

UNITED STATES DEPARTMENT OF JUSTICE

OFFICE OF PROFESSIONAL RESPONSIBILITY  
WASHINGTON, D.C. 20530

MAY 24 1976

TO: Rudolph W. Giuliani  
Associate Deputy Attorney General

*Mike*

FROM: Michael E. Shaheen, Jr., Counsel  
Office of Professional Responsibility

SUBJECT: Assignment of Secretarial and Paralegal Personnel  
to Martin Luther King Task Force

I have attached several memoranda which, when read chronologically, are self-explanatory. In his May 24, memorandum to me, Robert Dennis explains that in conversation with Acting Executive Officer, Harry Fair, of the Civil Rights Division, Mr. Fair suggested that I "coordinate" the release of the three civil rights employees with Jim Turner. Before receipt of Dennis' memo, however, while talking to Mr. Fair today about another matter, he advised me that additional details of Civil Rights Division employees were not going to be allowed. I advised Mr. Fair that the Deputy Attorney General was responsible for decisions of this sort and that I was not the appropriate person with whom to discuss these matters.

You should know that the Martin Luther King Review is progressing nicely and that the only threat to that continued progress comes from having no secretarial assistance and inadequate staff of paralegals in assistance. (There is no problem with Ms. Hope Byrne and her detail). But we do enlist your assistance in giving the Task Force immediate relief in the form of secretarial help. I shall appreciate your early attention (and success) in resolving this problem. The individuals from Civil Rights who are named in Mr. Dennis' memo are available to assist if you can secure their detail. (The Task Force has had no secretarial assistance for the full month of its existence). Help!



MAY 18 1976

TO: Michael E. Shaheen, Jr., Counsel  
Office of Professional Responsibility

FROM: Fred G. Folsom, Leader  
Martin Luther King Review Task Force

SUBJECT: Assignment of Secretarial and Paralegal Personnel

It is requested that Linda Ramsberg and Carole Kosack be immediately assigned as our principal secretaries. We would hope that they will be familiar with transcription work and be able to take charge of the "housekeeping" operations for our task force.

We have immediate need of more assistance to collect data and do research in several areas emerging from our review. Miss Hope Byrne, research analyst, has reported for parttime work and expects to begin full time next week. From the list of other qualified paralegals supplied to us last week it is requested that Elizabeth Dunigan be assigned to begin work as soon as she can be processed.

MAY 18 1976

TO: Robert L. Dennis; Director  
Operations Support Staff  
Office of Management and Finance

FROM: Michael E. Shaheen, Jr., Counsel  
Office of Professional Responsibility

SUBJECT: Attached Memorandum from Fred G. Folsom

I have attached a memorandum to me from Fred G. Folsom, Leader, Martin Luther King Review Task Force, which is self-explanatory. I would appreciate your early assistance in effecting the requested personnel assignments.

*copy to Folsom 5/19/76*

MEMORANDUM

# Memorandum

TO : Michael E. Shaheen, Jr.  
Counsel  
Office of Professional Responsibility

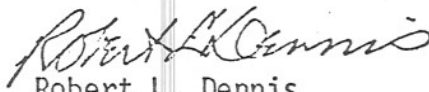
FROM : Office of Management and Finance  
Operations Support Staff

SUBJECT: Assignment of Secretarial and Paralegal Personnel to the  
Martin Luther King Review Task Force

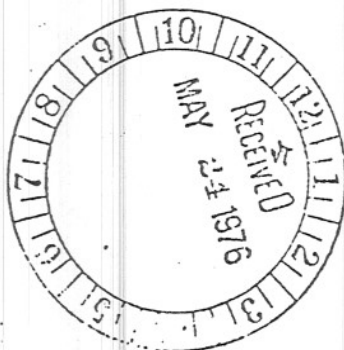
DATE: MAY 24 1976

This is in response to your memorandum dated May 18, 1976, requesting the assistance of the Operations Support Staff in obtaining personnel for the Martin Luther King Review Task Force.

The memorandum you attached from Mr. Fred Folsom, the task force leader, identified four employees who he requested to work on the project. According to the Executive Assistant of the Criminal Division, Mr. James Muskett, Miss Hope Byrne will be working on task force matters part-time for the next several weeks and then will be able to devote full time to the project. The other three employees, Mes. Linda Ramsberg, Carole Kosack, and Elizabeth Dunigan are in the Civil Rights Division and my staff has talked with the Acting Executive Officer, Mr. Harry Fair, about releasing them for the task force. Mr. Fair, however, suggested that you coordinate their release directly with Mr. James Turner, Deputy Assistant Attorney General of the Civil Rights Division.



Robert L. Dennis  
Director



5010-110

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

# Memorandum

TO : J. Stanley Pottinger  
Assistant Attorney General  
Civil Rights Division

FROM : Rudolph W. Giuliani  
Associate Deputy Attorney General *RG*

SUBJECT: Martin Luther King Task Force

DATE: June 2, 1976

There has been some confusion as to the assignment of secretaries and a research assistant to the King Task Force. I understand that you have discussed this matter with the Deputy and he has decided that two secretaries and a research assistant should be detailed from your division to the Task Force. Our tardiness in settling this matter has already delayed the work of the Task Force so could you have these three individuals detailed immediately. Mike Shaheen has discussed the three particular individuals with Harry Fair--Elizabeth Dunigan, Linda Ramsberg and Carole Kosack.

cc: Glen E. Pommerening  
Assistant Attorney General  
Administration

Michael E. Shaheen, Jr.  
Counselor, Office of  
Professional Responsibility

