

FEDERAL BUREAU OF INVESTIGATION
FOI/PA
DELETED PAGE INFORMATION SHEET
FOI/PA# 1511466-000

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~~CONFIDENTIAL~~
~~INTEROFFICIAL~~

THE DIRECTOR
THE EXECUTIVE CONFERENCE

October 13, 1948

Per OGA letter dated 5/1/2011

~~HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE~~

At a meeting of the Executive Conference on October 13, 1948, attended by Messrs. Tolson, Ladd, Glavin, Tracy, Harbo, Carlson, Rosen, Nichols, H. H. McCabe, Nease and Fletcher, advice was furnished that CIA

[Redacted]

the offer, said he had no way of knowing that the Bureau had any pictures but he was confident in view of the Bureau's jurisdiction in domestic intelligence matters that a file of pictures on foreign personalities was probably maintained.

It was pointed out to the Conference that the Bureau maintains two albums of pictures - one made up of known or reported espionage agents and the other an album of foreign officials presently assigned in the United States. These albums are brought into a current status periodically. The only distribution which has been made of these albums prior to this time was to a few selected Bureau field offices, the [Redacted]. It was further pointed out that if [Redacted] individually requested information concerning a foreign official in the United States, together with a photograph if available, that information and the photograph would be made available to them.

All members of the Conference, with the exception of Messrs. Tolson, Rosen and Mohr, were of the opinion that the foreign officials album should be furnished to [Redacted] and their group of photographs secured for whatever value they might have to the Bureau. It was believed that this would carry out the Bureau's responsibility to furnish information of potential interest at least to [Redacted] because these officials were constantly being transferred outside of the United States and would thereafter come into the interest of [Redacted]. Further, the photographs had always been made available when individually requested.

Messrs. Tolson, Rosen and Mohr were of the opinion that the photographs should only be furnished in connection with specific requests or name checks handled in behalf of [Redacted].

If you approve, arrangements will be made to furnish the album of foreign officials to [Redacted].

Respectfully,
For the Conference

Clyde Tolson

32303
CLASSIFIED BY SP-5 L/dcg
DECLASSIFY ON OADR
5/3/91

166-2554-7001

~~CONFIDENTIAL~~

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Harbo
- Mr. Mohr
- Mr. Nease
- Miss Gandy

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b3

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR
FROM : JOINT COMMITTEE

DATE: October 29, 1948

SUBJECT: SUGGESTION NO. 40
EMPLOYEE: SAC H. L. McCONNELL
DALLAS OFFICE

SAVING: NONE
AWARD: NONE

MEMBERS PRESENT: H. H. Clegg
S. K. McKee
G. R. McSwain
J. J. Gleason

SUGGESTION: That field offices be permitted to remove the front and back file covers from closed Atomic Energy cases and bind the contents of Atomic Energy files consecutively by file number, so that several closed cases may be bound together with an Acco fastener in one single front and back cover. This, it was argued, would save the space represented by the thickness of front and back file covers which are removed. A test check in the Dallas Office showed that treatment of 50 closed cases in this manner resulted in a saving of approximately 50% of the drawer space formerly occupied by the same files.

The suggestion further contemplated that there would be placed between the actual files a thin, colored, plain sheet of paper to separate the contents of one file from another.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee recommended that this be considered permissible when space demands justify taking such action; that under no circumstances should such action be required as there are numerous offices that would not have the serious space problem or a large number of Atomic Energy cases, and to require this work would be an undertaking which would not have profitable results. In those offices where circumstances and lack of file space make it necessary, the Committee agreed that it might be found wise.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on October 20, 1948, Messrs. Tolson, Tracy, Harbo, Mohr, Carlson, Ladd, Fletcher, Nease and Clegg recommended that a letter be sent to the principal offices handling Atomic Energy cases for comment. There is attached hereto a letter to Knoxville, El Paso, Seattle, Washington Field, New York and St. Louis.

Respectfully,
For the Conference

RECORDED

66-2554-7002

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Clyde Tolson 75 NOV 15 1948

38 NOV 22 1948

323,013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/3/91 BY SP3/kl/pt

Attachment
cc: Mr. Clegg
Mr. Mohr
HHC:dgh

ORIGINAL COPY FILED IN 66-2554-7002

3782

THE DIRECTOR

November 9, 1948

JOINT COMMITTEE

SUGGESTION NO. 33
EMPLOYEE: SA JOSEPH H. ANGERS
PHILADELPHIA OFFICE

SAVINGS: None
AWARD: None

MEMBERS PRESENT: H. H. Gless
S. K. Lucas
G. R. McSwain
J. J. Gueyon

SUGGESTION: That arrangements be made with Commercial Television Broadcasting Companies to permit the use of their facilities for televising broadcasts in certain cases of national importance, including the photograph of the victim in kidnapping cases, descriptive information concerning a person for whom there is a nationwide search, and photographs of bank robbers, public enemies, saboteurs and others.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee recommended unambiguously unfavorably that arrangements be made for this purpose at this time in a general way that this would be a specific problem in connection with the handling of an individual case, and the action would and could be taken under existing regulations only after Bureau approval has been obtained, and the making of such arrangements without a specific program would be futile.

EXECUTIVES COMMITTEE CONSIDERATION:

The Executives Conference on October 20, 1948, those present being Messrs. Tolson, Tracy, Harbo, Mohr, Carlson, Ladd, Fletcher, Nease and Gless, recommended unambiguously unfavorably to the above suggestion.

Respectfully,
For the Conference

R

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/31/2001 BY SP-6 CUP/MLF

RECORDED - 69
Clyde Tolson

66-2554-700
F B I
55 NOV 17 1948

- Mr. Tolson _____
- Mr. Clegg _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Tracy _____
- Mr. Egan _____
- Mr. Gurnea _____
- Mr. Harbo _____
- Mr. Mohr _____
- Mr. Pennington _____
- Mr. Quinn Tamm _____
- Tele. Room _____
- Mr. Nease _____
- Miss Gandy _____

Mr. Gless
Mr. Mohr
264

61 DEC 13 1948

THE DIRECTOR

November 9, 1948

JOINT COMMITTEE

SUGGESTION NO. 57
EMPLOYEE - SA CHARLES R. KOTT, JR.
CLEVELAND DIVISION

SAVINGS: None
AWARD: None

MEMBERS PRESENT: H. H. Clegg
S. K. McKee
G. R. McSwain
J. J. Gleason

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/3/91 BY [Signature]
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SUGGESTION: That in the future when a person's name is searched and no derogatory information is found concerning such individual, the initials "N.D.", meaning nothing derogatory, be typed on the index card opposite the numerical reference. This will make unnecessary the pulling of the file when searches are made for the purpose of discovering derogatory information.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee recommended unanimously unfavorably. The symbol, "N.D." could be placed after the file number today and tomorrow a new serial reflecting derogatory information could be received; thus, the information on the index card would be misleading. There would be constant checks and inspections necessary to keep these symbols up to date resulting in more time and expense than at present are involved and leading to a danger of inaccuracy and lack of thoroughness.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on October 20, 1948, those present being Messrs. Tolson, Tracy, Harbo, Mohr, Carlson, Ladd, Fletcher, Nease and Clegg, recommended unanimously unfavorably for the reasons stated above.

Respectfully,
For the Conference

[Signature]
Clyde Tolson

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

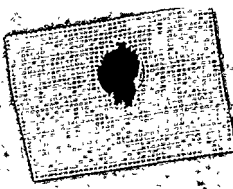
Mr. Clegg
Mr. Mohr

RECORDED - 14

INDEXED - 14

166-2554-7007
FBI
3 NOV 18 1948

[Handwritten initials]



THE DIRECTOR

November 9, 1948

JOINT COMMITTEE

SUGGESTION NO. 51
EMPLOYEE: SA ALBERT J. KLEIN
NEW YORK OFFICE

SAVINGS: None
AWARD: None

MEMBERS PRESENT: H. H. Clegg
S. K. McKee
G. R. McSwain
J. J. Gleason

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/2/97 BY SP-5 a/dj
323,013

SUGGESTION: That in the future the Bureau purchase two-door sedans instead of four-door sedans in order to effect savings to the Government, since Bureau cars are usually occupied by only one or two agents, and such a vehicle would be more feasible in conveying a person in custody or place of detention.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee recommended unanimously unfavorably. The Bureau cars are used for raids, for surveillances of dangerous persons and for other potentially dangerous missions. The ability of agents to get out quickly is a necessity and a fundamental safety precaution recognized throughout law enforcement.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on October 20, 1948, those present being Messrs. Tolson, Tracy, Harbo, Mohr, Carlson, Ladd, Fletcher, Nease and Clegg, recommended unanimously unfavorably.

Respectfully,
For the Conference

[Signature]
Glyde Tolson

[Handwritten initials]

RECORDED - 14
INDEXED - 14

66-2554-7005
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3 NOV 18 1948

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- Mr. Tolson
 - Mr. Clegg
 - Mr. Glavin
 - Mr. Ladd
 - Mr. Nichols
 - Mr. Rosen
 - Mr. Tracy
 - Mr. Egan
 - Mr. Gurnea
 - Mr. Harbo
 - Mr. Mohr
 - Mr. Pennington
 - Mr. Quinn Tamm
 - Tele. Room
 - Mr. Nease
 - Miss Gandy
- Mr. Clegg
Mr. Mohr

[Handwritten initials]

THE DIRECTOR

November 8, 1948

JOINT COMMITTEE

SUGGESTION NO. 39
EMPLOYED: SA WILLIAM H. DILLON
SAN FRANCISCO OFFICE

SAVINGS: None
AWARD: None

MEMBERS PRESENT: H. H. Clegg
S. K. McKee
C. R. LoSwain
J. J. Gleason

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/3/91 BY spicer/ky

SUGGESTION: That since Bell & Howell 16mm Motion Picture Cameras are presently supplied to various field offices, and they have highly polished chrome-plated surfaces on them which will reflect sunlight from those bright surfaces and thus attract attention, it is suggested that specifications be drawn up so that in purchasing future motion picture cameras or other types of camera equipment there be required dull finishes instead of bright finishes on exterior camera parts.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee recommended unanimously unfavorable in view of the fact that no purchases of such equipment are contemplated. The offices are already equipped with such material, and even if sunlight was reflected the camera being used from a point of advantage, for example the window of another building, would not be identified as a camera and the reflected sunlight might be interpreted as coming from any other type of bright surface, glass or mirror, and thus, there appeared to be no investigative or economic need for adopting this suggestion.

RECOMMENDATION: Unanimously unfavorable.

EXECUTIVES CONFERENCE CONSIDERATION:

RECORDED - 14
INDEXED - 14
66-2554-7666
NOV 18 1948

The Executives Conference on October 20, 1948, Messrs. Tolson, Tracy, Harbo, Mohr, Carlson, Ladd, Fletcher, Nease and Clegg, recommended unanimously unfavorably to the above suggestion.

Respectfully,
For the Conference

Clyde Tolson

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Handwritten signatures and initials:
Clegg
Ladd
206
dgh

THE DIRECTOR

November 9, 1948

JOINT COMMITTEE

SUGGESTION NO. 53

EMPLOYEE: SA WILBERT W. SMITH
KNOXVILLE OFFICE

SAVINGS: None
AWARD: None

MEMBERS PRESENT: H. H. Clegg
S. K. McKee
G. R. McSwain
J. J. Gleason

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/3/91 BY SP5 [signature]

SUGGESTION: Since in a few states birth records are maintained in counties, while in most states they are maintained at the state capitols, it was suggested that the Bureau conduct a survey as to the location of such records in all field offices, and issue a general informative Bulletin to all offices where the state is divided between two field divisions, so that leads can be sent to the appropriate field office rather than to the office covering the state capitol. Special Agent Smith pointed out that there are fourteen states that are allocated between two or more Bureau offices and the inquiries would have to be made in these states.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee recommended unanimously unfavorably, since the handling of such matters on a county basis is a rare exception, and the accumulation of such data would not be valuable unless it was furnished to all offices and agents, so that agents on road trips would have such a list available, and stenographers could designate undeveloped leads for the proper offices. It was not the experience of any of the agents in charge that this had developed into a problem that would make the action and the continuous necessity of keeping it up to date worthwhile or justified.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on October 20, 1948, those present being Messrs. Tolson, Tracy, Harbo, Mohr, Carlson, Ladd, Fletcher, Nease and Clegg, recommended unanimously unfavorably.

Respectfully,
For the Conference

66-2554-7007
F B I

3 NOV 18 1948

Clyde Tolson

RECORDED - 14

INDEXED - 14

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

cc: Mr. Clegg

Mr. Mohr

HC:dgh

dgh

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[Handwritten signature]

THE DIRECTOR

November 9, 1948

JOINT COMMITTEE

SUGGESTION NO. 55

EMPLOYEE: SA FRANCIS J. MCCARTHY, JR.
BOSTON OFFICE

SAVINGS: None

AWARD: None

MEMBERS PRESENT: H. H. Clegg
S. E. McKee
G. R. McSwain
J. J. Gleason

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/2/91 BY SP3 u/def

SUGGESTION:

X Automobile
In view of the fact that insurance policies can be obtained by individuals, including Special Agents, for protection not only when they drive their own cars but also Government cars, that advantage be taken of this type of insurance; and also that the report on accidents be amended to show whether such insurance is pending in connection with Bureau automobiles involved in accidents.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee recommended unanimately unfavorably, since this type of insurance costs an additional amount. The Government cannot purchase such insurance, and the Bureau cannot require Special Agents to purchase it. The modification of the accident form would not necessarily be of value since an investigation which is required of the accident would naturally cover all phases of liability.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on October 20, 1948, those present being Messrs. Tolson, Tracy, Harbo, Mohr, Carlson, Ladd, Fletcher, Nease and Clegg, recommended unanimately unfavorably.

Respectfully,
For the Conference

[Signature]
Clyde Tolson

[Handwritten initials]

RECORDED - 14
INDEXED - 14

166-2554-7008
F B I
3 NOV 18 1948

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Mr. Clegg
Mr. Mohr

[Handwritten initials]
276
NOV 23 1948

THE DIRECTOR

November 9, 1948

JOINT COMMITTEE

SUGGESTION NO. 54
EMPLOYEE: SA ROBERT W. S. McLEOD
BOSTON OFFICE

SAVINGS: None
AWARD: None

MEMBERS PRESENT: H. H. Clegg
S. K. McKee
G. R. McSwain
J. J. Gleason

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/3/91 BY SP5 a/dep

SUGGESTION: That a sheet of distinctive colored paper (possibly salmon color) be adopted for placing in case files on which will be listed stop notices and data concerning such stop notices, in order that such information may be more easily found during the review of files.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee recommended unanimously unfavorably. This would be another form which would be required. It would be another tendency to develop docket sheets to be used as a substitute for file reviews, and there is already a system whereby ticklers are filed in stop and wanted notice files in field offices, making the suggested action unnecessary.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on October 20, 1948, those present being Messrs. Tolson, Tracy, Harbo, Mohr, Carlson, Ladd, Fletcher, Nease and Clegg, recommended unanimously unfavorably to the above suggestion.

Respectfully,
For the Conference

[Signature]
Clyde Tolson

- Mr. Tolson _____
- Mr. Clegg _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Tracy _____
- Mr. Egan _____
- Mr. Gurnea _____
- Mr. Harbo _____
- Mr. Mohr _____
- Mr. Pennington _____
- Mr. Quinn Tamm _____
- Tele. Room _____
- Mr. Nease _____
- Miss Gandy _____

cc: Mr. Clegg
Mr. Mohr

RECORDED - 14
INDEXED - 14

166-2554-7009
F B I
3 NOV 18 1948

60 NOV 22 1948

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THE DIRECTOR

November 8, 1948

JOINT COMMITTEE

SUGGESTION NO. 38

EMPLOYEE: SA ROBERT L. REVELLEY
BALTIMORE OFFICE

SAVINGS: None
AWARD: None

MEMBERS PRESENT: H. H. Clegg
S. K. McKee
G. R. McSwain
J. J. Gleason

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/2/91 BY SP5U/leg

SUGGESTION: That all signed statements and other handwritten matter subject to reproduction be written with ~~micro-film black ink~~ as was used during World War II on the "V"-Mail letters.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

The Joint Committee recommended unfavorably in view of the fact that most such exhibits and statements would be taken and prepared in the field at places of detention and on road trips where special types of ink, such as micro-film black ink, are not available.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on October 20, 1948, Messrs. Tolson, Tracy, Harbo, Mohr, Carlson, Ladd, Fletcher, Nease and Clegg, recommended unanimously unfavorably to the above suggestion.

Respectfully,
For the Conference

Clyde Tolson

[Handwritten initials]

RECORDED - 14

INDEXED - 14

166-2554-7610

NOV 18 1948

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Mr. Clegg
Mr. Mohr

[Handwritten initials]

[Handwritten signature]

THE DIRECTOR

November 9, 1948

JOINT COMMITTEE

SUGGESTION NO. 59

EMPLOYEE: GLADYS E. WOLFE,
PRINCIPAL STENOGRAPHER
NEWARK OFFICE

SAVINGS: None
AWARD: None

MEMBERS PRESENT: H. H. Clegg
S. K. McKee
G. R. McSwain
J. J. Gleason

SUGGESTION: That on letters which are to be sent as ~~registered~~ mail with a return receipt requested when sent to field offices and the Bureau, such letters bear the initials "RMRRR" which means "REGISTERED MAIL, RETURN RECEIPT REQUESTED."

The purpose of this suggestion is to use these initials in order to eliminate unnecessary typing required for writing out the entire sentence.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee recommended unanimously unfavorably. There are already an adequate number of abbreviations and code symbols; and to continue to add to them unnecessarily as in this instance would lead to confusion. This would be one additional item which agents would have to bear in mind in the preparation of correspondence.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on October 20, 1948, those present being Messrs. Tolson, Tracy, Harbo, Mohr, Carlson, Ladd, Fletcher, Nease and Clegg, recommended unanimously unfavorably for the reasons above stated.

223-013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/3/91 BY SP5/CL/ML

Respectfully,
For the Conference

Clyde Tolson

- Tolson
- Clegg
- Glavin
- Ladd
- Nichols
- Rosen
- Tracy
- Harbo
- Mohr
- Carlson
- Nease
- Clegg
- McSwain
- Wolfe

28 RECORDED - 14
INDEXED - 14

66-2554-7011
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3 NOV 18 1948

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THE DIRECTOR

November 8, 1948

JOINT COMMITTEE

SUGGESTION NO. 42

EMPLOYEE: SA S. ARTHUR WHORTON, JR.
SAN FRANCISCO OFFICE

SAVINGS: None
AWARD: None

MEMBERS PRESENT: H. H. Clegg
S. K. McKee
G. R. McSwain
J. J. Gleason

SUGGESTION: That various code symbols be adopted for use in teletypes, such as the following:

RBL20 means RE BUREAU LETTER AUGUST 20
RUL20 means RE YOUR LETTER AUGUST 20
RML20 means RE MY LETTER AUGUST 20
RKCL20 means RE KANSAS CITY LETTER AUGUST 20
FYI means FOR YOUR INFORMATION

The purpose of this suggestion is to save money and time in transmittal of teletype messages.

JOINT COMMITTEE CONSIDERATION:

Unanimously unfavorable, since it is already difficult enough to read the abbreviations and normal codes used in teletype messages, and to add to this difficulty would make them unintelligible and would, in effect, be establishing a separate code system.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on October 20, 1948, those present being Messrs. Tolson, Tracy, Harbo, Mohr, Carlson, Ladd, Fletcher, Nease and Clegg, recommended unanimously unfavorably.

Respectfully,
For the Conference

Clyde Tolson

RECORDED - 14
EXED - 14

66-2554-7612
NOV 18 1948

- Tolson
- Clegg
- Glavin
- Ladd
- Nichols
- Rosen
- Tracy
- Egan
- Gurnea
- Harbo
- Mohr
- Pennington
- Quinn Tamm
- Le. Room
- Nease
- Gandy

cc: Mr. Clegg

NOV 22 1948

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-8-91 BY SP-5 e/dg
323,013

THE DIRECTOR

November 9, 1948

JOINT COMMITTEE

SUGGESTION NO. 50
EMPLOYEE: SA JOSEPH J. FALGUTA
NEW AGENTS' CLASS NO. 10

SAVINGS: None
AWARD: None

MEMBERS PRESENT: H. H. Clegg
S. K. McKee
G. R. McSwain
J. J. Gleason

323-013
5/3/48
50 to Walter

SUGGESTION: That the records of confidential informants be required to reflect complete physical description and a photograph of the informant so that such informants might be more easily identified.

The purpose of this suggestion is to enable an agent to know that he is talking to the right person when talking to a confidential informant.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee recommended unanimously unfavorably. Confidential informants should be contacted by those who have had the contact properly developed, or in rare instances if the individual contacted furnishes the desired information a physical description and photograph of him are not necessary or important, any more than would be necessary for agents to have to obtain photographs of persons they plan to interview.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on October 20, 1948, those present being Messrs. Tolson, Tracy, Harbo, Mohr, Carlson, Ladd, Fletcher, Nease and Clegg, recommended unanimously unfavorably.

Respectfully,
For the Conference

[Handwritten signature]

Clyde Tolson

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3 NOV 18 1948

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- Tolson
- Clegg
- Glavin
- Ladd
- Nichols
- Rosen
- Tracy
- Egan
- Harbo
- Mohr
- Nease
- Quinn Tamm
- Belmont
- Conrad
- DeLoach
- Malone
- McGuire
- Rosen
- Sullivan
- Tavel
- Winterrowd
- Tele. Room
- Holloman
- Gandy

Mr. Clegg
Mr. Mohr

HEG:agh dgh

THE DIRECTOR

November 17, 1948

THE EXECUTIVE CONFERENCE

INTERNATIONAL CRIMINAL POLICE COMMISSION

At the Executive Conference on November 16, 1948, the following being in attendance: Messrs. Ladd, Glavin, Tracy, Harbo, Mohr, Carlson, Nease, Nichols, Clegg, Rosen and Fletcher, advice was furnished that the Secretary General of the International Criminal Police Commission had informed the Bureau Legal Attache, Paris, France, that at the recent General Assembly meetings of the International Criminal Police Commission held at Prague in September, a subcommittee on narcotics was created and there also exists a committee on counterfeiting. The Secretary General proposed to invite a representative of the United States Narcotics Bureau to participate in the functions of the committee on narcotics and also proposed the participation of a representative of the United States Secret Service on the committee on counterfeiting. It was indicated that if arrangements could be perfected for the Treasury Department to participate in the activities of the Commission they would be asked to contribute financially to the support of the Commission. It was noted that the Bureau at the present time has the only designated representative of United States investigative agencies as a member of the International Criminal Police Commission and that the Bureau expends the sum of \$3,000 per year to maintain this membership; that the Bureau serves as liaison between the Commission and other investigative agencies within the United States. The problem presented related to the desirability of registering objection to the proposals to invite representatives of the Treasury Department to participate in the activities of the Commission.

The members of the Conference, with the exception of Mr. Nease and Mr. Harbo, were of the opinion that the Bureau should in a discreet manner advise the Secretary General of the International Criminal Police Commission that the Bureau in its present capacity is in a position to properly handle the relations of the Commission with the other law enforcement agencies of the United States Government. Mr. Nease and Mr. Harbo were of the opinion that the Bureau should not register any objections to the proposal that a representative of the Narcotics Bureau and the Secret Service be invited to participate in the activities of the Commission.

There is attached for your approval a letter addressed to the Legal Attache, Paris, France, which is in accord with the majority opinion of the Conference.

RECORDED - 69

INDEXED - 69
 Respectfully,
 For the Conference

28 NOV 19 1948

Clyde Tolson

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 DATE 5/30/81 BY SP-6 JDC/g

323,013

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Attachment
 Mr. Clegg
 Mr. Mohr

I should be done discreetly

HBF:cmv

~~CONFIDENTIAL~~
~~INTERNAL SECURITY~~

THE DIRECTOR
THE EXECUTIVE CONFERENCE

November 12, 1948

W
~~FREEDOM OF THE PRESS, INC.~~
~~INTERNAL SECURITY - C~~

~~ALL INFORMATION CONTAINED
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EXCEPT WHERE SHOWN
OTHERWISE~~

At the Executive Conference on November 12, 1948, Messrs. Ladd, Glavin, Tracy, Harbo, Mohr, Clegg and Fletcher being in attendance, it was reported that the New York Office had obtained several rolls of paper tape which contained the names of "Worker" and "Daily Worker" subscribers for all sections of the United States. These rolls of paper tape indicate that the lists are somewhat current as subscription dates reflected expirations in late 1948 and also for the year 1949. It is estimated that the lists contained about 15,000 names.

The New York Office has requested advice as to whether the Bureau desired to have the rolls of paper tape or copies thereof furnished to the Bureau for indexing purposes. As an alternative to receiving these lists and indexing them, it was pointed out to the Conference that it would be possible to utilize the lists by having the New York Office place the lists in alphabetical sequence, advising the various field offices of the persons coming within the jurisdiction of a particular field office. The lists as would be furnished by the New York Office would be available for reference purposes, and since they would be alphabetical lists they could be used to advantage and perhaps the heavy volume of indexing could be avoided in this manner.

The Conference was of the unanimous opinion that the New York Office should furnish the lists to the Bureau and when received they should be properly indexed in the Bureau files. Further, the New York Office should furnish pertinent data from the lists to the field offices and they likewise properly index the material.

For your approval, there is attached a letter to the New York Office in accord with the opinion of the Conference.

Respectfully,
For the Conference
RECORDED
INDEXED 69
Clyde Tolson

U.S. DEPT. OF JUSTICE
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66-2554-7015

323013
CLASSIFIED BY Sp5 udy
DECLASSIFY ON: OADR 5/7/91

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols cc - Mr. Clegg
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington HDP: cmw
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

~~CONFIDENTIAL~~
~~INTERNAL SECURITY~~

58

THE DIRECTOR

November 12, 1948

Executives Conference

On November 8, 1948, the Executives Conference, with Messrs. Tracy, Harbo, Mohr, Nichols, Ladd, H. B. Fletcher, Rosen and Clegg present, considered a suggestion of SAC Brantley that United States Attorneys be furnished with either the original or mimeographed copies of investigative reports when the United States Attorney has an interest therein.

He points out that he has issued appropriate instructions to all employees to make certain that copies of investigative reports to United States Attorneys are clearly legible. He noted that he is receiving from other offices copies of reports, one copy of which was indicated for a United States Attorney, and which copies are not clearly legible. He noted further his own frequent inspections of the mail going to United States Attorneys at times discloses that reports are being prepared which are hardly legible and he believes that the only way to insure the successful carrying out of the Bureau's instructions that the reports be clearly legible when sent to the United States Attorneys is to adopt the above suggestion submitted by him.

The Executives Conference considered this suggestion lengthily. It felt that originals of the reports should, in fact, come to Washington for permanent record. It was believed to require that all reports be mimeographed when United States Attorneys get copies would increase by 100% the time in getting out the reports due to the fact that cutting stencils is a slower process when preparing reports on the typewriter.

It was, therefore, recommended unanimously by the Executives Conference that the attached letter go forward to all Special Agents in Charge and also that the attached suggested reply be sent to Mr. Brantley.

Respectfully,
For the Conference

Clyde Tolson

I agree but we must put a stop to such disregard of our instructions.

Attachments

cc-Mr. Mohr (copies sent him separate) INDEXED - 69
Mr. Clegg (copies sent him separate) RECORDED - 69

HHC:DMG

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

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DEPT. OF JUSTICE
DIRECTOR

THE DIRECTOR
THE EXECUTIVE CONFERENCE

11/2/48

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DATE 3/91 BY SP5 cyf/ly
323,013

The Executive Conference consisting of Messrs. Tolson, Tracy, Nease, Ladd, Mohr, Rosen, Harbo, Nichols, Fletcher, and Glavin, considered a suggestion submitted by Special Agent Joseph M. O'Connor of the Identification Division concerning a systematic savings plan.

Mr. O'Connor pointed out in a memorandum to Mr. Tracy under date of October 18, 1948, that many of the clerical employees of the Identification Division, being away from home for the first time, have not become saving conscious and as a result many of them get discouraged and leave the Bureau. He also pointed out that there are no banks immediately adjacent to the Identification Division building which also mitigates against clerical employees opening up savings accounts.

Mr. O'Connor suggested that the Identification Division undertake the project of making deposits for clerical employees of the Identification Division by making a combined deposit each pay period in the American Security and Trust Company at their branch bank on Seventh Street, Southwest. It was Mr. O'Connor's thought that savings cards or books could be given to the various clerical employees, that withdrawals could be made once a month, and in this way employees could be encouraged to save a portion of their salaries monthly.

It was pointed out by the Conference that if such a procedure were begun, we would be in the banking business, we would be subject to the Federal banking laws, the necessary audits of funds would have to be made by representatives of the Federal Reserve Bank or the Treasury Department, we undoubtedly would become involved in personal disputes with employees who might desire to withdraw funds at other than the regular month's interval, and, further, this appears to be a field in which we should not become involved; the employees could arrange for savings accounts on their own or could utilize the payroll purchase plan for savings bonds if they so desired.

The Conference is unanimously opposed to the establishment of such a systematic savings plan.

RECORDED - 69
INDEXED - 8

Respectfully submitted
FOR THE CONFERENCE

66-2554-7017

NOV 19 1948

Clyde Tolson

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Joseph M. O'Connor

Mr. Clegg
Mr. Mohr

NOV 24 1948

THE DIRECTOR

October 29, 1948

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/3/91 BY SP-5/BJD
323,013

The Executive Conference of October 27, 1948, consisting of Messrs. Tolson, Rosen, Nease, Fletcher, Clegg, Harbo, Tracy, Carlson, and Glavin, considered a suggestion made by Special Agent Maurice D. DuBois of the Baltimore Division regarding automobile repairs. Mr. DuBois stated in his suggestion that all contracts covering automobile repairs should include a clause stating that any repairs made to Bureau automobiles on a time cost basis will be limited to a maximum cost as set out under flat rate cost of a similar repair on an automobile of that make and model, the flat rate in question to be either that as set forth by the manufacturer's flat rate charge manual which could be obtained from the manufacturers, dealers, or else from a national publication similar to "The Motor Age," published by the Chilton Company of Chestnut and 56th Streets, Philadelphia, Pennsylvania. SA DuBois stated that such contracts would materially reduce the cost of automobile repairs as they are now billed, and should save the Bureau at least \$10,000 annually.

The suggestion, as submitted by Special Agent DuBois, was given careful consideration by the Administrative Division of the Bureau and was discussed with automotive men in Washington. The Conference was advised that the Capitol Cadillac Garage officials were contacted and stated that the flat rate charges utilized in the manuals mentioned by Special Agent DuBois are not the final yardsticks as to the cost of the repairs to be made, pointing out that additional repairs may necessarily have to be made after the motor or other piece of equipment on the automobile has been torn down and examined by the mechanic. The flat rate charges are utilized to give the customer an approximate cost of certain repair jobs, providing other repairs are not found necessary. It was further pointed out by the officials of the Capitol Cadillac Garage that garages which operate on the flat rate give the mechanic 50% of the charges collected which is an incentive to the repair mechanic to try and do a two-hour job in one hour so he can get another job ticket and further increase his salary or wages. Capitol Cadillac Garage, one of the best garages in Washington, will not utilize this type of contract work because they feel that the mechanics would not then perform the work nearly so well as they do at the present time.

The McKee Pontiac Sales Service, another good garage in Washington which has the service repair contract for Bureau cars assigned to the Seat of Government, states that they do not use the flat rate system because of unsatisfactory work resulting from mechanics endeavoring to make a bonus.

U.S. DEPT. OF JUSTICE
F. B. I.
DIRECTOR

RECORDED - 69
INDEXED - 69

166-2554-7618
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In looking further into this matter, the Contract Clerk of the Administrative Division points out that (1) manuals would have to be furnished with each bid; (2) the contractor would undoubtedly object to being compelled to charge in accordance with these manuals where the contractor pays the mechanic on an hourly basis and where a small concern is involved; (In many instances in Resident Agency cities there are no large garages and small contract garages are secured.) (3) the Bureau would have to justify the inclusion of this provision in its contracts to the General Accounting Office, setting forth past experiences where overcharges have been made; (4) estimated savings would have to be shown at the time the contract was forwarded for approval.

Realistically, the Bureau is having a most difficult time with its contract garages at the present time. Many garages do not want to handle Government business, particularly when a contract specifies the setting aside of certain space for automobiles where they may be available twenty-four hours daily and when certain services are included such as having cars ready to go out immediately upon call, which is not necessary in handling the regular garage trade.

Mr. Glavin advised the Conference that it has been his experience for a number of years past that the contractors are of the definite opinion that they are limiting their income by making annual contracts with the Government since they can secure a greater price for storage and repairs from individual and commercial car owners. It is felt that we would have even more difficulty than we now experience in securing reasonable garage contracts if this suggestion were adopted. It is further pointed out that in the pre-audit of all vouchers, a very detailed audit, item by item, would have to be made as to what the garage charged and what the manual rates were, holding up payment on the vouchers submitted at the end of each month. The flat charges such as those listed in the "Motor Age" are based on an hourly rate of \$3.00. This would eliminate competitive bidding. The Conference was advised that in a number of offices at the present time labor rates are lower than the stated rate of \$3.00 an hour.

It was the recommendation of the Conference, therefore, that the suggestion of Special Agent DuBois not be adopted and that he be advised of the various difficulties which would result, and that it be pointed out to him that on an annual basis, no material savings would result to the Government.

Should the Director agree, Special Agent DuBois will be so advised.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

WRG:lrd
CC - Mr. Glegg
Mr. Mohr

THE DIRECTOR

11/10/48

THE EXECUTIVES CONFERENCE

OF RADIO NETWORK
FREQUENCY SHIFT EQUIPMENT

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HEREIN IS UNCLASSIFIED
DATE 3/13/91 BY SP5 CLK/STP

To furnish high-speed automatic transmitting and receiving radio equipment between Washington and San Diego, the Bureau obtained prior to the war so-called Telefax equipment. This was the best available for use in connection with our radio transmitters at that time. However, equipment developed during the war makes our present equipment obsolete. The present Telefax equipment furnishes a message printed on a tape at the receiving station. The equipment can be used only during limited portions of each 24-hour period because of atmospheric conditions.

Mr. Conrad has recommended that the Bureau acquire the more recently developed equipment known as "Frequency Shift", at an estimated cost of from \$9,000 to \$10,000, to provide equipment at both San Diego and the Washington radio stations. With this equipment the message will be received in the form of a printed page at the receiving station. In addition, this equipment will at least double the number of hours in each 24-hour period during which the high-speed equipment can be used with our present relatively low-power radio transmitters. Generally, the proposed equipment is similar to our present teletype equipment, with radio communications being substituted for telephone lines.

On November 8, the Conference composed of Messrs. Tracy, Mohr, Ladd, Clegg, Fletcher, Rosen, Nichols and Harbo, was unanimously in favor of the installation of the proposed frequency shift equipment. It was felt that the increased capacity which would be provided for the handling of communications between San Diego and Washington would be essential in any emergency requiring us to rely on the radio network for urgent communications. It is pointed out that when all of the radio telegraph stations are installed in field offices, 14 field office radio stations will contact San Diego, which office will, in turn, relay communications to Washington. Communications from Washington for these 14 stations would be sent to San Diego for relay to the individual offices. Thirty-five field offices will communicate directly with the Washington radio station.

If the Director approves, steps will be taken to acquire and install the equipment.

Respectfully,
For the Conference

Glyde Tolson

RECORDED - 69
INDEXED - 69

166-2554-7019

F B I

12 NOV 19 1948

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

174
NOV 26 1948

Mohr

MEM:AF

THE DIRECTOR

11/16/48

THE EXECUTIVES' CONFERENCE

FUGITIVES

The Executives' Conference today with Messrs. Carlson, Glavin, Clegg, Harbo, Fletcher, Ladd, Mohr, Nease, Nichols, Tracy, and Rosen in attendance approved the attached letter to all SAC's advising that appropriate coverage should be arranged so that they will be informed of the contacts of fugitives whether in person or by correspondence with friends, associates and relatives during the holiday season.

Respectfully,
For the Conference

Clyde Tolson

AR:WW
Attachment

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DATE 9/3/91 BY SP3 u/dg

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U. S. DEPT. OF JUSTICE

RECORDED - 69

INDEXED - 69

66-2554-7026
NOV 18 1948

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn-Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

57 NOV 24 1948

U.S. DEPT. OF JUSTICE
F. B. I.
NOV 18 1948

THE DIRECTOR

November 5, 1948

JOINT COMMITTEE

BULKY EXHIBITS
SUGGESTION NO. 10
SAC R. B. HOOD, LOS ANGELES

SAVINGS: None
AWARD: None

Members Present: H. H. Clegg
S. K. McKee
G. R. McSwain
J. J. Gleason

SUGGESTION: At the present time when there are bulky exhibits which are too large to be placed in or adjacent to the investigative case file in field offices, the bulky exhibits are placed in a special exhibit cabinet at some convenient place in the office, and a green memorandum slip showing the nature and description, as well as the whereabouts of the bulky exhibit, is placed in the file. When the bulky exhibit only is charged out, the charge-out slip is placed in the file. It has been indicated in some field offices that frequently the bulky exhibit would be a long list of names of Communist Party members or signers of petitions, and that when only the bulky exhibit is desired they have to place the charge-out slip in the file which may be in another cabinet or in another room of the office.

The suggestion is that the rule for charging out bulky exhibits be changed so that a 3x5 index card for each bulky exhibit charged out may be maintained in the office of the Chief Clerk, such cards to be maintained in numerical sequence.

This suggestion was submitted to a number of SAC's and Inspectors with the following results:

Mr. Gurnea favored the suggestion for large offices and opposed it for smaller offices where it is neither necessary or desirable.

SAC Kimball suggested that instead of a 3x5 card, the regular charge-out slip be used and placed in a bulky exhibit charge-out box in the room where the exhibits are located.

SAC Boardman generally favored the suggestion with a modification that a 3x5 index card form be prepared for such charge-out slips.

Inspector Naughten felt that the suggested 3x5 index card should be maintained in the same box with the 3x5 ticket cards on bulky exhibits.

Mr. Connelley wanted the identity of the exhibit in addition to the file and serial number of the exhibit put on the charge-out.

SAC McSwain was of the opinion that the system should be instituted on a trial basis for six months.

cc: Mr. Clegg
Mr. Mohr

BHC:dgh

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ALL INFORMATION CONTAINED
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DATE 9/9/91 BY SP-5/MLG

Mr. Tolson _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Mohr _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Gandy _____

RECORDED
INDEXED
66-2554-702-11
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JOINT COMMITTEE CONSIDERATION:

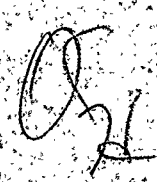
The Joint Committee recommended as follows:

SAC McSwain recommended to try the suggestion for six months. SAC's McKee and Gleason and Mr. Glegg recommended no change.

EXECUTIVES CONFERENCE CONSIDERATION:

⁰
The Executives Conference on October 20, 1946, Messrs. Tolson, Tracy, Harbo, Mohr, Carlson, Ladd, Fletcher, Nease and Glegg, recommended no change in view of the apparent lack of necessity for such a procedure in most offices, in view of the modifications of the suggestion and counter-suggestions by SAC's and Inspectors, and in view of the general lack of uniformity as to need of this procedure.

Respectfully,
For the Conference


Clyde Tolson

THE DIRECTOR

11/17/48

THE EXECUTIVE CONFERENCE

The Executive Conference, consisting of Messrs. Clegg, Ladd, Nichols, Rosen, Glavin, Harbo, Nease, Carlson, Mohr and Tracy, on November 16, considered a suggestion of Special Agent G. E. Hollingsworth to close pending Bureau cases by securing fingerprints of unidentified dead, other persons, available and those whose background is unknown at the place of death. Agent Hollingsworth stated a project of this sort could unquestionably take a great deal of extra time on the part of the Bureau; however, he felt that any cases in the Bureau's files in which the subject is deceased could be closed if the death of the individual were known to the Bureau.

The Conference was advised by Mr. Tracy that the suggestion is not practical for the reason that unknown deceased prints are not being sent to the Bureau by law enforcement agencies and when an identification is made involving a Bureau fugitive the Bureau Supervisor is promptly notified of this fact in order that the case can be disposed of appropriately. As to those lost cases where fingerprints of Bureau fugitives are not available, a positive identification could not be made by means of fingerprinting unknown deceased persons. Further, it would be most difficult, if not impossible, to instruct law enforcement agencies generally to inquire into the background of all deceased persons in order to ascertain whether fingerprints have been sent in to identify that individual with some past record.

The Executive Conference unanimously recommends against the suggestion for the reason that the submission of unknown deceased fingerprints as is now being done is the most practical and economical way of handling the matter. Further, that the number of Bureau cases which might be closed by the submission of deceased fingerprints would be so small as to not warrant the time and expense of the project suggested.

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 DATE 3/3/91 BY SP2/ldj

Respectfully;
 For the Conference

NOTED - 11 Clyde Tolson

cc - Mr. Clegg
 Mr. Mohr

RECORDED - 11

66-2554-762.2
 F B I
 4 NOV 22 1948

INDEXED - 11

EX-66

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

263

The Director

11-18-48

The Executives Conference

UNKNOWN SUBJECT; BETTY JOE BOKER
JAMES PAUL MARTIN, Victims
MURDER, April 14, 1946
Texarkana, Texas

The Executives Conference, consisting of Messrs. Tolson, Ladd, Nichols, Glavin, Clegg, Rosen, Fletcher, Harbo, Mohr and Tracy, on November 18 considered a recommendation from the Dallas Office that the Bureau assist local law enforcement authorities in connection with a series of five murders at Texarkana, Texas in 1946.

The Sheriff at Texarkana, Texas has asked that the Bureau send to Texarkana fingerprint experts to compare approximately 12,500 sets of fingerprints with three latent fingerprints. It will take two fingerprint experts approximately two weeks to make the requested comparisons.

The Conference unanimously recommends approval of the request, and that two qualified latent fingerprint experts be sent to make the requested comparisons. The Conference feels that inasmuch as the series of murders are of great public interest, having received national publicity--as evidenced by a recent confession by a college student to having committed the murders--it would be advisable to afford the requested cooperation. The fingerprints of the college student were compared with the three latents in the Identification Division, but were not identified, and local authorities have not as yet solved the case.

If approved, the arrangements will be made to start the comparisons the first week in December.

Respectfully,
For the Conference

Clyde Tolson

SJT:smr

cc: Mr. Clegg
Mr. Mohr

223,013
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DATE 5/3/91 BY 9-56/llg

RECORDED - 59

66-2554-2023

INDEXED - 59

NOV 23 1948

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

THE DIRECTOR

November 18, 1948

THE EXECUTIVE CONFERENCE

The Executive Conference of November 16, 1948, consisting of Messrs. Ladd, Clegg, Nease, Rosen, Fletcher, Nichols, Carlson, Mohr, Harbo, Tracy, and Glavin, considered a request of the American Legion Post to approach employees of the Bureau at the Seat of Government looking toward donations which would permit the Legion Post to purchase boy scout uniforms for the boy scout troop which is sponsored by the Legion Post.

As the Director will recall, the American Legion Post of the FBI has sponsored a boy scout troop of under-privileged boys in one of the industrial schools in the Georgetown Section of Washington. These boys do not have the advantages of boys from normal, happy families and they do not have the opportunity to earn funds which would permit them to purchase boy scout uniforms. Under the usual procedure, boys of the scout troops, through individual efforts, earn sufficient funds to defray the cost of such uniforms. The American Legion Post feels that if it could make an appeal to the employees at the seat of government for donations not to exceed 10¢ per employee, it would be able to secure sufficient funds to defray the cost of the uniforms for these boys.

The Executive Conference unanimously agrees that this is a worthy cause and recommends that approval be given to the Post to have boxes placed throughout the Bureau's space, explaining the appeal for the purpose of securing donations. From information received, it is felt that approximately \$500.00 will be needed by the Post to defray uniform costs.

Should the Director agree, appropriate steps will be taken to have the necessary posters and boxes placed throughout the Bureau at the Seat of Government.

Respectfully submitted,
FOR THE CONFERENCE

RECORDED - 111
INDEXED - 111

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/3/91 BY SP36/DEF

323,013

66-2554-7024
NOV 24 1948

WRG:lrd

CC - Mr. Clegg
Mr. Mohr

286

Wef

THE DIRECTOR

November 18, 1948

THE EXECUTIVE CONFERENCE

W

The Executive Conference of November 16, 1948, consisting of Messrs. Ladd, Clegg, Nease, Rosen, Fletcher, Nichols, Carlson, Mohr, Harbo, Tracy, and Glavin, considered a request received from the SAC at Savannah that the Bureau purchase aprons or laboratory coats to be used by the Special Agents of the Savannah Office while cleaning guns and for various other assignments in the office which require protection for the employees' clothing.

It was pointed out to the Conference that such coats and aprons have been purchased for the Laboratory personnel, for certain personnel in the Identification Division working on duplicating machines, for personnel of the Mechanical Section working on duplicating machines, and for the Messengers throughout the Bureau for the purpose of protecting their clothing. It is felt, however, that the purchase of such aprons or laboratory coats for Special Agents is not in the same category as the purchase of coats for Laboratory and other personnel at the Seat of Government.

The Executive Conference, with the exception of Messrs. Ladd, Harbo, Mohr and Glavin, feels that the Bureau should purchase such aprons or laboratory coats for the personnel of the Savannah Division.

The remainder of the Conference feels that the purchase of such equipment could not be justified and is opposed to its purchase from Bureau funds.

Pending the Director's decision, further action will be held in abeyance in connection with this particular matter.

Respectfully submitted,
FOR THE CONFERENCE

INDEXED *111*

Clyde Tolson

66-2554-7025
5 NOV 24 1948

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

cc - Mr. Clegg
Mr. Mohr

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DATE 5/3/91 BY SP5 EJP/AG

NOV 26 1948

THE DIRECTOR

November 19, 1943

THE EXECUTIVES CONFERENCE

323,013

250-WATT PLASATIONS
HIGH FREQUENCY REPEATER CIRCUITS

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HEREIN IS UNCLASSIFIED
DATE 5/3/91 BY SP3/CL/CL~~

The Bureau has ten 250-watt EI radio stations installed in field offices, each of which has several remote receivers associated therewith. These remote receivers are needed to pick up the comparatively weak radio signals from the automobile transmitters and carry them over leased telephone lines to the central radio station located in the field office. Suitable equipment has recently been developed which, if used, would make it possible to dispense with the leased telephone lines on some of the remote receivers, substituting radio transmission and thus saving the monthly rental on the leased telephone lines. An experimental installation of this type has been in operation for approximately 30 days on one of the Washington Field Office remote receivers and has performed satisfactorily.

The necessary equipment consists basically of a radio transmitter which is installed adjacent to the remote receiver and automatically retransmits over a higher frequency (162 megacycles) to the central station where a separate receiver tuned to this frequency is also necessarily installed. The cost of the additional equipment needed to utilize the high frequency repeater circuit in lieu of leased telephone lines is approximately \$800 per remote receiver. Equipment of this type was not proposed at the time of the original installations because suitable commercial equipment was not available. It is estimated that from three to five days will be required for a radio engineer to install the repeater circuit for a single remote receiver. It is contemplated that such installations could be made while a radio engineer was in the vicinity of a field office city in connection with other radio maintenance assignments.

Mr. Conrad of the Laboratory has recommended that the Bureau purchase 20 repeater circuits at a total cost of \$16,000, with two of these to be installed in each of the 10 field offices having such installations. It is estimated that the savings in leased line rentals would pay for the equipment and the installation thereof in approximately two years. The anticipated life of the equipment is 10 years, which means that the savings in leased line rentals for approximately 8 years will be a net saving to the Bureau except that there will be some comparatively small maintenance costs in connection with the equipment. Generally, the repeater circuits would be installed on the remote receivers involving the longest leased lines in order to attain a maximum savings. The highest monthly rental for a leased line is on one of the remote receivers in San Francisco; it amounts to \$149 per month. The installation of the repeater equipment on this circuit would result in savings in 5 1/2 months which would equal the cost of the equipment. A similar installation at one of the Los Angeles remote receivers would result in savings which pay for the equipment in 8 1/2 months. These represent the maximum savings, but there are at least 20 remote receivers in the 10 offices which are amenable to this type of installation and

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

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which on the average would effect a savings which would pay for the equipment and installation cost in approximately two years.

The Conference on November 18, consisting of Messrs. Tolson, Fletcher, Clegg, Ladd, Carlson, Mohr, Tracy, Rosen, Glavin, Nichols and Harbo, was unanimously in favor of the proposal. If the Director approves, the necessary equipment will be obtained and installed. It is anticipated that delivery would require from three to six months after the order is placed.

This matter will be closely followed after these installations have been made to see whether it would be feasible and desirable to increase the number of such installations, although at present Mr. Conrad feels that this is probably the maximum number that can be used to advantage consistent with sound radio engineering principles.

Respectfully,
For the Conference


Clyde Tolson

cc-Mr. Clegg
Mr. Mohr

RTH:AF

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Mohr _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Gandy _____

THE DIRECTOR

11/17/48

THE EXECUTIVES' CONFERENCE

The Executives' Conference, consisting of Messrs. Clegg, Ladd, Nichols, Rosen, Glavin, Harbo, Nease, Carlson, Mohr and Tracy, on November 16, considered the matter of fingerprints being submitted from the State Department of persons employed by the Voice of America.

The Conference was advised by Mr. Tracy that fingerprints are now being received from the Voice of America with the request that they be answered directly to the State Department and not through the Civil Service Commission. The Bureau conducts the investigations in these cases; however, the investigations have been conducted without fingerprints having been submitted at the time the investigation is requested.

The Conference unanimously recommends that the fingerprints presently on hand of individuals previously investigated, be searched and answered directly to the Voice of America.

With reference to further requests for investigations from the Voice of America, the Conference unanimously recommends that the State Department be contacted and asked to submit fingerprints with the request for investigation and that the Identification Division search such fingerprints and advise the appropriate Bureau Supervisor of the result of the search in order that it can be incorporated in the investigative reports as they are sent to the State Department.

If the Director approves, the attached memorandum has been prepared instructing that Liaison take the necessary steps to contact the State Department in this regard.

Respectfully,
For the Conference

Clyde Tolson

cc - Mr. Clegg
Mr. Mohr

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

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DATE 5/3/91 BY SP-5 CJK/MS

THE DIRECTOR

November 9, 1948

THE EXECUTIVES CONFERENCE

SOUND SCHOOL

The Executives Conference on November 9, 1948, Messrs. Glavin, Tracy, Harbo, Mohr, Ladd, Carlson, Rosen, H. B. Fletcher and J. J. McGuire and Clegg being present, considered the following:

A technical sound school is now in session in Washington, which began on November 1 and will continue through November 27, 1948. During this period there will be two holidays, November 11 - Armistice, and November 25 - Thanksgiving. The school is scheduled to end Saturday, November 27, and some of the members of the class will be scheduled to begin In-Service training on November 29.

The class members and the instructors have inquired if they might be permitted to continue their training on both of the holidays and that compensatory leave be granted upon their return to the Field Offices for those desiring it. The instructors feel that this full amount of time is needed for the training. The members of the class do not particularly care for the holidays while they are in Washington and away from their homes; thus they requested that they be permitted to work on those days. The usual policy of the Bureau on holidays is that the Bureau training schools in session in Washington at the time will not hold classes on holidays.

Messrs. Rosen, Fletcher, McGuire, Ladd and Tracy recommended that no school be held on the two days in question and that the school terminate as originally scheduled on November 27 so as not to interfere with the entrance of In-Service school the following Monday.

Messrs. Carlson, Harbo, Glavin, Mohr and Clegg are in favor of complying with the request of the instructors of the class that they be permitted to work on these two days and that the announcement be made that those who request it will be granted compensatory leave after their return to their Field Offices.

Respectfully,
FOR THE CONFERENCE

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- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
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- Miss Gandy

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C. Tolson

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THE DIRECTOR

10/26/48

THE EXECUTIVES' CONFERENCE

UNKNOWN SUBJECTS; BURGLARY OF NIGHT DEPOSITORY,
FIDELITY UNION TRUST COMPANY, MAIN OFFICE,
NEWARK, NEW JERSEY, OCTOBER 1, 1948
BANK ROBBERY - BURGLARY

UNKNOWN SUBJECTS; CENTRAL NATIONAL BANK AND
TRUST COMPANY, DES MOINES, IOWA, OCTOBER 9, 1948;
BANK-ROBBERY - BURGLARY

The Executives' Conference today with Messrs. Tolson, Clegg, Fletcher, Callahan for Glavin, McGuire for Nichols, Tracy, Nease, Ladd and Rosen in attendance unanimously approved the attached SAC Letter with enclosure.

This proposed SAC Letter points out briefly the facts in these cases so that all offices will be alert in the event of further activity on the part of these subjects. Similar modus operandi was employed in both of these cases and the Laboratory has now established that the pouches used in perpetrating the burglaries in both cases bore striking similarities indicating that it was apparent they were prepared by the same individual or individuals.

This SAC Letter has as an enclosure a circular letter to all banks to be sent by the individual field offices. This case has not taken on nationwide aspects but it is thought desirable that a bank noting a suspicious applicant for a night depository key immediately telephonically contact the Bureau office covering the bank territory.

Respectfully,
For the Conference

Clyde Tolson (INITIALS ON ORIGINAL)

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Enclosure

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REC'D INFORMATION DIVISION
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5/3/48

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- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

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The Director

11-23-48

The Executives Conference

IMMIGRATION AND NATURALIZATION SERVICE
FLASH NOTICES IN IDENTIFICATION DIVISION

The Executives Conference, consisting of Messrs. Tolson, Clegg, Ladd, Nichols, Rosen, Harbo, Nease, Carlson, Mohr and Tracy, considered a suggestion of Mr. Colin Tamm that with reference to Immigration and Naturalization flash notices, the metal red tab now placed on the fingerprint cards in file be discontinued.

For the month of October, 2,500 flash notices were placed in the Identification Division files, and inasmuch as it takes considerable employee time, there would be a considerable saving if the metal red tab were not utilized. The addition of so many red tabs tends to increase errors in searching. It is felt that the original fugitive wanted notices are more important, relatively speaking, than the Immigration flash notices. It is not believed that the service to the Immigration Bureau will be decreased on account of the removal of the red tab, inasmuch as the searcher will of course identify the flash notice from the stamp on the fingerprint card. The Conference unanimously recommends approval of the suggestion.

If approved, appropriate instructions will be issued in the Identification Division.

Respectfully,
For the Conference

Clyde Tolson

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DATE 5/3/91 BY SP5 wlf/ep

ATTN:

cc: Mr. Clegg
Mr. Mohr

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DEC 2 1948

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

THE DIRECTOR

11/23/48

THE EXECUTIVES CONFERENCE

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DATE 5/3/91 BY SP-5 LK/dj

The Executives Conference of November 18, 1948, consisting of Messrs. Tolson, Fletcher, Clegg, Rosen, Ladd, Carlson, Mohr, Harbo, Tracy, and Glavin, was advised by Glavin that under our present In-Service schedule of having one In-Service School every two weeks to consist of not more than forty Special Agents, a number of Special Agents due for In-Service are necessarily becoming delinquent in attending such schools.

Mr. Glavin pointed out that in the Seattle area where the work has been particularly heavy and where there are a number of first-office men who are due for In-Service training one year after they have completed their first training school, 115 men will be due for In-Service between January and June of 1949. There are a number of other men in other Divisional Offices who will likewise be delinquent; however, in no instances will they reach proportions of the Seattle Office.

Mr. Clegg advised that under our present schedule of In-Service, having one school every two weeks, there are bound to be delinquencies in attendance in In-Service School sessions. He recommended that the Bureau begin In-Service School sessions each Monday after the first of the year.

The Conference recommended approval of the suggestion. Should the Director agree, the Administrative Division, in setting up future In-Service Schools, will set such schools up to begin each Monday, the first School to convene January 10, 1949, after the Holiday Season.

Respectfully,
For the Conference

Glyde Tolson

Chester
Concur

CC - Mr. H. H. Clegg
Mr. Mohr

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

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EX-59

THE DIRECTOR

November 23, 1948

THE EXECUTIVE CONFERENCE

At the Executive Conference on November 19, 1948, attended by Messrs. Tolson, Tracy, Harbo, Mohr, Carlson, Nichols, Ladd, Clegg, Rosen, Nease and Fletcher, a request of the U. S. Civil Service Commission to bring a completed Loyalty investigation up to date was considered. The case as to which the request relates is that titled, "Curtis Preston Parker, Fiscal Accounting Clerk, Veterans Administration, Columbus, Ohio, Loyalty of Government Employees." The investigation was initiated on February 6, 1948, and the completed investigation was furnished to the Civil Service Commission by letter dated April 26, 1948. Subsequently, it was determined that the subject of the investigation has not been in Government employment since the investigation was conducted and apparently is being considered as an applicant by the U. S. Civil Service Commission. In view of the circumstances, there actually has been no review of the results of the investigation by a Loyalty Review Board and now the Loyalty Review Board of the Civil Service Commission desires to consider the case in view of the pending application.

The Conference was of the unanimous opinion that such requests to bring investigations up to date should not be acted upon because it is possible when the investigation is completed to make a decision based upon the results of the investigation. Contrary policy would open the Bureau to repeated requests to bring investigations up to date merely because there had been a delay in acting upon results of investigation within a reasonable period of time. However, the Conference was of the opinion that if any additional derogatory information comes to the attention of the Bureau in the interim it would be proper to then bring the investigation up to date.

In view of the fact that no additional information is in possession of the Bureau which relates to this particular case, with your approval the Civil Service Commission will be advised of that fact and also advised that in the absence of such information further investigation will not be conducted.

Respectfully,
For the Conference

Clyde Tolson

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- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Nease
- Miss Gandy

cc - Mr. Clegg
Mr. Mohr

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THE DIRECTOR

11/18/48

EXECUTIVES CONFERENCE

FBI NATIONAL ACADEMY REUNION --
SEPTEMBER 26 THRU 30, 1949

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The Executives Conference on November 18, 1948, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Carlson, Ladd, Rosen, Fletcher and Clegg, considered the suggestion of Inspector J. S. Rogers that a Retraining Session of the FBI National Academy be held in Washington from Monday September 26 thru Friday, September 30, 1949. The training program would be largely in the nature of panel forums on the following subjects: Investigative Methods and Techniques, Police Organization and Administration, Traffic, Civil Defense, Police Training and Juvenile Control. Formal opening ceremonies would be held on the morning of the first day. The afternoon of Thursday, September 29th, would be given over to the business meeting of the Associates and Friday, September 30, would be coincident with the graduation of the current National Academy class.

Although it was recognized that this program would require considerable work on the part of Bureau personnel, it is believed that the advantages of affording the latest developments in training on the subjects specified, in keeping active and alive the national organization of the Associates, in further cementing of relations between graduates and the Bureau and in the resulting publicity would make the program suggested desirable. Details would be worked out subsequently but if the Retraining School is to be held, announcements should be made before the end of the present year so that municipal budgets, plans for vacations and other necessary plans for their attendance which the graduates would need to make can be foreseen and planned in adequate time. It was pointed out that 26% of all the graduates are already heads of their respective departments; many hundreds of others are ranking officers in their department and many of them, in fact, wield the major influence in the operations of the department. So the benefit accruing to the department is believed to be sufficient to outweigh the disadvantages, difficulties and hard work.

The Conference unanimously recommended favorably.

Respectfully,
FOR THE CONFERENCE

G. Tolson

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn
- Tele. Room
- Mr. Nease
- Miss Gandy

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DEC 2 1948

Mr. Clegg
Mr. Mohr

DEC 2 1949

The Director
The Executive Conference

November 24, 1948

cc
At the Executive Conference November 24, 1948, with Messrs. Tolson, Ladd, Glavin, Tracy, Harbo, Carlson, Nease, Rosin, Clegg, Nichols and Fletcher being in attendance, a request of the Department with reference to pending treason cases was considered.

The Department has advised that Frank X. Green has been searching for war-time broadcasts from enemy-controlled radio stations to be used as evidence in certain pending treason prosecution. He has located in the Library of Congress a large number of original recordings of such broadcasts. Many of these recordings bear labels and markings in the German language, with which Mr. Green is unfamiliar. None are indexed and it is impossible to ascertain the contents of the recordings except by having the labels read by a qualified translator or by having the recording itself played back.

The Criminal Division has requested that a Bureau translator be made available to assist Mr. Green in identifying and evaluating the recordings which are on file in the Library of Congress. The estimated time is two to three days. Mr. Green is understood to be an employee of the National Archives on loan to the Department to assist in these matters.

The Conference was of the unanimous opinion that a translator be made available to assist in uncovering possible evidence with reference to pending treason cases. If you approve, an appropriate qualified Bureau translator will be made available to assist Mr. Green.

Respectfully
For the Conference

Glyde Tolson

cc - Mr. Clegg
Mr. Mohr

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DATE 3-3-91 BY SP5/efj

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

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The Director

November 22, 1948

The Executive Conference

SEMIANNUAL CONFERENCE OF BUREAU OFFICIALS AND SUPERVISORS

cc

The Executive Conference on November 16, 1948, with Messrs. Glavin, Tracy, Harbo, McGuire, Carlson, Fletcher, Rosen, Ladd, Nichols, Nease, and Clegg being present, recommended that a semiannual conference of Bureau officials and supervisors be held in Assembly Room 11 on Friday, December 3, 1948, beginning at 3:15 p.m. The program to be as follows:

- The Retirement Act - Mr. Glavin - 30 minutes
- Election Laws and Civil Rights Problems - Mr. Layton - 15 minutes
- Problems Relating to Files and Records - Mr. Nichols - 10 minutes
- Use of the Electron Microscope - Mr. Hallam - 20 minutes
- The Special Agents Mutual Benefit Association - Insurance - Mr. Carlson - 10 minutes
- Motion Picture, if obtainable, "A Tale of Two Cities" (For effect of atom bombing of Hiroshima and Nagasaki) - Mr. Preston - 20 minutes
- Problems Arising From Civil Defense Planning - Mr. Clegg - 15 minutes

If approved, there is attached hereto a proposed memorandum to this effect.

Respectfully,
For the Conference

[Handwritten signature]

cc-Mr. Mohr
Mr. Clegg
To All Lecturers

Clude Tolson

Attachments

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DATE 5-3-91 BY Sp-5/dec

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- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

ORIGINAL COPY FILED IN

THE DIRECTOR

October 29, 1948

JOINT COMMITTEE

SUGGESTION NO. 56

EMPLOYEE: **BULST W. SWAIM**
CHIEF CLERK COORDINATOR
BIRMINGHAM OFFICE

MEMBERS PRESENT: **H. H. Clegg**
S. K. McKee
G. R. McSwain
J. J. Gleason

SAVINGS: None
AWARD: None

SUGGESTION: That only the original of any serial be filed in the "0" and "00" files which are for the purpose of having placed therein either miscellaneous complaints or general instructions concerning the handling of each classification of case. It is a very rare occasion when more than the original is desired or necessary. The suggestion is, therefore, that extra copies not be prepared in the future of memoranda which are to be designated for "0" and "00" files, thus resulting in a savings of paper, carbon, filing and space.

JOINT COMMITTEE CONSIDERATION: Unanimously favorable.

Since not only are the observations correct as made by the employee, but also it is very rare that any serials are ever charged from either the "0" or "00" files.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on October 20, 1948, Messrs. Tracy, Tolson, Harbo, Mohr, Carlson, Ladd, Fletcher, Nease and Clegg, recommended unanimously favorably.

If approved, there is attached hereto a letter addressed to Chief Clerk Coordinator Swaim of the Birmingham Office advising that his suggestion has been adopted.

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DATE 5/3/91 BY SP3 [signature]

Respectfully,
For the Conference

Clyde Tolson

Attachment

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

cc: Mr. Clegg
Mr. Mohr
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[initials]

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THE DIRECTOR

November 30, 1948

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
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At the Executive Conference, November 29, 1948, Mr. Tolson, Mr. Callahan, Mr. Tracy, Mr. Harbo, Mr. Carlson, Mr. Nease, Mr. J. J. McGuire, Mr. Clegg, Mr. Rosen, and Mr. Fletcher being in attendance, it was pointed out that Seth W. Richardson, Chairman, Loyalty Review Board, had issued a memorandum to all Executive departments and agencies in which the following instructions are set forth: "In so far as an individual's connection with organizations is concerned, all Loyalty Boards shall confine their consideration and assessment of derogatory information to organizations on the Attorney General's list."

The Bureau as a matter of policy in determining whether a full field loyalty investigation should be initiated, has taken the following into consideration:

1. Membership in organizations which have been declared by the Attorney General as being within the purview of Executive Order No. 9835.

2. Membership in organizations declared subversive by public committees such as the Special Committee on Un-American Activities of the U. S. House of Representatives.

3. Membership in organizations not cited by the Attorney General or by any public committee but concerning which there appears in the Bureau files information tending to show that the organization is Communistically controlled, dominated or infiltrated.

4. Sympathetic association with the foregoing subversive organizations.

5. Activities and associations in connection with espionage, sabotage, treason, sedition and related matters.

In view of the ruling of the Loyalty Review Board it was proposed:

1. That a query be addressed to the Attorney General to determine whether the Bureau, in arriving at a decision as to whether a loyalty investigation should be initiated, should confine its consideration to information relating to:

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

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(1) Membership in an organization declared by the Attorney General as being within the purview of Executive Order 9835.

(2) Sympathetic association with such organizations.

(3) Activities and associations on the part of an individual in connection with espionage, sabotage, treason, sedition, and related statutes.

2. In the event the Attorney General decides that consideration should only be given to the three categories indicated, still the loyalty form should be processed as in the past so that any indicated disloyal information will not be passed by but will be made available to the proper agency even though it is not of that character determined by the Attorney General to be within the purview of Executive Order 9835.

With reference to the processing of forms, the Attorney General first declared a list of subversive organizations on November 24, 1947. In early April it became known that he planned a supplemental list. On April 14, 1948, a memorandum was addressed to the Attorney General pointing out to him that at that time we had processed over 1,900,000 forms and the publication of supplemental lists brought up the point as to the necessity for rechecking the loyalty forms through the indices. The Attorney General replied to the memorandum from the Bureau on May 19, 1948, stating that he did not believe the Bureau had limited the search to membership or activities in the organizations indicated by him, particularly having in mind the Bureau had actually started checking forms prior to the publication of his first list of November 24, 1947. He indicated that the Bureau's check would have covered membership or activities in organizations which the Bureau's investigation had reflected to be relevant and, therefore, there was no necessity for a recheck. He said, "The Bureau's initial processing has been completely adequate to meet the situation without a review of the dossiers in the relatively few cases in which derogatory information has been reported to the employing agencies and will suffice to disclose those cases in which full field investigations may be required on the basis of additional designations."

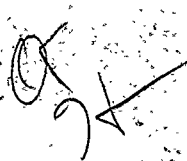
These quoted words of the Attorney General would indicate that the second proposal set out above is in accord with his views as previously expressed.

The members of the Conference, with the exception of Mr. Clegg, recommended and approved the suggested proposals, principally for two reasons: First, it appears impractical to conduct full field loyalty investigations of employees as to which there is information that they are members of or associated with organizations which will not be considered by Loyalty Review Boards. Second, the Bureau could be subject to adverse criticism for conducting the loyalty investigations of persons who are members of or associated with organizations which have not been declared within the purview of Executive Order 9835. Mr. Clegg was of the opinion that the Bureau would more properly discharge its duties under the Loyalty Program if it continued as in the past to investigate persons who held membership or participated in the activities of organizations in which the Bureau's investigation in the past had reflected would be relevant. He thought that by pursuing such a policy the Bureau could not be subjected to adverse criticism in the future.

There is attached for your approval a memorandum to the Attorney General in accord with the majority opinion of the Conference.

Respectfully,

For the Conference



Clyde Tolson

Attachment

CC: Mr. Mohr
Mr. Clegg

THE DIRECTOR

December 6, 1948

EXECUTIVES CONFERENCE

The Executives Conference on December 2, 1948, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Carlson, McGuire, Rosen, Ladd, Nease and Clegg, considered the request of Colonel A. D. Head of the Intelligence Division of the Army, that the Bureau either accept CIC instructors in FBI training schools to observe and listen to various lectures, or that some of the Bureau's instructors go to Camp Holabird to afford instruction in specific cases.

It was recommended that an official of CIC talk to Mr. Clegg so that the Bureau could explore the extent and the full purposes of the training. The opinion was expressed by Colonel Head that they were concerned over the status of the instruction being given to new CIC agents at Camp Holabird.

All of the members of the Conference recommended that the Bureau not accept any of these officials in its training school in Washington. It was recommended, further, that a representative of CIC discuss their desires for training by Bureau representatives at Camp Holabird with Mr. Clegg, and that based upon the reasonableness of this request then the Bureau would consider whether Bureau instructors would go there for the specific purpose of handling specific subjects. It was understood that arrangements might be made whereby only one appearance of the Bureau representative would be necessary, and that those receiving the instruction would serve as instructors in their own Army schools in the future.

Respectfully,
For the Conference

Clyde Tolson

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HEREIN IS UNCLASSIFIED
DATE 5/3/91 BY SP5 a/leg

J. Edgar Hoover

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

cc: Mr. Clegg
Mr. Mohr

RECORDED - 19 66-2554-7038
INDEXED - 19
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THE DIRECTOR

December 6, 1948

EXECUTIVES CONFERENCE

The Executives Conference on December 2, 1948, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Carlson, McGuire, Rosen, Ladd, Nease and Clegg, considered the inquiry of Rear Admiral R. H. Hillenkoetter, Director, CIA, concerning the possibility of sending officials of foreign police organizations to the FBI National Academy, at one of the state police training schools, or in one of the criminology departments of an American university, for training as a further aid in the development of appropriate foreign liaison by CIA.

developing appropriate

The Conference considered this matter at length, and the following views were expressed:

1. Recommendation that the Bureau receive applications through CIA and consider accepting one or a maximum of two foreign representatives in each class of the Academy, provided other facilities in this country would not be utilized in such a program. Messrs. Ladd, Nease, McGuire, Mohr and Tracy.
2. Opposed to accepting anyone in the Academy, and favoring the submission of a letter to Rear Admiral Hillenkoetter, pointing out that at this time the large backlog of hundreds of applications from police will prevent expanding the Academy in any respect, and thus we are precluded from accepting any additional applicants or making any further commitments for the time being in the Academy. Messrs. Tolson, Rosen, Carlson, Harbo and Clegg.
3. Mr. Glavin pointed out the potential danger of CIA building up a record of the Bureau's failure to cooperate with it in the interests of the American Government. Although he is opposed to accepting anyone, he thought some communication should be sent to Rear Admiral Hillenkoetter which would not antagonize CIA and at the same time not make any agreement to accept any representatives.

re

Respectfully,
For the Conference

Jayne

166-2554-7039
Clyde Tolson

RECORDED - 19

6 DEC 9 1948

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Mr. Clegg
Mr. Mohr

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THE DIRECTOR

~~CONFIDENTIAL~~

December 7, 1948
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OTHERWISE~~

THE EXECUTIVE CONFERENCE

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INTERNAL SECURITY - R and Pol.

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5-1

At the Executive Conference on December 3, 1948, attended by Messrs. Ladd, Carlson, Rosen, Harbo, Tracy, Mohr, McGuire, McCabe and Fletcher, it was pointed out to the Conference that

[redacted]

It could be said without qualification that he had cooperated with the U. S. Government to the full extent of his ability. At the time of his defection the State Department, Attorney General and the Immigration and Naturalization Service were advised of his defection and the fact that he was under FBI control and exploitation.

[redacted]

The Conference was advised that the State Department had been contacted for advice as to what steps should be taken by the Bureau to properly discharge its responsibility to this person. The State Department had advised that if the Bureau would indicate the type of visa that was desired in this instance that they would make the proper recommendation to the Immigration and Naturalization Service. The State Department informed that in these situations it has been customary to issue visitors' visas, which, of necessity, would have to be renewed from time to time and one difficulty with the visitor's visa is that it does not permit gainful employment. The State Department explained that if this person obtained gainful employment appropriate arrangements would have to be made with INS so that in effect they would overlook existing regulations. The other type of visa that would be possible would be a permanent Immigration visa which is of that type permitting the person to reside in the United States on a permanent basis, secure gainful employment and seek American citizenship.

It was pointed out that [redacted] an American citizen and it was his desire that he be permitted to remain in the United States indefinitely.

The State Department advised that normally they issued visitors' visas because it gave some control over the defector so that if he took action that was inimical to the United States appropriate action could be taken by simply not renewing his visa. [redacted] has already cooperated so far as it is possible for him to do so with the Bureau. It is not apparent that he can now

The Conference was in the unanimous opinion that the State Department should be advised that the Bureau recommends a permanent Immigration visa, as it will be in accord with the desire of the defector and it does not appear that

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

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~~CONFIDENTIAL~~

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58 DEC 10 1948

~~CONFIDENTIAL~~

Memo for the Director

the Bureau's interest will be jeopardized.

If you agree, the Bureau's Liaison Agent will advise the State Department in accord with the unanimous recommendation of the Conference.

OK

Respectfully,
For the Conference

Y

Clyde Tolson

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

McG

THE DIRECTOR

11-30-48

THE EXECUTIVES CONFERENCE

DISPLACED PERSONS PROGRAM - RECORDS SECTION

The Executives Conference consisting of Messrs. Tolson, Rosen, Fletcher, Clegg, Ladd, Carlson, Mohr, Harbo, Tracy, and Glavin considered on November 22nd the handling of displaced persons name search forms in the Bureau.

The Conference unanimously recommended that a separate form of complete name and background data be secured on each displaced person and that the forms be searched in the Records Section in a manner similar to that being utilized presently on Immigration and Naturalization forms. The search used on these forms restricts to localities contained on the form and develops both subversive and criminal derogatory information as to the individuals identified.

The Conference with the exceptions of Messrs. Glavin and Fletcher recommended that the names of displaced persons handled under the program not be indexed in our records excepting in those cases in which derogatory information is developed. Messrs. Glavin and Fletcher felt we should index the names of all displaced persons at this time since we have them available through this program. It was pointed out to the Conference that this handling would be inconsistent with our past policy on name search programs wherein no indexing has been done on names of individuals except where derogatory data was developed. An exception to this policy, of course, was the Loyalty Program in which all no record forms are being indexed.

The Conference unanimously recommended that no search or review be made of the names of sponsors of displaced persons listed on the forms unless and until more complete background data is available by which to identify the sponsors. Plans are presently under way by which identifying background data will be available on the form for the sponsors. When the forms are received with this data included, the Conference recommended that we search the names of the sponsors through our index.

Respectfully,
For the Conference

[Handwritten signature]

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66-2554-704 1

Clyde Tolson

INDEXED - 95

34 DEC 7 1948

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Mr. Mohr
Mr. Clegg

[Handwritten initials]

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323,013

THE DIRECTOR

December 6, 1948

EXECUTIVES CONFERENCE

FBI NATIONAL ACADEMY

323,013
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DATE 5/3/91 BY SP-5 C. J. [signature]

1. The Executives Conference on December 2, 1948, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Carlson, McGuire, Rosen, Ladd, Nease and Clegg, considered the recommendation of Mr. Hince that the age limit of 50, now in existence for the FBI National Academy, be reduced to 45 as the maximum acceptable age.

The Bureau began the Academy with no age limit, and due to early retirement on the part of some of the graduates, they recommended an age limit and 45 was established as a maximum. During World War II, when so many of the younger police personnel went to the military services, the Bureau changed the age limit to 50 since so many of the executives who wanted to attend were in the older age brackets, and there were less men available in the younger age brackets.

**F.B.I.N.A. - Hince*

Some of the members of the Conference expressed the view that the age of 50 was a very fruitful, productive, alert period in a man's life, and that for this reason the maximum age of 50 be continued as is.

Those favoring the suggestion that the maximum age limit be reduced to 45 were Messrs. Harbo, Nease and Clegg. Those opposed to the suggestion were Messrs. Tolson, Glavin, Tracy, Mohr, Carlson, McGuire, Rosen and Ladd.

2. Mr. Hince further suggested that we establish a requirement as a matter of policy that at least two years of experience in law enforcement be mandatory for those entering the FBI National Academy. All members of the Conference favored this suggestion as a matter of general policy.

If either or both of the above suggestions are approved, an SAC letter will be forwarded advising of these changes in qualifications, and the modifications will not be placed in the booklet concerning the Academy until it is reprinted.

Respectfully,
For the Conference

Glyde Tolson

66-2554-7042

DEC 13 1948

INDEXED - 126
RECORDED - 126

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Mr. Clegg
Mr. [unclear]
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MHC:gh

THE DIRECTOR

December 7, 1948

EXECUTIVES CONFERENCE

The Executives Conference on December 2, 1948, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Carlson, McGuire, Rosen, Ladd, Nease and Clegg, considered the desirability of circularizing key Governmental officials with a brief statement of the aims and objectives of Communism.

Special Agent W. C. Sullivan, appearing before In-Service classes, concludes his lecture on "Communism" with a summary of eight objectives. Any reasonable person possessed of this information should recognize there is no possibility of compromise or reconciliation with Communism. The suggestion was made that it would be well for a brief statement of two pages or less to be prepared, setting forth these eight objectives which would be documented with footnotes as available, and after this statement has been approved, consideration should be given to sending it to the Secretary of State, White House and to other selected key officials of the Federal Government.

The Executives Conference unanimously approved this suggestion, first, that the statement be prepared, and then after review a determination could be made as to its circularization.

Respectfully,
For the Conference

Clyde Tolson

*A. Sullivan
to make it brief.
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- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

cc: Mr. Clegg
Mr. Mohr

*dfh
12-10-48*

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THE DIRECTOR

December 7, 1948

THE EXECUTIVE CONFERENCE

At the Executive Conference on December 3, 1948, attended by Messrs. Ladd, Carlson, Rosen, Harbo, Tracy, Mohr, McGuire, McCabe and Fletcher, the members of the Conference were informed that

[Redacted]

[Redacted] had heard that they were close to disaffection with the Communist Party.

[Redacted] as a very able Negro, highly regarded by leaders of the Communist Party, and he believes he can convert [Redacted] into working as a Bureau informant.

[Redacted] desired to be paid at the rate of \$25.00 a day plus his expenses to go to Buffalo. He indicated he planned to reside with the [Redacted] while at that point.

This matter has been held in abeyance since [Redacted] because [Redacted] was required to go to [Redacted] and went to Florida about that time. The Buffalo Office now advises that [Redacted] has not returned and apparently is [Redacted]. The Buffalo Office further advises that [Redacted] is considered to be one of the leading Communist Party members of the [Redacted] and he would make a valuable informant. It was proposed that an effort be made to turn [Redacted] through [Redacted] and that [Redacted] be paid \$25.00 a day plus expenses, estimated total cost \$200.00. It was believed the expense involved was small, considering the possible favorable results.

The Conference was of the unanimous opinion that [Redacted] should be paid at the rate of \$25.00 a day plus his expenses, having in mind an estimated total cost of \$200.00, and that [Redacted] be instructed to attempt the development of [Redacted] in behalf of the Bureau as an informant.

For your approval, there is attached an appropriate letter addressed to the New York and Buffalo Offices in accord with the opinion of the Conference.

Attachment

Respectfully,
For the Conference,
DEC 13 1948

W. Lee Tolson

cc - Mr. Clegg
Mr. Mohr

HBF:cmw

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

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The Director

12-5-48

The Executive Conference

DISCUSSION OF COMMUNIST INFILTRATION
AMONG CLERICAL AND SUPERVISORY PERSONNEL
OF GOVERNMENT

The Executive Conference, consisting of Messrs. Tolson, McGuire, Glavin, Fletcher, Mohr, Carlson, Nease, Parsons and Tracy, considered a report that an extensive discussion of Communism is given by clerical and Agent Supervisory Conference at the Seat of Government.

The Conference unanimously recommends that Special Agent W. C. Sullivan, who is a splendid lecturer before In-Services classes, give an academic discussion on the subject, which is Communism, in order that proper personnel at the Seat of Government might understand the evil force of Communism. The Conference was informed that Agent Sullivan gives a very splendid non-controversial lecture along educational lines, and of a type that could not possibly cause any embarrassment to the Bureau since employees discuss among themselves the subject matter. The Conference also takes that the subject of Communism is presently receiving wide publicity in the newspapers, magazines and on the radio, and therefore it would appear to be quite proper to discuss it as suggested, before Seat of Government Conference. It is believed that if clerical employees know a little more about the Communist Party and its aims and organization, they will be able to avoid being innocently dragged into some "front" organization.

The Conference did not feel that the subject should be extended to the field, inasmuch as field clerical personnel handling clerical work in connection with pending investigations are conversant with the subject matter on the investigative standpoint.

Respectfully,
For the Conference

Clyde Tolson

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CVT:cm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

DEC 13 1948

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THE DIRECTOR

December 8, 1948

THE EXECUTIVE CONFERENCE

LOYALTY OF GOVERNMENT EMPLOYEES
FRAUD AGAINST THE GOVERNMENT

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DATE 5/3/91 BY SP5 CJA/df

At the Executive Conference on December 8, 1948, with Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Carlson, McGuire, N. H. McCabe, Nease and Fletcher in attendance, it was pointed out that often in connection with investigations conducted under the Loyalty Program information is received to the effect that the employee has either resigned from Federal service or if he is an applicant he is not interested in pursuing his application for Federal employment. It has been the policy upon receipt of such information to discontinue the investigation and to furnish the proper advice to the Civil Service Commission. In many cases the available information reflecting disloyalty on the part of the employee, although not supported by the results of the investigation conducted as of the time it was discontinued, indicates a possible violation by the employee constituting a violation of the statutes relating to Fraud Against the Government.

It was pointed out that often the basis for the investigation is predicated upon unvarified or unsubstantiated information. The problem presented raised the question of the necessity or the desirability of continuing the Loyalty case as a possible violation of Fraud Against the Government after it becomes known that the employee is separated from Government service or the applicant is not interested in Government service.

The Conference was of the unanimous opinion that this presented a matter of policy which involved prosecution and recommended that the question of the proper policy to be pursued be presented to the Attorney General.

If you are in agreement, there is attached for your approval an appropriate memorandum to the Attorney General making inquiry as to the policy which should be followed in these situations.

Respectfully,
For the Conference

Clyde Tolson

66-2554-7046
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12 DEC 14 1948

Attachment

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Misc. Clerk

cc - Mr. Clegg
Mr. Mohr

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THE DIRECTOR

September 20, 1948

THE EXECUTIVES CONFERENCE

The Executives Conference of September 17, 1948 consisting of Messrs. Tolson, Rosen, Clegg, Carlson, Harbo, Mohr, Ladd, Tracy and Glavin, considered a suggestion submitted by SAC Soucy of the Boston Office to the effect that Chief Clerk Louise M. Connolly had suggested that the Territorial Allocation List be incorporated in the Manual of Rules and Regulations.

It was pointed out by SAC Soucy that the last Territorial Allocation List was issued through Bureau Bulletin #52, dated October 10, 1946 and that no complete list has been issued since that date, changes only being forwarded to the Field.

The Conference is of the unanimous opinion that including the Territorial Allocation List in the Manual of Rules and Regulations would serve no useful purpose since the Manuals of Rules and Regulations are not in the possession of Special Agents other than those in the Resident Agency and the Headquarters offices.

The Conference recommends that new Territorial Allocation Lists be sent out in bulletin form so that all Special Agent employees will receive a copy thereof and all new Agents will continue to get the Territorial Allocation List as they enter on duty and subsequent changes can be handled in bulletin form.

Should the Director agree, this will be done.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

RECORDED - 28

INDEXED - 28

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CC - Mr. Clegg
Mr. Mohr

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264

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- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

The Director

October 29, 1948

Executives Conference

~~STAFF CHRISTMAS CARD~~

The Executives Conference, consisting of Messrs. Tolson, Nease, Rosen, Ladd, Mohr, Harbo, Tracy, Glavin, Fletcher and Nichols, considered the matter of the staff Christmas card. The three cards considered are attached.

Messrs. Tolson, Nease, Rosen, Harbo, Tracy and Glavin favored the card carrying the notation, "Number 2," on the basis that it was the simplest, and would be the most economical one to send out.

Messrs. Ladd, Fletcher, Mohr and Nichols favored the card carrying the notation, "Number 1," on the basis that it appears to be in better taste, coupled with the fact that the card marked "Number 2" is similar to the one sent out last year.

Respectfully,
For the Conference

Clyde Tolson

cc: Mr. Glegg
Mr. Mohr

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LBN:hmc

Attachment

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

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THE DIRECTOR

December 9, 1948

THE EXECUTIVES' CONFERENCE

STENOGRAPHY AND TYPING CLASSES

On December 8, 1948 the Executives' Conference, consisting of Messrs. Tolson, Tracy, Nease, Parsons, Mohr, Carlson, McGuire, Glavin, Fletcher and N. H. McCabe, considered suspending stenographic and typing classes during the holiday period from December 20 through December 31, 1948.

In view of the fact that many of the students will be absent on leave during this period, the Conference was unanimously in favor of suspending the classes.

Respectfully,
For the Conference

Clyde Tolson

CC: Mr. H. H. Clegg
Mr. Mohr

NHM:jfm

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- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

61 DEC 22 1948

THE DIRECTOR

December 9, 1948

JOINT COMMITTEE

~~SUGGESTION NO. 85~~
SAC W. A. MURPHY
PHOENIX OFFICE

SAVINGS: NONE
AWARD: NONE

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
M. W. McFarlin

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SUGGESTION: The Phoenix Office inquired if it would be satisfactory to block-stamp the photostatic copies of Loyalty questionnaires and Atomic Energy Act cases on the reverse side of the first sheet of such photostatic material sent to field offices. This would permit serializing, file numbers and routing notations to be more legible and clearly visible, whereas at present if they are block-stamped on the face of the photostatic copy, the printed material tends to make illegible and unclear the administrative writings of the field office.

JOINT COMMITTEE CONSIDERATION:

It was pointed out by the Special Agents in Charge present at the Joint Committee meeting that this is a common practice at present in field offices.

RECOMMENDATION:

Unanimously favorable that instructions go to the Field authorizing this uniform procedure.

EXECUTIVES CONFERENCE CONSIDERATION:

On December 10, 1948, the Executives Conference with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Carlson, Ladd, Rosen and Clegg present considered the above suggestion and recommended unanimously favorable. If approved, there is attached hereto an SAC Letter accordingly.

INDEXED - 28

Respectfully,
For the Conference

RECORDED - 28
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12 DEC 22 1948

Clyde Tolson

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Mr. Clegg
Mr. Mohr
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[Handwritten signature]

THE DIRECTOR

December 20, 1948

THE EXECUTIVES' CONFERENCE

UNLAWFUL FLIGHT TO AVOID PROSECUTION
UNLAWFUL FLIGHT TO AVOID CONFINEMENT

The attached letter to All Special Agents in Charge was approved by the Executives' Conference with Messrs. Carlson, Fletcher, Glavin, Harbo, Ladd, McCabe, Mohr, Nease, Tracy, and Rosen in attendance.

This letter instructs that all Divisions covering state capitals contact the office of the State Attorney General to ascertain the minimum requirements for purposes of extradition insofar as warrants issued in other states are concerned. This information should be available so that extradition requests in connection with apprehensions of fugitives in Unlawful Flight investigations will not be declared invalid because of the form of the state process.

Respectfully,

For The Conference

[Signature]
Clyde Tolson

AR:lgn

Attachment

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- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

INDEXED - 32
RECORDED - 30

1-66-2554-7050
6 DEC 23 1948

67 DEC 27 1948

THE DIRECTOR

December 10, 1948

JOINT COMMITTEE

SUGGESTION NO. 72

EMPLOYER: CHIEF CLERK FORNEY E. MICHAEL
CHARLOTTE OFFICE

SAVINGS: None
Award: None

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
H. W. McFarlin

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/3/91 BY 3450/ply

SUGGESTION: Under present rules, the Bureau requires that each field division submit an up-to-date ~~inventory~~ each odd-numbered year.

The suggestion is that if a field division has submitted an inventory during a two-year period in connection with a regular inspection of the field office, no additional inventory should be prepared.

ADVANTAGES:

1. In connection with a full field office inspection, the Inspector has a copy of the field office inventory as maintained at the Bureau, based on information furnished by the Field, and the Inspector uses this to check on its completeness and up-to-dateness. Any shortcomings are detected and are corrected both in the Field and at the Seat of Government.
2. Inventories would be brought up to date at least once in two years by less Bureau personnel than would be devoted to taking an inventory.

DISADVANTAGES:

1. If this rule were adopted, it would be possible that a field office would at no time in the future prepare a new inventory and send it to the Seat of Government since offices are scheduled for inspection approximately once a year. This would eventually result in the records both in the Field and the copies at the Seat of Government being confusing, and in all probability not readily understandable because of notations which are made for property deleted or property received.
2. If a field office is inspected shortly after the bi-annual inventory has been taken and submitted to the Bureau, it frequently is true that the Inspector will merely spot check on the inventory rather than take a full inventory, thus duplication anticipated by the suggestion is actually avoided to some extent.

Mr. Tolson _____
 Mr. Clegg _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Egan _____
 Mr. Gurnea _____
 Mr. Harbo _____
 Mr. Mohr _____
 Mr. Pennington _____
 Mr. Quinn Tamm _____
 Tele. Room _____
 Mr. Nease _____
 Miss Gandy _____

Mr. Clegg
Mr. Mohr

RECORDED - 138
INDEXED - 170

66-2554-7051

DEC 23 1948

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221

3. The idea of taking the inventory bi-annually instead of annually was based upon the assumption that in the alternate year at least the Inspector would reconcile the inventory, and thus the Bureau's records at Washington would be brought up to date annually.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee recommended unanimously unfavorably.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable, December 21, 1948, by Messrs. Ladd, Tracy, Glavin, Mohr, Carlson, H. H. McCabe, Fletcher, Harbo, McGuire and Harbo.

Respectfully,
For the Conference

Ym

Clyde Tolson

Ag 1/8

THE DIRECTOR

December 10, 1948

JOINT COMMITTEE

SUGGESTION NO. 71

EMPLOYEE: HELEN E. REISINGER
SEATTLE OFFICE

SAVINGS: NONE
AWARD: NONE

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
M. W. McFarlin

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/3/91 BY SP5/SLJ/SLJ

SUGGESTION: That the first sheet of investigative reports (Form No. 1) be modified so as to reduce the space under the heading "Date When Made" and to lengthen the space under the heading "Period For Which Made".

It was pointed out that the "Date When Made" is always the date when typed, while the "Period For Which Made" is often a series of dates and the present space is sometimes inadequate.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee unanimously recommended that when next a supply of this form is ordered the appropriate modifications be made.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously concurred in Joint Committee recommendation. December 21, 1948. Messrs. Ladd, Tracy, Glavin, Mohr, Carlson, N.H. McCabe, Fletcher, Nease, McGuire and Harbo.

Respectfully,
For the Conference

[Signature]
Clyde Tolson

RECORDED - 138

166-2554-7052
F B I

INDEXED - 138

12 DEC 23 1948

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Mr. Clegg
Mr. Mohr

DEC 29 1948 221

[Handwritten initials]

THE DIRECTOR

December 10, 1948

JOINT COMMITTEE

SUGGESTION NO. 73

EMPLOYEE: CHIEF CLERK FORNEY E. MICHAEL
CHARLOTTE OFFICE

SAVINGS: NONE
AWARD: NONE

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
M. W. McFarlan

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/3/91 BY SP3/BJG
323,013

SUGGESTION: That the Bureau permit the green sheets pertaining to bulky exhibits to be placed as the first serial in the most current section of files which consists of two or more sections. The suggestion further provides that the 3x5 tickler card for each bulky exhibit show the serial number of the green sheet.

Under the present regulation, all green sheets which contain a full description of bulky exhibits and a statement as to the source from which obtained and location in the office, must be placed in the first section of the file as serial 1-B.

ADVANTAGES:

1. Although all green sheets would not be filed together, the tickler cards would be and would show the serial number of the green sheet.
2. This arrangement will permit notations to be placed on the green sheet showing additions and deletions without securing the old section of the file.

DISADVANTAGES:

1. It is more convenient to have all green sheets together at one place in one section of the file so that information concerning all bulky exhibits in any one case can be readily ascertained when necessary.
2. The present system is less complicated than the proposed change.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable, 12/21/48, Members: Ladd, Tracy, Glavin, Mohr, Carlson, M.H. McCabe, Fletcher, Nease, McGuire and Harbo.

RECORDED - 138
INDEXED - 138

12 DEC 23 1948

Respectfully,
For the Conference

Clyde Tolson

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn
- Tele. Room
- Mr. Nease
- Miss Gandy

DEC 29 1948

Mr. Clegg
Mr. Mohr

Withdgn dgl

66-2554-7053
F B I

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[Handwritten initials]

THE DIRECTOR

December 10, 1948

JOINT COMMITTEE

SUGGESTION NO. 70

EMPLOYEE: SA ARTHUR J. NORSTROM
ST. PAUL OFFICE

SAVINGS: NONE
AWARD: NONE

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
M. W. McFarlin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/3/91 BY SP5C/PLJ

323,013

SUGGESTION: That the Bureau institute a field inventory control on expendable supplies, including technical matter. A master sheet showing all supplies used in the Field would be prepared on which should be listed all expendable supplies on hand in the field office and resident agencies, together with the estimated needs for a six-month period. Six months thereafter, an inventory could again be taken for the purpose of determining the amount of supplies actually used and the amount on hand could be reconciled and the needs for the coming six-months period would thus be determined.

ADVANTAGES:

1. It is alleged that certain types of supplies on hand in field offices are not being used, and represent a large cash outlay on the part of the Bureau. A field inventory control would keep the Seat of Government advised as to where surplus supplies are located and they thereafter could be directed to those offices having need for them.

DISADVANTAGES:

1. Under present procedure, field offices are required to advise the Seat of Government when they have surplus supplies. Also, this is covered during each field office inspection, with surplus supplies and property being listed for the information of the Chief Clerk's Office, and having the material transferred to some other office where needed.
2. The large cash outlay for time, personnel and supplies to maintain a perpetual inventory.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

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EXECUTIVE CONFERENCE CONSIDERATION:

Unanimously unfavorable, December 21, 1948, by Messrs. Ladd, Tracy, Glavin, Mohr, Carlson, H. A. McCabe, Fletcher, Nease, McGuire, and Harbo.

INDEXED - 138

RECORDED - 138

12 DEC 23 1948

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Respectfully,
For the Conference
Clyde Tolson

dgh

RH

THE DIRECTOR

12/10/48

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 5/3/91 BY SP3C/ky
323,013

The Executives Conference of December 10, 1948 considered the arrangements to be made with respect to the Inaugural Parade which will occur on January 20, 1949. The problems with respect to the Inaugural Parade were submitted to the Conference in the following manner:

1. It was the unanimous recommendation of the Executives Conference that space should be reserved for the Attorney General and Peyton Ford and that no other members of the Department be extended invitations to utilize our space to see the parade. The Conference was advised, however, that the Director had already promised space to Mr. Wanech, his son and aunt and the exact space they will be assigned will be referred to hereafter in this memorandum. The Conference was of the opinion that Mr. Rosen's Office, Room 5706, which has a balcony, should be set aside for the Attorney General and Peyton Ford. This space will accommodate 10 people. It was the further recommendation of the Conference that an appropriate communication should go forward to the Attorney General and Peyton Ford advising them if they so desire a room which will accommodate a total of 10 people will be reserved for them.

2. Allocation of Space to Bureau Employees. The Executives Conference unanimously recommended that space be allocated to the various divisions based on their size and that in each division drawings shall be held to determine the employees who will receive space. However, a previous allocation should be made to sections so that all employees whether in large or small sections will have an equal opportunity of being considered for the limited space available. The Conference recommended that the Washington Field Office be included in this allocation of space and that in considering the allocation of space for the Training and Inspection Division that we include the National Academy which will be in session commencing January 10, 1949, as well as two New Agents Classes and two In-Service Classes which will be in session at the time. Employees will be instructed that if they do not use the space allocated to them the space should be returned in order that it may be re-issued in accordance with the procedure outlined. The drawings for the space will be made in each division during the first week in January 1949.

3. Security of Space. The Conference unanimously recommended:

- a. All rooms be locked.
- b. Tickets be issued for each space by room number.
- c. Special Agents will be assigned to each room to collect tickets and admit ticket holders who identify themselves as being identical with the individual named on the ticket.

RECORDED - 105 166-2554-10 55

INDEXED - 105 12 DEC 24 1948

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

DEC 29 1948

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4. The Conference unanimously recommended that it shall be stipulated to all employees that space will only be allocated to Bureau employees and that it will not be possible to invite relatives or friends of such employees to view the parade from this building.

5. Rooms to be Held and Allocated. The Conference unanimously recommended that the window in Mr. Mohr's Office, Room 5742; the two windows in Mr. Tolson's outer offices, Rooms 5744 and 5746; the balcony in Mr. Tolson's Office; the bay window in the corridor between Mr. Tolson's Office and the Director's Office and the Director's space, be held for disposition and allocation by the Director. The two windows in the Director's Reception Room will be included for allocation to Bureau employees.

Mr. Vanech, his son and aunt will be assigned to Mr. Ladd's Office, which office has a balcony.

Mr. David N. Edelstein and his wife will be assigned to Mr. Ladd's Office, which office has a balcony.

Dr. Breeding, his wife, daughter and son will be assigned to Room 5712, which has a balcony.

Mr. Tamm, his wife and two children will be assigned to Room 5712, which has a balcony.

6. Space to be Used. It was pointed out to the Conference that the Bureau had space on the first floor and that this space will not be very desirable and in fact will be poor for viewing the parade because of the fact that there is a balustrade along the entire front of the building on which people will stand to view the parade. For anyone to see the parade from the first floor windows, they will have to place chairs on desks or tables in order to look over the heads of those in front of them. The Conference felt, however, that this space would be desirable and should be allocated to our employees, with five employees being assigned to each window. This will permit 60 additional employees to view the parade and a total of 500 spaces will be available for allocation to employees in the Bureau.

7. Nursing Service. It was pointed out to the Conference that it would be desirable to have available on that date at least two nurses for emergency purposes. Mr. Glavin stated that space in the bay window on the fourth floor will be made available to Mrs. Skilling and one nurse who will be available on that date to take care of emergency situations as they may arise.

8. Departmental Regulations. It was pointed out to the Conference that in the 1941 parade, the Department issued instructions to the

effect that special building and garage passes would be issued and that ordinary building passes and garage passes would not be recognized on January 20. It was pointed out that the Department would undoubtedly issue the same regulations this year and that this would be followed with the Department to obtain the necessary building passes and garage passes for employees who are coming in on that date to view the parade.

9. Allocation of Space by Divisions. - The following is a tabulation showing the number of employees assigned to each division, which would include for the Training and Inspection Division the National Academy class of 50, two New Special Agent classes of 35 each and two In-Service classes of 45 each. There is also shown the allocation of the 500 spaces available by division.

<u>Division</u>	<u>Employees</u>	<u>Spaces</u>
Director's Office, Associate Directors Office and Mr. Ladd's Office	24	3
Identification Division	1730	195
Training and Inspection Division	236	26
Administrative Division	312	36
Records and Communications Division	1127	128
Security Division	276	31
Investigative Division	124	14
FBI Laboratory	144	16
Washington Field Office	457	51
	4430	500

In the event the Director approves the Conference recommendations, appropriate letters will be addressed to the Attorney General and Mr. Peyton Ford extending them an invitation to utilize our space to view the parade, steps will be taken to have tickets printed and to carry out the other instructions set forth in this memorandum.

Respectfully,
For the Conference

Clyde Tolson

cc - Mr. Clegg

R. H. [unclear] attention to letters to A. G. & Ford

THE DIRECTOR

December 20, 1948

THE EXECUTIVES' CONFERENCE

REINSTITUTING INVESTIGATIONS FOR
THE CENTRAL INTELLIGENCE AGENCY

The attached Bureau Bulletin was approved by the Executives' Conference with Casper, Carlson, Fletcher, Glavin, Harbo, Ladd, McCabe, Mohr, Nease, Tracy, and Rosen in attendance.

This Bulletin sets forth the procedure to be followed in handling applicant and employee investigations for the Central Intelligence Agency in the field, which investigations are being reinstated early in 1949.

Respectfully,

For The Conference

[Signature]
Clyde Tolson

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Attachment

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323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/3/91 BY SP5 WJL/ky

RECORDED - 99

66-2554-7056

6 DEC 27 1948

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn
- Tele. Room
- Mr. Nease
- Miss Gandy

DEC 29 1948

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THE DIRECTOR

THE EXECUTIVES' CONFERENCE

VETERANS ADMINISTRATION MATTERS

The Executives' Conference, with Messrs. Carlson, Fletcher, Glavin, Harbo, Ladd, N. H. McCabe, Mohr, Nease, Tracy, and Rosen in attendance, approved the attached Bureau Bulletin, on December 20, 1948.

This Bulletin sets out the Bureau's responsibility in cases which involve persons who obtain hospitalization and other benefits from the Veterans Administration to which they are not entitled. Circulars are being issued by the Veterans Administration concerning this matter and indicating that the nearest office of the FBI should be notified in cases of this kind. It is believed desirable to call this matter to the attention of all Agents, pointing out that the usual Bureau rules regarding taking people into custody apply in cases of this kind.

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Attachment

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ALL INFORMATION CONTAINED
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DATE 5-8-91 BY SP-5 c/dy

106-2554-7057

RECORDED - 92

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Misc. Gandy

17-9

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TO : THE DIRECTOR
FROM : THE EXECUTIVE CONFERENCE
SUBJECT: COMMUNIST PARTY, USA - BRIEF
INTERNAL SECURITY - C

DATE: December 17, 1948

170

At the Executive Conference on December 16, 1948, attended by Messrs. Ladd, Clegg, Glavin, Rosen, Tracy, Carlson, Harbo, Mohr, Nichols and Fletcher, it was pointed out that in connection with the trial preparation for the trial of the Communist Party leadership, a Paul Crouch, an informant and former member of the Communist Party in a position to furnish valuable testimony, had been selected as one of the witnesses to be utilized in the trial of this case. He has been cooperating with the Bureau and he has requested that the Bureau designate a Special Agent to accompany him for a conference with his employer, the Miami Herald, to explain that he is cooperating with the Government. He wishes this action taken because he feels the publicity resulting from the trial and his appearance at the trial might result in the loss of his position and that of his wife, both of whom are employed by the Miami Herald.

Mr. Nichols advised the members of the Conference that Mr. Jack Knight, owner of the Miami Herald, is friendly with the Bureau and it was his recommendation that if anyone were contacted in accord with the request of Mr. Crouch that it be Mr. Knight personally if he were available.

The Conference was of the unanimous opinion that it would be proper for the Special Agent in Charge to arrange a conference with Mr. Jack Knight, if Mr. Knight is available at Miami, and if not, the editor of the Miami Herald, to advise that Crouch is cooperating with the Government in this matter.

For your approval, there is attached an appropriate letter addressed to the Miami Office in accord with the recommendation of the Conference.

Respectfully,
For the Conference

OK

[Signature]

Clyde Tolson

Attachment

cc - Mr. Clegg
Mr. Mohr

HBF:cmw;esb

RECORDED - 92

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-6-91 BY SP-5 [Signature]

1949

THE DIRECTOR

December 14, 1948

JOINT COMMITTEE

SUGGESTION NO. 89

EMPLOYEE: INSPECTOR T. E. NAUGHTEN

SAVINGS: NONE

AWARD: NONE

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
H. W. McFarlin

SUGGESTION: The existing Bureau instructions require that Bureau approval be made prior to contacting college or university officials in connection with security investigation inquiries.

It is suggested that this rule be changed to authorize the Special Agent in Charge of each office to give such clearance to agents assigned to their offices, with the SAC's to be held strictly accountable and that the contacts should be made only by experienced Special Agents.

It is noted that the restriction presently imposed upon the Field does not apply to Loyalty cases, Atomic Energy cases or other applicant-type investigations. Inquiries of the registrars at the schools concerning records can, of course, be made without Bureau authorization.

The recent Inspectors' Conference was not in favor of the recommendation.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee was unanimously unfavorable on the ground that prior experience has indicated the desirability of maintaining a close check over the types of contacts in question. It is felt that the SAC will carefully consider all phases of each individual case before he recommends to the Bureau that approval be given for the contact.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable, 12/20/48, by Messrs. Ladd, Tracy, W.H. McCabe, Rosen, Mohr, Carlson, Fletcher, Glavin, Nease, Harbo.

Respectfully,
For the Conference

RECORDED - 59
Clyde Tolson.

75 DEC 27 1948

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/3/91 BY SP-5 C/deg

Mr. Clegg
Mr. Mohr

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THE DIRECTOR

December 6, 1948

THE EXECUTIVES CONFERENCE

The Executives Conference of November 22, 1948, consisting of Messrs. Tolson, Rosen, Nease, Fletcher, Glegg, Nichols, Carlson, Mohr, Harbo, Tracy, and Glavin, considered an automobile accident involving Special Agent James P. Condon of the Omaha Division.

This accident occurred at 3:30 p.m. on October 15, 1948. The Agent had been traveling on a gravel-top portion of the road at a speed of approximately twenty miles per hour due to the rocky condition of the road and the amount of dust which was being raised. When he left the gravel-top portion of the road, he increased his speed to approximately thirty-five or forty miles per hour and started to descend a long decline in the road which lead to a rather small but quick-rising hill, which was located between two banks of earth in a narrow cut of the road. The Agent eased his foot from the accelerator and applied the brake with a slight pressure since he saw the small hill rise sharply ahead. As he entered from the base of the decline on to the small hill, he noticed that the black-top road had a coat of water on it, evidently as a result of a quick "spot" rain in that immediate vicinity. Going up the hill, he kept close to the right side of the road and ascended the hill at approximately twenty miles per hour. At the top of the hill, a driveway leading from the highway joined the road. There was a scattering of mud and dirt washed over the road by the recent rain. The right tire struck this mud and skidded about six feet to the right while the car continued its forward progress. The car was then on a narrow, pitted side of the road and the right tire entered a large pitted rut and the right rear tire blew out, and the resultant swerve of the car skidded the car out of the road into a small ditch off the road. In spite of the Agents efforts to keep central of the car, it toppled over on its right side. The damage approximated \$1200.

From all the information furnished in connection with the accident, it would not appear that the Agent was responsible for it, the accident being caused by the skid due to the mud washed over the road and primarily by the blow-out of the right rear tire.

EX-17 RECORDED 108 66-2559-7060

The Agent suffered cuts on the neck, a sprained back, cuts on his back and arm, a broken tooth and a cut right knee. In addition his glasses were broken and the suit he was wearing was torn in such a condition that the Agent stated it was irreparably destroyed.

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/3/91 BY SP-6/ldg

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CONFIDENTIAL

Memo to the Director

This matter was brought to the attention of the Conference because this Agent has filed a claim against the Government for the destruction of his clothing and his eye glasses in the amount of \$64.65. Insofar as his injuries are concerned, the Agent will be taken care of through the Employee's Compensation Commission, all medical bills being paid by that Commission.

The Conference is of the unanimous opinion that the Agent was not responsible for the accident in question.

The Conference was divided in its opinion as to whether the Bureau should approve for transmission to the Department the claim for \$64.65 submitted by the Agent for his clothing and glasses.

It was pointed out that under the Tort Claims Act this Agent can submit such a claim. The problem for the Bureau to decide is whether the claim should be submitted, permitting the man to be reimbursed for the clothing and the glasses, or whether the claim be returned to his Agent in Charge at Omaha with the advice that the Bureau does not feel it is desirable to submit the claim. It is logical to assume that in the event such a claim is submitted in this case, that an Agent on an extortion plant or other investigative case who might suffer a loss of clothing, damage to clothing or other personal belongings could claim reimbursement from the Government.

Messrs. Tolson, Nease, Clegg, Nichols, Ladd, Harbo, Tracy, and Glavin felt that the claim submitted by Agent Condon should be returned to the Special Agent in Charge at Omaha with the advice that it will not be possible for the Bureau to approve the claim in question.

Messrs. Rosen, Fletcher, Carlson, and Mohr feel very definitely that since the Agent suffered the loss of a suit of clothing and a pair of eye glasses as a result of the accident, he most certainly should be reimbursed for such loss and recommended that the claim be forwarded to the Department for its consideration.

Pending the Director's decision, this matter is being held in abeyance.

Respectfully,
For the Conference

Clyde Tolson

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Mohr _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Gandy _____

Mr. H. H. Clegg

Mr. Mohr

WAG:ton

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR
FROM : THE EXECUTIVE CONFERENCE
SUBJECT: RECORD CHECKS FOR CIVIL SERVICE COMMISSION

DATE: December 7, 1948

At the Executive Conference on December 3, 1948, attended by Messrs. Ladd, Carlson, Rosen, Harbo, Tracy, Mohr, McGuire, McCabe and Fletcher, the question of record checks for the Civil Service Commission was discussed. The Civil Service Commission makes a record check and some inquiry of every applicant for a position with the Government, and for the purpose of checking the Bureau files it has recently been utilizing the Loyalty form. Inquiry had been made as to whether or not the Bureau in processing Loyalty forms of applicants checked all references or limited the check to subversive references. It has been the practice with reference to Loyalty forms to limit the search to subversive references and, of course, information non-disloyal but of a derogatory type is not being located as a result of the search of the Loyalty forms. However, the fingerprint card of the applicant always accompanies the Loyalty form and so there is actually a search made of the Identification Division of the Bureau for a possible criminal record.

It was pointed out to the Conference that if the Bureau did not make a complete check of its files for information reflecting on the character and integrity of the applicant, as well as his loyalty, the Civil Service Commission would not only submit a Loyalty form but also a name check form which could easily cause duplication of work in the Bureau.

The Civil Service Commission is presently required to check Bureau files and Bureau records on all applicants and therefore it was proposed that in processing the Loyalty forms on applicants that the Loyalty forms be processed so as to uncover any derogatory information in the Bureau files in the same manner as Atomic Energy applicant forms are presently processed. It is realized that this will cause an increased volume of files to be reviewed, but it was believed to be much more preferable than the searching of both a Loyalty form and a name check form. It was recommended that if this proposal was adopted, that if no disloyal data was located the Loyalty forms be so stamped, as in the past, that if any other derogatory information is located it be transmitted to the Civil Service Commission in a separate memorandum not attached to the Loyalty form so that the check of the Bureau files for derogatory data other than disloyal could not be associated with the Bureau's responsibility under the Loyalty Program causing improper criticism of the Bureau.

RECORDED - 92

166-2554-706.1

The Conference was of the unanimous opinion that Loyalty Applicant Forms, commonly described as Form 85, should be processed through the Records Section so as to uncover all types of derogatory information such as that relating to character and integrity, as well as disloyalty. The Conference also unanimously recommended that on the Loyalty forms there should

ORIGINAL COPY FILED IN 66-2554-101-974

cc - Mr. Clegg 36
62 DEC 31 1948
Mr. Mohr

HBf: cmw

323,013
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DATE 5/3/91 BY SP5/ldj

DEC 30 1948

Memo for Director

be reflected only the results of the check for disloyal data and that if any other type of derogatory information was obtained as a result of the check of the Bureau files it be reflected in a separate memorandum to the Civil Service Commission.

If you approve the recommendation of the Conference the Civil Service Commission will be advised of the name check service that the Bureau will render the Civil Service Commission on the basis of the applicant Loyalty forms.

Respectfully,
For the Conference

Clyde Tolson

Director's Notation:

"O. K.

H."

THE DIRECTOR

December 13, 1948

JOINT COMMITTEE

SUGGESTION NO. 76

EMPLOYEE: J. WILLIAM MAGEE
LABORATORY DIVISION

MEMBERS PRESENT: H. H. Glegg
R. T. Harbo
S. K. McKee
N. W. McFarlin

323,013
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SUGGESTION: That the Government, through the Bureau of Federal Supply, adopt the use of synthetic methanol (99.5%) and ventilated vapor traps as standard operating procedure in the liquid process duplicating system, which is used in all departments of the Government.

ADVANTAGES:

1. Synthetic methanol is an excellent duplicating fluid.
2. Synthetic methanol does not ruin the master sheets.
3. The machine operators like synthetic methanol as a duplicating fluid.
4. When synthetic methanol and the vapor trap ventilating system are used, no complaints are received from the machine operators regarding irritation of the eyes, dryness of the throat, dizziness, nausea, bad odors, etc.
5. The quality of synthetic methanol (99.85% pure) remains constant, regardless of the supplier to the Government.
6. The vapor trap ventilating system definitely improves the employee-working conditions and maintains the concentration of methanol vapor in the breathing zone of the operator to approximately one-third the maximum allowable concentration value of 200 parts per million.
7. Synthetic methanol may be purchased for approximately 35¢ a gallon as compared to other fluids which range in price from \$1.25 to \$2.65 per gallon. By the use of synthetic methanol, the FBI is saving in excess of \$1000 per year in the cost of the fluid alone. It is estimated that the use of synthetic methanol and a vapor trap ventilating system, if used throughout the Federal Government, would result in a savings to the Government in the cost of fluid alone of \$100,000 to \$200,000.
8. The vapor traps and ventilating system, when properly made and installed, are not unsightly and do not interfere with normal air conditioning or heating.

EX-116 RECORDED-72 66-2554-1062

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Mr. Glegg
Mr. Mohr

264
JAN 5 1949

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YB
RH

9. Tests have shown that the vapor traps do not decrease the efficiency of the machine operators.

DISADVANTAGES:

1. The cost of installing vapor traps and necessary ventilating system.

JOINT COMMITTEE CONSIDERATION:

Unanimously favorable that this recommendation be forwarded, through appropriate channels, to the Bureau of Federal Supply for consideration. While the Committee feels that the suggestion has obvious merit and, if adopted, should result in substantial savings to the Government, it is not in a position to recommend any monetary award to Special Agent J. William Magee who submitted the suggestion since it is not known whether the suggestion will be adopted by other Government agencies, and if so, what number of agencies would adopt the suggestion. It is felt that it would be appropriate to ascertain at a later date the action taken by the Bureau of Federal Supply, and at that time an adjudication could be made as to any monetary award to the employee.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously that the suggestion be forwarded to the Department for transmittal to the Bureau of Federal Supply with the recommendation that Special Agent Magee be considered for an appropriate award. Present (12-20-48) Messrs. Ladd, Tracy, W. R. McCabe, Rosen, Mohr, Carlson, Fletcher, Glavin, Nease, Harbo.

Respectfully,
For the Conference

Clyde Tolson

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Mohr _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Gandy _____

THE DIRECTOR

December 14, 1948

JOINT COMMITTEE

SUGGESTION NO. 82

EMPLOYEE: MARGARET B. ADKISSON
KNOXVILLE OFFICE

SAVINGS: NONE
AWARD: NONE

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
M. W. McFarlin

323,013
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DATE 5/3/91 BY SP-2 cc/peg

SUGGESTION:

That where ~~intra-Bureau~~ letters and memoranda require more than one page, the placing of the dictator's and typist's initials, file number, enclosures and designation of carbon copies either for other files or for other field offices be made in the lower left-hand corner of the first page rather than at the end of the entire letter or memorandum, as at present.

ADVANTAGES:

1. Would aid the mail clerk in sorting and dispatching mail, as he could readily determine to which office the carbon copies are designated since it would in every instance appear on the top page.
2. Would reduce the possibilities of a stenographer, supervisor or mail clerk letting a piece of mail leave the office without a designated enclosure being attached.
3. Would aid the Chief Clerk's Office in matching correspondence to the file.
4. Would be more convenient for stenographers to sort copies and mark offices receiving carbon copies.
5. Would aid in the sorting and matching of mail in the Chief Clerk's Offices of field offices receiving carbon copies, as their file numbers would appear on the top page.

RECORDED - 72 66-2554-7063 OK
INDEXED - 72 F B I
31 DEC 31 1948

DISADVANTAGES:

1. A stenographer would be required to follow a different procedure in handling intra-Bureau mail as compared with the procedure in mail to persons addressed outside the Bureau.

JOINT COMMITTEE CONSIDERATION: Unanimously favorable.

EXECUTIVES CONFERENCE CONSIDERATION:

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

264
Unanimously favorable, December 20, 1948, by
Messrs. Ladd, Tracy, N.H. McCabe, Rosen, Mohr, Carlson, Fletcher,
Glavin, Nease, Harbo,
Respectfully, For the Conference
Clive Tolson

Mr. Mohr
RTH:sdh

THE DIRECTOR

December 14, 1948

JOINT COMMITTEE

SUGGESTION NO. 88

EMPLOYEE: INSPECTOR T. E. NAUGHTEN

SAVINGS: NONE

AWARD: NONE

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
H. W. McFarlin

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DATE 5-3-91 BY SP-5a/ldf
323,013

SUGGESTION:

That the Source of Information file be restricted to those names of companies and people who are not normally publicly listed or who are of a delicate type or difficult normally to obtain access thereto.

The Inspectors' Conference felt that if specific information as to identity of individuals and the names of concerns appeared in the city directory or the telephone directory, there is no real necessity for a Source of Information card in such instances and was agreeable that in such instances a Source of Information card would be unnecessary.

ADVANTAGES:

- Recent inquiries made by Inspector Naughten revealed that no agents, outside of Washington Field Office, make use of the Source of Information file, except newly-arrived agents who soon learn that it is not necessary as they will go to the agency and make inquiry as to whom they should see. Similar surveys made of agents in the Newark Office by Mr. McKee and the Baltimore Office by Mr. McFarlin disclosed no usage of the SOI files over a period of months.
- There is considerable time being spent by field offices in keeping the SOI file current, and thus a reduction in the number of cards, as suggested, will reduce the amount of time spent on this project. It is incumbent on field offices, under existing policy, to maintain this file in a current status, free of obsolete cards which, of course, is time-consuming.

DISADVANTAGES:

- Although an organization, firm or agency may be listed in the city directory or telephone directory, the name of the particular employee and the room number in a large building where located is listed on the SOI card which can be an aid to anyone unaccustomed to such contacts of that agency in making prompt inquiries.

RECORDED - 72

INDEXED - 72

166-2554-7064

EX-116 31 DEC 31 1948

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

cc: Mr. Clegg
Mr. Mohr

agf

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2. The suggestion is not adequately specific when it speaks of "delicate type" of organizations and people, although presumably this may be referring to those which are not listed and concerning which there is no great amount of publicity.
3. It would be difficult, if the suggestion were adopted and communicated to the Field, to establish uniformity in the interpretation of this suggestion.
4. In the Washington Field Office, such SOI cards are indispensable to agents who are unaccustomed to making contacts in certain Government agencies. The same would logically be the case in places like New York and Chicago, where there are numerous national organizations located and records to be examined. It would be true in insurance centers such as Hartford, Omaha and Newark, and other locations where national records are maintained.

JOINT COMMITTEE CONSIDERATION:

Favoring the suggestion was Mr. Mokee. Opposed to the suggestion were Messrs. Clegg, Harbo and McFarlin.

EXECUTIVES CONFERENCE CONSIDERATION:

Messrs. Carlson, Fletcher, Nease and McCabe favored the suggestion. Messrs. Glavin, Mohr, Rosen, Tracy, Ladd, Harbo opposed the suggestion, feeling that the source of information file should continue to be maintained as at present.

Respectfully,
For the Conference

Clyde Tolson

AND RECEIVED CONCERNING

IN-SERVICE FIELD TRAINING

On December 17, 1948 the Department Conference, consisting of Messrs. Glavin, Tracy, Harbo, Ladd, Carlson, E. J. Connelley, Fletcher, H. E. Ladd and Mohr, considered the attached suggestion from Mr. Conrad of the Laboratory that some men be held over following In-Service Training classes for three days of retaining in some work. It is pointed out by Mr. Conrad in his suggestion that approximately 40 per cent of the men that come into Washington for In-Service Training receive no actual retaining at all and are being selected for Inspectors' Aide Training. Mr. Conrad further related that during the past In-Service cycle, some men were scheduled for two days of actual retaining work during the specialized training part of the program but many of these who did receive the training lost a half-day due to physical examinations.

The Conference was unanimously in favor of the suggestion to have the usual men attend a three-day retaining course following the In-Service Training and recommended that the Chief Clerk's Office endeavor to arrange for first four to eight men at a time to report for In-Service Training. This would mean that the semi-trained Agents, as they become eligible for In-Service, would be grouped together so that between four and eight men would report for In-Service at the same time.

It is agreed, the Chief Clerk's Office will notify the men who are retaining for In-Service Training that they will be held over for an additional three days.

Sincerely,
For the Conference

Attachment
Mr. H. E. Ladd
Mr. Mohr
Mr. Glavin

INDEXED - 130
RECORDED - 130
DEC 31 1948

66-2554-7066v
F B I

Ex 109

W. M. ...

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Miss Gandy

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THE DIRECTOR

December 14, 1948

Executives Conference.

The Executives Conference on December 10, 1948, with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Carlson, Ladd, Rosen and Clegg present unanimously approved the suggestion made by Mr. Clegg that all those who attend In-Service School whether they are regularly stationed in or out of Washington be required to remain at Quantico overnight whenever their classes are stationed at Quantico, except for Saturday night when they may be permitted to depart from the reservation at Quantico since classes on Sunday do not convene until 1 P.M. This will mean that the In-Service Agents will remain at Quantico overnight on Sunday night since classes begin at 9 A.M. Monday morning whenever the schedule calls for their presence there at those times.

It was further recommended that on the nights before official holidays when classes are not held beginning at 9 A.M. the following day the Agents of In-Service classes will be free to leave Quantico after the regular class sessions if they so desire.

The above rule will apply equally to those assigned as Supervisors at the Seat of Government, to those assigned to the Washington Field Office, and to those assigned to other offices.

In the event of any emergency such as illness in the family, the matter can be handled on an individual basis depending on the unusual circumstances.

Respectfully,
For the Conference

Clyde Tolson

cc-Mr. Mohr (detached & routed separately)
Mr. Clegg

RECORDED - 3
INDEXED - 3

166-2554-1067
27 DEC 31 1948

HHC:DMG

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

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DATE 5/3/91 BY SP-5 GJ/dfj

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THE DIRECTOR

12-21-48

THE EXECUTIVE CONFERENCE

Request of Office of Secretary of Defense
For Name Checks on 4,000 Newspaper Correspondents

John Edgar Hoover

At the Executive Conference on December 20, 1948, attended by Messrs. Ladd, Tracy, N. H. McCabe, Rosen, Mohr, Nease, Carlson, Glavin, Harbo and Fletcher, the Conference was advised that a request had been received by the Liaison Section of the Security Investigative Division from the Office of the Secretary of Defense for a name check on 4,000 newspaper correspondents and that about 350 names would be forwarded within the near future, the balance to be scheduled over a two or three-year period of time at the rate of 150 a month. The purpose of the name check was to provide the Office of the Secretary of Defense with a pool of recognized correspondents who are eligible at any time for assignment in occupation zones or, in the event of hostilities, theatres of operation.

The Conference was of the unanimous opinion that name searches handled in the described manner would be impractical. Name searches currently made would be of no value after a lapse of a period of time such as six months because in the interim the Bureau could have recorded in its files data particularly of a disloyal nature, as to which the Office of the Secretary of Defense would not be advised. It was further noted that if necessary a limited number of name checks could be handled in less than 48 hours when required.

If you are in agreement with the opinion of the Conference, the Liaison Section will appropriately advise the Office of the Secretary of Defense of the impracticability of their suggested procedure with reference to these name checks. It will be stated, however, that the Bureau will make the name checks of newspaper correspondents at the time they are considered for assignment.

Respectfully,
For the Conference

Clyde Tolson

RZH

cc - Mr. Clegg
Mr. Mohr

HBF:cmw/hw

RECORDED - 28
INDEXED - 28

166-2554-7069

DEC 31 1948

JH

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DATE 3/3/91 BY SP-5/deg

264

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

5 T JAN 1949

THE DIRECTOR

12-21-48

~~THE EXECUTIVE CONFERENCE~~

~~DEPORTABLE ALIENS~~
~~SECURITY MATTER - C~~

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DATE 5-3-91 BY SP-3 a/ajg

At the Executive Conference on 12-20-48, attended by Messrs. Ladd, Tracy, N. H. McCabe, Rosen, Mohr, Nease, Carlson, Glavin, Harbo and Fletcher, the Conference was advised that on March 11, 1948, there appeared an article in the New York World Telegram setting out that Thomas B. Shoemaker, Deputy Commissioner of the Immigration and Naturalization Service, had said that there were 3500 deportable aliens in the United States, that many of them are subversives who came from Communist dominated countries.

On April 6, 1948, a memorandum was addressed to the Attorney General making reference to this article which stated in part, "It was assumed that some arrangements are being perfected to apprehend those persons whose activity or presence in this country is inimical or detrimental to our defense, etc." and adding that the situation indicated a possible duplication of effort on the part of the Bureau and INS.

On August 4, 1948, Mr. Peyton Ford, the Assistant to the Attorney General, wrote the Commissioner of INS and requested that the Bureau be furnished with a list of all deportable aliens, who, because of their apparent or suspected political sympathies, may be inimical to the national security, so that appropriate investigations could be made in preparation for their apprehension or surveillance in an emergency.

On August 13, 1948, INS wrote the Bureau referring to Mr. Peyton Ford's memorandum. They furnished a list at that time of 63 persons against whom warrants of deportation had been issued and deportation could not be effected because of the inability to secure documents. It was noted that other lists would be forthcoming and a conference was suggested. This conference was held and it was determined that in fact INS did not have a list of 3500 deportable aliens and it would be necessary to search the immigration files to make up such a list. Mr. W. W. Wiggins of INS was advised that the Bureau was interested only in aliens engaged in subversive activities. Mr. Wiggins pointed out that many of the 3500 cases were 20 years or more old and in many of the cases there has been no information received since 1920 or 1921. It was made clear through the entire conference that the Bureau was interested only in individuals who were deportable because of subversive activities.

RECORDED - 28 166-2584-7070
INDEXED - 28 F B I

On September 23, 1948, 1144 letters, each pertaining to separate individuals, were received from INS and since that time a few additional letters have been received. The letters furnished the name and the location of the individual, the file numbers of the INS Central and Local Office and the reason for the investigation being conducted. There was no information furnished

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Handwritten signatures and initials: JPM, JFC, JH, #12

Memo for Director.

reflecting the person's activities which would make him deportable. It was determined that we had 491 main files on the group and these files for the most part have been checked to be certain that the Department of Justice and INS had been furnished copies of reports relating to these individuals. With reference to the balance as to which the Bureau has no main files, letters have been addressed to INS asking for information in their files so as to avoid duplication of effort.

On December 7, 1948, Mr. Wiggins, named above, called and made reference to the large number of form letters being received requesting information. He stated the only way the information could be furnished would be to contact the various local offices of INS and ask them to submit a summary on each individual. He also said many of the cases would be of no interest because they did not reflect subversive activities.

It is apparent that the project has consumed a lot of time, not only on the part of the Bureau but INS and if continued on the present basis it would consume considerable more time. Therefore, it was recommended to the Conference that we advise INS that we do not want additional cases referred to us as in the past, but instead desired that the Central Office of INS direct their district offices to advise the proper field office of this Bureau of information in their possession or coming into their possession concerning aliens who are deportable because of their subversive activities or information concerning naturalized citizens who may be denaturalized because of their subversive activities. Secondly, that we discontinue sending the letters to INS asking for information for the reason that they admit that they do not have it at the Central Office and third, that we complete the processing of the 1100 odd letters already received.

The Conference unanimously approved the recommendations as made, and with your approval, the recommendations will be placed into effect through the medium of appropriate contact with INS Headquarters, Washington, D. C.

Respectfully,
For the Conference


Clyde Tolson

cc - Mr. Olegg
Mr. Mohr

THE DIRECTOR

December 30, 1948

THE EXECUTIVE CONFERENCE

REVISED SECTION 2 OF
MANUAL OF INSTRUCTIONS
ON DISSEMINATION, IDENTIFIED
AND CONFIDENTIAL, SECURITY AND
GENERAL

W

On December 23, 1948 the Executive Conference, consisting of Messrs. Tracy, Harbo, Lohr, Carlson, Ladd, Fletcher, E. J. McCabe and H. H. McCabe, approved the revision of Section 2 of the Manual of Instructions which is attached hereto.

This revised section of the manual has been reviewed by Mr. Connelly, Mr. Cannon and Mr. Laughlin in addition to Mr. Ladd, Mr. Rosen, Mr. Nichols, Mr. Glavin, Mr. Tracy, Mr. Nease, Mr. Harbo, Mr. Pennington, Mr. Egan and Mr. Mohr, and *and others*.

The Conference was unanimously in favor of this portion of the manual being printed and submitted to the field.

Executive Conference

W

Respectfully,
For the Conference

Clyde Tolson

Attachments

One Mr. H. H. Clegg
Mr. Lohr

LLM:jam

jam

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RECORDED - 142

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jam

INDEXED - 142

DEC 31 1948

W

EX-116

W

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mrs. Nease
- Miss Gandy

JAN 6 1949

149

THE DIRECTOR

December 10, 1948

JOINT COMMITTEE

SUGGESTION NO. 66
EMPLOYEE: SA HOWARD D. WESLEY
SAN JUAN OFFICE

SAVINGS: NONE
AWARD: NONE

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
M. W. McFarlin

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DATE 5-3-91 BY SP3 C. J. P. / JEF
323 OB

SUGGESTION: That each ~~finger~~ fingerprint kit in the field be provided with adhesive labels made up in small booklets, like postage stamps or parcel post labels, to be used in identifying fingerprints in photographs and lifts. Each label would have a space for showing the agent's initials, number or mark, and date. It should have a good adhesive back that would stick to various types of surfaces.

ADVANTAGES:

1. When a latent fingerprint at a crime scene is ready to photograph and lift, one of these labels could quickly be marked to properly identify the print and stuck to the surface near the print. After the picture has been taken, it can then be affixed to the lifted latent print.
2. It would save time and labor which is now consumed in preparing improvised labels.
3. Such labels would present a uniform, orderly and favorable appearance when viewed by others.
4. It is felt that all kits should be equipped with all reasonably usable gadgets.

DISADVANTAGES:

1. The necessary label can be easily cut from a piece of plain paper with the appropriate notations made thereon by each agent. A pair of scissors are presently already part of each kit.
2. Cost of preparing the labels.
3. This would be an additional detail which would have to be checked in connection with the proper maintenance of fingerprint kits throughout the field.

Mr. Tolson _____
 Mr. Clegg _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Egan _____
 Mr. Gurnea _____
 Mr. Harbo _____
 Mr. Mohr _____
 Mr. Pennington _____
 Mr. Quinn Tamm _____
 Tele. Room _____
 Mr. Nease _____
 Miss Gandy _____

Mr. Clegg
Mr. Mohr

INDEXED - 31 66-2554-9072
RECORDED - 31
JAN 3 1949

RTH:dgh

RH

4. This would be another form to maintain and for agents to carry with them, and to reorder and to revise.

JOINT COMMITTEE CONSIDERATION:

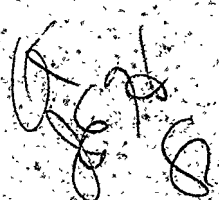
Messrs. Clegg, Harbo and McFarlin were opposed to the suggestion. Mr. Hoies was in favor of the suggestion.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable, December 21, 1948, by Messrs. Ladd, Tracy, Glavin, Mohr, Carlson, H. H. McCabe, Fletcher, Nease, McGuire and Harbo.

Respectfully,
For the Conference


Clyde Tolson



Mr. Tolson _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Mohr _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Gandy _____

THE DIRECTOR

December 13, 1948

JOINT COMMITTEE

SUGGESTION NO. 80

EMPLOYEE: SE FRANCIS JOHN MCCARRON
MIAMI OFFICE

SAVINGS: NONE
AWARD: NONE

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
M. W. McFarlin

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DATE 5-91 BY SP-5 LK/BJG
323,013

SUGGESTION: That when an office is sending a teletype consisting of more than three pages in length, the operator of the teletype machine sending the message tell the receiving office or offices at the beginning of the message to check their paper as a long message follows. The present paper mark on the teletype machine does not appear until there is approximately enough paper left for three additional pages.

ADVANTAGES:

1. If the suggestion is followed, it will not be necessary to break connections with the office or offices receiving the message due to a shortage of paper. It is alleged that in the past on several occasions it has been necessary to break up conference calls when teletypes consisting of more than three pages are sent.

DISADVANTAGES:

1. This appears to be an unnecessary administrative instruction since teletypes exceeding three pages in length should be uncommon.
2. The system suggested would lead to inquiry being made after the connection is made and time is being charged, and the amount of time for adding a new roll of paper then would be approximately the same as if it were added at any other time during the sending of a message.
3. Emphasis should be placed upon sending short messages.

JOINT COMMITTEE CONSIDERATION:

Unanimously unfavorable.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable, 12/20/48, by Messrs. Ladd, Tracy, N.H. McCabe, Rosen, Mohr, Carlson, Fletcher, Glavin, Nease, Harbo.

Respectfully,
For the Conference

Clyde Tolson

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Mr. Clegg
Mr. Mohr

dgh

RJ

INDEXED - 31
RECORDED - 31
66-2554-7073

JAN 3 1949

The Director

12-22-48

The Executives Conference

**RETAINING PHOTOGRAPHS OF LATENT FINGERPRINTS
TO CONTRIBUTORS**

The Executives Conference, consisting of Ladd, Rosen, Glavin, Nichols, H. Keenan, Carlson, Harbo, Mohr and Tracy, on December 22 considered two suggestions submitted by E. S. Weiss of the Single Fingerprint Section.

Mr. Weiss recommended that all ~~photographs of latent fingerprints~~ that are determined to be of no value be returned to the contributing agency and that photographic negatives of latent impressions submitted in Bureau cases be destroyed when the fingerprint expert determines the latent is of no value or that the film is blank or not suitably exposed.

The Conference unanimously recommends the adoption of both suggestions, for the reason that there will be a definite saving in the Records Section in recording and filing such material and further for the reason that in the many years such records have been kept no request had ever been received which would indicate the retention of the photographs or negatives is of any value.

Respectfully,
For the Conference

Glyde Tolson

Handwritten initials: R, G, H

SJL:sm

cc: Mr. Clegg
Mr. Mohr

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-2-91 BY SP5 CJK/PLP

RECORDED - 31
INDEXED - 31

166-2554-7074
31 233 II
Handwritten signature

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

264

Handwritten initials: ml

THE DIRECTOR

December 13, 1948

JOINT COMMITTEE

SUGGESTION NO. 74

EMPLOYEE: CHIEF CLERK FORNEY E. MICHAEL
CHARLOTTE OFFICE

SAVINGS: NONE
AWARD: NONE

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
M. W. McFarlin

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/3/91 BY SP3C/djg

SUGGESTION: ~~Field Office~~ Register No. 2 is maintained for the purpose of agents making entries to reflect arrival in a field office district or departure from a field office district. Thereafter, it is incumbent upon the field office to notify the Bureau by form letter of such movement by the agent.

The suggestion is that the Register No. 2 form have an additional heading - "Bureau Advised _____." This would provide a specific place where a notation could be entered reflecting that the form letter has been sent to the Bureau.

It is common practice throughout the Field for a check mark to be placed in this portion of the No. 2 Register to reflect that the form letter has been sent to the Bureau.

JOINT COMMITTEE CONSIDERATION:

Unanimously unfavorable to the suggestion solely for the reason that the improvement to be effected in the form is so slight as not to warrant the trouble necessary in revising the form and having copies of the revised form placed in all copies of the Bureau Form Book.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable, December 21, 1948, by Messrs. Ladd, Tracy, Glavin, Mohr, Carlson, W. H. McCabe, Fletcher, Nease, McGuire and Harbo.

Respectfully,
For the Conference

Clyde Tolson

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Mr. Clegg
Mr. Mohr

RECORDED - 95
INDEXED - 95
62
1949

66-2554-1075
6 JAN 3 1949

PH

62

12/10

THE DIRECTOR

December 10, 1948

JOINT COMMITTEE

SUGGESTION NO. 64
EMPLOYEE: SAC A. C. SCHLEKKE
SAN JUAN OFFICE

SAVINGS: NONE
AWARD: NONE

W

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
H. W. McFarlin

SUGGESTION: That the Bureau employ a ~~new type of envelope~~ for use in place of the ordinary type of envelope now used by the Government for mail purposes. Both the bottom and top flap of the proposed envelope fold over in such a manner that the envelope is less likely to come open during transit.

JOINT COMMITTEE CONSIDERATION:

Unanimously unfavorable. It is pointed out that the envelopes presently used are reinforced with heavy gummed paper tape, and experience has indicated that when this is used, no difficulty of the type mentioned is encountered.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable, December 21, 1948, by Messrs. Ladd, Tracy, Glavin, Mohr, Carlson, H.H. McCabe, Fletcher, Nease, McGuire and Harbo.

Respectfully,
For the Conference

[Signature]
Glyde Tolson

[Handwritten initials]

RECORDED - 59
INDEXED - 59

66-2554-7076
F B I
31 JAN 3 1949

323.013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-2-91 BY *[Signature]*

[Handwritten initials]

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Mr. Clegg
Mr. Mohr

[Handwritten initials]

60 JAN 5 1949

THE DIRECTOR

December 13, 1948

JOINT COMMITTEE

SUGGESTION NO. 75
EMPLOYEE: MATTHEW T. O'DELL
BUTTE OFFICE

SAVINGS: NONE
AWARD: NONE

MEMBERS PRESENT: H. H. Clegg
B. T. Harbo
S. K. McKee
M. W. McFarlin

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-2-91 BY SP5/ufj

P2

SUGGESTION: That a large routing slip, 6x10 1/2", be adopted by the Bureau for use by field offices in reminding all agent personnel of the necessary phases of their technical training to be performed in each quarter throughout the calendar year.

ADVANTAGES:

1. The Butte Division has 11 Resident Agencies and the Butte Office feels that this form would be helpful in reminding agents of the necessary training to be performed. One copy of the form would be sent to each agent thirty days before the termination of each quarter to remind him of the training. When completed, he will return the form to the headquarters city in order that the scientific training card maintained in the field office can be appropriately noted.

DISADVANTAGES:

1. It is believed to be a better practice for each office to remind an agent either to take the training in the office (when the agent is assigned to headquarters city) at times specified by the SAC, or to place the responsibility upon Resident Agents to qualify during the quarter and on their own initiative submit to the office the information that they have so qualified. Routing slips to agents should be necessary only in the few instances where the SAC is not advised that the required technical training has been completed.
2. This would provide another form to be printed, revised, maintained and distributed.
3. Instructions provide that when agents perform some types of technical training during the course of investigative operations, they will be credited for such training, and obviously an individual routing slip by them is the proper means of notification.

- Tolson
- Clegg
- Glavin
- Ladd
- Nichols
- Rosen
- Tracy
- Egan
- Gurnea
- Harbo
- Mohr
- Pennington
- Quinn Tamm
- Nease
- Gandy

cc: Mr. Clegg
Mr. Mohr

RECORDED - 95

INDEXED - 96

66-2554-7077
F B I
31 JAN 3 1949

68 JAN 4 1949

4. Since the primary responsibility is that of the individual agent, this follow-up procedure would seem to lessen such responsibility.

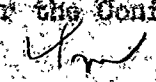
JOINT COMMITTEE CONSIDERATION:

Unanimously unfavorable.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable, December 21, 1948, by Messrs. Ladd, Tracy, Glavin, Mohr, Carlson, R. H. McCabe, Fletcher, Nease, McGuire, Harbo.

Respectfully,
For the Conference


Clyde Tolson



P.A.

THE DIRECTOR

December 13, 1948

JOINT COMMITTEE

SUGGESTION NO. 77

EMPLOYEE: LOHNE W. WEGE
ASSISTANT CHIEF CLERK
KANSAS CITY OFFICE

SAVINGS: NONE
AWARD: NONE

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
M. W. McFarlin

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-2-91 BY SP5 CIP/PLJ

SUGGESTION: That the office designating copies of reports for United States Attorneys in other field division should not remove the page setting forth undeveloped leads but should depend upon the receiving office to detach the lead sheet before transmittal to the United States Attorney.

ADVANTAGES:

1. It is alleged that in some instances the copy designated for the United States Attorney is not the best copy received by the office.

DISADVANTAGES:

1. Under present instructions, the first carbon copy must be designated for the United States Attorney. If there is a second United States Attorney to receive a copy of the report, he must receive the second carbon copy. It is believed preferable that the office preparing and initially distributing the report remove the sheet containing the undeveloped leads from the copies designated for the United States Attorney. If the existing Bureau instructions are followed, there should be no necessity for any subsequent action by the receiving office prior to distributing the report to the United States Attorney.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee recommended unanimously unfavorably.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable, 12/20/48, by Messrs. Ladd, Tracy, H.H. McCabe, Rosen, Mohr, Carlton, Fletcher, Glavin, Nease, Harbo.

Respectfully,
For the Conference

Clyde Tolson.

RECORDED 81 66 2554
INDEXED 81 6 DEC 31 1948

Mr. Clegg
Mr. Mohr

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

62 JAN 10 1949
RTH:dgh

The Director

12-28-48

The Executives Conference

NIGHT FORCE HOURS, DECEMBER 31, 1948
IDENTIFICATION DIVISION AND RECORDS SECTION

Hours of Duty December 31-1948

The Executives Conference, consisting of Messrs. Ladd, Glavin, H. McCabe, Fletcher, Carlson, Mohr and Tracy, considered a suggestion that the night force in the Identification Division and the night force in the Records Section work regular day force hours on Friday, December 31, 1948, in view of the fact that December 31 is New Year's Eve.

The Conference unanimously recommends the suggestion be approved, for the reasons that there will be a sufficient number of employees on regular annual leave to permit the night force to work the regular day force hours without loss of efficiency. Further, a skeleton force will be on duty to handle all special requests which may be received.

For the Director's information, the night force hours in the Identification Division are from 9:30 p.m. to 12 midnight, and in the Records Section from 2:30 p.m. to 11:00 p.m.

Respectfully,
For the Conference

Clyde Tolson

RECORDED - 81

INDEXED - 81

EX-126

166-2554-7079
F B I

31 DEC 31 1948

SJT:amr

cc: Mr. Clegg
Mr. Mohr

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-2-91 BY SP-5 udy

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

52 JAN 3 1949

THE DIRECTOR

12-21-48

THE EXECUTIVE CONFERENCE

LOYALTY OF GOVERNMENT EMPLOYEES

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-2-91 BY Sp. Sc. / [Signature]

At a meeting of the Executive Conference on 12-21-48, attended by Messrs. Ladd, Glavin, Tracy, Harbo, Mohr, Carlson, N. H. McCabe, McGuire, Nease and Fletcher, a matter relating to the Loyalty Program was discussed. Item 16 of Loyalty Form 85, Request for Report of Loyalty Data on Applicants and Appointees, reads as follows: "This agency has loyalty information report (s) furnished by the agencies indicated below". There is then a block headed as follows: "Agency which made the loyalty report, date of report, remarks". A number of the forms being received for processing at the Bureau reflect entries under Item 16 such as "Civil Service Commission" or the name of the employing agency of the Government. Such entries indicate the existence of information relating to loyalty though it is not known without an actual check of the records of the indicated agency whether or not it is disloyal data.

With reference to this problem, Mr. John Mang of the Investigative Division of the Civil Service Commission was contacted and he stated there were no outstanding instructions as to what should be included in Item 16. He stated that it was his understanding when an agency had conducted an applicant type of investigation, which necessarily included inquiries concerning the applicant's loyalty, the agency would indicate in block number 16 the fact that the results of such an investigation were available. He stated that outstanding instructions to all agencies conducting applicant type investigations were that if they developed any information of disloyal nature the matter should be immediately referred to the FBI for investigation under the Loyalty Program. Further, that when such agencies conducted this applicant type investigation they furnished to the Civil Service Commission Form 79 or 79A reflecting that such an investigation had been made. The Civil Service Commission in turn when they receive an application for employment check it against the indices of 79 and 79A cards and if they determine that an applicant type investigation has been made by some agency they secure a copy of the report and if disloyal information should be indicated they would, of course, advise the Bureau. Mr. Mang concluded in view of the indicated procedures it would not be necessary for the Bureau to determine whether or not the files of the agencies listed under Item 16 contained disloyal data.

In view of the statements of Mr. Mang, it was recommended that the Bureau continue marking loyalty forms "No Disloyal Data" where the Bureau files failed to contain any information of a disloyal nature, even though Item 16 sets forth information relative to an available report concerning the applicant or appointee in the possession of some Government agency. The Conference was unanimously in favor of this recommendation.

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

RECORDED - 59
INDEXED - 59
66-2554-7080
JAN 4 1949
[Signatures]

HBF:cmw
50 JAN 5 1949

Memo for the Director

If you agree, the loyalty forms will continue to be marked "No Disloyal Data" where the Bureau files fail to contain any information of a disloyal nature even though under Item 16 there is a notation to the effect that there is an available report concerning the applicant or appointee.

Respectfully,
For the Conference

GJH
7
Clyde Tolson

cc - Mr. Clegg
Mr. Mohr

THE DIRECTOR

December 20, 1948

THE EXECUTIVE CONFERENCE

~~COMMUNIST PARTY, USA~~
~~IN GUANT COVERAGE FUNDS~~
INTERNAL SECURITY - L

32-3013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-8-91 BY SP-5 LJA/ky

At a meeting of the Executive Conference on December 16, 1948, attended by Messrs. Ladd, Glegg, Glavin, Rosen, Tracy, Carlson, Harbo, Mohr, Nichols and Fletcher, the Conference was advised that for some time the Communist Party and several of the individual Communist Party front organizations have maintained bank accounts at the [redacted] New York, which bank is owned and operated by the [redacted]. At present the Bureau has no informant in the bank who can furnish information concerning the financial activities of its customers.

The New York Office now suggests that authority be granted to interview two potential informants. One is [redacted]

[redacted]

[redacted] and a well-known anti-Communist, the New York Office has advised that [redacted] has been contacted on several occasions in connection with investigations arising under the Loyalty Order and was found to be cooperative. There is no indication that he is sympathetic to or ever has been a member of the Communist Party. The New York Office desired authority to interview him concerning Communist Party banking transactions and also to determine whether there could be developed through [redacted] an informant presently within the bank.

In addition, the New York Office expressed a desire to interview [redacted] who recently called at the New York Office and furnished information concerning a person alleged by him to be a Communist. [redacted] previously was employed by the [redacted]

[redacted] at that company. He is a member of the [redacted] known to be controlled and infiltrated by anti-Communist [redacted] stated that he was concerned about Communism and would combat it any way he could. The New York indices are negative on [redacted] reflected that [redacted] worked there from [redacted]. He served in the United States Navy [redacted]

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

RECORDED 59
INDEXED 59

JAN 27 1949

JAN 27 1949

66-2554-708
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Memo for the Director

from [redacted]. He is described as intelligent and honest [redacted]

[redacted] was of the opinion that [redacted] was definitely anti-Communist and he

[redacted]. The New York Office desired authority to contact [redacted] under pretext of investigating the person as to which he had made inquiry of the New York Office to more definitely determine the possibility of developing him as an informant.

The members of the Conference were of the unanimous opinion that

the authority requested by the New York Office should be granted. For your approval, there is attached a letter addressed to the New York Office in accord with the recommendation of the Conference.

Respectfully,
For the Conference

BT

Clyde Tolson

Attachment

cc - Mr. Clegg
Mr. Mohr

THE DIRECTOR

December 23, 1943

THE EXECUTIVE CONFERENCE

GENERAL AGENTS' INSURANCE FUND

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-2-91 BY SP-5/STJ/STJ

The Executive Conference of December 23, 1943, consisting of Messrs. E. J. McCabe, H. H. McCabe, Flossner, Ladd, Mohr, Harbo, Tracy, Glavin, and Tolson, again considered the suggestion of Special Agent W. Edward Crowley of the San Francisco Office, concerning the Special Agents Insurance Fund. Special Agent Harbo suggested that the Bureau secure a vote of the present members of the fund, looking toward amending the existing provisions to permit Special Agents who retire to continue as members of the fund, the fund to be put on an actuarial basis, or as an alternative consider a retired Special Agent eligible only for half of the benefit, namely \$5,000.

This suggestion had previously been considered by the Executive Conference and final action was deferred for the purpose of conducting actuarial studies for opinions in connection with this suggestion. The following actuaries have been contacted:

- Mr. Edward W. Neumann, Second Vice President and Associate Actuary, The Prudential Insurance Company of America
- Dr. Arthur C. Wills, Actuary, Department of Insurance, Washington, D. C.
- Mr. L. O. Chaddo, Social Security Administration

No definite statements were made by any of these experts as it is well nigh impossible to reach definite, specific conclusions without knowing what the experience will be in the future concerning the number of Agents retiring from the service. The following quotation from the letter received from Dr. Neumann summarizes the general consensus of opinion of those contacted:

"As you know, your own case is a very special one in that you have a large body of young men subject to periodic examinations and considerable turnover before the retirement age is reached. Consequently, the present amount insurance in continuing insurance on older members are not so evident as in the classical example. In any case, even though you have only 50 members retiring in the near future, the continuation of insurance at the older ages would have a most increasing effect upon the average amount required. Actually, the measure of the effect on the insurance of these lives is the single premium which would be required to pay for the insurance on these lives. Taking an average age of 55 for the 50 individuals who are retiring, the net single premium for their 1,500,000 of aggregate insurance would be \$250,000 according to our modern Commissioners Standard Ordinary Table, taking into account interest earned of 2.5% and assuming no experience course; the lower the interest rate, the higher the single premium necessary. Realizing that you have a considerable surplus account in your present fund, I still question whether such a large liability should be incurred. If, on the other hand, the single premium liability is not set up immediately but the effect of including the retired lives is allowed to charge additional

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

60 JAN 5 1949

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FBI
U.S. DEPT. OF JUSTICE
JAN 5 1949
INDEXED
66-2554-7082
JAN 5 1949

incurred, then perhaps very little effect would be felt during the next several years, but there would come a time when the amount of assessments would have to be increased materially. It is a fact that in the initial stages, the continuation of retired members has such an infinitesimal and painful effect upon the average assessments that makes it so hard to argue against what appears to be a sound benefit. However, you must rely on experience in these matters in that eventually the costs of this insurance will have a marked effect on the average assessments. One point to be borne in mind is that the retired members would eventually all be claims, whereas there is so much turnover in the active force that only a comparatively small percentage of the latter would be eligible for benefits upon retirement.

Mr. Neumann enclosed an excerpt from "Life Insurance", by Joseph B. Maclean, former president of the Actuary Society of America, which concluded as follows:

"The assessment plan of insurance does not merit more extended consideration. At one time it was widely believed in, and many fraternal societies and other similar organizations attempted to provide insurance in that way. Such plans have collapsed, or a complete reorganization on a sound basis has been effected, usually involving real hardship to older members. It is pretty generally understood now that no plan of life insurance which does not recognize that the actual cost to each member must be determined on the basis of his attained age can continue to operate except for a limited period."

The consensus of opinion of the Executive Conference was that any enlargement of the provisions concerning the Special Agents Insurance Fund is unwarranted. However, the members of the Conference took of the opinion that the suggestion should be submitted to the Agents for a vote. Incidentally, however, in the bulletin some indication to the Agents, pointing out the obvious necessity of increasing assessments either in amount or frequency, or both, in the event an enlargement of the plan should be approved.

A proposed Bureau Bulletin and ballot is attached if the submission of the question to all Agents for a vote is approved.

Respectfully,
FOR THE COMMITTEE

Clyde Tolson

Attachment
CC: Mr. Esh
Mr. Clegg

JAC: [Signature]

THE DIRECTOR

December 15, 1949

THE EXECUTIVE CONFERENCE

The Executive Conference on December 15, 1949, those present being Messrs. Ladd, Clegg, Carlson, Glavin, Tracy, Rosen, Glavin and Clegg, considered the attached Bureau Bulletin concerning daily reports. The proposed Bulletin was read in detail to the Conference. It was unconditionally approved as prepared with the following exception:

On Page 1, under the heading "The Age To Submit Daily Reports," Paragraph C, there is indicated that those Agents in continuous travel by train or plane for the full work-day period are not required to submit daily reports while actually traveling. Mr. Tracy and Mr. Carlson were of the opinion that at the conclusion of such continuous travel the Agent should prepare one daily report reflecting the dates and the fact that he was in such travel status so that there would be an accounting for this travel time. Mr. Tracy was of the opinion that this would enable the Chief Clerk's Office to then costs of travel in preparing any budgetary or cost accounting analyses. Mr. Glavin pointed out that this information would not aid in any cost accounting or budgetary analysis as they would have to rely on expense accounts.

All others present opposed the suggested change.

There is also attached a proposed Bureau Bulletin which was approved concerning the destruction of Number Three Register Cards.

Respectfully,
For the Conference

Chief Clerk

Attachments:

CC: Mr. H. H. Clegg
Mr. Ladd

HHC:jm

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

RECORDED - 107

EX-109

66-2554-7083

F B I
55 JAN 3 1949

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/2/91 BY 236/ky

ORIGINAL COPY FILED IN 66-2554-8-2-4-8

THE DIRECTOR

January 3, 1949

THE EXECUTIVE CONFERENCE

DISPLACED PERSONS PROGRAM

ck

At the Executive Conference on December 31, 1948, attended by Messrs. Ladd, Glavin, Tracy, Harbo, Nichols, Mohr, Nease, E. J. McCabe, N. H. McCabe and Fletcher, a previous Conference recommendation was discussed which related to the Displaced Persons Program. It had been previously recommended that no search or review be made of the names of the sponsors of displaced persons listed on the forms furnished to the Bureau until more complete background data is available by which to identify the sponsors. It was explained that since this recommendation was made it has been determined that the only information concerning the sponsors that can be made available is the name and the address, and it was therefore recommended that a search be made based on the name and the residence address only; that this should be an "on the nose" search.

The Conference was of the unanimous opinion that the Bureau should, in the discharge of its responsibilities under the Displaced Persons Program, cause to be searched the names of the sponsors and that such search should be based on a check of the indices, confined to the name only with proper regard for the locality in which the sponsor resides.

If you approve, the displaced person forms will be searched so that the names of the sponsors, without consideration for variations, will be searched through the files of the Bureau for pertinent information.

Respectfully,
For the Conference

Handwritten initials

Clyde Tolson

cc - Mr. Clegg
Mr. Mohr

Mr. Tolson	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Harbo	
Mr. Mohr	
Mr. Nease	
Mr. E. J. McCabe	
Mr. N. H. McCabe	
Mr. Fletcher	
Miss Gandy	

RECORDED - 102

INDEXED - 102

EX-109

66-254-7084
 3 JAN 5 1949

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 DATE 5/2/91 BY SP-5 CC/BJP
 323013

THE DIRECTOR.

12/31/48

THE EXECUTIVES' CONFERENCE.

PETER HORVATH: MILITARY
ORDER OF THE PURPLE HEART
MISCELLANEOUS - INFORMATION CONCERNING

The Executives' Conference today with Messrs. Glavin, Tracy, Harbo, Mohr, Ladd, N.H. McCabe for Clegg, E.J. McCabe for Rosen, Nichols, Fletcher, and Nease in attendance, unanimously approved the attached Bureau Bulletin and letters to Rear Admiral Smith and the Cleveland Division.

Peter Horvath, Ohio State Commander of the Military Order of the Purple Heart, has indicated his organization has embarked on an active program of fighting Communism and that this organization has the endorsement of the FBI, ONI, and CIC, and has demanded that available lists of persons believed to be Communists be turned over to him by Chief of Police William E. Johnson, Warren, Ohio.

The letter to the Cleveland Division instructs that office to reassure Chief of Police Johnson as well as other chiefs of police in that area that the Bureau has not endorsed any plan proposed by the subject organization and the Bureau Bulletin alerts all offices to the proposed activities of Horvath and his organization. The letter to Rear Admiral Smith calls his attention to the activities of Horvath and points out that no endorsement of the Military Order of the Purple Heart has been made by this Bureau.

Respectfully,
For the Conference

Clyde Tolson

EJM:WW
Attachments.

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457

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

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THE DIRECTOR
THE EXECUTIVES CONFERENCE

1/4/49

The Executives Conference of today, consisting of Messrs. Tolson, Nease, McGuire for Nichols, Rosen, McCabe for Clegg, Ladd, Carlson, Mohr, Harbo, Tracy, and Glavin considered the attached suggested communication to all Special Agents in Charge concerning the maintenance of stamp funds and recommended that it be approved and immediately disseminated to the Field.

It will be recalled that recently representatives of the General Accounting Office in examining the stamp fund at El Paso, Texas, issued instructions that they be kept under lock and key, and that an inventory record be maintained of the fund in question.

The Director was in thorough agreement with the fact that the stamp funds be closely controlled and kept under lock and key.

The attached communication will instruct all Special Agents in Charge to keep such funds under lock and key and in addition request information as to the amount of the stamp fund and the justification therefor.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson

CC - Mr. H. H. Clegg
Mr. Mohr

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19

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3 JAN 6 1949

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- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

53 JAN 7 1949

The Director
The Executive Conference
APPLICANT FINGERPRINT CARDS

1-2-49

323,013

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DATE 5-2-97 BY SP-6/STP/STP

The Executive Conference, consisting of Messrs. Tolson, Glavin, Nichols, Ladd, Harbo, Rosen, Fletcher, H. McCabe, Carlson, Egan and Tracy, considered suggestions of Quinn Tamm concerning the handling of applicant fingerprint cards in the Identification Division.

At the present time, fingerprint cards of applicants submitted by police departments, railroads, Federal Reserve and National banks, the Pullman Company and Railway Express Company are searched and retained in file. The Conference unanimously approved a suggestion that such applicant prints be returned to the contributor, the non-idents to be stamped, "No record, Identification Division, FBI." The returned card would be the acknowledgment. In cases of idents, the fingerprint card would be returned with a copy of the record and a notation would be made in such cases that the fingerprint card had been received and returned. No record would be kept in the case of non-idents.

The above change would constitute a saving in the Identification Division, in that the fingerprint cards would not have to be sequenced and filed, and in the case of non-idents no answer would have to be typed.

A suggestion that the Bureau return Navy, Marine Corps, Coast Guard and Maritime fingerprints, in view of the fact these agencies maintain their own fingerprint files, was rejected by the Conference for the reason that the Bureau's position has in the past been that the files in these agencies should be discontinued and their fingerprints maintained by the Bureau.

The Conference also voted against discontinuing receiving the applicant fingerprint cards from railroads, Federal Reserve and National banks, Railway Express, Pullman Company, Stock Exchange, etc., for the reason that it is felt desirable that such fingerprints be handled if at all possible. The Conference suggests, however, that letters be written to individual contributors whenever fingerprints are sent in which apparently are not of importance to the agency submitting them. For example, Railway Express forwarded last week approximately 3,500 fingerprint cards of extra, temporary Christmas help. These fingerprints were not received until after the Christmas holidays, and obviously served no useful purpose but merely constituted a burden on the Bureau. A letter has been prepared to Mr. R. G. Hendon of the Railway Express, explaining the matter and requesting the fingerprints referred to.

If the Director approves the foregoing suggestion, a bulletin will be prepared to the field, and a form letter will be drawn up for the return of the applicant prints, in order that contributors will understand the new procedure.

Respectfully,
for the Conference

Clyde Tolson

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

*Suggestion of handling
applicant fingerprint cards
accepted & wellcome*

RECEIVED
166-2554-7087

cc: Mr. Clegg, Mr. Tolson

THE DIRECTOR

December 7, 1948

INSPECTORS' CONFERENCE

MEMBERS PRESENT:

H. H. Clegg
 J. A. Gantson
 H. E. Long
 H. J. Connelley

M. E. Gurnea
 W. E. Naughton
 J. S. Rogers
 H. H. McCabe

P3

SUGGESTION:

At the Inspectors' Conference on December 6, 1948, Mr. Naughton suggested that the No. 3 Register Cards in field offices be destroyed at the close of the day following the date they are prepared, and that the agents at the headquarters city and all other agents in the field be required to submit complete Daily Reports as to their activities, and accounting for all of their time.

The No. 3 Register Cards are maintained usually at the cribboard on which the agents indicate their prospective and intended whereabouts so that they can be reached. There are listed the file number of the case, address, and when available, telephone number of the individual an agent expects to interview. There are also recorded on this card the actual time of departure from the office and the anticipated and actual time of return.

As for Daily Reports, they are today required of all agents who are absent from headquarters city in excess of twenty-four hours. Agents away from headquarters city are required to enter the specific date they arrive at and depart from each city, and there are also listed the file numbers of the cases on which they worked in that town. Other than this, there is no specific requirement for the amount of time spent on interviews or the time interviewed. The amount of travel time is merely calculated over the time of departure from one city and arrival in another. Daily Reports are not submitted by agents in their headquarters cities.

Resident Agents are required to show on their Daily Reports the time they spend at the Resident Agency office and the time they depart from that office. When a Resident Agent and any other agent is in headquarters city, he uses only the No. 3 Register Cards above described.

1. The No. 3 Register Cards, being presently designed to show how the office can contact an agent, would serve no purpose through four hours after they are prepared, and they should not be filed and retained for one year, as at present.

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~~CONFIDENTIAL~~
~~5-2-91~~

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

Mr. Clegg
Mr. Ladd

JAN 10 1949

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2. The No. 3 Register Cards merely show anticipated action and are not an accurate record of what did transpire. In other words, an agent may show plans to interview seven people, and may have seen only one of them. There is no requirement for modifying the No. 3 Register Card in this respect.

3. There are inadequate devices for applying pressure on agents in the Field, and for agents to be required to account for their time in the Daily Reports when they are in or out of headquarters city, would be an administrative device helpful in applying pressure and increasing production.

4. It is believed that, from an over-all standpoint, there would be an improvement in the production by agents if the Daily Report device is adopted, requiring a full accounting of all time while on active duty.

5. The Daily Report would serve as a basis for an intensive study of the record of any individual agent concerning whom a question is raised as to his activities or productivity.

6. The Daily Report would aid a supervisor in following up the progress of individual cases.

DISADVANTAGES:

1. Although admitting the possibility that the Daily Report system might increase production in cases of certain individual agents, it is believed to be bad policy for the Bureau to adopt this production record, which would be contrary to the thinking now being advanced in labor and leftist circles.

2. The work of a Special Agent, although requiring proper standards of production, is a qualitative and professional type of work, as opposed to a mass production type of work, and Daily Reports might over-emphasize the wrong phase of an agent's activities.

3. The amount of time which in the past has been consumed by Special Agents in the preparation of Daily Reports has probably been more expensive to the Bureau than any value ever obtained from them.

4. The agents would, in many instances, resent such a requirement, and the Daily Report system which was opposed so generally by the agents a few years ago would, if reinstated, contribute to low morale.

5. The character of the Bureau's work in recent years has changed so radically from the past because of the large amount of security work now being done that it is not believed our work is presently adaptable to exact production records.

6. No. 3 Register Cards do reflect, to a rather good degree, proper preparation of work, and in the average case, when work is properly

organized if it is properly carried out.

7. Reviews of work pictures for the great majority of agents have been proven to be unnecessary.

8. Analyses of work pictures of individual agents, through examinations of No. 3 Register Cards or Daily Reports, Assignment cards, reports submitted, cases closed and interviews with the agents, will reflect their ability to produce, in the great majority of cases.

9. It is felt that building good morale is better than any method of applying pressure.

(The advantages and disadvantages are those of both the Inspectors' Conference and the Joint Committee.)

INSPECTORS' CONFERENCE CONSIDERATION:

Messrs. Carlson, Gurnea, Naughton, Rogers and McCabe favored the suggestion.

Messrs. Connelley, Long and Clegg were opposed.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee on December 8, 1948, those present being Messrs. Harbo, McFarlin, McKee and Clegg, were unanimously opposed to the suggestion.

EXECUTIVES CONFERENCE CONSIDERATION:

Messrs. Tolson, Glavin, Tracy, Mohr, Carlson, Rosen, McGuire and Ladd favor the suggestion. Messrs. Clegg, Fletcher, Harbo and Hesse were opposed. If the majority view is approved, it is felt the requirement for daily reports, fully accounting for the time of Agents, should apply to all except the fulltime supervisory staff in each office. The reports would be filed separately by Agents and would be maintained for a period of one year. It would, of course, be necessary to devise a new daily report form.

Respectfully,
For the Conference

Clyde Tolson

The Director

December 30, 1948

The Executives Conference

WORKSHEET FOR IN-SERVICE RE-TRAINING
SCHOOL FOR THE CYCLE STARTING JANUARY 10, 1949

On December 29, 1948, the Executives Conference consisting of Messrs. Glavin, Tracy, Harbo, Mohr, Carlson, Nichols, Mr. E. J. McCabe, Fletcher and N. H. McCabe considered the attached worksheet for the In-Service classes during the new cycle starting January 10, 1949. The principal changes in this worksheet are an increase of one-half day to the major case at Quantico to permit additional time for carrying the case on through the commissioner's hearing and moot court; one-half day is also being added to the firearms course and a new lecture on Personnel Investigations to include CIA cases, ERP investigations and other investigations of personnel applicant type and other than Bureau applicants. The time allotted for the lectures on Loyalty Investigations and AEC Investigations has been reduced and the specialized training has been reduced from two days to one day.

In the new In-Service course, if approved, the men will depart for Quantico by bus the evening of the first Monday and will return from Quantico the evening of the second Monday. The classes reporting every Monday morning will make it possible for the same bus that takes the new class to Quantico on Monday night to bring back the other class from Quantico. The agents will depart from Washington at approximately 4:30 p.m. on the second Friday as has been the case during the past cycle.

Respectfully,
For the Conference

C. Tolson

MMH:MDJ

cc - Mr. Mohr
Mr. Clegg

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- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

67 JAN 10 1949

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THE DIRECTOR

December 17, 1948

THE EXECUTIVE CONFERENCE

PREPARATION OF QUARTERLY INTELLIGENCE SUMMARIES

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DATE 5-29-81 BY SP-5/24/81

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At a meeting of the Executive Conference on December 16, 1948, attended by Messrs. Ladd, Olegg, Glavin, Rosen, Tracy, Carlson, Harbo, Mohr, Nichols and Fletcher, it was pointed out that recently a representative from the Bureau attended a conference of representatives from Army Counterintelligence at Camp Holabird and various officers present indicated the great significance and assistance of the quarterly summaries dealing with subversive organizations which were prepared by the Bureau during the war.

With further reference to these quarterly summaries, Mr. Mat Cowley, one of those engaged in surveying CIA to determine whether it was fulfilling its purpose, on November 23, 1948, when contacting Mr. Ladd made reference to the fact that he had seen in Secretary Forrester's office some of the quarterly intelligence summaries prepared by the Bureau. He stated they were highly regarded by Secretary Forrester, and Mr. Cowley indicated that he personally thought that these intelligence summaries should be currently prepared for the guidance of intelligence agencies. Further, it was known that General Donovan, formerly of OSS, in a recent letter had commented that though he was not critical of the FBI, the Bureau was more concerned with the investigation of individual cases as contrasted with the over-all evaluation of the modus operandi and general operations of agents of the Soviet Union.

It was pointed out to the Conference that the preparation of the quarterly intelligence summaries had been discontinued for the past several years and the suggestions now brought up the question of the desirability and necessity for the preparation of similar summaries at the present time.

Messrs. Ladd, Olegg, Rosen, Tracy, Harbo and Mohr were of the opinion that the Bureau would more properly discharge its responsibilities by the preparation of such summaries on a semi-annual basis with the first summary to be prepared and submitted as of some selected date but not earlier than March 1, 1949.

Messrs. Nichols, Carlson, Glavin and Fletcher were of the opinion that intelligence summaries should be prepared only when necessary. These members of the conference held this opinion, noting the present demands on Bureau personnel, i.e., the large volume of dead line material now presently handled and the fact that the field at the present time, with the demands on available personnel, is having extreme difficulty meeting dead lines on organizational reports such as those dealing with the Communist Party and the front organizations declared by the Attorney General to be subversive within the meaning of the Loyalty Order.

Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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It was further noted that the Bureau had already assumed additional obligations in that it had committed itself to the handling of CIA applicant investigations beginning with the new calendar year and had further committed itself to the handling of approximately 7200 sensitive investigations formerly handled by the Civil Service Commission in the event a current proposal of the Bureau of the Budget is approved. Further, it was pointed out that a summary was presently and currently being made available for immediate distribution and dealt with the Communist situation and the Soviet intelligence picture.

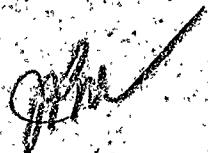
If you agree with the majority of the conference, appropriate instructions will be issued for the preparation of intelligence summaries on a semi-annual basis.

Respectfully,
For the Conference


Clyde Tolson

cc: Mr. Clegg
Mr. Mohr

HBF:cmw:mei



- Tolson _____
- Clegg _____
- Glavin _____
- Ladd _____
- Nichols _____
- Rosen _____
- Tracy _____
- Egan _____
- Gurnea _____
- Harbo _____
- Mohr _____
- Pennington _____
- Quinn Tamm _____
- Nease _____
- Gandy _____

THE DIRECTOR
THE EXECUTIVE CONFERENCE

December 30, 1948

LOYALTY OF GOVERNMENT EMPLOYEES

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At the Executive Conference on December 29, 1948, Messrs. Glavin, Tracy, Harbo, Mohr, Carlson, Nichols, N. H. McCabe, E. J. McCabe and Fletcher being in attendance, it was observed that from time to time the Bureau receives new or additional information concerning Government employees who have been the subject of Loyalty investigations. It was pointed out that the Attorney General has previously reflected that Executive Order 9835 (Loyalty Order) has continuous application to an employee so long as he is in the Government and that all complaints indicating disloyalty should be investigated. Two possible courses of action in the handling of the receipt of additional information are apparent:-

1. The information might be furnished to the Civil Service Commission just as received, and the Commission advised that no investigation would be conducted based on the new information in the absence of a specific request from the employing agency.
2. The information could be transmitted as received and the Civil Service Commission advised that additional investigation is being made to verify or amplify the information, such investigation to be initiated by the Bureau.

It was recommended that in those instances where Loyalty reports have already been submitted to the Civil Service Commission and pertinent information is subsequently received, that necessary investigation be initiated and conducted unless it is known that the employee is no longer in the Government service. In addition, it was recommended that a letter be forwarded in such instances to the Civil Service Commission, advising of the receipt of the pertinent information and advising that further investigation based on that information is being conducted and that the results would be submitted. The Conference unanimously approved this recommendation.

If you approve as a matter of policy, the recommendation as approved by the Executive Conference will be followed.

Respectfully,
For the Conference

Clyde Tolson

66-2554-7091
19 JAN 7 1949

cc - Mr. Clegg
Mr. Mohr

HBF:cmr

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59 JAN 11 1949

THE DIRECTOR

December 14, 1948

JOINT COMMITTEE

SUGGESTION NO. 87

EMPLOYEE: SA ELMER W. PARRISH
KANSAS CITY OFFICE

SAVINGS NONE
AWARD: NONE

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
H. W. McFarlin

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SERIALIZED
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DEC 15 1948
FBI - KANSAS CITY

MS

Original in reference

SUGGESTION: That in Theft from Interstate Shipment cases the value of the property stolen be set out in the synopsis of the report.

It was pointed out that under the revision of Title 18 of the United States Code, "Crimes and Criminal Procedure," Section 659 of the new Title 18 provides for a different punishment where the goods stolen are under \$100.00 in value from that provided where the goods exceed \$100.00 in value. The agent submitting the suggestion advised that he recently has discussed Theft From Interstate Shipment with certain Assistant U. S. Attorneys, and they have advised it would be helpful if agents would furnish the value of the property stolen in the synopsis.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee recommended unanimously unfavorably on the ground that this would be just another detail for agents to remember when dictating reports. Further, it is pointed out that the value of the property stolen influences the punishment which may be administered, but not necessarily the question of whether prosecution should be instituted. It is believed that the synopsis will, in ordinary instances, include a brief description of the property stolen and this should be adequate for the purpose of the U. S. Attorney.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable, 12/20/48, by Messrs. Ladd, Tracy, H.H. McCabe, Rosen, Mohr, Carlson, Fletcher, Glavin, Nease, Harbo.

Respectfully,
For the Conference

Clyde Tolson 66-2554-7092

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31 DEC 30 1948

EX-49

- Mr. Tolson _____
- Mr. Clegg _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Tracy _____
- Mr. Egan _____
- Mr. Gurnea _____
- Mr. Harbo _____
- Mr. Mohr _____
- Mr. Pennington _____
- Mr. Quinn Tamm _____
- Tele. Room _____
- Mr. Nease _____
- Miss Gandy _____

Mr. Clegg
Mr. Mohr
411 12 1948

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THE DIRECTOR

December 9, 1948

THE JOINT COMMITTEE

SUGGESTION NO. 52
SAC R. B. HOOD
LOS ANGELES OFFICE

SAVINGS: NONE
AVAIL: NONE

MEMBERS PRESENT:

H. H. Gregg
R. W. Harbo
S. K. McKee
M. W. McFarlin

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323,013

SUGGESTION:

SAC HOOD suggests that since "100" classification closed files are referred to very frequently in connection with Communist and subversive research and study problems in a field office, the removing of these files from the closed section and then re-filing them causes the files to become worn, battered and torn, particularly since they will be coming into contact with Acco fasteners, and since they do not have the protection of file folders. A year or so ago, the Bureau instructed the Field no longer to retain closed files in folders. Mr. Hood suggests that "100" classification closed files be placed in folders. He submitted photographs showing the disheveled and unkempt appearance of numerous files in the closed section of 100 classification cases, which he felt justified his suggestion.

This matter was submitted to a number of field offices and inspectors for an opinion, with the following results:

For The Suggestion:

Detroit - (Even favors placing the title on the file back and folder);
Kansas City; and Inspector Gurnea.

Opposed To The Suggestion:

Boston, San Francisco, Cleveland, New York, Assistant Director Connelley and Inspector Laughlin. (Mr. Connelley did express the view that there would be an occasional file used with such frequency that a folder might be necessary, but opposed the generalised suggestion.)

ADVANTAGES:

1. The protection and preservation of the files, and prevention of loss and destruction of valuable data due to wear, tear and resulting destruction.
2. Will reduce errors occasioned by misfiling, and will save time in searching for lost files.

Mr. Tolson _____
 Mr. Clegg _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Egan _____
 Mr. Gurnea _____
 Mr. Harbo _____
 Mr. Mohr _____
 Mr. Pennington _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____

3 JAN 19 1949
 Mr. Clegg
 Mr. Mohr

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3. Will improve the appearance of such files.
4. Files could be more rapidly located.

DISADVANTAGES:

1. Would require additional filing cabinets and space.
2. Would require too much time and be an additional expense if folders are replaced. In New York, it would take one clerk approximately one week to stamp 1,000 folders, and there are 90,000 involved, they say.
3. This would constitute an exception to the general rule.
4. There is only an occasional 100 classification file that is used with a degree of frequency, and to require this for all would be a waste of time.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee recommended unanimously unfavorably.

EXECUTIVES CONFERENCE CONSIDERATION:

On December 10, 1948, the Executives Conference with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Carlson, Ladd, Rosen and Clegg present recommended unanimously unfavorably and, if approved, a letter to SAC Hood is attached hereto.

Respectfully,
For the Conference

Clyde Tolson

Attachment

DEC 15 1948

Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn
Mr. Nease
Miss Gandy

REC'D
JAN 13 1948
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn
Mr. Nease
Miss Gandy

EX-37
75 JAN 2 1948

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The Committee felt that the apparently very rare instances when such an additional copy was needed would justify any retyping or photostating in such instances, and that it would be time saving and lateral saving resulting from the adoption of the suggestion.

The Joint Committee on December 8, 1948, those present being Messrs. Harbo, Ladd, Nichols and Clegg, favored the recommendation that only one copy be retained in field office files in this type of case. At the Newark Office, there had been no occasion to send a copy to another agency. At the Baltimore Office, in rare instances it had been necessary and it was found advisable to rewrite the report to remove the character of the report from the report form.

(Supervisor of Atomic Energy Act cases handle recommendations that two copies be retained in the field office files since occasionally a field office must furnish a copy of the report to some other agency.)

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JAN 13 1948

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JOINT COMMITTEE CONSIDERATION

The Inspectors' Conference was unanimously in favor of this suggestion as it will save considerable paper as well as effort on the part of the stenographers, and there appears to be no reason for an extra field copy of the report in the field office.

INSPECTORS' CONFERENCE CONSIDERATION

At the Inspectors' Conference on December 6, 1948, Mr. Gurnea made the suggestion that only one copy of the reports in Atomic Energy Act - Applicant cases be prepared for the file in the field office in which the report is prepared.

SUGGESTION

- MEMBERS PRESENT:**
- H. H. Clegg
 - J. A. Carlson
 - H. B. Long
 - E. J. Connelley
 - M. E. Gurnea
 - T. B. Houghton
 - T. E. Rogers
 - M. H. McCabe

SUGGESTION NO. 93

INSPECTORS' COMMITTEE

THE DIRECTOR

December 7, 1948

M

The Executives Conference on December 9, 1948, those present being Messrs. Tolson, Glavin, Nease, Tracy, Harbo, Mohr, Carlson, McGuire, Fletcher, Rosen, Ladd and Clegg, recommended unanimously favorably.

OK
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Respectfully,
For the Conference

Clyde Tolson

THE DIRECTOR

1/4/49

THE EXECUTIVES CONFERENCE

323 013
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HEREIN IS UNCLASSIFIED
DATE 5-2-91 BY SP-5 LJD/MLG

Cleaning of

The Executives Conference of today, consisting of Messrs. Tolson, Nease, McGuire for Nichols, Rosen, McCabe for Clegg, Ladd, Carlson, Mohr, Harbo, Tracy, and Glavin, considered a suggestion submitted by Donna I. Copeland of the Identification Division that an employee of the Typewriter Shop be assigned to clean the IBM electric Hektewriter typewriters for the Identification Division typists. There are 135 of these machines in the Identification Division at the present time.

Miss Dawson, Supervisor of the Typing Section, states that typists have been taking from one-half to one hour a week to clean their machines or fifteen minutes each time they have changed ribbons. Miss Dawson further pointed out that the typewriter maintenance man, who is assigned to the Administrative Division, recently called her attention to the fact that the cleaning the typists are giving the machines is not thorough enough to keep them in good condition. The typewriter repair man felt that fifteen minutes would be necessary to adequately clean these machines, and that the machines should receive as many cleanings during the week as necessary to keep them clean. Miss Dawson states that many complaints are received from the typists because of the carbon getting on their hands and clothing.

Special Agent Supervisor Bromwell of the Identification Division pointed out that the cleaning of the typewriters in the Typing Section which use hectograph ribbons must be done periodically. It is practically impossible to clean these machines without getting soiled. Bromwell felt that if the employees of the Typewriter Shop were to assume the responsibility of keeping the typewriters clean, he believed they could do a better job and he further believed that the morale of the typists would be increased considerably.

For the Director's information, the hectograph ribbon is a purple ribbon unlike the regular typewriter ribbon, and is used in preparing masters in the Identification Division. It is a ribbon which is messy to handle, the ink getting on the hands of the person handling the ribbon in question.

RECORDED - 39

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F B I

Mr. Glavin pointed out to the Conference that the present staff of the Typewriter Repair Section should not handle the cleaning of these machines. It was pointed out that the typewriter repair men had stated that the usual procedure is for the typist to take care of

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Lohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

JAN 12 1949

INDEXED - 39

Memorandum for the Director

the cleaning of her own typewriter as this is one of the ways through which she learns to use a typewriter more efficiently. There are only three employees in the Typewriter Shop at the present time and we endeavor to keep the Bureau's typewriters in the best possible repair with these employees. Taking into consideration that there are 135 typewriters in the Identification Division which would necessarily have to be cleaned by the typewriter repair man if the suggestion is approved, and considering a very minimum of fifteen minutes per machine it would take 33 1/3 hours a week of the employee's time just to keep the machines clean provided he could do the job in the minimum time, and further provided he only had to do the job on one typewriter once each week. We would be losing the services of a typewriter repair man to do cleaning tasks usually handled by the typists or stenographers in question.

Mr. Tracy pointed out to the Conference that the cleaning of the hectograph typewriter with the hectograph ribbon is different than cleaning the average manual typewriter; that the typists do not like to clean the machines because it is a messy job and the dye in the ribbon gets on their hands and on their clothes, and because of this it is a great deterrent to good moral. Mr. Tracy agreed with the recommendation made by Mr. Bromwell that one employee be assigned to the Typing Section for the purpose of cleaning the typewriters; that he be trained in the handling of minor repairs and that the employee could handle minor repairs on other machines in the Section. Mr. Bromwell points out that one employee could not keep the typewriters clean without additional help under the plan suggested, and that the typists would necessarily have to assist in the cleaning.

Messrs. Tolson, McGuire for Nichols, Rosen, McCabe for Clegg, Ladd, Mohr, Harbo, and Glavin are opposed to assigning an employee to the Typing Section of the Identification Division for the purpose of cleaning these electric typewriters which use the hectograph ribbon. They feel that the cleaning of the typewriter should be done by the typist or stenographer using it and this responsibility should not be placed on another individual.

Messrs. Tracy, Carlson and Nease very forcefully recommended that the suggestion be approved. Mr. Tracy points out that there would be considerable increase in the moral of the employees in the Typing Section and there would be considerable time saved in the cleaning process. Messrs. Tracy, Carlson and Nease felt that in view of this fact, it would be to the advantage of the Bureau to designate an individual to perform this work.

Glavin pointed out that in the event approval is given for the assignment of an employee to the Typing Section of the


Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Mohr _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Gandy _____

Memorandum for the Director

Identification Division for this cleaning job, that this employee should not make repairs to the typewriters; that we have a central typewriter repair shop under close supervision which is performing an excellent job and has saved thousands of dollars for the Bureau each year since it has been in existence. It is felt that the typewriter repair responsibility should be retained in the present repair shop.

Further action in connection with this suggestion is being held in abeyance pending the Director's decision.

Respectfully,
For the Conference


Clyde Tolson

CC - Mr. H. H. Clegg
Mr. Mohr

WRG: tgh

I reluctantly agree with the minority largely because of comment made by our typewriter maintenance man that present cleaning by typists is not enough to keep machines in good condition. I want employee assigned to still be under supervision of the Central typewriter repair shop.

H.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Mohr _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Gandy _____

THE DIRECTOR

1/5/48

THE EXECUTIVES CONFERENCE

The Executives Conference of January 3, 1949, consisting of Messrs. Tolson, Rosen, Fletcher, Ladd, McCabe for Glegg, Nichols, Carlson, Mohr, Harbo, Tracy, and Glavin, was advised by Glavin that under the present Bureau regulations, all Special Agents in Charge are called in for In-Service Training every other year and in the off year, come to Washington for a two-day conference; that there are ten Special Agents in Charge due for In-Service Training during the calendar year 1949; and that these ten SAC's are being set up so that two are to report for each In-Service School with the one beginning January 10, 1949.

Of the Special Agents in Charge due for In-Service, SAC Foltz of the Little Rock Office, who has just assumed duties of the Special Agent in Charge, is due for In-Service in 1949. It is the opinion of the Conference that SAC Foltz be permitted to get his feet on the ground at Little Rock before coming in for In-Service School.

With the exception of Mr. Foltz, under present schedules, all Special Agents in Charge due for In-Service School will have attended sessions either in January or February of this year.

The Conference was further advised that unless advised to the contrary, the Agents in Charge who must report to Washington for conference purposes during this calendar year will be ordered to report for such conferences for two days each Monday morning with the week beginning February 14, 1949.

Should the Director agree, this schedule will be followed.

Respectfully,
For the Conference

Glyde Tolson

RECORDED - 39

166-2554-7096

JAN 11 1949

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

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DATE 5-2-91 BY SP-3 [signature]

hgc: tgh



THE DIRECTOR

December 9, 1948

JOINT COMMITTEE

SUGGESTION NO. 62
EMPLOYEE: SAO PERCY WILY
NEW ORLEANS OFFICE

SAVINGS: NONE
AWARD: NONE

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
N. W. McFarlin

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SUGGESTION: That the Field undertake the destruction of all files which are in the nature of RUC files and which are three years old or over; and that this be a continuing matter handled in the future on an annual basis.

In addition, it was suggested that a new index card be prepared for each file to be so destroyed, the index card to show the subject's name, victim's name, identifying data on the subject, and a notation showing the office of origin. This card would be added to the index and any other card pertaining to the RUC file would be removed.

ADVANTAGES:

1. The office of origin has a more complete file in every instance than an amiliary office.
2. The auxiliary office must rely on the office of origin in any instance where complete information is needed.
3. It is alleged that there would be no loss in any type of RUC case, since the office of origin or the Bureau would have a complete file.
4. There would be a considerable saving in closed file space.

DISADVANTAGES:

1. It would be dangerous to destroy such files without first reviewing the files because, through error, they might contain original copies of signed statements, interview logs, or other information which should probably be permanently retained.
2. Similarly, correspondence with people outside the Bureau would not be duplicated in any other file, and in some instances this might be important to retain.

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

cc: Mr. Clegg
Mr. Mohr

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3. In security cases, the RUCing office would be in a position to loose valuable information which may subsequently be desired in connection with other security cases. There is information presently in the file in memorandum form which is not necessarily included in any report sent to the Bureau or the office of origin, which may prove helpful in a later investigation of the same subject.
4. Data will be contained in many RUC files concerning local figures in both security and criminal cases which is generally valuable and usable at future times.
5. If RUC files three years of age are destroyed, when additional investigation may be necessary some considerable expense will be involved on a national basis in transmitting background information upon which an investigation would be predicated.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee recommended unanimously unfavorably.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executive Conference on December 10, 1948, composed of Messrs. Tolson, Glavin, Tracy, Mohr, Carlson, Rosen, Ladd, Nichols and Harbo, unanimously concurred in the unfavorable recommendation of the Joint Committee.

Respectfully,
For the Conference

Clyde Tolson.

THE DIRECTOR

December 9, 1948

JOINT COMMITTEE

SUGGESTION NO. 40
SAC H. L. McCONNELL
DALLAS OFFICE

SAVINGS: NONE
AWARD: NONE

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
M. W. McFarlin

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DATE 5-2-91 BY [signature]

SUGGESTION: SAC McConnell submitted a suggestion, previously considered, that closed Atomic Energy Act cases be removed from their present file front and back covers and be consolidated consecutively by file numbers, so that a large number of files are consolidated within one binder with an Acco fastener. He also suggests that in order to facilitate finding a specific serial or file subsequently, when needed, a thin colored sheet of paper be placed between each file within the consolidation binder. This would be a marker between the files.

ADVANTAGES:

1. Would save space and, as a result, rental.

A test check instituted in Seattle revealed one file drawer is saved for each four file drawers consolidated, representing a 25% reduction in space occupied by these files. This followed a test consolidation of 11,000 cases.

At the Washington Field Office, 40 files were consolidated in a single binder in a test check of one file drawer of 300 files, and the amount of space saved was 50%. In the Washington Field Office alone, there would be a total space saved of 52 file drawers or 13 four-drawer cabinets.

DISADVANTAGES:

1. Some hold that the space saved does not justify the cost of the consolidation. In a test check, it was found that it took one employee two days to consolidate 300 cases. This is at the rate of approximately 150 cases per day, per employee.

RESULT OF SURVEY:

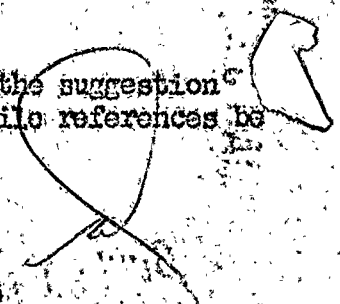
This matter was surveyed in the Field, and favoring the suggestion was the El Paso Office, which recommended that the file references be

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

cc: Mr. Clegg copies sent thru separate

Mr. Mohr

28
203 66-2554-7097



noted on the proposed colored sheet separating the files, and further recommended that cases be bound together in this fashion on a monthly basis.

Seattle favored the suggestion to apply to larger offices where space was a problem, but recommends against the colored sheet as a separator.

Washington Field Office favored the suggestion.

Inspector Gurnea recommended the procedure for the Seattle Office.

Opposed:

Opposed to the suggestion were the Knoxville and New York City Offices.

JOINT COMMITTEE CONSIDERATION:

Favoring the suggestion that the files be consolidated but that the colored divider sheets not be used were Messrs. Harbo, McFarlin and Clegg. Opposed to the suggestion was Mr. McKee, who was opposed to it generally, but felt that it should be permissible in those offices where space is a current problem. In instances where the files are consolidated, he was opposed to the requirement that the colored sheet be used as a divider.

It was further recommended by the Joint Committee, unanimously, that in the event consolidations are made in any office, it be done once each six months, and to include only those closed files where there is no break in sequence due to some of the files being pending.

EXECUTIVES CONFERENCE CONSIDERATION:

On December 10, 1948, the Executives Conference with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Carlson, Ladd, Rosen and Clegg present unanimously recommended that Field Offices be instructed to consolidate closed Atomic Energy Act cases, that this be done once each six months for those closed files where there is no break in sequence due to some of the files being in a pending status and that the divider sheets not be used.

If this is approved, there is attached hereto an SAC Letter accordingly.

Respectfully,
For the Conference

Clyde Tolson

Attachment

THE DIRECTOR

December 7, 1948

INSPECTORS' CONFERENCE

SUGGESTION NO. 94

MEMBERS PRESENT:

H. H. Clegg	M. E. Gurnea
J. A. Carlson	T. E. Naughten
H. B. Long	J. S. Rogers
E. J. Connelley	N. H. McCabe

SUGGESTION:

At the Inspectors' Conference on December 6, 1948, Mr. Gurnea suggested that the Bureau place 30-day deadlines on all leads in fugitive cases. Mr. Gurnea suggested that this be tried for a period of 90 days. He pointed out that many fugitive cases are prolonged and inefficiently handled due to delays on the part of auxiliary offices in handling leads in these types of cases.

INSPECTORS' CONFERENCE CONSIDERATION:

Mr. Gurnea, Mr. Rogers and Mr. McCabe were in favor of this suggestion being tried out for a 90-day period in order to increase our accomplishments in fugitive cases. All other members of the conference were opposed; they feel that already too many deadlines have been imposed on the field.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee on December 8, 1948, those present being Messrs. Clegg, Harbo, McKee and McFarlin, considered the above suggestion. Favoring the suggestion were Messrs. Harbo and McKee. Opposed to the suggestion were Messrs. McFarlin and Clegg.

EXECUTIVES CONFERENCE CONSIDERATION:

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The Executives Conference on December 9, 1948, those present being Messrs. Tolson, Glavin, Nease, Tracy, Harbo, Mohr, Carlson, McGuire, Fletcher, Rosen, Ladd and Clegg, considered the above suggestion. Those opposed to the suggestion were Messrs. Fletcher, Ladd and Clegg. Those in favor of the suggestion were Messrs. Tolson, Glavin, Nease, Tracy, Harbo, Mohr, Carlson, McGuire and Rosen.

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Respectfully,
For the Conference

Clyde Tolson

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THE DIRECTOR

December 7, 1948

INSPECTORS' CONFERENCE

SUGGESTION NO. 96

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DATE 2-2-91 BY sps/ldj

MEMBERS PRESENT:
H. H. Clegg H. E. Gurnea
J. A. Carlson E. E. Naughton
H. H. Long J. S. Rogers
E. J. Connelley H. H. McCabe

SUGGESTION:

On December 6, 1948, the Inspectors' Conference considered the suggestion of Mr. Hobley that there be included in the Handbook and the Manual of Rules and Regulations the requirement that the agents call the office every two hours when working around the headquarters city. This rule would not apply to those agents in two-way radio cars in those offices having permanent two-way radio installations nor to those agents who are signed out to be in one place all day, such as an accountant checking records of a business firm. This rule would require substantially that an agent working in headquarters city call the office once during the morning and usually two times during the afternoon.

INSPECTORS' CONFERENCE CONSIDERATION:

The Inspectors' Conference was unanimously in favor of this suggestion.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee on December 8, 1948, those present being Messrs. Clegg, Harbo, McKee and McFarlin, considered the above suggestion and recommended unanimously favorably.

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EXECUTIVES CONFERENCE CONSIDERATION:

EX-109 75 JAN 7 1949

The Executives Conference on December 9, 1948, those present being Messrs. Tolson, Glavin, Nease, Tracy, Harbo, Mohr, Carlson, McGuire, Fletcher, Rosen, Ladd and Clegg, recommended unanimously favorably. It is pointed out that this rule was issued in a Bulletin a number of years ago, and this procedure is the general practice today, but there has never been any permanent Manual rule to this effect and it is now believed that there should be.

Respectfully,
For the Conference

INITIALS ON ORIGINAL =
Wade Tolson

- Mr. Tolson _____
- Mr. Clegg _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Tracy _____
- Mr. Egan _____
- Mr. Gurnea _____
- Mr. Harbo _____
- Mr. Mohr _____
- Mr. Pennington _____
- Mr. Quinn Tamm _____
- Tele. Room _____
- Mr. Nease _____
- Misc. Gandy _____

Mr. Clegg
Mr. Mohr

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THE DIRECTOR

December 9, 1948

JOINT COMMITTEE

SUGGESTION NO. 60

SAVINGS: NONE

EMPLOYEE: SE ALLISON D. FARLEY
SAVANNAH OFFICE

AWARD: NONE

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
H. W. McFarlin

SUGGESTION: That Section 13J-7 of the Manual of Rules and Regulations be revised to provide that all coded communications based on the three code books shall be kept separately in the office safe, and bound in a file in chronological order, for a period of thirty days, subsequent to which time they shall be destroyed.

The present manual provision is that they shall be kept in a properly labeled envelope for a period of one year, subsequent to which time they shall be destroyed.

In view of the fact that each field office has, or will have in the near future, a radio telegraph station and all messages sent over this network are necessarily in code, each office will accumulate a rather large record of coded messages, much larger than in prior years when a radio network was not maintained.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee recommended unanimously that the manual provision provide that the coded communications be kept separately in the office safe in a large envelope for a period of thirty days, subsequent to which time they shall be destroyed.

EXECUTIVES CONFERENCE CONSIDERATION:

On December 11, 1948, the Executives Conference with Messrs. Glavin, Tracy, Harbo, Mohr, Ladd, Rosen and Clegg present considered that this matter be referred to a representative number of field offices and personnel for expression of their viewpoint. There is attached hereto a letter for that purpose, if approved.

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DATE 3-2-91 BY SP-5 C/BJG/DOV/IGL

Respectfully,
For the Conference

Clyde Tolson

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

cc: Mr. Clegg
Mr. Mohr

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THE DIRECTOR
THE EXECUTIVES CONFERENCE

1/11/49

ALL INFORMATION CONTAINED
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DATE 5-2-91 BY SP-5 C/DG

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The Executives Conference of January 11, 1949, consisting of Messrs. Tolson, Nease, Nichols, Carlson, Harbo, Quinn Tamm, Fletcher, Ladd, Glavin, Rosen, Clegg and Mohr considered the question of whether Special Agents, specifically Special Agents Edward Hargett and Orrin Bartlett, who are going on special assignment should be continued as active members of the Special Agents Insurance Fund.

It was pointed out that Mr. Hargett and Mr. Bartlett were going to the Investigating Staff of the Appropriations Committee on a loan basis but they were being taken off the Bureau's roll and paid out of the Appropriations Committee funds. Mr. Hargett will be gone for one year and Mr. Bartlett will be gone for two years. The Conference was advised that successors would be designated when the time periods indicated elapsed.

The Conference was also informed that the question had been taken up informally with Mr. Neumann, Vice President of the Prudential Insurance Company, to determine whether these Agents could continue as members of the Special Agents Mutual Benefit Association, both of them being current members. Mr. Neumann has advised that without checking the contracts carefully he was of the opinion they could continue as members of the Special Agents Mutual Benefit Association but he would conduct such a search on the question and would advise us accordingly. It was his suggestion that the two Agents continue their membership in that fund.

The Conference unanimously recommended that Special Agents Hargett and Bartlett and any other Agents who are designated for similar special assignments should be permitted to continue as active members of the Special Agents Insurance Fund.

If you agree with the recommendation of the Conference, Special Agents Hargett and Bartlett will be advised accordingly.

Respectfully,
For the Conference

Clyde Tolson

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Clegg

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63 JAN 18 1949

THE DIRECTOR

January 3, 1949

EXECUTIVES CONFERENCE

DISCONTINUANCE OF LOCK TRAINING AS A SPECIALIZED SUBJECT DURING IN-SERVICE RETRAINING COURSES

The Executives Conference on January 3, 1949, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Carlson, Nichols, Rosen, Ladd, Fletcher and N. H. McCabe, considered the suggestion of D. J. Parsons of the Laboratory that lock training be deleted as one of the elective subjects during the specialized training for In-Service men. Mr. Parsons pointed out that even with two days of training in locks during In-Service courses they have not been very successful since many of the agents taking the training do not have the aptitude. The experience of the Laboratory has shown that sound men have an aptitude for this work, and practically all of them have had extensive training in locks. The sound men are held over for three days following the In-Service course and during this time they will be given refresher training in lock work.

The Conference was unanimously in favor of discontinuing lock training for other agents during the specialized training period of one day during In-Service courses.

Layzell
H

Respectfully,
For the Conference

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Glyde Tolson

cc: Mr. Clegg
Mr. Mohr

NHMc: dgh

dgh

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DATE 5-3-91 BY SP5 C/PLC

W. Mason

63 JAN 19 1949

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

THE DIRECTOR

12-23-48

THE EXECUTIVES CONFERENCE

PINK MEMORANDA

ALL INFORMATION CONTAINED
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DATE 5-2-91 BY SP-3 CJD/djg

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The Executives Conference consisting of Messrs. D. J. McCabe, Fletcher, N. H. McCabe, Mohr, Harbo, Tracy, Glavin, Carlson, and Nichols considered on December 23th the matter of handling a pink memorandum.

It was pointed out to the Conference that the pink memorandum started in 1943, at a time when blue paper was used as a means of preventing the cluttering of files with useless material. The blue memorandum was used as a means of conveying information data to the Division heads and the Director of a confidential nature, not then believed appropriate to be placed in the files for reference. When the official government policy was adopted in 1944 of utilizing blue paper for inter-departmental correspondence, the blue memorandum was changed to the pink memorandum.

The instructions were issued on the adoption of this procedure that when the subject matter of a memorandum had no permanent interest to the Bureau and was not to be put on record it should be placed on the pink memorandum. Such communications included:

1. Telephonic conversations with SACs on certain items appearing in the paper.
2. Telephone conversations with SACs covering routine inquiries such as whether an Agent is still in the service, whether it would be satisfactory to retain at a certain point for another day, to make a speech, etc.
3. Instruction memoranda issued by Assistant Directors to their unit heads pertaining only to Division operations.
4. Memoranda explaining why an outgoing communication was being prepared.
5. Informative memoranda for the Director summarizing contents of teletypes.
6. Memoranda dealing with the assignment of a monitor.

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JAN 14 1949

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

An instruction was also issued that if an official believed the memorandum should be placed in the files he could so indicate on the memorandum, in which instance, the copy, after its normal purpose was to be returned to the author.

JAN 19 1949

Continued:
Memo To The Director

It was pointed out to the Conference that this was a general practice that was being followed as a result of a survey made in the Bureau.

The Conference unanimously recommended a continuation of the pink memorandum but that in the future the pink memorandum would be reviewed every six months for the purpose of determining whether or not it should be sent to the files. The Conference was also unanimous in recommending that a memorandum be addressed to Bureau officials by the Director stating that regardless of the contents of pink memoranda, they should, after they have served their purpose be returned to the author's Office for maintenance. If after this period of time they are of no further value to the Bureau they should be destroyed.

The memorandum to the Assistant Directors is attached.

Respectfully,
For the Conference

Clyde Tolson

cc-Mr. Mohr
cc-Mr. Clegg

EBH:wdl

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Gandy

THE DIRECTOR

December 28, 1948

THE EXECUTIVE CONFERENCE

~~MITCHELL FRAZIER~~
LOYALTY OF GOVERNMENT EMPLOYEES

At the Executive Conference on December 27, 1948, attended by Messrs. Ladd, Glavin, Tracy, Harbo, Lohr, Carlson, H. H. McCabe, B. J. McCabe and Fletcher, a request of the Naval Aviation Supply Depot, Philadelphia, Pennsylvania, for additional information in the Loyalty case relating to Mitchell Frazier was discussed. Additional request for information covered the following:

- (a) Employee's present status or affiliation with the Daily Worker Press Club.
- (b) Whether or not he is still receiving Communist literature.
- (c) Whether or not he is still associating with known Communists or participating in Communistic activities.

It was observed that to respond to this request for additional investigation or attempt to furnish the information desired, the Bureau would have to use investigative techniques not normally utilized, such as mail covers, physical surveillances or technical surveillances and that such investigative techniques are not utilized in Loyalty cases as a general rule because they are of a continuing nature and also because their use might cause embarrassment and an unwarranted attack upon the Bureau. The obligation of the Bureau in the Loyalty Program requires that the investigation be handled by the use of techniques which permit bringing the investigation to a conclusion as opposed to a continuing type of inquiry.

The members of the Conference were of the unanimous opinion that an appropriate letter should be addressed to the Navy Department pointing out that the request covers a continuing type of investigation but it does not permit bringing the matter to a conclusion in a definite period of time, suggesting that they reconsider their request for investigation.

For your approval, there is attached a letter drawn up along the lines of the recommendation of the Conference.

RECORDED - 39

Respectfully,
For the Conference

66-2554-7104
JAN 14 1949

INDEXED - 39

Clyde Tolson

Attachment

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

cc - Mr. Clegg
Mr. Mohr

EX-25

JAN 17 1949

FORM 323, 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-2-91 BY SP5C/ky

Handwritten initials and signatures: JH, HRT, etc.

THE DIRECTOR

December 14, 1948

JOINT COMMITTEE

SUGGESTION NO. 84

SAVINGS: NONE

EMPLOYEE: SAC R. D. HOOD
LOS ANGELES OFFICE

AWARD: NONE

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
M. W. McFarlin

SUGGESTION: That the No. 2 Register be abolished. It is further suggested that in the event the No. 2 Register is not abolished, its present form be revised and that the arrival and departure form presently used at the Bureau be placed in use throughout the entire field. Further, that if the second suggestion is not favorably received, two new forms be drawn up, the first to include only the employee's name, date and time of arrival and the nature of assignment; and the second to include only the employee's name, date and time of departure, method of travel, destination and reason for travel.

JOINT COMMITTEE CONSIDERATION:

The field office Register No. 2 was only recently modified and the reaction of the field representatives is that the form is now much improved and entirely satisfactory.

The present field Register No. 2 serves a definitely useful purpose and is believed to be the most convenient means of insuring that needed information is promptly furnished to the Seat of Government.

RECOMMENDATION:

Unanimously unfavorable.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable, December 20, 1948, by Messrs. Ladd, Tracy, H. H. McCabe, Rosen, Mohr, Carlson, Fletcher, Glavin, Nease and Harbo.

RECORDED - 135

166-2554-7165
F B I

55 JAN 17 1949

ORIGINAL COPY FILED IN 66-2757-8

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-2-91 BY SP5C/MS
FOIA 329, 013

- Mr. Tolson Clegg
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin Mohr
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

6 2 FEB 17 1949

PH

The Director
The Executives Conference

December 23, 1948

COUNSELORS, 40TH SESSION
FBI NATIONAL ACADEMY

The Executives Conference on December 20, 1948, consisting of Messrs. Ladd, Harbo, Mohr, Carlson, Tracy, Rosen and N. H. McCabe recommended that SA William J. Graham, Jr. of the Baltimore Office be designated as the inexperienced Counselor for the 40th Session of the FBI National Academy. In the event Agent Graham is for any reason unable to serve as Counselor it is further recommended that SA John H. Brooks of the Pittsburgh office be his alternate.

Instructions had previously been issued for SA H. P. Higgins of the San Diego Office to report for this assignment. However, the San Diego Office has advised that Agent Higgins' wife is expecting to have a baby in April.

If approved, instructions should be issued for Agent Graham to report at 9 a.m. on January 7, 1949 for this assignment.

NHM:MJD
cc-Mr. Mohr
Mr. Clegg

Respectfully,
For the Conference

C. Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-2-91 BY SP301/deg
323,013

RECORDED - 72

66-2554-7106

F B I
75 JAN 17 1949

INITIALS ON CRT

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

57 JAN 31 1949

ORIGINAL COPY FILED IN

OK

THE DIRECTOR

1/12/49

Executives Conference

On January 11, 1949, the Executives Conference with Messrs. Tolson, Glavin, Quinn Tamm, Carlson, Nichols, Mohr, Harbo, Fletcher, Ladd, Rosen and Clegg present considered possible speakers for the Graduation Exercises of the current session of the ~~FBI~~ National Academy on April 1, 1949. For the two speakers the following principals listed as first choice and alternates listed as second choice were recommended:

Government Representatives:

First Choice - Vice-President Alvin W. Barkley

Second Choice - Senator Wayne Morse.

Non-Government Representatives:

First Choice - American Legion National Commander S. Perry Brown

Second Choice - Mr. Roy Howard, newspaper man.

Respectfully,
For the Conference

Clyde Tolson

cc-Mr. Mohr
Mr. Clegg

INDEXED - 83
RECORDED - 83

66-2554-7107
F B I
31 JAN 18 1949

FD-11 323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-2-91 BY SP5 EJD/dep

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

JAN 24 1949

209

THE DIRECTOR

1/14/49

EXECUTIVES CONFERENCE

TRAINING CLASSES - WEEK OF JANUARY 17, 1949.

The Executives Conference, Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Nichols, Carlson, Ladd, Rosen, Fletcher and Clegg being present, considered the matter of training school schedules for next week in view of the actual and prospective holidays. The following recommendations and observations were made:

1. Mr. Glavin advised that the actual holiday for Inauguration Day and the prospective holiday for the Friday following would not apply to Quantico and therefore the In-Service school scheduled to arrive on Monday, January 17, which would be at Quantico at that time would continue in session. They would not participate in the drawing for tickets to observe the parade in the Justice Department Building and the staff at Quantico would be on duty in the usual manner on both dates.

2. The In-Service School presently at Quantico, which came in on 1/10, will be in Washington and the Holidays will apply to them. In the event the bill passes which will make Friday, January 21, a Holiday, it was recommended that, since the school is scheduled to end Friday afternoon, this class of In-Service men be dismissed at the close of business Wednesday, January 19, and that the Panel Forums for the various divisions scheduled for Friday would be held on Wednesday instead. This would also eliminate all specialized training for the one day during which this training was to be given as far as this class is concerned.

Those who remain over for special sound training in Washington will take this training beginning Friday morning, January 21, and they will be informed that they can apply for compensatory leave of a equivalent amount of time upon their return to their field office.

The decision for dismissing the In-Service class on Wednesday is predicated to a considerable extent upon the fact that transportation on Friday will be very difficult for any in the class to obtain who have not already obtained their reservations and for the further fact that they would be granted compensatory leave upon their return to their divisions for attending classes on Friday.

It will be necessary to schedule the conferences of SAC's and ASAC's with the Assistant Directors on Tuesday instead of Wednesday, as heretofore, so that the SAC's and ASAC's can attend the Panel Forum lectures on Wednesday.

Respectfully,
FOR THE CONFERENCE

Tolson

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

INDEXED - 83 RECORDED - 83 66-2554-7108

FOIA 323,013
5-2-91

CC - Mr. Mohr
Mr. Clegg

THE DIRECTOR

1/10/49

THE EXECUTIVES' CONFERENCE

EXTORTION

The Executives' Conference today with Messrs. Tolson Fletcher, Glavin, Harbo, N.H. McCabe for Clegg, Mohr, Nichols, Ladd, and Rosen in attendance approved the attached Bureau Bulletin instructing the field to notify the Bureau by separate letter of any extortion case, which is closed in the field administratively pursuant to the instructions contained in Section 11A-c of the Manual of Rules and Regulations, and that all extortion letters forwarded to the Laboratory be sent Air Mail Registered or by the fastest means of communication.

Respectfully,
For the Conference

Clyde Tolson

Attachment

AR:WV

RECORDED - 3
INDEXED - 3

66-2554-7109
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31 JAN 18 1949

EX-25

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-2-91 BY 95 w/dy
FOIA 323,013

61 JAN 19 1949

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

[Handwritten initials and signatures]

THE DIRECTOR

1/17/49

THE EXECUTIVES CONFERENCE

The Executives Conference on January 13, 1949, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Carlson, Ladd, Rosen, Nease and Clegg, was reminded that the Army CIC School at Camp Holabird was interested in requesting some assistance from the Bureau in connection with their training course at Camp Holabird, and Mr. Clegg was authorized to confer with their representative when he called to find out their wishes.

General Zundahl, in charge of this training facility, called at the Bureau on January 13 and conferred with Mr. Clegg. This conference was of a general type. He asked specifically how much time was being spent indoctrinating our agents on the subject of Communism and the organization of foreign intelligence agencies as well as their methods of operation, and he was furnished general information of this type. The Bureau's training schools were also discussed in a general way, and he visited one of the training rooms and examined one of the training aids, i.e., the diorama.

General Zundahl stated that he was not ready or prepared to ask the questions that needed to be answered for their benefit but he would like permission to call back at the Bureau at some mutually convenient time and confer with Mr. Clegg, bringing with him two or three members of his training staff, in order to discuss training methods and programs. He would also like permission to bring a technician to confer with a Laboratory technician about the best type of sound recorder to use. He states they use the Presto recorder, the wire recorder and other similar types, but their difficulty is that when they haul their equipment about on Army jeeps, they often find it is not in workable condition when they arrive at their destination, and they needed some information about types of equipment of this sort and how to pack it and transport it.

The Conference unanimously recommended favorably with respect to complying with this request of General Zundahl at some mutually convenient time when he calls for an appointment.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
INDEXED - 137

RECORDED - 137 66-2554-7110

JAN 19 1949

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin HHC:EG
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

JAN 24 1949

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-2-91 BY sp5 cly

THE DIRECTOR

1/17/49

THE EXECUTIVES CONFERENCE

POLICE TRAINING ACTIVITIES -
SEATTLE FIELD DIVISION

The Executives Conference on January 13, 1949, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Carlson, Ladd, Rosen, Nease and Clegg, considered the suggestion of the SAC at Seattle that the present Bureau policy with respect to soliciting police training schools is contrary to his recommendation and in view of the fact that the University of Washington is actively interesting itself in the promotion of police schools, he believes that the Bureau should do likewise in order to hold the initiative in this field. The SAC at Seattle recommended that he be authorized to solicit police training schools in places where he feels that they are needed in the Seattle Division.

The Executives Conference unanimously was favorably disposed toward the suggestion of the SAC and felt he should be informed, perhaps by telephone, that he could actively promote police training activities in his division, at least by calling personally to the attention of law enforcement agencies the services which the Bureau has been and is now willing to render in connection with the training of police, and that on a selected basis he might undertake this program with such vigor as the facts in his division might justify.

If this is approved, the intent of this recommendation will be communicated to Mr. Wilcox at Seattle.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

HHC:BG

cc-Mr. Clegg
Mr. Mohr

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

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INDEXED - 137

166-2554-911
JAN 19 1949
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-2-91 BY SP5 C/dey
FOIA 323 031

JAN 24 1949

W
SAC DIRECTION

1/12/49

THE EXECUTIVES CONFERENCE

IACP CONVENTION - 1950

The Executives Conference on January 12, 1949, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Carlson, Ladd, Rosen, Nease and Clegg, was reminded of the fact that at the IACP Convention in October, 1948, in New York, a decision was made that the next IACP Convention would be held in Houston, Texas, but that Superintendent Barrett of the Washington Police Department and Assistant Superintendent Truscott were at the convention and Truscott extended an invitation for the convention to be held in Washington during some anniversary occasion in 1950. The question arose as to whether the Bureau should undertake any activities to forestall the acceptance of the invitation and prevent the convention from coming to Washington, or to interest itself otherwise in this invitation.

It was the unanimous opinion of the Conference that the Bureau should not concern itself in any way with the prospective plan for resuming the invitation and the holding of the convention in Washington during 1950, although it was recognized as a probability that the Bureau would be called upon to contribute to the entertainment and, based upon our previous experience, the Bureau would not be credited with any contributions made or given any recognition for any services rendered.

I agree if &
when this occurs
it will have to
be handled in toto
by the D. C. Police
H

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

66-2554-7112
JAN 13 1949
24 JAN 19 1949

RECORDED - 137

INDEXED - 137
EX-31

cc - Mr. Clegg
Mr. Mohr

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

JAN 25 1949

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-2-91 BY SP5 w/dep
FOIA 323,010

THE DIRECTOR

January 11, 1949

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 12-20-83 BY 1278 RFP/CA

COMMUNIST PARTY, USA, BRIEF

Comp # 205,723
5-2-91 Sp5 ci/dclg FOIA 323,03

At the Executive Conference on January 11, 1949, Messrs. Tolson, Ladd, Nease, Rosen, Fletcher, Clegg, Nichols, Carlson, Mohr, Glavin, Harbo and Tamm being in attendance, a question relating to the payment of confidential informants of the Bureau who will appear as witnesses in the trial of the Communist Party leaders in New York City, presently set for January 17, 1949, was discussed. There are a large number of Bureau confidential informants who will be utilized as witnesses in the trial. Most of them are receiving substantial payments as Bureau informants and their disclosure as informants of the Bureau will result in considerable change in their personal status, particularly from a financial standpoint.

b7D

A particular case is one involving a Communist informant in Seattle. He is a well-placed informant, member of the District Committee, and a full-time paid functionary of the Communist Party working at the Communist Party Headquarters in Seattle. He is an important witness and his testimony has been outlined in 24 typewritten pages. He will also testify to additional material which is not included in the material written up by the U. S. Attorney's Office in New York. He is being paid presently at the rate of \$200 a month by the Bureau. He also receives as a Communist Party paid functionary about \$40 a week. The informant is a [redacted]

[redacted]. He has pointed out that when his identity is disclosed and he appears as a witness, he can anticipate that all sources of his income at present will dry up. He has obligated himself, particularly with reference to a real estate purchase as to which he pays \$90 a month. He indicates he needs about \$4,000 to handle his existing obligations. The Bureau, of course, cannot pay him any sum such as \$4,000 since the Bureau has endeavored to pay him what he has asked based upon the value of the information which he has furnished over several years.

The problem pointed out by this informant will be faced with reference to a number of the other informants and it was recommended that a policy be adopted applicable to the handling of all informants as the case arises. It was particularly noted that in the past some informants after their connections with the Communist Party have been severed have been able to furnish information of value as informants because of their contacts within the Communist Party. The current status of all of these informants has been brought about by their cooperation with and assistance to the Bureau and their future personal status, particularly from a financial standpoint, will change because of their continued cooperation.

The members of the Conference were of the unanimous opinion that the following recommendations should be approved.

- Mr. Tolson _____
- Mr. Clegg _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Tracy _____
- Mr. Egan _____
- Mr. Gurnea _____
- Mr. Harbo _____
- Mr. Mohr _____
- Mr. Pennington _____
- Mr. Quinn Tamm _____
- Tele. Room _____
- Mr. Nease _____
- Miss Gandy _____

RECORDED - 84

66-2554-717
F B I
43 JAN 26 1949

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273

1. All informants who are to appear as witnesses in the trial of this matter shall be continued as Bureau informants until such time as it is determined that they cannot produce information of value commensurate with the payments being made. At that time, they will be discontinued but will be paid for an additional three months at the same rates that they had been paid previously to permit the informants to have a period of time in which they can adjust their financial status and secure proper employment.
2. That the various field offices who have been handling these informants be authorized when necessary to use their known established confidential contacts to assist the informants in securing remunerative employment.

Mr. Nichols pointed out a possible additional problem in the future, in that even though the leadership of the Communist Party might be convicted during the course of the trial, an appeal can be reasonably anticipated and it may be necessary for the Bureau in some instances at least to continue payments to the informants even though they are not furnishing information so that their cooperation will be assured if and when a retrial becomes necessary. With this contingency in mind, the recommendation of the Conference is designed to set up an over-all minimum standard for the handling of the payment of the informants.

If you approve the recommendations of the Conference, the appropriate field offices will be advised as set out above.

Respectfully,
For the Conference

Clyde Tolson

cc - Mr. Clegg
Mr. Mohr

*I agree but I think
we should make
certain U.S. Atty.
at N.Y. approves.
H.*

THE DIRECTOR
THE EXECUTIVE CONFERENCE

November 18, 1948

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-2-91 BY SP-3 *WJG/ef*
FOIA 323,013

The Executive Conference of November 16, 1948, consisting of Messrs. Ladd, Clegg, Nease, Rosen, Fletcher, Nichols, Carlson, Mohr, Harbo, Tracy, and Glavin, considered a suggestion received from Special Agent F. Howard Hartley of the San Francisco Office, concerning the Special Agents' Insurance Fund.

SA Hartley points out that many Special Agents feel that they have adequate coverage under the present insurance fund and have little or no other insurance and will ultimately retire from the Bureau's service under the Retirement Act presently in effect, losing the benefits of the insurance fund which will work a considerable hardship on many thus retiring, as the rates for new insurance for men of that age group will be prohibitive in many cases. SA Hartley suggests that the Bureau may wish to consider securing a vote of the present members of the fund looking toward amending the existing provisions to permit Special Agents who retire to continue as members of the fund, the fund to be put on an actuarial basis, or, as an alternative, consider a retired Special Agent eligible only for half of the benefit, namely \$5,000.

The Executive Conference points out that comparable suggestions have been made in the past to continue retired Special Agents in the Agents' Insurance Fund. The suggestion has not been made that the fund be put on an actuarial basis, nor that the payment be cut in half for retired Special Agents, and in these two particulars, SA Hartley's suggestion differs from those previously submitted. The Conference also wishes to point out to the Director that advice has been received from insurance actuaries in the past that if we were to permit retired Special Agents to continue in the fund, it would be but a short time until the fund would be unable to meet insurance payments due to the death of the retired Special Agents, and the fund would have to be discontinued. It is pointed out that at the present time there are but a few retired Special Agents who would be eligible for participation in this fund; however, with the passing of the years and with the more liberalized retirement benefits, there will be an increased number of Special Agents in a retired status, and it would result on the fund being top heavy with older men who are poor insurance risks, rather than with the healthy, young risks which it has at the present time.

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

60 FEB 2 - 1949

RECORDED
INDEXED

166-2554-7114
F B I
55 JAN 26 1949

COPIALS ON ORIGINAL - 8

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MEMORANDUM FOR THE DIRECTOR

- 2 -

Special Agent Hartley suggests that his proposals be considered for a vote of the member Special Agents. The Conference is opposed to putting this issue to a vote of the Special Agents at this time, even though a comparable vote was received several years past wherein the contributing members of the fund turned down the suggestion.

Should the Director agree with the Conference's recommendation, Special Agent Hartley will be advised that comparable suggestions have been made in the past, that the proposal has been voted on by members of the fund and turned down, and it is not felt that further action should be taken in connection with his suggestion at the present time.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

WRG:lrd

CC - Mr. Clegg
Mr. Mohr

THE DIRECTOR

December 6,

THE EXECUTIVES CONFERENCE

The Executives Conference of December 3, 1948, consisting of Messrs. Tolson, Ladd, Tracy, Harbo, Mohr, Carlson, McGuire for Nichols, Rosen, Clegg, Nease and Glavin, considered the previous Executives Conference memorandum regarding a suggestion recently submitted by Special Agent V. Howard Bartley of the San Francisco Office concerning the Special Agents Insurance Fund.

A long discussion was held in connection with the re-submission of this Executive Conference memorandum, members of the Conference going into detail as to the desirability from an insurance actuarial standpoint of permitting Agents who retire under the present Retirement Act to continue in the Special Agents Insurance Fund. Arguments pro and con were advanced as to whether the Fund would be jeopardized at some future time by the inclusion of retired Special Agents in the Fund.

It was pointed out that during the next five years, there are approximately fifty Agents who will be eligible for retirement under our present Retirement Act. It was further pointed out to the Conference by Messrs. Ladd and Rosen that in the event the fund was amended to include the retired Agents who may retire under the present Retirement Act, it would be necessary to set up a reserve fund of \$10,000 for every Agent who retired so that the necessary amount would be available to pay the death claims which would subsequently be received.

A proposed Bureau Bulletin to all Investigative Employees concerning the Special Agents Insurance Fund propounding the question to the Field for a vote on the matter was read to the Conference. Draft of this proposed bulletin is attached hereto.

Messrs. Clegg, Rosen, Nease, Harbo, Mohr, Carlson, McGuire and Tracy favor a discussion of this matter with an insurance representative having knowledge of actuarial tables in this regard; and that there be secured from such representative the advantages and disadvantages of including Agents who are to be retired in the fund; and that we set out the advantages and disadvantages in the Bulletin to the Field so that the Agents will know what the advantages would be and what the disadvantages would be if Agents who are to retire under the present Retirement Act are to be included in the fund.

60 FEB 2 - 1949

RECORDED - 111
FBI
JAN 26 1949

FOIA 323 013
ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 5-2-91 BY SP-5 C/dep

Memo to the Director

Mr. Ladd was opposed to submitting the suggestion to the Field.

Messrs. Tolson and Glavin favored submitting the Bulletin to the Field as it is prepared.

Pending the Director's decision, no further action is being taken in connection with the present pending suggestion.

Respectfully,
For the Conference

Clyde Tolson

CC - Mr. H. H. Clegg
Mr. Mohr

WRG:tk

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Mohr _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Gandy _____

THE DIRECTOR

1/17/49

THE EXECUTIVES CONFERENCE

The Executives Conference on January 13, 1949, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Carlson, Ladd, Rosen, Nease and Clegg, considered the letter of Homer Garrison, Jr., President of the IACP, who advises that Mr. Wilfrid Bovey, Counsel to the IACP Committee on International Relations, proposed a conference of Western police officials to be held in the United States to consider action to be taken regarding Communists. President Garrison advised that he replied to Mr. Bovey, advising that the matter would be referred to the Board of Officers at its next meeting which will be held in the FBI Building, Assembly Room #1, on Saturday, January 22, 1949. Director Garrison stated: "You may be assured that the Board will take no action on this matter without consulting with you or your representative."

The Executives Conference unanimously was of the opinion that the Board of Officers and Garrison should be informed that consideration of western hemispheric action dealing with the problem of Communism was one which the State Department had indicated would be handled at the State Department level and that, thus, it might be concluded it was not a problem, as far as the international aspects were concerned, for consideration by the police. The move for handling such matters at a State Department level was initiated at a previous Western Hemisphere Conference which has been held and in which the State Department participated.

If this is approved, there is attached hereto a letter addressed to Garrison containing this information.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

HEC:BG

RECORDED - 121

- Mr. Tolson _____
- Mr. Clegg _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Tracy _____
- Mr. Egan _____
- Mr. Gurnea _____
- Mr. Harbo _____
- Mr. Mohr _____
- Mr. Pennington _____
- Mr. Quinn Tamm _____
- Tele. Room _____
- Mr. Nease _____
- Miss Gandy _____

cc - Mr. Clegg
Mr. Mohr
E30
by

Just who is Bovey & his firm, who do they have counsel to help Communist?

166-2554-7116
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43 JAN 26 1949

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FOIA 323,013

ORIGINAL FILED IN 94-1-152-6653

THE DIRECTOR

January 24, 1949

EXECUTIVES CONFERENCE

~~MAINTENANCE OF CODED COMMUNICATIONS IN FIELD OFFICE SAFES~~

At the present time the Manual of Rules and Regulations provides that coded communications are to be maintained in the field office safe in properly labeled envelopes for a period of one year and then destroyed.

Special Employee Allison D. Farley of the Savannah Office has suggested that all coded communications retained in the office safes be bound in a single file and retained for a period of thirty days and then destroyed.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee unanimously recommended that the instructions be changed to provide that coded communications be maintained in a large envelope in the office safe for a period of thirty days and then destroyed.

This matter was referred to several SAC's, Assistant Director E. J. Connelley, and Inspectors Gurnea and Naughten, with the following results:

(1) Opposed to thirty-day disposal - Assistant Director E. J. Connelley. Mr. Connelley feels that the prime necessity for retaining coded messages is to check for errors, and that the lack of space would be the only justification for early destruction.

(2) Favoring a thirty-day disposal - Inspectors Gurnea and Naughten, and SAC's McSwain, McIntire, Tyly, Kramer, Scheidt and Hood. It was pointed out by these SAC's that disposing of coded communications at the end of thirty days saves considerable space in office safes. SAC Scheidt reports that practically half of the safe in the teletype room is now devoted to storage of coded communications. SAC Kramer points out that the early destruction of the coded messages reduces the security factor, and Inspector Naughten points out that with the installation of radio telegraph stations in the various offices any messages going over the network would necessarily be in code and would result in a large accumulation of such messages.

RECORDED - 28

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EXECUTIVES CONFERENCE CONSIDERATION: INDEXED - 28

3 JAN 27 1949

The Executives Conference on January 24, 1949, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Carlson, Rosen and H. H. McCabe, were unanimously in favor of destroying coded messages after thirty days. If approved, an SAC Letter is attached.

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Mr. Clegg
Mr. Mohr

Respectfully,
For the Conference

Glyde Tolson

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THE DIRECTOR

January 24, 1949

EXECUTIVES CONFERENCE

SECURITY OF FIREARMS IN RESIDENT AGENCIES

The Executives Conference on January 18, 1949, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Carlson, Ladd, Rosen, Fletcher, Nichols, Nease and Glegg, gave further consideration to the establishment of minimum standards for the maintenance of firearms at resident agencies. The recommendations for the maintenance of firearms at resident agencies, as made by six Special Agents in Charge, were given consideration, as well as the observations of firearms experts as to the minimum standards of security, and the following recommendations are made:

I. Messrs. Tolson, Glavin and Glegg recommend that field offices be informed that it will be agreeable to maintain Bureau firearms, including sub-machine guns, shotguns and rifles, at resident agencies which are already equipped with safes, vaults or a safe cabinet in which these guns may be maintained. A safe cabinet is a cabinet such as is frequently used in maintaining personnel files, which is reinforced similar to a safe and is fireproof, and which is equipped at times with a special lock and at other times with a combination. These members of the conference recommended that where existing equipment of this type is available, these firearms could be kept in resident agencies in such cabinets, but that the field be informed that no additional purchases of safes, vaults or safe cabinets would be made for the specific purpose of retaining such firearms at resident agencies. Further, that where such equipment was not already available, the rifles, shotguns and sub-machine guns should be returned to the field offices and retained there.

II. Messrs. Tracy, Harbo, Carlson, Mohr, Rosen, Ladd, Fletcher, Nichols and Nease recommend that sub-machine guns not be retained at any resident agency, but that rifles and shotguns (which are in fact purchasable at most hardware and gun stores) could be kept at any resident agency in a locked cabinet, either wooden or metal, in a locked closet that was built in to the building and was a part of the space occupied by resident agents, and the cabinets might be either wardrobe cabinets or file cabinets, provided they were of suitable size to hold the weapons, assembled or unassembled, as these standards are the requirements for maintaining pistols in field offices or resident agencies at the present time; and pistols are, in fact, more difficult to obtain than are rifles and shotguns.

A letter will be forwarded to the Special Agents in Charge based upon the Director's decision.

INDEXED - 95

31 JAN 28 1949

Respectfully,
For the Conference

Clayton Tolson

- Mr. Tolson
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

Mr. Glegg
Mr. Fletcher
Mr. Mohr

John R. Jan 31, 1949

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DATE 5-2-91 BY SP5 CLK/MS

The Director

1-25-49

The Executive Conference

STATISTICS ON RECEIPTS OF ARMY FINGERPRINTS

The Executive Conference, consisting of Board, Tolson, Nichols, Glavin, Rosen, H. McCabe, Harbo, Egan, Mohr and Tracy, considered a suggestion of Mrs. Elsie H. Lengely of the Identification Division that the statistics on fingerprints received from the Army be changed.

For the Director's information, for many years statistics on Army prints have been kept for the following groups:

- Current enlistments
- Collectees
- Women's Army Corps
- Marines
- Reserve Officers
- Warrant Officers
- National Guard
- West Point Cadets

The suggestion is to record only one total, including all groups. This will save considerable time in the Recording Section of the Identification Division. The Conference was advised that there has been no need for the detailed statistics in the past, and it is not anticipated that any need will arise in the future.

The Conference unanimously recommends approval of the suggestion.

Respectfully,
For the Conference

Clyde Tolson

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- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

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THE DIRECTOR
THE EXECUTIVE CONFERENCE
COMMUNIST PARTY, USA, BRIEF

January 6, 1949

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Tolson At the Executive Conference on January 5, 1949, attended by Messrs. Callahan, Tracy, Harbo, Mohr, Carlson, Nichols, Ladd, W. H. McCabe and Fletcher, problems relating to Bureau informants connected with the impending trial of the twelve indicted Communist Party leaders were discussed. The first problem relates to the protection of the informants and their families during the period that the informant is absent from his residence testifying in New York City. One informant has already requested protection and the U. S. Attorney's Office, New York City, has informed him that through the Department of Justice arrangements will be made with the U. S. Attorney in the district covering his residence to enlist the cooperation of the local police department in affording his family protection.

U. S. Attorney McGohey, New York, has indicated that he is willing to seek protection for various informants who might request it along the line indicated; however, when he is in the midst of the trial it would be difficult for him to effect the arrangements.

It was suggested to the Conference that this matter of protection could be better handled by the Bureau for several reasons - 1. The name of the informant is not yet known to the U. S. Attorney at New York or to the Department and his identity will only become known to the prosecuting attorneys shortly before the informant takes the witness stand, unless it is decided to presently reveal his identity. This is not believed desirable because it gives additional distribution of information as to the identity of Bureau informants and might result in their identification by the Communist Party prior to the trial, which would be detrimental to the Bureau's interest and to the Government's interest. 2. The Bureau presently maintains close contacts and relationships with police departments throughout the United States and through its established contacts can better enlist the cooperation of the police department. 3. In case there is any intimidation of informants utilized as witnesses, the investigation arising from intimidation of witnesses properly comes under the Bureau's jurisdiction. 4. The Bureau has developed the informants and has been responsible for their activities and for the development of the information received from the informants. The Bureau field offices handling informants, having an over-all knowledge of their activities, are in a better position to be of assistance to the informants and their families.

Having in mind the foregoing considerations, it was recommended to the Conference that at such time as the informant's identity is disclosed during the course of the trial that the New York Office immediately contact the office of the Bureau which has been handling the informant, instructing that that field office through its contact at the police department arrange for additional police protection for the informant's family, and also the Agent handling the informant should arrange so that the family of the informant can report any untoward in-

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

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incidents permitting prompt handling of any information which indicates an intimidation of the informant witness.

The second problem relates to the payment of the expenses of the informants occasioned by their travel to New York City to appear as witnesses. The experience of the Bureau in the past with reference to the travel of the informants to New York City for the purpose of being interviewed by the attorneys preparing this matter for trial was that in most instances it was necessary to advance them funds by which to accomplish their travel. In some instances it was necessary to reimburse them for loss of wages during the period of their absence from their regular employment. Subpoenas issued to the informants will permit them \$5.00 a day subsistence and 5¢ a mile for travel and it was found that this was insufficient to meet actual reasonable expenses incurred by the informant with reference to his travel and stay in New York City. The reimbursement of the Bureau consisted of monies recovered by the informants under the subpoenas which were issued to them, but there was some expense which was handled by the Bureau over and above the monies payable under the subpoenas. It is anticipated that the same situation will arise with reference to each informant as it did in the past in connection with his appearance now as a witness. Further, with reference to payments being made to informants, most all of them that will be utilized are continuing paid informants of the Bureau and U. S. Attorney McGohey, New York, has advised that there will be no objection to paying the informants money due them under existing arrangements. Mr. McGohey is well aware of the fact that these are paid Bureau informants and it is anticipated that an attempt will be made by the defense attorneys to make capital of this fact.

It was recommended that the expenses of the informants incurred as a result of their appearance as witnesses be handled as in the past. The members of the Conference were of the unanimous opinion (1) that the Bureau should make any arrangements possible for the protection of the informants and their families when requested, principally through the medium of securing the cooperation of the proper police department and by establishing a contact with the families of the informants; (2) that the payment of the expenses of the informants be handled in such a manner that the Bureau will reimburse the informant for any reasonable expense incurred by him as a result of responding to the subpoena as a witness over and above that which he can recover under the subpoena.

If you agree with the recommendations of the Conference, the necessary instructions and authority will be made known to the New York Office.

Respectfully,
For the Conference

Clyde Tolson

cc - Mr. Clegg
Mr. Mohr

378
THE DIRECTOR

February 1, 1949

THE EXECUTIVE CONFERENCE

SUGGESTED CHANGES IN REVISED SECTION OF
MANUAL OF INSTRUCTIONS RELATING TO SECURITY INVESTIGATIONS

[Handwritten notes and stamps]
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At the Executive Conference on January 18, 1949, attended by Messrs. Tolson, Ladd, Glavin, Harbo, Nichols, Rosen, Tracy, Mohr, Nease, H. H. McCabe, Carlson and Fletcher, certain suggested changes in the revised section of the Manual of Instructions relating to security investigations were brought up for discussion. The matter was further discussed at the Executive Conference on February 1, 1949, attended by the same people with the exception that Mr. Clegg was present in place of Mr. H. H. McCabe and Mr. McGuire was present in place of Mr. Nichols.

The current instructions require that when a security index subject moves to an area covered by another field office of the Bureau, that the security index card formerly maintained by the field office where the subject resided should be placed in the subject's case file. The new office of origin under current instructions will, of course, prepare a new security index card reflecting the latest current address of the subject. The proposed change is to the effect that the security index card maintained at the old office of origin shall be forwarded to the new office of origin where the latest current address of the subject will be added.

Previous Manual instructions were to the effect that when a security index subject entered the Armed Services his security index card should be filed in his case file and the Military Services were to be requested to advise when the subject was discharged from the Armed Forces. This procedure did not prove satisfactory because the Bureau did not receive notice from the Military Services as to the discharge of the subject within a reasonable period of time. It was therefore suggested that the instructions be changed to reflect that the security index cards for subjects inducted into the Armed Forces should be placed in a separate security index file, that a six months tickler be set up for each subject in this file and that at the termination of each six months inquiry should be made to determine if the subject had returned to civilian status and thus within the investigative jurisdiction of the Bureau. The Conference was of the unanimous opinion that the suggested change would be proper and desirable.

Current instructions require that key figure subjects be handled on a six months tickler basis, at which time the field supervisory official shall review the file to see that current information being received by the office is properly channeled into the file and that proper coverage of the key figure subject is being effected. No other action is presently required. The suggested change outlined in the proposed Security Investigations Section of the Manual provides that in addition the field shall submit a report which will cover the subject's activity since the submission of the last report. This requires an expenditure of man power in the preparation of the report but it serves to increase the supervision of Communist matters at the Seat of Government and also insures to

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Mr. Clegg
- Mr. Mohr
- Miss Gandy

Mr. Clegg
Mr. Mohr

33 FEB 1949

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the Bureau that proper coverage is being maintained of the leading figures in Communist activities. The Conference was of the unanimous opinion that it would be proper and desirable to require that with reference to key figures, which will include the top functionary group, that a report be submitted by the various field offices on a six months basis.

If you approve the changes indicated will be included in the new revised section of the Manual of Instructions.

Respectfully,
For the Conference


Clyde Tolson

THE DIRECTOR

January 28, 1949

JOINT COMMITTEE

Executive Conference

SUGGESTIONS NOS. 107, 111, 114, 115,
116, 118, 119, 120, 124 AND 130

SAVINGS: NONE
AWARD: NONE

MEMBERS PRESENT: R. T. Harbo
S. K. McKee
E. Scheidt
K. R. McIntire

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DATE 5-2-91 BY SP5 e/dep

Since reinstitution of Daily Reports for Special Agents commencing the first of the year, questions relating to constructions to be placed upon the advice given to the Field have been raised by the following offices: Boston, San Diego, St. Louis, St. Paul, Springfield, San Francisco, Memphis and Salt Lake City. All of the questions which have been raised were included in a letter of inquiry from the Salt Lake City Office under date of January 13, 1949.

The various points raised will be treated below, along with the recommendations of the Joint Committee in each instance:

1. Where SAC's, ASAC's and full-time field supervisors are not required to submit Daily Reports, should the No. 3 cards for these employees be retained?

JOINT COMMITTEE CONSIDERATION:

The Joint Committee unanimously feels that the No. 3 cards should not be retained in these instances.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously concurred with Joint Committee. February 1, 1949. Present: Messrs. Tolson, Ladd, Clegg, Glavin, Tracy, Mohr, Carlson, McGuire, Rosen, Fletcher, Nease and Harbo.

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2. Should Special Employees who handle duties outside of the field office submit Daily Reports, and if not, should the No. 3 cards be retained?

JOINT COMMITTEE CONSIDERATION:

The Joint Committee unanimously feels that Special Employees should not submit Daily Reports, and that it is not necessary to retain their No. 3 cards beyond the point covered in existing instructions.

EXECUTIVES CONFERENCE CONSIDERATION: Messrs. Clegg, Ladd, Fletcher, Harbo concurred in Joint Committee recommendation. Messrs. Tolson, Glavin, Tracy, Mohr, Carlson, McGuire, Rosen, Nease, disagree, feeling that special employees should submit daily reports when they

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Mrs. Gandy

cc: Mr. Clegg
Mr. Mohr
RTH:dgh

RT

handle original and credit record checks or other record checks, such as employ-
ment records. *DeWitt R.*

3. Inasmuch as there is no requirement that a Radio Communications Officer submit Daily Reports, is it desirable for the No. 3 cards of such employees to be retained?

JOINT COMMITTEE CONSIDERATION:

The Joint Committee unanimously feels that it is not necessary to retain No. 3 cards of such employees.

EXECUTIVES CONFERENCE CONSIDERATION:

Daily reports should be required of radio communications officers only in the event they are special employees and handle the types of record checks referred to in the preceding item (#2). Conference concurs that it is unnecessary to retain #3 register card for special employees or radio communications officers beyond period provided for Special Agents, Special Agents' #3 register cards are destroyed at the end of the day succeeding the day for which they are prepared.

4. The question is raised as to whether Daily Reports should be submitted by agents assigned to week-end duty in the office for which compensatory leave is granted; whether it is sufficient to show on the Daily Report that the agent was on duty at the office and the hours of such duty, and if so, is it necessary that a detailed report be submitted showing the receipt of telephone calls and other duties handled; and whether such Daily Reports should reflect such activities as file reviews, roughdrafting, and other matters relating to the individual assignments of the agent?

JOINT COMMITTEE CONSIDERATION:

The Joint Committee unanimously feels as follows:

- (1) That Daily Reports should be submitted by agents assigned to week-end duty for which compensatory leave is granted.
- (2) That it is sufficient to show on such reports that the agent was on office duty alone, with brief advice as to the character of such duty.
- (3) That it is not necessary to include details concerning the receipt of telephone calls and other items which would, without a doubt, be covered by a separate memorandum or complaint form.
- (4) That details concerning the handling of file reviews and preparation of roughdraft reports and other items relating to individual assignments of the agent should be included on such Daily Reports.

EXECUTIVES CONFERENCE CONSIDERATION:

OK Unanimously concurred with Joint Committee.

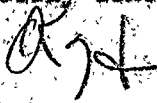
5. Bureau Bulletin No. 73 dated December 21, 1948, provided that "Special Agents on sick or annual leave do not submit Daily Reports for the period covering such absence," while Section 63 (2) b of the Manual of Rules and Regulations requires that an agent on a road trip, or a Resident Agent, certify routine sick leave on his Daily Report. The question is raised as to whether it is sufficient for the agent to place this certification on the first Daily Report submitted after his return to duty.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee unanimously feels that the placing of the necessary certification on the first Daily Report following return to duty is sufficient.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously concurred with Joint Committee.



6. If an agent, particularly a Resident Agent who is not required to sign the No. 1 Register, takes annual leave, should a notation be placed in his Daily Report file to explain the reason why Daily Reports were not submitted for the leave period, or whether the submission of an annual leave slip is sufficient to account for such absence from duty. If no notation is necessary in the Daily Report file, what efficient method is suggested to make certain that an agent submits a Daily Report for each day for which one is required?

JOINT COMMITTEE CONSIDERATION:

The Joint Committee unanimously feels that it is not necessary or desirable for notations to be placed in Daily Report files regarding annual leave to be taken, and further feels that checks against existing field office records such as the No. 1 Register and leave records are sufficient to care for supervision relative to the submission of Daily Reports by all agents.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously concurred with Joint Committee.

RJL

7. The question is raised as to whether an agent taking compensatory leave should submit a Daily Report for the day such leave is taken.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee unanimously feels that it is not necessary that a Daily Report be submitted in such instances.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously concurred with Joint Committee.

RJL

8. On page 4 of reference Bulletin No. 73, under the heading "Time", it states that "when a series of interviews are conducted in the same immediate vicinity, since the addresses of persons interviewed are shown, it shall be unnecessary to account for any travel between places where interviews are conducted and thus the actual time covered by the interview will be reflected." The question is raised as to whether such brief intervals of five minutes which elapse between interviews should be accounted for in the Daily Report.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee unanimously feels that such brief intervals of time as described above, more or less, should reasonably be included along with the entry covering the interview to which the agent is proceeding.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously of the opinion that the rule enunciated in Bureau Bulletin #73 should be continued. Under this rule it would be proper to show one interview covering the time from 10 AM to 10:15 AM and the next interview in the immediate vicinity taking up the time from 10:20 AM to 10:30 AM. The Conference felt that under the circumstances it would be improper to record the entry for the second interview in such a manner as to have the entry include the short travel time between the two consecutive interviews. The daily report will not have a separate entry accounting for the five minutes' travel time since this would be surplus.

RJL

9. In connection with the maintenance of Daily Reports, the suggestion is advanced that it would facilitate the filing of these reports if they were maintained alphabetically in a drawer separate from the agents' administrative files, rather than along with the administrative files, with the items for a given month being stapled together under existing policy.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee is unanimously of the opinion that Daily Reports should be filed and maintained as stated in reference Bulletin, namely in the administrative file and not in a separate file, the reason for this instruction having been that maintenance in this fashion will facilitate the destruction of these items when they have become twelve months of age. Furthermore, Daily Reports are administrative in character and properly belong in the administrative files.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously concurred with Joint Committee recommendation.

AKH

JOINT COMMITTEE RECOMMENDATION:

It is recommended by the Joint Committee that clarification of these items be furnished to the Field in the form of a Bureau Bulletin.

Appropriate advice will be furnished to the field in accordance with the Director's decisions in these matters.

AKH

Respectfully,
For the Conference

4

Clyde Tolson

THE DIRECTOR

January 28, 1949

JOINT COMMITTEE

SUGGESTION NO. 97
EMPLOYEE: HELEN T. MORAN
NEWARK OFFICE

SAVINGS: NONE
AWARD: NONE

MEMBERS PRESENT: R. T. Harbo
S. K. McKee
E. Scheidt
K. R. McIntire

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DATE 3-19-87 BY SP-1/efg

Pr

SUGGESTION: Stenographer Helen T. Moran points out that the "Pilot" stapling machine, which is widely used in the Bureau for stapling copies of incoming correspondence, can be adjusted so that the wire ends of the staple are bent outward rather than inward, thus making it easier to remove the staple. Normally, the wires are bent inward and it is quite difficult to remove the staple. The adjustment of the staple machine to cause the wires to bend outward is referred to as the "temporary feature" of the machine.

The employee suggests that the "temporary feature" of the machine be used, and that paper staples be employed rather than paper clips in handling such material as correspondence, reports and related index cards when they are routed from the stenographer to supervisors, Chief Clerks, et cetera, in the field offices and also at the Seat of Government. Generally, the temporary stapling will be used in those situations where presently paper clips would be employed.

ADVANTAGES:

1. Will eliminate papers and index cards from becoming detached, and the subsequent loss of time in locating these items and properly correlating them.
2. Would eliminate use of many thousands of paper clips.
3. The Pilot stapling machine which is generally furnished the field for use, and which contains both permanent and temporary stapling devices, undoubtedly costs more than similar machines with only the permanent stapling feature. In view of the expenditure of considerable sums of money for the double features, it is felt that both features should be used. It is believed that the existence of the temporary feature is generally unknown throughout the entire Bureau.

Mr. Tolson _____
 Mr. Clegg _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Egan _____
 Mr. Gurnea _____
 Mr. Harbo _____
 Mr. Mohr _____
 Mr. Pennington _____
 Mr. Quinn Tamm _____
 Tele. Room _____
 Mr. Nease _____
 Miss Gandy _____

cc: Mr. Clegg
Mr. Mohr

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4. We should either inform all personnel, possibly by Bureau Bulletin, of the existence of the temporary device or stop spending money to pay for it.

DISADVANTAGES:

1. The loss of employee time in removing the staples from the papers which have been "temporarily" stapled together. It is felt that if this procedure were adopted, employees would inadvertently use the permanent stapling adjustment when they intended to use the so-called temporary adjustment. This would result in the further loss of time since it is then more difficult to remove the staples.
2. The papers would be marred. Under this suggestion, the original outgoing communication, whether it be letter or report, would have at least two small holes punched in it near the top.
3. Index cards, under this suggestion, would have small holes punched in them. In instances where these holes are near the top, this would increase the likelihood that the tops of the cards would become frayed and thus reduce speed of searching in Communist index files. The holes in the cards would result in small particles of the cards protruding. Since each card in the file will eventually have these protrusions, they will interfere with the vertical and horizontal movements of the cards which are necessary in filing of index cards.
4. The stapling machines employed by the Bureau are from the regular Government schedule, and the most economical devices from all views points are employed.

JOINT COMMITTEE CONSIDERATION:

Messrs. Harbo, Scholdt and McIntire were opposed to the suggestion. Mr. Ecker favored the suggestion.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable. February 1, 1949. Present: Messrs. Tolson, Ladd, Clegg, Glavin, Tracy, Mohr, Carlson, McGuire, Rosen, Fletcher, Nease, Harbo.

Respectfully,
For the Conference

Clyde Tolson

THE DIRECTOR

January 21, 1949

JOINT COMMITTEE

SUGGESTION NO. 102
EMPLOYEES: JOHN M. KOBIELUS
DETROIT OFFICE

SAVINGS: NONE
AWARD: NONE

MEMBERS PRESENT: R. T. Harbo
S. K. McKee
E. Scheidt
K. R. McIntire
X Savings of

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-11-81 BY SP-6/pef
223,013

SUGGESTION:

That all Bureau employees leaving their desks for short periods of time, such as for lunch, leave fluorescent lights burning rather than turning the light off upon their departure and again turning it on when they return. This suggestion is based on the information furnished by a representative of the Detroit Edison Company that the length of satisfactory service of fluorescent bulbs is directly dependent on the number of times the light has been switched on and off, rather than solely upon the length of time the light has burned. He is quoted as having stated that the length of life may be increased from approximately 2500 hours to about 6000 hours merely by reducing 50% the number of times the light is turned off and on.

The SAC pointed out that economy measures in Federal Buildings require that all lights be turned off when not actually used by employees, and that this suggestion is in direct conflict with existing regulations.

JOINT COMMITTEE CONSIDERATIONS:

The Joint Committee points out that in both private spaces and space occupied in public buildings, the light bulbs are generally furnished by either the private lessor or the Public Buildings Administration. The Committee feels that undoubtedly there is merit to the suggestion in so far as the life of the fluorescent light bulb is concerned, but that the problem is one primarily for the over-all decision of the Federal Administration, and believes that existing regulations for saving of electric power should be complied with since there are several areas in the country where there is a shortage of electric power. This is illustrated by the fact that the State of California went on daylight saving time solely for the purpose of conserving electric power.

RECORDED - 11
66-2551-7124

The Committee further points out that there is no information available which will furnish any accurate answer to the question as to whether the savings in replacement cost for fluorescent bulbs is greater or less than the saving of electric power if the lights are turned off in accordance with the proposal. In any event, it is felt

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

Mr. Clegg
Mr. Mohr

30 FEB 8 - 1949

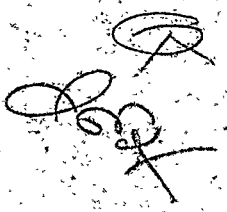
RB

RTH:ga

Unanimously unfavorable. February 2, 1949. Present: Messrs. Tolson, Ladd, Tracy, Mohr, Rosen, H. H. McCabe, Fletcher, Glavin, Nichols, Carlson, and Harbo.

Respectfully,
for the Conference

Clyde Tolson



that we are obligated to abide by existing Federal regulations.

RECOMMENDATION: Manifestly unfavorable.

EXECUTIVES CONFERENCE CONSIDERATION:

THE DIRECTOR

January 31, 1949

JOINT COMMITTEE

SUGGESTION NO. 101

SAVINGS: NONE

EMPLOYEE: SE ROBERT J. WIRTH
ST. PAUL OFFICE

AWARD: NONE

MEMBERS PRESENT: R. T. Harbo
S. K. McKee
E. Scheidt
K. R. McIntire

323,013
AND H. [unclear]
[unclear] [unclear]
[unclear] 5-1-91 [unclear] [unclear] R

SUGGESTION: That the space on the reverse side of an original incoming letter or memorandum to the Bureau or Field be utilized for the file copy of the reply to said communication in lieu of using a separate yellow sheet for the file copy as presently done.

ADVANTAGES:

1. Both the incoming letter and the reply thereto are on the same sheet with a resultant saving in paper.
2. Less filing work and a saving of file space.
3. Prevents loss or misfiling of yellows.
4. A savings of time in classifying, numbering and serializing.

DISADVANTAGES:

1. An untidy, awkward-to-handle file would result.
2. In some instances the incoming of a letter would be one page long and the answer would be two pages long, or vice versa, obviously making for difficulties in reviewing the files.
3. Incoming correspondence will vary in size, thus making it more awkward for stenographers to handle and also making it more awkward to review the files.
4. In some instances, the incoming letter would be face-up in the file, whereas in other instances it is likely that the side bearing the reply would be face-up due to inadvertence. Generally, the files would be confusing, and any savings in space would be greatly offset by loss of employee time in reviewing files.
5. It would not be immediately apparent whether an incoming letter had been acknowledged.

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

RECORDED - 11 | 66-2554-7125
INDEXED
3 FEB 4 1949

Mr. Clegg 190
Mr. Mohr 1000
ETH:dgh

RH

6. It is believed that this system might have some merit in an organization where the files are maintained primarily for record purposes, but in a set of files such as ours which are widely used for frequent and repeated reviews of files, the lack of ready accessibility and uniform arrangement of the information in the files would be serious disadvantages and a waste of time. This was indicated to a less serious extent during the war years when investigative reports and Bureau Bulletins were printed on both sides of the paper for a short period of time due to a shortage of paper.
7. Time would be lost in reviewing files inasmuch as it would be constantly necessary to turn the files up-side-down and back again.
8. It is not felt that the Bureau should adopt such unbusinesslike and cumbersome procedures.

JOINT COMMITTEE RECOMMENDATION: Unanimously unfavorable.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable. February 1, 1949. Present: Messrs. Tolson, Clegg, Ladd, Glavin, Tracy, Mohr, Carlson, McGuire, Rosen, Fletcher, Nease, Harbo.

Respectfully,
For the Conference

Clyde Tolson

Handwritten initials: C, J, S, H

THE DIRECTOR

January 31, 1949

JOINT COMMITTEE

THOMAS REGISTER
SUGGESTION NO. 98
MARY M. McDERMOTT, NEWARK OFFICE

SAVINGS: NONE
AWARD: NONE

MEMBERS PRESENT: R. T. Harbo
S. K. Meece
E. Scheidt
K. R. McIntire

323.013 P2
439 INFORMATION CENTER
SEARCHED INDEXED
DATE 5-1-91

SUGGESTION: That the publication known as the "Thomas Register" be available in field offices as an investigative aid.

The Thomas Register is a four-volume catalog of American manufacturers, with the information arranged alphabetically by title of the manufacturing corporation, and also in a separate alphabetical listing by the type of product manufactured. The list shows the location of the headquarters office and also all branch offices.

The employee pointed out that in some instances incomplete information is received by field offices in Atomic Energy Act cases in connection with leads to check the employment record of the applicant; and employee suggests that the availability of the Thomas Register would enable the more intelligent and thorough handling of such cases, and would result in investigative savings in time and expense.

The Thomas Register costs \$15.00 with renewal subscriptions at the rate of \$12.50, plus postage. It is issued annually.

JOINT COMMITTEE CONSIDERATION:

The Committee was unaware of any specific instances where the Thomas Register would have been helpful. Mr. V. P. Keay, Chief of the Atomic Energy Section, advised that their experience had indicated that those Registers would be of little or no value to the Field in handling AE cases; that the main problems encountered are those where all of the records of a corporation have been transferred to a warehouse in some city other than that where they were originally maintained; that the Atomic Energy Section maintains an index of all such instances which come to their attention, and this information is used in setting out leads in AE cases. These cases all originate at the Seat of Government.

RECOMMENDATION: Unanimously unfavorable.

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Mr. Clegg
Mr. Mohr

190
FEB 3 - 1949

RECORDED - 11
INDEXED - 11

66-2554-726
FEB 4 1949

RTH:dg

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously concurred with Joint Committee, February 2, 1949.
Present: Messrs. Tolson, Ladd, Glavin, Tracy, Mohr, Carlson,
McGuire, Rosen, Fletcher, Nease, Harbo, and Clegg.

Respectfully,
For the Conference

[Handwritten signature]
Clyde Tolson

[Handwritten initials]

THE DIRECTOR

January 31, 1949

JOINT COMMITTEE

TERRITORIAL ALLOCATION LIST
SUGGESTION NO. 100
EMPLOYEE: SA PAUL B. FRANKFURT
CHICAGO OFFICE

SAVINGS: NONE
AWARD: NONE

MEMBERS PRESENT: R. T. Harbo
S. H. McKee
E. Schmidt
K. R. McIntire

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-1-91 BY SP-5/BJF

SUGGESTION: That the Territorial Allocation List be prepared in reduced size and placed as an insert in each Postal Guide in the various field offices and resident agencies.

ADVANTAGES:

1. Employee suggests that in most instances Postal Guides must necessarily be consulted before using Territorial Allocation Lists, and the proposed system would result in increased efficiency and time-saving. Employee feels it would no longer be necessary to print enough forms to distribute to individual agents and to typists and stenographers as is the present practice, but that only enough would be printed to insert in the Postal Guides.

DISADVANTAGES:

1. Territorial Allocation Lists are used by agents at times other than when they are in the office and have available immediately Postal Guides for reference. This is particularly true on road trips.
2. The Territorial Allocation List was just recently revised and reissued and a reprinting of it at this time is not justified.
3. Placing of the Territorial Allocation List in the Postal Guide would not make it any easier to refer to, nor would it meet existing needs.
4. A Territorial Allocation List is frequently referred to when it is not necessary to refer to a Postal Guide.

JOINT COMMITTEE RECOMMENDATION: Unanimously unfavorable. 66-2554-7127

Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Gandy

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable, February 1, 1949. Messrs. Tolson, Ladd, Glavin, Mohr, Carlson, McGuire, Rosen, Fletcher, Nease, Harbo, Clegg.

Respectfully,
For the Conference.

Clyde Tolson

RECORDED - 11

INDEXED - 11

cc: Mr. Clegg
Mr. Ladd
FEB 8 1949

RTH:dch

THE DIRECTOR

January 31, 1949

JOINT COMMITTEE

FIELD OFFICE REGISTER NO. 1
SUGGESTION NO. 99
EMPLOYED: MISS MYRTLE BREYFUSS
CHIEF CLERK - BUTTE

SAVINGS: NONE
AWARD: NONE

MEMBERS PRESENT: R. T. Harbo
S. K. Moore
E. Scheidt
K. R. Lohmire

323013
ALL INFO IN THIS COLUMN
TO BE DELETED
DATE 5/1/91 BY SP5/PLD

SUGGESTION: Field Office Register No. 1 is presently employed in all offices for the listing in chronological order each day the arrival of employees. In addition, clerical employees show the time out to lunch and the time returned from lunch, and make an entry at the end of the day to show their departure. Agents use the register only to sign in, indicating their initial arrival at the office.

The right-hand column is headed "Remarks" and in this space all employees are required to show when they departed on annual leave or sick leave and when they returned from such leave, in the event the leave was for less than the remaining portion of the day.

The employee suggests that the Register No. 1 be modified by the addition of three additional columns wherein the employee who goes on leave for a part of the day would sign (1) time out, (2) time in, and (3) type of leave (either annual leave or sick leave). Under this change, this information would be shown in the three new proposed columns instead of in the "Remarks" column as at present.

ADVANTAGES:

1. Employee states the Remarks column at present sometimes has a confusingly large number of entries since the SAC also uses this space to indicate his approval of such items as compensatory leave and any irregular entries.
2. The proposed three new columns would organize the data and facilitate the work of the employee maintaining the leave records.

DISADVANTAGES:

1. The present form has generally been found satisfactory since the number of instances of the types referred to above are relatively infrequent. This is the experience of the Field representatives on the Joint Committee.

RECORDED - 11
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66-2554-7128

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

cc - Mr. Clegg

Mr. Mohr

60 FEB 8 - 1949

RJ

WHD:gh

2. The addition of the proposed three new columns would make the form more complicated and employees would be more likely to place entries in the wrong columns. At present, all columns on the form are used daily by all clerical employees, but under the proposed set up three columns in the middle of the form would be used only in exceptional instances.
3. The use of these three additional columns would be duplicative in respect to present regulations having to do with recording absences on both annual leave and sick leave. The present system of making entries amount to "Flags" in the remarks column and appears to be the simplest and most expedient method of handling such notations.

JOINT COMMITTEE RECOMMENDATION: Unanimously unfavorable.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable, February 1, 1949. Present: Messrs. Tolson, Ladd, Glavin, Tracy, Mohr, Carlson, McGuire, Rosen, Fletcher, Heane, Harbo, and Glegg.

Respectfully,
For the Conference

7
Clyde Tolson

[Handwritten initials and signature]

THE DIRECTOR

February 1, 1949

JOINT COMMITTEE

SUGGESTION NO. 106
EMPLOYEE: SA JOHN A. PARKER
KNOXVILLE OFFICE

SAVINGS: NONE
AWARD: NONE

MEMBERS PRESENT: R. T. Harbo
S. K. McKee
E. Scheidt
K. R. McIntire

323 013
ALL INFO. ~~CONFIDENTIAL~~
FBI 10 6 11 2013
DEC 1 1949

P2

SUGGESTION:

That a poster listing the more common or major Federal criminal violations falling within the investigative jurisdiction of the FBI be posted in the various Police Departments and Sheriffs' Offices throughout the country, distribution to be effected by Special Agents in travel status. The sample submitted by the employee included a list of violations similar to that appearing in the Law Enforcement Bulletin. He suggests as a title for the poster - "Under Certain Acts of Congress of the United States your FBI has the Duty of Investigating Violations of the Laws of the United States and Collecting Evidence in cases in which the United States is or may be a Party in Interest." He suggests that the FBI seal be placed in the upper left and right corners of the poster.

The suggestion contemplates that these posters will be placed on bulletin boards throughout the United States by agents who have occasion to visit these places on other business. It is suggested that in view of the rather frequent turn-over of law enforcement officers in small communities, such information appearing on the bulletin boards would be helpful and would result in more regular, consistent and prompt referral of appropriate cases to the FBI for handling.

The employee also suggests that posters might include information concerning other FBI services, such as identification, laboratory, uniform crime reporting, etc.

It was pointed out that similar posters have been distributed in respect to Theft From Interstate Shipment cases, sent to interstate carriers; and further, that as a result of law enforcement conferences held during war years, local agencies were generally aware of the investigative jurisdiction of the FBI, whereas presently they probably are not so well informed. The agent making the suggestion believes that the proposal would result in an increase in the number of criminal cases referred to the Bureau.

- Mr. Tolson _____
- Mr. Clegg _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Tracy _____
- Mr. Egan _____
- Mr. Gurnea _____
- Mr. Harbo _____
- Mr. Mohr _____
- Mr. Pennington _____
- Mr. Quinn Tamm _____
- Tele. Room _____
- Mr. Nease _____
- Miss Gandy _____

JOINT COMMITTEE CONSIDERATION:

The Committee felt that there is some merit in the proposal but

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166-2554-7129
FEB 4 1949

PR

cc: Mr. Clegg
Mr. Mohr 60 FEB 8 - 1949

RTH:dgf jef

believes that there are certain disadvantages which should be carefully considered. It is felt that in many instances the reaction of law enforcement officers to our request to place such a poster on the Police Department Bulletin Board would not be favorable. This reaction could probably be expected more frequently in the larger cities. The physical size alone of the suggested poster would be such that a considerable portion of the average Police Department bulletin board would be required. This might be considered an unreasonable request.

Further, it is pointed out that such a poster placed on a bulletin board would be subject to possible defacement and wear and tear, which after a period of time, would not reflect to the credit of the Bureau and this is a matter which would be largely beyond our control.

JOINT COMMITTEE RECOMMENDATION:

Unanimously unfavorable as to this specific proposal. The Committee feels that the present general plan of giving publicity to our jurisdiction through newspaper listings in the Law Enforcement Bulletin, the publication and distribution of various pamphlets, police training schools for law enforcement officers, and distribution of Identification Orders and Wanted Notices are preferable approaches to the solution of this problem, and that any further action along this line should be in the form of increased emphasis on the procedures above mentioned.

Of course, the best method of bringing our jurisdiction to the attention of police agencies is through personal contact. It is noted that the proposal for the distribution of posters contemplated that they would be distributed in person by agents having occasion to contact the law enforcement agencies concerned. It is felt that on the occasion of these visits to the agencies, the agent could more effectively discuss matters of jurisdiction in person at such times. The problem of a poster is a poor substitute for a personal discussion.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable for the reasons presented by the Joint Committee. The Conference further points out that the Director has recently decided to reinstitute law enforcement conferences in the field, which will be an additional medium for keeping local officers informed of the FBI's jurisdiction. Conference February 2, 1949, composed of Messrs. Tolson, Ladd, Tracy, Mohr, Rosen, N. H. McCabe, Fletcher, Glavin, Nichols, Carlson, and Harbo.

Respectfully,
For the Conference

Clyde Tolson

THE DIRECTOR

February 1, 1949

JOINT COMMITTEE

TELETYPE MESSAGES
SUGGESTION NO. 106

SAVINGS: NONE
AWARD: NONE

EMPLOYEE: JIMMIE K. TINSLEY
OKLAHOMA CITY OFFICE

MEMBERS PRESENT: R. T. Harbo
S. K. McKee
E. Scheidt
K. R. McIntire

SUGGESTION: That in the transmission of teletype messages, field offices include the time at which transmission was started at the end of the message instead of at the beginning as is now the practice, in order to avoid slight delays incurred when tape machines are in use, since it is necessary to stop the tape machine in the first line of the message and type in the time manually. It is noted that some offices are equipped with both tape and manual-type machines, while others are equipped only with manual-type machines.

JOINT COMMITTEE CONSIDERATION:

ADVANTAGES:

1. It is stated that there is some slight loss of time occasioned by stopping the tape machine in order to include the time of transmission by manual means.

DISADVANTAGES:

1. The typing of the time of transmission, whether manually at the beginning of the message or at the end of the message, consumes some time. It is felt that the time consumed in either instance is very slight, and unless there is some other advantage it is not felt that this small factor should be guiding as to policy.
2. The consumption of time in typing in the time of transmission would not apply in respect to both tape and manual-type messages.
3. Such a change would be somewhat upsetting in respect to procedures which have been in effect over a long period of time, and inasmuch as the merit of the suggestion is questionable, at best, it is not felt that there is sufficient merit to warrant a change.

398 013
ALL INFO. CONTAINED HEREIN IS UNCLASSIFIED
DATE 5-1-91 BY [signature]

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Misc. Gandy

cc: Mr. Clegg
Mr. Mohr

RECORDED - 11

INDEXED - 11

66-2554-7130

60 FEB 8 - 1949

4. It does not appear logical to put the beginning time of transmission at the end of a message.
5. In connection with both manually and tape-transmitted messages, it would appear desirable to use a uniform procedure of noting the time which the message was begun on the machine.
6. Variances in methods of transmitting messages would have a tendency to cause some confusion among employees handling such duties.

JOINT COMMITTEE RECOMMENDATION: Unanimously opposed.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable. February 2, 1949. Present: Messrs. Tolson, Ladd, Tracy, Mohr, Rosen, N. H. McCabe, Fletcher, Glavin, Nichols, Carlson, and Harbo.

Respectfully,
For the Conference


Clyde Tolson



THE DIRECTOR

February 1, 1949

JOINT COMMITTEE

FIELD FIREARMS TRAINING RECORDS
SUGGESTION NO. 112
EMPLOYEE: SAC W. G. BANISTER
BUTTE OFFICE

SAVINGS: NONE
AWARD: NONE

MEMBERS PRESENT: R. T. Harbo
S. K. McKee
E. Scheidt
K. R. McIntire

SUGGESTION: That the Bureau consider revising the Field Firearms Training form to include only one fiscal year on each form. The letter of suggestion transmitted a sample record which indicated an additional modification which provides for the listing at the beginning of the card of any delinquencies in the firearms training for the prior fiscal year.

The record form under consideration is made up for each individual agent and until the card is completely filled in (approximately two years), all forms are maintained in a single folder, arranged alphabetically. When the record card for any individual agent is completely filled in, it is transferred to his personnel file and a new card is started.

The employee making the suggestion points out that it would be convenient, once the firearms record has been checked, to ascertain any delinquencies for the preceding fiscal year to make a listing of this information on a new card which he proposes be employed at the beginning of each fiscal year.

An alternate proposal has been made by Special Agent in Charge of Firearms, H. L. Sloan, at Quantico, which consists primarily of a notation that all delinquencies for the year must be made up and recorded on the record card pertaining to that fiscal year before the record card can be placed in the individual agent's personnel file. In addition, he proposes that the entry of the delinquencies for the fiscal year involved be shown at the bottom of the card for that year rather than at the top of the card for the next year, as proposed by the Butte Office.

JOINT COMMITTEE CONSIDERATION:

RECORDED - 11

INDEXED - 11

66-2554-7031

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn
- Tele. Room
- Mr. Nease
- Miss Gandy

The Joint Committee felt that no real necessity exists for changing the form presently in use. No particular difficulty is experienced in keeping up with delinquencies covering a fiscal year. The present

Mr. Clegg
Mr. Mohr

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form has the merit of applying to a greater period of time, and hence less voluminous operations are entailed. The Committee does not feel that the advantages alleged for the new form by its proponents are sufficiently worthy to justify the trouble involved in printing and distributing a new form.

JOINT COMMITTEE RECOMMENDATION: Unanimously unfavorable.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable. February 2, 1949. Present: Messrs. Tolson, Ladd, Tracy, Mohr, Rosen, H. H. McCabe, Fletcher, Glavin, Nichols, Carlson, and Harbo.

Respectfully,
For the Conference

Y
Clyde Tolson

Q JST

THE DIRECTOR

February 1, 1949

JOINT COMMITTEE

DUPLICATE COMPLAINT FORMS
SUGGESTION NO. 105
EMPLOYEES: MR. T. E. NAUGHTEN
INSPECTOR

SAVINGS: NONE
AWARD: NONE

MEMBERS PRESENT: R. T. Harbo
S. K. McKee
E. Scheidt
K. R. McIntire

323 013
CIS REC - CYCLES 201-1
INDEXED - STANDARD
DATE 5-1-49 [Signature]

SUGGESTION: That the Bureau make it a requirement that when complaint forms are made out in field offices they be made in duplicate by the use of carbon paper. This relates to the complaint form that is filled out from information which is first received regarding investigative cases.

JOINT COMMITTEE CONSIDERATION:

ADVANTAGES:

1. It is sometimes necessary to route out the complaint form to the investigating agent, and where no duplicate exists there is nothing in the file to indicate the nature of the matter involved.
2. By the insertion of a carbon at the time the complaint form is filled out, a perfectly legible handwritten carbon copy can easily be obtained. In fact, this is frequently done now.
3. The preparation of a duplicate copy of this form would make available in the file at all times material which could be properly used by supervisory employees in running ticklers and supervising investigations.
4. In some instances where the original only was in existence and charged out to an agent for investigative purposes, the contents of the original could not be readily obtained inasmuch as in numerous instances, particularly in road work, the agent having possession of the original might be hundreds of miles away and communicating with him would be an unnecessary expense and would involve delay. It is visualized that either a complainant or someone representing a complainant might inquire regarding the status of a complaint and in event the original form was in the possession of the investigating agent, away from headquarters city, it would not be possible to give him a proper response, with possible resulting criticism in our handling of such matters.

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Misc. Gandy

DISADVANTAGES:

1. The requirement of this procedure would result in the preparation of

RECORDED - 138

166-2554-7132

INDEXED - 138

cc: Mr. Clegg
Mr. Mohr

RTH:clg jaf

266

[Signature]

many duplicate copies of complaint forms for which no need exists, since in many instances no investigative action is required upon the basis of the information contained in the complaint form.

2. Additional clerical work would be necessitated in handling the extra copy of the serial.
3. Unnecessary material in files, occupying space, or else it would be necessary to destroy the extra copy of a serial instead of filing it.
4. It is felt that such a mandatory requirement is unnecessary, because in the small percentage of cases where a copy is desirable, this should be apparent to the agent making the report, and there is nothing to prevent his using good judgment and making a second copy.
5. In numerous other instances, it is often necessary to charge out the only copy of a serial in a file, and it is not believed that any reason exists for not charging out complaint forms than would be the case in other instances referred to. If for any reason it becomes urgently necessary to determine the contents of a complaint form which has been charged out to an agent, this information can readily be secured from the agent involved.
6. It is felt that preparation of complaint forms should be made as easily as possible, with a minimum of red tape, and the adding of an additional operation in the preparation of these forms would be cumbersome.

JOINT COMMITTEE RECOMMENDATION:

Messrs. McKee and McIntire favored the suggestion. Messrs. Scheidt and Harbo opposed the suggestion.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable. The Conference (on February 2, 1949) felt that there is no need for a mandatory requirement in all cases; that the present procedure, which permits the preparation in duplicate when good judgment of agent dictates, is adequate. Present: Messrs. Tolson, Ladd, Tracy, Mohr, Rosen, N.H. McCabe, Fletcher, Glavin, Nichols, Carlson, and Harbo.

Respectfully,
For the Conference

Clyde Tolson

Jeff

8 FEB 9 1949

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

W
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37 FEB 8 1949

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INDEXED

OO - Mr. H. H. Clegg
Mr. Mohr

Clara Tolson

OK

Respectfully
for the conference

The conference approved the forwarding of the attached communication to the employees in question so that they may make arrangements to pay the necessary amounts to the retirement fund.

The conference was advised that only those who were in uniform assignments did not have the necessary deductions made from their salaries at the time the salaries were paid.

The Executive Conference of February 2, 1949, consisting of Messrs. Tolson, Tracy, Harbo, Mohr, Rosen, Ladd, Glavin, Stetson, Nichols, and Glavin, considered a recommendation made by Inspector H. F. Callahan of the Administrative Division that the attached suggested form letter be forwarded to approximately 101 employees of the Bureau who had been on uniform assignments during the recent past when the Bureau was in the field. During which time no deductions were taken from their salaries payments for retirement.

THE EXECUTIVES CONFERENCE

THE DIRECTOR

February 4, 1949

3729

THE DIRECTOR
THE EXECUTIVES CONFERENCE

February 4, 1949

W

The Executives Conference of February 2, 1949, consisting of Messrs. Tolson, Tracy, Harbo, Mohr, Rosen, Ladd, McCabe, Fletcher, Nichols, and Glavin, was advised by Glavin that the final vote has been received from the members of the Special Agents Insurance Fund concerning the continuing of retired Agents in the Fund.

Special Agents Insurance

For the Director's information, 1,887 members of the Fund voted against the suggestion, and 892 for it, being subdivided - 331 wanting to continue retired Agents in the \$10,000 payment plan and 561 wanting to have retired Agents continued in the \$5,000 retirement plan.

The Conference approves the forwarding of an appropriate communication to all Special Agents in the form of a bulletin advising them of the results of the vote in this matter.

Respectfully,
For the Conference

W

Y

J

Glyde Tolson

CC - Mr. H. H. Glegg
Mr. Mohr

RECORDED - 137
INDEXED - 137

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WRG: tgh

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DATE 5-1-91 BY SP3 a/dcg

W

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

58 FEB 9 1949

THE DIRECTOR

February 2, 1949

JOINT COMMITTEE

SUGGESTION NO. 117
EMPLOYEE: SAC R. P. KRAMER
Denver Office

SAVINGS: None
AWARD: None

MEMBERS PRESENT: R. T. Harbo
S. K. McKee
E. Scheidt
K. R. McIntire

SUGGESTION: At the present time, field offices requisition certain supplies from the FBI Supply Section. Other types of supplies are obtained from the Department of Justice Supply Section, and remaining types of supplies are requisitioned directly by field offices from the Federal Bureau of Supply. All requisitions are initially sent to the Bureau for approval and are subsequently appropriately routed.

The suggestion is made that field offices be permitted to submit a single requisition to the Bureau, with the Bureau subsequently preparing the necessary requisitions to be submitted to the Department of Justice Supply Section or to the Federal Bureau of Supply. In support of this suggestion, it was pointed out that in the average field office the clerical employees are not well versed as to what types of supplies are available from each individual source. It is also stated that it would be more economical to have highly trained employees at the Seat of Government make these decisions based upon their training and experience, and to retype the necessary requisitions. The employee making the suggestion felt that the additional time required to type such requisitions would be less than the amount of time consumed in the individual offices by having inexperienced employees trying to determine to whom the requisition for a specific item should be directed.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee recommended unanimously unfavorably, on the basis that the system is not so complicated that it cannot be handled with reasonable dispatch in the average field office; and further, that the Bureau would find it difficult to justify a retyping of the individual requisitions for the reasons given by the employee making the suggestion.

EXECUTIVES CONFERENCE CONSIDERATION: Unanimously unfavorable. February 3, 1949.

Present: Messrs. Tolson, Ladd, Tracy, Rosen, Clegg, Fletcher, Callahan, Mohr, Nease, Carlson, Nichols, Harbo.

RECORDED
INDEXED - 137
Respectfully,
For the Conference
FEB 8 1949

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Mr. Clegg
Mr. Mohr

Clyde Tolson

RTH:dgl FEB 10 1949

100-210-113
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 DATE 11/13/83 BY SP-3/klp

THE DIRECTOR

2/2/49

THE EXECUTIVES CONFERENCE

The Executives Conference, consisting of Messrs. Tolson, Ladd, Clegg, Rosen, Glavin, Harbo, Fletcher, Carlson, Mohr, Nease, McGuire and Tracy, considered a suggestion from the Identification Division that Atomic Energy fingerprints be returned after search in the same manner that applicant fingerprints are now being returned to local law enforcement agencies.

It was pointed out to the Conference that during the six months period from July 1, 1948, to December 30, 1948, 35,811 Atomic Energy fingerprints were received and that it would be a material saving in the Identification Division if these fingerprints were handled in the same manner as other applicant fingerprints, i.e., that non-idents be answered by returning the fingerprint card with a stamp indicating that no record was found in the Identification Division. In the case of idents the fingerprint card would be returned with the original record. If this is approved, the Identification Division will not have to make index cards and sequence and file the index cards and fingerprint cards.

For the Director's information there is nothing in the Atomic Energy Act which requires the Bureau retain in files Atomic Energy fingerprints. In addition, none of the employees are Government employees. Actual Government employees of the Atomic Energy Commission are fingerprinted on Civil Service Commission Loyalty fingerprint cards and are not submitted as Atomic Energy fingerprints.

The conference unanimously recommends the Director approve the Liaison Section contact the Atomic Energy Commission and ascertain whether the Commission would be agreeable to the handling of Atomic Energy fingerprints in the above-described manner.

If the Director approved, appropriate steps will be taken to ascertain the views of the Atomic Energy Commission.

Respectfully,
For the Conference

Clyde Tolson

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Mrs. Gandy

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12 FEB 9 1949

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Mr. Tolson
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

1949 FEB 10

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There are special agents qualified as traffic instructors in all of the continental field offices of the Bureau except at Chicago and San Diego. There are 2 instructors at Boston, Charlotte, Houston, New York City, Pittsburgh, St. Louis and San Antonio, 3 at Washington field and 4 at Los Angeles. The conference, with those listed above being present, unannouncedly recommended that the field offices notify the police chiefs, sheriffs or appropriate officials of each police agency in towns of more than 25,000 population of the availability of the Bureau's services to put on at least a one-day or two-day course in traffic accident investigations or a more extensive course in traffic control when the police chief so desires; that whenever a police chief requests such a school in any of these towns it be considered in the nature of a zone school to which would be invited interested police from smaller towns in the general area. There would be no open solicitation of specific schools on any specific date, but merely furnishing information as to the availability of these services.

It was pointed out that the President's 1949 conference on safety was scheduled to be held June 1 to 3, 1949, that additional recommendations will come out of this conference and that there was a possibility of there being a recommendation for increased police training in the traffic field. It was felt that the Bureau should at least endeavor to fulfill any existing responsibility prior to the President's conference or arrange to fulfill it at a date convenient to the police departments. After considerable discussion of this suggestion, it was developed that there are 111 cities of the United States with a population over 25,000. There is a possibility that there are this many cities with 10 or more policemen assigned principally to traffic work.

The Executives conference on February 3, 1949, with Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Rosen, Ladd, Nichols, H. B. Fletcher, Nease and Glegg present, considered the suggestion of Special Agent F. M. Kunk that the Bureau encourage the holding of either a one-day or two-day school on accident investigations in all police departments having 10 or more police officers.

Executives conference

THE DIRECTOR

2/11/49

Memorandum for the Director

There would also be attached to the SAC Letter a suggested one-day and a suggested two-day course of training which the Field Offices would be requested to handle with personnel in their own offices, except Chicago and San Diego, which would have to use the services of Agents located in nearby offices.

If this is approved, there is attached hereto an SAC Letter for this purpose.

Respectfully,
For the Conference


Alice A. Tolson

Handwritten initials or signature

Atschiemen #

PHC: DMG

THE DIRECTOR

February 9, 1949

EXECUTIVES CONFERENCE

~~REQUEST OF PROVOST MARSHAL GENERAL FOR REPRESENTATIVE TO ATTEND FBI NATIONAL ACADEMY~~

The Executives Conference on February 8, 1949, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Rosen, Carlson, Fletcher, Nease, McGuire and N. H. McCabe, considered the request made by Colonel Jeremiah P. Holland of the Office of the Provost Marshal General through our Liaison Section, to have a representative attend the FBI National Academy. Colonel Holland has recently assumed charge of the section of the Office of the Provost Marshal General dealing with the training of personnel, and indicated that he would like to have an officer attend the Academy.

It was pointed out at the conference that in 1947 a similar request was received from General Chamberlin. On April 4, 1947, General Chamberlin advised that he had been informed by the Provost Marshal General that due to unforeseen circumstances it would be impractical for the representative to attend the Academy session beginning April 7, 1947. The Director noted on this communication, "Do not extend another invitation and do not accept any applicant from this source in the future."

The conference felt that we should not take any representative from the Provost Marshal General's Office due to the fact that we have a large number of applications on file from regular law enforcement agencies, and to take a representative from the Army at this time would set a precedent which would make it difficult to refuse requests from various other branches of the armed services. If approved, it is recommended that the Liaison Section advise Colonel Holland that we are unable to give favorable consideration to his request at this time due to a terrific backlog of applications from other law enforcement agencies.

Respectfully,
For the Conference

Clyde Tolson

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Mr. Tolson
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Gandy

Mr. Clegg
Mr. Mohr

Mr. W. H. Clegg

John

W. H. Clegg

58 FEB 14 1949

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THE DIRECTOR

2/7/49

Executives Conference

The Executives Conference on February 1, 1949, with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Carlson, Ladd, Nease, McGuire, H. B. Fletcher, Rosen and Clegg present, considered the suggestion made by Inspector T. E. Naughten based upon his attendance at In-Service School that the lecture of Supervisor R. C. Godfrey on Soviet Satellite Organizations be restricted to those Agents who are engaged as specialists in the field of Communism as Mr. Naughten believes it more practical to those Agents than to Agents not handling this work. The Executives Conference unanimously disagrees since the indoctrination instruction and information will be of value to Agents called upon from time to time to handle Espionage and subversive investigations and it better equips and prepares Agents working principally in the criminal field to be more versatile in a larger phase of investigative work.

Mr. Naughten further suggested that there be added to this lecture information which will serve as a greater appreciation and understanding of just what is meant by "intelligence" as contrasted with "criminal investigations". The lecture would include the history of intelligence, just what intelligence information is and the difference between intelligence information and criminal investigations.

The Conference unanimously recommended favorably as to this suggestion. If approved, there is attached hereto a letter to Mr. Naughten and a memorandum to Mr. Clegg with reference to these changes.

Respectfully,
For the Conference

Clyde Tolson

OK

Attachments

cc-Mr. Mohr
Mr. Clegg

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DATE 5-11-96 BY SP-6/CLP/dfp

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen HHC:DMG
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

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THE DIRECTOR

February 9, 1949

EXECUTIVES CONFERENCE

ELIMINATION OF NUMBER 2 REGISTER

The Executives Conference on February 8, 1949, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Rosen, Carlson, Fletcher, Nease, McGuire and N. H. McCabe, reconsidered the suggestion submitted by SAC Hood of Los Angeles that the Number 2 Register be abolished.

Mr. Hood suggested that in the event the Number 2 Register was not abolished, that its present form be revised, and that arrival and departure forms presently used at the Bureau be placed in use throughout the entire Field. SAC Hood further suggested that in lieu of using the form in use at the Bureau, two new forms could be drawn up, the first to include employee's name, date and time of arrival and the nature of assignment; and the second to include employee's name, date and time of departure, method of travel, destination and reason for travel.

For the Director's information, there is attached a copy of Field Office Register Number 2, as revised August 25, 1948. This form is used in the Field by agents leaving the field office district to go to another field division on subpoena, to proceed to Washington to attend In-Service training, or departing to another field office on transfer or special assignment. It is used by agents returning to field office headquarters from In-Service school, special assignment or other official business. Agents arriving in the field office headquarters city on transfer or returning from assignments in other field divisions indicate on this form the date and time of their arrival, local address, telephone number and nature of their assignment. Agents departing from the field office territory indicate their destination, itinerary, mode of travel and date and time of their departure. A check is made to indicate whether they are departing on transfer, subpoena, special assignment or for other reasons.

This matter was previously considered unfavorably by the Joint Committee, and several Special Agents in Charge were asked to express their opinion concerning the matter. The results of this survey were as follows:

- 1. In favor of abolishing the Number 2 Register: SAC Rhodes, St. Paul.

SAC Rhodes states that he has always felt the Number 2 Register is unnecessary in view of the maintenance of the Number 1 and 3 Registers. He sees no reason why the employee arriving in a field office from another office or the Bureau cannot record his arrival or departure and immediate itinerary on the Number 1 Register. The local address could be entered on the No. 3 Register Card and when this card is destroyed the following day, the information can be readily transferred to a new Number 3 card.

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Attachment

cc: Mr. Clegg
Mr. Mohr

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2. Opposed to abolishing the Number 2 Register: SAC's McSwain, O'Connor, Brantley, Scheidt, Boardman and Kimball.

SAC McSwain points out that there should be no difficulty in the execution of the Number 2 Register form by agents, and the maintenance of the Number 2 Register in the Field gives a central location for information as to arrivals and departures. He states that it would not be possible in all instances for the Special Agent in Charge to see every person arriving and departing since he may be engaged in other business or absent from the office at that particular time. SAC McSwain sees no reason for discontinuing our present system.

SAC O'Connor states that Register Number 2 serves a purpose in recording the travel into and out of a field office, and the fact that some agents have difficulty in executing the Number 2 Register properly does not appear to be an excuse for abolishing the Register.

SAC Brantley states that he does not hold that the present Number 2 Register cannot be improved upon, but in his opinion it serves a very useful purpose. He believes that the recording of arrivals and departures would be more efficaciously handled if we had a No. 2 Register with two forms, one to use for arrivals and the other for departures. He feels that forms such as those at the Seat of Government would serve the purpose very efficiently in the Field.

SAC Boardman discussed the matter at his supervisors conference and it was the opinion of the entire staff that the Number 2 Register serves an important purpose, and that little or no difficulty has been experienced in having it properly executed.

SAC Scheidt recommends that the Number 2 Register be retained, and does not recommend that two new forms be prepared, since it appears that there is no practical advantage in using two forms where one has sufficed. He points out that after hours and on week-ends, the Number 2 Register must be handled by clerical personnel who take telephone calls from agents arriving in this field division. The chances of confusion will be enhanced by using two forms for one register.

SAC Kimball states that as long as the requirement exists that the Bureau be informed of the movement of agents, he feels the Number 2 Register serves a practical purpose and that no particular difficulty has been experienced in his office in agents properly executing this Register.

The Executives Conference was unanimously in favor of retaining the Number 2 Register.

Respectfully,
For the Conference


Clyde Tolson

W
THE DIRECTOR

January 11, 1949

Executives Conference

The Executives Conference, with Messrs. Tolson, Glavin, Quinn Tamm, Carlson, Nichols, Mohr, Harbo, H. B. Fletcher, Ladd, Rosen and Clegg present, on January 11, 1949, considered the invitation given during an oral conversation between the Bureau's Legal Attache in London and

[redacted] for an exchange of instructors. The idea would be for a representative instructor of the Bureau to go to London and to appear on selected subjects of mutual interest deemed profitable to the students there and within the qualifications of the Bureau's instructor and an instructor of the [redacted] would come to Washington for similar appearances for a few days before the FBI National Academy. The proponents of the suggestion felt that it might be wise for the [redacted] to appear before the National Academy's current session during the week preceding the Retraining School in September and to remain over for a brief appearance to discuss [redacted] activities at the Retraining School. It was felt that the result of the publicity would be advantageous, entirely favorable to the Bureau and that this exchange would be consistent with exchanges between leading American Universities and British Universities. All members of the Executives Conference favored the suggestion except Mr. Harbo and Mr. Clegg. Mr. Harbo and Mr. Clegg opposed the suggestion feeling that this would be merely a junket of limited, if any, value and that any publicity about [redacted] teaching the FBI would not be beneficial to the FBI.

The Bureau's Legal Attache, Mr. Climperman, will be advised in keeping with the desires of the Director.

Respectfully,
For the Conference

323 013
Clyde Tolson

Attachments

cc-Mr. Mohr
Mr. Clegg

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- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

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THE DIRECTOR

February 10, 1949

THE EXECUTIVES CONFERENCE

The Executives Conference of February 9, 1949, consisting of Messrs. Tolson, Tracy, Harbo, Mohr, Carlson, Rosen, McCabe for Glegg, Fletcher, Nichols, and Glavin, was advised by Glavin that as a result of the recent Bureau Bulletin to the members of the Agents Insurance Fund concerning the vote as to whether retired Agents should be continued in the fund, a number of alternate and new suggestions were made by members of the fund. In some instances these suggestions were signed, whereas, others were unsigned suggestions forwarded to the Bureau with the ballot.

The Executives Conference, with the exception of Mr. Mohr, feels that it would be desirable at this time to address a Bureau Bulletin to all Special Agents advising that a number of alternate suggestions were received by the Bureau in connection with the recent vote and that since an overwhelming majority of the members of the Agents Insurance Fund were opposed to retired Agents participating in the benefits of the fund, that further consideration is not being given the alternate suggestions made in connection with the ballots which were submitted to the Bureau.

Mr. Mohr feels that one suggestion in particular, made by an unknown member of the Insurance Fund since the ballot on which this suggestion was made was not signed, that in the event the plan to include retired Agents in the fund does not succeed, a ballot be taken to continue insurance for Agents retiring only for physical disability, be considered.

For the Director's information, there is attached hereto a memorandum enumerating the fifteen so-called alternate suggestions submitted in connection with the recent vote on the question of permitting retiring Special Agents to continue in the Fund.

Should the Director agree with the majority of the Conference concerning the notification to the Field, such a Bulletin will be immediately prepared for dissemination.

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Simon

5 FEB 16 1949
 Mr. Tolson
 Mr. Mohr

RECORDED - 23
 INDEXED - 23
 Respected Sir,
 For the Conference

66-2554-7142
 FBI
 12 FEB 15 1949

Clyde Tolson

THE DIRECTOR

November 26, 1948

THE EXECUTIVES CONFERENCE

The Executives Conference of November 23, 1948, consisting of Messrs. Tolson, Mohr, Carlson, Clegg, Fletcher, Rosen, Harbo, G. Tamm, Nease and Glavin, considered the problem of handling confidential informants.

It was pointed out to the Conference that at the present time those informants who are hired on a continuous basis over a long period of time are listed in the Confidential Informants' index maintained in the Security Division and are included in the tabulation prepared monthly reflecting payments made to regular confidential informants each month. There are instances where informants are hired for one, two or three months and are not reflected on this list because they are not considered as continuing informants. There are also informants who are paid on a c.o.d. basis who are not included in the "Paid Confidential Informant List." This latter type of informant is one who is paid for a bit of spot information he may furnish us at any time and is not regularly considered as a continuing informant. For instance, a member of the underworld may furnish us information concerning the location of a wanted fugitive, is paid on a c.o.d. basis, and his services would not be utilized again until he could furnish further information which the Bureau is particularly desirous of securing.

The Conference, in considering who should and who should not be considered as a continuing confidential informant, unanimously recommends that in every instance where an informant is paid on a predetermined rate, whether it be weekly, semi-monthly or monthly, regardless of the length of time he is to be continued as an informant, that he be considered as a continuing informant; that all be included in our Confidential Informants' index; and that they also be included on the monthly report of payments made to confidential informants. The only individuals who will not be considered as continuing confidential informants are those who are paid on a c.o.d. basis for spot information of importance.

Should the Director agree, this policy will be followed.

Respectfully submitted,
FOR THE CONFERENCE

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Lohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

OK
H

Mr. Clegg
Mr. Mohr

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THE DIRECTOR

December 7, 1948

THE EXECUTIVE CONFERENCE

DEFECTION OF FOREIGN OFFICIALS IN THE UNITED STATES

At the Executive Conference on December 3, 1948, attended by Messrs. Ladd, Carlson, Rosen, Harbo, Tracy, Mohr, McGuire, McCabe and Fletcher, the Bureau's proposed program relating to defection of foreign officials in the United States was again brought to the attention of the Conference. It had previously been approved on October 7, 1948.

The Conference was advised that the Attorney General approved the Bureau's program with the suggestion that consideration be given to the fact that there might be cases where the Bureau would not wish the defecting official to make a public statement. The State Department also concurred generally with the program but made their concurrence conditional upon the joint agreement thereto by the other intelligence agencies concerned and they also suggested a change in the Bureau's proposal relating to the statement concerning the granting of asylum. Minor rewording had been made in the previously approved program to meet the suggestions of the State Department and the Attorney General and a copy of the program is attached.

It was pointed out to the Conference that to further develop this program it would now be necessary to present it to the interested intelligence agencies, ONI, MID, Air Forces and CIA, and it was proposed that this be handled through the Liaison Section rather than by correspondence; that it be pointed out that the program as outlined had been approved by the Attorney General and the State Department and that the Liaison Agent emphasize that the interest of the various intelligence agencies would be given full consideration by the Bureau so that their interests would be fully protected and exploited. It was further proposed that when the concurrence of the interested intelligence agencies was secured that the field would be advised that the program is being currently followed by the Bureau.

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The members of the Conference were of the unanimous opinion that the further development of this defection program should be made in the manner suggested, through liaison and by timely advice to the field. If you are in agreement, the Liaison Section will proceed with presenting the program to the intelligence agencies indicated.

Respectfully,
For the Conference

Clyde Tolson

- Mr. Tolson _____
- Mr. Clegg _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Tracy _____
- Mr. Egan _____
- Mr. Gurnea _____
- Mr. Harbo _____
- Mr. Mohr _____
- Mr. Pennington _____
- Mr. Quinn Tamm _____
- Tele. Room _____
- Mr. Nease _____
- Miss Gandy _____

cc - Mr. Clegg
Mr. Mohr

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THE DIRECTOR

February 14, 1949

EXECUTIVES CONFERENCE

COUNSELORS FOR 1st SESSION
FBI NATIONAL ACADEMY

The Executives Conference on February 10, 1949, consisting of Messrs. Tracy, Harbo, Mohr, Nease, Carlson, J. J. McGuire and N. H. McCabe, considered the recommendations for Counselors for the next session of the FBI National Academy which will begin April 11, 1949. The Conference recommended that the following agents be approved:

- Experienced Counselor - SA James C. Kennedy, San Antonio
- Alternate - SA James M. Durrett, Phoenix
- Inexperienced Counselor - SA Dale O. Simpson, Little Rock
- Alternate - SA John A. Parker, Knoxville

With reference to the inexperienced counselor, Agent Simpson is considered an excellent agent and was previously recommended as an alternate counselor. Agent Parker is likewise considered an excellent agent and presents an excellent appearance.

Respectfully,
For the Conference

Clyde Tolson

323,013
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66-2554-7144
 FEB 17 1949

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Mr. CLEGG
Mr. MOHR

62 FEB 17 1949

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OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR
FROM : EXECUTIVES CONFERENCE
SUBJECT: ELIMINATION OF NUMBER 2 REGISTER

DATE: February 9, 1949

The Executives Conference on February 8, 1949, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Rosen, Carlson, Fletcher, Nease, McGuire and N. H. McCabe, reconsidered the suggestion submitted by SAC Hood of Los Angeles that the Number 2 Register be abolished.

Mr. Hood suggested that in the event the Number 2 Register was not abolished, that its present form be revised, and that arrival and departure forms presently used at the Bureau be placed in use throughout the entire Field. SAC Hood further suggested that in lieu of using the form in use at the Bureau, two new forms could be drawn up, the first to include employee's name, date and time of arrival and the nature of assignment; and the second to include employee's name, date and time of departure, method of travel, destination and reason for travel.

For the Director's information, there is attached a copy of Field Office Register Number 2, as revised August 25, 1948. This form is used in the Field by agents leaving the field office district to go to another field division on subpoena, to proceed to Washington to attend In-Service training, or departing to another field office on transfer or special assignment. It is used by agents returning to field office headquarters from In-Service school, special assignment or other official business. Agents arriving in the field office headquarters city on transfer or returning from assignments in other field divisions indicate on this form the date and time of their arrival, local address, telephone number and nature of their assignment. Agents departing from the field office territory indicate their destination, itinerary, mode of travel and date and time of their departure. A check is made to indicate whether they are departing on transfer, subpoena, special assignment or for other reasons.

This matter was previously considered unfavorably by the Joint Committee, and several Special Agents in Charge were asked to express their opinion concerning the matter. The results of this survey were as follows:

- 1. In favor of abolishing the Number 2 Register: SAC Rhodes, St. Paul.

SAC Rhodes states that he has always felt the Number 2 Register is unnecessary in view of the maintenance of the Number 1 and 3 Registers. He sees no reason why the employee arriving in a field office from another office or the Bureau cannot record his arrival or departure and immediate itinerary on the Number 1 Register. The local address could be entered on the No. 3 Register Card and when this card is destroyed the following day, the information can be readily transferred to a new Number 3 card.

Attachment
cc: Mr. Clegg
Mr. Mohr
NHMc:dgh

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2. Opposed to abolishing the Number 2 Register: SAC's McSwain, O'Connor, Brantley, Scheidt, Boardman and Kimball.

SAC McSwain points out that there should be no difficulty in the execution of the Number 2 Register form by agents, and the maintenance of the Number 2 Register in the Field gives a central location for information as to arrivals and departures. He states that it would not be possible in all instances for the Special Agent in Charge to see every person arriving and departing since he may be engaged in other business or absent from the office at that particular time. SAC McSwain sees no reason for discontinuing our present system.

SAC O'Connor states that Register Number 2 serves a purpose in recording the travel into and out of a field office, and the fact that some agents have difficulty in executing the Number 2 Register properly does not appear to be an excuse for abolishing the Register.

SAC Brantley states that he does not hold that the present Number 2 Register cannot be improved upon, but in his opinion it serves a very useful purpose. He believes that the recording of arrivals and departures would be more efficaciously handled if we had a No. 2 Register with two forms, one to use for arrivals and the other for departures. He feels that forms such as those at the Seat of Government would serve the purpose very efficiently in the Field.

SAC Boardman discussed the matter at his supervisors conference and it was the opinion of the entire staff that the Number 2 Register serves an important purpose, and that little or no difficulty has been experienced in having it properly executed.

SAC Scheidt recommends that the Number 2 Register be retained, and does not recommend that two new forms be prepared, since it appears that there is no practical advantage in using two forms where one has sufficed. He points out that after hours and on week-ends, the Number 2 Register must be handled by clerical personnel who take telephone calls from agents arriving in this field division. The chances of confusion will be enhanced by using two forms for one register.

SAC Kimball states that as long as the requirement exists that the Bureau be informed of the movement of agents, he feels the Number 2 Register serves a practical purpose and that no particular difficulty has been experienced in his office in agents properly executing this Register.

The Executives Conference was unanimously in favor of retaining the Number 2 Register.

Respectfully,
For the Conference

Director's Notation

"O. K.

H."

Clyde Tolson

THE DIRECTOR

February 10, 1949

The Executive Conference

COMMUNIST INDEX CARDS;
SECURITY INDEX CARDS
SECURITY MATTER - C

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DATE 5-1-91 BY SP-5 a/def

At the Executive Conference on February 8, 1949, attended by Messrs. Tolson, Tracy, Harbo, Mohr, Carlson, Rosen, W. H. McCabe, McGuire, Nease and Fletcher, it was pointed out that in connection with security matters two types of indices are maintained by Bureau offices - one known as the Security Index and the other known as the Communist Index. The Security Index covers those subjects who will be considered for detention in the event of emergency. The Communist Index covers all persons who have come to the attention of any field office as being reported or known Communists.

It was recently approved that when one of the Security Index subjects changes residence from one field office to another, that the Security Index Card should be forwarded to the new office of origin. This procedure suggests that at the same time the Communist Index Card also be forwarded because it will not be necessary to type up a new card in the new office of origin, but the new address will simply have to be added to the card.

The Conference unanimously recommended that the Communist Index Card be forwarded to the new office of origin in the same manner as the Security Index Card.

If you approve, the suggested change will be included in the revised section of the Manual of Instructions relating to security investigations.

Respectfully,
For the Conference

Glyde Tolson

cc - Mr. Clegg
Mr. Mohr

HBE:cmw

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

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THE DIRECTOR

February 10, 1949

THE EXECUTIVES CONFERENCE

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DATE 5-1-91 BY SP5 C/PLG

The Executives Conference of February 9, 1949, consisting of Messrs. Tolson, Tracy, Harbo, Mohr, Carlson, Rosen, McCabe for Clegg, Fletcher, Nichols, and Glavin, was advised that an information bulletin concerning the conservation of automotive engine oils has been received from the Technical Committee on Lubricants and Liquid Fuels, Federal Specifications Board.

The Conference was further advised that the Director of the Bureau of Federal Supply, Clifton E. Mack, in forwarding the information bulletin to all Government agencies, requests that all departments and establishments of the Federal Government conform to the practices recommended by the Technical Committee on Lubricants and Liquid Fuels set forth in the bulletin.

The information bulletin is attached hereto. However, the bulletin is so quoted that any agency could change oil as suggested by the Bulletin or under certain circumstances continue under its present program.

For the Director's information, Bureau regulations presently existing make it necessary for oil to be changed every 1,000 miles. The Conference was advised that the suggestion has been made by representatives in the field in the past that oil changes be made at less frequent times; and that studies have been made at the Seat of Government and information has been secured from the Bureau of Standards, from automotive equipment people, and others; and conflicting information has heretofore been received from the different sources contacted. There is one school that feels that oil should be changed every 5,000 miles and other schools feel that oil should be changed every 1,000.

It is felt that the Technical Committee's report is broad enough to cover all fields. It states specifically:

"Where the operating conditions include 'stop and go' service, especially in cold weather, or when sand and dust are regularly encountered, a shorter interval between oil changes is desirable."

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

58 FEB 16 1949

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12 FEB 17 1949

Memorandum for the Director

This statement in itself would permit the various divisional offices to change oil when they deemed it necessary since most of our travel is "stop and go" travel and much of the travel in certain portions of the country is made under conditions where sand and dust are regularly incurred.

The Conference recommends that the Field be advised concerning the information bulletin attached hereto.

Should the Director agree, the attached bulletin should go forward to the Field.

Respectfully,
For the Conference


Clyde Tolson

CC - Mr. H. H. Clegg
Mr. Mohr

WAG:tgh

THE DIRECTOR

2/16/49

Executives Conference

On February 15, 1949, the Executives Conference with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Carlson, Nichols, H. B. Fletcher, Rosen and Clegg present, considered the suggestions of Inspector T. E. Naughten as follows:

(1) That in Theft From Interstate Shipment cases the Field be advised by Bulletin to automatically take the palm prints of subjects when apprehended so that these palm prints may be compared with any latent palm prints. The Executives Conference unanimously opposed this as a requirement since it is already a policy to compare palm prints whenever this type of print is involved in investigations, but to automatically take palm prints in the absence of any justification would appear unnecessary.

(2) That whenever any raid is planned in which firearms are to be used the Bureau should be advised in advance of such plans. The Conference felt such instructions were not necessary, that this would automatically require the notification of the Bureau prior to many attempts to make arrests when there was a possibility of firearms being used and the relative unimportance of the case might not justify such notification. The Conference felt that certainly no such rule should be established which would delay the making of the raid or arrest.

(3) That the Bureau issue instructions that whenever a signed statement is taken from a subject by an Agent and the Agent or other official is serving as a witness to the signed statement the instructions require that the witness, i.e., the Agent or police officer be fully aware of the contents of the statement. The Conference unanimously opposed this suggestion since it felt it should be unnecessary when asking a police officer to witness the signing of a statement by a subject that the officer be required to spend the amount of time required to read the statement and to become acquainted with the details. Frequently, Agents who serve as witnesses will be familiar with the details of the case and, thus, it is felt no instructions are necessary.

(4) That at the time of arrest of a subject by any Bureau Agent that the subject be advised of his Constitutional rights which would not make it necessary later to stress this particular point possibly detracting from the possibility of getting a signed statement and that by giving a warning at the time of arrest there would be less interference with getting a statement later on. The Conference felt it was unwise and against the spirit of the requirement for warning the prisoner about making a statement to give the warning at some time which may be remote from the time the statement was actually given. It was felt the present procedure was in keeping with the intent of the law.

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

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Mohr
Clegg

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FEB 23 1949

Memorandum for the Director

X (5) The observation was made that whenever Agents seek to obtain a waiver of indictment from a subject who wants to enter a plea of guilty, the Bureau might consider this discussion with the subject of the waiver as giving of legal advice and, therefore, this action may be inconsistent with the instructions about giving legal advice. The Executives Conference felt that this was not in violation of the rules about giving legal advice. It was merely permitting the subject to appear before the Court to request a waiver of his right of indictment and that, therefore, the present procedure should continue.

Respectfully,
For the Conference


Clyde Tolson

THE DIRECTOR

2/15/49

Executives Conference

The Executives Conference on February 15, 1949, with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Carlson, Nichols, H. B. Fletcher, Rosen and Clegg present, considered a letter from Brigadier General George L. Eberle, Chief, Civil Affairs Division, Department of the Army, concerning five Austrian police administrators being sent here by the Military Government of Austria to study police work and requesting the Bureau to recommend a suitable sponsor to assume the responsibility for planning a program and itinerary for the group.

The discussion at the Conference indicated a unanimous thought that it was unfortunate that these Austrian police were coming. A representative of the Civil Affairs Division had orally advised that, although such a plan was mentioned in the over-all planning in occupied countries, the specific details had not been communicated to the Army until the Military Government advised them that they were on their way or until the selections had been made and that the Department of the Army had been embarrassed by this procedure because there had been no prior notification. Since the plan had, in a general sense, been approved years ago and this program was consistent with such plan, the Department of the Army felt that they must carry out their portion of the program and so far as police work was concerned they would have to rely upon the Bureau's recommendations.

The Conference felt it would be inadvisable to even politely refuse to make a suggestion since the Bureau had placed itself in the position of coordinator of police matters and it felt it might be unwise to take absolutely no action when the program was going to be carried out anyway. Therefore, the Conference unanimously recommended the following:

RECOMMENDATIONS:

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(1) That the letter be acknowledged and that the Department of the Army be referred to the International Association of Chiefs of Police, which should be recommended as a sponsor. There is attached hereto such a letter for approval.

(2) It was felt that no further action should be taken by the Bureau with respect to the groups of German police administrators who are to be sent to this country. The names of the first group have been forwarded to the Bureau and none of these names can be positively identified from the files of the Bureau.

Respectfully,
For the Conference

Clyde Tolson

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen **cc-Mr. Mohr**
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Attachment

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FEB 20 1949

THE DIRECTOR

January 21, 1949

EXECUTIVES CONFERENCE

ANNUAL CONFERENCES OF LAW ENFORCEMENT OFFICERS
IN FIELD DIVISIONS

The Executives Conference on January 18, 1949, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Carlson, Ladd, Rosen, Fletcher, Nichols, Nease and Glegg, considered a suggestion for holding or revising annual conferences of law enforcement officers in the field divisions. The suggestion was predicated upon information furnished by Dr. Walter Clarke, Executive Director of the American Social Hygiene Association of New York, and Mr. Paul M. Kinsie, Director of the Division of Legal and Social Protection of the same agency.

The Conference considered the question as to the advisability of reinstating annual conferences. Among suggested subjects which were discussed were the following:

1. Identifying needs for police training schools in the individual departments.
2. The decisions of Federal Courts as concerning Arrests, Searches and prompt arraignments.
3. Project training courses in such subjects as Burglary, Robbery, Moot Court and Organizing for Jail Breaks.
4. Traffic Enforcement.
5. Latent Fingerprints.
6. Arrest Problems.
7. Local police problem discussion and coordination.
8. Firearms Demonstration.
9. An indoctrination discussion of the purposes and history of Communism.

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I. On the question of whether or not an indoctrination course on the purposes and history of Communism should be given, Messrs. Glavin, Tracy and Glegg favored such a discussion from an outline which would set forth the limits within which this matter might be discussed.

Messrs. Carlson and Rosen favored such a discussion based entirely on prepared statement.

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn
- Tele. Room
- Mr. Nease
- Miss Gandy

cc: Mr. Clegg
Mr. Mohr

INDEXED - 137
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Messrs. Tolson, Harbo, Mohr, Ladd, Fletcher, Nichols and Nease opposed any discussion of this subject matter at such conferences.

II. On the question as to whether annual conferences should be held, there was agreement that in the event they were held, the invitations should be extended to the Chiefs of Police, the meetings would be closed meetings, there would be no "beating of the bushes" by the office or agents with a view to getting a large attendance, and the invitation would be extended to the Chief, Sheriff, or State Superintendent only, although if he brought some regular policeman from his department he would not be denied admission.

Those favoring the conference with the above provisions invoked on an annual basis, with the understanding that some of the conferences could be held whenever the SAC desired in connection with or as a part of state conventions of Police Chiefs or Sheriffs, were Messrs. Tolson, Mohr, Carlson, Rosen and Glegg.

Mr. Tracy favored an annual conference in each division held in connection with the annual meeting of Police Chiefs.

Those opposed to the conferences were Messrs. Glavin, Harbo, Ladd, Fletcher, Nichols and Nease.

Respectfully,

For the Conference,

*O.K. but its success
will depend entirely
on the planning of Clyde Tolson
it.*

H.

THE DIRECTOR

February 18, 1949

EXECUTIVES CONFERENCE

MANUAL REVISIONS

The Executives Conference on February 18, 1949, consisting of Messrs. Tolson, Glavin, Harbo, Mohr, Rosen, Nease, Tracy, Nichols and H. H. McCabe, considered the recommendation of Mr. C. J. Martin of the Investigative Division, that we discontinue the use of the character "Intimidation of Witnesses" in connection with violations of Title 18, U. S. Code, Sections 1503 and 1504, and use the character "Obstruction of Justice" for all violations under these sections. It was pointed out that these two sections go further than the mere "Intimidation of Witnesses" since it includes such things as Bribery and Influencing Witnesses, and also has to do with violations concerning Jurors. The Conference was unanimously in favor of this recommendation.

Mr. Martin also recommended that since the new manual section concerning the Bureau's jurisdiction over the Code sections relating to the Reconstruction Finance Corporation, Farm Credit Administration and Federal Farm Mortgage Corporation is being included in a section entitled "Federal Lending and Insurance Agencies", the classification "84" which has been previously used in connection with Reconstruction Finance Corporation violations be discontinued, and that all violations of these matters be carried under the classification "86" which is already assigned for Farm Credit Administration violations. The policy in handling all of these violations is the same and there are very few cases arising therefrom. The Conference was unanimously in favor of this recommendation.

Respectfully,
For the Conference

[Handwritten initials]

Clyde Tolson

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- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

cc: Mr. Clegg
 Mr. Mohr

70
 FEB 18 1949

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: February 2, 1949

FROM : JOINT COMMITTEE

SUBJECT: SUGGESTION NO. 127 SAVINGS: None
EMPLOYEE: SAC A. C. Schlenker AWARD: None
San Juan Office

MEMBERS PRESENT: R. T. Harbo
S. K. McKee
E. Scheidt
K. R. McIntire

File

SUGGESTION: That the Bureau, for the purpose of uniformity, instruct all field offices to maintain a special file devoted to Bureau Bulletins and SAC Letters containing instructions and reference material, such as reprints of judicial decisions pertaining to procedures in arrests, searches and seizures, recording confessions, and related matters.

It was pointed out by SAC Schlenker who made the suggestion that this type of file has already been opened in the San Juan Office for the purpose of aiding all agents in keeping abreast of policies and rules pertaining to these important subjects.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee felt that the practice followed by the San Juan Office is desirable and is undoubtedly followed by other offices. Existing regulations are such that all SAC's have full authority to open any administrative files regarded as necessary for retaining a complete reference to specialized data. It is not felt that any special instruction to the Field is necessary in this regard.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously concurred with Joint Committee. February 3, 1949. Present: Messrs. Tolson, Ladd, Tracy, Rosen, Clegg, Fletcher, Callahan, Mohr, Nease, Carlson, Nichols, Harbo.

Respectfully,
For the Conference

Executive

Clyde Tolson

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cc: Mr. Clegg
Mr. Mohr

RTH:dgh

63 MAR 16 1949

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The Director

2-18-49

The Executives Conference

IMMIGRATION FINGERPRINT REPLIES
SUGGESTION

The Executives Conference, consisting of Keatts, Tolson, Nichols, Glavin, Harbo, Rosen, N. McCabe, Nease, Lohr and Tracy, considered a suggestion from the Identification Division concerning replies to Immigration and Naturalization Service when alien fingerprints have not been located. For the past several years, when alien prints were not located on receipt of a form request from the Immigration Service, the Identification Division searched its records to determine whether or not the fingerprint had been originally received and returned as being "illegible." In view of the fact the alien fingerprints have been received since 1940, making this search to determine whether or not the fingerprint was previously returned as "illegible" has become burdensome and expensive. The Immigration and Naturalization Service was informally contacted and has no objection to being advised merely that a search failed to reveal a record of the alien registration print.

The Conference unanimously recommends the suggestion be adopted, and if approved, a rubber stamp will be prepared reading to the effect that no record could be found in the Identification Division files of the receipt of the alien fingerprint card, and in addition, the form letters reflecting the return of illegible fingerprints will be discontinued, those presently on hand being destroyed.

Respectfully,
For the Conference

T
Olyde Tolson

OK

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MAR 2 1949

SJT:smc
cc: Mr. Mohr
Mr. Clegg

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DATE 5-1-91 BY SP-3 U/leg

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

MAR 3 1949

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gjm

H

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

FROM : The Executive Conference

SUBJECT: COMMUNIST PARTY, USA - BRIEF

DATE: February 10, 1949

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5-1-91 Sp-5 C. J. [unclear]
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DATE 2-10-84 BY 1627 RFA/bjs

Mr. Tolson	✓
Mr. Clegg	✓
Mr. Glavin	✓
Mr. Ladd	✓
Mr. Nichols	✓
Mr. Rosen	✓
Mr. Tracy	✓
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Mohr	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Holmes	
Miss Gandy	

At the Executive Conference on February 8, 1949, the following being in attendance: Messrs. Tolson, Tracy, Harbo, Mohr, Carlson, Rosen, N. H. McCabe, McGuire, Nease and Fletcher, the Conference was advised that in connection with the trial of the Communist Party leadership now in progress in New York City, the Bureau had received information from the Cleveland, New Haven and Washington Field Offices indicating that the Communists were making a selection of witnesses from their membership who will appear as witnesses in behalf of the defense. The best informant of the Washington Field Office has advised that it would be possible for her to be selected as one of the defense witnesses. The same situation can arise in other field offices of the Bureau.

The actual appearance of a Bureau as a defense witness offers and suggests many possibilities, as the defense would be utilizing a witness who, during the course of questioning, could become hostile and who could offer testimony contrary to the expectations of the defense. The following recommendations were made:

1. The U. S. Attorney's Office, New York City, should be advised of the fact that the Communist Party is seeking witnesses among its members throughout the United States, and that there is a possibility that some Bureau informants, perhaps even some of the witnesses already selected by the U. S. Attorney to appear before the Grand Jury in behalf of the Government, would be selected to appear by the defense. The U. S. Attorney should be informed that when the Bureau becomes aware of such situations the U. S. Attorney will be informed.
2. The field should be alerted to the fact that the Communist Party is attempting to select witnesses from its members throughout the country, and when any information is received by a field office through its coverage identifying those who will appear as witnesses for the defense, the Bureau should be immediately advised.
3. If information is received to the effect that a Bureau confidential informant is to be utilized by the Communist Party as a defense witness, each such case will be individually considered as to what action is appropriate. With reference to the informant of the Washington Field Office who can arrange to appear as a defense witness, it was definitely recommended that due to her value to the Bureau, this informant not make appearance as a defense witness so long as it can be prevented by the informant.

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Mr. Clegg
Mr. Mohr 177
HBF:cmw

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March 3, 1949

Memo for Director

The Conference agreed unanimously with all of the foregoing recommendations.

If you are in agreement, the U. S. Attorney's Office, New York City, will be properly advised, an SAC Letter will be prepared alerting the field, and the Washington Field Office will be instructed specifically that the informant named by them should not be instructed or directed to attempt to become a witness in behalf of the defense.

Respectfully,
For the Conference

✓

Clyde Tolson

OK.
H.

THE DIRECTOR

March 2, 1949

THE EXECUTIVES CONFERENCE

[Redacted]

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On March 2, the Conference considered the request received from the Central Intelligence Agency [Redacted] which might be of value to the [Redacted] in its work. The [Redacted] is [Redacted] was due to arrive in the United States on February 28. He will spend approximately a week in New York for the purpose of procuring [Redacted] and will then proceed to Washington. CIA has made arrangements to handle [Redacted]. This would require from one-half day to one day on the part of a Laboratory representative.

b3

The Conference, composed of Messrs. Tolson, Ladd, Glavin, Tracy, Mohr, Carlson, Nichols, N. H. McCabe, Fletcher, Rosen, and Harbo, was unanimously opposed. If the Director concurs, CIA will be advised we are unable to comply with the request due to the extremely heavy work load and shortage of personnel at this time.

Respectfully,
For the Conference

Sanborn
H

Clyde Tolson.

RTH:AF

cc-Mr. Clegg
Mr. Mohr

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RH

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

5 MAR 9 1949

W
THE DIRECTOR

February 11, 1949

THE EXECUTIVES CONFERENCE

The Executives Conference of February 8, 1949, consisting of Messrs. Tolson, Tracy, Harbo, Carlson, McCabe for Glegg, Fletcher, Rosen, McGuire for Nichols, Nease, Mohr and Glavin, considered the desirability of changing the Mobile and Birmingham area divisional territories.

For the Director's information, the Special Agent in Charge of the Birmingham Office recently communicated with the Bureau stating that he felt it would be to the advantage of both the Mobile and Birmingham Divisions to have the Middle Judicial District of Alabama transferred from Mobile to Birmingham. The opinion of the Special Agent in Charge at Mobile was requested and he is opposed to any change being made.

For the Director's further information, the Special Agent in Charge of Birmingham recommended that since the majority of work in the Middle Judicial District of Alabama was considered to be located in Montgomery, the capital city of the State, which is 105 miles from Birmingham and 208 miles from Mobile, the Middle Judicial District be transferred to the Birmingham Division. SAC King of Birmingham, in making this recommendation, states that the center of population in the Middle Judicial District is in the City of Montgomery; and that 19 of the 23 counties consisting of a population of 636,023 are closer to Birmingham than Mobile. The remaining four counties of the Middle Judicial District consisting of a population of 136,023 are closer to Mobile. He points out that Montgomery is the capital city of the State and is the headquarters of the Alabama State Highway Patrol; there are two large air fields nearby; the Alabama State Penitentiary for Men at Kilby is just outside Montgomery; the State Women's Prison is just north of Montgomery; the U. S. Attorney, the U. S. Marshal and the District Court for the Middle Judicial District are located at Montgomery; Montgomery County is the third largest in population in the State; and 13 of the 16 National Academy graduates in the Middle District are closer to Birmingham than to Mobile.

Deauthorized by authority of 66-3286-608.

66-351-334
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- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn
- Tele. Room
- Mr. Nease
- Miss Gandy

From a review of the recommendations made by SAC King of the Birmingham Office, it appears that he feels that since Montgomery is much closer to Birmingham than it is to Mobile, and since the center of population in the Middle Judicial District centers around Montgomery, and since it is the capital of the State and the two large State Prisons are near Montgomery, the entire Middle Judicial District should be transferred to the Birmingham Division.

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MEMORANDUM FOR THE DIRECTOR

The Special Agent in Charge at Mobile is opposed to the transfer of the Middle Judicial District to Birmingham, feeling that the work of the Middle Judicial District can be handled as efficiently from Mobile as it can from Birmingham. The SAC at Mobile points out that the Middle and Southern Judicial Districts are not actually geographically middle and southern districts. The attached map will show that the Southern Judicial District of Alabama covers the southwestern half of the State and the Middle Judicial District of Alabama covers the southeastern half of the State. The SAC at Mobile points out that it would be uneconomical to transfer the Middle Judicial District to Birmingham, leaving the Northern District of Florida (which is shown in black on the attached map) and the Southern District of Alabama under the Mobile Office. It would mean that two Divisions would be handling interstate cases arising in the Middle District of Alabama. For instance, a car could be stolen in the Montgomery or Dothan areas, which are close to the northern border of Florida, and transported into Pensacola, Tallahassee, or another city in the Northern District of Florida. It would be necessary then for the Birmingham Office to handle that portion of the case arising in Alabama and the Mobile Office handle that portion of the case arising in the Northern District of Florida. Cases of this type would add paper work and administrative detail to the work which is now being handled by one office. The SAC at Mobile also points out that if the Middle District, bordering on the greater portion of the Northern District of Florida, were re-assigned to Birmingham, it would necessitate, in many instances, Agents from the Mobile Office passing through territory of the Birmingham Office in performing their regular duties in the Northern District of Florida. The Special Agent in Charge at Mobile believes that one alternative is to close the Mobile Office entirely if the Middle Judicial District of Alabama is returned to Birmingham.

In this regard, the Conference wishes to point out that at the present time, the Birmingham Division, consisting of the Northern Judicial District of Alabama, has pending 477 cases and 21 Agents assigned thereto.

The Mobile Division has 651 cases and 108 leads, and has 25 Agents assigned thereto.

The Director will recall that when the Mobile Division was opened, this action was taken because there was so much work in and around Mobile that it necessitated a large sub-office with files and clerical employees to handle the work there. This situation has ~~not~~ changed.

From information furnished by the Special Agent in Charge of Mobile, there are 14 Agents working out of Mobile proper, there

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Mr. Tracy _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Mohr _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Gandy _____

MEMORANDUM FOR THE DIRECTOR

being 268 cases and 15 leads pending in the Mobile headquarters city and road work area. In the Middle Judicial District, all totaled, covering four Resident Agencies, there are only 15h cases and 42 leads which are presently being handled by five Resident Agents. The work in Montgomery is handled by two Resident Agents and totals 71 cases and 14 leads.

It would appear in the event the Mobile Office were closed it would be necessary to maintain a large staff in Mobile proper. We would still be in the same unsatisfactory position of having a large case load in Mobile with a large staff of employees, both Agent and Clerical, continuing our sub-office setup there.

There is attached hereto a memorandum reflecting the distribution of work in the Birmingham and Mobile Divisions, as well as a map reflecting the territorial extent of those Divisions.

The Executives Conference, with the exception of Mr. Mohr, is opposed to any change in the Mobile or Birmingham Divisions at the present time. The majority of the Conference feels that the situation which existed at the time the Mobile Office was opened, that is, there was sufficient work in the City of Mobile to keep a large number of Agents busy, still exists; and that no useful purpose would be served in either closing the Mobile Office, or in transferring the Middle Judicial District of Alabama to the Birmingham Office.

Mr. Mohr feels that since Montgomery, the capital city of the State of Alabama and which is in the Middle Judicial District of Alabama, is much closer to Birmingham than it is to Mobile, and since, in his opinion, the work in the Middle Judicial District could be as efficiently handled from Birmingham as it is from Mobile that the appropriate re-designation of the Middle Judicial District to Birmingham be made.

Subject to the Director's approval, no further action is being taken in connection with this particular matter.

Respectfully,
For the Conference

Clyde Tolson

Mr. H. H. Clegg

Mr. J. P. Mohr

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Gandy

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THE DIRECTOR
THE EXECUTIVES CONFERENCE

2/2/49

The Executives Conference, consisting of Messrs. Tolson, Ladd, Glavin, Rosen, Harbo, Fletcher, Carlson, Mohr, Nease, McGuire and Tracy, considered a suggestion from the Identification Division that Atomic Energy fingerprints be returned after search in the same manner that applicant fingerprints are now being returned to local law enforcement agencies.

It was pointed out to the Conference that during the six months period from July 1, 1948, to December 31, 1948, 35,811 Atomic Energy fingerprints were received and that it would be a material saving in the Identification Division if these fingerprints were handled in the same manner as other applicant fingerprints, i.e., that non-idents be answered by returning the fingerprint card with a stamp indicating that no record was found in the Identification Division. In the case of idents the fingerprint card would be returned with the criminal record. If this is approved, the Identification Division will not have to make index cards and sequences and file the index cards and fingerprint cards.

For the Director's information there is nothing in the Atomic Energy Act which requires the Bureau retain in file Atomic Energy fingerprints. In addition, none of the employees are Government employees. Actual Government employees of the Atomic Energy Commission are fingerprinted on Civil Service Commission Loyalty fingerprint cards and are not submitted as Atomic Energy fingerprints.

The conference unanimously recommends the Director approve the Liaison Section contact the Atomic Energy Commission and ascertain whether the Commission would be agreeable to the handling of Atomic Energy fingerprints in the above-described manner.

If the Director approves, appropriate steps will be taken to ascertain the views of the Atomic Energy Commission.

Respectfully,
For the Conference

Clyde Tolson

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OK
H.

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EX-95

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FBI
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- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
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- Tele. Room
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THE DIRECTOR

February 18, 1949

EXECUTIVES CONFERENCE

HANDLING OF APPLICANT FINGERPRINT CARDS

The Executives Conference on February 18, 1949, consisting of Messrs. Tolson, Glavin, Harbo, Mohr, Rosen, Nease, Tracy, Nichols and M. H. McCabe, considered the recommendation of Inspector K. R. McIntire that in the handling of applicant fingerprint cards we discontinue, in those cases where an identification is made in the criminal files, the notation on the notation page attached to the docket indicating that the individual was an applicant for some position in a certain city. He pointed out that recently the Bureau adopted the practice in cases where no identification was made, of returning the incoming fingerprint card with a notation that we had no record in our identification files. These non-ident cases constitute about 95% of the applicant cards received, and Mr. McIntire's suggestion would apply to those 5% of the cases, amounting to about 85 per day, where the applicant is identified in the criminal files of the Identification Division.

It was noted that a disadvantage to this system would be that we would have no notation in our criminal records to the effect that the individual was an applicant for a position in a given city, and thereby would not be in possession of information which might be of value as an investigative lead at some future time when either the Bureau or another law enforcement agency might be interested in locating such an individual.

Messrs. Glavin and Mohr feel that by adopting Mr. McIntire's suggestion we would be losing this valuable information and did not believe that the savings in personnel accomplished by adopting this suggestion would be worth the sacrifice of not having these notations in our records. All other members of the Conference were in favor of the suggestion. Mr. McIntire estimates that if the recommendation is adopted, two operations will be eliminated in sending replies to the contributors, namely, the typing of the notations on the pages, and the reading in order to verify the accuracy of the transcription. Mr. McIntire estimated that two typists and about two-thirds of the time of one reader would be saved by adopting his recommendation.

If approved, Mr. McIntire's recommendation will be placed in effect by the Identification Division.

Respectfully,
For the Conference

Clyde Tolson

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MAR 11 1949

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
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- Miss Gandy

Mr. Clegg
Mr. Mohr

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EX-25

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THE DIRECTOR

March 7, 1949

THE EXECUTIVE CONFERENCE

JAY DAVID WHITTAKER CHAMBERS, WAS.
PERJURY;
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At the Executive Conference on February 28, 1949, attended by Messrs. Tolson, Ladd, Glavin, Tracy, Harbo, Mohr, Carlson, Nichols, H. H. McCabe, Rosen and Fletcher, the Hiss-Chambers case was discussed with reference to a suggestion of Mr. Tom Donegan relating to the testimony to be made concerning the document identification. Mr. Donegan advised that as far as he can determine, there will be at least two and may be three document experts who will testify in this case in behalf of the defense, and if, in fact, such experts do testify in behalf of Hiss, it will mean that their testimony will be in contradiction to the findings which will be made by the Bureau document examiner. Mr. Donegan suggested that perhaps it might be desirable to have more than one Bureau document examiner testify to the findings in this case. The policy in the past has been to have but one Bureau document examiner testify in any given document identification matter.

The Conference was of the unanimous opinion that Mr. Donegan should be informed that it appeared to be undesirable to have more than one Bureau document examiner testify. The defense could assert that there must be some particular reason for such action, that the Bureau was attempting to bolster its own experts, and also cross examination would reveal that it was not until the last minute that the second Bureau document examiner went over the material to reach his findings.

If you agree, the New York Office will be advised in accord with the recommendation of the Conference.

Respectfully,
For the Conference

OK
H

Clyde Tolson

cc - Mr. Glegg
Mr. Mohr

HBF:cmw

- Mr. Tolson
- Mr. Glegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
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- Miss Gandy

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THE DIRECTOR
THE EXECUTIVES CONFERENCE

March 11, 1949

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The Executives Conference of March 8, 1949, consisting of Messrs. Ladd, McCabe for Clegg, Rosen, Carlson, McGuire for Nichols, Mohr, Harbo, Fletcher, Tracy, Nease, and Glavin, was advised by Glavin that inquiry is received from time to time from the Public Buildings Administration concerning the construction of additional Federal Buildings at which time inquiry is made of the Bureau of its needs in those particular localities.

Mr. Glavin felt that at the present time it would be desirable to advise the space representatives of the Public Buildings Administration that in planning new space for the Bureau it would not be necessary to plan for the inclusion of detention cells.

For the Director's information, detention cells have been included in plans which have previously been reviewed and approved by the Bureau for the Public Buildings Administration.

The Conference feels that detention cells would not be utilized at the present time and suggests that the appropriate representatives of the Public Buildings Administration be advised that in the future it will not be necessary for them to include detention cells in any space to be set up for us.

No further action is being taken concerning this suggestion pending the Director's recommendation thereof.

Respectfully,
For the Conference

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- Mr. Tolson.....
- Mr. Clegg.....
- Mr. Glavin.....
- Mr. Ladd.....
- Mr. Nichols.....
- Mr. Rosen.....
- Mr. Tracy.....
- Mr. Harbo.....
- Mr. Gandy.....
- Mr. Pennington.....
- Mr. Quinn Tamm.....
- Mr. Nease.....
- Miss Gandy.....

H. Clegg

P. Mohr

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DATE 5/1/91 BY SP-5 G/deg

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THE DIRECTOR

March 9, 1949

EXECUTIVES CONFERENCE

MANUAL OF RULES AND REGULATIONS
SECTION 6-C (1)

The Executives Conference on March 8, 1949, consisting of Messrs. Tracy, Harbo, Mohr, Carlson, Ladd, McHire, Nease, Rosen and N. H. McCabe, considered the suggestion that there be added to the instructions contained in the Manual of Rules and Regulations concerning the No. 1 Field Office Register a paragraph requiring a daily accounting for all of the employees in the office. This is presently being done on the back of the No. 1 Register by various field offices; however, instructions for so doing are not included in the Manual of Rules and Regulations.

The Executives Conference was unanimously in favor of including the following addition to Section 6-C (1) of the Manual of Rules and Regulations:

"There shall be a daily accounting for all employees. A recapitulation should be set forth on the back of the No. 1 Register indicating the name and status of all employees who are not accounted for on the No. 1 Register, such as resident agents, agents on road trips, agents out of the district and employees on annual, sick and compensatory leave, or absent for any other reason. Each Special Agent in Charge is responsible for the accounting of all employees for each work day."

Respectfully,
For the Conference

Glyde Tolson 66-2554-7160

MAR 23 1949

RECORDED - 38
INDEXED - 39

cc: Mr. Clegg

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

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THE DIRECTOR

March 15, 1949

THE EXECUTIVES CONFERENCE

W. RADIO NETWORK

The Conference on March 15 was advised that we are now ready to proceed with radiotelegraph installations in the Richmond, Mobile, and Indianapolis field offices. It is estimated that expenses for travel of radio engineers, per diem, and the cost of constructing antennae will total at least \$500 for the three offices involved. In view of the present shortage of funds, the conference unanimously recommends that the installation of these radio stations be deferred until July 1. Present were Messrs. Ladd, Tracy, Glavin, Mohr, Nichols, Carlson, H. H. McCabe, Fletcher, Nease, and Harbo.

An additional factor is that the Richmond office is occupying temporary space. They have advised that the new quarters presently being remodeled will be available for occupancy some time in the fall of this year.

Respectfully,
For the Conference

Y
Clyde Tolson

cc - Mr. Mohr
Mr. Clegg

Q but when funds are available I want it done.

HTH:AF

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- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

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THE DIRECTOR

March 16, 1949

EXECUTIVES CONFERENCE

INTERNATIONAL CRIMINAL POLICE COMMISSION

The Executives Conference on March 15, 1949, consisting of Messrs. Glavin, Tracy, Harbo, Mohr, Rosen, Nichols, Carlson, Nease, Ladd, Fletcher and H. H. McCabe, considered the matter of communications which are received from the International Criminal Police Commission, and the method of their being handled at the Bureau.

It was pointed out at the Conference that requests for information and investigations are received by the Liaison Section of the Security Division. The Conference felt that these requests should be handled in the same manner as they have been in the past. The Conference felt that correspondence concerning conventions and meetings at which the Director or other representatives from the Bureau are invited to attend should be handled by the Training and Inspection Division in the same manner as IACP correspondence is handled.

If the Director approves, this procedure will be followed.

Respectfully,
For the Conference

OK

Clyde Tolson

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cc: Mr. Clegg
Mr. Mohr

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- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
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- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

MAR 23 1949

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THE DIRECTOR

March 10, 1949

EXECUTIVES CONFERENCE

COPIES OF PAROLE REPORTS TO BE DESIGNATED FOR OFFICE OF ORIGIN

The Executives Conference on March 9, 1949, consisting of Messrs. Glavin, Nease, Harbo, Mohr, Carlson, Ladd, Fletcher, McGuire, Rosen, Tracy and N. H. McCabe, considered the suggestion of Supervisor Hugh G. Boswell that for the purpose of uniformity instructions be set forth in the Handbook and the Manual of Rules and Regulations to the effect that two copies of parole reports will be furnished to the office of origin in all instances when prosecution takes place elsewhere. It was pointed out that when the subject of a Bureau case is handled under Rule 20 of the Federal Rules of Criminal Procedure and is prosecuted in a district other than that covered by the office of origin, one copy of the parole report is designated for the office of origin by the office of prosecution. In all other situations, two copies of the parole report are designated for the office of origin or the office of prosecution when that office is not the office of origin.

The Conference was unanimously in favor of uniformly designated two copies of parole reports for the office of origin in all situations. If approved, the FBI Handbook and the Manual of Rules and Regulations will be changed accordingly.

Respectfully,
For the Conference

Clyde Tolson

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DATE 5/1/91 BY SP-5 [signature]

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Mr. Clegg
Mr. Mohr
[signature]

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MAR 23 1949

THE DIRECTOR

March 16, 1949

EXECUTIVES CONFERENCE

ARSON INVESTIGATORS' SEMINAR
PURDUE UNIVERSITY, LAFAYETTE, INDIANA
MAY 23-27, 1949

The Executives Conference on March 15, 1949, consisting of Messrs. Glavin, Tracy, Harbo, Mohr, Rosen, Nichols, Carlson, Nease, Ladd, Fletcher and N. H. McCabe, considered the suggestion of Mr. K. R. McIntire that the Bureau have a representative attend the seminar on Arson Investigations to be held at Purdue University, Lafayette, Indiana, on May 23-27, 1949. It was pointed out that the Bureau in the past has sent a representative from the Laboratory to lecture before this seminar, and the Conference felt that it would be advisable to have a Bureau representative attend the seminar in its entirety in order to obtain information concerning the handling of Arson cases.

The Conference felt that a qualified police instructor from the Indianapolis Office should handle this rather than have a representative attend from the Bureau. If approved, there is attached a letter to the Indianapolis Office instructing that a qualified police instructor be designated to attend the Annual Arson Investigators' Seminar at Purdue University and submit to the Bureau a detailed report concerning the proceedings.

Respectfully,
For the Conference

Clyde Tolson

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DATE 5-1-91 BY SP3W/dep

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Attachment

cc: Mr. Clegg
Mr. Mohr

MEMORANDUM

Mr. Tolson _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Mohr _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Gandy _____

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W. W. [Signature]

THE DIRECTOR

March 8, 1949

THE EXECUTIVES CONFERENCE

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The Conference was advised on March 8 that the publishers of "WHO WHO IN AMERICA" are undertaking to publish a volume to be known as "WHO KNOWS - AND WHAT". Special Agent Fred Miller, a document examiner in the Laboratory, has been requested by the publishers to submit a brief biographical sketch for listing in "WHO KNOWS - AND WHAT" and requests Bureau approval. Mr. Miller points out that his name is presently listed in the publication entitled "AMERICAN MEN OF SCIENCE" and that the data to be submitted in response to the current request would be substantially the same.

Mr. Sizoo, chief of the Document Section, and Mr. Parsons of the Laboratory recommend that the request be disapproved on the ground that the purpose of the publication appears to be that of making available for public reference the names of specialists in certain fields, and since Miller is not available to the public for work in his field such a listing would be of no value in that respect; further on the ground that if approval is granted in this one instance, there would be no basis on which to disapprove similar requests received from other Laboratory examiners, with the theoretical result that all Laboratory examiners would be listed in the proposed publication.

The Conference composed of Messrs. Ladd, Mohr, Carlson, H. H. McCabe, McGuire, Tracy, Rosen, Nease and Harbo was unanimously of the opinion that no objection should be interposed by the Bureau and that Special Agent Miller should be advised that there is no objection to his furnishing the requested biographical data in the event he so desires. The Conference further felt that this policy would logically apply to any other Bureau employee who received a similar request.

Respectfully,
For the Conference

OK

Glyde Tolson

at

HTR:AF
cc - Mr. Clegg
Mr. Mohr

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- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

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K. P. J.

THE DIRECTOR

March 14, 1949

EXECUTIVES CONFERENCE

LACK OF COOPERATION
SHERIFF'S OFFICE - AUGUSTA, GEORGIA

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DATE 5/11/01 BY SP5 C/PLG
325 O/S

SAC Mason of the Savannah Office, in the attached letter dated March 3, 1949, sets forth in detail difficulties which have been had in securing cooperation from the Sheriff's Office at Augusta, Georgia. SAC Mason recently had a conference with Sheriff Gary H. Whittle of Richmond County, Augusta, Georgia, and informed him that his office had not exhibited any degree of cooperation with the FBI, and inquired concerning the possibility of establishing a working agreement. The Sheriff stated that he would be glad to establish what he thought to be good relations in that whenever he needed the FBI's help he would request it and would ask the FBI to handle Unlawful Flight to Avoid Prosecution cases whenever the subjects have fled from the State of Georgia; but that in any type of case where there was any local interest whatever his office intended to handle the case. Sheriff Whittle specifically advised that he would not turn over any National Motor Vehicle Theft Act violations because such cases always had a local interest. He also advised that he would not furnish the FBI with any information on Theft from Interstate Shipment matters regardless of whether a ring operating in several states was involved because it would have local interest in Richmond County and he intended to handle everything in Richmond County regardless of Federal interest.

SAC Mason recommends that we sever all relations with the Sheriff's Office at Augusta, Georgia, that we deny them the use of the FBI Laboratory, refuse to handle Fingerprints, take them off the mailing list for Identification Orders, Apprehension Orders, Wanted Flyers, FBI Law Enforcement Bulletins and Uniform Crime Reports, that we refuse to handle Unlawful Flight to Avoid Prosecution cases for them, and in general have nothing to do with this Sheriff's Office.

The Executives Conference on March 14, 1949, consisting of Messrs. Glavin, Tracy, Harbo, Kohr, Carlson, Ladd, Fletcher, Nease and W. H. McCabe, recommended that we take this Sheriff's Office off the mailing list to receive FBI Law Enforcement Bulletins and Uniform Crime Reports, that we conduct no laboratory or single fingerprint examinations for this department, and that we instruct the Special Agent in Charge of the Savannah Office to have as little as possible to do with this organization. The Conference felt that we would have to continue to receive fingerprints from this Sheriff's Office, and that then furnished with the facts concerning Unlawful Flight to Avoid Prosecution cases we take the information and present the case to the U. S. Attorney. In the event the case has already been mishandled by the Sheriff's Office, these facts could be furnished to the U. S. Attorney at the time the case was presented to him.

If approved, there is attached a letter to SAC Mason instructing him the times set forth above.

Respectfully,

For the Conference

INDEXED 135
RECORDED 135
Glyde Tolson

66-2554-7166

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

Mr. Glavin

[Handwritten initials and signatures]

Mr. Glavin

[Handwritten initials and signatures]

THE DIRECTOR

March 17, 1949

THE EXECUTIVES CONFERENCE

~~CONFIDENTIAL~~

~~ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN
OTHERWISE~~

~~RADIO MONITORING~~

On March 17, the Conference considered the Director's inquiry as to whether we could handle radio monitoring ourselves rather than rely on FCC and, if so, how this would be handled and what it would cost.

The Conference was advised that this matter has been considered by Mr. Conrad who points out that in order to handle radio monitoring adequately it would be necessary to have ten primary monitoring stations appropriately located throughout the United States and possessions. The estimated initial cost of equipment for each of the ten stations would be \$20,000, including installation of antennas and other equipment. In addition, he feels that ten mobile units with equipment would cost \$4,000 each and that these would be necessary in order to adequately handle monitoring problems. The initial cost for equipment and installation thereof would thus approximate \$240,000. The total annually recurring expenditure would be approximately \$230,000 for operation of the stations. This is based on a minimum of five employees at each of the ten stations to provide monitoring coverage on a 24-hour basis seven days a week. Mr. Conrad is of the opinion that any smaller-scale operation would not provide the coverage requested and needed by the FBI. It would be necessary to recruit the personnel since employees with radio training presently in the FBI are now assigned to our radio-telegraph stations located in each field office. These facilities are not suitable for radio monitoring purposes.

The Conference was further advised that FCC is presently handling the following radio monitoring requests for FBI:

1. Possible China-U. S. clandestine radio circuit in the ANNA LOUISE STRONG case. (X)
2. A specific group of approximately 27 Soviet-controlled establishments within the United States being monitored for possible clandestine radio transmissions. (X)
3. A request initiated by the Bureau and contained in the letter from the Attorney General to the State Department dated March 22, 1948, suggesting that FCC be requested to "completely monitor the United States and its territories for clandestine radio transmitters where such activity will not conflict with any similar activity now being performed by the Armed Forces."

FCC has expressed a willingness to comply with our requests for radio monitoring. Results to date have not disclosed the existence of any clandestine transmissions between Russians or Soviet-controlled establishments within United States. (X)

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Egan
Gurnea
Harbo
Mohr
Pennington
Quinn Tamm
Rosen
Nease
Gandy

252 MAR 24 1949

RECORDED - 135
INDEXED - 135

66-2554 - 7167
MAR 23 1949

CLASSIFIED BY
DECLASSIFIED ON: 5/3/91

~~CONFIDENTIAL~~

Memorandum for the Director
March 17, 1949
Page 2

~~CONFIDENTIAL~~
~~CONFIDENTIAL~~

Mr. Conrad recommended that the Bureau favorably consider initiating its own monitoring service on the general basis outlined above. He points out that this would eliminate the necessity for our relying on some other Government agency for this work and that this would result in improved security insofar as our investigative activities in this field are concerned. On the other hand Mr. Conrad points out that the present monitoring requested by the FBI is not sufficiently steady and heavy in volume to keep an extensive network of monitoring stations fully occupied at all times unless additional work such as the monitoring of Russian regular and clandestine circuits to other countries were added. He also notes that the military and FCC might allege duplication of effort and facilities on the part of the FBI.

The Conference, composed of Messrs. Ladd, Clegg, Tracy, Mohr, Carlson, H. H. McCabe, Rosen, and Harbo, was unanimously of the opinion that we should continue to rely on FCC to handle our monitoring needs in view of the cost figures cited above and FCC's expressed willingness to handle this work for us; further, because it is the responsibility of FCC to license radio transmissions in this country and to police the airways for unlicensed transmissions and to report anything in the subversive field to the FBI. Any extensive monitoring program of the type proposed by the FBI would duplicate the facilities and service of the FCC and the facilities and program of the military services especially insofar as monitoring radio circuits outside the United States is concerned, it being noted that the military establishments handle radio monitoring on a worldwide basis. The Conference further points out that we do not have the cryptanalysis facilities for decoding any large volume of traffic which might be obtained if we undertook to monitor radio circuits outside of this country and that any traffic which we intercepted we then would be obligated to turn over to the United States Communications Intelligence Coordinating Committee which is dominated by the military agencies. Presumably, such intercepted radio communications would be a duplication of material already available to those agencies as a result of their own monitoring services.

*I concur reluctantly.
It is basically un-
desirable to depend
on some other agency, particularly*

Respectfully,
For the Conference

Clyde Tolson.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Gandy

*are unimportant to F. B. I. services
necessary to our proper functioning.
We found this all when last war
came & the Armed Services refused to
handle our communications.*

~~CONFIDENTIAL~~

The Director

3/2/49

The Executive Conference

METHOD OF SCORING ERRORS, TECHNICAL SECTION,
IDENTIFICATION DIVISION

The Executive Conference, consisting of Messrs. Tolson, Ladd, Rosen, Nichols, Glavin, Harbo, Fletcher, W. McCabe, Carlson and Tracy, considered a suggested change in the method of scoring misses in the Technical Section of the Identification Division.

Under the present procedure, an employee may cancel a "missed identification" previously made by him by locating and turning in for credit, five old errors in the files. Future "missed identifications" may also be canceled on the same basis of 5 to 1, but only ten may be accumulated to an employee's credit.

The suggested change is that only future "missed identifications" may be canceled, and that the misses already scored must stand against the employee's record; further, that employees be given credit for as many old errors as they locate and turn in.

The present procedure has been in effect for many years and was adopted as an incentive to employees to turn in errors located in the files. Over the years it has been observed that employees have a strong tendency not to turn in old errors, inasmuch as they will be scored against the record of their fellow-employees. It is believed that the change in the present procedure will operate to encourage the searchers to turn in errors for correction of the files to an even greater extent than is now being done, as it will prevent a feeling on the part of the searchers that errors turned in, in excess of 10, are of no benefit to them.

The Conference unanimously recommends the change in the procedure.

Respectfully,
For the Conference

[Handwritten initials]

Clyde Tolson

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/1/91 BY SP3CJ/deg

SJL:smc

cc: Mr. Clegg
Mr. Mohr

RECORDED - 135

INDEXED - 135

66-2554-7168

MAR 23 1949

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

28
MAR 24 1949

[Handwritten signature]

X-1

THE DIRECTOR
THE EXECUTIVES' CONFERENCE

3-18-49

The Executives' Conference today with Messrs. H. H. McCabe for Clegg, Callahan for Glavin, Carlson, Harbo, Nease, Lohr, Tracy and Rosen in attendance considered the present policy with reference to dissemination of Bureau reports and recommended no change.

The present policy is as follows. Bureau reports are disseminated by field offices to auxiliary offices, the USA and the Bureau upon approval of the SAC. At the close of business each day the general practice would require the Mail Clerk to assort all reports outgoing by various offices in accordance with the designated block in the lower left hand corner of the report and transmit these reports. All reports from the Los Angeles Office, for instance, designated for the Bureau would come in one envelope. All copies of reports designated for Butte would be transmitted in one envelope and likewise all reports designated for the USA would be forwarded to that office. In these instances where instructions have been issued by the Bureau in important cases where special circumstances dictate that copies not be transmitted to the USA the field offices comply with the instructions. In other instances the Bureau may instruct that reports be held until clearance is given by the Bureau.

Respectfully,
For the Conference

Clyde Tolson

AR:FE

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-1-91 BY SP5 C/dg

RECORDED - 9

INDEXED - 9

66-2554-7169

MAR 25 1949

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

MAR 26 1949

RECEIVED - TOLSON

U.S. DEPARTMENT OF JUSTICE

Per OGA letter dated 5/2/2011

THE DIRECTOR
THE EXECUTIVE CONFERENCE

March 14, 1949

~~CONFIDENTIAL~~

INCLUSION OF NATIONAL DEFENSE LECTURES
IN CURRICULUM IN [REDACTED]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN
OTHERWISE

At the Executive Conference on March 14, 1949, attended by Messrs. Ladd, Glavin, Harbo, Nichols, Tracy, Mohr, N. H. McCabe, Carlson, Nease and Fletcher, the Conference considered the matter of the [REDACTED] to be conducted by Bureau representatives in the near future. In the past, no lectures on subversive activities, sabotage and espionage have been included in the schools, because it was felt that it was inadvisable in view of the fact that [REDACTED] the Attorney General [REDACTED] prior to the start of the [REDACTED], had suggested that the indicated subjects be included.

Special Agent John N. Speakes, assigned to [REDACTED], has recommended that in the [REDACTED] lecture material relating to espionage and sabotage, as well as Communism, be included as it might be of value to the Bureau in arousing the interest of the police throughout [REDACTED] in subversive matters. The lecturers from the Bureau, of course, will be instructed to make an abstract approach to the subjects handled, confining themselves to generalizations, having in mind [REDACTED] friendly diplomatic relations with the Soviet Union.

The Conference unanimously recommended that the police instructors of the Bureau now in [REDACTED] be authorized to include lectures on sabotage and espionage in the forthcoming school.

If you approve, it is recommended that the Training and Inspection Division be instructed to make available to the Legal Attaché in [REDACTED] appropriate lecture material with the necessary authorization to include the indicated lectures in the curriculum, pointing out, however, that due care must be exercised in presenting the material in order to avoid any controversy.

Respectfully,
For the Conference

RECORDED - 9

Glyde Tolson

INDEXED - 9

66-2554-7170

cc - Mr. Clegg
Mr. Mohr

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

323 03

CLASSIFIED BY SP5 k/d
DECLASSIFY ON 1-1-91

~~CONFIDENTIAL~~

FOI/PA #	323,013
APPROVAL #	
CIVIL ACT. #	
E.O. #	12354
DATE	5/3/91

51 is app-507-Appve

THE DIRECTOR

March 21, 1949

EXECUTIVES CONFERENCE

~~MANUAL REVISIONS - ELECTION LAWS~~

The Executives Conference on March 17, 1949, consisting of Messrs. Glavin, Tracy, Harbo, Mohr, Carlson, Ladd, Nichols, Rosen and H. H. Clegg, considered the recommended change in the character of Election Laws, Hatch Act - Political, and Federal Corrupt Practices Act cases to the character "Elections and Political Activities." It was pointed out that the Section of new Title 18 applicable to these revisions is entitled "Elections and Political Activities" and that the Investigative Division felt that the new manual section and the character of these cases should be so listed.

Messrs. Glavin, Tracy, Harbo, Mohr, Nichols and Clegg were opposed to the words "Political Activities" being in the character of the cases, and recommended that the character of these cases be the same as before. Messrs. Ladd, Rosen and Carlson were in favor of having the character of these cases "Elections and Political Activities" in accordance with the title of the Section of new Title 18 which applies to these cases.

The new manual section pertaining to these investigations will set forth whichever procedure is approved by the Director.

Respectfully,
For the Conference

Clyde Tolson

323,013
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DATE 5-1-91 BY SP-5/ldj

RECORDED - 9

INDEXED - 9

RECEIVED - DIVISION

MAR 21 11 54 AM '49

66-2554-7171

MAR 21 1949

cc: Mr. Clegg
Mr. Mohr

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn
- Mr. Nease
- Miss Gandy

ldj

MAR 28 1949

THE DIRECTOR

2/28/49

THE EXECUTIVES' CONFERENCE

NECESSITY FOR ANTICIPATING THE ARREST OF SUBJECTS TO INSURE APPROPRIATE CREDIT FOR BUREAU INVESTIGATIONS

The Executives' Conference today unanimously approved the attached letter to all SAC's, which calls attention to the necessity for foresight in recognizing situations where we would want to consider insuring that the Bureau gets proper credit for an investigation by arranging for Agents to make the arrest.

Respectfully,
For the Conference

AR:MM

Clyde Tolson

Attachment

323,013
ALL INFORMATION CONTAINED
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DATE 5/1/91 BY SP5 v/dq

RECORDED - 66

66-2554-7172

F B I
45 MAR 28 1949

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F B I
DEPT. OF JUSTICE

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RECEIVED-TOLSON
F B I
DEPT. OF JUSTICE

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

52 APR 14 1949

Original copy filed in 66-2554-7172-411

THE DIRECTOR
THE EXECUTIVE CONFERENCE

March 7, 1949

b7D

CONFIDENTIAL NATIONAL DEFENSE INFORMANT
HONOLULU DIVISION

At the Executive Conference on February 28, 1949, attended by Messrs. Tolson, Ladd, Glavin, Tracy, Harbo, Mohr, Carlson, Nichols, N. H. McCabe, Rosen and Fletcher, the Conference considered an informant matter arising in the Honolulu Office. [redacted] of the CIO Detachment, Honolulu, holding the rank of [redacted]. He has been functioning in an undercover capacity, obtaining information with reference to military personnel engaged in Communist activities or who are associating with Communists. In the course of his work, [redacted] has become acquainted with Communists and Communist suspects, and he has been requested by these associates to join the Hawaii Civil Liberties Committee, the most active Communist group in Honolulu. He notified his commanding officer, who advised SAC Mumford that he did not desire [redacted] to proceed without Bureau cognizance because it might be in violation of the Delimitations Agreement. The commanding officer, Major Thomas E. Smullin, stated that he would turn [redacted] over to the Honolulu Office on an exclusive basis to serve as an informant. Major Smullin had already cleared this action with Lieutenant Colonel Fred Neyand, G-2.

It was observed by Mr. Fletcher that it could be expected that [redacted] would make information that he secured available to the proper Army authorities, but this would not be too objectionable because the Bureau would, in the normal course of events, furnish the Army authorities the same information. SAC Mumford recommends that [redacted] be handled exclusively by the Honolulu Office as indicated.

The Conference was of the unanimous opinion that if there was no objection by the Intelligence Division of the Army at Washington, that the Honolulu Office be authorized to handle [redacted] as an informant of the Bureau.

If you are in agreement, a check will be made with the Intelligence Division of the Army to determine if there is any objection, and if there is none, the Honolulu Office will be authorized to utilize [redacted] as an informant.

Respectfully,
For the Conference

Clyde Tolson

223 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/1/91 BY SP5 u/d/g

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols - Mr. Clegg
- Mr. Rosen
- Mr. Tracy - Mr. Mohr
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

RECORDED - 123

EX-141

66-2554-7173
F B I
64 MAR 29 1949

52 MAR 31 1949

ORIGINAL FILED IN 66-2554-318-351

THE DIRECTOR

March 3, 1949

EXECUTIVES CONFERENCE

FBI NATIONAL ACADEMY

X F. B. I. N. A.

The Executives Conference on March 2, 1949, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Carlson, Ladd, Nichols, Fletcher, Rosen and N. H. McCabe, considered the proposed letter to all Special Agents in Charge concerning the FBI National Academy Session starting in July, and the Retraining Session in September.

It will be noted that in the letter to all Special Agents in Charge there is quoted a letter written to the National Academy Associates in the Boston territory by SAC Soucy, in which Soucy requests the graduates to let him know the name of any official and their department or city whom he should contact to explain the purpose of the Retraining Session in the event such action was desired.

All of the members of the Conference were in favor of including this in the SAC Letter with the exception of Mr. Nichols, who stated that he thought that the contacts with the graduates and officials should be made orally by the Agents and the Agents in Charge. Mr. Nichols felt that the letter might fall into the hands of someone who might accuse us of lobbying.

If approved, there is attached a letter to all Special Agents in Charge concerning the Academy, and also a letter to SAC Soucy commending him for the interest he has taken in assisting graduates to attend the Retraining Session in Washington next fall.

Respectfully,
For the Conference

Clyde Tolson

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/1/91 BY SP-3 CJK/ky

INDEXED - 31
RECORDED - 31

66-2554-7174
MAR 4 1949
FBI
RECEIVED - DIRECTOR

Attachments

- Mr. Tolson _____
- Mr. Clegg _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen *cc* Mr. Clegg
- Mr. Tracy _____
- Mr. Egan _____
- Mr. Gurnea _____
- Mr. Harbo _____
- Mr. Mohr _____
- Mr. Pennington _____
- Mr. Quinn Tamm _____
- Tele. Room _____
- Mr. Nease _____
- Miss Gandy _____

APR 6 1949

WMA
1-4

THE DIRECTOR

3/23/49

EXECUTIVES CONFERENCE

CONSOLIDATION OF FILES

223,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/1/91 BY SP5/BJ

SAC Letter #158, dated 12/21/48, instructed the field to consolidate closed Atomic Energy Act Applicant and Employee files by placing as many closed cases of this classification as possible into one single file. It was pointed out that as many as 40 closed files could be consolidated in a single binder saving considerable filing space.

SAC Letter #3, dated 1/7/49, authorized the field to retain only one copy of reports in Atomic Energy Cases which were consolidated as above.

A survey was made concerning the possibility of consolidating files in other classifications and at the Executives Conference on March 8, 1949, attended by Messrs. Tracy, Harbo, Mohr, Carlson, Ladd, McGuire, Nease, Rosen and N. H. McCabe, there was considered the results of the survey concerning the consolidation of files in the 118 (CIA), 120 (Federal Tort Claims Act), 123 (Special Inquiry - State Department, Voice of America) and 124 (ERP) classifications.

It was pointed out to the Conference that SAC's Wyly, Hood, McSwain, Kimball and Bills, and Inspectors Gurnea and Naughten were in favor of consolidating the closed files in the four classifications set forth above. SAC's McKee and Brantley, and Assistant Director Connelley were not in favor of consolidating files in the 120 (Federal Tort Claims Act) classification. Mr. McKee pointed out that there is a very small volume of 120 cases compared with the others, and the possibility exists for re-opening these cases in many instances. Mr. Brantley pointed out that files in the 120 classification vary in size some being 6 or 7 volumes and others very thin. He also pointed out that some of these cases remain pending for long periods awaiting trial. Mr. Connelley also points out the fact that there is a small volume of 120 cases.

It was further pointed out to the Conference that Mr. Connelley made the suggestion that offices place 40 files in a single volume rather than 20 files as has been done in some offices. The Conference felt that due to differences in the size of files this matter should be left to the discretion of the Special Agent in Charge.

RECORDED 109 166-2554-2175

Mr. Brantley suggested that closed files in the 67 (Bureau Applicant), 77 (Departmental Applicant) and 121 (Loyalty) classifications be included in the consolidation. Inspector Naughten also suggested that the consolidation should be extended to certain administrative files and security classifications. It was pointed out to the conference that Bureau Applicant closed files have to be pulled from the closed section and placed with the personnel files on occasions when applicants are subsequently employed in the field office. In the case of Departmental Applicant files, it was pointed out by Mr. Rosen that these files frequently have to be reopened for additional investigation.

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

CW 52 APR 8 1949

[Handwritten signature]

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RGF

4
Claude Tolson

Attachment

CC - Mr. Clegg
Mr. Mohr

The Conference was of the opinion that we should consider only the four classifications which were included in the survey mentioned above and recommended that the field be instructed to consolidate closed files in the 118 (CIA), 123 (Special Inquiry - State Department, Voice of America), and 124 (ERP) classifications in the same manner as the 116 (Atomic Energy cases) have previously been consolidated.

The Conference did not feel that the files in the 120 (Federal Tort Claims Act) classification should be included in this consolidation in view of the comments of Assistant Director Connelley and SAO's McKee and Brentley, as set forth above.

If approved, there is attached a letter to all Special Agents in charge instructing them to consolidate the files in the 118, 123 and 124 classifications.

Respectfully,
FOR THE CONFERENCE

THE DIRECTOR

March 31, 1949

THE EXECUTIVES CONFERENCE

The Executives Conference of March 25, 1949, consisting of Ladd, Glegg, Ladd, McGuire for Nichols, Harbo, Mohr, Carlson, Tracy, Nease, Rosen, Fletcher, and Glavin, has advised that information has been received from the General Electric Company concerning the dangerousness of handling fluorescent light bulbs.

The Conference recommends that the attached letter to all employees be forward at this time.

Respectfully,
For the Conference

Clyde Tolson

cc - Mr. H. H. Glegg
Mr. J. P. Mohr

mlg:qth

RECORDED - 130

INDEXED - 130

66-2554-7176

APR 4 1949

323,013
CLASSIFIED
DATE 3/11/91 BY SP3U/ky

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy



THE DIRECTOR

March 28, 1949

THE EXECUTIVE CONFERENCE

HATCH ACT INDICES

At the Executive Conference on March 25, 1949, attended by Messrs. Ladd, Clegg, Glavin, Harbo, J. J. McGuire, Rosen, Tracy, Mohr, Nease, Carlson and Fletcher, the maintenance of Hatch Act reports and records was discussed. Currently, the Hatch Act Annual Reports (31 volumes), containing case summaries of individuals investigated under the Hatch Act, are maintained in the Loyalty Section for reference purposes, and since the Loyalty Program has superseded the Hatch Act Program it does not appear necessary that these reports be maintained in the Loyalty Section.

In connection with the Hatch Act Program, there is maintained one separate index card under each case which reflects the complete investigative activity, as well as the final disposition. These cards are also maintained in the Loyalty Section and have been utilized for statistical purposes. A final compilation of statistical data has been made from these cards, and it appears they will serve no further purpose.

Another file, completely serialized and indexed, is maintained in the Loyalty Section, which covers the Hatch Act Program policies. This file and index are of current value in connection with the Loyalty Program for reference purposes. It was believed desirable that this policy file and index be maintained in the Loyalty Section at the present time for reference purposes.

The Conference was of the unanimous opinion that the Hatch Act Annual Reports should be returned to the Files Section. The Conference further agreed that the Hatch Act index maintained for statistical purposes should be destroyed and there should be maintained in the Loyalty Section only the Hatch Act policy file and index.

If you agree with the Conference, appropriate action will be taken. There is attached a memorandum reflecting the statistical data concerning the Hatch Act Program.

RECORDED - 61

Respectfully, 166-2554-7177
For the Conference

INDEXED - 61

APR 5 1949

Clyde Tolson

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Attachment

Mr. Clegg
Mr. Mohr

MBR:cmv

323,013
 [Handwritten signatures and stamps]
 APR 3 11 49

THE DIRECTOR
THE EXECUTIVES CONFERENCE

March 28, 1949

The Executives Conference considered the matter of indexing the names of two thousand individuals of the American Student Union at the University of Chicago from 1936 to 1941. Mr. Baumgardner of the Internal Security Section has previously recommended that no purpose possibly could be served by indexing these names although the Loyalty Section has recommended that they be indexed.

In presenting this matter to the Conference Mr. Nichols called the Conference's attention to the shortage of personnel in the Records Section, the tremendous backlog of other indexing projects and the fact that if these names be indexed it would be necessary to delay in carrying on some other project. He further pointed out that the matter was being called to the attention of the Conference in view of the shortage of personnel. After considering these factors the Conference, consisting of Messrs. Tolson, Rosen, Ladd, McCabe, Fletcher, Carlson, Harbo, Tracy, Nease and Nichols, recommended that the names not be indexed on the basis that there is no identifying data. The American Student Union is not on the Attorney General's subversive list. These names are available at the University of Chicago and in the event of a loyalty investigation it normally would necessitate checking at the University. Mr. Glavin and Mr. Mohr recommended that the names be indexed on the basis that the information might be valuable at some future date and that it might save investigative time.

Respectfully,
For the Conference

Concurred
H

Clyde Tolson 66-2554-7178
RECORDED - 130
INDEXED - 130
32 APR 5 1949

- cc - Mr. Clegg
- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

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SERIALIZED
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58 APR 7 1949

THE DIRECTOR
THE EXECUTIVES CONFERENCE

April 4, 1949

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The Executives Conference of March 30, 1949, consisting of Messrs. Tolson, Harbo, Mohr, Ladd, Carlson, McCabe, J. Glegg, Fletcher, Tracy, Rosen, McGuire, ~~Harbo~~, and Glavin, considered a suggestion submitted by Inspector H. B. Long regarding the type of paper to be utilized by the Bureau in its regular correspondence work.

Mr. Long pointed out that at the present time the bulk of typewritten material prepared in the field, other than investigative reports, and at the Seat of Government is prepared on standard letterhead paper identified as Sample A which is attached. He points out that pages other than the first sheet are prepared on paper comparable to Samples B and C. He further points out that file copies are carried on a manifold paper comparable to Sample G, attached. He points out that considerable savings could be effected by the Bureau through the utilization of a manifold stock comparable to Sample C for all intra-Bureau correspondence and for correspondence to other Government agencies and Departments. Mr. Long felt that it would not be desirable to use if for general purposes but that we may be able to find a suitable grade of paper less expensive than the grade we now use. He further makes the suggestion that when forms are reprinted that consideration be given to using the lighter stock.

Mr. Long points out that the regular letterhead paper utilized by the Bureau at the present time is 50% rag content, costs approximately \$1.21 per thousand, and takes up 3.9" filling space per thousand sheets. He points out that if the thin manifold stock is used, such as Sample G, we would have a savings of 16¢ per 1,000 since manifold type paper costs \$1.05 per 1,000 and that we would have a savings of 1.9¢ per 1,000 sheets of filling space. He lists comparable savings to the types of paper presently utilized by the Bureau as compared with the thin manifold paper: 66-2554-7179

The conference considered the suggestion and recommends that it be adopted. It is possible that new paper supplies are secured by the Bureau. The Conference definitely feels that the thin manifold type paper should not be utilized for communications to the Attorney General or for communications to the White House. It does agree that it could be used for important Government officials. It does agree that it could be used for regular intra-Bureau correspondence, both at the Seat of Government and in the field. The Conference recommends no change in the note paper utilized by the Director.

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Hendon
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

APR 7 1949

[Handwritten signature]

Memorandum to the Director

With reference to the printing of forms on the thin manifold type paper, it was pointed out by the Conference that our duplicating equipment in the Bureau is such that the wastage would be very high resulting in no savings from the use of such paper for forms printed in the Mechanical Section of the Bureau. If the forms are to be printed by the Government Printing Office, consideration will be given to printing such forms on the thin manifold provided the cost does not exceed the cost for regular printing jobs there.

Should the Director agree with the Conference recommendations, appropriate stops will be placed in the Administrative Division so that the thin manifold paper will be purchased at such time as additional paper supplies are needed by the Bureau.

Respectfully,
for the Conference

Clyde Tolson

CC - Mr. H. H. Clegg
Mr. J. P. Mohr

WEG:ugh

THE DIRECTOR

3/25/49

THE EXECUTIVES CONFERENCE

UNITED NATIONS MEETING OF CONSULTATIVE AGENCIES CONCERNED WITH PROBLEM OF CRIME PREVENTION AND TREATMENT OF OFFENDERS - LAKE SUCCESS, MARCH 30, 1949.

The Executives Conference on March 25, 1949, Messrs. Glavin, Mohr, Harbo, McGuire, Ladd, Carlson, Tracy, Fletcher, Nease, Rosen and Clegg being present, considered the matter of the United Nations meeting of consultative agencies concerned with the problem of Crime Prevention and Treatment of Offenders. This meeting will be held at Lake Success on Wednesday, March 30, 1949.

The Bureau has advised the International Criminal Police Commission that a representative of the Bureau would be in attendance but would not be prepared to commit the ICPC as to any proposal in view of the obvious lack of information as to the attitude of all or even a majority of the members of the ICPC with respect to questions which might arise.

The Bureau has received some printed material in the nature of resolutions and statements, plans and outlines and a statement of action taken previously at a session of the Economic and Social Council of the United Nations at a Paris meeting in October, 1948.

Among the subjects on the agenda for discussion on Wednesday, March 30, will be juvenile delinquency, medical, psychiatric and social examination of adult offenders before sentence, probation, fines, open penitentiary institutions, habitual offenders, and the various medical, psychological and social sciences in relation to the problem of delinquency, criminal statistics, etc.

There was an indication that the meeting on the date indicated, March 30, would be for but one day which, in view of the agenda, would probably be, it is believed, an organizational and preliminary discussion meeting.

RECOMMENDATION:

Mr. Belmont is the Bureau's official liaison representative with UN and has been designated to carry on such liaison relationships for the ICPC. It was believed he should attend.

It was also recommended by all of the members of the Conference except Mr. Mohr that SA Roger Kirvan of the Washington Field Office, who is the Bureau's instructor on matters relating to Juvenile Delinquency and similar related matters, should also be present. Mr. Mohr thought Mr. Clegg should attend.

ALL INFORMATION CONTAINED

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DATE 5/1/91 BY SP5 k/d/g

APR 13 1949

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- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

CC - Mr. Clegg, Mr. Mohr

ORIGINAL COPY

It was believed that Mr. Belmont and Mr. Kirvan should have freedom to participate individually in the discussions to the extent of their knowledge and experience but they should make it clear that they have no authority to commit the Bureau or the ICPC to any program or as to any proposal or action.

It was felt that Mr. Belmont and Mr. Kirvan should review the attached data which has been furnished by the ICPC and where there is a pertinent statement of the ICPC officially with respect to the problem, it might be read as a statement which has been furnished by the ICPC. At the same time they should make it clear that this does not necessarily commit the ICPC and the information is provided for informative purposes.

Respectfully,
FOR THE CONFERENCE

C. Tolson

Mr. Tolson _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Mohr _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Gandy _____

THE DIRECTOR

April 5, 1949

THE EXECUTIVE CONFERENCE

~~CONFIDENTIAL~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN
OTHERWISE

ESPIONAGE INVESTIGATIONS

~~CONFIDENTIAL~~

At the Executive Conference on March 30, 1949, attended by Messrs. Tolson, N. H. McCabe, Glavin, Harbo, Nichols, Rosen, Tracy, Mohr, Nease, Ladd, Carlson and Fletcher, the suggestion of Special Agent William J. Hurley was considered. Special Agent Hurley made reference to SAC Letter #22, which solicited suggestions to widen the Bureau's coverage of the Soviet and Satellite intelligence services, and suggested that when the espionage agent has been identified to a reasonable certainty, the Bureau seek to surround him with possible recruits for his work. It was suggested that an effort be made to identify fellow employees or other individuals socially acquainted with the suspect, that a discreet investigation be made of these persons to determine their general sympathies, and if the screening is satisfactory that these persons be approached on the indefinite proposition of being of assistance to the Government. They should be discreetly and carefully approached to see whether or not they can in turn approach the espionage agent by building up an assumed sympathy for the Soviet Union, its satellites and policies.

Special Agent Hurley pointed out that there was some danger in his suggestion, in that it would reveal to select individuals the existence of possible espionage agents. However, he pointed out it was difficult to solve espionage cases without talking to someone, and it is a fact that when Agents talk to people they leave certain inferences and conclusions to be drawn by the persons interviewed. Therefore, the difficulty is no greater in his suggestion than in the regular conduct of Bureau investigations. He points out that if the screening is ineffective and the person approached either deliberately or inadvertently makes it known to the suspected Soviet agent that he is under investigation, it would not be particularly harmful since such persons could normally feel that they are under investigation and that efforts are being made to penetrate their operation.

The Conference was of the unanimous opinion that the suggestion has merit, but that it should not be applied on an over-all basis. It was recommended that the suggestion be brought to the attention of the Espionage Section Supervisors, and that they could utilize the suggestion in individual cases in which the situation warranted the suggested approach or procedures.

If you approve, the Supervisors of the Espionage Section of the Security Investigative Division will be informed of the suggestion and requested to apply it to individual cases, if the results of the investigation indicate the use of the suggestion would be helpful.

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

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Respectfully,
For the Conference, Mr. Tolson

Clyde Tolson

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[redacted] on 2
[redacted] that it be continued and filled. the union would demand that

The Los Angeles Office was advised of the development of the New York Office and requested to contact Informant Morros to see if it was possible for him to begin [redacted] in the interim, the New York Office requested [redacted] and that this authorization be of a continuing nature in the event the informant, Morros, could not see his way clear to employ her at this time.

The Conference was of the opinion that the New York Office should be authorized [redacted] and that this authorization should be of continuing nature in the event the informant, Morros, will not be able to pay the salary, pending the final organization of the television company. It is understood that this matter will be properly supervised in the Security Investigative Division so that there is no unnecessary disbursement of funds on the part of the Bureau.

If you agree with the recommendation of the conference, there is attached for your approval a teletype to the New York and the Los Angeles Offices setting forth the necessary authorization to make the [redacted]

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Hendon
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Mr. Mohr

CLERK

Clyde Tolson

RECORDED
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Respectfully,
For the Conference

66-2554-27182

MAILED
NOV 15 1954
FBI - LOS ANGELES

STAMP: NOV 15 1954, 2 PM '54

THE DIRECTOR

THE EXECUTIVE CONFERENCE

~~FOCASSE~~
ESPIONAGE - R

April 7, 1949

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ALL INFORMATION CONTAINED
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At the Executive Conference on April 5, 1949, Messrs. Tolson,

Ladd, N. H. McCabe, Glavin, Harbo, Rosen, Tracy, Mohr, Carlson and

Fletcher being in attendance, advice was furnished to the Conference

that [redacted] will be utilized in connection with the Focasse,

in that [redacted] in the new television company,

being organized by the Soviet agent, Soble, and the informant, Morros, at

such time as the company is organized and operated.

Briefly, Bureau authority was granted to the New York Office to

obtain temporary employment for her in the motion picture or television field.

Through a contact of the New York Office, she was placed on a temporary basis

with the 20th Century Fox Film Company in New York. The New York Office now

advises that 20th Century Fox found it necessary [redacted]

of [redacted]

This [redacted]

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THE DIRECTOR
THE EXECUTIVES CONFERENCE

April 11, 1949

The Executives Conference of April 7, 1949, consisting of Messrs. Tolson, Tracy, Harbo, Mohr, Carlson, Ladd, McCabe for Clegg, and Glavin, considered a suggestion submitted by F. W. Warkart, head of the Files Section, concerning the continuance of an index maintained in the Personnel Files Section reflecting the names of organizations, fraternities, sororities, and such in which Bureau employees are members.

Mr. Warkart points out that the index at the present time is maintained on a current basis from the personnel status sheets and a considerable period of time is spent in keeping them in an up-to-date status. Warkart further points out that very limited if any use is ever made of the file which is broken down as to fraternities, sororities, and other organizations reflecting under each breakdown Bureau employees who are members of such fraternities and other organizations.

Warkart also points out that the same information concerning Special Agent employees only is maintained in the Administrative Division in connection with the vocation and avocation records.

The Executives Conference recommends that the index presently maintained in the Personnel Files Section be discontinued at this time since comparable information on Special Agents is available in the Administrative Division.

Should the Director agree, appropriate notification will go forward to the Files Section concerning the maintenance of this index.

Respectfully,
For the Conference

RECORDED - 1
Clude Tolson

66-2554-7183

INDEXED - 1

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Mr. H. H. Clegg
Mr. J. P. Mohr

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THE DIRECTOR

April 11, 1949

THE EXECUTIVES CONFERENCE

COMMUNIST PARTY, USA - BRIEF
INTERNAL SECURITY - C

At the Executives Conference, April 5, 1949, at which Mr. Tolson, Mr. Ladd, Mr. N. H. McCabe, Mr. Harbo, Mr. Rosen, Mr. Tracy, Mr. Carlson and Mr. Fletcher were in attendance the following matter was considered.

The New York Office has recommended that the Agents handling the various Bureau informants who will appear as witnesses in the trial of the Communist Party leadership in New York accompany the informants to New York so that they will have someone they can talk to who is well acquainted with them and their personal problems. The New York Office points out that a majority of the informants have proven to be nervous and apprehensive concerning the results of their testifying. Further, it is believed that the informants' recollection could often be refreshed by the Agents who have handled them.

This suggestion involves the travel of various Agents to New York from Boston, St. Louis, San Francisco, Cleveland, Chicago, Baltimore and Detroit. It was the opinion of the New York Office that the presence of the Agents would not only be advantageous to the informant but also would be of assistance to the US Attorney.

The Conference was of the unanimous opinion that it would be desirable to have the Special Agents who have handled the various informants of the Bureau who will testify in this case present with the informant in New York City during the period that he is appearing as a witness. If you agree with the Conference, the appropriate instructions will be issued to the appropriate Offices.

Respectfully,
For the Conference

Clyde Tolson

*OK if ysa
McCabe
approved
4-11*

OK

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23 APR 15 1949

#87

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

CC: Mr. H. H. Clegg
Mr. Mohr

HBF:mer

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THE DIRECTOR

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THE EXECUTIVES' CONFERENCE

SIGNED STATEMENTS RECEIVED FROM
POSSIBLE GOVERNMENT WITNESSES

The Executives' Conference today with Messrs. Tolson, Carlson, H.H. McCabe for Clegg, Fletcher, Glavin, Harbo, Ladd, Mohr, Tracy and Rosen in attendance unanimously approved the attached Bureau Bulletin, pointing out the inadvisability of opening signed statements from possible Government witnesses with a criminal proface, in view of the possibility that cooperative witnesses testifying in the Government's behalf might be alienated by such a preamble.

Respectfully,
For the Conference

Clyde Tolson

AR:MM
Attachment

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EX-138

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- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

63 APR 15 1949

THE DIRECTOR

April 11, 1949

EXECUTIVES CONFERENCE

REQUEST OF CLERICAL EMPLOYEE JACK N. HOSKINS AS TO SPONSORSHIP OF A PISTOL CLUB FOR CLERICAL EMPLOYEES

For some time there has been in existence a Pistol Club, the members of which are employees of the Identification Division. This Pistol Club operates under the sponsorship of the National Rifle Association. Under such sponsorship it is possible to obtain the use of the National Guard Armory for practice with pistols. The Bureau does not sponsor this club.

On February 1, 1949, 56 additional employees of the FBI, these employees being located in the Justice Building, formed a Pistol Club, which has joined with the previously existing Pistol Club of Bureau clerks already in operation and sponsored by the National Rifle Association. Mr. Hoskins stated that the reason for joining the existing club was to obtain a range, and apparently the National Rifle Association was able to obtain the use of the pistol range in the National Guard Armory.

Mr. Hoskins requested authority to form a separate Pistol Club made up of the 56 employees in the Justice Building, which separate or rather new club would be organized as soon as the present year ends at approximately February 1, 1950. The members of this group have no interest in joining the club under the sponsorship of the National Rifle Association, and joined this type of club solely for the purpose of having the Armory Range made available.

Each member of the present Pistol Club is assigned two different sets of safety regulations, one of which is prepared by the club itself in the Identification Building, and the other by the instructors. Each member of the club since February 1 has had two periods of instruction at night with regard to safety regulations and proper handling of pistols. The club uses the National Guard Armory Range from 8 P. M. to 11 P. M. on Monday nights.

Employee Jack N. Hoskins advised that four Special Agents in Washington who have previously been assigned to Quantico as Firearms Instructors, have volunteered their services to assist in the Pistol Club instruction if the FBI will give its sponsorship. These Agents are Special Agents John Malone, Charles Bates, Richard Held and Robert Fauntleroy.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on April 8, 1949, considered the above requests.

Those attending the Conference were Messrs. Tolson, Glavin, Tracy, Harbo, Lohr, Ladd, Nichols, Rosen and Glegg. It was the unanimous opinion of all of

- Mr. Tolson
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Mrs. Gandy

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DATE 5/1/91 BY SP-5/BJ/BJ

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APR 15 1949

58 APR 18 1949

Don't suppose we will
give them no other
alternatives. She knows
open hostility of N.P.A.
to us. It seems to me
proper supervision which
is proposed would reduce
language to a minimum.

A

the members of the conference that neither the FBI nor the FBI Recreation Association should sponsor these Pistol Clubs. It was felt that if they desired to continue their affiliation under the sponsorship of the National Rifle Association that they be permitted to do so. Any FBI sponsored program of pistol shooting or any program wherein the instructors are FBI personnel would, in the event of injury or accident to any of the club members, react unfavorably on the FBI. It was felt that if the individual clerical employees desired to form a club and seek National Rifle Association sponsorship and use the National Guard Armory Range, the Bureau should provide neither objection, endorsement nor sponsorship, but they should not be prohibited from doing so.

Respectfully,
For the Conference

Clyde Tolson

I question the phrase
"no group which
doesn't want to be a
part of" part of the
document.

The Director

4/11/49

The Executives Conference

REQUEST OF BUREAU OF PRISONS FOR CRIMINAL RECORDS

On April 8, 1949, the Executives Conference, consisting of Messrs. Tolson, Clegg, Glavin, Ladd, Harbo, Mohr, Carlson, and Tracy, considered a request from the Bureau of Prisons for up-to-date copies of criminal records of approximately 2500 persons released from Federal institutions in 1944.

The Bureau of the Budget and the House Appropriations Committee have insisted the Bureau of Prisons furnish information concerning the criminal activities of individuals who have been released, and in order to provide the statistics, the Bureau of Prisons desires to compile the records of prisoners released over a four-month period in the 1944 fiscal year, in order to ascertain the activities of these individuals after release. The Bureau of Prisons will furnish the name and FBI number in each instance, which will be a considerable saving, inasmuch as only the fingerprint jacket will have to be pulled.

The Conference unanimously recommends that the records be furnished as requested, and that an additional copy of each criminal record furnished be made for the Bureau, and a statistical compilation prepared for our own information.

If approved, the attached memorandum should be sent to the Bureau of Prisons.

Respectfully,
For the Conference

Clyde Tolson

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SJT:amr

cc: Mr. Clegg
Mr. Mohr

RECORDED - 1

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INDEXED - 1

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DATE 5-1-91 BY SP5 li/dep

36 APR 18 1949

THE DIRECTOR

April 12, 1949

EXECUTIVES CONFERENCE

USMC CONSTRUCTION ADJACENT TO FBI RANGES, QUANTICO, VIRGINIA

Marine Corps

The Executives Conference, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Carlson, Ladd, Nichols, Rosen and Clegg, had called to its attention on April 8, 1949, the situation affecting safety in the use of the FBI Ranges at Quantico, Virginia, as reflected in a memorandum prepared by SAC Sloan.

Previously, in 1945, the Marine Corps initiated plans to construct non-commissioned officers' quarters near the FBI Ranges. After a conference, the plans were altered so as to leave clear and safe our Rifle Range, and the Marine Corps at their own cost made the necessary excavation to change the angle of fire on our Ranges so as to provide adequate safety. The project was dropped in the same year, 1945, due to lack of funds; however, in 1946 construction was started on an area to the right of the Bureau's Ranges, several hundred feet away, and out of the line of fire. Mr. Sloan requested aerial photographs of the area, and the Marine Corps constructed a cyclone-type fence to keep pedestrians from entering an area that might not be entirely safe. The houses constructed have been occupied for the past year and one-half and no incidents have occurred to indicate any danger whatsoever, although with the assistance of the Marine Corps a new Sleet Range was prepared so that birdshot would not be dropping in the inhabited area.

About two weeks ago, Mr. Sloan observed that workmen were busy at the rear and right of the Bureau's 200-yard butts although several hundred yards away, and it was found that prefabricated metallic homes were being erected at a point easily seen from the Bureau's firing shed. Upon noticing this construction work, Mr. Sloan contacted the Chief of Staff at Quantico who came to the Range and observed the nearness of the house to the line of fire. The Chief of Staff called it to the attention of the Major General Commandant and the Public Works Officer. Maps were reviewed and it was observed that the houses are located outside the five degree safety angle, and the elevation too was considered safe.

Both Mr. Sloan and Mr. Clegg were on the opinion that this was not safe and Mr. Sloan was assured by the Major General Commandant, Chief of Staff and Public Works Officer that the Marine Corps had no intention to interfere with the Bureau's activities. They admitted further that there had been a mistake in locating these houses, that it was not the responsibility of the Bureau and that correction would be made at Marine Corps expense.

166-2554-7188

On April 1, 1949, the Chief of Staff advised that the Marine Corps will raise the level of the bank to the right of our Rifle Range to a sufficient level to make the housing project entirely safe from bullets fired in that direction. This bank of dirt will require the moving of many yards of dirt at

RECORDED INDEXED

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Clegg Mohr

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DATE 5-29-91 BY SP5 UJG

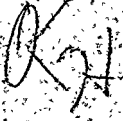
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considerable expense, and it is estimated that the amount of time involved will be about four weeks, during which our Rifle Range will not be used, and all of the effort and expense will be borne by the Marine Corps at Quantico.

Mr. Sloan has learned that Major General Commandant Shepard quite severely criticized his subordinates for their blunder, and there was full assurance from all quarters that there had been no intention and there was no intention to interfere with the Bureau's program.

Respectfully,
For the Conference


Clyde Tolson



THE DIRECTOR

April 11, 1949

THE EXECUTIVES CONFERENCE

The Executives Conference of April 7, 1949, consisting of Messrs. Tolson, Tracy, Harbo, Mohr, Carlson, Ladd, McCabe, Clegg, and Glavin, considered the desirability of continuing to maintain a separate card index file on Special Agents who have been given Major Case School training.

TAKING

It was pointed out to the Conference that the index was set up in 1945 after the Major Case School training was afforded a number of Special Agents and at present contains approximately 200 cards. The names of the Agents contained in this group have not been utilized since the time the maintenance was set up. It was further pointed out to the Conference that instruction which was previously given in the Major Case School training is now given in all In-Service Schools and no particular advantage is had by maintaining such a Major Case School index of Agents who have participated in the special Major Case School.

The Conference is of the unanimous opinion that this index should be destroyed. Should the Director agree, appropriate action will be taken.

Respectfully,
For the Conference

Glyde Tolson

CC - Mr. H. H. Clegg
Mr. J. P. Mohr

WRA:tgh

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/1/91 BY SP-5C/DCG

RECORDED - 61
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66-2554-7189

APR 15 1949

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

57 APR 11 1949

THE DIRECTOR

April 12, 1949

JOINT COMMITTEE

SUGGESTION NO. 126
EMPLOYEE: SA JOHN P. HANSFIELD
OMAHA OFFICE

SAVINGS: None
AWARD: None

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
L. V. Boardman

SUGGESTION: That the Field be furnished Form No. 3 (first sheet used in summary reports) prepared on a good quality pink mimeograph paper.

This suggestion was previously considered by the Joint Committee and the Executives Conference, and was referred to a number of offices for consideration. The majority of the offices surveyed were opposed to the suggestion.

ADVANTAGES:

1. Would eliminate necessity for retyping the first sheet of summary reports when a number of copies are made.
2. Would result in increased neatness and legibility of summary reports.

DISADVANTAGES:

1. Use of mimeographed Form No. 3 would be so infrequent that its preparation would not justify the expense and clerical time necessary to maintain a supply of such forms.
2. Onion skin Form No. 3 can be mimeographed if done by hand.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee recommended unanimously unfavorably, and recommended that the attached letter go forth to the Omaha Office.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously concurred with Joint Committee.
Messrs. Tolson, Ladd, Glavin, Carlson, N. H. McCabe, Rosen, Fletcher, C. Tamm, Nease, and Harbo.

66-2584-7190
APR 13 1949

RECORDED 76
INDEXED 76

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Clegg
Mohr

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/1/91 BY SP-5/ky/p70

Respectfully,
For the Conference

Clyde Tolson.

60 APR 20 1949

HCB

378 L

THE DIRECTOR

THE EXECUTIVE CONFERENCE

~~CONFIDENTIAL~~ ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN
OTHERWISE

CZECHOSLOVAKIAN INTELLIGENCE ACTIVITIES IN THE U.S.
INTERNAL SECURITY - R and CZ

At the Executive Conference on April 12, 1949, attended by Messrs. Tolson, Ladd, H. H. McCabe, Glavin, Harbo, Nichols, Rosen, Tracy, Mohr, Nease and Fletcher, the following matter was given consideration.

Ernest Sturc, Czechoslovakian official of the International Monetary Fund, Washington, D. C., has advised that efforts are being made to organize a Czechoslovakian intelligence system which is to function in Europe for the purpose of gathering and channeling information to the free nations. Jan Papanek, former Czech delegate to the United Nations, has stated to Mr. Sturc that the Czech anti-Communist group, consisting of political refugees in the United States which includes many leaders of the Council for Free Czechoslovakia, have already reached an agreement with French and British authorities relative to the handling of intelligence information. Czech leaders in the United States are reported to be distressed at the manner in which Czech refugees have been handled by American authorities, in that they have been interviewed by State Department, War Department, CIA, FBI and in many instances press representatives with the net result that the maximum value of their information has not been realized. Sturc related that Papanek had stated that it had been decided to approach the American Government to request a single Government agency to be named as coordinator of information in the Czech field. Such a coordinating agency would handle all interviews with Czech refugees, defectors and persons of a similar character. It is not expected that the United States will be asked for any financial subsidy or material assistance, and no organization to collect information concerning Communism or related intelligence within the United States was being considered.

It was planned that only four prominent Czech refugees within the United States would have knowledge of the plan. These are Papanek, Peter Zenkl, Sturc and one additional individual to be selected. Zenkl was the Chairman of the Czechoslovakian National Socialist Party and former Deputy Prime Minister of Czechoslovakia. He is a political refugee presently in the United States. Sturc stated further that Zenkl and Papanek have worked closely with the State Department rather than with the FBI. Papanek has particularly expressed his preference for CIA as the coordinating agency under the suggested program. Sturc has indicated that after the plan is in operation he will withdraw from it, but he has pressed for the FBI as the coordinating agency. If he were to withdraw, it would leave the Bureau

~~3/23/53~~
~~3/23/53~~
~~3/23/53~~

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

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CLASSIFIED BY: Sp 5/10/83
DECLASSIFY ON: OADR

166-2554-7191
APR 22 1949
RECORDED
INDEXED

EX-138

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

Mem for Director

for cooperating with any other agency. The refugees associated in the Council for Free Czechoslovakia are of political character, and, of course, their interests are political and self serving. The Bureau, of course, has no direct interest in foreign intelligence matters, but it does have a definite security interest in the refugee groups in the United States, particularly the defectors from the official establishment in the United States. (X)

The Conference was of the opinion that no positive position should be taken in this matter by the Bureau and Mr. Starn should be advised that the matter was under consideration and the problem should be presented to the Attorney General. (X)

If you agree with the recommendation of the Conference, there is attached an appropriate memorandum addressed to the Attorney General for your approval.

Attachment

Respectfully,
For the Conference

Clyde Tolson

cc - Mr. Clegg
Mr. Mohr

HEF:era

~~CONFIDENTIAL~~

THE DIRECTOR

April 12, 1949

JOINT COMMITTEE

Executive Conference

SUGGESTION NO. 137

SAVINGS: None

EMPLOYEE: SA SAMUEL E. VIRDEN, II
MEMPHIS OFFICE

AWARD: None

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
L. V. Boardman

*Submission of Closing rep
in Bankruptcy cases*

SUGGESTION: That the Field be permitted to submit Closing reports in Bankruptcy cases after prosecution has been declined by the U. S. Attorney, even though the initial complaint was made by an officer of the court. The present requirement is that the case must remain pending until the decision of the U. S. Attorney has been approved by the Department.

ADVANTAGES:

1. Bureau has no obligation under the Bankruptcy statute since by its very phraseology responsibility is placed on the U. S. Attorney.
2. As a general rule, the Criminal Division still furnishes the Bureau with copies of letters received from the U. S. Attorney, and we will have knowledge of the information contained in that letter regardless of whether the case is pending or closed at the time of the receipt of the letter.
3. It is the obligation of the Special Agent in Charge to see that Bankruptcy cases are thoroughly investigated before the facts are discussed with the U. S. Attorney, and it is a requirement that a written report be submitted prior to presentation to the U. S. Attorney for prosecutive opinion.
4. Savings in employee time in permitting the case to be closed earlier and at no loss to the Bureau obviating the necessary of submitting several status reports pending final outcome.

DISADVANTAGES:

None, except the objection that there might be a premature presentation of a case to the U. S. Attorney. This objection is eliminated, however, by the Bureau requirement that in this type of case a report must be prepared before presentation.

INDEXED - 43 RECORDED - 43 66-2554-7192

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

COMMITTEE CONSIDERATION:

Unanimously favorable.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously favorable; 4/13/49. Present:

Messrs. Tolson, Ladd, Glavin, Carlson, N. H. McCabe, Rosen, Fletcher, Q. Tamm, Nease, and Harbo.

Respectfully,
For the Conference

Clyde Tolson.

Clegg

Mohr

58 APR 22 1949

THE DIRECTOR

April 12, 1949

JOINT COMMITTEE

SUGGESTION NO. 121

SAVINGS: None

EMPLOYEE: SAC S. K. McKee
NEWARK OFFICE

AWARD: None

MEMBERS PRESENT: H. H. Clegg
S. K. McKee
R. T. Harbo
L. V. Boardman

Executive Conference
COLE...
MORRIS...
D... 5/5/49... 283,013

SUGGESTION: That the Field no longer be required to maintain Source of Information files, but that if a particular office feels the file serves a useful purpose in that office, the office in question communicate with the Bureau and justify the need for maintaining the file.

This matter was previously considered during June of 1948, and the Joint Committee, as well as the Executives Conference, recommended that the file be continued.

The suggestion of Mr. McKee was considered in January, 1949, by the Joint Committee and the Executives Conference, and it was agreed that a survey should be made of a number of offices for viewpoints on the suggestion.

RESULTS OF FIELD SURVEY:

Of the offices surveyed, the SAC's in the Charlotte, Detroit and Kansas City divisions recommended the discontinuance of the Source of Information file entirely. The SAC's at Chicago, Los Angeles, Miami, Philadelphia, Pittsburgh and San Francisco were opposed to discontinuing the file. The majority of the offices were of the opinion that the file should be continued on a more restricted and selected basis.

JOINT COMMITTEE CONSIDERATION:

SAC McKee recommended that the file be eliminated. SAC Boardman and Messrs. Harbo and Clegg recommended that the file be continued and are opposed to the suggestion.

All members of the Committee were in agreement that if the file is continued that a Bureau Bulletin be issued emphasizing the purpose of the file, the necessity for frequent purging of unnecessary and useless cards, and pointing out that cards be prepared on persons of usefulness to the Bureau and on a more restricted and selected basis.

Attached is a proposed Bureau Bulletin incorporating the recommendations of the Joint Committee.

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

RECORDED
INDEXED

PH

HCB

HCB:dgh

EXECUTIVES CONFERENCE CONSIDERATION: 4/13/49

Mr. Fletcher voted that the file be eliminated. Messrs. Tolson, Ladd, Glavin, Carlson, W. H. McCabe, Rosen, and Harbo recommend that the file be continued. All members of the Conference were in agreement that if the File is continued it should be on a more restricted and selective basis.

Respectfully,
For the Conference.

Y
Clyde Tolson.

*OK but hereafter let
me have the pros & cons
reasons.*

Y

THE DIRECTOR

April 14, 1949

THE EXECUTIVES CONFERENCE

323 013
ALL INFO. CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-1-91 BY SP-5 c/deg

The Executives Conference of April 12, 1949, consisting of Messrs. Tolson, Rosen, Nease, Fletcher, McCabe for Glegg, Nichols, Nease, Mohr, Harbo, Tracy and Glavin, was advised by Glavin that information has been received from SAC Carson of the Miami Office that the Bureau of Prisons has been endeavoring to have an additional floor constructed on the building, which is being erected to house the Bureau and Immigration Service activities, which would permit the housing of Federal prisoners there.

The Conference was further advised that SAC Carson stated that apparently the recent break at the Dade County Jail has brought about the situation wherein the local authorities do not want to have the responsibility for the detention of Federal prisoners. SAC Carson further pointed out that the U. S. Postmaster in the Federal Building is opposed to having Federal prisoner detention quarters constructed in the Federal Building.

It was further pointed out to the Conference that there are no official steps being taken at the present time to include space in the new building for the setting up of detention quarters; that our local contact at the Public Buildings Administration stated that they had received an informal inquiry from the Department of Justice to determine if there was any Federal space in Miami where Federal prisoners could be detained; that the Department of Justice was advised that no such space was available as far as they knew; and the PBA officials suggested to the Department of Justice officials that they look around for themselves in Miami to see if they could find any suitable space. It was suggested to the Department of Justice also that they contact the military authorities in Miami to see if any such detention facilities had been given up by the military service since the war which may now be available. The PBA representative stated definitely, however, that the situation was considered somewhat of a "fishing expedition" as far as the Bureau of Prisons was concerned and PBA is taking no further action and in the event they should get any further request in the future in this connection, they would advise the Bureau immediately.

The Conference was of the unanimous opinion that it would be highly undesirable to have detention quarters set up in the building which is being erected for the housing of Bureau activities in Miami. If the Director concurs, our contact with the PBA in Wilmington will be advised that the Bureau cannot and will not agree any such arrangements being made.

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Respectfully,
For the Conference

Clyde Tolson

Mr. Clegg
58 APR 22 1949
WRC: tgh

THE DIRECTOR

April 15, 1949

EXECUTIVES CONFERENCE

~~FBI HANDBOOK~~

The Executives Conference on April 15, 1949, consisting of Messrs. Rosen, Fletcher, Ladd, Mohr, Harbo, Tracy and N. H. McCabe, recommended in connection with the revision of Sections III and IV of the FBI Handbook that the following sections be eliminated in view of the fact that these violations occur infrequently:

- Admiralty Matters
- Alien Property Custodian Matters
- Black Market in Railroad Tickets
- Eight-Hour Day Law
- Illegal Use of a Railroad Pass
- Migratory Bird Act
- Red Cross Act
- May Act
- Court of Claims - Civil Suits
- False Claims - Civil Suits
- Land Division Matters
- Renegotiation Act - Civil Suits
- Voorhis Act

323 019
 ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED
 DATE 5-1-91 BY SP-5/BJD

The elimination of the above sections will reduce the size of the Handbook and permit it to be easily handled in the present binder.

The Conference also approved the use of the same type which has been employed in the past, rather than use of the very small type which has been employed in connection with the technical manuals. In this connection, it was pointed out that 87 of the proposed 92 sections of the Handbook have already been typed, and to change the size of the type at this time would mean that all of these sections would have to be retyped, and eventually all of the other sections in the Handbook would likewise have to be retyped.

If approved, the Handbook will be revised in accordance with the above, and 5,000 copies will be printed in order to take care of all of the present Agent personnel and additional Agent personnel which the Bureau expects to employ in the future.

Respectfully,
For the Conference

OH

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

RECORDED
INDEXED

Glyde Tolson 66-2554-7195

APR 20 1949

W. H. ...

Clegg
Mohr

58 APR 22 1949

NHMC: dgh

THE DIRECTOR

April 12, 1949

THE EXECUTIVE CONFERENCE

At the Executive Conference on April 12, 1949, attended by Messrs. Tolson, Ladd, N. H. McCabe, Glavin, Harbo, Nichols, Rosen, Tracy, Mohr, Nease and Fletcher, the following matter was presented. It has been the practice of the Bureau to interview no known Communists by reason of the fact that such interviews have proven to be unproductive and have resulted in attacks on the Bureau and its methods. In the course of investigations being currently conducted, it has been found that some investigations are inconclusive as to whether the subject is or has been a Communist. In other instances, the investigation reflects that though a person was formerly known to be a Communist, he apparently has discontinued his association with the Communist Party and its sympathizers.

The question presented related to the practicability of interviewing ex-Communists when the investigation was inconclusive in character or when it indicated that the subject of the investigation was no longer active in the Communist movement.

The Conference was of the opinion that the field should be authorized to interview the subjects of Communist investigations when the investigation is inconclusive in character or when the investigation indicates that a known Communist of the past has apparently discontinued his association with the Communist movement. This interview should be conducted prior to the closing of the investigation. The Conference felt that the trial of the Communist Party leadership in New York had made it apparent to everyone that the Bureau was investigating Communism and was interested in determining the identities of Communists, and that the reasons which prompted the Bureau not to interview Communists or suspected Communists were no longer existent.

If you approve, appropriate instructions will be drafted for the field permitting interviews with subjects of Communist investigations prior to closing the cases when the results of the investigations are inconclusive and indicate that the subject of the investigation is no longer associated with the Communist movement.

323 AS
 APR 19 1949
 [Handwritten signatures and initials]

Respectfully,
 For the Conference

Clyde Tolson

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Clegg
 Mohr

RECORDED

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66-2554
 FBI

73 APR 21 1949

ORIGINAL FILED IN 66-2554-100

THE DIRECTOR

DATE 04-26-2011

April 12, 1949

JOINT COMMITTEE

SUGGESTION NO. 125

EMPLOYEE: SAC H. K. JOHNSON

MILWAUKEE

~~CONFIDENTIAL~~

SAVINGS: None
AWARD: None

HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
L. V. Boardman

~~CONFIDENTIAL~~
HEREIN IS UNCLASSIFIED
DATE 5-1-91 BY SP-6/klp
323,013

SUGGESTION:

That Form Fd-115, which is used in requesting postmasters to place a mail cover, be modified so as to indicate in more detail the exact nature of the information requested of the postmaster.

The employee making the suggestion advised that during the Christmas holiday period in 1948 some small town postmasters in Wisconsin apparently did not fully understand the nature of the request as explained in our present form letter.

The suggestion has been considered by the Investigative Division which advises that this is the only communication received from the Field over a period of several years indicating any difficulty in this type of case.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee recommended unanimously that it is unnecessary to change the present form letter. It is felt that in special cases, where necessary, appropriate additional explanation can be typed in the form letter by the office experiencing such a need. The Committee further pointed out that in a large number of instances the mail cover is initially requested orally and the form letter is confirmatory in nature; thus, the Agent has an opportunity to explain in detail the exact nature of the information desired.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously concurred with Joint Committee. 4/13/49. Present: Messrs. Tolson, Ladd, Glavin, Carlson, N. H. McCabe, Rosen, Fletcher, Q. Tamm, Nease, and Harbo.

Respectfully,
For the Conference

Glyde Tolson

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Clegg
Lohr

CLASSIFIED BY: SP-5a/klp
DECLASSIFY ON: OADR

~~CONFIDENTIAL~~

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EX-137

APR 26 1949

66-2554-1197

THE DIRECTOR

April 12, 1949

JOINT COMMITTEE

SUGGESTION NO. 133
EMPLOYEE: ESTHER H. LAW
SAN DIEGO

SAVINGS: NONE
AWARD: NONE

MEMBERS PRESENT: H. H. Glegg
R. T. Harbo
S. K. McKee
L. V. Boardman

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-1-91 BY SP-5/dig

SUGGESTION: That ~~instructions~~ instructions for the use of each form be printed on the form itself.

FORMS

ADVANTAGES:

1. It would assure a more efficient use of each form by enabling a person using the form to consult the instructions contained in the Form Book.

DISADVANTAGES:

~~PRINTED INSTRUCTIONS ON FORMS~~

1. The adoption of this suggestion would present the problem of keeping the instructions up to date.
2. Forms are generally printed in large quantities, and if instructions for the use of such form were included on the form itself, it would result in considerable wastage of the forms printed and in stock each time a change in instructions were issued, even when the form itself did not change.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee recommended unanimously unfavorably.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable. 4/13/49. Present: Messrs. Tolson, Ladd, Glavin, Carlson, W. H. McCabe, Rosen, Fletcher, C. Tamm, Nease, and Harbo.

Respectfully,
For the Conference

Clyde Tolson 66-2554-7198

RECORDED - 42

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EX-137

APR 21 1949

APR 26 1949

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

H. H. Glegg
R. T. Harbo

1423

378

THE DIRECTOR

April 15, 1949

JOINT COMMITTEE

SUGGESTION NO. 154
EMPLOYEE: SA W. B. DILLON
SAN FRANCISCO

SAVINGS: None
AWARD: None

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. Lickes
L. V. Boardman

SUGGESTION: That the Bureau discontinue the use of ten-day reports and progress reports. The employee making the suggestion observes that possibly such reports were of basic importance in the assignment of certified accountants at times when such accountants were not assigned to each of the Bureau's offices, and might not be of necessity today in line with the present Bureau program of streamlining.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

The Committee felt that present regulations should be continued for the reason that supervisors at the Seat of Government, as well as the supervisors in the Field, should have the benefit of ten-day reports and thirty-day progress reports in accounting cases, in order to make sure that the investigations are proceeding along proper lines.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable April 18, 1949. Messrs. Tolson, Ladd, Tracy, Mohr, Carlson, H. H. McCabe, Callahan, Fletcher, Rosen, Nichols, Harbo.

Respectfully,
For the Conference

Clyde Tolson

4

166-2854-7199
APR 21 1949

RECORDED - 9

INDEXED - 9

323,018

- Mr. Tolson _____
- Mr. Clegg _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Tracy _____
- Mr. Egan _____
- Mr. Gurnea _____
- Mr. Harbo _____
- Mr. Mohr _____
- Mr. Pennington _____
- Mr. Quinn Tamm _____
- Tele. Room _____
- Mr. Nease _____
- Miss Gandy _____

Mr. Clegg
Mr. Mohr
dgh

APR 26 1949 EX-138

APR 19 1949
S. K. Lickes

THE DIRECTOR

April 14, 1949

JOINT COMMITTEE

SUGGESTION NO. 149
EMPLOYEE: SA CHARLES H. BEALL
WASHINGTON FIELD

SAVINGS: None
AWARD: None

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
L. V. Boardman

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-1-91 BY SP5 CJD/dig

SUGGESTION: That the Bureau consider adopting a rule requiring the office of origin to advise auxiliary offices of the ultimate disposition of criminal cases.

It was suggested by the employee that this would be of assistance to the auxiliary offices, especially if the subject had committed a violation in the jurisdiction of the auxiliary office which was not prosecuted, and because of prosecution in some other district. The employee further points out that the subject in connection with a violation in the auxiliary office might, as occurred in a recent case, have occasion to make his appearance at the hotel managed by the complainant, whereupon the complainant contacted the Agent to ascertain whether the subject was in a fugitive status with reference to the criminal proceeding previously mentioned.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee recommended unanimously unfavorably on the ground that this would involve a large amount of clerical work, both in the preparation of additional copies of reports and the filing of such reports by auxiliary offices, and that the benefit to be gained would not justify the work involved. The situation cited above occurred in the Washington Field Office, and the answer to the question could readily have been ascertained by telephonic communication with the Bureau. This would probably have been necessary even under the procedure contemplated by the suggestion, since the receipt of a report reflecting the ultimate disposition of the case by the auxiliary office would not necessarily have been reviewed by the Agent of whom the inquiry was made.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable April 18, 1949 by Messrs. Tolson, Ladd, Tracy, Mohr, Carlson, N. H. McCabe, C. D. Shan, Fletcher, Rosen, Nichols and Harbo.

66-2554-7200
RECORDED - 9
INDEXED - 9
APR 21 1949

Respectfully,
For the Conference

Clyde Tolson

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Mr. Clegg
Mr. Mohr
2 APR 26 1949

RTH: dgh

THE DIRECTOR

April 15, 1949

JOINT COMMITTEE

SUGGESTION NO. 151
EMPLOYEE: SA JAMES B. OAKLEY
NEWARK OFFICE

SAVINGS: None
AWARD: None

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
L. V. Boardman

273,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-1-91 BY SP-5/dep

SUGGESTION: That cars maintained in headquarters city could be serviced as to oil and/or grease by the Bureau employees who are employes to maintain the Bureau cars.

In some field offices, Special Employees are designated to work either full time or part time on supervision of the maintenance of the automobiles. It has been pointed out by the employee making this suggestion that the wholesale price of oil used in the Bureau cars in Newark is presently under 16¢ per quart, whereas the retail price at the filling station is 30¢ per quart.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee recommended unanimously unfavorably on the ground that special facilities and equipment would be necessary in order to handle oil changes or greasing efficiently, such as either a pit over which the car can be driven for an oil change, or a dolly to permit the employee to work underneath the automobile in the absence of a pit. In connection with greasing the automobiles, special equipment would be needed to handle the job effectively. Further, special quarters would be needed in which to store Bureau oil and grease and other equipment. In the event employees would not do a good job of greasing the car, unusual wear requiring repairs that otherwise would not be necessary might result.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable April 10, 1949, by Messrs. Tolson, Ladd, Tracy, Mohr, Carlson, H. H. McCabe, Callahan, Fletcher, Rosen, Nichols and Harbo.

Respectfully,

For the Conference

RECORDED

INDEXED

Clyde Tolson

EX-138

66-2554-7201

RH

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Clegg

Mohr

[Handwritten initials]

APR 26 1949

THE DIRECTOR

April 5, 1949

THE EXECUTIVE CONFERENCE

STANDARDIZED FORM TO BE USED BY VARIOUS AGENCIES IN MAKING NAME CHECK REQUESTS OF THE BUREAU

The Executive Conference on March 30, 1949, attended by Messrs. Tolson, H. H. McCabe, Glavin, Harbo, Nichols, Rosen, Tracy, Mohr, Nease, Ladd, Carlson and Fletcher, considered the use of a standardized form to be utilized by various agencies in making name check requests of the Bureau. The Conference was advised that the Atomic Energy-Liaison Section of the Bureau is handling name checks at the rate of approximately 27,000 per month for more than 25 different agencies. Some agencies use forms which are not desirable, ranging from 3 X 5 flimsies to 5 X 6, 3 X 5, 4 X 6 cards and 8 X 10 1/2 and 8 X 11 forms. Normally, a single copy of the form is furnished. Some agencies furnish them in duplicate, particularly the Immigration and Naturalization Service. The various sized forms make it difficult to handle these name checks with accuracy and efficiency and make necessary a lot of sorting. They also increase the difficulty in keeping track of them to prevent their loss. It was, therefore, recommended that a standardized form be presented to those agencies using odd sized forms or forms otherwise found to be ineffective, requesting the use of such forms in submitting name check requests. It is planned that the form will only be presented to those agencies who do not currently use a form which is generally satisfactory. In other words, agencies presently using a comparable form will not be requested to change over.

All agencies, with the exception of INS which has need of the duplicate copies, will be requested to make their name check requests on a single copy. When the Bureau has no information which can be disseminated, the form will be appropriately stamped and returned with a notation to that effect. When the Bureau does have information which is disseminated, a proper record is presently made at the Bureau by a memorandum or by notations on investigative reports. The proposed form, which is attached, was presented to the Conference for approval.

Members of the Conference were of the unanimous opinion that the form should be adopted and presented to the various agencies for use in the future to replace their current methods of making name check requests.

If you approve, the matter will be handled either by letter or through personal liaison by the Liaison Section, whichever is most appropriate for the particular agency.

RECORDED

66-2554-7302

APR 21 1949

INDEXED

Respectfully,
For the Conference

EX-138

Clyde Tolson

923 013

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5-1-91 BY SP-5 C. J. [signature]

- Mr. Tolson _____
- Mr. Clegg _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____ Attachment
- Mr. Rosen _____
- Mr. Tracy _____
- Mr. Egan _____
- Mr. Gurnea _____
- Mr. Harbo _____
- Mr. Mohr _____
- Mr. Pennington _____
- Mr. Quinn Tamm _____
- Tele. Room _____
- Mr. Nease _____
- Miss Gandy _____

26 1949

Mr. Mohr

HBF:cmv

THE DIRECTOR

April 13, 1949

JOINT COMMITTEE

SUGGESTION NO. 131

EMPLOYEE: SA VINCENT R. KINNEY
ALBANY OFFICE

SAVINGS: None

AWARD: None

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. Nease
L. V. Boardman

323 013
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DATE 5-1-81 BY SP-11/dep

SUGGESTION: That the Bureau select pertinent Supreme Court decisions which would be informative to law enforcement officials, and that these decisions or opinions be printed in the Law Enforcement Bulletin from time to time.

ADVANTAGES:

1. The Bureau would be on record as having furnished law enforcement officers with pertinent, up-to-date information concerning court decisions.
2. Some law enforcement officers would appreciate action of this type and understand the reasons therefor.

DISADVANTAGES:

1. Some of the Federal court decisions are not applicable to the problems of state and municipal law enforcement agencies. This may vary from state to state.
2. Some of the decisions are vague and thus involve controversial problems.
3. Publicity of some recent Federal court decisions might result in a reduction in the number of cases referred to the FBI by local law enforcement agencies.
4. The legal profession might take a critical viewpoint as to the accuracy of the briefing or summarization of the decisions as presented in the Law Enforcement Bulletin, and might even resent the Bureau undertaking such reporting because the Bureau is essentially a fact-finding agency.
5. It is believed preferable that if a need for dissemination of this type of information exists, it can be better handled at police schools or law enforcement conferences.

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Mrs. Gandy

JOINT COMMITTEE CONSIDERATION: Unanimously favorable.

CONFERENCE CONSIDERATION: Mr. Nichols was in favor of the suggestion; Mr. Tolson, Ladd, Tracy, Mohr, Carlson, D. H. McCabe, Callahan, Fletcher, Rosen, Harbo were opposed. 4/18/49.

RECORDED 9 166-2554-1203
INDEXED

Respectfully, For the Conference
Clive Callahan

CCF, Mr. Clegg 6/19/49
Mr. Mohr

RH

THE DIRECTOR

April 14, 1949

JOINT COMMITTEE

SUGGESTION NO. 142
EMPLOYEE: SAC E. D. MASON
SAVANNAH OFFICE

SAVINGS: None
AWARD: None

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
L. V. Boardman

SUGGESTION: That an abbreviation of the word Fugitive to "Fu" be combined with an abbreviation representing the character of the case to form a five-letter word such as "Fufag" meaning Fugitive--Fraud Against the Government. A similar five-letter word could be constructed to represent comparable information in other categories.

The suggestion is based on the thesis that this will result in a reduction in the number of words in telegraphic communications, and thus a saving in expenses. The five-letter word was adopted because word units consisting of five letters are accepted by the telegraph company as one word.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

The Committee was of the opinion that we already have a rather excessive number of code words and that any increase should be made only with good justification. In this instance, it is not felt that the advantage contemplated would justify the action proposed.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable April 18, 1949. Messrs. Tolson, Ladd, Tracy, Mohr, Carlson, H. D. McCabe, Callahan, Fletcher, Rosen, Nichols, Harbo.

Respectfully,
For the Conference

Clyde Tolson

66-2554-7204

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Misc. Clerks

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APR 26 1949

EX-138

THE DIRECTOR

April 14, 1949

JOINT COMMITTEE

SUGGESTION NO. 143
EMPLOYEE: LOUIS P. HURLEY, JR.
NEW YORK OFFICE

SAVINGS: None
AWARD: None

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
L. V. Boardman

SUGGESTION: That dictation slips be maintained in a small window envelope fastened to the underside of the top cover of a file. This would be in lieu of the present practice to place the dictation slip in the Acco binder as the top item in the file.

COVER

It is stated in support of the suggestion that there would be less danger of loss of dictation slips under the proposed procedure.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee recommended unanimously unfavorably on the ground that the dictation slip is more readily observable under the present arrangement than under the proposed procedure; that just as many dictation slips would be lost under the proposed procedure as under the present practice, thus there is no advantage to the proposed procedure and disadvantages appear to be obvious.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable April 18, 1949. Messrs. Tolson, Ladd, Tracy, Mohr, Carlson, H. A. McCabe, Callahan, Fletcher, Rosen, Nichols and Harbo.

Respectfully,
For the Conference

[Handwritten signature]

Clyde Tolson

66-2554-7205

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EX-138

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DATE 5/1/91 BY SP-5 L/K

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Mrs. Gandy

APR 26 1949

THE DIRECTOR

April 14, 1949

THE EXECUTIVE CONFERENCE

JAY DAVID WHITTAKER CHAMBERS; WAS, ET AL
PERJURY;
ESPIONAGE - R

323 0/3
ALL INFO CONTAINED
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DATE 3/1/91 BY SP-5 CJD/deg

At the Executive Conference on April 12, 1949, attended by Messrs. Tolson, Ladd, N. H. McCabe, Glavin, Harbo, Nichols, Rosen, Tracy, Mohr, Nease and Fletcher, it was pointed out that the New York Office has been for the past three to four months interviewing Chambers intermittently, but as often as possible. These interviews have been accomplished by the New York Office since Chambers has been held under subpoena to the Grand Jury. In this period, Chambers has actually appeared before the Grand Jury only five times, but he has been made available to the New York Agents for interview at any time at the suggestion or request of the New York Office. The expense up to January 20, 1949, has been handled under the subpoena.

Mr. Thomas Donegan has now advised the New York Office that he is unable to pay witness fees or mileage to Chambers any longer. He feels he will be open to criticism on the basis of subsidizing this witness if he were to continue this arrangement.

The New York Office has recommended that Chambers be reimbursed by the Bureau for necessary trips to New York to complete the interview with him; that he should be paid on the same basis as he would be paid by the District Court under subpoena, namely, railroad fare, which amounts to \$22.00 round trip from Westminster, Maryland, the home of Chambers, to New York City, and \$5.00 a day for expenses. The New York Office was of the opinion that the Bureau should pay the outstanding expenses which have accumulated since January 20, 1949, because actually the trips to New York were for the benefit of the Bureau in accomplishing the interviews with Chambers. The New York Office further advised that they expected to complete the interview with Chambers during the current week. The expenses which have accrued up to the present time are \$249.00, and to this should be added the additional payments to cover the interview of Chambers being handled the present week.

The Conference was of the unanimous opinion that the indicated expense should be borne by the Bureau, since to accomplish the interview by sending New York Agents to Baltimore would have been much greater and less effective. The Conference further was of the opinion that the payment should not be made without the approval of Mr. Donegan, who is in charge not only of the Grand Jury proceedings, but is also assigned to the trial of the perjury charges involving Alger Hiss.

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Mr. Clegg
Mr. Mohr

RECORDED - 119

INDEXED - 119

EX-126-2554-7296
APR 20 1949

HBF:cmw

60 APR 27 1949

1. The first part of the document is a list of names and titles, including the names of the authors and the titles of their works. This list is organized in a tabular format with columns for names and titles.

Name	Title
John Doe	Introduction to the Study of...
Jane Smith	Historical Aspects of...
Robert Johnson	Modern Trends in...
Emily White	The Role of...
Michael Brown	Comparative Analysis of...
Sarah Green	Case Studies in...
David Black	Theoretical Foundations of...
Laura Grey	Practical Applications of...
James Blue	Future Directions in...
Olivia Pink	Methodological Approaches to...
Benjamin Yellow	Interdisciplinary Perspectives on...
Isabella Purple	Global Implications of...
Ethan Red	Local Contexts and...
Ava Orange	Policy Implications of...
Noah Green	Research Gaps and...
Sophia Blue	Concluding Thoughts on...

Memo for Director

If you agree, the New York Office will be authorized to pay the expenses of Chambers, as indicated, unless Mr. Donegan disapproves.

Respectfully,
for the Conference

Clyde Tolson

DT

THE DIRECTOR
THE EXECUTIVES CONFERENCE

4/18/49

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/1/91 BY SP5/STJ/dly

The Executives Conference of April 18, 1949, consisting of Messrs. Tolson, Callahan, Tracy, Harbo, Carlson, Ladd, W. H. McCabe, Fletcher, Rosen, Nichols and Mohr, considered the present six-month delinquency report submitted by each field office along with the monthly administrative report. For the Director's information, each office submits semi-annually a complete list of all delinquent cases by classification, title of the case, whether the case is assigned or unassigned and the reason for the delinquency. These reports are submitted on a schedule with eight and sometimes nine offices submitting the reports each month. In other words the reports are staggered so that they are not all received at the Seat of Government at one time. It is felt that by arranging the material now received a little differently and getting slightly additional information, the reports can be better utilized by the Supervisors to follow on the field.

The Conference unanimously recommended that the field be instructed to prepare their lists of cases as follows:

1. By classification with each classification on a separate page.
2. Each page should be identified with the name of the field office and the date the report is submitted.
3. The cases are to be listed numerically by field office file number.
4. Each case shall be identified by showing the name of the principal subject appearing in the title and the Bureau file number should be shown where available.
5. It should be indicated whether the case is in an assigned or unassigned status.
6. The date each case was received in the office shall be shown.
7. The date the last report was submitted to the Bureau shall be shown.
8. The reason for the delinquency shall be given.

RECORDED - 9 66-2554-7207

INDEXED - 9

The Conference unanimously agreed that the field shall be instructed in submitting this report that it will not be necessary to

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

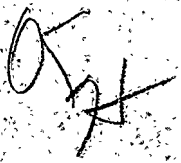
APR 25 1949

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list Security Matter - C cases since they are of a continuing nature and there are thousands of such cases presently pending in the field. To request the field to list these cases at this time would result in a considerable amount of work with no useful purpose being served since they are being followed by the Supervisors in the Security Division on a field wide basis.

Should the Director approve the recommendations of the Conference, appropriate instructions will be issued to the field in connection with the ~~preparation of the semi-annual delinquency reports~~ now submitted.

Respectfully,
For the Conference


Clyde Tolson

CC - Mr. Clegg

C
O (mcw)
P
Y

TO : THE DIRECTOR
FROM : THE EXECUTIVES CONFERENCE
SUBJECT:

DATE: April 19, 1949

The Executives Conference of April 13, 1949, consisting of Messrs. Tolson, Rosen, McCabe for Clegg, Carlson, Ladd, Harbo, Fletcher, Quinn Tamm, Nease, Nichols, and Glavin, considered two suggestions made by the Special Agent in Charge of the Charlotte Office:

1. That the Bureau utilize its ~~its~~ ^{its} ~~SW~~ ^{SW} Network to the various Divisional Offices for the sending of short routine teletype messages to the Bureau. The SAC at Charlotte points out that at Charlotte's contact time with the Bureau each day, several short, routine messages are forwarded to the Bureau.

The Conference, in considering this matter, felt that this was a very desirable procedure; that it would give Radio Operators actual practice in sending; it would give the Field actual practice in coding and decoding; and that such messages could be handled at the regular contact points during the day without violation of any regulation of the Federal Communications Commission.

The Conference recommends favorably as to this suggestion. Should the Director agree, the Field will be appropriately advised.

2. The SAC at Charlotte also suggests that Air Mail be utilized to cut down communications costs.

The Bureau has previously instructed all of the Divisional Offices and the Seat of Government to follow such a procedure.

Respectfully,
For the Conference

Clyde Tolson

CC - Mr. H. H. Clegg
Mr. J. P. Mohr

WRC:tgk

RECORDED

*Be certain to copy of
Charlotte for INDEXED
in track.*

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DATE 5/27/91 BY SP3 BJK/KA

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66-2554-7208

APR 25 1949

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Chy

THE DIRECTOR

April 19, 1949

THE EXECUTIVES CONFERENCE

The Executives Conference of April 13, 1949, consisting of Messrs. Tolson, Rosen, McCabe for Clegg, Carlson, Ladd, Harbo, Fletcher, Quinn Tamm, Nease, Nichols, and Glavin, considered two suggestions made by the Special Agent in Charge of the Charlotte Office:

1. That the Bureau utilize its CW Network to the various Divisional Offices for the sending of short routine teletype messages to the Bureau. The SAC at Charlotte points out that at Charlotte's contact time with the Bureau each day, several short, routine, ~~messages~~ messages are forwarded to the Bureau.

The Conference, in considering this matter, felt that this was a very desirable procedure; that it would give Radio Operators actual practice in sending; it would give the Field actual practice in coding and decoding; and that such messages could be handled at the regular contact points during the day without violation of any regulation of the Federal Communications Commission.

The Conference recommends favorably as to this suggestion. Should the Director agree, the Field will be appropriately advised.

2. The SAC at Charlotte also suggests that Air Mail be utilized to cut down communications costs.

The Bureau has previously instructed all of the Divisional Offices and the Seat of Government to follow such a procedure.

Respectfully,
For the Conference

Clyde Tolson

CC - Mr. H. H. Clegg

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Mr. J. P. Mohr

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APR 29 1949

66-2554-7208

THE DIRECTOR

April 18, 1949

THE EXECUTIVES' CONFERENCE

ATOMIC ENERGY ACT - INFORMANTS

At the Executives' Conference of April 13, 1949, Messrs. Tolson, McCabe, Callahan, Harbo, Nichols, Rosen, Tracy, Mohr, Carlson, Ladd, and Fletcher being in attendance a suggestion with reference to the development of scientist informants in Atomic Energy Commission installations was considered.

The Conference was advised that every effort was being made to develop confidential informants in the Atomic Energy installations, having in mind the Bureau's jurisdiction of espionage and atomic energy violations. To date no informants have been developed in the scientist group. This group logically would be the one which the Soviet and Satellite Intelligence Systems would attempt to penetrate. There has been considerable publicity reflecting that certain scientists are protesting the Loyalty Program and similar activity on the part of the Government and that scientists were avoiding Government employment because of the inquiries they are subjected to. It was recognized, however, that all scientists do not espouse these views and there are several scientists known to be connected with the Atomic Energy program who are known to be friendly and cooperative. It was believed that such scientists should be contacted for the purpose of at least apprising them of the Bureau's jurisdiction and dependent upon the results of this contact, further development of the scientists to furnish information to the Bureau on a voluntary confidential basis.

The Executives' Conference unanimously recommended that an effort be made to develop proper contacts with the scientists; first, by discussing it with Admiral John Gingrich, Director of Security, AEC, to determine the reaction of the Commission; second, if the reaction is favorable, a few scientists will be selected in the Security and Investigative Division for contact by the appropriate Field Office.

If you approve, the recommended action will be taken through the Liaison Section.

Respectfully,
For the Conference

Clyde Tolson

RECORDED 127

66-2554-7209

APR 25 1949

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

cc - Mr. Clegg
Mr. Mohr

HBF:FA

60 APR 27 1949

EX-137

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THE DIRECTOR

Per OGA letter dated 5/1/2011

March 23, 1949

THE EXECUTIVES CONFERENCE

~~CONFIDENTIAL~~

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EXCEPT WHERE SHOWN
OTHERWISE

The Executives Conference considered the matter of indexing some ten thousand names in an [redacted]

[redacted] It was pointed out to the conference that when the volume contains [redacted]

Messrs. Tolson, Rosen, McCabe, Ladd, Carlson, Mohr, Harbo, Tracy, Nease and Nichols recommended that the names not be indexed but on the other hand the album be maintained in the Security Division as a reference book. The recommendation not to index the names was predicated upon the fact that in an investigation of a foreign personality we would normally check [redacted] for such information as they might have. The descriptive data on the individuals was insufficient to justify the expense of making the index cards. S-1 (2)

Messrs. Glavin and Fletcher recommended that the names be indexed as in an investigation we might want the photograph of the individual in a hurry and this would be a ready reference guide to locating the photograph. The majority members of the Conference pointed out that in such an event we would probably be checking with [redacted] and furthermore the best would be available as a reference in the field division. S-1 (2)

3/1/91
CLASSIFIED BY: JSC/afp
DECLASSIFY ON: OADR
323,013
Respectfully,
[Signature] for the Conference

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Mrs. Gandy

Mr. Clegg
Mr. Mohr

CLIC Tolson

RECORDED

66-2554-7210
APR 25 1949

What field division

323,013

12356

DATE 5-1-91

INITIALS [Signature]

S-1 App. Govt Agency

APR 28 1949

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THE DIRECTOR

April 15, 1949

JOINT COMMITTEE

SUGGESTION NO. 162
EMPLOYEE: ASAC M. R. Kaack
Newark Office

SAVINGS: None
AWARD: None

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
L. V. Boardman

323, 013
ALL INFORMATION CONTAINED
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DATE 4-29-91 BY SP-5 L/deg

SUGGESTION: In December, 1948, the Field was instructed by the Bureau that for a ninety-day period, it was desired that thirty-day reporting be afforded all Fugitive cases. By Bureau Bulletin of March 24, 1949, the Field was again advised that for an additional ninety-day period commencing April 1, 1949, the same policy was to be followed in the handling of all Fugitive cases.

An analysis of "deadline-type cases" handled over a three month period from December, 1948 through February, 1949, in the Newark Office reflects that slightly over 60% of cases closed during this period were deadline matters such as Bureau and Departmental Applicant cases, Atomic Energy cases, Central Intelligence Agency cases, Loyalty of Government Employee cases, Voice of America cases and ERP cases. With the addition to this group of all Fugitive cases, it can be seen rather readily that the percentage of deadline matters in the Field would be increased appreciably. This creates a situation whereby only a small percentage of the time of the Agent and stenographic personnel is available for the handling of regular cases of both a criminal and security character.

IT IS SUGGESTED that the Bureau withdraw the instruction that all Fugitive cases be handled on a thirty-day deadline basis for a ninety-day period commencing April 1, 1949.

JOINT COMMITTEE CONSIDERATION: Unanimously favorable.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable. The Conference felt that the majority of offices can comply with existing Bureau instructions without undue hardship since most of the deadline cases are concentrated in a relatively small number of offices. The Conference felt that any office experiencing undue hardship as a result of this regulation should communicate with the Bureau advising of their specific problem. Accordingly, a proposed letter to Newark is attached.

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Misc. Gandy

cc: Mr. Clegg
cc: Mr. Mohr

Respectfully,
For the Conference

Clyde Tolson

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66-2554-7212

60 APR 15 1949

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THE DIRECTOR

April 13, 1949

THE EXECUTIVE CONFERENCE

323,013

ATOMIC ENERGY ACT - INFORMANTS

ALL INFORMATION CONTAINED
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DATE 4-29-91 BY SP-5 CJD/eg

At the Executive Conference on April 11, 1949, attended by Messrs. Tolson, Clegg, Glavin, Harbo, Nichols, Rosen, Ladd, Mohr, Nease and Fletcher, the matter of informants in Atomic Energy installations was discussed. Under the Atomic Energy Act the Bureau has the responsibility of investigation of applicants for positions with the Atomic Energy Commission and also has the responsibility for the investigation of unauthorized disclosure of restricted data affecting the Atomic Energy Program. In the over-all espionage field it is felt that the Soviet and satellite intelligence services have as one of their primary objectives the matter of atomic energy. The development of confidential informants with reference to the Atomic Energy field has been one of continuing importance, and the field was instructed over two years ago to develop confidential informants. Recently, such offices were instructed to make an effort to promote some Communist into a position with the Atomic Energy Commission, because it was felt that he could be of more assistance to the Bureau, both from the standpoint of subversive coverage and from the standpoint of espionage coverage. Further, in the past, a program was inaugurated with respect to the twelve vital installations of the Atomic Energy Commission so that the Bureau maintains close liaison with law enforcement agencies in the area surrounding each of the vital installations. Liaison is also maintained with appropriate military authorities in the same vicinities. A similar program was effectuated with regard to "Class A" facilities as designated by the Atomic Energy Commission. If, during the course of applicant investigations, subversive, derogatory information is developed and the applicant is still cleared for employment, the Bureau attempts to effect additional coverage of such employees.

Supervisors in the Atomic Energy Section, as well as in the Espionage Section, are constantly alert to discover some individual who might be utilized as an informant.

To further make effective the Bureau's coverage, having in mind that at the present time the Bureau is not in possession of information that there is any current activity on the part of the Soviet and satellite intelligence systems to procure information relative to Atomic Energy, which indicates a gap in the intelligence coverage, it was recommended to the Conference that consideration be given to the placing of a Bureau Agent in each of the three most critical Atomic Energy installations at Hanford, Washington; Oak Ridge, Tennessee, and Los Alamos, New Mexico. It was believed that the selected Agent personnel should have had experience for one or two years as Special Agents. They should have the background, training, education and experience which would render them adaptable to the type of work being performed in the indicated installations. They should be high placed in these installations in technical or scientific fields, distinguished from normal trades.

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
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- Mr. Nease
- Miss Gandy

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Memo for Director


The vocation records maintained by the Administrative Division disclose many Agents who are qualified as chemists, physicists, electricians, engineers, biologists, mathematicians and metallurgists. It is believed that from the present personnel of the Bureau three Agents are available with the necessary background. It was recommended that arrangements for their employment be made through some single top trusted official of the Atomic Energy Commission, because if it should become known to the Atomic Energy Commission that a Bureau Agent is working in the installations and the Atomic Energy Commission had no previous information regarding it, it might be harmful to the Bureau and vitally affect the necessary cooperation with the Commission on other matters. It is believed that the Agents selected and assigned should remain on such assignments for at least a year and possibly two years to see whether or not the program is effective.

The Conference was of the unanimous opinion that it was desirable that three Agents be assigned so that they could be employed by the Atomic Energy Commission in the three named critical installations in an effort to promote the Bureau's coverage and to further assure the discharge of the Bureau's obligations.

If you approve, the personnel records will be checked to ascertain those Special Agents best suited for this assignment and detailed procedures to effect the recommendation will be submitted.

Respectfully,
For the Conference


Clyde Tolson


cc - Mr. Clegg
Mr. Mohr

THE DIRECTOR

April 18, 1949

JOINT COMMITTEE

SUGGESTION NO. 157

EMPLOYEE INSPECTOR T. H. HAUGHTEN

SAVINGS: None
AWARD: None

45460

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
L. V. Boardman

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4-29-91 BY SP-5 [signature]

SUGGESTION: That the Bureau adopt a policy which provides that once the mail cover results received from the Postmaster have served their investigative purpose, they are disposable. Inspector Haughten points out that there is no rule at the present time which permits this, and that he has noted the tendency in many offices to collect unnecessarily in the bulky exhibit envelopes or in the I-A exhibit envelopes the results of mail covers.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee recommended unanimously unfavorably on the ground that if the present rule were changed, it should be changed so as to make it mandatory for all offices to review the material in the exhibit envelopes pertaining to mail covers, and to dispose of such material which has served its purpose. The Joint Committee felt that the time required to review the exhibit envelopes in order to dispose of mail cover results would be excessive and would not be commensurate with the results which might be obtained.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on April 19, 1949, those present being Messrs. Tolson, Glavin, Harbo, Tracy, Mohr, Carlson, Fletcher, Ladd, Rosen, Nease and H. H. McCabe, was of the opinion that a letter should go to all Special Agents in Charge, pointing out that it is not necessary to retain mail cover results which do not have any future value. It was not felt that any project to review files to eliminate this material already placed in the files was necessary. If approved, there is attached hereto a letter to all Special Agents in Charge.

Respectfully,
For the Conference

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- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Mrs. Gandy

Mr. Clegg
Mr. Mohr

dgh

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*Serial 1015
when 10-2-58
J.Z.*

66 APR 27 1949