

UNITED STATES GOVERNMENT

MEMORANDUM

TO : ALL AGENTS

DATE: March 11, 1964

FROM : SAC ROY K. MOORE

SUBJECT: LEE HARVEY OSWALD
IS - R - CUBA

The Bureau by Airtel dated 3/10/64 instructed that the following be brought to the immediate attention of all personnel who are concerned:

"It is necessary at this time with this communication to call to the attention of all offices the need for meticulous reporting in this investigation. You should know that reports and letterhead memoranda submitted by the offices covering investigation in their respective jurisdictions are furnished to the President's Commission on the Assassination of President Kennedy. This Commission is engaged in the task of creating a historical record and, consequently, could be most critical of loose investigation and loose reporting. Our investigative efforts are judged by our reports. Therefore, each SAC should insure that due care and consideration are given to this matter.

"Bureau recognizes that some SAs excel over others in reporting results of investigations. In this instance, we want to insure that we utilize our best investigators and our best report writers. This will include careful proofreading before submission of a report or letterhead memorandum. Bureau is dealing with this case as a "Special" and we do not want to lose valuable time by having to return reports and letterhead memoranda because of incorrect spelling, sentence structure and other obvious inadequacies. At the same time, you should insure in this investigation and others being disseminated to the Commission that we do not have fuzzy carbon copies, illegible mimeographs, missing pages, etc."

- 1: Each Agent
 - 1: Each Clerical Employee
 - 1: 105-406
 - 1: 68-6
- RKM/tp

*See memo for
file and for
history - what is
personnel*

105-406
105-406-57
57

Little Rock FO

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MEMORANDUM

Key

TO : ALL AGENTS

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FOI - in process & spelling, grammar, etc

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 - 1: 60-6
- RKM/rp

105-406-105-406

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Little Rock F.O.