



kindex®

< Scan QR to view this original record online, or visit <https://jfk.kindex.org/s/493193>

Title: **104-10193-10069_p84.png**

Provenance:

Category: **Uncategorized**

Person:

Date:

Assistant Director for Operations 9 October 1947

Executive Director

Identification for Contact Specialists

d. Sample of letter of introduction to be used in connection with above letters, to be written and signed in each case by the field office chief concerned.

1. Attached are:

2. The Assistant Director for Operations may request additional similar letters when field offices of the Contact Branch are established and when field office chiefs are changed.

a. Three original letters of introduction dated 9 October 1947, signed by the Director of Central Intelligence, registration number 104, copy 1 - to be issued to Mr. William E. Burke, Chief of the New Orleans office of your Contact Branch, and copies 4 and 5 for record purposes.

3. Instructions relative to accounting for the registered letters signed by the Director will be issued to you direct from the Central Records Division of the Services Branch, ASD.

b. Three original letters of introduction dated 9 October 1947, signed by the Director of Central Intelligence, registration number 105, copy 1 - to be issued to Mr. Jay S. L. Reeves, Chief of the Pittsburgh office of your Contact Branch, and copies 4 and 5 for record purposes.

4. The Chief, Personnel Branch, ASD, will place a notation with the personnel records of each field office chief to whom these letters are issued, and will be responsible that these letters are not transferred or perpetuated until the prescribed instructions have been requested and received for destruction.

c. Three original letters of introduction dated 9 October 1947, signed by the Director of Central Intelligence, registration number 106, copy 1 - to be issued to Mr. Harrison E. Reginald, Chief of the Boston office of your Contact Branch, and copies 4 and 5 for record purposes.

5. The Assistant Director for Operations and the Executive for Inspection and Security will issue special instructions to be made of the use of these means of identification as will insure maintenance of adequate security in connection therewith.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

/s/ L. L. SHUNTER

Acting Executive Director

4 Enclosures

1. Ltr from DCI to W. E. Burke (copies 4-5) Reg. No. 104

2. Ltr from DCI to J. S. L. Reeves (copies 4-5) Reg. No. 105

3. Ltr from DCI to H. E. Reginald (copies 4-5) Reg. No. 106

4. Sample ltr of intr'n to be used by chiefs of field offices.