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document clearinghouse in the world. The research efforts here are  
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# File #:

62-HQ-116464

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# Serial Scope:

34 thru 50, 51, 52 thru 54

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Released under the John F. Kennedy Assassination Records Collection Act of 1992 (44 USC 2105-  
Note). Case#:NW 55321 Date: 11-13-2017





OFFICE OF THE DEPUTY ATTORNEY GENERAL  
WASHINGTON, D.C. 20530

September 11, 1975

*M*

TO: John A. Mintz, Assistant Director  
Legal Counsel Division  
Federal Bureau of Investigation

FROM: Michael E. Shaheen, Jr.  
Special Counsel for Intelligence  
Coordination

SUBJECT: House Select Committee Request

Attached is a letter dated September 5, 1975, from the House Select Committee which requests information of the FBI. Please prepare an appropriate response.

*7C*

AT 100

cc: Paul Daly

REC-16

*62-116464-54*

5 SEP 16 1975

*1-Ad Hoc* | ENCLOSURE

*5-P*



79 SEP 17 1975

274-10005

OTIS G. PIKE, H. Y., CHAIRMAN

ROBERT N. GIAMPO, CONN.  
JAMES V. RYAN, OHIO  
RONALD V. DELLUMS, CALIF.  
MORCAN F. MURPHY, ILL.  
LES ASPIN, WIS.  
DALE MILFORD, TEX.  
PHILIP H. HAYES, IND.  
WILLIAM LEHMAN, FLA.

ROBERT MCCLORY, ILL.  
DAVID C. TROEN, LA.  
JAMES P. JOHNSON, COLO.  
ROBERT W. KASSEN, JR., WIS.

A. SEARLE FIELD, STAFF DIRECTOR  
AARON D. D'AMICO, COUNSEL

TELEPHONE: (202) 225-9751

Select Committee on Intelligence  
U.S. House of Representatives  
Washington, D.C. 20515

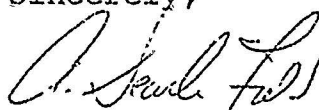
September 5, 1975

Mr. Michael Shaheen, Jr.  
Special Counsel for  
Intelligence Coordination  
Office of the Deputy Atty. Gen.  
Washington, D.C. 20530

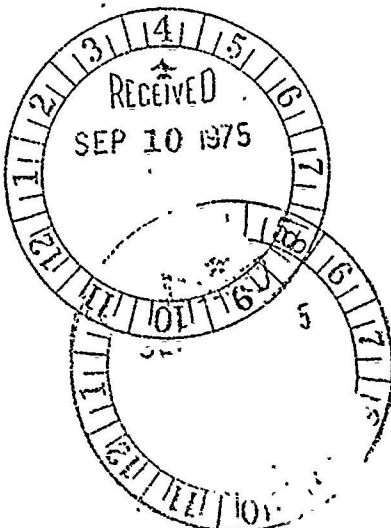
Dear Mr. Shaheen:

On August 28, 1975 Ms. Sheketoff requested telephonically of Mr. Paul Saly some information from the FBI. This is to confirm in writing our Committee's request for: Who ordered a background check done on Everett Howard Hunt in July 1971 for a White House position and who received the completed background check.

Sincerely,



A. Searle Field  
Staff Director



OFFICE OF LEGISLATIVE AFFAIRS

DEPUTY ATTORNEY GENERAL	
DEPARTMENT OF JUSTICE	
8	SEP 8 1975
R.A.G.	
OFFICE OF LEGISLATIVE AFFAIRS	
DEPUTY ATTORNEY GENERAL	

ENCLOSURE

62-116464-54

274-10005



OFFICE OF THE DEPUTY ATTORNEY GENERAL  
WASHINGTON, D.C. 20530

SEP 5 1975

Mr. A. Searle Field, Staff Director  
Select Committee on Intelligence  
U. S. House of Representatives  
Washington, D. C. 20515

Dear Mr. Field:

*Houstudy - '75*

*1/10/75 JSA  
Searle (info)*

This is in reference to your two letters to me dated August 27, which request FBI materials relative to Donald Uffinger and Richard Bast, and interviews with five special agents of the FBI. While your letter did not mention the subject of the interviews with the FBI agents, we assume that the subject concerns Mr. Bast and Mr. Uffinger.

As you may know, this Department is involved in litigation with Mr. Bast in the District Court of the District of Columbia styled Bast v. Kelley. Departmental policy precludes release of information which may impair the Department's position in any pending litigation. Your requests also touch upon matters which are currently the subject of a criminal investigation by the Department. Department of Justice policy precludes release of information which may impede any ongoing Departmental investigation. Certain exceptions to these policies have been made for the Senate Select Committee when special arrangements have been agreed to which ensure that neither the Department's litigative position nor its criminal investigation will be jeopardized. We would be pleased to discuss such special arrangements relative to the pending litigation and ongoing investigation with you or your staff at your convenience.

REC-16  
Sincerely,

*Michael E. Shaheen*

MICHAEL E. SHAHEEN, JR.

Special Counsel for Intelligence Coordination

5 SEP 16 1975

cc: ✓ John Mintz

*5 - Mr. [unclear]  
4063 JEA*

*Frb  
62-116464*

79 SEP 17 1975



OFFICE OF THE DEPUTY ATTORNEY GENERAL  
WASHINGTON, D.C. 20530

September 5, 1975

TO: John A. Mintz, Assistant Director  
Legal Counsel Division  
Federal Bureau of Investigation

FROM: Michael E. Shaheen, Jr.  
Special Counsel for Intelligence  
Coordination

SUBJECT: House Select Committee Request

Attached is a letter from the House Select Committee dated August 22, which was received by this Office on September 4. The letter requests copies of various sections of the FBI Manual of Instructions. Please arrange for an appropriate and timely response.

cc: Paul Daly

9/9/75 assigned Johnson (secs 107, 108, 130) <sup>being furnished HSC 9/10/75 in</sup>  
HSC response to letter dated 8/19/75. ST 109

REC-37 62-116464-52

9/9/75 @ 8:45 AM Downer called for clarification of secs 10 + 11 (AM)

9/9/75 @ 9:45 AM Vermeire called with indicated clarification (PM)

ENCLOSURE

12 SEP 10 1975

79 SEP 11 1975  
1-11140e  
9-8-75

Please file  
62-116464



#C391

OTIS G. PIKE, N. Y., CHAIRMAN

ROBERT N. DIAZ, CONN.  
JAMES V. STANTON, OHIO  
RONALD V. DELLUMS, CALIF.  
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DALE MILFORD, TEX.  
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WILLIAM LEHMAN, FLA.

ROBERT MCCLORY, ILL.  
DAVID C. TREEN, LA.  
JAMES P. JOHNSON, COLO.  
ROBERT W. KASTEN, JR., WIS.

A. SEARLE FIELD, STAFF DIRECTOR  
AARON B. DONNER, COUNSEL

TELEPHONE: (202) 225-9751

Select Committee on Intelligence  
U.S. House of Representatives  
Washington, D.C. 20515

August 22, 1975

Mr. Michael E. Shaheen, Jr.  
Special Counsel for Intelligence Coordination  
U.S. Department of Justice  
Washington, D. C. 20530

AUG 23 11 22 AM '75  
DEPT OF JUSTICE

Dear Mr. Shaheen:

This is to request the following sections in the  
FBI Manual of Instructions:

- Uniform Crime Reporting TM*
1. Section 10-D: ~~Guidelines for FBI Investigations~~
  2. Section 11-~~CND~~: *C and D TM*
  3. Section 27: Civil Rights
  4. Section 28: Civil Rights Act of 1964
  5. Section 36: Espionage
  6. Section 76: Obstruction of Justice
  7. Section 87: Investigation of Subversive Agencies and Individuals
  8. Section 102: Coordination with Other Government Agencies -- Director's agreements
  9. Section 105:
  - ✓ 10. Section 107: Internal Security Informants and Confidential Sources
  - ✓ 11. Section 108: Criminal Informants
  12. Section 109: Prosab
  13. Section 122: Extremists and Civil Unrest

62-116464-52

ENCLOSURE

OFFICE OF LEGISLATIVE AFFAIRS  
DEPUTY ATTORNEY GENERAL  
FED. BU. OF INVEST.

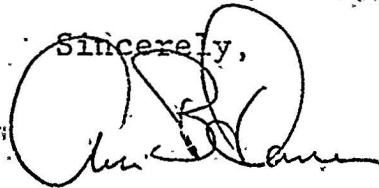
CIVIL RIGHTS DIV.	
DEPARTMENT OF JUSTICE	
8	AUG 25 1975
R.A.O.	
OFFICE OF LEGISLATIVE AFFAIRS DEPUTY ATTORNEY GENERAL	

Mr. Michael E. Shaheen  
August 22, 1975  
Page 2

✓ 14. Section 130: Extremists, Informants and Sources

Thank you for your consideration in this matter.

Sincerely,

A handwritten signature in dark ink, appearing to read "Aaron Donner", is written over the word "Sincerely,".

Aaron Donner  
Counsel to the Committee



QTIS J. PIKE, N. Y., CHAIRMAN

ROBERT N. GIAMMO, CONN.  
JAMES V. STANTON, OHIO  
RONALD V. DELLUM, CALIF.  
MORGAN F. MURPHY, ILL.  
LES ASPIN, WIS.  
DALE MILFORD, TEX.  
PHILIP H. HAYES, IND.  
WILLIAM LEHMAN, FLA.

ROBERT MCCLORY, ILL.  
DAVID C. TREEN, LA.  
JAMES P. JOHNSON, COLO.  
ROBERT W. KASTEN, JR., WIS.

A. SEARLE FIELD, STAFF DIRECTOR  
AARON B. DONNER, COUNSEL

TELEPHONE: (202) 225-9751

Select Committee on Intelligence  
U.S. House of Representatives  
Washington, D.C. 20515

August 29, 1975

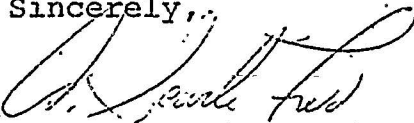
Mr. Michael E. Shaheen, Jr.  
Special Counsel for  
Intelligence Coordination  
Office of the Deputy. Atty. Gen.  
Washington, D.C. 20530

Dear Mr. Shaheen:

In order to facilitate our investigation  
of the F. B.I. pursuant to House Res. 591  
94th Congress, we request delivery of  
sections 107, 108 and 130 of the F.B.I.  
Manual of Instructions.

Thank you for your cooperation.

Sincerely,



A. Searle Field  
Staff Director

cc: Uhlmann



62-116467-51  
**ENCLOSURE**

1

ROBERT N. GLAIMO, CONN.  
JAMES V. STANTON, OHIO  
RONALD V. DELLUMS, CALIF.  
MORGAN F. MURPHY, ILL.  
LES ASPIN, WIS.  
DALE MILFORD, TEX.  
PHILIP H. HAYES, IND.  
WILLIAM LEHMAN, FLA.

ROBERT M. LORY, ILL.  
DAVID C. GREEN, LA.  
JAMES P. JOHNSON, COLO.  
ROBERT W. KASTEN, JR., WIS.

A. SEARLE FIELD, STAFF DIRECTOR  
AARON B. DONNER, COUNSEL

TELEPHONE: (202) 225-9751

Select Committee on Intelligence  
U.S. House of Representatives  
Washington, D.C. 20515

September 2, 1975

Mr. Michael E. Shaheen  
Special Counsel for Intelligence  
Coordination  
Office of the Deputy Atty. Gen.  
Washington, D.C. 20530

Dear Mr. Shaheen:

In order to facilitate our investigation of the FBI pursuant to H. Res. 591 94th Congress, we request delivery of the following material at your earliest convenience.

1) Any and all files, reports and materials dealing with the "threatening note" received by the Dallas FBI Field Office from Lee Harvey Oswald in November 1963. This is the note referred to in recent newspaper reports of the Dallas Times Herald. The note was allegedly destroyed by FBI personnel.

Please arrange an interview between Attorneys Richard Vermeire and James B. F. Oliphant of our committee and FBI Special Agent James P. Hosty. We request that this interview be in Washington, D.C. in the very near future.

Sincerely,

*A. Searle Field*  
A. Searle Field  
Staff Director



cc: Whitmann

274-10004

OTIS G. PIKE, N. Y., CHAIRMAN

ROBERT M. GAIANO, CONN.  
JAMES V. STANTON, OHIO  
RONALD V. DELLUMS, CALIF.  
MORGAN F. MURPHY, ILL.  
LES ASPIN, WIS.  
DALE MILFORD, TEX.  
PHILIP H. HAYES, IND.  
WILLIAM LEHMAN, FLA.

ROBERT MCCLORY, ILL.  
DAVID C. TREEN, LA.  
JAMES P. JOHNSON, COLO.  
ROBERT W. KASTEN, JR., WIS.

A. SEARLE FIELD, STAFF DIRECTOR.

AARON B. DONNER, COUNSEL

TELEPHONE: (202) 225-9751

Select Committee on Intelligence  
U.S. House of Representatives  
Washington, D.C. 20515

September 2, 1975

Mr. Michael E. Shaheen  
Spec. Counsel for Int. Coodin.  
Office of the Deputy Atty. Gen.  
Washington, D.C. 20530

Dear Mr. Shaheen:

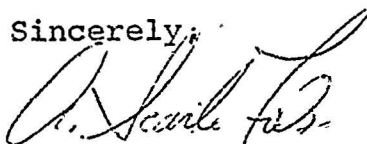
In order to facilitate our investigation of the FBI, pursuant to H. Res. 591 94th Congress, we request delivery of the following material at your earliest convenience.

1) Any and all files, reports and materials dealing with an allegedly illegal interception of telephonic conversations at the Spencer, West Virginia Post Office. These alleged offenses occurred from 1973 through July 1975.

2) Any and all files, reports and material regarding former Spencer, West Virginia Postmaster Hamilton.

Thank you for your cooperation.

Sincerely,



A. Searle Field  
Staff Director



cc: Uhlmann

ENCLOSURE

62-116464 51

III

OTIS G. PIKE, N. Y., CHAIRMAN

ROBERT N. GIAMMO, CONN.  
JAMES V. STANTON, OHIO  
RONALD W. DELLUMS, CALIF.  
MORGAN F. MURPHY, ILL.  
LES ASPIN, WIS.  
DALE MILFORD, TEX.  
PHILIP H. HAYES, IND.  
WILLIAM LEHMAN, FLA.

ROBERT MCCLORY, ILL.  
DAVID C. TREEN, LA.  
JAMES P. JOHNSON, COLO.  
ROBERT W. KASTEN, JR., WIS.

A. SEARLE FIELD, STAFF DIRECTOR  
AARON B. DONNER, COUNSEL

TELEPHONE: (202) 225-9751

Select Committee on Intelligence  
U.S. House of Representatives  
Washington, D.C. 20515

September 2, 1975

Mr. Michael Shaheen, Jr.  
Special Counsel for  
Intelligence Coordination  
Office of the Deputy Atty. Gen.  
Washington, D.C. 20530

Dear Mr. Shaheen:

The House Select Committee on Intelligence hereby requests the Attorney General to provide the committee with the following materials:

1. Copy of a recent memorandum from Director Kelley to the Attorney General concerning FBI "break-ins" for the National Security Agency prior to 1966.
2. A list of all domestic surreptitious entries or "break-ins" engaged in by the FBI for the National Security Agency or the service cryptologic agencies from 1961 to the present. Such a list should of course, include any entries where an ancillary purpose or result was the obtaining of materials for NSA or the service cryptologic agencies. Indicate as to each "break-in" whether it was done at the request of NSA or the service cryptologic agencies and whether employees of NSA or the military participated.
3. Copies of all memoranda concerning arrangements or agreements for such "break-ins" and results thereof.
4. A detailed description of the FBI involvement, either alone or in conjunction with NSA, in obtaining copies of diplomatic and other international printed messages from common carrier corporations here in Washington.

We would appreciate receiving this data at the earliest possible date.

Sincerely,

*A. Searle Field*  
A. Searle Field  
Staff Director

cc: Uhlmann



62-116464-51

IV



OFFICE OF THE DEPUTY ATTORNEY GENERAL  
WASHINGTON D.C. 20530

SEP 4 1973

TO: John A. Mintz, Assistant Director  
Legal Counsel Division  
Federal Bureau of Investigation

FROM: Michael E. Shaheen, Jr.  
Special Counsel for Intelligence  
Coordination

SUBJECT: House Select Committee Requests

Attached are four letters from the House Select Committee which request various material from the FBI. Please arrange for prompt compliance with these requests. If for any reason prompt compliance is not possible, please notify me immediately.

SE 109

41 ENCLOSURES

18-47



SEP 7 1973

ROBERT N. GIAIMO, CONN.  
JAMES V. STANTON, OHIO  
RONALD V. DELLUMS, CALIF.  
MORGAN F. MURPHY, ILL.  
LFS ASPIN, WIS.  
DALE MILFORD, TEX.  
PHILIP H. HAYES, IND.  
WILLIAM LEHMAN, FLA.

ROBERT MCGLORY, ILL.  
DAVID C. TREEN, LA.  
JAMES P. JOHNSON, COLO.  
ROBERT W. KASTEN, JR., WIS.

A. SEARLE FIELD, STAFF DIRECTOR  
AARON B. DONNEN, COUNSEL

TELEPHONE: (202) 225-9751

Select Committee on Intelligence  
U.S. House of Representatives  
Washington, D.C. 20515

August 29, 1975

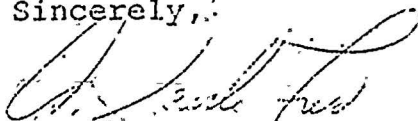
Mr. Michael E. Shaheen, Jr:  
Special Counsel for  
Intelligence Coordination  
Office of the Depty. Atty. Gen.  
Washington, D.C. 20530

Dear Mr. Shaheen:

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of the F. B.I. pursuant to House Res. 591  
94th Congress, we request delivery of  
sections 107, 108 and 130 of the F.B.I.  
Manual of Instructions.

Thank you for your cooperation.

Sincerely,



A. Searle Field  
Staff Director

cc: Uhlmann.



RECEIVED

OT 2 G. PIKE, N. Y., CHAIRMAN  
ROBERT N. GIAMMO, CONN.  
JAMES V. TANTON, OHIO  
RONALD V. DELLUMS, CALIF.  
MORGAN F. MURPHY, ILL.  
LES ASPIN, WIS.  
DALE MILFORD, TEX.  
PHILIP H. HAYES, IND.  
WILLIAM LEHMAN, FLA.  
ROBERT W. KASTEN, JR., WIS.

A. SEARLE FIELD STAFF DIR. C. I.  
AARON B. DOPNER, COUNSEL

TELEPHONE: (202) 225-9171

Select Committee on Intelligence  
U.S. House of Representatives  
Washington, D.C. 20515

September 2, 1975

Mr. Michael E. Shaheen  
Special Counsel for Intelligence  
Coordination  
Office of the Deputy Atty. Gen.  
Washington, D.C. 20530

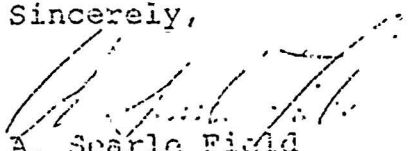
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1) Ray and all files, reports and materials dealing with the "threatening note" received by the Dallas FBI Field Office from Lee Harvey Oswald in November 1963. This is the note referred to in recent newspaper reports of the Dallas Times Herald. The note was allegedly destroyed by FBI personnel.

Please arrange an interview between Attorneys Richard Vermeire and James B. F. C. and one of our committee and FBI Special Agent James P. Hosty. We request that this interview be in Washington, D.C. in the very near future.

Sincerely,

  
A. Searle Field  
Staff Director



cc: Williams



274-15004

ROBERT N. GIAMMO, CONN.  
JAMES V. STANTON, OHIO  
RONALD V. DELLUMS, CALIF.  
MORGAN P. MURPHY, ILL.  
LEE ASPIN, WIS.  
DALE MILFORD, TEX.  
PHILIP H. HAYES, IND.  
WILLIAM LEHMAN, FLA.

ROBERT MCCLONY, LA.  
DAVID C. TREEN, LA.  
JAMES P. JOHNSON, COLO.  
ROBERT W. KASTCH, JR., WIS.

A. SEARLE FIELD, STAFF DIRECTOR  
AARON H. DONNER, COUNSEL

TELEPHONE: (202) 225-9751

Select Committee on Intelligence  
U.S. House of Representatives  
Washington, D.C. 20515

September 2, 1975

Mr. Michael E. Shaheen  
Spec. Counsel for Int. Coordination  
Office of the Deputy Atty. Gen.  
Washington, D.C. 20530

Dear Mr. Shaheen:

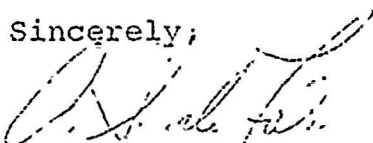
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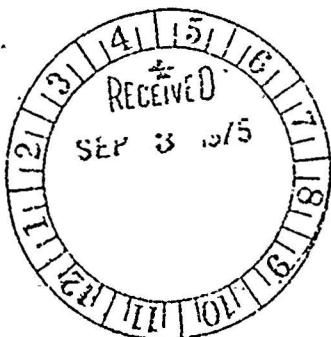
2) Any and all files, reports and material regarding former Spencer, West Virginia Postmaster Hamilton.

Thank you for your cooperation.

Sincerely,



A. Searle Field  
Staff Director



cc: Uhlmann

ROBERT J. GIVANO, CONN.  
JAMES V. STANTON, OHIO  
RONALD A. DE LUMS, CALIF.  
MORGAN J. MURPHY, ILL.  
LES ASPIN, WIS.  
DALE MILFORD, TEX.  
PHILIP H. HAYES, IND.  
WILLIAM LEHMAN, FLA.

ROBERT MCCLORY, ILL.  
DAVID C. TREEN, LA.  
JAMES P. JOHNSON, COLO.  
ROBERT W. KASTEN, JR., WIS.

Select Committee on Intelligence  
U.S. House of Representatives  
Washington, D.C. 20515

September 2, 1975

Mr. Michael Shaheen, Jr.  
Special Counsel for  
Intelligence Coordination  
Office of the Deputy Atty. Gen.  
Washington, D.C. 20530

Dear Mr. Shaheen:

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2. A list of all domestic surreptitious entries or "break-ins" engaged in by the FBI for the National Security Agency or the service cryptologic agencies from 1961 to the present. Such a list should of course, include any entries where an ancillary purpose or result was the obtaining of materials for NSA or the service cryptologic agencies. Indicate as to each "break-in" whether it was done at the request of NSA or the service cryptologic agencies and whether employees of NSA or the military participated.
3. Copies of all memoranda concerning arrangements or agreements for such "break-ins" and results thereof.
4. A detailed description of the FBI involvement, either alone or in conjunction with NSA, in obtaining copies of diplomatic and other international printed messages from common carrier corporations here in Washington.

We would appreciate receiving this data at the earliest possible date.

Sincerely,

*A. Searle Field*  
A. Searle Field  
Staff Director

cc: *Uhlmann*



UNITED STATES GOVERNMENT

# Memorandum

TO : Mr. Gallagher *[initials]*

FROM : L. E. Rhyne *[initials]*

SUBJECT: HOUSE SELECT COMMITTEE REQUEST

DATE: September 3, 1975

1 - Mr. Gallagher  
1 - Mr. O'Connell  
1 - Mr. Rhyne  
1 - Mr. Warnken  
1 - Mr. Wannall  
(Attn: Mr. McNiff)

Assoc. Dir. \_\_\_\_\_  
Dep. AD Adm. \_\_\_\_\_  
Dep. AD Inv. \_\_\_\_\_  
Asst. Dir.: \_\_\_\_\_  
Admin. \_\_\_\_\_  
Comp. Syst. \_\_\_\_\_  
Ext. Affairs \_\_\_\_\_  
Files & Com. \_\_\_\_\_  
Gen. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Inspection \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Plan. & Eval. \_\_\_\_\_  
Spec. Inv. \_\_\_\_\_  
Training \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director Sec'y \_\_\_\_\_

Reference is made to memorandum of Michael E. Shaheen, Jr., Special Counsel for Intelligence Coordination, dated August 19, 1975, and attached letter from House Select Committee on Intelligence (copy attached). The following information is furnished in reply to the request for a list of all wiretaps or electronic surveillance by state or local authorities that have been investigated by the FBI from January 1, 1970, to June 30, 1975.

The FBI does not maintain records on wiretaps or electronic surveillance by state or local authorities that have been investigated by the FBI. The attached list was prepared from a review of interception of communication matters in which investigation was initiated by the FBI from January 1, 1970, to June 30, 1975, which related to state or local authorities.

The following time was spent by employees of the General Investigative Division and Files and Communications Division in compiling this list.

<u>No. Employees</u>	<u>Grade</u>	<u>Total Time</u>
1	GS-14	12 hours
1	GS-11	11 hours
3	GS-5	19 hours
5	GS-4 ST 109	27 hours
5	GS-3	28 hours

## RECOMMENDATION:

REG-37

12 SEP 10 1975

That this memo and attached list be forwarded to the Intelligence Division (Attn: SA McNiff, who is coordinating this matter) for inclusion in the reply to the Committee.

Enclosures

VLW:cdm  
(6)

ENCLOSURE

55 DEC 3 1975

NW 55321 DocId:32989713 Page 22

Sgt. Forrest H. Parkman, and others  
Little Rock Police Dept.  
2/70

Telephone Tap of City Manager  
Walter H. Hahn, Jr.,  
San Diego, California alledgedly  
by San Diego Chief of Police O. J. Roed.  
3/70

Fletcher Stark, Sheriff  
Crosbyton, Texas, and others  
8/70

Melvin R. James, Chief of Police,  
San Angelo, Texas  
9/70

Jay Rutland and others,  
Officers, Jackson, Mississippi  
Police Department  
6/71

Sgt. Ronald Speaker Phillips, Officer,  
South Houston, Texas, Police Department  
11/71

Capt. Jesse Curtis Grace and others  
Pueblo, Colorado, Police Department  
4/72

Unknown Subjects (3), Officers,  
Oklahoma City Police Department  
Oklahoma City, Oklahoma ;  
Roger Bastion and others, Detectives,  
Stillwater, Oklahoma, Police Dept.;  
Leslie R. Easley, Officer,  
Campus Police, Oklahoma State Univ.,  
Stillwater, Oklahoma;  
Eual Gay, Director,  
Office of Safety and Security,  
Oklahoma State University,  
Stillwater, Oklahoma  
7/72

Gerald Charles Dietrick, Officer,  
Parma, Ohio, Police Department  
7/72

Dan Burton;  
Captain George H. Guthrie, Detective,  
Jasper, Alabama, Police Department  
8/72

Albert Dale Orndorff, Chief of Police,  
Guthrie, Oklahoma, Police Dept.  
10/72

Kanawha County Sheriff's Office  
Kanawha County Jail,  
Charleston, West Virginia  
11/72

Jade Briggs; Carol Higgins;  
Louis Coffey, Deputy Sheriff,  
Penobscot County Sheriff's Dept.,  
Bangor, Maine  
2/73

Electronic Listening Device,  
Port Clinton Municipal Court Bldg.,  
Port Clinton, Ohio installed  
by Officers of Port Clinton, Ohio,  
Police Dept..  
4/73

John Raymond Allmett,  
and others  
Douglas County Sheriff's Office  
Minden, Nevada  
5/73

Joseph A. Berke, Detective;  
Richard Washko, Detective;  
Stratford, Connecticut, Police Department  
6/73

Garland S. Geeslin, Lieutenant,  
and others  
Fort Worth, Texas, Police Department  
6/73

Mayor Michael J. Valenti;  
Chief of Police William H. Beecroft  
and others  
Point Pleasant Boro, New Jersey, Police Dept.  
7/73

James Hill Lisenby, Detective,  
Montgomery, Alabama, Police Dept.  
8/73

Johnnie Darr, Sheriff, and others,  
Sedgwick County Sheriffs Office  
Wichita, Kansas  
10/73

Unknown Subjects,  
Grand Rapids, Michigan, Police Dept.  
10/73

Jerry L. Slaughter;  
Lieutenant Edward Lawrence Kennedy  
and others  
Houston, Texas, Police Department  
12/73

Unknown Subjects;  
Potter - Randall Metro Intelligence Unit,  
Amarillo, Texas  
1/74

Unknown Subjects,  
Possible Use of Illegal Wiretaps  
by Illinois Bureau of Investigation  
3/74

Chief of Police John H. Nevin  
and others  
Louisville, Kentucky, Police Dept.  
4/74

Unknown Subject,  
Illegal Wiretapping By Tigard,  
Oregon, Police Department  
7/74

Charles W. Neary, Sergeant,  
Indiana State Police  
7/74

Sheriff Arnold Ralph Freund  
and others  
Island County Sheriffs Office  
Coupeville, Washington  
10/74

Howard James Keller, Officer,  
Detroit, Michigan, Police Dept.  
10/74

Orville P. Clavey, Former Sheriff,  
and others  
Lake County, Illinois, Sheriffs Office  
9/74



Jose Frank Perez, Sergeant,  
Palm Beach County, Florida, Sheriff's  
Office and others.  
10/74

Vernon Newbald, Sheriff  
Buffalo County, Nebraska, Sheriff's Office  
12/74

Robert W. Prater, Detective  
Metropolitan Police Department  
Nashville, Tennessee  
12/74

Alleged Illegal Wire Taps,  
Office of Suffolk County District  
Attorney, Boston, Massachusetts  
12/74

Lieutenant J. D. Belchen  
and others  
Houston, Texas, Police Department  
2/75

Walter Lee Zawrotny and  
others, Officers  
Henderson, Nevada, Police Department  
2/75

Jackie W. Lay and others, Agents,  
Oklahoma State Bureau of Investigation  
3/75

Lt. Col. Richard E. Horton,  
and others  
Louisiana State Police  
4/75

Andrew Lee Dodson, Chief of Police,  
and others  
Bluefield, West Virginia, Police Dept.  
5/75

Charles W. Bowers, Sr., Former  
Chief of Police  
Palm Springs, Florida, Police Dept.  
5/75

Sheriff Jim Taylor and others  
Sunny County, North Carolina,  
Sheriff's Office  
7/73

Unknown Subject,  
Office of Attorney General,  
State of Virginia  
10/73

Edward Schilleci, Chief of Police  
Slidell, Louisiana, and others  
10/74

Robert T. Millikin, Jr.  
Richmond Bureau of Police  
Richmond, Virginia  
6/75

Fate Thomas, Sheriff,  
Davidson Co., Tennessee  
and others  
2/75

Ronald W. Cooper, Chief of Police  
Kerrville, Texas, Police Dept.  
5/75

William Kenneth Barnes, Agent  
In Charge, Alcohol and Tobacco  
Tax Enforcement Unit, Georgia  
State Revenue Department  
6/75

J. E. Farrar, and others,  
Officers, Houston, Texas,  
Police Department  
6/75

Leonard Gioglio, Retired Officer,  
Captain Joseph Malanaphy and  
others,  
New Brunswick, New Jersey, Police Dept.  
8/74

Warren Earle White, and others  
Harris County District Attorneys Office  
Houston, Texas  
6/75



OFFICE OF THE DEPUTY ATTORNEY GENERAL  
WASHINGTON, D.C. 20530

SEP 3 1975

TO: Paul Daly

FROM: Steve Blackhurst

SUBJECT: House Select Committee Oral Requests

Attached is a copy of my letter in response to Donner's letter dated August 27. As indicated, please try to have responses to all the requests in the transcripts sent up by September 12. If there are any questions concerning interpretations of the requests or any other questions, I will try to answer them.

ST. 109

REC-37

SEP 10 1975

ENCLOSURE

1-Ad Hoc  
9-4-75

79 SEP 17 1975

Pls. file  
62-116464





OFFICE OF THE DEPUTY ATTORNEY GENERAL  
WASHINGTON, D.C. 20530

SEP 3 1975

Mr. Aaron Donner, Counsel  
Select Committee on Intelligence  
U. S. House of Representatives  
Washington, D. C. 20515

Dear Mr. Donner:

This is in reference to your letter to me dated August 27, 1975, in which you indicated that the Department's position that all oral requests for materials and information made during the testimony of Messrs. Pommerening and Walsh before the Committee on August 7, should be submitted in writing was intended to delay and impede the work of the Committee.

Your letter makes two main points. The first is that you were not informed of the Department's position concerning oral requests until August 21, and the second is that other agencies do not require similar requests for materials or information to be put in writing.

First, let me explain the reasons for the delay in communicating the Department's position on oral requests. You will recall that on August 7, 1975, Special Counsel Michael E. Shaheen, Jr., wrote to Mr. A. Searle Field, House Select Committee Staff Director and Chief Counsel, requesting a meeting on August 8, to discuss the need for agreeing to structured procedures for processing Committee requests. It was anticipated that at this meeting agreement would be reached concerning procedures which would apply to the oral requests for materials. No response to the request for a meeting was received until August 18, and the meeting was held August 19. You will recall that at the meeting, Mr. Field rejected any formal procedures for processing requests. My letter to you was an attempt to resolve, on an ad hoc basis, a matter left unresolved by the failure to agree to procedures. My letter would have been sent earlier had we anticipated that the meeting would not be arranged until August 19.

Secondly, let me explain why the Department of Justice would like all Committee requests to be in writing and signed by either the Chairman, Vice-Chairman, Staff Director or Counsel. Essentially there are four reasons. The first is to avoid receiving requests for materials which duplicate or overlap one another. The second is to avoid having

ENCLOSURE

62-116464-49



to interpret oral requests which are usually less precise than written requests. The third is to avoid placing the Department in the position of having to choose whether to respond first to requests made by individual Committee members or to requests made by Committee staff. The fourth is that written requests afford this office with a formal vehicle for transmitting Committee requests to the various divisions, agencies and bureaus of the Department for appropriate response and indexing.

I regret that you interpreted my letter of August 21, as an attempt to hinder or delay the Committee's investigation. In any event, I have asked the Federal Bureau of Investigation to prepare responses to all oral requests, not already responded to, for materials made during the testimony on August 7, and which have not been covered by previous written requests. The FBI has informed me that responses to the oral requests will probably be available by September 12. To avoid any additional problems, we request that all future requests for materials or information be submitted in writing over the signatures of the Committee Chairman, Vice-Chairman, Staff Director or Counsel.

Sincerely,

*Steven Blackhurst*

STEVEN BLACKHURST  
Assistant Special Counsel for  
Intelligence Coordination



OFFICE OF THE DEPUTY ATTORNEY GENERAL  
WASHINGTON, D.C. 20530

AUG 22 1975

M  
TO: John A. Mintz, Assistant Director  
Legal Counsel Division  
Federal Bureau of Investigation

FROM: Michael E. Shaheen, Jr.  
Special Counsel for Intelligence  
Coordination

SUBJECT: House Select Committee Request

Attached is a letter from the House Select Committee dated August 20, 1975, requesting various materials from the FBI. Please arrange for prompt compliance with this request. If for any reason prompt compliance is not possible, please notify me immediately.

D

8/28/75 assigned H. W. Dore

cc: Paul Daly

ST 109

REC-37

ENCLOSURE

1-Ad Hoc  
9-3-75

Please file  
62-116464

just  
62-116464-48

12 SEP 10 1975

5-JAM

79 SEP 17 1975  
AMERICAN REVOLUTION Bicentennial 1776-1976

ROBERT M. GAIAMO, CONN.  
JAMES V. STANTON, OHIO  
RONALD V. DELLUMS, CALIF.  
MORGAN F. MURPHY, ILL.  
LES ASPIN, WIS.  
DALE MILFORD, TEX.  
PHILIP H. HAYES, IND.  
WILLIAM LEHMAN, FLA.

ROBERT McCLOUGH, N.Y.  
DAVID C. TREIN, LA.  
JAMES P. JOHNSON, COLO.  
ROBERT W. KASTEN, JR., WIS.

Select Committee on Intelligence  
U.S. House of Representatives  
Washington, D.C. 20515

AUG 21 10:18 AM '75

20 August 1975  
DEPT. OF JUSTICE  
MAIL UNIT

Hon. Edward H. Levi  
Attorney General of the U.S.  
Department of Justice  
Washington, D.C. 20530

Re: Federal Bureau  
of Investigation

Dear Mr. Levi:

The House Select Committee on Intelligence requests the following information for the time periods of January 1, 1970 to June 30, 1975.

1. Please supply us with the Bureau's and/or Department of Justice's definition of "informants",

2. The total amounts paid to "informants" for each of the years specified above.

3. The method of payments used by the Bureau for "informants", i.e. cash, check, loans, etc.

4. For each of the year's specified, please state the portions of the payment to "informants" made in cash, checks or otherwise.

5. Whether or not any statements or reports of payments to "informants" were filed with the Internal Revenue Service and/or state and/or local taxing authorities.

6. Records of the Bureau of prosecution of "informants" by federal Department of Justice and/or authorities and/or local authorities for violations of law, indicating the nature of the violations of law for which "informants" were prosecuted; the Court or forums where such prosecutions were held, and the disposition of such prosecutions; whether or not the Bureau or Department of Justice interceded in any manner in such proceedings.



62-111-104-48

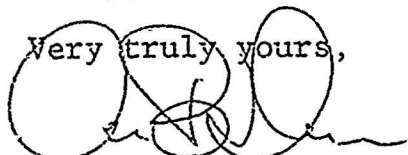
FED. BU. OF INV.	
DEPARTMENT OF JUSTICE	
8	AUG 21 1975
RAO	
OFFICE OF LEGISLATIVE AFFAIRS	
FED. BU. OF INV.	

Hon. Edward H. Levi  
Page 2  
20 August 1975

Please reply in writing as soon as possible indicating the date when such materials will be delivered to the undersigned in care of the House Select Committee on Investigation.

A copy of this letter is being sent to the Hon. Clarence Kelly, Director of the Federal Bureau of Investigation.

Very truly yours,

A handwritten signature in dark ink, appearing to read 'A. B. Donner', with a stylized flourish at the end.

Aaron B. Donner

cc: Clarence Kelly  
Director  
Federal Bureau of Investigation



UNITED STATES GOVERNMENT

# Memorandum

TO : Mr. W. R. Wannall

FROM : A. B. Fulton

SUBJECT: HOUSTUDY - 75

1 - Mr. J. B. Adams  
1 - Mr. J. A. Mintz  
1 - Mr. W. R. Wannall

DATE: 8/25/75

1 - Mr. W. O. Cregar  
1 - Mr. A. B. Fulton  
1 - Mr. P. V. Daly  
1 - Mr. D. Ryan

Assoc. Dir. \_\_\_\_\_  
Dep. AD Adm. \_\_\_\_\_  
Dep. AD Inv. \_\_\_\_\_  
Asst. Dir.: \_\_\_\_\_  
Admin. \_\_\_\_\_  
Comp. Syst. \_\_\_\_\_  
Ext. Affairs \_\_\_\_\_  
Files & Com. \_\_\_\_\_  
Gen. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Inspection \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Plan. & Eval. \_\_\_\_\_  
Spec. Inv. \_\_\_\_\_  
Training \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director Sec'y \_\_\_\_\_

This is to advise of briefing afforded Mr. Tim Oliphant and Mr. Richard Vermeire, House Select Committee (HSC) staff members, on 8/22/75 and to identify documents relating to our Counterintelligence Programs (Cointelpros) being furnished the Committee as a result of agreement at the briefing.

Participating in the briefing were Assistant Director W. R. Wannall, Deputy Assistant Director H. E. Helgeson and Supervisors Edward J. Pistey, Elmer W. Larson, and David Ryan, all of the Intelligence Division (INTD), Supervisor Paul V. Daly of Legal Counsel Division and Mr. Steven Blackhurst, Deputy to Special Counsel for Intelligence Coordination, Office of the Deputy Attorney General. General details relating to the origin, scope and objectives of our discontinued Cointelpros were related to the HSC staff members. Additionally, general background regarding the work of the INTD, the organization of the Division and our foreign and domestic intelligence responsibilities were outlined. The HSC members expressed extreme appreciation for this briefing and it was suggested to them that they and Mr. A. Searle Field, Staff Director, HSC, take advantage of the formal filmed INTD briefing which has been prepared by the Research (IS-3) Section. 12

Mr. Oliphant and Mr. Vermeire indicated they did not anticipate the HSC would want to explore those areas of Cointelpros which are being scrutinized by the Senate Select Committee. They pointed out that Congressman Otis G. Pike, Chairman, HSC, was extremely interested in developing costs relating to Cointelpro activities.

62-116464

DR:lfj  
(8)

EX 104

REC-56

62-116464-47  
CONTINUED - OVER

SEP 4 1975

84 SEP 8 1975

Memorandum to Mr. W. R. Wannall  
Re: Houstudy  
62-116464

informant coverage and other areas of intelligence responsibility. It was pointed out to them it would be difficult to assign cost figures to any area of our Cointelpros as efforts in this regard were only a minor adjunct to our overall intelligence efforts. The HSC members indicated they anticipated carefully reviewing our Black Extremist Cointelpro and our White Hate Cointelpro as Congressmen Dellums of California and Treem of Louisiana felt a responsibility to their constituents to thoroughly review these programs. It was also indicated the program which targeted militants seeking independence for Puerto Rico would also be reviewed.

During this briefing it was agreed the FBI would immediately make available to the HSC the following materials:

1. The Study Committee report on FBI Counterintelligence Programs (Petersen report) and its exhibits A through P. It is noted this report has already been made available to the Senate Select Committee. Exhibits A through E are individual summaries of all proposals under the five domestic programs. At this time they are being made available to HSC, excised to protect sensitive informants, operations and for privacy considerations.
2. Thirteen documents which have been released in response to the Carl Stern and Fred Graham Freedom of Information Act requests will be made available to HSC. These documents relate to the initiation of the Cointelpros and have been extensively excised to protect sources, ongoing investigations and for privacy considerations.

ACTION:

For information. The Legal Counsel Division should arrange to obtain the above-described documents from Room 4063, JEH, for delivery to HSC.

WOC  
EJS

SR

Red

- 2 -

WZW/KL Jd

JOS  
Pm

Jm

5-140 (Rev. 1-21-74) FEDERAL BUREAU OF INVESTIGATION  
WASHINGTON, D. C. 20535

Addressee: HOUSE SELECT COMMITTEE

☐ LTR ☐ LHM ☐ Memo ☐ Report dated 8/29/75

Being transmitted to Houstudy: The Study  
~~Committee report on FBI COINTELPRO~~  
(Petersen report) and its exhibits A thru P.  
Exhibits A thru E are individual summaries of all  
proposals under the 5 domestic programs.

Originating Office: FBI

13 documents released in response to Carl Stern

Delivered by: Comm. Hill Date: Aug 29, 1975

and Fred Graham FOI requests.

Received by:

Title: Carl Stern

Return this receipt to the Intelligence Division, FBI

TO: Intelligence Community Staff  
ATTN: Central IndexFROM:  
**FBI**

SUBJECT: Abstract of Information Provided to Select Committees

1. HOW PROVIDED (check appropriate term. If a document was made available  
for review but not transmitted, so note.)

2. DATE PROVIDED

☒ DOCUMENT ☒ BRIEFING ☐ INTERVIEW ☐ TESTIMONY ☐ OTHER**8/25/75**

3. TO WHOM PROVIDED (check appropriate term; add specific names if appropriate)

SSC

☒ HSC4. IDENTIFICATION (provide descriptive data for documents; give name or identification number of briefer,  
interviewee, testifier and subject)**Briefing held at FBIHQ by Intelligence Division and  
requested documents relating thereto.**5. IN RESPONSE TO (list date and item number if in response to formal request, other-  
wise state verbal request of (name), initiative, subpoena, etc.)**Oral request resulting from briefing held 8/22/75**6. CLASSIFICATION OF  
INFORMATION (enter  
U, C, S, TS or  
Codeword)**S**7. KEY WORDS (enter the appropriate key words from the list provided separately; if key words not listed are  
used underline for emphasis)**Counterintelligence**

8. SUMMARY (see reverse side before completing this item)

**The Study Committee report on FBI Counterintelligence  
Programs (Pet rsen report) and its exhibits A thru P.  
Documents related to the initiation of the COINTELPROS.****62-116464****FMK:fmk****(4)****ORIGINAL VIA LIAISON TO CENTRAL COMMUNITY INDEX  
IN CONNECTION WITH HOUSTUDY 75**~~TREAT AS YELLOW~~**TREAT AS YELLOW**

## INSTRUCTIONS

- Type or print clearly in ink.
- Indicate classification of the abstract top and bottom.
- Date the abstract and put on any internal control numbers required.
- "FROM" entry should clearly identify the organization providing the information.
- If additions (as when a copy of document sent to SSC is later sent to HSC) or changes to a previously submitted form are necessary, submit a copy of the original abstract, with the change indicated.

SPECIFIC ITEM NO. 8. SUMMARY - enter brief narrative statement describing substance of information and showing relationship to Intelligence Community matters if appropriate. Any feedback or evidence of investigatory interests should be noted. Commitments made to supply additional information should be noted. Additionally, certain administrative information may be entered here, e.g., restrictions on review of a document; if document was paraphrased, whether interviewee is current or former employee, etc. If actual document or transcript is provided, that fact should be noted and no summary is required. Additional pages may be attached if necessary.



OFFICE OF THE DEPUTY ATTORNEY GENERAL  
WASHINGTON, D.C. 20530

AUG 29 1975

TO: John A. Mintz, Assistant Director  
Legal Counsel Division  
Federal Bureau of Investigation

FROM: Michael E. Shaheen, Jr.  
Special Counsel for Intelligence  
Coordination

SUBJECT: House Select Committee Requests

Attached are four separate letters of request from the  
House Select Committee.

Please arrange for compliance with these requests and  
advise me of any anticipated difficulties likely to be  
encountered in responding to them.

9/4/75 Daly advises that Shaheen is researching reply to  
# I + II as this is an FOC matter currently  
under litigation. TM

EX 104 DEC-56

62-116464-46

SEP 4 1975

ENCLOSURE

Ad Hoc  
9.3-75

5 - TM

Records  
Pls. file  
62-116464

Special Counsel

79 SEP 17 1975



OTIS G. PIKE, N. Y., CHAIRMAN

ROBERT N. GIANNI, CONN.  
JAMES V. STATION, OHIO  
RONALD V. DELLUMS, CALIF.  
MORGAN F. MURPHY, ILL.  
LES ASPIN, WIS.  
DALE MILFORD, TEX.  
PHILIP H. HAYES, IND.  
WILLIAM LEHMAN, FLA.

ROBERT MCCLOREY, ILL.  
DAVID C. TREEN, LA.  
JAMES P. JOHNSON, COLO.  
ROBERT W. KASTEN, JR., WIS.

A. SEARLE FIELD, STAFF DIRECTOR  
AARON B. DONNER, COUNSEL

TELEPHONE: (202) 225-9751

Select Committee on Intelligence  
U.S. House of Representatives  
Washington, D.C. 20515

August 27, 1975

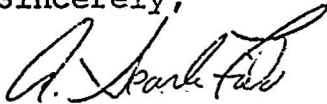
Mr. Michael E. Shaheen, Jr.  
Special Counsel for  
Intelligence Coordination  
Department of Justice  
Washington, D.C. 20530

Dear Mr. Shaheen:

In order to facilitate our investigation pursuant to H. Res. 591, 94th Congress, we request that interviews with F.B.I. Special Agents Ed Ruddiger and Frank Schwartz, Daniel Mahan, Charles Harvey and Charles Anderson be arranged for with attorneys Richard Vermeire and James B. F. Oliphant at the earliest possible date.

Thank you for your cooperation.

Sincerely,



A. Searle Field  
Staff Director



62-116464-46  
ENCLOSURE

1

OTIS G. PIKE, N. Y., CHAIRMAN

ROBERT N. GIAMMO, CONN.  
JAMES V. STANTON, OHIO  
RONALD V. KALLUNIS, CALIF.  
MORGAN F. MURPHY, ILL.  
LES ASPIN, WIS.  
DALE MILFORD, TEX.  
PHILIP H. HAYES, IND.  
WILLIAM LEHMAN, FLA.

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DAVID C. TREEN, LA.  
JAMES P. JOHNSON, COLO.  
ROBERT W. KASTEN, JR., WIS.

A. SEARLE FIELD, STAFF DIRECTOR  
AARON B. CONNER, COUNSEL

TELEPHONE: (202) 225-9751

Select Committee on Intelligence  
U.S. House of Representatives  
Washington, D.C. 20515

August 27, 1975

Mr. Michael E. Shaheen, Jr.  
Spec. Counsel for Int. Coordination  
Office of the Deputy Atty. Gen.  
Washington, D.C. 20530

Dear Mr. Shaheen:

In order to facilitate our investigation of the  
DEA pursuant to House Res. 591, 94th Congress,  
we request delivery of the following material at  
your earliest convenience.

- 1) Any and all files, reports and materials  
dealing with Donald Uffinger, a private investigator  
in Virginia.
- 2) Any and all files, reports and materials  
dealing with Richard Bast, a private investigator  
in Washington, D.C.

Thank you for your cooperation.

Sincerely,



A. Searle Field  
Staff Director



62-116464-46  
ENCLOSURE

II



OTIS G. PIKE, N. Y., CHAIRMAN

ROBERT N. CHAMBERLAIN, CONN.  
JAMES V. STANTON, OHIO  
RONALD V. DELLUMS, CALIF.  
MORGAN F. MURPHY, ILL.  
LES ASPIN, WIS.  
DALE MILFORD, TEX.  
PHILIP H. HAYES, IND.  
WILLIAM LEHMAN, FLA.

ROBERT MCCLORY, ILL.  
DAVID C. TREEN, LA.  
JAMES P. JOHNSON, COLO.  
ROBERT W. KASTEN, JR., WIS.

A. SEARLE FIELD, STAFF DIRECTOR  
AARON B. DONNER, COUNSEL

TELEPHONE: (202) 225-9751

Select Committee on Intelligence  
U.S. House of Representatives  
Washington, D.C. 20515

August 27, 1975


Mr. Michael E. Shaheen, Jr.  
Special Counsel for  
Intelligence Coordination  
Office of the Deputy Atty. General  
Washington, D.C. 20530

Dear Mr. Shaheen:

Please furnish the Committee staff with  
information relating to all FBI projects  
which included mail intercepts, including  
the so-called "Z-Covers" project, from  
1958 to date.

Your early cooperation will be appreciated.

Sincerely,

  
A. Searle Field  
Staff Director



62-116464-46

OTIS C. COPE, N. Y., CHAIRMAN

ROBERT N. GAIANO, CONN.  
JAMES V. STANTON, OHIO  
RONALD V. DELLUMS, CALIF.  
MORGAN F. MURPHY, ILL.  
LES ASPIN, WIS.  
DALE MILFORD, TEX.  
PHILIP H. HAYES, IND.  
WILLIAM LEHMAN, FLA.

ROBERT MCCLORY, ILL.  
DAVID C. TREEN, LA.  
JAMES F. JOHNSON, COLO.  
ROBERT W. KASTEN, JR., WIS.

A. SEARLE FIELD, STAFF DIRECTOR  
AARON B. DOINER, COUNSEL

TELEPHONE: (202) 225-9751

Select Committee on Intelligence  
U.S. House of Representatives  
Washington, D.C. 20515

August 27, 1975

Mr. Michael E. Shaheen, Jr.  
Special Counsel for  
Intelligence Coordination  
Office of the Deputy Atty. General  
Washington, D.C. 20530

Dear Mr. Shaheen:

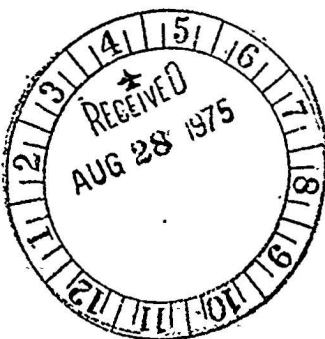
In order to facilitate our investigation of  
the F.B.I. pursuant to House Res. 591, 94th  
Congress, we request delivery of all ADEX  
lists that have been maintained since January  
1, 1973 until the present.

Thank you for your cooperation.

Sincerely,



A. Searle Field  
Staff Director



ENCLOSURE

62-156 449-46

TV

THE DIRECTOR OF CENTRAL INTELLIGENCE

WASHINGTON, D. C. 20505

REC-56

DCI/IC 75-2619

27 August 1975

Intelligence Community Staff

*Housterly 75*  
MEMORANDUM FOR: Members of the USIB Ad Hoc Coordinating Group

SUBJECT : Security Clearance

1. We have been informed that Mr. Edward Roeder, born 9-1-48, Social Security No. JFK Act 6 (3) is no longer employed on the staff of the House Select Committee. *DC*

2. Accordingly, Mr. Roeder no longer requires and is no longer authorized access to classified material. Please inform appropriate personnel in your department and remove his name from the list of staff personnel of the House Select Committee on Intelligence who have been briefed for compartmented information.

*Jack E Thomas*  
Jack E. Thomas  
Major General, USAF (Ret.)  
Acting Deputy to the DCI for  
the Intelligence Community *B*

EX-104

REC-56

*Treat as original* *62-116464-45*

SEP 4 1975

*62-116464*

*5.8*

84 SEP 8 1975

OTIS G. PIKE, N. Y., CHAIRMAN

ROBERT N. GAIAMO, CONN.  
JAMES V. STANTON, OHIO  
RONALD V. DELLUMS, CALIF.  
MORGAN F. MURPHY, ILL.  
LES ASPIN, WIS.  
DALE MILFORD, TEX.  
PHILIP H. HAYES, IND.  
WILLIAM LEHMAN, FLA.

ROBERT MCCLORY, ILL.  
DAVID C. TREEN, LA.  
JAMES P. JOHNSON, COLO.  
ROBERT W. KASTEN, JR., WIS.

A. SEARLE FIELD, STAFF DIRECTOR  
AARON B. DONNER, COUNSEL

TELEPHONE: (202) 225-9751

Select Committee on Intelligence  
U.S. House of Representatives  
Washington, D.C. 20515

20 August 1975

Hon. Edward H. Levi  
Attorney General of the U.S.  
Department of Justice  
Washington, D.C. 20530

Re: Federal Bureau  
of Investigation

Dear Mr. Levi:

The House Select Committee on Intelligence requests the following information for the time periods of January 1, 1970 to June 30, 1975.

1. Please supply us with the Bureau's and/or Department of Justice's definition of "informants".
2. The total amounts paid to "informants" for each of the years specified above.
3. The method of payments used by the Bureau for "informants", i.e. cash, check, loans, etc.
4. For each of the year's specified, please state the portions of the payment to "informants" made in cash, checks or otherwise.
5. Whether or not any statements or reports of payments to "informants" were filed with the Internal Revenue Service and/or state and/or local taxing authorities.
6. Records of the Bureau of prosecution of "informants" by federal Department of Justice and/or authorities and/or local authorities for violations of law, indicating the nature of the violations of law for which "informants" were prosecuted; the Court or forums where such prosecutions were held, and the disposition of such prosecutions; whether or not the Bureau or Department of Justice interceded in any manner in such proceedings.

Assoc. Dir. ☒  
Dep.-A.D.-Adm. ☒  
Dep.-A.D.-Inv. ☒  
Asst. Dir.: ☒  
Admin. ☐  
Comp. Syst. ☐  
Ext. Affairs ☐  
Files & Com. ☐  
Gen. Inv. ☐  
Ident. ☐  
Inspection ☐  
Intell. ☒  
Laboratory ☐  
Plan. & Eval. ☐  
Spec. Inv. ☒  
Training ☐  
Legal Coun. ☐  
Telephone Rm. ☐  
Director Sec'y ☐

EXP. PROC.

AUG. 22-1975

EX 104

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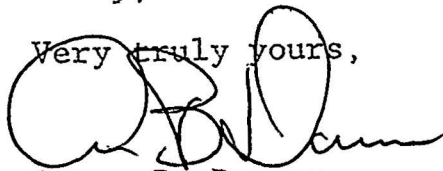
79 SEP 17 1975

Hon. Edward H. Levi  
Page 2  
20 August 1975

Please reply in writing as soon as possible indicating the date when such materials will be delivered to the undersigned in care of the House Select Committee on Investigation.

A copy of this letter is being sent to the Hon. Clarence Kelly, Director of the Federal Bureau of Investigation.

Very truly yours,



Aaron B. Donner

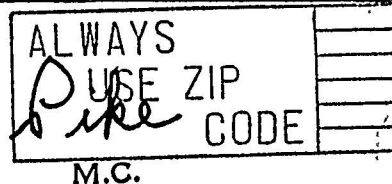
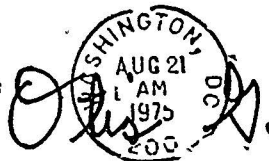
cc: Clarence Kelly  
Director  
Federal Bureau of Investigation

Select Committee on Intelligence

U.S. House of Representatives

WASHINGTON, D.C. 20515

OFFICIAL BUSINESS



Hon. Clarence Kelly  
Director  
Federal Bureau of Investigation  
Washington, D.C. 20530

20 DIRECTOR  
*Opened by*  
20 AUG 21 1975



UNITED STATES GOVERNMENT

# Memorandum

TO : Mr. J. B. Adams

FROM : W. R. Wannall

SUBJECT: HOUSTUDY - 75

1 - Mr. J. B. Adams

1 - Mr. J. A. Mintz

DATE: 8/19/75

1 - Mr. W. R. Wannall

1 - Mr. W. O. Cregar

1 - Mr. F. J. Cassidy

Assoc. Dir. \_\_\_\_\_  
Dep. AD Adm. \_\_\_\_\_  
Dep. AD Inv. \_\_\_\_\_  
Asst. Dir. \_\_\_\_\_  
Adm. \_\_\_\_\_  
Comp. Syst. \_\_\_\_\_  
Ext. Affairs \_\_\_\_\_  
Files & Com. \_\_\_\_\_  
Gen. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Inspection \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Plan. & Eval. \_\_\_\_\_  
Spec. Inv. \_\_\_\_\_  
Training \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director Sec'y \_\_\_\_\_

At 10 a.m. 8/18/75, by appointment, Messrs. James B. F. Oliphant and Richard Vermiere, representatives of the House Select Committee on Intelligence, appeared at my office to receive a briefing on the activities of the Intelligence Division (INTD).

In addition to myself, Inspector-Deputy Assistant Director Hunter E. Helgeson, IS Branch, INTD; SA Paul V. Daly, Legal Counsel Division; SA Elmer W. Larson, Senstudy Project; and SA Fred J. Cassidy, #1 Man of IS-3 Section, were at this briefing.

After determining that Oliphant and Vermiere had appropriate clearances, I gave them a rundown on the structure of INTD, the substantive matters handled by this Division, and the jurisdiction under which we operate. I also advised them that we will cooperate with the House Committee to the best of our ability.

Mr. Oliphant advised that he was familiar with the Attorney General's proposed guidelines under which the FBI will operate in the future and asked what our position on these guidelines were. I told him that we were currently studying the guidelines and at the completion of this study we would be glad to discuss this matter with the Committee.

Both gentlemen seemed to be particularly interested in manpower committed to the foreign counterintelligence field and the domestic internal security field both at FBI Headquarters and in the field.

I conveyed to these gentlemen the fact that through the years the FBI has done its utmost to be responsive to the desires of the Congress and the people of the United States, and continues to desire to be responsive to their wishes. They indicated that the primary area of concern was our

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(6)

CONTINUED - OVER

84 SEP 8 1975



Memorandum to Mr. J. B. Adams  
Re: Houstudy  
62-116464

activities in the domestic field as opposed to the foreign counterintelligence field.

Mr. Oliphant stated he would convey the results of his briefing to the representatives on the House Select Committee on Intelligence. The briefing was completed at approximately 1 p.m. Both of the House Committee representatives were appreciative of the briefing and stated when procedures were worked out between the House Select Committee and the Department that they would begin requesting additional information.

ACTION:

None. For information.

*gkc*

*[Signature]*

*JBA  
Pun*

*[Signature]*  
*WHL*

*[Signature]*

UNITED STATES GOVERNMENT

# Memorandum

TO : Mr. J. B. Adams

DATE: 8-5-75

FROM : Legal Counsel

SUBJECT: HOUSTUDY 75

INSTITUTE FOR POLICY STUDIES  
INTERNAL SECURITY - IPS

Assoc. Dir. \_\_\_\_\_  
Dep. AD Adm. \_\_\_\_\_  
Dep. AD Inv. \_\_\_\_\_  
Asst. Dir.:  
Admin. \_\_\_\_\_  
Comp. Syst. \_\_\_\_\_  
Ext. Affairs \_\_\_\_\_  
Files & Com. \_\_\_\_\_  
Gen. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Inspection \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Plan. & Eval. \_\_\_\_\_  
Spec. Inv. \_\_\_\_\_  
Training \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director Sec'y \_\_\_\_\_

By request, Inspector Bowers called on Congressman Dale Milford of Texas, a Member of the House Select Committee on Intelligence Activities, shortly before 10 a.m. on 8-5-75. The Congressman furnished the enclosed document which he said had been furnished to him on 8-4-75. He said he had read it that evening and was concerned some of the information contained therein might be classified or based on classified information. He said the document, which he described as a very detailed questionnaire regarding intelligence activities, undoubtedly was prepared by someone with a good knowledge of intelligence organizations in this country. He noted the document shows on its last page that it apparently was prepared by the National Security Study Group, Institute for Policy Studies, 1901 Q Street, Northwest, Washington, D. C. He stated he had never heard of this organization. The Congressman was furnished a brief description of this organization based on public source material. Congressman Milford said he had not supplied a copy of this document to CIA and had no objections to our furnishing them a copy. A copy of the document has been forwarded to CIA through the Senstudy Project Personnel of the Intelligence Division.

During the brief conversation with Congressman Milford-- he was rushing to attend a meeting of the House Select Committee on Intelligence Activities--he expressed grave concern over damage being done to the intelligence community by the demands growing out of some of the inquiries by various committees. He indicated he was shocked by the determination on the part of some Members of the Committee to insist on public disclosure of a detailed budget of CIA. He also commented that recently he had been told by the president of one of this country's international airlines that the airline president had issued written orders to all

Enclosure

- 1 - Mr. Adams - Enclosure
- 1 - Mr. Wannall - Enclosure
- 1 - Mr. Mintz - Enclosure

- 1 - Mr. Cregar - Enclosure
- 1 - Mr. Shackelford - Enclosure
- 1 - Mr. Bowers - Enclosure

84 SEP 1975 DWE:Kjs (8)

CONTINUED - OVER

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/14/82 BY SP-10/10/82

UNRECORDED COPY FILED IN 100-447935-1

Legal Counsel to Mr. Adams Memorandum  
RE: HOUSTUDY 75

INSTITUTE FOR POLICY STUDIES  
INTERNAL SECURITY - IPS

airline employees that they are not to cooperate in any manner whatever with CIA. He said actions such as this undoubtedly will greatly weaken our intelligence gathering capacity. He indicated the airline president apparently had taken this action out of concern that the company might run into difficulties with some foreign governments if it was in any way connected with CIA activities.

The Congressman was thanked for having brought this matter promptly to our attention and for his support of the intelligence community. He offered to be of assistance to us whenever possible.

The document furnished by Congressman Milford contains 78 demands for information and/or documents from CIA, compliance with which would reveal the most highly secret operations of the organization. Four separate categories are covered. These are (1) Table of Organization, (2) Laws Governing the CIA, (3) The Budget, and (4) Policies and Procedures Concerning Disclosures.

The FBI is mentioned only in passing in this document; however, it can be assumed the National Security Study Group of the Institute for Policy Studies is working on a similar questionnaire regarding the FBI. //

RECOMMENDATION:

For information.

*Twab* *DWB* *JBA* *PLM* *unrel*

# I Table of Organization

1. List each of the federal government agencies comprising what is commonly known as the U.S. Intelligence community, and include a description of their missions and functions.
2. Describe the chain of command that links these intelligence agencies with each other, and show how their respective missions and functions interrelate, and furnish all organizational charts describing the same.
3. Describe the inter-agency intelligence committees which meet under the auspices of the U.S. Intelligence Board, the National Security Council, the President of the United States, or under the auspices of anyone else, and include within your description:
  - a) the names, purpose, classification system, storage facilities, and location of the same, of all such inter-agency committees.
  - b) the time, place, and purpose of meetings of these committees.
  - c) the proper names and official positions of those who are authorized to participate in these committees, including a distinction between those committees that permit deputies to attend and those who do not.
  - d) the channels of communication that are regularly used by the members of the committees aside from the regularly scheduled meeting, including their frequency and purpose.
  - e) a description of punitive measures a committee has taken for the purpose of stopping leaks of classified information, including a description of the authority for the punitive measures, and any internal clearance system that the committee regularly or occasionally follows for the purpose of taking punitive measures.
  - f) a description of changes in status of any individual employed by any intelligence agency due to the suspicion, rumor, or proof of his or her insensitivity to the needs of the intelligence community.
  - g) a description of the various ways in which classified information is

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HEREIN IS UNCLASSIFIED  
DATE 5/14/80 BY gsk/lap

ENCLOSURE 62-116464-48

protected, including changes introduced in the past two years.

- h) a description of any extra-legal channels of communication involving members, employees, agencies, or third-parties acting on behalf of members, employees or agencies of the inter-agency committees, including any belief, evidence, proof or knowledge that a member, employee, agency or third-party acting on behalf of a member, employee or agency has intercepted, wiretapped, bugged, tapped, duplicated without authority or pilfered any information, messages, telephone or personal conversations, documents, tapes or any papers whatsoever, or caused any of the aforesaid, or another member, employee, agency, or third-party acting on behalf of a member, employee or agency of the inter-agency committees.

"Extra-legal" is defined as any act that has not been authorized by the inter-agency committee.

- i) if your reply to 3h above is in the affirmative, furnish all records which describe the incident or incidents, including a disposition of the matter.

4. Furnish a table of organization for the C.I.A. Include each of the directorates offices, divisions, branches, staff and other components that comprise the C.I.A., and also include all staffs and offices attached to the Director.
5. Show all changes that have taken place since 1969 in the table or organization, described in 4 above.
6. For each of the components listed in 4 above, supply the following information for the years 1947 -- 1976, and the next five years, including the five year plan:
  - a) manpower figures
  - b) budget
  - c) mission and functions; and distinguish among foreign intelligence, counter-intelligence, and covert action
  - d) nature of operation; and distinguish among clandestine operations, technical intelligence gathering, and research and analysis.

7. Describe, list, and identify each proprietary used by the C.I.A. since 1969, and include in your reply:

- a) a definition of proprietary, including a distinction between those that are wholly owned, and those that provide services for the C.I.A. on demand, citing examples of each
- b) a profit and loss statement for each proprietary, including receipts and expenses
- c) the names and addresses of the Board of Directors, principal shareholders, and top managers
- d) a copy of the articles of incorporation
- e) the office of the C.I.A. that conducts, orders, approves, supervises, or knows of the business relationship between the proprietaries and the C.I.A.
- f) a brief description of some assignments, missions, and function each proprietary has performed for the C.I.A. or any of its components listed in 15 below
- g) a brief description of some assignments, missions, and functions that the C.I.A. or any of its components listed in 15 below has performed for each proprietary
- h) a brief description of any internal or external clearance system, informal or otherwise, that is used to authorize, supervise, modify, or terminate the services of a proprietary.

## II Governing Laws

- 8. Supply all National Security Intelligence Directives which relate to C.I.A. activities, whether written or oral, covering the period 1947-1976.
- 9. Describe the authority by which each of the Directives was issued, the office which originally drew up each, and the office which issued each.
- 10. Supply all other internal directives, memoranda, and orders, whether written or oral, relating to missions, functions, and operational procedures, including

but not limited to all mission principles and directives, whether written or oral, for the Directorate of Operations (Clandestine Services Branch) itself, all bases, stations, and divisions, covering the period 1947 -- 1976.

11. List, describe, and specify all U.S. statutes, laws, regulations and general grants of authority that govern C.I.A. missions, activities, functions, programs, tasks, operations, projects, or purposes, or any other service performed by the C.I.A., hereafter referred to simply as "functions."

12. What C.I.A. functions, if any, are governed by the inherent power of the President of the U.S.? Include all Presidential memoranda and Executive orders, written or oral, which authorize said C.I.A. functions, covering the period 1947 -- 1976.

13. List, describe, and specify any and all other sources of legal authorities that govern C.I.A. functions.

14. What C.I.A. functions are not governed by or subject to the legal authorities listed in 9 -- 13 above?

15. Has the C.I.A. or any of its career employees, contractees, sub-contractees, temporary employees, career agents, agents, sub-agents, employees, proprietaries, including agents, officials, or representatives of proprietaries, contacts, consultants, or third-parties acting on behalf of any of the aforesaid, ever violated any of the legal authorities listed in 9 -- 14 above?

a) List, describe, and specify these violations.

b) List, describe, and specify the disposition of these violations.

c) To the extent possible, use existing records, compilations or reports to document any such violations.

16. Furnish copies of all reports, complaints, records, memoranda, papers, inquiries, verbal or written, concerning the allegations of crimes committed by the C.I.A. or any of its components listed in 15 above, or abuses of power by the same.



III Budget

17. Describe the Director's contingency fund.
18. Describe the authority under which the Director's contingency fund operates.
19. Furnish detailed information concerning the Director's contingency fund since 1969, and the next five years, including the five year plan, and include in your reply:
  - a) a detailed accounting of sources of funds. Detail the transfer of funds from other government agencies, domestic and foreign, from C.I.A. proprietaries, and any income or transfer of funds from stock, monetary, or commercial transactions, and any private contributions, and all other sources of funds.
  - b) a detailed accounting of all expenditures from the Director's contingency fund. Detail all expenditures for other departments and agencies of the federal, state, and local governments, including the Office of the President of the U.S., and all other expenditures.
  - c) also furnish summaries of the above for the years 1947 -- 1969.
20. Provide the names of all other unappropriated funds used by the C.I.A. or any of its components listed in 15 above. Such information shall include but not be limited to sources of funds, office at C.I.A. responsible for the administration of such funds, amounts, year of origin, party or parties authorizing said funds, a copy of the authorization agreement, and shall cover the years since 1969, and the next five years, including the five year plan.
21. Provide a detailed accounting of all unappropriated funds other than the Director's contingency fund since 1969, and the next five years, including the five year plan, and include in the accounting any:
  - a) transfer of funds or services in kind, equipment, and material from other government agencies, federal or local, foreign or domestic, and include a copy of the authorization agreement under which the transfer



took place.

- b) receipts, revenues, profits, interest, dividends, contributions, credits, objects of value, and goods derived from any source other than congressional appropriations, including but not limited to:

- (1) receipts from all proprietaries and other business enterprises.
- (2) receipts derived from purchase, sale, or transfer of stock, and transactions from monetary exchanges, international or domestic, and speculation.
- (3) receipts on any employee or contractee insurance, pension, or other benefit plans.
- (4) any contributions, credits, goods, objects of value, or windfall from corporations, partnerships, labor unions, or legal entities of any kind.
- (5) any contributions, credits, goods, or objects of value from governments, or subdivisions thereof, foreign or domestic.
- (6) include a copy of any agreement covering 21b (1 --5) above.
- (7) also furnish summary figures for the above from 1947 -- 1969.

22. Provide a detailed accounting of C.I.A. payroll expenditures and personal services since 1969, and the next five years, including the five year plan, and distinguish amounts spent and number of people employed as follows:

- (1) career employees, by profession and staff
- (2) contractees and subcontractees
- (3) temporary employees, including part or full-time consultants
- (4) agents, sub-agents and informants
- (5) all persons employed by C.I.A. proprietaries
- (6) all companies which do more than \$100,000 of their business with the C.I.A., where business is defined as sales or receipts.

23. List all private entities which have provided clandestine services directly or indirectly for the C.I.A., specify the services which they provide, and furnish the notes, agreement, memoranda, or authorization, written or verbal, if any, which describes any and all part of the relationship between the C.I.A. and said private entity. The private entities shall include but not be limited to any of the following, and shall include the years 1950, 1954, 1959, 1961, 1963, 1966, 1969 -- 1976.

- a) wholly owned proprietaries
- b) companies in which the C.I.A. has a controlling interest
- c) companies which do more than \$100,000 of their business with the C.I.A. directly or indirectly in sales or receipts.
- d) companies which provide "cover" for C.I.A. employees, agents or contractees, divided according to those which receive remuneration and those which do not.
- e) companies which provide contract services for the C.I.A., directly or indirectly.
- f) all others, and describe.

24. List, specify, and describe all services, information, data, assistance, equipment, contracts, and papers, which the C.I.A. provided to private entities, including corporations, domestic and foreign, and shall cover the years 1949, 1953, 1958, 1960, 1962, 1965, 1969 -- 1976, and furnish all notes, agreements, memoranda, or authorization, written or verbal, if any, which describe the relationships between the private entities and the C.I.A. in any part, including but not limited to:

- a) all economic information or information of economic value
- b) all political information or information of political value
- c) any additional services which the C.I.A. provides and its authority for doing so.

25. What percentage of the C.I.A.'s total budget was allocated for the support of clandestine operations since 1947, and what percentage is projected for the next five years?
26. What percentage of the C.I.A.'s actual expenditures was used for the support or execution of clandestine operations since 1947?
27. Provide an itemized accounting of the following:
  - a) the budget of the Directorate of Operations, also known as the Clandestine Services, and the percentage which this figure represents of the total C.I.A. budget from 1947 --1976, and the next five years, including the five year plan
  - b) the dollar amount and the percentage of the Directorate of Management and Services which is spent on the support or execution of clandestine services for the fiscal years listed in 27a above.
  - c) the dollar amount and the percentage of the budget of other directorates which were or are spent on the support and execution of clandestine operations for the fiscal years listed in 27a above.
  - d) the dollar amount and the percentage of special funds from the office of the Director or from other sources which were or are spent on the support or execution of clandestine operations for the fiscal years listed in 27a above.
28. For each of the figures supplied in reply to questions 24 -- 25 a)--d), supply the percentage of that figure that was spent on the support or execution of clandestine operations conducted in the U.S.

#### IV Disclosures

29. Describe the C.I.A.'s policy as to disclosures of information to the following bodies, and include within each reply who decided how much to disclose, by what legislative or executive authority the policy is promulgated, who has ratified, modified, or altered the policy, and furnish any notes, data, memoranda, orders, or authorization, written or verbal,

concerning the policy, and any changes thereof for the fiscal years listed in 27a above, plus the year or years that the policy on disclosure was originally promulgated:

- a) to citizens of the United States
- b) to individual members of Congress
- c) to foreign relations committees of the House and Senate
- d) to the armed services and appropriations committees of the House and Senate
- e) to the special investigating committees, including the Watergate Committee, and the House and Senate committees to investigate the intelligence community
- f) to the special subcommittees designated for oversight by the House and Senate
- g) to the General Accounting Office
- h) to the U.S. Intelligence Board
- i) to the Office of Management and Budget
- j) to the President of the United States
- k) to the "40 Committee," or its predecessors
- l) to the National Security Council
- m) to the President of the United States

- 30. List all intelligence agencies in the federal, state, and local governments of the U.S. with which the C.I.A. regularly exchanges information.
- 31. List all intelligence agencies in the federal, state, and local governments of the U.S. with which the C.I.A. occasionally exchanges information.
- 32. List all foreign governments, subdivisions thereof, or intelligence agencies with which the C.I.A. regularly exchanges information.
- 33. List all foreign governments, subdivisions thereof, or intelligence agencies with which the C.I.A. occasionally exchanges information.
- 34. Furnish copies of all agreements, memoranda, or orders setting forth the terms of exchange covering the circumstances in questions 30 -- 33.

35. What is the standard operating procedure within the C.I.A. for taping telephone conversations:

- a) within the C.I.A. offices
- b) between C.I.A. offices and outside lines
- c) between C.I.A. personnel outside of C.I.A. offices
- d) between C.I.A. personnel and others outside the C.I.A. offices

36. What staffs, agencies, or companies start, stop, operate and repair wiretaps used by the C.I.A.?

37. What is the standard operating procedure within the C.I.A. for the review of tapes covering the circumstances listed in question 35 above?

~~38.~~ What is the standard operating procedure within the C.I.A. for the destruction of tapes covering the circumstance listed in question 35 above?

39. What is the standard operating procedure within the C.I.A. for the taping of personal conversations?

40. What is the standard operating procedure within the C.I.A. for the review of such tapes?

41. What is the standard operating procedure within the C.I.A. for the destruction of such tapes?

42. Describe the special circumstances under which a telephone conversation or personal conversation is taped or tapped by the C.I.A.?

43. What is the standard operating procedure employed by the C.I.A. for the destruction of documents?

44. Describe the special circumstances under which a document is destroyed by the C.I.A.

45. List, describe, and specify the regulations governing the classification of documents, information, or tapes located at the C.I.A. or at any of its components listed in 15 above.

46. List, describe, and specify the positions, offices, or staff at the C.I.A. or any of its components listed in 15 above which have the authority to

classify, documents, information, or tapes.

V Extra-legal activity

47. List, describe, and specify all computerized information banks or manual lists which store or contain information on American citizens and which are used, developed, or shared by the C.I.A. or any of its components listed in 15 above.
48. List the agencies of the U.S. government, its subdivisions, or any other jurisdiction located within the U.S., which supply computerized information or manual lists concerning American citizens or grant access to the same to the C.I.A. or any of its components listed in 15 above.
49. List the agencies of foreign governments or their subdivisions which supply computerized or manually stored information concerning American citizens or grant access to the same to the C.I.A. or any of its components listed in 15 above.
50. List the government agencies or subdivisions thereof, home or abroad, which the C.I.A. provides access to concerning computerized or other information on American citizens.
51. List, describe, and specify any intelligence data concerning American citizens that has been gathered, stored, or collected by the C.I.A. or any of its components listed in 15 above and that has been made available to private corporations, their officers, associates, employees or third parties representing the same.
52. Furnish the names of all American citizens who have had their mail tapped, recorded, opened, inspected, or checked by the C.I.A. or any of its components listed in 15 above, or by the U.S. postal service acting on behalf of the C.I.A. or any of its components listed in 15 above, and the list shall cover the period 1947 -- 1976.
53. Furnish the authorization for the installation of mail tapes, etc, described in 52 above.

54. Furnish the names of all American citizens who have been subjected to physical surveillance by the C.I.A. or any of its components listed in 15 above since 1947.
55. Furnish the authorization for the acts of physical surveillance described in 52 above.
56. Furnish the names of all American citizens who have had their telephone(s) or personal conversations taped or tapped by the C.I.A. or any of its components listed in 15 above, or by anyone else acting on behalf of the C.I.A., and the list shall cover the period 1947 -- 1976.
57. Furnish the authorization for the use of the wiretaps, bugs or overhearing devices, as described in 56 above.
58. Describe the relationship between the C.I.A. or any of its components listed in 15 above and the Bell Telephone Company, American Telephone and Telegraph, International Telephone and Telegraph, COMSAT, RCA, Western Union, or any other phone company operating inside or outside of the U.S., and furnish all agreements, orders, memoranda, written or verbal, which authorized any such relationships.
59. Has the C.I.A. or any of its components listed in 15 above ever intercepted or caused to be intercepted the domestic or foreign phone calls, messages, or communications of U.S. journalists, writers, scholars, congressmen, jurists, or public officials?
60. If the reply to 59 is in the affirmative, give the persons who were intercepted, the length of time of the intercept, and the authorization for the same, written or verbal.
61. Describe the C.I.A.'s internal inspection system, also known as the inspector general's office, and set forth its mission and functions, including the nature of records it keeps, its jurisdiction, and a brief description of all reports filed by the inspector general since 1947.

62. Has the C.I.A. or any of its components listed in 15 above or any third parties acting on their behalf aided, assisted, cooperated, performed, or committed any of the following acts within the territorial limits of the United States?

- a) requested a donor, foundation, individual, or third party known by the aforesaid, or fourth party known by the third party of the aforesaid, to increase, reduce, postpone, modify, or stop dispensing or allocating funds, monies, or credit to any one person, persons, projects, or institutes, tax-exempt or otherwise
- b) requested an employer, or a third party known by an employer, or a fourth party known by a third party of an employer, to demote, promote, discharge, or modify the employment of any person, employee, associate, partner, firm, or legal entity.
- c) circulated any information, rumor, innuendo, or lie concerning any individual, person, institute, firm, corporation, or legal entity.
- d) stored or collected data, information, fact, photographs, film, bank records, or any documents on any person who falls under any of the following categories:
  - (1) police officer
  - (2) local public official
  - (3) a government official
  - (4) a candidate for public office
  - (5) a president of the United States
  - (6) a presidential candidate from any major or minor political party
  - (7) a congressman or congresswoman
  - (8) a jurist
  - (9) a known mafia figure
  - (10) a reporter, publisher, writer, author, scholar, T.V. personality, movie star, or actor or actress
  - (11) a known criminal
  - (12) an individual with a criminal record



63. If the reply to question 62 or any parts thereof is in the affirmative, supply all relevant information written and verbal, that explains or describes the fact or event in question.
64. Has the CIA or any of its components listed in 15 above, or any third party acting on behalf of the same ever represented itself as being employed by, associated with in any capacity, or given funds to, or used as sources of information, any of the following:
- a) Smithsonian Institution, or any affiliate of the same
  - b) Any institute operating in this country, tax-exempt or otherwise, and chartered, licensed, or actively pursuing the arts, science, music, history or technology, or scholarly research
  - c) Any American university or institute of higher learning
  - d) Any American or multinational corporation, bank or financial institution
  - e) A religious organization, church, or religiously sponsored movement
  - f) A magazine, journal, newspaper, TV station, motion picture company or news service
  - g) A political party, a political movement, or a movement or group committed to social change.
65. If the reply to question 64 or any parts thereof is in the affirmative, supply all relevant information, written and verbal, that explains or describes the fact or event in question.
66. List all magazines, journals, books, newspapers, TV programs, motion pictures, or matter appearing before the general public that has ever been the recipient of assistance, financial or otherwise, from the CIA, its components listed in 15 above, or any third party acting on their behalf. Describe the nature of assistance.

67. Has the CIA or any of its components listed in 15 above, or any third party acting on behalf of the same ever played any role in a local or state election conducted in the U.S., including but not limited to the financing of any campaigns, in part or in whole, the writing of any speeches, the doing of any research, the supplying of any information, the payment of any funds, or the furnishing of any equipment, or the performance of any other service.
68. If the reply to question 66 or any parts thereof is in the affirmative, supply all relevant information, written or verbal, that explains or describes the fact or event in question.
69. Has the CIA or any of its components listed in 15 above, or any third party acting on behalf of the same ever played any role in any congressional election, including but not limited to the financing of any campaigns, in part or in whole, the writing of any speeches, the doing of any research, the supplying of any information, the payment of any funds, the furnishing of any equipment, or the performance of any other service.
70. If the reply to question 69 or any parts thereof is in the affirmative, supply all relevant information, written or verbal, that explains or describes the fact or event in question.
71. Has the CIA or any of its components listed in 15 above or any third party acting on behalf of the same, or any fourth party acting on behalf of any third party of the same, ever playing any role in any presidential convention, campaign, or election, including but not limited to the financing of any campaigns, conventions, or elections, in whole or in part, the writing of any speeches, the doing of any research, the supplying of any information, the payment of any funds, the furnishing of any equipment, or the performance of any other service.

72. If the reply to question 71 or any parts thereof is in the affirmative, supply all relevant information, written or verbal, that explains or describes the fact or event in question.

73. Has the CIA or any of its components listed in 15 above, or any third party acting on behalf of the same ever discussed the prospective murder, homicide, assassination, of any person, foreign or domestic?

If the answer to question 72 is in the affirmative,

a) name the target

b) the person(s) attending or privy to the discussion

c) the time and place of discussion

d) describe the circumstances under which the act was to occur, including the names and nationalities of the parties who were selected to perform the act

e) furnish all notes, documents, memoranda, recordings, tapes, photographs, orders, or any and all other written verbal or pictorial references to the discussion concerning the event in question

f) describe what the CIA, its components listed in 15 above, or any third party acting on their behalf did, including but not limited to the names of authorities it notified and names of persons to whom it communicated said information

g) furnish any and all other information that the CIA deems relevant.

74. Has the CIA or any of its components listed in 15 above, or any other third parties acting on behalf of the same ever aided, abetted, assisted, participated, engaged, conspired, executed, performed, or been an accessory to any of the following acts committed within the territorial limits of the U.S.?

- a) bribery
- b) destruction of evidence of a crime
- c) burglary and surreptitious entry
- d) armed robbery
- e) arson
- f) perjury
- g) fraud, including extortion, counterfeiting, and forgery.
- h) kidnapping
- i) voluntary manslaughter
- ~~j) homicide~~
- k) assassination
- l) any criminal offense classified as a felony, or carrying a punishment to exceed one year of incarceration.

75. Furnish all memoranda, notes, documents, tapes, or any other papers or recordings concerning the relationship between the CIA, its components listed in 15 above, or any third party acting on behalf of the same and the Summa Corporation, its officials, agents, employees, representatives or third parties acting on behalf of the same.
76. Has the CIA or any of its components listed in 15 above or any third parties acting on behalf of the same ever negotiated, worked, assisted, helped, planned, or cooperated with the Summa Corporation, its officials, agents, employees, representatives or third parties acting on behalf of the same for any purpose other than the retrieval of a Soviet submarine. If the reply is in the affirmative, supply all relevant information, written or verbal, that explains or describes the fact or event in question.

77. Furnish all memoranda, notes, documents, tapes, or any other papers or recordings concerning any relationship between the CIA, its components listed in<sup>15</sup> above or any third party acting on behalf of the same and Howard Hughes, any firm, corporation, or entity he is associated with, or an official, employee, agent, representative or third party acting on behalf of the said Howard Hughes or any firm, corporation, or entity he is associated with.

78. Furnish complete, true and correct copies of the following documents, including all appendices, attachments, revisions or amendments:

1. October 2, 1948 NSCID on "plausible denial".
2. October 5, 1948 NSCID and all documents relating to the 1948 Secret CIA Charter.
3. NSAM #57 (1961)
4. NSAM #55 (1961 - John F. Kennedy to the Joint Chiefs of Staff).
5. 1949 and 1955 Hoover Commission Reports on Intelligence Community.
6. 1961 Maxwell Taylor's study of U.S. intelligence.
7. 1967 Hugh Cunningham's study under the auspices of the Office of the Inspector General, on CIA's "in-house needs".
8. 1967 Senior Executive Group study on CIA's managerial problems.
9. 1967 Frederick Eaton's study of NSA and the cryptological problem written at the request of the Director of Central Intelligence.
10. Target Oriented Display Study - late 1960's - compiled and updated by National Intelligence Planning Estimates (NIPE) staff.
11. KH-X or Real-Time Study - also late 1960's - study group headed by Roland Inlow, looking into the future to the day when the U.S. will be able to photograph enemy territory in great detail and almost simultaneously return the images to ground stations where they can be displayed for immediate analysis.
12. National Intelligence Resources Board (NIRB's) study of National Security Agency (NSA's) programs.
13. 1965 study on air proprietaries compiled at the request of CIA's Director's office.
14. Bross Study for President-elect Nixon - done at Nixon's request just following his election in 1968, and completed in early 1969.
15. 1970 Wilfred McNeil's study on CIA's budgetary practices. It is an account of the methods used for purchasing and laundering currency on the international black market, November, 1971 - Office of Management and Budget's review of the intelligence community, chaired by James Schlesinger.
16. 1973 Schlesinger's OMB study on the size and scope of the CIA and intelligence community.
17. NSC directive directing the CIA to conduct "clandestine counter intelligence outside the United States".\*
18. NSC directive assigning to the CIA the task of maintaining central files and records of foreign counterintelligence information for the benefit of all interested agencies.

19. Directive establishing and defining the scope of the Domestic Operations Division.
20. Directive in 1972 changing name of Domestic Operations Division to Foreign Resources Division.
21. Directive of August 15, 1967 establishing a unit within the CIA Counterintelligence Office to look into the possibility of foreign links to American elements.
22. All files of the unit described in #21.
23. All memoranda prepared by the unit described in #8 and sent outside the CIA.
24. Letter of August 29, 1967 from the executive director of the National Advisory Commission on Civil Disorders to the DIC.
25. Letter of September 1, 1967 from the executive director of the National Advisory Commission on Civil Disorders to the DIC.
26. Any and all material sent pursuant to #25 or otherwise by the CIA or the DIC to the National Advisory Commission on Civil Disorders.
27. 1967 Katzenbach study of covert financing of non-profit organizations and universities.
28. All files relating to the CIA activity as part of "an inter-agency program, in support of the national commission, among others."\*
29. 1967 CIA reports on the "foreign aspects of the anti-war, youth, and similar movements and their possible links to American counterparts."\*
30. 1967 CIA Director's study on CIA activities on U.S. college campuses.
31. Specific information disseminated to responsible U.S. agencies regarding "foreign aspects of the antiwar, youth and similar movements."\*
32. All files relating to September, 1969 directors review of the unit created on August 15, 1967 to look into possible foreign links to American dissident elements including but not limited to the memorandum in which the director states his belief that it was proper "while strictly observing the statutory and de facto proscriptions on agency domestic activities."\*
33. Files of the program conducted pursuant to the CIA involvement in the Interagency Evaluation Committee.
34. Files of queries to overseas CIA stations and responses for information passed to FBI.
35. All files pertaining to the activities of about a dozen individuals recruited or inserted into American dissident circles.
36. All reports on the activities of American dissidents prepared by the individuals described on #35.
37. Directive issued in 1973 limiting the program described in #33 to collection abroad.

38. March 1974 memorandum by the director terminating the program described in #33.
39. Files developed in the program described in #33 on 10,000 American citizens.
40. All files relating to inserting 10 agents into dissident organizations in the D.C. area.
41. Reports made available to the FBI, Secret Service, and local police departments from the program described in #40.
42. Directive issued in December, 1968 terminating the program described in #40.
43. All lists "developed at various times in the past...which do appear questionable under CIA's authority."\*
44. May 9, 1973 directive from the director to all CIA employees requesting them to report any indication of any activity of them might feel questionable.
45. All responses to the May 9, 1973 directive.
46. All files of the internal review generated by the responses described in #45.
47. Policy determinations and guidance issued in August, 1973 following investigation described in numbers 31-33.
48. Files related to three instances which could have been the basis for allegations of break-ins.
49. All files related to telephone taps against 21 residents of the United States between 1951-1965 including, but not limited to authorizations by the Attorney General and the director.
50. All files of surveillance of CIA employees including , but not limited to, three occasions in 1968, 1971 and 1972.
51. All files of surveillance of Americans, not CIA employees, including but not limited to, surveillance in 1971 and 1972 against five Americans, and surveillance in connection with a "plot to kill the Vice President" in 1971 and 1972."\*
52. All files of programs to open and inspect mail including, but not limited to, surveillance involving "a plot to kill the Vice President" and several programs conducted between 1953 and 1973.\*
53. All files of August, 1973 review of CIA assistance to federal, state and local government components.
54. Memorandum issued in 1973 and each subsequent year directing all CIA employees to bring to the attention of the Director or the Inspector General any activity which they think may be beyond CIA's proper charter.
55. All responses received in response to the memorandum in #54.
56. Internal agency regulations and policy reflecting recommendations of the Katzenbach group.



57. Text of the report on CIA domestic activities given to the Chairman of the Senate and House Armed Forces Committee in May, 1973.
58. All files, records or memoranda relating to "discussions" about assassinations, assassination attempts, or assassinations including, but not limited to, records which provide the basis for the CIA Director's response to Senator Symington's query about assassination reports.
59. All Inspector General records covering the years 1970-1976.
60. A copy of the Secret History of the CIA in process of being written since 1965 or thereabouts.
61. A copy of the Schlesinger letter requesting information of abuses by CIA, and a copy of the approximate 700 pages of answers to the Schlesinger letter.

\* Quotes are from CIA Director William Colby's testimony to the Senate Appropriations Committee, January 15, 1975.

Forward all inquiries to:

NATIONAL SECURITY STUDY GROUP  
INSTITUTE FOR POLICY STUDIES  
1901 Q Street, NW  
Washington D.C., 20009  
234-9382

UNITED STATES GOVERNMENT

# Memorandum

TO : Mr. W. R. Wannall *Wannall*

FROM : W. O. Cregar *Cregar*

SUBJECT: HOUSTUDY - 75

2 - Mr. J. A. Mintz  
(1 - Mr. J. B. Hotis)  
1 - Mr. W. R. Wannall  
1 - Mr. H. E. Helgeson

DATE: 8/21/75

1 - Mr. E. J. Pistey  
1 - Mr. D. Ryan  
1 - Mr. W. O. Cregar  
1 - Mr. S. F. Phillips

Assoc. Dir. \_\_\_\_\_  
Dep. AD Adm. \_\_\_\_\_  
Dep. AD Inv. \_\_\_\_\_  
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Telephone Rm. \_\_\_\_\_  
Director Sec'y \_\_\_\_\_

This afternoon (8/21/75) House Select Committee (HSC) Staff Members James Oliphant and Richard Vermiere indicated to Supervisors E. W. Larson and S. F. Phillips of INTD that they would like to promptly see all the material relating to COINTELPRO which has already been made available by access or delivery to the Senate Select Committee (SSC). Because of the considerable volume of this material and the fact that Staff Members of the SSC are in the midst of reviewing much of it, it was pointed out that the immediate production of this material to the HSC would pose some logistical problems and that, further, it would probably be most difficult for them to fully understand the material going into it "cold." It was therefore suggested to Oliphant and Vermiere that perhaps an oral briefing on COINTELPRO would be productive to them. They immediately accepted the idea and asked for such a briefing as soon as possible.

We have made arrangements for a briefing as described to take place commencing at 3:00 p.m. tomorrow (8/22/75) in the INTD Conference Room. It is planned that the following individuals in addition to Oliphant and Vermiere will be present. Mr. Steven Blackhurst, who is Deputy to the Special Counsel for Intelligence Coordination in the Office of the Deputy Attorney General has indicated a desire to be present and plans to attend. It should be noted that we have already cleared with Blackhurst our having the briefing and he indicated it would not interfere with negotiations currently under way between the Bureau, Department and the HSC regarding procedures.

From INTD will be present yourself (Mr. Wannall), Mr. H. E. Helgeson, Deputy Assistant Director, Mr. E. J. Pistey, Mr. D. Ryan and a representative from the Senstudy 75 Project. We also plan on having present a representative of the Legal Counsel Division.

62-116464

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EX 103

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FIVE

Memorandum to Mr. W. R. Wannall  
Re: HOUSTUDY  
62-116464

ACTION:

For information.

B

*[Handwritten signature]*

JBS  
Pm

wru

*[Handwritten signature]*

UNITED STATES GOVERNMENT

# Memorandum

TO : Mr. J. B. Adams

FROM : Legal Counsel

SUBJECT: HOUSTUDY -75

1 - Mr. Mintz  
1 - Mr. Cleveland  
1 - Mr. Gallagher  
1 - Mr. Walsh

DATE: 8/20/75

1 - Mr. Wannall  
1 - Mr. Gregar  
1 - Mr. Hotis  
1 - Mr. Daly

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Director Sec'y \_\_\_\_\_

The Department by letter dated 8/7/75 requested a meeting with House Select Committee representatives to arrange for procedures for the handling of requests by that Committee. The Department as of 8/18/75 had not received a response despite the fact we had received requests from the Committee in writing and also requests which were set forth in the printed transcript for the hearings with the Select Committee on Intelligence dated August 7, 1975. We requested on 8/18/75 that the Department expeditiously contact the Committee to determine when a meeting could be held with Committee representatives to discuss the aforementioned matters including the outstanding requests. Steven Blackhurst, Deputy Special Counsel for Intelligence Coordination, in turn advised a meeting was scheduled for 8/19/75 with A. Searle Field, Staff Director.

The meeting was held as scheduled on 8/19/75 and in attendance were Inspector John B. Hotis, SA Paul V. Daly and SA Elmer Larson; Aaron Donner, Counsel for the Committee; A. Searle Field, Staff Director; Richard Vermeire and Tim Oliphant, Staff Investigators; Pete Hughes; and Michael E. Shaheen, Jr., Special Counsel for Intelligence Coordination; and his Deputy, Steven Blackhurst.

Field stated at the outset of the meeting that he did not accept nor would the Committee accept the procedures concerning the production of documents that existed between the Justice Department and the Federal Bureau of Investigation. Field and Donner both expressed the opinion that these procedures appeared to be much too restrictive. Field also stated that he wanted it understood that this was an investigation and that there would be no courtesies extended. He expressed his displeasure at the agreement existing between the Senate Select Committee and the Department allowing for in certain instances

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EX-103

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Legal Counsel to Mr. Adams  
RE: HOUSTUDY

the review by FBI personnel of notes taken by Staff Members from Bureau documents and being told how in certain instances to handle information furnished. He said there would be no precensoring of any information by the FBI before it gets to his Committee. He felt that a prior review would be intimidating and self-defeating and would not permit his Committee to acquire the facts it needs to conduct a thorough and comprehensive investigation. As an example of the type of information he intends to obtain for the Committee, he cited the identities of informants, payment schedules to informants and access for interview purposes to informants. His Committee is interested in the auditing procedures which are employed and it may be necessary to recommend to the Congress that procedures be established which will enable the Congress to exercise oversight in this area. He said that the CIA is making their confidential sources available to the Committee Staff Members for interview in some cases in "safe houses." Field said that the Committee Staff has no less authority than anyone in the FBI in these matters and stands coequal with them in the review of informants. The purpose of the interview of informants by the Committee, according to Field, would be to verify the payments made to any particular informant and to insure the taxes were paid on that money.

A lengthy discussion concerning the existing procedures by the Senate Select Committee and the FBI concerning document responses was had with Field by both Bureau and Departmental representatives explaining to him the necessity for a structured guideline for responses. It was apparent that Field did not share the feeling that guidelines were necessary in this area and remarked that he did not want to be constrained by any formed agreement in this area but rather handle the Committee requests on an ad hoc basis. He emphasized that he was under pressure from individual Congressmen on the Committee to show results concerning requests for information from the FBI and his feeling was to date that we had not been responsive on a timely basis. Mr. Shaheen pointed out to Field that the Bureau had responded to certain other requests and highlighted the Department's request of 8/7/75 for the opportunity to discuss procedures and guidelines for future Bureau responses.

CONTINUED - OVER



Legal Counsel to Mr. Adams  
RE: HOUSTUDY

With respect to interviews of current and former Bureau employees, Field was informed of the existing arrangements with the Senate Select Committee allowing a Bureau representative to be either present and/or available for consultation if requested by the proposed interviewee. He was also informed of the regulations in the Department and Bureau which require current and former employees to be released for purposes of interview by Committee representatives. He was also advised that we have generally been informed in advance of interviews by Congressional Committees of the identities of current and former employees who were to be interviewed and of the topic of the interview so that appropriate arrangements could be made for such an interview. Field accepted these procedures in principle; however, he felt that in certain instances the Committee would want to conduct interviews without prior notification of the Bureau pointing out that current or former Bureau personnel might desire to be interviewed without Bureau knowledge.

It was apparent that the Committee Staff Members of the House Select Committee do not have expertise on Bureau operations that is enjoyed by the Senate Select Committee and that it would be to our advantage to this point to educate the Committee Members with regard to FBI operations and in so doing hopefully making their requests reasonable. Since the prime area at this point based on conversations with Committee Staff Members appears to be informant operations including audit procedures concerning payments. It would appear that a detailed briefing in this area concerning our informant matters would be of value to the Staff Members.

At the meeting it was agreed that with regard to the House Select Committee request for all materials furnished to the Senate Select Committee, that the House Select Committee would be allowed access to such material and if they so desire, they would subsequently request the material be delivered to the Committee. This is in accordance with the decision made by the Deputy Attorney General as relayed to the Bureau concerning the furnishing of material given to the Senate Select Committee to the House Select Committee.

Subsequent to the meeting, Steven Blackhurst and Michael E. Shaheen, Jr., advised that the Bureau should not prepare responses concerning the requests made of Assistant Director Walsh during the hearing on August 7, 1975. It was the Department's intention at this point to request that the Committee make those requests in writing.

CONTINUED - OVER



Legal Counsel to Mr. Adams  
RE: HOUSTUDY

At approximately 4:10 p.m. on 8/19/75, Tim Oliphant contacted Inspector Hotis and requested that he and Richard Vermeire meet with Bureau representatives at 10:15 a.m. on 8/20/75 to discuss their request for all documents previously furnished to the Senate Select Committee. He would like to see a general index for all such requests and determine the amount and nature of the information that has been given to the Senate Select Committee. He was told that it was not possible to provide all the information requested on such short notice but we would brief him on the general scope and nature of the Committee's request.

RECOMMENDATIONS:

- (1) That a briefing be arranged by the Intelligence Division concerning informant matters in coordination with the Special Investigative and Administrative Divisions.
- (2) That we expeditiously prepare the material furnished the Senate Select Committee for access by the House Select Committee Staff Members.

*mmc* *JOH* *JOH*  
*JBS* *new* *WVC*  
*PM* *JAM*

1 - Mr. Adams  
1 - Mr. Wannall  
1 - Mr. Mintz

August 14, 1975

1 - Mr. Walsh  
1 - Mr. Cregar  
1 - Mr. Daly  
1 - Mr. Hotis

The Attorney General

Director, FBI

REC-1

62-116464-39

**HOUSE SELECT COMMITTEE REQUEST  
FOR SENATE SELECT COMMITTEE  
MATERIALS**

A memorandum from Michael E. Shaheen, Jr., Special Counsel for Intelligence Coordination, dated August 6, 1975, requested our views concerning a request from the House Select Committee for all materials and documents which we previously provided to the Senate Select Committee on Intelligence. For the reasons set forth below, we believe that the Department should not comply with this request.

To begin with, this request will add to the already substantial administrative burdens imposed upon this Bureau by various Congressional committees. We can also expect similar demands by the House Subcommittee on Civil and Constitutional Rights, chaired by Representative Don Edwards, and Mrs. Abzug's Subcommittee on Government Information and Individual Rights. In addition, the House Select Committee has asked for all documents previously furnished the General Accounting Office at the request of the Judiciary Committee.

Although we are not suggesting that information be withheld which Congress needs to make appropriate oversight and legislative judgments, we feel that it should be sufficient that the information sought is provided one Committee in Congress. Otherwise, we will soon be at the point where the effort needed to comply in a complete and timely fashion to Congressional demands will seriously undermine the ability of this Bureau to carry out its normal investigative responsibilities.

Some support for this position can be found in the Senate Select Committee on Campaign Activities v. Nixon, 493 F. 2d, 725, 732-33 (D. C. Cir. 1974). In a unanimous decision, written by

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Telephone Rm. \_\_\_\_\_  
Director Sec'y \_\_\_\_\_

JBH:dkg (12)

MAIL ROOM ☐

TELETYPE UNIT ☐

SEE NOTE - PAGE 3



The Attorney General

Judge Bazelon, the Court of Appeals for the District of Columbia refused to enforce a subpoena for Presidential tapes, on the grounds the House Judiciary Committee already had such tapes in its possession. Thus, the [Senate] Select Committee's "immediate oversight need for the subpoenaed tapes is, from a Congressional perspective, merely cumulative." In addition, the court said, there was no showing that the subpoenaed materials were critical to the Committee's legislative functions. Id. 732.

We are also concerned about the possibility of compromising extremely sensitive sources or ongoing investigations. While we do not question the integrity of the staff members of these Committees, the broad dissemination of these materials unavoidably increases the likelihood of improper disclosure.

An additional problem is presented by Rule 11 of the House Rules which provides that information furnished to a Committee is available upon request to any member of the House. As you know, Rule 7.3 of the House Rules for the Select Committee on Intelligence Activities states that, "Until such time as the Committee has submitted its final report to the House, classified or other sensitive information in the Committee records and files shall not be made available or disclosed to other than the Committee membership and the Committee staff, except as being otherwise determined by the Committee." It is not at all clear, however, whether the Committee Rules supersede established rules of the House. Furthermore, Rule 7.3 does not deal with the ultimate disposition of such materials once the Committee has submitted its final report.

For these reasons we strongly urge that Chairman Pike's request for the materials provided the Senate Select Committee be denied. We stand ready, of course, to respond to specific requests for information but do not feel it is wise to honor such a broad and indiscriminate demand.

1 - Michael E. Shaheen, Jr.  
Special Counsel for Intelligence  
Coordination

NOTE: A memorandum from Michael E. Shaheen, Jr., Special Counsel for Intelligence Coordination, dated 8-6-75, requested our views concerning a request from the House Select Committee for all materials and documents which we previously provided to the Senate Select Committee on Intelligence. Mr. Shaheen notes that an informal request by the House Select Committee to the Senate Select Committee for a copy of the list of requests for documents and materials was refused. The deadline for our response was extended to 8-12-75 by Steven Blackhurst, Deputy Special Counsel for Intelligence Coordination.

*just*



OFFICE OF THE DEPUTY ATTORNEY GENERAL  
WASHINGTON, D.C. 20530

Assoc. Dir. \_\_\_\_\_  
Dep.-A.D.-Adm. \_\_\_\_\_  
Dep.-A.D.-Inv. \_\_\_\_\_  
Asst. Dir.: \_\_\_\_\_  
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Telephone Rm. \_\_\_\_\_  
Director Sec'y \_\_\_\_\_

AUG 6 1975

TO: See Distribution

FROM: Michael E. Shaheen, Jr.  
Special Counsel for Intelligence  
Coordination

SUBJECT: House Select Committee Request for  
Senate Select Committee Materials

The House Select Committee (Pike Committee) has asked this Department to furnish it with all materials and documents which we previously have provided to the Senate Select Committee on Intelligence (Church Committee). To date we have not complied with this request and would like your views on whether or how it would be appropriate for us to do so.

The House Select Committee has not asked us for a copy of the Senate Select Committee's list of requests for documents and materials, nor has it formally requested such a list from the Senate Select Committee itself. We understand that an informal request for the list was refused.

Please give us your views on the appropriate response to the House Select Committee request no later than August 8. They will be forwarded to the Attorney General and the Deputy Attorney General for consideration and decision.

COMMENTS:

EX 103

REC-1

62-116464-39

DISTRIBUTION:

Attorney General (Attn: Doug Marvin)  
Deputy Attorney General  
✓ Director, FBI  
Mr. Scalia - OLA  
Mr. Uhlmann - OLC

SEP 2 1975

Ack let AG  
8-14-75  
JBH:dkg



ADMINISTRATIVE-INTERNAL USE ONLY

13 August 1975

MEMORANDUM FOR THE RECORD

SUBJECT: Briefing of House Select Committee Staff Member

On 11 August 1975, the below listed members of the House Select Committee Staff were briefed for access to SI, TK, and BYC materials by Edward J. Sherry. It should be noted that staff members did not sign the standard briefing oaths.

Aaron Donnor  
Carolyn Andrade  
Michele Schafer  
Sandra Zeune  
Cheryl Yamamoto  
Charles Mattox  
Roger Carroll

- GAO 2 Feb 1977 492-32-1269  
- 20 Aug 1938 SSN 006-34-3747

3 ENCLOSURE

Calvin E. Davis  
Chief, Special Security Center

Distribution:

Original - SSC  
1 - DD/PSI  
1 - Mr. Bolton  
1 - Perry Miles  
1 - CIB  
1 - SSC Chrono

62-116464-  
NOT RECORDED

46 OCT 31 1975

84 NOV 4 1975

62-116464

SSC  
Chrono

11 August 1975

MEMORANDUM FOR THE RECORD

SUBJECT : Compartmental Briefings for House Select  
Committee Staff

REFERENCE: Director of Security Memorandum dated  
8 August 1975: same subject

1. On 11 August 1975 prior to briefing the individuals referenced in the Director of Security's memorandum, the undersigned was informed by Ms. Carolyn Andrade that Messrs. Charles Mattox and Roger Carroll, GAO employees assigned to the House Staff were also going to be briefed.

2. The undersigned contacted Mr. Calvin B. Davis, Chief, SSC for instructions. He said that as long as the GAO employees were going to be assigned to the House Staff, I could brief, providing I received a certification from Mr. Serle Field and a signed employment agreement.

3. Mr. Serle Field affirmed that the GAO employees were certified and a signed employment agreement for each was provided. The briefing was then conducted.

Edward J. Sherry  
Deputy Chief  
Compartmented Information Branch

ENCLOSURE

8 AUG 1975

MEMORANDUM FOR: Deputy Director of Security (P&M)


SUBJECT : Compartmented Briefings for House  
Select Committee Staff

1. On 8 August 1975 Mr. Serle Field telephoned me to request additional compartmented briefings for members of his Staff. He requested briefings in his office, Room 433 Cannon Building at 1400 hours, Monday 11 August 1975, for the following:

Aaron Donnor  
Carolyn Andrade  
Michele Schafer  
Sandra Zeune  
Cheryl Yamamoto

2. Mr. Field indicated that the above individuals would be certified by either himself or the Chairman and their signed employment agreement would be available to the briefer.

3. Mr. Field also requested that we provide him with a generalized briefing on the entire compartmented system to enable him to make a judgment on which staff members should be briefed for specific projects. He will be in touch with us at a later date to set a time for this briefing.

  
Robert W. Gambino  
Director of Security

cc: DD/PSI  
C/SAG

Distribution:

Orig. - DD/P&M  
1 - C/SAG  
1 - Chrono

ENCLOSURE

62-116464-  
DS/RWGambino:rij (8 Aug 75)

## EMPLOYEE AGREEMENT

1. I have read House Resolution 591, 94th Congress, establishing the House Select Committee on Intelligence, and the Committee's Rules and Security Regulations.

2. I understand that as a condition of employment with the Committee I am required to, and hereby agree to, abide by House Resolution 591, 94th Congress, and by the Committee's Rules and Security Regulations.

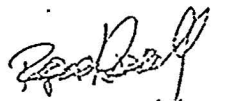
3. I agree not to accept any honorarium, royalty, or other payment for a speaking engagement, magazine article, book, or other endeavor connected with the investigation and study undertaken by the Committee.

4. I further agree that I will not divulge to any unauthorized person in any way, form, shape or manner the contents of classified information received or obtained pursuant to House Resolution 591, 94th Congress. I understand that it is my responsibility to ascertain whether information so received or obtained is classified. I further understand and agree that the obligations hereby placed on me by this paragraph continue after my employment with the Committee has terminated.

5. I further agree that until such time as the Committee has made its final report to the House I will not divulge to any unauthorized person in any way, form, shape or manner the work product or memoranda of the Committee or any material or testimony received or obtained pursuant to House Resolution 591, 94th Congress, unless specifically authorized by the Committee.

6. I understand that failure to abide by any of the foregoing will subject me to immediate termination of my employment with the Committee.

11 Aug 1975  
(Date signed)

  
\_\_\_\_\_  
(Signature)

ROGER CARROLL

CLOSURE

62-116461-

## EMPLOYEE AGREEMENT

1. I have read House Resolution 591, 94th Congress, establishing the House Select Committee on Intelligence, and the Committee's Rules and Security Regulations.

2. I understand that as a condition of employment with the Committee I am required to, and hereby agree to, abide by House Resolution 591, 94th Congress, and by the Committee's Rules and Security Regulations.

3. I agree not to accept any honorarium, royalty, or other payment for a speaking engagement, magazine article, book, or other endeavor connected with the investigation and study undertaken by the Committee.

4. I further agree that I will not divulge to any unauthorized person in any way, form, shape or manner the contents of classified information received or obtained pursuant to House Resolution 591, 94th Congress. I understand that it is my responsibility to ascertain whether information so received or obtained is classified. I further understand and agree that the obligations hereby placed on me by this paragraph continue after my employment with the Committee has terminated.

5. I further agree that until such time as the Committee has made its final report to the House I will not divulge to any unauthorized person in any way, form, shape or manner the work product or memoranda of the Committee or any material or testimony received or obtained pursuant to House Resolution 591, 94th Congress, unless specifically authorized by the Committee.

6. I understand that failure to abide by any of the foregoing will subject me to immediate termination of my employment with the Committee.

Charles W. Mattox  
(Signature)

CHARLES W. MATTOX

11 Aug. 1975  
(Date signed)



UNITED STATES GOVERNMENT

# Memorandum

TO : MR. WALSH

FROM : L. C. GROOVER

SUBJECT: HOUSTUDY - 75

DATE: 8/8/75

Assoc. Dir. \_\_\_\_\_  
Dep. AD Adm. \_\_\_\_\_  
Dep. AD Inv. \_\_\_\_\_  
Asst. Dir.: \_\_\_\_\_  
Admin. \_\_\_\_\_  
Comp. Syst. \_\_\_\_\_  
Ext. Affairs \_\_\_\_\_  
Files & Com. \_\_\_\_\_  
Gen. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Inspection \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Plan. & Eval. \_\_\_\_\_  
Spec. Inv. \_\_\_\_\_  
Training \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director Sec'y \_\_\_\_\_

By letter dated 7/30/75 from A. Searle Field, Staff Director and Chief Counsel of the House Select Committee on Intelligence (HSCI), the Committee requested briefings for its staff by me as well as by a number of other Bureau representatives. On 8/5/75 Committee staff member Richard Vermeire telephonically contacted the office of Michael E. Shaheen, Jr., Special Counsel for Intelligence Coordination, Department of Justice, and requested that I provide the staff members a briefing concerning budget and accounting matters at 4 p.m. on that date. The purpose of this memorandum is to record the information discussed at that briefing part of which you attended.

The briefing was attended by Vermeire and staff member James B. F. Oliphant. They inquired initially as to whether we had a separate accounting and budgeting for Intelligence. It was explained to them that in connection with the fiscal year 1977 Spring Call we had an item for the first time which was labeled Intelligence. It was explained to them also that Intelligence was divided into four parts which are Intelligence - Organized Crime, Intelligence - General Crimes, Intelligence - Internal Security, and Intelligence - Counterintelligence. These items represent the FBI's handling of informants in each of the four areas and include the personnel cost and other expenses related thereto as well as the actual payments to informants. They then wanted to know whether you would bring with you information concerning payments to Counterintelligence and Internal Security informants when you testified before the Committee on 8/7/75. They were advised that you would have some information with you concerning payments to informants.

- 1 - Mr. Adams  
1 - Mr. Cleveland  
1 - Mr. Gallagher  
1 - Mr. Mintz  
1 - Mr. Moore  
1 - Mr. Wannall  
1 - Mr. Gregar  
1 - Mr. Hotis

REC-11

EX 103

CONTINUED OVER...

84-1548

1975

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

L. C. GROOVER TO MR. WALSH MEMO  
RE: HOUSTUDY

They asked whether I could give them a definition of Counterintelligence and Internal Security. I told them that we could provide them a more detailed definition later if they liked but in general terms Counterintelligence deals with countering the efforts of foreign intelligence agencies to collect information in this country and that Internal Security deals generally with threats or potential threats against the United States arising from groups or individuals domestically. They did not request any further detailed explanation.

A discussion then followed concerning how we allocated our cost to the various programs such as those included in the fiscal year 1977 Spring Planning Call. An explanation was given to them of our manpower utilization surveys and how this formed the basis for the distribution of cost to programs.

They wanted to know what security categories or programs were set forth in our fiscal year 1975 and 1976 request under the Management By Objectives (MBO) Program. They were advised that the submission for each of these two years included categories for Counterintelligence, Internal Security and Terrorism.

Oliphant wanted to know whether there is any distinction between a radical and an extremist. I told him I knew of no clear distinction between the two. They then inquired as to whether there is a distinction made between our budget and accounting for activities which are conducted before a crime is committed (intelligence) and after a crime is committed. They were advised that there is no such distinction.

They asked whether there is anyone from any other investigative or intelligence agency, such as the CIA, on the payroll of the FBI. They were told that there is not. They then asked whether there is anyone from the FBI on the payroll of any other agency. They were advised that there are not except that the FBI now and has for many years loaned personnel to the investigative staff of the House Appropriations Committee on a reimbursable basis. They were also told that the Director and two Assistant Directors of the investigative staff of the House Appropriations Committee have actually left the rolls of the FBI.

L. C. GROOVER TO MR. WALSH MEMO  
RE: HOUSTUDY

and are carried on the rolls of the House Appropriations Committee for a period of time after which it is expected that they will return to the FBI. They asked whether we have people who maintain liaison with intelligence or investigative agencies. They were told that we do have personnel who are responsible for maintaining liaison with each of the other investigative and intelligence agencies. I asked the staff members whether they are confining their inquiry to activities in the security field either Counterintelligence or Internal Security. They indicated that they were interested in "intelligence" activities regardless of whether it were security or criminal. I asked them then what was their definition of intelligence. They responded that they could not provide a definition of intelligence but that there are two pending bills, one of which deals with criminal justice investigative information and the other deals with criminal justice intelligence information, and that they would be interested in the intelligence information side. They pointed out further that you would most likely be asked for a definition of intelligence when you appeared before the Committee.

*seems not asked when*  
Returning to the budget they wanted to know whether there is any category which shows what we spend working with other agencies. They were advised that there is no such category.

Oliphant pointed out that the FBI has always been noted for maintaining a good public image. He asked whether in our fiscal year 1977 Spring Call there was any item setting forth our cost of public relations programs or dealing with the public or news media. He was told that such cost would be set forth under the program for External Affairs, since inquiries by the public and the press were generally answered in the External Affairs Division. It was also pointed out that inquiries under the Freedom of Information Act are handled in a separate Division. They then inquired as to whether the FBI's program priorities are established on the basis of programs that would generate the best image of the FBI. They were advised that this most certainly was not the case. They inquired as to whether there are any statistics regarding the "Top Ten" Program which would show the number of such fugitives which had been apprehended based on information received from citizens. They were advised that such statistics were available.

L. C. GROOVER TO MR. WALSH MEMO  
RE: HOUSTUDY

*it was not asked after*  
They suggested that you might have these statistics available when you testified before the Committee on 8/7/75, inasmuch as the Committee members might be interested in this.

They inquired as to whether we have an accounting procedures manual and account code. It was explained to them that our accounting system is undergoing revision in order to comply with GAO standards and that our overall accounting manual has not been completed. They were advised that the payroll portion of the accounting system had been approved by GAO on 6/30/75. They were advised that we do have a code book which sets forth the various accounts and codes. A brief discussion took place concerning the request for information in the Committee's letter of 7/28/75. It was pointed out to the staff members that some of the questions were so non-specific and all-encompassing that they could not possibly be answered in a short period of time if at all. It was also pointed out to them that some of the requests were for information that even if eventually compiled would be of minimal or of no use to them. Some of the questions of this type were the number of payments to the informants and the number of informants with a breakout of multiple payments to a single informant. They said that what they were really looking for in a question of this type was that as of a given time we had so many Organized Crime, General Criminal, Internal Security or Counterintelligence informants and that they were paid a certain amount of money. They indicated that if a question were stated in such a way that it were impossible or extremely difficult to answer we should set that forth pointing out what would be involved in responding to the request so that they could make a decision as to requesting the information in a more limited form.

They next inquired as to whether payments to general criminal or internal security informants would be larger. You responded that while all payments are different since they are on a COD basis, it was your impression that individual payments to criminal informants would probably be larger and pointed out that a criminal informant may furnish information which results in a recovery amounting to several million dollars which would, because of the time and money saved in FBI efforts, entitle him to a rather substantial payment. They asked how much an agent can pay to an informant without getting approval. It was explained to them none without any approval and depending upon the amount it would need SAC approval or approval from FBIHQ.

L. C. GROOVER TO MR. WALSH MEMO  
RE: HOUSTUDY

It was explained briefly the SAC authority to approve informant payments.

A brief and general discussion took place of the expenditure of Bureau funds in which it was explained to them that approximately 79 percent of Bureau expenditures are for salary and personnel benefits and that these plus rent, communications and utilities bring the total to almost 90 percent. They were told that all other expenditures must be borne from within the remaining ten percent of this which included such things as automobiles, equipment, supplies, travel and any other necessary expenditures to support our investigative personnel.

They wanted to know whether our budget and accounting records showed what money was spent for COINTELPRO. They were advised that funds were not budgeted for, spent for or accounted for under any program known as COINTELPRO.

Finally, they asked if we had not conducted several project evaluations. They were told that the Office of Planning and Evaluation has done a number of indepth studies of Bureau operations which were apparently the evaluations to which they referred.

The foregoing is submitted for information and record purposes.

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten mark]*



UNITED STATES GOVERNMENT

# Memorandum

TO : Mr. J. B. Adams

DATE: 8/6/75

FROM : Legal Counsel

SUBJECT: STATUS OF RESPONSES TO CONGRESSIONAL  
COMMITTEE REQUESTS

Assoc. Dir. \_\_\_\_\_  
Dep. AD Adm. \_\_\_\_\_  
Dep. AD Inv. \_\_\_\_\_  
Asst. Dir.:  
Admin. \_\_\_\_\_  
Comp. Syst. \_\_\_\_\_  
Ext. Affairs \_\_\_\_\_  
Files & Com. \_\_\_\_\_  
Gen. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Inspection \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Plan. & Eval. \_\_\_\_\_  
Spec. Inv. \_\_\_\_\_  
Training \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director Sec'y \_\_\_\_\_

The purpose of the memorandum is to set forth in summary form the requests we have received from various Committees in Congress and the status of our replies.

Senate Select Committee On  
Intelligence Activities (Church's Committee)

<u>Date of Request</u>	<u>Nature of Request</u>	<u>Status</u>
Letter, 5/14/75	Includes among other things information concerning wire-taps, including the reconstruction of Bureau files, as well as Inspection surveys for ten offices.	Responses to most questions prepared, approved, and delivered. Some responses are awaiting White House and/or Departmental approval.
Letter, 6/27/75	Request for information concerning alleged abuses.	Department seeking clarification.
Letter, 6/30/75, received by Bureau, 7/8/75	Request pertaining to COINTELPRO.	Partial response delivered.
Letter, 7/3/75	Requests documents pertaining to COINTELPRO be furnished to the Committee in Committee space.	Response being prepared.
Letter, 7/8/75	Communication to all employees concerning Senate Select Committee inquiries.	Response being prepared.

1 - Mr. Wannall  
(Attn: Mr. Cregar)  
1 - Mrs. Metcalf

1 - Mr. Mintz  
1 - Mr. Hotis  
1 - Mr. Daly

LAD:lad

(8)

1975

INITIALS ON ORIGINAL

CONTINUED - OVER

INITIALS ON ORIGINAL

LEGAL COUNSEL

84 SEP 1975

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

ORIGINAL FILED IN 62-116464-582

Legal Counsel to Mr. Adams  
 RE: STATUS OF RESPONSES TO CONGRESSIONAL  
 COMMITTEE REQUESTS

<u>Date of Request</u>	<u>Nature of Request</u>	<u>Status</u>
Letter, 7/14/75	Request concerning two highly sensitive Bureau programs in the foreign intelligence field.	Response being prepared.
Letter, 7/14/75	Request concerning COINTELPRO documents.	Response being prepared.
Letter, 7/14/75	Material pertaining to Martin Luther King.	Awaiting Departmental decision.
Letter, 7/14/75	Material pertaining to Ku Klux Klan.	Response being prepared.
Letter, 7/16/75	Information regarding functions of Attorney General with respect to supervision of and policy-making for internal security and intelligence activities.	Response prepared and delivered to Department.
Letter, 7/24/75	List of Agents in New York City area who had surname "Kehoe."	Response prepared and delivered to Department.
Letter, 7/28/75	Superseding request for FBI materials for delivery and/or access of Committee.	Response being prepared.

Committee on the Judiciary  
 Subcommittee on Constitutional Rights (Tunney's Committee)

<u>Date of Request</u>	<u>Nature of Request</u>	<u>Status</u>
Letter, 7/18/75	Material concerning Flagging procedures in Identification and NCIC Systems.	Response being prepared.

CONTINUED - OVER



Legal Counsel to Mr. Adams  
RE: STATUS OF RESPONSES TO CONGRESSIONAL  
COMMITTEE REQUESTS

Subcommittee on Oversight  
Committee on Ways and Means (Vanik's Committee)

<u>Date of Request</u>	<u>Nature of Request</u>	<u>Status</u>
Letter, 7/14/75	Description of FBI's informant programs.	Response prepared and delivered to Department.

House Select Committee (Pike's Committee)

<u>Date of Request</u>	<u>Nature of Request</u>	<u>Status</u>
Letter, 7/22/75	All documents and materials provided to the Senate Select Committee to Study Governmental Operations and request for all materials related to budgetary authority.	Partial response delivered to the Department.
Letter, 7/24/75	Review documents and materials related to budgetary matters.	Briefing concerning budget matters being arranged.
Letter, 7/28/75	Inquiry to encompass all aspects of the FBI budget as it relates to gathering, use and dissemination of intelligence.	Response being prepared.
Letter, 7/30/75	Various materials related to the Spring Planning Call and for briefings with different Bureau officials.	Response being prepared.

Hearings

<u>Date of Request</u>	<u>Nature of Request</u>	<u>Status</u>
	Request to arrange testimony before Subcommittee on Postal Facilities, Mail, and Labor Management of the Post Office and Civil Service Committee concerning mail covers and mail openings.	Date of testimony has not been established.

CONTINUED - OVER



Legal Counsel to Mr. Adams  
RE: STATUS OF RESPONSES TO CONGRESSIONAL  
COMMITTEE REQUESTS

Hearings (continued)

<u>Date of Request</u>	<u>Nature of Request</u>	<u>Status</u>
7/29/75	Orally advised by Committee staff members letter sent requesting Bureau testimony relating to budget matters.	Assistant Director Eugene Walsh to appear with Assistant Attorney General Glen E. Pommerening on 8/8/75.

RECOMMENDATION:

For information.

JB  
Am

am

Ky

UNITED STATES GOVERNMENT

# Memorandum

TO : MR. WALSH *W/D*

DATE: 8/5/75

FROM : H. N. BASSETT *HNB*

SUBJECT: HOUSTUDY

Assoc. Dir. \_\_\_\_\_  
Dep. AD Adm. \_\_\_\_\_  
Dep. AD Inv. \_\_\_\_\_  
Asst. Dir.:  
Admin. \_\_\_\_\_  
Comp. Syst. \_\_\_\_\_  
Ext. Affairs \_\_\_\_\_  
Files & Com. \_\_\_\_\_  
Gen. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Inspection \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Plan. & Eval. \_\_\_\_\_  
Spec. Inv. \_\_\_\_\_  
Training \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director Sec'y \_\_\_\_\_

Reference is made to the memorandum of Mr. Walsh to Mr. Jenkins dated 8/5/75 requesting the Inspection Division to prepare a response for House Select Committee on Intelligence concerning captioned matter.

There is attached herewith a proposed response for item F 6 assigned to the Inspection Division.

## RECOMMENDATION:

That attached be forwarded to Budget and Accounting Section for their use in preparing reply to Committee.

Enclosure

JEH:wmj  
(6)

1 - Messrs. Jenkins, Decker, Wannall, Mintz

1-ENCLOSURE

IST-110

REC-18

62-11646437

3 AUG 12 1975

F.6. *Information ... findings.)*

Post payment internal reviews are incorporated by the FBI into the accounting procedures followed for the handling of payments made to informants. FBI Headquarters in Washington exercises central control over these payments which results in every payment being reported to and monitored by Headquarters. In addition, approvals are required by field office supervisory personnel and these expenditures are audited by the Inspection Division during their annual inspection of each field office.

The audit findings resulting from the audit work of the Inspection Division disclose that these expenditures are fully documented, accurately recorded, justifiable payments that are achieving the purpose for which intended and the internal control over these payments is considered outstanding.

ENCLOSURE

62-116464-37

UNITED STATES GOVERNMENT

# Memorandum

TO : Mr. J. B. Adams

DATE: 7-29-75

FROM : Legal Counsel *Jan B. Adams*

SUBJECT: HOUSTUDY 75

Assoc. Dir. \_\_\_\_\_  
Dep. AD Adm. \_\_\_\_\_  
Dep. AD Inv. \_\_\_\_\_  
Asst. Dir.: \_\_\_\_\_  
Admin. \_\_\_\_\_  
Comp. Syst. \_\_\_\_\_  
Ext. Affairs \_\_\_\_\_  
Files & Com. \_\_\_\_\_  
Gen. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Inspection \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Plan. & Eval. \_\_\_\_\_  
Spec. Inv. \_\_\_\_\_  
Training \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director Sec'y \_\_\_\_\_

In a memorandum dated 7-11-75, captioned as above, it was recommended and approved that the briefing for the House Select Committee staff await House action on the House Select Committee.

On July 28, 1975, Richard Stuart Vermeire, Select Committee Staff, advised Special Agent Dennis Miller to disregard the request for the briefing because of the press of time. Vermeire said the staff was starting afresh and the request for the briefing was made by former Chairman Nedzi.

Michael E. Shaheen, Special Counsel for Intelligence Coordination, United States Department of Justice, was advised of above by Special Agent Paul V. Daly on July 28, 1975.

RECOMMENDATION:

For information.

1-Mr. Wannall  
1-Mr. Gregar  
1-Mr. Mintz  
1-Mr. Hotis  
1-Mr. Daly  
1-Mr. Miller

JDM:lgp  
(8) *[Signature]*

REC-48

EX-101

AUG 12 1975

84 SEP 2 1975

NW 55321 DocId:32989712 Page 106

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



OFFICE OF THE DEPUTY ATTORNEY GENERAL  
WASHINGTON, D.C. 20530

FBI

AUG 21 1975

TO: John Mintz, Assistant Director  
Legal Counsel Division  
Federal Bureau of Investigation

FROM: Michael E. Shaheen, Jr.  
Special Counsel for Intelligence  
Coordination

SUBJECT: House Select Committee Request

Attached is a letter from the House Select Committee dated August 19, 1975, requesting various materials from FBI. Please arrange for prompt compliance with this request. If for any reason prompt compliance is not possible, please notify me immediately.

cc: Paul Daly

REC-56

EX-101

62-116464-35

9 AUG 27 1975

ENCLOSURE

True as Original

62-116464

5-8

cc Ad Hoc



84 AUG 28 1975

AUG 21 1975

TO: John Mintz, Assistant Director  
Legal Counsel Division  
Federal Bureau of Investigation

FROM: Michael E. Shaheen, Jr.  
Special Counsel for Intelligence  
Coordination

SUBJECT: House Select Committee Request

Attached is a letter from the House Select Committee dated August 19, 1975, requesting various materials from FBI. Please arrange for prompt compliance with this request. If for any reason prompt compliance is not possible, please notify me immediately.

cc: Paul Daly

ROBERT N. GIAMMO, CONN.  
JAMES V. STANTON, OHIO  
RONALD V. DELLUMS, CALIF.  
MORGAN P. MURPHY, ILL.  
LES ASPIN, WIS.  
DALE MILFORD, TEX.  
PHILIP H. HAYES, IND.  
WILLIAM LEHMAN, FLA.

ROBERT MCCLORY, N.Y.  
DAVID C. TREEN, LA.  
JAMES P. JOHNSON, COLO.  
ROBERT W. KASTEN, JR., WIS.

Select Committee on Intelligence  
U.S. House of Representatives  
Washington, D.C. 20515

August 19, 1975

The Honorable Edward H. Levi  
Attorney General of the United States  
U.S. Department of Justice  
Washington, D. C. 20530

Dear Mr. Levi:

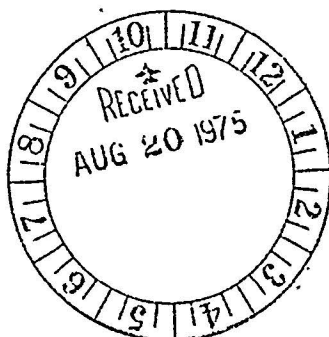
Please provide the House Select Committee on Intelligence with the following:

1. A list of all proprietaries maintained by the Department of Justice, FBI and DEA.
2. The names of the person or persons supervising proprietaries in each of these, and, if different, the names of the person or persons authorizing expenditures for these organizations.
3. Memoranda, regulations or other documentation describing or specifying the uses made of proprietaries by each of the above.

Your early cooperation will be helpful to our inquiry.

Sincerely,

*A. Searle Field*  
A. Searle Field  
Staff Director



cc: Mr. Lehman

ENCLOSURE

62 116464-35

The Attorney General

August 18, 1975

Director, FBI

UNITED STATES HOUSE SELECT COMMITTEE  
ON INTELLIGENCE ACTIVITIES (HSC)

Reference is made to this Bureau's letter dated August 7, 1975, captioned as above with enclosures which proffered a partial response to requests of this Bureau set forth in House Select Committee letter dated July 28, 1975.

Enclosed for your approval and forwarding to the HSC is the original of a memorandum which completes this Bureau's replies to requests contained in above-mentioned HSC letter dated July 28, 1975.

A copy of this memorandum is being furnished for your records.

Enclosures - 2

62-116464

REC-56

62

116-464-34

EX-101

9 AUG 27 1975

1 - The Deputy Attorney General

Attention: Michael E. Shaheen, Jr.

ENCL BEHIND FILE

Special Counsel for

Intelligence Coordination

2- ENCLOSURE

2 - Mr. J. A. Mintz

(1 - Mr. J. B. Hotis)

Assoc. Dir. — 1 - Mr. H. N. Bassett (Route Through For Review)  
Dep. AD Adm. — 1 - Mr. W. V. Cleveland (Route Through For Review)  
Dep. AD Inv. — 1 - Mr. A. J. Decker (Route Through For Review)  
Asst. Dir.: — 1 - Mr. E. W. Walsh  
Admin. — 1 - Mr. W. R. Wannall  
Comp. Syst. — 1 - Mr. R. L. Shackelford  
Ext. Affairs — 1 - Mr. W. O. Cregar  
Files & Com. — 1 - Mr. T. J. McNiff  
Gen. Inv. — 1  
Ident. — 1  
Inspection — 1  
Intell. — 1  
Laboratory —  
Plan. & Eval. —  
Spec. Inv. — TJM:adn/lhb/lhb  
Training —  
Legal Coun. —  
Telephone Rm. —  
Director Sec'y —

(14)

MAIL ROOM ☐

TELETYPE UNIT ☐

84 AUG 28 1975



- 2 - Mr. J. A. Mintz (1 - Mr. J. B. Hotis)
- 1 - Mr. H. N. Bassett (Route Through For Review)
- 1 - Mr. W. V. Cleveland (Route Through For Review)
- 1 - Mr. A. J. Decker (Route Through For Review)

- 1 - Mr. E. W. Walsh
- 1 - Mr. W. R. Wannall
- 1 - Mr. R. L. Shackelford
- 1 - Mr. W. O. Cregar
- 1 - Mr. T. J. McNiff

62-116464

August 18, 1975

UNITED STATES HOUSE SELECT COMMITTEE  
ON INTELLIGENCE ACTIVITIES (HSC)

RE: REQUEST FOR INFORMATION  
CONCERNING THE FBI BUDGET  
AS IT RELATES TO GATHERING,  
USE AND DISSEMINATION OF  
INTELLIGENCE

Reference is made to HSC letter dated July 28, 1975, requesting access to certain documents and other information from the FBI, and this Bureau's communication dated August 7, 1975, which proffered a partial response to inquiries in above HSC letter.

Set forth below is this Bureau's response to remaining inquiries contained in your letter of July 28, 1975, which were not answered or commented upon in above-mentioned Bureau communication of August 7, 1975.

Item B requests access to the most current and complete telephone/office directory of Seat of Government personnel. This item, current as of July 1, 1975, is available for review by appropriate HSC personnel in Room 4171, J. Edgar Hoover Building.

Item F requests access to information regarding Central File of FBI informants, including but not limited to:

1. Procedure for classification, i.e., by type of informant, subject matter, etc.

2. How payments are approved and made to informants.

Assoc. Dir. \_\_\_\_\_  
Dep. AD Adm. \_\_\_\_\_  
Dep. AD Inv. \_\_\_\_\_  
Asst. Dir.:  
Admin. \_\_\_\_\_  
Comp. Syst. \_\_\_\_\_  
Ext. Affairs \_\_\_\_\_  
Files & Com. \_\_\_\_\_  
Gen. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Inspection \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Plan. & Eval. \_\_\_\_\_  
Spec. Inv. \_\_\_\_\_  
Training \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director Sec'y \_\_\_\_\_

TJM:adn/lhb/lwb  
(13)

ORIGINAL AND ONE COPY TO AG

This document is prepared in response to your request and is not for dissemination outside your Committee. Its use is limited to official proceedings by your Committee and the content may not be disclosed to unauthorized persons without the express approval of the FBI.

MAIL ROOM

ENCLOSURE

U. S. HOUSE SELECT COMMITTEE ON INTELLIGENCE ACTIVITIES (HSC)

RE: REQUEST FOR INFORMATION CONCERNING THE FBI BUDGET AS IT  
RELATES TO GATHERING, USE AND DISSEMINATION OF INTELLIGENCE

8. All data (including but not limited to manuals and memoranda) pertaining to procedures for the recruitment and maintenance of informants.

Material responsive to Items F1 and F2 above is contained in Sections 107, 108 and 130 of this Bureau's Manual of Instructions which Sections, in accordance to request contained in Item F8, are being made available for review by appropriate HSC personnel in Room 4171, J. Edgar Hoover Building. In addition, in response to Items F2 and F8, there are also being made available for review to HSC personnel three Bureau memoranda relating to informants and income tax payments based on monies received by informants as a result of their informant status.

Item F5 requests access to the number of informants with breakout of multiple payments to a single informant. Information relating to number of informants operated by this Bureau, as of approximately June 30, 1975, will be made available for review by appropriate HSC personnel in Room 4171 in J. Edgar Hoover Building.

For your guidance, statistics relating to multiple payments made to a single informant are not readily available, and can only be accumulated through a time-consuming manual tabulation of payments made to each and every informant. Referenced Bureau communication of August 7, 1975, however, provided your Committee with the total dollar payment made by this Bureau to informants in each of fiscal years 1966 through 1974 and for the first 11 months of fiscal year 1975.

Item F6 requests access to information pertaining to whether post payment internal reviews are made concerning payments to informants. (If so, include internal audit findings.)

U. S. HOUSE SELECT COMMITTEE ON INTELLIGENCE ACTIVITIES (HSC)

RE: REQUEST FOR INFORMATION CONCERNING THE FBI BUDGET AS IT  
RELATES TO GATHERING, USE AND DISSEMINATION OF INTELLIGENCE

Post payment internal reviews are incorporated by the FBI into the accounting procedures followed for the handling of payments made to informants. FBI Headquarters in Washington exercises central control over these payments which results in every payment being reported to and monitored by FBI Headquarters. In addition, approvals are required by field office supervisory personnel and these expenditures are audited by the Inspection Division during their annual inspection of each field office.

The audit findings resulting from the audit work of this Bureau's Inspection Division disclose that these expenditures are fully documented, accurately recorded, justifiable payments that are achieving the purpose for which intended and the internal control over these payments is considered outstanding.

Item F7 requests access to all data pertaining to the cost effectiveness of the informant program.

There is no overall memorandum of instruction or other document dealing with cost effectiveness as it relates to informants. This factor is considered by the Special Agent handling the informant, his supervisor, and the Special Agent in Charge. Payments to informants for services are made commensurate with the value of information furnished and for actual expenses incurred in connection with obtaining the information for the FBI. Recommendations concerning payments to informants on a regular basis receive careful consideration at Headquarters level. After analysis and comparison with payments currently being made to other informants operated under similar circumstances and providing similar-type information, authority is extended at Headquarters to pay informants for services and expenses within prescribed limits. When

**U. S. HOUSE SELECT COMMITTEE ON INTELLIGENCE ACTIVITIES (HSC)**

**RE: REQUEST FOR INFORMATION CONCERNING THE FBI BUDGET AS IT  
RELATES TO GATHERING, USE AND DISSEMINATION OF INTELLIGENCE**

payments are authorized by Headquarters, it is the personal responsibility of each Special Agent in Charge to definitely assure that full value is being received. His review is on an individual basis wherein he evaluates the information received and the amount being recommended by the handling Agent for payment for this specific information. Additionally, instructions provide that each Special Agent in Charge is to insure that all pending informant files are reviewed personally by appropriate supervisory personnel on a regular periodic basis not to exceed a period of 60 days. This review includes, but is not limited to, assurance that full value has been received for all payments made to informants.

The entire informant program is subject to annual review by our Inspection Staff which physically examines informant files to assure that they are being handled properly and that payments are being made commensurate with the value of information received.

Item II requests access to all data pertaining to confidential funds and payment procedures relating thereto. Material responsive to this request is available for review by appropriate HSC personnel in Room 4171, J. Edgar Hoover Building.

Item I requests access to all data pertaining to reward monies and payment procedures relating thereto.

For your information although this Bureau has in its appropriations language, phraseology permitting the expenditure of funds for rewards, no public rewards have been

U. S. HOUSE SELECT COMMITTEE ON INTELLIGENCE ACTIVITIES (HSC)

RE: REQUEST FOR INFORMATION CONCERNING THE FBI BUDGET AS IT  
RELATES TO GATHERING, USE AND DISSEMINATION OF INTELLIGENCE

offered by the FBI in any Bureau case since 1937, and this Bureau does not request funds for this purpose. It should be noted that the Attorney General has the statutory authority to pay rewards up to \$25,000 for information or capture of any person wanted for violation of criminal laws. In this regard, on the specific instruction of Attorney General Robert F. Kennedy, a reward poster was issued by the Department of Justice August 4, 1961, in the amount of \$10,000 for information leading to the arrest and conviction of anyone violating Federal statute in connection with hijacking of an aircraft. This was a Departmental offer and was not considered an FBI matter.

Item J requests access to all payments and breakdown thereof made to persons outside the FBI with respect to intelligence and counterintelligence activities.

This is to inform that above-requested information is not readily available from payment records maintained by this Bureau. Payments of this type made by Bureau field divisions would be included in the monthly report submitted by each field division, entitled "Confidential Funds and Informant Report" under the category of Miscellaneous Expenditures. Similar payments could also have been made by FBI Headquarters. In order to accurately respond to this request, all miscellaneous expenditures made by field divisions, as well as by FBI Headquarters covering a designated period, would have to be manually searched and compared with background material relating to the authority for such payments. To be responsive to request contained in Item I would involve an extensive commitment of Bureau manpower and resources adversely affecting ongoing and current operations.

1 - The Attorney General

U. S. HOUSE SELECT COMMITTEE ON INTELLIGENCE ACTIVITIES (HSC)

RE: REQUEST FOR INFORMATION CONCERNING THE FBI BUDGET AS IT  
RELATES TO GATHERING, USE AND DISSEMINATION OF INTELLIGENCE

NOTE:

Information constituting the replies to Items F5, H and J is contained in memorandum C. D. Neudorfer to Mr. Decker, dated 8/7/75 captioned "Houstudy." Reply to Item F6 was prepared by J. E. Henahan, Inspection Division. Reply to Item I was prepared by Administrative Division. Replies to Items F1, F2 and F7 were prepared by IS-2 Section, Intelligence Division. Sections 107 and 130, Manual of Instructions, have previously been made available to the Senate Select Committee. Section 108, Manual of Instructions, was reviewed by SA John E. McHale and SA Loy A. Wagoner, Special Investigative Division, prior to making this Section available to HSC.

5-140 (Rev. 1-21-74) FEDERAL BUREAU OF INVESTIGATION  
WASHINGTON, D. C. 20535

Addressee: HOUSE SELECT COMMITTEE

☐ LTR ☒ LHM ☐ Memo ☐ Report dated 8/18/75

U.S. House Select Committee on Intelligence  
Caption of Document: Activities. Re: Req For Info  
Concerning FBI Budget As It Relates to Gathering,  
Use & Disseminatn of Intelligence. (Re HSC let  
7/28/75.)

Originating Office: FBI

Delivered by: Paul V. Kelly

Date: 8/21/75

Received by: James R. F. O'Neil

Title: \_\_\_\_\_

Return this receipt to the Intelligence Division, FBI



TO: Intelligence Community Staff  
ATTN: Central Index

FROM:

**FBI**

SUBJECT: Abstract of Information Provided to Select Committees

1. HOW PROVIDED (check appropriate term. If a document was made available for review but not transmitted, so note.)

2. DATE PROVIDED

☒ DOCUMENT ☐ BRIEFING ☐ INTERVIEW ☐ TESTIMONY ☐ OTHER

**8/18/75****FOR REVIEW**

3. TO WHOM PROVIDED (check appropriate term; add specific names if appropriate)

SSC

☒ HSC

4. IDENTIFICATION (provide descriptive data for documents; give name or identification number of briefer, interviewee, testifier and subject)

**Memorandum and Enclosures**

5. IN RESPONSE TO (list date and item number if in response to formal request, otherwise state verbal request of (name), initiative, subpoena, etc.)

**HSC letter 7/28/75**

6. CLASSIFICATION OF INFORMATION (enter U, C, S, TS or Codeword)

**U**

7. KEY WORDS (enter the appropriate key words from the list provided separately; if key words not listed are used underline for emphasis)

**Budget, intelligence  
Organization and Staffing**

8. SUMMARY (see reverse side before completing this item)

Made available to appropriate personnel of the HSC Staff, for review at FBIHQ, access to the most current and complete telephone/office directory of the Seat of Government personnel; access to information regarding Central File of FBI informants; Procedure for classification, how payments are approved and made to informants, data pertaining to recruitment and maintenance of informants.

**62116464**

**FMK:fmk  
(4)**

**ORIGINAL VIA LIAISON TO CENTRAL COMMUNITY INDEX  
IN CONNECTION WITH SENSTUDY 75**

**TREAT AS YELLOW**



## INSTRUCTIONS

- Type or print clearly in ink.
- Indicate classification of the abstract top and bottom.
- Date the abstract and put on any internal control numbers required.
- "FROM" entry should clearly identify the organization providing the information.
- If additions (as when a copy of document sent to SSC is later sent to HSC) or changes to a previously submitted form are necessary, submit a copy of the original abstract, with the change indicated.

SPECIFIC ITEM NO. 8. SUMMARY - enter brief narrative statement describing substance of information and showing relationship to Intelligence Community matters if appropriate. Any feedback or evidence of investigatory interests should be noted. Commitments made to supply additional information should be noted. Additionally, certain administrative information may be entered here, e.g., restrictions on review of a document, if document was paraphrased, whether interviewee is current or former employee, etc. If actual document or transcript is provided, that fact should be noted and no summary is required. Additional pages may be attached if necessary.

Item "B"

# FBI Telephone Directory

## OFFICIALS AND SUPERVISORS

SECRETARIES, STENOS, CLERICAL SUPERVISORS

### SYMBOLS

DO - Director's Office  
ADO - Associate Director's Office  
IB - Identification Bldg.  
JEH - J. Edgar Hoover Bldg.  
Annex - 215 Pa. Ave. SE Bldg.  
OPO - Old Post Office Bldg.  
WB - Willste Bldg., 7915 Eastern Ave., Sil. Spg.  
\* - Secretaries, Stenos, Clerical Supervisors  
\*\* - Alternate Listing

1 - Identification Division  
2 - Training Division  
3 - Administrative Division  
4 - Files and Communications Division  
5 - Intelligence Division  
6 - General Investigative Division  
7 - Laboratory Division  
8 - External Affairs Division  
9 - Special Investigative Division  
10 - Inspection Division  
11 - Legal Counsel Division  
12 - Computer Systems Division  
13 - Office of Planning and Evaluation

### OFFICIALS

DIV. EXT. ROOM

Director ----- - 3444 - 7162 JEH  
Coleman, John C. ----- - 2732 - 7098 JEH  
Reed, William Lee ----- - 2727 - 7082 JEH

Callahan, Nicholas P. ----- ADO - 3315 - 7142 JEH  
Adams, James B. ----- ADO - 5555 - 7110 JEH  
Jenkins, Thomas J. ----- ADO - 3333 - 7110 JEH  
Ash, Richard H. ----- 1 - 5401 - 11255 JEH  
Bassett, Harold N. ----- 10 - 2820 - 6212 JEH  
Cleveland, William V. ----- 9 - 2061 - 1742  
Cochran, Jay, Jr. ----- 7 - 3777 - 7621  
Decker, Andrew J., Jr. ----- 12 - 3851 - 7222 JEH  
Gallagher, Richard J. ----- 13 - 2901 - 7125 JEH  
Gebhardt, Robert E. ----- 6 - 4260 - 5012 JEH  
McDermott, John J. ----- 4 - 4840 - 5829 JEH  
Mintz, John A. ----- 11 - 2676 - 5640  
Mooney, William M. \*\*115-2222 - 2 - 2726 - Academy  
Moore, Donald W., Jr. ----- 8 - 5350 - 7159 JEH  
Walsh, Eugene W. ----- 3 - 3514 - 6012 JEH  
Wannall, W. Raymond ----- 5 - 4880 - 4026 JEH

### A

Aaron, Roger W. ----- 7 - 2486 - 7118  
\*Abbott, Miss Bonnie L. ----- 3 - 4139 - 6147 JEH  
\*Adams, Miss A. Georgia ----- 3 - 4981 - 6052 JEH  
\*Adams, Miss Dorothy M. ----- 3 - 4951 - 6846 JEH  
Adams, John L. ----- 12 - 5011 - 7433 JEH  
\*Ager, Mrs. Muriel G. ----- 9 - 2604 - 1736  
Agnew, Robert T. ----- 12 - 2618 - 3114 IB  
Ahearn, James F. ----- 10 - 2835 - 6212 JEH  
\*Ailshouse, Mrs. Ruth R. ----- 5 - 4694 - 4648 JEH  
\*Aker, Mrs. LaVada C. ----- 1 - 2258 - 6125 IB  
Aldhizer, John T., III ----- 5 - 4643 - 4077 JEH  
\*Alexander, Miss Connie L. ----- 9 - 3321 - 1513  
Allen, Carroll T. ----- 7 - 2511 - 808 OPO  
\*Allen, Miss M. Elizabeth ----- 4 - 5542 - 5434 JEH  
Allen, Stephen P. ----- 7 - 2486 - 7118  
\*Alvarez, Edward M. ----- 7 - 3598 - 7630  
\*Amico, Michael J. ----- 5 - 4571 - 4238 JEH  
\*Ammons, Miss Marsha ----- 6 - 4294 - 5096 JEH  
Amrol, Roger N. ----- 7 - 2696 - 7113  
\*Anchors, Richard G. ----- 7 - 2791 - 808 OPO  
\*Andersen, Miss Constance L. ----- 5 - 4656 - 4062 JEH  
\*Anderson, Mrs. Blanche F. ----- 8 - 5391 - 6658 JEH  
Anderson, Dale W. ----- 3 - 4104 - 6051 JEH  
Anderson, Lambert L. ----- 5 - 4601 - 4155 JEH  
\*Anderson, Miss Teresa J. ----- 1 - 2185 - 4127 IB  
\*Andrew, George H. ----- 3 - 3857 - 5211  
\*Andrews, Charles R. ----- 1 - 5180 - 10877 JEH  
Andrews, Paul L. ----- 5 - 4562 - 4220 JEH  
\*Anenson, Miss Joyce V. ----- 8 - 5386 - 7883 JEH  
\*Angaran, Miss Esther Y. ----- 1 - 5059 - 9959-A JEH  
\*Angel, Mrs. Scharlot ----- 1 - 5065 - 9563 JEH  
\*Ankrom, Miss Connie ----- 1 - 2327 - 6208A IB  
Anthony, Elroy ----- 6 - 4258 - 5048 JEH  
\*Anton, Warren E. ----- 5 - 4694 - 4648 JEH  
\*Appleton, Miss Melanie B. ----- 3 - 4993 - 6066 JEH  
Arboast, Jon D. ----- 7 - 2508 - Annex  
\*Arceneaux, Miss Lucille ----- 9 - 2151 - 7634  
Arendt, Howard W. ----- 6 - 4192 - 5042 JEH  
\*Arey, Eugene Paul ----- 3 - 2043 - 331 OPO  
Arnett, Thomas E. ----- 3 - 4993 - 6066 JEH  
Arnold, C. Kenneth ----- 3 - 4960 - 6642 JEH  
\*Artz, Mrs. Pamela S. ----- 1 - 2357 - 4123 IB  
\*Asbell, Marvin L. ----- 12 - 3288 - 6221 IB  
Asbury, Rodger A. ----- 7 - 2452 - 7410  
\*Askelson, Loren R. ----- 7 - 2781 - 610 OPO  
\*Atkinson, William H. ----- 5 - 4646 - 4092 JEH  
\*Atkisson, Mrs. Rhonda ----- 1 - 5259 - 11854 JEH  
\*Atwell, John Arnold ----- 3 - 4207 - 1B-973 JEH

DIV. EXT. ROOM

Auerswald, Orvis J. ----- 9 - 2427 - 1258  
Auger, Norman A. ----- 9 - 2412 - 7636  
\*Avery, Gaylord Keith ----- 5 - 4587 - 4425 JEH  
Avignone, Joseph M. ----- 7 - 3522 - 7336  
Awe, James W. ----- 4 - 4185 - 5644 JEH  
\*Ayres, Miss Martha ----- 3 - 4174 - 6096 JEH

### B

Baber, John R. ----- 6 - 4195 - 5150 JEH  
\*Baggerud, Miss Becky R. ----- 6 - 4298 - 5081 JEH  
\*Bagwell, Esthel W. ----- 1 - 5141 - 10270 JEH  
\*Bailey, Miss Mildred ----- 12 - 5001 - 7222 JEH  
Bailey, William L. ----- 4 - 4870 - 5835 JEH  
\*Baird, Robert D. ----- 5 - 4575 - 4440 JEH  
\*Baird, Mrs. Victoria M. ----- 5 - 4587 - 4427 JEH  
\*Baker, Mrs. Betty G. ----- 4 - 4303 - 1B-341 JEH  
\*Baker, Miss Lucy Lake ----- 1 - 5148 - 10254 JEH  
\*Baker, Perry L. ----- 4 - 5581 - 5448 JEH  
Baker, William M. ----- 3 - 4121 - 6121 JEH  
Baker, William P. ----- 9 - 2336 - 1541  
\*Ballasa, Mrs. Ann Lee ----- 1 - 5410 - 11255 JEH  
\*Ballard, Miss Mary H. ----- 8 - 5312 - 7833 JEH  
\*Baltusnik, Miss Louise M. ----- 5 - 4643 - 4077 JEH  
\*Banias, Peter Z. ----- 4 - 5565 - 5442 JEH  
Banner, Conrad S. \*\*3851 ----- 12 - 5001 - 7222 JEH  
\*Bannister, Barry Roland ----- 1 - 2468 - 6125 IB  
\*Bargmann, Daniel C. ----- 5 - 4691 - 4634 JEH  
\*Barko, James M. ----- 12 - 3638 - 6221 IB  
\*Barletto, Francis M. ----- 5 - 4609 - 4133 JEH  
\*Barnard, Miss Dorothy B. ----- 4 - 5529 - 5434 JEH  
\*Bartley, Robert C. III ----- 1 - 2217 - 5135 IB  
\*Bartnek, Mrs. Dorothy J. ----- 4 - 4847 - 5843 JEH  
\*Bascue, Miss Helen K. ----- 1 - 427-7762 WB  
\*Bass, Mrs. Virginia C. ----- 7 - 2107 - 7407  
\*Bauer, Mrs. Sondra Jean ----- 1 - 2164 - 6137 IB  
Baugh, William E., Jr. ----- 3 - 4182 - 6845 JEH  
Bauk, Stephan ----- 2 - 3464 - Gym  
\*Beach, James F. ----- 3 - 4207 - 1B-973 JEH  
\*Beals, Miss Louise E. ----- 8 - 5306 - 7833 JEH  
Beams, Robert E. ----- 7 - 2439 - 7125  
\*Bear, Mrs. Gloria L. ----- 3 - 4986 - 6132 JEH  
Beavers, William J. ----- 10 - 2835 - 6212 JEH  
\*Bebo, Mrs. Sharon Lynn ----- 1 - 3765 - 3137 IB  
\*Beck, Mrs. Anna Marie ----- 6 - 2801 - 5155 JEH  
\*Beckner, John L. ----- 9 - 2071 - 1501  
\*Bection, Miss Eugenia ----- 7 - 3776 - 7621  
\*Bell, Jackie Eugene ----- 1 - 2293 - 5137 IB  
\*Bell, Wilbur H. ----- 1 - 2520 - 6131 IB  
\*Bellus, Mrs. Darlene L. ----- 9 - 2063 - 1742  
Benedict, James P. ----- 4 - 4788 - 5266 JEH  
Benjamin, George E. ----- 9 - 2425 - 1537  
\*Benningfield, Jerald ----- 4 - 5537 - 5434 JEH  
Bergquist, Gilbert T. ----- 7 - 3675 - Annex  
Berley, George A. ----- 7 - 2664 - 7321  
\*Bermingham, Robert A. ----- 5 - 4696 - 4644 JEH  
\*Bernal, Mrs. C. Artis ----- 1 - 5410 - 11261 JEH  
\*Berresford, Miss Veronica ----- 5 - 4674 - 4835 JEH  
\*Berry, Miss Helen L. ----- 1 - 2241 - 3136 IB  
\*Blanco, Miss Frances T. ----- 5 - 4671 - 4825 JEH  
\*Bimbi, Mrs. Patricia A. ----- 12 - 2622 - 3315 IB  
\*Birch, Mrs. Shirley L. ----- 1 - 5434 - 11199 JEH  
\*Bishop, Mrs. Catherine L. ----- 7 - 3711 - 7601  
Black, Carroll Ragan ----- 3 - 4101 - 6011 JEH  
Blackburn, Bobby D. ----- 7 - 2451 - 7410  
Blake, Parle Thomas ----- 11 - 2461 - 4706  
Bialock, O. Thaxter, Jr. ----- 4 - 4748 - 4865 JEH  
\*Blandford, Mrs. Pauline L. ----- 4 - 4838 - 5847 JEH

July 1, 1975

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AND DISPOSED OF IN CONFIDENTIAL TRASH RECEPTACLES WHEN NO LONGER CURRENT

**B**

## DIV. EXT. ROOM

Blay, Richard H.	3	3436	329	OPO
Blunt, Robert C.	11	2706	4515	
*Bodle, Mrs. Wanda L.	1	5204	7361	JEH
Bodziak, William J.	7	2776	7609	
*Bohne, Miss Mary Ann	12	2255	3226	IB
Bolenbach, James B.	7	2451	7410	
*Bonebrake, George J.	1	2163	6137	IB
*Bookstein, Charles J.	1	2736	5129	IB
*Boorech, Miss Josephine A.	3	4132	6143	JEH
*Borowick, Miss Eva	5	4716	4840	JEH
Boughton, Donald C., Jr.	7	3573	7125	
*Bowen, Mrs. Jean K.	8	5325	7845	JEH
Bowers, David W.	11	2120	4509	
Boyd, John James	6	4272	5131	JEH
Boyd, Kier T.	7	3725	Annex	
*Boyd, Miss Mildred A.	1	2231	6203	IB
*Boyer, Dayle L.	7	2781	610	OPO
*Boyle, Mrs. Kathleen M.	4	5586	5434	JEH
Boynton, Homer A., Jr.	8	5354	7149	JEH
Bradshaw, John Jr.	6	4195	5150	JEH
Brady, Lawrence W.	4	4827	5869	JEH
Branigan, William A.	5	4550	4204	JEH
Branon, William D.	13	2916	7636	JEH
*Breazeale, Mrs. Mary B.	9	2092	1706	
Breidenfeld, Jerry H.	7	2700	7114	
Bresson, Thomas Henry	4	5581	5448	JEH
Bretzing, Richard T.	10	2836	6212	JEH
*Brewer, Mrs. Lena B.	9	3625	1740	
Brewer, Raymond L.	7	3721	808	OPO
Brewster, James H.	13	2913	7638	JEH
*Brill, David Lee	12	3623	3229	IB
*Briscoe, Miss Diane L.	1	2863	6118	IB
Brittain, Clarence W.	7	3708	7614	
*Brittingham, Maurice	1	2262	6125	IB
*Brixey, Jay A.	3	4109	6040	JEH
*Broderick, Miss Joan M.	3	4104	6028	JEH
*Bronstein, Mrs. Nancy	8	5301	7825	JEH
*Brookman, Phillip T.	5	4575	4440	JEH
*Brooks, Miss Evelyn V.	4	4720	4989	C JEH
*Brooks, Mrs. Nancy Lea	7	3777	7621	
Brooks, Thomas D. J.	5	4566	4230	JEH
*Brown, Barry L.	7	2077	7117	
Brown, Clarke F.	10	2838	6212	JEH
*Brown, Ralph D.	1	2298	6129	IB
*Brown, Whitley A.	1	2736	5129	IB
Brown, William	12	2618	3114	IB
*Brownell, Mrs. Karen M.	3	4998	6076	JEH
Brownfield, T. John	2	3494	7746	
*Browning, Mrs. Barbara	3	4138	6147	JEH
Brovles, Haskell L.	9	2081	1264	
*Bruder, James T.	1	5204	7361	JEH
Brune, Louis J., Jr.	5	4578	4434	JEH
Brunnick, Leo E.	5	4575	4440	JEH
Bryant, Eldon L.	7	3758	808	OPO
Bryant, Robert M.	4	5537	5434	JEH
*Buckler, Mrs. Linda H.	5	4636	4063	JEH
Buckley, Jack L.	7	3678	7612	
*Buckley, Rush, Jr. **3280	12	2844	6221	IB
*Bucklin, Mrs. Barbara	4	5529	5434	JEH
*Buckmaster, Alfred C.	3	2477	7314	
Buell, Frank B.	12	2606	7230	JEH
*Bullington, Mrs. Gayle H.	3	4957	6648	JEH
*Bumgardner, Mrs. Maurice A.	5	4578	4434	JEH
*Buracker, Mrs. Vicki C.	1	2539	3126	IB
*Bures, Miss Jo Anne	1	3765	3126	IB
*Burke, Mrs. Nancy S.	4	4847	5841	JEH
*Burkhead, Miss Glenda	12	2265	6103	IB
*Burs, Samuel H., Jr.	12	2275	3101	IB
*Burnett, William F.	12	2322	6219	IB
*Burns, Mrs. Alice J.	1	5136	10861	JEH
*Burns, Coy Darrell	1	3665	5135	IB
Burns, Samuel Ray	3	4981	6046	JEH
Burns, Thomas E., Jr.	5	4674	4835	JEH
*Burrows, William E., Jr.	5	4684	4647	JEH
Burwitz, Edward L.	7	3465	7132	
*Bussard, S. Gene	7	3651	Annex	
*Butcher, Miss Irene	4	4857	6912	C JEH
*Butler, Mrs. Agnes Elaine	13	2907	7143	JEH
*Butler, Miss Brenda K.	5	4609	4133	JEH
Butler, Robert W.	6	4294	5096	JEH
Butler, Ronald D.	12	5038	7258	JEH

**C**

## DIV. EXT. ROOM

*Cabacar, Remigio	DO	5372	7202	JEH
Cadigan, James C.	7	3740	7334	
Cahill, Robert H.	3	4101	6011	JEH
Calfee, Charles E.	7	2696	7113	
*Call, Thomas L., Jr.	5	4653	4072	JEH
Campbell, John H.	8	5343	7659	JEH
Campbell, William D.	7	3721	808	OPO
Cannon, Douglas C., III	2	2672	621	OPO
*Cantrell, Quentin C.	3	2065	331	OPO
Carlson, Joel A.	10	2835	6212	JEH
Carlson, Roy E.	9	2081	1264	
*Carman, William C.	1	2293	5137	IB
*Carner, Mrs. Sherry L.	6	4892	5224	JEH
Caro, Dana E.	10	2836	6212	JEH
*Carroll, Jerry F.	1	3362	11267	JEH
*Carsey, Michael W.	8	5333	7852	JEH
*Carter, Mrs. Lois A.	3	4973	6648	JEH
Carter, Robert W.	13	2919	7632	JEH
Cary, John M.	12	5007	7236	JEH
Caso, Stuart W.	7	2697	7113	
*Cashen, Miss Patricia A.	6	4294	5096	JEH
Cashin, Francis L.	13	2913	7638	JEH
*Casselman, Mrs. Jacalyn S.	9	2460	1529	
*Cassens, Miss Teri M.	3	4981	6052	JEH
Cassidy, Fred J.	5	4671	4825	JEH
Castaneda, Carlos E. **3653	7	2059	7114	
*Castleman, Mrs. JoAnn	7	3353	7131	
*Casto, Miss Ida Faye	5	4691	4634	JEH
Castonguay, Roger T.	10	2831	6212	JEH
*Cavalli, Miss Celeste **3593	8	2020	1734	
Cavanaugh, Paul M.	6	4228	5158	JEH
*Chadkewicz, Mrs. Elsie B.	5	4612	4123	JEH
*Chamberlain, Miss Margaret M.	5	4677	4843	JEH
*Chambers, Mrs. Yvonne S.	6	4903	5425	JEH
*Chapman, Allyn D.	7	2781	610	OPO
*Chapman, Miss Heidi J.	9	3668	1266	
*Chase, Mrs. Janet M.	4	5570	5442	JEH
*Chiedi, Miss Iole C.	6	4269	5121	JEH
*Chojacki, Miss Amelia M.	8	5607	7326	JEH
*Christ, Roger A.	8	5314	7842	JEH
Christensen, G. Norman	13	2913	7638	JEH
Christensen, Ned L.	6	4264	5005	JEH
Christian, Scott J.	3	4181	6860	JEH
*Clapp, Miss Colette G.	6	4276	5136	JEH
*Clark, Mrs. Dorothy T.	5	4620	4027	JEH
Clark, Drew J.	8	5379	7879	JEH
Clark, George W., Jr.	7	2704	7109	
Clark, Morris S.	7	3735	7132	
Clarke, Floyd I.	10	2837	6212	JEH
*Clarke, Mrs. Helen M.	4	4555	6437	JEH
*Clayton, Miss Melanie K.	6	4298	5081	JEH
*Cleaver, W. Frank	4	4847	5843	JEH
*Cloonan, John E.	5	4562	4220	JEH
Clough, Herbert D., Jr.	10	2833	6212	JEH
*Cloyed, Willard F.	1	3634	6129	IB
Clynick, John J.	3	4104	6028	JEH
*Coccitto, Miss Diane L.	9	2295	1246	
*Codd, Patrick J.	5	4694	4648	JEH
*Codi, Anthony A.	3	4210	1B-353	JEH
*Cohen, Mrs. Joan Evelyn	5	4661	4052	JEH
*Cohnheim, Mrs. Patricia R.	7	3781	7129	
Colby, Royce V.	7	3726	732	OPO
*Cole, Douglass O.	1	2456	5137	IB
*Cole, Miss Mary Sue	4	5581	5448	JEH
Coll, Thomas B.	8	3691	7156	JEH
*Collins, Carl E., Jr.	1	2217	5135	IB
*Collins, Cornelius A.	1	3362	11267	JEH
*Collins, W. Earl	1	2228	5128	IB
*Colomb, Miss Shirley R.	3	4164	6075	JEH
*Colonese, Miss Delores M.	9	2363	1246	
Colwell, W. Lee	13	2905	7139	JEH
Condatore, Lawrence A.	7	3721	808	OPO
*Conge, Miss T. Jean	1	2132	6134	IB
Conger, Robert D. **5015	12	2614	7437	JEH
Conley, J. Allison	10	2822	6212	JEH
Connolly, Raymond Jr.	9	3321	1515	
*Cook, Mrs. Betty L.	6	4888	5224	JEH
*Cook, John N.	4	5524	5434	JEH
Cook, Philip William	5	4591	4433	JEH
Cooke, Benjamin H.	6	4188	5030	JEH
*Cooper, Miss Ruth I.	4	4765	4336	C JEH
Corby, James E.	7	3715	7417	
*Cordier, Robert J.	5	4562	4220	JEH
Corless, Joseph V.	3	4993	6066	JEH



DIV. EXT. ROOM

\*Corley, Edgar E. ----- 1 - 2132 - 6134 IB  
 \*Cornille, Mrs. Mary A. ----- 4 - 4111 - 6421 JEH  
 \*Costas, Miss Helen ----- 2 - 3494 - 7746  
 Coston, Wendell R. ----- 7 - 3706 - 7140  
 \*Counts, Wiley M. ----- 1 - 5204 - 7361 JEH  
 Courtney, William G. ----- 12 - 3638 - 6229-A IB  
 \*Cox, Mrs. Arabella B. ----- 1 - 2263 - 5214 IB  
 \*Cox, Dorsey E. ----- 12 - 2210 - 6221 IB  
 \*Cox, Gregory R. ----- 4 - 5529 - 5434 JEH  
 \*Cox, Jay Deane ----- 12 - 3305 - 3227 IB  
 Cox, John C. ----- 6 - 4278 - 5136 JEH  
 \*Coy, Mrs. Jan Eileen ----- 12 - 2606 - 7230 JEH  
 \*Crabb, R. Stephen ----- 1 - 2068 - 6134 IB  
 \*Craddock, David L. ----- 4 - 5586 - 5434 JEH  
 \*Craddolph, James D. ----- 1 - 2449 - 5137 IB  
 \*Craft, Harold Dean ----- 7 - 2781 - 610 OPO  
 \*Craighead, Mrs. Bonnie J ----- 5 - 4632 - 4051 JEH  
 \*Cramer, Alfred R., Jr. ----- 1 - 2510 - 5128 IB  
 \*Crane, George J. ----- 8 - 5374 - 7861 JEH  
 Creedon, Dennis F., Jr. ----- 3 - 4988 - 6143 JEH  
 Cregar, William O. ----- 5 - 4612 - 4123 JEH  
 Crescioli, Louis A. ----- 5 - 4690 - 6242 JEH  
 \*Cribben, Chester G. ----- 1 - 5204 - 7361 JEH  
 Cristian, Scott J. ----- 3 - 4180 - 6860 JEH  
 \*Cronauer, Miss Rose Mary L. ----- 5 - 4605 - 4147 JEH  
 \*Crone, H. Walter ----- 12 - 5035 - 7443 JEH  
 Cronin, William F. ----- 7 - 2668 - 7125  
 \*Crookston, Mrs. Virginia ----- 3 - 4945 - 6852 JEH  
 Cross, Francis J. ----- 7 - 2259 - Annex  
 \*Cross, Mrs. Hazel R. ----- 8 - 5391 - 6658 JEH  
 \*Crotts, Arlin P. ----- 1 - 2293 - 5137 IB  
 Crowley, Henry F. ----- 5 - 4566 - 4230-A JEH  
 Crum, Richard A. ----- 7 - 2451 - 7410  
 Cubbison, Lloyd A. ----- 7 - 2798 - 7607  
 \*Cummings, Harless C. ----- 1 - 2625 - 6129 IB  
 \*Cummings, Miss Janice Lou ----- 3 - 3673 - B-110  
 \*Cunningham, Cortlandt ----- 7 - 2451 - 7410  
 \*Cunningham, John F. ----- 4 - 5586 - 5434 JEH  
 \*Cuozzo, Mrs. Justine W. ----- 5 - 4885 - 4026 JEH

D

Dalseg, John W. ----- 5 - 4713 - 4847 JEH  
 Daly, Paul V. ----- 11 - 2542 - 4509  
 \*Dana, Miss Patricia L. ----- 5 - 4691 - 4634 JEH  
 \*Daniello, Mrs. Ester Boyd ----- 4 - 5581 - 5448 JEH  
 Daniels, Anthony E. ----- 9 - 2141 - 1531  
 Dare, Howard W., Jr. ----- 5 - 4605 - 4147 JEH  
 \*Darter, Mrs. Vicki Davis ----- 12 - 2614 - 7437 JEH  
 Davenport, Robert B. ----- 10 - 2835 - 6212 JEH  
 \*Davey, Russell G. ----- 1 - 2294 - 5135 IB  
 Davidson, Lloyd L. ----- 3 - 4121 - 6119 JEH  
 Davies, Donald E. ----- 7 - 2738 - 7633  
 \*Davis, Billy S. ----- 12 - 3320 - 3224 IB  
 \*Davis, Mrs. Eva Irene ----- 1 - 5401 - 11255 JEH  
 Davis, Florilis ----- 1 - 427-7300 WB  
 \*Davis, Miss J. Mae ----- 9 - 3525 - 7641  
 Davis, James Orr ----- 7 - 3303 - 7101  
 Davis, Joseph R. ----- 11 - 2706 - 4519  
 \*Davis, Mrs. Nancy J. ----- 12 - 3635 - 6221 IB  
 \*Davis, Miss Pamela R. ----- 5 - 4605 - 4147 JEH  
 Davis, Richard M. ----- 9 - 2347 - 1254  
 Davis, Wayne G. ----- 3 - 4128 - 6131 JEH  
 \*Davis, William Joseph ----- 12 - 2323 - 6219 IB  
 Davis, William L. ----- 6 - 4264 - 5005 JEH  
 Dawson, William J. ----- 3 - 3801 - 4306  
 \*Day, William Jackson ----- 1 - 5188 - 10861 JEH  
 Deadman, Harold A., Jr. ----- 7 - 2470 - 7132  
 Deakin, Thomas J. ----- 5 - 4674 - 4835 JEH  
 \*Dean, Richard F. ----- 12 - 3306 - 3228 IB  
 \*Dearing, Miss Deborah Kay ----- 1 - 5410 - 11259 JEH  
 \*Dedics, Joseph R. ----- 4 - 5547 - 5442 JEH  
 Deegan, Joseph G. ----- 5 - 4646 - 4092 JEH  
 Deily, Richard J. ----- 5 - 4661 - 4052 JEH  
 Delaney, Thomas A. ----- 7 - 3522 - 7336  
 De La Rosa, Julian W. ----- 3 - 4128 - 6131 JEH  
 \*deLeon, Mrs. Mary B. ----- 3 - 4174 - 6096 JEH  
 \*Demko, Miss Laurie Ann ----- 8 - 5348 - 7861 JEH  
 \*Dennis, C. Wilbur ----- 6 - 4264 - 5005 JEH  
 \*Dennis, Mrs. Marie S. ----- 5 - 4587 - 4425 JEH  
 \*Dennis, Richard C., Jr. ----- 11 - 3809 - 4513  
 \*Denton, Mrs. Irene W. ----- 1 - 5059 - 9959-B JEH  
 DeRonja, Frank S. ----- 7 - 3707 - 7324  
 \*DeRosa, Miss Cecily A. ----- 5 - 4583 - 4426 JEH  
 Devine, Francis M. ----- 7 - 3731 - 7627

DIV. EXT. ROOM

\*Devine, Miss Marguerite F. ----- 11 - 2676 - 5640  
 \*Dewan, William Howe ----- 4 - 5547 - 5442 JEH  
 Dickson, Dennis R. ----- 5 - 4658 - 4058 JEH  
 Didyk, Michael J. \*\*3653 ----- 7 - 2059 - 7114  
 \*Dietrich, Miss Dianne E. ----- 1 - 2514 - 4127 IB  
 Dinan, Terence D. ----- 13 - 2910 - 7642 JEH  
 \*Dippel, Miss Laurel A. ----- 12 - 2711 - 7254 JEH  
 \*Dishman, Loran W. ----- 3 - 2477 - 7314  
 Divan, David L. ----- 8 - 3691 - 7156 JEH  
 Dixon, Kent C. ----- 7 - 3385 - 7609  
 Dolan, James J. ----- 10 - 2832 - 6212 JEH  
 Domzalski, Joseph D. ----- 9 - 2245 - 1250  
 Donahue, Paul G. ----- 11 - 2706 - 4515  
 Doran, William Y. ----- 10 - 2837 - 6212 JEH  
 Dorch, Timothy C. ----- 5 - 4578 - 4436 JEH  
 \*Dove, Mrs. Betty Hope ----- 3 - 3356 - 6011 JEH  
 \*Dowell, Mrs. Lois H. ----- 9 - 3518 - 7637  
 \*Downer, Miss Cynthia L. ----- 5 - 4632 - 4051 JEH  
 \*Downing, Miss Phyllis M. ----- ADO - 3333 - 7116 JEH  
 \*Doxzen, Mrs. Mildred M. ----- 4 - 4832 - 5657-A JEH  
 \*Drayer, Raymond Dale ----- 1 - 2469 - 6131 IB  
 \*Driver, Burwell T. ----- 1 - 2228 - 5128 IB  
 \*Dubinsky, Miss Cathern R. ----- 1 - 2863 - 6118 IB  
 Duffin, Andrew J. ----- 5 - 4628 - 4049 JEH  
 DuHadway, Thomas E. ----- 5 - 4587 - 4425 JEH  
 Duncan, Ronald B. ----- 7 - 2486 - 7118  
 \*Dunlap, Miss Gloria M. ----- 4 - 5537 - 5434 JEH  
 \*Dunning, Mrs. Lillie Lee ----- 1 - 3765 - 3137 IB  
 Dunphy, John P. ----- 3 - 2007 - 331 OPO  
 \*Durgin, Mrs. Patricia A. ----- 5 - 4587 - 4425 JEH  
 \*Dyer, David D. ----- 8 - 5314 - 7842 JEH

E

\*Eamigh, Miss Phyllis J. ----- 1 - 2222 - 11262 JEH  
 \*Eamigh, Robert Earl ----- 1 - 2262 - 6125 IB  
 \*Edelen, Mrs. Carol Ann ----- 1 - 2469 - 6131 IB  
 \*Edelen, Greydon ----- 1 - 5204 - 7361 JEH  
 \*Edgemon, Marion S. ----- 4 - 5581 - 5448 JEH  
 Edwards, Frederick L. ----- 7 - 3715 - 7417  
 Egan, Robert H. ----- 9 - 3821 - 7638  
 Egan, Robert M. ----- 5 - 4628 - 4049 JEH  
 \*Eggers, Miss Lois A. ----- ADO - 3315 - 7142 JEH  
 \*Eggleston, Miss I. Gaynelle ----- 6 - 4260 - 5012 JEH  
 \*Ehrlich, Mrs. Sandra D. ----- 9 - 2421 - 1511  
 Ellingsworth, William D. ----- DO - 2733 - 5627  
 \*Ellis, Miss Rolesta Mae ----- 11 - 2461 - 4706  
 \*Elmore, Mrs. Margie C. ----- 3 - 4207 - 1B-973 JEH  
 \*Emerson, Craig C. ----- 7 - 3846 - 809 OPO  
 Ennulat, Alfred G. ----- 5 - 4609 - 4133 JEH  
 \*Epps, Miss Carolyn A. ----- 5 - 4664 - 4042 JEH  
 Ervin, William C. ----- 9 - 2557 - 1260  
 \*Española, Miss Theresa A. ----- 5 - 4575 - 4434 JEH  
 \*Evanek, Miss Madeline M. ----- 12 - 2554 - 6221 IB  
 Evans, Johnny L. ----- 13 - 2910 - 7642 JEH  
 \*Evans, Norman ----- 5 - 4628 - 4047 JEH  
 \*Everette, Winfred M. ----- 1 - 2258 - 6125 IB  
 \*Ewing, Miss Harriet K. ----- 5 - 4550 - 4204 JEH

F

Fallin, William D. ----- 5 - 4650 - 4084 JEH  
 \*Farley, Mrs. R Philippia ----- 6 - 4874 - 5210 JEH  
 \*Farrar, Mrs. Brenda M. ----- 5 - 4575 - 4440 JEH  
 Farrell, William J., Jr. ----- 7 - 2340 - 7616  
 Farrington, James C. ----- 4 - 5520 - 5431 JEH  
 Feeney, Bernard A. ----- 9 - 2425 - 1537  
 Feeney, Thomas J., Jr. ----- ADO - 5605 - 7110 JEH  
 Fehl, Frederick C. ----- 9 - 2063 - 1742  
 Felix, James C. ----- 5 - 4572 - 4238 JEH  
 \*Ferguson, Mrs. Marilyn L. ----- 1 - 2068 - 6134 IB  
 \*Ferguson, Quintus L. ----- 1 - 3633 - 5128 IB  
 Feuer, Robert W. ----- 5 - 4558 - 4216 JEH  
 \*Finkley, Mrs. Mildred B. ----- 8 - 5391 - 6658 JEH  
 Finzel, Robert P. ----- 5 - 4674 - 4835 JEH  
 Fisher, George E. ----- 6 - 4195 - 5150 JEH  
 \*Fisher, Miss Marjorie Ann ----- 1 - 2222 - 11262 JEH  
 \*Fisher, Mrs. Nancy C. ----- 4 - 4827 - 5869 JEH  
 \*Fitch, Mrs. Julie Ann ----- 1 - 2300 - 6137 IB  
 \*Fithen, Miss Barbara Ann ----- 4 - 5542 - 5434-C JEH  
 FitzPatrick, Thomas ----- 8 - 5343 - 7857 JEH  
 Flanders, David George ----- 10 - 2836 - 6212 JEH  
 Flemister, H. C., Jr. ----- 5 - 4693 - 4634 JEH  
 \*Flick, Mrs. Rebecca L. ----- 6 - 4290 - 5200 JEH  
 \*Flores, Mrs. Darla K. ----- 6 - 4256 - 5048 JEH  
 \*Flottman, Arnold L., Jr. ----- 6 - 4192 - 5042 JEH

## F

## DIV. EXT. ROOM

\*Flurry, Willard R. ----- 1 - 5188 - 10861 JEH  
 Flynn, James P. \*\*3673 ----- 3 - 3875 - B-114  
 Foley, Edward F. ----- 1 - 2794 - 5207 IB  
 \*Foley, Mrs. Mildred C. ----- 3 - 4937 - 6853 JEH  
 \*Forbes, Ms. Sharon L. ----- 4 - 4113 - 6421 JEH  
 \*Ford, James P. ----- 1 - 3362 - 11267 JEH  
 \*Formy-Duval, Maurice ----- 6 - 4876 - 5210 JEH  
 \*Fortune, Miss Sandra J. ----- 3 - 4128 - 6131 JEH  
 Foster, George J. ----- 6 - 4892 - 5224 JEH  
 \*Foster, Mrs. Mildred M. ----- 8 - 5391 - 6658 JEH  
 \*Foster, William J. ----- 4 - 4116 - 6421 JEH  
 Fox, James M. ----- 5 - 4632 - 4051 JEH  
 \*Fox, Mrs. Kathleen A. ----- 7 - 3712 - 7601  
 \*Frank, Alvin C. ----- 4 - 4111 - 6421 JEH  
 \*Franklin, Mrs. Jetta C. ----- 1 - 3885 - 5210 IB  
 \*Frauson, Francis P. ----- 8 - 3593 - 1734  
 Frawley, James D. ----- 7 - 3721 - 808 OPO  
 \*Frawley, Mrs. Lois A. ----- 7 - 3461 - 7114  
 Frazier, Thomas J. ----- 12 - 3638 - 6229-A IB  
 \*Freeburger, Mrs. Sharon L. ----- 12 - 5050 - 7244 JEH  
 Freeman, James T. ----- 7 - 2704 - 7109  
 \*Freeman, Miss Wenda S. ----- 9 - 2092 - 1706  
 \*French, Mrs. Catherine Ann - ADO ----- 9 - 3315 - 7142 JEH  
 \*Fretwell, Miss Coleen L. ----- 4 - 5542 - 5434 JEH  
 Frieids, Thomas L. ----- 7 - 2511 - 809 OPO  
 Frier, James C. ----- 7 - 3735 - 7132  
 Fry, Thomas A., III ----- 12 - 3638 - 6229-A IB  
 \*Fudeila, Robert E. ----- 1 - 2217 - 5135 IB  
 Fulton, Arthur B. ----- 5 - 4671 - 4835 JEH  
 Furgerson, Ronald Mayo ----- 7 - 3469 - Annex  
 \*Futrell, Ivan Ross ----- 1 - 2513 - 6131 IB

## G

\*Gabrielli, Mrs. Dorothy M. ----- 5 - 4562 - 4220 JEH  
 \*Gainey, Miss Betsy H. ----- 10 - 2822 - 6212 JEH  
 Gallagher, William M. ----- 9 - 3525 - 7641  
 \*Gallon, Miss Beverly A. ----- 9 - 2092 - 1706  
 \*Galloway, Miss Martha ----- 6 - 4876 - 5210 JEH  
 \*Gallup, Robert ----- 1 - 2298 - 6129 IB  
 Ganley, Charles E. ----- 1 - 5401 - 11255 JEH  
 \*Gardner, Ronald L. ----- 6 - 4874 - 5210 JEH  
 Gardner, Theodore M. ----- 10 - 2836 - 6212 JEH  
 \*Gardner, Miss U. Louise ----- 8 - 5379 - 7879 JEH  
 \*Garner, Miss Bonnie Lynn ----- 3 - 3673 - B-110  
 \*Garner, Mrs. Shirley H. ----- 4 - 5581 - 5448 JEH  
 Garten, James W. ----- 1 - 2226 - 5205 IB  
 Gast, Robert S., II ----- 13 - 2916 - 7636 JEH  
 \*Gates, Mrs. Cleo M. ----- 5 - 4601 - 4155 JEH  
 \*Gates, Mrs. Jean T. ----- 4 - 5570 - 5442 JEH  
 Gavin, William A. ----- 7 - 2668 - 7125  
 Geer, James H. ----- 7 - 2038 - 7643  
 Gehring, Marlin P. ----- 6 - 4276 - 5136 JEH  
 \*Geiger, Miss Michele S. ----- 12 - 2619 - 7235 JEH  
 \*George, Mrs. Janice J. ----- 6 - 4892 - 5224 JEH  
 \*George, Robert D. ----- 5 - 4601 - 4155 JEH  
 George, Thomas H. ----- 5 - 4632 - 4051 JEH  
 Gerblich, James W. ----- 5 - 4575 - 4440 JEH  
 \*Gergely, John T. ----- 12 - 2260 - 3234 IB  
 \*Gerken, Mrs. Jean L. ----- 5 - 4650 - 4084 JEH  
 \*Gerken, Johnny L. ----- 3 - 4168 - 6076 JEH  
 \*Gerth, Miss Eileen M. ----- 5 - 4562 - 4220 JEH  
 \*Giblin, Kevin P. ----- 5 - 4605 - 4147 JEH  
 \*Gibbons, Miss Mary Ann ----- 1 - 3765 - 3126 IB  
 \*Gibson, Mrs. Melanie S. ----- 3 - 4960 - 6646 JEH  
 \*Gilbarto, Raymond, Jr. ----- 1 - 5260 - 11854 JEH  
 \*Gilbert, John B. ----- 5 - 4918 - 4622 JEH  
 Gilbert, Wayne R. ----- 10 - 2837 - 6212 JEH  
 Gillham, Bobby R. ----- 7 - 3733 - 7627  
 \*Ginal, David A. ----- 5 - 4572 - 4238 JEH  
 \*Ginter, Earl E. ----- 7 - 2317 - Annex  
 \*Girard, Mrs. Peggy T. ----- 4 - 5565 - 5442 JEH  
 Gladden, Harry B., Jr. ----- 6 - 4267 - 5161 JEH  
 \*Gleason, Robert J. ----- 5 - 4650 - 4084 JEH  
 \*Gleason, Robert L. ----- 7 - 3704 - Annex  
 \*Glock, Miss Clara Marie ----- 4 - 4844 - 5634 JEH  
 Glover, John D. ----- 1 - 5084 - 9939-B JEH  
 \*Goad, Mrs. Nina Sue ----- 1 - 5181 - 10872 JEH  
 \*Goldsmith, Miss Gertrude M. ----- 1 - 2327 - 6208-A IB  
 \*Gollas, Wendell A. ----- 7 - 3758 - 732 OPO  
 \*Goode, Miss G. Willistino ----- 3 - 4954 - 6634 JEH  
 \*Gooderham, Edward H. ----- 8 - 3691 - 7156 JEH  
 \*Goodreau, George E., Jr. ----- 1 - 2294 - 5135 IB  
 \*Goodrick, B. Wilson, Jr. ----- 1 - 5208 - 7475 JEH  
 \*Goodwin, Charles R. ----- 1 - 2325 - 6206 IB  
 Gordon, John C. ----- 6 - 4290 - 5078 JEH  
 \*Gordon, Miss Mickie Jan ----- 5 - 4628 - 4047 JEH  
 \*Gordon, Miss V. Ann ----- 8 - 5327 - 7648 JEH

## G

## DIV. EXT. ROOM

\*Gosolin, Miss Diana K. ----- 11 - 2947 - 4503  
 \*Gosho, Miss Phyllis M. ----- 6 - 4267 - 5161 JEH  
 \*Goss, Mrs. Deborah W. ----- 3 - 4989 - 6058 JEH  
 \*Goss, Mrs. Susan J. ----- 5 - 4632 - 4051 JEH  
 \*Gough, Miss Theresa A. ----- 1 - 2222 - 11262 JEH  
 Gow, W. Douglas ----- 6 - 4256 - 5048 JEH  
 \*Grage, Miss Arlys S. ----- 8 - 5354 - 7149 JEH  
 Graham, James P. ----- 5 - 4653 - 4072 JEH  
 \*Granath, Miss Karla Jean ----- 5 - 4601 - 4155 JEH  
 Grant, John H. ----- 5 - 4628 - 4047 JEH  
 Graves, Jerry M. ----- 3 - 3857 - 5211  
 \*Gravette, Miss Marian M. ----- 4 - 5586 - 5434 JEH  
 Gray, Russell Jean, Jr. ----- 10 - 2837 - 6212 JEH  
 \*Greb, David J. ----- 5 - 4696 - 4648 JEH  
 \*Greb, Mrs. Mary Elizabeth ----- 5 - 4575 - 4440 JEH  
 \*Grehle, Miss Elizabeth C. ----- 1 - 2248 - 5209 IB  
 Green, Daniel J. ----- 3 - 3875 - B-114  
 Green, James E., Jr. ----- 9 - 3455 - 1252  
 \*Green, Miss Patricia S. ----- 5 - 4558 - 4216 JEH  
 \*Greene, Miss Norma Jean ----- 4 - 5537 - 5434 JEH  
 Greenleaf, James W. ----- 7 - 3567 - 808 OPO  
 \*Gregory, Miss R. Christine ----- 5 - 4664 - 4042 JEH  
 \*Gressens, Kenneth C. ----- 1 - 2513 - 6131 IB  
 Greuel, Thomas J. ----- 7 - 3726 - 808 OPO  
 \*Griffin, Mrs. Brenda ----- 6 - 4892 - 5224 JEH  
 Griffin, Joseph E., Jr. ----- 10 - 2837 - 6212 JEH  
 Griffith, Fred B. ----- 10 - 2830 - 6212 JEH  
 Grigalus, Edward P. ----- 5 - 4591 - 4433 JEH  
 Grimes, David P. ----- 7 - 2737 - 7635  
 \*Groenthal, Charles V. ----- 1 - 5204 - 7361 JEH  
 Groover, L. Clyde ----- 3 - 4104 - 6028 JEH  
 \*Gross, Mrs. Gloria Jean ----- 1 - 3765 - 3137 IB  
 \*Grove, Miss Laura E. ----- 12 - 2049 - 6103 IB  
 \*Gulotta, Mrs. Margaret R. ----- 7 - 3578 - 7143  
 \*Gummere, Thomas M. ----- 1 - 2456 - 5137 IB  
 Gunn, George William ----- 8 - 5348 - 7861 JEH  
 Gunnarson, Donald A. ----- 3 - 4101 - 6011 JEH  
 Gustafson, Robert C. ----- 6 - 4276 - 5136 JEH  
 \*Guthrie, Edgar R., III ----- 6 - 4188 - 5030 JEH

## H

\*Haag, David R. ----- 5 - 4609 - 4133 JEH  
 Haddock, Thomas D. ----- 8 - 5607 - 7326 JEH  
 Hadinger, Ronald S. ----- 9 - 2425 - 1537  
 Hager, William D. ----- 7 - 2511 - 809 OPO  
 \*Hahn, Mrs. Virginia M. ----- 5 - 4562 - 4220 JEH  
 \*Haines, Mrs. Marjorie A. ----- ADO ----- 5555 - 7110 JEH  
 \*Hairston, James A. ----- 8 - 3691 - 7156 JEH  
 Hall, James K. ----- 6 - 4256 - 5048 JEH  
 \*Hall, Mrs. Norena Mae ----- 1 - 5401 - 11255 JEH  
 \*Haller, David H. ----- 4 - 4113 - 6421 JEH  
 Hallett, Robert B. ----- 7 - 3678 - 7612  
 \*Halverson, Mrs. Barbara J. ----- 4 - 5547 - 5442 JEH  
 \*Hamilton, Miss Carol A. ----- 4 - 4847 - 5839 JEH  
 \*Hanna, Miss Christine S. ----- 3 - 3857 - 5211  
 Hammett, William F. ----- 7 - 3715 - 7417  
 \*Hampton, Mrs. Gail K. ----- 1 - 2226 - 5205 IB  
 Hampton, Robert D. ----- 5 - 4632 - 4051 JEH  
 \*Handley, Mrs. Ellen W. ----- 1 - 3795 - 5206 IB  
 Handwerk, Otto T., Jr. ----- 12 - 5038 - 7258 JEH  
 \*Hanoy, Max A. ----- 7 - 2330 - 7331  
 Hanigan, Michael L. ----- 4 - 5565 - 5442 JEH  
 \*Hansbrough, Harry S. ----- 4 - 5524 - 5434 JEH  
 \*Hansell, Miss Helen P. ----- 1 - 2271 - 5206 IB  
 Happeil, Walter R. ----- 9 - 2001 - 1712  
 \*Harden, Robert Baxter ----- 7 - 2781 - 808 OPO  
 Hardock, Richard A. ----- 3 - 4960 - 6642 JEH  
 \*Hardy, Dennis R. ----- 7 - 2107 - 7407  
 Harker, R. Phillip ----- 7 - 3651 - Annex  
 \*Harkin, Michael J. ----- 6 - 4246 - 5062 JEH  
 \*Harney, Mrs. Carla F. ----- 1 - 2862 - 6118 IB  
 \*Harper, Larry W. ----- 1 - 2735 - 5129 IB  
 \*Harper, Miss Mary Madorlen ----- 1 - 2242 - 3136 IB  
 Harrington, Thomas J. ----- 8 - 3691 - 7156 JEH  
 \*Harris, Mrs. Shirley O. ----- 1 - 2231 - 6203 IB  
 \*Harrison, Miss Eleanor L. ----- 4 - 5581 - 5448 JEH  
 \*Harrison, Joseph A. ----- 1 - 5188 - 10861 JEH  
 Hart, Gary W. ----- 9 - 2557 - 1260  
 Harting, John Allen ----- 8 - 5383 - 7879 JEH  
 Harward, William E., Jr. ----- 7 - 3461 - 7114  
 Harwood, William A. ----- 9 - 2413 - 1243  
 \*Hasvach, Robert ----- 5 - 4653 - 4072 JEH  
 \*Hatch, Mrs. Barbara L. ----- 4 - 5547 - 5442 JEH  
 \*Hatgiannis, Miss Stolla C. ----- 3 - 3515 - 6012 JEH  
 Havekost, Donald G. ----- 7 - 3791 - 7331  
 Hauer, Homer R. ----- 4 - 4840 - 5829 JEH

H

## DIV. EXT. ROOM

*Hawken, John H. -----	5	- 4636	- 4063	JEH
Hawkins, Herbert H., Jr. -----	6	- 4290	- 5200	JEH
*Hayes, Miss Linda S. -----	1	- 5204	- 7361	JEH
*Hayes, Miss Linda S. -----	1	- 2267	- 4134	IB
Hayes, William P. -----	8	- 5309	- 7833	JEH
Haynes, William P. -----	13	- 2910	- 7642	JEH
*Hays, Miss Christine A. -----	5	- 4639	- 4065	JEH
*Hazzard, Miss Mary Rose -----	4	- 3611	- 4654	JEH
*Healy, James P. -----	5	- 4558	- 4216	JEH
*Hearon, Miss Annie Mae -----	4	- 4748	- 4859	JEH
Hegarty, Edward D. -----	9	- 3547	- 1257	
Hegvold, Arthur E. -----	7	- 2737	- 7635	
Heim, Lawrence J. -----	8	- 5327	- 7648	JEH
Held, Richard Wallace -----	5	- 4639	- 4065	JEH
Helgeson, Hunter E. -----	5	- 4885	- 4026	JEH
Helterhoff, Hal N. -----	6	- 4272	- 5131	JEH
*Hemmingway, Mrs. Maxine E. ---	5	- 4601	- 4155	JEH
Henehan, Joseph E. -----	10	- 2828	- 6212	JEH
*Herbertson, Miss Nannette ---	3	- 4176	- 6098	JEH
Herrington, Jack E. -----	11	- 2678	- 5640	
*Hermans, Miss Deborah J. -----	1	- 5284	- 11266	JEH
Herndon, Bell P. -----	7	- 3723	- Annex	
Herold, Noel -----	7	- 2704	- 7109	
Hetherington, Karl V. -----	6	- 4901	- 5425	JEH
Hicks, John W. -----	7	- 3735	- 7132	
Higgins, Albert G. -----	5	- 4562	- 4220	JEH
*Higgins, Mrs. Alice C. -----	1	- 2188	- 5208	IB
*Highfield, Miss Arlene D. ---	3	- 4128	- 6131	JEH
*Hill, Mrs. Mary F. -----	5	- 4566	- 4230	JEH
Hill, Ralph R., Jr. -----	10	- 2835	- 6212	JEH
Hilverda, James A. -----	7	- 3735	- 7132	
*Hilvers, Miss Peggi Ann -----	1	- 5080	- 9929	JEH
Hines, J. William -----	6	- 4276	- 5136	JEH
Hinshaw, William L. II -----	2	- 2672	- 621 OPO	
Hippard, John R. -----	7	- 3735	- 7132	
*Hite, Mrs. Jeanette S. -----	4	- 5565	- 5442	JEH
*Hobbs, Mrs. Virginia G. -----	6	- 4875	- 5210	JEH
Hodge, Alvin E. -----	7	- 2439	- 7125	
Hodge, Evan E. -----	7	- 2452	- 7410	
Hoffman, James W. -----	12	- 5005	- 7240	JEH
Hogan, John L. -----	10	- 2831	- 6212	JEH
Hogan, Raymond F. -----	9	- 3547	- 1259	
Holland, Ira W. -----	7	- 2330	- 7331	
*Holman, Ricky M. -----	5	- 4656	- 4058-A	JEH
*Holmes, Mrs. Debra S. -----	5	- 4614	- 4011	JEH
Holmes, William L. -----	7	- 3652	- Annex	
Holroyd, Edwin M. -----	9	- 3668	- 1268	
*Holt, Miss Debra G. -----	1	- 2327	- 6208-A	IB
Holt, Felix T., Jr. -----	6	- 4872	- 5210	JEH
*Hoover, Miss Linda S. -----	9	- 2211	- 7642	
*Horn, Mrs. Beverly C. -----	3	- 4147	- 6155	JEH
*Horne, Miss Pollyanna -----	1	- 2861	- 6118	IB
*Horton, Clair Jr. -----	12	- 2534	- 6230	IB
*Hostick, Robert M. -----	1	- 2294	- 5135	IB
Hotis, John B. -----	11	- 2947	- 4503	
*Housewright, Miss Margie L. --	1	- 3765	- 3137	IB
Hoverson, Ronald A. -----	3	- 4960	- 6642	JEH
Howard, Thomas Frank -----	5	- 4661	- 4052	JEH
Howell, Dillard W. II -----	8	- 2720	- 1704	
*Howell, James K. -----	1	- 2520	- 6131	IB
*Hoyer, Miss Beatriz -----	4	- 5524	- 5434	JEH
*Huber, Daniel J. -----	7	- 2791	- 808	OPO
*Hudson, Mrs. Elizabeth S. -----	8	- 5324	- 7845	JEH
Hudson, Frank J. -----	9	- 3321	- 1513	
Hudson, Larry S. -----	6	- 4877	- 5210	JEH
*Hughes, Brent H. -----	3	- 2035	- B-418	
*Hughes, Miss L. Susan -----	11	- 2706	- 4515	
Hughes, Thomas A. -----	3	- 4179	- 6860	JEH
*Hull, Gary John -----	5	- 4643	- 4077	JEH
*Hunsinger, Mrs. Rhonda J. -----	1	- 2106	- 5132	IB
Hunsinger, Richard G. -----	3	- 3514	- 6012	JEH
*Hunter, Miss Margaret J. -----	5	- 4609	- 4133	JEH
*Hunter, Stephen L. -----	5	- 4605	- 4147	JEH
Huppert, J. Donald -----	6	- 4188	- 5030-A	JEH
Hurley, Robert B. -----	12	- 2618	- 3114	IB
Hurst, Carl W., Jr. -----	9	- 2421	- 1511	
*Hurt, Ronald S. -----	1	- 2736	- 5129	IB
*Hutcherson, Miss Rhonda -----	1	- 5188	- 10861	JEH
*Hutcherson, Mrs. Ruth W. -----	1	- 2222	- 11262	JEH
*Hutchinson, Miss Edith -----	1	- 2242	- 3129	IB
*Hutchison, Miss Wanda L. ---	12	- 2049	- 6103	IB
*Hyatt, Joe Donald -----	1	- 2258	- 6125	IB
*Hyatt, Miss Patricia Dawn -----	6	- 4188	- 5030	JEH

I

## DIV. EXT. ROOM

*Iazzetta, Joseph T. -----	4	- 5537	- 5434	JEH
*Iazzetta, Mrs. Nancy M. -----	8	- 5331	- 7848	JEH
*Ikard, Miss Myra C. -----	4	- 5570	- 5442-B	JEH
*Imes, Richard Royce -----	12	- 2818	- 6221	IB
*Interlandi, Mrs. Caroline -----	4	- 5581	- 5448	JEH
Ivey, Robert J. -----	10	- 2832	- 6212	JEH
*Iwahashi, Miss Yukie -----	5	- 4566	- 4230	JEH

J

*Jackson, Miss Janice -----	3	- 2008	- 331	OPO
*Jackson, William C. -----	3	- 4107	- 6040	JEH
*James, Miss Bertie Mae -----	1	- 5091	- 9726	JEH
Jamieson, Alexander -----	9	- 2245	- 1250	
*Jarrell, Max L. -----	1	- 2734	- 5129	IB
*Jenkins, James E. -----	1	- 2132	- 6134	IB
Jepsen, Roy -----	7	- 3705	- 7625	
*Jess, Miss Wilma M. -----	10	- 2820	- 6212	JEH
Jessinger, Richard T. -----	12	- 5038	- 7238	JEH
*Johanningsmeier, W. F. -----	12	- 5256	- 11854	JEH
*Johnson, Mrs. Clara S. -----	12	- 5051	- 7241	JEH
Johnson, Edward F. -----	1	- 2300	- 6125	IB
Johnson, James Walter -----	5	- 4562	- 4220	JEH
*Johnson, Miss Lois F. -----	5	- 4583	- 4426	JEH
*Johnson, Mrs. Piperlynn -----	9	- 2092	- 1706	
*Johnson, Mrs. Rosemary W. ---	3	- 4996	- 6076	JEH
*Johnson, Walter R. -----	6	- 4877	- 5210	JEH
Johnson, Wesley M., Jr. -----	12	- 3638	- 6229-A	IB
*Johnson, Wilbur Duane -----	1	- 2294	- 5135	IB
Johnson, William C. -----	7	- 3794	- 809	OPO
*Jolley, Joseph C. -----	1	- 5132	- 10861	JEH
*Jones, Miss Edna Mae -----	5	- 4684	- 4647	JEH
*Jones, Gary W. -----	1	- 2468	- 6125	IB
*Jones, Miss Jane Lois -----	1	- 2325	- 6207-A	IB
*Jones, John Frederick -----	12	- 3287	- 6221	IB
Jones, John Milton -----	1	- 5259	- 11854	JEH
*Jones, Julius C. -----	1	- 2468	- 6125	IB
*Jones, Kenneth R. -----	7	- 2059	- 7114	
*Jones, Miss Phyllis Joyce ---	12	- 2622	- 3320	IB
*Jones, Miss S. Lynn -----	3	- 4998	- 6076	JEH
Jones, William David -----	7	- 3785	- 7613	
*Jordan, Robert B. III -----	5	- 4677	- 4843	JEH
Joyce, Dennis P. -----	12	- 5046	- 7254	JEH
*Joyner, Miss Bertha Lee -----	12	- 2606	- 7230	JEH
*Justice, Everett, Jr. -----	1	- 2735	- 5129	IB
Justice, John M. -----	1	- 5255	- 11850	JEH

K

*Kaakala, Miss Dolores A. -----	5	- 4578	- 4434	JEH
*Kagey, Miss Osie Arlene -----	1	- 5141	- 10270	JEH
*Kamonickv, Michael J. -----	1	- 2279	- 6334	IB
*Kaminski, Miss Christine A. --	5	- 4682	- 4846	JEH
*Kapp, Miss Debra G. -----	3	- 4109	- 6040	JEH
Kardash, William E. -----	3	- 3415	- 329	OPO
*Karsarsky, Stephen J. -----	4	- 4794	- 5442	JEH
Katz, Blaine K. -----	5	- 4601	- 4155	JEH
*Keane, Thomas A. -----	4	- 4844	- 5640	JEH
Kearney, James J. -----	7	- 2077	- 7117	
*Keating, Miss Marilyn J. -----	1	- 5185	- 10853	JEH
Keehan, Robert P. -----	10	- 2827	- 6212	JEH
*Keel, Miss Judy F. -----	1	- 5410	- 11259	JEH
*Keener, Carl R. -----	1	- 2262	- 6125	IB
*Kell, Mrs. Nancy L. -----	4	- 5542	- 5434	JEH
Kelleher, Thomas F., Jr. -----	7	- 3776	- 7621	
Kelliher, Maurice A. -----	9	- 3625	- 1738	
*Kelllogg, Miss Sandra L. -----	6	- 4892	- 5224	JEH
Kelly, Daniel E. -----	6	- 4256	- 5048	JEH
Kelly, John E., Jr. -----	9	- 2460	- 1529	
Kelly, Joseph G. -----	6	- 4269	- 5121	JEH
Kelly, Robert T. -----	4	- 5560	- 5438-A	JEH
Kelly, Thomas C. -----	10	- 2831	- 6212	JEH
Kelso, Edmund W., Jr. -----	7	- 2696	- 7113	
*Kennedy, Miss Glenda Sue -----	5	- 4639	- 4065	JEH
*Kennedy, Miss Nell -----	4	- 5581	- 5448	JEH
Kennedy, Stephen C. -----	12	- 3638	- 6229	IB
Kennedy, Weldon L. -----	12	- 5038	- 7258	JEH
*Kenniferly, Edward Ray -----	1	- 2227	- 5207	IB
Keown, Michael P. -----	9	- 2525	- 1523	
Kern, Wayne K. -----	7	- 3715	- 7417	
Keutzer, Benjamin O. -----	10	- 2835	- 6212	JEH
*Keyes, Thomas C. -----	5	- 4562	- 4220	JEH
Kiel, James J. -----	7	- 2664	- 7321	
Kilday, Edward J., III -----	6	- 4894	- 5224	JEH
Killion, Steven A. -----	7	- 3303	- 7101	
Kilty, John W. -----	7	- 3791	- 7330	
King, Donald L. -----	7	- 2700	- 7114	



## K

	DIV.	EXT.	ROOM
*King, Mrs. Leanoire M. -----	12	2316	3221 IB
Kinsey, Richard G. -----	5	4566	4230 JEH
*Kircher, Miss Mary B. -----	11	2706	4515
Kirspel, Thomas O. -----	12	5011	7433 JEH
*Kitchen, David V. -----	5	4562	4220 JEH
*Kitchen, Mrs. Wendy S. -----	5	4562	4220 JEH
Kittel, Hartford R. -----	4	5570	5442-B JEH
*Kizas, Adolph M. -----	8	5335	7654 JEH
Klager, Roy B., Jr. -----	6	4272	5131 JEH
Klein, Stanley -----	5	4639	4065 JEH
Kleinschmidt, Robert -----	9	3526	7641
*Klischer, Mrs. Ruth K. -----	8	5322	7845 JEH
*Kloss, Mrs. Linda L. -----	4	5560	5438 JEH
*Knerr, Mrs. Dolores -----	1	5204	7361 JEH
*Knight, Hugh L. -----	4	5560	5438 JEH
Knowles, Terry Leo **3862 -----	3	3857	5211
Koenig, Bruce Eric -----	7	3303	7101
*Koji, Miss Lorraine S. -----	3	4182	6845 JEH
Kolombatovic, Vадja V. -----	5	4691	4634 JEH
*Kontos, Kenneth E. -----	6	4888	5224 JEH
Koopmann, William H. -----	7	3758	732 OPO
*Kopacko, Charles R. -----	1	2734	5129 IB
*Korb, Miss Francis M. -----	5	4636	4063 JEH
*Kording, Mrs. Dawn Ellen -----	12	5035	7443 JEH
Korontis, Theodore A. -----	5	4628	4047 JEH
*Kotlowski, Miss Lois R. -----	6	2801	5155 JEH
*Kozlosky, Miss Catherine R. -----	4	5524	5434 JEH
*Kramarsic, James R. -----	8	5383	7879 JEH
Kraus, James C. -----	6	4267	5161 JEH
*Kuhar, Miss Laurie E. -----	5	4650	4084 JEH
*Kuhn, Daniel F. -----	4	4829	5648-A JEH
*Kunka, Miss Kimberly K. -----	9	2071	1501
*Kunowsky, Mrs. Shirley B. -----	5	4570	4238-A JEH
*Kunz, James A. -----	6	4879	5210 JEH
*Kunz, Miss Fidelis -----	2	3473	5302
*Kunz, Thomas H. -----	8	3691	7156 JEH
*Kunz, Thomas H. -----	8	2545	4256
*Kupferschmidt, Paul R. -----	9	2413	1243
Kurz, Charles E. -----	9	3321	1515
*Kush, Mrs. Joyce L. -----	3	3515	6012 JEH

## L

Lacey, Alonzo L. -----	5	4674	4835 JEH
*Lackovic, Miss Mary C. -----	3	2007	331 OPO
*Lafay, Miss Catherine P. -----	8	5376	7861 JEH
Laffey, Patrick T. -----	9	2557	1260
*Lais, Miss Mary A. -----	9	2557	1260
L'Allier, Michael R. -----	5	4633	4051 JEH
Lally, Robert J., Jr. -----	6	4290	5200 JEH
*Lalway, Miss Jane M. -----	6	4903	5425 JEH
Lander, William J. -----	5	4558	4216 JEH
Landreville, Ernest J. -----	3	3415	329 OPO
*Lane, Mrs. Clara W. -----	6	4879	5210 JEH
*Lane, Robert D. -----	6	4889	5224 JEH
*Lang, Mrs. Elizabeth W. -----	5	4566	4230 JEH
*Lang, Thomas F. -----	5	4597	4165 JEH
*Larr, Douglas W. -----	5	4609	4133 JEH
*Larrabee, David M. -----	1	2469	6131 IB
Larson, Elmer W., Jr. -----	5	4636	4063 JEH
*Larson, Emory A., Jr. -----	1	2429	6134 IB
*Larson, Mrs. Peggy Jean -----	6	4889	5224 JEH
*Lass, Mrs. Karen G. -----	3	4998	6076 JEH
*Lass, Miss Marlene J. -----	9	2421	1511
Lasswell, Lynn Davis III -----	7	2485	7118
Lattin, David M. -----	5	4572	4238 JEH
Laturno, Gary M. -----	11	2706	4515
*Lauer, Miss Mary E. -----	6	4246	5064 JEH
Law, Willie C. -----	10	2824	6212 JEH
Lawler, Lawrence G. -----	12	2711	7254 JEH
*Lawless, James S. -----	3	2143	6823 JEH
*Lawn, John C. -----	6	4272	5131 JEH
*Lawrence, Miss Juno V. -----	5	4677	4843 JEH
*Lawrence, Miss Lillie L. -----	1	5188	10861 JEH
*Layton, David A. -----	1	3633	5128 IB
*Leahy, Frank J., Jr. -----	DO	5408	7094 JEH
*Leapley, Francis M. -----	1	2164	6137 IB
Leavitt, Thomas W. -----	5	4883	4026 JEH
*Lee, Miss Anna Jeanne -----	4	5570	5442 JEH
Lee, James P. -----	5	4562	4220 JEH
Lee, John B., Jr. -----	6	4188	5030 JEH
*Leeper, Mrs. Judith Y. -----	6	4262	5012 JEH
*Leeper, Paul William -----	6	4269	5121 JEH
*Leese, Miss Brenda J. -----	1	2241	3129 IB
Leeson, Orley A. Jr. -----	1	5202	7366 JEH
Leffler, Rodnov L. -----	5	4583	4426 JEH

## L

	DIV.	EXT.	ROOM
*LeGrand, Miss Peggy Lynn -----	1	427-7300	WB
*Leifer, Coleman A. -----	12	3286	6221 IB
*Lensch, Mrs. Virginia A. -----	5	4571	4238 JEH
*Lent, Mrs. Cynthia J. -----	6	4298	5081 JEH
*Lewis, Miss Carol L. -----	1	2633	6208 IB
*Lewis, Mrs. Karen A. -----	1	5057	9961 JEH
Lex, George J., Jr. -----	5	4573	4238 JEH
*Liddon, Mrs. Margaret L. -----	2	3472	5302
Lile, James E. -----	7	3742	7334
Lilja, Carl, Jr. -----	7	3712	7601
*Lindsey, Miss Sue E. -----	7	3353	7133
*Liskey, Mrs. Lillian M. -----	5	4880	4026 JEH
*Litman, Robert V. -----	1	2513	6131 IB
*Lively, Mrs. Marjorie C. -----	4	5547	5442 JEH
*Lockhart, Elbert A. -----	1	2068	6134 IB
*Lockhart, Mrs. Lois W. -----	3	4183	6845 JEH
*Lodge, Winthrop Dale -----	1	3634	6129 IB
Loeffler, Joseph J. -----	10	2839	6212 JEH
*Louderback, Harry F. -----	4	4113	6421 JEH
*Lowe, Alfred J. -----	1	3665	5135 IB
*Lucey, Miss Margaret A. -----	5	4674	4835 JEH
Lunsford, Charles N. -----	5	4575	4440 JEH

## M

	DIV.	EXT.	ROOM
Mack, Paul L. -----	ADO	5606	7110 JEH
*Macko, Miss Margaret A. -----	1	3795	5206 IB
*Macko, Richard R. -----	8	5379	7879 JEH
*Magnone, Mrs. Clara J. -----	5	4656	4062 JEH
Mahoney, Timothy D. -----	7	3715	7417
*Mairs, Mrs. Katherine M. -----	8	5391	6658 JEH
*Major, Casey J. -----	5	4591	4433 JEH
Mallet, Hugh -----	5	4677	4843 JEH
Malmfeldt, Gordon E. -----	8	5301	7825 JEH
Malone, Michael P. -----	7	3735	7132
*Mangan, Mrs. Patricia L. -----	1	2518	6139 IB
Mangiacotti, Walter M. -----	8	3691	7156 JEH
Manley, Thomas -----	3	3857	5211
Mann, Kenneth A. -----	3	2043	331 OPO
Mann, Robert U. -----	7	3721	808 OPO
*Mannan, Mrs. Maria Elena -----	9	3821	7638
*Manning, Mrs. Rita H. -----	8	5348	7861 JEH
*Marcus, Mrs. J. Fay -----	7	3463	7114
*Markley, Miss Jacqueline D. -----	1	427-7940	WB
*Marsden, Robert B. -----	3	3673	B-110
*Marshall, Wallace L. -----	6	4295	5096 JEH
*Martin, Mrs. Billie V. **2061 -----	9	2092	1706
Martin, Claude C. -----	7	3682	7613
*Martin, John W. -----	1	5227	7926 JEH
*Martin, Miss Judy Ann -----	8	5386	7883 JEH
*Martin, Mrs. Maxie H. -----	1	2106	5132 IB
*Martin, Thomas R. -----	1	2429	6134 IB
*Martin, Virginia I. -----	6	4891	5224 JEH
*Martz, Mrs. Clare M. -----	7	3567	808 OPO
Martiz, G. Robert -----	10	2835	6212 JEH
*Mastie, Mrs. Sharlet M. -----	1	2222	11262 JEH
*Materazzi, Mrs. Barbara S. -----	7	3353	7133
Matheson, Robert H., Jr. -----	13	2901	7125 JEH
*Matricardi, Victor R. -----	7	3560	7110
*Matthews, Mrs. Loretta A. -----	4	5529	5434 JEH
Maurice, Joseph D. -----	5	4583	4426 JEH
*Mayes, Mrs. Patricia V. -----	1	2449	5137 IB
*Mayo, Howard C. -----	4	4807	5447-A JEH
*McBride, Donald F. -----	1	2510	5128 IB
*McCabe, Robert J. -----	5	4658	4058 JEH
*McCabe, Miss Sandra J. -----	5	4566	4230 JEH
*McCaffrey, John Wylie -----	5	4677	4833 JEH
McCall, Ronald H. -----	3	3857	5211
*McCarter, Miss Sara I. -----	3	2206	331 OPO
McCarthy, Charles H. -----	5	4656	4058-A JEH
*McCarthy, Mrs. Myrtle G. -----	4	4750	4905 JEH
McCarthy, Robert J. -----	9	2505	1529
McCaslin, Robert W. -----	9	2151	7634
*McCord, Danny Carl -----	5	4716	4840 JEH
*McCord, Richard B. -----	12	2710	3301 IB
*McCord, Miss Ruth -----	DO	3420	7078 JEH
*McCoy, Stephen Aric -----	5	4591	4433 JEH
McCreight, Allen H. -----	4	5547	5442 JEH
McCurnin, John C. -----	10	2837	6212 JEH
*McDaniel, Roy L. -----	1	2068	6134 IB
*McDonagh, Mrs. Annie L. -----	1	5057	9961 JEH
McDonough, Edward J. -----	6	4272	5131 JEH
*McFarland, Miss Ella N. -----	5	4885	4026 JEH
*McFarlin, Michael D. -----	1	427-7757	WB
McGinley, Gordon W. -----	10	2831	6212 JEH
McGinley, John C. -----	10	2835	6212 JEH



## DIV. EXT. ROOM

McGinnis, Joseph W. ----- 7 - 3706 - 7140  
 McGorray, Thomas F. ----- 6 - 4188 - 5030 JEH  
 McGorty, Donald J. ----- 5 - 4632 - 4051 JEH  
 McGuire, James F. ----- 5 - 4605 - 4147 JEH  
 McHale, John E. ----- 9 - 2525 - 1523  
 McKean, Andrew \*\*5016 ----- 12 - 2614 - 7437 JEH  
 McKenzie, James D. ----- 10 - 2837 - 6212 JEH  
 \*McKinney, Miss E. Susan ----- 1 - 5202 - 7366 JEH  
 McLaughlin, Patrick J. ----- 7 - 2739 - 7629  
 McMahon, Joseph P. ----- 5 - 4573 - 4238 JEH  
 \*McMichael, G. Speights ----- 3 - 2143 - 6823 JEH  
 \*McNair, Miss Barbara A. ----- 12 - 2619 - 7235 JEH  
 McNeely, Gibbon E. ----- 2 - 2672 - 621 OPO  
 \*McNeese, John A. ----- 1 - 2513 - 6131 IB  
 McNeill, Gordon G. ----- 9 - 2141 - 1531  
 McNiff, Thomas J. ----- 5 - 4575 - 4440 JEH  
 \*McQuillen, Mrs. Sheila A. ----- 3 - 2143 - 6823 JEH  
 McShane, John M., III ----- 7 - 3567 - 808 OPO  
 McWeeney, Sean M. ----- 10 - 2832 - 6212 JEH  
 McWilliams, Lawrence ----- 5 - 4624 - 4417 JEH  
 McWright, Cornelius G. ----- 7 - 2077 - 7117  
 Meder, James E. ----- 9 - 3321 - 1515  
 \*Meehan, Miss Deon C. ----- 9 - 2650 - 1258  
 Meehan, William F., Jr. ----- 12 - 3638 - 6229-A IB  
 \*Meeks, Mrs. Marlene B. ----- 5 - 4646 - 4092 JEH  
 Mellitt, Joseph R. ----- 5 - 4677 - 4843 JEH  
 Mendenhall, Keith A. ----- 5 - 4587 - 4427 JEH  
 \*Mendez, Mrs. Roberta Scott ----- 5 - 4572 - 4238 JEH  
 Mercer, Melvin D., Jr. ----- 12 - 5050 - 7244-A JEH  
 \*Merritt, Mrs. Theresa A. ----- 4 - 5565 - 5442 JEH  
 \*Messersmith, Miss Marsha A. ----- 5 - 4696 - 4644 JEH  
 \*Metcalfe, Mrs. Erma D. ----- DO - 3400 - 7074 JEH  
 \*Metts, Miss Claudia E. ----- 5 - 4684 - 4647 JEH  
 Never, Allan E. ----- 6 - 4892 - 5224 JEH  
 Middleton, Norman D. ----- 6 - 4228 - 5158 JEH  
 \*Midkiff, Mrs. Donna J. ----- 4 - 5586 - 5434 JEH  
 Midkiff, George L. ----- 3 - 4989 - 6058 JEH  
 Mignosa, Sebastian S. ----- 5 - 4664 - 4042 JEH  
 \*Mikoy, Mrs. Julie A. ----- 12 - 5006 - 7236 JEH  
 \*Miller, Mrs. Anadella F. ----- 5 - 4650 - 4084 JEH  
 \*Miller, Miss Doris I. ----- 5 - 4713 - 4847 JEH  
 Miller, Elmer T. ----- 7 - 3706 - 7140  
 \*Miller, G. Brent ----- 5 - 4632 - 4051 JEH  
 Miller, G. Maylon ----- 8 - 2020 - 1734  
 Miller, John Dennis ----- 11 - 2542 - 4509  
 \*Miller, Mrs. Patricia A. ----- 7 - 3511 - 7147  
 \*Miller, Ralph W., Jr. ----- 4 - 5542 - 5434 JEH  
 \*Miller, Richard E. ----- 4 - 4113 - 6421 JEH  
 \*Miller, Sammy J. ----- 5 - 4624 - 4417 JEH  
 \*Miller, Mrs. Sheryl Ann ----- 4 - 5570 - 5442 JEH  
 \*Miller, Miss Vonda Rae ----- 13 - 2907 - 7143 JEH  
 Mitchell, Paul G. ----- 6 - 4195 - 5150 JEH  
 \*Mitchell, Mrs. Vangie R. ----- 5 - 4632 - 4051 JEH  
 \*Modrell, Miss Barbara A. ----- 9 - 2433 - 1257  
 Mogen, Philip C. ----- 11 - 2461 - 4706 JEH  
 \*Mohr, Miss Barbara H. ----- 8 - 5343 - 7659 JEH  
 Mohr, Lawrence S. ----- 6 - 4246 - 5062 JEH  
 \*Moir, Miss Nancy L. ----- 4 - 4748 - 4865 JEH  
 \*Molnar, James ----- 7 - 2107 - 7407  
 Mones, Barry L. \*\*4481 ----- 7 - 3522 - 7336  
 Montefiore, Joseph W. ----- 2 - 3368 - 7744  
 \*Montgomery, Miss Lorraine ----- 5 - 4587 - 4425 JEH  
 \*Moody, Mrs. Hazel R. ----- 5 - 4609 - 4133 JEH  
 \*Mooney, Miss Nancy Ann ----- DO - 2727 - 7088 JEH  
 \*Moore, Benjamin E. ----- 1 - 3634 - 6129 IB  
 \*Moore, Randall C. ----- 2 - 2672 - 621 OPO  
 Moore, Robert L. ----- 5 - 4696 - 4644 JEH  
 \*Moorefield, Tommy Ray ----- 1 - 2293 - 5137 IB  
 \*Moran, Robert D. ----- 1 - 2456 - 5137 IB  
 Moran, William F. ----- 5 - 4661 - 4052 JEH  
 \*Morgan, Herbert J., Jr. ----- 5 - 4601 - 4155 JEH  
 \*Morgan, Mrs. Marsha B. ----- 1 - 5204 - 7361 JEH  
 \*Morgan, Miss Patti J. ----- 9 - 2245 - 1250  
 \*Morgison, Mrs. Joyce H. ----- 4 - 5537 - 5434 JEH  
 \*Morris, Earl G. ----- 5 - 4643 - 4077 JEH  
 Morris, Edward L. ----- 5 - 4601 - 4155 JEH  
 \*Morris, Miss Eileen ----- 1 - 3765 - 3137 IB  
 Morris, Harry E., Jr. ----- 5 - 4614 - 4011 JEH  
 \*Morris, James G. ----- 7 - 2511 - 808 OPO  
 Morrissey, James F. ----- 3 - 2008 - 331 OPO  
 \*Morse, Miss Carolyn A. ----- 8 - 5321 - 7845 JEH  
 Mortimer, James H. ----- 7 - 3711 - 7601  
 Moschella, Emil ----- 11 - 2461 - 4706  
 Moses, Cecil E. ----- 13 - 2916 - 7636 JEH  
 Moten, Thomas E. ----- DO - 5395 - 7176 JEH  
 \*Mott, Michael F. ----- 5 - 4653 - 4072 JEH

## DIV. EXT. ROOM

Mouw, John Bruce ----- 3 - 2065 - 329 OPO  
 \*Mueller, Miss K. Marie ----- 2 - 3894 - 629-A OPO  
 \*Mulholland, Eugene, Jr. ----- 1 - 3633 - 5128 IB  
 Mullen, Francis M., Jr. ----- 10 - 2838 - 6212 JEH  
 Mullen, James A. ----- 9 - 2557 - 1260  
 \*Mullen, Thomas Lee ----- 7 - 3721 - 808 OPO  
 \*Mullery, John P. ----- 6 - 4246 - 5062 JEH  
 \*Murney, Miss Ruth M. ----- 5 - 4674 - 4835 JEH  
 \*Murphey, Miss Ruth V. ----- 4 - 4844 - 5638 JEH  
 Murphy, Brian P. ----- 5 - 4684 - 4637 JEH  
 \*Murphy, Mrs. Donna Ruth ----- 1 - 5080 - 9929 JEH  
 Murphy, James M. ----- 8 - 5352 - 7159 JEH  
 \*Murphy, Miss Kathleen J. ----- 3 - 4101 - 6011 JEH  
 \*Murphy, Miss Mary T. ----- 11 - 2678 - 5640  
 \*Murphy, Patrick L. ----- DO - 3444 - 7162 JEH  
 \*Murray, Mrs. Celia B. ----- 4 - 4301 - 1B-327 JEH  
 Murray, Patrick W. ----- 10 - 2835 - 6212 JEH  
 \*Muth, Gregory J. ----- 5 - 4918 - 4622 JEH  
 \*Mutter, Mrs. Reidolyn D. ----- ADO - 2840 - 7116 JEH

## N

\*Nagle, Mrs. Mary V. ----- 9 - 3321 - 1517  
 \*Nagy, Mrs. Jane A. ----- 5 - 4639 - 4065 JEH  
 Nasca, Vinicio Henry ----- 5 - 4658 - 4058 JEH  
 \*Neal, Harold Roger ----- 1 - 3375 - 3320 IB  
 \*Near, Miss Helen Ann M. ----- 4 - 5524 - 5434 JEH  
 \*Near, Miss Marjory L. ----- 8 - 5310 - 7833 JEH  
 Neill, Robert Eugene ----- 7 - 2470 - 7132  
 \*Nelson, Miss Jane Marie ----- 5 - 4713 - 4847 JEH  
 Nelson, Lawrence J. ----- 9 - 2001 - 1712  
 Nettles, William Earl, Jr. ----- 6 - 4256 - 5048 JEH  
 Neudorfer, Charles D. ----- 12 - 3635 - 6221 IB  
 \*Neuman, Miss Jo Anne C. ----- 5 - 4661 - 4052 JEH  
 Neumann, William D. ----- 5 - 4650 - 4084 JEH  
 Newbrough, William L. ----- 7 - 2340 - 7616  
 \*Newman, Daniel G. ----- 5 - 4562 - 4220 JEH  
 Newman, Homer A., Jr. ----- 5 - 4639 - 4065 JEH  
 \*Newsome, Miss Bernice ----- 5 - 4628 - 4047 JEH  
 Newton, J. Robert ----- 1 - 5210 - 7345 JEH  
 Nicholas, Alfred K., Jr. ----- 5 - 4605 - 4147 JEH  
 Nichols, David W. ----- 7 - 3715 - 7417  
 \*Nichols, Miss Deborah Ann ----- 5 - 4558 - 4216 JEH  
 \*Nicholson, Miss Cynthia A. ----- 12 - 2622 - 3114 IB  
 \*Nickels, Miss Penny L. ----- 9 - 3525 - 7641  
 Nolan, James E., Jr. ----- 5 - 4566 - 4230 JEH  
 Norford, Nelson K. ----- 12 - 5049 - 7244 JEH  
 Northup, George A. ----- 3 - 4960 - 6642 JEH  
 Nothdurft, Robert H. ----- 7 - 3303 - 7101  
 \*Novotny, Miss Mary A. ----- 7 - 3776 - 7621  
 Nugent, Paul Edward ----- 5 - 4643 - 4077 JEH

## O

\*Oakes, C. Curtis ----- 1 - 2217 - 5135 IB  
 Oberg, William S. ----- 7 - 3682 - 7617  
 \*Oberlander, Miss Debra L. ----- 9 - 2092 - 1706  
 \*O'Brien, Edward D. ----- 6 - 4246 - 5062 JEH  
 \*O'Connell, Daniel J. ----- 5 - 4572 - 4238 JEH  
 O'Connell, John J. ----- ADO - 5604 - 7142 JEH  
 O'Connell, Joseph E. ----- 6 - 4262 - 5012 JEH  
 O'Connor, Edward F. ----- 9 - 3455 - 1252  
 O'Connor, John J. ----- 6 - 4228 - 5158 JEH  
 \*O'Connor, Miss Mary C. ----- 1 - 2263 - 5214 IB  
 O'Connor, R. Michael ----- 3 - 4180 - 6860 JEH  
 O'Connor, Terry T. ----- 8 - 5377 - 7861 JEH  
 \*Oesterlein, Miss Patricia ----- 4 - 4116 - 6421 JEH  
 Oglesby, Robert J., Jr. ----- 5 - 4658 - 4058 JEH  
 O'Hara, Nicholas V. ----- 6 - 4294 - 5096 JEH  
 O'Keefe, E. S., Jr. ----- 5 - 4562 - 4220 JEH  
 \*Oliver, J. Nelson ----- 4 - 4847 - 5839 JEH  
 \*Oliver, Jack Willard ----- 1 - 2298 - 6129 IB  
 \*Oliver, Jack Willard ----- 11 - 2758 - 4515  
 Olmert, Robert F. ----- 3 - 2065 - 329 OPO  
 Olsen, Robert L. ----- 3 - 2836 - 6212 JEH  
 O'Malley, Edward J. ----- 10 - 4890 - 5224 JEH  
 \*O'Neal, Mrs. Anna Belle ----- 6 - 4890 - 5224 JEH  
 Orndorff, Gerald W. ----- 3 - 4181 - 6860 JEH  
 O'Rourke, Joseph H. ----- 2 - 3368 - 7744  
 \*Osborne, Miss Joyce A. ----- 8 - 5352 - 7159 JEH  
 \*Osika, Miss Anne Michelle ----- 1 - 5188 - 10861 JEH  
 O'Tousa, Anthony ----- 7 - 3353 - 7133  
 \*Ott, Miss Dorothy B. ----- 5 - 4639 - 4065 JEH  
 \*Ouren, Miss Kristen L. ----- 9 - 2413 - 1243  
 \*Oyler, Mrs. Kathryn F. ----- 3 - 2065 - 329 OPO

## P

Paddock, Patric W. ----- 7 - 2508 - Annex  
 \*Page, Daniel A., Jr. ----- 1 - 2227 - 5207 IB

P

DIV. EXT. ROOM

*Painter, James W. -----	3	- 2206	- 331	OPO
*Paillo, Mrs. Muriellette P. -----	1	- 5068	- 9563	JEH
Palmer, Brent T. -----	5	- 4597	- 4165	JEH
Palmer, Roger E. -----	7	- 2362	- 7330	
*Palmieri, Miss Patricia S. ---	1	- 2147	- 5131	IB
Pangburn, Gerould W. -----	13	- 2913	- 7638	JEH
*Parham, William L., Jr. -----	6	- 4291	- 5084	JEH
*Parker, Mrs. Barbara W. -----	1	- 2042	- 5213	IB
*Parker, Miss Patricia A. -----	1	- 3765	- 3133	IB
Parsons, Joseph B. -----	7	- 2704	- 7109	
*Pauley, William R. -----	1	- 3634	- 6129	IB
Payne, Robert C. -----	1	- 5201	- 7366	JEH
Peelman, James S. -----	6	- 4269	- 5121	JEH
*Peeples, Miss Margaret -----	1	- 3765	- 3132-A	IB
*Peigars, C. Felix -----	1	- 2294	- 5135	IB
Pence, Robert L. -----	3	- 4132	- 6143	JEH
Penrith, Gary L. -----	6	- 4192	- 5042	JEH
Perrine, Donald T. -----	6	- 4902	- 5425	JEH
Perritto, Joseph L. -----	7	- 2781	- 610	OPO
Perrotta, Charles E. -----	7	- 3682	- 7617	
*Perry, Miss Linda F. -----	1	- 2540	- 3126	IB
Perry, McNair W. -----	7	- 2451	- 7410	
*Peters, William H. -----	5	- 4605	- 4147	JEH
Peterson, Eugene C. -----	5	- 4550	- 4204	JEH
Peterson, Robert F. -----	11	- 2758	- 4515	
Pettus, Don K. -----	5	- 4583	- 4426	JEH
Petty, Robert F. -----	7	- 3721	- 808	OPO
*Peyton, F. Thomas -----	3	- 2105	- 120	OPO
*Pfaff, Robert D. -----	5	- 4713	- 4847	JEH
*Phillips, Harlan C. -----	10	- 2833	- 6212	JEH
Phillips, Seymour F. -----	5	- 4636	- 4063	JEH
*Phillips, Mrs. Victoria S. ---	4	- 5565	- 5442	JEH
*Philmalee, Mrs. Andrea L. ---	6	- 4228	- 5158	JEH
*Phipps, William W., Jr. -----	4	- 5524	- 5434	JEH
*Picard, John F. -----	6	- 4889	- 5224	JEH
Pietsch, Robert L. -----	1	- 5401	- 11255	JEH
*Pilkerton, Miss Donna M. -----	6	- 4195	- 5150	JEH
Pistey, Edmund J. -----	10	- 2831	- 6212	JEH
*Pitz, Miss Barbara Ann -----	6	- 4274	- 5131	JEH
*Poore, Jerome A. -----	5	- 4696	- 4648	JEH
Poppleton, Richard J. -----	7	- 2451	- 7410	
Porter, Harry W., III -----	5	- 4583	- 4426	JEH
Porter, James A., Jr. -----	7	- 2668	- 7125	
*Poston, Mrs. Theresa D. -----	5	- 4646	- 4092	JEH
*Potterjoy, Mrs. Nancy M. -----	1	- 3311	- 4127	IB
Potocki, Richard E. -----	5	- 4597	- 4165	JEH
Powell, Joseph Doyle -----	5	- 4650	- 4084	JEH
*Powell, William D. -----	9	- 2152	- 7632	
*Powers, Mrs. D. Irene -----	12	- 2261	- 3231	IB
*Preece, Miss Betty G. -----	4	- 5560	- 5438	JEH
*Pressler, Miss Sheryl K. -----	6	- 4246	- 5062	JEH
*Preston, Miss Amy T. -----	3	- 4998	- 6076	JEH
Preusse, William N. -----	5	- 4587	- 4425	JEH
*Price, Mrs. Elizabeth S. -----	1	- 5068	- 9536	JEH
Price, Neil E. -----	7	- 2664	- 7321	
Pringle, John D. -----	6	- 2801	- 5155	JEH
*Prososky, Robert E. -----	4	- 5529	- 5434	JEH
*Pruchal, Miss Cynthia -----	7	- 3353	- 7133	
*Pryor, Mrs. Marie -----	1	- 2222	- 11262	JEH
*Pulley, Mrs. Ruth H. -----	6	- 4878	- 5210	JEH
Putman, Forrest S., Jr. -----	5	- 4664	- 4042	JEH
*Pyles, Mrs. Janet L. -----	12	- 2447	- 6103	IB

Q

Quick, Lee M. ----- 3 - 3436 - 329 OPO

R

Rachner, Bernard C. -----	5	- 4684	- 4637	JEH
*Rader, Charles E. -----	4	- 5565	- 5442	JEH
Ramsey, Donald L. -----	7	- 2700	- 7114	
*Randolph, Mrs. Donna -----	3	- 4121	- 6119	JEH
*Ranel, Richard E. -----	1	- 3633	- 5128	IB
Rarity, David, Jr. -----	6	- 4192	- 5042	JEH
*Ratliff, Bobby Reece -----	1	- 2456	- 5137	IB
*Rauch, Mrs. Claudia J. -----	8	- 5338	- 7860	JEH
*Rauch, Wayne J. -----	5	- 4558	- 4216	JEH
Raupach, Kenneth M. -----	9	- 2061	- 1742	
Reames, James B. -----	7	- 3303	- 7101	
Recer, Ervin L. -----	9	- 2421	- 1511	
Redfield, James W. -----	5	- 4612	- 4123	JEH
*Reeco, T. Dennis -----	5	- 4682	- 4846	JEH
Regan, Charles A. -----	5	- 4609	- 4133	JEH
*Reichert, Miss Lois I. -----	8	- 5607	- 7326	JEH
Reilly, James E. -----	2	- 3472	- 5302	
*Reilly, Miss Jeanne M. -----	5	- 4658	- 4058	JEH

R

DIV. EXT. ROOM

*Replogle, Miss Jeannette E. --	8	- 5391	- 6658	JEH
*Rewis, Mrs. Linda J. -----	1	- 5210	- 7345	JEH
*Reves, Miss Debra Ann -----	5	- 4658	- 4058	JEH
*Reynolds, Mrs. Dorothy M. ---	5	- 4571	- 4238	JEH
*Rhinehart, Harold W. -----	4	- 4774	- 4449-C	JEH
Rhyne, Louis E. -----	6	- 2801	- 5155	JEH
Rice, Neil E. -----	10	- 2831	- 6212	JEH
Richards, Gerald B. -----	7	- 3742	- 7334	
*Richardson, Charles M. -----	1	- 2735	- 5129	IB
*Richardson, Miss Mike A. ---	3	- 4132	- 6143	JEH
*Richardson, Miss V. Fay -----	4	- 4741	- 4543-A	JEH
*Ridgely, James E. -----	1	- 2449	- 5137	IB
Rieder, Eugene W. -----	7	- 2485	- 7118	
*Riel, David A. -----	7	- 2317	- Annex	
Riley, John P. -----	7	- 3791	- 7417	
Riley, William J. -----	6	- 4246	- 5064	JEH
Rinaca, Dewey L. -----	10	- 2835	- 6212	JEH
*Riordan, Mrs. Mary C. -----	1	- 427-7940	-	WB
*Ritchie, Miss Linda Sue -----	9	- 2141	- 1533	
*Ritenour, Mrs. Exxie M. -----	1	- 2263	- 5214	IB
Ritzer, Robert E. -----	9	- 2427	- 1258	
*Rivers, Patrick Michael -----	7	- 2781	- 808	OPO
*Robertson, Mrs. Gearldine -----	2	- 3521	- 5302	
Roberts, Donald H. -----	5	- 4661	- 4052	JEH
*Roberts, Mrs. Marlene K. -----	9	- 2063	- 1742	
*Robertson, G. Ervin -----	5	- 4601	- 4155	JEH
*Robinson, C.G., Jr. -----	1	- 2469	- 6131	IB
*Robinson, Elman L., Jr. -----	1	- 2293	- 5137	IB
*Robinson, Jack D. -----	1	- 2429	- 6134	IB
*Robinson, James D. -----	4	- 5560	- 5438	JEH
*Robinson, William M. -----	12	- 2553	- 6221	IB
*Rochat, Miss Martha J. -----	3	- 4939	- 6857	JEH
*Roche, Miss Eileen C. -----	1	- 5065	- 9536	JEH
*Rock, Miss Deborah L. -----	12	- 3635	- 6221	IB
*Roganti, Alexander J. -----	5	- 4628	- 4047	JEH
*Rogers, Mrs. Audrey B. -----	4	- 4782	- 4955-C	JEH
Rogers, C. Stephens -----	7	- 3573	- 7125	
*Rogers, Mrs. Emily L. -----	4	- 4847	- 5837	JEH
*Rogers, Herbert Odell -----	1	- 2510	- 5128	IB
*Rogers, Miss Jane M. -----	4	- 4840	- 5829	JEH
*Rohan, Mrs. Regina Anne -----	9	- 2504	- 1529	
*Roig, Mrs. Joshlyn Lee -----	9	- 3518	- 7641	
Rolander, Bertil W. -----	3	- 4176	- 6098	JEH
*Roll, Colvert Leo Jr. -----	5	- 4562	- 4220	JEH
*Roma, Michael A. -----	1	- 2633	- 6208	IB
*Rose, Albert Carr -----	1	- 2510	- 5128	IB
Rosenquist, Glenn D. -----	6	- 4264	- 5005	JEH
*Ross, Miss Bessie P. -----	4	- 4840	- 5829	JEH
Ross, Joseph J., Jr. -----	4	- 4867	- 6863	JEH
Ross, Richard H. -----	5	- 4713	- 4847	JEH
*Ross, Miss Rubie Lee -----	1	- 2625	- 6129	IB
Rothman, Edward L. -----	6	- 4231	- 5152	JEH
*Rounsavall, Mrs. Wilma J. ---	1	- 2325	- 6206	IB
*Roybal, Miss Marcia M. -----	4	- 4185	- 5644	JEH
*Rudler, Miss Linda Diane -----	9	- 3456	- 1252	
*Ruegger, Mrs. Donna J. -----	5	- 4594	- 4439	JEH
Ruehl, Vincent E. -----	10	- 2839	- 6212	JEH
*Runkle, Mrs. Kathleen -----	1	- 5204	- 7361	JEH
Rush, Robert J., Jr. -----	7	- 3715	- 7417	
Russell, John F., Jr. -----	6	- 4228	- 5158	JEH
Rutland, Marshall E. -----	9	- 2141	- 1531	
Ryan, David -----	5	- 4583	- 4426	JEH
Ryan, James R. **3862 -----	3	- 3857	- 5211	

S

*Sabel, Rick M. T. -----	4	- 5581	- 5448	JEH
*Sachs, Mrs. Jennie -----	4	- 5578	- 5848	JEH
*Sager, Tve R. -----	5	- 4639	- 4065	JEH
*Salpini, Mrs. Virginia C. ---	11	- 3546	- 4509	
*Sampson, Ambrose M. -----	1	- 2520	- 6131	IB
*Sapp, Mrs. Marie R. -----	8	- 3691	- 7156	JEH
Sarhath, Lawrence -----	3	- 4960	- 6642	JEH
*Saunders, Claude F. -----	3	- 4207	- 1B-973	JEH
*Saunders, John C. -----	1	- 2734	- 5129	IB
*Saylor, Miss Geraldine M. ---	DO	- 2732	- 7098	JEH
Schiappa, Anthony E. -----	8	- 5386	- 7883	JEH
*Schlietz, Miss Judy C. -----	4	- 5560	- 5438	JEH
Schlarman, Wilfred R. -----	5	- 4558	- 4216	JEH
Schlegel, Baron L. -----	6	- 4890	- 5222	JEH
Schmidt, Richard E. -----	7	- 2451	- 7410	
Schofield, Daniel L. -----	11	- 2461	- 4706	
Scholberg, Myron T. -----	7	- 3735	- 7132	
Schroeder, Emil L. -----	5	- 4587	- 4425	JEH
Schulte, Joseph, Jr. **3862 ---	3	- 3857	- 5211	
*Schwab, Mrs. Margaret L. -----	5	- 4570	- 4238-A	JEH

S

## DIV. EXT. ROOM

\*Schwab, Mrs. Maria S. ----- 7 - 3723 - Annex  
 Schwartz, Leon F. ----- 5 - 4684 - 4637 JEH  
 \*Scott, Harry Norman ----- 4 - 5586 - 5434 JEH  
 \*Scott, Miss Karen J. ----- 11 - 2120 - 4509  
 \*Scott, Kenneth G. ----- 1 - 2262 - 6125 IB  
 \*Scott, Michael L. ----- 5 - 4650 - 4084 JEH  
 \*Scott, Mrs. Renee M. ----- 5 - 4661 - 4052 JEH  
 \*Scruggs, Miss Elizabeth D. --- 2 - 3662 - 7742  
 Seabaugh, Tony J. ----- 5 - 4591 - 4433 JEH  
 \*Sears, Mrs. Linda M. ----- 3 - 4957 - 6648 JEH  
 \*Self, Glen A. ----- 12 - 3280 - 6221 IB  
 \*Selway, Miss Joan A. ----- 9 - 2346 - 1254  
 Semmes, Allison C. ----- 7 - 2668 - 7125  
 Senneff, Stuart A., Jr. ----- 9 - 2211 - 7642  
 \*Shaver, Loren W., Jr. ----- 4 - 5586 - 5434 JEH  
 Senter, Luther M. ----- 7 - 3705 - 7625  
 Shackelford, Robert L. ----- 5 - 4594 - 4439 JEH  
 \*Shaffer, Miss Gail D. ----- 1 - 2539 - 3126 IB  
 \*Shapiro, George J. ----- 5 - 4572 - 4238 JEH  
 \*Shayuth, Miss Melinda K. ----- 4 - 4722 - 4266 JEH  
 Shea, Paul F. ----- 4 - 4722 - 4266 JEH  
 Shea, Robert D. ----- 5 - 4653 - 4072 JEH  
 Sheer, Thomas L. ----- 6 - 4290 - 5200 JEH  
 \*Sheffield, Mrs. Debra Sue ----- 8 - 5327 - 7648 JEH  
 \*Shifflett, Carroll J. ----- 1 - 2298 - 6129 IB  
 \*Short, Miss Patricia Marie --- 3 - 4989 - 6058 JEH  
 \*Shows, Walter L., Jr. ----- 5 - 4558 - 4216 JEH  
 Shubatt, William F. ----- 9 - 3821 - 7638  
 \*Shurtliff, Miss Brenda L. ----- 7 - 2314 - Annex  
 \*Shutters, William T. ----- 1 - 5188 - 10861 JEH  
 Siano, James J. ----- 6 - 4192 - 5042 JEH  
 Sibert, Robert W. ----- 7 - 2451 - 7410  
 \*Sieger, Stephen L. ----- 6 - 4192 - 5042 JEH  
 \*Siford, Mrs. Wanda S. ----- 6 - 4188 - 5030 JEH  
 Silas, Francis D., Jr. ----- 7 - 2439 - 7125  
 \*Simmons, Miss L. Patricia ----- 5 - 4682 - 4846 JEH  
 \*Simmons, Mrs. Ruth ----- 3 - 4207 - 1B-973 JEH  
 \*Simms, Miss Eloise L. ----- 6 - 4228 - 5158 JEH  
 \*Sims, Miss Elaine K. ----- 5 - 4653 - 4072 JEH  
 \*Sisk, Mrs. Dorothy H. ----- 1 - 3765 - 3137 IB  
 Skaggs, John H. ----- 12 - 3635 - 6221 IB  
 \*Skiles, Miss Carol D. ----- 5 - 2817 - 4835 JEH  
 \*Skarak, Miss Josephine A. ----- 4 - 5581 - 5448 JEH  
 \*Slezak, George R. ----- 6 - 4875 - 5210 JEH  
 \*Slezak, Mrs. Helen M. ----- 1 - 5139 - 10195 JEH  
 \*Slusher, Miss O. Janette ----- 10 - 2825 - 6212 JEH  
 \*Smith, Mrs. Alene T. ----- 2 - 3502 - 5302  
 Smith, Alfred E. ----- 5 - 4566 - 4230 JEH  
 \*Smith, Mrs. Annette ----- 5 - 4690 - 6242 JEH  
 \*Smith, Mrs. Bessie C. ----- 4 - 5581 - 5448 JEH  
 \*Smith, Mrs. Constance L. ----- 1 - 4227 - 6113 IB  
 \*Smith, Mrs. Ethel M. ----- 5 - 4562 - 4220 JEH  
 Smith, Frederick P., Jr. ----- 7 - 2696 - 7113  
 Smith, Harold Gene ----- 7 - 3758 - 808 OPO  
 Smith, Jeremiah J. ----- 12 - 5005 - 7240 JEH  
 \*Smith, Miss Margaret J. ----- 3 - 4957 - 6648 JEH  
 \*Smith, Mervin E., Jr. ----- 1 - 2468 - 6125 IB  
 \*Smith, Mrs. Myrtle M. ----- 9 - 2363 - 1246  
 Smith, Philip D. ----- 9 - 2337 - 1541  
 \*Smith, Mrs. S. Diane J. ----- 5 - 4578 - 4434 JEH  
 \*Smith, Mrs. Shirley L. ----- 3 - 4151 - 6065 JEH  
 Smith, W. Leon ----- 5 - 4578 - 4434 JEH  
 Smythe, John L. ----- 9 - 2081 - 1264  
 \*Snow, Miss Ina Catherine ----- 6 - 4290 - 5176 JEH  
 \*Soden, Miss Ivon ----- 3 - 4109 - 6040 JEH  
 \*Sohn, Miss Lottie ----- 6 - 4188 - 5030 JEH  
 \*Sommerville, John F., Jr. ----- 7 - 3567 - 808 OPO  
 Sonnichsen, Richard C. ----- 13 - 2919 - 7632 JEH  
 \*Southers, Miss Alta M. ----- ADO - 5555 - 7116 JEH  
 \*Southers, Miss Mary F. ----- 3 - 3333 - 7110 JEH  
 \*Southers, Miss Nancy L. ----- 12 - 3851 - 7222 JEH  
 Spalding, Robert P. ----- 7 - 3573 - 7125  
 Spangler, Leonard W. ----- 9 - 2346 - 1254  
 \*Sparks, Claude A. ----- 1 - 2625 - 6129 IB  
 Speicher, Joseph W. ----- 8 - 5308 - 7833 JEH  
 \*Spindle, Charles R. ----- 1 - 5225 - 7938 JEH  
 Spitzer, Charles T. ----- 7 - 2507 - 7628  
 Splendore, Anthony J. ----- 9 - 2363 - 1248  
 \*Spriggle, James C. ----- 1 - 2735 - 5129 IB  
 \*Springman, Miss Patricia M. --- 6 - 4298 - 5081 JEH  
 Stack, Maurice J., Jr. ----- 7 - 3353 - 7133  
 \*Stafford, Mrs. Nancy H. ----- 4 - 5570 - 5442 JEH  
 \*Staley, Mrs. Gloria Jean ----- 12 - 5043 - 7446 JEH  
 Stangel, Donald E. ----- 7 - 2739 - 7629  
 Stanko, Richard F. ----- 4 - 5534 - 5434 JEH

S

## DIV. EXT. ROOM

\*Stanley, Miss I. Earlene ----- 5 - 4643 - 4077 JEH  
 \*Stasko, Miss Bonnie June ----- 1 - 2736 - 5129 IB  
 Steel, George R. ----- 9 - 2295 - 1246  
 \*Steele, Lamar Wayne ----- 1 - 2325 - 6207 IB  
 Steinbeck, Michael J. ----- 5 - 4562 - 4220 JEH  
 \*Stephens, Mrs. Esther M. ----- 1 - 5410 - 11261 JEH  
 Stevens, Wilbur G. ----- 7 - 3303 - 7101  
 \*Stevenson, Miss Deborah L. --- 1 - 5059 - 9959 JEH  
 Stewart, James T. ----- 1 - 4219 - 6113 IB  
 Stewart, James T., Jr. ----- 2 - 3663 - 7742  
 \*Stewart, Mrs. Norma B. ----- 12 - 2591 - 6103 IB  
 \*Stewart, Mrs. Valeria B. ----- 3 - 4976 - 6344 JEH  
 \*Stickland, Miss Lois M. ----- 9 - 2061 - 1742  
 Still, Frank B., Jr. ----- 1 - 2518 - 6139 IB  
 \*Stiltner, Mrs. Suzanne ----- 12 - 2622 - 3114 IB  
 \*Stirling, Mrs. Dewanna S. ----- 4 - 5560 - 5438 JEH  
 \*Stock, Robert M. ----- 1 - 5257 - 11854 JEH  
 Stoetzel, Robert J. ----- 3 - 4981 - 6052 JEH  
 \*Stoll, Mrs. Helen H. ----- 3 - 4942 - 6856 JEH  
 \*Stombaugh, Mrs. Betsy M. ----- 7 - 3303 - 7101  
 Stombaugh, Paul M. ----- 7 - 3353 - 7133  
 \*Stotler, Mrs. Frances S. ----- 1 - 5080 - 9929 JEH  
 \*Stotler, Mrs. Helen P. ----- 1 - 5401 - 11262 JEH  
 \*Stott, Lindsay S., Jr. ----- 5 - 4601 - 4155 JEH  
 \*Strachan, Miss Isabel M. ----- 3 - 4996 - 6076 JEH  
 \*Strickland, Ralph W. ----- 7 - 2485 - 7118  
 \*Strittmatter, Miss Marie ----- 8 - 5301 - 7825 JEH  
 \*Strobel, Mrs. Katherine M. --- 12 - 5043 - 7446 JEH  
 \*Stroup, Steven R. ----- 5 - 4583 - 4426 JEH  
 \*Suey, Miss Joycelyn Marie ----- 5 - 4591 - 4433 JEH  
 \*Summers, Jeffrey L. ----- 8 - 5314 - 7842 JEH  
 \*Sutton, Miss Lurline ----- 3 - 4170 - 6090 JEH  
 \*Swain, Mrs. Helen Rose ----- 4 - 4750 - 4913 JEH  
 \*Sweeney, Miss Mary June ----- 1 - 3765 - 3137 IB  
 \*Switzer, Nelson L. ----- 12 - 2047 - 6221 IB  
 \*Szwed, Mrs. Virginia Cash ----- 12 - 5051 - 7241 JEH

T

\*Tadlock, Miss Edna Faye ----- 3 - 2065 - 329 OPO  
 Tansey, F. Anthony ----- 5 - 4614 - 4011 JEH  
 \*Tardugno, Durant P. ----- 1 - 427-7282 WB  
 \*Tavares, Mrs. Violet T. ----- 4 - 5529 - 5434 JEH  
 \*Taylor, Miss Alice M. ----- 3 - 4170 - 6090 JEH  
 Taylor, Richard T., Jr. ----- 11 - 2542 - 4509  
 Theisen, James L. ----- 10 - 2836 - 6212 JEH  
 Thomas, John P. ----- 5 - 4609 - 4133 JEH  
 \*Thomas, LeRoy W. ----- 3 - 2243 - G-144 IB  
 \*Thomason, Miss Florence E. --- 4 - 4844 - 5636 JEH  
 \*Thompson, Miss Iris M. ----- 13 - 2901 - 7125 JEH  
 \*Thompson, Ronald E. ----- DO - 3444 - 7162 JEH  
 \*Thompson, Thomas B. ----- 1 - 3633 - 5128 IB  
 \*Thompson, Vernon R. ----- 5 - 4643 - 4077 JEH  
 \*Throckmorton, Douglas H. ----- 1 - 5080 - 9929 JEH  
 \*Tibbetts, Miss Alma G. ----- 3 - 4163 - 6075 JEH  
 \*Tiberg, Miss Diane M. ----- 5 - 4566 - 4230 JEH  
 Tickel, H. Edward ----- 7 - 2664 - 7321  
 Tierney, Joseph L. ----- 4 - 5524 - 5434-A JEH  
 \*Tietgen, Miss Gladys M. ----- ADO - 3315 - 7142 JEH  
 \*Till, William W., Jr. ----- 5 - 4632 - 4051 JEH  
 Tobin, William A. ----- 7 - 3707 - 7324  
 \*Todd, Richard L. ----- 7 - 3654 - 7318  
 Tolen, Allen K. ----- 9 - 2431 - 1535  
 Toohey, Delbert C. ----- 3 - 4989 - 6058 JEH  
 \*Tremblay, Mrs. Margaret M. --- 4 - 5537 - 5434 JEH  
 \*Triplet, Raymond E. ----- 7 - 3522 - 7336  
 \*Tschudy, Miss Carol R. ----- 8 - 5350 - 7159 JEH  
 \*Tucci, Benjamin Louis ----- 1 - 2327 - 6208-A IB  
 \*Tunney, Mrs. Anne West ----- 8 - 5311 - 7833 JEH  
 Tunstall, Garnett T. ----- 5 - 4653 - 4072 JEH  
 Tunstall, Palmer G. ----- 7 - 2738 - 7633  
 \*Turchie, Terry D. ----- 3 - 2846 - 329 OPO  
 \*Tweedon, Miss Mildred J. ----- 5 - 4883 - 4026 JEH  
 Tykal, Jack B. ----- 8 - 5318 - 7845 JEH

U

Underwood, Frank III ----- 3 - 4132 - 6143 JEH  
 \*Uniacke, Richard P. ----- 6 - 4891 - 5224 JEH

V

Vaccarino, Anthony J. ----- 9 - 2335 - 1541  
 \*Van Atta, William J. ----- 1 - 2513 - 6131 IB  
 Van Balen, George H. ----- 3 - 3415 - 329 OPO  
 \*Van Handel, Miss Sandra M. --- 1 - 2242 - 3129 IB  
 Van Wagenen, John A. ----- 5 - 4558 - 4216 JEH



V

## DIV. EXT. ROOM

Vaugh, James W. ----- 12 - 2618 - 3114 IB  
 \*Vaughan, Mrs. June D. ----- 4 - 5547 - 5442 JEH  
 Veltman, George R. ----- 7 - 3721 - 808 OPO  
 Verinder, Frederick B. ----- 6 - 4228 - 5158 JEH  
 \*Vermillion, Miss Janet C. ----- 3 - 3801 - 4306  
 Vervan, G. Owen ----- 7 - 2704 - 7109  
 \*Visiesky, Miss Joyce A. ----- 4 - 5581 - 5448 JEH  
 \*Vivadelli, Miss Teresa J. ----- 1 - 5260 - 11854 JEH

W

\*Wade, Mrs. Cathy M. ----- 1 - 2222 - 11262 JEH  
 Wagner, John C. ----- 8 - 5301 - 7825 JEH  
 Wagoner, James R. ----- 5 - 4690 - 6242 JEH  
 Wagoner, Loy A. ----- 9 - 2071 - 6242 JEH  
 Walczykewski, Thomas ----- 12 - 3638 - 6229 IB  
 \*Walker, Hugh E. ----- 1 - 5204 - 7361 JEH  
 Wallace, Frederick J. ----- 7 - 3465 - 7132  
 \*Wallace, Miss Virginia Lee ----- 5 - 4591 - 4435 JEH  
 \*Walp, Miss Shirley A. ----- 4 - 4704 - 6247 JEH  
 Walser, John M. ----- 2 - 2723 - 623 OPO  
 \*Walter, Mrs. Juanita T. ----- 4 - 4870 - 5835 JEH  
 \*Walters, Miss Evelyn Kay ----- 5 - 4595 - 4439 JEH  
 \*Walters, John F. ----- 1 - 2429 - 6134 IB  
 \*Walton, Miss Brenda C. ----- 5 - 4612 - 4123 JEH  
 \*Walton, Leroy W. ----- 1 - 2258 - 6125 IB  
 Walton, Willis E., Jr. ----- 5 - 4656 - 4062 JEH  
 \*Ward, Miss Kelly L. ----- 12 - 2614 - 7437 JEH  
 Warnken, V. Lloyd ----- 6 - 4267 - 5161 JEH  
 \*Warren, Miss M. Colleen ----- 6 - 4260 - 5012 JEH  
 \*Watson, Mrs. Mary B. ----- 3 - 3771 - 5259  
 Watson, Richard D. ----- 7 - 3573 - 7125  
 Watters, Albert F., Jr. ----- 5 - 4674 - 4835 JEH  
 \*Watts, Miss Clairreaser ----- 12 - 2622 - 3315 IB  
 \*Weaver, Miss Katherine I. ----- 11 - 2706 - 4515  
 \*Weber, Miss Dorothy M. ----- 13 - 2901 - 7125 JEH  
 Welmar, Vernon H. ----- 5 - 4684 - 4637 JEH  
 Welch, R. Patrick ----- 7 - 2696 - 7113  
 \*Welker, Robin J. ----- 3 - 4934 - 6849 JEH  
 \*Wenrich, Mrs. Barbara J. ----- 8 - 5318 - 7845 JEH  
 \*Werner, Miss Diana E. ----- 5 - 4591 - 4433 JEH  
 \*Werner, John L. ----- 5 - 4597 - 4165 JEH  
 Westberg, William W. ----- 5 - 4566 - 4230 JEH  
 \*Whaley, Miss Martha A. ----- 6 - 4231 - 5152 JEH  
 Whaley, William Earl ----- 8 - 5379 - 7879 JEH  
 \*Wheeler, Mrs. Odell E. ----- 4 - 4769 - 4356-C JEH  
 \*Whitaker, James A. ----- 6 - 4292 - 5078 JEH  
 \*White, Miss Dorothy J. ----- 1 - 3736 - 5206 IB  
 \*White, Miss Florence A. ----- 5 - 4597 - 4165 JEH  
 \*Whitling, David R. ----- 8 - 3593 - 1734  
 \*Whitson, Clyde E. ----- 6 - 4296 - 5096 JEH  
 \*Whitson, Miss Genell ----- 8 - 5343 - 7659 JEH  
 \*Whitson, Miss J. Gail ----- 5 - 4605 - 4147 JEH  
 \*Wiles, Mrs. Shirley I. ----- 4 - 5542 - 5434 JEH  
 Wilgus, John P. ----- 7 - 3463 - 7114  
 Wilkerson, Roy L. ----- 1 - 5284 - 11266 JEH  
 Wilkes, Gerald F. ----- 7 - 2451 - 7410  
 \*Wilkinson, Kevin B. ----- 1 - 3656 - B123-A IB  
 \*Willauer, Dick H. ----- 7 - 2550 - 7128  
 \*Willett, Richard C., Jr. ----- 1 - 2513 - 6131 IB  
 \*Williams, Donald R. ----- 4 - 5529 - 5434 JEH  
 \*Williams, Miss Emma D. ----- 1 - 427-7300 - WB  
 \*Williams, Howard D. ----- 5 - 4601 - 4155 JEH  
 \*Williams, Mrs. Jane Hall ----- 8 - 5340 - 7858 JEH  
 \*Williams, Thurman R. ----- 1 - 2736 - 5129 IB  
 \*Williams, Miss Wendy ----- 1 - 2327 - 6208 IB  
 \*Williams, Miss Zelma B. ----- 1 - 5059 - 9959 JEH  
 \*Williamson, John L. ----- 3 - 4992 - 6058 JEH  
 \*Wills, John H. ----- 1 - 2228 - 5128 IB  
 \*Wilson, Miss Linda ----- 1 - 2241 - 3129 IB  
 \*Wilson, Walter E. ----- 12 - 3638 - 6229-A IB  
 \*Winfield, Miss Debbie ----- 1 - 2327 - 6208-A IB  
 \*Winkelvoss, Mrs. Delma R. ----- 1 - 2449 - 5137 IB  
 \*Winslow, Miss Gerry Louise ----- 5 - 4671 - 4825 JEH  
 \*Winslow, John M. ----- 8 - 5383 - 7879 JEH  
 \*Winters, Lawrence E. ----- DO - 3444 - 7162 JEH  
 \*Wise, Mrs. Mary S. ----- 1 - 2242 - 3139 IB  
 \*Wiseman, Thomas L. ----- 4 - 5542 - 5434-C JEH  
 \*Wisor, James O. ----- 7 - 3758 - 732 OPO  
 \*Witcher, Mrs. Isabella R. ----- 1 - 2862 - 6118 IB

W

## DIV. EXT. ROOM

\*Witherell, Miss Nancy J. ----- 10 - 2825 - 6212 JEH  
 \*Withers, Jerry R. ----- 1 - 3634 - 6129 IB  
 \*Witt, Robert S. ----- 1 - 3665 - 5135 IB  
 \*Wojtanowski, Miss Virginia ----- 3 - 4996 - 6076 JEH  
 \*Woleslagle, Mrs. Lee Ann ----- 4 - 5520 - 5435 JEH  
 Wood, Jack D. ----- 6 - 4295 - 5096 JEH  
 Wood, James M. ----- 7 - 2107 - 7407  
 \*Wood, Mrs. Julie ----- 4 - 4111 - 6421 JEH  
 \*Wood, Mrs. Patricia Ann ----- 6 - 4298 - 5081 JEH  
 Woodby, H. Ernest ----- 3 - 5736 - 6051 JEH  
 Woodcock, Fred C. ----- 7 - 3742 - 7334  
 \*Woods, Roger Craig ----- 7 - 2317 - Annex  
 Woodworth, Frederick ----- 3 - 4934 - 6849 JEH  
 \*Woodworth, Jonathan J. ----- 3 - 4157 - 6057 JEH  
 \*Worthington, Mrs. Darlene B. ----- 4 - 5547 - 5442-C JEH  
 Wright, Robert P. ----- 12 - 5046 - 7254 JEH  
 \*Wyne, Ernest Leo ----- 3 - 2396 - 6823 JEH  
 \*Wynn, George D., Jr. ----- 1 - 2132 - 6134 IB

Y

Yablonsky, Joseph ----- 10 - 2837 - 6212 JEH  
 Yates, Cecil E., Jr. ----- 7 - 2107 - 7407  
 \*Yates, Mrs. Christina A. ----- 1 - 5057 - 9961 JEH  
 \*Yeager, James B. ----- 5 - 4566 - 4230 JEH  
 Yelchak, Raymond P. ----- 6 - 4228 - 5158 JEH  
 Yelvington, James H. ----- 6 - 4231 - 5152 JEH  
 \*Yoder, Miss Lisa S. ----- 11 - 2461 - 4706  
 York, Lawrence K. ----- 1 - 5185 - 10853 JEH  
 Young, Glenn L. ----- 10 - 2835 - 6212 JEH  
 Young, Raymond J. ----- 12 - 2606 - 7230 JEH  
 Young, Roger S. ----- 8 - 5327 - 7648 JEH  
 \*Yute, Miss Kathryn A. ----- 7 - 3578 - 7143

Z

Zacrep, Gordon N. ----- 12 - 3638 - 6229 IB  
 \*Zamperini, Miss Susan L. ----- 3 - 3514 - 6012 JEH  
 \*Zanghi, Miss Vanessa R. ----- 1 - 5057 - 9961 JEH  
 Zigrossi, Norman A. ----- 6 - 4272 - 5131 JEH  
 \*Zini, Miss Marilyn A. ----- 1 - 5401 - 11255 JEH  
 Zinn, Erksell T. ----- 1 - 5083 - 9939 JEH  
 Zolbe, Paul A. ----- 12 - 5038 - 7441 JEH

## WASHINGTON FIELD

Stames, Nick F. (SAC) ----- - 2201 - 506 OPO  
 Lowie, O. Franklin (ASAC) ----- - 2113 - 507-B OPO  
 Sullivan, Cornelius G. (ASAC) ----- - 2171 - 406 OPO  
 Baker, George R., Jr. ----- 3866 - 436 OPO  
 Gaffney, James J. ----- - 3409 - 402 OPO  
 Gruentzel, Donald A. ----- - 3619 - 603 OPO  
 Johnson, C. Denmark ----- - 3768 - 721 OPO  
 Nanna, Grant E. ----- - 2601 - 505 OPO  
 Night Supervisor ----- - 2685 - 534 OPO  
 Nolan, Gerald B. ----- - 3453 - 523 OPO  
 Norton, Erle L., Jr. ----- - 3837 - 838 OPO  
 O'Donnell, Patrick J. ----- - 3842 - 401 OPO  
 Palmer, John R. ----- - 3748 - 832 OPO  
 Parker, Phillip A. ----- - 3826 - 413-A OPO  
 Price, James F. ----- - 3730 - 523 OPO  
 Riffin, Stephen P. ----- - 3823 - 405 OPO  
 Ruhl, John A. ----- - 3871 - 613 OPO  
 Todd, Elmer Lee ----- - 2565 - 729-A OPO  
 Wilson, J. Harper ----- - 2609 - 513-A OPO  
 Wood, Charles L. ----- - 3836 - 836 OPO

## QUANTICO

SEE QUANTICO DIRECTORY FOR EXTENSION  
 Quantico (FBI Academy) ----- 115-Extension Quantico  
 Quantico (Information) ----- 115-2011

## ALEXANDRIA

ALEXANDRIA FIELD OFFICE CAN NOW BE  
 REACHED BY DIALING 1210 (GOVERNMENT  
 INTERDEPARTMENTAL THROUGH-DIALING.)

CLASSIFIED

DIV. EXT. ROOM

Administrative Division ..... 3 - 3514 - 6012 JEH  
 Applicant Office ..... 3 - 3801 - 4306  
**ASSEMBLY SECTION:**  
 Dead Desk ..... 1 - 5188 - 10861 JEH  
 Front Office ..... 1 - 5188 - 10861 JEH  
 Locate Unit ..... 1 - 5141 - 10270 JEH  
 Night Force ..... 1 - 5188 - 10861 JEH  
 Special Request Desk ..... 1 - 5144 - 10262 JEH  
**AUTOMATION & RESEARCH SECTION:**  
 Front Office ..... 1 - 5080 - 9929 JEH  
 Data Entry Unit ..... 1 - 5080 - 9929 JEH  
 Automotive Desk ..... 3 - 2318 - B-116  
 Bonds ..... 12 - 2276 - 3101 IB  
 Booklets & Reprints Room ..... 8 - 5314 - 7842 JEH  
 Cafeteria ..... - 638-6891 -- JEH  
**CARD INDEX:**  
 Center Desk ..... 1 - 2042 - 5213 IB  
 Civil Files ..... 1 - 427-7940 WB  
 Front Office ..... 1 - 3795 - 5206 IB  
 Night Force ..... 1 - 2263 - 5214 IB  
 Special Searchers ..... 1 - 2248 - 5208 IB  
 Classifying Unit, Records ..... 4 - 4769 - 4356C JEH  
**COMMUNICATIONS:**  
 Front Office ..... 4 - 4111 - 6421 JEH  
 Radio Communications ..... 4 - 4111 - 6421 JEH  
 Maintenance Subunit ..... 4 - 4113 - 6421 JEH  
 Telephone Subunit ..... 4 - 4555 - 6437 JEH  
 Teletype Subunit ..... 4 - 4701 - 6247 JEH  
 Complaint Desk ..... WFO - 3449 - 518 OPO  
 Computer Systems Division ..... 12 - 3851 - 7222 JEH  
 Consolidation Unit, Records ..... 4 - 4750 - 4913 JEH  
 Correlation Unit, Records ..... 4 - 4748 - 4859 JEH  
 Correspondence Review Unit ..... 8 - 5391 - 6658 JEH  
 Correspondence & Tours Section ..... 8 - 5301 - 7825 JEH  
 Courier Service ..... 4 - 4303 - 1B341 JEH  
 Courtesy Escort Service ..... - 2846 - 10th&Penn  
 Credit Union ..... - 187-3284  
**CRYPTANALYSIS - GAMBLING - TRANSLATION SECTION**  
 Front Office ..... 7 - 3724 - Annex  
 Security Patrol ..... 7 - 2191 - Annex  
**DATA PROCESSING SECTION** ..... 12 - 3635 - 6221 IB  
 Automatic Data Processing ..... 12 - 3635 - 6221 IB  
 Payroll Distribution ..... 12 - 2275 - 3101 IB  
 Voucher Unit ..... 12 - 3305 - 3227 IB  
 Director's Office ..... DO - 3444 - 7158 JEH  
 Document Section, Lab ..... 7 - 3711 - 7601  
**DRIVERS:**  
 Director's Office ..... DO - 3444 - 7176 JEH  
 Garage \*\*3382 ..... - 3480  
 Employees Security and Special  
 Inquiry Section ..... 9 - 2295 - 1246  
 Examining Unit ..... 1 - 2241 - 3127 IB  
 Exhibits Section ..... 3 - 2007 - 331 OPO  
 Expedite Processing ..... 4 - 4766 - 4336B JEH  
 Files & Communications ..... 4 - 4840 - 5829 JEH  
 File Review Unit, Records ..... 4 - 4807 - 5447A JEH  
 Filing Unit, Records ..... 4 - 4829 - 5648 JEH  
 File Requests ..... 4 - 3421 - 5320 JEH  
**FINGERPRINT CORRESPONDENCE SECTION:**  
 Miscellaneous Desk ..... 1 - 5068 - 9563 JEH  
 Incoming Work \*\*5066 ..... 1 - 5065 - 9563 JEH  
 Mail Unit \*\*5055 ..... 1 - 5054 - 9970 JEH  
**Freedom of Information Act**  
 Section ..... 4 - 5520 - 5435 JEH  
 Fugitive Desk, Deserters ..... 9 - 3625 - 1736  
 Fugitive Desk, S. S. .... 9 - 2001 - 1714  
 Fugitive Index ..... 9 - 3323 - 1521  
 General Index Unit, Records ... 4 - 4720 - 4989C JEH  
**GUARD:**  
 Captain of the Guard ..... - 3500 - 1722  
 9th & Penn ..... - 4914 - JEH  
 9th & Penn ..... - 3520 - Justice  
 9th Street Auto Entrance .. - 2814 - JEH  
 9th Street Auto Entrance .. - 3347 - Justice  
 10th & Penn ..... - 4120 - JEH  
 10th Street Auto Entrance - 376-5070 - JEH  
 10th Street Auto Entrance .. - 3410 - Justice  
 Identification Bldg., 1st Flr.  
 2nd St. Ent. .... - 2269 - ----  
 3rd St. Ent. .... - 2354 - ----  
 Identification Bldg. Garage - 2229 - ----

CLASSIFIED

DIV. EXT. ROOM

**GYMNASIUM:**  
 Basement ..... 2 - 3464 - ----  
**HEALTH SERVICE:**  
 Bureau ..... 3 - 4976 - 6344 JEH  
 Ident ..... 3 - 2158 - 1121 IB  
 Hospitalization ..... 3 - 3392 - 5259  
 Housing Unit ..... 3 - 3771 - 5259  
**IDENT CENTRALIZED LEAVE OFFICE:**  
 Assembly ..... 1 - 5188 - 10861 JEH  
 Card Index ..... 1 - 3891 - 4127 IB  
 F.P. Correspondence ..... 1 - 3311 - 4127 IB  
 Latent Fingerprinting ..... 1 - 2514 - 4127 IB  
 Posting ..... 1 - 2514 - 4127 IB  
 Recording ..... 1 - 2514 - 4127 IB  
 Technical ..... 1 - 5204 - 7361 JEH  
 Identification Division ..... 1 - 2222 - 11262 JEH  
**INFORMATION DESK:**  
 Bureau ..... 4 - 4444 - 6437 JEH  
 WFO \*\* 2685 ..... WFO - 2785 - 402 OPO  
 Inspection Division ..... 10 - 2820 - 6212 JEH  
**INTELLIGENCE DIVISION:**  
 Front Office ..... 5 - 4880 - 4026 JEH  
 Mail Room ..... 5 - 4918 - 4622 JEH  
 Night & Extra Duty Supvs .. 5 - 4614 - 4011 JEH  
 Security Patrol ..... 5 - 4614 - 4011 JEH  
 Steno Pool ..... 5 - 4620 - 4027 JEH  
**INTERVIEW ROOM:**  
 Bureau ..... 8 - 2720 - 1704  
 WFO ..... - 3449 - 518 OPO  
**INVESTIGATIVE DIVISIONS:**  
 General Investigative ..... 6 - 4260 - 5012 JEH  
 Special Investigative ..... 9 - 2061 - 1742  
**JUSTICE DEPARTMENT**  
 Receptionist - 10th St. .... - 187-3993  
**LABORATORY DIVISION:**  
 Files, Lab ..... 7 - 3511 - 7147  
 Front Office ..... 7 - 3777 - 7621  
 Night Supervisor ..... 7 - 0 - ----  
 Latent Fingerprint Section ... 1 - 2163 - ----  
 Leave Clerk ..... 3 - 4942 - 6856 JEH  
 Library, Bureau ..... 8 - 3488 - 4252  
 Library, Justice ..... - 187-3136  
 Locate Unit ..... 1 - 5141 - 10270 JEH  
 Mail Room ..... 4 - 4301 - 1B327 JEH  
 Maintenance ..... 3 - 2143 - 6823 JEH  
 Mechanical Section ..... 3 - 3673 - B-114  
**MESSENGERS:**  
 Bureau ..... 4 - 2088 - 1522  
 Courier Service ..... 4 - 4301 - 1B341 JEH  
 Messenger Room, JEH ..... 4 - 4303 - 1B341 JEH  
 Movement Clerk ..... 3 - 4142 - 6011 JEH  
 Name Check Section ..... 6 - 4901 - 5425 JEH  
 Name Searching Unit, Records .. 4 - 4741 - 4543A JEH  
 National Crime Information Center  
 Section ..... 12 - 2606 - 7230 JEH  
 NCIC Control Room \*\*2619..... 12 - 2611 - 7233 JEH  
**NOTARIES PUBLIC**  
 Balassa, Mrs. Ann Lee ..... 1 - 5410 - 11255 JEH  
 Devine, Miss Marguerite F. 11 - 2676 - 5640  
 Numbering Unit, Records ..... 4 - 4774 - 4449A JEH  
**PAYROLL OFFICE:**  
 Distribution ..... 12 - 2275 - 3101 IB  
 Preparation ..... 12 - 2265 - 6103 IB  
 Personnel Office ..... 3 - 4981 - 6050 JEH  
 Personnel Records Unit, Records. 4 - 4857 - 6912-C JEH  
 Personnel File Requests ... 4 - 4863 - 6714 JEH  
 Photographic Unit ..... 1 - 2279 - 6334 IB  
 Photographic Unit ..... 3 - 2477 - 7314  
 Physical Unit ..... 3 - 4954 - 6634 JEH  
 Physics & Chemistry Sec. Lab .. 7 - 3353 - 7133  
**POSTING SECTION:**  
 Correspondence Clerks ..... 1 - 2539 - 3126 IB  
 Examiners ..... 1 - 2242 - 3129 IB  
 Front Office ..... 1 - 3766 - 3137 IB  
 Incoming Work Unit ..... 1 - 3766 - 3126 IB  
 Night Force ..... 1 - 3766 - 3135 IB

DIV. EXT. ROOM

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Printing Unit **2653 ..... 3 - 3384 - B-119
PROCUREMENT AND ADMINISTRATIVE SERVICES:
  Procurement ..... 3 - 2143 - 6823 JEH
  Property ..... 3 - 4986 - 6132 JEH
  Purchasing ..... 3 - 2396 - 6823 JEH
PUBLICATIONS:
  Records ..... 4 - 2896 - 1B-869JEH
  General ..... 8 - 5314 - 7842 JEH
Quantico (FBI Academy)..... 2- 115-2011 Quantico
Radio Engineering Section, Lab. 7 3461 7114
Range ..... 2 - 3466 - Basement
Reception Desk Ident Bldg. .... 1 - 3482 - 2nd St.
                                     Entrance
RECORDING SECTION, IDENT ..... 1 - 2325 - 6207 IB
  Blocking Out Unit ..... 1 - 2244 - 6212 IB
  Correspondence Unit ..... 1 - 2327 - 6208 IB
  Routing Unit ..... 1 - 2327 - 6208 IB
  Special Desk ..... 1 - 2231 - 6203 IB
  Statistical Unit ..... 1 - 2325 - 6206 IB
Recording Unit, Records ..... 4 - 4782 - 4955C JEH
RECORDS MANAGEMENT:
  Archival Matters ..... 4 - 4844 - 5634 JEH
  Automation Planning ..... 4 - 4844 - 5638 JEH
  Management Analyst - Field .. 4 - 4844 - 5640 JEH
  Management Analyst - HQ .... 4 - 4847 - 5839 JEH
  Training ..... 4 - 4844 - 5636 JEH
ROUTING UNIT:
  Ident ..... 1 - 2327 - 6208 IB
  Records ..... 4 - 4765 - 4336C JEH
SAMBA
  Claim Inquiries ..... - - 3570 - ----
  Other Inquiries ..... - - 2247 - ----
  Mr. Donovan, Mgr. .... - - 2247 - ----

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DIV. EXT. ROOM

Selective Service, Fugitive ...	9	- 2001 - 1714	
Service Research Desk, Records.	4	- 4757 - 4654	JEH
Service Unit, Records .....	4	- 3611 - 4654	JEH
Special File Room .....	4	- 4838 - 5847	JEH
Special Request Desk, Assembly	1	- 5144 - 10262	JEH
Stop Desk, Records .....	4	- 4766 - 4336B	JEH
Supply Room, Bureau .....	3	- 4210 - 1B-353	JEH
TECHNICAL SECTION:			
Center Desk .....	1	- 5220 -	
Civil Files .....	1	- 427-7757	WB
Criminal Files .....	1	- 5215 -	
Evaluation Unit .....	1	- 5637 - 7903	JEH
Old Armed Forces .....	1	- 427-7762	WB
TELEPHONE DIRECTORIES:			
Bureau .....	4	- 4555 - 6437	JEH
Out-of-town .....	8	- 5609 - 7326	JEH
Telephone Disorders .....	4	- 4555 - 6437	JEH
Teletype Subunit .....	4	- 4701 - 6247	JEH
Supervisor .....	4	- 4704 - 6247	JEH
Tour Section **3593 .....	8	- 3447 - 1734	
Training Division .....	2	- 3494 - 7746	
Transfer Desk, Records .....	4	- 3421 - 5320	JEH
Typewriter Maintenance **2232	- 3	- 2243 - 2B098	JEH
Uniform Crime Reporting			
Section .....	12	- 2614 - 7437	JEH
Vocation Records .....	3	- 4939 - 6857	JEH
Willste Building .....	1	- 427-7300	WB
Wire Room, Ident .....	1	- 3362 - 11267	JEH

BREAKDOWN OF INFORMANTS AND SOURCES  
BY CATEGORY ON OR ABOUT JUNE 30, 1975

	<u>Informants</u>	<u>Under Development</u>
Internal Security	1,040	554
Counterintelligence	466	886
Criminal Informants	6,983	11,758
	<hr/> 8,489	<hr/> 13,198

CONFIDENTIAL

NATIONAL SECURITY INFORMATION  
Unauthorized Disclosure  
Subject to Criminal Sanctions

## Item "F-8"

- 1) Sec 107 m of I
- 2) Sec 108 m of I (Attached)
- 3) Sec 130 m of I
- 4) NO # SAC Letter 63-E, dated 3/27/63
- 5) NO # SAC Letter 64-E, dated 7/6/64
- 6) NO # SAC Letter 64-G, dated 11/25/64



## A. DEFINITION

An individual who furnishes valuable information within our criminal investigative jurisdiction or concerning other criminal matters of interest to the Bureau

## B. ILLUSTRATION

This type informant includes members of the underworld, those who closely associate with criminals or have intimate knowledge of criminal activities. Typical examples of such persons are madams, prostitutes, pimps, fences, con men, hijackers, robbers, burglars, hoodlums, gangsters, and those individuals who associate with or have knowledge of such persons.

## C. OBSERVATION

The listing of an individual as an approved Bureau informant is dependent upon whether he or she can regularly furnish valuable criminal information. In most instances an individual will be approved who has:

1. Furnished worth-while information in two or more Bureau cases
2. Furnished worth-while information in one Bureau case and better than average information[relating to criminal intelligence investigations]
3. Furnished worth-while information in at least one Bureau case and in one other state or local case which is acted upon by the responsible authorities so as to obtain corroboration of the informant's report
4. Furnished worth-while information in at least one Bureau case and in one other Federal case which is acted upon by the interested Federal agency, so as to obtain corroboration of the informant's report

## D. DEVELOPMENT OF CRIMINAL INFORMANTS

1. One of the most important responsibilities of an Agent is the identification of prospective criminal informants and the development of prospective informants to the point where they will regularly contribute information to the Bureau.
2. Criminal informants are used to:
  - a. Solve cases
  - b. Locate fugitives and witnesses
  - c. Report cases we would not otherwise receive
  - d. Report plans to commit offenses
  - e. Advise of general criminal activities
3. Informants are developed from those who volunteer to be of assistance; from subjects in cases investigated; from persons interviewed during investigations; and from selected prospects who are clearly in a position to obtain worth-while information. Their development frequently requires patient, protracted effort to find a basis for persuading them to cooperate in furnishing information.
4. Care must be exercised in attempting to persuade individuals to act as informants to avoid any allegations of undue influence. An individual who is in custody and who offers to furnish information generally does so in the hope that he will receive some consideration in return. Bureau Agents cannot promise any immunity or any reduction in sentence to a criminal who furnishes information and they must not put themselves in a position where they might subsequently be accused of having done so.
5. Once an individual has started to cooperate and furnishes information of value, his continued cooperation can frequently be assured through payments for services rendered and information furnished. There should be no reluctance in recommending substantial payments to informants who supply substantial assistance, if such payments are necessary to obtain the assistance.
6. Another important factor in the initial problem of getting a potential informant started is the appreciation for fair and impartial treatment sometimes generated during the handling of a case. Agents must be alert to recognize such feelings on the part of subjects and to capitalize on them. Should a subject indicate in any manner that he is appreciative, and should he be qualified to act as a real informant by virtue of his background and associates, then affirmative action should be taken to re-contact him at frequent intervals fully to explore his potentialities.

*This document is prepared in response to your request and is not for dissemination outside your Committee. Its use is limited to official proceedings by your Committee and the document, and its disclosure to unauthorized personnel without the express consent of the FBI.*

7. In the initial stages of developing an informant, background data concerning him should be compiled, as outlined in section E below. Once all of this information has been gathered together the technique to be used in persuading the prospect to act as an informant will depend upon the peculiar circumstances involved in the individual case and upon the resourcefulness of the Agent endeavoring to develop the prospect.
8. Each field office must have criminal informants who do furnish information concerning all types of offenses within the Bureau's investigative jurisdiction. In addition, informants must be available to furnish information concerning general criminal activities. Each field office's informant coverage must be regularly planned and adjusted to the changing volume of offenses occurring in classifications, such as:
  - a. Theft from interstate shipment
  - b. Interstate transportation of stolen motor vehicles
  - c. White Slave Traffic Act
  - d. Interstate transportation of stolen property
  - e. Bank robbery
  - f. Interstate transportation of obscene matter
  - g. Interstate transportation of lottery tickets
  - h. Gambling
  - i. Gang activities
  - j. Politics in crime
9. The following list suggests other sources from which names of potential informants may be secured.
  - a. Reports on general criminal activities
  - b. Major criminal cases
  - c. Applications for restoration of civil rights (closed cases)
  - d. Modus operandi file of local police departments
  - e. Victims in White Slave Traffic Act cases
  - f. Professional bondsmen
  - g. Bartenders in low-class neighborhoods
  - h. Salesmen catering to prostitutes
  - i. Hotel employes in low-class neighborhoods
  - j. Complainants who contact Bureau offices under certain circumstances
  - k. Operators of roadside taverns
  - l. Madams
  - m. Informants
  - n. Retired police officers, but care should be exercised in seeking their assistance

10. After an informant has been developed, and unless some reason to the contrary exists, his fingerprints are to be obtained if they are not on file in the Identification Division. If the informant refuses, the issue is not to be forced. The informant's fingerprints, obtained solely for this purpose, are to be removed from the criminal files when the use of the informant is discontinued. A flash notice is to be placed by the field in the files of the Identification Division by submission of form FD-165, using informant's true name for each informant who has fingerprints on file. In order to eliminate the possibility of jeopardizing the security of Bureau informants, the word "Informant" should not be indicated in blank ballot box on FD-165. It should be noted the informant file number serves as an indication to the Identification Division of the type of flash notice desired.  
(Do not use form FD-9 to request an identification record on informant; FD-165 is to be used for this purpose.) The informant's FBI Identification Record number should be included in the Secure Teletype designating a symbol number informant. Informant's fingerprints, when obtained, should be forwarded as enclosure to FD-165 using applicant-type fingerprint card, FD-258. This card should be properly executed showing subject's complete description, including date and place of birth. Appropriate field office should be shown as contributor, field case file number in number space, and "inquiry" in space for "company and address" on face of card. The flash should be removed when the informant is discontinued by submission of FD-165.
11. When subjects in Bureau cases are sentenced to the penitentiary, consideration should be given to the possibility that these subjects may be used as criminal informants upon their discharge. If there are any possibilities of eventually developing one or more subjects as potential informants upon their release, forward a letter to the Bureau requesting that a stop notice be placed with the Bureau of Prisons so that the appropriate office will be advised of the subject's release. The procedures to be followed in requesting that such a stop notice be placed are set out in Section 8, part II, Manual of Rules and Regulations, under the heading "Stop notice." Upon notification of subject's release, steps can then be taken to attempt to develop him as a criminal informant.
12. [Requests of informant to help defend others
  - a. If requested to assist in preparation of defense in criminal-type cases or handle assignment where such information is readily available, informant should tactfully decline.
  - b. Such requests should be reported immediately to contacting Agent and made a matter of record.
  - c. If informant cannot avoid becoming involved, instruct him not to report any information pertaining to defense plans or strategy.
  - d. Promptly report any such incident to Bureau.
  - e. If an informant is present in conversation between an attorney and individual under criminal indictment, he should immediately leave. If he is unable to do so and inadvertently learns of defense plans or strategy, he is not to report the substance of any such conversation to the FBI. Additionally, the informant is not to engage in or report the substance of a conversation with a criminal defendant dealing with the offense for which the defendant is under indictment.
  - f. Each handling Agent must orally advise the informant of the above, reduce it to writing and record it in the informant's file.]

## [ 13.] Parolees

As a condition of parole, which would include a conditional release, an inmate is required by U. S. Board of Parole to agree in writing that he will not act as an "informer" or special agent for any law enforcement agency. This condition applies to all releasees under the jurisdiction of the U. S. Board of Parole. While this procedure would not preclude accepting information from these persons, payments for information should not be made without prior Bureau approval. Once the period of parole has expired, these individuals may be considered for development.

## E. PROCEDURE IN LISTING POTENTIAL CRIMINAL INFORMANTS AND CRIMINAL INFORMANTS

1. Before opening a 137 file on an individual to be considered for development as a potential criminal informant, the following elements must be present:
  - a. The individual under consideration must have been contacted at least once to evaluate his potential.
  - b. The individual must have an arrest record or criminal associates or be engaged in employment or activities (past or present) which make criminal information logically available to him.
2. When a prospective informant is identified:
  - a. Consolidate field office references in a file.
  - b. Obtain all readily available background data. FD-356 must be used in any routine check pertaining to informants making sure all references, such as symbol number, which would tend to identify individual as an informant are deleted.
  - c. Obtain current FBI identification record by FD-165 which will also be used to place a flash notice against his fingerprints if available.
  - d. Request summary of additional information in Bureau files but not available in field office. Specifically state reason for belief Bureau files contain additional information.
3. When a potential informant has furnished worthwhile information in accordance with the provisions of section C above, a symbol number should be assigned. Direct a secure teletype of not more than two full pages in linear paragraph form to the Bureau containing:
  - a. Informant's name and all aliases
  - b. Deleted
  - c. Deleted
  - d. Residence address
  - e. Description
  - f. Deleted
  - g. Deleted
  - h. Employment
  - i. Past activities
  - j. FBI Identification Record number with date obtained
  - k. Criminal associates
  - l. Brief resume of information furnished in the past, including:
    - (1) Title and character of each case (Field office file number should be shown on field office copy.)
    - (2) Date information furnished
    - (3) Estimate of the value of information
  - m. A statement as to whether informant has shown any indication of emotional instability, unreliability, or of furnishing false information

If the Bureau has previously furnished a summary of data in Bureau files, set forth the date and caption of the Bureau letter furnishing such information.
4. The Bureau will advise the field office if the informant is not approved. In the absence of such advice, the individual recommended for listing as a criminal informant is to be considered an approved informant.
5. Once an informant has been listed and approved by the Bureau, such informant will continue to be listed for a reasonable period. This continued listing will depend upon:

- a. Complete justification in subsequent[annual] letters of his ability to furnish information of a particular type should offenses of that type occur
- b. Evidence that the informant is being regularly contacted
6. After the Bureau is advised of the symbol number for an informant, do not set forth the name of the informant in the heading but merely the symbol number. In all communications after the initial secure teletype, the Bureau and field office file numbers for the informant must be set forth. In communications between offices, the same procedure is to be followed.

#### F. MAINTAINING FILES ON CRIMINAL INFORMANTS

1. Individual files are to be maintained on all active and potential informants and are to be carried as pending active. Assignment and tickler cards are to be prepared, but do not show true name of informant or potential informant. The name of the informant is not to appear on the assignment and tickler cards. The files are to be included in the tabulations and calculations of delinquencies in the monthly administrative report. The handling of the subject of each of these files is to be assigned to an Agent who will be personally responsible for regular contacts.
2. If information which could be testimony is received from a symbol informant or a PCI, it should be put in FD-302 in exactly the same manner as information received from any other witness, and his name and address (without symbol number or PCI designation) should be set out. The original FD-302 is to be filed in the informant's file; a copy with the identity of the informant properly concealed shall be placed in the pertinent case file. The 137 file number should not be placed on the original or any of the copies of the FD-302. FD-209 shall be used as a cover sheet for the original FD-302 and copy and shall be stapled to the FD-302. The original FD-209 shall be serialized in the informant file and the copy of the FD-209 serialized in the case file. Neither the original FD-302 nor any copies of the FD-302 shall be serialized. The following should be stamped or typed on the FD-209 and copy: "Information herein obtained confidentially; informant's name is not to be disclosed in report or otherwise unless it has been decided definitely that he is to be a witness in a trial or hearing." Until it has been decided that the informant is to be a witness, information furnished by him should be sent to the Bureau and to other offices in the cover pages of a report. If furnished to the USA, it shall be forwarded by letter. If the information received cannot be testimony, it is to be put in memorandum form; where none of the information concerns FBI jurisdiction, it may be put in one memorandum. Do not predicate an investigative report, in any case in which prosecution can be expected, on information attributed to an informant whose identity should not be revealed. So that it will be clearly recognized as the initial report in an investigation, language similar to the following should be used in the first report: "This investigation has been instituted for the purpose of determining if...", followed by a statement of the objectives of the investigation, such as "a quantity of antibiotics had been stolen from the medical laboratory at Fort George G. Meade, Maryland."
3. Reports or memoranda concerning contacts with the informant shall not be placed in the informant's file unless and until assignments are made to run down any significant information. All substantial allegations received from informants must be followed to a definite conclusion.
4. Reports or memoranda showing the development of an informant or contacts with an informant should be posted on the assignment cards in the same manner as postings are made in any other type of case.
5. FD-209 may be used in recording contacts with approved and potential criminal informants. It may be used to extent deemed justified by SAC. Form may be filled out in longhand for brief reports and reports of negative contacts; lengthy reports should be typed and a second sheet used if necessary. Forms or memoranda prepared should show purpose of contact and cases discussed identified by file number; however, title must be shown on form or memorandum if positive information furnished. Contacts with informants are to be recorded in this fashion even if no



information is developed. During each contact, informant's activities since previous contact should be carefully reviewed and contacting Agent should make certain informant has furnished in writing or verbally all information and data which he has obtained since last contact.

6. Requests that an Agent contact a criminal informant may be made in any manner deemed practicable by the SAC. Memoranda prepared for the requesting Agent showing negative contacts with criminal informants are not to be filed. Such memoranda of a purely negative nature are to be routed to the requesting Agent so that he may record in the case file the contact with the informant, following which the memorandum showing negative contact is to be destroyed. Memoranda showing positive contacts with informants are to be filed. The files of the informants must always show that contact was made with the informant regardless of whether the contact was of positive or negative nature.
7. If desired, subfiles may be opened in conjunction with the informants' files to permit filing information received from informants and avoid cluttering the file, when the flow of information is sufficiently voluminous.
8. All pending and closed symbol number informant files are to be maintained under lock and key under the personal supervision of the SAC, ASAC, field supervisor, or responsible employee designated by the SAC. These files are to be available to all Agents and must be reviewed before each contact with the informant by anyone other than the Agent to whom he is assigned.
9. Form FD-237 (printed on pink paper) has been approved for use in criminal informant and potential criminal informant files. It is to be used in the nature of a table of contents or as an index to show where in the file particular data can be found. This form is to be kept as the top document in the pertinent informant file and is not to be serialized.

#### G. CRIMINAL INFORMANT INDEX

1. A criminal informant index (on form FD-348) shall be maintained in each field office containing a list of informants by names and a separate list by symbol numbers. The names of potential criminal informants who have been personally and favorably contacted in an attempt to develop them as such shall be included in the indices.
2. Name cards
  - a. Criminal informant and potential criminal informant name cards shall contain:
    - (1) Full name
    - (2) Residence address and telephone number
    - (3) Employment address, position, and telephone number
    - (4) Office file number
    - (5) Symbol number
    - (6) Type of information
    - (7) Remarks
  - b. Deleted
  - c. Name cards shall be subdivided by state, towns or counties, type of information furnished when desirable, and then alphabetically.

3. Symbol cards
  - a. Criminal informant symbol cards shall contain:
    - (1) Symbol number
    - (2) Full name (geographical subdivision, if any)
  - b. The symbol index cards shall be arranged alphabetically by symbol and then numerically.
  - c. Symbols consisting of fictitious names shall be filed alphabetically behind the numerical symbol index section. This portion of the index shall be maintained in a specially designated drawer or index box in the same location as the name cards.
  - d. Agents should not have to handle the symbol cards when searching through name cards looking for informants who can furnish a particular type of information.
4. When a criminal informant is discontinued, the symbol card shall be destroyed. The name card which contains the descriptive data outlined above shall be stamped "discontinued" or "canceled" and transferred to the symbol index. When a potential criminal informant fails to develop within a reasonable time, all cards relating to that potential informant shall be destroyed except the name card, which shall be placed in the source of information index, if appropriate, or shall be destroyed.
5. Numbers assigned to your informants are to be taken from the series of numbers used for your security, [extremist,] criminal, and top echelon informants.
6. Once a number is assigned, it must not be subsequently reassigned to any other informant, source, or confidential technique, regardless of type or designation. If an informant is once discontinued and later reactivated, the original number should be used again for him.
7. The criminal informant index shall be maintained in the office and under the supervision of the SAC, ASAC, or the criminal supervisor, in the discretion of the SAC.
8. Index names of criminal informants in the general field office index in the same manner as any other name. If the informant is one with whom contact is restricted, the index card in the general field office index should not contain the informant's field office file number but merely the words "See SAC."
9. The Bureau must be advised whenever a criminal informant is added or discontinued.
10. The prefix of a symbol number is made up of the appropriate field office teletype abbreviation followed by the appropriate assigned number.
11. The suffix of the symbol number will consist of the letter "C" to designate criminal informant; the letters "PCI" to designate a potential criminal informant who has been assigned a symbol number; the legend "C-TE" to designate a top echelon criminal informant; and the letters "PC" to designate a potential top echelon criminal informant.
12. Although an individual, confidential technique, or source may subsequently furnish information requiring a change in designation (e.g., from criminal to [extremist] or to top echelon, etc.), the number previously assigned will remain the same; however, the suffix is to be changed to the appropriate letter or letters indicating this change (NY 000-C to NY[000-E] or to NY 000-C-TE).
13. If there is a change in the current employment or activity which enables informant to obtain information, the change should be submitted by secure teletype.

## H. PROGRESS LETTERS

## 1. Monthly

A letter (original only, no abstract) must be mailed to the Bureau by the fastest special delivery mail service available by the third business day following the end of the month for which prepared.

## a. Set up as follows:

Use form FD-374 as the first page of the letter. There are 13 items to be completed on this form, all of which must be answered either through the insertion of the appropriate figure, or by the use of the word "none" if no accomplishments were recorded.

## b. Administrative accomplishments

Under item 2 list the symbol numbers of informants added and under item 3 list the symbol numbers of informants deleted. Do not list or count any informants added or deleted after the 25th of the month for which prepared. These informants should be listed and counted in the next monthly progress letter submitted.

## c. Statistical accomplishments

Every statistical accomplishment which can be credited to criminal informants or potential criminal informants must be reported in the first monthly progress letter submitted after the accomplishment took place. Set out as follows:

Opposite items 6-10 list the total number of subjects in each category who were arrested or located as a result of information furnished by criminal informants, or potential criminal informants, during the month. Item 7 is included in the total of item 6. Item 8 is not included in the totals of either items 6 or 7.

Opposite items 11-13 list the total dollar value of stolen property recovered or property confiscated as a result of information furnished by criminal informants, or potential criminal informants, during the month.

The statistics reported in items 9, 10, 12, and 13 are the accomplishments of other law enforcement agencies as a result of our referral to them of information furnished by an informant, or potential informant.

## d. Documentation of statistics

Attach to form FD-374 (use as many pages as necessary) a schedule, headed by the name of the submitting office and the date, to show the sources of the statistics compiled on the form. This schedule will have three categories; namely, "Bureau Matters," "Local Matters," and "Other Federal Matters." Under each category will be listed in three columns the criminal informant symbol number or potential criminal informant symbol number, the title and character of the case, and the nature of the statistic being credited to the informant (such as "subject arrested" or "fugitive apprehended" or "subject located" or "\$700 stolen watches recovered"). If, as in the case of local, state, or other Federal violations, there is no case title, this information may be omitted; however, the description of the statistic should include enough information to identify the type of violation (such as "John Green arrested for local burglary" or "\$475 stolen hams recovered from local burglary"). If two or more statistics result from one informant on one case, list the statistics separately opposite the informant (such as "subject arrested on narcotics charge. \$700 narcotics recovered").

## e. [Deleted]



## 2. [Annual

An annual] letter should be submitted concerning criminal informant coverage in each field office's territory. [This letter should be submitted six months after the completion of the annual inspection of your office.]

a.. Except for those informants who have been the subject of a payment request letter or a letter designating the criminal informant within the past 90 days, an individual communication for each informant shall be submitted in duplicate on letterhead stationery, be dated, and show the place where made. These communications must contain:

- (1) Symbol number
- (2) Bufile number for informant
- (3) Deleted
- (4) Statement showing reason why 30-day contact not made if missed [since the completion of your office's annual inspection.]
- (5) Outcome of cases not completed when [report of annual inspection of field office was submitted.]
- (6) Succinct summary (identified by case title, character, and date) of information furnished or assistance rendered since last [inspection of your office] and an estimate of its value.
- (7) Deleted
- (8) Deleted

Note: The above data are not required for regularly paid informants; communications pertaining to them should simply indicate they are being paid.

b. All communications shall be submitted to the Bureau by cover letter which should show the symbol numbers of informants in the territory covered by headquarters city and by each resident agency.

Schedule captioned "Potential Criminal Informants" shall list in alphabetical order each potential criminal informant who has been under development one year or longer and shall include for each one listed the date placed under development, brief statement outlining the basis for development, brief statement outlining efforts to develop potential criminal informant and information furnished to date (include case title, character, and date information furnished), and specific comments as to reasons for further efforts to develop.

- [ c. [These annual reports should be furnished the Bureau six months  
[ after the completion of the last annual inspection of your office.]

I. BUREAU POLICY

1. All investigative activity must be made a matter of record in the field office files with all sources of information being completely identified. Sources include all confidential informants - criminal, extremist, or security. Agents must not have and use informants known only to the individual Agents personally.
2. Criminal informants must be advised that they are not Bureau employees. It must be recognized that many such informants are also criminals and considerable care must be exercised in dealing with them so they will not become aware of and have the opportunity to obstruct the Bureau's work.
3. Arrangements must be worked out so that at least two Agents are in a position to contact each criminal informant. For a short time after an informant is first developed, it may sometimes be necessary to have one Agent make all contacts. However, a program must be established and actually started within six months after the informant is developed to establish a working arrangement so that a second Agent can contact such an informant. If any situation arises in which this cannot be done, the Bureau must be informed.
4. Consideration should be given to the assignment of specific projects to good informants, particularly those who have had little current opportunity to furnish information because of a temporary lull in criminal activity in the area in which the informant is utilized.
5. All informants and potential informants should be contacted as often as necessary, but at least one personal contact should be made every thirty days, unless there is some substantial reason for not doing so.
6. Information from informants of interest to another Government agency must be furnished to that agency. When information is passed on to local or other investigative agencies, or acted upon by the Bureau, the identity of the informant must be fully protected.
7. When it appears that a criminal informant or potential criminal informant shows indications of emotional instability, unreliability, or has furnished false information, advise the Bureau immediately and furnish information as to any instance in which such informant has appeared as a witness in behalf of the Government in a Bureau case and any instances in which he has furnished information which was disseminated to any other agency.
8. Constant care must be exercised to avoid any disclosure to anyone which might permit identification of a criminal informant or even cast suspicion

on a criminal informant. The danger to be recognized and guarded against is that routine, everyday contacts with criminal informants will result in a relaxing of our vigilance to protect informants. It must always be remembered that one slip or one misstatement may cause a criminal informant to be killed.

9. Where prosecution is contemplated in a matter in which information has been received from an informant and the USA can give no assurance of his ability to protect the informant's identity, no further action is to be taken until the Bureau can be advised and the case can be discussed with the Department.
10. Informants should furnish information to the Bureau exclusively. If under unusual circumstances they find it necessary to furnish information to representatives of some other agency or organization, be certain that they will first advise the Bureau of their intention to do so.
11. Informants should confine themselves to matters within the Bureau's primary investigative jurisdiction so far as it is possible to do so and should not become involved in procuring evidence regarding violations not within the Bureau's primary investigative jurisdiction. Debrief all informants and sources on at least a monthly basis regarding their knowledge of narcotics activities.
12. Criminal informants should be cultivated on Government reservations when the investigative problems warrant this action but do not develop informants among active duty military personnel.
13. The office supervising an informant must furnish to any other office using him a summary of information as to the informant, such as descriptive data, mode of travel, criminal background, an up-to-date identification record, and any other information pertinent to the assignment.
- [14. All pending informant files are to be reviewed personally by appropriate supervisory personnel on a regular periodic basis not to exceed 60 days. This review must include the informant's file and its sub-files.]

#### J. PAID CRIMINAL INFORMANTS

1. Investigative employees must not approach, directly or indirectly, representatives of companies, private industries, or insurance companies and request assistance regarding payments of money, gifts, or products of such companies to informants. Gifts should not be given to criminal informants.
2. SAC may approve advances to an individual for expenses in obtaining information, for the performance of services, or for information on a c.o.d. basis, up to \$400. Several payments or advances may be made under this general authority until the sum of such payments or advances aggregates \$400. Thereafter, Bureau authority must be obtained before further payments or advances may be made. The first communication to the Bureau requesting payments to PCI under SAC authority must contain description and FBI Identification Record number (if available) of the individual. If it is necessary to request a new \$400 SAC authorization at the same time as the secure teletype designating the informant as an approved symbol number informant is being submitted, include all data in one secure teletype.

When requesting authority to expend an additional sum aggregating \$400 on authority of SAC, submit original and one copy of letter. If authority granted, correspondence will be prepared and transmitted to the field. Letter must include statement and information required by paragraphs 3 and 4 (latter covering preceding authorization) of this section. If request not approved, correspondence will be prepared and transmitted to field.

3. Any communication to the Bureau recommending payment authorization to a criminal informant or potential criminal informant should include a statement as to whether there has been any indication on the part of the informant of emotional instability, unreliability, or of furnishing false information.
4. When requesting authority for additional payments or advances, advice should be furnished concerning:
  - a. The symbol number of the CI or PCI
  - b. The amount of each payment or advance made
  - c. The title and character of the case or cases involved
  - d. Details of information furnished or to be obtained
  - e. The value of the information or services
5. When it is recommended that regular payments be made to an informant, the recommendation should propose a maximum amount to be paid to the informant per day, week, or month. If the amount to be paid is on a per diem basis, or on a "whenever used" basis, the maximum to be disbursed to the informant per month should be set.
6. Recommendation for continued payments to an informant who has been paid on a regular basis should set forth:
  - a. Deleted
  - b. Specific details of information received since submission of last progress letter. Set forth in a succinct manner.
  - c. Title and character of case in which pertinent
  - d. Evaluation of the worth of the information and amount paid in each instance

Letters recommending renewal of authority to continue regular payments must be submitted promptly and at least two weeks prior to the expiration of the currently authorized period.

7. Submit an original and one copy of the letter requesting continued payments to criminal informants. If payments as requested are approved or denied, the field will be advised by separate communication. In addition, the initial payment authorization for an informant will be in the form of regular correspondence. Payment letters must be explicit. The first paragraph of your letter should read as nearly as possible as follows:

"I recommend that authority be granted to continue (increase, decrease) payments to the above informant up to \$\_\_\_\_ (amount) per \_\_\_\_ (month, week) for a period of \_\_\_\_ months on a c.o.d. basis or for expenses to be incurred or services rendered in seeking information at our specific request. This authorization is to be effective \_\_\_\_ (date) and letters of progress will be submitted (date set forth in original authorization letter showing letters to be submitted monthly, weekly, etc.) and my letter of (two weeks before expiration of authorization) will contain my recommendation concerning further payments."

8. Blue slips (FD-37) reclaiming payments to regularly paid informants need only refer to the letter authorizing such payments. Blue slips reclaiming payments to individuals under the general authority set forth in item two of this subsection must clearly and accurately explain the circumstances and outline the information obtained so that the Bureau will be able intelligently to pass upon such blue slips.

9. If at any time regular payments are being made to an informant, it appears that the information being received or services being performed are not commensurate with the amount being disbursed, the payments should be adjusted or discontinued immediately. It must be recognized that a good informant can often obtain pertinent information in a matter of hours or days which would require much more time, if it could be obtained at all, by an Agent conducting investigation. Payments should be gauged by the following:
  - a. How much is it necessary to pay the informant to obtain the needed information?
  - b. How much would have to be paid to another informant to obtain the same information?
  - c. How much salary would be paid to an Agent during the time it would take him to obtain the same information?
10. Paid informants should not be paid for information they furnish to any other individual or agency.
11. Informants must also be instructed to report payments they receive as a part of their income when making income tax returns. See section[107L] for additional instructions on income tax returns applicable to informants.
12. Receipts
  - a. Receipts for payments to informants and sources should be obtained in every instance where possible to do so. If a receipt cannot be obtained for a particular payment, complete circumstances should be set forth on the blue slip at the time reimbursement is claimed. Receipts should be self-sufficient so that, if it is necessary to introduce receipts in evidence during course of a trial, receipts will not relate to other documents or files.
  - b. These receipts should clearly show:
    - (1) Date of payment
    - (2) Period for which made (when informant paid on a period basis)
    - (3) Total of payment broken down into separate amounts for services or expenses where these items are pertinent
    - (4) Name of Agent making payment
    - (5) Signature of person receiving the money
  - c. Receipts are not to be witnessed by another Agent.
  - d. If necessary to make corrections on the receipts, such corrections must be initialed by the informant and not by the Agent.
  - e. When transmitting receipts and itemized statements of expenses to the Bureau, they should be stapled directly to the blue slip, leaving a margin of at least one inch to one and one-half inches at the top to avoid contact with the Acco fastener punch. The staples should be placed in such a manner that the date or other data appearing on the receipt will not be mutilated and all information on the receipt can be easily read without detaching it from the blue slip. Care must be taken to insure that receipts are of such a nature that they clearly record the payment of money and do not refer to any other documentary material contained in Bureau files.
13. Stipulation re payments made to witnesses  
See section[107L]for instructions regarding preparation of tabulations of payments made to prospective witnesses.



## K. DEPARTMENT POLICY AND OPINION

The Department has issued instructions to tell all USAs that informants of the Bureau shall not be interviewed or subpoenaed without prior consent of the Department. Any deviation from this policy should be immediately brought to the Bureau's attention.

On 7-10-52 the Department furnished an opinion regarding the question whether an informant could be prosecuted for technically violating the law while attempting to obtain evidence regarding a Federal violation. The Department stated "...If the intent throughout was to assist the government agents in the enforcement of the law, and not to violate or to 'cover-up' for a violation of the law, it is not believed a case for prosecution could be made against such an informer...."

"The procedures to be followed by informers working under the supervision of your agents in the aid of enforcing the statutes coming within your jurisdiction largely rests upon your sound discretion....It is not believed that an informer would be otherwise immune from prosecution for actions which would subject a Federal enforcement officer to prosecution."

## L. TOP ECHELON CRIMINAL INFORMANT PROGRAM

1. The top echelon criminal informant program is aimed specifically at developing informants who can provide a continuous flow of quality criminal intelligence information regarding the leaders of organized criminal activity throughout the nation. It is directed at developing informants in the following categories:
  - a. Informants who are members of La Cosa Nostra (LCN)
  - b. Informants who can furnish significant information regarding other organized criminal groups
  - c. Informants at the top level of organized gambling activity who can provide information that will enable the Bureau to effectively enforce the anti-gambling statutes
  - d. Informants who can produce accurate and authentic data regarding the extent of graft and corruption in each sector of the nation
  - e. Informants who can furnish information which will enable the Bureau to prosecute the hoodlum hierarchy
2. The development of informants who can provide information of this caliber is mandatory to insure the Bureau meets its commitments.
3. This program calls for the selection of targets for development. The selection should be based upon a combination of a particular hoodlum's qualifications by virtue of his position in the organized hoodlum element and upon circumstances indicating his possible susceptibility to development. To insure maximum security for an individual under development, he should be assigned a symbol number immediately upon being designated for attention. The symbol number for these individuals should be followed by the suffix PC to insure that they will be distinguished from regular criminal informant. The Bureau should be promptly advised whenever an individual is added or deleted from your program.
4. When requesting authority to add a target, include sufficient data in a [UACB] communication to indicate [that] the individual is a logical choice for inclusion in your program. [For purposes of security, this initial communication should always be transmitted by secure teletype and should] include such data regarding the proposed target as a complete description, [a summary of his] arrest record, and information indicating that [he has] access to significant information [concerning] top level racket figures. Insure that the program is not diluted by requesting authority to add targets who [should] more appropriately be considered PCIs.
5. A penetrative investigation of each individual selected as a target should be conducted prior to any approach of the individual. After completion of the penetrative investigation, request the Bureau to approve the interview of the target. The letter requesting such authority should set forth the approach to be utilized in the interview. A full exploitation must be made of any circumstances which place a target in a

- position whereby he will assist the Bureau. In making a determination as to an appropriate approach, all possibilities should be thoroughly explored.
6. The requirement of obtaining Bureau authority to conduct interviews is restricted to informant development interviews and does not preclude interviews conducted in connection with other investigations.
  7. Advise the Bureau at a minimum of every 90 days of progress in attempting to develop each target designated for attention. Include positive information in summary form and also set forth your contemplated plan to effect the cooperation of the target. In subsequent communications point out the result of action taken and in the event your contemplated plan was not productive or feasible, advise of your alternate plan. Also include the specific number of times the top echelon source was contacted by the alternate Agent as well as the Agent to whom the case is assigned and set forth data regarding corroboration of the source's information.
  8. A letter should be directed to the Bureau when an individual under development furnishes sufficient information to qualify him as a top echelon informant. This letter should follow the same format used to designate regular criminal informants, and the suffix of the symbol number should be changed to C-TE in accordance with subsection G, item 12, of this section.
  9. Every effort must be made to insure the potential of each top echelon informant is fully utilized to the Bureau's advantage. Be particularly alert to the possibility of utilizing information from member-informants in LCN to further penetrate LCN.
  10. Justification letters are to be submitted regarding top echelon informants, except those on a regularly paid status, on a triannual basis. Offices Albany through Newark should forward these letters by February 1, June 1, and October 1. Offices New York through Washington Field should submit these letters March 1, July 1, and November 1. Prepare these letters in the same manner as annual letters for regular criminal informants.
  11. Following the initial teletype communication, care should be exercised to make certain that subsequent communications to either the Bureau or other field offices containing information which may jeopardize the informant's identity are sent by secure teletype.
  12. As in the payment of criminal informants, SAC may approve advances to top echelon informants or targets under development for expenses in obtaining information, for the performance of services, or for information on a C.O.D. basis up to \$400 initially. Several payments or advances may be made under this same authority until the sum of such payments or advances aggregates \$400. [All future requests for renewal of SAC authority to pay top echelon informants and targets within the Top Echelon Criminal Informant Program should be submitted to the Bureau on a "UACB within seven calendar days" basis. All additional authorizations should be requested in increments of \$600.]
  13. For other regulations concerning the handling of top echelon criminal informants and targets, be guided by instructions set out above for regular criminal informants.

#### M. PARTICIPATION OF AGENTS

On March 31 of each year furnish the Bureau a list of Agents in the office who have been assigned to criminal investigative matters 50 percent or more of the time during the previous year (excepting Agents assigned primarily to accounting investigations) and have not developed an informant or have not effectively operated an informant, during the same period, which they previously developed. The SAC is to provide an analysis of each listed Agent's performance and furnish as an attachment to the list explanations secured from all listed Agents, along with recommendations for administrative action.

#### N. CLASSIFICATION - 137

POLICY  
CONFIDENTIAL FUND ACCOUNTING PROCEDURES  
AND  
HANDLING OF BLUE SLIPS AND VOUCHERS

Item "H"

*This document is prepared in response to your request and is not for dissemination outside your Committee. Its use is limited to official proceedings by your Committee and the content may not be disclosed to unauthorized personnel without the express approval of the FBI .*



March 23, 1940

MEMORANDUM FOR

PERSONAL AND CONFIDENTIAL

Dear Sir:

In connection with expenditures of a confidential nature for which reimbursement is claimed by blue slip, you are advised that such expenditures must be limited strictly to investigative cases of major importance wherein monies may be paid to confidential informants or for confidential purposes, reimbursement for which could not be claimed by regular personal service voucher without jeopardizing the successful completion of the investigation.

You are, therefore, advised that it will not be necessary to continue the retention of copies of confidential blue slips in the various field division files. The present field blue slip files should be forwarded to the Washington headquarters of the Bureau under personal and confidential cover.

Very truly yours,

John Edgar Hoover  
Director

August 20, 1941

SAC

Dear Sir:

It has been noted in connection with confidential disbursements being made by special agents for which reimbursement is claimed by blue slip that in many instances the receipt is executed in the name of an agent or person other than the agent claiming reimbursement.

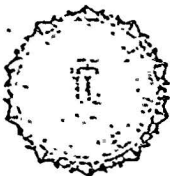
It is desired that whenever possible the receipt be made in the name of the agent who pays the bill and who will claim reimbursement. It is understood that in all instances this will not be practical, for instance, if Agent Smith makes arrangements for the rental of an apartment for surveillance purposes and he is later transferred from this assignment the bill ordinarily will be continued in his name and paid by another agent. In instances such as this the agent who pays the bill should certify on the receipt that he personally paid same and that he is claiming reimbursement therefor. If the receipt is made out in the name of an alias being used by the agent this fact should be explained in the blue slip.

In those instances where payment is made to an informant for services rendered over a definite period the date of the beginning and ending of the period should be indicated on the blue slip.

This matter should be brought to the attention of all special agents under your supervision and the blue slips submitted should be carefully checked by you to see that they conform with the above instructions. Close attention to this matter will obviate the necessity for returning expense accounts for correction.

Very truly yours,

John Edgar Hoover  
Director

Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

PERSONAL AND CONFIDENTIAL

June 12, 1943

NO. 249

SERIES 1943

SAC	ALBANY	DETROIT	MEMPHIS	PROVIDENCE
	ATLANTA	EL PASO	MIAMI	RICHMOND
	BALTIMORE	GRAND RAPIDS	MILWAUKEE	ST. LOUIS
	BIRMINGHAM	HONOLULU	NEWARK	ST. PAUL
	BOSTON	HOUSTON	NEW HAVEN	SALT LAKE CITY
	BUFFALO	HUNTINGTON	NEW ORLEANS	SAN ANTONIO
	BUTTE	INDIANAPOLIS	NEW YORK	SAN DIEGO
	CHARLOTTE	JACKSON	NORFOLK	SAN FRANCISCO
	CHICAGO	JUNEAU	OKLAHOMA CITY	SAN JUAN
	CINCINNATI	KANSAS CITY	OMAHA	SAVANNAH
	CLEVELAND	KNOXVILLE	PHILADELPHIA	SEATTLE
	DALLAS	LITTLE ROCK	PHOENIX	SIOUX FALLS
	DENVER	LOS ANGELES	PITTSBURGH	SPRINGFIELD
	DES MOINES	LOUISVILLE	PORTLAND	WASHINGTON, D. C.
				QUANTICO

The Bureau has noted an increasing trend on the part of Special Agents in Charge of approving confidential expenditures which may at some time be subject to question. The Bureau refers particularly to those expenditures made by Special Agent personnel in the field service for entertainment of confidential informants.

It has been necessary for the Bureau in the past to refuse to reimburse certain Agents for expenditures made when it appeared that the expenditures made were out of line in so far as necessity for the securing of the information was concerned. The Bureau has further noted a tendency growing up in the field for Special Agents in Charge to approve confidential expenditures for 10¢ and 15¢ and other very minor amounts which probably should be subject to further scrutiny by the Special Agent in Charge.

The Bureau must not at any time routinely consider confidential expenditures but must insist that each Special Agent in Charge personally review and approve such expenditures as are made by employees under his jurisdiction. It is understood that with the type of internal security work presently being performed by a great many Special Agents, certain necessary expenditures must be made in connection with physical surveillances and like matters; however, it should be understood that a Special Agent, in so far as food and entertainment are concerned, is under certain expense at the present time, even though he is not assigned to confidential surveillances and when any charge is made for reimbursement for expenditures made by him in connection with the successful handling of a surveillance matter, only that portion of the charge which would be over and above his regular living expenses should be submitted.

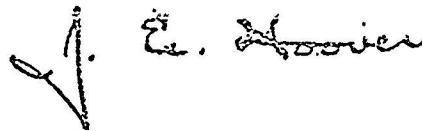
For your information, the Bureau must certify to all confidential expenditures as follows:



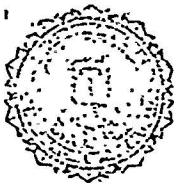
"The confidential information item as above was paid in the interest of the Government service and that no other amount has been paid before for the same purpose, the amount representing expenditures incurred in making secret investigations of alleged plots and conspiracies against the United States Government, and that the detailed information has been submitted and is now and will be held in the confidential files of the Federal Bureau of Investigation and will be open to inspection for any purpose by the representative of the Comptroller General at any time he may desire."

The Bureau will continue its present policy of returning to any Agent without reimbursement any confidential expenditure which does not appear to be fully and thoroughly justified. The Bureau must, of course, insist on each Special Agent in Charge making it his personal responsibility, without delegation to other subordinate employees the review of confidential expenditures, to definitely ascertain that the expenditure has been proper and that the expenditure of the funds in question has been of material benefit and advantage to the Government.

Very truly yours,

A handwritten signature in dark ink, appearing to read "J. E. Hoover", with a stylized flourish at the beginning.

John Edgar Hoover  
Director



Federal Bureau of Investigation  
United States Department of Justice  
Washington 25, D. C.



IN REPLY, PLEASE REFER TO

FILE NO. \_\_\_\_\_

July 8, 1943

PERSONAL AND CONFIDENTIAL

NO. 280  
SERIES 1943

SAC	ALBANY	DES MOINES	MEMPHIS	RICHMOND
	ANCHORAGE	DETROIT	MIAMI	ST. LOUIS
	ATLANTA	EL PASO	MILWAUKEE	ST. PAUL
	BALTIMORE	GRAND RAPIDS	NEWARK	SALT LAKE CITY
	BIRMINGHAM	HONOLULU	NEW HAVEN	SAN ANTONIO
	BOSTON	HOUSTON	NEW ORLEANS	SAN DIEGO
	BUFFALO	HUNTINGTON	NEW YORK	SAN FRANCISCO
	BUTTE	INDIANAPOLIS	NORFOLK	SAN JUAN
	CHARLOTTE	JACKSON	OKLAHOMA CITY	SAVANNAH
	CHICAGO	KANSAS CITY	OMAHA	SEATTLE
	CINCINNATI	KNOXVILLE	PHILADELPHIA	SIOUX FALLS
	CLEVELAND	LITTLE ROCK	PHOENIX	SPRINGFIELD
	DALLAS	LOS ANGELES	PITTSBURGH	SYRACUSE
	DENVER	LOUISVILLE	PORTLAND	WASHINGTON, D. C.
			PROVIDENCE	QUANTICO

The Bureau is particularly desirous at the present time of again bringing to your attention the absolute necessity for the continued careful handling of expenditures from the confidential fund and the submission of monthly reports in connection therewith.

You are aware, of course, that under existing Bureau regulations it is absolutely essential that an appropriate statement be submitted at the end of each month reflecting the condition of the confidential fund in each field office, including therein its status with respect to the cash balance on hand, plus disbursements which have been made during the current accounting period.

Many of the field offices have in the past failed to submit such monthly statements promptly, as a consequence of which it is becoming increasingly difficult to properly audit the Bureau's records in connection therewith or to otherwise maintain an accurate record upon the basis of which the accountability of each Special Agent in Charge may be definitely determined.

In this connection, a review of blue slip items received at the Bureau over a period of time reflects an increasing number of payments in the nature of so-called "advances" to confidential informants. The same is true of "deposits" with electric light companies and other utilities, which deposits usually range in amounts from \$10 to \$20. At the time the monthly statement is submitted by the field office involved, such statements invariably fail to indicate that the expenditures in question were "advances" or "deposits," the amounts of which are to be subsequently refunded and returned. In other instances they are improperly recorded in such a manner as to preclude

an accurate accounting on the part of the Bureau in respect thereto.

For your guidance in the preparation of future monthly reports concerning confidential fund expenditures, there is being enclosed herewith a sample form which outlines briefly and succinctly the manner in which disbursements, advances, refunds, or purchases are to be listed. All subsequent monthly statements prepared by your office should be submitted strictly in accordance therewith.

It is further noted that in a great number of cases Special Agents have not been submitting receipts to justify the expenditures for which reimbursement is being claimed through blue slips. For instance, subscriptions to various newspapers and periodicals subscribed to by the year have been observed with no receipts therefor having been secured. It is believed that such items, wherever practicable, should be paid for by the issuance of a money order and the money order receipt attached.

In addition, the failure to obtain receipts has been particularly prevalent in respect to payments made for services rendered by confidential informants, for expenses incident to the rental of rooms, and the obtaining of keys, locks, et cetera, and other items of a related nature where a receipt could reasonably be secured.

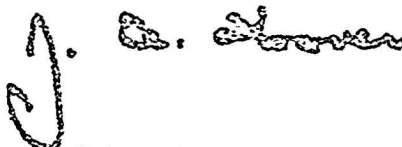
Although the Bureau is necessarily aware of the fact that receipts cannot be secured in each and every instance, due to exigencies peculiar to certain types of investigative activities, nevertheless, it must insist that such receipts be obtained for confidential expenditures wherever it is possible and otherwise practicable to do so. Hereafter, confidential items will be suspended from the accounts in question unless the expenditures involved are properly supported by the necessary receipts.

Likewise, the Bureau has noted with considerable concern increased purchases in the form of furniture, bedding, clothing, and related items utilized in the conduct of various plants and other confidential investigative activities. This is of particular significance in that such items are being paid for through the submission of blue slips, and the non-expendable items are not being taken up properly on the field office inventories. Accordingly, it is desired that you forward to the Bureau in the near future a detailed report indicating the type and quantity of such equipment purchased and presently in use in order that same may be properly inventoried on the Bureau's records. Such an inventory should, of course, be maintained simultaneously by each of the respective field offices having control, custody, or possession of such equipment. With reference to future purchases of this kind, the field offices will be held strictly accountable for the submission to the Bureau of appropriate non-expendable receiving slips. Such slips should indicate that the item was purchased through the submission of blue slips. The Bureau will maintain a check on blue slips submitted and suspensions from the vouchers will be made in those instances where field offices fail to submit non-expendable receiving slips.

Accordingly, it is desired that the non-expenditure receiving slips covering purchases of furniture, bedding, and other equipment by blue slips, be attached to the voucher when it is submitted for payment.

It is desired that you give the matters outlined herein your immediate personal attention and supervision: It is expected that in the future there will be strict compliance with the foregoing instructions in order that the correction of these delinquencies may be logically concluded with a minimum of delay.

Very truly yours,



John Edgar Hoover  
Director

Enclosure



APRIL 30, 1943

Total amount to be accounted for

\$2,500.00

Balance on hand April 1, 1943

\$1,200.00

DETAILS

<u>Check No.</u>	<u>Dated</u>	<u>Description</u>	
1	4-1-43	Salary to confidential informant____ from March 25 to March 31, 1943, incl.	45.00
2	4-12-43	Expenses for confidential informant____ for month of March	38.20
3	4-13-43	Payment of rent, 1596 Broadway, April 1st to 30th, incl., File #100-3535	60.00
	4-23-43	Expense check received from Bureau deposited	1,300.00
4	4-24-43	Payment New York Telephone Company bill dated 3-21-43, address 1776 Lexington Avenue	16.55
5	4-26-43	Advance to confidential informant N-29. This amount to be returned to Bureau	250.00
	4-27-43	Refund by the New York Telephone Company, 1776 Lexington Avenue	5.83
6	4-28-43	Payment to the Hub Furniture Company for furniture for use in confidential plant at 1776 Lexington Avenue. Detailed receipt, attached	155.00
7	4-30-43	Payment of rental of furniture for one month, 2845 Lexington Avenue, File #65-99	50.00
			<u>\$2,505.83</u>
		Balance on hand April 30, 1943	\$ <u>614.75</u> <u>1,891.08</u> \$2,505.83

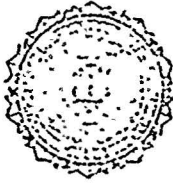
In other words, the check number of each disbursement should be listed together with the date and a brief explanation of what the expenditure was for and the amount and the reconciliation of the balance at the beginning of the month and at the end of the month. All expenditures, advances, refunds or purchases of any kind should be listed in detail briefly, as shown above.

(C) BLUE SLIPS. -- In the future all Blue Slips reclaiming amounts for confidential expenditures which have been previously authorized by the Bureau must set forth the date of the Bureau letter under which such authority was granted.

3-29-44

BUREAU BULLETIN NO. 21

Series 1944



Federal Bureau of Investigation  
United States Department of Justice  
Washington 25, D. C.



IN REPLY, PLEASE REFER TO  
FILE NO. \_\_\_\_\_

January 12, 1945

NO. 11  
SERIES 1945

MEMO FOR MR. HOOVER	ALDEN	HARBO	PARSONS
TOLSON	BAUGHMAN	HENDON	PENNINGTON
TAMM, E. A.	CALLAN	HINCE	PFATMAN
CLEGG	CARLSON	JONES	REINBERGER
COFFEY	CARSON	LAUGHLIN, R. H.	ROGERS
CONNELLEY	CARTWRIGHT	LONG	SCHLESKEE
GLAVIN	CONRAD	MARTIN	STRICKLAND
LADD	CUNNINGHAM	MCGUIRE	TAMM, Q.
NICHOLS	DOWNING	MOHR	WELCH
ROSEN	EGAN	MUMFORD	
TRACY	FITCH	NAUGHTEN	
ACERS	GURNEA	NEASE	

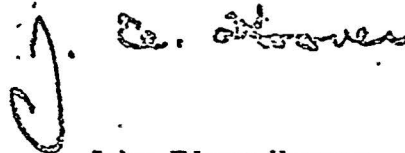
RE: CONFIDENTIAL FUND

The Bureau at this time wishes to again invite your attention to the absolute necessity of maintaining in proper accounting order the confidential fund records of your Division. The Special Agent in Charge should continue to carefully supervise the handling of this fund and the records pertaining thereto so that an audit can be readily made and receipts and disbursements accounted for. Each Special Agent in Charge should abide by the following procedure:

1. Maintain the checkbook on a current, accurate basis, so that it will always reflect the current balance in the fund.
2. The bank statements and cancelled checks should be retained and appropriately filed in a confidential administrative file (66 classification).
3. Copies of blue slips shall not be maintained in the field. The monthly report, properly prepared, will serve as an adequate record of the transactions in the fund.
4. The monthly bank statement should be reconciled with the account record in the checkbook.

5. Receipts and disbursements pertaining to the fund are to be cleared through the fund bank account.

Very truly yours,



John Edgar Hoover  
Director

2-20-45

SAC LETTER NO. 22

Series 1945

(F) CONFIDENTIAL EXPENDITURES -- With reference to confidential expenditures, as you have been advised in the past, it is absolutely essential that such expenditures be held to an absolute minimum. The Bureau will not approve any confidential expenditure made by any Special Agent of the Bureau unless such an expenditure was made for the purpose of securing information relating to matters under the investigative jurisdiction of the Bureau, it not being possible to secure such information in any other manner.

In making such expenditures, all Special Agents must bear in mind that repayment can be made only in the event the certification can be made that the payment for such confidential information was made in the interest of the Government Service, and that the amount paid represented expenditures incurred in making confidential investigations of alleged plots or conspiracies against the United States Government or for the purpose of securing confidential information pertaining to violations of the Federal Statutes which could not otherwise have been secured. The information contained on the confidential item submitted by the Agent in question should be such that it will be readily ascertainable at the Bureau that such expenditure was essential and necessary.

C O P Y

PERSONAL ATTENTION  
SAC LETTER (no number)  
February 17, 1948

RE: CONFIDENTIAL FUND

It is desired that effective immediately arrangements be made with the banks handling your confidential fund whereby the Assistant Special Agent in Charge can write checks against the fund in the bank.

It is felt that this is necessary in order that should the Special Agent in Charge be away from the headquarters city, no delay will be experienced in making payments from the confidential fund.

Very truly yours,

John Edgar Hoover  
Director



United States Department of Justice  
Federal Bureau of Investigation  
Washington 25, D. C.

IN REPLY, PLEASE REFER TO

FILE No. \_\_\_\_\_

March 23, 1949

MEMO FOR MR. HOOVER	CALLAHAN	HINCE	NANNA
TOLSON	CALLAN	JONES, M. A.	NAUCHTEN
CLEGG	CARLSON	KEAY	NEASE
CONNELLEY	CARTWRIGHT	LAUGHLIN	PARSONS
GLAVIN	CONRAD	LEONARD	PENNINGTON
HARBO	DOWNING	LONG	RENNEBERGER
LADD	EDWARDS, H. L.	McCABE, E. J.	ROGERS
NICHOLS	EGAN	McCABE, N. H.	SIZOO
ROSEN	FEENEY	McGUIRE	TAMM, Q.
TRACY	FLETCHER, H. B.	McINTIRE	WAIKART
BAUMGARDNER	GURNEA	MOBLEY	WALL
BOSWELL		MOHR	WHITSON
			<u>AND SUPERVISORS</u>

RE: AUTHORIZING EXPENDITURES  
FROM CONFIDENTIAL FUND

It has been noted that various officials and supervisors are granting authority to the field offices to make expenditures from the field office confidential fund. When Bureau authority has been granted for an expenditure of this nature, the field office is required to give such authorization on the confidential item submitted to reclaim the expenditure.

Numerous vouchers are being received by the Bureau wherein a reclaim is made for authorized expenditures. In checking the voucher against the file maintained in the Administrative Division, it is noted that in many instances there will be no record of the expenditure having been authorized.

In the future when authorization is granted for expenditures of this nature, the Administrative Division must be advised. If the field office is granted authority by letter, a copy of the letter must be made for the Chief Clerk's Office, Room 5517. If authority is granted telephonically, it will be necessary that the official or supervisor granting the authority notify the Administrative Division by memorandum, giving the name of the person to whom payment is authorized and the field office involved.

The above instructions are to be placed into effect immediately in order to preclude the delay which is now being experienced in determining whether the expenditures claimed by the various offices were properly authorized.

Very truly yours,

John Edgar Hoover

Director



DATED APRIL 4, 1950

PERSONAL ATTENTION  
STRICTLY CONFIDENTIAL

SAC LETTER NO. 23  
Series 1950

(A) INFORMANTS - CONFIDENTIAL FUND -- A monthly statement is presently prepared by you for the Bureau reflecting a summary of the receipts and disbursements from the confidential fund in your office.

It is desired that in the future the following information concerning live informants be added at the end of the monthly Statement of Receipts and Disbursements from the confidential fund in your office: (1) Total payments to criminal informants during month; (2) Total payments to national defense informants during month; (3) Total payments to atomic energy informants during month; (4) Total payments to all types of informants during month.

In the event you do not have a confidential fund in your office the requested information should be furnished to the Bureau by separate communication, captioned as above, no later than the 20th of the following month.

March 27, 1951

NO NUMBER  
SAC LETTERRE: ACTIVITIES OF THE  
CONFIDENTIAL FUND

The Bureau is desirous at the present time of bringing to your attention the absolute necessity for the careful handling of expenditures from the Confidential Fund and the submission of monthly reports in connection therewith.

You are aware that under existing Bureau regulations it is absolutely essential that an appropriate statement be submitted at the end of each month reflecting the condition of the Confidential Fund in each field office, including therein its status with respect to the cash balance on hand, plus disbursements which have been made during the current accounting period.

Many of the field offices have in the past failed to submit such monthly statements promptly, as a consequence of which it is becoming increasingly difficult to properly audit the Bureau's records in connection therewith. As set out in SAC Letter No. 23, dated April 4, 1950, all Confidential Fund reports should be received at the Bureau no later than the 20th of the following month.

For your guidance in the preparation of future monthly reports concerning Confidential Fund expenditures, there is enclosed a sample form which outlines briefly the proper method of preparing the report. In addition, there is enclosed a sample form which outlines the method which should be used to summarize the payments to informants and confidential sources. In this regard your attention is directed to Section (A), SAC Letter No. 23, dated April 4, 1950, which is revised in that the Atomic Energy informants should be deleted from the report. The summary should now reflect payments to Criminal and National Defense Confidential Sources.

No Number - 1951

It has been noted that in a great number of instances Special Agents have not been submitting receipts to justify the expenditures for which reimbursements are being claimed through blue slips. The Bureau is aware of the fact that receipts cannot be secured in each and every instance, due to exigencies peculiar to certain types of activities, nevertheless, receipts should be obtained wherever possible.

In connection with the preparation of the blue slips it has been noted that some are being prepared too much in detail. In those instances where the payment is made to an authorized regular paid informant, the following information is sufficient to support the claim:

1. Amount of payment
2. Name and symbol number of informant
3. Case
4. Date of authorization letter or teletype
5. Period of payment

A sample form reflecting the proper method for preparing a blue slip is attached.

The Bureau has also noted in many instances that Agents, when re-claiming suspended blue slips, are reflecting in the voucher that the item was suspended from a previous voucher. It is pointed out that no reference should be made to the previous voucher nor should the Agent state that the item was suspended unless he forwards the original Statement of Difference with the voucher.

Your attention is directed to the fact that the Bureau has only a limited amount of funds available to operate the Confidential Funds of the field divisions, therefore, you should make every effort to operate on your present fund. It is pointed out that a more frequent submission of Confidential Fund vouchers will help to maintain a higher balance in the fund.

In the future when an office desires to establish a Confidential Fund, it will be necessary that the office furnish the Bureau full and complete justification.

It is desired that you give the matters outlined herein your immediate personal attention and supervision.

Very truly yours,

John Edgar Hoover

Director

Attachments

3-27-51  
NO. NUMBER  
SAC LETTER

APRIL 30, 1950

Total amount to be accounted for

\$2,500.00

Balance on hand April 1, 1950

\$1,200.00

DETAILS

<u>Check No.</u>	<u>Dated</u>	<u>Description</u>	
1	4-1-50	Salary to confidential informant____ from March 25 to March 31, 1943, incl.	45.00
2	4-12-50	Expenses for confidential informant____ for month of March	38.20
3	4-13-50	Payment of rent, 1596 Broadway, April 1st to 30th, incl., File #100-3535	60.00
	4-23-50	Expense check received from Bureau deposited	1,300.00
4	4-24-50	Payment New York Telephone Company bill dated 3-21-43, address 1776 Lexington Avenue	16.55
5	4-26-50	Advance to confidential informant N-29. This amount to be returned to Bureau <i>or</i> <i>not there to be returned to fund.</i>	250.00
	4-27-50	Refund by the New York Telephone Company, 1776 Lexington Avenue	5.83
6	4-28-50	Payment to the Hub Furniture Company for furniture for use in confidential plant at 1776 Lexington Avenue. Detailed receipt, attached	155.00
7	4-30-50	Payment of rental of furniture for one month, 2845 Lexington Avenue, File #65-99	50.00
			<u>\$2,505.83</u>
		Balance on hand April 30, 1950	\$ 614.75 <u>1,891.08</u> \$2,505.83

In other words, the check number of each disbursement should be listed together with the date and a brief explanation of what the expenditure was for and the amount and the reconciliation of the balance at the beginning of the month and at the end of the month. All expenditures, advances, refunds or purchases of any kind should be listed in detail briefly, as shown above.

SUMMARY OF PAYMENTS TO INFORMANTS  
AND CONFIDENTIAL SOURCES

Confidential Informants:

Criminal ..... \$ 100.00

National Defense..... 75.00

Total Payments to Informants \$ 175.00

Confidential Sources:

Criminal ..... \$ 500.00

National Defense ... 10.00

Total Payments to Sources \$ 510.00

Grand Total \$ 685.00

## EXPLANATION OF CHARGE FOR INFORMATION

(Name of Office) (Date)

Place and date of this certificate

ITEM NO. 1

I hereby certify that the sum of \$ (Amount of Payment) was actually  
 and necessarily paid by me on (Date of Payment), 195 Date, to  
(Name of Informant) (Symbol Number) for the pur-  
 pose of securing information needed for official use in connection with the case of  
(Name of Case)

and that the payment was made under the circumstances and for the purposes ex-  
 plained below.

BUREAU AUTHORITY: (SHOW DATE OF AUTHORIZATION)

PERIOD OF PAYMENT:

RECEIPT ATTACHED:

Approved:

Signed

Title

Director

Approved

Special Agent in Charge  
Assistant Director

(A) CONFIDENTIAL FUND :- It has been noted in one instance that a clerical employee has been delegated authority to sign checks for withdrawals from the Confidential Fund.

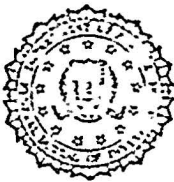
You are advised that under no circumstances should this authority be vested in anyone other than the Special Agent in Charge or Assistant Special Agent in Charge.

10/17/51

SAC Letter No. 104

Series 1951





## FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to  
File No.

February 25, 1953

WASHINGTON 25, D. C.

MEMO FOR MR. HOOVER	CALLAHAN	JONES, M. A.	SCATTERDAY
TOLSON	CALLAN	KEAY	SIZOO
LADD	CLAYTON	LAUGHLIN	STANLEY
NICHOLS	CLEVELAND	LEONARD	STEIN
BEILMONT	CONRAD	MALLEY	STRONG
CLEGG	CROSBY	MASON, E. D.	TAMM, Q.
CONNELLEY	DeLOACH	McGUIRE	TROTTER
GLAVIN	DONELAN, C. A.	MOHR	VAN PELT
HARBO	DOWNING	NEWBY, R. A.	VECHERY
ROSEN	EAMES	PARSONS	WAIKART
TRACY	EDWARDS, H. L.	PENNINGTON	WHERRY
BAUR/GARDNER.	GEARTY, G.	PRICE	WICK
BOWLES	HENNICH	RENNEBERGER	WILLIAMS
BRANIGAN	HOOD	ROGERS	WINTERCROWD
BROWN, B. C.	HOLLOMAN	RUMANS, L. H.	<u>AND SUPERVISORS</u>

## RE: CONFIDENTIAL EXPENDITURES

In reviewing the confidential blue slip vouchers that are being forwarded to the Bureau for reimbursement, it is noted that considerable increases in such expenditures are being made in the divisional service at the present time. It is entirely understandable why such increases are reflected in the vouchers in question since every possible effort is being made by the field to increase its informant coverage.

The Bureau wishes to point out to you, however, that it is your personal responsibility to see that such expenditures are totally justified in every instance where made. You should insure yourself that the Bureau is receiving full value for the funds expended by it. It is felt that, if this matter is given your continuous careful and personal attention, no expenditures will be made which can in any way be criticized by any persons at any future date.

Very truly yours,

John Edgar Hoover

Director

(C) CONFIDENTIAL FUND VOUCHERS -- It has been noted in a number of instances that the receipts which support the Blue Slips submitted by the Special Agent in Charge reflect the name of a Special Agent as the person making the payment.

Effective immediately, you are instructed that in any instance where the receipt reflects payment made by a Special Agent, the Special Agent should also execute a receipt reflecting that he received the money from the Special Agent in Charge for the purpose of payment to the informant and both receipts should be attached to the Blue Slip.

This in no way alters previous instructions to the effect that payments made by the Special Agent from his personal funds must be vouchered by him as a confidential item on his regular expense voucher.

8/4/53

SAC LETTER NO. 53-53

(E) CONFIDENTIAL FUND VOUCHERS - FBI FORM BOOK -- Reference is made to SAC Letter 53-53(C), dated August 4, 1953. The attached form, FD-221, has been approved for use by Special Agents at the time money is received by them from an SAC for payment to an informant.

*Form Book*

9/1/53  
SAC LETTER NO. 53-61

- 11 -

7. Confidential Vouchers

(a) It has been noted that a number of vouchers containing blue slips have been received at the Bureau intermingled with other mail. You are instructed that under no circumstances should confidential vouchers be intermingled with other mail. They should be addressed to "W. R. Glavin, Assistant Director, Federal Bureau of Investigation, Washington 25, D. C., Attention: Voucher Unit," and transmitted via registered mail with a return receipt requested.

Very truly yours,

John Edgar Hoover

Director

10/12/53

BUREAU BULLETIN NO. 53-25

- 5 -

DATE \_\_\_\_\_

Received from Special Agent in Charge, FBI, \_\_\_\_\_  
\_\_\_\_\_ dollars, and \_\_\_\_\_ cents,

(\$ \_\_\_\_\_), which money was actually paid by me on \_\_\_\_\_

to \_\_\_\_\_

for information concerning the case entitled \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_  
Special Agent

(E) CONFIDENTIAL FUND VOUCHERS - FBI FORM BOOK -- Reference is made to SAC Letter 53-53(C), dated August 4, 1953. The attached form, FD-221, has been approved for use by Special Agents at the time money is received by them from an SAC for payment to an informant.

Each field office should order an appropriate supply of FD-221. A copy of the form should be added to the FBI Form Book.

*Sample of form  
approved for field use*

(D) ACCOUNTING PROCEDURES - CONFIDENTIAL FUND -- You are advised <sup>later</sup> that the Bureau is contemplating establishing a uniform accounting procedure to be followed by all offices maintaining a Confidential Fund. In order that a thorough study may be made in this connection, it is requested that you furnish to the Bureau, no later than February 23, 1954, a detailed outline of the present accounting procedure followed by your office in connection with the maintenance of the Confidential Fund. This outline should cover all phases of the operation of the fund, including the following:

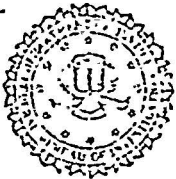
- As  
mc
1. Accounting procedure used in connection with the checking account and any records maintained in connection therewith.
  2. Procedure followed in requesting the money from the fund for a payment to an informant.
  3. Any documents retained in your office as receipts of payment and records of payment.
  4. Procedure followed in preparing monthly report and Confidential Fund vouchers.

In addition to the above, you are requested to furnish any suggestions for improvement of the present procedure followed by your office in connection with the Confidential Fund.

2/9/54

SAC LETTER NO. 54-8

- 5 -



PERSONAL AND CONFIDENTIAL  
NO NUMBER  
SAC LETTER NO. 54-G  
UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to  
File No.

June 9, 1954

WASHINGTON 25, D.C.

RE: CONFIDENTIAL FUND  
ACCOUNTING PROCEDURES -  
FBI FORM BOOK

After reviewing the reports of the accounting procedures presently being followed by the various field divisions which were forwarded to the Bureau in response to SAC Letter 54-8, Paragraph D, and from a review of the suggestions submitted along with these reports, it has been determined that a uniform procedure for handling the operations of the Confidential Funds maintained by the various field divisions should be established.

Effective July 1, 1954, the following accounting procedures shall be placed into effect for each office maintaining a Confidential Fund:

1. A ledger page similar to Exhibit Number One shall be used to reflect any transactions that would affect the amount of the fund authorized for the field division. Transactions that would affect this fund are:

a. Temporary or permanent increases in the fund.

b. Refunds of all or part of payments made to an informant for which the office has been reimbursed by the Bureau.

c. Refunds to the Bureau of temporary increases and refunds received from the informants in cases similar to "b" above.

This ledger page should also reflect a running balance of the total amount to be accounted for by the field division. This is the amount that should be reflected on the monthly report of expenditures from the Confidential Fund as the total amount to be accounted for.

2. A cash receipts and disbursements page shall be utilized to reflect all cash transactions which affect the total fund. This ledger shall be in accordance with the attached sample (Exhibit Number Two), which reflects examples of various transactions which will affect the Fund. This ledger should be retained indefinitely and should be used as the basis for the preparation of the



monthly report. All columns should be ruled off at the end of the calendar month and the cash balance brought forward. Column Number One should reflect all cash receipts and disbursements. The debit side of Column Number Two (2a) should reflect all expenditures from the Fund except any refunds made to the Bureau. All payments made to criminal informants and sources should be reflected in the column captioned "Criminal;" all payments to security informants or sources should be reflected in the column captioned "Security;" and all payments of the miscellaneous nature not covered by either of the afore-mentioned categories, such as payments to telephone companies, taverns, restaurants, post office box rental, etc., should be reflected in the column captioned "Miscellaneous." The credit side of Column Number Two (2b) should reflect all refunds from payments previously made regardless of whether the previous payment was of a criminal, security or miscellaneous nature. Column Number Three should reflect all transactions with the Bureau; checks in payment of vouchers and temporary or permanent increases should be reflected in the "Receipts" column; whereas any refund from an informant, source or of a miscellaneous nature which must be returned to the Bureau because the payment has already been vouchered, should be reflected in the "Refunds" column. Likewise, any temporary increase returned to the Bureau should be recorded here. (Note entries, Exhibit Number Two.)

In view of the foregoing, you will note that for every entry in the Cash Disbursements column, there should be a corresponding entry in one of the debit columns, i.e., in either the Criminal, Security or Miscellaneous columns, or in the Refunds to Bureau column. Likewise, for every entry in the Cash Receipts column, there should be a corresponding entry in one of the credit columns, i.e., in either the Refunds of Payments column or in the Receipts from Bureau column.

— It is to be further noted that the totals of Column Number 2a will be of assistance in the preparation of the "Summary of Payments to Informants" in connection with the monthly report. The amount of cash on hand can always be determined by subtracting the total of the credit side of Column One from the total of the debit side of this column.

3. An individual ledger page should be set up for each paid informant and for each paid confidential sources. This section of the ledger should be divided into three parts; namely, Criminal, Security and Miscellaneous.

The Criminal section of the ledger should contain a separate page for each paid criminal informant and each paid criminal confidential source. The Security section should reflect

6/9/54  
NO NUMBER  
SAC LETTER 54-G

- 2 -

a separate page for each paid security informant and each paid confidential source. Under the Miscellaneous section, pages should be set up for rental of space for plants or surveillances, regular monthly telephone bills that are paid from the Confidential Fund and any other such payments that would be made on a regular basis. Occasional payments, such as payments to taverns, restaurants, rental of safe deposit boxes, etc., may be included on a single page as the expenditures come up. A sample of an informant page is attached (Exhibit Number Three). It is to be noted that this page reflects the following information:

- a. the date of authorization
- b. the authorization
- c. period covered by payment
- d. date of payment.
- e. amount of payment

In connection with the date of authorization, you are instructed that this date should be the date of the Bureau's letter to the field division in cases where authorization is made by Bureau letter and the date of the incoming letter when authorization is made by stamping "approved" on a tickler copy of a letter received from the field division requesting authority.

Before making any disbursements from the Confidential Fund to an informant, the authorization should be checked to be sure that there is not a duplicate payment being made and that the period covered by the payment is in agreement with the existing authorization. These authorizations should be posted in the ledger at the time they are received from the Bureau. In connection with SAC authorized payments, a notation to the effect that payment is being made under authority of the SAC will be sufficient.

After July 1, 1954, the present serial in the informant's file (FD-228) reflecting payments made to the informant up to that date should be maintained in the exhibit envelope. On July 1, 1954, form FD-228 should be removed from your form book and your supply destroyed.

4. After a careful review of the many suggestions received in response to SAC Letter Number 54-8, a form (FD-235) for requesting funds from the Confidential Fund has been designed, a copy of which is attached. You may print a supply of this form for use in your office. FD-235 is to replace any similar form that may have been approved for your office. A copy of FD-235 is to be placed in the FBI Form Book. This form should be prepared in duplicate by the Agent requesting the funds, and after approval by the Agent Supervisor, the form should be forwarded to the SAC for his approval

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NO. NUMBER

SAC LETTER NO. 54-G

- 3 -

before any disbursement is made from the Confidential Fund. After approval of the form by the SAC and after the employee handling the disbursements from the fund has carefully verified that the payment is in accordance with existing authority, one copy of the form should be forwarded to the informant's file and the second copy retained in an accounts receivable file which should be divided into two sections; namely, an unvouchered file and a vouchered file. These forms can be used by the employee responsible for disbursements from the fund as the basis for preparing blue slips for submission to the Bureau. Of course, these blue slips should not be prepared until such time as the receipt from the informant is obtained from the Agent making the payment, and in those cases where necessary, that FD-221 has been executed by the Agent making the payment. At the time the voucher is prepared, those forms pertaining to the voucher that is being submitted should be attached to the tickler copy of that voucher after it has been prepared and retained in the accounts receivable file until reimbursement is made by the Bureau. At the time reimbursement is received, the voucher should be removed together with the attachments and a notation made on the voucher of the date reimbursement was received from the Bureau. The Request for Funds forms attached to the voucher may then be destroyed. In the event an item has been suspended from the voucher and returned to the field office, it would be necessary to remove the Request for Funds form from the voucher on which the blue slip was requested and returned to the unvouchered file until such time as it is resubmitted or it is determined it will not be resubmitted.

5. Monthly Report. As you are aware, the monthly report of expenditures from the Confidential Fund is presently prepared and submitted to the Bureau by the twentieth of the month following the period during which the expenditures were made. These reports should continue to be submitted at this time; however, changes in the present form for this report have been suggested and after a review of the various suggestions received, it is felt that the reports should be prepared in accordance with the attached example (Exhibit Number Five). The monthly report submitted to the Bureau should be prepared under the direct supervision of the Special Agent in Charge, Assistant Special Agent in Charge or a regularly designated Field Supervisor. The fund should be audited once each six months, on June 30 and December 31. This audit shall be personally performed by a Special Agent Accountant. The report of this audit shall be forwarded to the Bureau by the twentieth day of July and the twentieth day of January. In those instances where the Confidential Fund is audited by an Inspector from the Training and Inspection Division during a regular inspection, the next regular six months' audit shall be omitted by the Special Agent Accountant of the Field Division.

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SAC LETTER NO. 54-G

- 4 -

With regard to the summary of expenditures section of the Confidential Report, it is desired to illustrate the following points:

- a. All transactions during the calendar month should be shown.
- b. All items should be listed in order by date and by check number.
- c. The explanation should reflect the name and symbol number of the informant as well as the period covered by the payment and in case of miscellaneous expenditures, a brief statement to describe the expenditure.
- d. Any transaction that affects the total amount of the fund to be accounted for must be fully explained in a cover memorandum. An example of such a transaction would be a refund received from an informant for payment which had already been reimbursed by the Bureau. Any such refund, if not already forwarded to the Bureau, should be transmitted with the report.

In connection with the summary of payments to informants, you are advised that all miscellaneous payments must be listed separately from payments made to informants or sources of information. This breakdown should include such payments as post office box rental, telephone service, rental of space for plants, bank charges, restaurants or taverns on surveillances, meals for prisoners, etc. In other words, all payments not made to informants or to sources for information furnished for services rendered or expenses incurred by them should be included under miscellaneous expenditures.

6. Preparation of Blue Slips. As was pointed out heretofore, the blue slip should be prepared from the Request for Funds form with the exception that the date of actual payment to the informant should be shown on the blue slip. This date should be obtained either from the Agent making the payment or the receipt obtained from the informant. A blue slip should be prepared at such time as all receipts necessary to support the item have been received from the Agent making the payment.

All blue slips should be as brief as possible, but should contain sufficient information to allow the Bureau to make a proper review of the expenditures. Samples are attached reflecting payments made to informants under Bureau authority

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NO NUMBER

SAC LETTER NO. 54-G

- 5 -



(Exhibit Number Six), SAC authority (Exhibit Number Seven), and miscellaneous expenditures (Exhibit Number Eight). These samples are general but should be used as a guide for preparing all blue slips. In addition to the attached samples, it is desired that the following be kept in mind in connection with the preparation of blue slips:

a. One blue slip should be used for each payment. It is not desired to have numerous payments listed on a single blue slip in view of the possibility of error which would result in the necessity of suspending the entire blue slip; whereas if only one payment were listed on the blue slip, it would be possible to return only the one item and the remaining items could be processed for payment.

b. The authority must be clearly reflected on the blue slip. When authority is based on the letter from the Bureau, actual date of the Bureau letter shall be used as the date of the authorization. Then the field office, by letter, requests authorization and receives notice that authorization has been granted in the form of a copy of the field office letter returned by the Bureau with the Bureau approval stamped thereon, the date of the authorization in this instance shall be the actual date of the field office letter to the Bureau requesting the authorization.

c. The actual period of time covered by the payment to the informant must be reflected in the body of the blue slip. For example, see "Period" reflected in body of Exhibit Number Six. It is also essential that the period covered be carefully compared with the Bureau authorization to prevent exceeding the Bureau authorization, both by time and amount. Receipts should be obtained whenever possible. In instances where they are not obtained either because of the refusal of the informant to execute one or when it is not advisable to obtain one, the appropriate notation should be reflected on the blue slip.

d. FD-221 which is a receipt signed by the Agent reflecting receipt of money from the SAC is only to be used when the receipt signed by the informant reflects that payment was made by the Agent.

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NO NUMBER

SAC LETTER NO. 54-G

- 6 -

e. In all instances where the receipt signed by the informant reflects payment was made to him by the Special Agent in Charge, reimbursement must be claimed on a voucher of the Special Agent in Charge. If the receipt reflects payment was made to the informant by the Assistant Special Agent in Charge, then reimbursement must be claimed on a voucher of the Assistant Special Agent in Charge. In instances where the receipt reflects that payment was made to the informant by someone other than the Special Agent in Charge or Assistant Special Agent in Charge or where there is no payor designated, the blue slip may be submitted for payment on the voucher of either the Special Agent in Charge or the Assistant Special Agent in Charge. When the receipt reflects that payment was made by a person other than the one claiming reimbursement, Form FD-221 must be executed and attached to the blue slip. It is advisable to have the informant's receipts executed in the name of the employee actually making payment or in blank in order that the Special Agent in Charge or the Assistant Special Agent in Charge may claim reimbursement.

f. The Blue slip should not reflect the number of the check issued and no reference should be made on the blue slip to the informant's field file number.

g. All blue slips submitted on the monthly expense vouchers of Special Agents must bear the approval of the Special Agent in Charge; however, the Special Agent in Charge may delegate authority to the Assistant Special Agent in Charge or an approved field office supervisor to sign his name as approving official followed by the initials of the Assistant Special Agent in Charge or the supervisor.

h. Receipts obtained by personnel which reflect payments to informants and sources should reflect the ACTUAL DATE payment is made to the informant or source. The receipt should in no instance reflect any other date. The Receipt should also show the EXACT AMOUNT paid to the informant or source, and every Special Agent submitting receipts should thoroughly understand this procedure.

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NO NUMBER

SAC LETTER NO. 54-G

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1. All vouchers containing blue slips must be forwarded to the Bureau addressed to Assistant Director, Administrative Division, Attention: Voucher Unit. They must be sent via registered mail, return receipt requested and cannot be intermingled with other mail. Confidential Fund monthly reports should also be submitted in this manner to the Bureau.

7. Miscellaneous. It is desired to bring the following miscellaneous items to your attention:

a. When submitting blue slips covering payments to informants from another field division, the informant should be identified on the blue slip by indicating his name, symbol number and field division.

b. The words Confidential Fund should never be mentioned on a blue slip. When claiming for bank charges, the blue slip should reflect payment to an official of the bank by name for services rendered.

c. Payments under the authorization of the SAC are limited to \$200.00 to criminal informants and sources; and to \$100.00 to security informants and sources. This maximum is considered as all payments made to an individual regardless of the length of time between payments. Once an informant has been paid under Bureau authority, payments cannot be made under the authority of the SAC even in instances where the informant has been discontinued as a regularly paid informant.

d. The ledger page that is used in Exhibits One, Two and Three is size 9 1/4 X 11 7/8 inches; and for Exhibits Number One and Three, four-column paper is used, and eight-column paper for Exhibit Number Two. The type of binder that should be used for this paper is described as follows: Trussell Sectional Post Binder; Stock #E4007; sheet size, 9 1/4 X 11 7/8 inches; post diameter, 5/16 inches; center to center, 7 1/8 inches. This ledger paper and binder should be purchased locally from the Imprest Fund, and in those instances where the offices do not have an Imprest Fund, by emergency purchase.

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NO NUMBER

SAC LETTER NO. 54-G

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e. The retention period for the attached exhibits shall be as follows: Exhibit Number One to be retained as long as the office maintains a Confidential Fund and five years thereafter; Exhibit Number Two to be retained for a period of five years; Exhibit Number Three to be retained as long as the informant is active and to be destroyed five years after the date informant is discontinued; Exhibit Number Four to be maintained in the informant's file and the copy to be destroyed upon receipt of reimbursement from the Bureau; the original of Exhibit Number Five is to be maintained at the Bureau indefinitely and the copy to be retained in the Field Office for a period of three years; no copies of Exhibits Number Six, Seven and Eight are to be retained in the Field Office, the original to be retained at the Bureau for a period of five years and microfilmed, after which originals will be destroyed and the microfilm retained indefinitely.

In the event an informant is transferred from one Field Office to another, the ledger page should be transmitted to the new Field Office.

The foregoing instructions have been set forth for the handling of the Confidential Fund in your office. These instructions have been prepared for all field divisions and no deviations will be permitted without prior Bureau authority. This letter should be carefully reviewed by those responsible for handling the operations of the fund in your office.

Very truly yours,

John Edgar Hoover

Director

Attachments

6/9/54

NO NUMBER

SAC LETTER NO. 54-G

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AMOUNT TO BE

ACCOUNTED FOR

DATE

1954

DEBITS

CREDITS

Jan 1 Current authorized amount  
 Mar 15 Temporary increase received from Bureau  
 June 29 Refund of payment to J. Jones, P.C.I., for  
 which reimbursement has been received from  
 Bureau  
 29 Return to Bureau refund from J. Jones, P.C.I.  
 Ch 4-17

1,000 -

500 -

20 -

20 -

1,500 -

1,520 -

1,500 -

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	DATE	EXPLANATION	# CK	CASH DISBURSEMENTS		PAYMENTS		REFUNDS OF		BUREAU	
				RECEIPTS	MENTS	CRIMINAL SECURITY	MISC	PAYMENTS	REFUNDS	RECEIPTS	
1	1954 June 1	Balance Forward		20 -							1
2	1	S-E, John Jones, WF 121-C, 5/1-31/54	11		95 -	95 -					2
3	5	Bell Tel. Co., L.A., Ky., May	12		6 75		6 75				3
4	9	Bank service charge for May			1 25		1 25				4
5	10	Deposit checks from Bureau		20 -						20 -	5
6	15	Sal. J. Smith, PCI, 4/1-15/54	13		100 -	100 -					6
7	15	Deposit exp. ch from Bureau		150 -						150 -	7
8	20	S-E, John Doe, PSI, 4/1-15/54	14		72 -	72 -					8
9	20	Deposit exp ch from Bureau		240 -						240 -	9
10	25	May rent, office furn, Blank (65-99)	15		45 -		45 -				10
11	25	Refund of paymt to J. Smith (ch 13)									11
12		not yet vouchered--fund not affected		75 -				75 -			12
13	29	Sal. J. Drake, WF-12-S, 4/1-15/54	16		155 -	155 -					13
14	29	Refund from John Jones, paymt									14
15		made 5/1/54 (ch 11.8); items									15
16		vouchered--fund increased		20 -				20 -			16
17	27	Returns to Bureau of Jones refund			20 -				20 -		17
18				525 -	495 -	195 -	527 -	53 -	95 -	20 -	18
19											19
20	July 1	Balance Forward		30 -							20
21											21
22											22
23											23
24											24
25											25
26											26
27											27
28											28

DATE OF		AUTHORIZATIONS	PERIOD COVERED		PAYMENT	
AUTH			FROM	TO	DATE	AMOUNT
1954						
1	Mar 31	Auth to pay \$90.00 per month plus expenses	S 4/1 - 30/54		5-2-54	90 -
2		To \$5.00 per month for 6 months effective 4-1-54	S 90.00	5/1 - 31/54	6-1-54	95 -
3			E 5.00			
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28						

## Office Memorandum • UNITED STATES GOVERNMENT

TO : SAC

DATE:

FROM : SA

SUBJECT: Request for Funds for  
Payment to Informant

The sum of \$\_\_\_\_\_ is requested to be paid by  
me on \_\_\_\_\_, 195 , to \_\_\_\_\_  
(Informant's name and symbol)  
\_\_\_\_\_ for the purpose of securing information needed for official  
use in connection with the case of \_\_\_\_\_

The reason for the payment is as follows: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Authority (Date) \_\_\_\_\_

Period Covered by Payment \_\_\_\_\_

Authorization Checked \_\_\_\_\_

Check Number \_\_\_\_\_

Receipts Received \_\_\_\_\_

Voucher Prepared \_\_\_\_\_ Item \_\_\_\_\_

Approved:

SAC

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: July 10, 1954

FROM : SAC,

SUBJECT: Monthly Report of Expenditures  
Confidential Fund  
Period Covered - June, 1954

Bank Balance per Check Book 5/31/54 \$ 20.00

Deposits:

6/10/54 Expense Check	\$ 20.00	
6/15/54 " "	150.00	
6/20/54 " "	240.00	
6/25/54 Refund from PCI, James Smith	75.00	
6/29/54 Refund from WF-121-C	20.00	505.00

Total Funds Available \$ 525.00

Withdrawals: Per attached itemization 495.00

Bank Balance per Check Book 6/30/54 \$ 30.00

Outstanding Payments and Vouchers:

Unpaid Voucher (Period June 20-25, 1954)	\$200.00	
" " (Period June 29-30, 1954)	720.00	
Payment not vouchered	50.00	970.00

Total Fund to be Accounted for \$1000.00

Attachment.

(EXHIBIT NUMBER FIVE)

SUMMARY OF EXPENDITURES:

<u>Date</u>	<u>Check No.</u>	<u>Description</u>	<u>Deposit</u>	<u>Withdraw</u>
6/1/54	11	Salary & Expense for John Jones, WF-121-C, 5/1/54		\$ 95.00
6/5/54	12	Bell Tel. Co., Lexington, Bill dated 5/31/54		6.75
6/9/54	--	Bank Service Charge for May		1.25
6/10/54	--	Deposit Expense Check from Bureau	\$ 20.00	
6/15/54	13	Salary for James Smith, PCI, 6/1-15/54		100.00
6/15/54	--	Deposit check rec'd from Bureau	150.00	
6/20/54	14	Services & Expense, John Doe, PSI, 6/1-15/54		72.00
6/20/54	--	Deposit check rec'd from Bureau	240.00	
6/25-54	15	Rent office furniture for plant, File 65-99, May rent		45.00
6/25/54	--	Refund from James Smith, PCI. Payment made 6/15/54 by Ck. #13; not yet vouchered; fund not affected	75.00	
6/29/54	16	Salary, J. Doaks, WF-12-S, for 6/1-15/54		155.00
6/29/54	--	Refund from John Jones, WF-121-C, of payment made 5/20/54, Ck. #8. Item vouchered 5/28/54; fund will be increased..	20.00	
6/29/54	17	Return to Bureau of above refund from John Jones		<u>20.00</u>
		Totals	\$505.00	\$495.00

Summary of payments to informants on attached page.



SUMMARY OF PAYMENTS  
TO INFORMANTS AND SOURCES

Criminal:

Informants	\$ 95.00	
Sources	<u>100.00</u>	
Total		\$195.00

Security:

Informants	\$155.00	
Sources	<u>72.00</u>	
Total		<u>227.00</u>

Total Payments to Informants		\$422.00
------------------------------	--	----------

Miscellaneous:

Payments other than informants or sources	\$ <u>53.00</u>	<u>53.00</u>
Grand Total		\$475.00

# EXPLANATION OF CHARGE FOR INFORMATION

Detroit, Mich., 5/20/54

Place and date of this certificate

ITEM NO. 1

I hereby certify that the sum of \$ 00.00 was actually  
and necessarily paid by me on May 15, 1954, 195 , to

Date

Dick Richards (DE-00-C)

for the purpose of securing information needed for official use in connection with the case of

Charles Samuel Zoff - Fugitive, UFAP 88-1342

and that the payment was made under the circumstances and for the purposes explained below.

AUTHORITY: DElet 3/21/54 (approved by Bureau 3/29/54)

PERIOD: 4/1-30/54

RECEIPT ATTACHED: YES

Services \$00.00

Expenses 0.00

Total \$00.00

Approved:

Signed \_\_\_\_\_

Title \_\_\_\_\_

\_\_\_\_\_  
Director

Approved \_\_\_\_\_

Special Agent in Charge  
Assistant Director

(EXHIBIT NUMBER SIX)

## EXPLANATION OF CHARGE FOR INFORMATION

Washington, D.C., 5/20/54

Place and date of this certificate

ITEM NO. 2

I hereby certify that the sum of \$ 000.00 was actually  
and necessarily paid by me on May 15, 1954, 195, to

Date

John Doe (WF-000-C)

for the purpose of securing information needed for official use in connection with the case of

RICHARD ROE, JR. - Southwest Bank of Eastburg, MarylandBank Robbery, 4/21/54.

and that the payment was made under the circumstances and for the purposes explained below.

Doe provided information of value as to the subject'spresent whereabouts and activities.Payment was authorized by the SAC

Receipt not obtained as it was deemed inadvisable to obtain  
one in view of the circumstances under which payment was  
made.

Approved:

Signed \_\_\_\_\_

Title \_\_\_\_\_

\_\_\_\_\_  
Director

Approved \_\_\_\_\_

Special Agent in Charge

(EXHIBIT NUMBER SEVEN) Assistant Director

## EXPLANATION OF CHARGE FOR INFORMATION

Kansas City, Mo., 5/19/54

Place and date of this certificate

ITEM NO. 3

I hereby certify that the sum of \$ 000.00 was actually  
 and necessarily paid by me on 5/13/54, 195, to  
Fred's Place Date

for the purpose of securing information needed for official use in connection with the case of

GEORGE GREEN, was. Fug. IO 22222; Unsubs: Security Bank of

Greensburg, Greensburg, Mo., 4/17/54-BR-B

and that the payment was made under the circumstances and for the purposes explained below.

Necessary expenses incurred in the maintaining surveillance

in this tavern in an attempt to obtain information regarding

the subject who reportedly frequented the place. None of the

amount claimed was expended for the personal benefit of the

participating Agent.

Authorized by the SAC

Due to the nature of the surveillance, receipt was not

obtained.

Approved:

Signed \_\_\_\_\_

Title \_\_\_\_\_

Approved \_\_\_\_\_

Director

Special Agent in Charge  
 Assistant Director

(EXHIBIT NUMBER EIGHT)



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to  
File No.

June 30, 1954

WASHINGTON 25, D.C.

MEMORANDUM FOR ALL BUREAU OFFICIALS AND SUPERVISORS

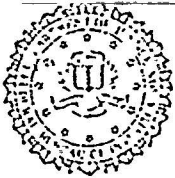
(A) CONFIDENTIAL EXPENDITURES -- I want to draw to your attention the absolute importance of making certain that any confidential expenditure authorized by the Bureau complies with existing Manual provisions and that the Bureau receives appropriate value for every dollar expended. Although it is the personal responsibility of each Special Agent in Charge to make certain that full value is received in the field, it is equally the responsibility of Seat of Government employees to be judicious in authorizing expenditures to be made and to practice proper economy.

For your information, Inspectors will, in each field office inspection, review in the neighborhood of one hundred blue slips to determine the propriety of each expenditure and will trace through the files information received and results obtained, following the expenditure and, if necessary, follow it through with appropriate employee interviews with the understanding that in the event an expenditure is encountered which is not proper the employees involved will reimburse the Government.

Very truly yours,

John Edgar Hoover

Director



PERSONAL AND CONFIDENTIAL  
NO NUMBER SAC LETTER 54-1  
UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to  
File No.

July 8, 1954

WASHINGTON 25, D.C.

RE: CONFIDENTIAL FUND -  
ACCOUNTING PROCEDURES

Reference is made to No Number SAC Letter 54-G which set out accounting procedures to be followed in the operation of the Confidential Fund.

The Bureau is now in receipt of a suggestion which it is felt will eliminate some duplication of work in connection with the establishment of these accounting procedures. The suggestion was based upon the necessity of an employee's determining whether payments to informants on SAC authority are in excess of the \$200.00 amount for criminal informants and the \$100.00 amount for security informants. It was suggested that the informants' files be checked and the amount paid prior to July 1, 1954, be entered on the informants' individual ledger pages. This would apply only to payments made under SAC authority.

It is felt that this suggestion will save considerable time and work in the field, and you are accordingly instructed to put it in effect with the establishment of the new accounting procedure.

Very truly yours,

John Edgar Hoover

Director

SAC Let - 54-1

(I) FBI FORM BOOK - CONFIDENTIAL EXPENDITURES -- FD-235 forms should be deleted from your Form Book and FD-221 should be replaced with the revised FD-221 form. Also, FD-221a should be included.

FD-221 has been revised to be used together with FD-221a which was prepared to replace Form FD-235. These forms may be inserted together in a typewriter, eliminating the necessity of preparing two separate forms. There has been no change made with regard to the use of FD-221. The lower half of FD-221a is similar to FD-235 and may be completed with ink. The date of actual payment to informants on both FD-221 and 221a may be inserted in ink. FD-221 will accompany the blue slip. FD-221a will be retained until the information on the lower half of the form is completed. The form will

SAC LETTER NO. 54-67  
11/30/54

- 5 -

then be placed in the appropriate file; in case of payments to informants, the informant file, and in case of miscellaneous payments, the case file.

In addition to the above, it is desired to bring the following items to your attention:

1. There has been a noticeable lack of receipts to support blue slips. Receipts should be obtained in every possible instance.

2. Failure to properly explain lack of receipts has been noticed in numerous instances. If the informant refuses to execute the receipt, a statement to that effect should be included on the blue slip. Where it is not deemed advisable to obtain receipts for security reasons, this should be fully explained on the blue slip. This does not apply to blue slips reclaiming bank charges.

3. All blue slips must show to whom the payment was actually made and the city where the payment was actually made.

4. The receipt signed by the informant should reflect the name of the person actually making payment. Any departure from this should be fully explained on the blue slip.

5. In the future where a symbol number has been assigned to the informant, only the symbol number should be reflected on the FD-221 and FD-221a forms; however, the name of the informant shall be reflected on the blue slip.

The new forms will be printed and placed in stock at the Bureau. As soon as they are available, a supply will be sent to each Field Division.



(B) INSPECTIONS - DELINQUENCIES FOUND DURING -- In line with the Bureau's desire to assist you in improving operations of your office, there are being listed below for your guidance certain delinquencies noted frequently during recent inspections. Should you find similar delinquencies in your office, you should take prompt action to correct them.

15. Checks against Confidential Fund being drawn to "Cash" rather than to individual agents.
16. Agents obtaining and submitting receipts in blank for payments made from Confidential Fund.
17. Inclusion in blue slips date check is issued to agent instead of date payment is made to informant.
18. Incomplete explanation in blue slips of expenditures from the Confidential Fund.

12/14/54

SAC LETTER NO. 54-70



In Reply, Please Refer to  
File No.

PERSONAL AND CONFIDENTIAL  
SAC LETTER NO. 55-28  
UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

April 8, 1955

WASHINGTON 25, D.C.

RE: CONFIDENTIAL EXPENDITURES  
GIFTS TO OFFICE CONTACTS, SOURCES  
AND INFORMANTS

Gifts to office contacts and sources shall not be re-claimed as blue slip items. Gifts should not be given to informants since such actions might be misconstrued and the relationship between agents and informants shall be maintained on a business-like basis. Expenditures for gifts to informants will not be approved as blue slip items.

Very truly yours,

John Edgar Hoover

Director

*Police*

8/30/55

SAC LETTER NO. 55-56

(3) CONFIDENTIAL FUND -- Paragraph 5 of No Number SAC Letter 54-G, dated June 9, 1954, requires a semiannual audit of the confidential fund maintained in each office. Effective immediately this audit report need not be prepared. In lieu of this report, you are instructed to have an agent, other than the SAC or ASAC and preferably an accountant, certify each monthly report prepared by your office beginning with the report covering activities of the confidential fund for August, 1955.



PERSONAL AND CONFIDENTIAL

NO NUMBER SAC LETTER 55-P

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to  
File No.

September 16, 1955

WASHINGTON 25, D.C.

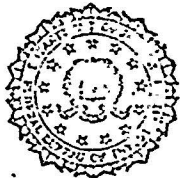
RE: CONFIDENTIAL VOUCHERS -  
TRANSMISSION OF TO BUREAU

No Number SAC Letter 54-G dated 6/9/54 instructed that all vouchers containing blue slips must be sent to the Bureau addressed to "Assistant Director, Administrative Division, Attention Voucher Unit," and must be registered with return receipt requested. Such vouchers were not to be mingled with other mail being transmitted to the Bureau. It is desired that "Federal Bureau of Investigation" be added to the address on the inner envelope containing the blue slips, in order that the address may be complete in the event this envelope should become separated from the outer envelope in which it is being transmitted to the Bureau. You are again reminded that confidential blue slips are not to be transmitted to the Bureau in an envelope containing any other mail. There must be no exceptions.

Very truly yours,

John Edgar Hoover

Director



In Reply, Please Refer to  
File No.

PERSON  
NO NUMBER SAC LETTER 58-B  
UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

January 9, 1958

WASHINGTON 25, D. C.

RE: FIELD CONFIDENTIAL FUND RECORDS

Effective January 1, 1958, cancelled checks, bank statements, check stubs, and bank passbooks pertaining to field division confidential funds shall be retained for a period of one year and destroyed on a monthly basis after they have become one year old.

Very truly yours,

John Edgar Hoover

Director

## BLUE SLIPS

In the preparation of future blue slips, the following instructions should be adhered to:

The blue slips should show the correct name of the individual being paid. Any difference between this and the name used by the informant in signing a receipt for payment must be explained on the blue slip. When a name other than the individual's full correct name is used in initial development as an informant, his full correct name should be used on the blue slip as soon as it is known, together with references to the previous names used in contacts and payments by your office.

The above procedure is necessary to enable the Bureau to properly control payments and to make sure that all payments to one individual are consolidated. It has been noted in some instances that blue slips are submitted showing the full name and on subsequent payments they are submitted showing the individual's middle name as a last name. This is especially true in connection with Spanish names. This practice leads to the possibility of carrying a separate account of payments under each name.

Make sure that the necessary employees of your office are aware of this and the need for consistency.

In addition, where an informant or individual known to have been formerly contacted by another division is paid by your division, the blue slip claiming reimbursement should refer to the fact that he is formerly from the other division. This is necessary to insure that the Bureau's accounts of payments are properly credited for payments made.

The Bureau has noted that in many instances the field is not following instructions concerning the forwarding of vouchers containing confidential items (blue slips) to the Bureau. The Manual of Rules and Regulations, Part II,

8/12/58

SAC LETTER NO. 58-47

- 5 -

Section 7, Subsection A, Item 2d, (2), provides that all vouchers containing confidential blue slips must be sent by Registered Mail, Return Receipt Requested, the inner envelope addressed to the Assistant Director, Administrative Division, Federal Bureau of Investigation, Attention Voucher Unit. Monthly reports of confidential expenditures must be handled in the same manner. The envelope should not be marked Personal and Confidential. You should bring this matter to the attention of all employees responsible for handling the mailing of these items.

#### MONTHLY REPORTS OF CONFIDENTIAL EXPENDITURES

In examining the above-captioned reports, the Bureau has noted that the field is not being consistent in the way the expenditures are summarized on the last page. Some reports include payments made to PCIs or PSIs with those to "Sources." Payments to PCIs or PSIs should be included with "Informants" and not with "Sources." Only those payments made to Confidential Sources, Panel Sources, and Sources of Information should be included under "Sources" in the summary. Make sure that the persons responsible for the preparation and review of the report are aware of the above.





PERSONAL ATTENTION  
SAC LETTER NO. 59-69

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

November 17, 1959

WASHINGTON 25, D. C.

*In Reply, Please Refer to  
File No.*

(A) VOUCHERS - FORMS - REVISED FORM FD-37 - FBI FORM BOOK -- Form FD-37, which is used to claim reimbursement for expenses of a confidential nature, has been revised to conform to the Bureau's present needs. Three copies of the revised form are enclosed, and one copy should be placed in your FBI Form Book. The revised form should be ordered immediately from the Bureau, and your old stock destroyed upon receipt of the new supply.

The revised Form FD-37 is basically the same. However, with respect to the reference to FD-221, you are advised that in those instances when you personally make payments, or when an employee uses his personal funds to make payments, the reference to Form FD-221 should be marked out. Other items on the revised form are self-explanatory, and complete information for each must be furnished in accordance with current regulations.

Routing Slip  
0-7 (Rev. 9-5-69)

(Copies to Offices Checked)

TO: SAC,

☐ Albany  
☐ Albuquerque  
☐ Alexandria  
☐ Anchorage  
☐ Atlanta  
☐ Baltimore  
☐ Birmingham  
☐ Boston  
☐ Buffalo  
☐ Butte  
☐ Charlotte  
☐ Chicago  
☐ Cincinnati  
☐ Cleveland  
☐ Columbia  
☐ Dallas  
☐ Denver  
☐ Detroit  
☐ El Paso  
☐ Honolulu

☐ Houston  
☐ Indianapolis  
☐ Jackson  
☐ Jacksonville  
☐ Kansas City  
☐ Knoxville  
☐ Las Vegas  
☐ Little Rock  
☐ Los Angeles  
☐ Louisville  
☐ Memphis  
☐ Miami  
☐ Milwaukee  
☐ Minneapolis  
☐ Mobile  
☐ Newark  
☐ New Haven  
☐ New Orleans  
☐ New York City

☐ Norfolk  
☐ Oklahoma City  
☐ Omaha  
☐ Philadelphia  
☐ Phoenix  
☐ Pittsburgh  
☐ Portland  
☐ Richmond  
☐ Sacramento  
☐ St. Louis  
☐ Salt Lake City  
☐ San Antonio  
☐ San Diego  
☐ San Francisco  
☐ San Juan  
☐ Savannah  
☐ Seattle  
☐ Springfield

☐ Tampa  
☐ Washington Field  
☐ Quantico

TO LEGAT:

☐ Bern  
☐ Bonn  
☐ Buenos Aires  
☐ Hong Kong  
☐ London  
☐ Madrid  
☐ Mexico, D.F.  
☐ Ottawa  
☐ Paris  
☐ Rome  
☐ Tokyo

Date 6/16/70

RE: FORM FD-37  
EXPLANATION OF CHARGE FOR INFORMATION,  
"BLUE SLIP"  
FBI FORM BOOK

☒ For information ☐ Retention optional ☒ For appropriate action ☐ Surep, by \_\_\_\_\_  
☐ The enclosed is for your information. If used in a future report,  
☐ conceal all sources, ☐ paraphrase contents.  
☐ Enclosed are corrected pages from report of SA \_\_\_\_\_  
dated \_\_\_\_\_

Remarks: Enclosed is a supply of Form FD-37,  
"Explanation of Charge for Information,  
(Blue Slip)," which has been revised. Place a  
copy in the FBI Form Book. Destroy unused  
copies not bearing the revision date appearing  
on enclosed supply. Copies for LEGAT Offices,  
except for Office of Legal Attache, Ottawa, are  
for information and the FBI Form Book.

*[Signature]*  
Forms Management Desk  
Training Division

Enc.  
Bufile  
Urfile



Routing Slip  
(Rev. 9-5-69)

(Copies to Offices Checked)

TO: SAC,

☐ Albany  
☐ Albuquerque  
☐ Alexandria  
☐ Anchorage  
☐ Atlanta  
☐ Baltimore  
☐ Birmingham  
☐ Boston  
☐ Buffalo  
☐ Butte  
☐ Charlotte  
☐ Chicago  
☐ Cincinnati  
☐ Cleveland  
☐ Columbia  
☐ Dallas  
☐ Denver  
☐ Detroit  
☐ El Paso  
☐ Honolulu

☐ Houston  
☐ Indianapolis  
☐ Jackson  
☐ Jacksonville  
☐ Kansas City  
☐ Knoxville  
☐ Las Vegas  
☐ Little Rock  
☐ Los Angeles  
☐ Louisville  
☐ Memphis  
☐ Miami  
☐ Milwaukee  
☐ Minneapolis  
☐ Mobile  
☐ Newark  
☐ New Haven  
☐ New Orleans  
☐ New York City

☐ Norfolk  
☐ Oklahoma City  
☐ Omaha  
☐ Philadelphia  
☐ Phoenix  
☐ Pittsburgh  
☐ Portland  
☐ Richmond  
☐ Sacramento  
☐ St. Louis  
☐ Salt Lake City  
☐ San Antonio  
☐ San Diego  
☐ San Francisco  
☐ San Juan  
☐ Savannah  
☐ Seattle  
☐ Springfield

☐ Tampa  
☐ Washington Field  
☐ Quantico

TO LEGAT:

☐ Bern  
☐ Bonn  
☐ Buenos Aires  
☐ Hong Kong  
☐ London  
☐ Madrid  
☐ Mexico, D.F.  
☐ Ottawa  
☐ Paris  
☐ Rome  
☐ Tokyo

Date: 8/19/70

RE: FORM FD-221a

"REQUEST FOR FUNDS FOR PAYMENT TO INFORMANT"  
FBI FORM BOOK

☒ For information ☐ Retention optional ☒ For appropriate action ☐ Supp. by \_\_\_\_\_  
☐ The enclosed is for your information. If used in a future report,  
☐ conceal all sources, ☐ paraphrase contents.  
☐ Enclosed are corrected pages from report of SA \_\_\_\_\_  
dated \_\_\_\_\_

Remarks: Enclosed are three copies of Form FD-221a,  
"Request for Funds for Payment to  
Informant," which has been revised. Place one of  
the three copies in the FBI Form Book.

Request a supply of the revised form for  
your office bearing in mind it should not exceed  
your anticipated needs for a 3-month period.  
Upon receipt of the copies, destroy all other  
unused copies of FD-221a not bearing the revision  
date of 7-15-70.

Enc.  
Bufile  
Urfile

Forms Management Desk  
Training Division

644V

CITY \_\_\_\_\_

DATE \_\_\_\_\_

Request of Special Agent in Charge, FBI, \_\_\_\_\_

\_\_\_\_\_ dollars, and \_\_\_\_\_ cents,

(\$ \_\_\_\_\_), which money is to be paid by me on \_\_\_\_\_

to \_\_\_\_\_

for information concerning the case entitled \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Services: \$ \_\_\_\_\_ Federal Income Tax Withheld \$ \_\_\_\_\_

Expenses \$ \_\_\_\_\_

Signed: \_\_\_\_\_

Special Agent

Have payments been made by other Offices? ☐ No ☐ Yes (List Offices below.)

Authority (date) \_\_\_\_\_

Period Covered by Payment \_\_\_\_\_

Authorization Checked \_\_\_\_\_

Check Number \_\_\_\_\_

Receipts Received \_\_\_\_\_

Voucher Prepared \_\_\_\_\_ Item \_\_\_\_\_

Date of Actual Payment \_\_\_\_\_

By whom \_\_\_\_\_

Informant's File No. \_\_\_\_\_

Approved \_\_\_\_\_

SAC

(D) UTILIZATION OF FORM FD-221a - INFORMANT MATTERS --  
Analysis has been made of forms used in connection with informants  
(racial, criminal, security) and it has been decided that in order to  
give tighter security to these forms, form FD-221a be changed as  
follows.

In the future in filling out the above form you will utilize  
the informant's symbol designation rather than his true name. No  
change is being made in present procedures for handling Forms FD-37,  
FD-221 and informant receipts. The matter concerning security for  
all informant forms is being given continuing analysis for the purpose  
of instituting methods which will afford these matters top security.

Very truly yours, .

John Edgar Hoover

Director

*(Handwritten initials and signatures)*  
JCH  
EJH  
gmc  
JH  
Drew  
RCH

6-15-71  
SAC LETTER 71-25

- 4 -

8/3/71

CODE

SECURE TELETYPE

NITEL

TO ALL SPECIAL AGENTS IN CHARGE  
FROM DIRECTOR FBI

MONTHLY REPORT OF EXPENDITURES - CONFIDENTIAL FUND  
REBUTEL JULY TWO NINE IN CAPTIONED MATTER.

INSTRUCTIONS CONTAINED IN SAC LETTER SEVEN ONE TWO NINE  
DATED JUNE TWO NINE LAST IN CAPTIONED MATTER ARE HEREBY  
CANCELED. BEGINNING WITH JULY REPORTS TRANSMIT BY REGISTERED  
MAIL, RETURN RECEIPT REQUESTED, ADDRESSED TO ASSISTANT  
DIRECTOR, ADMINISTRATIVE DIVISION, FEDERAL BUREAU OF  
INVESTIGATION, WASHINGTON, D. C. TWO ZERO FIVE THREE FIVE,  
ATTENTION VOUCHER UNIT. DO NOT INTERMINGLE WITH OTHER MAIL.  
PREPARE REPORT IN ACCORDANCE WITH INSTRUCTIONS IN EXISTENCE  
PRIOR TO REFERENCED SAC LETTER WITH FOLLOWING EXCEPTIONS:

TITLE OF REPORT SHOULD CONSIST ONLY OF CODE WORD "BLUE,"  
FOLLOWED BY OFFICE ABBREVIATION AND DATE COVERED. WORDS SUCH  
AS "SURVEILLANCE," "INVESTIGATION," "CONFIDENTIAL," "INFORMANT,"  
"SOURCE," "CRIMINAL," "SECURITY," "RACIAL," ETC., ARE NOT TO BE

MFR:mls  
(6)

1 - Mr. Ponder

① - Mr. Row

BASED ON MEMO ROW TO CALLAHAN, 7/30/71,  
MFR:mls.



SECURE TELETYPE TO ALL SPECIAL AGENTS IN CHARGE  
RE: MONTHLY REPORT OF EXPENDITURES - CONFIDENTIAL FUND

USED ANYWHERE IN REPORT. CERTIFICATION AT END OF COVER MEMORANDUM IS TO READ "THIS IS TO CERTIFY THAT ALL ITEMS IN THIS REPORT HAVE BEEN COMPLETELY AUDITED AND ARE CORRECT." UNDER "DESCRIPTION" IN DETAILED LISTING, ONLY SYMBOL NUMBER OF INFORMANT, DATE COVERED, AND BREAKDOWN FOR SERVICES AND EXPENSES ARE TO BE SHOWN. NEVER SHOW NAME OF INFORMANT, ADDRESSES, FILE NUMBERS, TITLES OF CASES, ETC. WORDS "SERVICES" AND "EXPENSES" SHOULD BE ABBREVIATED "S" AND "E." WHERE PAYMENTS ARE MADE TO PERSONS OR PLACES NOT HAVING SYMBOL NUMBER USE LAST NAME OF PERSON OR LEGIBLE ABBREVIATION OF COMPANY. WHERE DISCLOSURE OF NAME OR ABBREVIATION MIGHT BREACH SECURITY, USE CODE WORD TO IDENTIFY PAYEE AND ADVISE BUREAU BY SECURE TELETYPE CODE WORD TRANSLATION. LAST PAGE ENTITLED "SUMMARY OF PAYMENTS TO INFORMANTS AND SOURCES" SHOULD BE MERELY LABELED "SUMMARY." FOLLOWING DESIGNATIONS SHOULD BE USED FOR WORDS APPEARING THEREON: "1" FOR CRIMINAL; "2" FOR SECURITY; "3" FOR RACIAL; "A" FOR INFORMANTS; AND "B" FOR SOURCES. WHEN SHOWING MISCELLANEOUS PAYMENTS ON LAST PAGE USE DESCRIPTIVE WORD "MISCELLANEOUS" ONLY. SAMPLE OF SUMMARY PAGE AS IT SHOULD APPEAR FOLLOWS:

SECURE TELETYPE TO ALL SPECIAL AGENTS IN CHARGE  
RE: MONTHLY REPORT OF EXPENDITURES - CONFIDENTIAL FUND

SUMMARY

1	A	\$100.00	
	B	-- --	
	TOTAL		\$100.00
2	A	\$100.00	
	B	10.00	
	TOTAL		\$110.00
3	A	\$300.00	
	B	-- --	
	TOTAL		\$300.00
TOTAL OF 1, 2, AND 3			\$510.00
MISCELLANEOUS			\$390.00
GRAND TOTAL			\$900.00

8/14/78

airtel

To: SAC, Albany

From: Acting Director, FBI

**AUTHORITY TO APPROVE LIMITED EXPENDITURES  
FOR INVESTIGATIVE OPERATIONS**

In those instances where it is essential to the successful conduct of an important investigation, SACs are authorized to expend up to \$500 from the confidential fund without prior Bureau Headquarters approval. These expenditures must be highly selective and essential to the investigative operation. Instances in which such expenditures may be appropriate include but are not necessarily limited to the following situations:

- (a) Rental of surveillance plants and support equipment on a temporary basis.
- (b) Necessary expenditures by Agents working in an undercover or covert capacity.
- (c) Rental of special automotive equipment for surveillance purposes. (Only when available Bureau equipment is not satisfactory and the case is of major importance.)
- (d) Other items necessary to the conduct of an investigation not available through normal supply or acquisition channels.

A full accounting must be maintained for such expenditures and at the time that reimbursement is requested from Bureau Headquarters for confidential funds expended, appropriate FD-37 (blue slip) must be executed for each such expenditure.

2 - All offices

END PAGE 2

JCB:raj

Airtel to Albany  
Re: Authority to Approve Limited Expenditures  
for Investigative Operations

The purpose of the above-cited changes is not to lessen accountability for appropriate action in each of these areas, but to shift the decision process to the SAC who should be in the most advantageous position to make an adequate judgment based upon the facts at hand. The Headquarters and Inspection staff will retain the responsibility for reviewing and auditing the practices in these areas.

Manual changes follow.

NOTE: The above suggestion was contained in a memorandum of Assistant Director Cleveland to Mr. Felt captioned "Organized Crime Program" dated 6/16/72, and was approved by Mr. Gray in his memorandum dated 8/8/72. Manual changes being prepared.

1-10 Via 12112

(Priority)

Date 12/14/73

Re: SAC, Albany

From: Director, FBI

**PRIORITY TO AGENCY LIMITS EXPENDITURES  
ON REGULATIVE OTHER AGENCIES**

As a result of an employee suggestion and after a review of expenditures made under captioned authority granted by Bureau 8/14/72, the Bureau feels that a uniform accounting procedure for such expenditures is needed.

In view of this, a uniform accounting procedure for 8/14/72 exp. authority is to be initiated in all field divisions and at FBIHQ effective 1/1/74.

If during the conduct of an important investigation, initiated on or after 1/1/74, it is deemed necessary to make an essential expenditure without prior Bureau authority and of the type authorized by Bureau 8/14/72, it will be necessary that a separate ledger page be prepared for each field division. This page will be filed with an enclosure in the file of the matter. It is a critical matter. Each ledger page must set forth the complete case title and field investigation file number assigned to the investigation. Also, the ledger page must include columns captioned as shown on the attached. (See Exhibit 1).

2 - All Field Offices - Enclosures (2)

(Do not type below this line)

DATE OF		VO	PERIOD		DATE		AMOUNT		TOTAL	
AUTH	PAYEE	#	COVERED		PAID		PAID		PAYMENTS	
1 Buairtel										1
2 8/14/72										2
3										3
4										4
5										5
6										6
7										7
8										8
9										9
10										10
11										11
12										12
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16										16
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23										23
24										24
25										25
26										26
27										27

## BLUE SLIP

Date: 1-2-74Place: ( )ITEM NO. 1

I certify that \$ 75.00 amount was paid (per attached Form FD-221)  
 to Bob Roe Rent-A-Car  
 on 1-2-74 date in connection with an official investigation  
 entitled JOHN DOE; BR-B (AL 00-0000)

and that payment was made as explained below.

Authority: SAC (Buairtel 8/14/72)

Period Covered: 1-2-74

Receipt Attached: ☒ Yes ☐ No Have payments been made by other Offices? ☐ Yes ☒ No  
 If Yes, list Offices under details.

Services: \$ \_\_\_\_\_ Federal Income Tax Withheld \$ \_\_\_\_\_

Expenses: \$ 75.00

Total: \$ 75.00

Details: Rental of truck necessary for a special surveillance in  
captioned matter. Regular field automotive equipment would not  
suffice in this operation.

Approved: ☐

Signed /s/

Disapproved: ☐

Title SAC or ASAC

Assistant Director  
 Administrative Division

Approved /

Special Agent in Charge



274-10063