

**File #:**

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**Serial Scope:**

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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. Schariot ----- 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  
\*Arborast, 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

### A

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  
\*Balassa, Mrs. Ann Lee ----- 1 - 5410 - 11255 JEH  
\*Ballard, Miss Mary H. ----- 8 - 5312 - 7833 JEH  
\*Baltusnik, Miss Louise M. ----- 5 - 4643 - 4077 JEH  
\*Banas, 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  
\*Becton, 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  
Berlev, 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  
\*Bianco, 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  
Blalock, 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
Bollenbach, 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
Bovd, 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
Broyles, 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
Case, 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
*Chojecski, 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
*Coccolitto, 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



C

## 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	7361	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

Dalser, 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, Miss J. Mae -----	7	3303	7101	
Davis, James Orr -----	11	2706	4519	
Davis, Joseph R. -----	12	3635	6221	IB
*Davis, Mrs. Nancy J. -----	5	4605	4147	JEH
*Davis, Miss Pamela R. -----	9	2347	1254	
Davis, Richard M. -----	3	4128	6131	JEH
Davis, Wayne G. -----	12	2323	6219	IB
*Davis, William Joseph -----	6	4264	5005	JEH
Davis, William L. -----	3	3801	4306	
Dawson, William J. -----	1	5188	10861	JEH
*Day, William Jackson -----	7	2470	7132	
Deadman, Harold A., Jr. -----	5	4674	4835	JEH
Deakin, Thomas J. -----	12	3306	3228	IB
*Dean, Richard F. -----	1	5410	11259	JEH
*Dearing, Miss Deborah Kay -----	4	5547	5442	JEH
*Dedics, Joseph R. -----	5	4646	4092	JEH
Deegan, Joseph G. -----	5	4661	4052	JEH
Deily, Richard J. -----	7	3522	7336	
Delaney, Thomas A. -----	3	4128	6131	JEH
De La Rosa, Julian W. -----	3	4174	6096	JEH
*deLeon, Mrs. Mary B. -----	8	5348	7861	JEH
*Demko, Miss Laurie Ann -----	6	4264	5005	JEH
Dennis, C. Wilbur -----	5	4587	4425	JEH
*Dennis, Mrs. Marie S. -----	11	3809	4513	
Dennis, Richard C., Jr. -----	1	5059	9959-B	JEH
*Denton, Mrs. Irene W. -----	7	3707	7324	
DeRonja, Frank S. -----	5	4583	4426	JEH
*DeRosa, Miss Cecily A. -----	7	3731	7627	
Devine, Francis M. -----				

D

## 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
*Dozen, 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 G. -----	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	
*Espanola, 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 - 3315 - 7142 JEH  
 \*Fretwell, Miss Coleen L. ----- 4 - 5542 - 5434 JEH  
 Frields, Thomas L. ----- 7 - 2511 - 809 OPO  
 Frier, James C. ----- 7 - 3735 - 7132  
 Fry, Thomas A., III ----- 12 - 3638 - 6229-A IB  
 \*Fudella, 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  
 \*Gallo, 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  
 Gerblick, 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  
 \*Gilbarte, 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  
 \*Golias, Wendell A. ----- 7 - 3758 - 732 OPO  
 \*Goode, Miss G. Willistine ----- 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

\*Goselin, Miss Diana K. ----- 11 - 2947 - 4503  
 \*Goshe, 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 Ariys 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  
 \*Grebbe, 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  
 \*Haisten, 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  
 \*Hamm, Miss Christine S. ----- 3 - 3857 - 5211  
 Hammetter, 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  
 \*Haney, 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  
 Hapell, Walter R. ----- 9 - 2001 - 1712  
 \*Harden, Robert Baxter ----- 7 - 2781 - 808 OPO  
 Haddock, 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 Maderlen ----- 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  
 \*Hasychak, Robert ----- 5 - 4653 - 4072 JEH  
 \*Hatch, Mrs. Barbara L. ----- 4 - 5547 - 5442 JEH  
 \*Hatgiannis, Miss Stella C. ----- 3 - 3515 - 6012 JEH  
 Havelkost, Donald G. ----- 7 - 3791 - 7331  
 Hauer, Homer R. ----- 4 - 4840 - 5829 JEH

## 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  
 Herington, 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  
 Hostis, 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 - 2708 - 4515  
 Hughes, Thomas A. ----- 3 - 4179 - 6860 JEH  
 \*Hull, Garv 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

## 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

\*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, Garv 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

\*Kaaikala, Miss Dolores A. ----- 5 - 4578 - 4434 JEH  
 \*Kagey, Miss Osie Arlene ----- 1 - 5141 - 10270 JEH  
 \*Kamenickv, 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  
 \*Kasarsky, 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  
 Keenan, 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  
 \*Kennerly, Edward Ray ----- 1 - 2227 - 5207 IB  
 Kewon, 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. Leaneore M. -----	12	- 2316	- 3221	IB
Kinsev, 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 Lee **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
Koosmann, 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
*Kotowski, 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
*Kuny, 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
*Lamay, 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 June 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 AnnaJeanne -----	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, Rodney 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	
Lille, James E. -----	7	- 3742	- 7334	
Lilja, Carl, Jr. -----	7	- 3712	- 7601	
*Lindsey, Miss Sue E. -----	7	- 3353	- 7133	
*Liskev, 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
*Lucy, Miss Margaret A. -----	5	- 4674	- 4835	JEH
Lunsford, Charles N. -----	5	- 4575	- 4440	JEH

**M**

Mack, Paul L. -----	ADO	- 5606	- 7110	JEH
*Macke, Miss Margaret A. -----	1	- 3795	- 5206	IB
*Macko, Richard K. -----	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
Martz, G. Robert -----	10	- 2835	- 6212	JEH
*Massie, 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
McCraith, 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 Cloudia 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. Anadelia 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, Phillip 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  
 Nones, 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

\*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  
 Olmert, Robert F. ----- 11 - 2758 - 4515  
 Olsen, Robert L. ----- 3 - 2065 - 329 OPO  
 O'Malley, Edward J. ----- 10 - 2836 - 6212 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  
 \*Pallo, Mrs. Murelette 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  
 Perrette, 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  
 \*Pfeiffer, 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  
 \*Phlips, 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  
 \*Price, 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  
 \*Proskosky, Robert E. ----- 4 - 5529 - 5434 JEH  
 \*Prucnal, 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  
 \*Ranels, 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  
 Raubach, Kenneth M. ----- 9 - 2061 - 1742  
 Reames, James B. ----- 7 - 3303 - 7101  
 Recer, Ervin L. ----- 9 - 2421 - 1511  
 Redfield, James W. ----- 5 - 4612 - 4123 JEH  
 \*Reece, 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  
 Rhvne, 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 Mikel 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  
 \*Roberson, 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 Lee 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  
 Sarhatt, 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  
 \*Schieltz, 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

## 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  
 Sennett, 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  
 \*Shiflett, 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  
 \*Shurtleff, 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  
 \*Skraak, 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

## 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, Lindsav 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 Marv June ----- 1 - 3765 - 3137 IB  
 \*Switzer, Nelson L. ----- 12 - 2047 - 6221 IB  
 \*Szwed, Mrs. Virginia Cash ----- 12 - 5051 - 7241 JEH

\*Tadlock, Miss Edna Fave ----- 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  
 Thornton, 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  
 \*Triplett, 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

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

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



# DIV. EXT. ROOM

V  
 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  
 Verven, 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  
 Walczykowsky, 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. Llovd ----- 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  
 Weimar, 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  
 Wiser, 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  
 Ziggrossi, Norman A. ----- 6 - 4272 - 5131 JEH  
 \*Zini, Miss Marilyn A. ----- 1 - 5401 - 11255 JEH  
 Zinn, Erksheill 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  
 Personnel ..... 1 - 2279 - 6334 IB  
 Photographic Unit ..... 3 - 2477 - 7314  
 Photographic Unit ..... 3 - 4954 - 6634 JEH  
 Physical Unit ..... 3 - 3353 - 7133  
 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

## CLASSIFIED

## DIV. EXT. ROOM

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 - ----

## CLASSIFIED

## 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-353JEH  
 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

Request 7/28/75  
Response 8/18/75

Retain Copy

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  
Arbogast, 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  
\*Balassa, Mrs. Ann Lee ----- 1 - 5410 - 11255 JEH  
\*Ballard, Miss Mary H. ----- 8 - 5312 - 7833 JEH  
\*Baltusnik, Miss Louise M. ----- 5 - 4643 - 4077 JEH  
\*Banas, 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  
\*Becton, 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  
Berlev, 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  
\*Bianco, 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  
Blalock, O. Thaxter, Jr. ----- 4 - 4748 - 4865 JEH  
\*Blandford, Mrs. Pauline L. ----- 4 - 4838 - 5847 JEH

July 1, 1975

THIS DOCUMENT IS FOR INTERNAL USE WITHIN THE FBI, IS TO BE PROVIDED APPROPRIATE SECURITY,  
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
Bovd, 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
Broyles, 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
Brvant, Eldon L.	7	3758	808	OPO
Bryant, Robert M.	4	5637	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
Case, 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
*Chojecki, 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
*Cleave, 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
*Coccolitto, 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
*Colongese, 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
Cordess, 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  
 Courtnev, 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, Miss J. Mae ----- 7 - 3303 - 7101  
 Davis, James Orr ----- 11 - 2706 - 4519  
 Davis, Joseph R. ----- 12 - 3635 - 6221 IB  
 \*Davis, Mrs. Nancy J. ----- 5 - 4605 - 4147 JEH  
 \*Davis, Miss Pamela R. ----- 9 - 2347 - 1254  
 Davis, Richard M. ----- 3 - 4128 - 6131 JEH  
 Davis, Wayne G. ----- 12 - 2323 - 6219 IB  
 \*Davis, William Joseph ----- 6 - 4264 - 5005 JEH  
 Davis, William L. ----- 3 - 3801 - 4306  
 Dawson, William J. ----- 1 - 5188 - 10861 JEH  
 \*Day, William Jackson ----- 7 - 2470 - 7132  
 Deadman, Harold A., Jr. ----- 5 - 4674 - 4835 JEH  
 Deakin, Thomas J. ----- 12 - 3306 - 3228 IB  
 \*Dean, Richard F. ----- 1 - 5410 - 11259 JEH  
 \*Dearing, Miss Deborah Kay ----- 4 - 5547 - 5442 JEH  
 \*Dedics, Joseph R. ----- 5 - 4646 - 4092 JEH  
 Deegan, Joseph G. ----- 5 - 4661 - 4052 JEH  
 Deily, Richard J. ----- 7 - 3522 - 7336  
 Delaney, Thomas A. ----- 3 - 4128 - 6131 JEH  
 De La Rosa, Julian W. ----- 3 - 4174 - 6096 JEH  
 \*deLeon, Mrs. Mary B. ----- 8 - 5348 - 7861 JEH  
 \*Demko, Miss Laurie Ann ----- 6 - 4264 - 5005 JEH  
 \*Dennis, C. Wilbur ----- 5 - 4587 - 4425 JEH  
 \*Dennis, Mrs. Marie S. ----- 11 - 3809 - 4513  
 \*Dennis, Richard C., Jr. ----- 1 - 5059 - 9959-B JEH  
 \*Denton, Mrs. Irene W. ----- 7 - 3707 - 7324  
 DeRonja, Frank S. ----- 5 - 4583 - 4426 JEH  
 \*DeRosa, Miss Cecily A. ----- 7 - 3731 - 7627  
 Devine, Francis M. -----

## 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  
 \*Doxxen, Mrs. Mildred M. ----- 4 - 4832 - 5657-A JEH  
 \*Drayer, Raymond Dale ----- 1 - 2469 - 6212 JEH  
 \*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 - 1317 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  
 \*Espaniola, 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 - 3315 - 7142 JEH  
 \*Fretwell, Miss Coleen L. ----- 4 - 5542 - 5434 JEH  
 Fields, Thomas L. ----- 7 - 2511 - 809 OPO  
 Frier, James C. ----- 7 - 3735 - 7132  
 Fry, Thomas A., III ----- 12 - 3638 - 6229-A IB  
 \*Fudella, 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  
 \*Gallo, 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  
 Gilbert, 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. Willistine ----- 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

\*Goselin, Miss Diana K. ----- 11 - 2947 - 4503  
 \*Goshe, 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  
 \*Grebbe, 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 - 7328 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  
 \*Haisten, 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  
 \*Hamm, Miss Christine S. ----- 3 - 3857 - 5211  
 Hammetter, 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  
 \*Haney, 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  
 Happell, Walter R. ----- 9 - 2001 - 1712  
 \*Harden, Robert Baxter ----- 7 - 2781 - 808 OPO  
 Haddock, 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 Maderlen ----- 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  
 \*Hasychak, Robert ----- 5 - 4653 - 4072 JEH  
 \*Hatch, Mrs. Barbara L. ----- 4 - 5547 - 5442 JEH  
 \*Hatgiannis, Miss Stella C. ----- 3 - 3515 - 6012 JEH  
 Havekost, Donald G. ----- 7 - 3791 - 7331  
 Hauer, Homer R. ----- 4 - 4840 - 5829 JEH



## 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  
 Hostis, John B. ----- 11 - 2947 - 4503  
 \*Housewright, Miss Margie L. ----- 1 - 3765 - 4137 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, Garv 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

## 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  
 \*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  
 \*Jovner, Miss Bertha Lee ----- 12 - 2606 - 7230 JEH  
 \*Justice, Everett, Jr. ----- 1 - 2735 - 5129 IB  
 Justice, John M. ----- 1 - 5255 - 11850 JEH  
 \*Kaaikala, Miss Dolores A. ----- 5 - 4578 - 4434 JEH  
 \*Kagey, Miss Osie Arlene ----- 1 - 5141 - 10270 JEH  
 \*Kamenickv, 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  
 \*Kasarsky, 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  
 Keenan, 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  
 \*Kennery, 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	
*Kirspe, 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 Lee **3862 -----	3	- 3857	- 5211	
*Koenig, Bruce Eric -----	7	- 3303	- 7101	
*Koji, Miss Lorraine S. -----	3	- 4182	- 6845	JEH
*Kolombatovic, Vada V. -----	5	- 4691	- 4634	JEH
*Kontos, Kenneth E. -----	6	- 4888	- 5224	JEH
*Koonmann, 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
*Kotowski, 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
*Lalmy, 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 June 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 Annajeanne -----	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, Rodney 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
*Loudback, 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**

Mack, Paul L. -----	ADO	- 5606	- 7110 JEH
*Macke, Miss Margaret A. -----	1	- 3795	- 5206 IB
*Macko, Richard K. -----	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
Martz, G. Robert -----	10	- 2835	- 6212 JEH
*Massie, 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 Cloudia E. ----- 5 - 4684 - 4647 JEH  
 Mever, 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. Anadelia 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 ----- 2 - 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  
 \*Murfhey, 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  
 Olmert, Robert F. ----- 11 - 2758 - 4515  
 Olsen, Robert L. ----- 3 - 2065 - 329 OPO  
 O'Malley, Edward J. ----- 10 - 2836 - 6212 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  
 \*Pallo, Mrs. Murelette 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  
 Perrette, 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  
 \*Pfeiffer, 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  
 \*Phimalee, 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  
 Popperton, 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  
 \*Poteriov, 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  
 \*Preice, 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  
 \*Prosky, Robert E. ----- 4 - 5529 - 5434 JEH  
 \*Prucnal, 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  
 \*Rannels, 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  
 \*Reece, 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  
 Rhyme, 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 Mikel 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  
 \*Roberson, 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 Lee 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  
 \*Ruesegger, 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  
 Sarhatt, 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  
 \*Schappa, Anthony E. ----- 8 - 5786 - 7883 JEH  
 \*Schieltz, 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

## 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  
 Sennett, 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  
 \*Shiflett, 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  
 \*Shurtleff, 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  
 \*Somerville, John F., Jr. ----- 7 - 3567 - 808 OPO  
 Sonnichsen, Richard C. ----- 13 - 2919 - 7632 JEH  
 \*Southerns, Miss Alta M. ----- ADO - 5555 - 7116 JEH  
 \*Southerns, Miss Mary F. ----- 3 - 3333 - 7110 JEH  
 \*Southerns, Miss Nancy L. ----- 12 - 3851 - 7222 JEH  
 Spalding, Robert P. ----- 7 - 3573 - 7125  
 Spangler, Leonard W. ----- 9 - 2346 - 1254  
 \*Spark, Claude A. ----- 1 - 2625 - 6129 IB  
 \*Spicher, 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

## 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 - 6866 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  
 \*Suzy, 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 Marv June ----- 1 - 3765 - 3137 IB  
 \*Switzer, Nelson L. ----- 12 - 2047 - 6221 IB  
 \*Szwed, Mrs. Virginia Cash ----- 12 - 5051 - 7241 JEH

## T

\*Tadlock, Miss Edna Fave ----- 3 - 2065 - 329 OPO  
 Tansey, F. Anthony ----- 5 - 4614 - 4011 JEH  
 \*Tardugno, Durant P. ----- 1 - 427-7282 WB  
 \*Tavarez, 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  
 Thornton, Vernon R. ----- 5 - 4643 - 4077 JEH  
 \*Throckmorton, Douglas H. ----- 1 - 5080 - 9929 JEH  
 \*Tibbetts, Miss Alma G. ----- 3 - 4163 - 6075 JEH  
 \*Tibberg, 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  
 \*Triplett, 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  
 \*Turche, Terry D. ----- 3 - 2846 - 329 OPO  
 \*Twedon, 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  
 Verven, 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  
 Walczykowski, 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. Llovd ----- 6 - 4267 - 5161 JEH  
 \*Warren, Mrs. 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 Clairereaser ----- 12 - 2622 - 3315 IB  
 \*Weaver, Miss Katherine I. ----- 11 - 2706 - 4515  
 \*Weber, Miss Dorothy M. ----- 13 - 2901 - 7125 JEH  
 Weimar, 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  
 Wiser, 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  
 \*Wynne, 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 - 2696 - 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  
 Zigrassi, Norman A. ----- 6 - 4272 - 5131 JEH  
 \*Zini, Miss Marilyn A. ----- 1 - 5401 - 11255 JEH  
 Zinn, Erksshell 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  
 Photograph 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

## CLASSIFIED

## DIV. EXT. ROOM

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 - ----

## CLASSIFIED

## 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-353JEH  
 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



MM 55-8700 - 100001001-3896407123 - Page 3

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-5'

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
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	8,489	13,198

CONFIDENTIAL

NATIONAL SECURITY INFORMATION  
Unauthorized Disclosure  
Subject to Criminal Sanctions

Item "F-8"

Secs 107, 108 & 130 H of I  
furnished HSC by memo 9/10/75



PERSONAL  
NO. NUMBER SAC LETTER 63-E  
UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

March 27, 1963

WASHINGTON 25, D.C.

In Reply, Please Refer to  
File No.

RE: SECURITY INFORMANTS AND SOURCES -  
INCOME TAXES

A system has been worked out with the Internal Revenue Service (IRS) which will enable informants and sources to pay their Federal income tax on monies received from the Bureau without jeopardizing their security. This plan will go into effect immediately in the San Francisco and Philadelphia Offices for a trial period of one year. Payments for services to certain security informants and sources will be subject to a twenty per cent withholding tax. No tax is to be withheld from payments made (1) to other than security informants and sources, (2) for reimbursement of expenses, (3) under the authority of the SAC or (4) to informants who have been able to report Bureau income on their Federal tax returns without jeopardizing their security or without challenge from IRS. In the latter instance, the Bureau must be advised as to the identity of each informant and the method used by him to report his Bureau income.

Proper records must be maintained of amounts withheld and such amounts must be placed in a special checking account. At the end of the tax year, the tax liability will be determined on money paid by the Bureau to those informants from whom tax has been withheld. Necessary adjustments will be worked out with the informants and the net amount withheld forwarded to the Bureau. This money will be turned over to a special representative of IRS without disclosure as to identities of informants, except for coded numbers. These numbers can later be used for identification purposes in the event it becomes necessary to substantiate income tax payments.

Other offices may now utilize the withholding system where it would be helpful; however, where it is not used, continue to instruct all informants to pay their taxes on income received from the Bureau by such method as may be proper and feasible.

Detailed instructions and exhibits are enclosed concerning the procedure to be followed in the accounting and control of money withheld.

Very truly yours,

John Edgar Hoover

Director

Enclosures (11)

*This document is prepared in response to your request and is not for dissemination outside your Committee. It 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 27, 1963

WITHHOLDING OF FEDERAL INCOME TAX  
FROM PAYMENTS TO INFORMANTS AND SOURCES

INSTRUCTIONS AND PROCEDURES

Introduction:

A system has been worked out with the Internal Revenue Service (IRS) which will enable informants and sources to pay their Federal income tax on monies received from the Bureau without jeopardizing their security. This will require the withholding of twenty per cent of any payments being made to such individuals for services rendered. Money so withheld will be immediately deposited to a special checking account, to be used for this purpose only, set up in the name of the SAC and ASAC. This account should, if possible, be in a different bank than that in which the regular office Confidential Fund (blue slip) or Double Agent (white slip) accounts are maintained. Any bank charges incidental to this special checking account are to be paid from the regular office Confidential Fund. Attached to these instructions are 10 Exhibits which are to be used as guides in setting up records for the maintenance and operations of the withholding accounts. Hereafter, any reference to informants refers to both informants and sources.

This plan will apply only to those informants or groups of informants authorized by the Bureau.

Accounting Instructions:

When a payment is to be made to an informant subject to this plan, the amount to be withheld for income tax purposes will be twenty per cent of the total for services. A check will be drawn on the regular office Confidential Fund to cover the total amount of the authorized payment. This check will be cashed and the amount for taxes immediately deposited in the special checking account set up for this purpose. A duplicate deposit slip is to be obtained for use in posting to the ledger accounts. Payment to the informant will then follow and the receipt to be executed by the informant for such payment should show not only the amount received as reimbursement for expenses and the authorized payment for services, but also the amount withheld for

Enclosures (10)

Federal income tax purposes (Exhibit 1). A Record of Income Tax Transactions (Exhibits 2 and 3) will be maintained on a calendar-year basis to record the informant's name, symbol number, period covered, and the amounts incidental to such transactions. Beginning with the first payment to an informant involving tax withholding, a new individual ledger sheet (Exhibits 4 and 5) must be set up. The amount of money withheld for income tax purposes should also be listed on the Blue Slip, Form FD 37, prepared with respect to the payment (Exhibit 6).

At the end of each month, entries in the Record of Income Tax Transactions and the individual informant's ledgers will be totaled and reconciled. A monthly report (Exhibit 7) is to be mailed to the Bureau in the same manner as the reports for the regular office Confidential Fund, no later than the 20th of the following month. All payments involving the tax account must be vouchered prior to the submission of this report.

In the event an informant subject to this plan is transferred to another field division, all records must be forwarded to the new field division, together with a check for the amount of income tax withheld.

#### Determining Informant's Tax Obligation:

At the end of the tax year, the contacting Agent will obtain from the informant his completed Federal income tax return based on his regular income, exclusive of money paid to him by the Bureau. The contacting Agent will not question the accuracy of the return except to point out obvious errors. The contacting Agent will furnish the informant's tax return to a qualified Special Agent Accountant who will prepare a separate return to include Bureau income. The accountant will compute the tax owed by informant on the combined earnings. The difference between the tax computed by the informant and that computed by the accountant will represent the amount of tax to be paid by the informant on money received from the Bureau. The accountant who prepared the return will sign on the line "Signature of Preparer Other Than the Taxpayer." The contacting Agent will have the informant sign the return prepared by the accountant as a certification that the informant has reviewed it and found it correct in every respect. The informant will file his original tax return with the Internal Revenue Service (IRS). The return prepared by the accountant, together with a Photostat of the informant's original return, will be maintained in the informant's subfile.



If the amount withheld from payments to the informant during the year exceeds the amount of tax for his Bureau income, the refund due the informant will be withdrawn from the special checking account and paid to him at the time he signs the return prepared by the accountant. A receipt (Exhibit 8) must be obtained from him. If the amount withheld during the year is not sufficient to cover the tax on Bureau income, the difference should be collected from the informant and a statement (Exhibit 9) obtained from him. Entries for any adjustments, either refunds or additional payments, must be made in both the informant's ledger (Exhibits 4 and 5) and the Record of Income Tax Transactions (Exhibit 2) for the calendar year involved.

#### Instructions to Informants:

The contacting Agent must fully explain the withholding procedure to any informant concerned. With regard to the informant's original tax return, the informant should clearly understand that (1) neither the contacting Agent nor the Special Agent Accountant is in any way certifying to its accuracy, (2) if his original tax return is questioned by IRS, it will be up to him to settle the matter with IRS, and he cannot plead that it has been examined and approved by an Agent of the FBI, since such statement is false and the informant would be uncovered.

#### Transmittal of Tax to Bureau:

After all adjustments have been made in the income tax withholding on payments to informants, a report of Federal Income Tax Deductions (Exhibit 10) will be prepared. The net amount of the tax indicated on the Record of Income Tax Transactions (Exhibit 2) will be withdrawn from the special checking account by means of a check made payable to the Chief Clerk, FBI. This report and check will be forwarded to the Bureau, together with receipts for refunds that have been made and statements of additional tax collected. The necessary entries showing the transmittal of the tax funds to the Bureau should be made in the Record of Income Tax Transactions (Exhibit 2). When received at the Bureau, the tax money will be turned over to a special representative of IRS with the amounts for each informant identified by a coded number; thus, the informant's connection with the FBI will be protected. However, the coded number can be used for identification purposes in the event it becomes necessary to substantiate the informant's income tax payment.



**PERSONAL**  
**NO NUMBER SAC LETTER 64-G**  
**UNITED STATES DEPARTMENT OF JUSTICE**  
**FEDERAL BUREAU OF INVESTIGATION**

November 25, 1964

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

**RE: SECURITY INFORMANTS AND SOURCES -  
INCOME TAXES**

No Number SAC Letter 64-E dated July 6, 1964, advised that effective January 1, 1965, all field divisions must utilize the Bureau Federal income tax withholding plan for payments to security informants and sources. In order to place the plan in effect, you were to discuss the matter with each informant and source where circumstances warranted using the procedure and advise the Bureau by November 1, 1964, of the identity of each exempted informant and the method used by each such individual in reporting his Bureau income.

Communications being received from the field indicate that the plan is being utilized for many informants but, at the same time, there are a great many instances where the informant has not had any difficulty in reporting his Bureau income in the past and, therefore, these informants are being exempted by the field from the withholding plan. The procedure was devised by the Bureau to afford informants a method of reporting Bureau income in a secure manner and should be utilized wherever necessary to prevent any embarrassing situations in the future such as those which occur when an informant finds it necessary to disclose his receipt of income from the FBI in response to inquiries from Internal Revenue Service or it is later found that taxes have not been paid on Bureau income. There should be no further instances of this type and you are reminded that if situations do arise in the future where it is learned informants are not reporting Bureau income and they have not used the withholding procedure, administrative action will be considered by the Bureau in each such case.

Very truly yours,

John Edgar Hoover

Director

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## Item "F-8"

- 1) Sec 107 MoI
- 2) Sec 108 MoI (Attached)
- 3) Sec 130 MoI
- 4) SAC Letter (NO NUMBER) 63-E, dated 3/27/63
- 5) SAC Letter (NO NUMBER) 64-E, dated 7/6/64
- 6) SAC Letter (NO NUMBER) 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.

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*Copy copy*

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 employees 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-302 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 C.O.D. 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

Item "H"

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

*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.

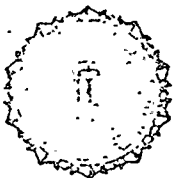
It is desired that whenever possible the receipt be made in the name of the agent who pays the bill and who will claim reimbursement. It is understood that in all instances this will not be practical, for instance, if Agent Smith makes arrangements for the rental of an apartment for surveillance purposes 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

FOR DEFENSE

expense at the present time, even though he is not assigned to confidential surveillances and when any charge is made for reimbursement for expenditure 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.

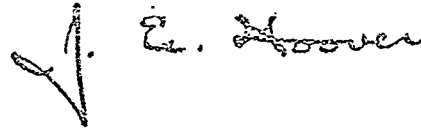


For your information, the Bureau must certify to all confidential expenditures as follows:

"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."

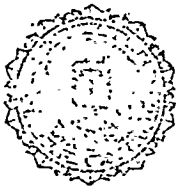
The Bureau will continue its present policy of returning to any Agent without reimbursement any confidential expenditure which does not appear to be fully and thoroughly justified. The Bureau must, of course, insist on each Special Agent in Charge making it his personal responsibility, without delegation 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. Edgar Hoover". The signature is written in a cursive style with a large initial "J" and "E".

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.

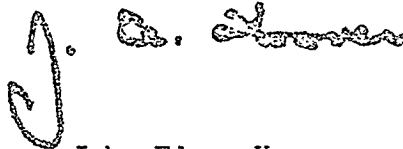
Although the Bureau is necessarily aware of the fact that receipts cannot be secured in each and every instance, due to exigencies peculiar to certain types of investigative activities, nevertheless, it must insist that such receipts be obtained for confidential expenditures wherever it is possible and 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-expense 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,

A handwritten signature in dark ink, appearing to read "J. E. Hoover", with a large, stylized initial "J" to the left.

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.



NO. 11  
SERIES 1945

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

January 12, 1945

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

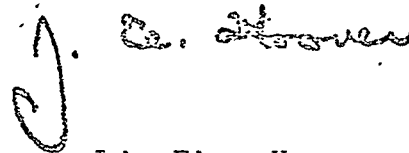
RE: CONFIDENTIAL FUND

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,

J. Edgar Hoover

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

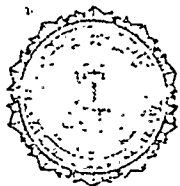
RE: CONFIDENTIAL FUND

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 reclaiming 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

2

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 here signed 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
			\$2,505.83
			\$ 614.75
			<u>1,891.08</u>
			\$2,505.83
		Balance on hand April 30, 1950	

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 , to  
 (Name of Informant) (Symbol Number) <sup>Date</sup> 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

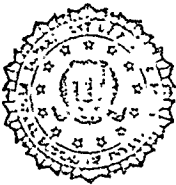
Special Agent in Charge  
Assistant Director



(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



PERSONAL AND CONFIDENTIAL  
NUMBER SAC LETTER 53-C  
UNITED STATES DEPARTMENT OF JUSTICE

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	KEY	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	WALKART
TRACY	EDWARDS, H. L.	PENNINGTON	WHERRY
BAUMGARDNER.	GEARTY, G.	PRICE	WICK
BOWLES	HENNRICH	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.  
*from Book 4.1*

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.

*Simple of form  
approved for field use*

(D) ACCOUNTING PROCEDURES - CONFIDENTIAL FUND -- You are advised 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:

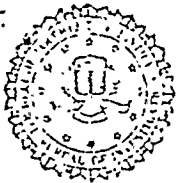
1. Accounting procedure used in connection with the checking account and any records maintained in connection therewith.
2. Procedure followed in requesting the money from the fund for a payment to an informant.
3. Any documents retained in your office as receipts of payment and records of payment.
4.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



## 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

6/9/54

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.

6/9/54

NO NUMBER

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

6/9/54

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.

6/9/54

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.

6/9/54

NO NUMBER

SAC LETTER NO. 54-G

- 7 -

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.

6/9/54

NO NUMBER

SAC LETTER NO. 54-G

- 8 -

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

- 9 -



DATE 1954		DEBITS	CREDITS	AMOUNT TO BE ACCOUNTED FOR	
Jan	1 Current authorized amount	1,000 -			1
Mar	15 Temporary increase received from Bureau	500 -		1,500 -	2
June	29 Refund of payment to J. Jones, P.C.I., for which reimbursement has been received from Bureau	20 -		1,520 -	3
	29 Return to Bureau refund from J. Jones, P.C.I., ch. # 17		20 -	1,500 -	4
					5
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					8
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					10
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					28

	DATE	EXPLANATION	# CK	CASH DISBURSEMENTS		PAYMENTS		REFUNDS OF		BUREAU		
				RECEIPTS	MENTS	CRIMINAL	SECURITY	MISC	PAYMENTS	REFUNDS	RECEIPTS	
1	1954											1
2	June 1	Balance Forward		20 -								2
3	1	S+E, John Jones, WF 121-C, 5/1-31/54	11		95 -		95 -					3
4	5	Bell Tel. Co., Lex., Ky., May	12		6 75			6 75				4
5	9	Bank service charge for May			1 25			1 25				5
6	10	Deposit checks from Bureau		20 -							20 -	6
7	15	Sal. J. Smith, PCI, 6/1-15/54	13		100 -		100 -					7
8	15	Deposit exp. ch from Bureau		150 -							150 -	8
9	30	S+E, John Doe, PSI, 6/1-15/54	14		72 -		72 -					9
10	20	Deposit exp ch from Bureau		240 -							240 -	10
11	25	May rent, office furn. plant. (65-99)	15		45 -			45 -				11
12	25	Refund of paym't to J. Smith (ch 13)										12
13		not yet vouchered -- fund not affected		75 -				75 -				13
14	29	Sal. J. Doane, WF-12-S, 6/1-15/54	16		155 -		155 -					14
15	29	Refund from John Jones, paym't										15
16		made 5/1/54 (ch 18); items										16
17		vouchered -- fund increased		20 -				20 -				17
18	29	Return to Bureau of Jones refund			20 -					20 -		18
19				525 -	495 -	195 -	227 -	53 -	95 -	20 -	410 -	19
20	July 1	Balance Forward		30 -								20
21												21
22												22
23												23
24												24
25												25
26												26
27												27
28												28

DocId:32989712 Page 94

DATE OF

PERIOD COVERED

PAYMENT

AUTH

AUTHORIZATIONS

FROM

TO

DATE

AMOUNT

1954

1 Mar 31 Auth to pay \$90.00 per month plus expenses  
 2 to \$5.00 per month for 6 months effective 4-1-54

S  
S  
E4/1 - 30/54  
90.00  
5.00

5/1 - 31/54

5-2-54  
6-1-5490 -  
95 -

*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, <span style="border: 1px solid black; padding: 0 5px;">JFK Act 6 (4)</span>	75.00	
6/29/54 Refund from WF-121-C	<u>20.00</u>	<u>505.00</u>

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	<u>50.00</u>	<u>970.00</u>

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>Withdrawal</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 <span style="border: 1px solid black; padding: 0 20px;">JFK Act 6 (4)</span> 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 <span style="border: 1px solid black; padding: 0 20px;">JFK Act 6 (4)</span> 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		20.00
		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: 4/1-30/54RECEIPT ATTACHED: YESServices \$00.00Expenses 0.00Total \$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, Maryland

Bank 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's

present 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 \_\_\_\_\_

Approved \_\_\_\_\_

Director

Special Agent in Charge

Assistant Director

(EXHIBIT NUMBER SEVEN)

## 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

Date

Fred's Place

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 ofGreensburg, Greensburg, Mo., 4/17/54-RR-B

and that the payment was made under the circumstances and for the purposes explained below.

Necessary expenses incurred in the maintaining surveillancein this tavern in an attempt to obtain information regardingthe subject who reportedly frequented the place. None of theamount claimed was expended for the personal benefit of theparticipating Agent.Authorized by the SACDue to the nature of the surveillance, receipt was notobtained.

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

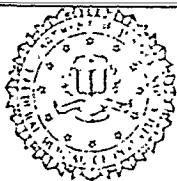
(A) CONFIDENTIAL EXPENDITURES -- I want to draw to your attention the absolute importance of making certain that any confidential expenditure authorized by the Bureau complies with existing Manual provisions and that the Bureau receives appropriate value for every dollar expended. Although it is the 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



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-I

(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

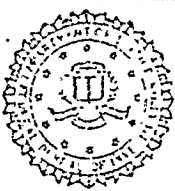
*Policy*

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.

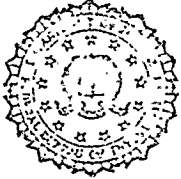
RE: CONFIDENTIAL VOUCHERS -  
TRANSMISSION OF TO BUREAU

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.

*James H. Lee*  
Forms Management Desk  
Training Division

Enc.  
Bufile  
Urfile

## BLUE SLIP

Date: \_\_\_\_\_

Place: \_\_\_\_\_

ITEM NO. \_\_\_\_\_

I certify that \$ \_\_\_\_\_ was paid (per attached Form FD-221)

amount

to \_\_\_\_\_

on \_\_\_\_\_ in connection with an official investigation

date

entitled \_\_\_\_\_

and that payment was made as explained below.

Authority: \_\_\_\_\_

Period Covered: \_\_\_\_\_

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: \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

Details: \_\_\_\_\_

Approved: ☐

Signed \_\_\_\_\_

Disapproved: ☐

Title \_\_\_\_\_

Assistant Director  
Administrative Division

Approved \_\_\_\_\_

Special Agent in Charge

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: 8/19/70

RE: FORM FD-221a  
"REQUEST FOR FUNDS FOR PAYMENT TO INFORMANT"  
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 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

BHV



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)*  
AC  
B  
Lynn  
gmc  
JH  
Daw  
R

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

2/14/72

airtel

To: SAC, Albany

From: Acting Director, FBI

ADMINISTRATIVE TO ALBANY BUREAU MEMORANDUM  
FOR INVESTIGATIVE OFFICERS

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 NOTE PAGE 2

JCB:rar

Airtel to Albany

For Authority to Approve Limited Expenditures  
for Investigative Operations

The purpose of the above-cited changes is not to remove 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 Administrators 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 6/13/72, and was approved by Mr. Gray in his memorandum dated 8/8/72. Manual changes being prepared.

TO: SAC, NEW YORK (100-155555) FROM: SAC, NEW YORK (100-155555) (Priority)

Date 12/14/73

Re: JAC, ALLEY

From: Bureau, FBI

**PRIORITY TO AVOID LATELY EXPENDITURES  
ON INVESTIGATIVE OPERATIONS**

As a result of an employee suggestion and after a review of expenditures made under authorized authority granted by Bureau 8/14/73, the Bureau feels that a uniform accounting procedure for such expenditures is needed.

In view of this, a uniform accounting procedure for 8/14/73 expenditures is to be initiated in all field divisions and at NEW effective 1/1/74.

If during the conduct of an important investigation, initiated on or after 1/1/74, it is found necessary to make an essential expenditure without prior Bureau authority and of the type authorized by Bureau 8/14/73, it will be necessary that a separate ledger page be prepared for each field investigation in which such an expenditure is made. It is the procedure for a small number of informants. The ledger page will be kept in the complete case file and field investigative file number assigned to the investigator. Also, the ledger page must include columns captioned as shown on the attached. (See NEW 100-155555).

2 - All Field Offices - Enclosures (2)

Enclosure 100-155555



[illegible]

Blue slips received at PLMP not in complete compliance with the above will be returned to the field office for correction.

NW 55320 DocId:32989712 Page 125

DATE OF		VO	PERIOD				DATE				AMOUNT				TOTAL				
AUTH		PAYEE	#	COVERED				PAID				PAID				PAYMENTS			
1	Buairtel																		
2	8/14/72																		
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
11																			
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27																			
28																			
29																			
30																			

NW-55320 DocId:32989712 Page 126

## 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 in connection with an official investigation  
 entitled JOHN DOE; BR-B doe (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

Item "H"

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

*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.*

*Cuzar copy*

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.



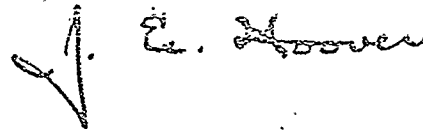
For your information, the Bureau must certify to all confidential expenditures as follows:



"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.

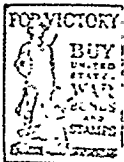
Very truly yours,

A handwritten signature in dark ink, appearing to read "J. Edgar Hoover". The signature is written in a cursive style with a large initial "J" and "E".

John Edgar Hoover  
Director



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



IN REPLY, PLEASE REFER TO

July 8, 1943

PERSONAL AND CONFIDENTIAL

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

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.

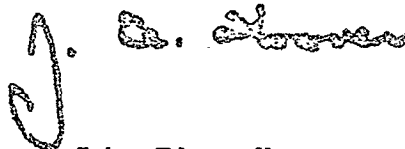
Although the Bureau is necessarily aware of the fact that receipts cannot be secured in each and every instance, due to exigencies peculiar to certain types of investigative activities, nevertheless, it must insist that such receipts be obtained for confidential expenditures wherever it is possible and 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, I desired that the non-exper 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,

A handwritten signature in dark ink, appearing to read "J. E. Hoover", with a large, stylized initial "J" to the left.

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> <u>\$2,505.83</u>

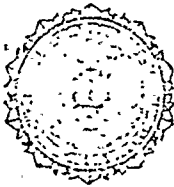
In other words, the check number of each disbursement should be listed together with the date and a brief explanation of what the expenditure was for and the amount and the reconciliation of the balance at the beginning of the month and at the end of the month. All expenditures, advances, refunds or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



NO. 11  
SERIES 1945

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

January 12, 1945

MEMO FOR MR. HOOVER	ALDEN	HARBO	PARSONS
TOLSON	BAUGHMAN	HEARDON	PENNINGTON
TAMM, E. A.	CALLAN	HINCE	PTAFMAN
CLEGG	CARLSON	JONES	RENNEBERGER
COFFEY	CARSON	LAUGHLIN, R. H.	ROGERS
CONNELLEY	CARTWRIGHT	LONG	SCHLEFKER
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,

*J. E. Hoover*

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

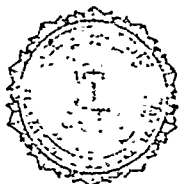
RE: CONFIDENTIAL FUND.

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.	NAUGHTEN
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 30th 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 here expected 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
			\$2,505.83
		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 , to  
(Name of Informant) <sup>Date</sup> (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

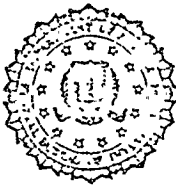
(A) CONFIDENTIAL FUND -- It has been noted in one instance that a clerical employee has been delegated authority to sign checks for withdrawals from the Confidential Fund.

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

PERSONAL AND CONFIDENTIAL  
UNITED STATES DEPARTMENT OF JUSTICE

MEMBER SAC LETTER 53-C

## 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
BELMONT	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
BAUMGARDNER.	GEARTY, G.	PRICE	WICK
BOWLES	HENNRICH	RENNEBERGER	WILLIAMS
BRANIGAN	HOOD	ROGERS	WINTERROWD
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 - 4.1*

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.

(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:

- no  
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 -





## 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

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

6/9/54

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.

6/9/54

NO NUMBER

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

6/9/54

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.

6/9/54

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.

6/9/54

NO NUMBER

SAC LETTER NO. 54-G

- 7 -

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.

6/9/54

NO NUMBER

SAC LETTER NO. 54-G

- 8 -



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

- 9 -

DATE		DEBITS		CREDITS		AMOUNT TO BE ACCOUNTED FOR	
1954							
Jan	1	Current authorized amount	1,000 -				1
Mar	15	Temporary increase received from Bureau	500 -			1,500 -	2
June	29	Refund of payments to J. Jones, P.C.I., for which reimbursement has been received from Bureau	20 -			1,520 -	3
	29	Return to Bureau refund from J. Jones, P.C.I., ch. 17		20 -		1,500 -	4
							5
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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		675			675			3
4	9	Bank service charge for May			125			125			4
5	10	Deposit checks from Bureau		20 -						20 -	5
6	15	Sal. J. Smith, PCI, 6/1-15/54	13		100 -	100 -					6
7	15	Deposit exp. ch from Bureau		150 -						150 -	7
8	20	S+E, John Doe, PSI, 6/1-15/54	14		72 -	72 -					8
9	20	Deposit exp ch from Bureau		240 -						240 -	9
10	25	May rent. office furn. (65-991)	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, 6/1-15/54	16		155 -	155 -					13
14	29	Refund from John Jones, paymt									14
15		made 5/10/54 (ch #8); items									15
16		vouchered -- fund increased		20 -					20 -		16
17	29	Return to Bureau of Jones refund			20 -					20 -	17
18				525 -	495 -	195 -	727 -	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

PERIOD COVERED

PAYMENT

AUTH

AUTHORIZATIONS

FROM

TO

DATE

AMOUNT

1	1954	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				
3				E	5.00	5/1 - 31/54	6.1.54	95	-
4									
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*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, <span style="border: 1px solid black; padding: 2px;">JFK Act 6 (4)</span>	75.00	
6/29/54 Refund from WF-121-C	20.00	<u>505.00</u>

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	<u>970.00</u>

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>Withdrawal</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 <span style="border: 1px solid black; padding: 0 2px;">JFK Act 6 (4)</span> 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 <span style="border: 1px solid black; padding: 0 2px;">JFK Act 6 (4)</span> 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		20.00
		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
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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 \_\_\_\_\_

Approved \_\_\_\_\_

Director

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 SACReceipt not obtained as it was deemed inadvisable to obtainone in view of the circumstances under which payment wasmade.

Approved:

Signed \_\_\_\_\_

Title \_\_\_\_\_

\_\_\_\_\_  
Director\_\_\_\_\_  
Approved

Special Agent in Charge

Assistant Director

(EXHIBIT NUMBER SEVEN)

## 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

Date

Fred's Place

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 ofGreensburg, Greensburg, Mo., 4/17/54-RR-B

and that the payment was made under the circumstances and for the purposes explained below.

Necessary expenses incurred in the maintaining surveillancein this tavern in an attempt to obtain information regardingthe subject who reportedly frequented the place. None of theamount claimed was expended for the personal benefit of theparticipating Agent.Authorized by the SACDue to the nature of the surveillance, receipt was notobtained.

Approved:

Signed \_\_\_\_\_

Title \_\_\_\_\_

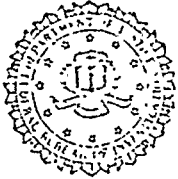
Approved \_\_\_\_\_

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

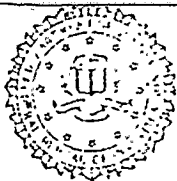
(A) CONFIDENTIAL EXPENDITURES -- I want to draw to your attention the absolute importance of making certain that any confidential expenditure authorized by the Bureau complies with existing Manual provisions and that the Bureau receives appropriate value for every dollar expended. Although it is the 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-I

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-I

(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.

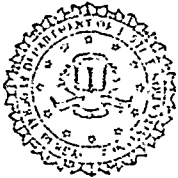
5. In the future where a symbol number has been assigned to the informant, only the symbol number should be reflected on the FD-221 and FD-221a forms; however, the name of the informant shall be reflected on the blue slip.

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

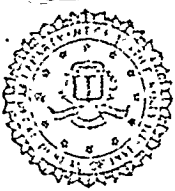
*Policy*



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.

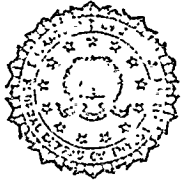
RE: CONFIDENTIAL VOUCHERS -  
TRANSMISSION OF TO BUREAU

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 ☐ 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.

*James H. Miller*  
Forms Management Desk  
Training Division

Enc.  
Bufile  
Urfile

## BLUE SLIP

Date: \_\_\_\_\_

Place: \_\_\_\_\_

ITEM NO. \_\_\_\_\_

I certify that \$ \_\_\_\_\_ was paid (per attached Form FD-221)  
to \_\_\_\_\_  
on \_\_\_\_\_ in connection with an official investigation  
entitled \_\_\_\_\_  
\_\_\_\_\_

and that payment was made as explained below.

Authority: \_\_\_\_\_

Period Covered: \_\_\_\_\_

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: \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Approved: ☐

Signed \_\_\_\_\_

Disapproved: ☐

Title \_\_\_\_\_

Assistant Director  
Administrative Division

Approved \_\_\_\_\_

Special Agent in Charge



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: 8/19/70

RE: FORM FD-221a  
"REQUEST FOR FUNDS FOR PAYMENT TO INFORMANT"  
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 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

*James R. Kelly*  
Forms Management Desk  
Training Division

*BSTW*

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)*  
Lynn  
gmc  
JH  
Jaw  
JH

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

- 3 -

6/16/72

airtel

To: SAC, Albany

From: Acting Director, FBI

AUTHORITY TO ALLOCATE LIMITED BUDGETARY FUNDS  
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 NOTE PAGE 2

JCL:rar

Airtel to Albany  
For Authority to Approve Identified 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.



TO : \_\_\_\_\_

Via \_\_\_\_\_

(Priority)

2004 2005 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 2020 2021 2022 2023 2024 2025 2026 2027 2028 2029 2030 2031 2032 2033 2034 2035 2036 2037 2038 2039 2040 2041 2042 2043 2044 2045 2046 2047 2048 2049 2050 2051 2052 2053 2054 2055 2056 2057 2058 2059 2060 2061 2062 2063 2064 2065 2066 2067 2068 2069 2070 2071 2072 2073 2074 2075 2076 2077 2078 2079 2080 2081 2082 2083 2084 2085 2086 2087 2088 2089 2090 2091 2092 2093 2094 2095 2096 2097 2098 2099 2100 2101 2102 2103 2104 2105 2106 2107 2108 2109 2110 2111 2112 2113 2114 2115 2116 2117 2118 2119 2120 2121 2122 2123 2124 2125 2126 2127 2128 2129 2130 2131 2132 2133 2134 2135 2136 2137 2138 2139 2140 2141 2142 2143 2144 2145 2146 2147 2148 2149 2150 2151 2152 2153 2154 2155 2156 2157 2158 2159 2160 2161 2162 2163 2164 2165 2166 2167 2168 2169 2170 2171 2172 2173 2174 2175 2176 2177 2178 2179 2180 2181 2182 2183 2184 2185 2186 2187 2188 2189 2190 2191 2192 2193 2194 2195 2196 2197 2198 2199 2200 2201 2202 2203 2204 2205 2206 2207 2208 2209 2210 2211 2212 2213 2214 2215 2216 2217 2218 2219 2220 2221 2222 2223 2224 2225 2226 2227 2228 2229 2230 2231 2232 2233 2234 2235 2236 2237 2238 2239 2240 2241 2242 2243 2244 2245 2246 2247 2248 2249 2250 2251 2252 2253 2254 2255 2256 2257 2258 2259 2260 2261 2262 2263 2264 2265 2266 2267 2268 2269 2270 2271 2272 2273 2274 2275 2276 2277 2278 2279 2280 2281 2282 2283 2284 2285 2286 2287 2288 2289 2290 2291 2292 2293 2294 2295 2296 2297 2298 2299 2300 2301 2302 2303 2304 2305 2306 2307 2308 2309 2310 2311 2312 2313 2314 2315 2316 2317 2318 2319 2320 2321 2322 2323 2324 2325 2326 2327 2328 2329 2330 2331 2332 2333 2334 2335 2336 2337 2338 2339 2340 2341 2342 2343 2344 2345 2346 2347 2348 2349 2350 2351 2352 2353 2354 2355 2356 2357 2358 2359 2360 2361 2362 2363 2364 2365 2366 2367 2368 2369 2370 2371 2372 2373 2374 2375 2376 2377 2378 2379 2380 2381 2382 2383 2384 2385 2386 2387 2388 2389 2390 2391 2392 2393 2394 2395 2396 2397 2398 2399 2400 2401 2402 2403 2404 2405 2406 2407 2408 2409 2410 2411 2412 2413 2414 2415 2416 2417 2418 2419 2420 2421 2422 2423 2424 2425 2426 2427 2428 2429 2430 2431 2432 2433 2434 2435 2436 2437 2438 2439 2440 2441 2442 2443 2444 2445 2446 2447 2448 2449 2450 2451 2452 2453 2454 2455 2456 2457 2458 2459 2460 2461 2462 2463 2464 2465 2466 2467 2468 2469 2470 2471 2472 2473 2474 2475 2476 2477 2478 2479 2480 2481 2482 2483 2484 2485 2486 2487 2488 2489 2490 2491 2492 2493 2494 2495 2496 2497 2498 2499 2500 2501 2502 2503 2504 2505 2506 2507 2508 2509 2510 2511 2512 2513 2514 2515 2516 2517 2518 2519 2520 2521 2522 2523 2524 2525 2526 2527 2528 2529 2530 2531 2532 2533 2534 2535 2536 2537 2538 2539 2540 2541 2542 2543 2544 2545 2546 2547 2548 2549 2550 2551 2552 2553 2554 2555 2556 2557 2558 2559 2560 2561 2562 2563 2564 2565 2566 2567 2568 2569 2570 2571 2572 2573 2574 2575 2576 2577 2578 2579 2580 2581 2582 2583 2584 2585 2586 2587 2588 2589 2590 2591 2592 2593 2594 2595 2596 2597 2598 2599 2600 2601 2602 2603 2604 2605 2606 2607 2608 2609 2610 2611 2612 2613 2614 2615 2616 2617 2618 2619 2620 2621 2622 2623 2624 2625 2626 2627 2628 2629 2630 2631 2632 2633 2634 2635 2636 2637 2638 2639 2640 2641 2642 2643 2644 2645 2646 2647 2648 2649 2650 2651 2652 2653 2654 2655 2656 2657 2658 2659 2660 2661 2662 2663 2664 2665 2666 2667 2668 2669 2670 2671 2672 2673 2674 2675 2676 2677 2678 2679 2680 2681 2682 2683 2684 2685 2686 2687 2688 2689 2690 2691 2692 2693 2694 2695 2696 2697 2698 2699 2700 2701 2702 2703 2704 2705 2706 2707 2708 2709 2710 2711 2712 2713 2714 2715 2716 2717 2718 2719 2720 2721 2722 2723 2724 2725 2726 2727 2728 2729 2730 2731 2732 2733 2734 2735 2736 2737 2738 2739 2740 2741 2742 2743 2744 2745 2746 2747 2748 2749 2750 2751 2752 2753 2754 2755 2756 2757 2758 2759 2760 2761 2762 2763 2764 2765 2766 2767 2768 2769 2770 2771 2772 2773 2774 2775 2776 2777 2778 2779 2780 2781 2782 2783 2784 2785 2786 2787 2788 2789 2790 2791 2792 2793 2794 2795 2796 2797 2798 2799 2800 2801 2802 2803 2804 2805 2806 2807 2808 2809 2810 2811 2812 2813 2814 2815 2816 2817 2818 2819 2820 2821 2822

SECRET

DIRECTOR OF ARMY AND AIR FORCE EXERCISES  
 1015 ARMY AVENUE, WASHINGTON, D.C.

As a result of an employee suggestion and after a review of expenditures made under authority granted by Bureau 2/14/77, the Board feels that a uniform accounting procedure for such expenditures is needed.

In view of this, a uniform recording procedure for 9/14/73 ex. references is to be initiated in all field divisions and at "HQ" 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 unauthorized reproduction without prior Bureau authority, and if the type submitted by Bufile 100-447878, it will be necessary, that a separate ledger page be prepared for each field investigation file number in which such an expenditure is made. It is the purpose of this circular to inform, that each ledger page must include the complete area title and field investigation file number assigned to the investigation. Also, the ledger page must include columns captioned as shown on the attached. (See ATTACHMENT 1).

2 - THE FIELD OFFICE - Enclosures (2)

*THE NEW YORK PUBLIC LIBRARY*

[illegible]

Blue files containing reimbursement for 8/14/72.  
Each time a slip should be completed and the primary and in each instance must set forth the correct case title, the field investigator's file number, the authority, P.O. (dated 8/14/72), the relief covered by the expenditure and complete details to support each expenditure due to be claimed and attached to the Blue file. However, setting and capitalization of each expense is to be set forth on a separate document and attached to the Blue file. When a P.O. is not available, the following

Blue slips received at NYHQ not in complete compliance with the above will be returned to the field office for correction.

The procedure outline above is being initiated to provide a uniform accounting system for 1977 expenditures on IR and for the purpose of identifying selection expenditures authorized by Institute 8/1/77.

DATE OF		VO	PERIOD				DATE				AMOUNT				TOTAL				
AUTH		PAYEE	#	COVERED				PAID				PAID				PAYMENTS			
1	Duairtel																	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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22																		22	
23																		23	
24																		24	
25																		25	
26																		26	

NW 55320 DocId:32989712 Page 199

## 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: \$ 75.00Total: \$ 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



PERSONAL  
NO NUMBER SAC LETTER 64-E  
UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to  
File No.

July 6, 1964

WASHINGTON, D.C. 20535

RE: SECURITY INFORMANTS AND  
SOURCES - INCOME TAXES

No Number SAC Letter 63-E dated March 27, 1963, contained full details and instructions for a withholding plan through which it was hoped security informants could satisfy their Federal income tax obligations arising from payments made to them for services without jeopardizing their security. The plan was tried on a limited basis and has proven to be sound and effective. As a result, it will be expanded to include all field divisions effective January 1, 1965. Under the plan, payments to certain security informants and sources for services rendered will be subject to a 20 per cent withholding tax.

There are four categories of circumstances in which taxes will not be withheld. Taxes are not to be withheld from payments made (1) to other than security informants and sources, (2) for reimbursement of expenses, (3) under SAC authority, or (4) to informants who have been able to report Bureau income on their Federal tax returns without jeopardizing their security or without challenge from the Internal Revenue Service.

To place the plan into effect, you should immediately review the personal situation of each security informant and source. Where circumstances warrant using the procedure, the matter should be discussed with each informant or source involved. It should be explained to each that the withholding procedure to be placed into effect January 1, 1965, is being adopted to afford a secure method of meeting Federal income tax obligations in regard to money received from the FBI for services. The Bureau must be advised by November 1, 1964, of the identity of each informant to be exempted from this program and the method to be used by each in reporting his Bureau income.

In operating the plan, you should be alert to streamline the procedures. For example, instructions call for a check to be drawn for the gross amount of an authorized payment. After it is cashed, the amount to be withheld for taxes is deducted and deposited in the special checking account; however, it is not necessary to make a deposit in connection with each such transaction. If it would simplify the matter, there would be no objection to making one deposit at the end of each day for the total amount of money withheld that day from payments to all informants.

*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 should not be disclosed to unauthorized personnel without the*

In instances where the procedure is not used for certain informants or sources, you should continue to instruct them to satisfy their tax obligations on income received from the FBI by such methods as may be proper and feasible.

Very truly yours,

John Edgar Hoover

Director

7/6/64

NO NUMBER SAC LETTER 64-E

- 2 -

62-115464-34

2  
enc1.  
56

8/18/75  
TJM:1hb ~~8/22/75~~

The Attorney General U.S. HOUSE SELECT COMMITTEE  
ON INTELLIGENCE ~~ACTIVITIES~~  
ACTIVITIES

ReBulet 8/7/75 captnd as abov w/enclosurs which  
proferd a partial respns to requests of this Bu  
set frth in HSC let 7/28/75. Enclosd for ur  
approvl & forwarding to HSC is orig of memo which  
completes this Bu's replies to requests contained  
in abov-mentnd HSC let 7/28/75. A cc of this memo  
is being furnished for ur records.

POLICY  
INFORMANT AND INFORMANT PAYMENTS

*Separate copy*

Prepared by Dir 12 + forwarded  
to Dept of Justice  
See memo to Dir 12 dated 8/7/25  
Material not being made available  
to H.C. as it is contained  
in Ser 107, 108 + 130.  
S.H.

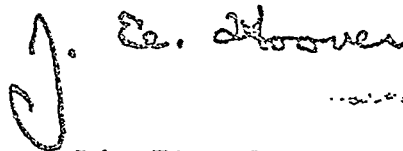


(E) PAYMENTS TO CONFIDENTIAL INFORMANTS -- The Bureau has received inquiries regarding the amount a Special Agent in Charge may approve paying an informant without prior Bureau authority.

You are advised you may approve payment of an amount up to \$50 to an informant in a specific instance for information submitted. The blue slips submitted for claiming these payments must clearly and adequately explain the circumstances and summarize the information obtained so the Bureau will be in a position to intelligently pass such slips for payment, receipts to be attached wherever possible.

This does not change the present instructions that prior Bureau authority must be obtained before paying an informant on a regular basis at a rate exceeding \$10 per month, but applies only to specific instances in which it is expedient or necessary to expend money to obtain information concerning matters or persons under investigation which information is not otherwise obtainable. This of course does not apply to expenditures for entertainment. You will be held responsible to insure the Bureau receives full value for all the money expended by you and such matters must receive your personal attention and approval.

Very truly yours,



John Edgar Hoover  
Director

Enclosures for (C) and (D)

- 4 -

7-31-45  
SAC LETTER NO. 71  
Series 1945

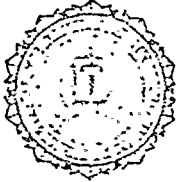
(C) CONFIDENTIAL INFORMANTS -- Full coverage of all our investigative activities must be maintained and the use of paid confidential informants is necessary. Without a constant and careful check of the production of these paid informants, it is possible that full value will not be received for the services rendered.

You are instructed, therefore, to personally review all reports submitted by paid confidential informants either National Defense or General Investigative to be certain that they are providing information commensurate with the amount of money being paid to them. If it is determined after a personal check of each paid confidential informant that the Bureau is not receiving an adequate return, payments should be immediately discontinued and the Bureau advised. Likewise, if you feel that any informant's compensation should be adjusted based upon a decrease of his activity, a summary should be furnished to the Bureau together with your recommendations concerning a change in payment to him.

After you have completed this check of all paid confidential informants, you should continue to afford this matter your personal attention to insure the Bureau at all times receiving a full return for any money paid to informants.

-1-21-47

SAC LETTER NO. 5  
Series 1947



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

PERSONAL ATTENTION

SAC LETTER NO. 161  
SERIES 1948

IN REPLY, PLEASE REFER TO

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

December 29, 1948

MEMO FOR MR. HOOVER

TOLSON

CLEGG

CONNELLEY

GLAVIN

HARBO

LADD

NICHOLS

ROSEN

TRACY

BAUMGARDNER

BAUGHMAN

~~CALLAHAN~~

CALLAN

CARLSON

CARTWRIGHT

CONRAD

DOWNING

EDWARDS, H. L.

EGAN

FEENEY

FLETCHER, H. B.

GURNEA

HARGETT

HINCE

JONES, M. A.

KEAY

LAUGHLIN

LEONARD

LONG

McCABE, E. J.

McCABE, N. H.

McGUIRE

McINTIRE

MOBLEY

MOHR

NANNA

NAUGHTEN

NEASE

PARSONS

PENNINGTON

RENNEBERGER

ROGERS

SIZOO

TAMM, Q.

WAIKART

WALL

WHITSON

AND SUPERVISORS

(A) PAYMENTS TO CONFIDENTIAL INFORMANTS -- At the present time, upon the authority of the Special Agent in Charge, an individual who furnishes information of value may be paid up to \$50 at any one time. This is considered a COD payment as differentiated from a payment to an individual who is on the confidential payroll. On a regular basis an individual may be paid up to \$10 per month without prior Bureau authority. These methods of payment are now altered as follows:

1. A single payment may be made on a COD basis up to \$50 as in the past.
2. If the same person is paid a second time, regardless of the amount or method, a letter should be directed to the Bureau advising the amount of the second payment, what was paid to the individual before, the purpose of both payments, background information if not already available to the Bureau and your opinion and recommendation as to whether the individual should be considered a regularly paid informant due to his ability to continue furnishing information of value.
3. No additional payments may be made to an individual after he is paid a second time without Bureau authority as it is believed that after a second payment, this type of individual should be considered in the category of a continuing informant. Authority must, therefore, be obtained to pay anyone regardless of amount on a regular basis, and to determine a regular basis you should consider anyone who is paid more than twice.

(B) INFORMANTS -- The following procedure relative to cash payments to Bureau informants should be followed by you in the future.

1. You are authorized to pay a sum up to \$100.00 for information given to the Bureau on a C.O.D. basis. At the present time you are authorized to pay up to \$50.00 without Bureau authority for such information.
2. You are authorized with reference to expense money in proper cases to advance to an informant, who necessarily incurs expenses in seeking out information for the Bureau to pay an amount up to \$100.00 for such expenses to be incurred for the purpose of seeking out information.

The Bureau should be promptly informed concerning any payment made in accordance with the above instructions. You should report the name of the informant, the amount of payment, the identity of the case involved, details of information received from the informant and the value of the information. This instruction does not abrogate any previous instructions with reference to the payment of regularly paid informants.

All Special Agents handling confidential informants in your office should be advised of the foregoing instructions.

3-14-50

SAC LETTER NO. 19

Series 1950

B. CONFIDENTIAL INFORMANTS - PAYMENT

✓ Carroll Hunt

Henceforth, in specific instances in which it is necessary and expedient to expend money to obtain information concerning matters or persons under investigation, which is not otherwise obtainable, or to advance expense money to enable an informant to obtain such information, the SAC may approve payments of amounts up to \$100 and totalling not more than \$100 to an informant on a COD basis, regardless of the number of payments.

This applies only to persons who are not being paid regularly as confidential informants.

Prior Bureau authority must be obtained in order to make any additional payment to an informant who has received payments totalling \$100.

7-25-50

SAC LETTER NO. 48

Series 1950

- 9 -

(D) CONFIDENTIAL INFORMANTS (SECURITY AND CRIMINAL) -- Reference is made to SAC Letter #68, dated July 18, 1952, Item B.

In view of the Bureau's critical condition insofar as its operating appropriations are concerned, the payments to informants set forth in the above SAC letter are being changed. Hereafter payments to informants may be made upon the authorization

9/19/52

SAC LETTER NO. 93

Series 1952

- 2 -

of the Special Agent in Charge up to the point where such payments aggregate \$100 without prior authority from the Bureau.

You should carefully administer this program in order to insure that all payments are sufficiently justified and in the event payments in the amount of more than \$100 to an informant are necessary, prior Bureau authorization should be obtained.

*W. B. J. GRH*

(F) SECURITY INFORMANTS -- As an economy measure, the Bureau will no longer prepare correspondence to the field granting authority to continue payments to security informants when the payments as requested by the field are approved. Effective immediately, the duplicate copy of your recommendation for authority to continue payments will be stamped "Approved" at the Bureau, initialed with the autographic initials of the Director and returned to you. This will serve as authority to continue payments at the requested rate. Whenever your recommendation is not approved, correspondence will be prepared and transmitted to you, so indicating. In addition, the initial payment authorization for an informant will be in the form of regular correspondence.

In order that this system may function properly it is essential that payment letters be explicit and that ambiguity be avoided. Therefore, the last paragraph of your letter should read as nearly as possible as follows:

"I therefore recommend that authority be granted to continue (increase, decrease) payments to the above informant up to \$ \_\_\_\_\_ (amount) per \_\_\_\_\_ (month, week) for services, plus \$ \_\_\_\_\_ (amount) per \_\_\_\_\_ (month, week) for expenses actually incurred for a period of \_\_\_\_\_ months, effective \_\_\_\_\_ (date)."

If payments are to be made on a C.O.D. basis, this fact should be indicated.

In order to insure prompt and efficient handling of this type of correspondence, you should be certain that sufficient information is furnished to the Bureau upon which to base a decision as to the justifiability of the payments and other details must be correct, such as amount of previous payments, the effective date of future payments, etc.

There is, of course, to be no laxity shown in the supervision of security informants and payments made to informants, and it will be your personal responsibility to see that the Bureau is receiving an adequate return for compensation paid to each and every informant.

In preparing blue slips reflecting payments to security informants in the future, you should show as the date of authority the date of your letter to the Bureau requesting said payments, provided approval has been received.

10-28-52  
SAC LETTER NO. 115  
Series 1952

- 4 -

(D) CRIMINAL INFORMANTS. - PAYMENTS MADE ON SAC AUTHORITY -- Section 108 - J, Manual of Instructions, and Part I, Section 26,b,7, of the Handbook provide for payments to criminal informants on the authority of the SAC in the amount of \$100. These provisions are being changed to provide for payments to criminal informants under the authority of the SAC up to \$200.

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7/7/53

SAC LETTER NO. 53-47



(M) SECURITY INFORMANTS - CRIMINAL INFORMANTS - CONFIDENTIAL  
SOURCES - GIFTS -- Instances have come to the Bureau's attention in which gifts of bottles of whiskey had been made by Special Agents to confidential informants as a means of payment for services rendered. Thereafter, reimbursement has been claimed by voucher drawn on the field office confidential fund. The Bureau considers this practice to be undesirable and it should be discontinued. Hereafter, gifts of alcoholic beverages to confidential informants and sources, both security and criminal are prohibited.

Very truly yours,

John Edgar Hoover . . .

Director .

Attachments for (F) & (H)

1/26/54  
SAC LETTER NO. 54-5

- 10 -

(D) SECURITY INFORMANTS - CRIMINAL INFORMANTS - PAYMENTS -- A situation recently arose whereby an informant complained that he signed receipts for money which he did not receive from the contacting Agent. It developed that the Agent was in the habit of obtaining a receipt for a specific Bureau-authorized amount, but if in the opinion of the Agent the informant did not deserve the full amount, only a part of the authorized sum would be furnished to the informant at the time the receipt was obtained. The Agent would then deposit to his own personal account the sum which he had not given to the informant with the idea in mind of later furnishing to the informant from his personal account an appropriate sum when he felt the informant deserved the additional money. As a result, confusion arose as to whether the informant received the fully authorized sum.

This type of operation, of course, results in falsification of records and is highly improper. The handling of Government funds is a serious responsibility and all employees should exercise good judgment at all times. Whenever anyone in the Bureau's service is charged with the duty of handling Government money, the rules and regulations in connection therewith must be strictly followed. If a receipt is obtained from an informant, or anyone else, the recipient must be paid in full in accordance with the receipt.

I want each Special Agent in Charge to review carefully the methods presently in operation in his Division concerning the handling of the confidential fund, particularly as it relates to informants, and make certain that disbursements and receipts are being handled in the proper fashion.

You are reminded that the proper maintenance and handling of the confidential fund is your personal responsibility and it is imperative that the Bureau's regulations be followed explicitly.

John Edgar Hoover

Director

2/2/54

SAC LETTER NO. 54-7

(D) CONFIDENTIAL EXPENDITURES -- The Bureau wishes to re-emphasize the importance of SACs making certain that the Bureau receives appropriate value for every dollar expended in the informant program or in any other type of confidential expenditure. This program cannot be treated lightly by SACs. It is your personal responsibility to examine carefully and critically each expenditure and have adequate justification for any approval or recommendation made by you. For your information, field inspectors will bring with them a representative number of blue slips executed by you and will trace these expenditures through appropriate files in order to determine that value has been received for expenditures. Any questionable items will result in interviews with employees and may, if the expenditure is not proper, result in the Government's requiring reimbursement from the appropriate SAC or Agent.

You should re-examine provisions in the Bureau's SAC Letters and Manuals concerning the handling of confidential expenditures and be guided accordingly. Nothing in this communication changes any Manual provision.

6-29-54

SAC LETTER NO. 54-33

(AB) SECURITY INFORMANTS - PAYMENTS -- Henceforth, the Bureau will not authorize continued payments to security informants and confidential sources furnishing information in security cases for periods longer than three months. In the past the Bureau has authorized continued payments to certain of these individuals for periods as long as six months; however, this will no longer be the case and it will be necessary to justify continued payments to security informants and to obtain additional authority for such

7/13/54

SAC LETTER NO. 54-36

- 33 -

payments wherever desired at least every three months.

The above will not change any authorizations presently in effect even though they may be for a six-month period. When submitting justification for continued payment for any of your security informants, however, you should limit the pay period to three months.

It is pointed out that requests for authority to continue payments to informants should be submitted to the Bureau at least two weeks prior to the expiration of the current pay period in order to prevent any lapse of pay authority. Immediately upon receipt of this letter, you should review the files on your paid security informants in order to assure that the necessary action will be taken so that these letters are submitted at the appropriate time.

I have repeatedly emphasized the necessity for careful examination of any and all payments from the confidential fund. Your attention is directed in this regard to SAC Letter 54-33. Payments to informants are made only on the personal recommendation of the Special Agent in Charge and must in every instance be commensurate with the information being received from the informant.

You should use very careful judgment in handling expenditures from your confidential fund and in requesting authority to make payments to security informants and confidential sources.

(B) SECURITY AND CRIMINAL INFORMANTS - RECEIPTS FOR PAYMENTS --

Recently Bureau learned a former Special Agent improperly arranged for a third person to affix an informant's name to a receipt covering payment due informant. Allegation made amount due was not paid by the former Agent who claims amount was subsequently given to the informant.

In order to eliminate unjust claims that Special Agents are improperly handling financial transactions with informants, receipts must be signed by the payee whenever possible. Exceptions should be fully explained. Under no circumstances should anyone sign a receipt for the payee.

12/11/56  
SAC LETTER NO. 56-64

(J) SECURITY INFORMANTS - CRIMINAL INFORMANTS - RECEIPTS FOR PAYMENTS TO INFORMANTS AND SOURCES -- In connection with the payment of informants, and sources either on the SAC's authority or on prior Bureau approval, receipts are to be obtained in every instance where it is possible to do so.

Receipts obtained for the payments of money should be of such a nature that they will be self-sufficient so that, if it becomes necessary to introduce the receipts in evidence during the course of a trial, the receipts will not relate to other documents or files.

Receipts obtained in the future should clearly show the date on which payment was made, the period for which made when informant is paid on a period basis, the total amount paid broken down into separate amounts for services or expenses where these items are pertinent, the name of the Agent making the payment and the signature of the person receiving the money. It is reiterated that informants who receive money for services rendered must clearly understand that such money must be listed as income for tax purposes.

In transmitting the receipts to the Bureau, they should not be stapled to any other documents but should be enclosed in an envelope with the envelope stapled to the supporting blue slip and voucher. Extreme care must be taken that the receipts are of such a nature that they clearly reflect the payment of money and do not refer to any other documentary material contained in the Bureau files.

When an itemized statement of expenses is furnished by an informant, it should not be attached to any other document but should be forwarded to the Bureau in the same envelope with the receipt.

Very truly yours,

John Edgar Hoover

Director

Attachments for Letters (E) and (G)

3/5/57

SAC LETTER NO. 57-14

- 7 -

200  
5/21/57

SAC LETTER NO. 57-31

Supervision

(0) CRIMINAL INFORMANTS - SECURITY INFORMANTS - SOURCES - PAYMENT OF FINES -- Bureau personnel shall not pay fines, court costs, or provide money or collateral for any informant, potential informant, or other person being contacted in connection with official business who is charged with a violation of law. Any expenditures of this nature will not be reimbursed from Government funds.

951  
Supervision -

(N) SECURITY INFORMANTS AND SOURCES - RECEIPT OF UNEMPLOYMENT BENEFITS -- Instances have arisen in the past whereby security informants have temporarily lost their jobs with private industry due to strikes, economic conditions or similar circumstances. As a result they become eligible for unemployment compensation. Where unemployment regulations require listing of all sources of income as a prerequisite for obtaining unemployment compensation and security informants who at the time are being paid by the Bureau for services rendered fail to comply, the situation is potentially embarrassing. The Bureau cannot be placed in the position of condoning a violation of the state law on the part of any informant or source. In order to resolve these situations as they occur, it is felt the field should take the following action:

- (1) A designated Special Agent after acquainting himself with unemployment compensation laws should effect appropriate liaison with responsible state official at

134-00-  
NOT RECORDED  
17 MAR 2 1959

353  
66 MAR 3 1959



#### PAYMENTS ON SAC AUTHORITY

In specific instances in which it is necessary and expedient to expend money to obtain information concerning matters or persons under investigation which is not otherwise obtainable or to advance expense money to enable an individual to obtain such information, SAC may now approve such payments to a single individual of amounts up to \$200 and totaling not more than \$200 on a c.o.d. basis regardless of the number of payments. This applies only to individuals who are not being regularly paid for services or expenses on Bureau authorization. An individual who is paid on SAC authority should not be described in correspondence as an informant or source who is being paid on a "regular basis" or on "Bureau authorization."

(B) SECURITY INFORMANTS - RACIAL INFORMANTS - CRIMINAL INFORMANTS - CONTROLS EXERCISED OVER PAYMENTS TO BUREAU INFORMANTS -- You are reminded of the need to closely follow matters involving payments to informants to insure that the Bureau is getting full value for money expended and that the record shows complete justification for all payments made.

Requests for authority to pay informants must be supported by a summary of the information previously furnished in sufficient detail to allow an intelligent analysis at the Bureau. The communication should also show anticipated future coverage informant will provide and an appraisal of the informant's value. You should also outline the nature of the expenses incurred by the informant for which payment is being requested. Payments for services must be made on a strictly c.o.d. basis, and payments for expenses can only cover expenses actually incurred by the informant in obtaining information for the Bureau.

The present Bureau system regarding the authorization of payments to informants affords close supervisory control in the field and at the Seat of Government. I expect supervisory and investigative personnel to fully comply with Bureau regulations in these matters.

File 7

*U.S. Gov. of*  
*W. J. Sullivan*  
*Director*  
*March 15, 1968*

(H) RACIAL INFORMANTS - RACIAL MATTERS -- Recently there were held at the Seat of Government specialized conferences concerning militant black nationalist investigations and racial informant matters. These conferences were attended by representatives from key field offices handling the major portion of the Bureau's work in this field.

The conferees were unanimous in their observation that money is the primary motivating force in developing racial informants. In view of this, they recommended that each Special Agent in Charge be given authority to expend up to \$400 in the development of racial informants instead of the \$200 the majority of Special Agents in Charge may now expend on their own authority.

I concur with this recommendation of the conferees and effective March 15, 1968, the Special Agents in Charge of all field divisions are authorized to expend the sum of \$400 in the development of racial informants. In this connection, you are reminded that money expended for informant development must be on a c.o.d. basis and full value must be received in proportion to the amount of money expended. Appropriate Manual change will be forthcoming.

3/12/68  
SAC LETTER 68-16

Director

- 7 -

(D) SECURITY INFORMANTS AND SOURCES - PAYMENTS -- As you are aware, all security informants and sources receiving compensation from the Bureau are paid on the basis of the value of information furnished, services rendered and incurred expenses. Recently, it has been noted that some informants and sources have been paid consistently the same amount each month with no variation in payments during periods when the informants or sources were less productive, which leads to the illogical implication that information furnished or expenses incurred or both seldom, if ever, vary. This practice must be discontinued. Your informants and sources must understand they are independent contractors remunerated on a C.O.D. basis, and they must never be led to believe they are recipients of a fixed salary.,

This matter will continue to receive careful consideration at the Seat of Government and you will be held accountable to insure that payments are for value received and no fixed patterns continue to develop. These instructions should be called to the attention of all Special Agents in your office handling security informants and sources.

6-11-68

SAC LETTER 68-34

- 2 -

(B) SECURITY INFORMANTS - SUBMISSION OF JUSTIFICATION LETTERS -- Effective immediately justification letters for security informants should be submitted each six months instead of each four months as was previously required. Current authorized payments for four months should be considered extended to six months from the effective date. Under item four, requiring a "summary of information furnished and/or services rendered during pertinent period," you should henceforth include a brief statement as to what coverage or information furnished is available only from that source. In the event there is none, a specific statement to that effect should be set out.

As I have previously emphasized, it is the responsibility of each Special Agent in Charge to insure all expenditures for information are on a c.o.d. basis commensurate with the value of the information. Excessive coverage of routine matters resulting in unwarranted expenditures for the same information must not be approved. Good judgment must be exercised and, where possible and warranted, efforts of established informants must be directed into areas where increased coverage is needed, such as the New Left and other radical subversive groups. You must not be complacent with mere numbers but take positive steps to insure your coverage of subversive groups is sufficiently flexible to adequately meet the Bureau's responsibilities in this constantly changing field.

Appropriate manual changes will follow.

Very truly yours,

John Edgar Hoover

Director

8/20/68

SAC LETTER 68-47

- 2 -

(F) RACIAL INFORMANTS - SUBMISSION OF JUSTIFICATION

LETTERS -- You were recently advised that justification letters for security informants should be submitted every six months instead of every four months. Effective immediately justification letters for racial informants should be submitted every six months as in the case of security informants. Currently authorized payments for four months or less will continue in effect until the expiration date thereof.

Although the period during which letters are to be submitted has been extended as a streamlining measure, your responsibility to maintain a tight control of payments and to make certain that informants will make suitable progress is in no way minimized.

9/10/68

SAC LETTER 68-52

- 5 -

(B) TOP ECHELON CRIMINAL INFORMANT PROGRAM - CRIMINAL INFORMANT PROGRAM -- Section 108 J, 2, of the Manual of Instructions provides that payments on a C.O.D. basis to informants in the criminal field may be made to the point where such payments aggregate \$200. This authority is hereby increased to \$400.

Keep in mind this instruction in no way lessens your responsibility to insure money expended for criminal informant development is on a C.O.D. basis and that full value is received for all funds disbursed. You should thoroughly scrutinize every request to pay criminal sources and make certain all payments are completely justified.

Your expenditures to informants will continue to be the subject of careful examination by the Bureau and will be reviewed at the time your office is inspected. Appropriate manual changes forthcoming.

2/25/69

SAC LETTER 69-14

- 2 -

*LAW* memo J. H. Hale to DeLoach 3-26-69 same re  
(B) CRIMINAL INFORMANT PROGRAM -- It is incumbent upon each SAC to insure that all letters to the Bureau requesting authority to make payments to criminal informants clearly reflect the value of information or service received that will fully justify any payments.

*no  
mc*  
Recently, the Bureau has noted too many instances where the value of informant's information has not been adequately set forth causing additional correspondence between the Bureau and the field.

You must closely examine all future requests emanating from your office to insure that adequate justification is provided the Bureau in each and every instance.

4/1/69  
SAC LETTER 69-21

- 2 -



*Al Pearson*  
*Kelly*  
*Epstein*

(B) SECURITY INFORMANTS -- Section 107 N, 2, of the Manual of Instructions authorizes an SAC to make payments up to \$200 to security informants on a c.o.d. basis. Effective immediately, this authority is increased to \$400 in order to be uniform with the amounts available in criminal and racial informant cases.

You are reminded that this increased authority in no way lessens your responsibility to insure that payments are on a c.o.d. basis and full value is received.

Appropriate manual and handbook changes are forthcoming.

Very truly yours,

John Edgar Hoover

Director

4/29/69

SAC LETTER 69-26

- 2 -

(B) AUTOMOTIVE EQUIPMENT USED IN SURVEILLANCES -- You are reminded of the necessity that automotive equipment used in surveillances be sufficiently varied as to minimize the danger that persons under surveillances will recognize it as "policemen's equipment." A limited amount of special surveillance equipment is located in the various offices. Efforts will be made in the future to augment this equipment. Until procurement of sufficiently varied automotive equipment can be obtained, you are authorized to make appropriate use of rental equipment where necessary; however, it is your responsibility to see that such rental equipment is completely justified. Whenever such use will be extensive and the cost is estimated to exceed \$100, prior Bureau authority must be obtained and may be obtained on an expedite basis. You are reminded of the importance of maintaining special surveillance vehicles and equipment in a secure manner to insure none of our surveillances are in any way jeopardized. Existing regulations require that all radio-equipped surveillance trucks be provided separate garage and storage treatment. The desirability of maintaining other surveillance automotive equipment separately from our normal equipment should be carefully evaluated. Where circumstances dictate, such equipment should be provided the same separate facilities as is now required of radio-equipped surveillance trucks. Appropriate manual changes concerning the rental of surveillance equipment will be forthcoming.

(Security page attached)

7-11-72

MEMORANDUM 11-72

*Auditors Initials*

*Jim  
in C  
dick  
[signature]  
[signature]*

2/14/72

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

SEE NOTE PAGE 2

JGL:rar

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 6/18/72, and was approved by Mr. Gray in his memorandum dated 8/8/72. Manual changes being prepared.

Please note items 1 and 2. This Confidential Source has received no prior payments. These payments cover expenses incurred and are charged against the authority granted by Buairtel of 8/14/72. Can we charge these payments against the 8/14/72 airtel?

Yes

No

Can expenses incurred by an informant while obtaining information be charged against the 8/14/72 airtel?

Yes

No

Can payments for services rendered by an informant be charged against the 8/14/72 airtel?

Yes

No

*W/2 to Buffalo  
dtel 11/24/72*

BD

*BD*

*11/24/72*

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*11/24/72*

*note manual*  
*J*  
*W. Quinn*  
*Race's*  
*relation*

(C) SECURITY AND EXTREMIST INFORMANTS - PAYMENTS UNDER SAC AUTHORITY -- Effective immediately all newly developed security and extremist informants are to be paid under SAC authority for the first six months. If additional funds under SAC authority are necessary during this period, such request must be accompanied by a complete detailed justification of past expenditures. Should circumstances require it such as the rapid development of an extremely productive informant the above instructions will not preclude a request for Bureau-approved regular payments prior to the expiration of six months provided it is fully justified.

Manual and Handbook changes follow.

L. Patrick Gray, III  
Acting Director

*W. Dean Davis*  
*J. R. Ringle*

(B) INFORMANTS AND SOURCES - PAYMENTS -- As you are aware informants and sources receiving compensation from the Bureau are reimbursed on the basis of the value of the information reported, services performed and expenses incurred. An increasing tendency has been observed in field submissions to request special payments or justify regular payments for informants or sources seemingly based on personal needs of the informant as distinct from the value of information furnished and legitimate and related expenses incurred. The personal needs of an informant, such as repair of a vehicle, illness or other pressing necessity for funds, do not meet the basic criteria of information furnished or related expenses. Informants should not be influenced to believe we will pay for such personal needs. The basic concept that the informant is selling information of value on a c.o.d. basis, much as an independent contractor, and is not an employee must be adhered to and understood by contacting Agents and the informants.

This does not, however, preclude use of imagination and innovation when a source of considerable potential value needs financial inducement to engage in gathering of information under conditions which will take time to reach fruition and may involve considerable risk and hardship. In such instances you should fully develop the facts and present them to FBIHQ for approval prior to making any commitment.

This matter will continue to receive careful attention at FBIHQ and you will be held accountable to insure that payments are for value received. These instructions should be called to the attention of all Special Agents in your office handling informants and sources.

10/10/72

MEMORANDUM 25-72

- 2 -

UNITED STATES GOVERNMENT

# Memorandum

TO : Mr. Felt

DATE: June 7, 1973

FROM : N. P. Callanan

SUBJECT: CONFIDENTIAL EXPENDITURES

Mr. Felt \_\_\_\_\_  
Mr. Baker \_\_\_\_\_  
Mr. Callahan \_\_\_\_\_  
Mr. Cleveland \_\_\_\_\_  
Mr. Conrad \_\_\_\_\_  
Mr. Gebhardt \_\_\_\_\_  
Mr. Jenkins \_\_\_\_\_  
Mr. Marshall \_\_\_\_\_  
Mr. Miller, E.S. \_\_\_\_\_  
Mr. Soyars \_\_\_\_\_  
Mr. Thompson \_\_\_\_\_  
Mr. Walters \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Mr. Baize \_\_\_\_\_  
Mr. Barnes \_\_\_\_\_  
Mr. Bowers \_\_\_\_\_  
Mr. Herington \_\_\_\_\_  
Mr. Conroy \_\_\_\_\_  
Mr. Mintz \_\_\_\_\_  
Mr. Eardley \_\_\_\_\_  
Mrs. Moran \_\_\_\_\_

For the past several months, informational and file copies of memoranda authorizing payments to individual informants and sources have been routed to the Administrative Division for information. In order to exercise adequate control of the overall expenditures of the Bureau, it is necessary that the Administrative Division have an opportunity to review confidential expenditures before final approval. This would include new authorizations of payments to informants or sources; authorizations to increase payments to regularly paid informants or sources; lump sum or bonus payments to informants or sources; and any other unusual or special confidential expenditures.

During the first nine months of fiscal year 1973, confidential expenditures increased a total of \$286,476, or 9.3%, when compared to the same period in fiscal year 1972. Like all other expenditures, confidential expenditures must be closely followed and controlled.

Since the Computer Systems Division is responsible for the record keeping of confidential expenditures, copies of all authorizations for such expenditures should continue to be sent to that Division but informational copies of authorization memoranda for the Administrative Division are not necessary.

## RECOMMENDATION:

That proposed confidential expenditures for new payments to informants or sources; increased payments to regularly paid informants or sources; lump sum or bonus payments to informants or sources and any other unusual or special payments be routed through the Administrative Division for review before final approval.

- 1 - Mr. Cleveland
- 1 - Mr. Gebhardt
- 1 - Mr. Marshall
- 1 - Mr. E. S. Miller
- ① - Mr. Soyars
- 1 - Mr. Walters
- 1 - Mr. Jackson

LCC  
LCG:lap,  
(9) *isp*



Airtel

2/4/74

To: SAC, Albany

From: Director, FBI

INCREASE OF SAC AUTHORITY  
TO PAY TOP ECHELON INFORMANTS  
FROM \$400 TO \$600  
TOP ECHELON CRIMINAL INFORMANT PROGRAM

Effective immediately, all SAC requests for additional authority to pay top echelon informants and targets, following the expenditure of the initial SAC authority, should be submitted in increments of \$200 instead of \$400. This does not alter the initial \$400 SAC authority for each top echelon informant and target and applies only to those informants using developed under the Top Echelon Criminal Informant Program.

It remains incumbent upon each SAC to fully justify all expenditures made to top echelon informants or targets.

2 - All Offices