UNITED STATES GOVERNMENT

M E M O R A N D U M

TO: LEGAT, MEXICO CITY   DATE: 5/13/64

FROM: SPECIAL SQUAD

SUBJECT: LEE HARVEY OSWALD, aka (105-3702)
          IS - R - CUBA

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     A. The initial portion of the memorandum should record background and administrative data which would not be included in the disseminable portion of a letterhead memorandum but might be included in the cover letter thereto.

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1 - MC 105-3702
1 - Each Agent (14)

RLL/FER/HJP:eim
(15)

MC 105-3702

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b1

D.   All Spanish names or words should be placed
in apostophes and translated or explained thereafter between
parentheses.

E.   Any information which is lengthy or compli-
cated should be organized in some logical manner as to topic,
sequence of events, etc., and should be separated by sub-
headings.

F.   The Bureau has emphasized that all communica-
tions for dissemination in this matter should be meticulously
prepared and "letter perfect" and every care should be used
to avoid slang, questionable syntax, and any assumption of
background knowledge on the part of the reader.

3.   In addition to captioned file, this office also
maintains a file entitled "ASSASSINATION OF PRESIDENT JOHN
FITZGERALD KENNEDY, 11/22/63, DALLAS, TEXAS, MISCELLANEOUS -
INFORMATION CONCERNING," MC file No. 89-6, and special report-
ing instructions have been furnished by the Dallas Office
(origin) in connection with that case. Those instructions,
which are complicated and lengthy, are found in 105-3702, serial
521, the salient points thereof being that all information
relating thereto should be submitted in the form of 25 copies
of an insert for Dallas; no "T" symbols are to be used; and
the information should bear a topic heading or sub-title on
the insert. An example of such an insert is serial 82 of MC
file 89-6.