

December 3, 1996

Mr. Jerry Rubino
Director
Security and Emergency Planning Staff
Justice Management Division
Main Justice Building
Room 6525
Washington, DC 20530

Dear Mr. Rubino:

I would like to take this opportunity to advise you of the invaluable assistance the Assassination Records Review Board (ARRB) received from your staff on November 21, 1996. Officers Donald Brooks and Doug Jolly were called upon to work with our staff to deal with a morning rush of members of the media.

On the morning of November 21, 1996, the ARRB released to the media a home video taken by a friend of President Kennedy the day Kennedy was assassinated. Due to an embargo, the film footage could not be released until 9:00am. As often happens, the media arrived early. Officers Brooks and Jolly played a critical role in setting up the procedures in the lobby of the building to ensure an effective and efficient operation.

With their help, we had an orderly, controlled and efficient distribution of the film footage. All of their efforts contributed to a successful media event and certainly made our job a lot easier.

Again, on behalf of the Assassination Records Review Board, thank you for the outstanding assistance your staff continues to provide. We could not have accomplished our task as successfully without the involvement of Officers Brooks and Jolly.

Sincerely,

Eileen A. Sullivan

Assistant Press and Public Affairs Officer