

Mr. Lenihan

4/18/67

Airtel

To: SAC, New Orleans (89-89)

From: Director, FBI (62-109060) *5074*

**ASSASSINATION OF PRESIDENT EX-103**  
**JOHN FITZGERALD KENNEDY**  
**NOVEMBER 22, 1963,**  
**DALLAS, TEXAS**

The Bureau has noted that on occasion your office will submit a teletype setting forth information of particular interest in connection with captioned matter. Thereafter, you follow your teletype with an airtel which encloses a copy of a letterhead memorandum setting forth the pertinent information initially reported in your teletype.

In order to assure proper routing of mail in this matter at Seat of Government, it is requested that when you submit an airtel, as described above, you reference the previous teletype which was sent to the Bureau by your office initially reporting the significant information. This will eliminate the need for high-ranking Bureau officials to read both communications which report essentially the same information.

For example, by teletype April 12, 1967, you reported information that was telephonically furnished to your office by Gordon Novel. By airtel dated April 13, 1967, you furnished the Bureau a letterhead memorandum setting forth the data volunteered to your office by Novel. Your airtel should have contained an initial paragraph to the effect "ReNOtel 4/12/67 which reported information furnished by Gordon Novel in captioned matter."

This is being furnished for your guidance and should be brought to the attention of all personnel handling mail in connection with captioned matter in your office.

MAILED 88  
APR 18 1967  
COMM. FBI

- Tolson \_\_\_\_\_
- DeLoach \_\_\_\_\_
- Mohr \_\_\_\_\_
- Wick \_\_\_\_\_
- Cooper \_\_\_\_\_
- Callahan \_\_\_\_\_
- Conrad \_\_\_\_\_
- Felt \_\_\_\_\_
- Gale \_\_\_\_\_
- Rosen \_\_\_\_\_
- Sullivan \_\_\_\_\_
- Tavel \_\_\_\_\_
- Trotter \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holmes \_\_\_\_\_
- Gandy \_\_\_\_\_

REL:as  
(4)

U.S. DEPT. OF JUSTICE  
E. B. P.

APR 19 5 25 67

54 APR 26 1967

MAIL ROOM  TELETYPE UNIT