

OPERATING MEMORANDUM

Subject: Proper operating procedure for Bungalow 1-C **Date** October 13, 1958

There are certain areas within the Bungalow 1-C area that have been set aside by Johnny Holmes for the storage of my personal things. There are also other areas that have been set aside for future use by Johnny and his people. These designated areas, which Johnny will mark clearly or designate verbally to all concerned, should be avoided by everyone outside of Johnny's area of operation. I do not want anybody, under any circumstances, no matter what the emergency may be, to touch these areas or go anywhere near them. I do not want anyone to touch the telephone that Johnny uses, nor any of his equipment that he has put away in storage in the Bungalow or any of my things there, or anything connected with my things.

It is extremely important to me that nobody ever, under any circumstances, no matter what the emergency may be, no matter how extreme the emergency, no matter what pressures are put on, no matter how unusual the circumstances may be, goes into any room, closet, cabinet, drawer, or any other area which is either used by Johnny or indicated by Johnny to be reserved by him for my things in connection with my food operation or any other phase of my operation that Johnny takes care of. I want to make sure that nobody opens any doors to any rooms, closets, cabinets, drawers or in any way, touches any portion of these areas.

I say again, no matter how strong the emergency may be, no matter how extreme the emergency may be, no matter how unusual the circumstances may be, no matter how extreme the emergency, it is extremely important to me that nobody - nobody - ever, ever goes into any room, closet, cabinet, drawer, bathroom, which is either used by Johnny or indicated by Johnny to be reserved for him, or which is used to store any of the things used in connection with my food, magazines or anything that is used for me.

I say once more, no matter, no matter what the emergency, no matter how extreme the emergency, no matter how unusual the circumstances, it is extremely important to me; I say once more, no matter how extreme the emergency, no matter how unusual the circumstances may be, no matter what may have arisen, it is extremely important to me that nobody ever goes into any room, closet, cabinet, drawer, bathroom or any other area used to store any of the things which are for me - either food, equipment, magazines, paper supplies, Kleenex - no matter what. And, it is also extremely important to me that no matter what the emergency, no matter how unusual the circumstances, no matter what may have come up, no matter what kind of emergency, it is also equally important to me that nobody ever goes into any room or bathroom or any other area which Johnny has indicated is to be reserved to him only, and it is also equally important that nobody ever touches my telephone or piece of furniture or any fixture or anything of that kind which Johnny has indicated is reserved for him.

Instructions should be given for the operators so that they are not allowed to put calls through there - into Johnny's telephone, which is Bung. 1-C - so that nobody calls there. Sometimes it rings and the third man has to stall around getting through to the operator to have it switched. Something should be done

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so the other phone is the one that rings - do you have that kind of deal? I don't want the third man using that phone, and when it rings it's a temptation for him to pick it up.

I want you to get the third man on the phone and give him all these instructions and be awfully, awfully sure when you are talking to him, be sure, be certain, be absolutely positive when you are talking to your third man today or any other time, be sure that he is not using Johnny's phone, that he is not in a room reserved for Johnny and that he is not in a room used to store any of my things. This is awfully, awfully important to me. I want you to be sure, awfully sure, be certain, be positive that nobody goes into any room or cabinet or closet that is used to store any things in connection with my operation. This is equally important to me - it is equally important to me that nobody ever opens any door or opening to any room, cabinet or closet or anything used to store any of my things, even for one-thousandth of an inch for one-thousandth of a second. This applies even when he does not go in, you understand, even if the man does not enter, it is equally important to me that nobody ever opens the door or the drawer even for a fraction of an inch for a fraction of a second - any drawer, closet, or room, you understand - that is used to store any of my things, whether they be stored or just sitting there, because I don't want the possibility of dust or insects or anything of that nature entering. I want everything I have indicated here to be followed to the letter.

I want everything I have said here to be clearly gone over, reviewed, and repeated to everyone concerned. Maybe it ought to be written up - typewritten - and given to the men out in Bungalow 1-C. In fact, I think it not only should be written up and handed to them, but they should commit it to memory and repeat it back to you (Kay) so that you are convinced, beyond a shadow of a doubt, that they have it down thoroughly.

Until further orders from me, I want nobody ever to set foot in that Bungalow (1-C) or any of those rooms we have anywhere near the Bungalow excepting only Johnny Holmes, and the two waiters - Karl and Charlie - and the number three men and Harvey. This instruction includes Roy, Harris and George.

