

MEMORANDUM

May 30, 2017

TO: Cassandra Browner, GSA

FROM: Laura A. Denk
Executive Director

SUBJECT: Staff Bonuses

Please process the enclosed Retention Bonus SF52s on behalf of the Assassination Records Review Board.

As you are aware, the ARRB will cease operations on September 30, 1998. In order to maintain the necessary staffing level to complete its work, the ARRB is offering retention bonuses to the staff.

Please do not deposit the checks to the individual's accounts, but rather send them to Tracy Shycoff, Deputy Director, at the above address. The checks will not be distributed until the end of September after the staff have met their obligation of staying on at the Review Board and assisting in the completion of its mandate.

Please feel free to call me or Tracy if you have any questions.