Extent

21 folders, approximately 768 pages

Summary

This collection consists of advance manuals, handbooks, lists, memoranda, notes, emails, schedules, outlines, and calendars regarding both domestic and international Presidential events. Lists generally contain the names of volunteers, interns, and staffers who might work as an advance person in arranging a presidential visit or similar activity. Much of the remaining material concern seminars and classes that address proper procedure for advance operations. The manuals and handbooks themselves incorporate proven methods for planning Presidential events.

Scope and Content Note

The materials in FOIA 2015-0615-F are a selective body of documents responsive to the topic of the FOIA. Researchers should consult the archivist about related materials. FOIA 2015-0615-F contains records dealing with advance manuals, handbooks, and similar material focusing on the organization of presidential events on both a domestic and international basis. Material responsive to this FOIA case included lists, memoranda, notes, emails, schedules, handwritten notes, outlines, and calendars. All of the relevant records came from the White House Staff and Office Files, with Cabinet Affairs and Scheduling composing the vast majority of the documents. In Cabinet Affairs lists predominate with just about every one of them having to do with volunteers, interns, and staffers who could be an advance person for any presidential event or similar activity. Prominent and more specific lists include “Schedulers, “Commonly Used Advance People, “Chiefs of Staff,” “Press Contacts,” and “Advance List Non-Governmental Employees.” From the Scheduling Office, the responsive records describe seminars and training classes in the proper procedures, techniques, and so forth associated with the Advance Office. But perhaps the most significant document is a complete Advance Manual with sections

addressing such issues as Press Advance, Motorcade Advance, RON (Remain Over Night), and Other Agencies Involved. At the end of volume, a glossary contains terms connected with proper advance measures. Forms occupy an important position in the records. A few of the more noteworthy forms: Press Advance Fill-in-the Blank, RON Checklist, Rental Car Worksheet, Travel Voucher, and Request for Parking. The class most often cited in the material is the White House Advance Training Program that sets forth a detailed outline citing the responsibilities of Site Advance, Press Advance, and RON Advance. A document pertaining to the seminar worth noting would be “Ten Advance Commandments,” the ethical obligations of advance staff are discussed; and the class concludes with a In Service Training Questionnaire. In the First Lady’s Office (specifically, the records of Trip Director Whitney Williams) there can be found information vis-à-vis the Advance Office of Hillary Clinton. Checklists exist for domestic and international travel, RON receives extensive attention, and general helpful reminders show up for application. Press advance requirements, diagrams, motorcade guidelines, and acknowledgement cards get dealt with in detail. Located throughout the remainder of the records are several crucial memoranda that concern matters of some note in the smooth and unencumbered operation of the Advance Office. A listing of such memos would begin with Review of the Checklist of Responsibilities for Domestic Trips, continue with the Decision Timeline for Domestic Presidential Trips, and end with Presidential Trip – Financial Reconciliation.

Biographical Note

The Office of Scheduling and Advance in each presidential administration is responsible for arranging the trips of staff members, including campaign stops and related happenings. It is an integral component of the Executive Office of the President, under the control of the Chief of Staff and advisors involved in making decisions and choices key to the day-to-day operation of most governmental activities. During the Clinton Administration the office of Scheduling and Advance played a central role in providing the planning and support crucial to all presidential travel from local events in Washington, D.C. to excursions abroad. The staffers in this office worked with the President’s daily schedule and also dealt with his appointments and meetings on a long-range basis. In addition, part of their duties included responsibility for the design and structure of each activity involving

President Clinton and the First Lady outside the confines of the White House. The Office of Scheduling and Advance got split into two distinct offices in 1997. Dan Rosenthal served as Director of Advance from that point until the end of the Clinton presidency.

Record Type

Textual

System of Arrangement

Records that were responsive to this FOIA request were found in this collection area—Clinton Presidential Records: White House Staff and Office Files. Staff and Office files were maintained at the folder level by staff members within their individual offices and document all levels of administration activity. Staff and Office files are processed at the folder level, that is, individual documents are not selected and removed from a folder for processing. While this method maintains folder integrity, it frequently results in the incidental processing of documents that are not wholly responsive to the subject area.

Access

Collection is open to all researchers. Access to Clinton Presidential Records is governed by the Presidential Records Act (PRA) (44 U.S.C. Chapter 22, as amended) and the Freedom of Information Act (FOIA) (5 U.S.C. 552, as amended) and therefore records may be restricted in whole or in part in accordance with legal exemptions.

Copyright

Documents in this collection that were prepared by the officials of the United States government as part of their official duties are in the public domain. Researchers are advised to consult the copyright law of the United States (17 U.S.C. Chapter 1) which

governs the making of photocopies or other reproductions of copyrighted material.

Provenance

Official records of William Jefferson Clinton’s presidency are housed at the Clinton Presidential Library and administered by the National Archives and Records Administration (NARA) under the provisions of the Presidential Records Act (PRA).

Processed by

Staff Archivist, 2015. Previously restricted materials are added as they are released.

Last Modified Date

2015-11-30

Container List

View all digitized files in the National Archives Catalog (NAC)

The following is a list of documents and folders processed in response to FOIA 2015-0615-F:

Box 1
Clinton Presidential Records: White House Staff and Office Files
Advance Office
Leninger, Bridget
[Trip Checklists] [OA/ID 24161]
Cabinet Affairs
Marshall, Jr., Thurgood
Advance List [1] [OA/ID 19094]
Advance List [2] [OA/ID 19094]
WH [White House] Advance Manual [1] [OA/ID 19094]

WH [White House] Advance Manual [2] [OA/ID 19094]
WH [White House] Advance Manual [3] [OA/ID 19094]
Chief of Staff
Khapra, Yusuf
Trip Checklists [OA/ID 6774]
Tramontano, Karen
White House Operations [OA/ID 18978]
Counsel's Office
Chirwa, Dawn
Advance Training [OA/ID CF 1671]
Mills, Cheryl
Advance Training Seminar, 1998 [OA/ID 13154]
First Lady's Office
Speechwriting
Meyer, Noa
Subject Files
Advance Checklist [OA/ID 103619]
Williams, Whitney
Advance (RON) – Remain Over Night Info. [OA/ID 15625]
HRC [Hillary Rodham Clinton] Advance Manual, 1998-1999 [OA/ID 15625]
Management and Administration
Malone, Mike
Advance Training [OA/ID 12626]
Public Liaison
Subject Files
[Event Checklist – State Arrival] [OA/ID 18273]
Scheduling Office
General Files
[Advance Manual] [OA/ID 24832]
[Advance Training] [OA/ID 24471]

Box 2
Training/Advance Forms [1] [OA/ID 24832]
Training/Advance Forms [2] [OA/ID 24832]
Hanlin, Kirk
White House Advance Office In-Seminar Training – January 10, 1998 [OA/ID 23444]

White House Operations

Granger, Teresa Fay

WHTO [White House Travel Office] – Advance Team Training [OA/ID 18118]

Content Available Online