

August 4, 1998

**RE: ASSASSINATION RECORDS REVIEW BOARD  
PERFORMANCE EVALUATIONS of STAFF MEMBERS**

Dear Sir or Madam:

The Assassination Records Review Board (ARRB) is a temporary independent federal agency created to oversee the identification and release of records related to the assassination of President John F. Kennedy. The ARRB was established by the *President John F. Kennedy Assassination Records Collection Act of 1992*, 44 U.S.C. § 2107 (Supp. V 1994). President Clinton appointed the five members of the Review Board, and the Board was sworn in on April 11, 1994, after being confirmed by the United States Senate. The Review Board began to hire staff members in the summer of 1994, and the Board will terminate its operations on September 30, 1998.

With the Review Board's termination date fast approaching, many of the Board's staff members are seeking employment. All of the Board's staff members maintain security clearances at the Top Secret level.

In their efforts to obtain employment, staff members have notified me that they have been asked to provide performance evaluations in their applications for employment. Due to the short term nature of the Review Board's work and the small size of the Board's staff, the Review Board decided that it would not perform formal and periodic performance evaluations of its employees. Review Board staff members are part of the excepted service and are therefore exempt from many civil service regulations, including those that govern performance evaluations and merit pay increases.

Please feel free to call me or Tracy Shycoff, our Deputy Director, at (202) 724-0088 if you have any questions or would like additional information.

Sincerely,

Laura Denk, Esq.  
Executive Director