

DATE SENT: 5/8/64	CLASSIFIED MATERIAL Return Receipt to Sender	T 298730
TO: Abram Chayes/TE	6429	H3
DEPARTMENT OF STATE, WASHINGTON 25, D. C.		
FROM: J. Lee Rankin	200 Maryland Avenue, N.E.	
Part IV		
DATE RECEIVED:	(Signature of Addressee)	
IDENTIFICATION: Letter of May 8 with answers to		
questions in Attachment B of Commission's letter		
of March 23.		
FORM DS-406 ADDRESSEE SIGN AFTER CHECKING AND RETURN TO SENDER 2-60		

THE LEGAL ADVISER
DEPARTMENT OF STATE
WASHINGTON

May 8, 1964

SECRET

Commission Exhibit No. 948

Dear Mr. Rankin:

In response to your letter of March 23, 1964, I am enclosing answers to the questions contained in Attachment B of your letter. These questions refer to matters considered in the Department Report on Lee Harvey Oswald of last December and the underlying files subsequently requested and received by the Commission.

Please let us know if we can provide any further information on these or other matters.

Sincerely,

Abram Chayes
Abram Chayes

Enclosures:

Answers to 18 Questions
w/attachments.

Mr. J. Lee Rankin,
General Counsel,

President's Commission on the
Assassination of President Kennedy,
200 Maryland Avenue, N.E.,
Washington, D.C. 20002.

COMMISSION EXHIBIT 948

ATTACHMENT B

QUESTION 1

On a copy of a list of applicants for passports which was sent by telegram from the New Orleans Passport Office to the Passport Office in Washington, D. C., on June 24, 1963, opposite the name of Lee Harvey Oswald there appears the word, "NO." We would appreciate an explanation of the origin of this notation, its significance, if any, and the identity of the person who wrote it.

ANSWER - The notation "NO" was placed on the incoming teletype message from the New Orleans Passport Agency by one of the employees in the TWX Section of the Passport Office in Washington, D. C.

The "NO" signifies that this message originated in the New Orleans Passport Agency. All clearance lists from the Passport Agencies are similarly marked with the agency's designator symbol for indexing to insure correct filing of the message. The symbols are: NO - New Orleans, BN - Boston, CG - Chicago, HH - Honolulu, LA - Los Angeles, MM - Miami, SF - San Francisco, NY - New York, SE - Seattle.

This symbol is routinely placed on the incoming teletype message by any one of the group of employees in the TWX Section. Its placement on the message opposite to the name of Lee Harvey Oswald is purely coincidental. The Department cannot determine which employee in the TWX Section wrote it.

ATTACHMENT B

QUESTION 2

A copy of a document dated June 20, 1962, attached hereto and marked "Exhibit A," refers to an "Operations Memorandum of June 12, 1962" which is said to be for inclusion in the passport file of Lee Harvey Oswald. Will you please describe this document and, if copies are still available, furnish us with a copy. If copies are not currently available, we would appreciate an explanation.

ANSWER - The Operations Memorandum of June 12, 1962 is in the passport file of Lee Harvey Oswald. A copy of this document was included in the photostatic copy of the Department's files which was sent to the Commission. We are, however, enclosing another copy.

COMMISSION EXHIBIT 948—Continued

UNCLASSIFIED

File

OPERATIONS MEMORANDUM

TO: Department of State (SCS) Date: June 12, 1962

FROM: Amembassy Moscow

SUBJECT: WELFARE-WHEREABOUTS: Lee Harvey Oswald and Family

REF: Foreign Affairs Manual, Volume 7, 423.9-1

Steamship tickets were purchased for Lee Oswald, his alien wife, and infant to be delivered to them in Rotterdam on June 4, 1962 for repatriation to the United States. Cost \$418. (DOV 1432, June, 1962, accounts of Virginia Kongin, CSDO)

A portion of the cost of rail tickets for the Oswalds from Moscow to Rotterdam was also paid by the Embassy. Cost \$17.71. (DOV 1433, June, 1962) accounts of Virginia Kongin, CSDO)

Total Embassy expenditures were thus \$435.71.

The Oswalds port of destination is New York.

cc: Passport Office

PASSPORT OFFICE
JUN 25 1962
PIZLAD

JOSBury/vim USCM31771-2

U.S. GOVERNMENT PRINTING OFFICE: 1961-606228

UNCLASSIFIED

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Total Embassy expenditures were thus \$435.71.

The Oswalds port of destination is New York.

cc: Passport Office PASSPORT OFFICE
Jun 25 1962
PIZLAD

UNCLASSIFIED

FORM

DS-682

S-61

*U.S. GOVERNMENT PRINTING OFFICE: 1961-606228

COMMISSION EXHIBIT 948—Continued

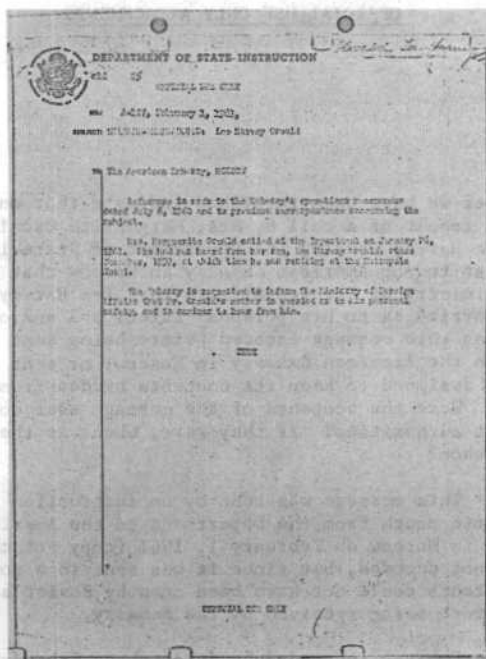
ATTACHMENT B

QUESTION 3

The files we have been furnished indicate that on February 1, 1961, as the result of a call by Mrs. Marguerite Oswald, the mother of Lee Harvey Oswald, the Department of State in Washington sent a request to the American Embassy in Moscow that it inform the Soviet Ministry of Foreign Affairs that Lee Harvey Oswald's mother was worried as to his personal safety and anxious to hear from him. Was this message encoded before being sent from Washington to the American Embassy in Moscow, or sent in some other manner designed to keep its contents hidden from Soviet authorities? Were the contents of the message ever communicated to the Soviet authorities? If they were, when was the communication made and to whom?

ANSWER - This message was sent by an instruction in a diplomatic pouch from the Department to the American Embassy in Moscow on February 1, 1961 (copy attached). It was not encoded, but since it was sent in a pouch, its contents could not have been seen by Soviet authorities before being received by the Embassy.

The Embassy responded by despatch on February 28, 1961. A copy of this response, which has been previously furnished to the Commission, is enclosed. As the response indicates, the Embassy received a letter from Oswald on February 13, 1961, and it was therefore unnecessary to request information from the Soviet authorities concerning his whereabouts.



DEPARTMENT OF STATE INSTRUCTION
old 25

/S/ Oswald, Lee Harvey

OFFICIAL USE ONLY

V-38-

NO: A-127, February 1, 1961
SUBJECT: WELFARE-WHEREABOUTS: Lee Harvey Oswald
TO: The American Embassy, MOSCOW

Reference is made to the Embassy's operations memorandum dated July 6, 1960 and to previous correspondence concerning the subject.

Mrs. Marguerite Oswald called at the Department on January 26, 1961. She had not heard from her son, Lee Harvey Oswald, since December, 1959, at which time he was residing at the Metropole Hotel.

The Embassy is requested to inform The Ministry of Foreign Affairs that Mr. Oswald's mother is worried as to his personal safety, and is anxious to hear from him.

RUSK

OFFICIAL USE ONLY

COMMISSION EXHIBIT 948—Continued

OFFICIAL USE ONLY

COMMISSION EXHIBIT 948—Continued

AIR MAIL
PRIORITY

OFFICIAL USE ONLY
(Security Classification)

FOREIGN SERVICE DESPATCH

261-1124-0404
Lee Harvey 12-27-61

FROM : Ambassador MOSCOW

585

DESP. NO.

MIN 5 1301

TO : THE DEPARTMENT OF STATE, WASHINGTON.

February 28, 1961

RP

REF : A-127, February 1, 1961, Subject: Welfare-Whereabouts: Lee Harvey Oswald

For Dept. Use Only	ACTION	DEPT.
	SCS-2 5/7	RM/R-2, EUR-5, PPT-2

SUBJECT: CITIZENSHIP AND PASSPORTS: Lee Harvey Oswald

The Embassy received on February 13, 1961 the following undated letter from Lee Harvey Oswald postmarked Minsk February 5 and Moscow February 11:

"Dear Sirs:

Since I have not received a reply to my letter of December 1960, I am writing again asking that you consider my request for the return of my American passport.

I desire to return to the United States, that is if we could come to some agreement concerning the dropping of any legal proceedings against me. If so, then I would be free to ask the Russian authorities to allow me to leave. If I could show them my American passport, I am of the opinion they would give me an exit visa.

They have at no time insisted that I take Russian citizenship. I am living here with non-permanent type papers for a foreigner.

I cannot leave Minsk without permission, therefore I am writing rather than calling in person.

I hope that in recalling the responsibility I have to America that you remember yours in doing everything you can to help me since I am an American citizen.

Sincerely,

/s/ Lee Harvey Oswald"

Oswald's present address as given on the envelope and in his letter is: Ulitsa Kalinina, House 4, Apartment 2h, Minsk. The Department may wish to transmit this address to Mrs. Marguerite Oswald. It would presumably fulfill the requirement in paragraph three of the Department's referenced Airgram.

RESnyder/vdb

REPORTER

OFFICIAL USE ONLY

ACTION COPY — DEPARTMENT OF STATE

COMMISSION EXHIBIT 948—Continued

AIR POUCH

PRIORITY

OFFICIAL USE ONLY

(Security Classification)

DO NOT TYPE IN THIS SPACE

261.1122-Oswald,
Lee Harvey/2-28-61

MAR 3 1961

FOREIGN SERVICE DESPATCH

FROM : Amembassy MOSCOW 585

DESP. NO.

TO : THE DEPARTMENT OF STATE, WASHINGTON.

February 28, 1961

DATE

REF : A-127, February 1, 1961, Subject: Welfare-Whereabouts: Lee Harvey
Oswald

18 For Dept. Use Only	ACTION SCS-2	DEPT.	
	REC'D 3/7	I N F O	RM/R-2, EUR-5, PPT-2 V-35 (2)
		OTHER	

SUBJECT: CITIZENSHIP AND PASSPORTS: Lee Harvey Oswald

The Embassy received on February 13, 1961 the following undated letter from Lee Harvey Oswald postmarked Minsk February 5 and Moscow February 11:

"Dear Sirs:

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I cannot leave Minsk without permission, therefore I am writing rather than calling in person.

I hope that in recalling the responsibility I have to America that you remember yours in doing everything you can to help me since I am an American citizen.

Sincerely,

/s/ Lee Harvey Oswald"

Oswald's present address as given on the envelope and in his letter is: Ulitsa Kalinina, House 4, Apartment 24, Minsk. The Department may wish to transmit this address to Mrs. Marquerite Oswald. It would presumably fulfill the requirement in paragraph three of the Department's referenced Airgram.

RESnyder/vdb

OFFICIAL USE ONLY

REPORTER

ACTION COPY—DEPARTMENT OF STATE

COMMISSION EXHIBIT 948—Continued

OFFICIAL USE ONLY
(Classification)

Encl. No. _____
Desp. No. _____
From MOSCOW

The Embassy is writing to Oswald and suggesting that he come personally to the Embassy for an interview on which to base a decision concerning the status of his American citizenship. Oswald's reference in his letter to his being unable to leave Minsk without permission may indicate that he desires to come to the Embassy, in which case an invitation from the Embassy may facilitate his traveling to Moscow. The Embassy would as a last resort if the Department found no objection and provided the Embassy were reasonably sure that Oswald had not committed an expatriating action, return his American passport to him by mail for what help this may be in facilitating his application for a Soviet exit visa.

The Embassy would like to be informed whether Oswald is subject to prosecution on any grounds should he enter the jurisdiction of the United States and, if so, whether there is any objection in communicating this to him.

For the Ambassador:

Edward L. Freers
Edward L. Freers
Minister Counselor

RECEIVED
1961 MAR 13 PM 2 14
PASSPORT OFFICE
PI/FA

OFFICIAL USE ONLY

Page 2 of

Encl. No. _____

Desp. No. _____

From MOSCOW

OFFICIAL USE ONLY
(Classification)

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For the Ambassador

Edward L. Freers
Minister Counselor

OFFICIAL USE ONLY

COMMISSION EXHIBIT 948—Continued

ATTACHMENT B

QUESTION 4

Reference is made to the document attached hereto marked "Exhibit B." Is this the "look-out card" which was once in the file for Lee Harvey Oswald? If it is not, please describe what it is.

ANSWER - Exhibit B is not a "lookout card." Exhibit B is a copy of a so-called "REFUSAL" sheet (Form DS-833). A lookout card is a small IEM card kept in a special file maintained in the Passport Office. The lookout card system is described in detail in pages 3 and 4 of part 2 of the Department's Report on Lee Harvey Oswald.

A form DS-833 is prepared for insertion in the passport file when information is received which may affect the issuance of a passport. It is used primarily as a "flag" and does not necessarily mean the person concerned should be denied passport facilities. It does indicate, however, that a lookout card for the named individual should have been prepared.

SECRET ATTACHMENT

ATTACHMENT B

QUESTION 5

The attached document dated October 11, 1963 and labeled "Exhibit C" was apparently at one time accompanied by another one-page document containing "SECRET" information. Will you please furnish us a copy of this other document?

ANSWER - This document was at one time accompanied by a one-page message from the CIA. It is the same message that is referred to by the Commission in question No. 16 and copies have been previously furnished to the Commission. As Exhibit C indicates, the copy in Oswald's passport file was accidentally destroyed on November 23, 1963, while it was being thermofaxed. We are enclosing another copy of this message.

SECRET ATTACHMENT

[A telegram dated October 10, 1963, sent by the Central Intelligence Agency to the Department of State informing the Department that Lee Harvey Oswald on October 1, 1963, had contacted the Soviet Embassy in Mexico City.]

COMMISSION EXHIBIT 948—Continued

QUESTION 6

On July 10, 1961 while he was at the American Embassy in Moscow, Lee Harvey Oswald signed an Application for Renewal of Passport which contained a printed statement whereby, by crossing out either the word "have" or the words "have not", the applicant could indicate whether he had committed one or more of the disloyal or possibly expatriating acts listed. The printed statement also provided that if the applicant indicates that he committed one or more of these acts, a supplementary statement under oath explaining the circumstances is to be attached to the application. By crossing out the appropriate words, Lee Harvey Oswald stated under oath that he had committed one or more of the disloyal or possibly expatriating acts listed on the application.

Despite the foregoing, Oswald's existing passport was returned to him on July 10, 1961 and it was renewed for thirty (30) days on May 24, 1962. It is not clear from the Department's files whether any supplementary statement under oath setting forth the circumstances of Oswald's actions was attached to the Application for Renewal of Passport. Would you please explain this entire situation?

ANSWER - The file shows that Oswald executed on July 10, 1961, a supplemental statement (Questionnaire) which, along with the Renewal Application of July 10, 1961, was forwarded to the Department in Moscow despatch 29, July 11, 1961. The information furnished by Oswald in this Questionnaire does not contain any evidence that he, in fact, performed any act of expatriation. The file also shows (see Moscow despatch 29, July 11, 1961) that Oswald was questioned at length by an Embassy Consular Officer but no evidence was revealed of an expatriating act. This despatch also shows that Oswald's passport was returned to him for the purpose of allowing him to make an application for an exit visa for his wife immediately upon his return to Minsk. This passport was valid only until September 10, 1961.

On August 18, 1961, the Department sent an Operations Memorandum to the American Embassy at Moscow authorizing the renewal of Oswald's passport "if no adverse reason is known, to take place upon his presentation of evidence that he needs such renewal in connection with his efforts to return to the United States as indicated in the final sentence on page 2 of despatch 29."

- 2 -

The Embassy was further instructed that "Any renewal granted to Mr. Oswald should be limited to his passport needs and as stated in the second paragraph of the Department's A-173 of April 13, 1961, his passport should be made valid for direct return to the United States."

In the renewal application of May 24, 1962, Mr. Oswald signed a statement that he had not performed any of the acts of expatriation listed in the form. Consequently no supplemental statement or questionnaire was prepared at this time.

COMMISSION EXHIBIT 948—Continued

QUESTION 7

We would appreciate any further thoughts you may have as to the legal authority for the exercise of discretion by the United States Department of State and the United States Department of Justice, and the propriety of its exercise, in waiving the sanctions of Section 243(g) of the Immigration and Nationality Act in issuing a visa to Mrs. Marina Oswald and admitting her into the United States in 1962.

ANSWER - Section 4 of the Department's Report on Lee Harvey Oswald concerned the issuance of a visa to Mrs. Oswald. Part 2 of that section, beginning on page 3 and running through page 10, sets forth our views on the issues involving Section 243(g).

This discussion may not have made it clear, however, that Section 243(g) vests exclusive authority in the Attorney General to impose the statutory sanction on any country, which, when requested, denies or unduly delays the acceptance of a deportable alien who is a national, citizen, subject or resident of that country. The Attorney General's decision to impose the sanction is discretionary to a degree since it is based on his judgment of what constitutes undue delay or a denial to accept a particular alien. There is no discretion, however, in the role performed by the Secretary of State. Upon receipt of notice from the Attorney General that the Section 243(g) sanction has been imposed on a particular country, the Secretary of State must take prompt action to suspend issuance of all immigrant visas in that country. He does this by an instruction to all consular officers performing their duties in the proscribed country. There is no uncertainty as to the authority to impose and terminate the sanction; it is vested solely in the Attorney General.

Just as the Department of State cannot impose the Section 243(g) sanction with respect to any country, the Department has no authority to waive the sanction in individual cases. The Immigration and Naturalization Service is satisfied, however, that the Attorney General has this authority and the Department of State has recommended its exercise in a number of cases, including that of Mrs. Oswald. The basis for the recommendation concerning Mrs. Oswald is set forth in full in the Department's Report on Lee Harvey Oswald.

COMMISSION EXHIBIT 948—Continued

QUESTION 8

A detailed description of the procedures in effect for exercising this discretion in your Department at the time it was exercised in the case of Mrs. Oswald would be helpful to the Commission. We are interested in the identity and function of each office or individual involved in these procedures and the names of the persons occupying the relevant positions or offices at the time the decision was made to grant a visa to Mrs. Oswald or to admit her into the United States.

ANSWER - The procedures in effect in 1962 when Mrs. Oswald was granted a waiver of the Section 243(g) sanction were prescribed by the Immigration and Naturalization Service. They are summarized in the State Department's visa instructions for the guidance of consular officers, Note 2 to 22 CFR 42.120, Vol. 9, Foreign Affairs Manual, a copy of which is enclosed. The Immigration and Naturalization Service's procedures are set forth in the Service's operations instructions, a copy of which is also enclosed.

The following is a chronology of the administrative actions which resulted in a waiver of the Section 243(g) sanctions for Mrs. Oswald:

(1) OMV-25 of August 28, 1961, from Embassy Moscow recommending a waiver of the Section 243(g) sanction. Drafter, J. A. McVickar, Foreign Affairs Officer.

(2) Letter of February 28, 1962, from the Service's District Director, J. W. Holland, at San Antonio, to Charles G. Sommer, Assistant Director of the Visa Office, attaching approved petition for forwarding to Moscow, and advising that a waiver of the Section 243(g) sanction was not authorized.

(3) OMV-61 of March 9, 1962, from Department to Embassy transmitting approved petition and informing Embassy that waiver of sanction not granted. This memorandum reminded the Embassy that Mrs. Oswald might proceed to some other country to file her visa application and thus avoid the sanction. Drafted by J. E. Crump, Consular Affairs Officer in the Visa Office, with copy to Miss Virginia James, International Relations Officer in the Office of Soviet Affairs.

COMMISSION EXHIBIT 948—Continued

(4) Memorandum of March 16, 1962, from the Office of Soviet Affairs -- Robert I. Owen, Officer in Charge of Bilateral Political Relations -- to John E. Crump, Consular Affairs Officer in the Visa Office (drafted by Miss James), recommending that the Immigration Service be asked to reconsider on an urgent basis its decision regarding the 243(g) waiver for Mrs. Oswald.

(5) Memorandum of March 23, 1962, from Robert F. Hale, Director of the Visa Office, to Michel Cieplinski, Acting Administrator of the Office of Security and Consular Affairs (drafted by Mr. Crump), transmitting proposed letter for Mr. Cieplinski's signature to Commissioner of Immigration and Naturalization regarding waiver of Section 243(g) sanction.

(6) Memorandum of March 23, 1962, from Office of Soviet Affairs (Mr. Robert Owen) to Office of Security and Consular Affairs (Mr. Cieplinski) (drafted by Miss James), stating that SOV had cleared attached letter to Commissioner of Immigration and Naturalization. Memorandum contained a quote from Embassy's despatch No. 29 of July 11, 1961, regarding Oswald's activities in the Soviet Union.

(7) Letter of March 27, 1962, from Mr. Cieplinski to Mr. Farrell, Commissioner of Immigration and Naturalization, requesting that Section 243(g) sanction be waived in Mrs. Oswald's case, and stating his belief (Cieplinski) that it is in best interest of United States to have Mr. Oswald depart from the Soviet Union as soon as possible. (Letter drafted by Mr. Crump.)

(8) Telegram of May 4, 1962, from Embassy requesting an early decision on reconsideration of 243(g) waiver for Marina Oswald.

(9) Letter of May 9, 1962, from Robert H. Robinson, Deputy Assistant Commissioner of INS, to Mr. Cieplinski which concludes: "In view of strong representations made in your letter of March 27, 1962, you are hereby advised that sanctions imposed pursuant to Section 243(g) of the Immigration and Nationality Act are hereby waived in behalf of Mrs. Oswald."

(10) Priority communication of May 8, 1962, drafted by Mr. Crump, informing Embassy that Section 243(g) sanction had been waived by Immigration Service for Marina Oswald.

PROCEDURAL NOTES

1. Reports on status of negotiations in deportation cases.

See 7 FAM 434.4.

2. Waivers of sanctions imposed under section 243(g) of the Act.

2.1 Sanctions under section 243(g) of the Act are currently in effect against persons residing in Czechoslovakia, Hungary, and the Union of Soviet Socialist Republics. The sanctions will be waived only in individual meritorious cases in behalf of a beneficiary of a petition filed by a reputable relative pursuant to section 101(a)(27)(A), or paragraphs (2), (3), or (4) of section 203(a) of the Act. The waiver may also be granted for an alien residing in Hungary on whose behalf a petition has been approved under section 203(a)(1) of the Act. The endorsement "Beneficiary (ies) granted waiver(s) of sanctions imposed under section 243(g) of the Act" will be inserted on approved petitions and forwarded to the respective consular posts. The grant of a waiver of sanctions to the beneficiary of an approved petition automatically includes the spouse and children of the beneficiary.

2.2 In cases where a petition was previously approved by the Service without a waiver, the consular officer should forward a request for a waiver, in duplicate, direct to the approving district office. Such request will be processed by the Service, the decision endorsed thereon, and a copy returned directly to the consular post. If in any case there is special urgency in obtaining a 243(g) waiver because of the date of expiration of the individual's exit permit, the request for waiver should clearly state the date of expiration of the exit permit and indicate the name of the petitioner in the United States who should be asked to defray the cost of telegraphic notification if that appears to be necessary.

(c) Blood tests. Except for persons residing in the USSR for whom blood tests are not available, in all other visa petition cases in which the basis for the requested classification is a claimed blood relationship, and primary or secondary evidence in support of a claimed relationship is not available, blood tests shall be required only when the results thereof would be helpful in resolving the relationship issue. (Revised)

Any expense incurred shall be borne by the petitioner. Arrangements may be made for blood tests to be conducted by the United States Public Health Service. If such arrangements cannot be made or are not satisfactory, blood tests may be conducted by doctors considered qualified in that field. Every precaution shall be taken to insure that there shall be no substitution of blood examinees. Arrangements shall be made to request the examination on a form request, bearing the photograph and personal data of the examinee. The form shall be sent directly to the selected medical examiner who should be requested to satisfy himself that the person examined is the person to whom the photograph and personal data relate. The examining physician shall be requested to complete the form and return it directly to the requesting Service office so that the examinee will have no opportunity to arrange for a substitution of compatible blood or to tamper with the report.

If a petitioner refuses to submit to a blood test and has submitted no documentary proof of blood relationship, the petition shall be denied on the ground that the petitioner has failed to establish identity.

When there is no evidence that the claimed relationship does not exist and the petitioner or beneficiary or both are abroad, the petition may be approved on the condition that satisfactory blood test reports are received by the American consul. A conditionally approved visa petition shall set forth the names and addresses of the persons abroad for whom satisfactory blood tests will be required and shall be accompanied by the reports of any blood tests made in the United States.

205.3 Waiver of sanctions imposed pursuant to section 243(g). Before adjudicating a petition for an eligible beneficiary residing in the USSR, Czechoslovakia or Hungary, against which sanctions have been imposed, the district director shall obtain a report of investigation regarding the petitioner which shall include any affiliations of a subversive nature disclosed by neighborhood investigation, local agency records and responses to Form G-135a. The sanctions imposed against the USSR do not apply to an eligible beneficiary residing in Estonia, Latvia, or Lithuania who is not a national, citizen, subject, or resident of the USSR. If no substantial derogatory security information is developed, the district director may waive the sanctions in an individual meritorious case for a beneficiary of a petition filed by a reputable relative to accord status under section 101(a)(27)(A) or section 203(a)(2), (3), or (4). The waiver may also be granted for a section 203(a)(1) beneficiary residing in Hungary. When the sanctions are waived, the beneficiary's file and the approved petition shall be endorsed "Beneficiary granted waiver of sanctions imposed under Section 243(g) of the Act," and the petition forwarded. If substantial adverse security information relating to the petitioner is developed, the visa petition shall be processed on its merits and certified to the Assistant Commissioner, Examinations, for determination whether the sanctions should be waived. The Assistant Commissioner shall endorse the petition to show whether the waiver is granted or denied, forward it, and notify the appropriate field office of the action taken.

When the issuance of an immigrant visa becomes imminent in connection with a petition previously approved by the Service without waiver, the consul will forward a request for waiver of the sanctions direct to the approving district office. Such request will be processed in the foregoing manner."

(2-15-62)

Page 704

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(2-15-62)

Page 704

ATTACHMENT B

QUESTION 9

If any material changes in the foregoing procedures have been put into effect by the Department since August 1959, we would like to be so informed.

ANSWER - No material changes in the foregoing procedures have been put into effect by the Department since August 1959.

ATTACHMENT B

QUESTION 10

We would like the same information requested in questions 7 through 9 in connection with the determination that Mrs. Marina Oswald was entitled to a visa and admission into the United States under the provisions of Section 212(a)(28)(I)(i) of the Immigration and Nationality Act.

(A) We would appreciate any further thoughts you may have as to the legal authority for the exercise of discretion by the United States Department of State and the United States Department of Justice, and the propriety of its exercise, in waiving the sanctions of Section 212(a)(28)(I)(i) of the Immigration and Nationality Act in issuing a visa to Mrs. Marina Oswald and admitting her into the United States in 1962.

ANSWER - Our views on this question were set forth in part 4 of the Department Report, entitled "Lee Harvey Oswald -- Issuance of Visa to Wife, Mrs. Marina Nicholaevna Oswald" (pp. 1-3). Some further elaboration may, however, be helpful.

Mrs. Oswald was issued a visa after it was determined that her membership in the Soviet Trade Union for Medical Workers was involuntary and, therefore, fell within the exception of Section 212(a)(28)(I)(i). Once it was found that her membership was involuntary, the ineligibility disappeared by operation of the statute. Therefore, the issuance of a visa would not be considered to have involved a waiver requiring an exercise of discretion.

In an operations memorandum dated August 28, 1961, the American Embassy in Moscow reported the following information concerning Mrs. Oswald: "In connection with her employment and her professional training, she has been a member of the Soviet Trade Union for Medical Workers since 1957. Such membership is routinely considered to be involuntary under Section 212(a)(28)(I)(i) of the Act."

In this operations memorandum the Embassy recommended a favorable advisory opinion by the Department and approval of Mrs. Oswald's petition. The Embassy considered, therefore, that Mrs. Oswald's membership in the Soviet Trade Union for Medical Workers was necessary to obtain her education at the Pharmaceutical Technical Institute in Leningrad and also to obtain her employment at the Klinicheskaya Hospital in Minsk. Membership in a proscribed organization is considered involuntary if it was necessary to obtain employment, food rations, or other essentials of living. (Section 212(a)(28)(I)(i) of the Act) The Embassy's finding of involuntary membership

was concurred in by the Department; it was consistent with instructions issued to consular officers for their guidance in resolving such questions. (Note 3.3 to 22 CFR 42.91(a)(28), Confidential Appendix A, Vol. 9, FAM)

(B) A detailed description of the procedures in effect for making this determination in the Department at the time it was made would be helpful to the Commission. We are interested in the identity and function of each office or individual involved in the determination of these procedures and the names of the persons occupying the relevant positions or offices at the time the decision was made.

ANSWER - Upon receipt of the Embassy's operations memorandum dated August 28, 1961, which was drafted by J. A. McVickar, a Foreign Affairs Officer, the Visa Office processed the case in accordance with established procedures. It was referred first to the then Security and Accreditations Branch which had responsibility for conducting agency name checks and for processing requests for security advisory opinions. Miss Violet Smith, Deputy Chief of the Branch, was the action officer. A name check was initiated on September 12, 1961, with other agencies, namely, the Central Intelligence Agency, the Federal Bureau of Investigation, Biographic Register (BR), and the Department's Office of Security. In addition, a check with the files of the Passport Office was made. This procedure is required in the cases of visa applicants who hold passports issued by Communist-controlled countries. Results of the name check were as follows:

CIA - On September 27, 1961, advised that there was no pertinent identifiable information.

FBI - On September 27, 1961, referred to reports concerning the alien's husband, already furnished to the Department (on file with the Office of Security).

O/SY - On September 13, 1961, furnished the Visa Office its file (No. 31-61981) concerning the alien's husband.

BR - On September 18, 1961, reported "no record."

PPT - Advised that the alien's husband had not expatriated himself.

The Department advised the Embassy at Moscow by telegram (wirom No. 950, October 3, 1961) that available information concerning the applicant established her eligibility for the relief provided by Section 212(a)(28)(I)(i). Wirom 950 of October 3, 1961, was drafted by Miss Violet Smith, cleared by Miss Virginia James, and signed by Miss Smith in the name of Frank L. Auerbach, Chief of the Field Advisory Services Division of the Visa Office.

(C) If any material changes in the foregoing procedures have been put into effect by the Department since the determination was made, we would like to be so informed.

ANSWER - No material changes in the procedures described in the answer to question No. 10(B) have been put into effect.

QUESTION 11

Similarly, we are interested in the same information as requested in questions 7 through 9 in connection with the determination that Lee Harvey Oswald had not expatriated himself so as to be disqualified for reentry into the United States as an American citizen in 1962.

(A) Any views you may have on the legal basis for the determination that Lee Harvey Oswald had not expatriated himself so as to be disqualified for reentry into the United States as an American citizen in 1962.

ANSWER - Our views on this question were set forth in part 3 of the Department's Report, entitled "Lee Harvey Oswald -- Expatriation." As stated in that analysis, there was no evidence then, nor is there any evidence now, that Oswald had performed any act which under our statutes resulted in expatriation, so as to be disqualified for reentry into the United States as an American citizen in 1962.

(B) A detailed description of the procedures in effect for making this determination in the Department at the time it was made. We are interested in the identity and function of each office or individual involved in these procedures and the names of the persons occupying the relevant positions or offices at the time the decision was made that Lee Harvey Oswald had not expatriated himself.

ANSWER - Under Section 104(a)(3) of the Immigration and Nationality Act of 1952, the Secretary of State is charged with the responsibility of determining the nationality of persons "not in the United States." Under the regulations of the Department of State as embodied in Section 773.6(b) of Volume 3 of the Foreign Affairs Manual, this authority is performed by the Foreign Operations Division of the Passport Office.

Operating under this authority, the case was reviewed in the Eastern Europe, South Asia and Far East Branch of the Foreign Division, Passport Office, by Miss Bernice Waterman, a GS-12 adjudicator of many years experience in

COMMISSION EXHIBIT 948—Continued

nationality matters. Miss Waterman, who has since retired, began her employment with the Passport Office in 1926. She drafted the Operations Memorandum of August 18, 1961, in which it was stated "there is available no information and/or evidence to show that Mr. Oswald has expatriated himself under the pertinent laws of the United States."

The file was subsequently reviewed and the communication was approved and cleared by the following persons as shown by their initials on the blue file copy of the communication:

"HFR" - Mr. Henry F. Kupiec - GS-13 Attorney-Advisor, Chief of the Branch and Miss Waterman's immediate supervisor. He has been employed by the Passport Office since 1946.

"RCB" - Mrs. Rosalyn C. Bielaski - GS-11 Correspondence Review Adjudicator who has been employed by the Passport Office since 1943.

"CHS" - Mr. Carroll H. Seeley - GS-13 Attorney-Advisor. In 1961 Mr. Seeley was Chief of the Security Branch of the Legal Division. Mr. Seeley is now a GS-14 Attorney-Advisor and Assistant Chief of the Legal Division.

The file was finally reviewed and the communication signed by Mr. John T. White (now retired), GS-15 Attorney-Advisor, Chief of the Foreign Operations Division.

The procedure followed in this case is the usual procedure in cases involving nationality and security.

(C) If any material changes in the foregoing procedures have been put into effect by the Department since the determination was made, we would like to be so informed.

ANSWER - No material changes in the procedures described in the answer to question No. 11(B) have been put into effect.

COMMISSION EXHIBIT 948—Continued

QUESTION 12

If possible, the Commission would appreciate a fuller description of the procedures in effect in the Department of State for preparing, modifying, placing and withdrawing a "look-out" card in the passport file, and a description of the security procedures used to prevent access to this file by persons who might make unauthorized changes in it, from the time when Lee Harvey Oswald was first issued a passport in 1959 up to the date of this letter. If any material changes in such procedures have been effected during that time, we would like to be so informed. We would like to know the names of all persons who were authorized to modify or remove a look-out card of the kind or kinds which might reasonably have been prepared for Lee Harvey Oswald or to prepare or prevent its preparation in the first instance, and a statement of the grounds upon which they were authorized to modify or remove such a card or to prepare or prevent its preparation. We are interested in the names of all persons, if they can be identified, who did in fact prepare, modify or remove any look-out card for Lee Harvey Oswald which did exist at any time, or failed to comply with standard procedures requiring the preparation of such a card.

(A) Description of the procedures in effect in the Passport Office for preparing, modifying, placing or withdrawing lookout cards.

ANSWER - Attached is a copy of Passport Office Instruction 2300.3, dated February 20, 1964 (TAB A), which sets forth the present procedures for the operation and maintenance of the Passport Office Lookout File. These procedures resulted from the experience gained in 1961-62 when the Lookout File was converted from a "3 x 5" typed card operation to the present printed and punched IBM card operation.

Prior to the promulgation of Instruction 2300.3, most actions to prepare or to remove a lookout card were initiated by adjudicator/officers in the Passport Office, based upon information from the passport folder, a passport application and/or correspondence. Until 1961 the adjudicator prepared a "Refusal" sheet (Form DS-833) and forwarded it to the Clearance Section for preparation of the card and filing it in the Lookout File or for removal

COMMISSION EXHIBIT 948—Continued

of the card from the Lookout File. In 1961, during the period of conversion, some adjudicators/officers began making both "Refusal" sheets and lookout cards. Since February 1964 all adjudicators/officers make both "Refusal" sheets and lookout cards.

In addition lookout cards were prepared, and continue to be prepared, in the Clearance Section, upon information or request from the Finance Office of the Department of State, the Federal Bureau of Investigation, court orders, and requests by other agencies.

(B) Description of the security procedures used to prevent access to the Lookout File by persons who might make unauthorized changes from the time Lee Harvey Oswald was first issued a passport in 1959 to the date of this letter.

ANSWER - Attached is a copy of Passport Office General Management Instruction No. 1714.1 dated August 7, 1961 (TAB B), which sets forth the policies and procedures governing access to the main files and records of the Passport Office.

Set forth below is a short chronology giving the location of the Passport Office during the period in question and the procedures in effect to safeguard its records.

The Passport Office was physically located in the Matomic Building, 1717 H Street, N.W., from September 1955 to August 1960. While in the Matomic Building the entire Passport Office space was protected after hours by an anti-intrusion system. The building was also under 24-hour guard control.

The move from the Matomic Building to the State Department Building was made on Saturday and Sunday, August 20-21, 1960, under security guard protection and in accordance with procedures approved by the Department's Office of Security.

Since its installation in the State Department Building, the Lookout File has been located in a room to which access is limited during working hours. After

COMMISSION EXHIBIT 948—Continued

working hours the room is secured by a combination lock and is guarded by the ADT Protection Service (American District Telegraph Company) and by the Department's guard force.

The security systems evolved for the protection of this space in both buildings were examined and approved by the Department's Office of Security.

(C) List any material changes in such procedures which have been effected during that time.

ANSWER - Concerning changes in physical security procedures, see answer immediately above, which covers changes made during this period, as the result of physical moves by the Passport Office.

Concerning substantive changes, lookout cards are now kept for an additional category of persons. In January 1964, the Department of State made arrangements with the Department of Defense to receive from that Department, on a continuing basis, identifying information, particularly names and dates of birth, of actual and potential defectors in the military service, including those who may have redefected, to Communist countries or Communist-dominated areas. On the basis of the information supplied by the Department of Defense, the Passport Office was instructed on March 14, 1964, that lookout cards should be kept for this category of persons. A copy of the letter to the Department of Defense requesting this information and copies of the instructions putting this procedure into effect are attached (TAB C).

(D) Names of all persons who were authorized to modify or remove a lookout card of the kind or kinds which might reasonably have been prepared for Lee Harvey Oswald, or to prepare or prevent its preparation in the first instance and a statement of the grounds upon which they were authorized to prepare or prevent its preparation.

ANSWER - In expatriation cases, lookout cards would be prepared (on evidence that the individual had renounced or intended to renounce his citizenship), modified or removed after a "refusal" sheet is made. Such "refusal" sheets for loss of nationality cases from the U.S.S.R. area would be authorized by the Chief of the Foreign

COMMISSION EXHIBIT 948—Continued

Operations Division, the Branch Chief (and Assistant, if any) for the Eastern Europe, Southern Asia and Far Eastern Branch, or the adjudicator assigned to the case. The following is a list of the people who filled these positions:

Bernice L. Waterman - Adjudicator for Oswald case throughout. Branch Chief January 1, 1959 to August 20, 1960; Assistant Branch Chief August 21, 1960 to February 28, 1962. Retired.

Henry F. Kupiec - Branch Chief March 23, 1961 to present.

John T. White - Chief of Foreign Operations Division.

After a "refusal" sheet is prepared, Miss Nanny W. Berry (or a replacement) of the Clearance Section prepares or modifies the lookout card. After a lookout card is prepared or modified, it would be placed in the file by a clearance clerk in the Clearance Section. After its removal is authorized by the originating office, it would be removed by either the Supervisor of the Clearance Section (A. W. Maxwell) or the Assistant Supervisor (Vince Johnson, Jr.).

Mr. White, Mr. Kupiec, or Miss Waterman would be considered to be the people concerned with the expatriation aspect of the Oswald case in the first instance and would be authorized to prepare or not prepare the "refusal" sheet in the first instance.

When a repatriation loan is made, the Office of Finance of the Department of State (Miss Leola B. Burkhead or Mrs. Muriel B. Owens) would, normally, forward a copy of the repatriation loan bill to the Clearance Section. This serves as authorization to prepare a lookout card. The lookout card would be prepared (or removed upon notification from the Office of Finance that the loan is repaid) and filed in the same manner as mentioned above.

COMMISSION EXHIBIT 948—Continued

A "refusal" sheet (authorizing the modification, preparation, or removal of a lookout card) would be prepared or not prepared and lookout cards would be modified, removed, prepared, or not prepared at the request of the Director of the Passport Office, the Deputy Director of the Passport Office, or any superior of the Director of the Passport Office in the Department's chain of command.

The first report from the American Embassy, Moscow, concerned Oswald's intention to renounce his citizenship, which if carried out would have resulted in his expatriation. In the light of this information it was in accordance with standing procedures to prepare a card for insertion in the lookout file. This card would then serve as a "flag" in the event Oswald made an application for passport facilities. (A United States passport can only be issued to a United States national.)

Once the determination was made as to his citizenship status, the card would remain in the file, if Oswald expatriated (renounced citizenship) himself, or it would be removed if Oswald did not expatriate himself.

(E) Names of all persons, if they can be identified, who did, in fact, prepare, modify, or remove any lookout card for Lee Harvey Oswald, which did exist at any time.

ANSWER - Miss Bernice Waterman prepared a "refusal" sheet and an Operations Memorandum which show that she authorized the preparation of a lookout card; however, investigations, to date, fail to reveal any other indication or evidence that a lookout card was ever prepared, modified, or removed.

(F) The names of all persons who failed to comply with standard procedures requiring the preparation of a lookout card for Lee Harvey Oswald.

ANSWER - From the file and from the procedures then in effect, it appears that someone in the Files or Clearance Section missed the "Refusal" prepared on March 25, 1960, and failed to follow standard operating procedures to

prepare a lookout card or that the "Refusal," after it left the Foreign Operations Division, was misplaced or misguided in transit and never reached the Clearance Section. The individuals who overlooked the "Refusal" or who did not properly handle it or deliver it to the Clearance Section cannot be identified from any material or information available as of this date. (See also question 13 with respect to preparation of a lookout card on Oswald as a result of his repatriation loan.)

PASSPORT OFFICE

2300.3
PT/A:DLT:srj
February 20, 1964

INSTRUCTION 2300.3

To : All Employees

From: James E. Corcoran, Chief, Administrative Division

Subj: Lookout File

1. Purpose. This Instruction establishes responsibilities and prescribes procedures for the operation and maintenance of the Lookout File.

2. Background. Cards constituting the nucleus of the Lookout File were originally integrated alphabetically in the Master Index File, which contained more than twenty million cards dating from 1906. The Lookout File was established in 1956 as an independent File to aid the processing of passport applications. The File was converted in 1961 from a 3"x5" typewritten card file to a file of printed and punched cards.

3. Role of the File. The Lookout File serves two purposes. Its principal role is to identify those applications which require other than routine adjudication in determining an applicant's eligibility for passport services. The second role of the File is to identify certain incoming applications to ensure expeditious processing or special handling.

4. Categories of Lookout Cards. The Lookout File contains three categories of cards:

a. Permanent Lookout Cards. Cards in this category (buff in color) stay in the File until subsequent action reverses the original reason for its inclusion.

b. Temporary Lookout Cards. Cards in this category (pink in color) include typed cards filed pending preparation of permanent ones and cards which have an established expiration date.

c. Flagging ("Catch") Cards. These cards (green in color) are placed in the File to identify incoming applications which are to be given expeditious handling. Flagging cards are removed from the File three weeks after the date of their inclusion unless the originator indicates that the card should remain in the File longer. A realistic termination date shall be placed on those flagging cards which are to be held longer than three weeks.

COMMISSION EXHIBIT 948—Continued

5. Additions to File. (See Attachment No. 1 for instructions)

a. By Adjudicator. The adjudicator/officer determining that a Lookout Card is to be originated shall be responsible for having essential cards prepared and forwarded to PT/RCL.

b. By Clearance Section. The Clearance Section shall be responsible for preparing the necessary cards when requests for additions to the File are received from authorized sources outside the Passport Office, i. e., FBI, OF, etc.

6. Maintaining the File.

a. Preparation of Cards. The Passport Office does not have the means to mechanically produce printed and punched cards on a daily basis for additions to the File. Therefore, temporary interim cards (pink color) shall be prepared in duplicate for those cards which are to become a permanent addition to the File. The original card is filed immediately in the Lookout File. The duplicate card is used to prepare the permanent card. Only one card is required for the other categories of Lookout Card, i. e., temporary cards which have an established expiration date, and flagging cards. Printed and punched cards are not prepared for these categories.

b. Flexewriter Operation. Detailed instructions on the flexewriter operation are contained in TAE C, Attachment 3, of the Management Survey of the Passport Office Lookout File, October 16, 1961.

c. IBM 047 Operation. The IBM 047 is used to convert the flexewriter tapes to permanent printed and punched cards.

d. Filing Permanent Cards. The permanent card shall be verified with the interim card before it is filed. If there are no discrepancies, the permanent card shall be filed and the interim card removed. If a discrepancy does exist, the interim card shall remain in the File, the error noted on the permanent card and referred to the Section Chief, (PT/RCL), for correction.

e. Removing Cards From the File.

(1) The Section Chief, PT/RCL, is authorized to remove the following categories of Lookout Cards from the File:

(a) Those cards that have an established expiration date (after expiration).

(b) Those cards relating to individuals who have passed their 99th birthday.

(2) In all other instances authorization to remove a Lookout Card must be received from those sources authorized to create Lookout Cards. When a Lookout Card is to be removed from the File, a notation to disregard the Lookout Card shall be made on the pink "Refusal" sheet

or on the face of the application. The individual requesting this action shall sign and date this notation. This file with a Form DS-10, Reference Slip, requesting the removal of the Lookout Card shall be forwarded to the Chief, Clearance Section, PT/RCL, Room 1811. The Chief, PT/RCL, shall be responsible for removing the card and noting its removal near the "disregard" notation. The file shall then be sent to the Files Section.

f. Disposal of Lookout Cards. Lookout Cards removed from the File for disposal shall be destroyed in accordance with existing security regulations.

7. Operating the Files.

a. Security Requirements. Access to the Lookout File shall be limited in accordance with Instruction 171h.1, August 7, 1951, Access to Passport Office Files and Records.

b. The Clearance Function. (See Attachment 2 for clearance procedures).

(1) Definition. The clearance check is a comparison of the name or names as listed on a document/request with the cards of the Lookout File to determine the existence or non-existence of a card with the same name. Then when a card exists, determine by comparison of birth data if the card may pertain to the individual listed in the document/request.

(2) Coverage. With respect to the passport function, the clearance check shall be performed on the following:

- (a) All domestic applications for passport facilities.
- (b) Applications/documents referred by Foreign Service Posts for issuance of passport or for decision.
- (c) Applications/documents executed at Foreign Service Posts by first-time applicants.
- (d) All applications on which passports are issued by the Governors of Puerto Rico, Guam, the Virgin Islands, and American Samoa.

(3) Responsibilities.

(a) The Clearance Section is responsible for performing the clearance check and for indicating on the document/request, the existence or non-existence of a Lookout Card. (See Attachment 2, paragraph 3).

(b) Adjudicators in the Central Office shall be responsible for determining that the clearance check has been performed, and when a Lookout Card exists, the effect it may have on the processing of the application. (Instruction 2510.6).

(c) PT/TwX shall be responsible similarly for clearance requests received by teletype.

8. Effective Date. This Instruction is effective immediately.

PREPARATION OF LOOKOUT CARDS

1. Use/Distribution of Card Form. When a Lookout Card is to become a permanent addition to the File, pink colored IBM cards shall be typed in duplicate (original and one carbon). Both cards shall be enveloped and routed to the Clearance Section (PT/RCL), Room 1211.

Only one card is required for temporary cards having an established expiration date, and for flagging cards.

2. Format/Entries.

Name	Date of Birth	Birthplace	Lookout Data Code
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Expiration Date and/or any additional data pertinent to location of case file/source document.

(TYPE ON REVERSE SIDE OF PRINTED CARD)

NOTE: Cards should be prepared so that the corner cut is at the bottom of the card.

a. Name: The surname shall be recorded first, e. g., Smith, Howard Anthony Jr.

b. Date of Birth: Usually the date of birth will consist of the month, day of month, and year of birth, e. g., September 6, 1915. Standard abbreviations may be used for the month of birth.

c. Birthplace: If born in the United States, record both City and State, if both are known, e. g., South Bend, Ind. Standard abbreviations may be used for States, except Alaska, Hawaii, Iowa, Maine, Ohio, and Utah. NYC may be used for New York City, New York.

If born abroad, record name of country in full.

NOTE: The date of birth and place of birth are considered essential for identifying an individual and are required information, together with the name and Lookout codes. The only exceptions approved are: (1) If the reason code is K or O, the card may be filed if either the date of birth or place of birth are included. (2) If reason code is W, the card may be filed if neither date or place of birth is known. (3) In custody cases, cards limited to one month's validity may be prepared if neither date nor place of birth is known.

COMMISSION EXHIBIT 948—Continued

d. Lookout Data Codes. Record the series of 5 codes to show month (1st code) and year (2nd and 3rd codes) of preparation of Lookout Card; codes for reason for Lookout Card (4th code); and code for Source of card (5th code).

Adjudicators/officers directing the creation of the card shall provide the Reason and Source codes using the LOOKOUT FILE CODE LIST issued for Limited Official Use [] and as an attachment to Notice 2300 dated February 19, 1964.

Typist will provide codes for date of preparation. Digits 1-9, as applicable, will be used for months January - September. Capital letters O, N, and D will be used for October, November, and December.

Example: 263LF indicates a Lookout Card prepared during February 1963 (263), the individual lost U. S. citizenship (L), the source of the card is the Foreign Division (F).

e. Expiration Date. When a card has limited lookout applicability, the card shall specify the date of expiration, i. e., Expires: (Date) . Cards relating to custody cases will be limited in accordance with Instruction 3330.1.

f. Locator Information. Any information essential to the location of the case or source document shall be clearly indicated on the card.

COMMISSION EXHIBIT 948—Continued

CLEARANCE PROCEDURES

A. PASSPORT FUNCTION

1. Documents Used in Process

The application for passport facilities itself is used in performing the clearance check except when the application is received and the passport processed at a Passport Agency or at Honolulu. The clearance check is made using teletype lists (TWX messages) received from the Agencies and Honolulu.

2. Priority of Work

a. Applications marked URGENT or otherwise tagged for expeditious handling and URGENT/PRIORITY TWX messages are given immediate attention when received in the Lookout File Section. See Instruction 1722.2 for instructions pertaining to TWX messages.

b. Routine domestic work is processed over the Lookout File on a continuing basis with applications/messages delivered for clearance and completed work collected at frequent intervals. The Supervisor of the Clearance Section is responsible with the guidance of the Chief, Records and Communications Branch, for determining the day-to-day order of processing consistent with the needs of the Central Office and Passport Agencies. Such factors as workflow, staffing, time zones in which Agencies are located, etc., are taken into consideration.

c. Routine foreign applications/documents and applications from the Governors are processed across the File on a day-to-day basis as the domestic workload permits.

3. Work Assignments. Applications to be cleared are sorted according to the first letter of the surname and distributed to the several segments of the Lookout File. Clearance clerks alphabetize the applications as necessary.

TWX messages contain the names of as many as thirty applicants, alphabetized according to surname. When a TWX message relates to more than one segment of the File, workflow is considered in making the initial distribution. When completed in one segment the clearance clerk is responsible for handing the message to another segment of the File as necessary to complete clearance of the names listed.

4. The Clearance Process.

The initial step in performing the clearance check is identical in all cases, i. e., the name check. Other steps in the process depend on whether or not a Lookout Card or a flagging card exists.

COMMISSION EXHIBIT 948—Continued

a. Name Check. The name of the passport applicant and any family members to be included in the passport are checked against the Lookout Cards. Aliases, "known as" names, and different names or spellings given in the document are checked. Names shall be checked as given on the document except as follows:

(1) Names with prefixes whether written as a separate word or joined to the name will be checked under the name and under the prefix.

(2) Chinese names will be checked under the family name if discernible from the father's or the husband's name. If the family name is not discernible, it will be checked as an English name as listed on the document and, in addition, the surname checked will be underlined in red.

(3) Spanish names will be checked under the family name if discernible from the father's or the husband's name. If the family name is not discernible, it will be checked as an English name listed on the document, and, in addition, the surname checked will be underlined in red.

b. When a Lookout Card is Non-Existent. When no Lookout Card exists, the clearance clerk indicates clearance of the application by writing "C" and his initials in the left margin opposite the name. In the case of successive name checks on the same document, a "C" is written before or above the names cleared and in close proximity so as to be unmistakably applicable thereto.

c. When a Lookout Card Exists. When a Lookout Card exists in the name being checked, a comparison is made of birth data. When the name and birth data are the same, the clearance clerk writes "Not C" and his initials in the left margin opposite the name. In addition the Lookout codes appearing on the right corner of the card are noted in the left margin, e. g., 345LU. (On TTX messages, because of space limitations in the left margin, the notations are made to the right of the name when a Lookout Card exists.) In cases where the source code is "I" the auxiliary file reference is also noted in the margin, giving file name or number and purport of reason in brief. In addition, the clearance clerk attaches (using a paper clip) a red 3"x5" "flag" to the top of the application as an indicator to the adjudicator.

d. When there is a Similarity. When, in the judgment of the clearance clerk, similarity between the name and birth data in the document and that of a Lookout Card warrants a notice to the adjudicator, a notation "Not C", initials, Try (Name & Data). etc., is made, as in paragraph c above.

e. When a Flagging Card (Green) Exists. When there is a flagging card relating to the document, the clearance check is noted appropriately as in subparagraph b, c, or d; the green card is attached

to the top of the application by paper clip; and the case routed to the individual originating the flagging card. (This is the only type of card which is removed from the Lookout File and attached to a document during the clearance process).

5. Completed Work. After the clearance check is made, the clearance clerk will distribute the work as follows:

- a. Domestic applications - outgoing sorting table.
- b. TWX messages - outgoing TWX box.
- c. Foreign applications/documents - foreign carding box.
- d. Applications from Governors (see Section 7, b (2)(4) foreign carding box.

B. GOVERNMENT AGENCY LIAISON MATERIAL.

Miscellaneous documents submitted by various Government Agencies are cleared over the Lookout File using the process described in Section 4 (The Clearance Process). However, "ND" instead of "C" is used when there is no Lookout Card. Completed work is placed in the box labeled "OUTGOING LIAISON" located on the outgoing sorting table.

COMMISSION EXHIBIT 948—Continued

PASSPORT OFFICE

GENMGINST 1714.1
PT/A:GJG:sac
August 7, 1961

GENERAL MANAGEMENT INSTRUCTION 1714.1

To: Distribution List 1

From: Frances G. Knight, Director

Subj: Access to Passport Office Files and Records

1. Purpose. The purpose of this Instruction is to prescribe the policies and procedures governing access to the main files and records of the Passport Office.

2. Background. The fundamental drawback to a practice of liberal access is that it is difficult if not impossible to preserve the integrity of vital files and records. In essence, personnel charged with the responsibility for files and records maintenance are held accountable for conditions over which they do not have complete control.

Another drawback is that searches performed by personnel who are not regularly assigned to these files frequently are nonproductive and time consuming and invariably disturb the normal searching process.

For these reasons, action is being taken to restrict direct access to the following files and records of the Passport Office:

- a. Current Applications File
- b. Box (Applications) Files
- c. Master Index File
- d. Lookout Index File
- e. Passport Book File
- f. Subjective (Number) File
- g. Classified File

3. Policies.

a. Direct Access to files by Offices and Agencies Outside the Passport Office. Direct access to the aforementioned files will not be extended to offices and agencies outside the Passport Office unless authorized in accordance with 5. a. below.

b. Direct Access to Files by Offices Within the Passport Office. To the maximum extent possible, direct access to the files and records of the Passport Office will be limited to personnel responsible for their custody and maintenance. For security

considerations, direct

considerations, direct access to the Classified Files will be limited solely to personnel responsible for their custody and maintenance.

4. Automatic Direct Access. In consonance with the stated policy, only a limited number of personnel in the Passport Office will be permitted direct access to these files and records. A list is presented below of positions, by functional areas, to which direct access to all but the Classified Files is extended:

<u>Functional Area</u>	<u>Positions</u>	
	<u>Principal</u>	<u>Alternate</u>
PT	Staff Aide	(1) Secretary to the Director (2) Secretary to the Deputy Director
PT/B	Staff Aide	(1) Secretarial Assistant
PT/D	Searching Personnel (PT/DT)	
PT/F	Mail and File Clerk, Office of the Chief	(1) Secretary to the Chief (2) Secretary to the Assistant Chief
PT/L	Administrative Assistant, PT/L and Senior Clerk, PT/LAD	(1) Liaison Assistant, PT/LL (2) Research Clerk, PT/LS
PT/A	Regularly assigned files personnel in PT/RC	

Principals and Alternates will observe prescribed policies and procedures governing the use, protection and control of the files and records of the Passport Office.

5. Temporary Direct Access.

a. Offices and Agencies Outside the Passport Office. In extremely rare instances, special authorization will be granted to representatives of offices and agencies outside the Passport Office to use and/or search these files and records (excluding the Classified Files). Written requests for authorization will be directed to the Chief, Administrative Division.

COMMISSION EXHIBIT 948—Continued

When an authorization is made, it will be in writing and signed by either the Director, Deputy Director, or Chief Counsel. The authorizing document, identifying the bearer and specifying the validity period, will serve as the credentials permitting direct access.

b. Offices Within the Passport Office. In isolated instances (e.g., special studies), it may be desirable that other personnel within the Passport Office be permitted temporary direct access to these files. To obtain access, the Division Chief for whom the project is to be conducted will request authorization by addressing a memorandum to the Chief, Administrative Division. When an authorization is made, it will be in writing and signed by either the Director, Deputy Director, or Chief Counsel.

6. Directive Canceled. This Instruction cancels P-71 of March 2, 1961.

7. Effective Date. The provisions of this Instruction are effective immediately.

COMMISSION EXHIBIT 948—Continued

January 10, 1964

Dear Mr. Bartimo:

I refer to our recent telephone conversations regarding military personnel who may have defected to Communist countries or areas.

In order to keep up to date the look out records of the Passport Office of the Bureau of Security and Consular Affairs, I would appreciate if you will furnish me with identifying information, particularly names and dates of birth, of military personnel who have defected, including those who may have redefected, to Communist countries or Communist dominated areas.

I very much appreciate your cooperation in this matter.

Sincerely yours,

Abba P. Schwartz

Mr. Frank A. Bartimo,
Asst. General Counsel (Manpower),
Office of Secretary of Defense,
Room 3E, 963 Pentagon,
Washington, D. C. 20301.

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COMMISSION EXHIBIT 948—Continued

March 14, 1964

SECRET

MEMORANDUM FOR: PPT - Miss Frances G. Knight

FROM: SCA - Abba P. Schwartz

SUBJECT: Military Personnel Who May Have Defected to Communist Countries or Areas

The Oswald case highlighted the necessity of maintaining up-to-date "lookout cards" in the files of the Passport Office for persons who may have defected to Communist countries or areas or redefected. Subsequent to the Oswald incident, I requested the Department of Defense to furnish this Office with identifying information on military personnel in this category. Information with respect to these military personnel has now been received from all three services and copies are attached.

On the basis of the attached information, please bring up-to-date the "lookout cards" of the Passport Office.

Attachments:

1. Letter dated February 6, 1964 (Bartimo to Schwartz) Confidential
2. Memorandum dated February 3, 1964 from Department of the Air Force to Bartimo - Confidential
3. List of Actual and Potential Defectors—USAF - Confidential
4. Letter dated January 15, 1964 (Bartimo to Schwartz) Secret
5. Memo dated January 7, 1964 (To Bartimo from US Army) Confidential
6. List of

GROUP 5
Declassified following
removal of classified
attachments.

SCA:APSchwartz:jm

SECRET

March 14, 1964

SECRET

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FROM: SCA - Abba P. Schwartz

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4. Letter dated January 15, 1964 (Bartimo to Schwartz) Secret
5. Memo dated January 7, 1964 (To Bartimo from US Army) Confidential
6. List of non-repatriates Korean conflict
7. List of U.S. Army defectors to Communist-bloc nations (Confidential)
8. Memorandum to Assistant General Counsel (Manpower) from US Navy dated December 24, 1963 (Secret)
9. List of actual and potential defectors among personnel presently or formerly connected with the Naval Establishment (Secret)

SCA:APSchwartz:jm

GROUP 5
Declassified following
removal of classified
attachments

SECRET

COMMISSION EXHIBIT 948—Continued

March 14, 1964

SECRET

MEMORANDUM FOR: PPT - Miss Frances C. Knight

FROM: SCA - Abba P. Schwartz

SUBJECT: Defectors or Re-defectors to Communist
Countries or Areas

On the basis of the attached information, please bring up-to-date the "lookout cards" of the Passport Office, if lookout cards do not already exist for these individuals.

Effective immediately any requests for passport service by or on behalf of the individuals whose names are included in the attachments, or any other individual who appears to have defected to a Communist country or area, shall be brought to my attention before any action is taken on the request for passport service.

March 14, 1964

SECRET

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FROM: SCA - Abba P. Schwartz

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COMMISSION EXHIBIT 948—Continued

QUESTION 13

Did any other governmental agency or department at any time request that the Department of State place a look-out card in the passport file for Lee Harvey Oswald or request that such a card be removed or modified in any manner? Did any other governmental agency or department at any time forward information to the Department of State which might reasonably have caused the Department to prepare, modify or remove a look-out card for Lee Harvey Oswald? Did the Department of State itself develop information which might reasonably have caused it to prepare, modify or remove a look-out card for Lee Harvey Oswald? If the answer to any of these questions is "YES", please give details, including copies of all correspondence or other written papers of any kind. If in your opinion any of the foregoing information received by the Department of State or developed by it would have justified the preparation, modification or removal of a look-out card for Lee Harvey Oswald but the appropriate action was not taken, please inform the Commission why such action was not taken.

(A) Did any other governmental agency or department at any time request that the Department of State place a lookout card in the passport file for Lee Harvey Oswald or request that such a card be removed or modified in any manner?

ANSWER - No

(B) Did any other governmental agency or department at any time forward information to the Department of State which might reasonably have caused the Department to prepare, modify or remove a lookout card for Lee Harvey Oswald?

ANSWER - No. Reports from Navy, FBI and CIA were either inconclusive or contained no additional information to warrant preparation of a "lookout card" without a specific request. No such request was made.

(C) Did the Department of State itself develop information which might reasonably have caused it to prepare, modify or remove a lookout card for Lee Harvey Oswald?

ANSWER - Yes. The information from Moscow, beginning in October 1959, indicating that Oswald desired to renounce his citizenship and to acquire Soviet citizenship, was sufficient basis for the preparation of a lookout card

COMMISSION EXHIBIT 948—Continued

for use until the expatriation question was resolved. The passport file shows that a refusal sheet (see question 4) was prepared on March 25, 1960 at the same time an Operations Memorandum was drafted to the American Embassy at Moscow. The Operations Memorandum which was approved and mailed on March 28, 1960 stated in part:

"An appropriate notice has been placed in the lookout card section of the Passport Office in the event that Mr. Oswald should apply for documentation at a post outside the Soviet Union."

It is noted that Oswald did not leave the Soviet Union to apply for documentation.

The refusal sheet should have led to the placement of a lookout card in the ordinary course of business. At that time, such cards were prepared in the Clearance Section of the Passport Office.

A present review of the passport file tends to indicate that a lookout card may not have been prepared and filed. This opinion is based upon the following grounds:

- (1) No such card has been located.
- (2) Under standard operating procedures in effect in March 1960, a file number "130" should have been placed on the refusal sheet immediately preceding the name on the index line on the right margin of the sheet when the card has been made. No such file number appears on the sheet.
- (3) The passport file contains a record stamp of a "PT/RCL (lookout files)" search made on August 2, 1961, which reports "No Lookout (Refusal) file record" located on that date (see the reverse side one of Foreign Service Despatch 29 of July 11, 1961).

COMMISSION EXHIBIT 948—Continued

There is no evidence or information contained in the file to indicate that any action was taken to remove from the lookout card file any card which may have been filed pursuant to the refusal sheet.

The procedure to have a lookout card removed from the file is to mark the refusal sheet "disregard" and to send the case to the Clearance Section with a notation to remove the card. The refusal sheet in the passport folder of Lee Harvey Oswald is not marked "disregard." The reason for this possible failure to take this administrative action is not apparent from the file.

In addition, a lookout card for Oswald should have been prepared in June 1962, when he received a repatriation loan. In the promissory note which he signed for the loan he stated, in accordance with 7 Foreign Affairs Manual §423.6-5, that:

"I further understand and agree that after my repatriation I will not be furnished a passport for travel abroad until my obligation to reimburse the Treasurer of the United States is liquidated,"

The purpose of the lookout card would have been to ensure Oswald's compliance with this commitment.

On receipt of notice of the loan from the Embassy in Moscow, the Department's procedures provided that Miss Leola B. Burkhead of the Revenues and Receipts Branch of the Office of Finance should have notified the Clearance Section in the Passport Office of Oswald's name, date and place of birth. If the Passport Office received only the name and not the date and place of birth of a borrower, it would not have prepared a lookout card under its established procedures because of lack of positive identification. (Among the Passport Office's file of millions of passport applicants, there are, of course, many thousands of identical names.) Mr. Richmond C. Reeley was the Chief of the Revenues and Receipts Branch of the Office of Finance and Mr. Alexander W. Maxwell was Chief of the Clearance Section. If the notice was received in the Clearance Section it would have been delivered to the Carding Desk for preparation of a lookout card on Oswald.

It appears, however, that such a lookout card was not prepared. It may have been that the Finance Office did not notify the Clearance Section of Oswald's loan. One reason for this might have been the Finance Office's lack of information concerning Oswald's date and place of birth. On the other hand, the Finance Office may have notified the Clearance Section of Oswald's name only, in which case this Section would not have prepared a lookout card under its procedures. Since Oswald began repaying the loan in installments immediately after his return to the United States, it is also possible that the Office of Finance decided that it was unnecessary to pursue the matter further. In any event, Oswald's loan was repaid in full on January 29, 1963, five months prior to his application for a new passport.

QUESTION 14

Do any procedures exist which are not dependent upon the existence of a look-out card and which are designed to alert the Department to the fact that an individual who has applied for a passport or in some other manner indicated an intent to travel abroad might be cause for special action of some kind? Have any such procedures been in existence at any time since August 1959? If such procedures were or are now in existence, please describe them.

(A) Do any procedures exist which are not dependent upon the existence of a lookout card and which are designed to alert the Department to the fact that an individual, who has applied for a passport, or in some other manner indicated an intent to travel abroad, might be cause for special action of some kind?

ANSWER - Yes, such procedures exist in the Passport Office of the Department of State.

(B) Have such procedures been in existence at any time since August 1959?

ANSWER - Yes, such procedures were in existence for many years prior to this date.

(C) If such procedures were, or are now in existence, please describe them.

ANSWER - There are two broad categories of review procedures which are not dependent upon the existence of a lookout card. The first are the normal adjudication procedures applicable to every application for a passport. Each application and all documents submitted with it are examined in the Passport Office, a Passport Agency, or at a Foreign Service post abroad, by an individual who has been specially trained in the adjudication of passports.

These adjudicators check the application and related documents to detect any discrepancies on the application itself, or in the evidence submitted in conjunction with the application.

If any questionable statements or omissions of material importance such as those relating to birth, travel to restricted geographical areas, etc. are disclosed by adjudication, the application is held up until the discrepancy is resolved.

This may entail referring the matter to another area of the Passport Office or the Department, or may require an investigation or interview of the applicant, or some other action to resolve the discrepancy.

The second category of procedures relates to the notifications which the Passport Office receives from many sources advising the Passport Office that a named individual may apply for a passport, or renewal of a passport, and requesting some restrictive action on the part of the Passport Office.

As an example of the diversity of these sources, the notifications may come from any of the Departments of the Executive Branch, from security/intelligence agencies, the courts (usually in the form of a court order or warrant), or from the Congress. The notifications are also forwarded by agencies of State governments (usually the law enforcement agencies), and by private individuals (usually attorneys or other interested parties).

The information is almost as diverse as its sources, and might relate to a fugitive from justice; a member of the Communist Party; an individual who is planning to travel to a geographically restricted area of the world; a parent seeking to stop a child from traveling; a person seeking to avoid a subpoena from the courts or Congressional Committees; a report on the loss of citizenship; etc.

If the information warrants, a card of a specified or open expiration date, depending upon the circumstances, is placed in the Lookout File. When an application is received it is searched over the Lookout File and a notation is placed indicating whether there is or is not a Lookout Card. If there is a lookout card then the previous file, containing the notification, along with the application, are referred to the area in the Passport Office having jurisdiction of the action.

The action is normally a notification to some person or agency, prior to issuing passport facilities, along the lines of the notification discussed in the answer to question 15.

The foregoing procedures were in existence before August 1959, and continue in existence at the present time.

QUESTION 15

We would appreciate a description of the procedures, if any, within the Department of State for notifying other Government agencies or departments, such as the FBI, CIA and Secret Service, when a person covered by a look-out card or in some other special category applies for a passport or otherwise indicates to the Department his intention to go abroad.

ANSWER - Under procedures in effect for a long period of time the Passport Office, upon request, will advise other Government agencies or departments, such as the FBI, CIA, and Secret Service, of a person's application for passport facilities. This notification is usually effected by the insertion of a card in the lookout file of the Passport Office.

This lookout card serves to alert the employee who searches a passport application across the lookout file that some action must be taken before the application is cleared.

The previous file containing the information upon which the lookout card was placed, together with the application and/or TWX, are then referred to the responsible division in the Passport Office for action.

The responsible Division then complies with the initial request by advising the appropriate agency (usually a named individual or function) by telephone of the receipt of the application. Further action on the application is then held up, pending advice from the agency or department which originally requested to be informed of the person's travel.

Since the Department receives over 1,000,000 passport applications per year, it is generally not possible to notify other Government agencies of the passport application of a particular individual unless the agency has specifically requested that it be notified.

COMMISSION EXHIBIT 948—Continued

ATTACHMENT B

QUESTION 16

What action was taken by the Department of State, when it received information from the CIA in October 1963 concerning the appearance of Oswald at the Soviet and Cuban Embassies in Mexico City? Did the Department of State at this time undertake to prepare a look-out card or take any action intended to result in the cancellation of Oswald's passport? If so, please describe the actions taken.

ANSWER - A CIA report concerning (Lee Henry)Oswald's appearance at the Soviet Embassy in Mexico City only (the report did not contain any information regarding his appearance at the Cuban Embassy in Mexico City) was received in the Passport Office on October 16, 1963. Records show that the passport file on Lee Harvey Oswald was obtained and that the CIA report was read by Mr. James F. Richie, an attorney, and by Mr. Carroll H. Seeley, Jr., a supervisory attorney in the Legal Division, on October 22, 1963. Since the report indicated no ground for determining that Oswald was ineligible for a passport, a determination was made that no action by the Passport Office was required. No action was, therefore, taken to prepare a lookout card, nor was any action taken intended to result in the cancellation of Oswald's passport.

ATTACHMENT B

QUESTION 17

We would like a description of the procedures, if any, within the Department for revoking a passport already issued should the Department determine or be informed that there are grounds for doing so, and a memorandum on the differences, if any, between the grounds for refusing to issue a passport and the grounds for revoking a passport already issued in the kinds of situations which might reasonably have applied to Lee Harvey Oswald.

ANSWER - The attached reprint from the Federal Register of January 12, 1962 sets forth the substantive and procedural regulations governing the denial and revocation of a passport. The grounds for the revocation of a passport and the refusal of a passport are identical.

There are no differences between the substantive or regulatory grounds for refusing to issue a passport, and the grounds for revoking a passport. When grounds are discovered for the revocation of a passport a letter of tentative withdrawal is prepared, setting forth the specific regulation under which the action is taken, and the basis for the action. The bearer of the passport is requested to surrender his passport and is informed of his right to seek a review of the Department's action, in accordance with the Department's Passport Regulations. (See Attached Reprint from the Federal Register.)

There were no grounds consonant with the Passport Regulations to take adverse passport action against Oswald prior to November 22, 1962.

REPRINTED FROM
THE NATIONAL ARCHIVES
LITTELL
SCRIPTA
MARET

FEDERAL REGISTER

1934
OF THE UNITED STATES

VOLUME 27 NUMBER 8

Washington, Friday, January, 12, 1962

Title 22—FOREIGN RELATIONS

Chapter I—Department of State

(Dept. Reg. 108.476)

PART 51—PASSPORTS

Pursuant to the authority vested in me by Paragraph 128 of Executive Order No. 7856 dated March 31, 1938, issued under the authority of section 1 of the Act of Congress approved July 3, 1926, 44 Stat. 887 (22 U.S.C. 211a) and section 4 of the Act of May 20, 1940, 43 Stat. 111 (5 U.S.C. 151c) I hereby revise § 51.135 to § 51.170 inclusive of Part 51 of Title 22 of the Code of Federal Regulations to read as follows:

§ 51.135 Denial of passports to members of Communist organizations.

A passport shall not be issued to, or renewed for, any individual who the issuing officer knows or has reason to believe is a member of a Communist organization registered or required to be registered under section 7 of the Subversive Activities Control Act of 1950 as amended. (50 U.S.C., sec. 788.)

§ 51.136 Limitations on issuance of passports to certain other persons.

In order to promote and safeguard the interests of the United States, passport facilities, except for direct and immediate return to the United States, shall be refused to a person when it appears to the satisfaction of the Secretary of State that the person's activities abroad would: (a) Violate the laws of the United States; (b) be prejudicial to the orderly conduct of foreign relations; or (c) otherwise be prejudicial to the interests of the United States.

§ 51.137 Tentative denial of passports and available administrative procedures.

Any person whose application for a passport or renewal of a passport has been tentatively denied under § 51.135 or § 51.136 shall be entitled to a notification in writing of the tentative denial. The notification shall set forth clearly and concisely the specific reasons for the denial and the procedures for review available to the applicant.

§ 51.138 Procedure for review of tentative denial.

(a) A person whose application for a passport or renewal of a passport has been tentatively denied in accordance with § 51.135 or § 51.136 shall be entitled, upon request, and before the denial becomes final, to present to the Passport Office any information he deems relevant to support his application. He shall be entitled to appear in person before a Hearing Officer in the Passport Office; to be represented by counsel; to present evidence; to be informed of the evidence upon which the Passport Office relied as a basis for the tentative denial; to be informed of the source of such evidence; and to confront and cross-examine adverse witnesses.

(b) The applicant shall, upon request by the Hearing Officer, confirm his oral statements in an affidavit for the record. After the applicant has presented his case, the Passport Office shall review the record and advise the applicant of its decision. In making its decision, the Passport Office shall not take into consideration confidential security information that is not made available to the applicant in accordance with paragraph (a) of this section. If the decision is adverse to the applicant, he shall be notified in writing, and the notification shall state the reasons for the decision. Such notification shall also inform the applicant of his right to appeal to the Board of Passport Appeals under § 51.139.

§ 51.139 Appeal by passport applicant.

In the event of a decision adverse to the applicant, he shall be entitled within thirty days after receipt of notice of such decision to appeal his case to the Board of Passport Appeals provided for in § 51.150.

§ 51.150 Creation and functions of Board of Passport Appeals.

There is hereby established within the Department of State a Board of Passport Appeals, hereinafter referred to as the Board, composed of not less than three officers of the Department to be designated by the Secretary of State. The Board shall act on all appeals under

§ 51.139. The Board shall adopt and make public rules of procedure to be approved by the Secretary.

§ 51.151 Organization of Board.

The Board of Passport Appeals shall consist of three or more members designated by the Secretary of State, one of whom shall be designated by the Secretary as Chairman. The Chairman shall assure that there is assigned to hear the appeal of any applicant a panel of not less than three members including himself or his designee as presiding officer, which number shall constitute a quorum.

§ 51.152 Chairman.

The Chairman, or his designee, shall preside at all hearings of the Board, and shall be empowered in all respects to regulate the course of the hearings and to pass upon all issues relating thereto. The Chairman, or his designee, shall be empowered to administer oaths and affirmations.

§ 51.153 Counsel to the Board.

A Counsel, to be designated by the Secretary of State, shall be responsible to the Board for the schedule and presentation of cases; for assistance in legal and procedural matters; for providing information to the applicant as to his procedural rights before the Board; for maintenance of records; and for such other duties as the Board, or the Chairman on its behalf, may determine.

§ 51.154 Examiner.

The Board may, in its discretion, appoint an examiner in any case, who may, with respect to such case be vested with any or all authority vested in the Board or the Chairman, subject to review and final decision by the Board, but an applicant shall not be denied an opportunity for a hearing before the Board unless he expressly waives it.

§ 51.155 Duty of Board to advise Secretary of State on action for disposition of appealed cases.

It shall be the duty of the Board, on the basis of the evidence on the record, to advise the Secretary of the action it finds necessary and proper to the disposition of the cases appealed to it, and to this

COMMISSION EXHIBIT 948—Continued

end the Board may first call for clarification of the record; make further investigation; or take other action consistent with its duties.

§ 51.156 Basis for findings of fact by the Board.

In making or reviewing findings of fact, the Board, and all others with responsibility for so doing under §§ 51.135 to 51.154 shall be convinced by a preponderance of the evidence, as would a trial court in a civil case. In determining whether there is a preponderance of evidence supporting the denial of a passport, the Board shall consider the entire record before it. The Board shall not take into consideration any confidential security information which is not part of the record.

§ 51.157 Decisions of the Board.

Decisions shall be by majority vote. Voting may be either in open or closed session on any question except recommendations under § 51.155 which shall be in closed session. Decisions under § 51.155 shall be in writing and shall be signed by all participating members of the Board.

§ 51.158 Delivery of papers.

Appeals or other papers for the attention of the Board may be delivered personally, by registered mail, or by leaving a copy at the office of the Board at the address to be stated in the notification of adverse decision furnished to the applicant by the Passport Office.

§ 51.159 Notice of hearing.

An applicant shall receive not less than five business days notice in writing of the scheduled date and place of hearing, which shall be set for a time as soon as possible after receipt by the Board of the applicant's appeal.

§ 51.160 Appearance.

Any party to any proceeding before the Board may appear in person, or by or with his attorney, who must possess the requisite qualifications, as herein-after set forth, to practice before the Board.

§ 51.161 Applicant's attorney.

(a) Attorneys at law in good standing who are admitted to practice before the Federal courts or before the courts of any State or Territory of the United States may practice before the Board.

(b) No officer or employee of the Department of State whose official duties have, in fact, included participation in the investigation, preparation, presentation, decision or review of cases of the

class within the competence of the Board of Passport Appeals shall, within two (2) years after the termination of such duties, appear as attorney in behalf of an applicant in any case of such nature, nor shall any one appear as such attorney in a case of such class if in the course of prior government service he has dealt with any aspects of the applicant's activities relevant to a determination of the case.

§ 51.162 Hearings.

The record of proceedings held under § 51.138 shall be made available to the applicant in connection with his appeal to the Board. The applicant may appear and testify in his own behalf, be represented by counsel, present witnesses and offer other evidence in his own behalf. The Passport Office may also present witnesses and offer other evidence. The applicant and witnesses may be examined by any member of the Board or by counsel. If any witness whom the applicant wishes to call is unable to appear personally, the Board may, in its discretion, accept an affidavit by him or order evidence to be taken by deposition. Such deposition may be taken before any person designated by the Board and such designee is hereby authorized to administer oaths and affirmations for purposes of the depositions. The applicant shall be entitled to be informed of all the evidence before the Board and of the source of such evidence, and shall be entitled to confront and cross-examine any adverse witness.

§ 51.163 Admissibility.

The Passport Office and the applicant may introduce such evidence as the Board deems proper. Formal rules of evidence shall not apply, but reasonable restrictions shall be imposed as to the relevancy, competency and materiality of evidence presented.

§ 51.164 Privacy of hearings.

Hearings shall be private. There shall be present at the hearing only the applicant, his counsel, the members of the Board, Board's Counsel, official stenographers, Departmental employees and the witnesses. Witnesses shall be present at the hearing only while actually giving testimony, or when otherwise directed by the Board.

§ 51.165 Misbehavior before Board.

If, in the course of a hearing before the Board, an applicant or attorney is guilty of misbehavior, he may be excluded from further participation in the hearing. In addition, an attorney guilty of misbehavior may be excluded from

participation in any other case before the Board.

§ 51.166 Transcript of hearings.

A complete verbatim stenographic transcript shall be made of the hearing by qualified reporters, and the transcript shall constitute a permanent part of the record. Upon request, the applicant or his counsel shall have the right to inspect the complete transcript, and to purchase a copy thereof.

§ 51.167 Notice of decision.

The Board shall communicate to the Secretary of State the action that it recommends under § 51.153. In taking action upon such recommendation of the Board, the Secretary shall not take into consideration any confidential security information which is not part of the record. The decision of the Secretary shall be promptly communicated in writing to the applicant.

GENERAL APPLICABILITY OF REVIEW AND APPEAL PROCEDURES

§ 51.170 Applicability of §§ 51.138-51.167.

Except for action taken by reason of noncitizenship or geographical limitations of general applicability necessitated by foreign policy considerations, the provisions of §§ 51.135 to 51.167 shall apply in any case where the person affected takes issue with the action of the Secretary in refusing, restricting, withdrawing, cancelling, revoking, or in any other fashion or degree affecting the ability of such person to receive or use a passport.

The regulations contained in this order shall become effective upon publication in the Federal Register. The provisions of section 4 of the Administrative Procedure Act (60 Stat. 238; 5 U.S.C. 1603) relative to notice of proposed rule making and delayed effective date are inapplicable to this order because the provisions thereof involve foreign affairs functions of the United States.

For the Secretary of State.

ROGER W. JONES,
Deputy Under Secretary
for Administration.

JANUARY 11, 1962.

[F.R. Doc. 62-459; Filed, Jan. 11, 1962; 12:30 a.m.]

QUESTION 18

As an aid to its interpretation of the materials in the files of the Department of State and the Immigration and Naturalization Service, the Commission would appreciate a list of the abbreviations and code phrases commonly used in these files together with their translations. We draw your attention in particular to the inter-office telegrams, which contain a large amount of this kind of material.

ANSWER - Enclosed is a copy of "Authorized Abbreviations of the Department of State for Classified Telegrams." Many of these abbreviations are no longer in actual use.

The abbreviations on the left-hand side of Department telegrams refer to the offices within the Department, to the other Government agencies to which copies of the telegram have been distributed. A list of these abbreviations, taken from the Department's telephone directory, is enclosed.

Also enclosed is a list of abbreviations used in wiroms and cables in relation to visa matters. This list is found in Volume 9 of the Foreign Affairs Manual.

If there are any other abbreviations which are of interest to the Commission, we would be pleased to furnish translations.

COMMISSION EXHIBIT 948—Continued

OFFICE SYMBOLS

See Appendix A of the Organization Manual for Current Listing of Authorized Symbols. Questions regarding Organization Symbols may be referred to OM/RP, Ext. 5721.

OFFICE SYMBOLS

		Phone	MAIL ROOMS	Phone
			Location	
A	Assistant Secretary for Administration (See A, p. 78)	4127	7310	4334 - 433
A	Bureau of Administration (See A, p. 78)	4127	7310	4334
A/EX	Executive Director for Administration (See A)	5392	4437	3923
AAB	Appointments & Assignments Board of the Foreign Service (See Committees, p. 98)	6200		
AC	Incentive Awards Committee (See Committees, p. 99)	6161		
ACD	Accounting Division (See BF)	5933	3430A	6691
ACD/AA	Allotment Accounting Branch (See ACD)	6691	3430A	3371
ACD/G	General Accounting Branch (See ACD)	6888	3430A	6691
ACD/RR	Revenue and Receipts Branch (See ACD)	3142	3430A	3142
ACDA	U.S. Arms Control and Disarmament Agency (See p. 85)	6336	5672	6781
ADP	Automated Data Processing Division (See OPR)	6338	19A16	6338
AF	Assistant Secretary-African Affairs (See p. 70)	5374	5438	3632
AF	Bureau of African Affairs (See AF)	4300	5438	3632
AFC	Office of Central African Affairs (See AF)	6061	5438	3632
AFC	Office of Eastern and Southern African Affairs (See AF)	3977	5438	3632
AF/EX	Executive Director (See AF)	3740	5438	3632
AF/P	Public Affairs Adviser (See AF)	2105	5438	3632
AFN	Office of Northern African Affairs (See AF)	2288	5438	3632
AFI	Office of Inter-African Affairs (See AF)	6425	5438	3632
AFU	Office of African and Malagasy Union Affairs (See AF)	6481	5438	3632
AFW	Office of West Coast and Malian Affairs (See AF)	3203	5438	3632
AFSI	Advisory Committee for the Foreign Service Institute (See Committees, p. 99)	2661		
AID	Agency for International Development (See p. 84)	8014	8451	7641
AL	Aviation Liaison Division (See E)	6431	5818	5505
AN	Aviation Negotiations Division (See E)	5206	5818	5505
ARA	Assistant Secretary-Inter-American Affairs (See p. 72)	5625	6909	5233
ARA	Bureau of Inter-American Affairs (See ARA, p. 72)	7031	6909	5233
ARA/EX	Executive Director (See ARA)	7031	6909	5233
ARA-				
LA/BR	Office of Brazilian Affairs (See ARA, p. 71)	3066	6909	5233
ARA/P	Public Affairs Adviser (See ARA)	5911	6909	5233
BF	Deputy Assistant Secretary for Budget & Finance (See A, p. 78)	3206		
BF/A	Audit Staff (See BF)	4380	3418B	4335
BF/S	Systems Staff (See BF)	6018	3418B	4335
BFS	Board of the Foreign Service (See Committees, p. 98)	4132	3418B	4335
BNA	Office of British Commonwealth and Northern European Affairs (See EUR)	5958	6511	5731
BP	International Business Practices Division (See E)	5913	5818	5505
CCA	Office of the Coordinator of Cuban Affairs (See ARA)	4588	6909	5233
CD	Commodity Programming Division (See E)	4377	5818	5505
CMA	Office of Caribbean and Mexican Affairs (See ARA)	5203	6909	5233
CU	Assistant Secretary for Educational and Cultural Affairs (See CU, p. 68)	5235	4417	2909
CU/ACA	Secretariat to the Advisory Committee on the Arts (See CU, Committees p. 100)	6706	4417	2909
CU/ACS	Secretariat to the US Advisory Commission on International Educational and Cultural Affairs (See CU; Committees p. 100)	2932	4417	2909
CU/AF	Office of African Programs (See CU)	6871	4417	2909
CU/ARA	Office of Inter-American Programs (See CU)	6951	4417	2909
CU/CP	Office of Cultural Presentations (See CU)	6706	4417	2909
CU/EC	Director Educational and Cultural Programs (See CU)	6878	4417	2909

See Appendix A of the Organization Manual for Current Listing of Authorized Symbols. Questions regarding Organization Symbols may be referred to OM/RP, Ext. 5721.

OFFICE SYMBOLS

		Phone	MAIL ROOMS Location	Phone
CU/-				
ECD/S	Operations Staff, Board of Foreign Scholarships (See CU; Committees p. 100).....	6508	4417	2909
CU/ECS	Office of US Programs and Services (See CU)	6944	4417	2909
CU/EUR	Office of European Programs (See CU)	2686	4417	2909
CU/EX	Executive Director (See CU)	6894	4417	2909
CU/FE	Office of Far Eastern Programs (See CU)	6911	4417	2909
CU/IR	Public Information and Reports Staff (See CU).....	2357	4417	2909
CU/MPP	Multilateral Policy Planning Staff (See CU)	3478	4417	2909
CU/MSD	Director Multilateral and Special Activities (See CU)...	6919	4417	2909
CU/NEA	Office of Near Eastern and South Asian Programs (See CU)	4116	4417	2909
CU/PRS	Policy Review and Research Staff (See CU)	6881	4417	2909
CU/UCS	Secretariat to the US National Commission for UNESCO (See CU; Committees, p. 100).....	2672	4417	2909
DA	Despatch Agents (See ST p. 98)	WH 3-8000		
DDR/XR	External Research Staff (See INR)	5492	8733	5492
E	Assistant Secretary-Economic Affairs (See p. 81)	5029	5818	5505
E	Bureau of Economic Affairs (See E, p. 81).....	5737	5818	5505
E/ES	Foreign Economic Advisory Staff (See E)	3492	5818	5505
E/EX	Director Executive Staff (See E)	3178	5818	5505
E/MDC	Mutual Defense Control Staff (See E)	4377	5818	5505
EA	Office of East Asian Affairs (See FE)	3317	6310	2631
EE	Office of Eastern European Affairs (See EUR)	5620	6511	5731
EST	Office of East Coast Affairs (See ARA)	2575	6909	5233
EUR	Assistant Secretary-European Affairs (See p. 73)	2253	6511	5731
EUR	Bureau of European Affairs (See EUR, p. 73)	2253	6511	5731
EUR/EX	Executive Director, (See EUR)	2987	6511	5731
FAO	US - FAO Interagency Committee (See Committees, p. 99).....	4853		
FBO	Deputy Assistant Secretary for Foreign Buildings (See A)	6105	814, SA-2	7503
FD	Foodstuffs Division (See E)	5926	5818	5505
FE	Assistant Secretary-Far Eastern Affairs (See FE, p. 75)	2019	6310	2631
FE	Bureau of Far Eastern Affairs (See FE)	2019	6310	2631
FE/EX	Executive Director (See FE)	4834	6310	2631
FS	Fiscal Services Division (See BF)	6619	3430A	6691
FS/P	Employee Accounts and Reports Branch (See FS)	6549	3430A	6691
FS/V	Voucher Examination Branch (See FS)	6675	3430A	6691
FSCB	Foreign Service Claim Board (See Committees, p. 99) 128-7363			
FSE	Fuels and Energy Division (See E)	2041	5818	5505
FTD	Fibers and Textiles Division (See E)	2596	5818	5505
G	Deputy Under Secretary for Political Affairs (See p. 63)	2232	7512	4925
G/PM	Deputy Assistant Secretary for Politico Military Affairs (See G, p. 63)	8153	7310	5496
GCP	General Commercial Policy Division (See E)	4427	5818	5505
GER	Office of German Affairs (See EUR)	4101	6511	5731
GS	Division of General Services (See OPR)	4361	1493	4361
GTI	Office of Greek, Turkish & Iranian Affairs (See NEA) ..	2732	5243	2585
GWD	German War Documents Project, Advisory Committee (See Committees, p. 100)	2662		
H	Assistant Secretary for Congressional Relations (See p. 68)	5395 or 3277	7258	4287
IBC	International Boundary Commission, United States & Canada (See Commissions, p. 98).....	ST 3-9151	3810 GAO	ST 3-9151
IBWC	International Boundary & Water Commission United States and Mexico (See Commissions, p. 98)	3779	6909	5233
IGA	Office of Inspector General, Foreign Assistance (See p. 62).....	7335	6833	3015

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See Appendix A of the Organization Manual for Current Listing of Authorized Symbols. Questions regarding Organization Symbols may be referred to OM, RP, Ext. 5721.

OFFICE SYMBOLS

		Phone	MAIL ROOMS Location	Phone
IJC	International Joint Commission			
	(See Commissions, p. 98)	13-33402	Fed Trade	13-33402
INR	Bureau of Intelligence and Research (See p. 65)	2132	7818	3972
INR	Office of The Director of Intelligence and Research			
	(See p. 65)	2132	6527	5307
INR/CS	Coordination Staff (See INR)	2178	6638	3122
INR/EX	Executive Staff (See INR)	3327	6524	3327
INR/DDR	Office of the Deputy Director for Research (See INR)	5145	6535	5145
INR/DDC	Office of the Deputy Director for Coordination (See INR)	4134	6635	4134
INR/SSG	Special Studies Group (See INR)	4542	8645	4542
INR/M	Coordinator for Maps (See INR)	5652	8847	4858
INR/NIS	NIS Coordinator (See INR)	4887	8666	4887
IO	Assistant Secretary for International			
	Organization Affairs (See p. 77)	5241	6319	2478
IO	Bureau of International Organization Affairs			
	(See IO, p. 77)	2352	6319	2478
IO/EX	Executive Director (See IO)	2352	6319	2478
IRAC	Radio Advisory Committee, Interdepartmental			
	(See Committees, p. 100)	5461		
ISM	Industrial and Strategic Materials Division (See E)	4835	5818	5505
L	Legal Adviser (See p. 6)	4242	6417	4754
L/A	Administration & Foreign Service, Assistant Legal			
	Adviser for (L)	2887	6417	4754
L/AF	African Affairs, Assistant Legal Adviser for (L)	5642	6417	4754
L/ARA	Inter-American Affairs, Assistant Legal Adviser for (L)	2280	6417	4754
L/C	International Claims, Assistant Legal Adviser for (L)	5896	6417	4754
L/CRP	Cultural Relations and Public Affairs, Assistant			
	Legal Adviser for (L)	6901	6417	4754
L/E	Economic Affairs, Assistant Legal Adviser for (L)	4714	6417	4754
L/EUR	European Affairs, Assistant Legal Adviser for (L)	5906	6417	4754
L/FE	Far Eastern Affairs, Assistant Legal Adviser for (L)	3878	6417	4754
L/MF	Multilateral Force, Special Counsel for (L)	8513		
L/NEA	Near Eastern, South Asian and African Affairs,			
	Assistant Legal Adviser for (L)	5895	6417	4754
L/SFP	Special Functional Problems, Assistant Legal			
	Adviser (L)	5632	6417	4754
L/T	Treaty Affairs, Assistant Legal Adviser for (L)	3315	6417	4754
L/UNA	United Nations Affairs, Assistant Legal Adviser for (L)	3782	6417	4754
LR	The Library (See OPR)	2181	2442 B	4569
LS	Division of Language Services (See OPR)	3363	2209A	6503
M	Under Secretary for Political Affairs (See M, p. 62)	5284	7512	4925
MA	Maritime Affairs Division (See E)	3767	5818	5505
MC	Office of Munitions Control (See G)	128-3938	5818	5505
MDC	Mutual Defense Control Staff (See E)	3148	5818	5505
NAC	National Advisory Council on International Monetary			
	and Financial Problems (See Committees, p. 99)	2507		
NE	Office of Near Eastern Affairs (See NEA)	5617	5243	2586
NEA	Assistant Secretary - Near Eastern and South Asian			
	Affairs (See p. 76)	4263	5243	2586
NEA	Bureau of Near Eastern and South Asian Affairs			
	(See NEA)	4263	5243	2586
NEA/EX	Executive Director (See NEA)	5278	5243	2586
NR	Office of Near Eastern, South Asian Regional Affairs			
	(See NEA)	3615	5243	2586
NSC	National Security Council (See Committees, p. 100)	5261		
O	Deputy Under Secretary for Administration (See p. 62)	4132	7310	7587
O/AA	Deputy Assistant Secretary for Administrative Affairs			
	(See O)	8511	7310	4334
O/CL	Special Assistant for Congressional Relations			
	(Appropriations)	5723	7310	7587
O/EP	Special Assistant for Employment Practices	3781	7310	7587
O/FI	Foreign Service Inspection Corps (See O)	6131	3208	6131

COMMISSION EXHIBIT 948—Continued

See Appendix A of the Organization Manual for Current Listing of Authorized Symbols. Questions regarding Organization Symbols may be referred to OM/RP, ExL 5721.

OFFICE SYMBOLS

		Phone	MAIL ROOMS	Phone
			Location	
O/FS	Director General of the Foreign Service (See O)	6717	7310	7587
O/FSI	Foreign Service Institute (See O)	2661	2109 SA-3	2380
O/PM	Policy Management Staff (See O)	8670	7310	7587
O/SL	Special Liaison Staff (See O)	8144	7310	7587
OAP	Office of Central American and Panamanian Affairs			
	(See ARA)	2697	6909	5233
OA	Office of International Aviation (See E)	3732	5818	5505
OB	Office of Budget (See BF)	3935	3418	5049
OB/E	Division of Estimates (See OB)	2623	3418	5049
OB/PR	Division of Program Review (See OB)	3867	3418	5049
OB/R	Division of Reimbursements (See OB)	3456	3418	5049
OC	Office of Communications (See OC, p. 78 & 79)	8501	44A29	4334
OC/AS	Administrative Staff (See OC)	4546	44A29	3213
OC/E	Engineering and Technical Services Division			
	(See OC)	3613	44A29	4486
OC/M	Communications Systems Management Division			
	(See OC)	5191	44A29	3213
OC/P	Diplomatic Pouch and Courier Operations Division			
	(See OC)	5187	44A29	3213
OC/P(O)	Mail and Pouch Service (See OC)	3023	B528	3023
OC/PS	Plans Staff (See OC)	8501	44A29	4334
OC/S	Communications Security Division (See OC)	3613	44A29	4486
OC/T	Telecommunication Operations Division (See OC)	3231	44A29	3231
OES	Office of International Economic and Social Affairs			
	(See IO)	5311	6319	2478
OF	Office of Finance (See BF)	6670	3430A	6691
OFE	Office of International Finance & Economic Analysis			
	(See E)	2169	5818	5505
OF/A	Administrative Assistant (See OF)	6531	3430A	6691
OF/ACD	Accounting Division (See OF)	6649	3430A	6691
OF/CAR	Caribbean Fiscal Staff (See OF)	6028	3430A	6691
OF/FC	Special Assistant on Foreign Currency (See OF)	6650	3430A	6691
OF/FS	Fiscal Services Division (See OF)	6619	3430A	6691
OF/FO	Field Operations Division (See OF)	6531	3430A	6691
OIA	Office of International Adm. (See IO, p. 77)	3116	6319	2478
OIC	Office of International Conference (See IO, p. 77)	5580	1430A	5720
OM	Deputy Assistant Secretary for Management (See A, p. 79)	4381	1007	4335
OPR	Director for Operations			
	(See A)	4111	1007	4334
OPR/M	Management Staff (See OPR)	8173	400, SA-7	3652
OR	Office of International Resources (See E)	2031	5818	5505
ORM	Office of Refugee and Migration Affairs (See SCA)	2364	4815A	4779
O/SY	Office of Security (See O, p. 63)	4176	3317	2595
O/SY/I	Division of Investigations (See O/SY)	6111	3317	2595
O/SY/T	Division of Technical Services (See O/SY)	3070	3317	2595
O/SY/FO	Division of Foreign Operations (See O/SY)	6011	3317	2595
O/SY/E	Division of Evaluations (See O/SY)	6151	3317	2595
O/SY/DO	Division of Domestic Operations (See O/SY)	4000	3317	2595
O/SY/EX	Executive Office (See O/SY)	3257	3317	2595
OT	Office of International Trade (See E)	5365	5818	5505
OTM	Office of Telecommunications and Maritime Affairs			
	(See E)	5587	5818	5505
P	Assistant Secretary - Public Affairs (See p. 67)	2392	6810	4841
P	Bureau of Public Affairs (See P, p. 67)	2392	6810	4841
P/EX	Executive Director (See P)	2551	6810	4841
P/HO	Historical Office (See P)	2662	619, SA-2	2662
P/MS	Office of Media Services (See P)	6795	4831	6795
P/ON	Office of News (See P)	5221	2109	5221
P/OPS	Office of Public Services (See P)	3993	5831	3993
P/PG	Policy Plans and Guidance Staff (See P)	4296	6810	4841
P/POS	Public Opinion Studies Staff (See P)	5105	5833	5105

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See Appendix A of the Organization Manual for Current Listing of Authorized Symbols. Questions regarding Organization Symbols may be referred to OM/RP, Ext. 5721.

OFFICE SYMBOLS

		Phone	MAIL ROOMS Location	Phone
P/SI	Special Information Staff	6088	2117	6088
P/SR	Speech Review Staff (See P)	4841	6808	4892
PAB	Passport Appeals Board (See Committees, p. 99)	5969		
PB	Division of Publishing Services (See OPR)	4311	401, SA-7	4311
PER	Director for Personnel (See A)	2318	4803A	5340
PER/BEX	Board of Examiners for the Foreign Service (See PER)	3058	2236	4890
PER/CDC	Career Development & Counseling Staff (See PER)	5841	2236	4890
PER/				
COMP	Compensation Division (See PER)	128-4876	807, SA-5	128-4876
PER/EMD	Employment Division (See PER)	2255	2236	4890
PER/JOP	Junior Officer Program (See PER)	4036	2236	4890
PER/MED	Medical Division (See PER)	6693	2236	4890
PER/PCS	Presidential Commissions Staff (See PER)	6622	2236	3433
PER/PMS	Program Management Staff (See PER)	8147	2236	4890
PER/PPS	Personnel Policy and Planning Staff (See PER)	4900	2236	4890
PER/POC	Personnel Operations Division (See PER)	6241	2236	4890
PER/PSO	Personnel Services Division (See PER)	6286	2236	4890
PIN	Policy Committee on Immigration and Naturalization (See Committees, p. 100)	2387		
PPT	Passport Office (See SCA)	5193	1810	5118
PRC	Performance Rating Committee (See Comm., p. 99)	6286		
PT/DF	Passport Agency or (Passport Agents, See Comm., p. 98)	6674	1334	
PUB	Review Board for Unofficial Publications (See Committees, p. 99)	5732		
RAF	Office of Research and Analysis for Africa (See INR)	2203	7817A	2203
RAF/NE	Northern and Eastern Africa Division (See INR)	2683	7817A	2683
RAF/W	Western Africa Division (See INR)	5006	7817A	2524
RAR	Office of Research and Analysis for American Republics (See INR)	4850	7534	4884
RAR/E	Inter-American Economic Division (See INR)	4360	7831	4360
RAR/P	American Republics Political Division (See INR)	5095	7534	4884
RAR/R	American Republics Regional Affairs Division (See INR)	4360	7534	4884
RCI	Office of Current Indications (See INR)	3274	7812	3274
RD	Division of Reproduction and Distribution Services (See OPR)	5344	1851	4441
RD/D	Distribution Branch	5351	B844E	5351
REA	Office of Inter-American Regional Economic Affairs (See ARA)	2308	6909	5233
REC	Office of Regional Economic Coordination (See ARA)	5093	6909	5233
REP	Foreign Reporting Staff (See E)	128-6729	5818	5505
RES	Office of Research in Economics and Science (See INR)	4824	8722	4824
RES/GE	The Geographer (See INR)	4508	8744	4508
REU	Office of Research and Analysis for Western Europe (See INR)	2117	7529	2117
REU/BNC	British Commonwealth Northern and Central Europe Division (See INR)	2723	7535	5474
REU/RD	Regional Affairs Division (See INR)	3893	7527	3893
REU/WS	Western and Southern Europe Division (See INR)	3893	7527	3893
RFE	Office of Research and Analysis for Far East (See INR)	3523	7417	3523
RFE/AC	Asian Communist Areas Division (See INR)	4573	7417	4573
RFE/NA	Northeast Asia Division (See INR)	4655	7417	4655
RFE/SA	Southeast Asia Division (See INR)	2375	7419	2375
RM	Division of Records Management (See OPR)	2206	1239	2206
RM/A	Authentication Section	2224	1917	2224
RM/AC	Accessioning and Disposition Branch	6561	1919	6561
RM/AN	Analysis and Distribution Branch	5553	1239	5583
RM/R	Records and Reference Branch	2776	1239	2243

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See Appendix A of the Organization Manual for Current Listing of Authorized Symbols. Questions regarding Organization Symbols may be referred to OM/RP, Ext. 5721.

OFFICE SYMBOLS

		Phone	MAIL ROOMS Location	Phone
RM/S	Records Management Staff	6441	1239	6441
RNA	Office of Research and Analysis for Near East and South Asia (See INR)	3294	7828	3294
RNA/MEA	Mid-East, South Asia Division (See INR)	4551	7827	4551
RNA/NE	Near East Division (See INR)	5036	7824A	5036
RP	Regulations and Procedures Staff (See A)	3164	2437	4434
RPA	Office of Inter-American Regional Political Affairs (See ARA)	5002	6909	5233
RPM	Atlantic Political and Military Affairs (See EUR)	4306	6511	5731
RPE	Atlantic Political - Economic Affairs (See EUR)	2094	6511	5731
RSB	Office of Research and Analysis for Soviet Bloc (See INR)	6477	7429	3112
RSB/AC	Asian Communist Areas Division (See INR)	5672	7526	5672
RSB/BE	Bloc International Economic Activities Division (See INR)	4609	7638	4609
RSB/BP	Bloc International Political Activities Division (See INR)	4513	7528	4513
RSB/EA	Eastern Europe Division (See INR)	4922	7426	4922
RSB/SOV	USSR Division (See INR)	5020	7528	5020
RSC	Records Service Center (RM)	6561	1919	6561
RTCA	Radio Technical Commission for Aeronautics (See Commissions, p. 98)	ST 3-8984	1072-T-5	ST 3-8984
S	Secretary of State (See p. 61)	5171	7512	4925
S/AL	Ambassador At Large	3171	7512	4925
S/IL	Special Assistant to the Secretary and Coordinator of International Labor Affairs (See S)	4396	4254	4396
S/P	Counselor and Chairman of Policy Planning Council (See S)	5101	7261A	4677
S/S	The Executive Secretariat (See S)	5381	7512	4925
S/S-O	Operations Center (See S)	4204	7517	4204
S/S-S	Secretariat Staff (See S)	5130	7512	4925
SCA	Administrator, Bureau of Security and Consular Affairs (See p. 83)	5386	4810	4205
SCA	Bureau of Security and Consular Affairs (See p. 83)	5386	4810	4205
SCA/EX	Executive Director (See SCA)	5318	4810	4205
SCI	Office of International Scientific Affairs (See p. 65)	5141	4209	4253
SCS	Office of Special Consular Services (See SCA)	128-6513	9035A5	128-6315
SEA	Office of Southeast Asian Affairs (See FE)	5287	6310	2631
SES	Soviet and Eastern European Exchange Staff (See EUR)	6080	6511	5731
SOA	Office of South Asian Affairs (See NEA)	4703	5243	2586
SOV	Office of Soviet Union Affairs (See EUR)	6906	6511	5731
SPA	Office of Southwest Pacific Affairs (See FE)	3127	6310	2631
ST	Division of Supply and Transportation Management (See OPR)	6147	715 SA-2	3025
STA	Special Trade Activities and Treaties Division (See E)	4426	5818	5505
TA	Trade Agreements Division (See E)	4426	5818	5505
TAC	Trade Agreements, Interdepartmental Committee on (See Committees, p. 99)	2813		
TD	Telecommunications Division (See E)	5530	5818	5505
U	Under Secretary of State (See p. 62)	3351	7512	4925
U/FW	Special Assistant for Fisheries & Wildlife to the Under Secretary (See U)	5035	3214	4440
U/IB	Special Assistant for International Business (See U)	6043	7512	4925
U/PR	Chief of Protocol (See U)	5633	1238	9604
UNP	Office of United Nations Political Affairs (See IO)	5136	6319	2478
USUN	US Mission to the United Nations (See p. 99)	YU 6-2424		
VO	Visa Office (See SCA)	4357	2417	2430
VS	Division of Visual Services (See OPR)	3335	B-258	3335
WE	Office of Western European Affairs (See EUR)	2124	6511	5731
WLG	Washington Liaison Group (See SCA)	2250	6807	4205
WST	Office of West Coast Affairs (See ARA)	5858	6909	5233

COMMISSION EXHIBIT 948—Continued

1. (2.2 cont'd)

opinion is required before eligibility under section 212(a) of the Act may be determined. Reference should be to the ringleader or, if unknown, to the group involved in such activities and not to any individual applicant who may be victimized by them.

INVESTIGATIONS:

All requests for investigation of fraud or suspected fraud concerning any aspect of a visa case or group of cases which can be investigated in the United States. In order that an effective investigation may be conducted, the original documents presented must be forwarded, with a statement of the post's reasons for suspecting that fraud may exist. When necessary, a request may be submitted for the investigation of a matter which is not indicative of fraud, if it appears that the results of an inquiry in the United States will assist the consular officer.

OPERATIONS:

All correspondence relating to the internal administration of the visa function at a specific post or at posts in a specific country including: problems arising from actions or requirements of the host government; reports on reciprocity under sections 221(c) and 281 of the Act and section 8 of the Act of September 11, 1957, as amended; deportation cases and others involving specifically authorized direct communication with the Immigration and Naturalization Service; relations of an operating nature with other government agencies including investigations performed on their behalf (e.g. Immigration and Naturalization Service, Public Health Service or their representatives); effect of personnel, supply or equipment problems on visa output; recommendations for awards; preparation of Form FS-514.

PRIVATE BILLS:

All correspondence relating to proposed, pending or enacted private legislation.

PROCEDURES:

All correspondence suggesting or reporting to the Department efficient methods used in doing visa work; new forms or form letters devised which, if approved, could be of use to many posts in one area or perhaps usable on a world-wide basis. For example, this heading should be used for suggestions concerning improvement in visa filing systems or methods of channeling visa applicants or how and why additional equipment or materials would result in a more efficient visa operation. This subject heading should not be used for suggesting changes in regulations or the substantive notes thereto or forms prescribed by law.

QUOTA CONTROL:

All discussion of the allocation and use of quota numbers, of the status of quotas or categories thereof and of the quota control system as a mathematical or mechanical concept, correspondence regarding post problems of registration, quota waiting lists, preparation and submission of Forms FS-469; (and FS-258 in quota immigrant cases). Does not include questions on quota chargeability.

REGULATIONS AND NOTES:

All correspondence concerning the organization, clarification, interpretation and completion of regulations and notes (substantive as distinguished from operational and procedural questions). All requests for or changes in the distribution of Visa Transmittal Letters.

REVIEW:

All visa correspondence submitted for review in the Department before release to other persons or agencies except for any item that is specifically covered by one of the foregoing headings.

SECTION 243(g) INDIVIDUAL WAIVERS:

All correspondence referring to individual cases involving section 243(g) waivers. (Applies to certain posts in Communist or Communist-controlled countries only.)

STATISTICS:

All correspondence relating to reports or statistical analyses of visa performance; preparation and submission of Forms FS-258 and FS-258A.

• Telegraphic references to standard visa texts.

All telegraphic references to standard visa messages relating to "C" (Transit) visas or "G" (International Organization Alien) visas should refer to them as "Chester - 1", "Chester - 2", or "George - 1", "George - 2", etc., in order to minimize the chance of error in transmission.

3. (cont'd) (p. 2)

3.1 From Department to Foreign Service posts.

All information requested or furnished by the Department and transmitted to Foreign Service posts, by WIROM or telegram, on the matters covered by the paragraphs listed below will refer to the subject heading "VISAS" followed by the indicator of the selected paragraph.

ONE

Information supplied by you and/or otherwise available to Department at this time does not warrant a finding that named applicant is ineligible under the cited paragraph(s) of section 212(a) of the Act. If information is hereafter developed at the post which would render him ineligible, the post should take appropriate action.

e.g. "VISAS ONE JOHN DOE (3) and (29)".

TWO

Information supplied by you and/or otherwise available to the Department is sufficient to find the named applicant ineligible under the cited paragraph(s) of section 212(a) of the Act.

e.g. "VISAS TWO JOHN DOE (9) and (27)".

THREE

The visa issued in this case is to be annotated with the period of time requested in the itinerary submitted or as indicated in the message transmitting the order. See 22 CFR 41.124, Proc. Note 5. (This key word is to be used in conjunction with one transmitting an order of admission.)

e.g. "VISAS FOUR AND THREE JOHN DOE (28) 30 DAYS NEW YORK ONLY".

FOUR

The applicant should be informed that the Attorney General has ordered that he be admitted into the United States temporarily pursuant to authority contained in section 212(d)(3)(A) of the Act, if admissible other than under the cited paragraph of section 212(a) of the Act. The order has been approved for the period of time and itinerary submitted, unless this message provides otherwise, and is subject to revocation at any time at the discretion of the Attorney General. Any deviation from the approved itinerary or extension of the period of admission after entry depends upon prior approval of the district director of the Immigration and Naturalization Service having jurisdiction over the geographic area to which the travel is limited. (The telegraphic reference will include the applicant's name, paragraph(s) of section 212(a), any time limitation or other exception from the itinerary submitted, and any special conditions imposed by the order.)

e.g. "VISAS FOUR JOHN DOE (3) and (28) (four months) or (11/25/60)".

FIVE

Available information concerning the named applicant establishes his eligibility for the relief provided by section 212(a)(28)(1)(i) of the Act. (See App. A, 22 CFR 42.91(a)(28), Note 3).

e.g. "VISAS FIVE JOHN DOE".

SIX

As recent security checks disclose no (additional) derogatory data regarding the applicant, you may process the case to a conclusion.

e.g. "VISAS SIX JOHN DOE".

SEVEN

ETD cannot be met due to time required to complete security checks and/or other actions necessary before Department will be able to take the action requested in the named applicant's case. Consideration of this matter is being expedited and a decision will be made as promptly as circumstances permit. (May be used together with Visas Eleven). (See App. A, 22 CFR 41.95, N. 1.3)

e.g. "VISAS SEVEN JOHN DOE".

3. (3.1 cont'd)(p. 3)

EIGHT

Telegraph named applicant's travel plans in advance of his arrival in the United States.

e.g. "VISAS EIGHT JOHN DOE".

NINE

Report final action taken in named applicant's case. The report should be transmitted by OMV unless a reply by telegram or STCOR telegram is directed.

e.g. "VISAS NINE JOHN DOE TELEGRAPH", or
"VISAS NINE JOHN DOE STCOR".

TEN

The Department has been informed that named alien plans to enter the United States. If he applies for any kind of visa the consular officer should suspend action and request an advisory opinion. (Brief identifying data will appear in telegram.)

e.g. "VISAS TEN JOHN DOE Age 27 Polish born. Last address Hamburg, Germany (no street). Last applied Warsaw January, 1951".

ELEVEN

Issuance of a visa is left to your discretion if you are satisfied that he is not ineligible. If information is hereafter developed at the post which would render him ineligible, the post should take appropriate action. (May be used together with Visas Seven).

e.g. "VISAS ELEVEN JOHN DOE".

TWELVE

The Attorney General has ordered that applicant be admitted to the United States pursuant to provisions of section 212(a)(28)(I)(ii) of the Act, if otherwise admissible. See App. A, 22 CFR 42.91(a)(28), Note 4.4. Above information is not classified and may be repeated to applicant. (Name of applicant, date of Attorney General's Order, and INS File No. of case will be stated.)

e.g. "VISAS TWELVE JOHN DOE Order June 1, 1959, INS (No. A & file no.)".

THIRTEEN

Telegraph immediately a complete status report on this case. If named applicant is found to be eligible, expedite action because of special interest: if a non-immigrant and ineligible other than under paragraphs (27) or (29), submit urgently for possible 212(d)(3)(A) action. (Telegram will identify interested party, if pertinent.)

e.g. "VISAS THIRTEEN JOHN DOE Nonimmigrant Representative Jones, Kentucky STCOR".

FOURTEEN

Following quota numbers are allocated for category and month indicated. This allotment should be verified against your request. Any quota numbers that will not be used should be returned to the Department urgently. This allotment lists in sequence (a) total of quota numbers allocated; (b) quota from which allocated; (c) preference or nonpreference category for which allocated; (d) quota number(s); (e) month quota number(s) should be issued; and (f) priority date if applicable.

e.g. "VISAS FOURTEEN Three German first 500 through 502 July. One British sub-quota Jamaica first 25 August. Four Austrian nonpreference 4 through 7 September prior December 1, 1951".

FIFTEEN

Requested quota numbers are not available for an earlier month.

e.g. "VISAS FOURTEEN AND FIFTEEN Three German first 503 through 505 August".

3. (3.1 cont'd)(p.4)

SIXTEEN

Requested quota numbers not presently available. Report priority on next monthly quota registration report (Form FS-469).

e.g. "VISAS SIXTEEN".

SEVENTEEN

Requested quota numbers not presently available. Priority has been recorded for consideration when future allotments are made.

e.g. "VISAS SEVENTEEN".

EIGHTEEN

If the named alien is accredited as that term is defined in 22 CFR 41.1, the Department concurs in A-1 classification.

e.g. "VISAS EIGHTEEN JOHN DOE".

NINETEEN

Information available in the Department is insufficient to justify finding the named alien ineligible under section 212(a)(27) or (29). If accredited as that term is defined in 22 CFR 41.1, the Department concurs in the classification noted. (Name of alien and classification will be stated in telegram.)

e.g. "VISAS NINETEEN JOHN DOE A-2" or "VISAS NINETEEN JOHN DOE CHESTER-3".

TWENTY

Information available in the Department is insufficient to justify finding the named alien ineligible under section 212(a)(27) for G-1 classification.

e.g. "VISAS TWENTY JOHN DOE".

TWENTY-ONE

Information available in the Department is insufficient to justify finding the named alien ineligible under section 212(a)(27) or (29) for the classification noted. (This will be used for A-3, G-2, G-3, G-4, G-5.)

e.g. "VISAS TWENTY-ONE JOHN DOE GEORGE-2".

TWENTY-TWO

Information available in the Department is insufficient to justify finding the named alien ineligible under section 212(a)(27) or (29) for the classification noted. If visa issued follow Appendix A, 22 CFR 41.122, Note 3.

e.g. "VISAS TWENTY-TWO JOHN DOE A-1, JULY 1 - AUGUST 15, 1961.

TWENTY-THREE

Quota under which numbers were requested is exhausted for the current quota year. Should any numbers be returned by other offices an allotment will be made later.

e.g. "VISAS TWENTY-THREE".

TWENTY-FOUR

The Department and/or the Immigration and Naturalization Service finds that the circumstances reported or otherwise known in the case of the named applicant, who is ineligible for a visa under the cited paragraphs of section 212(a) of the Act, do not warrant exercise of the discretionary authority of section 212(d)(3)(A), inasmuch as the proposed visit is not considered to be in the national interest and/or the alien is otherwise not qualified therefor. The case should be re-submitted to the Department with substantiating details if you believe that this action should be reconsidered, particularly if it appears that the refusal adversely affects the foreign relations of the United States or the public relations of the post, or if it is otherwise embarrassing.

e.g. "VISAS TWENTY-FOUR JOHN DOE (29)".

(3.1 Con't) (p. 5)

TWENTY-FIVE

The applicant should be informed that the Attorney General has ordered that he be admitted into the United States temporarily in a C-2 classification for the period stated in paragraph (c), as provided in section 101(a)(15)(C) of the Act and pursuant to authority contained in section 212(d)(3)(A), despite inadmissibility under the cited paragraph(s) of section 212(a). This order is subject to revocation at any time at the discretion of the Attorney General and subject to the following conditions:

- (a) That the applicant shall proceed directly to the immediate vicinity of the United Nations Headquarters District and remain there continuously, departing therefrom only if required in connection with his departure from the United States. The term "United Nations Headquarters District and its immediate vicinity" has been defined as "that area lying within a twenty-five mile radius of Columbus Circle, New York, N. Y."
- (b) That the applicant shall be in possession of a valid visa or other form of valid authority assuring his entry into the country whence he came, or to some other foreign country, following his sojourn in the United Nations Headquarters District;
- (c) That upon termination of the particular mission or assignment, for which the subject is admitted, or upon cancellation of his accreditation by the United Nations, whichever is sooner, he will depart promptly from the United States;
- (d) That in case of abuse of his privilege to reside temporarily in the United States by any activity in this country outside his official capacity, including the recording of speeches outside his official capacity in and at the United Nations Headquarters District, he will be in violation of the conditions of his admission to the United States.

(The telegraphic reference to this paragraph will include the name of the applicant and the paragraph(s) of section 212(a).)

e.g. "VISAS TWENTY-FIVE JOHN DOE(28)".

THIRTY

A check of the Habana visa files was negative.

e.g. "VISAS THIRTY JOHN DOE".

THIRTY-ONE

A check of the Habana visa files reveals possible derogatory information, OMV to follow.

e.g. "VISAS THIRTY-ONE JOHN DOE".

SIXTY-ONE

The Attorney General has refused to concur in the granting of a waiver of his sanction under section 243(g) of the Act in the case of the alien(s) named.

e.g. "VISAS SIXTY-ONE JOHN DOE".

SIXTY-TWO

The Attorney General has concurred in the granting of a waiver of his sanction under section 243(g) of the Immigration and Nationality Act in the case of the alien(s) named.

e.g. "VISAS SIXTY-TWO JOHN DOE".

SIXTY-THREE

The Attorney General has concurred in the granting of a waiver of his sanction under section 243(g) of the Act in the case of the alien(s) named. The following quota number(s) is (are) allotted for issuance in the month(s) specified; priority date given where applicable. If unused it (they) should be returned urgently to the Department.

e.g. "VISAS SIXTY-THREE JOHN DOE HUNGARIAN SECOND 182 OCTOBER PRIOR JUNE 1, 1954" or "VISAS SIXTY-THREE JOHN DOE HUNGARIAN SECOND 182 OCTOBER PRIOR JUNE 1, 1954 MARY DOE RUMANIAN SECOND 215 NOVEMBER".

3. (3.1 Cont'd) (p. 6)

Although standard visa texts EIGHTY-ONE through NINETY which follow will be received from the Department, they will be prepared in the respective district offices of the Immigration and Naturalization Service and the Department normally will not have knowledge of the status of such cases. Any additional information qualifications, or conditions attendant upon approval or revocation will be added at the end of the standard text. When a petition is revalidated by the Immigration and Naturalization Service, the word "REVALIDATED", followed by the date of the revalidation, will be inserted after the paragraph number for standard visa texts EIGHTY-ONE through EIGHTY-SIX.

EIGHTY-ONE

The Attorney General has approved first preference status for the named alien as an expert of the nature indicated on the basis of a petition filed on the stated date by the named sponsor. (Immigration Service file number, if any, name of alien, specialty of alien, filing date and validity (WRITTEN OUT IN LETTERS) of petition, name of sponsor will be given in that order.)

e.g. "VISAS EIGHTY-ONE A-6181242 JOHN DOE PROFESSOR PHILOSOPHY JULY 12, 1963 SIX MONTH SLEEPY EYE UNIVERSITY, SLEEPY EYE MINNESOTA".

EIGHTY-TWO

The Attorney General has approved second preference status for the named alien or alien on the basis of a petition filed on the stated date by the named sponsor whose relationship is given. (INS file number, if any, name of alien(s), filing date of petition and name and relationship of petitioner will be given in that order.)

e.g. "VISAS EIGHTY-TWO A-6181242 JOHN AND MARY DOE AUGUST 30, 1963 HENRY DOE SON".

EIGHTY-THREE

The Attorney General has approved third preference status for the named alien or aliens on the basis of a petition filed on the given date by the named petitioner who is the spouse and/or parent. (INS file number, if any, name of alien or aliens, filing date of petition and name of petitioner will be given in that order.)

e.g. "VISAS EIGHTY-THREE A-6181242 MARY AND OLGA DOE JULY 21, 1963 HENRY DOE".

EIGHTY-FOUR

The Attorney General has approved fourth preference status for the named alien on the basis of a petition filed on the given date by the named petitioner whose relationship is given. (INS file number, if any, name of alien, filing date of petition and name and relationship of petitioner will be given in that order.)

e.g. "VISAS EIGHTY-FOUR A-6181242 MARY DOE JULY 1, 1963 HENRY DOE BROTHER".

EIGHTY-FIVE

The Attorney General has approved nonquota status for the named alien on the basis of a petition filed on the given date by the named petitioner whose relationship is given. (INS file number, if any, name of alien, filing date of petition and name and relationship of petitioner will be given in that order.)

e.g. "VISAS EIGHTY-FIVE A-6181242 MARY DOE AUGUST 12, 1963 HENRY DOE HUSBAND".

EIGHTY-FIVE ADOPTED ORPHAN

The Attorney General has approved nonquota status for the named alien as an eligible orphan adopted by the named petitioner and spouse, with the assistance of the named social agency. (The term "adopted orphan", name of alien, INS file number, if any, filing date of petition, name of petitioner and spouse and the name of the interested social agency, if any, shall be given in that order.)

e.g. "VISAS EIGHTY-FIVE ADOPTED ORPHAN MARY DOE AKA KIM A-12 666 DECEMBER 15, 1963 JOI AND ELIZABETH DOE HOLT ADOPTION PROGRAM".

EIGHTY-FIVE ORPHAN TO BE ADOPTED

The Attorney General has approved nonquota status for the named alien as an eligible orphan to be adopted by the named petitioner and spouse, with the assistance of the named social agency. (The term "orphan to be adopted", name of alien, INS file number, if any, filing date of petition, name of petitioner and spouse and the name of the interested social agency, if any, shall be given in that order.)

e.g. "VISAS EIGHTY-FIVE ORPHAN TO BE ADOPTED ROBERT DOE AKA BIM A-13 777 DECEMBER 15, 1963 WILLIAM AND MARY DOE NATIONAL CATHOLIC WELFARE CONFERENCE".

(3.1 Cont'd) (p. 7)

EIGHTY-SIX

The Attorney General has approved nonquota status for the named minister of religion on the basis of a petition filed on the given date by the named petitioner. (INS file number, if any, name of alien, filing date of petition and name and address of petitioner will be given in that order.)

e.g. "VISAS EIGHTY-SIX A-6181242 HENRY DOE JULY 24, 1963 SAINT MARIS LUTHERAN CONGREGATION OTTAWA ILLINOIS.

EIGHTY-SEVEN

The Attorney General has approved H-1 nonimmigrant status during the given period for the named alien whose specialty is stated on the basis of a petition filed on the given date by the named petitioner. (INS file number, if any, validity of petition, name of alien, specialty of alien, approval date of petition, authorized length of stay and name and address of petitioner will be given in that order.)

e.g. "VISAS EIGHTY-SEVEN N-5563 THIRTY DAYS HENRY DOE CONCERT HARPIST SEPTEMBER 3, 1963 TEN DAYS URON CONCERT BUREAU NEW YORK".

EIGHTY-EIGHT

The Attorney General has approved H-2 nonimmigrant status during the given period for the named alien, whose specialty is stated, on the basis of a petition filed on the given date by the named petitioner. (INS file number, if any, validity of petition, name of alien, specialty of alien, approval date of petition, authorized length of stay and name and address of petitioner will be given in that order.)

e.g. "VISAS EIGHTY-EIGHT N-160209 SIX MONTHS HENRY DOE SHEEPHERDER JULY 17, 1963 ONE YEAR RICHARD ROE BOZEMAN, MONTANA".

EIGHTY-NINE

The Attorney General has approved H-3 nonimmigrant status during the given period for the alien named for the purpose stated on the basis of a petition filed on the given date by the named petitioner. (INS file number, if any, validity of petition, name of alien, kind of training, approval date of petition, authorized length of stay and name and address of petitioner will be given in that order.)

e.g. "VISAS EIGHTY-NINE N-34445 THREE MONTHS HENRY DOE STUDY VACUUM PACKING FOOD PRODUCTS JULY 14, 1963 SIX MONTHS ARMOUR, LIBBY AND SWIFT CHICAGO".

NINETY

The Attorney General has revoked the type of petition indicated in behalf of the named alien which is recorded here as being in your files. If you have transferred this petition to another consular office, please relay this information by telegraph. (Type of petition and name of alien will be given in that order.)

e.g. "VISAS NINETY THIRD PREFERENCE HENRY DOE".

"VISAS NINETY H-3 HENRY DOE".

3.2 From Foreign Service posts to Department.

All information requested or furnished by Foreign Service posts and transmitted to the Department by WIROM or telegram on the matters covered by the messages listed below will refer to the subject heading "VISAS" followed by the key word, as indicated:

3. (3.2 Cont'd) (p. 2)

ANTELOPE

The visa in question has been issued. (State applicant's name, classification and date visa issued.)

e.g. "VISAS ANTELOPE JOHN DOE, B-1, MAY 12".

BEAR

Advisory opinion is requested in case involving application for visa for official travel for purpose and duration of stay indicated. (State applicant's name, occupation, place and date of birth, type of passport held, and purpose and duration of visit.)

e.g. "VISAS BEAR JOHN DOE, ENGINEER, MOSCOW, MAY 1, 1920, SPECIAL PASSPORT, VISIT OKLAHOMA STATE FAIR THREE WEEKS".

CHIPMUNK

Section 212(d)(3)(A) waiver recommended for alien ineligible under section 212(a)(28). (See App. A, 22 CFR 42.90, Note 6.13 for telegraphic form to be used.)

DONKEY

Advisory opinion is requested in case involving application for visa for nonofficial travel. (See Appendix A, 22 CFR 42.90, Note 6.13 for telegraphic form to be used.) When a section 212(d)(3)(A) waiver is desired, if Department finds alien ineligible, add key word "CHIPMUNK" at end of message.

EAGLE - SY

Name check through SY/I - Liaison is requested in case involving application for visa for nonofficial travel. (See Appendix A, 22 CFR 42.90, Note 6.13 for telegraphic form to be used.)

FROG

Following quota numbers are requested for category and month indicated. The request lists in sequence, (a) total of numbers requested; (b) quota for which requested; (c) preference or nonpreference category for which requested; (d) month for issuance; and (e) priority date if applicable.

e.g. "VISAS FROG THREE GERMAN FIRST JULY. TWO AUSTRIAN SECOND AUGUST. FOUR ITALIAN THIRD SEPTEMBER PRIORITY JUNE 1, 1950".

GIRAFFE

Following quota number(s) returned unused.

e.g. "VISAS GIRAFFE GERMAN FIVE THROUGH TEN. ITALIAN 240 THROUGH 270".

HORSE

The named alien who has been granted a _____ symbol visa (state class of visa) is arriving at the indicated port of debarkation on the date and via the transportat: noted.

e.g. "VISAS HORSE JOHN DOE B-2 NEW YORK JULY 4 SAS FLIGHT 1".

. (3.2 cont'd) (p. 3)

IBEX

The (flag of vessel) (name of vessel) expected to arrive on (date) at (port) continuing on to (other named ports) has on board the following persons falling under Appendix A, 22 CFR 41.127, Note 2.1; name, nationality, and date and place of birth of each such person follow.

e.g. "VISAS IBEX POLISH MUKSAK, APRIL 3, 1959, BALTIMORE, PHILADELPHIA, NEW YORK, JAN KURINCEK, RUMANIAN, FEBRUARY 12, 1908, POLKOUF, RUMANIA; SERGI MELINCHEK, RUSSIAN, OCTOBER 12, 1917, MINSK, USSR; etc."

JAGUAR

(Deleted 11-15-61) - Related to aliens travelling through Anchorage, Alaska per Appendix A, 41.122, Note 4 which was deleted by TL-APPA-9.

KANGAROO

In response to his request for a telegraphic report, the named Congressman should be informed, with reference to his letter or telegram (or the Department's telegraphic request for a status report) of specified date, that the issuance of nonimmigrant or immigrant visa(s), as specified, to the listed person(s) has been delayed for the following reasons. (Add applicable telegraphic reference as given below.)

BLACK - (Give registration date of applicant and NON or 4th following the color key-word.) The applicant's turn has not yet been reached on the quota waiting list. An indefinite waiting period is expected since the quota is used up by 1st, 2nd and 3rd preferences. (Amended 7-18-63)

GREY - (Give registration date of applicant and category following the color key-word.) The applicant's turn has not yet been reached on the quota waiting list but active consideration will be given the case soon; i.e., the applicant's case comes within the date given for the quota on the current "Quota Qualification List." (Added 7-18-63)

WHITE - The applicant is having difficulty establishing that he is a bona fide non-immigrant who will depart from the United States at the end of his specified period of stay.

RED - The applicant has not produced satisfactory evidence that he will not become a public charge.

YELLOW - The applicant has not yet presented a Form I-20 valid for admission to an educational institution approved by the Attorney General.

BLUE - The applicant has not yet presented a Form DSP-66 from an institution which has an exchange visitor program number.

GREEN - The applicant is having difficulty establishing his English language qualifications.

BROWN - The investigation of the applicant's case has not been completed.

PINK - The applicant's case has been submitted to the Immigration and Naturalization Service under section 212(g) of the Act.

e.g., "VISAS KANGAROO WHITE LETTER JAMES COOPER JUNE 4, JOHN DOE JANE DOE B-2".

3. (3.2 Cont'd) (p. 4)

LION

Request reallocation of named nonpreference and/or preference numbers for month(s) stated.

e.g. "VISAS LION DANISH NONPREFERENCE 16 SEPTEMBER FRENCH FIRST 180 OCTOBER".

MOUSE

Report on visas issued to certain holders of Yugoslav passports (See App. A, 22 CFR 41.112, Note 1).

e.g. "VISAS MOUSE JOHN DOE 13 JANUARY 1915 BELGRADE 261 WEST TWENTYTHIRD STREET NEW YORK AIR FRANCE FLIGHT 300 NEW YORK APRIL 19".

NOVEMBER

The named Immigration and Naturalization Service office is informed that clearance on named alien, who has filed Form I-485, (Application for Status as Permanent Resident) will be delayed more than 30 days because of a question that has arisen.

e.g. "PASS INS HARTFORD VISAS NOVEMBER HENRY DOE A-1999".

OPOSSUM

In response to his (its) request for a telegraphic report, the named private individual or organization should be informed with reference to his (its) letter or telegram (or the Department's telegraphic request for a status report) of specified date, that the issuance of nonimmigrant or immigrant visa(s), as specified, to the alien(s) name has been delayed for the reasons indicated by the following color keyword. (Use color keywords listed under KANGAROO also with OPOSSUM.) (Added 7-18-63)

e.g. "VISAS OPOSSUM BLACK JANUARY 2, 1957 NON LETTER JOHN SMITH JUNE 6, JOHN DOE JANE DOE".

OSCAR

The named Immigration and Naturalization Service office is informed that clearance on named alien, who has filed Form I-485 (Application for Status as Permanent Resident) will be delayed more than 30 days because the inquiry must be referred to the consular office named.

e.g. "PASS INS RICHMOND VISAS OSCAR RICHARD ROE A-2244 FRANKFURT".

PARAKEET

Name check of Habana files requested (Give applicant's full name, surname of both parents followed by husband's name in case of married woman, date and place of birth)

e.g. "VISAS PARAKEET JUAN RODRIGUEZ FERNANDEZ, FEBRUARY 29, 1933 HABANA".

QUAIL

Case submitted for possible Section 212(d)(3)(A) waiver action in Department's discretion. Consular officer is in doubt, however, as to merits of case or believes that pertinent information not available to him may be available to or through the Department. (See Note 2.3 to 22 CFR 41.95. Also see Appendix A, 22 CFR 42.90, Note 6.11 and Note 6.13 for telegraphic form to be used).

ROBIN

Case submitted for possible Section 212(d)(3)(A) waiver action in the Department's discretion. This case is not being submitted directly to the Immigration and Naturalization Service because the responsible officer knows or has reason to believe that the proposed visa action may adversely affect United States foreign relations either with the United States or in any other country. (See Note 2.4 to 22 CFR 41.95. Also see Appendix A, 22 CFR 42.90, Note 6.11 and Note 6.13 for telegraphic form to be used).

3. (cont'd)

3.3 Between Foreign Service posts.

The following telegraphic references and key words preceded by the subject heading "VISAS" are authorized between Foreign Service posts.

ALPHA

The case of the named applicant is urgent. Telegraph report, stating cost. State applicant's name and type of visa, followed by birthdate and birthplace in that order. Follow with any other data required by the receiving post in order to grant telegraphic clearance as set forth in Appendix E - Clearance Procedures.)

e.g. "VISAS ALPHA JOHN DOE NIV DECEMBER 12, 1918 LARNACA, CYPRUS".

BETA

Since our clearance request on the named applicant was mailed urgency has developed. Telegraph report, stating cost. (State applicant's name and date of requesting OMV.)

e.g. "VISAS BETA JOHN DOE APRIL 23, 1963".

GAMMA

We have not received reply to our clearance request for named applicant. Telegraph report, stating cost. (State applicant's name and date of request.)

e.g. "VISAS GAMMA JOHN DOE JANUARY 12, 1963".

*DELTA

We have checked all available files and find no derogatory information concerning the named applicant.

e.g. "VISAS DELTA JOHN DOE".

*ELEKTRA

We have checked all available files and outside sources and find no derogatory information concerning the named applicant.

e.g. "VISAS ELEKTRA JOHN DOE".

*IOTA

We have checked all available files concerning named applicant with negative results but outside investigation is not completed.

e.g. "VISAS IOTA JOHN DOE".

* When the applicant is favorably known to the clearing post the word "known" should be added after Delta, Elektra, or Iota.

e.g. "VISAS DELTA JOHN DOE" or "VISAS DELTA KNOWN JOHN DOE".

KAPPA

The named applicant's case cannot be handled telegraphically because it involves classified matters. A classified OMV follows by air pouch.

e.g. "VISAS KAPPA JOHN DOE".

LAMBDA

The named applicant was refused a visa here or at the named post on the grounds indicated by the cited paragraph of section 212(a).

e.g. "VISAS LAMBDA JOHN DOE 9". "VISAS LAMBDA JOHN DOE NAPLES 28".

MU

The named applicant was refused a visa here or at the named post as not being a bona fide nonimmigrant.

e.g. "VISAS MU JOHN DOE". "VISAS MU JOHN DOE RABAT".

3. (3.3 cont'd) (p. 2)

OMICRON

Unable process your clearance request on named applicant without the additional information indicated in Appendix E, Clearance Procedures.

e.g. "VISAS OMICRON JOHN DOE".

PI

Report on named applicant delayed for reasons beyond our control. Will telegraph soonest.

e.g. "VISAS PI JOHN DOE".

RHO

Your request on named applicant not yet received. Upon receipt will telegraph soonest.

e.g. "VISAS RHO JOHN DOE".

SIGMA (Reserved)

TAU

No objection visa named applicant. Will apply soon your office. (Note: If the clearing office has obtained clearances from other offices, those posts should be added at the end of the message.)

e.g. (FROM NEW DELHI) "VISAS TAU JOHN DOE BOMBAY CALCUTTA".

UPSILON

The applicant wishes to pursue his application here, but has only limited time to do so. Please forward his dossier in accordance with regulations, 22 CFR 42.140. (State applicant's name, and date and place of birth.)

e.g. "VISAS UPSILON JOHN DOE, MARCH 2, 1894, HEARTS CONTENT, NEWFOUNDLAND".

PHENIX

There is adverse information concerning named applicant, who is being further investigated. This case cannot be handled telegraphically since it involves classified matters. A classified OMV will be forwarded by air pouch when investigation is completed.

e.g. "VISAS PHENIX JOHN DOE".

3.4 From Central Clearance Unit, Stuttgart.

The following standard visa messages and telegraphic key words preceded by the subject heading "VISAS" are authorized for use by the CENTRAL CLEARANCE UNIT, STUTTGART, ONLY, in replying to clearance requests.

CHRYSANTHEMUM

All appropriate security checks have been completed with negative results.

DOGWOOD

All appropriate security checks, except the German Penal Register (Strafregister) have been completed with negative results. The result of the latter will be forwarded to your office immediately upon completion.

FOXGLOVE

All appropriate security checks, except that of the German Penal Register (Strafregister) have been completed with negative results. Information concerning the Strafregister cannot be obtained on persons who departed from Germany prior to February 14, 1949, if they were born (a) outside Germany, or (b) in former German territory now under Polish or Soviet Administration. Nor can such information be obtained on persons who departed from Germany prior to October 1, 1953 if they were born in that part of Germany which is now the East Zone.

3. (3.4 cont'd) (p. 2)

GOLDENROD

Your clearance request under reference has not been received, and your telegram does not contain sufficient information to conduct a security check. As soon as your referenced communication has been received, the Consulate General will expedite the requested information.

LARKSPUR

Clearance was forwarded to your office on (Date).

MISTLETOE

A classified report was forwarded to your office on (Date).

NASTURTIUM

Report follows. (Normally this indicates derogatory classified information which will be pouched to the requesting post as soon as possible.)

4. Specific subjects to be separated from general subjects.

- 4.1 On occasion the Department has noted that valuable discussions on visa problems that would be of general interest have not received the prompt attention they deserve because they were discussed in communications presenting for primary action the case of an individual visa applicant. Also, some very valuable procedural suggestions did not receive immediate consideration because they were added at the end of routine reports on other matters called for by Departmental instructions.
- 4.2 When time and original thought have been devoted to general or procedural matters they should be dealt with in a separate communication. If necessary, such communication should contain a cross reference to the communication concerning the individual case in connection with which the question arose.

Guides for officers engaged in the drafting and signing of correspondence on visa and immigration matters.

- 5.1 Letters should be composed in as simple and nontechnical language as possible, without sacrificing accuracy. It requires considerable skill to express accurately in nontechnical language, a statement dealing with technical matters and complicated problems. References to specific provisions of law and regulations should be avoided when writing to persons who are not lawyers or otherwise versed in immigration matters, except where the citation is necessary to identify the section of law under which a visa has been refused. In such a case all citations to law or regulations should be checked. Memory should not be relied upon, even when the citation is believed to be correct.
- 5.2 In correspondence with the public, references should not be made to Volume 9 - Visas of the Foreign Affairs Manual, circular instructions, or other informational sources which are not available to the general public.
- 5.3 When a visa was refused prior to December 24, 1952, the provisions of the law under which the visa was actually refused should be cited rather than the equivalent provisions of the currently effective law. If the case has been reexamined since the aforementioned date, reference should be made to the applicable provisions of both the original and the present statutes.
- 5.4 Consular officers should not take the initiative in suggesting the enactment of a private law to overcome a ground of ineligibility or to circumvent quota restrictions. (See 22 CFR 42.90, Note 3)
- 5.5 In answering an inquiry regarding applicants chargeable to an oversubscribed quota, the instructions contained in 22 CFR 42.60, Procedural Note 5 should be followed.
- 5.6 It should not be stated in correspondence with interested persons, including attorneys, that a case has been referred to the Department for an advisory opinion. Statements to this effect should be avoided particularly when a case has been submitted to the Department

5. (5.6 cont'd)

for name check, advisory opinion or waiver of ineligibility before a formal visa application has been executed by the alien. Exceptions to this rule should be made only under justifying circumstances such as (a) important local inquiries, (b) a lapse of more than thirty days since the request for name check, advisory opinion or waiver was forwarded to the Department and (c), in the discretion of the principal officer, local public relations aspects make such a statement necessary. Similarly, whenever possible, discussion of clearance procedures or processes should be avoided. The term "necessary administrative processing" may be used in written communications when reference is had to clearance procedures or the submission of cases to the Department.

5.7 In answering inquiries concerning the posting of a public charge bond, the procedure outlined in 22 CFR 42.91(a)(15), Note 6.1 should be followed.

5.8 In the preparation of correspondence relating to information contained in visa files the criteria set forth in Item 6 should be followed.

5.9 The officer signing correspondence shares fully the responsibility of the drafting officer for the accuracy of the information contained in any outgoing communication. In this connection, completed correspondence should be reviewed for (a) technical accuracy, (b) grammatical accuracy, (c) typographical accuracy, (d) appropriate signature.

6. Procedure for handling requests for information or documents contained in visa files.

6.1 Consular officers shall bear in mind that visa records shall be considered confidential, in accordance with section 222(r) of the Act. It is inappropriate for consular officers to make available to aliens official communications or communications received from the alien or his attorney bearing official notations.

6.2 Consular officers shall not furnish foreign government authorities information from visa files which they may require in support of applications for passports. In such cases, consular officers should instruct visa applicants to acquaint themselves with the requirements for issuance of the necessary foreign passport and to comply therewith as an obligation to their own government. In declining requests by foreign government authorities for information from visa files, consular officers should cite the consular convention between the United States and the host country, if existent, or the generally accepted principle under international law recognizing the inviolability of consular records. (See also Appendix A - General).

6.3 Likewise, information from visa files should not be furnished to individuals, firms or organizations not having a legitimate interest in the subject matter. For example, a request from a transportation company or travel agent for a list of names of visa applicants at a consular office should be declined.

6.4 In replying to inquiries concerning individual visa cases, consular officers should satisfy themselves that the inquirer is a person having a legitimate interest in the case, such as a friend, relative, attorney or Congressman. Good judgment should be used in dealing with such inquiries, and information should not be furnished which might cause embarrassment to the applicant. For example, it is inadvisable in correspondence concerning a visa refusal under section 212(a)(12) of the Act to cite as authority for such refusal the precise sub-section of that section. When specific information regarding a case is being declined, the letter may include a paragraph such as the following:

"Should _____ desire further information concerning the precise reasons for the unfavorable action in _____'s case, it is suggested that _____ communicate directly with the alien in the matter."

6.5 If the visa was refused for reasons which, in the judgment of the consular officer, should not be divulged even to a close member of the applicant's immediate family, the consular officer's communication should be sent to the Department under cover of an OMV containing a full statement of the facts.

6.6 In the case of an alien refused a visa upon security grounds, the consular officer should confine his statement of the reasons for the refusal to a reference to the law or to the Code of Federal Regulations. In no case should information of a confidential nature be furnished to an inquirer.

6.7 Usually, if no document containing the information requested is contained in the visa file, the inquirer may be so informed.