File #:

62-116395

Serial Scope:

477 - Bulky

Released under the John F. Kennedy Assassination Records Collection Act of 1992 (44 USC 2107 Note). Case#:NW 55063 Date: 11-20-2017

1960

Reviewed by 8/4/75
Reviewed by 8/11/75
J. Dick

Access M. Epstein
8/13/75 SFP

PERSONAL
NO NUMBER SAC LETTER 60-A

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to File No.

January 15, 1960

WASHINGTON 25, D. C.

RE: BUREAU CODES

Change No. 3 to KAM-1/TSEC, Repair and Maintenance Instructions for TSEC/KL-7(AFSAM 7)-Joint, being disseminated as follows: one to each office except Washington Field; one to Code Room, Seat of Government; five to Bureau's Relocation Site.

Comply with Letter of Promulgation which appears on front cover. Page 3, entitled List of Effective Pages, through page 226, shall be inserted as in the case of other manuals and superseded pages removed. Revisions listed as Corrections and Instructions, pages 3 and 4, should then be handled. Check Manual for completeness and accuracy and enter appropriate information on Record of Corrections included therein.

Execute all copies of Flyleaf Receipts. One copy requires signature of SAC in two places. Employee who made changes will sign all copies, each twice. That bearing the SAC's signature should be placed in Manual immediately following original Flyleaf Receipt.

The address label of the individual envelope containing Change No. 3, two Flyleaf Receipts and all residue including Letter of Promulgation, Corrections and Instructions, superseded pages and back cover must be returned immediately to Bureau, attention FBI Laboratory.

Very truly yours,

John Edgar Hoover

Director

JUNE
PERSONAL
NO NUMBER SAC LETTER 60-B

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to File No.

January 22, 1960

WASHINGTON 25, D. C.

RE: MICROPHONE SURVEILLANCES

You are reminded that whenever requesting authority to install a microphone surveillance of any kind, complete details of the proposed installation must be furnished, specifically pointing out if trespass is involved and whether the microphone will be installed in the telephone or a telephone instrument will be utilized in any way. Mere statements that trespass is not involved or that microphone will be installed in a living room are not sufficient. Bureau desires specific details of each contemplated installation.

In addition, when advising that a microphone surveillance has been discontinued state whether you have been able to remove all equipment at the time of discontinuance. It is realized that due to lack of maximum security such removal may not be immediately effected and if such is the case keep the Bureau advised every 15 days after discontinuance of efforts being made to remove all evidence of the microphone surveillance.

Each Special Agent in Charge must continue to personally supervise all microphone surveillances and the Bureau will closely scrutinize each installation and discontinuance to insure that you are acting in compliance with the foregoing.

Very truly yours,

John Edgar Hoover

Director

PERSONAL
NO NUMBER SAC LETTER 60-C

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to File No.

January 25, 1960

WASHINGTON 25, D. C.

RE: BUREAU CODES
AFSAM 7

One set of AFSAM 7 key lists for the months of March, April, and May, 1960, being forwarded separately to all divisions except Washington Field which will receive none; three copies being furnished Bureau's Emergency Relocation Site; and five copies Seat of Government Code Room.

Acknowledge receipt of key lists promptly by routing slip, indicating serial numbers which appear thereon; return address label of individual tamperproofed envelope containing the keys even though torn in opening package; and destroy, by burning, each monthly sheet thirty days after the last effective date thereof, advising the Bureau promptly by routing slip, attention FBI Laboratory, this has been done.

It is essential the address label mentioned above be returned. If the label is not returned, explanations will be secured and consideration given to appropriate administrative action.

Very truly yours,

John Edgar Hoover

Director

PERSONAL ATTENTION
SAC LETTER NO. 60-9

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to File No.

February 9, 1960

WASHINGTON 25, D. C.

(A) FBI NATIONAL ACADEMY -- In the past the fingerprints of National Academy students have been taken on the opening day of the National Academy class. Hereafter the fingerprints will be taken in the field and forwarded to the Bureau for search prior to the issuance of the invitation for the officer to attend the Academy. This program will be implemented as follows:

1. As each applicant is interviewed by the SAC, following the submission of the application, the fingerprints will be taken and forwarded to the Bureau with the application and interview form.

2. The prints of those applicants who are presently being investigated for the 65th Session (beginning March 21, 1960) should be taken immediately and forwarded to the Bureau by routing slip, attention, Training and Inspection Division.

3. The prints of those applicants who have been interviewed but who are not being investigated for the 65th Session will be taken at such time as the Bureau orders the investigation of the applicant for a particular session, and forwarded by routing slip to the Bureau, attention, Training and Inspection Division.

2/9/60
SAC LETTER NO. 60-9

(B) PRESIDENT'S TRIP TO SOUTH AMERICA-1960 -- Beginning February 22, 1960, the President is making an official visit to the following countries: Brazil, Argentina, Chile and Uruguay. The President will return to Washington on March 6, 1960. The President will make overnight stops in both directions at Ramey Air Force Base, Puerto Rico. At the request of the White House, a Bureau representative will accompany the White House group on this trip. He will handle Bureau matters with both the White House staff and the United States Secret Service.

You are instructed to alert your sources for information that may be of interest to the White House group prior to and during the President's trip. You should be particularly alert for information concerning the activities of the Nationalist Party of Puerto Rico. Furnish pertinent information to the Bureau expeditiously and in a form suitable for dissemination using above caption.

(C) FORMS - SURVEY -- A detailed review should be conducted of all forms specifically approved for use in your office. Delete forms serving no useful purpose, consolidate forms with similar functions, and revise forms to improve and streamline operational procedures in your office. Forms proposed for adoption, revision, consolidation, or deletion must be accompanied by a communication justifying proposals and requesting Bureau approval in accordance with Manual of Rules and Regulations, Part II, Section 8, G, 1. Results of your survey, including all forms proposals, should be incorporated in one letter which must reach the Training and Inspection Division not later than February 19, 1960.

2/9/60
SAC LETTER NO. 60-9

(D) LEAVE - STATUS OF EMPLOYEES -- It is the responsibility of each employee to know the status of his own leave account and employees should therefore be encouraged to maintain their own leave records. It is not the responsibility of supervisors to notify employees how much leave they have to their credit or will lose if they do not use it by the end of the year. Of course, any employee with a question in regard to his leave status may make inquiry concerning same.

2/9/60
SAC LETTER NO. 60-9

(E) SPECIAL ACCIDENT AND TRAVEL INSURANCE - SATI -- Renewal applications for present members of captioned group have been sent out covering the new policy year which began February 8, 1960. This accident protection is available to all FBI employees and in addition, the wife of a member can be covered at the same rates.

SATI affords protection twenty-four hours a day, anywhere in the world, against all general accidents. In addition to the basic policy covering accidental death, dismemberment or permanent total disability, medical reimbursement and weekly accident indemnity coverage is also available. These provisions provide for reimbursement in full, up to the limit of protection purchased, for medical expenses resulting from an accident and for weekly indemnity payments if you are unable to work due to an accident. This policy offers protection on a full-time basis against accidents occurring in the office, while on Bureau business, while driving or riding in any automobile or as a pedestrian, as well as accidents that occur around the house, in the workshop, on vacation, on hunting or fishing trips, etc.

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Brochures setting forth full details as to coverage and rates are being made available to all field offices. The availability of this protection should be brought to the attention of all employees. The premium for the coverage offered is very reasonable and it is worthy of consideration by any employee who desires this type of protection.

All applications should be forwarded to Parker and Company, 1300 Connecticut Avenue, Northwest, Washington, D. C. Further information can be secured if desired by contacting Mr. Frank Wright at the above company.

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(F) BUREAU APPLICANT MATTERS - CLERKS - SUMMER EMPLOYEES -- The following policy has been adopted regarding summer employment of clerical employees at Seat of Government this year. In view of limited need for such employees, only those applicants will be considered who have previously worked for Bureau as summer employees, with satisfactory work records, fulfilled their agreements to work at least 90 days, or their entire vacation period, and who agree to work during coming summer for minimum of 90 days, or their entire vacation period. In addition, sons and daughters of Bureau employees who have not previously been employed by the Bureau will be considered for summer employment. There will be no exceptions to this policy. All applications for summer employment should clearly reflect that applicant is interested only in employment during summer months, and such information should also be reflected on the interview sheet in every instance.

2/9/60
SAC LETTER NO. 60-9

(G) BANK ROBBERY MATTERS -- The recommendations of all Special Agents in Charge concerning the dissemination program in bank robbery matters instituted by SAC Letter 59-43 (J), dated July 7, 1959, have been analyzed by the Bureau. Effective immediately the office of origin at the outset of the investigation in unsolved violations of the Federal Bank Robbery and Incidental Crimes Statute will furnish to surrounding offices and other offices deemed pertinent by appropriate communication a succinct summary of the modus operandi and descriptions of the unknown subjects involved. Appropriate leads may also be set forth in this communication. In cases of an aggravated nature, such as those in which a large amount of loot is taken, a shooting occurs or a hostage is taken, the office of origin should prepare an appropriate communication for all continental offices. Unless some reason to the contrary exists, there will not be any necessity to furnish copies of such a communication to the Anchorage, Honolulu or San Juan Divisions.

Photographs and descriptions of subjects apprehended in violations of the Federal Bank Robbery and Incidental Crimes Statute should be furnished by the office of origin to those offices previously advised under this program,

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and to any other pertinent offices developed during the investigation. Copies of communications concerning dissemination need not be furnished to the Bureau; however, an appropriate statement that the dissemination has been made should be set forth in the cover pages to the report submitted by the office of origin. Manual and Handbook changes are forthcoming.

Very truly yours,

John Edgar Hoover

Director

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PERSONAL ATTENTION
SAC LETTER NO. 60-10

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to File No.

February 16, 1960

WASHINGTON 25, D. C.

(A) FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAM - FIELD SERVICE PROGRAM -- One-day training sessions relating to the Federal Employees Health Benefits Program will be conducted within each Civil Service Commission region in the immediate future. These sessions will cover: (1) a review of the Federal Employees Health Benefits Act of 1959; (2) proposed regulations; (3) discussion of some of the agency responsibilities; and (4) other pertinent information currently available. Regional Offices of Civil Service Commission will contact our field offices to determine identity of person or persons selected to attend these training sessions and to arrange for such attendance. Persons to attend training should be those assigned responsibility for the program in the field and those who will train and counsel other employees. Larger offices may want to designate several persons; smaller offices may desire to designate only one individual. Each office should have at least one ranking clerical employee, such as Chief Clerk or Assistant Chief Clerk, attend these sessions.

Within five days of receipt of this letter, every office should inform the Bureau as to the identity of the person or persons selected for this training, and unless you are advised to the contrary by the Bureau, it will be satisfactory for such personnel to attend the sessions.

2/16/60
SAC LETTER NO. 60-10

(B) PHYSICAL EXAMINATION MATTERS - WEIGHT STANDARDS - FBI FORM BOOK -- Previous weight standards are now discontinued. New weight standards for Bureau male investigative employees and applicants for Bureau investigative positions are incorporated in the revised FD-300, which is the attachment to SF-88, "Report of Medical Examination." One of three copies attached should be placed in the FBI Form Book and additional copies are being sent separately for immediate use upon receipt. The new standards are based upon the Metropolitan Life Insurance Company table recently prepared following its current detailed study.

The only revision to FD-300 constitutes substitution of the new weight chart for the old one. This new chart makes no provision for maximum weights and it lists only desirable weight ranges for respective heights and frames. Employees not within desirable

weight ranges will be listed as overweight. The goal of having no overweight agents with all within desirable limits will continue. Administrative procedures for reporting overweight cases, following on conditions, certifying weights reported and analyzing those who are delinquent will continue as set forth in SAC Letter 59-68. Each division head must insure that this program is given close personal attention so that employees will maintain the highest degree of physical fitness and desirable appearance.

2/16/60
SAC LETTER NO. 60-10

(C) FBI NATIONAL ACADEMY - RETRAINING SESSIONS -- By SAC Letter 59-63 (A) you were advised that there would be no retraining session for FBI National Academy graduates in Washington during 1960 and you should, therefore, continue with the present procedure of holding state and regional retraining sessions for the graduates in your area. The Bureau should be advised by June 30 or 30 days in advance of the retraining session, whichever is earlier, as to the dates and place of your1960 retraining session, together with the detailed program to be followed. You are again reminded that in preparing your program you should place emphasis upon the training aspects of these retraining sessions and the program should be one that will be interesting, valuable, and timely. Those eligible to attend are National Academy graduates in good standing and actively engaged in law enforcement or regularly retired therefrom.

2/16/60
SAC LETTER NO. 60-10

(D) TRAINING - POLICE - USE OF STUDY QUESTIONS BASED UPON "FBI LAW ENFORCEMENT BULLETIN" REPRINTS -- One office has had excellent results at police training schools by distributing Reprints from the "FBI Law Enforcement Bulletin" pertinent to various scheduled topics. The unusual feature, however, is that each Reprint is accompanied by a list of questions, based upon the contents, for the officers to answer after reading the article. This practice encourages the officers to read the Reprint with a purpose in mind and stimulates profitable study. Consider adopting this technique in your police schools for subjects to which it is applicable.

2/16/60
SAC LETTER NO. 60-10

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(E) VISIT OF CHANCELLOR KONRAD ADENAUER OF THE FEDERAL REPUBLIC OF GERMANY TO THE UNITED STATES -- Chancellor Konrad Adenauer of West Germany will arrive in New York City by special plane on March 12, 1960. He will arrive in Washington, D. C., on March 15, 1960, to confer with President Eisenhower. He plans to leave Washington, D. C., on March 17, 1960, for the West Coast of the United States from whence he will depart for Japan.

In connection with Adenauer's visit, all offices should be alert for any data indicating anti-German demonstrations which may be fomented by Communist Party or nationality groups in the U. S., data indicating a threat to the personal safety of the Chancellor or members of his group and any intelligence data regarding proposals which may be discussed at the forthcoming conference, together with any related data revealing the reactions of any foreign Government to such matters.

Sources and informants in a position to acquire the above-mentioned data should be alerted to the necessity of prompt reporting and the Bureau should be immediately advised if any such data is received.

2/16/60
SAC LETTER NO. 60-10

(F) U. S. ATTORNEYS - SUGGESTIONS -- The U. S. Attorneys' Conference at the Seat of Government will be held on April 4 and 5, 1960. One purpose of this conference is to give U. S. Attorneys an opportunity to resolve questions concerning the operation of their offices and the prosecution of their cases. Should any such problem concern the work of the Bureau, advance knowledge at Bureau headquarters should be of help in solving the difficulty during the forthcoming conference.

Each Special Agent in Charge should arrange a personal contact between himself and each U. S. Attorney in his field office territory in the near future. Any purely local problem or criticism offered by a U. S. Attorney should be made clear in all its details, and resolved promptly either by you or by referring the matter to the Bureau. Each contact, regardless of whether the U. S. Attorney has suggestions or problems, must be reported to the Bureau in a separate letterhead memorandum on each U. S. Attorney contacted. Submit an original and two copies of each memorandum by cover letter to the Bureau, attention Training and Inspection Division, not later than March 18, 1960. This deadline must be met.

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If there is any doubt concerning the advisability of contacting a given U. S. Attorney, this fact should be brought promptly to the attention of the Bureau with the SAC's recommendation. If the U. S. Attorney has been contacted very recently and such a discussion was then held, another contact will not be required if you feel certain he has no problems to bring up. If this is the case, the Bureau should be so advised.

2/16/60
SAC LETTER NO. 60-10

(G) FBI NATIONAL ACADEMY - 66TH SESSION -- By SAC Letters 59-28 (E) and 59-38 (D) you were advised of the starting and ending dates of the 66th Session of the FBI National Academy. The Bureau is changing the starting and graduation dates so that this class will now begin on Monday, August 15, and will graduate on Wednesday, November 2, 1960.

2/16/60
SAC LETTER NO. 60-10

(H) FEDERAL AVIATION AGENCY - PILOT AND AIRCRAFT RECORDS -- The Federal Aviation Agency has advised that pilot and aircraft records are being transferred from Washington, D. C., to Oklahoma City, Oklahoma, on or about March 1, 1960. The address will be:

Examination and Records Division
Bureau of Flight Standards
Federal Aviation Agency
Home State Life Building
621 North Robinson Avenue
Oklahoma City 2, Oklahoma

It is anticipated that operation at the new headquarters will begin by March 10, 1960.

Washington Field Office can handle requests for information regarding pilot certificates and ownership of aircraft through February 22, 1960, after which time such requests should be directed to Oklahoma City.

The Medical Records Branch will remain in Washington, D. C., and leads to review medical records should continue to be furnished to Washington Field.

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(I) BUREAU APPLICANT MATTERS - APPLICANTS SUGGESTED BY BUREAU EMPLOYEES - FBI FORM BOOK -- In connection with recruitment of Bureau applicants, the Bureau has prepared for distribution to all Bureau employees, a form on which names and pertinent data of suggested applicants can be set forth. Upon receipt of these forms, copies should be immediately distributed to your employees. Copies should also be furnished to all new employees as they enter on duty.

There are enclosed three copies of FD-322, one of which should be placed in the FBI Form Book. An ample supply is being forwarded to you under separate cover.

(Security Letters on attached page)

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(J) GESELLSCHAFT FUR KULTURELLE VERBINDUNGEN MIT DEM AUSLAND - (Society for Cultural Relations with Foreign Countries) -- A number of SACS have indicated receipt by persons in their territories of copies of a form letter on the letterhead of Gesellschaft fur Kulturelle Verbindungen mit dem Ausland (Society for Cultural Relations with Foreign Countries), Berlin, East Germany. This letter indicates mailing list obtained from Koba Bakery in Dresden, Germany. This bakery is famous for its fruitcakes which are shipped all over the world. A copy of this letter has been translated by Bureau and consists of nostalgic reminders of life in Germany with communist propaganda overtones. It appears to be designed to influence recipients to come to East Germany. These letters should not be sent to Bureau unless unusual circumstances involved.

(K) INFORMANTS AND SOURCES, CHANNELIZATION OF INFORMATION RECEIVED FROM -- When a stencil is prepared to channelize information received from informants and sources to various files in the field office, the block stamp may be typed on the stencil. In such instances, the date to be used in the block stamp is the date the typing was completed.

For the information of those offices having multilith equipment, the Chicago Office has advised that the multilith company markets "duplimat stamp pad ink." Chicago has used such stamp pad ink in a regular stamp pad and has used a regular block-stamp machine in stamping the block stamp upon the multilith material before it is duplicated. The special ink thus block stamped on the material is fully reproduced when the material is run off. This special ink cannot be used for mimeographed reproduction.

If used, the above procedure should be confined to copies for use within your own office.

Very truly yours,

John Edgar Hoover

Director

Enclosures for (B) & (I)

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PERSONAL
NO NUMBER SAC LETTER 60-D

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to File No.

February 29, 1960

WASHINGTON 25, D. C.

RE: BUREAU CODES - AFSAM 7

In order to avoid undue correspondence with the field, when an employee is henceforth authorized to receive cipher machine training, you should insure that the training is handled promptly and the Bureau notified within a period of not more than 30 days that the employee is fully qualified to use the equipment and is thoroughly familiar with the AFSAM 7 Manual of Operation and Routine Maintenance.

Very truly yours,

John Edgar Hoover

Director

PERSONAL ATTENTION
SAC LETTER NO. 60-11

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to File No.

February 19, 1960 WASHINGTON 25, D. C.

(A) PERSONNEL MATTER - LIMITED DUTY AGENTS - PREMIUM OVERTIME -- I am concerned over the number of Special Agents whose physical limitations prohibit them from discharging the normal, everyday responsibilities expected of our agent personnel. In many instances physical limitations not only restrict such agents from performing arduous duties but also result in only token compliance with overtime requirements toward premium pay.

You should of course insure that each limited duty agent is assigned duties consistent with his physical limitations.

Each SAC should immediately review the performance of all limited duty agents within his office to ascertain in what respects the agent's physical limitations prevent him from handling all duties and overtime responsibilities inherent in the Special Agent position. In those instances where it is found that the Special Agent's physical disability prevents him from completely discharging normal agent duties including equitably sharing the office overtime, you should carefully analyze his case to determine if he is, in fact fulfilling all requirements necessary to qualify for premium overtime pay. Should it appear that his physical condition precludes his meeting all necessary requirements to qualify for premium pay benefits, he should not continue to be certified for such benefits. Particular attention should be given to those who are consistently below the office average overtime. The mere fact that he performs the amount of overtime necessary to qualify for premium pay is not sufficient. He must meet the necessary requirements as to frequency and type of overtime called for by the Fringe Benefits Act. This would include availability for weekend and emergency duty beyond normal working hours.

You should immediately submit your comments to the Bureau as to each limited duty agent in line with the foregoing, together with your recommendations concerning his continued eligibility for premium pay benefits.

Very truly yours,

John Edgar Hoover

Director