

JFK ASSASSINATION SYSTEM
IDENTIFICATION FORM

AGENCY INFORMATION

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CHARGE-OUT RECORD

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DIVISION/OFFICE J. E. K. ASSASSINATION REVIEW BOARD		TELEPHONE NO. 611.0
NAME/SUBJECT/BOX NO. Check List		FILE NO. ✓
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DESCRIPTION OF CONTENTS Protection	FOLDER TITLE	BOX # 2 CP/04:02-5-3
TYPE OF FILE <input type="checkbox"/> Personnel <input type="checkbox"/> Investigative <input type="checkbox"/> Administrative <input type="checkbox"/> Protective		
CLASSIFICATION <input type="checkbox"/> Top Secret <input type="checkbox"/> Secret <input type="checkbox"/> Confidential <input type="checkbox"/> LOU <input type="checkbox"/> Private <input type="checkbox"/>		
CONDITION OF FILE <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor		
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TREASURY DEPARTMENT
UNITED STATES SECRET SERVICE

WASHINGTON, D.C. 20220

OFFICE OF THE CHIEF

September 25, 1964

611.0

MEMORANDUM

To : Special ^{John} Agents in Charge and Resident Agents
From : Chief
Subjects: Check List for Use by Secret Service on Advance
Presidential Security Surveys.

Information Outline for Use if Desired by Local
Enforcement Agencies on Advance Presidential
Security Surveys.

Attached are copies of a detailed Check List for use in making Advance Surveys regarding Presidential Protection. This should be helpful in insuring that every item connected with a Survey is considered. The completed list, signed by the Special Agent(s) making the Survey, will be attached to the Final Survey Report.

Also attached are copies of an "Information Outline" for use if desired by Local Enforcement Agencies in making Surveys regarding Presidential Protection. It is very important that this Outline be made available for use of other agencies, if they wish to use it. Under no circumstances should it be indicated that this Service wants it to be used, and no suggestion to use it should be made. The decision to use it will rest with the other agency. If it is to be used, make it clear in briefings that this Outline is very general and covers only some of the factors involved in any Security Survey. It is intended only as a guideline and is not expected to meet all, or even many, of the situations likely to be encountered in a Survey.

James J. Rowley

Attachments

UNITED STATES SECRET SERVICECHECK LIST
ADVANCE PRESIDENTIAL SECURITY

If additional comments are in order on any item, show under "REMARKS," keyed to Section and Item No., i.e. - "V-13".

I. ASSIGNMENT TO THE ADVANCE

1. Name of SA or SA's Assigned _____
2. Date of Event _____ Location _____
3. Date Assigned _____ By _____
4. Date Briefed _____ By _____
5. Visit "On Record" _____ "Off Record" _____
6. Overnight _____ Hotel or Residence _____ Motorcade _____
7. President's Transportation - Plane - Helicopter - Train (circle one)
8. Name-Location of Airport _____
9. Name-Location of Heliport _____
10. Name-Location of Train Depot _____
11. Contact Man for Event _____ Telephone _____
12. Political Advance Man _____ Telephone _____
13. Car Contact _____ Telephone _____
14. WHCA Representative _____
15. Have Arrangements been made for WHCA Telephones _____

II. PRIOR TO DEPARTURE OF ADVANCE AGENT

Have You:

1. Obtained Motorcade Numbered Stickers _____
2. Obtained Temporary Identification _____
3. Obtained Pictures of Permanent Identification for Police. _____
4. Obtained Press Identification _____
5. Notified SAIC of District by Telephone of the Event _____
6. Sent OM Confirmation of Telephone Call to District SAIC.. _____
7. Notified PRS of the Event _____
8. Name of Person Notified and Date _____
9. Advised PRS of Material Changes in the Event which would
Affect PRS Activities _____

III. ARRIVAL AT LOCATION OF ADVANCE

Have You:

1. Met with SAIC in District of Event and Briefed Him _____
2. Visited or Telephoned Event Contact Man and Discussed
Itinerary _____
3. Arranged Meeting with Police and Fire Departments _____
4. Arranged Survey Schedules for - Route - Airport -
Building - Place of Event - Motorcade - Heliport - Hotel -
Residence - (Circle Appropriate Words) _____
5. Arranged for Type and Number of Cars Required _____
6. Arranged for Car Contact and Obtained Telephone Number .. _____
7. Discussed with Local SAIC, and Had Local Files Checked
for any Record of Deficiencies in Previous Advance
Surveys at this Location, to Prevent any Recurrence _____
8. Arranged Crowd Control Fence and Barricades if needed ... _____
9. Recorded Time and Distances Between All Points of
Travel _____
10. Arranged for Command Post _____
Name of Person Who Will Operate Command Post: _____
11. Briefed all Police on Posts and Assignments (See Special
Section on Briefings.) _____

IV. POLICE AND LAW ENFORCEMENT BRIEFINGS

It is absolutely imperative that the following vital factors be covered at every briefing of police and any other law enforcement agency:

Have You:

1. Advised all enforcement contacts that their participants must face the crowd, traffic, or area of responsibility or danger source, and NOT TO TURN TOWARD THE PRESIDENT? _____
2. Advised all Semi-Military, Military, State Police, or similar cooperating enforcement agencies that their participants are NOT TO SALUTE OR STAND AT ATTENTION when the President passes, either driving or walking?.... _____
3. Advised all enforcement contacts that their participants are not to relax or watch the President or motorcade after he passes, but to be watchful until the President is completely out of sight and the post is relieved? _____
4. Arranged that all enforcement officers not wearing uniforms who are assigned to roof tops, bridges, etc. be identified by wearing a helmet, or anything else which will identify them as enforcement agents? _____
5. Made it known to local committee and/or political advance man that this Service is to be informed of all changes even though such changes do not seem to have any security aspects - this because of the effect it may have on part of the movement; all of the activities, transportation, ceremonies, etc? _____
6. Advised local enforcement agencies of the availability of the "Information Outline" which they are welcome to use if they wish? DO NOT URGE ITS USE. BE CAREFUL NOT TO SUGGEST WE WANT IT USED _____

V. SURVEYS

Airport - Heliport - Train Station

Have You:

1. Met with Manager of Terminal-Airport-Heliport-Train Station
2. Met with FAA Representative (air travel)
3. Met with USAF Presidential Advance Man
4. Met with Railway Police
5. Briefed Police and Fire Departments
6. Discussed with Political Advance (if political)
7. Met with Contact Man for Advance
8. Selected AF-One Parking Place
9. Arranged Plane Security
10. Selected Press Section
11. Arranged for Physical Barrier
12. Selected Public Area
13. Arranged for Physical Barrier
14. Surveyed Outer Perimeter
15. Set up Checkpoints
16. Surveyed Inner Perimeter
17. Set up Checkpoints
18. Arranged for Ambulance
19. Arranged for Crash Equipment
20. Arranged Runway Security
21. Arranged Baggage Security
22. Arranged for Baggage Trucks
23. Arranged Identification for Police
24. Arranged for VIP Reception
25. Arranged Press Identification for WH and Local
26. Arranged for Photographs for Report, if possible
27. Secured Maps and Made Diagrams

VI. MOTORCADE

Have You:

1. Arranged with Police and Fire Departments
2. Discussed with Contact Man for Event
3. Discussed with Political Advance Man (if political)
4. Selected Route with Police and Others

- 5. Decided on Cars to be Used - Washington and other
- 6. Arranged with Car Contact re Total Cars
- 7. Arranged Security for Presidential and Follow-up Cars ...
- 8. Arranged the number and place of vehicles in motorcade
- 9. Number and arrangement of press buses
- 10. Briefed all Drivers
- 11. Made a dry run of route
- 12. Arranged for type of escort
- 13. Arranged Radio Control ("Charlie" frequency) for Presidential car - Lead Car - Follow-up Car
- 14. Briefed Police on Type of Escort
- 15. If motorcade goes through more than one jurisdiction, has each been contacted, and escort and other activities been coordinated between police

VII. HOTEL AND/OR RESIDENCE

Have You:

- 1. Met with Manager and/or Owner
- 2. Met with Police and Fire Departments and Hotel Security..
- 3. Discussed with Contact Man for Event
- 4. Discussed with Political Advance Man (if political)
- 5. Selected the Suite to be Occupied
- 6. Assigned Rooms
- 7. Made Suite and Room Diagrams
- 8. Obtained Photographs
- 9. Made Physical Survey of Suite and all Adjacent Rooms
- 10. Set up Checkpoints
- 11. Selected Security Room
- 12. Made Post Assignments
- 13. Obtained Extra Keys to Suite or Residence
- 14. Arranged Gift and Package Inspection
- 15. Arranged Technical "Sweep"
- 16. Notified PRS
- Name of Person Notified and Date _____
- 17. Made Fire Equipment Survey with Representative of Fire Department
- 18. Briefed Police and Firemen
- 19. Arranged for Instructing Police and Firemen on Security and Established Post Assignments for Them

- 20. Inspected the Elevator
- 21. Made Name Checks on Waiters - Elevator Operators -
Maids - Entertainers - Cooks and Others who will be
Near the President (Minimum information to be submitted
to PRS is full name, present address, and date and place
of birth.)
- 22. Made Check Lists for Head Table - Reception Guests, etc..
- 23. Determined Locations of Comfort Stations and Provided
for a Waiting Room
- 24. Located WHCA Telephones

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VIII. ROUTE

Have You - Working with Local Police at all Times:

- 1. Made Surveys Regarding Escorts - Intersection Control -
Underpasses - Overpasses - Railroad Bridges - Sewers -
Manhole Inspections - Drawbridges
- 2. Obtained Hospital Locations and Telephone Numbers and
Selected Emergency Routes
- 3. Made Observation by Security Helicopter

IX. BUILDINGS

Have You:

- 1. Met with Police and Building Security, if any
- 2. Selected Most Dangerous Buildings in Connection with
Route of Motorcade
- 3. Selected Police and Special Agent Post Requirements for
Roof Tops
- 4. Contacted Owners or Managers of Buildings Along the
Route and Briefed Them
- 5. Arranged for Radio Contact ("Baker" Frequency) for
Police and Special Agents Along Route and Buildings
- 6. Briefed Police and Special Agents on Post Assignments ...

X. PRESS

Have You:

- 1. Met with Contact Man for the Event _____
- 2. Discussed with Political Advance Man (if political) _____
- 3. Determined if Local Press Representative will be Named .. _____
- 4. Contacted Presidential Press Secretary's Office with
Any Press Problems _____
- 5. Obtained White House Press Identification _____
- 6. Arranged for Local Press Identification _____
- 7. Arranged with White House Transportation Office re Press
Motorcade Transportation and Press Baggage Security _____
- 8. Briefed Local Police on Press Matters, Identification,
etc. _____

XI. SAIC - WHITE HOUSE DETAIL

Have You:

- 1. Cleared with SAIC of Office for List of Personnel
Assigned to Trip _____
- 2. Referred problems re schedules, transportation, and press
for handling by SAIC of Office with Presidential Secre-
taries _____
- 3. Arranged with SAIC of Office on Delivery of Preliminary
Survey Report _____
- 4. Arranged with SAIC of Office for Additional Personnel to
be Obtained from Other Departments, if needed _____

XII. MISCELLANEOUS

Have You:

- 1. Obtained Names and Titles of Those Attending Survey
Meetings _____
- 2. Arranged with White House Transportation Office re Flags,
Seals and Rostrums _____
- 3. Contacted Local Pure Food and Drug Administration When
Required _____

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XIII. REMARKS

Signature

Signature

Date and Place

UNITED STATES SECRET SERVICE

INFORMATION OUTLINE

Advance Presidential Security

For Use by Local Enforcement Agencies if they Wish to Use it.

NOTE: This Outline is available to any enforcement agency wishing to use it - with the clear understanding that it is only a general outline and obviously covers only some of the factors involved in arranging security. In no sense is it intended to meet all situations.

Visit of: _____

To: _____

Purpose of Visit: _____

Briefing Session with Secret Service at _____ on _____

Place of Arrival of Party _____ Date _____

Time _____ Track or Hangar No. _____ No. in Party _____

Principal Dignitaries Accompanying _____

Ceremonies at Airport _____

Who Will Meet President-Vice President at Airport _____

Local Dignitaries Accompanying Person Meeting Him _____

PRESS ARRANGEMENTS

Press Arrangements at Airport-Station _____

Is Regular Press Card Good for this Event _____

White House Press Card _____

Will Press Travel with Motorcade from Airport _____

How will They Travel _____

Number of Vehicles Used by Press _____

Other Information _____

IDENTIFICATION

Type of Identification for Non-Uniformed Enforcement Officers _____

_____ for
Type to be Used for Secret Service _____ for

Local Police-Sheriffs _____

Type for Uniformed Other - Such as Port Authority - Building Security - Bridge-
Tunnel Police, etc. _____

Type for Other than Enforcement Officers - i.e., Telephone Staff - Messengers,
etc. _____

ROUTES OF TRAVEL

Time of Departure from Arrival Location _____

Travel by Helicopter - Automobile _____

Destination _____

Route to be Followed _____

Alternate Route, If Any _____

Time of Arrival at Location _____

LOCATION OF EVENT

Name of Location and Entrance which President will Use on Entering _____

Will he Leave by Same Entrance - If not, which one _____

Time he Will Leave _____ Same Route Used Coming In? If not,
show New Route _____

Special Security Arrangements - Specify _____

Picketing Expected? _____

Section Arranged for Pickets, If Any _____ Specify Where _____
