

May 16, 1996

MEMORANDUM

To: David Marwell
cc: Jeremy Gunn, Mary McAuliffe
From: Christopher Barger
Subj: Intern projects
File No: 1.1.16

On May 20, 1996, a group of six interns will be arriving here for a one week internship. Four of these six are staying for a second week, leaving on Friday, May 31. All six of these interns were part of the class that Bruce Hitchcock brought to us last June; accordingly, they are familiar with the Board, the JFK case, and our work.

In anticipation of their arrival, and with the help of staff, I have compiled a list of projects which can be completed during their stay. Staff members were asked to get back to me with projects they considered suitable for interns. There were three prerequisites I required when developing these projects: 1) that the project be necessary or beneficial to the work to the ARRB (no "make-work" would have been accepted); 2) that the project not require extensive thought or time for ARRB staff to plan out (only work that immediately came to mind was asked for); and 3) that the project require little or no direct supervision by ARRB staff, so that we weren't wasting valuable time and/or resources having these projects done.

Staff submitted a number of suggestions to me which, after some "tweaking" by everyone involved, have developed into workable projects for the interns' stay. Chet is aware of the computer needs that we will have during this period, and is confident that there will be no problems with computer access.

In this memo, I have summarized each project, listing the time and person power involved, the staff member who initiated the project, and what staff resources will be needed in order to complete the project. In every case, the staff initiator and I have discussed the project at length, and have agreed on them. Each staff initiator has read and approved the version of their summary included in this memorandum.

In closing, I would like to add that the six who are joining us next week are all highly intelligent and motivated individuals, and that I have no misgivings about their ability to represent the ARRB as they complete their work. They have all requested to come back this year of their own volition; they are paying their own way out to Washington and are paying for their own room and board, just to have this opportunity. It is expected that they will do their assigned work in a fashion which reflects the

enthusiasm they obviously have for our work.