

950

OFFICE OF MILITARY GOVERNMENT

BERLIN SECTOR

A.F.O. 78-A

Interoffice Memo Slip

NOTE: Use this slip for comment in connection with papers attached. Number notes consecutively. Use entire width of paper for long notes. Draw a line full width of paper below each note. Initial each note. File this slip with returned copy of paper.

SUBJECT: Change of Employment Category

FILE NO: 2482

PAPERS ATTACHED:

Job Description

NO	DATE	FROM	TO	REMARKS
1	26 Oct 1948	ORG 23 Public Safety Asst: Mr. THOMAS	ORG 25 Personnel Section	<p>1. Herr Fritz HILLMANN has been a criminal investigator with this office since 1 April 1947. Up to this point, Herr HILLMANN has been salaried in pay group III.</p> <p>2. Inasmuch as he has amply proved his worth through his application to duty, efficiency, and professional capabilities, it is recommended that he be promoted so as to fall into wage category II at the earliest opportunity.</p> <p>3. Job description is attached.</p> <p>FOR THE BRANCH CHIEF:  M.A. HILGNER U.S. Civilian Administrative Officer</p> <p>Tel: 42945 Ext: 51</p>

TURN UP AND USE BOTH SIDES

W. E. BA 16867

DECLASSIFIED AND RELEASED BY
CENTRAL INTELLIGENCE AGENCY
SOURCES METHODS EXEMPTION 3B2B
NAZI WAR CRIMES DISCLOSURE ACT
DATE 2003-2005

FBI COORDINATION WITH U.S. Army

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PROFILE

Pes. No.: SE, 73-57
Publ. Safety, Special Operations Br.
Sr. Investigator (1971)
TCA II
1971, 51
Special Operations Branch, Public Safety
Division, Berlin Command, HICOG.

6. AIMS OF ROLE.

The Criminal Advisor will under the direct supervision of the Chief of Branch participate in the conduct of investigations covering the following types of cases: Political parts of individuals during the NS regime, present day political adherences, reappearance of National Socialist influence and relationship in the political and public life of West Berlin, Communist and other subversive infiltration in the West Berlin police corps and elsewhere in the US Sector of Berlin, establishment of eligibility factors for licensing of publishers, motion picture producers, printing presses and other cultural activities.

The incumbent for this position further will be responsible for furnishing expert advice in the training of all investigator personnel of this Branch, presently numbering 8 investigators.

In the accomplishment of his duties the Criminal Advisor will be required to perform the below listed functions, with the exception that due to the fact that he possesses professional training as former member of the criminal investigation division of the Berlin police he will be required to participate only in those phases of the general investigation program for which he possesses special professional qualifications.

1. As Criminal Advisor to the branch is responsible for investigations of a complex nature involving frauds, embezzlements, forgeries, misuse of Army postal services, customs violations, violations of HICOG economic regulations and other regulations considered of particular importance to HICOG.
2. Acts as consultant on criminal law, commercial law and criminology for the Branch Chief.
3. Advises investigators of his group on the interpretation and application of Allied and German laws, directives and regulations.
4. Establishes political past of individuals and assists in the establishment of reliability criteria of persons who are of interest to US agencies.
5. Conducts inquiries with former employers, school principals, clergymen, professional acquaintances, neighbors and other persons having precise and intimate knowledge of the past of individuals under investigation.
6. Conducts documentary searches in libraries, police records, court records and document collections maintained by US, French, British and local authorities.
7. Will establish and evaluate biographical histories of individuals.
8. Will screen court records relative to previous convictions.
9. If requested, the Criminal Advisor will write reports covering other phases of the moral past of previously convicted persons.
10. Criminal Advisor will, when directed, visit public political rallies and cultural events such as theater and movie performances for the

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Planning, Staff, Special Services, Special Operations Branch, Public Safety Division, Berlin Command, USAF.

3. PURPOSE OF INVESTIGATION

A. OBJECTIVE:

(1) Determine from people:

Nothing from the Chief of Branch (essential general) and specific instructions regarding the activities described in item 7 6.

(2) Other outlets:

To perform the functions as described under No. 8 the incumbent is further guided by instructions relative to the coordination of his responsibilities whereby as controlled by the High Commission and US Army. Accordingly uses as guide such US publications as may be made available to him to determine spheres of jurisdiction as held by agencies of the US High Commission and Army (essential) established in investigation activities. For proper guidance he constantly refers to instructions in literature of German (essential) Law, the present procedure code, organization of US courts in Germany, the present code and of all his directives as well as Allied Commanders orders which should be observed in the activities of the Special Operations Branch.

B. POINTS AND INTERNAL MATTERS:

(1) Relations with the public:

Maintain contact with US officials and German employees of all HQs, US Divisions.

Maintain contact with all German information disseminating agencies such as Police Headquarters and all attached Police Units, all High-Commission Offices, Finance Offices, all German Offices in the above mentioned spheres of activity, as well as the US and German Personnel of the US District-Office. Deal with members of all nationalities.

(2) Deal with the Administrative Assistant, Documentation Assistant and other personnel of this Branch than concerned on Investigative or official matters.

6. INITIATION AND PROGRESS:

Does own initiative and judgment in conducting investigations and in recommending same for presentation.

Develops sources of information independently and prepares all necessary correspondence.

Exercises judgment and decision in the above matters would subordinate the agencies requesting investigations and cross public criticism.

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B. MANAGEMENT RESPONSIBILITY:

The Colonel agrees directly responsible and is responsible for the work of 3 investigators and 3 secretaries and typists and other clerical personnel as may be temporarily assigned to his organization. Plans, directs and coordinates the investigative program, maintains maximum operating efficiency.

The aforementioned employees are advised and directed through personal contact.

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HILLMAN, Fritz, Criminal Advisor, Special Operations Branch, Public Safety Division, Berlin Command, KIDCO.

20. SUPERVISOR'S STATEMENTS:

(1) PURPOSE AND OPERATING TITLE OF THE POSITION:

Serves as Criminal Advisor to the Chief of Branch and is engaged in the direction of investigations relative to the establishment of political, personal and professional antecedents of individuals of interest to KIDCO, HE and other US agencies.

(2) DUTIES OVER THE POSITION:

A. All investigation requests referred to the Criminal Advisor are under the control of the Chief of Branch who insures continuous flow of work and issues suspense dates if necessary. All conclusions, findings and recommendations arrived at by the Criminal Advisor are subject to review and confirmation by the Chief of Branch.

B. The Criminal Advisor relies on two media in his search for information and substantiation which are: Gathering of information through informal questioning of individuals and when the case requires substantiation and control through the procurement of formal written statements. Both methods include the grading of reliability of sources of information.

(3) KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

The functions of the Criminal Advisor may be satisfactorily performed after an initial training period of from five to six months, provided the applicant brings with him thorough knowledge of investigation techniques and procedure based on actual experience in the investigation field for at least five years. This position further requires comprehensive knowledge of criminal law, court procedure, commercial law, Allied and German laws as well as Allied directives, orders and regulations. Personal qualifications such as a mature person of irreproachable character, a strong sense of responsibility are among the essential prerequisites for this position.

(4) I certify that this description is an accurate and complete description of the duties and responsibilities of the position, with exceptions and additions noted on attached sheet.

15 January 1951

AMSTER, I. HILMAN
Chief
Special Operations Branch

11. Establishes reliability of alleged victims of Fascism.
12. Investigates denials.
13. The Criminal Attorney interrogates offenders and witnesses in connection with cases enumerated above. He prepares cases for legal disposition.
14. Attends hearings at US or German courts when required as a witness.
15. Prepares warrants for searches, confessions and arrests from court authorities when so directed.
16. Supervises the writing of reports on all of the foregoing types of investigations incorporating his findings and recommendations.
17. Supervises the writing of statements by principals and witnesses interviewed.
18. Will ensure that all investigation reports, cover letters and other correspondence to be signed by himself and Chief of Branch are prepared for signature in clear English language. Transcribing of final outgoing reports from edited English translations of original German texts will be done by secretary trained with Criminal Attorney.

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