

August 1995

Lt. Col. Francis X. McGovern  
Chief, Records Management Division  
Department of the Air Force  
SAF/AAIQ, 1610 Air Force Pentagon  
Washington, DC 20330-1680

Re: Department of the Air Force compliance with the JFK Assassination Records  
Collection Act, 44 U.S.C. 2107

Dear Lt. Col. McGovern,

In response to our letter of July 6, 1995, to the Secretary of Defense regarding compliance with the JFK Assassination Records Collection Act, you were named by Col. Kevin A. Collins as the Assassination Records Review Board's point of contact for the Department of the Air Force. (If you have not yet received a copy of the Act, please contact us and we will provide one.) The JFK Act requires all Government offices to search for and identify all records related to the assassination of President Kennedy. It has been the experience of the ARRB that some agencies have not yet communicated this statutory requirement to all departments or divisions under their control. This letter is a formal request for that communication.

The Review Board requests that the Secretary of the Air Force issue an all hands directive to every command and component of the Air Force. This directive should explain the applicable provisions of the JFK Act, as well as requiring a comprehensive search, with a specified completion date, for all records relating to the Kennedy assassination.

On April 13, 1993, following passage of the JFK Act, the Secretary of the Army issued an instruction to all commands for meeting the requirements of the Act and beginning the search process. I have included a copy of this instruction with this letter for your convenience. As additional guidance, I also have included a draft directive prepared by the Review Board. Feel free to use both of these documents as a model for the Air Force directive.

In addition to relying on the Department of the Air Force's general search for records, the Review Board will on occasion submit specific requests for records and documents which have been determined to be "assassination records" in accordance with the definition published at 36 C.F.R. § 1400.1, as well as "additional records and information" as described in section 1400.2 of that regulation. The interest of the Review Board in these documents reflects our attempt to compile the most complete historical record of the events surrounding the assassination of President John F.

Lt. Col. Francis X. McGovern

August 1995

Page 2

Kennedy.

It is the desire of the ARRB that the initial tasking directive be issued by September 30, 1995, and that responses from subordinate commands be received by October 30. By November 30, the Review Board would like to receive a report from the Air Force summarizing efforts to date. It is our hope that this report include (1) a copy of the tasking directive; (2) responses received from subordinate commands; and (3) copies of any documentation which has been forwarded up the chain of command for release to the National Archives.

We look forward to continuing to work closely with the Department of the Air Force to further the objectives of the JFK Act. Please feel free to contact me or Jeremy Gunn at (202) 724-0088 if we can be of further assistance.

Sincerely yours,

David G. Marwell  
Executive Director

Enclosures

cc: Col. Kevin A. Collins, Director of Information Management, USAF