
STAFF NOTES

December 23, 1994 • Issue 1

Holiday Note -

The Staff wishes the Board members a safe and happy Holiday Season!. We look forward to a productive 1995!

Staffing Up

Jeremy Gunn reported at the December 13th Board meeting that five people have been hired for record analysis and review. These staffers will be starting over the course of the next several weeks.

The review of applications has continued and taken up a significant amount of Jeremy and Kevin Tiernan's time. More than 30 individuals have been interviewed by Jeremy and other senior staff members. In addition, letters have been sent out to approximately 150 other applicants.

Clearance Update

All of the senior staff have been notified that they have received interim Top Secret clearance. Jeremy Gunn, Tom Samoluk, Tracy Shycoff and Sheryl Walter have been briefed by an FBI clearance officer. David Marwell has already received his complete

Top Secret clearance.

Board Staff Meets With CIA and FBI Officials

Members of the Board's staff met with representatives of the CIA and the FBI in separate meetings on Tuesday, December 20th.

David Marwell, Jeremy Gunn, Sheryl Walter, Tom Samoluk and Gene Burpoe were briefed by several CIA officials at their Arlington, Virginia facility. The staff was brought up-to-date on the status of the Agency's review of JFK assassination records.

In addition, the staff was given a tour of the offices where the documents are being reviewed by CIA analysts.

Senior staffers Marwell, Gunn, Samoluk and Walter also met with several FBI officials at their Washington headquarters later in the day to discuss their review of documents. The staff reviewed actual documents which have not been released and are representative of some of the problems the Bureau is facing in their review.

Office Construction Underway

The long-awaited construction of the Board's office space is underway. A work crew began their efforts on Wednesday, December 20th.

Completion of the project is expected by the first week of February.

Tunheim and Marwell Meet with Washington Post Editor

Board Chair Jack Tunheim met with Executive Editor Len Downie, Jr., on December 12th to outline the Board's mandate and future plans.

David Marwell and Tom Samoluk joined Tunheim at the meeting which also included two other Post editors, in addition to Downie.

Lawyer Publications Note Senior Staff in Place

Senior staff attorneys Gunn, Samoluk and Walter met with a reporter from the Washington Lawyer, the D.C. bar publication. The January-February 1995 edition will include a story on the three senior staffers.

A story on the Board's

progress will follow in a

Correspondence System

In Place

The staff is seeking to ensure that every person who corresponds with the Board receives a prompt response.

The staff has responded to all letters received to date and established a filing system.

To ensure that substantive leads are followed up on, a multi-level system is in place. Correspondence are logged, initial response letters are sent to the writer and the relevant information in need of review is routed to either Jeremy Gunn or David Marwell for evaluation.

Individuals who write to the Board simply seeking information receive an information packet.

Correspondence received by Board members at their offices can be forwarded to the Board staff to get into the correspondence system and for a response.

later edition.

Archives Takes Lead on Zapruder

Film

The Board received official word on December 16th that the National Archives and Records Administration will be the lead agency in the tort claim involving the original Zapruder film.

In a December 16th letter to David Marwell, Acting General Counsel Christopher M. Runkel confirmed the plan that NARA and the Board had agreed on.

Runkel noted in the letter that "NARA will consult with the Board on all aspects of the claim, including the final decision."

Library Filling Up

The Board and the staff now have a complete set of both the Warren Commission and the House Select Committee on Assassination with which to work. In addition, Jeremy Gunn and Kevin Tiernan continue to add additional relevant investigative reports, such as the Church Committee Report, and other books.

Board's January 5th Meeting Set

The Board will meet privately in Washington on January 5th.

The meeting will be held in Room 205, across from hall from the Board offices at 600 E street, NW. An agenda will be provided in advance of the meeting.

Direct Line Directory

In addition to the main number at the Board offices, (202) 724-0088, please be aware of the following staff direct numbers:

David Marwell.....724-XXXX
Jeremy Gunn.....724-XXXX
Tom Samoluk.....724-0813
Tracy Shycoff.....724-XXXX
Sheryl Walter.....724-XXXX

