

MEMORANDUM

January 13, 1998

To: Jeremy Gunn
Executive Director

cc: Tom Samoluk
Deputy Director

Bob Skwirot
CIA Coordinator

From: Michelle Combs
Special Assistant for Research and Review

Subject: CIA Office of Personnel Files in the Sequestered Collection Microfilm Which Are Not Believed Relevant to the JFK Assassination

The complete Office of Personnel files of 60 individuals, totaling approximately 11,000 pages, are contained in the JFK Sequestered Collection Microfilm. Office of Personnel files are maintained for CIA staff officers, contractors, career agents, and military officers temporarily detailed to the Agency.

These files cover entire Agency careers and contain personal background information, career posting information, salary schedules, promotion data, notification of personnel action forms, insurance information, retirement data, and supervisor evaluations.

After the House Select Committee on Assassinations closed in 1978, the CIA microfilmed the entire personnel files of all Agency personnel of who had been of interest to the HSCA in any way. For example, the entire personnel file of William K. Harvey, who headed the ZRRIFLE program, and the entire personnel file of Frederick C. Randall who, as the Directorate of Operations Information and Privacy Coordinator, processed the Agency's first Freedom of Information Act request on the Kennedy assassination, are both included in the Sequestered Collection Microfilm.

The 60 personnel files each have been carefully reviewed by at least two members of the ARRB staff.

In some cases, portions of individual files containing material relevant to a knowledge of the individual and his/her career at the time when they intersect the assassination story are found in the CIA Sequestered Collection. For example, the Performance Appraisal Reports (PARs) for Ann Goodpasture during her time in Mexico City are already contained in the Sequestered Collection. Where portions of a microfilmed file were found to be significantly relevant to an understanding of the assassination, but not found in the Sequestered Collection, those documents were marked for

review. The ARRB staff recognizes that many of the individuals whose files are found in the Microfilm Collection are significant to an understanding of the assassination. However, the material in these files not marked by the ARRB staff and not already found in the Sequestered Collection was found to consist of basic standard personnel information and to have no believed relevance to the assassination.

The attached list contains the names of the 60 individuals and a total of 68 folders which contain their personnel files. (Due to the length and variety of some careers, a few individuals have more than one file folder worth of personnel material.) Where possible, true names are listed. In those cases where the name of an individual is still protected, either cryptonyms or an "N" number indexed to the ARRB name list have been substituted so that the list can remain unclassified. The number of pages listed for each file is an approximate number based on a review conducted by the CIA.

The files of the following five individuals are being pulled as examples for Board examination at the January 1998 meeting: Ann L. Goodpasture, David Atlee Phillips, Bernard Barker, Viola June Cobb, and David E. Murphy. If the files of any other individuals are of interest to members of the Board, they will also be brought for examination upon request.

I recommend that those documents found by the ARRB staff to have NBR status be duly designated "NBR" by the Board.