OFFICIAL DISPATCH

Via ___Air Pouch___   Dispatch No. MGK-W-7574

TO   : Chief of Station, Karlsruhe   25 January 1951

FROM   : Chief, Foreign Division M   Attn: All Base Chiefs

SUBJECT   : Pastime Safe Houses

1. We are attempting to set up a consolidated file of safe houses for use in our stay-behind activities. Information on such facilities should be submitted under the cryptonym "FOLD" plus the three-letter designation of the base concerned plus a numerical designation, e.g.: FOLD-BOB-1, FOLD-KOB-1, etc.

2. The information, which should be submitted in cross-referenced companion memoranda, is outlined below. In one memorandum there should be two items of information:

    a. Complete address (city and street, floor, apartment number, etc, with directions for finding the exact address without having to ask questions of anybody in the neighborhood.)

    b. Name of the person or persons with whom contact is to be made.

The second memorandum should submit the following information:

    c. The exact facility offered; e.g.: can house one man for one night; can feed and house three people for several nights; a letter can be left here to be picked up by the person giving the proper password; a radio can be stored in the barn; DODO 7 only will be received here in case of emergency, etc.

    d. Passwords.

    e. Physical description of person or persons who can be approached.

    f. Estimate of stayability of the safe house. This should include a list of all persons residing at the safe house with as complete descriptions of them as possible, plus an estimate of their reliability and discretion. Any relationship by blood or marriage to an agent should be included.

    g. By whom the safe house was recommended.

3. All case officers who are dealing with agents who might be expected to become stay-behinds are requested to procure safe house information of this sort from their agents now.

4. For BOB: Please continue to use the FOLD identifications already submitted but add BOB to these designations as explained above.