

**FREEDOM OF INFORMATION
AND
PRIVACY ACTS**

**SUBJECT: CUSTODIAL DETENTION
SECURITY INDEX**

FILE NUMBER: 100-358086

SECTION : 16



FEDERAL BUREAU OF INVESTIGATION

NOTICE

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: September 28, 1951

FROM :

SUBJECT: SECURITY INDEX - GENERALPURPOSE

To advise you of the total cards in the Security Index.

DETAILS

During the past week 76 new cards were added to the Security Index and 21 cards were canceled, a net increase of 55 cards.

The Security Index count as of today is 17,005.

852
changed
to
7-12

STANDARD FORM NO. 64

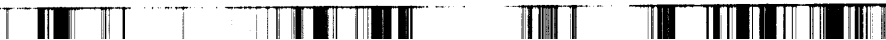
Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI ()
FROM : SAC, BUTTE
SUBJECT: SECURITY INDEX
VERIFICATION OF ADDRESSES

DATE: October 11, 1951

Re Item (C), SAC Letter Number 100, dated December 28, 1950 and
Bureau letter to Birmingham dated October 5, 1951.

Security Index subject files and cards were reviewed during July,
1951, and it was determined that all SI cards were in an up-to-date status
and that addresses for all SI subjects had been checked within the last six
months.



Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 10/11/51

FROM : SAC, Philadelphia

SUBJECT: SECURITY INVESTIGATIONS OF INDIVIDUALS
SECURITY INDEX STANDARDS

Re SAC Letter #73, Series 1951.

The review of the files of the Philadelphia Office, requested by referenced letter, has been completed. Pursuant to the instructions of referenced letter 565 cases were opened for investigation. These cases are being carried in an unassigned status due to a shortage of personnel. They will be assigned as soon as personnel is available.

In accordance with referenced letter the Philadelphia Office conducted the following file review:

- 1 - Reviewed all individual security cases which have been made up in this office since 1/1/49 (approximately 2500 cases).
- 2 - Reviewed the file from 1/1/49 to date.
- 3 - Reviewed the file, maintained by this office, on "Inactive Communist Party Members" in its entirety.
- 4 - Reviewed approximately 6,000 cases on the individuals whose names are included in the Communist Index maintained by this office.

As directed by referenced letter, cases were also opened on those individuals on whom information has been received alleging subversive activities on the part of such individuals prior to 1/1/49, where such allegations went beyond mere membership or association with basic Marxist groups, and included information rendering such individuals as being particularly dangerous to the national security.

835 changed
to
37-26

Office Memorandum • UNITED STATES GOVERNMENT

ae
w
TO : Director, FBI
FROM : SAC, Philadelphia
SUBJECT: SECURITY INVESTIGATIONS OF INDIVIDUALS
SECURITY INDEX STANDARDS

DATE: 10/11/51

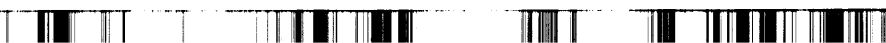
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854
changed
to
2-12

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: October 13, 1951

TO : Director, FBI

- PERSONAL and CONFIDENTIAL -

FROM : SAC, ATLANTA

SUBJECT: SECURITY INDEX -
PREPARATION OF SUMMARY REPORTS

Re SAC letter #95, series 1951. At present security index cards are maintained on eleven individuals within the Atlanta Division. Summary reports on these individuals will be completed by no later than February 15, 1952. In view of the small number of security index subjects in this office, no further scheduling is being arranged on submission of summary reports.

855 changed
to
40-13

SAC, Portland

September 20, 1951

Director, FBI

CONFIDENTIAL

SECURITY INDEX - SPECIAL SECTION
RECHECK INSPECTION REPORT - September 4, 1951

Reference is made to Inspector Recheck Inspection Report dated September 4, 1951, in which information is set out under "Communist Party Coverage - V. Security Index" that one of the 169 Security Index cards in your Office at that time was filed in the Special Section.

The Security Index at the Bureau reflects that the names of two individuals are presently carried in the United States Government Employees Subdivision of the Special Section in your Office, namely, _____, an employee of the _____, Department of the Interior, of _____, Portland, Oregon and _____, an employee at the _____, U. S. Department of Interior, Portland, Oregon.

It is requested that you immediately check the Security Index cards on those subjects to determine if there is any reason why those cards are not maintained in the Special Section of the Security Index.

The Bureau should be promptly advised in this matter.

II. SUPERVISION OF COMMUNIST PARTY COVERAGE

A. VOLUME

The Special Agents assigned to security type investigations are responsible for the coverage of Communist Party activities together with related investigations conducted in such classifications which include .

As for the period ending July 31, 1951, there were 307 cases of a security matter nature pending in the Portland Division which classifications include and , as compared with 235 cases in these two classifications which existed as of April 30, 1951.

It is estimated that there is an average of 100 security cases kept in a closed status. At the present time there is a total of 109 security

RECHECK INSPECTION REPORT
Portland Office
Inspector
September 4, 1951

Enc 1

index cases and of this number approximately 69 are in a pending status. The remainder of the security index cases which are maintained in a closed status are re-opened for the purpose of submitting up-to-date reports, in accordance with Bureau instructions. SA [redacted] has the responsibility of verifying addresses and employment of security index subjects every six months.

There are approximately 21 cases requiring reports every six months in addition to those cases requiring quarterly reports, such as the quarterly summary, the brief, addresses of Communist Party units, etc. In addition to handling of [redacted] and [redacted] classifications, such additional classifications as 66 (American Legion and Plant Informants only), (clerical interviews) 116, 123, 124, 126, 128, 130, and the assignment of cases to police departments are handled by the supervisor responsible for the supervision of Communist Party coverage.

The total case load handled by the supervisor responsible for the coverage of Communist investigations including the above classifications for the periods ending February, March, and April, 1951, amounted to 1512, as compared with the total of 1648 for the months ending May, June and July, 1951. This, it will be noted, is an increase of 136 cases during the last three months handled by the supervisor responsible for the coverage of Communist Party activities.

B. PERSONNEL ASSIGNED

SA [redacted], Bureau approved supervisor, is in charge of the squad responsible for the coverage of Communist Party activities. Supervisor [redacted] has the responsibility for the operation and coverage of such matters and in addition is responsible for the assignment of cases, the handling of American Legion Contacts and Plant Informants, interviewing of clerical applicants, and acknowledgment of information received by mail when it concerns security matters. He has the responsibility for the proper operation of technical plants when in existence, the supervision of surveillances, the running of ticklers, signing reports, routing the initialing serials, supervision of Bureau war plans for the Portland Office and in addition acts as relief man in the absence of the SAC and the ASAC.

During the last inspection there were three Special Agents assigned to security investigation in the immediate Portland area. However, in accordance with specific instructions set forth during the last inspection, there has been an increase of agents assigned to work security cases which concern Communist Party coverage. At the present time there are 8 Agents assigned to working security cases in the Portland area. Of this group 5 are assigned to work such cases almost exclusively while the remaining 3 work cases involving Communist matters along with the other cases coming under different classifications not of a security nature.

ENC 2

The above 5 agents working almost exclusively on security matters are:

At the present time SA [redacted] handles Communist Party front organizations which include the Civil Rights Congress and the Progressive Party in Oregon. In addition he is assigned cases involving general security matters.

SA [redacted] is also assigned general security matter cases and in addition presently handles the 7 UNDIS in the Portland area, two of whom are husband and wife. In addition to his usual assigned cases, handles the quarterly report, the brief, the quarterly letter on addresses of Communist Party units, and a weekly intelligence summary for the service agencies.

SA [redacted] presently handles foreign language groups and individual cases of those persons affiliated with the foreign language group wherein separate security cases have been opened. In addition handles security investigations of a general nature.

SA [redacted] is presently responsible for the proper handling of the "DETCOM" Program, as it affects the Portland Office. In addition he is responsible for the verification of residences and employment every six months with respect to the subjects of security index cards. In addition, he is assigned security cases of a general nature.

SA [redacted] at the present time is assigned almost exclusively to the investigation of general security cases involving Communist Party activities. The remaining 3 Special Agents were recently assigned to working security matter cases in the Portland area and are as follows:

These individual agents, it should be noted, in addition to handling security matter cases concerning Communist Party activities, handle such other investigations which fall within various classifications.

In addition to the above agents handling security work in the Portland area, SA [redacted], a resident agent at Salem, Oregon, has recently been assigned to work security matter cases in that area.

Enc 3

85.5 changed
to 40-13

exclusively with the exception of a few cases of miscellaneous classifications. The following tabulation made of the assignment work box as of August 31, 1951, reflects the assignment to the above 8 agents of cases falling within the classification in addition to leads coming within this particular classification:

37

53

32

25

22

10

9

52

It is suggested that the agents mentioned above who were recently assigned to work security matter cases will receive an increased volume of work so as to make certain the assignment of security matter cases is equally distributed. In view of the additional personnel recently assigned to work security cases, it is suggested that the case load of SA should be somewhat decreased. However, it is deemed advisable for this agent to continue handling all paid CNDIs so that additional control of the informants' activities and the more thorough questioning of these informants can be accomplished with less effort.

C. ADMINISTRATION

During the course of the last inspection, cases having internal security and espionage classification were supervised by SAC. Cases having a security matter classification were supervised by SA; however, since the last inspection, and as was suggested then, the supervision of all cases in the Communist category are presently handled by SA.

III. ESPIONAGE AND RELATED MATTERS

At the present time there are 7 pending espionage cases in the Portland Office. An examination of these files fails to reflect any of these cases to be of major importance at the present time. Of the 7 espionage cases pending, Portland is the office of origin in 3 instances, while the remaining 4 have their office of origin in some other field office of the Bureau.

Encl - 4 -

No agents are assigned exclusively to espionage cases, and all of the 7 pending cases with the exception of one are presently assigned to agents working on 100 classifications which are supervised by SA

IV. TOP FUNCTIONARIES

, chairman of , is the only top functionary in the Portland Division at the present time. Based on information received from reliable CNBIs appears to be the only Communist Party member of this district who might influence National Communist Party policy. As of July 11, 1951, a prosecutive summary was submitted on in contemplation of possible prosecution of this individual under the Smith Act. This individual's activities are currently being followed and reports are being submitted in accordance with Bureau instructions.

V. SECURITY INDEX

As of September 1, 1951, the Portland Office maintained 169 individuals on the security index list, an increase of 20 as compared with the number existing during the last inspection. Of the security index cards existing at the present time 41 were tabbed for "COMSAB" and 56 were tabbed for "DETCON."

The original security index cards, numbering 169 are filed geographically, and all those tabbed for "COMSAB" are, according to Bureau instructions, tabbed for "DETCON." One of the 169 security index subjects is filed within the "Special" section. The following tabulation sets forth the geographical break-down of the security index cards as maintained by the Portland Office. In addition a tabulation is set forth reflecting the number of individuals in each area whose security index cards fail to reflect a photograph attached thereon.

City	Number of SI Cards Maintained	Tabbed For COMSAB	Tabbed For DETCON	No Photo Attached
Astoria	5	2	2	1
Coos Bay	20	6	7	4
Eugene	6	1	3	2
Grants Pass	4	0	0	2
Pendleton	2	0	0	1
Portland	103	28	39	20
Roseburg	2	0	0	1
Salem	27	4	5	7
Totals	169	41	56	38

Enc 5

With respect to the above tabulation coming within the City of Portland, it should be noted that one individual's card included in this tabulation actually was maintained in the "Special" section, and this individual was also tabbed for "COMSAB" and "DETCON."

Descriptions were contained on all security index cards, and photographs failed to appear on 38 of the 169 security index cards as reflected in the above tabulation. During the last inspection it was noted that no photograph appeared on the SI card for

who is tabbed for "COMSAB" and "DETCON." As of September 1, 1951, the SI card on failed to reflect a photograph of him and in addition a photograph for who is tabbed for both "COMSAB" and "DETCON" also failed to appear on the card. It is suggested that continued efforts be made to secure photographs of the above 38 individuals, particularly and .

Twenty-one of the 169 security index cards contain notations on the reverse side to the effect that security flash notices were placed against the fingerprints of these individuals in the Identification Division of the Bureau, as set forth in the Manual of Instructions, volume 3, section 8/C, page 54.

With respect to form FD 165, it is suggested that immediate steps be taken to review the security index subject files for the purpose of submitting FD 165 to the Identification Division of the Bureau so that in those instances where an individual is known to have an identification record, the appropriate security flash notice can be placed with the Identification Division of the Bureau.

One of the 169 security index cards contains a notation to the effect that this individual possessed fire arms and was therefore considered dangerous. In order to have the security index cards complete and to insure proper apprehension of these subject at any time, it is suggested that where the files indicate a subject is considered dangerous, a notation to this effect should be made on the reverse side of the SI card. It is suggested that you continue to closely watch this particular matter and make the proper notations on the SI cards. The office instructions call for residence and employment verifications of all SI subjects to be made on a six-months basis. In accordance with Bureau instructions as set forth in SAC Letter No. 93, series 1951, dated May 26, 1951, the security index cases are handled by means of an administrative checker. In this connection form FD 154 is used in the mechanics of verifying the addresses and employment of the SI subjects and the appropriate notation of the date the address

ENC 6



and employment were verified appears on form FD 154 in accordance with Bureau instructions.

An examination of the 169 security index cards reflected the individuals' places of employment in addition to their residence addresses in compliance with Bureau instructions with the exception of the following few.

No notation was reflected on the card as to the place of employment for

In addition the SI card for listed his employment as merely being at Waldport, Oregon, and his residence is also listed in this manner.

The SI cards on the following individuals carried a notation to the effect that the place of employment of the following individuals was unknown.

It is suggested that continued efforts be made for the purpose of ascertaining more specific information as to the place of employment of the security index subjects so that these individuals can properly be apprehended at any given time in the future if the occasion arises.

The security index box is presently maintained in a locked cabinet in the office of the SAC.

VI. KEY FIGURES

At the present time there are 21 key figures in the Portland Office. All of these individuals are appropriately tabbed under the "DETCON" program. Photographs have been secured for all of these individuals, and handwriting specimens have been submitted to the Bureau on all except one.

VII. COMMUNIST INDEX

At the present time the Communist index consists of 623 cards. This index is maintained separate and distinct from the general office indices and is also maintained in a locked cabinet in the SAC's office. Communist index cards are filed alphabetically in accordance with Bureau instructions. The Portland Field Office has completed the project of reviewing all subversive files for the purpose of re-opening cases to insure that the Communist index is complete. Instructions have been issued

ENC 7.



that a Communist index card be prepared on any individual who comes within that category making him eligible for such designation. When information is obtained concerning the identity of an individual whose name should be included in the Communist index list in the Portland Office, the appropriate 5 x 8 card is prepared. This card serves as an administrative aid and also as a central depository for the names of all individuals having an affiliation with the Communist Party or similar ideological groups.

Examination of the security index cards against the Communist index cards failed to reflect that 17 of the cards maintained in the security index box were included in the Communist index box. A list of these 17 individuals together with their file numbers has been furnished to you and it is suggested that immediate steps be taken to correct this situation.

VIII. COMSAB

At the present time there are 41 subjects tabbed for "COMSAB" in the Portland Office as compared with 14 which existed during the last inspection. It should be noted that all these subjects tabbed for "COMSAB" were also tabbed for "DETCON" in accordance with Bureau instructions. Of the 41 subjects tabbed for "COMSAB" 23 presently reside in the Portland area while the remaining 18 reside in other cities outside Portland, which is covered by this office.

IX. DETCON

During the last inspection 29 of the 149 security index subjects were tabbed for "DETCON" and as of September 4, 1951, 56 of the 169 individuals in the CI list at that time were tabbed for "DETCON." Each card tabbed for "COMSAB" was noted to be tabbed for "DETCON."

Enc 8

XIII. FOREIGN LANGUAGE GROUPS

There has been no appreciable change in the foreign language groups in the Portland Office since the last inspection, and no further comment is being made.

XIV. SECURITY FLASH LETTERS

During the last inspection, it was suggested that a review of all key figure cases be made immediately to determine whether an identification record exists for these subjects. In addition to arrest records, the criterion as to the submission of a security flash letter should also include military service or employment in Governmental or defense activity during the war.

Examination of the 21 key figure cards maintained in the security index box was made for the purpose of ascertaining whether a notation to the effect that Form FD 165 had been submitted to the Bureau was noted thereon. Twenty of the above number failed to reflect that FD 165 had been submitted. Eight of the subject files concerning these key figures were examined and none contained Form FD 165.

It is suggested that all key figure cases in this office be reviewed as a project in the immediate future so that security flash letters will be submitted where proper. It is further suggested that when Form FD 165 is submitted to the Identification Division of the Bureau, a notation to that effect be placed on the reverse side of the security index card in compliance with the Bureau's instructions.

ENC 15

XVII. RECAPITULATION OF RECOMMENDATIONS

It is recommended that:

1. In view of the additional personnel recently assigned to work security cases, it is suggested that the case load of SA be somewhat decreased and that all attempts be made to equally distribute cases of a security nature to the agents assigned to this work.

2. SA continue to handle the present seven CNDI's so that additional control of the informants' activities and the more thorough questioning of these informants can be accomplished with less effort.

3. In view of the fact that there are only seven pending espionage cases in the Portland Office, none of which are of major importance at the present time, together with the fact that Portland is the office of origin in three of these cases, it is recommended that these cases be supervised by SA along with his present supervision of Internal Security - C and Security Matter - C cases.

ENC 20

855 changed
To 40-13

4. Continued efforts be made to secure photographs of the thirty-eight of the security index subjects that have not been obtained to date and that photographs of _____ and _____, both of whom are tabbed for "Comsab" and "Detcom", be obtained as soon as possible.

5. Continued efforts be made to insure that when security index cases come due for the six month's verification of addresses and employment or for any other particular reason, the files be appropriately reviewed so that security flash letters will be submitted where proper. In this connection it is also recommended that when Form FD 165 is submitted to the Identification Division of the Bureau, a notation to that effect be placed on the reverse side of the S.I. card in compliance with Bureau instructions. Of the 169 security index cards, twenty-one contain notations on the reverse side that Form FD 165 has been submitted.

6. Continued efforts be made to insure that where a file indicates that a subject of a S.I. card possesses firearms or is considered dangerous, the appropriate notation is made on the reverse side of the S.I. card. Of the 169 S.I. cards, one is marked to indicate that subject is in possession of firearms.

7. Continued efforts be made for the purpose of ascertaining more specific information as to the place of employment of the security index subjects so that these individuals can properly be apprehended at any given time in the future if the occasion arises.

8. Immediate steps be taken to insure that seventeen cards be made on individuals who are included in the security index box, but not in the Communist index box.

9. Continued attention be given to the development of live informants within the area covered by the Portland Office.

10. Continued attention be given to the proper coverage of the Smith Act subject cases presently pending in this office. In addition, concentrated efforts should be made towards the location of HORACE MORTON NEWMAN, the missing subject of a Smith Act case.

11. That the security index and Communist index continue to be maintained in the SAC's office where more security is afforded, and so long as they are readily accessible to the agents working security cases.

12. That when and if the Bureau approves the installation of the seven straight technical surveillances, you personally pursue this matter to make certain that the proper selection of Special Employees is made to utilize these surveillances to the fullest extent.

SAC : The Inspector's comments under this category have been carefully noted. With regard to the recommendations of the Inspector I wish to advise as follows:

(1) The case load of SA [redacted] was reduced during the course of the inspection, and all attempts will be made to equally distribute security type cases to the eight agents presently assigned to this type of work.

(2) SA [redacted] will continue to handle the seven CNDIs with the assistance where necessary of other agents assigned to security type work so that other agents will be familiar with the informants.

(3) The seven pending espionage cases have been transferred during the course of the inspection to the Supervisor's desk.

(4) With regard to the thirty-eight security index subjects on whom no photographs are presently maintained, an immediate survey of these cards will be made and the cases will be opened in the event they are now in a closed status for the purpose of obtaining photographs. Particular attention will be given to subjects mentioned who are tabbed for COMSAB and DETCOM.

(5) Prior to the inspection in May all security index cases were checked to determine whether or not the subjects possibly had an [redacted]. In the event the file indicated the existence of an [redacted], FD-165 was submitted. An immediate check will be made of the security index cards to comply with the Inspector's suggestion that where a [redacted] has been placed the card so reflects. In addition as the cards are examined for purposes of verifying the addresses of subjects, attention will be given to the matter of [redacted] letters in those cases which have not been previously checked for this purpose.

(6) In connection with the verification of the address of security index subjects attention will be given to the matter of noting on the card potential dangerousness of the subject or whether he possesses firearms.

(7) In the case of those security index subjects whose place of employment is unknown, the case will be opened where necessary for the purpose of ascertaining the employment of the subject.

(8) During the course of the inspection the matter of preparing Communist index cards on seventeen individuals on whom security index cards were maintained was corrected.

(9) It is felt that with the assignment of additional personnel which has recently been made to security type investigations it will be

ENC 22

possible to devote additional attention to the development of
, and this matter will receive close attention.

(11) The security index and the Communist index boxes will
be maintained in the SAC's Office but accessible to the agents.

ENC 23

856
list
Assistant Attorney General
Criminal Division

October 3, 1951

Director, FBI

CONFIDENTIAL

SECURITY INDEX LIST

There is attached hereto a current list of the names of the individuals maintained in the Security Index. This list is subdivided alphabetically under the field offices of this Bureau covering the residence of the individuals listed.

It is requested that this list be given utmost security.

Attachment

NOTE ON YELLOW ONLY:

Special Section-Espionage
not furnished to Department.

RECORDED - 48

EX-18

OCT 10 1951

10

OCT 3 1951

10

ew for possible

✓ 13

62

859 changed to
19-10

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 10/11/51

FROM : SAC, BIRMINGHAM

SUBJECT: SECURITY INDEX
VITAL FACILITIES

CONFIDENTIAL

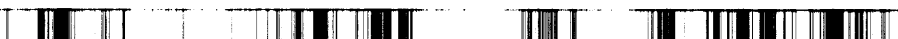
ReBulet to Bureau dated 10/5/51 and SAC Letter 126,
Series 1951 dated 8/23/51.

This is to advise that the instructions set out in
referenced SAC Letter have all been complied with in this office.

By letter dated 4/11/51, the Bureau was advised that
the employment of all Security Index subjects in this division
had been checked against the Vital Facilities list and that correct
information had been submitted to the Bureau for each subject so
employed on Form FD-122.

Through inadvertence, this letter failed to mention
that reports in all cases of Security Index subjects working in
Vital Facilities had been submitted within the preceding six
months. Copies of all reports in these cases have been submitted
to the agency having security responsibility over the various
Vital Facilities.

Since the date of the above mentioned letter, all
reports written in these cases have and will continue to be
furnished to the interested agency having security responsibility.



860 changed
to 34-49
10-17-51

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI
FROM : SAC, New York
SUBJECT: SECURITY INDEX -
VITAL FACILITIES

DATE: October 17, 1951

CONFIDENTIAL

Re SAC letters No. 26 of 3/13/51; No. 47 of 5/12/51;
Bulet 10/5/51 and my let 6/13/51.

It will be noted that my letter of 6/13/51 was for the purpose of advising regarding the status of the Vital Facility cases first mentioned in SAC let No. 26. I should like to make particular mention at this time of SAC let No. 47, although it is not cited in ReBulet 10/5/51, because it is felt that this SAC let in effect makes the handling of these cases a continuing matter, whereas SAC let No. 26 treated it as a project which would be considered completed at a certain point, namely 90 days following receipt of SAC let No. 26.

This is being mentioned because it is felt that it is important to consider in attempting to reply to the question in ReBulet of 10/5/51. To elaborate on this, I should like to point out that there is a certain degree of fluctuation in the make-up of cases comprising the Vital Facility category; i.e., persons are continually being added to or deleted from this group and, it is felt, it can not be definitely said at any one point that all cases in this category have been handled in accordance with the instructions in the SAC lets cited above.

However, as to the status of the matter in this office, our records reflect that of 142 such cases presently existent, 52 are in an up-to-date condition. It is noted that all the other cases are receiving attention and that every agent handling these Vital Facility cases has been impressed with the importance of promptly discharging the Bureau's responsibility, particularly to the other intelligence agencies. Furthermore, each agent has been urged to give these cases as much preferential treatment as possible commensurate with the need to handle the heavy volume of other urgent work pending in this office.

Further, in connection with these Vital Facility subjects it is noted that although they are scheduled in SAC let No. 95 for earlier submission of summary reports than are the

SAC, New York

November 9, 1951

Director, FBI

CONFIDENTIAL

SECURITY INDEX -
VITAL FACILITIES

Reurlet October 17, 1951, wherein you suggested that the Security Index cards on subjects employed in vital facilities be filed under a separate breakdown in the Security Index.

Your observations and suggestion are appreciated. However, it does not appear practical at this time to set up a separate section for such Security Index subjects. You point out that a separate section for such subjects would provide quick access to the cards of any such subject if any special action were required to be taken regarding them. Other than the following and reporting on these cases on a six months basis, there is no foreseeable action which will be required for such subjects other than to apprehend them in the least possible time on a priority basis. This contingency is provided for by the Detcom tabbing of all such subjects. This tabbing system permits quick access to the cards of such subjects. You can readily ascertain the identity of all subjects in your Security Index who are employed in vital facilities by checking the Security Index cards which are tabbed for Detcom and Comsab and noting whether a vital facility code number appears on each card.

You point out that maintenance of a separate section would reduce the possibility of overlooking the proper handling of some of these cases. It is not desired that the Security Index be utilized as a tickler system. The matter of following any security case should be handled through established tickler systems. In this connection your attention is directed to SAC Letter No. 107 (K) dated October 27, 1951, which instructs that these cases will be followed by administrative ticklers.

With regard to your third observation that maintenance of a separate section for these subjects in the Security Index would present a more ready picture of the general composition of the Security Index, it is felt that the complications added by setting up another separate section would offset any advantages along this line.

860
changed to
34-49

: It is desired that the Security Index be maintained in as simplified manner as possible to facilitate the apprehension of all Security Index subjects should such action become necessary. To add another breakdown for the purposes stated in your letter would only complicate the mechanics of its operation in such eventuality.

You are to advise the Bureau when the project promoted by SAC Letter No. 26 dated March 13, 1951, and No. 47 dated May 12, 1951, is completed.

86/changed
to
41-12

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 10-12-51

FROM : SAC, RICHMOND

SUBJECT: SECURITY INVESTIGATIONS OF INDIVIDUALS
SECURITY INDEX STANDARDS

Re SAC letter No. 73, Series 1251 dated 8-21-51.

The Richmond Office conducted a review of its Security cases in the Fall of 1950 and all individual cases were brought up to date. In the event the information contained in any of these files so justified, active investigations were conducted. In several instances the subjects in the cases were included in the Security Index at that time.

The Richmond Office is currently reviewing complaints from individuals, Confidential Sources and Security Informants relative to security matters. Where the results of the investigations so warrant, they will be included in the Security Index maintained by the Richmond Office. This is being particularly noted in those instances wherein membership in the Communist Party or other Marxist or revolutionary organizations, since January 1, 1943, is alleged.

In view of the above, therefore, it is noted that eight Security Index subjects were added to the Richmond list who were reported as members of the Communist Party. These were added, however, prior to reference SAC letter. Evidence obtained further discloses these eight subjects were members after January 1, 1943.

UNRECORDED
10-11-51

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

SAC, SAN FRANCISCO ([REDACTED]) -----

Transmit the following ~~message~~ ^{AIR MAIL} message to:

DIRECTOR, FBI

10/11/55 [REDACTED]

WAR PLANS - SAN FRANCISCO DIVISION
O SECURITY INDEX - SAN FRANCISCO DIVISION

Cont

Re No Number SAC Letter 55-R.

See my letter, 9/27/55, requesting Bureau authority to purchase a safe cabinet for storage of material.

862
changed to
50-19

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI
FROM : SAC, SEATTLE
SUBJECT: SECURITY INDEX -
VERIFICATION OF ADDRESSES

DATE:

October 13, 1951

Rebulet 10-5-51 to Birmingham, with copies for Seattle, advising that no record could be found indicating this office had submitted a letter by July 15, 1951 in compliance with SAC Letter #100, dated 12/28/50, Item C.

The Bureau's attention is called to Seattle letter dated July 2, 1951, captioned "Security Index, Seattle Office, Internal Security - C". This letter furnished the desired information regarding the Security Index for the period from January 15, 1951 to July 15, 1951. In the event the Bureau is not able to locate Seattle letter dated July 2, 1951, additional copies will be prepared.

863
changed
to
26-23

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI
FROM : SAC, Los Angeles
SUBJECT: SECURITY INDEX
VITAL FACILITIES

DATE: October 10, 1951

Re SAC Letter No. 26, Series 1951, dated March 13, 1951, mylet of April 14, 1951, and Eulet to SAC, Boston dated October 5, 1951.

The employment of each SI subject of this office was checked with the Vital Facilities list furnished with no number SAC Letter dated February 5, 1951. Form FD-122 was submitted to the Bureau whenever necessary in accordance with these instructions.

These cases were reviewed and those not having a report within the previous six months were assigned and reports submitted within a 90 day period.

264 changed to
11-20

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: October 17, 1951

FROM : SAC, Cleveland

SUBJECT: SAC LETTER No. 95 (B) Series 1951
dated September 22, 1951

SECURITY INDEX

The above-captioned letter sets forth instructions for the preparation of summary reports on all Security Index subjects. The Bureau's advice is requested on the following points which have arisen as a result of a review of relet.

1. Point 5 under the General Instructions in the letter states that in cases in which a prior summary report has been submitted the summary being prepared should cover the period from the last summary report to date. It is noted that summary reports previously prepared by this office, dating back to 1943, do not, of course, conform to the general form set out in relet, nor to the form presently being used in setting out informants. Also, these reports do not contain the detailed background information requested. For these and other reasons the summary reports previously prepared are not suitable for dissemination under present rules. It would also appear desirable to have all of the pertinent information pertaining to the subject incorporated into one report prepared in accordance with the form set out in relet. Will the Bureau please clarify this point?

2. The Bureau's advice is also requested as to whether the agent receiving the informants' reports should be listed on the informant page of the summary reports. If so, does the rule apply only to cases where agents receive the informant's report orally or also to cases where the reports were mailed to post office boxes rented by this office. This office receives the great majority of its informants' reports through the mail at post office boxes and the agent who reviews and disseminates the report is not necessarily the agent who picks up the reports at the post office boxes.

864
changed to

11-20

SAC, Cleveland

November 15, 1951

Director, FBI

SECURITY INDEX -
PREPARATION OF SUMMARY REPORTS

Reurlet dated October 17, 1951, raising certain points to be considered in the matter of preparation of summary reports.

The points raised by you are receiving consideration along with other suggestions submitted by other offices. The policy established as a result of these suggestions will be contained in a forthcoming SAC Letter.



865 changed
to
47-30

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI
FROM : SAC, SAN FRANCISCO
SUBJECT: SECURITY INDEX
Preparation of Summary Reports

DATE: October 20, 1951

AMSD

CONFIDENTIAL

Reference, SAC Letter No. 95, Series 1951, Section B, requesting information concerning the plans formulated and action taken in the project of preparing summary reports on all Security Index cases.

The San Francisco Office presently has the following number of Security Index Card subjects falling within the various categories:

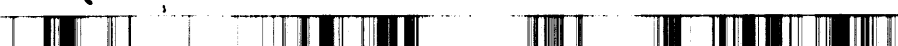
SPECIAL SECTION	12
TOP FUNCTIONARIES	3
KEY FIGURES	86
VITAL FACILITIES EMPLOYEES	174
REMAINING SI SUBJECTS	
No report since 1/1/49	52
Report since 1/1/49	1,423
TOTAL SI SUBJECTS	1,750

It should be noted that the San Francisco Office currently has 1,792 pending cases under investigation on individuals who are not Security Index subjects, a great many of whom are individuals who eventually will be recommended for the Security Index. The instructions set forth in regard to these individuals will be complied with as reports are written in these cases.

865
changed to
47-30

The San Francisco Office has opened the cases of all Security Index subjects who are top functionaries, key figures, employed in vital facilities, or in the Special Section for the preparation of summary reports. This office will open cases on approximately 150-200 of the remaining 1,475 Security Index subjects per month, and expects to complete the project of writing summary reports on all Security Index subjects within a year.

2



Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 10/18/51

FROM : SAC, DALLAS

SUBJECT: SECURITY INDEX
Preparation of Summary Reports

Reference is made to SAC LETTER NO. 95, Series 1951, dated 9-22-51, Section (B).

Prior to the receipt of the referenced SAC LETTER, the Dallas Office had already instituted a program of preparing Summary Reports on Security Index subjects and Summary Reports have been submitted in several cases.

Pursuant to the instructions in the referenced SAC LETTER, all cases on SI subjects have been reviewed in order to classify them in the priority schedule set out by the Bureau. The Dallas Office has no SI subjects in the Special Section and has no top functionaries. It has three key figures and a Summary Report was submitted on one on March 15, 1951, which will be supplemented in the near future and on another on October 13, 1951.

The priority schedule will be followed in submitting Summary Reports on other SI subjects as personnel and other more expedite work permits.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

FROM : SAC, Los Angeles

SUBJECT: SUMMARY REPORTS IN
 ○ SECURITY INDEX CASES

DATE: October 18, 1951

Re SAC Letter #95, September 22, 195, Section B.

Pursuant to Bureau instructions an analysis has been made of the security index, and the following reflects both the number of security index cards within the various categories, and the number of cases currently scheduled for the submission of summary report:

SPECIAL SECTION

	<u>Number of SI Cases</u>	<u>Summaries Assigned</u>
Espionage	7	6
Government Employees	3	3
Prominent Persons	2	0

VITAL FACILITY EMPLOYEES

<u>Number of SI Cases</u>	<u>Summaries Assigned</u>
51	51

TOP FUNCTIONARIES

<u>Number of SI Cases</u>	<u>Summaries Assigned</u>
1	1

KEY FIGURES

<u>Number of SI Cases</u>	<u>Summaries Assigned</u>
79	79 (within ensuing six months)

NO DEROGATORY INFORMATION REPORTED SINCE JANUARY 1, 1949

<u>Number of SI Cases</u>	<u>Summaries Assigned</u>
636	50

DEROGATORY INFORMATION REPORTED SINCE JANUARY 1, 1949

It should be noted that by means of the assignments scheduled above, all cases now needing summary reports within the Special Section, all cases involving Vital Facility employees, and all key figures and top functionaries will be handled within the immediate future. In addition, a start will be made on the cases in which no derogatory information has been furnished the Bureau since January 1, 1949. A larger number of cases in the last-named category have not been assigned at this time inasmuch as there are approximately 2,000 unassigned cases in this office, each of which was opened because a file review reflected that the subject should be considered for the security index, and it is felt that it is of at least equal importance to investigate these new individuals.

868
changed
to
26-25

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI
FROM : SAC, Los Angeles
SUBJECT: SECURITY INVESTIGATIONS OF
INDIVIDUALS - SECURITY
INDEX STANDARDS

DATE: October 18, 1951

Re SAC Letter No. 73, 7/24/51, Section A, and mylet
of 9/13/51.

There have been 1,014 cases opened pursuant to Bureau
instructions. The majority of these cases have been placed in
unassigned status and will receive investigative attention as
soon as sufficient personnel is available.

Office Memorandum • UNITED STATES GOVERNMENT

DATE: October 20, 1951

TO : Director, FBI

FROM : SAC, WFO

SUBJECT: SUMMARY REPORTS IN SECURITY
INDEX CASES

In accordance with Section B, SAC Letter No. 95, Series 1951, dated September 22, 1951, the following is set forth:

Concerning Category II of referenced letter, this office has twenty-three cases in the Special Section of the Security Index Box, in which summary reports will be prepared and submitted in accordance with Bureau instructions.

In regard to Category Six concerning Security Index cases on which no derogatory report has been submitted since January 1, 1949, this office has nineteen cases on which summary reports will be prepared and submitted, in accordance with instructions.

In regard to Category Seven concerning the remainder of Security Index cases not coming within previously set forth categories, this office has one hundred seventy three which will be scheduled for the submission of summary reports at an appropriate time.

In regard to the plans formulated and action taken to date concerning the summary report project, all cases on the Security Index have been reviewed by this office and the appropriate categories called for in the referenced SAC letter have been determined. The agents to whom the cases in the Special Section of the Security Index Box are assigned, have been instructed to prepare a summary report in accordance with Bureau instructions. Likewise agents to whom top functionary and key figure cases are assigned have been instructed that the next report to be submitted is to be a summary report.

The nineteen cases in which no report has been prepared since prior to January 1, 1949 will be assigned for the immediate preparation of summary reports. Appropriate ticklers will be prepared to insure that summary reports will be prepared on the remainder of cases in the Security Index.

870 changed to

24-10

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: October 17, 1951

FROM : SAC, KNOXVILLE

SUBJECT: SUMMARY REPORTS IN
SECURITY INDEX CASES

Re SAC Letter Number 95, 9-22-51, Section B.

Inasmuch as the Knoxville Office has a total of only nine Security Index subjects in both the special and regular sections of the index, all cases on such subjects have now been made pending and assigned for early submission of the summary reports. Two of this total number have had summary reports prepared during the past six months.

87' changed
33-11

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI
FROM : SAC, New Orleans

DATE: Oct. 18, 1951

SUBJECT: SECURITY INVESTIGATIONS OF INDIVIDUALS -
SECURITY INDEX STANDARDS

Re Paragraph A, SAC Letter No. 73, dated July 24, 1951.

Review of security files closed since January 1, 1949, has been completed in the New Orleans Division, with a view toward ascertaining any cases concerning individuals closed under existing policy at the time because of mere membership in Communist Party or basic Marxist and revolutionary organizations.

The project has been fully completed and a total of 13 cases has been re-opened. These cases are receiving additional investigative attention.



Director, FBI
AMSD

871 changed
to 33-11.
October 22, 1951

The overdue summaries in the key figure and vital facilities categories will be submitted in the immediate future. Five cases in these categories will require summary reports within the next sixty days. This will also be done. It is anticipated that during this same period it will be possible to submit a number of summary reports in Category 6, as stipulated by the Bureau.

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI
FROM : SAC, PHILADELPHIA
SUBJECT: SUMMARY REPORTS IN
SECURITY INDEX CASES

DATE: 10/20/51

Re SAC Letter #95 dated 9/22/51.

This memorandum is being submitted to the Bureau to advise of the action being taken by the Philadelphia Office in compliance with the Bureau's instructions that summary reports are to be prepared in security index cases. In regard to categories 2, 6 and 7, the Philadelphia Office has the following number of reports to submit:-

Category No. 2 - 8
Category No. 6 - 49
Category No. 7 - 635

There are, in addition, 158 cases falling within categories 3, 4 and 5. Reports will be submitted on categories 4 and 5 when the next regularly scheduled report is due.

There are presently pending in the Philadelphia Office at this time approximately 1,500 cases that fall within category No. 1. In accordance with Bureau instructions, cases falling within category 1 will be given priority in the handling of this project. It is felt that the bulk of these cases falling within this category will be handled within a six-month period.

This office contemplates writing summary reports regarding the eight cases falling within category 2 in the near future. An attempt will be made to write summary reports on cases falling within category No. 6; however, effort will be made to complete these reports within the next six months. It is not felt that it will be possible to write any reports falling within category No. 7 within the next six months.

A three by five administrative tickler has been prepared for all cases falling within categories 6 and 7. These ticklers are filed chronologically, according to the date of the last report. As personnel becomes available for the preparation of summary reports, the case which is oldest in point of time as to the last report, will be pulled and assigned for the preparation of a summary report.

872 changed to
37-27

LETTER TO DIRECTOR, FBI
PAGE - 2 -

OCTOBER 20, 1951

These ticklers are not maintained in the regular tickler box at this time, but once a summary report has been prepared on these security index subjects, the tickler will then be placed in the current tickler box maintained by the supervisor handling Security Matter - C Cases.

It is felt that this procedure will enable this office to prepare the summary reports in the manner required by the Bureau. It is recognized, however, that the cases falling within category 7 will be the most difficult and the most voluminous ones to prepare.

The preparation of these reports has presented some problems in this office. The Bureau is requested to advise as to what distribution should be made by this office of summary reports insofar as intelligence agencies of the various services are concerned. Until the Bureau advises, no distribution will be made by the Philadelphia Office.

872

changed

to

37-27

SAC, Philadelphia

November 1, 1951

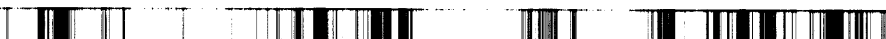
Director, FBI

SUMMARY REPORTS IN SECURITY
INDEX CASES
Bufile

Reurlet dated October 20, 1951.

A question is raised in the last paragraph of rememo as to whether summary reports should be disseminated to Intelligence Agencies.

Summary reports should be disseminated to G-2, ONI, OSI, INS and the Coast Guard the same as investigative reports when any of those Agencies have an interest in the subjects of the reports.



STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: October 12, 1951

FROM :

SUBJECT: SECURITY INDEX

- GENERAL

PURPOSE

To advise you of the total cards in the Security Index.

DETAILS

The following is a report on the increase in the Security Index since the last count was furnished to you on September 14, 1951:

<u>Week of</u>	<u>New Cards Added</u>	<u>Cards Cancelled</u>	<u>Net Increase</u>
September 15-21	83	11	72
September 22-28	76	21	55
September 29 - October 5	66	10	56
October 6 - October 12	69	6	63
Totals	294	48	246

The Security Index count as of today is 17,124.

For your information, during the preceding four-week period ending September 14, 1951, 240 new cards were added, 22 cards were cancelled, or a net increase during the period of 218 cards.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: October 20, 1951

FROM : SAC, BostonSUBJECT: SECURITY INDEX -
PREPARATION OF SUMMARY REPORTS

Re SAC Letter No. 95, Series 1951, dated 9/22/51.

Based on review of Security Index cards in the Boston Office, it is anticipated that summary reports will be submitted to the Bureau within the next ninety days, on Security Index Subjects falling within the following classifications:

1. Special Section cases
2. Top Functionary cases
3. Key Figure cases
4. SI Subjects employed in vital facilities.

Summary reports will be prepared on other Security Index Subjects as expeditiously as possible thereafter. Boston will advise the Bureau of its progress on instant project by January 1, 1952, as directed.



874
changed
to
5-20

SAC, Boston

November 21, 1951

Director, FBI

CONFIDENTIAL

SECURITY INDEX -

PREPARATION OF SUMMARY REPORTS

Reurlet dated October 20, 1951.

Reference is made to the "Index of Project" under (7) in SAC Letter dated September 22, 1951. In accordance with instructions you should include in your status report on January 1, 1952, the total number of cases in categories 2, 6 and 7 in which summary reports must be prepared.

To date summary reports have not been received at the Bureau on Lawrence, James Arguimbau and Charles Shapley although you have been specifically requested to prepare the summary reports. These individuals are carried in the Prominent Individuals subdivision of the Special Section of the Security Index and there can be no further delay in the matter.

The summary reports on Arguimbau and Shapley should be furnished to reach the Bureau within fifteen days from the receipt of this communication.

875
changed
to
5-21

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: October 20, 1951.

FROM : *JEH* SAC, Boston

SUBJECT: SECURITY INDEX - VITAL FACILITIES

Rebulet dated October 5, 1951.

The review of Security Index cases wherein Subjects are employed in vital facilities, which review was instructed in SAC Letter No. 26, Series 1951, dated March 13, 1951, has been completed in the Boston Office. In those cases in which Subjects are employed in vital facilities, reports have been submitted, together with Form FD-122, as instructed by the Bureau.

25-10

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: October 17, 1951

FROM : SAC, LITTLE ROCK

SUBJECT: SECURITY INDEX - PREPARATION
OF SUMMARY REPORTS

Re SAC Letter #95, Series 1951, dated 9-22-51,
Section B.

Since this Division has no Smith Act subjects, subjects in the Special Section of the Security Index, or to functionaries, no summary reports are necessary for those categories.

This Division has two categories for which summary reports will be necessary - *Profile* and *Summary report*. The first summary report was submitted on July 7, 1950. No summary report has been submitted since. Therefore, the first summary report under this program to be submitted by this Division will be a summary report bringing up to date the evidence concerning *Profile*, and a complete summary report concerning *Summary report*.

This Division has no Security Index subject employed in a vital facility.

No summary report has been prepared for any one of these six. Summary reports for these individuals will be prepared with preference to the subjects for whom it has been longest since an investigative report was submitted.

The above summary reports will be prepared and submitted as fast as other official duties will permit.

Off. Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: October 22, 1951

FROM : SAC, New Orleans

AIRMAIL - SPECIAL DELIVERY

SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES
NEW ORLEANS DIVISION

Re Paragraph B, SAC Letter No. 94, dated September 22, 1951.

Following receipt of captioned instructions, Security Index cards and files have been reviewed in this office and conferences have been had with the agents handling security investigations. A tabulation has been made breaking down the Security Index subjects into the categories stipulated by the Bureau and plans for preparation of necessary summary reports have been made in accordance with the priorities prescribed. Results of these tabulations are shown below.

There are 69 subjects of Security Index cards in the New Orleans Division. There are no subjects in the Special Section or in the Top Functionary Section of the Index. Three of the Security Index subjects are being handled under Smith Act investigations.

There are seven key figure subjects, two of whom are included in the three above mentioned Smith Act cases. The five remaining key figure cases include four in which summary reports have been submitted two in 1948, one in 1949 and one in 1951. The fifth summary is now overdue and will be submitted in the immediate future.

There are nine Security Index subjects having access to vital facilities. Summary reports in three of these cases were submitted in 1948, and one was submitted in 1950. In four instances no summary reports have been submitted and this will be done at the time of the next required report. Summaries are now overdue in this category in two instances and they will be submitted in the near future.

With regard to Category 6 covering Security Index cases not covered in prior categories and wherein no pertinent derogatory information has been submitted in report form since January, 1949, there are twelve such cases. In each of these twelve cases summary reports were submitted during April, 1948, with one exception when a summary was submitted in September, 1948.

Category 7, consisting of all remaining Security Index subjects involves a total of 40 cases in this division. Summaries were submitted in eight cases during 1948, in seven cases during 1950 and in four cases during 1951. A number of cases in this category have heretofore been in closed status. These will be reopened at the proper time and summary reports will be submitted in the order of priority described by the Bureau.

8/18 changed to 48-20

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

FROM : SAC, San Juan

SUBJECT: SUMMARY REPORTS
SECURITY INDEX CASES

DATE: October 24, 1951

CONFIDENTIAL

Re SAC Letter No. 95, Series 1951, dated September 22, 1951.

In accordance with the Bureau's request there follows an estimate concerning the submission of summary reports in Security Index cases allocated according to the priorities set forth by the Bureau, numbered 1 through 7. Estimates will be set forth with reference to the specific priority arrangement.

1. This will be followed in all applicable cases. None are now pending.
2. There are no subjects maintained in the special section of the Security Index in the San Juan Division.
3. The only top functionary in the San Juan Division is
4. There are 22 individuals listed as Key Figures in the San Juan Division. Of this number, summary reports have been submitted on six of the top Communist Party members in connection with possible prosecution under the Smith Act. Of the 16 remaining cases it is estimated that they will take a minimum of 123 agent days for the preparation of summary reports in the form outlined in referenced SAC Letter. These summaries will be forwarded to the Bureau by February 1, 1952.

October 24, 1951

5. There are three individuals falling into the category of Item No. 5 who are employed in a vital facility. These will take an estimated 24 agent days to complete. They will also be submitted by February 1, 1952.
6. There are thirty cases, with an estimated 240 agent days for completion, falling within this section. These will be submitted by July 31, 1952.
7. The remainder of the cases on the Security Index, 263 cases, will involve an estimated 2104 agent days for preparation, and will be submitted by December 31, 1952.

Office Memorandum •

UNITED STATES GOVERNMENT

879 change to 24-12

TO : Director, FBI

DATE: October 24, 1951

FROM : SAC, Miami

SUBJECT: SUMMARY REPORTS IN
SECURITY INDEX CASES

Reference is made to SAC Letter No. 95, dated September 22, 1951, Paragraph B, concerning the preparation of summary reports in Security Index cases.

Pursuant to the instructions contained therein, the Bureau is advised of the following plans formulated and action being undertaken by the Miami Office to carry out this project.

In order to give the Bureau a clear picture of the manpower situation currently existing in the Miami Office, I wish to point out that a large percentage of the Agents assigned to this office are now being employed in the investigation of the Berlitz School of Languages at Miami, Florida, Veterans Administration Matter. This investigation is being handled as a special investigation and involves the interview of many individuals and has resulted in the arrest of over 15 subjects as of this date. Numerous other arrests are contemplated, and it is not expected that this special investigation will be completed until December, 1951.

Simultaneous with the completion of the Berlitz investigation, the winter season will commence, bringing a concomitant heavy increase in the case load of the Miami Division. Therefore, reason and good judgment dictate, following the Bureau's suggestion set forth in Paragraph 2 of referenced SAC Letter, that this project be handled on a staggering basis until completed.

As of this date, the Miami Office has a total of 103 Security Index Subjects. Of these 103 Subjects, 54 summary reports of the type the Bureau desires have been prepared during the past 18 months and, of the 54 summaries, 26 have been prepared since March 22, 1951. This leaves a total of 77 summaries to be prepared by the Miami Division. Of the 77, the following number are in the categories indicated hereafter:

Category 2	1
Category 6	0
Category 7	72

Pg 1

879 changed
to
29-12

Letter to Director, FBI
From SAC, Miami

With the present available manpower, it is planned to open and prepare approximately ten summaries a month from now through January 1, 1952. Thereafter, depending upon the case load and the available manpower, every effort will be made to increase the number of summaries prepared, and this increased effort will be reported upon completely in the next progress memorandum to the Bureau due on January 1, 1952.

Office Memorandum

M • UNITED

GOVERNMENT

TO : DIRECTOR, FBI

DATE: October 23, 1951

FROM : SAC, SAN FRANCISCO

AMSD

SUBJECT: SECURITY INDEX
Preparation of Summary ReportsCONFIDENTIAL

Re mylet, dated October 20, 1951, concerning the status of the project of preparing summary reports on Security Index subjects in this office.

Please be advised that paragraph three on page one of referenced letter should read as follows:

"It should be noted that the San Francisco office currently has 1,792 pending cases under investigation on individuals, a great majority of whom are not Security Index subjects, and a great many of whom are individuals who eventually will be recommended for the Security Index. The instructions set forth in regard to these individuals will be complied with as reports are written in these cases."

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI
FROM : SAC, Pittsburgh
SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES

DATE: 10-24-51

CONFIDENTIAL

Re SAC Letter No. 95 dated 9-22-51.

Set forth below, pursuant to Bureau instructions in referenced SAC Letter, is a tabulation of the number of cases falling within Categories 2, 6 and 7 as outlined in referenced SAC Letter wherein the Pittsburgh Office will be required to submit investigative summary reports:

<u>Category</u>	<u>Total No. of Cases</u>
2 - Subjects maintained in Special Section of Security Index	1
6 - Security Index cases not falling within Categories 1 to 5 inclusive, wherein no pertinent derogatory information has been submitted in report form since 1-1-49	17
7 - Remainder of cases on Security Index not falling within Categories 1 through 6 inclusive	179

In accordance with terms of referenced SAC Letter, the Pittsburgh Office has, effective immediately, adopted the policy of preparing investigative summary reports on the Key Figure, Top Functionary and Vital Facility cases at the time these cases come up on tickler for the submission of the next regularly scheduled report. A question, however, has arisen in connection with the Top Functionary, Key Figure and Vital Facility cases. It is noted that referenced SAC Letter indicates that the next regularly scheduled report prepared in Key Figure cases should be a summary report and that thereafter a summary report should be submitted on a yearly basis. A question arises as to whether the Bureau rule concerning the submission of an investigative report, as distinguished from an investigative summary report, is still in effect, which would require an investigative report to be submitted at a six-months interval between the submission of the original investigative summary and the investigative summary required one year later. The same question arises with respect to the Top Functionary cases as to whether investigative reports, as distinguished from summary investigative reports, will be required at three-months intervals between the submission of the initial investigative summary report and the summary report required one year later.

With respect to the Vital Facility subject cases, it is noted that we are required to submit an investigative summary report in place of the next regularly scheduled six-months report and no provision is made as to the preparation of subsequent investigative summary reports in these cases. It is presumed by this office that summary investigative reports at yearly intervals will not be required in Vital Facility subject cases as required in Key Figure and Top Functionary cases, but the question arises as to whether, after the submission of the initial investigative summary report in Vital Facility subject cases, it will still be necessary to follow the present Bureau rule of submitting investigative reports, as distinguished from summary reports, at regular six-months intervals. Bureau advice is respectfully requested with respect to the above questions which have arisen in connection with the handling of Top Functionary, Key Figure and Vital Facility subject cases.

With regard to the plans formulated by this office in undertaking the project of preparing summary reports in all Security Index cases exclusive of Top Functionary, Key Figure and Vital Facility cases, it is noted that this office has only one case falling within Category 2. This case has been opened and assigned for the preparation of an investigative summary. With respect to cases falling in Categories 6 and 7, it is the intention of this office to assign one agent exclusively to the preparation of investigative summary reports in cases falling within these two categories. It is noted in this connection that in Category 6 we have 17 cases and these cases will be assigned for handling before beginning work on those cases falling within Category 7. At the present time it is not felt that the assignment of more than one agent to this project would be consistent with the volume and nature of other work in the office. However, it is expected that by January 1, 1952, it will be possible to assign an additional one and possibly two agents to work exclusively on this project. If it is found to be possible to assign an additional agent or agents on the project prior to January 1, 1952, this of course will be done.

For the Bureau's information, in Categories 6 and 7 this office has made a tabulation by cases showing the date the last investigative report was submitted and it is our intention to handle the submission of summary reports in these two categories in chronological order beginning first with the cases which are oldest from the standpoint of the date of submission of the last investigative report.

This office appreciates the wisdom and necessity for the preparation of investigative summary reports on all Security Index subject cases and we will do our best to complete the project as soon as it is possible consistent with the urgency and volume of other work in the security field being handled by the Pittsburgh Office.

881 changed
to
39-22

V

SAC, Pittsburgh
621 - (130000) Director, FBI

November 15, 1951

EX - 3 SECURITY INDEX -
PREPARATION OF SUMMARY REPORTS

Reurlet dated October 24, 1951, wherein certain questions were raised with regard to the manner of handling security cases involving summary reports.

The questions raised by you are being considered with other suggestions and observations submitted by other offices. The policy established as a result of these suggestions and questions will be contained in a forthcoming SAC Letter.

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI
FROM : SAC, SEATTLE
SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES

DATE: October 25, 1951

A I R M A I L

Reference is made to SAC Letter #95, dated 9/22/51, directing the scheduling of summary reports in Security Index cases.

The total number of cases in categories 2, 6 and 7 as described in Bureau letter is as follows:

2. (Special Section) - 1. In this case an initial report has been submitted within the past six months.
6. (Security Index cases not falling within categories 1 to 5 incl., in which no pertinent derogatory information has been submitted in report form since January 1, 1949) - 25.
7. (All remaining Security Index cases exclusive of categories 1 to 6 inclusive) - 472.

Assignments for preparation of all summary reports are being made in accordance with priority schedule set forth in SAC letter. Progress in the preparation of summary reports in categories 2, 6 and 7 will be reported to the Bureau quarterly hereafter until completion of the project.

10527

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: October 23, 1951

FROM : SAC, Phoenix

C O N F I D E N T I A LSUBJECT: SUMMARY REPORTS IN
SECURITY INDEX CASES

Reference is made to SAC letter #95, Series 1951,
dated September 22, 1951.

The Phoenix Office has one hundred eight (108) Security Index subjects included on the Security Index list as of the present time.

The Bureau has authorized interviewing Security Index subjects who are still in a pending status and requests have been made in thirteen (13) other security-subject cases seeking permission to interview those subjects. It is anticipated there will be, in the immediate future, between ten and twenty more Security Index subjects interviewed, if authorized by the Bureau.

With reference to submitting summary reports on Security Index subjects, the following schedule of submitting these reports is set out:

<u>Category Number</u>	<u>Number of Cases</u>
2	0
3	0
4	1
5	1
6	1
7	93

The outstanding cases in Categories 4 and 5 are assigned and summary reports will be submitted therein.

In Categories 6 and 7 the outstanding cases are assigned or will be assigned for review and the submission of summary reports.

884
changed
to
23-13

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI
FROM : SAC, Kansas City
SUBJECT: Summary Reports in
Security Index Cases
Kansas City Division

DATE: 10/22/51

Re: SAC Letter 95 dated 9/22/51.

Please be advised that a review of the files of all Security Index Card subjects in this office is being instituted and a schedule is being made up for the submission of summary reports in these cases.

It is presently anticipated that this program will be completed in this office by January 15, 1952.

885 changed
to
21-11

STANDARD FORM NO. 64

Office Memorandum

MEM • UNITED STATES

GOVERNMENT

DATE: October 23, 1951

TO : Director, FBI

FROM : SAC, Indianapolis

SUBJECT: SECURITY INVESTIGATIONS OF INDIVIDUALS -
O SECURITY INDEX STANDARDS

Re SAC Letter #73, Series 1951, dated 7-24-51.

This office has completed the review of files called for in the above-referenced SAC Letter, and, as a result thereof, only sixteen new cases were opened.

This office made a practice in the recent past of opening cases for investigation coming within the category described in the SAC Letter.

Office Memorandum • UNITED STATES GOVERNMENT

DATE: October 23, 1951

TO : Director, FBI

FROM : SAC, Newark

SUBJECT: SUMMARY REPORTS IN
SECURITY INDEX CASES

Re Section B, SAC Letter #95, Series 1951, dated 9/22/51, requesting advice concerning the project of preparing summary reports in all Security Index cases.

There are maintained in the Newark Office 588 Security Index subjects, broken down as follows:

Inactive (Armed Forces)	- 3
Special Section	- None
Key Figures	- 99
Employed in Vital Facilities other than Key Figures.	- 39
Subjects concerning whom no derogatory information has been submitted in a report form since January, 1949.	- 26
Others.	- 421

All agents involved in working Security Index subjects have been made cognizant of instructions contained in referenced Bureau letter. Part I of the schedule for submitting reports has been impressed upon all these agents. Under Part II it is noted that there are no Security Index card subjects presently maintained in the Special Section of the Newark Office. Part III - there are no Security Index subjects designated as top functionaries in the Newark Office.

Under Section IV all agents have been instructed that the next report in this category is to be a summary report.

Under Section V all agents have been informed that the next report in this category is to be a summary report.

Section VI - It is noted there are 26 Security Index subjects falling in this category.

Section VII - It is noted that there are 421 Security Index subjects falling within this category.

It is noted that there are a large number of Security Index subjects in this office. The Bureau's schedule of priority for submission of these summaries will be complied with. A total of 447 summary reports must be prepared under Sections VI and VII.

In view of the fact that Sections VI and VII carry the lowest priority, attention will naturally be given first to those in the five preceding categories. It is noted that 138 summary reports must be prepared by this office in the top five categories. Some of the cases in these top five categories are voluminous in nature and no summary reports have been submitted. It would therefore appear that in some instances a great deal of time would be required to prepare these summaries.

It is not, therefore, believed that any special project will be made at this time in categories VI and VII until a reasonable length of time has elapsed in order that progress might be noted in the submission of reports in the first five categories.

It is believed that a clearer picture will be available at the time of the submission of the general progress memo.

Office Memorandum • UNITED STATES GOVERNMENT

DATE: October 23, 1951

TO : Director, FBI

FROM : SAC, Birmingham

SUBJECT: SECURITY INDEX
PREPARATION OF SUMMARY REPORTS

Re SAC Letter #95, dated 9/22/51.

This is to advise that a review of the case files concerning Security Index subjects in the Birmingham Office reflects that under "Schedule For Submitting Summary Reports" there are no Security Index subjects in categories 2 and 3.

This office has two key figure subjects where summary reports have not been submitted within the past six months and summary reports in these two cases are being scheduled according to reference SAC Letter to reach the Bureau before the other reports hereinafter mentioned.

This office has no Security Index subjects in category 5.

This office has a total of eight Security Index subjects for which summary reports will be submitted in categories 6 and 7.

A schedule has been prepared for submission of the above mentioned summary reports to the Bureau. It is believed that taking into consideration the other work of the Agents assigned to security investigations, that summary reports concerning the two key figures should reach the Bureau by December 30, 1951, and that the remainder of the summary reports on subjects in categories 6 and 7 should reach the Bureau by January 30, 1952; thus completing the project in this office.

This office would like to be advised in connection with the preparation of the above mentioned summary reports, whether the summary reports should be prepared primarily in connection with the possible detention of Security Index subjects only or whether the summary reports should contain the name of witnesses who could produce documentary evidence in connection with such matters as birth, citizenship, education, etc.

887 changed to

4-12

It is noted that the outline concerning the general form for use in the preparation of instant summary reports as set out in reference SAC Letter is very similar to the outline submitted by the Bureau on June 6, 1951, in connection with the preparation of special prosecutive summary reports in Smith Act cases.

887 changed
to
4-12

SAC, Birmingham

November 15, 1951

Director, FBI

SECURITY INDEX -
PREPARATION OF SUMMARY REPORTS

Reurlet dated October 23, 1951. The point raised in your letter with regard to the preparation of summary reports in Security Index cases is being considered along with other observations and suggestions submitted by other offices. The policy established as a result of these inquiries will be contained in a forthcoming SAC Letter.

Office Memorandum • UNITED STATES GOVERNMENT

DATE: October 22, 1951

TO : Director, FBI
FROM : SAC, New York
SUBJECT: SECURITY INDEX
PREPARATION OF SUMMARY REPORTS

Re SAC Letter #95, dated 9/22/51.

As directed, the project of submitting summary reports on persons listed in our Security Index has already been instituted. The provisions for the handling of these cases have been brought to the attention of all Agents on the four sections of this office concerned with the Security Index, and the necessity of giving preference to these cases, in the order of priority set out in relet, has been emphasized.

Regarding the first category of cases on the schedule set out by the Bureau, that is, those where new names are recommended, instructions have been issued to begin at once submitting reports in a summary form where there has been a previous report in the case. In connection with this group of cases, however, the question has been raised as to the possibility of the Bureau accepting the initial report in summary form when it contains a comprehensive picture of the person's activities and background. The Bureau's observations on this point would be appreciated.

In the second category scheduled to be handled; namely, those in the Special Section, it is noted that there are a total of 111 cases. These are all assigned, and special ticklers have already been prepared to insure that they will be closely followed.

The cases falling in the third and fourth groups mentioned in the schedule in relet, that is, Top Functionaries and Key Figures, will be followed in the same manner as those in the Special Section. All Top Functionary and Key Figure cases are assigned. The Top Functionary cases number 18, the Key Figure cases 171.

The Vital Facility Group, listed as #5 on the Bureau schedule, comprises 142 cases, all of which are assigned and which will also be followed through special ticklers already prepared, in an effort to afford them the proper attention and degree of priority desired.

888
changed
to
34-50
10-22-51

Letter to Director
NY

The sixth and seventh groups on the schedule set forth in relet compose the great majority of the cards in our Security Index, and represent approximately 2500 cases. When the cases having higher priority on the Bureau schedule have been substantially completed, and as personnel becomes available and the pressure of other more urgent work permits, it is planned that these cases will be assigned. Of course, those cases which it is found have had no report containing derogatory information since January 1, 1949 will be given preference, with the following exception:

It is noted that the cards in the Security Index on cases supervised by Section 1, the Major Case section, and by Section 6, the section handling Russian and Polish espionage and Internal Security Matters, are easily distinguishable in this large remainder of cards. For this reason, and also because of the need for special handling of these cases, it has been decided to prepare ticklers on them immediately and to afford them preferential attention on the respective sections mentioned as soon as the other more important cases have been handled. This will involve 25 cases supervised by Section 1 and 125 cases supervised by Section 6.

As the Bureau indicates in relet, this entire project imposes a tremendous burden on this office, especially in view of the large number of cases which will fall in the sixth and seventh categories on the Bureau's schedule. The exact number of cases in these respective groups can only be determined by examination of all the case files of persons in the Security Index, except those in the Special Section, the Top Functionary, and Key Figure groups, as well as those handled on Sections 1 and 6. It is planned to begin examining these cases in the immediate future and to make each the subject of a special tickler, after which, the case will be placed in line for handling in its proper order when it is possible to begin assigning cases found to be in this sixth group. As indicated on the schedule, the remaining cases will be considered last although appropriate ticklers will be also made on them as they are separated from those cases in the sixth group.

Every effort will be made to complete a review of these cases so that it will be possible to advise the Bureau more specifically in the memorandum to be submitted January 1, 1952 as to the makeup of these last two categories. Until the makeup of these two groups is further defined, it is not felt feasible to make more detailed plans for scheduling these cases.

This entire program will be followed closely to insure fulfillment of the Bureau's instructions as soon as possible.

changed
to
34-50

SAC, New York

November 21, 1951

5 Director, FBI

CONFIDENTIAL

SECURITY INDEX -
PREPARATION OF SUMMARY REPORTS

Reurlet dated October 22, 1951.

The Bureau has no objection to the submission of initial or other regular investigative reports in which the same subheadings are set out as is done in the preparation of summary reports. By organizing material in regular investigative reports under such subheadings, it will materially aid and facilitate the subsequent preparation of summary reports in Security Index cases.

Of course, in an initial investigative report, a pink sheet should not be used for the first page.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI
FROM : SAC, Savannah
SUBJECT: SECURITY INDEX
PREPARATION OF SUMMARY REPORT

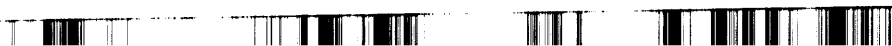
DATE: October 24, 1951

Re SAC Letter 95 dated September 22, 1951.

The Savannah Division has only four Security Index subjects none of whom are key figures or top functionaries. All four cases have been assigned for preparation of summary reports.

Summary report in one of these cases has already been prepared. Another such case is presently in dictation. Leads are outstanding in one of the Security Index subject cases which should be covered prior to the preparation of the summary report.

It is anticipated that this project will be completed in this Division in the near future.



Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: October 24, 1951

FROM : SAC, Indianapolis

SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES

Re SAC Letter #95, Series 1951, 9-22-51.

9/1
This office has given careful consideration to this letter and plans have been made for the preparation of summary reports as outlined by the Bureau in this letter. A conference of all Special Agents handling security matters in Indianapolis has been called for October 24, in order to thoroughly familiarize agents who will prepare these reports with the Bureau's desires and to offer suggestions in the manner of preparation of said reports.

There are 220 security index subjects in the Indianapolis Office at the present time, each, of course, of which will require a summary report. There are five exceptions inasmuch as Smith Act summaries have been prepared for five key figures and top functionaries.

This office has no cases in category #2, pages 4 and 5 of the SAC Letter.

There are 114 cases in categories 6 and 7.

This office expects to follow the schedule as set forth in the SAC Letter and to start immediate preparation of summary reports in key figure cases, there being a total of ten in this category. Thereafter, summaries will be prepared in cases of subjects employed in vital facilities.

It is observed that the Bureau states that summary reports should be prepared in a manner suitable for dissemination. It is assumed that it is desired that the summary reports be furnished to intelligence agencies where they would be of interest, such as subjects employed in vital facilities. Unless the Bureau advises to the contrary, this office will make copies of the summary reports for the intelligence agencies where it appears they have an interest therein.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

F/S FROM : SAC, Albany
A/S

SUBJECT: SUMMARY REPORTS IN
SECURITY INDEX CASES

DATE: October 23, 1951

Re SAC Letter 95, Series 1951, Section B.

The following information is submitted regarding the Albany Office in connection with the project of submitting summary reports.

Referring specifically to the schedule for submitting summary reports set out on Pages 4 and 5 of referenced SAC Letter, the Bureau's instruction regarding Category 1 has been noted and will, of course, be followed.

With reference to Category 2, Albany has two subjects in the special section, namely _____ and _____, both classified as prominent individuals. Summary reports in both cases have been submitted within the past 15 days.

With respect to Category 3, Albany has no persons classified as top functionaries.

Regarding Category 4, there are at present 40 key figures in the Albany Division, of whom 8 are employed in vital facilities. Summary reports will be written in each case as nearly as possible at the time the six month report is due. Pursuant to Bureau instructions, a summary report will be furnished at the time each new key figure is designated.

With respect to Category 5, there are 48 security index subjects employed in vital facilities. Of these 8 will be handled as key figures as previously set out under Category 4 and summary reports pertaining to the remaining 40 will be submitted as nearly as possible when the next six month report is due.

Regarding Category 6, there are 31 cases in which no report reflecting pertinent derogatory information has been submitted since January 1, 1949. Assignment will be made for the preparation of summary reports in these cases as soon as possible, but after the completion of the reports in the higher priority categories.

|

871 changed
to
1-14

Director, FBI

October 23, 1951

Re:

With respect to Category 7, there are 113 remaining cases on the security index. These, too, will receive attention as soon as possible.

The Bureau will be advised of progress on this project on January 1, 1952.

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI
FROM : SAC, MOBILE
SUBJECT: SUMMARY REPORTS ON SECURITY INDEX CASES

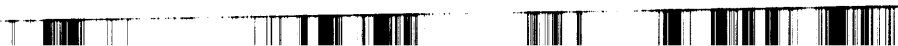
DATE: October 23, 1951

Re SAC Letter number 95, subsection B,
dated 9/22/51.

This is to advise that the Mobile Office has a total of seven Security Index cases on whom summary reports will be submitted. This office has only one case falling in category two and a summary report in this case will be submitted to reach the Bureau by November 15, 1951.

The remaining six cases fall in category seven.

This matter has been discussed with the Agents to whom these security index cases are assigned, and preparations are being made at the present time to submit the necessary summary reports. It is expected that the summary reports will be submitted on each of these cases by December 1, 1951.



893
changed
to
44-13

OFFICE MEMO

UNITED STATES

GOVERNMENT

TO : Director, FBI

DATE: 10/24/51

FROM : SAC, Salt Lake City

SUBJECT: SUMMARY REPORTS IN SECURITY
INDEX CASES

Re SAC Letter No. 95, Series 1951, dated 9/22/51.

This is to advise that there are 58 Security Index Card Subjects on file in this office. Of this number 12 are on key figures, while 12 are on Communists employed in vital facilities in this area. None of the above Security Index cards are on persons maintained in the Special Section.

To date five Summary Reports have been written on Security Index Card Subjects who are being considered for prosecution under the Smith Act. No other Summary Reports have been written. However, several cases on key figures and Subjects employed in vital facilities have come up on tickler and reports are being prepared.



894
changed
to
32-27

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: OCT. 24, 1951

FROM : SAC, NEW HAVEN

SUBJECT: SUMMARY REPORTS IN
SECURITY INDEX CASES

Re SAC letter 95 (B), 9/22/51.

In accordance with relet the New Haven Office has reviewed the files of all subjects maintained on the Security Index. Based on this review, it was ascertained that there are 442 subjects on the Security Index. These are listed below in the categories set forth in relet:

Category 2	2 (Special Section)
" 3	1 (Top Functionaries)
" 4	32 (Key Figures)
" 5	44 (Vital Facility)
" 6	22 (No derog. since 1/1/49)
" 7	341 (Remainder of SI cases)
TOTAL	442

This office is scheduling reports as instructed in relet, using a tickler system to insure that the reports will be sent out at the rate of twenty per month. These will, of course, be given the priorities shown in relet.

11-21

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: October 24, 1951

FROM : SAC, Cleveland

SUBJECT: SUMMARY REPORTS IN
SECURITY INDEX CASES

Re SAC Letter No. 95, Series 1951, dated 9-22-51.

In accordance with referenced letter, cases on Security Index maintained in this office, which total 455, have been reviewed and the following break-down of cases in the various categories for submission of summary reports made:

1. In the future summary reports will be prepared when a new name is being recommended for inclusion in the Security Index.

2. Four subjects are presently being carried in the "Special Section" of the Security Index. In one case a summary report has been submitted within the past six months, leaving three cases where summary reports are presently due.

3. Four individuals are presently being carried as Top Functionaries. However, in each instance these individuals are being considered for prosecution under the Smith Act and summary reports have been prepared on that basis.

4. There are 75 individuals carried as Key Figures. Of this number eight cases concern individuals being considered for prosecution under the Smith Act and summary reports have recently been submitted to the Bureau.

At the present time there are 55 cases in this category in which summary reports are due and these will be submitted.

5. There are 61 individuals employed in Vital Facilities. Reports are due at present on 40 individuals in this category.

6. In this category there are seven cases in which no reports have been submitted since January 1, 1949.

7. The remaining cases on the Security Index totaling 303 fall into this category in which summary reports will be submitted.

/

895 changed
to
11-21

Director, FBI

October 24, 1951

In order to follow the priority schedule set out in referenced letter the cases presently assigned to agents on the Security Squad in this office are being checked in order that a more equitable distribution of those cases having a higher priority can be made. However, it should be noted that about 55 per cent of the personnel presently assigned to the Security Squad are composed of first office Agents. It is believed that several of these new Agents could prepare summary reports in Key Figure and Vital Facility categories. However, it is felt that the greater majority are not yet sufficiently familiar with Security reports to properly prepare a summary type report. It is believed that certain cases in Category No. 7 could be handled by these newer Agents.

The above facts are being called to the Bureau's attention since it is believed that because of the manpower situation some summary reports in Category No. 7 will be submitted before reports in Categories No. 4 and 5.

In accordance with Bureau instructions a memorandum will be submitted by January 1, 1952, reporting on the status of this project in this office.

896 changed
to
40-14

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI
FROM : SAC, PORTLAND
SUBJECT: SUMMARY REPORTS IN
SECURITY INDEX CASES

DATE: October 23, 1951

Re SAC Letter 95 dated September 22, 1951.

After a very careful review of relet and a review of the number of cases which will require a summary report, I have concluded that the most satisfactory way to handle this project will be to assign two agents exclusively to this project and assign more on a later date if necessary until such time as the project is completed. I believe this will result in having better and more uniform reports submitted and will also speed up the project. The priority scheduled in relet will be followed. There is set forth below the number of cases falling in categories 2, 6, and 7:

(2) Two
(6) Three
(7) 139

9-22-51

Director, FBI

SAC, San Diego

COMMUNIST PARTY - USA
INTERNAL SECURITY - C
REPORT WRITING

The Bureau is requested to advise the San Diego Division concerning the manner it desires the following types of information to be reported and handled:

(1) Prior to abolition of the Administrative Page it was not permissible to mention "The National Guardian" in the details of a report. Is it now necessary to forward information regarding "The National Guardian" in a cover letter or may that newspaper be referred to in the details of a report?

(2) Is it permissible to indicate in the details of a report that a Security Flash has been placed? Is it mandatory?

(3) In the last paragraph of No Number SAC Letter, dated June 11, 1951, regarding interviews of individuals who are not being recommended for the Security Index, the Bureau instructs that any information of value obtained as a result of interview should be reduced to a signed statement, if possible. Bureau advice is requested regarding its desires in respect to the following situations which may arise when these interviews are to be conducted:

1. When it is not known whether the person interviewed will be cooperative, is it necessary to warn that person that any statements he may make may be used against him, that he need not make any statement, and that he is entitled to legal counsel?

2. In the event the person interviewed consents to execute a signed statement, what information does the Bureau desire the preamble to such a statement to contain under the following conditions:

- (a) In the event the person interviewed makes admissions as to his own participation in Communist Party activities.
- (b) In the event the person interviewed furnishes only information regarding Communist Party activities on the part of others.

NSH:HB
100-00

100 OCT 2 1951

RECORDED IN

SAC, San Diego

October 22, 1951

Director, FBI

COMMUNIST PARTY, USA
INTERNAL SECURITY - C
REPORT WRITING

Reurlet dated September 22, 1951.

In accordance with instructions in Bureau Bulletin Number 59, Series 1949, dated December 2, 1949, it is not desired that any mention of, or reference to, the "National Guardian" be made in the details of any report. Information regarding the "National Guardian" should not be set out on administrative pages of reports but, where pertinent to the investigation, should be forwarded to the Bureau by cover letter.

The placing of a security flash notice with the Identification Division is an administrative device to aid in following the subject's activities and the fact that such a notice has been placed should not be included in the details of a report. The submission of Form FD-167 placing the security flash notice is sufficient notification to the Bureau that it has been placed.

Referenced letter advised that in those cases where Bureau authority has been granted to interview individuals who are subjects of security investigations, the question has arisen as to what duties the interviewing agents have to discharge in connection with advising the subject that he should not make any statement, that any statement he may make may be used against him and that he is entitled to legal counsel.

→ All interviews conducted by special agents of the Bureau must be handled in such a manner that there will be no basis for an allegation that the constitutional rights of the individuals interviewed were violated.

Interviews, such as those referred to in your letter, must be planned in accordance with the information available to you concerning the persons to be interviewed and the interviews must be handled by personnel thoroughly versed in Communist investigations. It is not mandatory that signed statements be obtained, however, when possible and the fact warrant, a statement should be obtained.

Bufile 66-1773

cc - Bufile 100-388667

PIC:mjt

NOV 1 1951
100-388667-1951

from _____
to _____
cc _____
adv _____
chls _____
encl _____
info _____
ref _____
ret _____
sent _____
date _____
by _____
for _____

In those instances when the subject makes admissions as to his own participation in Communist Party activities or activities in violation of the Federal code and it is obvious to the Agents conducting the interview that prosecution may be expected at a later date, the Agents should be certain that Bureau instructions in this regard, as they apply to interviews and the taking of signed statements, are closely followed.

I am sure you realize the importance of the interview program as a means of developing informants and information of intelligence value which are the primary purposes. The purpose of an interview is not to build the case for prosecution. Tact must be used in handling interviews if we are to obtain the best results possible.

Assistant Attorney General
Criminal Division
Director, FBI:

October 18, 1951

CONFIDENTIAL

PROGRAM FOR APPREHENSION AND DETENTION
OF PERSONS CONSIDERED POTENTIALLY
DANGEROUS TO THE NATIONAL DEFENSE
AND PUBLIC SAFETY OF THE UNITED STATES

Security Index

Reference is made to my memorandum to dated July 20, 1951, which referred to the standards used in considering names for the Security Index and in which I requested comments and suggestions regarding the Security Index standards. In memorandum to dated June 28, 1951, I commented in considerable detail on the Bureau's concepts of the Security Index program and the differences between the Department's revised Security Index standards forwarded by memorandum of June 1, 1951, and those presently in use by the Bureau.

had advised previously that a review was being made of all reports submitted to the Department relating to persons listed on our Security Index for apprehension in the event of an emergency, in order to determine whether the Department agrees that the facts contained therein warrant our action in listing these persons for detention.

By memorandum to dated May 24, 1951, I pointed out that in view of the tremendous responsibility of both the Department and the Bureau with respect to the Emergency Detention Program, it would be appreciated if he would cause the review of all Security Index cases to be completed as soon as possible and would advise in each separate case whether he approved or disapproved the listing of the subject thereof in our Security Index. In addition, I requested advice as to whether the names of thirty-four prominent and nationally known persons specifically identified should be retained in the Index.

In view of the importance of this program in the event of a national emergency, an early reply regarding your comments and suggestions on the Bureau's Security Index

standards is requested. It is also requested that you furnish this Bureau a copy of the Security Index standards being used by the Department's attorneys in reviewing Security Index cases if the reviews have been started. To date no advice has been received from the Department as to the results of any review in this matter.

897 changed
to
32-28

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: October 26, 1951

FROM : SAC, New Haven

SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES

Re: SAC Letter No. 95 dated 9/22/51, Paragraph (B).

Reference is made to the instructions with respect to the preparation of summary reports in the captioned cases particularly with reference to the instruction that each summary report should be suitable for dissemination outside the Bureau. The Bureau is requested to advise if it is the Bureau's desire that these reports be disseminated by field offices on a local level or whether the Bureau will determine at a future date whether or not dissemination should be made.

Further reference is made to Bureau instructions that the Agent to whom the case is assigned should be alert to set out leads where warranted to develop the case more fully. It is assumed UACB that the Bureau does not desire to delay the preparation of summary reports where a considerable amount of information is already available and it is necessary only to set out relatively few leads for auxiliary offices. In such cases it is believed the Bureau desires that the summary report be prepared reflecting all information available in the files of the preparing office together with appropriate lead pages reflecting the leads which have been set out in order to complete the necessary information.

UACB in those cases where it is necessary to set forth leads for auxiliary offices this office contemplates setting forth leads by letter rather than preparing and distributing copies of the summary reports to various field divisions, unless it is deemed necessary to make such distribution to assist the auxiliary office in the logical coverage of the lead.

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: October 25, 1951

FROM : SAC, MILWAUKEE

SUBJECT: SUMMARY REPORTS IN
SECURITY INDEX CASES

Re SAC letter No. 95 dated September 22, 1951.

The following is the status of submission of summary reports in Security Index Cases, in the Milwaukee Office, using the category numbers appearing under the title "Scheduled for Submitting Summary Reports" of the referenced letter:

- 2.) Milwaukee Office has no Security Index in the Special Section.
- 3.) Milwaukee Office has two top functionaries. Smith Act summaries have been submitted in each case.
- 4.) Milwaukee Office has thirteen key figures. Smith Act summaries have been submitted in six of these cases, four others are presently assigned for summary reports, and the remaining three will be scheduled for summaries when the next six month report comes due.
- 5.) The Milwaukee Office has thirty-two Security Index Subjects employed in Vital Facilities. These are being scheduled as summaries come due.
- 6.) In the case of two Security Index Cases not falling under categories one to five inclusive, reports have not been submitted since January 1, 1949. These have already been assigned for investigation and submission of summary reports.
- 7.) Milwaukee Office has 202 Security Index Subjects not falling under categories one to six, inclusive. These will be scheduled as yearly reports come due.

898 changed
to
30-15

November 21, 1951

SAC, Milwaukee

Director, FBI

SUMMARY REPORTS IN SECURITY
INDEX CASES

Reurlet dated October 25, 1951.

A review of your schedule for the preparation of summary reports indicates that you have 202 Security Index cases falling under category number 7; i.e., cases in which reports reflecting derogatory information have been submitted to the Bureau subsequent to January 1, 1949.

You indicate in referenced letter that summary reports in those cases will be scheduled as yearly reports come due. The cases falling under category 7 should be scheduled for the preparation of summary reports in accordance with the instructions under (B) in SAC Letter Number 95 dated September 22, 1951, and the summary reports should be completed as rapidly as possible depending on the number of personnel available and the number of cases in the other categories of the schedule in which summary reports must be prepared. It is not desired that the preparation of summary reports in cases under category 7 be delayed and scheduled for preparation one year from the date of the last investigative report. However, as you were instructed in that SAC Letter, when a summary report has been prepared within the last six months in any case, a summary report need not be prepared until one year from the date of that report.

899
changed
to
61-13

FROM MOBILE

10-20-51

DIRECTOR

DEFERRED

SUMMARY REPORTS IN SECURITY INDEX CASES. RE SAC LETTER 95 DATED SEPTEMBER 22 LAST. ADVISE BY RADIO WHETHER COPIES OF SUMMARY REPORTS SHOULD BE FURNISHED TO AIR FORCE, ARMY AND NAVY. IT IS FELT THAT CASES TO BE REPORTED WILL BE OF INTEREST TO THESE AGENCIES.

897 changed
to
61-13

OCTOBER 22, 1951

SAC. MOBILE

RE SUMMARY REPORTS IN SECURITY INDEX CASES.

DISSEMINATION OF SUMMARY REPORTS SHOULD BE MADE TO LOCAL

REPRESENTATIVES OF OSI, G2, ONI, COAST GUARD OR INS IN

THOSE INSTANCES WHEN ANY OF THOSE AGENCIES HAVE AN INTEREST

IN THE SUBJECTS OF THE REPORTS.

HOOVER