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United States Senate

COMMITTEE ON APPROPRIATIONS
WASHINGTON, DC 20510-6025

August 11, 1994

JAMES H. ENGLISH STAFF DIRECTOR
KEITH KENNEDY MINORITY STAFF DIRECTOR

The President
The White House
Washington, D.C.

Dear Mr. President:

Mr. David Watkins of the Office of Administration asked for assistance from the Senate Select Committee on Intelligence (SSCI) to review the White House procedures for the issuance of White House passes and other security-related functions that provide access to sensitive classified information in the Executive Office of the President and to make any recommendations that could possibly enhance those procedures.

Mr. James Wolfe, Director of Security for the SSCI, met with your officials in May to review your procedures and to inform me of his findings. That review is complete and I am forwarding to you my recommendations to refine your current system.

It should be noted that the White House officials Mr. Wolfe met with were candid and forthcoming regarding security procedures at the White House and the issuance of White House passes. These officials did indicate, however, that there were certain operational inefficiencies during the early stages of your Administration that contributed to the severe backlog of the issuance of permanent White House passes for White House employees. Nevertheless, they have taken the appropriate corrective action to remedy the problem and there appears to be a good system in place to monitor the process of all employees undergoing new employment at the White House.

My recommendations are as follows:

1. The White House Office of Administration should be assigned a Secret Service Agent or other appropriate government official in a full-time position to function as the Director of Security. Such a person would be a non-partisan individual responsible for overseeing all security-related functions within the Office of Administration. The person filling this position would be a security professional to provide the White House with broad security-related specialties, to include but not limited to: knowledge of investigative and adjudicative procedures; classified document handling procedures; communication security procedures; and a law enforcement background. This person would be directly involved in the

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The President
August 11, 1994
Page Two

decisionmaking process for final adjudication of White House access passes and Top Secret security clearances. This person could provide the White House with institutional knowledge that would ensure continuity across Administrations.

2. A single office within the White House should coordinate all background investigations. Currently the Executive Office of the President has two separate offices that initiate, track, control, and process background investigations. One office processes political appointees and another processes career employees. In addition to these arrangements, the White House Counsel's Office processes the background investigations of Presidential Appointees who require Senate confirmation. This practice gives the appearance of an enormous amount of redundancy and lack of centralized control. These offices should be combined and headed by a senior security official (preferably the Director of Security identified in item #1) in the White House. It is my understanding that past Administrations functioned in this manner.

3. All security clearance/background investigation paperwork should be completed and turned in on or before the first day of employment with the White House rather than the current procedure of 30 days. This would alleviate any delay in initiating a security background investigation and thus reduce the amount of time, now approximately 120 days, that it takes to process a new employee for a sensitive White House access pass.

4. Currently, new employees are required to undergo an FBI full-field background investigation for employment at the White House, regardless if they have been the subject of a recent full-field investigation from another government agency. I would suggest to you that new employees who have undergone an FBI background investigation within 5 years should not have to undergo another full-field background investigation. The same background investigation that is currently accepted throughout the government should satisfy White House requirements as well. Implementing this recommendation alone would save the American taxpayers a considerable amount of money.

I hope that these recommendations will be of use to you and your Administration.

Sincerely,


Dennis DeConcini

Chairman
Subcommittee on Treasury,
Postal Service, and General Government

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Alexander, et al. v. FBI, et al. CA 96-2123 and
Grimley, et al. v. FBI, et al. CA 1:97CV1288
(Consolidated Actions)

Defendant EOP's Response to Plaintiffs' Second
Set of Document Requests

DR# 75

Doc. Nos. 102465-67

COPY
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THE WHITE HOUSE
WASHINGTON

August 22, 1994

The Honorable Dennis DeConcini
United States Senate
328 Senate Hart Office Building
Washington, D.C. 20510-0302

Dear Senator DeConcini:

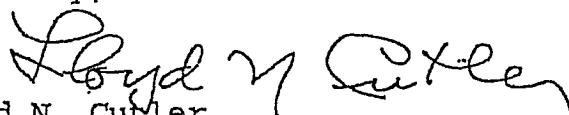
On behalf of the President, let me express our sincerest appreciation for your recent correspondence concerning White House security procedures. We very much appreciated your willingness to share the expertise of Mr. Wolfe, the Director of Security for the Senate Select Committee on Intelligence. He was unfailingly courteous and helpful in his review.

We are currently in the process of our own examination and assessment of White House security procedures. At first glance, many of your recommendations appear to dovetail with the modifications currently under consideration. In any event, all of your recommendations will be given the most serious consideration.

When our review is complete, we would be happy to let you know of any changes we may make. In the meanwhile, I hope you would not mind our continuing to call upon Mr. Wolfe as a resource.

Thank you again for your interest in this matter.

Sincerely,



Lloyd N. Cutler
Special Counsel to the President

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