

DATE: 11-14-2017

JFK Assassination System
Identification Form

Date: 3/31/201

Agency InformationAGENCY : FBI
RECORD NUMBER : 124-10368-10144

RECORD SERIES : HQ

AGENCY FILE NUMBER : 62C-HQ-1029205-63

Document Information

ORIGINATOR : FBI
FROM : OCONNOR
TO : BAUGH

TITLE :

DATE : 08/10/1993
PAGES : 5

SUBJECTS :

JFKARCA OF 1992

DOCUMENT TYPE : PAPER, TEXTUAL DOCUMENT
CLASSIFICATION : Unclassified
RESTRICTIONS : 3
CURRENT STATUS : Redact
DATE OF LAST REVIEW : 02/11/1999

OPENING CRITERIA : INDEFINITE

COMMENTS :

Memorandum



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ADD Inv.	_____
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To: *WES* Mr. Baugh
 From: *TTC* Inspector Terry T. O'Connor
 Subject: ^① JFK PROJECT TASK FORCE
PERSONNEL REQUIREMENTS
 Date: ³²¹ 8/10/93

PURPOSE: To discuss changes in the staffing of two facets of the JFK Task Force: the processing of documents and the production of the Identification Aid (IA).

SYNOPSIS: Instant memorandum explains the need to reconfigure the JFK Task Force. The Oswald file team would be reduced from 14 people to six people. The team working on the JFK Assassination file would be reduced from 20 people to nine people. The team producing IAs would be enlarged from eight to 23 people.

RECOMMENDATION: None. For information.

APPROVED: _____
 Director _____
 Dep. Dir. _____
 ADD-Adm. _____
 ADD-Inv. _____

Adm. Servs. _____
 Crim. Inv. _____
 Ident. _____
 Info. Mgmt. _____

Inspection _____
 Intell. _____
 Lab. _____
 Legal Coun. _____
 Tech. Servs. _____

Off. of EEO Affs. _____
 Off. of Liaison & Int. Affs. _____
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 TQM Off. _____

DETAILS: At present the JFK Task Force (JFKTF) uses eight senior analysts to review the work of 28 individuals who are doing the initial processing of files. Set forth below is a discussion of the fact that the number of people processing the documents in our JFK-related files can be reduced at this point in time so that some task force members can return to their previous assignments.

- 62A-HQ-1029205
- 1 - Mr. Pomerantz (Attn: Mr. Gulotta), Room 6012 .
- 1 - Mr. Baugh, Room 5829.
- 1 - Mr. Stoops, Room 5829
- 1 - Mr. Schiman, Room 5368
- 1 - Mr. O'Brien, Room 6296
- 1 - Mr. O'Connor, Room 4867
- 1 - Mr. Harmon, Room 6712

PGH:vls (8)

62A-HQ-1029205-63

6712-Harmon (CONTINUED-OVER)

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED
 DATE 7/15/98 BY 50683/MLK
 GFA

Memorandum from Inspector Terry T. O'Connor to Mr. Baugh
Re: JFK Project
Personnel Requirements

Oswald File Team

There are 14 people currently working on the Oswald file:

Barbara Arnold	Carlos D. Ebron
Deborah A. Beatty	Becky Cummings
John T. Gorman	Elizabeth A. Buttgen
Darlene Dunning	Cora Nellie Gill
Arnita Singleton	Darlene Norman
James Holmes	Barbara D. Morisi
Julia Jenkins	Michael L. Overton

At present we only need six people for the Oswald Team due to the fact that we are approaching the conclusion of our reprocessing of the preprocessed material produced in 1978 for the FOIPA Reading Room. Aside from the two FOIPA analysts (Arnold and Beatty) the four individuals who could best participate in the document review are:

John T. Gorman	Consolidation Unit
Darlene Dunning	Consolidation Unit
Arnita Singleton	Archival Unit
James Holmes	SASAU-ASD

The eight people who would conclude their service on the JFK Task Force and who would receive a performance appraisal immediately are:

Julia A. Jenkins	Barbara D. Morisi
Carlos D. Ebron	E. Darlene Norman
Becky Cummings	Cora Nellie Gill
Michael L. Overton	Elizabeth A. Buttgen

JFK Assassination Team

There are 20 people working on the JFK Assassination file at present. For the immediate future this work will require only nine people (including the two people working at night) due to the fact that we are approaching the conclusion of our

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reprocessing of the preprocessed material produced in 1978 for the FOIPA Reading Room. The 20 people working on this file are:

Mary Henderson	Brenda Reid
LuAnn M. Wilkins	Pearline Wells
Eleanora H. Glenn	Cheryl Merritt
Tamika Anderson	Jackie Andrews
Christine A. Kowalick	Ocena Crabtree
Jim Puglisi	Sheila Daney
Rebecca Flake	Vernonia Kline
Viola Humphries	Barbara Pettigrew
Marge Jones	Denise Wells
Shirley Ketchens	Joe-Leschia Alston

At present we need only nine people for the JFK Assassination file team due to the fact that we are approaching the conclusion of our reprocessing of the preprocessed material produced in 1978 for the FOIPA Reading Room. Aside from the three FOIPA analysts (Henderson, Glenn, and Wilkins) the six individuals who could best participate in the document review are:

Tamika Anderson	Special File Room
Christine A. Kowalick	Special File Room
Brenda Reid	Archival Unit
Pearline Wells	Archival Unit
Jim Puglisi	Archival Unit
Cheryl Merritt	File Services Unit

The 11 people who would conclude their service on the JFK Task Force and who would receive a performance appraisal or a memorandum of performance immediately are:

Jackie Andrews	IPSU
Sheila Daney	IPSU
Rebecca Flake	IPSU
Barbara Pettigrew	IPSU
Shirley Ketchens	Special File Room
Denise Wells	Special File Room
Joe-Leschia Alston	Special File Room
Ocena Crabtree	Archival Unit
Viola Humphries	Archival Unit
Margie Jones	Archival Unit
Vernonia Kline	Archival Unit

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