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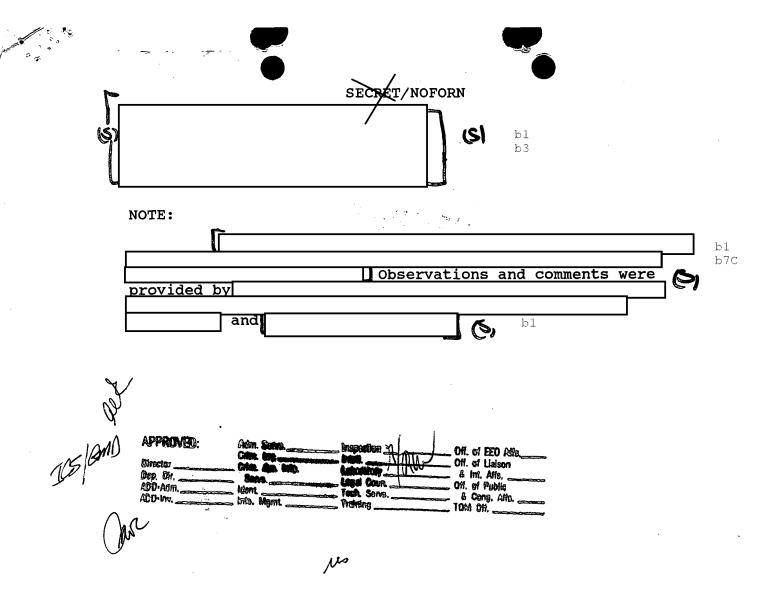
*Federal Bureau of Investigation SECRET/NOFORN

Washington, D. C. 20535

BY LIAISON

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DEPARTMENT OF JUSTICE FEDERAL BUREAU OF INVESTIGATION COMMUNICATION MESSAGE FORM

PAGE 3

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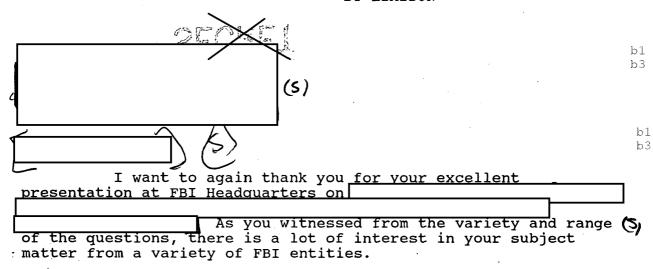


Federal Bureau of Investigation

Washington, D. C. 20535

July 24, 1992

BY LIAISON



As Employee Assistance Program activities represent a growing area in Government services, I am sure that we will be in future contact with your Office.

Thank you again.

62-80750-7930X Sincerely yours,

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March 2, 1988

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Enclosed per your request on behalf of Judge Webster is a July 29, 1980, memorandum to Mr. Mullen and Mr. Young from the Judge concerning a July 25, 1980, telephone call from

Sincerely,

John E. Collingwood Special Assistant to the Director

102- 90750-7920X1

b7C

Enclosure

1 - Director's Office (Enclosure)

1 - Mr. Collingwood (Enclosure)

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NOTE: The enclosed document was reviewed by AD Davis prior to transmittal. He raised no objection to providing the document.

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July 29, 1980

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MEMORANDUM TO MR. MULLEN MR. YOUNG

RE: TELEPHONE CALL FROM	
At approximately 6:30 p.m. Friday, Jul I returned a call placed by made earlier in the day. The note to me from mindicated that wanted to ask me a qui	
a case of a possible abuse of power. I at first of the Press Office and Mr. Young advised that had declined to talk to the Press Office and hat the conversation somewhat abruptly.	st inquired
was investigating	
His information was that we were investigating	
noted that one of two theories was part of the control of the cont	gation which cally that tal punish- that the
I explained to that I did mespond to press inquiries and that I had return in view of the serious connotations contained in and because I knew him personally. I reviewed Department's policies with respect to neither of nor denying the existence of an investigation. that in view of the seriousness of the allegatic coming particularly at a time when other allegation.	ned his call n his note with him the confirming I then stated ons, however,
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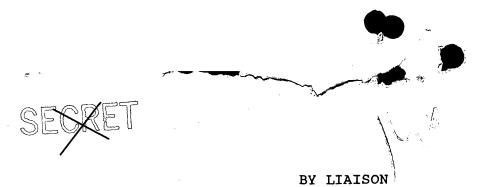
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MEMORANDUM TO MESSRS. MULLEN AND YOUNG RE: TELEPHONE CALL FROM
in the air about the Department, I would like to resolve the question if I could. I explained that I had just completed about three hours of briefings on major cases following my return from and was confident that I would have been informed of any such investigation had one been under way.
stated that he had a Sunday deadline for a Monday story and that he would probably go with it unless I was able to tell him that there was in fact no such investigation. He recognized that it was often difficult to establish a negative, especially on such short notice. I told him I would be back to him and then got in touch with Mr. Mullen who was unaware of any such investigation. I talked to Mr. Monroe who was likewise unaware of any such
investigation. Mr. Mullen was then able to reach
who would have had program responsibility for any such investigation at Headquarters and he was unaware of any such investigation. Mr. Mullen then had the indices at Headquarters checked and called New York and had the indices
checked there. All results were negative.
I then advised of the steps we had taken and told him that on the basis of these inquiries I was positive that no such investigation of was in the FBI. I suggested that he might want to inquire elsewhere
to determine whether there was
thanked me for having taken the extra steps to assure myself of the facts and indicated that he accordingly would write nothing about the investigation

William H. Webster Director

since it was apparently nonexistent.

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	relating forwarded	Thank you for your memorandum of February 2, 1993 egun to respond to your follow-up questions	
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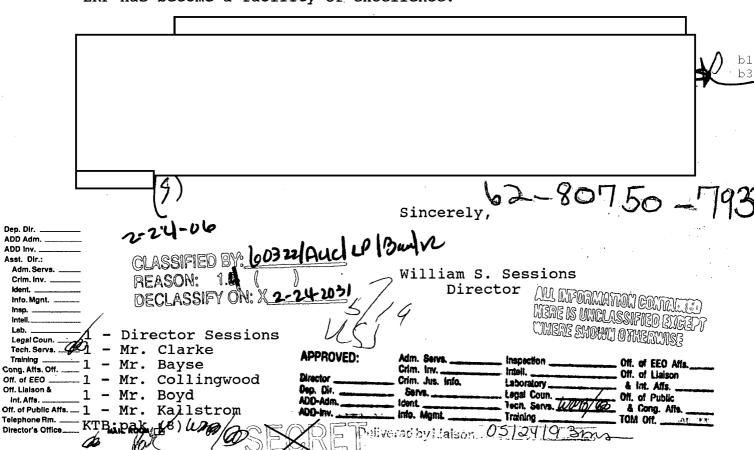
May 19, 1993

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Several years ago we were pleased to have you as a guest at our Engineering Research Facility (ERF) at Quantico, then under construction. I am gratified to report that since your visit, the structure has grown from a single pod to a full, 4-pod building, 880 feet in length, where engineers practice their profession using the latest technology in computer-aided design, development, and manufacturing. Many features of the ERF were planned to ensure an environment which facilitated rapid response to our users with services and advanced technology required to gain intelligence and collect evidence. To our valued technical employees and the user community they serve, the ERF has become a facility of excellence.



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Director's Office

Dep. Dir._

| Mr. Gow | Date 7/9/93 | b7c | Subject : (3) | b1 | b3

b1 b3

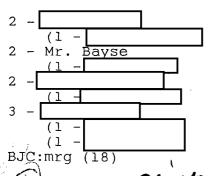
RECOMMENDATIONS: The following recommendations are intended to reinforce the existing procedures for using, processing and retrieving CIA documents.

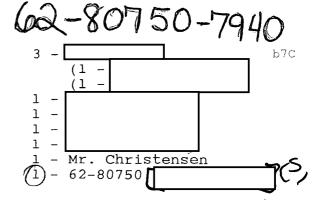
(1) That CID and INTD develop procedures to communicate special investigative needs so that when investigative responsibilities overlap, program managers can coordinate in an effective and efficient manner.

APPROVED: Adm. Solve. Inspection 9th of SEO Atts. 0

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ALL INFORMATION CONTAINED NERE IS UNCLASSIFIED EXCEPT CLIEVE SHOWN OTHERWISE





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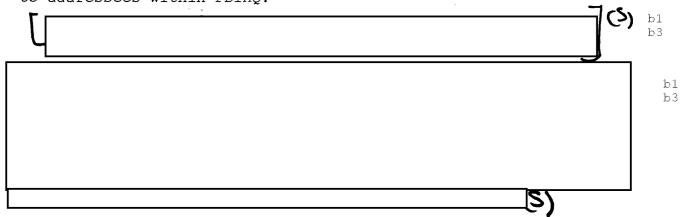
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Memorandum from to Mr. Gow dated 7/9/93 Re:	b1 b3
(2) That IMD prepare a memorandum to all FBIHQ Division/Offices emphasizing the significance of marking communications for proper indexing so as to ensure timely retrieval.	
Commonwell	,
(3) That IMD institute a training program in incand information management procedures for all FBIHQ person That OLIA participate in IMD training programs by providing instruction regarding the use of CIA documents.	nel.
APPROVED: Adm. Sorve. Inspection Uff. of ESR Affa. Director 10 cm. tox toxet. 0 cm. tox Director 10 cm. dor toto. Laboratory 2cm. doi: 10. doi:	
<u>DETAILS</u> : The Office of Liaison and International <u>Affairs</u> was requested to chair a working group to review	b1 b3
Investigation (FBI). OLIA Unit Chief (UC) a group consisting of SSA Officer Criminal Investigative Division (CID) UCs and SSA Information Management Division (IMD) Assistant Section Ch (ASD) Intelligence Division (INTD) SSA	au of (S) haired (S)
and Technical Services Division (TSD) ASC CURRENT PROCEDURES FOR HANDLING INCOMING TELETYPES	
	b1
	(2)

Memorandu Re:	um from	to M	1r. Gow da	ated 7/9/93 (S) b1 b3	b7C	
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,	Teletunes	received fr	Som 4:00 1	o.m. to 6:0	n a.m. are	

Teletypes received from 4:00 p.m. to 6:00 a.m. are distributed by IMD, Special File Room (SFR) beginning at 6:45 a.m. All immediate teletypes are taken to the Strategic Information Operations Center (SIOC) during the evening hours. If no action is taken by SIOC, the immediate teletypes are returned to IMD for morning delivery.

All Top Secret and Compartmented messages are routed electronically to IMD, Special File Room (SFR), where they are printed, an FD-501 Form is attached, and they are distributed to addressees within FBIHQ.



INFORMATION RETRIEVAL

If the teletype or other mail contains information of value to more than one investigative program, it is the responsibility of the Special Agent Program Manager or Analyst who receives the original to ensure that a copy is provided to the appropriate units within FBIHQ. It is the responsibility of the Agent who receives the original communication to take the

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required action or coordinate the required action with other investigative units. This includes all indexing and the notation of a file number on the communication. If no file exists, it includes requesting IMD to create a file. Recently, IMD has advised of cases where proper indexing would have facilitated document retrieval.

It is also the responsibility of the Agent to determine if the communication contains any information which may be of permanent value to an FBI program and should be retained. If the agent/analysts determines the communication is of value and should be retained it is his/her responsibility to mark the communication for indexing and direct it to a specific file. If the agent/analyst determines the communication has no value to the FBI, it is his/her responsibility to destroy the communication. Obviously, if destoyed the document will not be retrievable at a later time.

retrievable at a later time.

In conclusion, the working group found no reason to make changes in the current procedures used for processing and retrieving documents received from the CIA. However, the group did make recommendations aimed at providing additional instruction and guidance for FBIHQ Program Managers and Analyst. These recommendations include the development of procedures between CID and INTD to communicate special investigative needs so that when investigative responsibilities overlap, program managers can coordinate in an effective and efficient manner. It is also recommended that IMD submit a memorandum to all FBIHQ Divisions/Offices emphasizing the importance of marking communications for proper indexing to ensure retrieval. It is further recommended that IMD institute a training program regarding indexing and information management procedures for all personnel at FBIHQ with responsibility for managing investigations and/or investigative programs. OLIA should participate in IMD training programs by providing instruction regarding the use of CIA documents.