

ANALYSIS AND REVIEW TEAMS

Team Responsibilities

1. Review all documents submitted by agency and make independent recommendations on postponement.
2. Track status of all postponed documents.
3. Identify additional documents/files that should be produced by agencies.
4. Develop comprehensive organizational charts and filing system charts for all agencies.
5. Identify individuals in agencies (or formerly in agencies) who should be questioned or deposed.
6. Review additional documents at agencies.
7. Question witnesses and take depositions as appropriate.

ANALYSIS AND REVIEW TEAMS

Agency Assignments

Team 1

Staff: 3 (1 Analyst; 1 An/Spec.; 1 Sr.)

Agencies:

NSA

NSC

Postal Inspection Service

SEC

IRS

Team 2

Staff: 5 (2 Analysts; 2 An/Spec.; 1 Sr.)

Agencies:

Military

DOD

Military services

Defense contractors

Team 3

Staff: 6 (3 Analysts; 2 An/Spec.; 1 Sr.)

Agencies:

FBI

Justice

Team 4

Staff: 5 (2 Analysts; 2 An/Spec.; 1 Sr.)

Agency:

CIA

DEA

Team 5

Staff: 3 (1 Analyst, 1 An/Spec.; 1 Sr.)

Agencies:

State

INS

Treasury

ATF

Customs

Secret Service

USIA

Total staff for teams: 22¹

¹ Review of Presidential Library materials to be conducted by individuals from different teams as appropriate.

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Titles, Qualifications, and Salaries

1. Analyst (if J.D.: Attorney-Analyst)
Salary: \$ 25-35
Total number: 9
Range of total salary: \$225 to \$315

Qualifications: B.A.; paralegal; researcher; copy editor; experience with document handling; conscientious, attention to detail; knowledge of circumstances surrounding JFK assassination; J.D. (but without substantive experience).

2. Analyst/Specialist (if J.D.: Attorney-Analyst/Specialist)
Salary: \$ 35-45
Total number: 7
Range of total salary: \$245 to \$315

Qualifications: J.D./M.A./special experience; mid-level governmental work; discovery in civil litigation; prosecutor; insider's knowledge of target agencies; specialized intelligence information; specialized knowledge of organized crime.

3. Senior Analyst
Salary: \$ 45-60
Total number: 5
Range of total salary: \$225-\$300

Qualifications: J.D./Ph.D./with specialized experience with agencies or issues.

Grand total of range of salary for teams: \$695-\$930

Other support personnel:

Administrative:
Administrative Assistant/secretary
File clerk/messenger

Non-administrative:
Investigator(s)
Systems manager/analyst
Researcher to review and analyze tips

Comparative Responsibilities

Sheryl

- General Counsel to Review Board
- Legal issues
 - copyright
 - lease
 - personnel
 - etc.
- Statutory interpretation opinions
 - definitions
 - scope of Review Board authority
- Federal Register on legal issues
- Ethics opinions
- FOIA requests to ARRB

Jeremy

- Supervising Analysis and Review teams
- Tracking system for all documents
 - Federal Register on document review issues
 - Filing system
 - agency correspondence/contacts
 - outside "tips"
- Reviewing documents at agencies
 - Depositions of witnesses
 - Subpoenas; subpoenas duces tecum

David/Sheryl/Jeremy

- negotiations with agencies on compliance issues
- drafting Final Report