Withdrawal/Redaction Sheet
Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. envelope	Lisa Green; RE: address (1 page)	n.d.	P6/b(6)
002. form	Executive Branch Personnel Public Financial Disclosure Report; RE: personal info (6 pages)	06/03/1999	P6/b(6)
003. form	Notification of Personnel Action; RE: personal info (2 pages)	04/19/1999	P6/b(6)
004. form	Fast Start Direct Deposit; RE: personal info (2 pages)	04/19/1999	P6/b(6)

COLLECTION:

Clinton Presidential Records
Policy Development
Lisa Green
OA/Box Number: 20586

FOLDER TITLE:

Human Resources [2]

2012-0043-S
ms221

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]

Withdrawal/Redaction Marker
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THE WHITE HOUSE

WASHINGTON

MEMORANDUM FOR NEW EMPLOYEES Lisa Green

FROM: AMY COMSTOCK A L Comstock
ASSOCIATE COUNSEL TO THE PRESIDENT

SUBJECT: Financial Disclosure

As a federal government employee, you will be subject to criminal conflict of interest laws and standards of conduct regulations. You should be provided with a copy of the regulations by the Personnel Office as part of your in-briefing.

The basic conflict statute prohibits you from taking an official action that will have a direct and predictable effect on your financial interests (or those of your spouse, minor child, or organization with which you are affiliated as an officer, director, or partner). If you suspect that you have a conflict of interest, please call me at 456-6229 before taking any official action.

To assist us in conducting a conflict analysis, certain employees are required to complete financial disclosure reports. You have been identified as being required to file a public financial disclosure report (SF 278) *within 30 days of beginning your new position.* Attached is an SF 278 and supplemental instructions for "new entrants." If you are transferring to the White House from a position with another federal agency for which you were required to complete an SF 278, please provide me with a copy of your most recent report. If you have questions as you are preparing the report, please feel free to call me.

Attachments

* report due May 21, 99

HOW TO FILL OUT
THE EXECUTIVE BRANCH PERSONNEL
PUBLIC FINANCIAL DISCLOSURE REPORT (SF 278)

Supplemental Instructions for New Entrants

The SF 278 financial disclosure report will be reviewed and certified by the Counsel's Office. Incomplete or incorrectly filled out forms cannot be certified. You should, therefore, complete the form carefully in accordance with the printed instructions. The additional instructions below are intended to help you avoid the most common problems.

If you have any questions about filling out this form, please contact Amy Comstock at 456-6229.

GENERAL INSTRUCTIONS

Because filers often need more than one page for Schedules A and D, you should make extra copies of those schedules before you begin.

Please type or print your responses. Complete all sections in Schedules A, C, and D. You should check the "NONE" box if you have nothing to report. You should indicate "New entrant - not applicable" in Parts I and II of Schedule B, which is for incumbent and termination filers only.

Please do not leave any section blank. If you do not check the "NONE" box (or write "New entrant - not applicable" on Schedule B), someone will have to contact you for clarification.

Be sure to provide required information for your spouse and dependent children.

1. Cover Page

You must sign and date page 1. (An attorney, accountant or other person may not sign for you.) Please provide a current telephone number where you can be contacted for additional or clarifying information.

2. Schedule A - Assets and Income

a. Reporting Period

The reporting period for Schedule A is the preceding calendar year and the present year up to the closing date. (Choose a closing date which is within the 30-day period prior to the date you sign and file the form).

b. Assets and Income Sources

Report all assets that are owned by you, your spouse or dependent children for investment or income-producing purposes which had a fair market value as of the closing date of more than $1,000. ALSO report all sources of earned, investment and non-investment income that yielded more than $200 in income during the reporting period.

The reporting threshold for your spouse's earned income is $1,000. The name and address of your spouse's employer and the type of work performed should be identified. You need not report the exact amount of a spouse's salary.

Some examples of reportable items:

--stocks
--bonds
--real property
--gold
--art bought for investment purposes
--debts owed to you, except by relatives
--annuities
--futures contracts
--mutual funds
--assets in your IRA
--commercial animals
--crops
--a vested beneficial interest in a trust
--fees
--salaries
--commissions
--honoraria
--partnership income

Interest-bearing checking and savings accounts and other bank deposits or certificates of deposit must be reported if the interest exceeds $200 in the reporting period OR if the total in any one institution is over $5,000.

c. What to show on form

(1) Give a description of the asset or source of income and check the type of income and the category of amount of income. For financial institutions, real property and partnerships, include an address. Where a partnership is reported, you should indicate if you are a limited or general partner, and identify the nature of the business.

(2) DO NOT USE ABBREVIATIONS. Mutual funds, company names and names of stocks should be spelled out completely.

(3) Rental property - Gross rental income (before any deductions for depreciation/maintenance) should be reported. Mortgages over $10,000 on rental property must be reported on Schedule C. If the mortgage is below the reporting limit or if there is no mortgage, please so indicate.

(4) Mutual Funds - the name of the investment firm as well as the specific fund must be reported (e.g., Merrill Lynch Basic Value Fund). If a fund is devoted to particular economic or geographic sector, the sector should be indicated.

(5) IRAs - If an IRA contains other than cash, the assets must be identified. Although interest/dividend income is reinvested rather than distributed to you, it must nonetheless be reported as income to you.

(6) Keoghs - In most cases, you will need to list and value separately each of the assets held in the plan. You will also need to indicate whether you determine the investments in the Keogh or whether the plan is independently managed. If it is independently managed, indicate if you can, the entity that manages the plan. If a plan is both independently managed and widely diversified (such that not more than 5 percent of its holdings are issued by any one non-U.S.-government issuer and not more than 20 percent of its holdings are in any one economic or geographic sector), then you will not be required to list the sub-assets of the plan but should instead state that the plan is independently managed and widely diversified.

(7) Accounts with Stockbrokers - Each individual security in the account must be reported separately.

(8) Private investment pools - Each portfolio holding should be specifically identified and valued.

(9) Trusts - The individual holdings and income of any trust in which there is a vested beneficial income or remainder interest must be reported, unless the trust is an excepted trust or specifically approved by the Office of Government Ethics as a qualified trust.

(10) Assets that Have Been Sold - You are reporting the value or the asset at the close of the reporting period. If you no longer hold the asset, but you did receive more than $200 in income from the asset during the reporting period, check the "none (or less than $1,001)" box in block B and indicate that the item was sold. Also complete block C (see (12) below).

(11) "Other" Income - If you are reporting income that is not from dividends, rent, interest, capital gains, or an excepted or qualified trust, indicate the type of income in the "Other" column, and give the exact amount of income in the column

labeled "Actual Amount Only if 'Other' Specified" (e.g., Partnership income - $9,382).

(12) More Than One Type of Income - Some items may generate more than one type of income (e.g., rent and capital gain income for a rental property sold during the reporting period). Check two (or more) boxes for the category of income and the total of the category of amount.

(13) Employee benefit plans - Each plan must be specifically identified. For each plan, indicate if it is independently managed or self-directed. If it is independently managed, include if you can the name of the managing institution.

3. Schedule B - Transactions and Gifts, Reimbursements and Travel Expenses

New entrants are not required to complete Schedule B, you should indicate "New entrant - not applicable" at the top of Schedule B.

4. Schedule C - Liabilities and Agreements and Arrangements

a. Part I - Liabilities

You must include the name and address of the creditor, the type of liability, the date, term and interest rate, and the highest value of the liability during the reporting period. When reporting a mortgage (for rental or business property; not for personal residences that are not rented out), you should indicate for which property listed on Schedule A the mortgage is held.

b. Part II - Agreements or Arrangements

(1) Describe all agreements or arrangements (not just those entered into during the reporting period) concerning future employment, leaves of absence, severance payments, continuing payments from a former employer, or continuing participation in employee pension, welfare or benefit plans (except those with the United States Government).

(2) Note that any such payments must also be reported on Schedule A.

(3) Specifically identify any present positions which will be terminated upon entry into government service.

(5) Schedule D - Positions Held Outside U.S. Government and Compensation in Excess of $5,000 Paid by One Source

The reporting for Schedule D is the preceding two calendar years and the current year up to the closing date.

a. Part I - Positions Held Outside U.S. Government

Report and describe positions held by you in any for-profit or non-profit organization at any time during the reporting period. Be sure to include any partnership position you may hold. Include both paid and unpaid positions and indicate whether each one is paid or unpaid. If you received more than $200 in compensation, you must report this income on Schedule A.

Positions with a religious, social, fraternal, or political entity and positions of a solely honorary nature do not have to be reported.

b. Part II - Compensation in Excess of $5,000 Paid by One Source

Report the source of income and nature of services performed where you received more than $5000 in compensation. U.S. Government income need not be reported. You must include in this part a listing of clients of a firm if the firm received more than $5,000 in compensation for services you provided.

Clinton Presidential Records
Digital Records Marker

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THE WHITE HOUSE

WASHINGTON

PERSONAL DATA STATEMENT QUESTIONNAIRE

FROM: OFFICE OF 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, and because our review begins with receipt of your paperwork, please supply this information within 14 days to **Charles C. Easley, EOP Security Officer (New Executive Office Building, Room 4026, Washington, D.C. 20503; fax number: (202) 395-5608).**

If you have any questions or need assistance in responding to this questionnaire, please do not hesitate to contact the EOP Security Office at 202-395-6206. 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, column 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. Please identify the entity, your relationship to the entity, and dates of service and/or affiliation.

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 include dates of service.

11. With regard to each of the entities identified in the preceding question, please identify your relationship or duty with regard to each. Please include dates of service.

12. Other than the entities identified in question number 10 above, please provide the names of any organizations with which you were associated which might present a potential conflict of interest with your proposed assignment. For each entity you identified in your response to this question please provide your relationship or duty with regard to each. Please include dates of service.

13. 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.

14. 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.

15. Do you have a significant interest in any relationship with the government through contracts, consulting services, grants, loans or guarantees? If yes, please provide details.

16. 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.

17. 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 dates of services and/or payments.

18. Please list any registration as an agent for a foreign principal, or any exemption from such registration. Please provide the status of any and all such registrations and/or exemptions (i.e., whether active and whether personally registered).

19. 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 including the status of each registration.

Tax and Financial Information

20. As of the date of this questionnaire, please list all assets with a fair market value in excess of $1,000 for you and your spouse and provide a good faith estimate of value.

21. As of the date of this questionnaire, please list all liabilities in excess of $10,000 for you and your spouse. 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), the date on which due, and the present status (i.e., is the obligation current or past due).

22. Please describe all real estate held in your name or in your spouse's name during the last six years. Please include real estate held in combination with others, held in trust, held by a nominee, or held by or through any other third person or title-holding entity. Please also include dates held.

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

24. 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.

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

26. 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.

Domestic Help Issue

27. Do you presently have or have you in the past had domestic help? (i.e., a housekeeper, babysitter, nanny, or gardener) If yes, please indicate years of service for each individual and also give a brief description of the services rendered.

Public and Organizational Activities

28. Please list current and past political party affiliations.

29. Have you ever run for public office? If yes, does your campaign have any outstanding campaign debt? If so, are you personally liable? Please also provide complete information as to amount of debt and creditors.

30. 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. Please include dates of membership and any positions you may have had with the organization.

31. 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

32. 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.

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

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

35. Have you or your spouse ever been investigated by any federal, state, military or local law enforcement agency? If so, please identify each such instance and supply details, including: date; place; law enforcement agency; and court.

36. Have you or your spouse ever been arrested for or 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.

37. Have you or your spouse ever been accused of or found guilty of any violations of government or agency procedure (specifically including security violations and/or any application, or appeal process)?

38. 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.

39. Please list any and all judgments rendered against you including the date, amount, the name of the case and subject matter of the case, and the date of satisfaction. Please include obligations of child support and alimony and provide the status of each judgement and/or obligation.

40. With regard to each obligation of child support and/or alimony, please state the following: Have <u>any</u> payments been made late or have there been any lapses in payment? Have any motions or court actions for modification of child support or alimony been filed or instituted? Have any actions or motions to compel payment or initiate collection of late payments and/or past due amounts been filed or threatened? Have any writs of garnishment been issued? If your response was yes to any of the above questions, please provide details.

<u>Miscellaneous</u>

41. 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?

42. 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.

43. 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

MEMORANDUM FOR PROSPECTIVE WHITE HOUSE STAFF

FROM: EOP SECURITY OFFICE

RE: DIRECTIONS FOR COMPLETING THE SECURITY PACKET

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

A completed package should consist of:

ITEM	NUMBER OF COPIES NEEDED
1. Questionnaire for Sensitive Positions (SF-86) plus any attachments.	One original and Two copies, **all with original signatures**. Note: The SF-86 requires two or three (Medical Release) signatures.
2. Tax Check Waiver	Total of four copies **double-sided** with **original signatures**.
3. Personal Data Statement	One original copy.
4. Credit Check Consent Form	One original copy.

These forms must be **TYPED** and by federal law, must be submitted within 2 weeks of arriving on duty at the White House, or we will be required to place you in leave without pay status. We ask that you submit the forms as soon as possible, and within **14 DAYS** of arriving on duty to the EOP Security Office, NEOB 4026.

The SF-86 Form is available on computer in Room 4020, NEOB, 24 hours a day, seven days a week. **You are required to supply your own formatted 3 1/2 inch diskette.**

If you have any questions or concerns, please contact the EOP Security Office at 202-395-6206.

Thank you.

INSTRUCTIONS FOR COMPLETING STANDARD FORM 86,
"QUESTIONNAIRE FOR NATIONAL SECURITY POSITION"

It is imperative that the following instructions be read and followed when completing the Standard Form 86 (SF-86).

* Although many of the questions on the SF-86 ask you to answer looking back 7 years, **you must answer looking back 15 years or to your 18th birthday, whichever is more recent.**

As a prospective Presidential appointee or an individual applying for access to the White House complex, it will be necessary for you to provide additional information to that requested on the SF-86. It is essential that all information be provided in as much detail as requested in order to ensure that the FBI is able to conduct a thorough and complete investigation. Ambiguous and incomplete information will impede the investigation and will cause valuable time to be lost in the investigative process.

GENERAL INSTRUCTIONS

1. Although the instructions on the SF-86 indicate that you may legibly print your answers, **you must type this form and all attachments.**

2. Do not abbreviate the names of cities. Please include zip codes, as well.

3. Be specific; exact and complete dates, names, addresses, and explanations will be helpful for the expeditious handling of the investigation. When you have completed the form, please review it for thoroughness and **continuity.**

* 4. Make sure **all** copies have **original signatures** (not traced over a copied signature) on all pages requiring signatures. Signature are required on pages 9, 10 and 11.

SPECIFIC INSTRUCTIONS

Section #8

Citizenship: If you are a U.S. citizen other than by birth.

Section #9

Where you have lived: If a residence is in an apartment complex, include the name of the complex and the specific unit number. If the residence was leased or rented, include the name of the individual in whose name the rental agreement or lease was established.

Section #10

* **Where you went to school:** Although it asks you to list schools starting with the most recent and working back 7 years, please list all education received including high school.

Section #11

Your employment activities: Please provide complete addresses (street/city/state/zip code) for each employment and job description listed. If government employment or employment by some other large organization is to be listed, indicate the department, bureau, division, and section, or specific subdivision.

Include all periods of unemployment, self employment, volunteer employment, or internships. Please provide names, complete addresses and telephone numbers of persons who can verify periods of unemployment or self-employment, to include individuals employed by you, landlords, friends, cohabitant, competitors, or clients.

Section #12

* **People who know you well:** Please provide complete business (including names of businesses) and business telephone numbers. (Both home and work addresses must be provided).

Section #14

* **Your relatives and associates:** Although the SF-86 requests only the country of birth, also provide **the city and state or city and country of birth.** If any relatives or cotenant were born outside the United States and/or are a U.S. citizen other than by birth, execute the 'Immigration Addendum OFI 36." If relatives live overseas, please indicate whether or not they are with the military. Provide their complete addresses, including city and country. Do not list APO or FPO addresses.

Include the full name, complete date of birth, and place of birth (city and state) of **all** individuals who presently reside in your household, not only those who are non-U.S. citizens.

Section #16

Your military history: If you are a member of a military reserve component or National Guard unit, list the organization, its location, the name of your immediate officer and telephone number, if any.

Section #20

Your selective service record: If you have registered with the Selective Services, you must include your registration number. Inquiries into your registration can be directed to the Selective Service at 847-688-6888.

Section #21

Your employment record: If you have **ever** been denied employment while undergoing or upon completion of a background investigation or polygraph examination, please identify prospective employer and date and reason for voluntary/involuntary withdrawal from consideration.

Section #23f

Your police record: Please indicate all arrests, charges, and convictions except traffic fines of $150.00 or less.

Sections #24 and 25

Use of illegal drugs and drug activity/use of alcohol: Do not limit your responses to these questions to the last 7 years, instead your answers must go back to your eighteen birthday. List and explain if you have ever abused any legal/prescription drugs to the point of dependency. In addition, list any treatment for drug and/or alcohol abuse.

Sections #27 and 28

Your financial record: If a collection procedure has ever been instituted against you by federal, state, or local authorities, please give full details. If you received financial aid during college, indicate whether or not such obligations have been satisfied.

If you have any questions, please call the EOP Security Office at 202-395-6206.

FINANCIAL DISCLOSURE REQUIREMENTS

Public Financial Disclosure (SF-278)

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 $81,529; or

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

Confidential Financial Disclosure (SF-450)

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, x66229). 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 your clearance without the necessary financial disclosure reports.**

MEMORANDUM FOR ALL PROSPECTIVE PASSHOLDERS

From: EOP SECURITY OFFICER

RE: SECURITY BRIEFING REMINDER (ATTENDANCE IS MANDATORY)

This memo serves as official notification that all passholders to the White House complex (which includes the OEOB, NEOB, Winder, and Jackson Place) are required to attend a White House Security Briefing for New Employees within the first six months of arriving on duty. White House policy requires attendance at a security briefing before a permanent pass can be issued.

The 103rd Congress passed H.R. 4539 on June 22, 1994, which reads in part:

> Hereafter the employment of any individual within the Executive Office of the President shall be placed on leave-without-pay status if the individual has not, within six months of commencing such employment or by October 31, 1994 (whichever occurs later), had his or her background investigations, if completed, forwarded by the counsel to the President of the United States Secret Service for issuance of the appropriate access pass.

Your background investigation cannot be forwarded to the United States Secret Service until receipt of your attendance of a security briefing has been received by our office.

The security briefing is scheduled on the last Thursday of each month at 10:15 a.m., in room #450, OEOB. Please plan to attend the first scheduled briefing after your arrival date on duty. Due to occasional last minute scheduling changes, it is recommended that you call the Executive Office of the President,Office of Security, at (202) 395-6206 for confirmation of each scheduled briefing.

This will be your only reminder.

THE WHITE HOUSE

WASHINGTON

TO BE OPENED BY
ADDRESSEE ONLY

Lisa L. Green
Rm. 145 OEOB

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Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
003. form	Notification of Personnel Action; RE: personal info (2 pages)	04/19/1999	P6/b(6)

COLLECTION:

Clinton Presidential Records
Policy Development
Lisa Green
OA/Box Number: 20586

FOLDER TITLE:

Human Resources [2]

2012-0043-S
ms221

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]

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DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
004. form	Fast Start Direct Deposit; RE: personal info (2 pages)	04/19/1999	P6/b(6)

COLLECTION:
Clinton Presidential Records
Policy Development
Lisa Green
OA/Box Number: 20586

FOLDER TITLE:
Human Resources [2]

2012-0043-S
ms221

RESTRICTION CODES

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

- **P1** National Security Classified Information [(a)(1) of the PRA]
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- **P4** Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
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