

MEMORANDUM

To: T. Jeremy Gunn
From: Dennis J. Quinn
CC: David Marwell
Date: June 2, 1995

Subj: Thoughts on Agency Compliance

Here are some additional thoughts concerning agency compliance with the JFK Act. I realize that you and David have already discussed several of these ideas, but I wanted to offer my two cents.

- **DEVELOP STRONG, POSITIVE, WORKING RELATIONSHIPS WITH SENIOR AGENCY OFFICIALS.**

I know this is very obvious, but it cannot be stressed enough. This is a town where deals are made and disputes are resolved through the use of interpersonal relationships. A phone call to an Assistant Secretary or General Counsel who knows and trusts you can sometimes be far more effective than the service of a subpoena. While this process has begun with some agencies, I suspect we could do a lot more in this area. However, when this isn't enough . . .

- **ISSUE FORMAL REQUEST LETTER TO HEAD OF AGENCY.**

Again this seems obvious, but this is the equivalent of exhausting all administrative remedies. This letter should be specific in requesting the agency to comply with whatever portion of the JFK Act the Board feels it has failed to comply with to date. But if the circumstances call for something stronger . . .

- **ISSUE ADMINISTRATIVE ORDER FROM THE BOARD "DIRECTING" THE AGENCY TO COMPLY PURSUANT TO SECT(j) OF THE JFK ACT**