (eve) _____

Facsimile _____

Date of Birth _____ Social Security # _____

U.S. Citizen _____ If no, country of citizenship _____

Passport # _____

Contact (in case of emergency) _____

Contact Phone _____

Please respond by faxing this completed form along with a biography to:

Marilyn DiGiacobbe
White House Office of Public Liaison
Facsimile 202-456-6218
Phone 202-456-5174

**DUE TO LIMITED SPACE, THIS INVITATION DOES NOT INCLUDE SPOUSES.
THIS INVITATION IS NOT TRANSFERABLE.**

**TENTATIVE ITINERARY
PRESIDENTIAL GUEST SCHEDULE
BELFAST and DUBLIN**

November 29, 1995 - December 2, 1995
(as of November 24, 1995)

This updated schedule reflects one major change. Due to the President's change in schedule, he will no longer be traveling to Shannon, but will go to Germany on Saturday, December 2 to visit the U.S. troops stationed there. Guests will depart Dublin the afternoon of Saturday, December 2 and arrive at Andrews Air Force Base at approximately 6:00 pm EST the same day.

The schedule reflects the travel dates and times for the Presidential guests travelling to Belfast and Dublin. Times of specific events are tentative and subject to change.

PASSPORT: It will be necessary for you to have a valid passport.

BAGGAGE: Please limit your baggage to one small carry on and one larger piece of luggage. Each piece of luggage should be clearly marked with your name.

DRESS: During flights casual dress is appropriate. For all official events including breakfast meetings, luncheons and speeches, business attire is proper unless designated. There will be one black tie event where tuxedos and long gowns are to be worn.

WEATHER: The weather is expected to be cloudy with rain off and on; high temperatures from mid to upper 50s and the lows in the 40s.

Wednesday, November 29, 1995

7:30 AM **ARRIVE White House**
to **Entrance: 17th & G Street Entrance**

7:55 AM

Note: Before going upstairs to the briefing, Jennifer Curley from the State Department's Protocol Office will collect all non-carry on luggage and take it to Andrews Air Force Base to be loaded onto the airplane.

Coffee and donuts will be served before the briefing.

8:00 AM **TRIP BRIEFING**
to **Old Executive Office Building**
8:45 AM **Room 450**

9:00 AM	DEPART White House for Andrews Air Force Base Transportation will be waiting at the 17th & G Street entrance to take all guests to Andrews to board the airplane.
9:30 AM	ARRIVE Andrews Air Force Base
10:00 AM	DEPART Andrews Air Force Base for Belfast (Flight Time: Approximately 7 hours)
10:00 PM	ARRIVE Belfast
11:00 PM to 11:30 PM	WELCOME RECEPTION AND LOGISTICAL BRIEFING Culloden Hotel Belfast

Note: Due to the limited number of available rooms at the Culloden, guests will also be staying at the Clandeboye Lodge. Transportation will be provided between the two hotels.

Thursday, November 30, 1995

7:15 AM	DEPART Clandeboye Lodge for Culloden Hotel
7:30 AM Plant	DEPART Culloden Hotel en route Ford Motor Company, Belfast
8:00 AM to 9:00 AM	BREAKFAST sponsored by Industrial Development Board
9:05 AM	DEPART en route to Mackie Plant
9:30 AM	ARRIVE Mackie Plant Note: There will be pre-program activities.
11:00 AM	PRESIDENTIAL SPEECH Mackie Plant
12:00 PM	DEPART en route to Springvale Training Center (Note: The religious leaders will depart for meetings with religious leaders. They will rejoin the group at the tree lighting.)
12:10 PM	LUNCHEON Springvale Training Center
1:45 PM	DEPART en route to community businesses sites

2:00 PM to 4:15 PM	TOUR various community businesses Sites: Argyle Business Centre and SHORTS
4:15 PM to 5:00 PM	RECEPTION Location: SHORTS
6:30 PM	CHRISTMAS TREE LIGHTING CEREMONY Belfast City Hall
8:30 PM	RECEPTION Queens University
9:30 PM	DEPART en route to hotels

Friday, December 1, 1995

6:00 AM	BAGGAGE CALL
8:30 AM	DEPART hotels en route Belfast Airport
9:00 AM	DEPART Belfast Airport en route Dublin
10:00 AM	ARRIVE Dublin Berkley Court Hotel
12:30 PM	DEPART Hotel for Speech
1:15 PM	PRESIDENTIAL SPEECH Bank of Ireland
2:15 PM	DEPART Bank of Ireland en route Parliament
3:15 PM	PRESIDENTIAL ADDRESS TO PARLIAMENT
4:00 PM	DEPART Parliament en route Berkley Court Hotel
4:30 PM	EVENT TBD for PRESIDENTIAL GUESTS WITH THE PRESIDENT
5:45 PM	DOWN TIME Berkley Court Hotel
7:30 PM	DEPART en route Dublin Castle

8:00 PM **DINNER** Hosted by Irish Government
(Note: This dinner is black tie)

Saturday, December 2, 1995

9:00 AM **BREAKFAST EVENT**
to Berkley Court Hotel
11:00 AM

11:00 AM **DOWN TIME** FOR SHOPPING or SPECIAL TOURS

11:30 AM **BAGGAGE CALL**

4:00 PM **DEPART** hotel en route Dublin Airport

5:00 PM **DEPART** Dublin Airport en route Andrews Air Force Base

6:00 PM EST **ARRIVE ANDREWS AIR FORCE BASE**
(Note: There will be transportation available from Andrews to the
Mayflower Hotel in Washington, D.C.)

THE WHITE HOUSE
WASHINGTON

November 7, 1995 95 NOV 8 P4:36

THE PRESIDENT HAS SEEN
11-9-95

ACTION

MEMORANDUM FOR THE PRESIDENT

FROM: ALEXIS HERMAN

SUBJECT: SELECTION OF PRESIDENTIAL GUESTS FOR THE
UNITED KINGDOM / IRELAND TRIP

Purpose

To approve a list of recommended individuals to be invited to travel to Northern Ireland and the Republic of Ireland as *Presidential Guests* during your upcoming trip to this region.

Background

We plan to include a group of *Presidential Guests* in your upcoming trip. By including these individuals, we seek to help advance the goals of the trip abroad and highlight your role and commitment to the Irish peace process back home. The individuals will bring with them political, economic, and community development knowledge and experience as well as their commitment to peace in the region. As witnesses to your trip, they will be in an enhanced position to help support and communicate the importance of this peace process in key American communities.

We will invite 42 individuals to travel to Northern Ireland and the Republic of Ireland. Invited guests will travel on a single aircraft and join you for certain elements of the trip. All guests will be asked to cover the cost of airfare and expenses. Numbers are limited due to aircraft size. We feel strongly that no more than one aircraft be dedicated for the transport of *Presidential Guests*.

Although this message of peace is one that reaches beyond a single ethnic group, a key focus is to maximize our efforts to reach Irish America with the message. Irish Americans are the second largest ethnic group in the country. On average, 16% of the American population claims Irish heritage; ranging from 18.5% in the Northeast to 13% in the West. Although Irish Americans are scattered throughout the country, the highest concentrations remain in the Northeast and Midwest states of Massachusetts (26% of population), Pennsylvania (19%), New Jersey (18.3%), Ohio (17.5%), Illinois (16.3%), and New York (15.6%).

The list of recommended *Presidential Guests* for your review is representative of a commitment to peace in the region, with a strong emphasis on Irish America in key areas of the country mentioned above. We attempted to strike a balance from an Irish political perspective and from a religious perspective. The list is broken down into the following eight categories:

1.	Administration Officials	5 individuals
2.	Elected Officials	7 individuals
3.	Business	9 individuals
4.	Labor	3 individuals
5.	Organizations	6 individuals
6.	Irish America	4 individuals
7.	Religious	6 individuals
8.	The Arts	2 individuals

On the list attached, you will see that the religious category has only one Catholic. This is for the purpose of balance, since so many of the individuals in other categories are lay Catholics.

In selecting individuals for the business category, our criteria included investment in the region, an overall commitment to peace in Ireland and/or Irish roots of the individual business person. Because this is not a trade mission, we were careful to make sure that individuals were included for a broader purpose than their interest in doing business in the region. We have concentrated on companies already invested in Northern Ireland and the Republic of Ireland. Because they are already invested, their knowledge and experience make them good messengers for increased investment.

It also should be noted that U.S. Ambassador to the Holy Sea Ray Flynn has requested that he be included. It seems inappropriate for him to travel with this group, and therefore we have not recommended his participation.

The recommendation process included input from all White House outreach offices, the NSC, as well as the Department of Commerce and Department of State. In the past week, a working group of representatives of these offices was put together to review and prioritize recommendations. The attached list has been agreed upon by that working group.

RECOMMENDATION

That you review and make any adjustments to the list of recommended *Presidential Guests* attached and approve the list so that invitations can be extended beginning Thursday, November 9.

Attachment: Recommended list of Presidential guests

cc: The First Lady
Erskine Bowles
Harold Ickes
Anthony Lake

Ireland Trip

Presidential Guest Recommendations

NAME	TITLE	AFFILIATION	CITY	ST	RECOMMENDED BY
Hon. Ron Brown	Secretary	U.S. Department of Commerce			Cabinet Affairs
Hon. Richard Riley	Secretary	U.S. Department of Education			Cabinet Affairs
Hon. Carol Browner	Director	U.S. Environmental Protection Agency			Cabinet Affairs
Hon. Mark Gearan	Director	U.S. Peace Corp			Cabinet Affairs
Hon. Joseph Duffey	Director	U.S. Information Agency			Cabinet Affairs

Note: Hon. George Mitchell and Hon. Jim Lyons will be included in the President's Official Delegation.

Ireland Trip

Presidential Guest Recommendations

NAME	TITLE	AFFILIATION	CITY	ST	RECOMMENDED BY
Hon. Richard Daley	Mayor	City of Chicago	Chicago	IL	IGA
Hon. Tom Murphy	Mayor	City of Pittsburgh	Pittsburgh	PA	IGA
Hon. Richard Riordan	Mayor	City of Los Angeles	Los Angeles	CA	IGA
Hon. Kathleen Kennedy Townsend	Lt. Governor	Commonwealth of Maryland	Annapolis	MD	IGA
Hon. Mary Boyle	Commissioner	Cuyahoga County	Cleveland	OH	IGA;Political Affairs
Hon. Ed McNamara	County Executive	Detroit County	Detroit	MI	IGA
Hon. Philip Bredesen	Mayor	City of Nashville	Nashville	TN	IGA;OPL

Alternates

Hon. Patrick Sweeney	Minority Leader	Ohio House of Representatives	Columbus	OH	IGA
Hon. Joseph P. Riley, Jr.	Mayor	City of Charleston	Charleston	SC	IGA
Hon. Thomas Coyne	Mayor	City of Brook Park	Brook Park	IL	IGA
Hon. William Bulger	President	Massachusetts State Senate	Boston	MA	IGA

Ireland Trip

Presidential Guest Recommendations

NAME	TITLE	AFFILIATION	CITY	ST	RECOMMENDED BY	INVESTMENT IN THE REGION
William Flynn	Chairman	Mutual of America and National Committee on American Foreign Policy	New York	NY	Commerce;OPL	None
Tony O'Reilly	Chairman, President and CEO	H.J. Heinz Company and Chairman, American Ireland Fund	Pittsburgh	PA	Commerce	Border counties
Jack Smith	CEO	General Motors	Detroit	MI	OPL	Checking
Stephen J. Burrows	President and COO	Anheuser-Busch International, Inc.	St. Louis	MO	OPL	Republic of Ireland
Edgar Woolard	Chairman and CEO	E.I. Dupont	Wilmington	DE	Commerce;OPL	Northern Ireland
Louis Gerstner	Chairman and CEO	IBM	Armonk	NY	Commerce;OPL	Northern Ireland
John Pepper	Chairman and CEO	Procter & Gamble	Cincinnati	OH	Commerce;OPL	Northern Ireland
Joe Gorman	Chairman and CEO	TRW	Cleveland	OH	Commerce;OPL	Northern Ireland
Paul Allaire	Chairman and CEO	Xerox	Rochester	NY	Commerce;OPL	Northern Ireland
John Bryan	President and CEO	Sara Lee	Chicago	IL	OPL	None / England
Donald Keough	Chairman	Allen & Company, Inc.	New York	NY	Commerce	None
Philip Rooney	CEO	WMX Technologies	Chicago	IL	OPL	Checking

* We expect a higher decline rate in this category due to our experience with CEO schedules, therefore we have provided 12 recommendations to get to 8.

Ireland Trip

Presidential Guest Recommendations

RECOMMENDED GUESTS						
NAME	TITLE	AFFILIATION	CITY	ST	RECOMMENDED BY	INVESTMENT IN THE REGION

Alternates

Hugh McColl	President and CEO	Nations Bank	Charlotte	NC	OPL	None
Fred Wallace Smith	President and CEO	Federal Express	Memphis	TN	OPL	Checking
Peter Meade	President and CEO	The New England Council	Boston	MA	OPL;Legislative Affa	Checking
James F. McCann	President	*1-800-Flowers	Westbury	NY	Working Group	None but attempting

Ireland Trip

Presidential Guest Recommendations

NAME	TITLE	AFFILIATION	CITY	ST	RECOMMENDED BY
John Sweeney	President	AFL-CIO			Chief of Staff's Office
Tom Donahue	former President	AFL-CIO			Chief of Staff's Office
Gerald McEntee	President	AFSCME			Chief of Staff's Office

Alternates

John Barry	President	Electrical Workers			Chief of Staff's Office
Jack Moore	Secretary	Electrical Workers			Chief of Staff's Office
John Joyce	President	Bricklayers			Chief of Staff's Office

Ireland Trip

Presidential Guest Recommendations

NAME	TITLE	AFFILIATION	CITY	ST	RECOMMENDED BY
Bruce Morrison	Chairman	Americans for a New Irish Agenda	Washington	DC	OPL
Brian O'Dwyer	Chairman	Emerald Isle Immigration Center	New York	NY	OPL
Denis Mulcahy	Detective	New York Police Department, driving force behind Project Children, 1995 Top Cop	New York	NY	OPL
Robert Scully	President	National Association of Police Organization	Washington	DC	OPL
John Feerick	Dean	Fordham University Law School and Recipient, Ulster Conflict Resolution Grant	New York	NY	OPL
Mary Boergers	Senior Fellow	Ireland-U.S. Political Leadership Program, University of Maryland	College Park	MD	Political Affairs

Alternates

Niall O'Dowd *	Publisher	Irish Voice and Irish America Magazine	New York	NY	OPL
Claire O'Gara Grimes *	Publisher	Irish Echo			OPL

** If we are unable to invite to travel with us, we should include them in certain activities in Ireland and invite their editors to travel on the press plane.*

Edward Wallace	National President	Ancient Order of Hibernians of America	Clayton	NY	OPL
Father Monk Malloy	President	Notre Dame University	South Bend	IN	OPL;IGA
Sister Bridget Driscoll	President	Marymount College	Tarrytown	NY	OPL;IGA
Alfred E. Smith	President	Alfred E. Smith Foundation, Inc.	New York	NY	OPL;IGA

Ireland Trip

Presidential Guest Recommendations

IRISH AMERICAN					
NAME	TITLE	AFFILIATION	CITY	ST	RECOMMENDED BY
Bill Daley			Chicago	IL	Political Affairs
Terry McAuliffe			Washingto	DC	Political Affairs
John Pound	Attorney	Herrara, Long & Pound, P.A.	Santa Fe	NM	Political Affairs
Bill Wardlaw			Pasadena	CA	Political Affairs

Alternates

Gerald McGowan		Lukas, McGowan, Nace & Gutierrez	Washingto	DC	Political Affairs;OFL
Neil Hartigan		McDermott, Will & Emery	Chicago	IL	Political Affairs
Thomas Dwyer		Dwyer & Collora	Boston	MA	Political Affairs
Lawrence O'Brien, III		O'Brien & Calio	Washingto	DC	Political Affairs
Thomas J. Foley	Former Speaker	U.S. House of Representatives			Working Group

Ireland Trip

Presidential Guest Recommendations

NAME	TITLE	AFFILIATION	CITY	ST	RECOMMENDED BY

The following plan to be in Ireland at the time:

Paul Newman *					OPL
Jack Dunfey *	Chairman	New England Circle	Portsmouth	NH	OPL
Tom O'Neill *					Legislative Affairs

** We suggest inviting these individuals to join the group for certain activities.*

Ireland Trip

Presidential Guest Recommendations

NAME	TITLE	AFFILIATION	CITY	ST	RECOMMENDED BY
Bishop Edmond Browning	Presiding Bishop	The Episcopalian Church	New York	NY	OPL
Reverend Tom Fassett	General Secretary, Church of Board and Society	United Methodist Church	Washington	DC	OPL
Rev. Dr. C. Kenneth Hall		Presbyterian Foundation	Butler	PA	OPL
Reverend Hank Postel	Chairman, Northern Ireland Working Group	Presbyterian Church of America	Darnestown	MD	OPL;OFL
Bishop Daniel P. Reilly	Chairman, International Policy Committee	U.S. Catholic Conference	Worcester	MA	OPL;OFL
Bishop Melvin Talbot	Chairman	National Council of Churches of Christ	San Francisc	CA	OPL

Alternates (for Catholic slot)

Archbishop John R. Roach		Diocese of St. Paul and Minneapolis	St. Paul	MN	OPL
Archbishop Theodore McCarrick		Archdiocese of Newark	Newark	NJ	OPL;IGA
John Cardinal Hickey		Archdiocese of Washington	Washington	DC	OFL
John Carr	Director, Office of International Peace and Justice	U.S. Catholic Conference	Washington	DC	OFL

Ireland Trip

Presidential Guest Recommendations

NAME	TITLE	AFFILIATION	CITY	ST	RECOMMENDED BY
Pat Conroy		Major author, books include "Prince of Tides" and "Beach Music"			Working Group
William Kennedy		Pulitzer Prize winner and author of "Ironweed"			Working Group

Alternates

Thomas Flanagan					Working Group
James Carrol					Working Group
John Gregory Dunne					Working Group

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CONCERN NEWS

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First lady Hillary Clinton receives a puppet made by children trained in PCI's program in Nicaragua. The children use the puppets in presentations emphasizing healthy behaviors.

Program highlight

MRS. CLINTON VISITS PCI'S NICARAGUA PROGRAM

First lady Hillary Clinton recently visited Project Concern International's (PCI) program in Nicaragua. The visit was part of a trip Mrs. Clinton made to Latin America to see successful programs by U.S.-based organizations.

Mrs. Clinton met with PCI's Nicaragua Country Director Dr. Leonel Arguello and some of the children and PCI-trained health workers in the program. Dr. Arguello told Mrs. Clinton about PCI's many approaches to protecting the health of children there, including PCI's widely recognized "puppet shows."

Mrs. Clinton was delighted by the puppet show that children from the school in Santa Clara presented. These puppet shows are part of PCI's "Niño-A-Niño" program, which trains fifth and sixth grade student leaders in simple ways to communicate health messages with their classmates and neighbors. Students have found that the puppet shows are one of the most effective ways to spread messages about hygiene and basic health.

With PCI help, the students make their own puppets and write and stage the presentations.

The students presented a puppet show entitled "The Dream for a Clean Neighborhood" for Mrs. Clinton. The show dramatized the importance of hygiene for preventing disease. The puppet show also discussed simple ways to treat childhood dehydration.

Following the show, the children presented Mrs. Clinton with a puppet in traditional Nicaraguan dress they had made for her. Mrs. Clinton said she was going to name the puppet Victoria, the middle name of her daughter.

"Mrs. Clinton was very interested in hearing how we use the puppet theater and other techniques to ultimately reach mothers with messages of good health," said Dr. Arguello.

Mrs. Clinton also met and spoke with volunteers PCI has trained to be community health workers. PCI teaches these volunteers, known as "brigidistas," to recognize problem pregnancies and children needing treatment. The volunteers spoke with Mrs. Clinton about monthly meetings they organize with mothers of newborns.

(Continued on next page)



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