

File #:

62-116395

Serial Scope:

477- Bulky

**DO NOT
DESTROY**
FOIPA# _____

4-331 (Rev. 11-13-75)

62-116395-477

BULKY ENCLOSURE

BIN # R+1

ROOM 1B-873

Abstract
XEROX COPY OF ~~COVER LETTER~~ ENCLOSED

62-116395-477

2
*entl.
88

TEB:lek 7/18/75

THE ATTORNEY GENERAL UNITED STATES SENATE SELECT
COMMITTEE ON INTELLIGENCE
ACTIVITIES (SSC)

By let 5/14/75, with attached appendices the SSC
reqstd certn documents & other info from the FBI.
Enclosed for ur approval & forwarding to the
Committee is the original of a memo contng a
response to 1 of the Committee's requests. A
copy of this memo is being furnished for ur
records.

183-10291

Additional SAC Letters and Memoranda Relating to Technical Surveillance:

1960: 60-K (12/13/60) - PREVIOUSLY FURNISHED PURSUANT TO INITIAL
REQUEST AND THEREFORE NOT INCLUDED HEREIN.

1961: 61-2 (1/10/61)
61-32 (6/13/61)

1962: 62-1 (1/2/62)
62-D (2/23/62)
62-49 (9/13/62) - 9/18/62
62-56 (10/9/62)

1963: 63-1 (1/8/63)

1964: 64-28 (6/2/64)
64-26 (5/19/64)(mail covers)
64-51 (10/20/64)

1965: 65-4 (1/26/65)
65-15 (3/23/65)(CIA)
65-46 (8/24/65)
65-49 (9/1/65)

1966: 66-25 (4/26/66)
66-81 (12/27/66)

1967: 67-59 (10/3/67)

1968: 68-24 (4/23/68)

1969: 69-19 (3/18/69)
69-21 (4/1/69)

1970: 70-25 (5/5/70)
70-66 (11/24/70)

1971: 71-7 (2/16/71)
71-59 (12/14/71)

1972: None

1973: 37-73 (10/11/73) - 9/11/73

1974: None

Reviewed by J. Dick 8/11/75
Access granted to Mike Spriani, SSC 8/13/75

UNEXCISED

VERSION OF 3

SAC kept in this PKG.

(NOT to be shown
SSC)



PERSONAL ATTENTION
SAC LETTER NO. 61-2
UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to
File No.

January 10, 1961

WASHINGTON 25, D. C.

(A) TRAINING - AGENTS - TECHNICAL - SCIENTIFIC TRAINING RECORD - FORM FD-41 - FBI FORM BOOK -- Inasmuch as technical training and technical conferences are now held on an annual basis rather than on a semiannual basis, it has become necessary to revise Form FD-41, "Scientific Training Record." FD-41 is used by field offices to show attendance at technical conferences and to show that Agents have completed the required phases of technical training. Three copies of revised FD-41 are enclosed, one of which should be placed in the FBI Form Book. A supply of the revised form is being sent under separate cover. Upon receipt of the revised form, all other unused copies of the form should be destroyed.

1/10/61
SAC LETTER NO. 61-2.

(B) TRAINING - FIREARMS AND DEFENSIVE TACTICS - CALENDAR YEAR 1961 -- There is attached the Field Firearms and Defensive Tactics Training Program for the calendar year 1961. This attachment should be studied by the firearms and defensive tactics instructors handling the training in your Division in order that the training may be uniform in the field.

1/10/61
SAC LETTER NO. 61-2

(C) RESTORATION RIGHTS FOLLOWING MILITARY SERVICE - FBI FORM BOOK -- Reference is made to SAC Letter 60-43, item F. Enclosed are three copies of revised Form FD-183. Also enclosed are three copies of new form FD-333 which should be executed during your interview of those employees leaving to enter military service. This form should be forwarded to the Bureau along with the letter of resignation and exit interview. One copy of each form should be placed in the FBI Form Book. The forms provide, in accordance with an amendment to the Universal Military Training and Service Act, that those who exercise reinstatement rights following rejection for military service must report back to work promptly following rejection (as they would following expiration of scheduled annual leave) or within a reasonable time thereafter if delayed return is due to factors beyond their control. Those rejectees who exercise reinstatement rights but fail to return promptly in accordance with the law shall be subject to administrative action as unauthorized absentees. When rejectees return, advise the Bureau and check

the appropriate local draft board or the military installation where rejected to confirm reason for rejection and advise Bureau of results. Should any rejectee delay his return so that he would be considered an unauthorized absentee, submit his explanation for the delay along with your recommendation as to any administrative action.

The Manual of Rules and Regulations is being revised and should be consulted particularly for more detailed instructions concerning return of rejectees. An ample supply of the forms aforementioned will be forwarded under separate cover.

1/10/61

SAC LETTER NO. 61-2

(D) ~~SEARCHING~~ CHINESE NAMES -- Reference is made to SAC Letter 55-49, 7-26-55, instructing that searches of three-part Chinese names be made in every possible sequential combination and that only one index card be prepared on such names. Experience in the Bureau's Records Branch has indicated that although the order of the three components of a Chinese name may change, the clockwise sequence of such names has never been disturbed. For example, "CHEN TSE TUNG" might be received as "TUNG CHEN TSE" but never as "CHEN TUNG TSE." Therefore effective immediately you are instructed to have such names searched in three ways. "CHEN TSE TUNG" would be searched:

1. CHEN, TSE TUNG
2. TSE, TUNG CHEN
3. TUNG, CHEN TSE

Instructions with respect to the preparation of index cards on such names remain the same. The new searching procedure should be utilized with Korean and Japanese names where applicable.

1/10/61

SAC LETTER NO. 61-2

- 2 -

(E) ~~W~~ BANK ROBBERY ~~U~~ INVESTIGATIVE AID -- As a further means of insuring prompt receipt of information when bank robberies occur in your territory, you should consider the advisability of using small stickers, bearing the name and telephone number of your office. These stickers could be pasted near the telephone, either on a phone book, adjacent wall, or other suitable location. If you feel the use of such stickers is practical, the Bureau will furnish a supply to you upon receipt of the number desired and the name and telephone number of your office. You are authorized to distribute them by circular letter to those banks whose activities lie within the Bureau's jurisdiction. A facsimile of the sticker is depicted below.

F.B.I.
Pittsburgh, Pa.
GRant 1-2000

Very truly yours,

John Edgar Hoover

Director

Enclosures for (A), (B) & (C)

1/10/61
SAC LETTER NO. 61-2

- 3 -



PERSONAL ATTENTION
SAC LETTER NO. 61-32

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to
File No.

June 13, 1961

WASHINGTON 25, D. C.

(A) ~~PHOTOGRAPHIC EQUIPMENT - USE OF LIGHT BACKGROUND WHEN USING PHOTORECORD CAMERA~~ -- It has been noted that some of the field divisions when using the photorecord camera use a dark background. You should, whenever possible, use a light background when making exposures with this camera. Better negatives and better enlargements will result.

6/13/61
SAC LETTER NO. 61-32

(B) ~~TELEVISION SCRIPT - "A VISIT TO FBI HEADQUARTERS"~~ -- Attached are six copies of captioned script which can be made available to cooperative television stations in your territory. It details a tour of Bureau Headquarters. To illustrate this script, 2" by 2" slides or photographs are available at the Bureau and may be secured on request by routing slip marked, "Attention: Crime Research Section." All slides and photographs must be returned to Bureau following their use.

6/13/61
SAC LETTER NO. 61-32

(C) ~~KEYS - ISSUANCE OF TO OFFICE PERSONNEL~~ -- Recently a clerical employee in one of the offices lost the front door key to the office. This put the Bureau to the expense of replacing the lock and issuing new keys. You should insure that office keys are issued only to employees who need them for the performance of their duties. You will be held responsible for insuring that a system of strict accountability exists in your office for the issuance of office keys.

6/13/61
SAC LETTER NO. 61-32

(D) ~~PHOTOGRAPHIC EQUIPMENT - USE OF COLOR PHOTOGRAPHS~~ -- It should be brought to the attention of all investigative personnel that color photographs should be appropriately considered during the course of all investigations when circumstances are such as to make them technically feasible and desirable and where color contrast may be a factor in the evaluation of the evidence. Color film may be especially helpful and important, for example, in photographing blood, clothing, and all hued evidence at a crime scene, and bruises or other body markings in a civil rights matter involving alleged brutality.

(E) AUTOMOBILES - SALE OF BUREAU CARS - Accounting documents prepared by the General Services Administration on or after July 1, 1961, covering deposits of proceeds from sale of Bureau cars must show the station symbol, 15-02-0001. It will be shown in space number (1) on Certificate of Deposit (SF-219) and space number (2) will be left blank. When SF-1081 is used in lieu of a Certificate of Deposit, the "Pay to" block will show "Justice, FBI, 15-02-0001, Washington 25, D. C." You are instructed to furnish this number to General Services Administration in connection with sales made after June 30, 1961.

6/13/61
SAC LETTER NO. 61-32

- 2 -

(F) EMBEZZLEMENTS IN BUREAU CASES - On May 15, 1961, in the case of James vs. United States, the Supreme Court held that money obtained by embezzlement must be reported by the embezzler in his Federal Income Tax Return for the year in which the embezzlement took place. This decision applies only to those returns filed subsequent to the date of this decision and does not include any returns filed prior to May 15, 1961.

In the future when you identify a subject in a Bureau case involving embezzlement of funds, you should furnish the necessary information including the name and location of the embezzler, and the amount of the embezzlement to the nearest Director of Internal Revenue. This can be done after Bureau's interests are safeguarded.

6/13/61
SAC LETTER NO. 61-32

(G) AREA REDEVELOPMENT ACT - PUBLIC LAW 87-27 - FRAUD AGAINST THE GOVERNMENT - EMBEZZLEMENT OF GOVERNMENT PROPERTY -- Captioned Law, which was signed by the President on May 1, 1961, was designed for the stated purpose of alleviating conditions of unemployment and underemployment in certain economically distressed areas.

Section 18(a) of this Law provides a fine of not more than \$10,000 or imprisonment for not over five years, or both, for any false statement in order to obtain financial assistance under or to influence the administration of this Act.

Section 18(b) provides the same penalty for anyone connected with the administration of this Law who is guilty of embezzlement, false entries, fraudulent sharing in benefits of transactions under the Act, investing in companies receiving assistance thereunder, or giving unauthorized information affecting the value of securities.

In response to Bureau inquiry, the Deputy Attorney General on May 24, 1961, advised that the Bureau has jurisdiction over such offenses. Handle any reported violations under the appropriate classification, as Fraud Against the Government, Fraud Against the Government & Conflict of Interest, or Embezzlement of Government Property.

6/13/61
SAC LETTER NO. 61-32

- 3 -

(H) BANK ROBBERY MATTERS -- In those cases where the initial teletype to the Bureau in bank robbery investigations sets forth a succinct summary of the modus operandi and description of the unknown subjects involved, it is not necessary for the office of origin to prepare a separate memorandum for dissemination of this information to surrounding field divisions. The initial teletype may be utilized for this purpose and to set forth leads concerning contacts with logical criminal informants and pertinent police agencies. In cases where immediate handling is not required, such leads may be set forth by disseminating copies of the initial teletype by mail or airmail to the surrounding offices. In those cases where sufficient information is not available at the time of preparation of the initial teletype to the Bureau, it will be necessary for the office of origin to continue the present practice of preparing a separate communication for dissemination to surrounding field divisions.

All field divisions must continue to exercise good judgment in the dissemination of voluminous bank robbery reports to surrounding offices. Copies of investigative reports should not be directed to offices merely because they were recipients of the modus operandi communication. Reports should be sent to auxiliary offices only in those cases where they are absolutely necessary in order to carry out investigations in the auxiliary office receiving such a copy.

During the preparation of investigative reports in bank robbery matters the Agent preparing same must be certain that he complies with present Bureau regulations prohibiting inclusion of negative nonpertinent information in the details of the investigative report. The inclusion of such information tends to make these reports unnecessarily voluminous and serves no useful purpose.

Very truly yours,

John Edgar Hoover

Director

Enclosures for (B)

6/13/61
SAC LETTER NO. 61-32

- 4 -



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

January 2, 1962

WASHINGTON 25, D. C.

In Reply, Please Refer to

File No.

- (A) TELEPHONES - ECONOMY - FBI FORM BOOK --
Semiannual Desk-to-Desk Telephone Survey

The first of captioned surveys for 1962 should be completed in January, 1962. Because of the constantly increasing cost of communications equipment and services, it is imperative that any equipment not required for efficient day-to-day operation be taken out of service. I want each office to make a thorough inspection of its telephone system and remove any telephone equipment not absolutely required. At the completion of the survey, an itemization of the equipment removed and its monthly cost should be mailed to reach the Bureau by February 14, 1962.

Form FD-344, Report of Telephone Equipment in Field Headquarters

Twenty-five copies of captioned form are attached. One copy should be placed in the FBI Form Book. Complete the form and the attachment it calls for. Forward the original and two carbon copies of each to reach the Bureau no later than January 15, 1962. One copy of this information should be made and retained for your records. The information called for in referenced form should be helpful to you in making your semiannual telephone surveys and will be of considerable value to the Bureau in evaluating recommendations from the field concerning telephone systems. Beginning with the second semiannual desk-to-desk telephone survey for 1962, to be made in July, 1962, the form and its attachment should be submitted to the Bureau in triplicate with the survey reports and at any time a major change is made to your telephone system. Between submissions of the form, minor changes in the system should be reported to the Bureau.

1/2/62

SAC LETTER NO. 62-1

- (B) TRAINING - AGENTS' ANNUAL TECHNICAL TRAINING - 1962 -- Enclosed for each office are five copies of captioned training program.

1/2/62

SAC LETTER NO. 62-1

- (C) TRAINING - FIREARMS AND DEFENSIVE TACTICS - CALENDAR YEAR 1962 -- Attached are copies of the Field Firearms and Defensive Tactics Training Program for the 1962 calendar year. To insure uniform training in the field the attachment should be studied by the Firearms and Defensive Tactics Instructors in your Division.

(D) FBI LAW ENFORCEMENT BULLETIN -- Over the years, the FBI Law Enforcement Bulletin has been recognized as one of the outstanding publications in the law enforcement field. A great amount of credit for its high standing is attributable to the field offices which have furnished the Bureau with excellent ideas and suggestions for articles. This is a very vital phase of the Bulletin program, and each SAC should insure that his office is constantly on the alert for new and unusual ideas and progressive procedures and techniques which can be used in the Bulletin. As in the past, three suggestions are requested from each field division for potential Bulletin articles in 1962 for each state within its territory. These suggestions should be made in accordance with previous instructions which are reiterated below, and should reach the Bureau, Attention: Crime Records Division, no later than February 20, 1962.

The proper procedure for Bureau field offices to follow in connection with articles for the FBI Law Enforcement Bulletin is to submit suggestions for articles together with an explanatory paragraph or two stating the nature of the suggested article, who will write it and the names of the persons and organizations likely to be mentioned in it. Do not discuss the suggestion with the proposed author or any person outside the Bureau or submit articles ready to print. In either of these latter two cases there is apt to be considerable embarrassment to both the field office and the Bureau should it be found necessary to disapprove the suggestion or the article.

Insofar as diplomatically possible, officers should be discouraged from submitting unsolicited articles. If you consider it wise to accept such an article, advise the author that there is a big demand for the limited space in the Bulletin and that you cannot promise when, or whether, the article will be published. If the officer furnishes a suggestion only, send it to the Bureau by letter.

An office which has submitted at least three suggestions during the calendar year will be considered to have fulfilled its obligations, pending further advice from the Bureau. If one or more of the suggestions are approved, the articles will be ordered by the Bureau at such time as they can be fitted into the printing schedule. If none are approved, the office will be directed to submit additional suggestions.

You will be expected to place particular emphasis on suggesting the best material available in your field office territory.

1/2/62

SAC LETTER NO. 62-1

- 2 -

