

The original documents are located in Box 42, folder “Personnel - White House Passes” of the Philip Buchen Files at the Gerald R. Ford Presidential Library.

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THE WHITE HOUSE

WASHINGTON

October 14, 1976

MEMORANDUM FOR: VIRGINIA H. KNAUER
FROM: PHILIP W. BUCHEN *T.W.B.*
SUBJECT: White House Staff Pass for
Mrs. Nora Joel

Your memorandum of October 7 requests that a White House Staff (WHS) pass be issued to Mrs. Nora Joel to help expedite the last minute clearances for the White House Prayer Breakfasts.

Unfortunately, because Mrs. Joel's last full field investigation was completed in 1965, it would be necessary to conduct a complete full field investigation before issuing a permanent WHS pass to her. Such an investigation would not only be costly but would take approximately 60 days. While she could be issued a temporary WHS pass until her full field investigation is completed and the permanent WHS pass is issued, the "temporary WHS pass" would not permit her to make the last minute clearances cited in your memorandum under Secret Service procedures.

I am advised that Jane Dannenhauer has discussed this matter with Mrs. Joel, and she has offered to arrange such last minute clearances from her residence (after hours) or from her office when Mr. Terry Samway of the Secret Service is unavailable to do so from his office or residence. In this way, I am assured that the clearances can be made to meet your needs, and we can avoid the expenditure of funds, time and energy to conduct a full field investigation on Mrs. Joel.



THE WHITE HOUSE

WASHINGTON

October 13, 1976

MEMORANDUM FOR: PHILIP BUCHEN

FROM: DAVID C. HOOPES 

SUBJECT: Virginia Knauer's Request for WHS
Pass for Mrs. Nora Joel

Mrs. Knauer's October 7 memorandum to you is very similar to her memorandum of September 8 to Inspector Bowles of EPS, which was forwarded to me for action. On September 13 I originally approved a WHS pass for Joel, but when I was advised by Jane Dannenhauer that a full field investigation would be required, I asked Jane Dannenhauer to make other arrangements.

As Mrs. Knauer's memoranda suggest, Nora Joel has had problems clearing last minute additions for the White House Prayer Fellowship Breakfasts on Tuesdays at 8:00 a. m. Secret Service regulations state that no "outside" employee may clear individuals for the White House Complex unless he or she is a permanent pass holder. If Mrs. Joel is to have a permanent pass, it will be necessary for her to have a complete background investigation by the FBI, updating her last investigation of 1965. Such an investigation would take about 60 days and, of course, be costly.

Jane Dannenhauer, as I indicated, discussed the matter at length on several occasions with Terry Samway, Special Agent, TSD, USSS, in charge of the Pass Section, who received the original memorandum from Inspector Bowles. Terry Samway agreed to be available after office hours on Monday evenings and early Tuesday mornings to clear any last minute additions for the Breakfasts. If Agent Samway is in a travel status or otherwise unavailable, Jane Dannenhauer is available to clear last minute additions. With both offices on call at all hours, Jane Dannenhauer felt there should be no clearance problems. When she advised me of the above, I agreed to give it a try because I was reluctant



to order a full field investigation simply for the purpose of making last minute clearances for the Prayer Breakfasts.

Jane Dannenhauer discussed the matter with Mrs. Joel on September 27 and Mrs. Joel, according to Jane Dannenhauer, agreed to utilize this method when necessary. Jane Dannenhauer explained the Secret Service pass policy. Apparently, however, Mrs. Joel has again brought the question up to Mrs. Knauer, because she wrote you on October 7.

If you agree with my position--that a full field should not be ordered so a pass can be issued for the reason stated--you may wish to send Mrs. Knauer the memorandum at Tab A.

RECOMMENDATION

That you sign and send the memorandum at Tab A.

Approve X P.W.B Disapprove _____

If you disapprove of my position, I will advise the FBI to begin a full field investigation on Mrs. Joel immediately.

ACTION

Begin full field investigation immediately on Mrs. Joel _____

Other:

Thank you.

Note: Backup memoranda at Tab B.



THE WHITE HOUSE
WASHINGTON

September 8, 1976

MEMORANDUM FOR

X2645

Inspector Joseph B. Bowles
Inspector in Charge of White House Division - EPS
EOB 89

FROM:

Virginia H. Knauer *Virginia Knauer*
Special Assistant to the President for Consumer Affairs

SUBJECT:

Clearances for White House Prayer Fellowship Breakfasts

My office has taken on the handling of the administrative operations of the White House Prayer Fellowship breakfasts which are held every other Tuesday at 8:00 A. M. in the White House Conference Dining Room, and I have asked Mrs. Nora Joel, an Assistant on my staff, to handle this for me. Notices for the meetings are sent out regularly, asking that those who wish to attend advise Mrs. Joel before noon on the Monday preceding the breakfast. Invariably, there have been calls from members who wish to attend after the noon deadline and after the clearance list has been submitted to the Appointments Center, which is usually in mid-afternoon on Monday.

A problem arises because Mrs. Joel, who is in my NEOB office, does not hold a White House pass now (though she previously held one for a number of years) and therefore cannot clear those who call after the clearance list has been submitted, and there has been a consistent pattern of late callers. I would therefore greatly appreciate, in the interest of facilitating the administrative operations of the Prayer Breakfasts, if you would permit Mrs. Joel to phone in clearances for the Prayer Fellowship breakfasts when this is necessary.

Thank you very much.

*To Dave Hammerly
Please issue WHS pass
to Nora Joel &
DCK*

9-13-76
LIBRARY

THE WHITE HOUSE

WASHINGTON

October 8, 1976

MEMORANDUM FOR: DAVID HOOPES

FROM: PHILIP BUCHEN *P.*

Kindly handle the attached memorandum to me from Virginia Knauer and provide me with a copy of the response.

Thanks.

Attachment



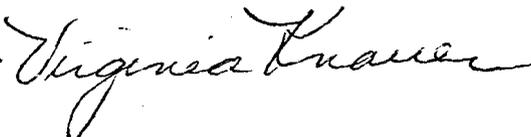
THE WHITE HOUSE

WASHINGTON

October 7, 1976

TO: Philip W. Buchen
Counsel to the President

FROM: Virginia H. Knauer



I would like to ask for your help on a matter which has become a problem in this office. It has to do with clearances into the White House.

In conformance with White House security, advance notice is required for those without passes to come into the White House, even when accompanied by a pass holder. In view of my numerous meetings in the White House area and very frequent business lunches in the Mess, clearances are constantly required. In addition, my office has taken on the handling of the White House Prayer Fellowship breakfasts which are held in the White House Conference Dining Room. Although advance notifications are submitted on these occasions to the White House Police, there are constantly times when, either because of last minute arrangements or because those wishing to attend call in after the deadline given them, that it is not possible to give notice in advance.

My Assistant, Mrs. Nora Joel, handles my calendar and the details attendant thereto, which includes clearances, and I have also delegated to her the responsibility for the Prayer Fellowship. A problem arises because Mrs. Joel does not now hold a White House pass (although she previously had one for a number of years) and therefore is unable to take care of necessary clearances. My office is located in the NEOB.

I would greatly appreciate, in the interest of facilitating the administrative operations of my office and eliminating a persistent problem, if a White House pass could be issued to Mrs. Joel.



5/21

This went forward today.



Passes

May 20, 1975

MEMORANDUM FOR: Jane Dannenhauer
FROM: Phil Buchen

It would be appreciated if you could arrange for a White House pass for Judge Harold Russell Tyler, Jr.

In his capacity as Deputy Attorney General, Judge Tyler will be coming to meetings at the White House, and it would be most helpful if a pass could be issued for him.

Thanks very much.

EDaughtrey:



W H Passer

October 29, 1974

Dear Miss Dammehauer:

On or about September 17th a temporary EOB pass was issued to Mr. Thomas P. Wolf, Special Assistant to the Administrator of General Services Administration, at the request of this office. At that time Mr. Wolf required only occasional access to the EOB portion of the White House complex.

As the result of additional responsibilities recently assigned to Mr. Wolf by the Administrator, which responsibilities relate to the Court Order of October 23, 1974 regarding access to Richard Nixon Presidential materials, Mr. Wolf is now permanently located in room 487 of the Old Executive Office Building. This change of status requires that Mr. Wolf be issued a permanent White House pass with access to all areas of the complex.

The Technical Security Division of the Secret Service has already taken the necessary photographs, fingerprints etc. Consequently all that is required to complete this request is for you to process it through in the normal fashion.

I would appreciate your expeditious handling of this matter. Thank you for your usual cooperation.

Sincerely,

Philip W. Buchen

cc: Mr. Philip W. Buchen
Mr. Thomas P. Wolf



August 31, 1974

To: Skip Williams

From: Phil Buchen



THE WHITE HOUSE

WASHINGTON

August 29, 1974

MEMORANDUM FOR: PHIL BUCHEN
FROM: SKIP WILLIAMS *SW*
SUBJECT: White House and OEEOB Passes

Attached for your information is a letter which I recently received from John Sawhill requesting passes for the Old Executive Office Building (OEEOB Passes) for two of his employees.

The general policy in the past, which is endorsed by the Secret Service, is that only the two highest ranking individuals in an agency may carry passes for the White House complex. Exceptions are made in instances where individuals must have access on almost a daily basis. This is clearly the situation with John Rafuse for whom I have requested the issuance of an OEEOB pass.

The request for a pass for Mrs. Freda H. Spencer would ordinarily be turned down. She can of course gain access to the building when necessary by being cleared by someone in the office where she intends to visit.

To complicate matters further, I have been advised that Mrs. Spencer already has an OEEOB pass which she kept when she left OMB. She has failed to turn in the pass despite a request to do so from the Secret Service.

Because Sawhill himself has authored this request, I shall defer to your judgment on the request for a permanent pass for Mrs. Spencer.

Approve Pass for Rafuse but please prepare cordial letter declining for Mrs. Spencer, noting that she has failed to return former pass.

Disapprove _____

P. WB

FEDERAL ENERGY ADMINISTRATION
WASHINGTON, D.C. 20461

AUG 13 1974

OFFICE OF THE ADMINISTRATOR

Honorable J. Fred Buzhardt
Counsel to the President
Old Executive Office Building, Room 106
Washington, D. C. 20506

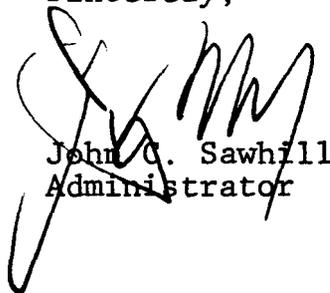
ATTN: George Williams, Esquire

Dear Mr. Buzhardt:

Mr. John L. Rafuse, my Special Assistant and liaison to the Old Executive Office Building, recently relinquished his White House Pass. Mr. Rafuse personally visits, on a daily basis, such people as Glenn Schleede, Mike Duval, N. Koch, Frank Zarb and J. Hill. For this reason, it is requested that Mr. Rafuse be issued an Old Executive Office Building Pass (to replace the relinquished White House Pass) to permit frequent and easy access to the offices of those mentioned and to other offices as the need arises.

In addition, my Administrative Assistant, Mrs. Freda H. Spencer, the subject of an earlier request for a White House Pass, has frequent occasion to visit, on my behalf, various offices in the Old Executive Office Building. To permit her access, it is also requested that she be issued a pass.

Sincerely,



John G. Sawhill
Administrator

