

# MEMORANDUM

August \_\_, 1996

From: David G. Marwell  
To: Staff  
cc: Review Board  
Subject: Staff Reorganization

I know that many of you have questions about the recent reorganization. The following points should clarify the new division of responsibility and should alert you to the appropriate reporting channels. I would like to have a staff meeting next Friday, September 6th at 10:00 a.m., at which time I will be glad to answer any questions and supply additional information.

## **Review**

With respect to the review of records that have already been identified by the agencies, I will be the principal person to whom the teams (and Kevin with his responsibilities for the *Federal Register*) will report. Jeremy will play a much-reduced role with regard to review, although he will play an ongoing role with regard to approval of Federal Register notices and to some policy issues.

**I will be the person principally responsible for review of CIA, FBI, Justice, State, Treasury, and Secret Service records.** For some institutions and records, Jeremy will continue to have principal responsibility. These include the presidential libraries, congressional committee records, and some other miscellaneous institutions. **Although Jeremy will have responsibility for organizing the review process for the libraries and congressional institutions, the records will continue to be reviewed by the teams according in accordance with the agency equities in the documents. Thus, for example, CIA records in the HSCA collection will be reviewed, to the extent possible, by the CIA team.**

Jeremy will be the person principally responsible for review when I am away from the office or am otherwise unavailable.

## **Valerie's Return**

Val has agreed to return to the staff to assist me in coordinating and tracking the review process. Val will be working part-time until January and full-time thereafter.

## **Searching and Researching**

All of the functions related to the search for new records (both in agencies and in private hands) and

to research will now be handled principally by Jeremy. When team leaders or analysts have suggestions or proposals for projects, requests for agencies, or reports on research conducted, they should be sent directly to Jeremy.

### **Office Memos Related to Review and to Research Issues**

Memos and other important communications related to review should be directed to me, but Jeremy should be cc'd on all such communications. With respect to the research and search activities, I should be cc'd on all important matters. **In order to avoid confusion, it would be helpful (whenever reasonably possible) to avoid sending memos that contain items of importance regarding both review and research matters. It generally will be preferable to send separate memos regarding review or research matters.**

### **New Database**

Chet has developed a new Research Project and Leads database. He will provide training in the near future. **The database is already up and running and is very easy to use. It provides a helpful way of tracking all of our research projects and individual assignments. If you are particularly interested in seeing how it works before our training session, talk to Jeremy.**

### **Legal Matters**

All legal matters, including agency appeals and agency compliance matters, will continue to be handled principally by Jeremy, with the assistance of the lawyers on the staff and others who may be able to assist in the projects.

### **Public Contacts**

For public contacts, Jeremy will take over principal responsibility after Tom's departure. Eileen will serve as the initial contact with the public. She will filter and sort the requests and pass them on to Jeremy.

### **Press and Congressional Affairs**

We are recruiting for an individual who can take over Tom's responsibilities in these areas.

### **Staffing**

There will be little change in staffing, although (as stated above) there will be somewhat new reporting relationships. On review matters, team leaders and analysts should report directly to me (or to Jeremy if I am not available). On research matters, you should report directly to Jeremy. Both the review process and the research projects are integral to our work and analysts should continue to take both aspects of their work seriously. If anyone believes that they are being pulled in two different directions at the same time, please talk to me or to Jeremy and we will see that the

matter is resolved.

The CIA team includes Mary (until her departure), Bob, Manuel, Michelle, and Irene -- with occasional support from Chris. The FBI team includes Phil, Joan, Laura, and Kevin. The military team includes Tim and Chris, with support from Doug on several specific matters. We expect that three new analysts will be coming on board soon. They will be assigned to the FBI and the military teams. With regard to research and Congressional matters, Joe, Doug, [Eric, Dave?] and Brian will be working principally with Jeremy.

Dave and Eric will report directly to me [or to Jeremy] and will continue to provide their wide array of investigative and research skills to both review and research activities.

Cathy will continue to provide support for Jeremy, team leaders, and analysts. She also will be assuming increasing responsibility for the *Federal Register* and for Board meetings.

For leave slips, analysts should continue to clear their leaves with their team leader and have either me or Jeremy sign. Team leaders as well as Eric and Dave should have either me or Jeremy sign.