

CONFIDENTIAL

DDO
OLC RECORD COPY

OLC 78-2090
6 June 1978

MEMORANDUM FOR: Deputy Director for Operations

FROM : S. D. Breckinridge
: Principal Coordinator HSCA

SUBJECT : DO Support for HSCA


1. We spoke previously the other day, in principle, about the need for manpower to eliminate the backlog on HSCA requests. As I have gotten into it, there is a question of both organization and manpower and this memorandum presumes to suggest how it might be handled.
2. At present, Norbert Shepanek serves under the SA/DO/O as the Directorate focal point for HSCA requests. Russell Holmes resides in CI Staff with the so-called Oswald files; he also has come to serve as the central file point in the DDO for classified documents assembled for review in response to HSCA requests.
3. Shep currently has the support of a secretary. His space consists of his own office and reception area, and a reading area for HSCA investigators with four offices and an outer office space. Russ has one Ops Officer and one IA. Russ has three offices, including a large outer office area. In essence, Shep and Russ have come to work as a team, looking to Bill Sturbitts in LA Division to provide the support on the area of largest interest.
4. There are some 250 unfulfilled requests dating back to January. Reportedly, the larger share of this backlog is in IMS. DCD, by virtue of its physical separation, presents a special problem in terms of timely response.
5. It is understood that SA/DO/O is being reorganized with Don Gregg to serve as Eloise Page's Deputy, possibly affecting Shep's physical location.
6. Given the foregoing, and my evaluation of current and future needs, I have the following to suggest:
 - a. Shep Shepanek and Russ Holmes be considered a unit to serve as DO focal point and expeditors, with file and reading areas for DO support of the HSCA.

MORI/CDF Document ID 305155

CONFIDENTIAL

CONFIDENTIAL

- b. Shep and Russ be responsible exclusively for HSCA support.
 - c. Shep and Russ retain their present or equivalent space.
 - d. Shep and Russ remain subordinate to Don Gregg and Eloise Page for purposes of having some senior support for requirements.
 - e. Shep and Russ have an initial staff of five -- one secretary, two clericals, two IA's.
 - f. Bill Sturbitts be given one full-time IA, experienced in Cuban materials, to work exclusively on HSCA requests.
 - g. Shep and Russ have authority to establish priorities for research and assembling of files, and for sanitization of those notes of HSCA investigators to be transmitted out of the Headquarters Building. IMS should give first priority to backlog requests until completed, and adjust the priority thereafter to insure reasonable currency.
 - h. As this is a preliminary estimate, it should be understood that additional personnel may be identified as needed for assignment to this work. For instance, if we have to keep open the reading area after normal hours, additional personnel will have to be made available.
7. I would like to be able to work directly with this little unit, in order to stay apprised of how things develop. I would also like to be in a position to work with Shep and Russ in developing procedures that will insure the best response feasible.
8. As the HSCA charter expires at the end of this year, with the resulting work requirements probably intensifying as we approach the end of the investigation, it would be appreciated if both Shep and Russ would remain available on a full-time basis until the end of the year; I understood that Shep plans to retire the end of December, while Russ' present plans call for his retirement at the end of September.


S. D. Breckinridge

Distribution:
Orig - Adse
1 - OLC/Subj
1 - OLC/Chrono
OLC/SDB/ksn (5 Jun 78)

CONFIDENTIAL