

DATE: 11-14-2017

JFK Assassination System
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Memorandum



Dep. Dir. _____
 ADD Adm. _____
 ADD Inv. _____
 Asst. Dir.:
 Adm. Servs. _____
 Crim. Inv. _____
 Ident. _____
 Info. Mgnt. _____
 Insp. _____
 Intell. _____
 Lab. _____
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 Training _____
 Cong. Affs. Off. _____
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 Int. Affs. _____
 Off. of Public Affs. _____
 Telephone Rm. _____
 Director's Office _____

To : Messrs. York ^{WJ} Potts ^{LAP/8} Date 6/19/92
 Kennedy ^{WA} Bayse ^{WJ/C}
 Gilbert ^{WJ/C} Collingwood ^{WJ/C}
 From : *[Signature]* G. Norman Christensen *[Signature]*
 Subject : S.J. RES. 282
 H.J. RES. 454
 "ASSASSINATION MATERIALS DISCLOSURE ACT OF 1992"

Enclosed is a copy of G. Norman Christensen to Mr. Greenleaf memorandum dated 5/22/92 captioned as above.

The Director has decided and advised Congress that all material concerning the assassination of President John F. Kennedy (JFK) not previously requested under the Freedom of Information Act and placed in the FBIHQ Reading Room would be reviewed. Due to our present budgetary constraints, Mr. Greenleaf wanted to have a Task Force handle this project with the least amount of funds being used.

To accomplish this, it was decided that former Freedom of Information-Privacy Acts Analysts would comprise the JFK Task Force and conduct this review. These people will be needed in the next couple of weeks. On Pages 6 and 7 of the enclosed memorandum, you will find a listing of employees in your respective Divisions and Office that will be used on the Task Force.

Please have your respective personnel contact Section Chief Kevin O'Brien's office, extension 3625, to determine the exact time period they will need to report to work on this Task Force.

ENCLOSURE
Enclosure

62A-HQ-1029205

- 1 - IMD Front Office
- 1 - Mr. O'Brien
- 1 - Mr. Morey
- 1 - Mr. Schiman

GLS:lag *lag* (5)

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED
 DATE 7/9/98 BY 5668 SLS/mde
 (JFK)

62A-HQ-1029205-15

Memorandum



Dep. Dir. _____
 ADD Adm. _____
 ADD Inv. _____
 Asst. Dir.:

- Adm. Servs. _____
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- Off. of Public Affs. _____
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- Director's Office _____

To : Mr. Greenleaf

Date 5/22/92

From : *[Signature]* G. Norman Christensen

Subject : S.J. RES. 282
 H.J. RES. 454
 "ASSASSINATION MATERIALS DISCLOSURE ACT OF 1992"

PURPOSE: To make recommendations for additional activities by the Bureau in anticipation of the passage of captioned legislation or similar legislation.

RECOMMENDATIONS: (1) That 20 summer employees be assigned for 12 weeks to the FOIPA Section to work on the project.

APPROVED: _____

Director: *[Signature]* _____

Asst. Dir.:

- Adm. Servs. _____
- Crim. Inv. _____
- Ident. _____
- Info. Mgmt. _____
- Insp. _____
- Intell. _____
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(2) That approval be given for two groups of 20 FOIPA analysts from field offices to be temporarily assigned to the FOIPA Section, each group for 8 weeks, one after the other, and separate funding be established by Administrative Services Division for the associated travel, lodging and per diem expense in the amount of \$529,420.

APPROVED: _____

Director: *[Signature]* _____

Asst. Dir.:

- Adm. Servs. _____
- Crim. Inv. _____
- Ident. _____
- Info. Mgmt. _____
- Insp. _____
- Intell. _____
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- 62A-HQ-1029205
- 1 - Mr. Clarke
- 1 - Mr. Greenleaf
- 1 - Mr. Christensen
- 1 - Mr. Kennedy (Attn: Mr. Ping)
- 1 - Mr. Davis
- 1 - Mr. Stoops
- 1 - Mr. Collingwood
- 1 - Mr. O'Brien

** This cannot be approved until we determine where funding will come from re current pers. camp shortfall.*

[Signature]
5/21/92

JKO:kaw/pdh (8)

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 DATE 7/9/88 BY SP6/85/ndc (CONTINUED-OVER)
 (JFK)

SEE IMD ADDENDUM PAGE 6

SEE ASD ADDENDUM, PAGE(S) 10

62A-HQ-1029205-15
 ENCLOSURE

DATE: 11-14-2017

Memorandum from G. Norman Christensen to Mr. Greenleaf,
dated 5/22/92

Re: S.J. RES. 282

H.J. RES. 454

"ASSASSINATION MATERIALS DISCLOSURE ACT OF 1992"

ADDENDUM: Information Management Division (IMD), 6/8/92, JKO:kaw

In order to save on expenses, in lieu of recommendation number 2, IMD recommends that personnel who previously worked as analysts in the FOIPA Section, but are now employed elsewhere in FBIHQ, be temporarily assigned to the FOIPA Section to process the documents which will have been identified by summer employees as not previously processed under the FOIA, plus other documents not previously processed (the activities are set forth in Phase 1, item 4, on pages 3-4 of the 5/22/92 memorandum). The FOIPA Section has identified 23 such employees, and their Division of assignment as follows:

Identification Division

Nancy Marie Iazzetta
Milton Laughland Jr.
Terrace J. Peters
Pamela Sauer

Administrative Services Division

Elaine Warner Garcia
Reggie J. Morgison

Information Management Division

Barbara L. Hatch
Lynda Welborn Poll
William Shackelford
Debra Joy Weierman
Shirley I. Wiles

Intelligence Division

Elizabeth Rae Beers
Willis A. Newton

CJ-5
CJ-4

Criminal Investigative Division

Perry L. Baker
Peggy T. Girard
Keith E. Halsey
Robert E. Prososky
Fred R. O'Hara
Carol Ann Stroud
Steven D. Strunk
Kathleen A. Ruzicka

Memorandum from G. Norman Christensen to Mr. Greenleaf,
dated 5/22/92
Re: S.J. RES. 282
H.J. RES. 454
"ASSASSINATION MATERIALS DISCLOSURE ACT OF 1992"

ADDENDUM: Information Management Division (IMD), 6/8/92, JKO:kaw

Technical Services Division
Richard A. Ploshay

Office of Public Affairs
Margaret M. Tremblay

The Section proposes that 20 of these employees be temporarily assigned to this project for an 8 week period beginning in July. Thereafter, an assessment will be made as to how personnel will be obtained for the second eight week period, tentatively scheduled to begin in September, which is mentioned in recommendation number 2. It is possible that some field analysts may be required to fill personnel needs, but the progress of the work and budgetary constraints will be important factors in any recommendation.

To capture costs of this project, a separate cost code, 1581, has been obtained. Salaries will be paid out of the existing general FBI budget, since employees would be on board although in other assignments, if this project did not exist. However, other costs, such as overtime, supplies, and equipment will need designated funding.

We are unable to assess overtime needs now, but will do so as the project progresses.

In order to make maximum use of summer employees now, we believe that ten or more, with college experience, can be used on the project, if available.

Supplies such as paper, pencils, folders, etc., have been obtained from existing stock, and will be replenished as needed. The initial cost is \$1,492.54.

Computer equipment (6 desktop computers and 2 laser jet printers) has been requested. Its cost would be approximately \$33,000.