

Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. form	The White House Change in Employee Status [Sara Grote] (partial) (1 page)	n.d.	b(6)
002. form	The White House Separation Action [Diane Limo] (partial) (1 page)	09/28/94	b(6)
003. form	The White House Pre-Employment Information [Eric Hothem] (partial) (1 page)	n.d.	b(6)
004. form	The White House Pre-Employment Information [Evan Ryan] (partial) (1 page)	n.d.	b(6)
005. form	White House Office Supplemental Information Sheet for Personnel Action (1 page)	n.d.	b(6)
006. form	Appointment Subject to Drug Testing (1 page)	n.d.	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 12746

FOLDER TITLE:

Personnel Action Forms

2013-0359-S

ry1508

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]
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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
MAGGIE WILLIAMS
EVAN RYAN

Folders to be Archived
(Recorded by Folder Name)

Box 2 of 2:

From Drawer 2:

Personnel Action Forms

Receipts

Records Management

State Arrival

Telephone Etiquette

Travel - ~~THE~~ WHITE HOUSE TRAVEL OFFICE REPORT

Whitewater

TRAVEL BUDGET

ENCLOSURES FILED OVERSIZE ATTACHMENTS

12746

1 box filed 10/21/98
js

NARA 10209

TRANSITION

WHITE HOUSE STAFF REFERRAL / SPONSORSHIP

Please complete this form for individuals who contact you regarding appointments to jobs in the Administration. This will help the Office of Presidential Personnel respond to applicants in a prompt and professional manner. Please attach a copy of this sheet for each applicant's resume that you send to us.

Date: _____

Name of Applicant: _____

Address: _____

Office Phone: _____ Home Phone: _____ Fax: _____

Level or Type of Appointment Desired or Appropriate:

PAS _____ PA _____ SES _____ Schedule C _____ Unknown _____

Part-time Board or Commission _____ Full-time Job _____

Areas of Interest:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Please Check if Appropriate:

I want to be a sponsor for this person _____

I am simply referring this resume to your office _____

Please acknowledge my referral by letter to the applicant _____

Special Notes:

Your Name (Print): _____ Office: _____

Office Extension: _____ Signature: _____

Please submit with resumes to the Office of Presidential Personnel, OEOB Room 153.

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- | | |
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Clinton Presidential Records Digital Records Marker

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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.

Pre-Employment Inquiries:
Avoiding Discrimination
EEO.

Pre-Employment Inquires: Avoiding Discrimination

A Guide for Managers
and Supervisors



Office of Administration
Equal Employment Opportunity

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Pre-Employment Inquires: Avoiding
Discrimination

EE0

Pre-Employment Inquires: Avoiding Discrimination

A Guide for Managers
and Supervisors



Office of Administration
Equal Employment Opportunity

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OA/Box Number: 12746

FOLDER TITLE:

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2013-0359-S

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The White House
Change in Employee Status
To be completed by requesting office

Section I: Complete all data

Name of Employee: Grote Sava Chase [001]
Last First Middle
Social Security Number: (b)(6)
Office/Department/Agency: Office of Scheduling & Advance

Section II: Check the Appropriate Box(es):

- ☐ Reassignment within the White House Office (complete Section III below)
☐ Change in title
☒ Change in salary (complete Section III below)
☐ Change in work schedule (complete Section III below)
☐ Extension of temporary appointment (enter new ending date below)
☐ Change in category (complete Section III below)
☐ Other: _____

Section III: Complete all sections as appropriate

New Position Title: Deputy Director of Scheduling Requested by: _____
for the FL
Current Salary: 28,000 New Salary: 30,000
Proposed effective date of change: 8-11-95 Ending date: _____
Work Schedule (circle **new** schedule) Full Time Part Time Intermittent
Category (circle **new** category) Permanent Temporary New ending date _____

Approvals:

[Signature]
Assistant to the President Office of Management & Administration
9-5-95
Date Date

Upon approval or disapproval please return to:

Patti Solis 185.5 67560
Name Room Extension

The White House
Change in Employee Status
To be completed by requesting office

Section I: Complete all data

Name of Employee: Corlette, Sabrina
Last First Middle

Social Security Number: _____

Office/Department/Agency: Office of the First Lady

Section II: Check the Appropriate Box(es):

- ☐ Reassignment within the White House Office (complete Section III below)
- ☐ Change in title
- ☐ Change in salary (complete Section III below)
- ☐ Change in work schedule (complete Section III below)
- ☒ Extension of temporary appointment (enter new ending date below)
- ☐ Change in category (complete Section III below)
- ☐ Other: _____

Section III: Complete all sections as appropriate

New Position Title: _____ Requested by: Maggie Williams

Current Salary: _____ New Salary: _____

Proposed effective date of change: 7/31/95 Ending date: 8/31/95

Work Schedule (circle **new** schedule) Full Time Part Time Intermittent

Category (circle **new** category) Permanent Temporary New ending date 8/31/95

Approvals:

Margaret A Williams
Assistant to the President Office of Management & Administration
Date 7/27/95 Date _____

Upon approval or disapproval please return to:

Name Evan Ryan Room 100 OEOB Extension x66266

Withdrawal/Redaction Marker

Clinton Library

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002. form	The White House Separation Action [Diane Limo] (partial) (1 page)	09/28/94	b(6)
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The White House

Separation Action

Name of Employee:

Limo

Diane

Gloria-Jean

Last

First

Middle

Social Security Number:

(b)(6)

Office/Department/Agency:

White House Office/Office of the First Lady

Check the Appropriate Action:

☐ Resignation (state reason below)

☒ Transfer to another government agency (indicate agency) OMB

☐ Retirement

Effective Date:

September 26, 1994

Signature of Departing Employee:

Diane Limo

Forwarding Address:

Office of Management and Budget
Old Executive Office Bldg.
Room 262

Telephone Number:

(202) 395-9153

Reason for Resignation:

Transfer to another agency
(Ofc. of Management and Budget)
(Healthcare & Veterans Affairs Division)

THE WHITE HOUSE
EMPLOYEE CHECK-OUT

Instructions In an effort to expedite the check-out process, the offices have been arranged in order from the 5th floor of the OEOb down to and including the basement. Upon completion of this form, your signature is required as verification of accuracy. Any questions regarding this procedure should be referred to the White House Personnel Liaison x6-2014.	<table style="width: 100%; border: none;"> <tr> <td style="border: none;">Name:</td> <td style="border: none; text-align: center;">First</td> <td style="border: none; text-align: center;">Last</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none; text-align: center;">Diane</td> <td style="border: none; text-align: center;">Limo</td> </tr> <tr> <td style="border: none;">Date of Separation:</td> <td style="border: none; text-align: center;">Month</td> <td style="border: none; text-align: center;">Day Year</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none; text-align: center;">Sept.</td> <td style="border: none; text-align: center;">23 1994</td> </tr> <tr> <td style="border: none;">Current Mailing Address:</td> <td colspan="2" style="border: none;">The White House Ofc. of the First Lady OEOb Room 100</td> </tr> <tr> <td style="border: none;">Forwarding Address:</td> <td colspan="2" style="border: none;">The White House Ofc. of Management and Budget OEOb Room 262</td> </tr> </table>	Name:	First	Last		Diane	Limo	Date of Separation:	Month	Day Year		Sept.	23 1994	Current Mailing Address:	The White House Ofc. of the First Lady OEOb Room 100		Forwarding Address:	The White House Ofc. of Management and Budget OEOb Room 262	
Name:	First	Last																	
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Current Mailing Address:	The White House Ofc. of the First Lady OEOb Room 100																		
Forwarding Address:	The White House Ofc. of Management and Budget OEOb Room 262																		

PLEASE NOTE: Your final paycheck cannot be issued until this form has been completed in full and returned to the White House Personnel Liaison.

1. Equipment has been returned to the White House Communications Agency. <i>Donald F. Vaquin</i> 23 SEP 94	White House Communications Agency OEOb, Room 444 (Ext. 7-1234)
2. White House Mess has been paid and White House Mess privileges cancelled. <i>Michael</i> 9/23/94	White House Staff Mess OEOb, Room 404 (Ext. 5-4192)
3. Library materials charged to the employee have been returned. <i>Matthew B. Schiele</i> 9/23/94	White House Library OEOb, Room 308 (Ext. 5-7000)
4. Financial disclosure termination report has been filed. <i>N/A Kathleen M. Whalen</i> 9/29/94	White House Counsel's Office OEOb, Room 128 (Ext. 6-7900)
5. White House Mail Room has been advised of a forwarding address. <i>[Signature]</i> 9/23/94	White House Mail Room OEOb, Room 49 (Ext. 5-2542)
6. White House Federal Credit Union has been advised of a forwarding address. <i>Patricia H. Finckel</i> 9/23/94	White House Credit Union OEOb, Room 42 (Ext. 6-2900)
7. Official or Diplomatic Passport has been returned to the White House Travel Office. <i>[Signature]</i> 9/23/94	White House Travel Office OEOb, Room 87 (Ext. 6-2250)
8. Deposit of Presidential Papers and oral history have been completed. <i>Everlene H. Fisher</i> 9/23/94	White House Records Management OEOb, Room 80 (Ext. 6-2240)

9. Parking requirements have been satisfied.

White House Administrative Office
OEOB, Room 1 (Ext. 6-2500)

E. R. Urdum 9/23/94

10. Outstanding travel advances have been paid.

White House Administrative Office
OEOB, Room 1 (Ext. 6-2500)

N/A *Sharon Chappard* 9/23/94

11. Senior Staff Gym key has been returned.

White House Administrative Office
OEOB, Room 1 (Ext. 6-2500)

N/A *Sharon Chappard* 9/23/94

12. White House Telephone Switchboard has been advised of a forwarding telephone number.

White House Telephone Service
OEOB, Room 09 (Ext. 6-2134)

Truman Searchlight 9/23/94

13. Any outstanding White House Athletic Center fees have been paid and WHAC membership cancelled.

White House Athletic Center
OEOB, Room 2008 (Ext. 5-5688)

Truman Searchlight 9/23/94

14. Office of Administration/Information Systems and Technology Division —
Have I.D. Password and Account Number been deactivated?

Client Services Desk
NEOB, Room 5233 (Ext. 5-7370)

Kimberly J. Anderson 9/29/94

15. Security debriefing has been completed.

White House Security Office
OEOB, Room 84 (Ext. 6-2345)

Lois S. Webb 9/29/94

16. Employee's Staff Pin has been returned to the Secret Service.

Presidential Protection Division
USSS
OEOB, Room 10 (Ext. 5-4112)

NA *Malone* 9-23-94

17. Employee's White House, EOB or Vol. Pass, USSS Keys, Commission Book, have been
returned to Secret Service.

Technical Security Division, USSS
OEOB, Room 23 (Ext. 5-4259)

*Pass Not ret'd, Keys Returned
ms 9-29-94*

18. Provide address for final check; check this form for completion and ensure that necessary forms
and personnel actions have been completed.

White House Personnel Liaison
OEOB, Room 145 (Ext. 6-2014)

Heidi M. Clune 9/29/94

I certify that procedures for separation have been satisfied to the best of my knowledge and belief.

Signature *Diane Linn*

Date 9/23/94

REMEMBER, YOUR FINAL PAYCHECK AND/OR LUMP SUM LEAVE PAYMENT CANNOT BE ISSUED UNTIL YOU HAVE
COMPLETED THIS FORM AND RETURNED IT TO THE WHITE HOUSE PERSONNEL LIAISON.

PHOTOCOPY
PRESERVATION

THE WHITE HOUSE

EMPLOYEE CHECK-OUT ADDENDUM

Instructions White House Airlift Operations has been added to the Check Out procedure for all White House employees. Please be certain to stop at their office in Room 405 after you complete your check out with the White House Staff Mess.	Name:		First	Last	
			Diane	Lind	
	Date of Separation:		Month	Day	Year
			Sept.	23,	1994
	Current Mailing Address:				
	The White House Ofc. of the First Lady OEOP Room 100				
	Forwarding Address:				
	The White House Ofc. of the Management and Budget OEOP Room 262				
PLEASE NOTE: Your final paycheck cannot be issued until this form has been completed in full and returned to the White House Personnel Liaison.					
2a. White House Airlift Operations invoices have been paid.			White House Airlift Operations OEOP, Room 405 (Ext. 5-2006)		
940423 SSC Hill, John					



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

September 9, 1994

MEMORANDUM FOR ADMINISTRATIVE CONTACTS

FROM: JOHN W. CRESSMAN
DEPUTY DIRECTOR

SUBJECT: EOP Telephone Directory

We would like to give each of you a final opportunity to review your section of the telephone directory and make any changes that have occurred since our last update request. Please note that only EOP staff should be included in the telephone directory and listed once.

You will notice that we have structurally improved each section by alphabetizing the divisions and offering an organization number for each division and subdivision. Please review your section carefully for correct phone numbers (i.e. division, subdivision and direct numbers for the appropriate staff).

Please forward a signed copy of this memorandum and your changes to Ashley Raines, x62023, OEOB 145 by **12:00 noon on Tuesday, September 13, 1994.**

Thank you for your assistance.

Attachments

cc: Patsy Thomasson

Please check one:

☐ Approved with no changes

☒ Approved with the changes indicated

Diane Lemo
Signature

9.19.94
Date

FELLOWSHIPS, WHITE HOUSE

395-4522

Director	Shearer, Brooke	395-4522	Fax 395-6179	712 Jackson Pl.
Associate Director	Shiffman, John	395-4522	" " "	712 Jackson Pl.
Administrative Officer	Kelliher, Janet	395-7473	" " "	712 Jackson Pl.
Special Assistant	Wechsler, William	395-7475	" " "	712 Jackson Pl.
Management Analyst	Holmes, Patricia	395-7471	" " "	712 Jackson Pl.
Education Assistant	Sanders, Roberta	395-7470	" " "	712 Jackson Pl.
Staff Assistant	Johnson, Margaret	395-7472	" " "	712 Jackson Pl.

FIRST LADY

456-6266

The First Lady	Clinton, Hillary Rodham	456-6266	Fax 456-6244	2FL/WW	WH
Assistant to the President and Chief of Staff to the First Lady	Williams, Margaret A.	456-6266	" " "	2FL/WW	WH
Assistant to the Chief of Staff to the First Lady	Lieberman, Evelyn S.	456-6266	" " "	100	OEOB
Deputy Assistant to the President and Deputy Chief of Staff to the First Lady	Verveer, Melanne	456-6266	" " "	100	OEOB
Special Assistant Office Manager	Limo, Diana G. EVAN RYAN	456-6266	" " "	100	OEOB
Deputy Assistant to the President and Press Secretary to the First Lady	Caputo, Lisa	456-2960	Fax 456-7805	100	OEOB
Deputy Press Secretary to the First Lady	Lattimore, Neel	456-2960	" " "	100	OEOB
Deputy Press Secretary to the First Lady	Finney, Karen	456-2960	" " "	100	OEOB
Special Assistant to the First Lady	Marshall, Capricia P.	456-7064	Fax 456-6235	2FL/EW	WH
Special Assistant to the President and Social Secretary	Stock, Ann	456-7136	" " "	2FL/EW	WH
Deputy Social Secretary	Dickey, Robyn	456-7462	" " "	2FL/EW	WH
Special Assistant to the Social Secretary	Donnet, Joyce Tracey LeBrecht	456-6303	" " "	1FL/EW	WH
Assistant to the Social Secretary	Dickey, Helen	456-7707	" " "	2FL/EW	WH
Director, First Lady's Correspondence	Pushkar, Alice	456-5955	Fax 456-2806	18	OEOB

GENERAL COUNSEL

Special Counsel to the President	Cutler, Lloyd	456-2632	Fax 456-6279	2FL/WW	WH
Deputy Counsel to the President	Klein, Joel I.	456-6611	" " "	2FL/WW	WH
Executive Assistant	Poole, Cheryl	456-2632	" " "	2FL/WW	WH
Executive Assistant	Mixell, Julie	456-6611	" " "	2FL/WW	WH
Staff Assistant	Willey, Kathleen	456-6611	" " "	2FL/WW	WH
Associate Counsel to the President	Eggleston, Neil W.	456-7901	Fax 456-1647	125	OEOB
Associate Counsel to the President	Kennedy, William H.	456-6229	Fax 456-2146	136	OEOB
Associate Counsel to the President	Mills, Cheryl D.	456-7900	Fax 456-1647	128	OEOB
Associate Counsel to the President	Neuwirth, Stephen R.	456-7903	" " "	130	OEOB
Associate Counsel to the President	Nolan, Beth	456-6229	Fax 456-2146	136	OEOB
Associate Counsel to the President	Radd, Victoria L.	456-7901	Fax 456-1647	125	OEOB
Associate Counsel to the President	Sloan, Clifford M.	456-7900	" " "	128	OEOB
Assistant Counsel to the President	Cerda, Clarissa	456-7903	" " "	128	OEOB
Assistant Counsel to the President	Krislov, Marvin	456-7903	" " "	128	OEOB
Assistant Counsel to the President	Whalen, Kathleen M.	456-7900	" " "	126.5	OEOB
Executive Assistant	Pond, Betsy L.	456-6229	Fax 456-2146	136	OEOB
Staff Assistant	Castleton, Thomas E.	456-6229	" " "	140	OEOB
Staff Assistant	Champagne, Florence	456-7900	Fax 456-1647	128	OEOB
Paralegal	Mauton, Clifford	456-6229	Fax 456-2146	140	OEOB

Withdrawal/Redaction Marker

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First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 12746

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- 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]

THE WHITE HOUSE
PRE-EMPLOYMENT INFORMATION

extended
to Jan. 31
per Kelly
Jag 12/15

Name: Hothem Eric P.
Last First Middle Initial

SSN: (b)(6)

Local Address: 805 N. Howard Street, #325 Alexandria, VA 22304
Street City State Zip

Phone: (703) 823-8741 (202) 456-6266
Home Work

Department: Office of the First Lady Requested By: Margaret Williams

Position Title: Data Entry Clerk Salary: \$32,000

Proposed Date of Employment: 11/22/93 Ending Date, (If Possible) 12/31/93

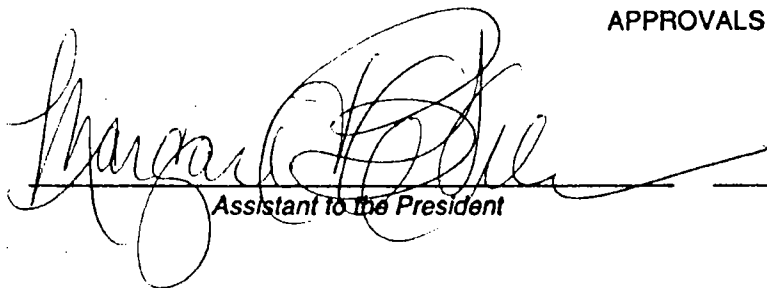
Work Schedule (circle one):

Full Time

Part Time

Intermittent

APPROVALS


Assistant to the President

Office of Management and Administration

Nov. 11, 1993

Date

Date

Upon approval or disapproval, return to:

Diane G. Limo 100-OEOB x6266
Name Room Ext.

ROOM NUMBEROCCUPANT(S)TITLEOFFICE OF THE FIRST LADY

100A	First Lady's Conference Room	
100B	Diane Limo	Office Manager/ Special Assistant

Reception Area

	Christie Carter	Intern (M-F)
	Ayanna Dunn	Intern (M-F)
	Bethany Hopkins	Intern (M-F)
	Evan Ryan	Intern (M-F)
	Stepheney Keyser	Volunteer (M,T)
	Phyllis Hannum	Volunteer (M)
	Marie White	Volunteer (M)
	E. Marie Johnson	Volunteer (M,T)
	Elli Klein	Volunteer (M,W,F)
	Phyllis Scribner	Volunteer (T)
	Muriel Alper	Volunteer (T,W)
	Estabania Lastra	Volunteer (T,TH)
	Nancy Pittman	Volunteer (W)
	Yona McNish	Volunteer (W)
	Miriam Leverage	Volunteer (TH)
	Eloise Buford	Volunteer (F)
	E. Betty Wright	Volunteer (F)
	Marjory Goldman	Volunteer (TH)
	Allison Martin	Volunteer (T)
100C	Maggie Williams	Chief of Staff to the First Lady
	Evelyn Lieberman	Executive Assistant
101	Melanne Verveer	Deputy Chief of Staff to the First Lady
	Anne Bartley	Permanent Volunteer- Assistant to the Chief of Staff to the First Lady
102	Nicole Rabner	Intern (M-F)
	Katy Button	Intern (M-F)
	Iris Evenson	Intern (M-F)
	Madge Henning	Volunteer (M,W,F)
	LouAnne Nyberg	Intern (M-F)

102	Barbara Zelenko Jean Johnson	Volunteer (T, TH) Volunteer (as needed)
103	Neel Lattimore Karen Finney Laurie Robinson Tonya Smith	Deputy Press Secretary to the First Lady Deputy Press Secretary to the First Lady Intern (M-F) Intern (M-F)
104	Lisa Caputo	Deputy Assistant to the President and Press Secretary to the First Lady

12 Today Rm. 145

ROOM NUMBER

OCCUPANT(S)

TITLE

OFFICE OF THE FIRST LADY

100A

First Lady's Conference Room

100B

Diane Limo

Office Manager/Special Assistant

Reception area

~~Adaobi Okobi~~ Christy Carter

Intern (M,W,F) (M-F)

Evan Ryan

Intern (M-F)

Stephney Keyser

Volunteer (M,T)

Phyllis Hannum

Volunteer (M)

Marie White

Volunteer (M)

E. Marie Johnson

Volunteer (M,T)

Elli Klein

Volunteer (M,W,F)

Phyllis Fineschriber

Volunteer (T)

Muriel Alper

Volunteer (T,W)

Estabania Lastra

Volunteer (T, TH)

Nancy Pittman

Volunteer (W)

Yona McNish

Volunteer (W)

~~Dionne Reeder~~

~~Volunteer (W)~~

Miriam Leverage

Volunteer (TH)

Eloise Buford

Volunteer (F)

E. Betty Wright

Volunteer (F)

Marjory Goldman

Volunteer (TH)

Allison Martin

Volunteer (F) (T)

100C

Maggie Williams

Chief of Staff to the First Lady

Evelyn Lieberman

Executive Assistant

101

Melanne Verveer

Deputy Chief of Staff to the First Lady

Anne Bartley

Permanent Volunter - Assistant to the Chief of Staff to the First Lady

102

Nicole Rabner

Intern (M-F)

Katy Button

Intern (M,W,F) (M-F)

~~JoAnne Richards~~ Iris Evenson

Intern (M-F)

Madge Henning

Volunteer (M,W,F)

LowAnn Nyberg

~~Intern (M-F)~~

OEOB/WH 1st Floor Staff 3/11/94

102	Barbara Zelenko Jean Johnson	Volunteer (T,TH) Volunteer (as needed)
103	Neel Lattimore Karen Finney Laurie Robinson Herdi Kranz Elizabeth Whitmer Tonya Smith	Deputy Press Secretary to the First Lady Deputy Press Secretary to the First Lady Intern (MWF) (M-F) Intern (M-F)
104	Lisa Caputo	Deputy Assistant to the President and Press Secretary to the First Lady

OFFICE OF INTERGOVERNMENTAL AFFAIRS

106	John Hart Keith Mason Loretta T. Avent Elise Deal Elizabeth Spencer Anna Erdreich Christopher Day Lawton Jordon	Deputy Assistant to the President and Deputy Director of Intergovernmental Affairs Deputy Assistant to the President and Deputy Director of Intergovernmental Affairs Special Assistant to the President for Intergovernmental Affairs Executive Assistant Executive Assistant Intern for John Hart Intern Volunteer/Intern for Keith Mason
110	Sharon Kennedy Patrice Stanely	Executive Assistant intern for Sharon Kennedy

WHITE HOUSE MEDICAL UNIT

105-107	1 - Doctors 2 - Physicians' Assistants 3 - Corpsmen or nurses
---------	---

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
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004. form	The White House Pre-Employment Information [Evan Ryan] (partial) (1 page)	n.d.	b(6)
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COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 12746

FOLDER TITLE:

Personnel Action Forms

2013-0359-S
ry1508

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]
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b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

THE WHITE HOUSE
PRE-EMPLOYMENT INFORMATION

[004]

Name: Ryan Evan M
Last First Middle Initial

SSN: (b)(6)

Local Address: 478 Naylor Pl. Alexandria, VA 22304
Street City State Zip

Phone: 703-751-3937 202-456-6266
Home Work

Department: WHO/Office of the First Lady Requested By: Maggie Williams

Position Title: Office Manager Salary: \$25,500

Proposed Date of Employment: 9/26/94 Ending Date, (If Possible) _____

Work Schedule (circle one):

Full Time Part Time Intermittent

APPROVALS

Margaret A. Gille
Assistant to the President

Office of Management and Administration

9/20/94

Date

Date

Upon approval or disapproval, return to:

Diane Limo Room 100 OEOB x66266
Name Room Ext.

PHOTOCOPY
PRESERVATION

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
005. form	White House Office Supplemental Information Sheet for Personnel Action (1 page)	n.d.	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 12746

FOLDER TITLE:

Personnel Action Forms

2013-0359-S
ry1508

RESTRICTION CODES

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Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
006. form	Appointment Subject to Drug Testing (1 page)	n.d.	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 12746

FOLDER TITLE:

Personnel Action Forms

2013-0359-S

ry1508

RESTRICTION CODES

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

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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 <u>only</u> 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.

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.

THE WHITE HOUSE
WASHINGTON

MEMORANDUM FOR PROSPECTIVE APPOINTEES

FROM: BERNARD W. NUSSBAUM
COUNSEL TO THE PRESIDENT

This memorandum confirms in writing your express consent for the Federal Bureau of Investigation to investigate your background or conduct appropriate file reviews in connection with the consideration of your application for employment.

The FBI investigation will include the collection and use of relevant information concerning your personal history, and it is necessary that you authorize the disclosure of such information to the FBI. Information may be disseminated outside the FBI when necessary to fulfill obligations imposed by law.

By volunteering information concerning activities protected by the First Amendment, it will be assumed that you are expressly authorizing the maintenance of this information in the records of any Federal agency.

If you consent to such inquiries, please sign your name below and return this original memorandum of consent to me.

Name (please print or type) _____

Signature _____ Date _____

THE WHITE HOUSE

WASHINGTON

MEMORANDUM FOR PROSPECTIVE APPOINTEES

FROM: BERNARD W. NUSSBAUM
COUNSEL TO THE PRESIDENT

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If you consent to such inquiries, please sign your name below and return this original memorandum of consent to me.

Name (please print or type) _____

Signature _____ Date _____

To help the Internal Revenue Service find my tax records, I am voluntarily giving the following information:

MY NAME _____ MY SS#: _____

IF MARRIED AND FILED A JOINT RETURN:

HUSBAND/WIFE NAME: _____

HUSBAND/WIFE SS#: _____

CURRENT ADDRESS _____

NAMES AND ADDRESSES SHOWN ON RETURNS (IF DIFFERENT FROM ABOVE)

<u>YEAR</u>	<u>NAME</u>	<u>ADDRESS</u>
-------------	-------------	----------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

DATE:

(WAIVER INVALID UNLESS RECEIVED BY
INTERNAL REVENUE SERVICE WITHIN 60
DAYS OF THIS DATE)

(SIGNATURE OF TAXPAYER AUTHORIZING
THE DISCLOSURE OF RETURN INFORMATION)

TAX CHECK WAIVER

I am signing this waiver to permit the Internal Revenue Service to release information about me which would otherwise be confidential. This information will be used in connection with my appointment or employment by the United States Government. This waiver is made pursuant to 26 U.S.C. 6103(c).

I request that the Internal Revenue Service send the information to: President Clinton and the Office of Counsel to the President, acting on behalf of the President.

The information I wish released is:

1. Have I failed to file any Federal income tax return which was required to be filed for any of the last three years?

If this waiver is received by the Internal Revenue Service before July 1, the "last three years" shall mean the latest three years for which information is available, since the return for the immediate last year may not have been processed.

2. Were any of these returns filed more than 45 days after the due date for filing (determined with regard to any extension of time for filing)?

3. Have I failed to pay any tax, penalty or interest during the last three years within 45 days of the date on which the Internal Revenue Service gave notice of the amount due and demanded payment?

4. Has any penalty for negligence under Section 6655(a) of the Internal Revenue Code been assessed against me this year or during the last three years?

5. Am I or have I ever been under investigation by the Internal Revenue Service for possible criminal offenses, and what were the results of such investigation(s)?

6. Has any civil penalty for fraud been assessed against me?

If the information which is to be released includes a "YES" answer to any of the above six questions, I authorize the Internal Revenue Service to release any information relative to that question.

To help the Internal Revenue Service find my tax records, I am voluntarily giving the following information:

MY NAME _____ MY SS#: _____

IF MARRIED AND FILED A JOINT RETURN:

HUSBAND/WIFE NAME: _____

HUSBAND/WIFE SS#: _____

CURRENT ADDRESS _____

NAMES AND ADDRESSES SHOWN ON RETURNS (IF DIFFERENT FROM ABOVE)

<u>YEAR</u>	<u>NAME</u>	<u>ADDRESS</u>
-------------	-------------	----------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

DATE:

(WAIVER INVALID UNLESS RECEIVED BY
INTERNAL REVENUE SERVICE WITHIN 60
DAYS OF THIS DATE)

(SIGNATURE OF TAXPAYER AUTHORIZING
THE DISCLOSURE OF RETURN INFORMATION)

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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

**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	
------------------	------------------------------------	---

WHERE YOU HAVE LIVED (Continued)

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

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

YOUR EMPLOYMENT ACTIVITIES (Continued)

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 ()

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

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

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

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

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

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

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

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

Enter your Social Security Number

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

YOUR EMPLOYMENT ACTIVITIES (Continued)

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 ()

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

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

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 ()

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

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

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 ()

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

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

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 ()

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

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

Enter your Social Security Number



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THE WHITE HOUSE

WASHINGTON

PERSONAL DATA STATEMENT QUESTIONNAIRE

FROM: BERNARD W. NUSSBAUM
 COUNSEL TO THE PRESIDENT

As part of the clearance procedures for your prospective position, please answer all of the following questions (**please do not respond "not applicable" or "N/A" if your response is "no" or "none"**). In responding to the questions, please supply any information regarding your spouse or relatives that you deem to be relevant. Your responses to this questionnaire, which is not subject to public disclosure, are confidential.

You can type your responses in memorandum form on a separate sheet of paper with each answer corresponding to the number of the question. You do not need to retype the questions, but please sign and date the response.

Because your appointment cannot be finalized until all necessary reviews have been completed, please supply this information within 24 hours to Edgar Bueno of my staff. (Old Executive Office Building, Room 136, Washington, D.C. 20500; fax number: (202) 456-2146).

If you have any questions or need assistance in responding to this questionnaire, please do not hesitate to contact this office at 202-456-6229. Thank you for your cooperation.

Personal and Family Background

1. Please list your full name; home address and telephone number; office address and telephone number; date and place of birth; citizenship; and social security number.

2. Please identify your current marital status; spouse's name, citizenship, occupation, and current employer; and the names and ages of your children.

3. Do you have any medical conditions that could interfere with your ability to fulfill your duties? Please explain.

Professional and Educational Background

4. Please list each high school, college, and graduate school you attended; the dates of your attendance; and degrees awarded.

5. Please furnish a copy of your resume and a brief biographical statement.

6. Please chronologically list activities, other than those listed on your resume, from which you have derived earned income (e.g., self-employment, consulting activities, writing, speaking, royalties, and honoraria) since age 21.

7. Please list each book, article, or publication you have authored, individually or with others.

8. Identify each instance in which you have testified before Congress in a non-governmental capacity and specify the subject matter of each testimony.

9. Please list all corporations, partnerships, trusts, or other business entities with which you have ever been affiliated as an officer, director, trustee, partner, or holder of a significant equity or financial interest (i.e., any ownership interest of more than 5%), or whose decisions you had the ability to influence.

10. Please provide the names of all corporations, firms, partnerships, trusts, or other business enterprises, and all non-profit organizations and other institutions with which you are now, or during the past five years have been, affiliated as an advisor, attorney or consultant. It is only necessary to provide the names of major clients and any client matter in which you and your firm are involved that might present a potential conflict of interest with your proposed assignment. Please identify the clients by name unless it would breach a confidential relationship or duty respecting a privileged matter. In addition, please provide the names of any other organizations with which you were associated which might present a potential conflict or the appearance of conflict of interest with your prospective appointment.

11. Please describe any contractual or informal arrangement you may have made with any person or any business enterprise in regard to future employment or termination payments or financial benefits that will be provided you if you enter government employment.

12. If you are a member of any licensed profession or occupation (such as lawyer, doctor, accountant, insurance or real estate broker, etc.), please specify: the present status of each license; and whether any such license has ever been withdrawn, suspended, or revoked, and the reason therefor.

13. Does your spouse or any family member or business in which you, your spouse or any family members have a significant interest have any relationship with the federal government through contracts, consulting services, grants, loans or guarantees? If yes, please provide details.

14. If you have performed any work for and/or received any payments from any foreign government, business, or individual in the past 10 years, please describe the circumstances, and identify the source and amount.

15. Please list any registration as an agent for a foreign principal, or any exemption from such registration.

16. Have you ever registered as a lobbyist or other legislative agent to influence federal or state legislation or administrative acts? If yes, please supply details.

Tax and Financial Information

17. As of the date of this questionnaire, please list all assets and liabilities with a fair market value in excess of \$5,000 for you and your spouse and provide a good faith estimate of value. As to liabilities, please list the name and address of the creditor, the amount owed to the nearest thousand dollar, a brief description of the nature of the obligation, the interest rate (if any), and the date on which due.

18. Please describe all real estate held in your name or in your spouse's name during the last six years, including any real estate held in combination with others or on your or your spouse's behalf in trust, by a nominee, or through any other title-holding entity.

19. Have you and your spouse filed all federal, state and local income tax returns?

20. Have you or your spouse ever filed a late income tax return without a valid extension? If so, describe the circumstances and the resolution of the matter.

21. Have you or your spouse ever paid any tax penalties? If so, describe the circumstances and the resolution of the matter.

22. Has a tax lien or other collection procedure ever been instituted against you or your spouse by federal, state or local authorities? If so, describe the circumstances and the resolution of the matter.

Public and Organizational Activities

23. Please list current and past political party affiliations.

24. Please list each membership you have had with any civic, social, charitable, educational, professional, fraternal, benevolent or religious organization, private club, or other membership organization (including any tax-exempt organization) during the past 10 years.

25. Have you or your spouse at any time belonged to any membership organization, including but not limited to those described in the preceding paragraph, that as a matter of policy or practice denied or restricted affiliation (as a matter of either policy or practice) based on race, sex, ethnic background, religious or sexual preference?

Legal and Administrative Proceedings and Filings

26. Please list any lawsuits you have brought as a plaintiff or which were brought against you as a defendant or third party. Include in this response any contested divorce proceedings or other domestic relations matters.

27. Please list and describe any administrative agency proceeding in which you have been involved as a party.

28. Please list any bankruptcy proceeding in which you or your spouse have been involved as a debtor.

29. Have you or your spouse ever been investigated by any federal, state, military or local law enforcement agency, or arrested for, charged with, or convicted of violating any federal, state or local law, regulation or ordinance (excluding traffic offenses for which the fine was less than \$100)? If so, please identify each such instance and supply details, including: date; place; law enforcement agency; and court.

30. Please list any complaint ever made against you or by any administrative agency, professional association or organization, or federal, state or local ethics agency, committee, or official.

Miscellaneous

31. Have you ever had any association with any person, group or business venture that could be used, even unfairly, to impugn or attack your character and qualifications for a government position?

32. Do you know anyone or any organization that might take any steps, overtly or covertly, fairly or unfairly, to criticize your appointment, including any news organization? If so, please identify and explain the basis for the potential criticism.

33. Please provide any other information, including information about other members of your family, that could suggest a conflict of interest or be a possible source of embarrassment to you, your family or the President.

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 THREE 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	TWO 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.

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.

THE WHITE HOUSE
WASHINGTON

MEMORANDUM FOR PROSPECTIVE APPOINTEES

FROM: BERNARD W. NUSSBAUM
COUNSEL TO THE PRESIDENT

This memorandum confirms in writing your express consent for the Federal Bureau of Investigation to investigate your background or conduct appropriate file reviews in connection with the consideration of your application for employment.

The FBI investigation will include the collection and use of relevant information concerning your personal history, and it is necessary that you authorize the disclosure of such information to the FBI. Information may be disseminated outside the FBI when necessary to fulfill obligations imposed by law.

By volunteering information concerning activities protected by the First Amendment, it will be assumed that you are expressly authorizing the maintenance of this information in the records of any Federal agency.

If you consent to such inquiries, please sign your name below and return this original memorandum of consent to me.

Name (please print or type) _____

Signature _____ Date _____

THE WHITE HOUSE

WASHINGTON

MEMORANDUM FOR PROSPECTIVE APPOINTEES

FROM: BERNARD W. NUSSBAUM
COUNSEL TO THE PRESIDENT

This memorandum confirms in writing your express consent for the Federal Bureau of Investigation to investigate your background or conduct appropriate file reviews in connection with the consideration of your application for employment.

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By volunteering information concerning activities protected by the First Amendment, it will be assumed that you are expressly authorizing the maintenance of this information in the records of any Federal agency.

If you consent to such inquiries, please sign your name below and return this original memorandum of consent to me.

Name (please print or type) _____

Signature _____ Date _____

To help the Internal Revenue Service find my tax records, I am voluntarily giving the following information:

MY NAME _____ MY SS#: _____

IF MARRIED AND FILED A JOINT RETURN:

HUSBAND/WIFE NAME: _____

HUSBAND/WIFE SS#: _____

CURRENT ADDRESS _____

NAMES AND ADDRESSES SHOWN ON RETURNS (IF DIFFERENT FROM ABOVE)

<u>YEAR</u>	<u>NAME</u>	<u>ADDRESS</u>
-------------	-------------	----------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

DATE:

(WAIVER INVALID UNLESS RECEIVED BY
INTERNAL REVENUE SERVICE WITHIN 60
DAYS OF THIS DATE)

(SIGNATURE OF TAXPAYER AUTHORIZING
THE DISCLOSURE OF RETURN INFORMATION)

TAX CHECK WAIVER

I am signing this waiver to permit the Internal Revenue Service to release information about me which would otherwise be confidential. This information will be used in connection with my appointment or employment by the United States Government. This waiver is made pursuant to 26 U.S.C. 6103(c).

I request that the Internal Revenue Service send the information to: President Clinton and the Office of Counsel to the President, acting on behalf of the President.

The information I wish released is:

1. Have I failed to file any Federal income tax return which was required to be filed for any of the last three years?

If this waiver is received by the Internal Revenue Service before July 1, the "last three years" shall mean the latest three years for which information is available, since the return for the immediate last year may not have been processed.

2. Were any of these returns filed more than 45 days after the due date for filing (determined with regard to any extension of time for filing)?
3. Have I failed to pay any tax, penalty or interest during the last three years within 45 days of the date on which the Internal Revenue Service gave notice of the amount due and demanded payment?
4. Has any penalty for negligence under Section 6655(a) of the Internal Revenue Code been assessed against me this year or during the last three years?
5. Am I or have I ever been under investigation by the Internal Revenue Service for possible criminal offenses, and what were the results of such investigation(s)?
6. Has any civil penalty for fraud been assessed against me?

If the information which is to be released includes a "YES" answer to any of the above six questions, I authorize the Internal Revenue Service to release any information relative to that question.

To help the Internal Revenue Service find my tax records, I am voluntarily giving the following information:

MY NAME _____ MY SS#: _____

IF MARRIED AND FILED A JOINT RETURN:

HUSBAND/WIFE NAME: _____

HUSBAND/WIFE SS#: _____

CURRENT ADDRESS _____

NAMES AND ADDRESSES SHOWN ON RETURNS (IF DIFFERENT FROM ABOVE)

<u>YEAR</u>	<u>NAME</u>	<u>ADDRESS</u>
-------------	-------------	----------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

DATE:

(WAIVER INVALID UNLESS RECEIVED BY
INTERNAL REVENUE SERVICE WITHIN 60
DAYS OF THIS DATE)

(SIGNATURE OF TAXPAYER AUTHORIZING
THE DISCLOSURE OF RETURN INFORMATION)

TAX CHECK WAIVER

I am signing this waiver to permit the Internal Revenue Service to release information about me which would otherwise be confidential. This information will be used in connection with my appointment or employment by the United States Government. This waiver is made pursuant to 26 U.S.C. 6103(c).

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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

PERSONAL DATA STATEMENT QUESTIONNAIRE

FROM: BERNARD W. NUSSBAUM
 COUNSEL TO THE PRESIDENT

As part of the clearance procedures for your prospective position, please answer all of the following questions (**please do not respond "not applicable" or "N/A" if your response is "no" or "none"**). In responding to the questions, please supply any information regarding your spouse or relatives that you deem to be relevant. Your responses to this questionnaire, which is not subject to public disclosure, are confidential.

You can type your responses in memorandum form on a separate sheet of paper with each answer corresponding to the number of the question. You do not need to retype the questions, but please sign and date the response.

Because your appointment cannot be finalized until all necessary reviews have been completed, please supply this information within 24 hours to Edgar Bueno of my staff. (Old Executive Office Building, Room 136, Washington, D.C. 20500; fax number: (202) 456-2146).

If you have any questions or need assistance in responding to this questionnaire, please do not hesitate to contact this office at 202-456-6229. Thank you for your cooperation.

Personal and Family Background

1. Please list your full name; home address and telephone number; office address and telephone number; date and place of birth; citizenship; and social security number.

2. Please identify your current marital status; spouse's name, citizenship, occupation, and current employer; and the names and ages of your children.

3. Do you have any medical conditions that could interfere with your ability to fulfill your duties? Please explain.

Professional and Educational Background

4. Please list each high school, college, and graduate school you attended; the dates of your attendance; and degrees awarded.

5. Please furnish a copy of your resume and a brief biographical statement.

6. Please chronologically list activities, other than those listed on your resume, from which you have derived earned income (e.g., self-employment, consulting activities, writing, speaking, royalties, and honoraria) since age 21.

7. Please list each book, article, or publication you have authored, individually or with others.

8. Identify each instance in which you have testified before Congress in a non-governmental capacity and specify the subject matter of each testimony.

9. Please list all corporations, partnerships, trusts, or other business entities with which you have ever been affiliated as an officer, director, trustee, partner, or holder of a significant equity or financial interest (i.e., any ownership interest of more than 5%), or whose decisions you had the ability to influence.

10. Please provide the names of all corporations, firms, partnerships, trusts, or other business enterprises, and all non-profit organizations and other institutions with which you are now, or during the past five years have been, affiliated as an advisor, attorney or consultant. It is only necessary to provide the names of major clients and any client matter in which you and your firm are involved that might present a potential conflict of interest with your proposed assignment. Please identify the clients by name unless it would breach a confidential relationship or duty respecting a privileged matter. In addition, please provide the names of any other organizations with which you were associated which might present a potential conflict or the appearance of conflict of interest with your prospective appointment.

11. Please describe any contractual or informal arrangement you may have made with any person or any business enterprise in regard to future employment or termination payments or financial benefits that will be provided you if you enter government employment.

12. If you are a member of any licensed profession or occupation (such as lawyer, doctor, accountant, insurance or real estate broker, etc.), please specify: the present status of each license; and whether any such license has ever been withdrawn, suspended, or revoked, and the reason therefor.

13. Does your spouse or any family member or business in which you, your spouse or any family members have a significant interest have any relationship with the federal government through contracts, consulting services, grants, loans or guarantees? If yes, please provide details.

14. If you have performed any work for and/or received any payments from any foreign government, business, or individual in the past 10 years, please describe the circumstances, and identify the source and amount.

15. Please list any registration as an agent for a foreign principal, or any exemption from such registration.

16. Have you ever registered as a lobbyist or other legislative agent to influence federal or state legislation or administrative acts? If yes, please supply details.

Tax and Financial Information

17. As of the date of this questionnaire, please list all assets and liabilities with a fair market value in excess of \$5,000 for you and your spouse and provide a good faith estimate of value. As to liabilities, please list the name and address of the creditor, the amount owed to the nearest thousand dollar, a brief description of the nature of the obligation, the interest rate (if any), and the date on which due.

18. Please describe all real estate held in your name or in your spouse's name during the last six years, including any real estate held in combination with others or on your or your spouse's behalf in trust, by a nominee, or through any other title-holding entity.

19. Have you and your spouse filed all federal, state and local income tax returns?

20. Have you or your spouse ever filed a late income tax return without a valid extension? If so, describe the circumstances and the resolution of the matter.

21. Have you or your spouse ever paid any tax penalties? If so, describe the circumstances and the resolution of the matter.

22. Has a tax lien or other collection procedure ever been instituted against you or your spouse by federal, state or local authorities? If so, describe the circumstances and the resolution of the matter.

Public and Organizational Activities

23. Please list current and past political party affiliations.

24. Please list each membership you have had with any civic, social, charitable, educational, professional, fraternal, benevolent or religious organization, private club, or other membership organization (including any tax-exempt organization) during the past 10 years.

25. Have you or your spouse at any time belonged to any membership organization, including but not limited to those described in the preceding paragraph, that as a matter of policy or practice denied or restricted affiliation (as a matter of either policy or practice) based on race, sex, ethnic background, religious or sexual preference?

Legal and Administrative Proceedings and Filings

26. Please list any lawsuits you have brought as a plaintiff or which were brought against you as a defendant or third party. Include in this response any contested divorce proceedings or other domestic relations matters.

27. Please list and describe any administrative agency proceeding in which you have been involved as a party.

28. Please list any bankruptcy proceeding in which you or your spouse have been involved as a debtor.

29. Have you or your spouse ever been investigated by any federal, state, military or local law enforcement agency, or arrested for, charged with, or convicted of violating any federal, state or local law, regulation or ordinance (excluding traffic offenses for which the fine was less than \$100)? If so, please identify each such instance and supply details, including: date; place; law enforcement agency; and court.

30. Please list any complaint ever made against you or by any administrative agency, professional association or organization, or federal, state or local ethics agency, committee, or official.

Miscellaneous

31. Have you ever had any association with any person, group or business venture that could be used, even unfairly, to impugn or attack your character and qualifications for a government position?

32. Do you know anyone or any organization that might take any steps, overtly or covertly, fairly or unfairly, to criticize your appointment, including any news organization? If so, please identify and explain the basis for the potential criticism.

33. Please provide any other information, including information about other members of your family, that could suggest a conflict of interest or be a possible source of embarrassment to you, your family or the President.