

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

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opportunity again and if some day, as could well happen, [redacted] needs the help of the American Government, it will be denied him based upon his refusal to cooperate now and that the American Government well know of his activities and contacts here and could well embarrass and expose him and discredit him with his own Government, e.g. the American Government is well aware of his [redacted] dealings with [redacted] and is equally aware that [redacted] was playing a double game. (C)

b7D

The Conference was advised that if [redacted] could be turned by [redacted] that the Bureau would then have all [redacted] codes, the identity of all secret [redacted] agents in this country, as well as any secret information obtained through the [redacted]

b7D

The executives' conference was unanimously in favor of effectuating the above arrangements. In the event you approve, this plan will be put into action.

Respectfully,
For the Conference

Handwritten initials

Clyde Tolson

cc - Mr. Clegg
Mr. Mohr

- Tolson
- E. A. Tamm
- Clegg
- Glavin
- Ladd
- Nichols
- Rosen
- Tracy
- Egan
- Gurnea
- Harbo
- Laughlin
- Quinn
- Nease
- Belmont
- Mohr
- Tele. Room
- Holloman
- Gandy

~~CONFIDENTIAL~~

The Director

3/31/49

The Executives Conference

~~SECURITY OF IDENTIFICATION DIVISION BUILDING~~

The Executives Conference, consisting of Messrs. Tolson, Glavin, Ladd, Harbo, Rosen, Carlson, McIntire, H. McCabe, Fletcher, Nease, Mohr and Tracy, on March 30 considered the question of the security of the Identification Division building. It was pointed out to the Conference that on Saturday, March 19, the Government cafeteria arranged a special luncheon, inviting all members of the Epicurean Club of Washington, in addition to newspaper representatives, without advising the Bureau. This matter was discussed with the cafeteria management, and it is now clearly understood that building passes cannot be issued by the cafeteria management, and they are agreeable to any regulations desired with reference to admittance to the building.

It was suggested to the Conference that a building pass be furnished to cafeteria employees, a proposed sample of which is transmitted herewith, and that these building passes be issued by the Identification Division.

For the Director's information, there are 30 employees in the cafeteria. There have been no resignations in the past several months, and none are anticipated. The turnover is very small. The cost of printing 500 building passes is only approximately \$5.

The Conference unanimously recommends that the Bureau issue the building passes in the interests of security in the Identification Division building.

Respectfully,
For the Conference

Clyde Tolson

RECORDED

66-2554-9217

INDEXED - 28
RECORDED - 28

56 APR 27 1949

323,013
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DATE 5/8/91 BY SP5 u/dag

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



NO STYLING

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MAY 9 1949

THE DIRECTOR
THE EXECUTIVE CONFERENCE

March 31, 1949

~~THE DIRECTOR~~

a

The Executive Conference of March 30, 1949, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, McGuire, Ladd, Fletcher, Nease, Rosen, W. H. Clegg, and Carson, considered the report and recommendations of the committee, composed of Messrs. Harbo, Fletcher, and Carson, appointed to study the desirability of physically consolidating all IBI Equipment used in the various divisions of the Bureau in one place. At the present time IBI Equipment is utilized by the Statistical Section of the Records and Communications Division, the Identification Division, and the Cryptanalysis Section of the Laboratory, all of which IBI Equipment is located in the Identification Building. The Machine Section of the Administrative Division utilizes considerable IBI Equipment which is located in six offices on the fourth floor of the Justice Building. A "use report" of all IBI Equipment used in the Bureau was maintained for the month of January 1949. A copy of this is attached. The percentage of use of all IBI Equipment in use in the Bureau was as follows:

14 Punches	65%
5 Verifiers	25%
3 Collators	40%
4 Sorters	75%
5 Tabulators	15%
2 Reproducing	
Primary Pencils	65%
2 Interpreters	55%

The following recommendations were made by the Committee:

- That the IBI Equipment be maintained as it is at the present time in both the Identification Building and the Justice Building. In reaching this conclusion the Committee considered the following advantages incident to placing all IBI Equipment presently in the Justice Building in the Identification Building:
 - Possible interchange of use of equipment resulting in a saving.
 - Releasing six offices in the Justice Building for other use which are presently being used to house the Machine Section of the Administrative Division.
 - Avoiding possible criticism by the Budget Bureau, or others, for maintaining the equipment in more than one place.

3-30-49
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DATE 3-21-01 BY SP-5/ky

ENCLOSURE
104

EX-138

- 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

RECORDED - 104
INDEXED - 104
EX-138

53 MAY 4 1949

66-2554-7218
FBI
50 APR 26 1949

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The Committee likewise considered the following disadvantages incident to consolidating all FBI Equipment in the Identification Division:

1. Certain delays and possible losses of material by virtue of sending material to the Identification Building.
2. Expense of moving equipment with little chance of appreciable savings.
3. Insurance to personnel.
4. Operator Drexler, who is in charge of the Machine Section in the Administrative Division, is used only part-time on this work and if this Unit were moved to the Identification Building his use for other work would be curtailed.
5. Frequent special consultations and conferences between personnel of the Machine Section in the Administrative Division and the Assistant Director in charge of that Division are required to meet dead lines or handle special cases. There would be considerable inconvenience in holding such conferences if the equipment were in the Identification Building.

The Committee was of the opinion that the disadvantages outweighed the advantages.

It is noted that a "use record" is maintained of FBI Equipment by all Divisions maintaining such equipment for the months of April, May, June, and July, 1949. The "use record" maintained for January 1949 showed that the FBI Equipment presently in the Machine Section of the Administrative Division located in the Justice Building was used less than the other type of equipment located in the Identification Building. The Administrative Division indicated that the next four months will reflect the heavier use of the equipment during the fiscal year because of the additional work placed upon the Machine Section by virtue of the preparation of necessary reports and records at the close of the fiscal year.

It was felt by the Committee that the "use record" for the next four months should clearly indicate whether or not all of the equipment presently used by the Bureau is necessary.

The Executive Conference unanimously approved the recommendations of the Committee.

Sincerely,
LEWIS G. CONNELLEY

Glyde Tolson

cc: Mr. Tolson
Mr. Clegg

JAC:pm

ENCLOSURE
FORM

Reference Unit

Division Four
010
010
010
010
010
010

07:00
11:07
05:48
11:02
01:01
07:07

007
70
00
07
03
01

701
001
001

Division Seven

001

00:00

01

001

Division Three

001
001
011
001
001
001
001

00:00
00:00
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00:00
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001
001
01
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001

VERIFIED

Division Four

002

07:00

00

013

Division Three

001
001
003
001

07:00
07:00
00:00
00:00

01
01
00
00

001

CONTINUED

Division Four

017

11:00

70

701

Division Three

017
017

00:00
00:00

01
01

011

INDEX

Division Four

003

10:00

00

Division Seven

70

10:00

70

Division Three

017
003

10:00
10:00

01
70

701

ENCLOSURE

Division Four

001

10:00

001

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ENCLOSURE
66-2554-7218

DISPATCH (CONTINUED)

Division Seven	006	00:00	00
Division Three	005	00:10	00
	008	00:20	00
	009	00:30	00

DISPATCH OF THE FORCE

Division Four	010	00:17	00
Division Three	011	00:15	00
	012	00:20	00
	013	00:20	00

DISPATCH

Division Four	020	00:00	00
Division Three	021	00:00	00

THE DIRECTOR

April 14, 1949

JOINT COMMITTEE

SUGGESTION NO. 125

EMPLOYEE: SAC A. C. SCHLENKER
SAN JUAN OFFICE

SAVINGS: None

AWARD: None

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
L. V. Boardman

323,013
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DATE 5-6-91 BY SP-5 EJD/deg

SUGGESTION:

- A. That closed Selective Service cases under the Selective Service and Training Act of 1940 be consolidated in a manner similar to that utilized in consolidating closed Atomic Energy cases.

ADVANTAGES:

CONSOLIDATION OF CLOSED SELECTIVE SERVICE CASES

- 1. Saving of filing space. The San Juan Office has over 7,000 files in this category occupying 8 five-drawer file cabinets and constituting approximately 20% of their files.

DISADVANTAGES:

- 1. Lack of personnel to handle, although the idea may be feasible at a future time when personnel is available. Most offices today are able only to maintain current work in proper status, and the imposition of such a large project as this would entail is not possible at the present time.
- 2. It is felt that completion of the various consolidation projects which have been ordered heretofore should care for the acquisition of such amount of additional cabinet space to meet present needs.

JOINT COMMITTEE CONSIDERATION:

Messrs. Clegg, Boardman and McKee were opposed at the present time because of the shortage of personnel, although they agree in principle to the desirability of this consolidation program. Mr. Harbo favors the proposal and believes that the instructions and authorization should be issued to the Field at this time even though it may take several months before the consolidation can be effected.

RECORDED - 61
INDEXED - 61
166-2554-7219
F B I

- 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

CONFERENCE CONSIDERATION:

Mr. Ladd was opposed to the suggestion at this time due to the congestion of work in some field offices. Messrs. Tolson, Tracy, Mohr, Carlson, N. H. McCabe, Callahan, Fletcher, Rosen, Nichols and Harbo favor the proposal and believe that the instructions should be issued to the field at this time since San Juan and possibly numerous other offices may be in a position to handle the proposed consolidations currently. It is felt that the offices in which clerical work is already heavy

52 MAY 1949
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in proportion to clerical personnel available should make such consolidations as soon as feasible. If the Director approves the majority view, appropriate instructions will be issued to the field immediately.

B. It is further recommended that in so consolidating the Selective Service files, the following material be destroyed:

1. Copies of Registration Card.
2. Copies of Delinquent Registrant Report (original of which was sent to the U. S. Attorney by the local boards).
3. Copies of forms referring the case to the police.
4. Copies of form letters sent to locate registrant.

The employee making the suggestion states that the above material does not serve any useful purpose, nor does it contain information not included in the report.

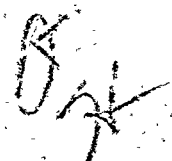
JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

As to this recommendation, the Committee feels that any consolidation in this category should be on the same basis as Atomic Energy Act and other classifications which have been ordered, i.e., duplicate serials are destroyed but in no instance are all copies of serials destroyed since this would involve the preparation of a memorandum or other form describing and identifying the serial destroyed under existing regulations concerning maintenance of files.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously concurred with Joint Committee.

Respectfully,
For the Conference


Clyde Tolson

THE DIRECTOR

April 13, 1949

JOINT COMMITTEE

SUGGESTION NO. 139
EMPLOYEE: SA L. C. WILHELM
NEW YORK OFFICE

SAVINGS: None
AWARD: None

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
L. V. Boardman

SUGGESTION: That administrative and informant pages be omitted from all copies of
investigative reports being transmitted to the Bureau except the
original.

This matter was favorably recommended by Mr. E. J. McCabe of the
General Investigative Division, and by Mr. H. B. Fletcher of the
Security Division.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee recommended unanimously favorably since this
will save some typing and clerical time in the Field without any
loss to the Bureau whatsoever.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously favorable April 13, 1949. Messrs. Tolson, Ladd, Tracy,
Mohr, Carlson, N. H. McCabe, Callahan, Fletcher, Rosen, Nichols
and Harbo.

Respectfully,
For the Conference

Clyde Tolson

RECORDED - 61

166-3554-7220

FBI

12 APR 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

Mr. Clegg

Mr. Mohr

MAY 2 1949

dgh

THE DIRECTOR

April 13, 1949

JOINT COMMITTEE

SUGGESTION NO. 136
EMPLOYEE: ESTHER M. LAW
SAN DIEGO OFFICE

SAVINGS: None
AWARD: None

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
L. V. Boardman

X Teletypes

SUGGESTION: That when more than one teletype is being sent to the same station, the sending operator announces as follows: "I HAVE (number) MESSAGES." This would precede the first of the group of messages. It is further suggested that at the close of the first message and each subsequent message, when the sending operator types "A AND H" (ACKNOWLEDGE AND HOLD) that the receiving operator type "HLDG" after his acknowledgment in order that the sending operator will know that there has been no disconnection of the machine.

ADVANTAGES:

1. It is alleged that often when a series of messages are being sent to one station, the receiving operator will disconnect the teletype machine before all messages have been transmitted. This results in the sending operator not realizing that he is typing to an empty circuit, proceeding with another message and he will not know until he tries to get an acknowledgment at the end of the message that the station has disconnected.
2. Would eliminate loss of clerical time in unnecessary retyping.

DISADVANTAGES:

1. This experience has not been reported by other offices, nor has it been experienced at the Seat of Government by the Communications Section; therefore, the typing of the additional information would involve unnecessary communications costs.
2. Loss of clerical time by requiring larger offices to count up the number of messages they have to go to a particular station before they can start transmitting, with a resultant possibility of confusion if a supervisor brings an additional communication after the transmission has started but before the last communication has been sent.

Rules should not be created to take care of an isolated possibility.

COMMITTEE CONSIDERATION: Unanimously unfavorable.

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ALL INFO NOT TO BE RELEASED
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DATE 3-28-97 BY 8852/Kly

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. Clegg
APR 2 1949
RTH:gh

JH *RJ*

RECORDED - 61
INDEXED
66-2554-7221
R B T

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable by Messrs. Tolson, Ladd, Tracy, Mohr, Carlson, W. H. McCabe, Callahan, Fletcher, Rosen, Nichols and Harbo, on April 18, 1949.

Respectfully,
For the Conference

[Handwritten signature]
Clyde Tolson

THE DIRECTOR

April 14, 1949

JOINT COMMITTEE

SUGGESTION NO: 144

EMPLOYEE: MATTYE HAVENS, CHIEF CLERK
DALLAS OFFICE

SAVINGS: None

AWARD: None

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
L. V. Boardman

SUGGESTION: That the ~~Army~~ serial number and the ~~Navy~~ serial number in teletypes and telegraphic communications be eliminated. The basis for this suggestion is the saving in cost of communications as a result of a shortened message.

Inspector T. E. Naughten concurred in the employee's recommendation.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee recommended unanimously unfavorably on the ground that the serial number is the only positive means of identifying the subject of a case, especially in instances where common names are involved; further, that the information is subsequently furnished to the military authorities and for their purposes the serial number is essential.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously concurred with Joint Committee, April 18, 1949.
Messrs. Tolson, Ladd, Tracy, Mohr, Carlson, N. H. McCabe,
Callahan, Fletcher, Rosen, Nichols and Harbo.

Respectfully,
For the Conference

Clyde Tolson

RECORDED - 32

INDEXED - 32

EX-117

66-2554-2222

- 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. Office

Clegg
Mohr
1 MAY 3 1949

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323013
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DATE 5-8-91 BY SP-5 a/deg

THE DIRECTOR

April 13, 1949

JOINT COMMITTEE

SUGGESTION NO. 138
EMPLOYEE: SAC R. B. HOOD
LOS ANGELES

SAVINGS: None
AWARD: None

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
L. V. Boardman

323,013
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DATE 5-8-91 BY SP5 ec/df

SUGGESTION: That the slip used for charging out serials from files be distinct from the charge-out slip used to charge out complete files. At present the same form is used for both purposes. The suggestion further proposes that the form for charging out serials be of a distinctive color and also have at the top a tab which would extend beyond the top of the file, or the form could be sufficiently wide so that it protruded beyond the side of the file, so that the presence of the charge-out slip would be readily observable.

ADVANTAGES:

1. In the closed files section, it would not be necessary to insert a red Bristol board card to indicate that a serial had been charged out of a file since this would be indicated by the portion of the colored charge-out protruding at the top of the file.
2. It would facilitate the pulling of charge-outs, since the different color and shape of the charge-out form would immediately denote the purpose of the charge-out, whether for a serial or for a complete file.
3. In the closed files section, it would further minimize the difficulty encountered in checking for charged-out serials since at present the red Bristol board card is used for both charged out serials and charged out files; also the charge-out form could be seen without lifting the cover of the file.
4. It is felt that there would be no confusion in making a request for either a file or serials from a file since the purpose of the charge-out would be specified at the top, i.e., either SERIAL CHARGE-OUT SLIP or FILE CHARGE-OUT SLIP.

DISADVANTAGES:

This would increase the number of forms required for use by Agents and clerical employees without compensating advantages.

- 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 - 32

INDEXED - 32

EX-117

66-2554-7223

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2. There would be some tendency on the part of employees to rely on the color of the slip rather than upon the wording at the top which could conceivably result in confusion in the use of these slips.
3. Either by having the projection on top of the slip or letting it protrude from either side of the file would not be a foolproof system because of the fragile nature of the paper, i.e., in many instances the charge-out would be either folded over or torn off and therefore would not only fail to serve the purpose but would be misleading.
4. This system would not be a complete substitute for the red card presently in use, inasmuch as the small piece of paper designated for the file charge-out, if placed between two other files, could not be seen as readily as the red card can be, and would be more subject to misplacement or loss than the red card.
5. It is felt that there has been no particular difficulty encountered in the use of the red card.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee recommended unanimously unfavorably.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable. April 18, 1949. Messrs. Tolson, Ladd, Tracy, Mohr, Carlson, N. H. McCabe, Callahan, Fletcher, Rosen, Nichols and Harbo.
Respectfully,
For the Conference


Clyde Tolson

THE DIRECTOR

April 15, 1949

JOINT COMMITTEE

SUGGESTION NO. 155
EMPLOYEE: SAC S. K. McKEE
NEWARK OFFICE

SAVINGS: None
AWARD: None

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
L. V. Boardman

SUGGESTION: That the Bureau authorize the maintenance of inventory records concerning automobile heaters in the same manner as they are maintained with reference to sirens, i.e., only the total number in the possession of the office be listed on the inventory, with a listing of the serial numbers not required.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee recommended unanimously favorably on the ground that there is no basis for distinction between these two items of property, and that automobile heaters, if anything, require less rigid inventory control than the sirens.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously favorable April 18, 1949 by Messrs. Tolson, Ladd, Tracy, Mohr, Carlson, H. H. McCabe, Callahan, Fletcher, Rosen, Nichols and Harbo.

Respectfully,
For the Conference

Clyde Tolson

RECORDED - 32

INDEXED - 32

EX-117

66-2554-7224

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DATE 3/8/91 BY SP-3 CJD/deg

- 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

RTH:dgh MAY 3 1949

April 25, 1949

THE DIRECTOR

THE EXECUTIVE CONFERENCE

HOARSE
ESPIONAGE - R

At the Executive Conference on April 21, 1949, Messrs. Tolson, N. H. McCabe, Glavin, Harbo, Nichols, Rosen, Tracy, Mohr, Ladd, Carlson and Fletcher being in attendance, the trip of Boris Michael Morros, the double agent in the Hoarse, to Europe in May, 1949, was considered. Morros is to proceed to Switzerland for the purpose of obtaining \$100,000 to be available by the Soviets to organize and set up a cover television company. Morros will obtain \$100,000 in a lump sum if he goes to Europe, otherwise, he is to be given only \$10,000 a month. Morros prefers to go to Europe, feeling that the payment of \$10,000 a month leaves him up in the air. He has requested that a Special Agent accompany him to Europe. This was done on his previous trip with reference to this case.

The Conference was of the unanimous opinion that a selected Special Agent of the Los Angeles Office should be instructed to proceed to Europe at the proper time, because, first, in his previous trip Morros relied heavily upon the accompanying Bureau Agent, and the close contact with him at that time boosted his confidence and served to guide him

effectively. Secondly, interviews as developments occur have proven to be more successful, in that Morros is the type of person who does not remember details for any period of time. Third, the presence of a Special Agent of the Bureau will serve to keep the Bureau advised of any developments. This would be important, particularly if Morros should become compromised, in that it would make it possible for the Bureau to take necessary action as to those individuals who will be in the United States and who are connected with this case.

If you approve, the Los Angeles Office will be instructed to recommend a Special Agent to be assigned to go to Europe to remain for the duration of Morros' stay in Europe.

Respectfully,
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 _____
Miss Gandy _____

Mr. Clegg
Mr. Mohr

CHIEF

RECORDED - 43

Clyde Tolson

166-25574-7225

APR 25 1952

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DATE 8-21-81 BY SP-3 C/efg

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CPT:BT

13791

THE DIRECTOR

April 18, 1949

JOINT COMMITTEE

SUGGESTION NO. 158
EMPLOYEE: INSPECTOR T. E. HAUGHTEN

SAVING: None
AWARD: None

MEMBERS PRESENT: H. H. Clegg
H. T. Harbo
S. K. McKee
L. V. Boardman

SUGGESTION: That the Bureau adopt the rule and that all Agents be advised that Bureau serials, notes and related items should never be left in a Bureau car at any time, whether it is locked or not. On the other hand, such bulky property such as typewriters could conceivably be left in Bureau cars during temporary periods during the day with due attention having been afforded the security thereof, i.e., by locking the car.

JOINT COMMITTEE CONSIDERATION:

Mr. Clegg favors the suggestion on the basis that Bureau serials, and Agents' notes pertaining to investigations, should not be subjected to the risk involved in leaving them in a parked car, even though the car is locked. He feels that an Agent on a road trip should carry his brief case containing serials with him when he conducts his necessary investigations on the road trip.

Messrs. Boardman, McKee and Harbo feel that the proposed regulation is unnecessary. They feel that the placement of the serials or Agents' notes in a locked car which is parked on the street during the day for a short period of time while an Agent is conducting an interview affords a degree of security which is sufficiently comparable to the degree of security obtained when the serials are locked in an Agent's brief case in a hotel room during the periods of time when the Agent is not occupying the room. They feel that an Agent carrying a brief case at all times, while on a road trip and while conducting investigations, becomes unnecessarily conspicuous.

Hypothetically, an Agent in road-trip status could be called upon either for the conduct of a surveillance or the apprehension of a fugitive, and if this requirement existed he would necessarily have to be in possession of his brief case while engaged in such activities.

CONFERENCE CONSIDERATION:

Unanimously opposed, April 19, 1949. Messrs. Tolson, Ladd, Glavin, Tracy, Mohr, Carlson, H. H. McCabe, Nease, Gatch, Rosen, Nichols, Harbo.

INDEXED - 76 66-12554-

RECORDED

Respectfully,
For the Conference

Clyde Tolson

Clegg
Mohr
dgh
12

EX-157
RB

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/01 BY SP-1/STP/STP

THE DIRECTOR

March 15, 1949

THE EXECUTIVE CONFERENCE

Referring INS to Minutes of
Interdepartmental Visa Committees

At the Executive Conference on March 14, 1949, Messrs. Ladd, Glavin, Harbo, Nichols, Tracy, Mohr, N. H. McCabe, Carlson, Nease and Fletcher being in attendance, the following matter was considered.

NAME checks
The Name Check Desk handles a large volume of requests for the Immigration and Naturalization Service. Included among the files covered by the name search are those dealing with passports and visas under the general file classification of 40. During the war there were Interdepartmental Visa Committees and on each Committee there was a representative of INS. These various Committees considered applications for passports and visas of various persons. The minutes of the various Committees are in possession of the Bureau, and INS as a member of these Committees also received a copy of the minutes. It has been the practice in reviewing Bureau files to include any derogatory information which might appear in these minutes and which relates to the particular person being checked. It was recommended that since INS had access to the same minutes that in the future they not be reviewed at the Bureau. The files falling in the 40 classification would be checked as in the past, but the file reviewers would eliminate any references appearing in the minutes described. INS would be advised that in the future the minutes would not be checked, since the information contained therein already appears in their files. This would avoid duplication and would save considerable time for the Bureau.

The Conference unanimously approved the recommendation.

If you concur, INS will be advised that the Bureau no longer will check the minutes of the Interdepartmental Visa Committees since INS is in possession of a copy of those minutes. The Files Section will issue appropriate instructions to eliminate all 40 file references which relate to the minutes of the Interdepartmental Visa Committees.

Respectfully,
For the Conference

Clyde Tolson

24 MAY 2 1949

INDEXED - 125

RECORDED - 125

66-2554-7226
F B I

- 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 **CHW**
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

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63 MAY 3 1949

THE DIRECTOR

April 27, 1949

THE EXECUTIVES CONFERENCE

PARTICIPATION IN ATHLETIC ACTIVITIES

The Executives Conference of April 21, 1949, consisting of Messrs. Tolson, Tracy, Harbo, Mohr, Ladd, McCabe for Clegg, Fletcher, Rosen, Nichols, Carlson, and Glavin, considered the Bureau's policies in connection with its employees participating in the athletic activities of the Bureau.

It was pointed out to the Conference that at the present time the Bureau's male baseball team and the women's softball team are being formed and are scheduled to practice several days each week. It was also pointed out to the Conference that the Bureau regulations in the past have been that in the event it is necessary for any employee of the Bureau to be absent any period of time during his or her regular working day to participate in practice for one of the teams that the time which he or she is absent must be made up during that work week. The Conference recommends that this policy be continued during the present and future years.

Comment was also raised concerning the utilization of Bureau trucks to transport the baseball paraphernalia to and from the scene of the baseball games participated in by the hard ball team. It was pointed out to the Conference that prior to last year a Bureau-owned automobile or truck was utilized for this purpose; however, under present regulations it is not possible for Bureau trucks to be used in such a manner since under the existing law, Government vehicles are not to be utilized for other than Government purposes.

There was a discussion in the Conference that other agencies utilize automotive equipment for such purposes and certain members of the Conference felt that no criticism would be directed to the Bureau for utilizing its automotive equipment for such purposes.

The majority of the Conference consisting of Messrs. Tolson, Harbo, Mohr, McCabe for Clegg, Carlson, Nichols and Glavin, is opposed to utilizing the Bureau truck for transporting the baseball team and equipment to and from the Bureau's headquarters to the site of the game.

Messrs. Tracy, Ladd, Fletcher, and Rosen recommend that permission to use the truck be given since the baseball team is part of employee activities of the Bureau and no embarrassment would result to the Bureau through the utilization of the truck for this purpose.

- 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 _____

52 MAY 4 1949

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DATE 5-8-91 BY SP5/def

66-2854-227

Memorandum to the Director

Should the Director agree with the majority of the Conference, the appropriate officials of the FBIRA will be advised concerning the Bureau's decision.

The Comment was also made that at the present time men playing on the baseball team have no facilities for parking their own cars in the Department of Justice parking space and that some effort should be made to permit parking of such automobiles in the Department of Justice parking space. It was pointed out to the Conference that all parking spaces in the Department of Justice Building area are assigned and that unless certain employees of the Bureau were desirous of surrendering their spaces to these employees, they could not park their cars in the building parking spaces. The Conference was advised that every effort will be made to effect arrangements whereby the men utilizing their own cars for travel to baseball practice could gain entrance to the Department of Justice outside court so that they may park their cars there while changing into uniform and after the game or practice. In this way it will not be necessary to have spaces definitely assigned to the men but they will have to utilize that portion of the outside court which is set aside for the Bureau's use during the day. *(This is the best result)*

Respectfully,
For the Conference

Clyde Tolson

yes do everything possible
H

CC - Mr. H. H. Clegg
Mr. J. P. Mohr

WRG:tgh

*How many times a week
would the truck be used
for such purposes?*
H

THE DIRECTOR

April 21, 1949

EXECUTIVES CONFERENCE

COUNSELORS FOR 42nd SESSION

FBI NATIONAL ACADEMY

JULY 11 through SEPTEMBER 30, 1949

On April 21, 1949, the Executives Conference, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Ladd, Nichols, Fletcher, Carlson, Rosen and H. H. McCabe, considered recommendations for Counselors for the 42nd Session of the FBI National Academy.

The Conference felt that in view of the fact that the Retraining Session of the graduates of the Academy will come at the close of the 42nd Session in September, there should be two experienced Counselors for this class.

The Conference recommends that SA James C. Kennedy, who is presently serving as Counselor for the 41st Session, and who has expressed a desire to serve for the 42nd Session, be retained for that session. For the second Counselor, the Conference recommends SA James H. Nicholson of the Boston Office, who has done an excellent job as Counselor in the past.

If approved, the Chief Clerk's Office should instruct these Agents to report to the Training and Inspection Division at 9:00 A. M. on Friday, July 8, 1949.

Respectfully,
For the Conference

Clyde Tolson

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323,013
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DATE 5-8-91 BY SP5 a/deg

cc: Mr. Clegg
Mr. Mohr

NHC:dgh

Handwritten 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

RECORDED - 62

INDEXED - 62

EX 16

60 MAY 5 - 1949

APR 28 1949

66-2554-7228
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THE DIRECTOR

April 12, 1949

JOINT COMMITTEE

SUGGESTION NO. 109
EMPLOYEE: SA ARTHUR J. NORSTROM
ST. PAUL 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 5-6-91 BY SP-5 U/PCG

SUGGESTION: That duplicate logs prepared for insertion in the respective case files affected by the information in the log be destroyed after the information from the log has been incorporated into an investigative report. It was also suggested that sub-files be created in key figure and top functionary cases for the purpose of filing logs containing excerpts of pertinent material from the log.

ADVANTAGES:

1. This procedure would reduce the number of serials in the file and enable a more efficient administration of security files.

DISADVANTAGES:

1. Frequently material set forth in the log is not set out verbatim in reports, and at a future date if the occasion arises when the verbatim information would be necessary, several Agents would need to refer to the original log at the same time which would result in confusion and loss of time.
2. The verbatim information contained in the log should be retained in the respective files.
3. The removal of duplicate logs, or excerpts of pertinent material from the log, from the file after a report has been rendered would necessitate the preparation of a memorandum setting forth the contents of the serials removed from the file.
4. Creation of sub-files would present a security problem as it would never be possible to definitely determine in each instance when a sub-file existed.

RECORDED - 66-2554-7229
INDEXED

JOINT COMMITTEE CONSIDERATION:

Unanimously favorable.

CONFIDENTIALS CONFERENCE CONSIDERATION:

Unanimously unfavorable. 4/13/49.

Present: Messrs. Tolson, Ladd, Glavin, Carlson, H. H. McCabe, Rosen, Fletcher, Q. Tamm, Nease, Harbo. The St. Paul office will be advised of the Director's decision.

Respectfully,
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
- Miss Gandy

Mr. Clegg
Mr. Mohr

APR 16 1949

RJ

Clyde Tolson

478-99

THE DIRECTOR

April 23, 1949

THE EXECUTIVES CONFERENCE

FBI NATIONAL ACADEMY SESSIONS - 1950

The Executives Conference, consisting of Messrs. Tolson, Callahan, Parsons, Mohr, Carlson, Fletcher, Nichols, Rosen and Clegg, on April 28, 1949 approved the following dates for the sessions of the FBI National Academy for 1950:

Forty-third Session

January 9 through March 31

Forty-fourth Session

April 10 through June 30

Forty-fifth Session

July 10 through September 29

Respectfully,
For the Conference

Clyde Tolson

OK

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

John

- 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 - 3
INDEXED - 3

66-255-7230

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60 MAY 5 - 1949

THE DIRECTOR

April 28, 1949

THE EXECUTIVES CONFERENCE

~~BLOCK STAMP ON FILE YELLOWS~~

The Executives Conference, consisting of Messrs. Tolson, Callahan, Parsons, Mohr, Carlson, Fletcher, Nichols, Rosen and Clegg, on April 28, 1949 considered the suggestion of Mrs. Jean Martin, of the Training and Inspection Division, that the Director's block stamp in the lower left corner of the yellow file copy be moved (perhaps to the upper right corner) so as to avoid typing through the routing block or having the typing stop considerably above the bottom of the page in order to avoid typing through this block.

The Executives Conference recommended as follows:

1. That the block stamp remain in the lower left corner due to the fact that the Director uses this block for routing yellows to Bureau officials, and it is too cumbersome to have to remove paper clips and rearrange the mail to check this routing block in the upper right corner.
2. That the names of Messrs. Egan, Gurnea, Pennington and Quinn Tamm be removed from the routing block.
3. That the prefix "Mr." be removed and that the surnames of the Bureau staff, only, be used in this block.
4. That the block be moved further to the left and nearer the edge of the paper.
5. That there be more space between the names so as to make checking and routing easier.
6. That these changes be made in the next reprinting of such yellows.

Respectfully,
For the Conference

Clyde Tolson

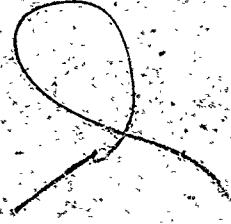
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OK

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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

H. H. Clegg
Mohr

MAY 5 - 1949

THE DIRECTOR

April 28, 1949

THE EXECUTIVES CONFERENCE

CONTEMPT OF COURT;
VIOLATIONS OF FEDERAL INJUNCTIONS

The Executives Conference, consisting of Messrs. Tolson, Callahan, Parsons, Mohr, Carlson, Fletcher, Nichols, Rosen and Clegg, on April 28, 1949 considered the suggestion from Mr. Rosen to Mr. Ladd that classification 16, "Violations of Federal Injunctions," be removed from manuals and assignment charts inasmuch as cases of this character are actually "Contempt of Court" cases bearing classification 69, for which manual sections are presently being prepared.

The Conference unanimously recommended this suggestion.

Respectfully,
For the Conference

Clyde Tolson

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

HHC:jfm

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INDEXED - 69
RECORDED - 93

66-2554-7232
MAY 3 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 _____

60 MAY 5 - 1949

THE DIRECTOR

April 25, 1949

THE EXECUTIVE CONFERENCE

CRIMINAL RECORDS OF SECURITY INDEX CARD SUBJECTS
SECURITY MATTER - C

a At the Executive Conference on April 22, 1949, attended by Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Carlson, Ladd, Nichols, Rosen, N. H. McCabe and Fletcher, the project of checking the Identification Division for the criminal records of Security Index card subjects was discussed. This project was initiated on March 29, 1948, after it had been the subject of an Executive Conference discussion. At that time, photostatic copies of all Security Index cards were sent to the Identification Division and subsequent to that time copies of all Security Index cards prepared since that date have been forwarded to the Identification Division.

At the present time, 10,424 names have been submitted. The Identification Division has completed 2,637, of which 18 were positive identifications and 1,330 tentative identifications. An additional 5,462 have been searched by name and there have been 20 researched by the Technical Section.

In view of the results obtained to date, it was recommended that the project be discontinued immediately and that the field offices be instructed that during the course of their investigations they shall, when proper, request a check of the Identification Division as information becomes available reflecting the possible existence of an identification record. The Conference unanimously approved the recommendation.

There is attached for your approval a letter to all Special Agents in Charge.

Respectfully,
For the Conference

Clyde Tolson

Attachment
cc - Mr. Clegg
Mr. Mohr

HBF:cmv

- 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 - 116

INDEXED - 116

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50 MAY 5 - 1949

MAY 15 1949

THE DIRECTOR

April 21, 1949

EXECUTIVES CONFERENCE

SPEAKERS FOR GRADUATION EXERCISES
1st SESSION, FBI NATIONAL ACADEMY
JULY 1, 1949

The Executives Conference on April 21, 1949, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Ladd, Nichols, Fletcher, Carlson, Rosen and W. H. McCabe, considered the selection of speakers for the graduation exercises of the FBI National Academy on July 1, 1949.

The Conference recommends that Senator Pat McCarran of Nevada be invited to give one of the addresses, and that Congressman Emanuel Celler be considered as an alternate in case Senator McCarran does not accept.

For the second speaker, the Conference recommends Associate Justice Harold Burton of the U. S. Supreme Court, and as an alternate in the event Justice Burton declines, Justice Learned Hand, U. S. Circuit Court of Appeals, New York.

If the Director approves, a letter will be sent immediately to Senator McCarran and Justice Burton inviting them to address the graduation exercises on July 1, 1949.

Respectfully,
For the Conference

Clyde Tolson

323 013
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DATE 5-8-91 BY SP5 e/dg

cc: Mr. Clegg
Mr. Mohr

HM: dgh

- 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 - 68
INDEXED - 98

166-2554-7234
FBI
76 MAY 6 1949

Handwritten signature

INITIALS ON ORIGINAL

72
MAY 11 1949

ORIGINAL COPY FILED IN 1-4

THE DIRECTOR

May 3, 1949

THE EXECUTIVES CONFERENCE

The Executives Conference of May 2, 1949, consisting of Messrs. Tolson, Clegg, Tracy, Parsons, Harbo, Mohr, Carlson, Ladd, Nichols, Rosen, and Glavin considered the suggestion received from the Special Agent in Charge at Charlotte concerning Resident Agencies.

The Conference was advised that SAC Brown pointed out that he has one Resident Agency at Elizabeth City, one of the easternmost cities in North Carolina, which is approximately 350 miles from Charlotte. In order to get to Elizabeth City and return to Charlotte, two days' travel is involved regardless of the means of transportation. SAC Brown inquires of the Bureau as to whether the Bureau would consider amending its regulations to allow this Resident Agency (Elizabeth City) to be inspected every other month or at less frequent intervals. SAC Brown points out that there is assigned at this time only one Resident Agent at Elizabeth City.

The Executives Conference was of the unanimous opinion that the Bureau's regulations stated in its SAC Letter to the Field dated April 15, 1949, that Agents in Charge visit Resident Agency cities once monthly be continued in this particular instance. It recommends that SAC Brown be advised that the Bureau cannot make any exception for him in this particular case.

Subject to the Director's approval, there is attached hereto the appropriate communication addressed to the SAC at Charlotte.

Respectfully,
For the Conference

Clyde Tolson

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DATE 3-8-91 BY SP5 EJD/df

CC - Mr. H. H. Clegg
Mr. J. P. Mohr

RECORDED - 25

66-2534-7235
F B I
MAY 6 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
- Misc. Candy

I agree
H.

INITIALS ON ORIGINAL

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THE EXECUTIVE CONFERENCE

The Executive Conference of April 29, 1949, consisting of Lesora, Tolson, Tracy, Parsons for Harbo, Lehr, Carlson, Clegg, Fletcher, Rosen, and Glavin, considered a communication received from the SAC at St. Paul, Minnesota, concerning Resident Agencies.

SAC Rhodes points out in his communication that the travel incident to visiting Resident Agencies by the SAC or the ASAC of St. Paul would make it necessary that either he, the SAC, or the ASAC would be absent from the office at least two weeks each month in visiting these Resident Agencies because of the distances which must be traveled in visiting the Resident Agencies in question.

SAC Rhodes points out that with the exception of Grand Forks and Fargo, North Dakota, which are located in close proximity to each other, all of the Resident Agencies are widely scattered and cannot be made on one round trip without the stopover privilege. Separate trips for each Resident Agency will have to be made with the exception of Grand Forks and Fargo. In the case of the latter two cities, they could be covered on one round trip out of St. Paul to Grand Forks, North Dakota, with the stopover privilege at Fargo enroute. Rhodes points out that it would cost approximately \$470 a month to visit the Resident Agencies in the St. Paul territory. He points out the following allowances insofar as the Resident Agency cities are concerned.

Resident Agency City	Miles From St. Paul
St. Cloud, Minnesota	73
Duluth, Minnesota	155
Slayton Falls, South Dakota	217
Fargo, North Dakota	250
Buron, South Dakota	300
Grand Forks, North Dakota	327
Stanards, North Dakota	609
Rapid City, South Dakota	609

RECORDED
INDEXED - 25

62-2554-7236
MAY 6 1949

SAC Rhodes also recommends that the Bureau give consideration to the necessity of Resident Agents coming into St. Paul once every thirty days. He points out that the cost of bringing the Resident Agents into the headquarters city once a month for transportation alone is a prohibitive \$750.

- 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

323,013
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DATE 5-8-91 BY SP-5/deg

Memorandum for the Director

SAC Rhodes points out that it has been his practice to personally visit each of the far distant Resident Agencies three times a year and the Agencies that are located closer to St. Paul at more frequent intervals. He also points out that during the summer months, from April to October, all Resident Agents come in to the St. Paul Office at least once a month for the purpose of firearms training during those months. During the winter months when there is no firearms training, the Resident Agents report to the St. Paul Office about once every 45 days. Rhodes points out that because of the distance which he mentioned he did not deem it advisable from the standpoint of expense and getting the work done to have the Agents come into the headquarters at St. Paul from the various posts of duty in the territory more frequently than above set out.

SAC Rhodes recommends that he be permitted to continue the practice of handling his Resident Agencies as heretofore set out rather than visiting the Resident Agencies once each month and having the Resident Agents reporting to the St. Paul Office once each month since he does not feel that the cost of carrying out the procedures outlined in the Bureau's letter of April 15, 1949, covering Resident Agency supervision is going to be commensurate with the satisfactory results obtained.

The Executives Conference feels that Rhodes should be advised that all Resident Agents should report to the St. Paul Office on a monthly basis for the purpose of reviewing files, discussing their pending cases with the SAC and for the purpose of holding their conferences with the SAC and other supervisors of the office. The conference further feels that with the exception of the far distant Resident Agencies, i. e., Rapid City, South Dakota; Bismarck, North Dakota; and Grand Forks, North Dakota, that Rhodes be instructed to visit, or have visited by the ASAC, the remaining Resident Agencies at least every thirty days; that insofar as the three far distant Resident Agency cities are concerned, they be visited quarterly by the SAC.

Should the Director agree with the Conference recommendations, SAC Rhodes will be appropriately advised.

I agree. It figures to appear as I have expected the SACs have not been really on top of the Resident Agents. The last this request of I believe I came in from Charlotte.

Respectfully,
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 _____
- Miss Gandy _____

Mr. H. H. Clegg
Mr. J. P. Mohr

W. L. Tolson
H

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.

CRIMINAL RECORDS FOR BUREAU OF PRISONS

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

SJT:cmr

cc: Mr. Clegg
Mr. Mohr

RECORDED - 3
INDEXED - 3

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F B I
3 MAY 10 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

MAY 11 1949

THE DIRECTOR

May 5, 1949

THE EXECUTIVES CONFERENCE

Assessing of F. B. I. N. A. Associates

The Executives Conference, consisting of Casper, Tolson, Glavin, Tracy, Harbo, Mohr, Carlson, Ladd, Fletcher, Rosen and Clegg, on May 4, 1949, considered an inquiry received by SAC Willis, of the Houston Office, from Captain Richard L. Belflower, presently attending the Academy in Washington from the Corpus Christi, Texas, Police Department.

Belflower and Sergeant William Carlberg, of the U. S. Atomic Energy Security Service, Los Alamos, New Mexico, had recently been discussing the possibility of a sum of from \$1 to \$3 per annum to be collected from each of the 2,000 graduates of the Academy which could be used to pay the traveling and living expenses of at least three qualified officers who could not otherwise attend the Academy. Captain Belflower also inquired as to how this suggestion might be developed and approved.

It was the unanimous opinion of the members of the Executives Conference that SAC Willis should be advised to suggest to Belflower that this matter should appropriately be brought to the attention of the regular meeting of the FBI National Academy Associates in September of this year, during its regular business session. It was not felt that the Bureau should take any initiative in promoting this project as it is difficult enough to collect the small annual dues from the Associates.

There is attached hereto a letter to SAC Willis along this line if approved.

*G. L. ...
opposed to the
idea*

Respectfully,
For the Conference

Clyde Tolson

Attachment

cc Mr. H. R. 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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THE DIRECTOR

May 5, 1949

THE EXECUTIVES CONFERENCE

The Executives Conference, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Carlson, Ladd, Fletcher, Rosen and Glegg, on May 4, 1949, recommended that a semi-annual meeting of Bureau Officials and Supervisors be held in assembly rooms #1 and #4 on the fifth floor of the Department of Justice Building on Thursday, May 26, 1949 from 4:00 to 6:00 p.m.

Each lecture would be repeated before the assembled Supervisors in these two rooms. Two rooms are used due to warmer weather and in order to avoid overcrowding.

The suggested program is as follows:

1. Recent Supreme Court Decisions on Confessions, Searches and Seizures - 25 minutes - Mr. J. A. Carlson.
2. Discussion of the Organization, Headings, References, Preparation for and Dictation of Memoranda - 25 minutes - Mr. K. R. McIntire.
3. Communism - Program, Philosophies and Recent Trends - 50 minutes - Mr. W. C. Sullivan.

If the above is approved, there is attached hereto a memorandum giving notice of this meeting.

Respectfully,
For the Conference

Clyde Tolson

Attachment

CC Mr. H. H. Clegg
Mr. Mohr

HHC:jfm

- 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 EXECUTIVES CONFERENCE

May 5, 1949

The Executives Conference, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Carlson, Ladd, Fletcher, Rosen and Clegg, on May 4, 1949, gave consideration to a communication from J. A. Adler, Chief of the Documentation Service for Counterfeits and Forgeries of the International Criminal Police Commission at the Hague.

He calls attention to a meeting in the nature of a conference of the ICPC member organizations to be held June 9, 1949, at the Hague, regarding counterfeits and forgeries. He requests contributions of specimens to the "International Museum of Forgeries," which will become a true center of international study. He requests all specimens of notes and coins, forged and genuine, both in circulation and withdrawn from circulation, which have not previously been forwarded; all documents, curiosities and information concerning the manufacture of genuine notes and coins (paper, watermarks, printing processes, designs, sketches, matrixes, etc.); all tools, instruments and material of forgeries; a copy of the Penal Code and Criminal Code of Instruction as well as the laws and regulations concerning notes and coins. Whatever must be returned after the conference will be returned.

It was the unanimous recommendation of the Executives Conference:

1. That the Bureau's Liaison Section should contact the U. S. Secret Service, notify them of the date and place of this exhibition and advise them of the request that has been made in detail, and further advise them that anything they desire to submit permanently or temporarily they may submit and ship at their own expense.

2. That no mention should be made of any personal representation and if the Secret Service desires, on its own initiative, to have its Paris representative or any other employee attend, the Bureau will interpose no objection, but, at the same time, will not urge such action.

Based upon the information obtained from this liaison contact, Mr. Adler's letter will be answered.

Respectfully,
For the Conference

RECORDED - 37
INDEXED - 37
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

H. H. Clegg

Mohr

HHC:jm

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THE DIRECTOR

May 10, 1949

THE EXECUTIVES CONFERENCE

LIEUTENANT HARRY J. MURPHY
APPLICANT - FBI NATIONAL ACADEMY

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HEREIN IS UNCLASSIFIED
DATE 5-8-91 BY SP-5 a/dcg

On May 9, 1949, the Executives Conference, consisting of Messrs. Tolson, Fletcher, Ladd, Carlson, Harbo, Tracy, Glavin and W. H. McCabe, considered the application of Lieutenant Harry J. Murphy of the Cleveland Heights, Ohio, Police Department to attend the FBI National Academy. This applicant was investigated last Fall for attendance at the Academy; however, the Bureau was advised that the applicant would be unable to attend the January, 1949, session of the Academy due to the fact that his wife was pregnant.

During the investigation no derogatory information was developed concerning the applicant himself, although it did develop the fact that applicant's sister, Arlene Murphy, had a very poor reputation, having been married several times and being presently married to a negro. This negro, Lonnie Rich, was, FBI #1961810, has a lengthy criminal record and is a known criminal in Cleveland. Prior to marrying Lonnie Rich, applicant's sister is reported to have lived with various negroes. Recently, the 14-year-old daughter of Arlene Murphy, whose name is Carol Swanson, eloped with a 22-year-old negro named Charles Schneider and upon their return to Cleveland, Schneider was placed in a work-house and the girl was sent to live with her grandparents. Her grandfather is Harry J. Murphy, Sr., a retired Lieutenant of Detectives from the Cleveland Heights Police Department. On April 12, 1949, Schneider escaped from the work house, went to the senior Murphy's home with his brother, beat up applicant's father, and took Carol Swanson, the 14-year-old girl with him to the home of his brother, Edward Schneider. The girl was later returned to the senior Murphy's home.

Special Agent in Charge Abbaticchio advises that applicant bears a good reputation among local law enforcement officers; however, the very poor reputation of his sister is a matter of common knowledge in his locality. SAC Abbaticchio recommends that the Bureau pass over the application of Lieutenant Murphy at this time and that, in the event his personal situation appears to have adjusted itself later on, further consideration might be given to the applicant.

The Executives Conference was unanimously in favor of passing over the applicant at this time in view of the derogatory information concerning his family.

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

James J. [Signature]
W. H. [Signature]
by [Signature]

THE DIRECTOR

May 6, 1949

THE EXECUTIVES CONFERENCE

The Executives Conference, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Carlson, Nichols, Ladd, Fletcher, Rosen and Glegg, on May 5, 1949, considered the problems involved when supervisors are requested to prepare memoranda and their unnecessary expenditure of time because they review far more files than necessary thus delaying the preparation of the memorandum, and the expense and time expended are considerably beyond that which was expected or which would have been justified on the basis of the initial request for the information.

With this in view, the Executives Conference considered the advisability of providing a definition or description of the most frequently used types of memoranda with a view to furnishing each supervisor with such definitions and descriptions in order to assist in the preparation of the specific type of memorandum involved and in order to assist those requesting them in particularizing the type of memorandum desired.

It was recommended that the attached list on more frequently requested memoranda be circularized to the entire official and supervisory staff at the Seat of Government.

The attached was approved by the Executives Conference for this purpose.

Respectfully,
For the Conference

Clyde Tolson

66-2554-7242

Attachment

CC Mr. H. H. Glegg
Mr. Mohr

HCC:jlm

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MAY 12 1949

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DATE 5-8-91 BY SP-5 [signature]

50 MAY 16 1949

THE DIRECTOR

5/10/49

EXECUTIVES CONFERENCE

~~FBI NATIONAL ACADEMY ASSOCIATES' NEWS LETTER~~

On May 9, 1949, the Executives Conference, consisting of Messrs. Tolson, Fletcher, Ladd, Carlson, Harbo, Tracy, Glavin and R. M. McCabe, considered the suggestion of Mr. Rogers that the FBI National Academy Associates' News Letter be published once each month instead of every other month as has been done in the recent past. Mr. Rogers has pointed out that, with the large increase in the number of graduates during the past few years, we receive during a two-month period a very heavy volume of information, which results in a lengthy News Letter. In addition, with the News Letter going out every other month, some of the information is at least two months old before it appears in the News Letter.

The Conference was unanimously in favor of issuing the News Letter on a monthly basis in the future.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

MMH:BG

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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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THE DIRECTOR

May 9, 1949

THE EXECUTIVE CONFERENCE

ATOMIC ENERGY ACT - INFORMANTS

At the Executive Conference on May 3, 1949, attended by Messrs. Tolson, Clegg, Glavin, Harbo, Rosen, Tracy, Mohr, Carlson, Ladd and Fletcher, it was recommended that the Atomic Energy-Liaison Section be authorized to maintain an Atomic Energy Informant Index, broken down alphabetically and geographically by field offices. At the present time, such informants are carried in the General Informant Index of the Bureau, but to permit more accurate following of the Atomic Energy Informant Program, it was deemed desirable that these informants be carried in a separate index.

The Conference unanimously agreed that the proposed Atomic Energy Informant Index be set up.

For your approval, there is attached a letter to all Special Agents in Charge instructing them to submit a current, accurate list of Atomic Energy Informants from which the Informant Index will be prepared and set up.

Attachment

Respectfully,
For the Conference

Clyde Tolson

cc - Mr. Clegg
Mr. Mohr

HBF:cmr

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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

MAY 16 1949

THE DIRECTOR

May 9, 1949

THE EXECUTIVES CONFERENCE

The Executives Conference of May 6, 1949, consisting of Messrs. Tolson, Tracy, Harbo, Mohr, Carlson, Ladd, and Glavin, approved the attached suggested communication to all investigative employees concerning the Agents Insurance Fund.

For the Director's information, present Bureau regulations are to the effect that members of the Fund be advised annually in May of each year as to the status of the Agents Insurance Fund.

Respectfully,
For the Conference

O.K.

Clyde Tolson

cc - Mr. H. H. Glavin
Mr. J. P. Mohr

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

MAY 16 1949

THE DIRECTOR

May 10, 1949

THE EXECUTIVES CONFERENCE

REQUEST OF PROVOST MARSHAL GENERAL
FOR REPRESENTATIVE TO ATTEND
THE FBI NATIONAL ACADEMY

On May 9, 1949, the Executives Conference, consisting of Messrs. Fletcher, Ladd, Carlson, Harbo, Tracy, Glavin and H. H. McCabe, considered the recommendation of the Liaison Section that favorable consideration be given to accepting an applicant for the FBI National Academy from the Provost Marshal General's Office. It was pointed out that the Provost Marshal General's Office is the law enforcement agency of the Army and that, by having a representative from the Provost Marshal General's Office attend the Academy, it would improve our contacts with that organization. The personnel in the Provost Marshal General's Office has completely changed since the war, and it is reported that Colonel Jeremiah P. Holland of the Office of the Provost Marshal General, who was friendly with the Bureau when he was in the Philippines, is an individual who could be counted on to lend assistance to the Bureau whenever such assistance might be needed.

It will be recalled that in 1947 the Bureau agreed to accept a candidate from the Provost Marshal General's Office; however, this invitation was cancelled at the last minute by the Provost Marshal General. At the time, the Director noted on the communication, "Do not extend another invitation and do not accept any applicant from this source in the future." It was subsequently ascertained that the reason the Provost Marshal General declined to permit the individual to attend the Academy was due to certain activities on the part of the person who had been designated. The Provost Marshal General advised that he felt that an individual who had violated Army regulations should not be afforded the privilege of attending the FBI National Academy.

The Executives Conference was unanimously in favor of accepting a representative from the Provost Marshal General's Office to attend a future session of the FBI National Academy since this is the regular law enforcement agency of the Army and in view of the fact that the Provost Marshal General, in refusing to permit an individual to attend the Academy in 1947, based his actions on the ground that the individual was not worthy of attending the Academy.

Respectfully,
FOR THE CONFERENCE

Robert M. ...
Witness Individual

Clyde Tolson 166-2554-7248
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- Tolson
 - Clegg
 - Glavin
 - Ladd
 - Nichols
 - Rosen
 - Tracy
 - Egan
 - Gurnea
 - Harbo
 - Mohr
 - Flemington
 - Quinn Tamm
 - Room
 - Tele. Rm.
 - Director's Sec'y
- cc - Mr. Clegg
Mr. Mohr

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DATE 5-8-91 BY SP5 EJD/gy

THE DIRECTOR

5/11/49

EXECUTIVES CONFERENCE

1st SESSION NATIONAL ACADEMY GRADUATION EXERCISES
- SPEAKERS

The Executives Conference on 5/11/49, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Carlson, McGuire, Fletcher, Rosen and H. H. McCabe, recommended that the following be considered for speakers before the FBI National Academy graduation on 7/1/49:

1. Senator J. William Fulbright of Arkansas
2. Mr. John R. Steelman, White House
3. *Quinn* Mr. T. Vincent Quinn

In view of the fact that Justice Hand has declined, there is attached a letter for approval to Senator Fulbright.

Respectfully,
FOR THE CONFERENCE

[Signature]
C. Tolson

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CC - Mr. Clegg
Mr. Mohr

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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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53 MAY 17 1949

THE DIRECTOR

May 9, 1949

THE EXECUTIVES CONFERENCE

PISTOL CLUB FOR CLERICAL EMPLOYEES

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DATE 5-8-91 BY SP5 C/dy

The Executives Conference, consisting of Messrs. Telson, Glavin, Tracy, Harbo, Lohr, Carlson, Nichols, Ladd, Fletcher, Rosen and Glegg, on May 5, 1949, gave reconsideration to the request for Bureau sponsorship of a pistol club for Bureau employees. Fourteen firearms experts, including the staff at Quantico and some other experts acting as supervisors in Washington at the Seat of Government, have volunteered their services to take turns supervising their instruction. SAC Sloan indicated that he would prepare a schedule and that the 56 employees at the Department of Justice Building who desire this training could be handled by having groups report every thirty minutes beginning at 5:30 p.m., two nights a week, which would make it possible to handle the 56 employees in about three hours each, two nights per week. If this were done, it would take the supervision of this group from clerical employee Jack H. Hoskins, who made the initial suggestion and request and who is now supervising this training but who admits his lack of competency. It would also bring this club under the sponsorship of the FBI Recreation Association rather than the National Rifle Association and would make available the indoor range in the Department of Justice Building.

Each clerical employee would first be given instructions at one meeting on safety regulations and the fundamentals of revolver shooting, and those who subsequently shoot as members of this group would be limited to those who receive the initial instruction. Each clerical employee would have to furnish his own ammunition and pistol.

When it becomes known that the FBI Recreation Association will sponsor this group, it is likely that the number of employees desiring such training may subsequently increase, and this could be handled up to about a total of 100 by adding to the number of nights when the training is given. It should be pointed out, however, that the employees at the Identification Building who work at night and who are now taking such training under the sponsorship of the National Rifle Association at the National Guard Armory are shooting from 9:00 a.m. to 11:00 a.m.

It was unanimously agreed at the conference that the Bureau could not handle any firearms training during official office hours because the instructors are engaged on regular duties and the range is in use. It will thus have to be explained if any inquiries are made that the Bureau can take only approximately 100 and maybe a few more as a maximum as members of the club and that they would have to be available to shoot in the evenings at the assigned periods and on the days so designated.

With the above provisions, the Executives Conference unanimously approved the training being done under the sponsorship of the FBI Recreation Association.

- 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

66-2554-7250

MAY 17 1949

RECORDED
INDEXED 125

Mr. Lohr
HRC:jlm

Glyde Tolson

MAY 16 1949

THE DIRECTOR

May 12, 1949

THE EXECUTIVES CONFERENCE

The Executives Conference of May 5, 1949, consisting of Rogers, Tolson, Tracy, Harbo, Mohr, Carlson, Ladd, Nichols, Clegg, Fletcher, Rosen, and Glavin, considered a suggestion submitted by Special Agent William B. Dillon of the San Francisco Office to the effect that in the future the Bureau's standard Report First Page (Form #1) be supplied without holes being punched therein. It is pointed out that the first page of the investigative report form, which is printed by the Government Printing Office, is punched at the time of the printing. Special Agent Dillon feels that in the event the holes were not punched in the first sheet, they could be punched in the field and the holes on all pages would coincide and the pages in the files would not become "dog-eared," or torn and untidy in appearance.

The Bureau has at the present time a considerable amount of the first pages of the report form already printed and punched and it is not felt that any action should be taken at this time looking toward the securing of paper without holes punched in it. As a matter of fact, on several occasions suggestions have been received from the Field that in addition to having holes punched in the first report page that the holes be punched on all paper utilized by the Bureau for intra-Bureau correspondence to assist in obtaining uniformity in filing.

Respectfully,
For the Conference

Handwritten initials

Clyde Tolson

cc - Mr. H. H. Clegg
Mr. J. P. Mohr

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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

57 MAY 19 1949

THE DIRECTOR
THE EXECUTIVES CONFERENCE

May 16, 1949

The Executives Conference of May 11, 1949, consisting of Messrs. Tolson, Tracy, Harbo, Mohr, Carlson, McGuire for Nichols, McCabe for Glegg, Fletcher, Rosen and Glavin, considered the suggested letter to all SAC's concerning the maintenance of inventories on expendable and nonexpendable property. The Conference recommended that the communication as presented to the Conference go forward to the Field.

The Conference felt that the inclusion of blackjacks, holsters, books, tools, etc., listed in the letter attached should be returned to the nonexpendable inventory.

Should the Director approve the recommendation of the Conference, the attached letter to all SAC's should go forward.

Respectfully,
For the Conference

Clyde Tolson

CC - Mr. Glegg

WRC:tgh/dw

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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

5 MAY 19 1949

THE DIRECTOR

April 5, 1949

THE EXECUTIVE CONFERENCE

COPIES OF LETTERS TO OUTSIDE AGENCIES

At the Executive Conference on March 30, 1949, attended by Messrs. Tolson, W. H. McCabe, Glavin, Harbo, Nichols, Rosen, Tracy, Mohr, Nease, Ladd, Carlson and Fletcher, the following matter was given consideration. At the present time, letters are directed to the various intelligence agencies, particularly by the Security Investigative Division, for the purpose of disseminating information of general interest to all of them. Under normal circumstances, this information is of equal interest to the State Department, ONI, G-2, Air Force and CIA. Under present procedures the letter is normally directed to the State Department, with copies to the other intelligence agencies, and each agency is furnished with two copies of the letter. When full dissemination is made, as indicated, it requires the typing of the original and eleven copies so that necessary file copies are available.

It was recommended that in the future when such a dissemination is made that the original and one thin be furnished to the agency to which the letter is directed, and if copies are made for other intelligence agencies that a single copy be forwarded rather than copies in duplicate. This should save considerable typing and also should furnish all agencies equally legible copies.

The Conference was of the opinion that it would be proper and desirable to furnish single copies of such matters to the various agencies rather than in duplicate as in the past.

If you agree, appropriate instructions will be issued throughout the Security Investigative Division.

Respectfully,
For the Conference

Clyde Tolson

cc - Mr. Clegg
Mr. Mohr

INDEXED - 118

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F B I
76 MAY 18 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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- Mr. Nease
- Miss Gandy

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SECURITY DIVISION
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THE DIRECTOR

May 13, 1949

THE EXECUTIVE CONFERENCE

SECURITY INDEX
INTERNAL SECURITY SECTION
SECURITY INVESTIGATIVE DIVISION

At the Executive Conference on May 12, 1949, attended by Messrs. Tolson, N. H. McCabe, Glavin, Harbo, Nichols, Rosen, Tracy, Carlson and Fletcher, it was recommended that the security index be placed on IBM punch cards. This recommendation was made because it was believed that within a very short period of time a considerable savings in personnel man days would be effected. To prepare at any one time an over-all list of the security index requires expenditure of from 20 to 30 man days, and there is a continuous expenditure of man days in keeping the Department advised of additions and deletions which occur at the rate of about 150 per week. Instead of making the lists, the card could be utilized and the 150 changes per week could be handled with a minimum of effort. Further, the information would permit a breakdown mechanically in a number of ways, permitting, for example, listing of index subjects by field divisions, listing of security index subjects who are aliens, and the preparation of lists which will permit verification of the security index, both at the Seat of Government and in any or all of the field offices.

The Conference was of the unanimous opinion that the recommendation should be adopted. If you approve, necessary steps will be taken to place the entire security index on IBM punch cards.

Respectfully,
For the Conference

Clyde Tolson

cc - Mr. Clegg
Mr. Mohr

HBF:cmr

- 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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23 MAY 18 1949

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[Handwritten signatures and initials]

THE DIRECTOR

May 12, 1949

THE EXECUTIVE SECRETARIES

The Executive Conference of May 5, 1949, consisting of Messrs. Tolson, Tracy, Harbo, Mohr, Carlson, Ladd, Nichols, Clegg, Fletcher, Nease, and Glavin, considered a suggestion submitted by Jane Esther Campbell, Principal Stenographer in the San Diego Office, that the Bureau consider the desirability of punching appropriate holes in all paper forwarded to the field for the field's use.

Miss Campbell points out that the change would eliminate the punching of all memoranda, reports, and letters to be filed both throughout the field and at the Seat of Government, other than incoming mail from individuals and agencies outside the Bureau, and accordingly would save a great deal of clerical time. It would be a definite aid to each Chief Clerk's Office, particularly in the filing of lengthy mimeographed reports which are extremely difficult to punch and often must be unstapled, punched several pages at a time, and reassembled prior to filing. She further feels it would lend uniformity to all files.

It was pointed out to the Conference that in the event we have the paper utilized by the Bureau punched before it is forwarded to the field, that this punching operation is considered as a printing and binding operation by the Government Printing Office and it would be necessary to charge such costs against the printing and binding allotment in the Department of Justice appropriation. At the present time, funds are not available for such expenditures since our printing and binding allotment has been fully obligated.

The Conference was further advised that we have no punching equipment in the Bureau of sufficient size to do this punching and it would be necessary for us to acquire a large electric punch machine to handle the large quantity of paper which would be necessary in the event this suggestion were approved.

The Conference feels, therefore, that no further consideration should be given the suggestion at this time.

- 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

66-12554-7256

MAY 23 1949

RECORDED - 118

Clyde Tolson

INDEXED - 118

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DATE 5-8-91 BY [signature]
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61 MAY 24 1949

THE DIRECTOR

May 18, 1949

THE EXECUTIVES CONFERENCE

FIELD FIREARMS TRAINING
1949 - 1950

The Executives Conference on May 17, 1949, consisting of Messrs. Tolson, Callahan, Tracy, Mohr, Carlson, Ladd, Rosen, Nease, Parsons, Nichols and McCabe, considered the suggestion of SAC Sloan that for one month during the next fiscal year the firearms training in the field be devoted to skeet shooting. SAC Sloan has pointed out that skeet shooting not only gives advanced training in handling shotguns but also teaches the Agents how to shoot at moving targets. At the present time the Agents receive this training approximately once every two years at Quantico while attending In-Service.

SAC Sloan points out that skeet clubs are located in or near each Field office city and Colonel E. F. Sloan, Manager and Secretary of the National Skeet Shooting Association, no relation to SAC Sloan, has given assurance that the skeet clubs in the various Field office cities would be happy to make available their facilities at no cost and without publicity to the Bureau.

It was pointed out at the conference that Colonel Sloan was not in a position to give assurance as to the publicity possibilities and that there exists a definite possibility of the Bureau receiving unfavorable publicity by having Agents skeet shooting in the field at the various skeet clubs.

Messrs. Tolson, Callahan, Tracy, Mohr, Carlson, Ladd, Rosen, Parsons and Nichols were opposed to having skeet shooting as a part of our field firearms training program.

Mr. Nease and Mr. H. H. McCabe felt that the training which the Agents received in shooting skeet is very valuable, particularly in connection with shooting at moving targets and were in favor of adding skeet shooting to the field firearms training.

323,013
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DATE 5-8-91 BY SP-5 [signature]

Respectfully,
For the Conference

Clyde Tolson

66-2554-7257

RECORDED - 116
INDEXED - 116

MAY 24 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

H. H. Clegg
Mohr

[Handwritten signatures and initials]

[Handwritten signature]

The Director

5-18-49

The Executives Conference

MISSING PERSONS FORM LETTER
SUGGESTION

The Executives Conference, consisting of Messrs. Tolson, Ladd, Rosen, Nichols, Carlson, H. McCabe, Nease, Callahan, Parsons and Tracy, on May 17 considered a suggestion from the Identification Division that, in addition to the form letter now being used to follow up on missing person notices active for more than two years, a supplemental follow-up letter be sent in the event there is no reply to the initial form letter inquiry as to whether these long-standing notices are to be continued. The second letter would be sent only in those cases where the first letter is not answered within sixty days, and would advise that the case will be canceled if no reply is received within thirty days. No form letters at all, of course, are sent to members of Congress and certain other individuals, their cases being handled individually.

The Conference unanimously recommends adoption of the suggestion.

Respectfully,
For the Conference

Clyde Tolson

me

SJT:smr
Attachment

cc: Mr. Clegg
Mr. Mohr

323,013
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DATE 5-8-91 BY SP26/dcg

RECORDED - 3
INDEXED - 3

166-2554-7258

MAY 24 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

nd

THE DIRECTOR

May 18, 1949

THE EXECUTIVES CONFERENCE

~~INDEXING OF NICKNAMES~~

The Executives Conference on May 17, 1949, consisting of Messrs. Tolson, Callahan, Tracy, Mohr, Carlson, Ladd, Rosen, Nease, Parsons, Nichols and McCabe, considered the suggestion of Chief Clerk Havens of the Dallas Office that the indexing of nicknames in field offices be suspended. Miss Havens pointed out in her fourteen years of experience as a Chief Clerk she is unable to recall any instance when the indexing of nicknames was of any value.

This suggestion was discussed at the Joint Committee and it was recommended and approved by the Executives Conference that the Special Agents in Charge at ten offices be requested to submit their observations and recommendations concerning this suggestion. As a result of this survey, the Special Agents in Charge at Cleveland, Detroit, Los Angeles, New York, Seattle, St. Paul and Chicago indicated that they were in favor of the suggestion. It was pointed out by the Special Agents in Charge in these offices that no benefits were known to have been derived from the practice of indexing nicknames, and the Special Agent in Charge at Seattle stated that only on rare occasions when a nickname is searched through the files for the purpose of identification is the time involved in indexing nicknames warranted.

The Special Agents in Charge at Kansas City, New Orleans and San Francisco were opposed to the suggestion that the indexing of nicknames be discontinued. SAC Brantley pointed out the possibility that indexing of nicknames may be of value in a given case and that certain types of people, particularly the colored race, are known better by their nicknames than their regular names.

The Special Agents in Charge at San Francisco and New Orleans state that nicknames are searched on a daily basis and have been valuable in making identifications. SAC Kimball of San Francisco points out that requests for searches received daily from military and naval services involve nicknames and in connection with some security cases there are times when only a nickname is available, and through the indexing of nicknames it is possible to make identifications.

An alternate suggestion was made by the Special Agents in Charge at Los Angeles, New York and Detroit that the indexing of nicknames alone be discontinued but that they be indexed when there is a last name to go with them. For example, John Williams, wa "Red," would be indexed by his proper name and also by the name "Red" Williams.

- 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

RECORDED 88

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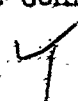
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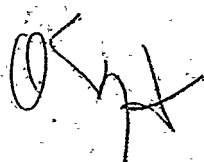
The Executives Conference was unanimously in favor of adopting the alternate suggestion that the indexing of nicknames alone be discontinued but that nicknames be indexed when they are accompanied by a last name. If approved, there is attached an SAC Letter.

Respectfully,
For the Conference

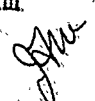

Clyde Tolson

Attachment

CC Mr. H. H. Clegg
Mr. Mohr



NHM:jfm



THE DIRECTOR

December 22, 1948

12/22/48

THE EXECUTIVE CONFERENCE

EMPLOYEES' PRODUCTION RECORDS - IDENTIFICATION DIVISION

Mr. Tracy had previously recommended to the Conference that IBM equipment be utilized in the Identification Division for the purpose of maintaining production records. It was pointed out that by utilizing IBM equipment the monthly production records would be available within five days from the end of the month. The present method does not make those production records available until twenty-five days after the close of the month to which the figures relate. Those records are prepared manually and it would not be economical to assign additional personnel to prepare these more rapidly. It would also be possible, by utilizing IBM equipment, to maintain cost records along with the production records. The utilization of IBM equipment could also be more economical and save substantially \$3,000 a year, as contrasted to the present system. The present system requires one Grade CAF 4 employee and 7 Grade CAF 5 employees at a minimum annual salary figure of approximately \$20,000. By utilizing IBM equipment 4 Grade CAF 3 employees at an annual salary of approximately \$10,000 would be utilized. The IBM equipment would cost approximately \$7,000 per year making a total cost of \$17,000, or a saving of approximately \$3,000.

USE OF IBM MACHINES FOR MAINTAINING PRODUCTION RECORDS

Mr. Glavin pointed out that this would mean that 4 divisions in the Bureau would then be utilizing IBM equipment, namely, Administrative Division, Records Section, Laboratory, and Identification Division. The equipment, however, is presently located in two places, Administrative Division, Justice Building, and the Statistical Section of the Records and Communications Division, Identification Building. He also indicated that we might be subject to criticism in having this equipment in various places in the Bureau instead of in one central unit. It was also pointed out that the Administrative Division already has a cost system set up and working in connection with the appropriation and budget records, and that a maintenance of cost records by the Identification Division is unnecessary.

Mr. Tolson appointed Messrs. Harbo, Fletcher, and Carlson to look into this matter further and report back to the Conference. These men conferred with the Administrative Division, Statistical Section, and the Identification Division and made the following recommendations to the Conference:

1. That IBM equipment be utilized by the Identification Division for the maintenance of production and cost records. This equipment could be placed in the Statistical Section, Identification Building. It was felt that the records obtained would be of material value and assistance in administration of the Identification Division. It was also felt that there would be no unnecessary duplication in maintaining cost records as the Identification Division would maintain the salary cost records which could well be utilized by the Administrative Division, which would continue to maintain the other costs such as supplies, services, and other costs.

- 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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3. That a record be maintained showing the use of all IBM equipments. At the present time these records are not kept and it is impossible for any of the sections or divisions utilizing IBM equipments to state with certainty the extent to which the various pieces of equipment are used. The maintenance of such records would involve no particular problem as a form would be maintained at each machine which would be filled in by personnel using that machine indicating the time the machine was used and the purpose for its use.

4. That after these records have been maintained for one month (January 1949) the committee, composed of Messrs. Latta, Fletcher, and Carlson, consider the desirability, from the standpoint of efficiency and economy, of consolidating all of this equipment in one place. It was felt that at the present time, without these records, a logical conclusion could not be reached.

The Executive Conference, composed of Messrs. Tracy, H. H. Harbo, Losen, Mohr, Harbo, Ladd, Alvin, Hanco, Fletcher, and Carlson, on Monday, December 20, 1948, unanimously approved the above three recommendations.

Respectfully,
FOR THE COMMITTEE

Clyde Tolson

CC: Mr. Mohr
Mr. H. H. Harbo

JAC:pd

THE DIRECTOR

May 26, 1949

JOINT COMMITTEE

SUGGESTION NO. 182

EMPLOYEE: INSPECTOR T. E. NAUGHTEN
TELEPHONE COMMUNICATIONS

MEMBERS PRESENT: R. T. Harbo
H. B. Long
S. K. McKee
L. V. Boardman

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DATE 5-8-91 BY SP3V/djg

SUGGESTION: That the field be advised it is the Bureau's desire that long distance calls originating at a resident agency office be charged to that office rather than to the headquarters office.

ADVANTAGES: This will aid the SAC in supervising telephone communications costs, since all calls from the resident agency to the headquarters office will automatically appear on the voucher covering the telephone at the resident agency office. If the call is made collect to the headquarters office, it will be necessary to examine the individual items on the voucher covering the headquarters telephone to select those originating at individual resident agencies.

DISADVANTAGES: None.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee recommended unanimously favorably, and that an SAC letter be issued transmitting this instruction to the field. It was pointed out by Mr. Naughten that the suggested procedure is followed in most offices now but is not universally employed.

EXECUTIVES CONFERENCE CONSIDERATION:

Messrs. Glavin and Fletcher were opposed to the suggestion, pointing out that the necessary supervision is best applied at the time the long distance call is received in the event any calls are unnecessary. They further point out that the detailed information necessary is available on the voucher submitted by the telephone company covering the headquarters telephones. The remaining members of the Conference, Messrs. Tolson, Q. Tamm, Mohr, Carlson, N. H. McCabe, Rosen and Harbo favored the suggestion since it involves no additional clerical work on the part of the Bureau and will, in fact, eliminate clerical work when it is desirable to make a study of the telephone costs connected with resident agencies. Mr. N. H. McCabe pointed out that Inspector Naughten is making a detailed study of telephone costs at resident agencies in connection with his inspections. The proposed procedure would save clerical time in connection with such studies.
May 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
- Mrs. Gandy

Mr. Clegg
Mr. Mohr

Respectfully,
For the Conference

RECORDED - 118
Clyde Tolson

INDEXED - 118

MAY 27 1949

THE DIRECTOR

May 24, 1949

JOINT COMMITTEE

SUGGESTION NO. 180
EMPLOYEE: JANE ESTHER CAMPBELL
SAN DIEGO OFFICE
"SAC" ON STANDARD FORM 64

SAVINGS: None
AWARD: None

MEMBERS PRESENT: R. T. Harbo
H. B. Long
S. K. McKee
L. V. Boardman

SUGGESTION: That in the use of Standard Form No. 64 which is used in all communications between field offices and between the Seat of Government and field offices the inscription following the printed heading "TO" be limited to the name of the office to which the communication is directed. A similar procedure would be followed in identifying the originating office after the printed heading "FROM." At present, the procedure is to designate the receiving office in the following manner: "SAC, KANSAS CITY." Under the proposal, the address would simply be "KANSAS CITY."

JOINT COMMITTEE CONSIDERATION:

The Joint Committee recommended unanimously favorably on the ground that it would save a small amount of typing time. It is not felt that there are any disadvantages to the suggestion at all.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable on the ground that the present procedure is preferable and more definitely identifies the office to which the communication is addressed and the office from which the communication originated. Present: Messrs. Tolson, Q. Tamm, Glavin, Mohr, Carlson, W. H. McCabe, Fletcher, Rosen, and Harbo. May 26, 1949.

Respectfully,
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. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

cc: Mr. Clegg
Mr. Mohr

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dgh

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Mr. Tolson

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THE DIRECTOR

May 24, 1949

JOINT COMMITTEE

SUGGESTION NO. 175

SAVINGS: None

EMPLOYEE: H. C. BOSWELL

AWARD: None

TRAINING & INSPECTION DIVISION

SECURITY OF MANUALS, BUREAU BULLETINS AND SAC LETTERS

MEMBERS PRESENT: H. T. Harbo
H. B. Long
S. K. McKee
L. V. Boardman

SUGGESTION:

In order to establish a definite policy with respect to the security of Bureau Manuals, SAC Letters and Bureau Bulletins, both at the Seat of Government and in field offices, there be adopted a uniform requirement that all of the above items be placed in a locked desk or locked file cabinet during evening hours when employees are not occupying the office in which these particular items are located.

In order to implement this suggestion, the following addition to the Manual of Rules and Regulations; also to be included in the Supervisors' Manual and the FBI Handbook, was suggested:

"SAC Letters, Bureau Bulletins, Manuals and FBI Handbooks may be maintained by Agents in a desk drawer or file cabinet drawer assigned to the Agent or in any other suitable and secure place. The desk, file cabinet or other place where such items are maintained shall be locked during the evening hours when employees are not occupying the particular office in which they are located."

JOINT COMMITTEE CONSIDERATION:

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In view of the fact that many field offices are equipped with large numbers of wooden, emergency-type file cabinets and desks which are either not equipped with locks or which have locks that cannot be maintained in working condition, it is observed that this requirement could not be carried out without the Bureau supplying replacement desks or cabinets for the emergency equipment of this type presently on hand.

The Joint Committee is of the opinion that adequate security should be provided for Bureau Manuals, SAC Letters, Bureau Bulletins and FBI Handbooks as is indicated in the suggested Manual change. Should the Bureau approve the manual change, there should be an instruction to the Field that those offices not in possession of equipment which will permit the compliance with this provision immediately notify the Bureau of the supplies and equipment needed.

- 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 _____

RECOMMENDATION: Unanimously favorable.

cc: Mr. Clegg
Mr. Mohr
RTH:ghh

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EXECUTIVES CONFERENCE CONSIDERATION:

The Conference on June 13 was unanimously opposed to the proposed Manual insert. They felt that adequate security is afforded the material in question in field offices since the offices are open 24 hours a day with employees on duty who are required to make periodic security patrols throughout the entire space. In order that the Bureau may have a specific regulation concerning this matter, the Conference suggests that the following regulation be inserted in the Manual of Rules and Regulations, the Supervisors Manual, and the FBI Handbook.

"Manuals, FBI Handbooks, Bureau Bulletins and SAC Letters maintained by Agents or Supervisors, either in the Field or at the Seat of Government, should be maintained in a safe and secure place so as not to be available to unauthorized individuals."

The Conference favored this proposal because it is not limited to the maintenance of these items while in official Bureau office space, but covers the need for adequate security at all times when in the possession of Agents, whether in the Field Office, Resident Agency office, on road trips, or in connection with any other official use by Agents.

Present at the Conference were Messrs. Tolson, Ladd, Tracy, Mohr, Carlson, Nichols, Fletcher, Rosen, Glavin, Harbo.

Respectfully,
For the Conference

OK
H.
Clyde Tolson

- 2 -

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 _____

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THE DIRECTOR

May 24, 1949

JOINT COMMITTEE

SUGGESTION NO. 184
EMPLOYEE: INSPECTOR T. E. NAUGHTEN

SAVINGS: None
AWARD: None

SUGGESTION NO. 186
EMPLOYEE: SAC F. H. McINTIRE
SAN DIEGO OFFICE

SUGGESTION NO. 189
EMPLOYEE: SAC A. C. SCHLENKER
SAN JUAN OFFICE

323 013
5-2-91
Sp-2 a/dog

MEMBERS PRESENT: R. T. Harbo
H. B. Long
S. K. McKee
L. V. Boardman

SUGGESTION: That the field office be required to prepare only one copy for the field office file of investigative reports in Bureau Applicant cases, Departmental Applicant cases, CIA investigations, Voice of America cases and European Recovery Program cases. This would extend the rule which now applies to Atomic Energy and Loyalty cases to all types of applicant investigation cases.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee recommend unanimously favorably since the Field representatives stated that one copy is sufficient for their needs in these types of cases; also will save time in removing duplicate serials when closed files are consolidated.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously favorable. May 26, 1949. Messrs. Tolson, Q. Tamm, Glavin, Mohr, Carlson, H. H. McCabe, Fletcher, Rosen, Harbo.

Respectfully,
For the Conference

Clyde Tolson.

OK
H.

- 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

RTH:dgh

dgh

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15 JUN 15 1949

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THE DIRECTOR

May 23, 1949

JOINT COMMITTEE

SUGGESTION NO. 163

EMPLOYEE: PATRICIA J. KELLY

MIAMI OFFICE

HANDLING OF MAIL IN FIELD DIVISIONS

SAVINGS: None

AWARD: None

MEMBERS PRESENT: R. T. Harbo
H. B. Long
S. K. McKee
L. V. Boardman

SUGGESTION: That the office of origin be reflected after the title of a case on all teletypes, memos and letters going to other offices.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee recommended unanimously unfavorably. It was felt that to require this would result in an expenditure of more personnel time than would be saved by having this information indicated and would entail some necessary communication costs.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable. June 1, 1949. Present: Messrs. Tolson, Ladd, Glavin, Tracy, Mohr, Nichols, H. H. McCabe, Fletcher, Harbo.

Respectfully,
For the Conference

Clyde Tolson.

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DATE 5-8-91 BY SP5U/dep

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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

JUN 6 - 1949

cc: Mr. Clegg
Mr. Mohr

HEL: dgh dgh

RB 11/24

THE DIRECTOR

May 23, 1949

JOINT COMMITTEE

SUGGESTION NO. 162

EMPLOYEE: ASAC M. R. KAACK
NEWARK OFFICE

SAVINGS: None

AWARD: None

~~DEADLINE ON LEADS IN FUGITIVE CASES~~

MEMBERS PRESENT: R. T. Harbo
H. B. Long
S. K. McKee
L. V. Boardman

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-8-91 BY SP5 w/df

SUGGESTION: That deadlines in fugitive cases be discontinued. This is a renewal of the suggestion previously made by ASAC Kaack of the Newark Office which was unfavorably acted upon by the Bureau.

Based on the first submission of this suggestion, a letter was directed to the Newark Office pointing out the desirability of the present regulation, and suggesting that if any special problem was involved in the Newark Office, that the Bureau be advised accordingly.

By letter dated April 29, 1949, the Newark Office advised they had 225 Fugitive cases pending on April 28, 1949, this indicating the load of work involved to comply with this regulation. However, SAC McKee advised the Joint Committee that there was no special problem existing in the Newark Office which would justify an exception to the general Bureau regulation.

JOINT COMMITTEE CONSIDERATION: Recommended unanimously unfavorably.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable. June 1, 1949. The Conference points out that the present instruction that Fugitive cases be handled within 30 days expires June 30 and at this time there is no plan to extend the instruction. Present: Messrs. Tolson, Ladd, Glavin, Tracy, Mohr, Nichols, N. H. McCabe, Fletcher, 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 _____

RThrdgh

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JUN 3 1949

6490
JUN 6 1949

THE DIRECTOR

May 23, 1949

JOINT COMMITTEE

SUGGESTION NO. 167

EMPLOYEE: SA W. ALBERT STEWART, JR.
SAN DIEGO OFFICE

SAVINGS: None
AWARD: None

~~MAILING LIST OF FIELD DIVISIONS OF FBI~~

MEMBERS PRESENT: R. T. Harbo
H. B. Long
S. K. McKee
L. V. Boardman

SUGGESTION: That the distribution of "Mailing Lists of Field Divisions of The Federal Bureau of Investigation, United States Department of Justice" be dispensed with to all Special Agent personnel. Instead, there would be transmitted to each field office one copy for posting on the bulletin board, plus one additional copy for each resident agency in the field division.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee was unanimously unfavorable, as it is felt that the Agent personnel have frequent occasion to refer to this mailing list. It is further felt that the Agent personnel should be continuously aware of the identity of the various SAC's and ASAC's in connection with the performance of their duties.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable. June 1, 1949. Present: Messrs. Tolson, Ladd, Glavin, Tracy, Mohr, Nichols, N. H. McCabe, Fletcher, and Harbo.

Respectfully,
For the Conference

Clyde Tolson.

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

cc: Mr. Clegg
Mr. Mohr

INDEXED - 88

RECORDED - 98

66-2554-7266

RH

JUN 1 1949

THE DIRECTOR

May 23, 1949

JOINT COMMITTEE

SUGGESTION NO. 164
EMPLOYEE: SAC J. B. WILCOX
SEATTLE OFFICE

SAVINGS: None
AWARD: None

MAIL COVERS

MEMBERS PRESENT: R. T. Harbo
H. B. Long
S. K. McKee
L. V. Boardman

SUGGESTION: That when next a supply of mail cover cards (Form FD-57) is printed, that portion of the form marked "Serial No." be deleted.

JOINT COMMITTEE CONSIDERATION:

It was the unanimously opinion of the Joint Committee that the serial number be deleted from the mail cover card when next printed. It was felt that the insertion of this serial number serves no purpose in the maintenance of the mail cover index.

In addition, the Joint Committee recommends that when the new form is printed, more space be left following the printing of the file number to permit the insertion of the file number, it being felt that the present space is inadequate.

EXECUTIVES CONFERENCE CONSIDERATION:

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-8-91 BY SP3 C/deg

Unanimously concurred with Joint Committee. June 1, 1949.
Present: Messrs. Tolson, Ladd, Glavin, Tracy, Mohr, Nichols,
N. H. McCabe, Fletcher, 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

RECORDED: 98

INDEXED: 98

166-2554-7267

RH/ML

cc: Mr. Glegg
Mr. Mohr

53 JUN 7

HBL:dgh jgh

THE DIRECTOR

May 23, 1949

JOINT COMMITTEE

SUGGESTION NO. 168
EMPLOYEE: SA MARK J. LAWLESS
SAVANNAH OFFICE
HANDLING AND FILING OF CASES

SAVINGS: None
AWARD: None

MEMBERS PRESENT: R. T. Harbo
H. B. Long
S. K. McKee
L. V. Boardman

303,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-8-91 BY SP5 e/deg

SUGGESTION: That the filing system in field offices be modified so that the master file for each case will consist only of one copy of each serial, with the duplicate copies of serials placed in a separate file to be known as a "Work File." Under the suggestion, the Work File would be in the possession of the Agent assigned until the case was closed, at which time the Work File would be returned to the Chief Clerk's Office and placed in the folder, together with the master file.

ADVANTAGES:

The main advantages advanced for this suggestion are:

1. It would facilitate the destruction of duplicate copies of file material at stated intervals.
2. Would reduce clerical work in the Chief Clerk's Office since the master file would at all times be retained in the Chief Clerk's Office except when wanted by the SAC or a field supervisor.
3. Resident Agencies would have a complete file available, and thus it would be unnecessary for Resident Agents to return to headquarters to review the file.
4. It was contemplated when the file was closed that the two sections would be bound together under one cover, with the sections being separated by a piece of cardboard.
5. It would facilitate the review of the file because it would consist only of single copies of serials.

DISADVANTAGES:

This would set up a duplicate filing system with the duplicate files to be maintained by the Agents to whom cases are assigned; also the Agents would be called upon to perform clerical work which is now performed by the Chief Clerk's Office.

- 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

RTH:dmh dgh

RECORDED - 98

INDEXED - 98

66-2554-7268

58 JUN

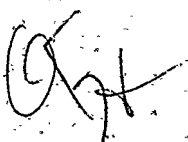
2. Under the proposal, where a serial consists of an incoming communication of which there is only one copy, the supervisor would be required to prepare a longhand abstract of the information, routed to the Chief Clerk's Office along with the incoming serial and a notation of the appropriate serial number, after which the longhand abstract would be routed to the Agent to whom the case was assigned so that his file would be substantially complete. This would have special complications in situations where, in certain categories, only one copy of the investigative report is prepared for the office.
3. It would greatly increase the hazard of losing files.
4. Adoption of this suggestion would necessitate an increase in the number of file cabinets used by Agent personnel for retention of their investigative material, and this, of course, would create many space problems.
5. In the field of internal security, it would be impractical and undesirable to maintain two separate files inasmuch as Agents working on security matter cases rarely have occasion to charge serials out of the file.
6. It was also felt that this system would compel an Agent to retain material in connection with a case which he neither needed nor desired in connection with his investigative activity.
7. It would greatly increase the administrative problem within the office of maintaining the files in a proper condition.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable. June 1, 1949. Present: Messrs. Tolson, Ladd, Glavin, Tracy, Mohr, Nichols, N. H. McCabe, Fletcher, and Harbo.

Respectfully,
For the Conference


Clyde Tolson.

THE DIRECTOR

May 23, 1949

JOINT COMMITTEE

SUGGESTION NO. 169 (3)
EMPLOYEE: SAC H. M. KIMBALL
SAN FRANCISCO OFFICE
FINGERPRINT CLASSIFICATIONS

SAVINGS: None
AWARD: None

MEMBERS PRESENT: R. T. Harbo
H. B. Long
S. K. McKee
L. V. Boardman

SUGGESTION: That the Bureau include fingerprint classifications in the identification records it furnishes to the field when wanted notices are placed at the Bureau by a field office.

The Identification Division advises that this suggestion is not considered practical; that fingerprint classifications would not serve any useful purpose on the large majority of records which are sent out in connection with wanted notices; and that the proposal would place an unnecessary burden on the Typing Section at the present time. The Identification Division pointed out they do not have the personnel to handle any additional work of this nature.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable.

323 013
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DATE 5-8-91 BY SP-5 ECD/deg

RECORDED - 88

INDEXED - 98

66-2554-7269

SUGGESTION NO. 169 (4): That mention be made in the synopsis of reports that stop notices have been placed. This could also apply to wanted notices.

The reference in the synopsis would act as a flag for the preparation of a stop or wanted notice card.

- 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 _____

55 JUN 7 1949

cc: Mr. Clegg
Mr. Mohr
RTH:dgh dgh

RB

2. Errors relating to failure to prepare necessary stop notice and wanted notice cards would probably be cut down.

DISADVANTAGES:

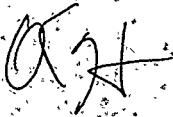

1. The adoption of this suggestion would create one additional administrative step in connection with the preparation of reports.
2. It is felt that where a stop or wanted notice is inserted in a report the report should be completely read, and if this happened assurance could be had that a necessary stop or wanted notice card had been prepared.
3. Existing instructions provide for the preparation of a stop notice card at the time the stop is placed, and not at the time the report covering the placing of the notice is typed which might, of course, be some weeks later. It is also noted that some stop notices are placed by letter and reference to the placing of same is later included in the investigative report.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable. Executives Conference June 1, 1949; present: Messrs. Tolson, Ladd, Glavin, Tracy, Mohr, Nichols, H. H. McCabe, Fletcher, and Harbo.

Respectfully,
For the Conference



Clyde Tolson.

THE DIRECTOR

May 24, 1949

JOINT COMMITTEE

SUGGESTION NO. 174
EMPLOYEE: EDWARD J. CLARKE
SPRINGFIELD OFFICE
REQUISITIONING OF SUPPLIES

SAVINGS: None

AWARD: None

MEMBERS PRESENT: R. T. Harbo
H. B. Long
S. K. McKee
L. V. Boardman

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-8-91 BY SP5 c/dg

SUGGESTION: That Bureau field offices, for three months prior to the end of each fiscal year, be allowed to circularize nearby field offices for needed supplies prior to the submission of a requisition or purchase order to the Bureau.

ADVANTAGES:

1. This would permit those offices having an inadequate stock of given items to correct their deficiency by drawing from the surplus supplies of immediately surrounding offices without the need for requisitioning such supplies from the Seat of Government.
2. It would provide faster distribution of supplies in view of the shorter distances involved.

DISADVANTAGES:

1. Contact with the Chief Clerk's Office reflects that the current practice is for the SAC or Inspectors to notify the Bureau when supplies become surplus in the Field. The Bureau then advises the SAC to either return the surplus equipment or supplies to the Bureau or transmit same to some nearby office in need of such supplies or equipment. In this manner, the Bureau is able to maintain control of the situation.
2. Circularization by field offices without notification to the Bureau would create considerable confusion and cause much additional administrative handling in the maintenance of records.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

EXECUTIVES CONFERENCE CONSIDERATION: Unanimously unfavorable, June 1, 1949.
Present: Messrs. Tolson, Ladd, Glavin, Tracy, Mohr, Nichols, N. H. McCabe, Fletcher, Harbo.

- 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
RTH: dgh dgh

INDEXED - 98
RECORDED - 98

Respectfully,
For the Conference

Clyde Tolson

66-2554-7270
RB

JUN 7

W
THE DIRECTOR

June 1, 1949

THE EXECUTIVES CONFERENCE

The Executives Conference of May 26, 1949, consisting of Messrs. Tolson, Quinn Tamm, Harbo, Mohr, Carlson, McCabe for Clegg, Fletcher and Glavin considered the desirability of continuing the issuance of Justice Department Building passes to Special Agent Supervisors assigned to the Seat of Government. It was pointed out to the conference that these building passes were not utilized and at the present time they are merely one more record to keep track of since the Agents can get into the building without any difficulty through the showing of their credentials. The conference was of the unanimous opinion that the Bureau discontinue issuing building passes to Special Agent Supervisors and in addition to pick up those which are now outstanding. If the Director agrees, the above will be done.

Respectfully,
For the Conference

[Handwritten signature]

[Handwritten mark]
Clyde Tolson

CC - Mr. Clegg
Mr. Mohr

323,013
ALL INFORMATION CONTAINED
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DATE 5-8-91 BY SP5 u/deg

WRC:thx

- 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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RECORDED - 98
JUN 2 1949
DEPT. OF JUSTICE
66-2554-7271

142
62 JUN 7 1949

THE DIRECTOR

EXECUTIVES CONFERENCE

CURRICULUM FOR FBI NATIONAL ACADEMY RETRAINING SESSION

323,013
ALL INFORMATION CONTAINED
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DATE 5-8-91 BY SP 501/deg

June 3, 1949

The Executives Conference on June 1, 1949, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Ladd, Nichols, Fletcher, Carlson, Rosen and N. H. McCabe, considered the curriculum for the FBI National Academy Retraining Session to be held from September 26 to September 30, 1949.

It will be noted that the program calls for the registration which will be going on on Saturday and Sunday, September 24 and 25, 1949, to conclude at 10 A. M. on Monday, September 26, 1949. It is recommended that Mr. Clegg call the graduates to order in the Departmental Auditorium at 10 A. M., and following this there be opening addresses by Clifford E. Peterson of the California Highway Patrol, President of the Associates, and by the Director. Following this, it is recommended that the program consist of panel forums on Investigation of Crimes, Police Organization and Administration, Traffic, Juvenile Control and Police Training, to be held on Monday afternoon and at the morning and afternoon sessions on Tuesday and Wednesday, in accordance with the attached schedule.

At these panel forums, it is recommended that graduates of the Academy be designated to give brief discussions on certain aspects of the matter being discussed at the panel, these discussions to be followed by a general discussion of the subject by the graduates of the Academy in attendance. It is planned to have Bureau representatives as moderators at each of the panel forums.

It is also recommended that in addition to the graduates designated to participate in the panels, that Dr. James Reinhardt, Professor/Sociology, University of Nebraska, be invited to participate in the panel forum on Investigation of Crimes, to discuss the subject of "Personalities of Sex Offenders", and that Wilbur S. Smith of Yale University and Dr. Herbert J. Stack of New York University, be invited to participate in the panel forum on Traffic. All of these men are regular lecturers before the FBI National Academy.

If the program is approved, it is planned to ask each individual scheduled to participate in the panel forums to bring with him sufficient copies of his remarks to distribute to the graduates in attendance at the Retraining Session. In the event any of the speakers are unable to do this, it is recommended that we have them submit a copy of their remarks in advance, and mimeograph them for the graduates in attendance at the Retraining Session.

If the Director approves, the various members of the panel forums will be notified of the subjects they are being assigned to discuss, and an announcement of the program for the Retraining Session will be made in the News Letter to the graduates.

RECORDED - 118

Respectfully,
For the Conference
INDEXED - 118

66-2554-7272

17 JUN 7 1949

cc: Mr. Clegg
Mr. Mohr

Clyde Tolson

Attachment No. 9
MHC:rdg
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

June 2, 1949

THE EXECUTIVE CONFERENCE

On June 1, 1949, the Executive Conference, with Messrs. Tolson, Ladd, N. H. McCabe, Glavin, Harbo, Nichols, Rosen, Mohr, Carlson and Fletcher being in attendance, was advised that Inspector Gurnea, during his inspection of the Security Investigative Division, had determined that some of the Supervisors were taking material home with them at night for review or for the purpose of preparation for dictation. Inspector Gurnea had commented that he believed this practice indicated sincerity and enthusiasm; however, he thought it undesirable because of the fact that many of the reports and communications handled by the Supervisors were highly confidential and taking these reports out of the building constituted unnecessary security risks.

The Conference was of the unanimous opinion that this practice should be continued and that no restriction should be placed upon the Supervisors who desire to put in voluntary overtime by reviewing lengthy, informative material at their homes rather than at their desks. Such a practice is common in many of the Divisions and serves to reduce delinquency.

If you approve the opinion of the Conference, no change will be made in the current practice of permitting Bureau Supervisors to take home material for review and study.

323,012
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 DATE 5-8-91 BY SP-5 li/dap

Respectfully,
 For the Conference
 INDEXED 118
 RECORDED - 118
 Clyde Tolson

66-2554-7273
 17 JUN 7 1949

cc - Mr. Clegg
 Mr. Mohr

HBF:cmr

I agree Gurnea technically has a point but the loyalty of our own people & the necessity of protecting our sources of information within the Bureau is a greater peril to security than practice referred to above.

JK
H
#37

- 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 JUN 9 1949

The Director

6-6-49

The Executives Conference

NATIONAL ACADEMY REUNION
SEPTEMBER 26 - 30, 1949

The Executives Conference, consisting of Messrs. Tolson, Clegg, Glavin, Ladd, Rosen, Harbo, Fletcher, Carlson, Mohr and Tracy, considered the National Academy Reunion scheduled for September 26 to September 30, 1949, and unanimously recommend the following entertainment program:

September 26, Monday, Opening Day

REGISTRATION

(Current class and Bureau supervisors included in all events)

Registration Fee, \$2.50

Guests, including wives, \$1.00 per person

Evening, Dutch Treat Reception, Raleigh Hotel Ballroom (top floor), \$3.00 per person

Tuesday, September 27

Morning - Classes

Noon - Men's Luncheon, Dutch Treat by States

Noon - Women's Luncheon, Dutch Treat

Afternoon - Women's Tour, Naval Gun Factory

(The 150th Anniversary of the Naval Gun Factory will be celebrated September 26 - 30, 1949)

Evening - American League Baseball Game

(Block of 100 tickets to be secured for sale to graduates)

Wednesday, September 28

Morning - Classes

Afternoon - Ladies' Luncheon and Tour, Annapolis Naval Academy; transportation by chartered bus.

Evening - Dance, Mayflower Hotel, \$3.00 per couple (in lieu of banquet).

Thursday, September 29

Morning - Classes

Afternoon - Women's Luncheon and Tour, Quantico

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DATE 5-8-91 BY SP5 e/dy

- 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 SEP 29 1949

cc: Mr. Clegg

Mr. Mohr

INDEXED - 31
RECORDED - 32
166-551-7274
JUN 8 1949

Executives Conference Memo
Re: National Academy Reunion

6-6-49

Thursday, September 29 (cont'd)

Evening -- Departmental Auditorium -- Movie and Marine Band Concert
American League Baseball Night Game

Friday, September 30

Graduation

Tours of the Bureau to be held daily for wives and guests.

A special list to be prepared for wives and guests of places of interest to visit in Washington.

Financial Report

Registration:

Estimated from Graduates --

500 @ \$2.50	\$1,250
Guests @ 1.00	300
Bureau Supervisors	
100 @ 2.50	<u>250</u>

Estimated Total Receipts	1,800
From NA Associates Treasury	<u>1,600</u>

GRAND TOTAL RECEIPTS \$3,400

Estimated Costs --

Tour and Luncheon, Annapolis	\$ 900
Tour and Luncheon, Quantico	900
Dance	<u>700</u>

GRAND TOTAL ESTIMATED EXPENSES \$2,500

Any funds left over to be returned to the NA Associates Treasury.

If the Director approves the foregoing entertainment and financial program, appropriate steps will be taken to place it in effect.

Respectfully,
For the Conference

[Signature]
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 _____

THE DIRECTOR

June 2, 1949

JOINT COMMITTEE

SUGGESTION NO. 183

EMPLOYEE: INSPECTOR T. E. NAUGHTEN

SAVINGS: None
AWARD: None

~~ASSIGNMENT CARDS~~

MEMBERS PRESENT:

- R. T. Harbo
- H. B. Long
- S. K. McKee
- L. V. Boardman

323, 013
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 DATE 5-8-91 BY SP-3 EJS/def

SUGGESTION:

That when FD-1 (blue assignment cards for the Field) is hereafter printed, the word "Herein" be printed on the line showing the office of origin, as indicated on the sample attached hereto.

Mr. Naughten points out that the assignment card is prepared on paper of two different colors, blue and white, with the blue used in instances where the case originated in the office preparing the assignment card and the white form used when it is an auxiliary office.

JOINT COMMITTEE RECOMMENDATION:

Unnecessarily unfavorable for the reason that the assignment card is prepared in triplicate in each office, with the original being retained in the Chief Clerk's Office, the first carbon copy going to the Agent assigned, and the second carbon copy going to the SAC as a tickler. This tickler copy is, in all instances, a salmon-colored form, regardless of whether the original and first copy are prepared on blue stock or on white stock. The Committee points out that if the suggestion were adopted, it would also be necessary to have two printed sets of the salmon-colored form, one with the word "where" printed opposite the office of origin and another with a blank space opposite the office of origin. It was not believed that the small amount of typing to be saved would justify the increase in the number of forms involved and which the clerical employees of the Chief Clerk's Office would have to employ.

RECORDED
INDEXED
JUN 13 1949
66-2554-7275

EXECUTIVE'S CONFERENCE CONSIDERATION:

Unanimously concurred with Joint Committee, June 1, 1949. Present: Messrs. Tolson, Ladd, Glavin, Tracy, Mohr, Nichols, H. H. McCabe, Fletcher, Harbo.

Respectfully,
For the Conference

[Handwritten signature]

Glyde Tolson

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

Chief Clerk's Office

THE DIRECTOR

June 7, 1949

EXECUTIVES CONFERENCE

~~SPECIAL AGENTS WHO ARE GRADUATES OF FBI NATIONAL ACADEMY ATTENDING IN-SERVICE DURING RETRAINING WEEK AND RECOMMENDATIONS FOR COUNSELORS FOR THE RETRAINING SESSION, SEPTEMBER 26-30, 1949~~

The Executives Conference on June 1, 1949, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Ladd, Nichols, Fletcher, Carlson, Rosen and N. H. McCabe, considered the suggestion that the graduates of the FBI National Academy who are Special Agents and who are eligible to attend In-Service, be ordered in for In-Service training during the time that the Retraining Session of the FBI National Academy is in session.

The Conference recommends that those Agents who are graduates of the FBI National Academy and who have not attended In-Service school for 18 months prior to September, 1949, be scheduled for the In-Service training class beginning September 19, 1949. This In-Service class would be at Quantico the first week, and would be in Washington the following week, which is the week of the Retraining Session. These Agents would not be excused from In-Service, but would be able to attend the functions of the Retraining Session in the evenings and would attend the graduation exercises on Friday, September 30, 1949.

The Conference further recommends that prior to ordering these Agents to report for In-Service at this time, their files be checked to make certain that there have been no disciplinary matters which would make it undesirable to afford them this opportunity.

The Conference also recommended that the following Special Agents who have served as Counselors for the FBI National Academy be ordered in to Washington for the Retraining Session during the week of September 26-30, 1949:

- | | |
|-----------------------|------------------|
| Battle, Frank V. | New Haven |
| Carlson, George W. H. | San Antonio |
| Cassidy, M. J. | San Francisco |
| Durrett, J. | El Paso |
| Easterling, J. | Mobile |
| Franklin, G. | El Paso |
| Graham, W. J., Jr. | Baltimore |
| Griffin, D. J. | Boston |
| Laiman, C. F. | Washington Field |
| McIntyre, F. T. | El Paso |
| Nicholson, J. R. | Boston |
| Phillips, R. | Albany |
| Ruebright, M. A. | Houston |
| Sirene, W. H. | St. Paul |
| Tuckey, J. V. | Phoenix |

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DATE 5-22-81 BY SP8/MS

RECORDED - 16
INDEXED - 16

6-25-49-7276
JUN 13 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
- Misc. Gandy

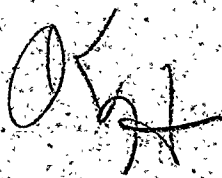
cc: Mr. Clegg
Mr. Mohr
HMC:dgh

W. Mohr

[Handwritten signature]

It is pointed out that all of these Counselors, with the exception of Agents Easterling and Griffin, ASAC F. T. McIntyre and Agent Tuckey, have not attended In-Service school since 1947. Agent Easterling attended In-Service during February, 1948, Agent Griffin during March, 1948, ASAC McIntyre in June, 1948, and Agent Tuckey in November, 1948. It was recommended that all of these former Counselors be scheduled for the In-Service class starting the week following the Retraining Session of the FBI National Academy. If approved, the Counselors should be instructed to report to Mr. Clegg's Office at 9:00 A.M. on Friday, September 23, 1949.

Respectfully,
For the Conference


Clyde Tolson

THE DIRECTOR

May 24, 1949

JOINT COMMITTEE

SUGGESTION NO. 178
EMPLOYEE: SA WILLIAM O. McCUE
NEW YORK OFFICE

SAVINGS: None
AWARD: None

OBTAINING INFORMATION RE. FINANCIAL
INTEREST UNDERWORLD FIGURES

MEMBERS PRESENT: R. T. Harbo
H. B. Long
S. K. McKee
L. V. Boardman

322,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-8-91 BY SP-5 EY/dig

SUGGESTION: That the Bureau make arrangements with the Commissioner of Internal Revenue, Washington, D. C., whereby the various field divisions of the Bureau could request the Kansas City Division to place stops with the Processing Division of the Bureau of Internal Revenue against certain suspect corporations. The Processing Division would then notify the Kansas City Division when the forms 1099 of the suspect corporation had been received. Form 1099 is required by law listing information concerning each person who receives dividends from the corporation in excess of \$100.00. Upon receipt of the information by the Kansas City Division, it would then be able to record the names and addresses of all persons receiving dividends from the corporation, together with the amounts so received prior to the time the forms 1099 were distributed to the various Collectors of Internal Revenue throughout the country.

The purpose for placing the stops, as suggested, is to secure information concerning the financial interest of underworld figures in the suspect corporations.

JOINT COMMITTEE CONSIDERATION:

This matter was referred to the Investigative Division for consideration. Their view is that no information of value would be received by the Bureau if the suggested procedure were followed. They pointed out that underworld figures conceal their financial interests by using aliases and by having individuals "front for them." In order for the proposed stops to be of value, it would be necessary for the underworld figure in whom we were interested to own stock in a company declaring dividends, in his own name, or to know the name of the alias in which he owned such stock.

RECOMMENDATION: Unanimously unfavorable on the ground that the work involved would exceed the prospective results which might be obtained.

- 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

CONFIDENTIALS CONFERENCE CONSIDERATION: Unanimously unfavorable. 5/26/49. Present: Messrs. Tolson, Q. Tamm, Glavin, Mohr, Carlson, N. H. McCabe, Fletcher, Rosen, Harbo.

RECORDED - 75
Respectfully,
For the Conference F B I
76 JUN 9 1949

cc: Mr. Clegg
Mr. Mohr

RTH:dgh

Clyde Tolson

ORIGINAL COPY FILED IN 62-60937-15

Confidential Conference

THE DIRECTOR

June 9, 1949

THE EXECUTIVES CONFERENCE

The Executives Conference of June 2, 1949, consisting of Messrs. Tolson, Rosen, Fletcher, Clegg, Ladd, Carlson, Mohr, Harbo, Tracy and Glavin, considered the suggestion submitted by the SAC at Anchorage to close the Anchorage Office at midnight.

Closing

SAC Stein suggests that the security watch be maintained until midnight on each day of the month. He points out that at 11:00 P.M. on each night of the month a barricade is erected in the hallway just below the entrance to the FBI Office, the barricade having a locked door on it. SAC Stein also pointed out that there is no organized Communist activity in Alaska.

Messrs. Tolson, Rosen, Fletcher, Clegg, Ladd, Carlson and Glavin are of the opinion that the Bureau would be subject to criticism at this particular time if it issued instructions to close the Anchorage Office at midnight. They felt that from a security standpoint the office should be maintained on a 24-hour basis as are all of the other offices of the Bureau.

Messrs. Mohr, Harbo and Tracy were of the opinion that no useful purpose would be served in keeping the Anchorage Office open after midnight; that the SAC could be notified by phone if anything happened after midnight and they feel the Bureau would not be open to criticism if the office were closed as suggested.

Pending the Director's decision, notification to Anchorage is being held in abeyance.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

RECORDED

INDEXED

166-255-1

34 JUN 14 1949

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

Mr. Mohr
Mr. Clegg

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DATE 5-8-91 BY SP-5 w/def

53 JUN 14 1949

Part

THE DIRECTOR

June 6, 1949

THE EXECUTIVES CONFERENCE

W

The Executives Conference on June 2, 1949, consisting of Messrs. Tolson, Tracy, Glavin, Harbo, Mohr, Carlson, Ladd, Fletcher, Nichols and Clegg, considered a letter from the Cleveland Office advising that the Ohio State Highway Patrol had joined forces with the American Legion and is conducting training schools for American Legion members, principally in disaster control duties. It was indicated that the Legionnaires are to receive further courses of instruction on the subject of Communism, and the Highway Patrol plans to use auxiliary members of the American Legion who are employed in industrial plants as informants regarding subversive activities, not only in the plants but also in their respective communities. According to information received, the Highway Patrol would not investigate complaints received from these sources but would turn the complaints over to their headquarters in Columbus which complaints would then be referred to the FBI.

The above constitutes a form of screening of information and complaints and establishes the Highway Patrol as a clearing house for complaints from a substantial number of sources, particularly American Legion members employed in plants. The Bureau has undertaken in wartime to have such practices discontinued and to keep the information flowing directly from the citizen to the Bureau.

The Executives Conference felt that no action should be taken in this instance, not even to the extent of calling on the Governor to discuss it, since the Highway Patrol does have an interest in disaster control and at least an auxiliary interest in subversive movements within the state. It was further pointed out that appeals to the American Legion in the past to prevent their engaging in such training along the lines of Communism have not been successful and it was believed that no further effort along this line should be made.

He should not participate in this project. 6-6

Respectfully,
For the Conference

Clyde Tolson

CC Mr. H. H. Clegg

I concur

- 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 - 117

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DATE 5-8-91 BY SP-5 WJG

60 JUN 15 1949

THE DIRECTOR

June 6, 1949

THE EXECUTIVES CONFERENCE

The Executives Conference on June 2, 1949, consisting of Messrs. Tolson, Tracy, Glavin, Harbo, Mohr, Carlson, Ladd, Fletcher, Nichols and Clegg, unanimously recommended that the Bureau again, at this time, communicate with the U. S. District Attorneys asking for any suggestions concerning the Bureau's work. Although it was pointed out that there usually occur one or two controversial matters as a result of these solicitations, the Conference agreed with Mr. Tolson's suggestion that to have the U. S. District Attorneys on record with reference to the services of the Bureau is a valuable consideration.

If the Director approves, there is attached hereto a proposed letter for this purpose.

Respectfully,
For the Conference

Clyde Tolson

Attachment

CC Mr. H. H. Clegg
Mr. Mohr

HHC:jfm

323,013
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DATE 5-8-91 BY SP-5 w/dly

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F B I
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66-2534-7280
F B I

12 JUN 14 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

55 JUN 14 1949

THE DIRECTOR

June 14, 1949

The Executives Conference

CORRESPONDENCE WITH NAVY DEPARTMENT RE FINGERPRINTS

The Executives Conference, consisting of Messrs. Tolson, Nichols, Rosen, Harbo, Carlson, Fletcher, Mohr and Tracy, on June 13, 1949, considered a request of the Navy Department Files Section for copies of correspondence relating to the transmission of fingerprints by the Navy to the Bureau and subsequent retention of such fingerprints in the Bureau's files. Mr. Bleedlove of the Navy Files Section stated he has been unable to locate the copies of correspondence referred to and would like to know, if the Bureau could locate the correspondence, if he, Mr. Bleedlove, could have a copy.

Mr. Bleedlove stated that the Navy is presently considering fingerprinting 1,200,000 individuals presently in the Naval Reserve and is discussing whether or not they will forward copies of the fingerprints to the Bureau as well as retain a copy in their own files.

The Bureau files reflect a letter dated March 10, 1936, from Admiral Adolphus Andrews, who is Acting Secretary of the Navy, to the Attorney General stating that Navy and Marine Corps fingerprints would be sent to the Bureau for checking; also a letter from the Director dated December 13, 1939, to Rear Admiral Walter S. Anderson confirming a conference resulting in the Navy agreeing that the fingerprints submitted should be retained in the Bureau files rather than returned as was the prior practice.

The Executives Conference unanimously recommends that copies of the two letters referred to be furnished to Mr. Bleedlove and, if approved, this will be done by personal contact with Mr. Bleedlove.

The Conference also recommends unanimously that Mr. Bleedlove be advised that the curtailment of the Bureau's appropriations for the next fiscal year will prevent the Bureau from handling such fingerprints if they are taken.

Respectfully,
For the Conference

RECORDED - 59
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166-2554-7282
F B
Clyde Tolson 3 JUN 20 1949

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DATE 5-8-91 BY SP-5 C/AG

SJT:mp

- 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 notes:
"Make use of this in our application" (with arrow pointing to the text above)
"59" (written vertically)
Other illegible scribbles and initials.

60 JUN 22 1949

THE DIRECTOR

May 5, 1949

THE EXECUTIVES CONFERENCE

The Executives Conference, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Carlson, Ladd, Fletcher, Rosen and Clegg, on May 4, 1949, recommended that the attached notice, transmitted by Assistant Adjutant General, Fort George G. Leado, Maryland, be published in the next issue of the FBI Law Enforcement Bulletin showing the location and whereabouts, description and availability of mine detectors, originally costing \$364 each, and now being offered to the police for \$18.50 each.

Unless there is an objection, this notice will also appear in the next issue of the FBI National Academy Associated News Letter.

Respectfully,
For the Conference

Clyde Tolson

OK
H

Attachment

CC Mr. H. H. Clegg
Mr. Mohr

HHC:jfn

[Handwritten initials]

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-8-91 BY SP-5 [signature]

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RECORDED - 16

166-25574-7283
F B I
76 JUN 24 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
- Mrs. Gandy

JUN 29 1949

INITIALS ON ORIGINAL

THE DIRECTOR

6/11/49

THE EXECUTIVES CONFERENCE

POSTING OF REPORTS AND COMMUNICATIONS
IN FIELD OFFICES

A suggestion has been submitted by Inspector T. E. Naughten who points out that there is some confusion in the Field as to the Bureau's instructions on posting pending inactive cases and also a question as to what types of communications can be posted in addition to investigative reports.

There is attached a suggested addition to Section 61 of the Manual of Rules and Regulations, prepared by Supervisor H. C. Boswell. This clarifies existing instructions concerning the posting of letters, teletypes and memoranda prepared in lieu of reports, and consolidates the instructions concerning the placing of cases in a pending inactive status.

The proposed manual change was approved on 5/20/49 by the Joint Committee, consisting of Messrs. Harbo, Long, McKee and Boardman.

The Executives Conference on 6/1/49, those present being Messrs. Tolson, Ladd, Glavin, Tracy, Mohr, Nichols, H. H. McCabe, Fletcher and Harbo, recommended that these instructions be included in the Manual of Rules and Regulations.

Respectfully
FOR THE CONFERENCE

Clyde Tolson

HHL:EG

Attachment

RECORDED - 117

INDEXED - 117

66-2554-7284

JUN 21 1949

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

ENCL 1

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 _____

JUN 27 1949

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ALL INFORMATION CONTAINED
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DATE 6-24-87 BY SP-5/efj

POSTING

All reports prepared shall be posted on the back of the assignment card by placing letters for the status of the report, i.e., P, C, RUC. This notation shall be followed by the date of the report. In addition, letters, teletypes and memoranda prepared in lieu of a report and sent to other officers and to the Bureau shall be posted. This includes those communications which furnish the results of an investigation or request information or an investigation. Any notation or memorandum, even though not sent between offices or the Bureau, which serves as the basis for closing a case administratively should be posted on the assignment card.

In connection with the posting of letters, teletypes, or memoranda on the back of assignment cards when such communications serve the same purpose as an investigative report, it is not desired that clerical employees post the communication on the back of the assignment card except in those instances when instructed or authorized by the SAC or Field Supervisor through a notation to that effect made on the field copy of the serial concerned. The practice of placing "L" for letter, "T" for teletype, "M" for memorandum, etc. should not be followed in making postings on the back of assignment cards. Clerical employees are not required to place their initials underneath the instructions that the posting be made on file copies of serials referred to above.

When cases are placed in a pending inactive status, an asterisk may be placed on the front of the assignment card to denote that the file is pending inactive. On the back of the assignment card there shall be posted the report or communication on which the case is made pending inactive. In addition to the letter "P" followed by an asterisk, there shall be posted the date of the communication on which such action is taken. Clerical employees shall not make a case pending inactive except on the following instances:

- 1) Upon the receipt of a report which bears an asterisk after the status shown immediately following the synopsis.
- 2) Receipt of a memorandum, letter or teletype bearing a proper notation.
- 3) Specific instructions of the SAC or Field Supervisor.

Where a case is placed in a pending inactive status upon the instructions of the supervisors, there shall be placed upon the appropriate serial in the file a notation that the case should be made pending inactive followed by the date of the instruction and the initials of the SAC or Field Supervisor. This notation shall be made by the employee who instructs the file to be placed in a pending inactive status. Cases may be placed in pending inactive status in the following instances:

A. Without Bureau authority when all of the following conditions exist:

- 1) All investigation has been completed.
- 2) A prosecutive summary report has been prepared.
- 3) The only thing remaining is to follow prosecutive action or other final disposition.

- 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 _____

66-2554-7284 ENCLOSURE

✓ RH

- B. Fugitive cases may be placed in a pending inactive status only upon Bureau authority. A letter of justification must be furnished the Bureau incorporating the reasons why such action is recommended. The phraseology "unless advised to the contrary by (date) this case will be placed in a pending inactive status for 6 months" may be used. Unless special conditions justify a longer period, the Bureau will authorize maintaining a fugitive case in a pending inactive status for only 6 months. After a fugitive case has been in a pending inactive status for 6 months it should be re-opened and assigned for investigation.
- C. Selective Training and Service Act of 1940 when Public Law #431 is applied and the subject is an American citizen.
- D. Investigations of Key Figures in Security Investigations providing the subject has not been designated as a top functionary. (See Sec. 87 M. of I. for specific investigation which must be conducted before a case may be placed in a pending inactive status.
- E. Where special circumstances not covered in A, B, C and D above justify placing a case in a pending inactive status. Bureau authority must be obtained before taking such action.

Approved by the Joint Committee, May 20, 1949, those present being Messrs. Harbo, Long, McKee and Boardman.

Approved by the Executives Conference June 1, 1949. Present: Messrs. Tolson, Ladd, Glavin, Tracy, Mohr, Nichols, N. H. McCabe, Fletcher and Harbo.

C
O (mcw)
P
Y

TO : THE DIRECTOR
FROM : THE EXECUTIVES CONFERENCE

DATE: June 17, 1949

SUBJECT: CONFIDENTIAL INFORMANT INDEX FILES

W

The Executives Conference on June 16, 1949, consisting of Messrs. Tolson, Tracy, Glavin, Harbo, Carlson, Ladd, Fletcher, Nichols, Rosen and Clegg, considered the maintenance of Confidential Informant Index Files in field offices, recommended the attached SAC Letter be sent to the field.

It was decided that in those offices with less than 50 Special Agents the file should be maintained in the office of the Special Agent in Charge. In those offices with 50 or more Special Agents but with less than 100 Agents the file should be maintained in the office of the Assistant Special Agent in Charge. In those offices with 100 or more Special Agents the file should be maintained in the office of a designated field supervisor.

If approved, there is attached an SAC Letter for this purpose.

Respectfully,
For the Conference

[Handwritten signature]

Clyde Tolson

Attachment

CC - Mr. Mohr
Mr. Clegg

HHC:JFM:ED

322,013
ALL INFORMATION CONTAINED
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DATE 2-10-91 BY SP-8/afj

RECORDED - 125

INDEXED - 125

EX-15

66-3554-7285

JUN 24 1949

JUN 24 1949

THE DIRECTOR

6/22/49

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
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DATE 5-8-91 BY SP-5/CLJ/du

The Executives Conference of June 20, 1949, consisting of Messrs. Callahan, Tracy, Harbo, Clegg, Fletcher, Rosen, Nichols, Nease and Mohr, considered the present practice in the field of ~~destroying~~ Special Employees work sheets or flimsies after the information which has been obtained is incorporated in an investigative report.

Special Employees are utilized in the field at the present time to conduct routine investigative work at credit bureaus, governmental agencies and police departments. The Special Agent to whom the case is assigned fills out a form which is called a flimsy, in which all pertinent information to make the check is set forth and the work sheet or flimsy is thereafter routed to the appropriate Special Employee to make the requested checks. The Special Employee records on the work sheet or flimsy the information he obtains and the work sheet or flimsy is thereafter returned to the Special Agent to be incorporated in an investigative report, and he thereafter destroys the Special Employee's work sheet or flimsy.

It also happens that in certain divisional offices, the only investigative lead is a check of credit, criminal or governmental agency records and the work sheet or flimsy is made out by the supervising employee and is then checked to the Special Employee to review the records at the places indicated. After the check is made the Special Employee then dictates a report without indicating therein the identity of the Special Employee or Special Employees actually making the check. The report is always prepared to indicate the SAC as the one who prepared it. The initials of the Special Employee dictating the report are indicated on the investigative report. In the Washington Field Office particularly, as many as 12 to 13 Special Employees participate in making checks in one case. However, one Special Employee is responsible for coordinating all of these reports and dictating the investigative report. Consequently only one Special Employee would be identified in connection with the preparation of the report and that would be the one who actually prepared the report. After the report is prepared, the Special Employees' work sheets or flimsies are destroyed and it is impossible to determine thereafter the identity of the specific Special Employee who checked at any particular agency or to determine exactly what information the Special Employee obtained by virtue of a check of these records.

In the Washington Field Office in order to streamline the procedures in Atomic Energy Act Bureau applicant a questionnaire or special form is routed to the Washington Office for record checks at ONI, MID, HCUA and CSC in accordance with the Loyalty Program. When the information is obtained by the

- 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

60 JUN 28 1949

[Handwritten signatures and initials]

7286

Special Employees and proves to be negative, a stamp is placed on the questionnaire or form received from the Bureau which indicates that the records of the agencies were checked with the results noted in the stamp. The stamp has three columns, "No Record", "Nothing Derogatory", "Not Identical", and the Special Employees simply indicate in the appropriate column after the proper agency the type of negative information obtained. The questionnaire or form from the Seat of Government is then returned to the appropriate Supervisor and he notes the check made in the Washington Field Office and the questionnaire or form is thereafter filed. At the time the Special Employees made their check of the agencies indicated, a work sheet or flimsy was prepared. In the event derogatory information is obtained during the check by the Special Employees, then the questionnaire or form from the Bureau is not stamped but a report is prepared setting forth the information obtained. Although four Special Employees may well have assisted in making the checks of the four agencies indicated, only one Special Employee would be charged with the responsibility of preparing the report and only his initials would appear on the investigative report. After the report was prepared, the Special Employees' work sheets or flimsies would be destroyed.

It was pointed out to the Conference that it is impossible to fix responsibility in those instances where Special Employees are utilized to make credit, criminal and agency checks.

The manner of handling Special Employees' work sheets or flimsies in the field was discussed with the Joint Committee consisting of Messrs. Boardman, McKee, Long and Harbo. The disadvantages are as follows:

1. If the Special Employees' work sheets or flimsies are retained they will clutter up the files with what amounts to Agents' notes.
2. Additional clerical work would be required in serializing and filing this material if the work sheets or flimsies are considered as memoranda for the file and filed as a memorandum would be. In the event the work sheets or flimsies are considered as Agents' notes and retained, then it would be necessary to place them in envelopes and clerical time would be required in filing this material.
3. Additional filing space would be required, it being pointed out that there are literally thousands of such checks made by Special Employees, particularly in the Washington Field Office and the St. Louis Office where innumerable checks are made at the Army Records Center there.

The advantages are as follows:

1. It would fix responsibility on the specific Special Employee in each instance because by saving the work sheets or flimsies there would be available the identity of the Special Employee who made the

check as well as the Special Employee's record of exactly what he obtained when a check of the record was made.

2. A permanent record of what the Special Employee obtained would be always on file.

3. It would aid Field Supervisors in reviewing reports.

Messrs. Boardman, McKee and Long were opposed to any change in the present practice. Mr. Harbo felt that the Special Employees' work sheets or flimsies should be considered as memoranda for the file and handled accordingly.

This entire problem was discussed with SACs Hottel and Scheidt and ASAC Belmont of the New York Office. They thought that the best way of handling this situation was to consider the Special Employees' work sheets or flimsies as Agents' notes and should be filed in the case file accordingly. Mr. Hottel pointed out that a special envelope is already prepared and stamped in the field office and the Special Agent or Special Employee dictating the report would simply set forth the appropriate data on the envelope and place the Special Employees' work sheets or flimsies in the envelope and all that would be required of the Chief Clerk's Office would be to punch two holes in the envelope and file the material.

Mr. Hottel also stated that in connection with Atomic Energy Act and Bureau applicant cases where the Washington Field Office is the only divisional office that is required to make agency checks when the information obtained by the Special Employee is negative, after the stamp is placed on the questionnaire or form sent from the Bureau, the Special Employee can indicate on the stamp along side of the agency where the check was made his initials and the date he made the check. The Special Employee's work sheet or flimsy could then be destroyed since the information obtained by the Special Employee was indicated as being completely negative. The questionnaire or form from the Seat of Government would then be returned to the appropriate Supervisor and this form filed in the appropriate case file in the Records Section.

There are attached a sample Special Employee's work sheet or flimsy, an envelope stamped to retain the Special Employee's notes and a sheet indicating the type of stamp used in the Washington Field Office on Atomic Energy Act and Bureau applicant record checks.

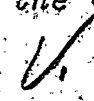
The Executives Conference unanimously recommended that Special Employees' work sheets or flimsies be retained in the various divisional offices as Agents' notes whenever a report is dictated.

In the two special categories in the Washington Field Office, that is Atomic Energy Act and Bureau applicant cases, it is recommended that the stamp on the questionnaire or Bureau form be utilized by the Washington Field Office and the Special Employees should indicate on the


stamp along side of the agency where the check was made, their initials and the date the check was made. The Special Employee's work sheet or flimsy would then be destroyed since it contained negative information only. The questionnaire with this stamp will be filed at the Seat of Government in the Records Section so that at any time the Bureau will be able to definitely fix responsibility as to the identity of the Special Employee who made the check and also as to the type of information he obtained by virtue of the check.

In the event the Director approves this recommendation, appropriate instructions will be sent to the field.

Respectfully,
For the Conference


Clyde Tolson

CC - Mr. Clegg



THE DIRECTOR

May 24, 1949

JOINT COMMITTEE

SUGGESTION NO. 179
EMPLOYEE: SAC FRED HALLFORD
LOUISVILLE OFFICE

SAVINGS: None
AWARD: None

COMMUNICATIONS EXPENSES

MEMBERS PRESENT: R. T. Harbo
H. B. Long
S. K. McKee
L. V. Boardman

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

SUGGESTION:

1. That the Bureau consider making arrangements whereby air mail might be used by field offices in advising the Bureau of significant developments in cases of vital interest in lieu of using telephone or teletype.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee was unanimously of the opinion that this is a matter which must be considered on its merits in each individual case; and that this must be decided by the Seat of Government Division handling the matter. The Committee further notes that recent Bureau instructions have been issued requiring that teletypes and the telephone be used only where the matter is so urgent as to necessitate such means of communication.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously concurred with Joint Committee.
June 13, 1949. Present: Messrs. Tolson, Ladd, Tracy, Mohr, Carlson, Nichols, Fletcher, Rosen, Glavin, Harbo.

2. That air mail, special delivery letters be used to notify the Bureau of apprehensions of fugitives rather than teletypes as at present. The employee believes this suggestion is particularly applicable with reference to the apprehension of deserter fugitives.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee was unanimously of the opinion that experience has shown the present rule to be desirable in that the Seat of Government needs prompt information to answer inquiries and to furnish the information to other interested agencies.

- 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. Lohr
RTH:dgh

JUN 27 1949

166-2554-7287

INDEXED - 49

JUN 24 1949

RH

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously concurred with Joint Committee.

3. That auxiliary offices be notified to discontinue investigation to locate fugitives by special delivery or air mail, special delivery letter in lieu of a telegram or teletype.


JOINT COMMITTEE CONSIDERATION:

The Joint Committee recommend unanimously unfavorably on the ground that field offices should be notified immediately in order to save unnecessary expenditure of Agents' time on investigative assignments.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously concurred with Joint Committee.

Respectfully,
For the Conference


Clyde Tolson

THE DIRECTOR

6/22/49

THE EXECUTIVES CONFERENCE

~~CONFIDENTIAL~~

~~ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN
OTHERWISE~~

The Executives Conference of June 20, 1949, consisting of Messrs. Callahan, Tracy, Harbo, Clegg, Fletcher, Rosen, Nichols, Nease and Mohr, was advised that Confidential Informant [redacted] has informed the Bureau that [redacted] New Jersey, proposed to [redacted] that he would make available intelligence data relating to Communist Party activities, espionage and the like for a payment of \$2500 per year and \$50 per month expenses. (X)

b7D

[redacted] indicated to [redacted] that he had in his card files the names of all Communists in the CIO, that he had a large supply of photographs and claimed that one batch was a complete roster of the National Maritime Union. [redacted] stated he had a diary of one of the confidential Russian Agents who originally worked in this country but who is now behind the Iron Curtain and read excerpts of this diary to [redacted] said he knew the names of 40 secret Russian Agents now in the United States. He said he knew the names of everyone of the undercover secret agents of Russia now located in the near East, Palestine, Iran and Iraq. He identified an individual by the name of Barlow, now an engineer of some kind with the Martin Aircraft Company at Baltimore, and said he was now a secret Russian Agent. He mentioned Dave Niles by name and stated that was not Niles correct name and that Niles was a Communist. He mentioned Paul Ross of New York City, now Secretary to Mayor O'Dwyer, and stated that Ross is to be a big figure in the Communist Party background. He also mentioned Marguerite White, the well-known photographer, as a secret Communist agent. He also mentioned an attorney by the name of McClean of Lima, Ohio, who is head of the Communist Party in that area and in charge of a secret office of the Communist Party in Lima, Ohio. [redacted] said he knew of five places where Communist Party records are buried. He also stated he had knowledge of the courier arrangement of the Russians. [redacted] mentioned that [redacted], one of the top functionaries of the Communist Party, was in the employ of a syndicate and that he, [redacted] could obtain information through him. He mentioned that [redacted] had been bought for \$375 per month but that he now wanted \$800 per month. [redacted] also advised [redacted] that he had been covering the Communist Party since 1920, that at one time he had been a Party member and had a Party name and could talk to a lot of the Communist Party leaders at any time. He also indicated that he had a file which contained the names of all the prominent Communists in this country that Moscow wanted. (X)

b7D

- 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

[redacted] advised [redacted] that [redacted] had visited him at his office and asked him if he would [redacted] to England with his files. He said [redacted] they would move him and all his possessions but [redacted] turned down since he did not want to move to England. (X)

b7D

~~CONFIDENTIAL~~

323-013
CLASSIFIED BY [redacted]
DECLASSIFY ON: OADR 5-8-91

~~CONFIDENTIAL~~

[redacted] offered to submit reports to [redacted] on information he had in his files as well as the developments in Communism and Russian activities but stated he would not be able to expose his sources of information to [redacted].

The Conference was advised that on July 16, 1947, Mr. E. A. Tamm had submitted a similar proposal by [redacted] which had been made to [redacted]. At that time [redacted] wanted \$1000 to \$1200 per month. At that time Mr. Tamm pointed out the Bureau's experience with [redacted] it being pointed out that former SAC Conroy had personally visited [redacted], reviewed his files, and that from time to time an Agent of the New York Office had checked on specific matters with [redacted] with the result that the Bureau had long since concluded that [redacted] material was fundamentally nothing more than rehashes and rewrites of material obtained from the Daily Worker, the People's World and other Communist publications, as well as public source material. Mr. Tamm advised on July 16 that a short time prior thereto, [redacted] made a similar proposition through Confidential Informant [redacted] at Pittsburgh, at which time [redacted] wanted \$5000 a year from the Bureau for access to his material. In the past we used to receive copies of [redacted] reports through Informant [redacted] at Pittsburgh and [redacted] proposition was turned down at that time.

It was pointed out to the Conference at this time that during the early part of the war years [redacted] was used as an informant and was of little or no value and created a great deal of dissension and discord without producing any worthwhile results. [redacted] was discontinued as an informant when he made a demand of the New York Office that the Bureau obtain during the rationing period tires for his automobile and a C gas ration card. [redacted] bluntly stated his proposition and said if the Bureau refused to get him the tires and the gas rationing card he would no longer help the Bureau.

The Conference was unanimous in recommending that no further action be taken with respect to [redacted] proposition to [redacted] and that no effort be made to redevelop him as an informant in view of his proven unreliability in the past.

Respectfully,
For the Conference

Clyde Tolson

*I certainly agree
He should have
ended this long*

CC - Mr. Flegg

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

THE DIRECTOR
THE EXECUTIVE CONFERENCE

June 17, 1949

323,013

LOYALTY OF GOVERNMENT EMPLOYEES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-8-91 BY SP 5a/dep

HP

At the Executive Conference on June 13, 1949, attended by Messrs. Tolson, Ladd, Glavin, Harbo, Nichols, Rosen, Tracy, Mohr, Fletcher and Carlson, the policy to be followed under the Loyalty Program with reference to preliminary inquiry cases involving membership in the Communist Party on the part of a member of the immediate family of the employee was considered. It was pointed out to the Conference that cases involving Communist Party membership on the part of members of the immediate family of employees and applicants have been considered on an individual basis in the past, and that the experience of the Bureau reflected that the policies hereinafter outlined had been approved in individual cases; that it appears they would be applicable to similar types of cases in the future. It was recommended that the policies hereinafter stated be approved.

The Conference was of the unanimous opinion that the following policies should be followed:

1. The Bureau shall conduct a full-field investigation whenever the preliminary inquiry reflects membership in the Communist Party on the part of a spouse of an applicant or employee during a period of marriage.
2. That a full-field investigation be conducted when the preliminary inquiry indicates that the employee or applicant has been in close contact with a member of his immediate family, other than his spouse, who is a member of the Communist Party.
3. No full-field investigation will be conducted if the preliminary inquiry reveals Communist Party membership or activity on the part of a member of the immediate family of the applicant or employee when the preliminary inquiry also reveals anti-Communist sympathies on the part of the applicant or employee.
4. That when the preliminary inquiry reflects there has been no pertinent association between the employee and a member of his immediate family who is a Communist Party member, the information shall be summarized in a letter form and transmitted to the Civil Service Commission.
5. Similarly, information shall be summarized in a letter to the Civil Service Commission when a preliminary inquiry reflects that a member of the immediate family of the employee or applicant is a Communist Party member and also reflects that the applicant or employee is not in accord with the member's views.

RECORDED - 126

66-2554-7289

- 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

Respectfully,
For the Conference

[Handwritten signature]

Clyde Tolson

[Handwritten initials]

JDF:cmw
60 JUN 27 1949

THE DIRECTOR

6/22/49

THE EXECUTIVES CONFERENCE

323,013
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HEREIN IS UNCLASSIFIED
DATE 5-8-91 BY SP-5 CJK/ky

re-reading

The Executives Conference of June 22, 1949, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Ladd, Clegg, Fletcher, Nease, Rosen, Nichols and Mohr, considered the present Bureau policy of not having Agents read investigative reports after they are dictated. It was pointed out to the Conference that the present Bureau policy is to the effect that Special Agents are not to read investigative reports after they are dictated with the exception of Loyalty reports. The rule with respect to Loyalty reports is that the Agent shall be permitted the opportunity of reading the report if he so desires.

The Conference was further advised that the Joint Committee consisting of Messrs. Harbo, Long, McKee and Boardman considered this problem and discussed the following advantages and disadvantages in making any change in the present Bureau rule:

DISADVANTAGES

1. It will increase the time spent in the offices by Special Agents but will result in a greater increase of Agents time spent in the office in the larger metropolitan centers rather than in the small road work offices.
2. It will decrease the productivity of Agents.
3. It will delay reports getting out of the office promptly.
4. It will result in Special Agents making numerous changes in the reports which will thereby greatly increase typing and stenographic work.
5. It will mean an increase in clerical work resulting from additional routing and following the reports to get them out of the office.
6. Not all reports will be read since many will have to be sent out due to the unavailability of the Agent to read the transcribed report.

RECORDED - 100

7. Experience over the years has been such that no compelling reason exists to change the present practice.

INDEXED - 100

8. Agents will be less careful in their dictation since they will get another look at the report before it leaves the

66-2254-7290
JUN 28 1949

JUN 28 1949

- 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

ADVANTAGES

1. It will increase accuracy in report writing and will result in the submission of a better quality report.
2. It will result in better written reports.
3. It will definitely fix responsibility on the dictating Agent for inaccuracies appearing in reports. At the present time Special Agents can use the alibi that errors appearing in the reports are stenographic errors.
4. The general rule throughout the Bureau is that on other matters the dictator has the opportunity of reading his dictated material before it is routed for further review and action.

The Joint Committee felt that if any change were to be made in the present rule, the reading of reports after they have been transcribed should be made permissible on the part of the SAC in those cases where the SAC believes it desirable or necessary that they be read.

Mr. Mohr advised the Conference that while he was in New York City recently he discussed this matter with SAC Scheidt and ASAC Belmont and they were of the opinion that the present rule in Loyalty cases should be applied to all reports, namely that Special Agents shall be permitted the opportunity of reading reports if they so desire.

Messrs. Tracy, Fletcher, Harbo and Clegg recommend no change in the present Bureau rule in view of the reasons set forth in the disadvantages listed above. They feel that any change in our present procedure will be costly, will result in a terrific amount of Agents time spent in the office reading reports and the result achieved would not justify the expense necessary to have Agents read their transcribed reports.


The majority of the Conference, consisting of Messrs. Tolson, Glavin, Ladd, Nease, Rosen, Nichols and Mohr, recommends that Special Agents in the field be instructed that they shall read their dictated reports when they are available in the headquarters city to do so. They recommend that Special Agents not be required to read transcribed rough draft reports since the Agent having prepared his rough draft should have carefully reviewed it and analyzed it before submitting it for typing. A Special Agent having read the transcribed report shall initial the first page of the field office copy to indicate that this has been done. The Agent after reading his dictated report shall submit the report to the Field Supervisor, ASAC or SAC for approval for sending out or for approval to have the necessary changes made by the Stenographer or Typist. The supervising official could read the report and note any changes he desires to make at the same time to eliminate more than one retyping of a report before it leaves the divisional office.

J. J. [unclear]

The majority of the Conference definitely feels that the quality of Bureau reports would be improved if this rule is instituted in the field at once. Under this rule, if Agents are not available to read reports, such as being on a road trip, on special assignment, on leave or unavailable for any official or personal reason, the report can then be read and approved by the appropriate supervisory official and sent out. Although this rule will not result in 100% compliance since it would not be practical to insist that it be done, nevertheless the majority of the reports will be read by the dictating Agent and thereby increase the quality of the product which is now being submitted.

Appropriate instructions will be submitted to the field in the event the Director agrees with the recommendation of the majority of the Conference.

Respectfully,
For the Conference


Clyde Tolson

CC - Mr. Clegg

THE DIRECTOR

June 29, 1949

THE EXECUTIVES CONFERENCE

The Executives Conference of June 24, 1949, consisting of Messrs. Tolson, Rosen, Clegg, Ladd, Fletcher, Mohr, Harbo, Tracy, and Glavin, considered a suggestion made by Special Agent Charles W. Lyons of the Washington Field Office and approved by the Special Agent in Charge of that office to the effect that in the interest of uniformity, economy and efficiency, appropriate instructions be sent to the field that the Washington Field Office will handle all leads in Montgomery and Prince Georges Counties, Maryland, and in Arlington County and Alexandria, Virginia, in all L&E and Applicant cases. Lyons further recommends that the Territorial Allocation Lists be appropriately changed to reflect this.

The Conference does not feel that the Territorial Allocation List should be changed to reflect this exception to the rule for the forwarding of leads to the various divisional offices. The Conference does recommend that a communication go forward to the field that the Washington Field Office will handle all leads in Montgomery and Prince Georges Counties, Maryland, and in Arlington County and Alexandria, Virginia, in L&E and Applicant cases.

Subject to the Director's approval, such a communication is attached hereto.

Respectfully,
For the Conference

Clyde Tolson

cc - Mr. H. H. Clegg
Mr. J. P. 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

RECORDED - 43

INDEXED - 43 23 JUL 1 1949

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DATE 5-8-91 BY sp-5 u/dg

EX-16

THE DIRECTOR

June 29, 1949

THE EXECUTIVES CONFERENCE

m. m.

Richard

The Executives Conference of June 23, 1949, consisting of Messrs. Tolson, Nease, Fletcher, Clegg, Ladd, Nease, Mohr, Nichols, Harbo, Tracy, and Glavin, was advised by Glavin that SAC Scheidt of the New York Office telephonically communicated with him in connection with the recent Crowe Case - the Federal Reserve Act Case in which Subject Crowe absconded with approximately \$750,000. SAC Scheidt stated that the attorney representing the Bonding Company, Lloyds of London, had advised representatives of the New York Office that they were anticipating making certain reward payments to several police officers in Florida who had assisted in the location of Crowe. According to Scheidt, it appears that Lloyds of London is going to pay amounts to these officers of approximately \$1,000 each. Scheidt further stated that although he had not been advised outright by the Attorney for the Bonding Company, it was indicated that Lloyds of London would like to make some payment to some Bureau activity in appreciation for the work performed by the Bureau in this particular case.

Mr. Glavin pointed out to Scheidt that he did not feel that any amount should be accepted from the Bonding Company for the Bureau's work in this particular matter. Glavin pointed out that in his opinion this would reflect "fly-cop" procedures.

The Conference was of the unanimous opinion that Scheidt should be advised that the Bureau could not accept any amount from Lloyds for its activity in this particular case.

Should the Director agree, Scheidt will be so advised. *W*

J. H. Clegg
H

Respectfully,
For the Conference

W
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. H. H. Clegg
Mr. J. P. Mohr

RECORDED - 117

INDEXED - 117

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DATE 5-8-91 BY *Sp5 w/dg*

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DATE 5-8-91 BY SP5 C/deg

66-2554-7293, 7294

CHANGED TO

67-80010-1270X, 1270X1

c

The Director

7-5-49

The Executives Conference

NEW TYPE OF FINGERPRINT CARD SUGGESTION

The Executives Conference, consisting of Messrs. Tolson, Glavin, Clegg, Rosen, Nichols, Ladd, Harbo, Fletcher, Nease, Carlson, and Tracy, on July 5 considered a suggestion of Special Agent G. J. Engert of the Identification Division that a new type fingerprint card be adopted. Samples of the cards are attached hereto.

It is proposed that the form of the fingerprint card be changed to provide for a 3 x 5 space in the front righthand corner, containing all data necessary for an index card. In the case of non-idents, the index card can be reproduced photographically in exact size. A sample of the index card and fingerprint card is attached. It is more economical to reproduce index cards by photography than to type them. Photography also eliminates the error percentage.

At the present time, the armed services are revising their record procedures and are going to adopt a new standard fingerprint card for the Army, Navy, Air Force and Marine Corps. It would therefore be an excellent time to place this new suggestion in effect, inasmuch as the armed services will not adopt a new fingerprint card form without the approval of this Bureau.

It is further suggested that the new fingerprint card form be subsequently adopted for Alien Registration, Coast Guard, Maritime Service, personal identification and Civil Service, etc., as present supplies are depleted.

There is a further advantage, in that the Government Printing Office would have only one form to carry in stock rather than a variety of forms as is now necessary. The spaces provided in the proposed card would permit the Government Printing Office to substitute the name in printing a supply for any of the various agencies.

The Conference unanimously recommends adoption of the suggestion.

Respectfully,
For the Conference

Clyde Tolson

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DATE 5-2-91 BY SP-5 CJA/dep

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

Shouldn't Engert be commended for such a worthwhile suggestion.
H. J. O.

62 NOV 22 1949

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THE DIRECTOR

7/6/49

THE EXECUTIVES CONFERENCE

REPORT WRITING

The Executives Conference on 7/6/49 with Messrs. Tolson, Glavin, Tracy, Harbo, Nease, Carlson, Ladd, Fletcher, McGuire, Rosen and Glegg being present, considered the contents of the attached Bureau Bulletin concerning the subject of Report Writing and unanimously approved the adoption of the instructions contained therein and the transmission of this Bulletin to the field.

Respectfully,
FOR THE CONFERENCE

Y
C. Tolson

Attachment

323,013
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DATE *5-8-91* BY *SP5 cja/ajg*

HHC:HD *hd*

CC - Mr. Mohr
Mr. Glegg

RECORDED - MY

166-2554-7295

JUL 11 1949

INDEXED - 67

- 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

138
JUL 11 1949

THE DIRECTOR

JULY 7, 1949

THE EXECUTIVES CONFERENCE

W

The Executives Conference of July 6, 1949, consisting of Messrs. Tolson, Tracy, Harbo, Carlson, Ladd, Clegg, Fletcher, Rosen, Nease, and Glavin, considered a communication received from SAC Hood of the Los Angeles Office concerning In-Service Training travel. Mr. Hood points out that under the present time differentials, an Agent coming from the Coast would arrive in Washington at 9:40 a.m. on Monday morning, forty minutes past the beginning time of the class and that in order to arrive earlier, it would be necessary for the Agent to leave, for instance Los Angeles, on Thursday evening instead of Friday ~~morning~~ noon.

The Conference felt that action in connection with this particular matter should be held in abeyance until the first In-Service School reports on July 11, 1949, at which time the Bureau will have definite information in its possession as to the tardy arrivals in the school due to the time differentials and if necessary, appropriate instructions can go out to the Field at that time.

Respectfully,
For the Conference

Clyde Tolson

CC - Mr. H. R. Clegg
Mr. J. P. Mohr

URG: tgh

I see no reason for delay. Why can't we decide now? The school could start at 10 a.m. & this would allow all to arrive.

- 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 5-8-91 BY SP-5 wdy

RECORDED - 9

INDEXED - 9

66-2554-7296

JUL 13 1949

THE DIRECTOR

May 24, 1949

JOINT COMMITTEE

SUGGESTION NO. 172
EMPLOYEE: SAC G. N. WILLIS
HOUSTON DIVISION

SAVINGS: None
AWARD: None

CAPTION OF REPORTS

MEMBERS PRESENT: R. T. Harbo
H. B. Long
S. K. McKee
L. V. Boardman

323,013
ALL INFORMATION CONTAINED
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DATE 5-8-91 BY SP3 c/dy

SUGGESTION: That the Manual of Rules and Regulations, Section 11-G, be revised to require that any office, be it origin or an auxiliary office, in the submission of initial reports and letters in which there is any change of name, mark the title "Changed" with the usual clarification in the report or letter as to what changes have been made necessitating the word "Changed."

The present rule is that the initial report should never be marked changed, it being the initial investigative report; and it further being anticipated that the names of all subjects, together with their aliases and the other required descriptive data will appear in the initial report. The word "Changed" appears in the title of the investigative report when additions or deletions to the title occur. In the first paragraph of the body of the report, the reasons for the change are set forth as well as what the changes are.

The reason advanced for the change in the Manual is that communications other than reports sometimes reflect additions or deletions in the caption of the case, but since they are not earmarked by the word "Changed", the auxiliary office charged with the responsibility for indexing over-looks said additions or deletions with the resultant effect that the investigative file is not completely indexed.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee is unanimously of the opinion that the present rule should continue in effect, as it is felt that the proper administration of the existing rule would avoid the difficulties complained of. Any changes which may appear in a communication other than a report, which communication has not been marked "Changed" should be noted by the supervisor at the time the incoming communication is received, and any discrepancies noted would automatically be routed to the attention of the Chief Clerk's Office with the instruction that the necessary indexing be done.

RECORDED - 100
INDEXED - 100

66-2554-7297

It is essential in the proper supervision of any file that the supervisor be alert to discrepancies in the titles of communications. It is also felt that adoption of this suggestion could result in duplicate

- 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
RTH:dgh

JUL 14 1949

2080 11110, 0, 308

work in that where changes had been taken into consideration in connection with a communication, changes in the title of an investigative report would likewise be taken into consideration the second time in that it would also reflect the word "Changed."

The adoption of this suggestion would constitute a very real burden on the Records Section at the Seat of Government. It would also create additional work in the various field offices relating to consolidation of index cards.

RECOMMENDATION: Unanimously unfavorable.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable. June 1, 1949. Present: Messrs. Tolson, Ladd, Glavin, Tracy, Mohr, Nichols, H. H. McCabe, Fletcher, and Harbo.

Respectfully,
For the Conference

Clyde Tolson

THE DIRECTOR

July 19, 1949

JOINT COMMITTEE

AWARD FOR SUGGESTION OF GERARD J. ENGERT
NEW TYPE FINGERPRINT CARD

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
L. V. Boardman

The Joint Committee on July 15, 1949, considered the recommendation that Special Agent Gerard J. Engert of the Identification Division be granted a superior accomplishment award for his suggestion that the fingerprint card forms be changed so that photographs could be made of one section of the card, and these photographs used as index cards, thus eliminating the typing of the index cards.

In the recommendation and the papers incident thereto, there was no information as to any specific savings, although it was stated in these papers that there would be a "tremendous financial savings to the Government". The availability of film, varying cost of film, adaptability of the photograph and the actual savings are not set forth for the benefit of the Joint Committee. It was ascertained by telephone from Mr. Tracy that the savings might be 1¢ per card, and there would be 1,540,000 cards per year affected, resulting in a savings of \$15,400.00 per annum.

The basis for such calculations are unknown to the Joint Committee; therefore, before making a recommendation for a cash award, it was unanimously recommended that this be tried for a period of ninety days, and then the total of the savings or losses calculated and the practicality of the suggestion further considered, after which time there would be some logical basis for further considering this recommendation.

EXECUTIVES CONFERENCE CONSIDERATION:

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75 NOV 8 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

HHC:dgh
dgh

STAVELINI

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THE DIRECTOR

7/3/49

THE EXECUTIVES CONFERENCE

FIELD FIREARMS TRAINING

Handwritten note: The number of training periods in the first 6 months

The Executives Conference on July 5, 1949, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Carlson, Ladd, Nichols, Rosen, Nease, Fletcher and Clegg, considered the attached proposed SAC letter outlining the program of field firearms training. There are certain changes set forth which are at variance with the previous year's program. These changes are as follows:

1. Outdoor firearms training is being eliminated for the month of October. This will leave six monthly outdoor training programs and six periods of individual shooting by the agents on a monthly basis with the revolver. The reason for eliminating one of these training periods is the improved efficiency of the agents in handling firearms, the question of economy in using ammunition, and the number of agent days' work which can be saved for utilization on investigative work. This was unanimously approved by the Conference.
2. The number of outdoor training periods with the rifle is reduced by one, as compared with the previous year. This will leave two monthly periods of required shooting and qualification with the rifle. This was unanimously approved by the Conference.
3. There is being added a requirement for a practical course of "Snap Shooting" with both the rifle and the revolver at a distance of 50 yards from the target. This is a dry firing practice period, both with the revolver and the rifle, in which ammunition will not be used but all of the procedures, including position, stance, sighting, breathing and trigger squeeze will be involved. This dry firing at this distance is supposed to familiarize the agents with the difficulties in sighting-in and firing the revolver at a distance of 50 yards, and also will show the advantages of a rifle over a revolver at this distance. This was unanimously approved by the Conference.
4. The revised program adds a shotgun course of training, shooting at clay pigeons which will be thrown by hand-traps. This would be adding, for the first time in several years, a requirement for the use of clay pigeons in field office training. It will

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DATE 5-1-91 BY SP-5 C. H. H. / J. H. H.

- 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

Handwritten initials: Cg

cc-Mr. Clegg

RECORDED - 100

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JUL 14 1949

vary from skeet shooting, which has already been disapproved as a field firearms program, in that the traps or devices which throw the clay pigeons are smaller, are manually operated and only one of them is required. The advantages of training agents in shooting with the shotgun at moving clay pigeons are that it requires quick thinking, quick sighting and quick action with the shotgun which is one of the most effective short-range weapons used in the Bureau. It will cause the agents to become more familiar with all the mechanics of the shotgun in that it will require the shifting of the weapon from a safe to a firing position, the moving of the gun to the shoulder and quick sighting and quick firing.

Those opposed to this idea were of the opinion that this is a modified form of skeet shooting which had already been disapproved, is more in the nature of a sporting event, that in-service training actually provides training in skeet shooting and this is sufficient frequency to avoid the necessity of having the training repeated in a modified form in the Field, and it will also involve the obtaining and distribution in the Field of clay pigeons and hand-traps.

Those favoring this course were Messrs. Glavin, Tracy, Carlson, Ladd, Nease, Fletcher and Rosen.

Those opposed were Messrs. Harbo, Nichols and Clegg.

5. Our previous training with the revolver has been, primarily, firing the Practical Pistol Course. There is being added one outdoor period of firing the revolver at bull's-eye targets rather than silhouette man-size targets, and three of the six indoor periods during the winter months are also being changed from the silhouette or man-size target to the bull's-eye target. This, it is believed, will provide added training in accuracy and will serve the possibility of improving scores subsequently fired on the PPC. This was unanimously approved.
6. The program includes four training periods of practice in defensive tactics (adaptations of jiu jitsu and judo), street techniques and police holds, which are given to all new agents but which have been deleted from in-service training. This will require a refresher training period in the use of these holds, in the making of routine arrests, and in the use of restraining devices such as leg irons, handcuffs and tas like. This will require a 30-minute practice period during four outdoor training periods each year coincident with the firearms training program.

7. The suggestion was made that the present courses in hip shooting with the shotgun and the machine gun be eliminated. Mr. Fletcher, who made this suggestion, pointed out that no agent at any time ever fired the shotgun or the machine gun from the hip and that, therefore, this was a waste of time and ammunition; that it would be preferable to devote all the time training with these weapons in firing them from the shoulder.

Mr. Nichols, Mr. Fletcher and Mr. Clegg agreed with Mr. Fletcher's suggestion of eliminating hip shooting with the shotgun and machine gun.

Messrs. Glavin, Tracy, Harbo, Carlson, Ladd, Eease and Rosen recommended continuing hip shooting with the shotgun and machine gun since this was a slightly faster method of firing these weapons and this instant of time saved might be advantageous in case of physical combat.

The firearms instructors at Quantico had unanimously recommended this revised program of training as set forth in the attached proposed SAC letter. The modified program is calculated to save, it is estimated, \$4.25 per agent per year in ammunition, in addition to the agent days saved by reducing the outdoor training by one day.

The attached proposed SAC letter incorporates the recommendations of the firearms instructors and the majority opinion of the Executives Conference.

There are, at present, Special Agents who are qualified instructors in defensive tactics in all field offices except Springfield, San Juan and Honolulu. They have been trained especially for this purpose in the Bureau's gymnasium. It was also recommended unanimously that the attached letter to the Springfield Office, copies to San Juan and Honolulu, be sent forth asking the SAC's to submit to the Bureau a list of agents who possess potential ability as instructors in this type of work so that when they attend In-Service School they could be given specialized training to equip them to aid in this field training program.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

THE DIRECTOR

July 7, 1949

THE EXECUTIVES CONFERENCE

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DATE 5-8-91 BY SP-5 C/deg

The Executives Conference of July 6, 1949, consisting of Messrs. Tolson, Tracy, Harbo, Carlson, Ladd, Clegg, Fletcher, Rosen, Nease, and Glavin, considered four suggestions submitted by Special Agent in Charge William A. Murphy of the Phoenix Division in connection with the Bureau's appropriations for the fiscal years 1949 and 1950.

1. SAC Murphy feels that certain economies can be effected in the Bureau's work. He feels that the use of air mail with "Important and Urgent" tags by all field offices and by the Bureau itself would result in a tremendous saving. He points out that he recognized emergency requests for the apprehension of fugitives and the handling of fugitive leads in major cases require teletype attention, and the same emergency situation would exist in the handling of major security matters and loyalty cases. He feels that particularly in departmental applicant and Atomic Energy Act applicant cases, both the Bureau and the Field could resort to the use of air mail instead of teletype in practically all instances, thus resulting in a decrease in communications expense.

The Conference wishes to point out that it has considered this particular matter in the past and has recently considered another suggestion of the same tenor received from the Field. It was pointed out that the Bureau has reiterated its instructions for the utilization of regular or air mail whenever such facilities would care for the needs of the particular investigation.

2. SAC Murphy states that it is his firm conviction that with economy in mind, there should be some relaxation by the Department in the handling of departmental deadline applicant matters, particularly those relating to Immigration and Naturalization Service employees who have been working for the Department for a period of years. Murphy points out that frequently, in order to meet deadlines in these matters, an Agent has to divert himself from a well-planned road trip and proceed to the opposite end of the territory in order to meet a deadline which he could otherwise handle in connection with any planned work in a matter of a few days.

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 _____

JUL 14 1949

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Memo to the Director

It was pointed out to the Conference by the Investigative Division that the Bureau has found it necessary to set up deadlines on the various applicant cases, otherwise greater periods of time than even now ~~as~~ experienced would be experienced in securing completion of the case in question. Mr. Ladd pointed out that with the present deadlines, many of the divisional offices are not meeting such deadlines and the applicant cases are delinquent. It was further pointed out to the Conference that in connection with the Immigration and Naturalization Service employees, there is a 20-day deadline set by the Bureau. There are only 300 such cases pending and only 3 are pending in the Phoenix Division. The Conference is opposed to any change in the Bureau's policy concerning the setting of deadlines on applicant cases.

3. SAC Murphy further recommends that the Bureau give consideration to an increase in the interim period for In-Service Training for Agents who have been in the Bureau's service five years or more. He feels that if quarterly regional conferences of Special Agents in Charge were held throughout the Field by Bureau executives, information disseminated and discussed could be made available to Agent personnel at regular Agents' quarterly conferences. This would enable the Field personnel, who are not being called for retraining or specialized schools, to be kept fully informed of new Bureau policies and procedures. Murphy points out that he believes the saving in travel expense as a result of such a move would be worthy of definite consideration during this critical budgetary period.

The Conference, in considering this particular matter, points out that Divisional Conferences for Special Agents in Charge had at one time been held but that these did not prove satisfactory. The Conference feels that there should be no change in the Bureau's In-Service policies insofar as its Agents are concerned. At the present time, Agents in the Field are called into Washington at periods of approximately every two years for the purpose of being given refresher courses. The Conference feels that this policy should be continued.

4. SAC Murphy makes a further suggestion that through the sale of 1942 cars which we now have, we will effect a savings in car operation costs since this old equipment is much more expensive to maintain and to operate than the new model cars.

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 _____

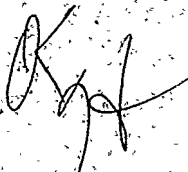
~~It was pointed out to the Conference that under our current appropriation, we are permitted to replace no more than 500 cars and that we have more than 500 1942 model cars in our possession at this time. Of necessity, certain of the 1942 cars will have to be~~

Memo to the Director

maintained by the Bureau until at least the next fiscal year. It was pointed out to the Conference that in those instances where it becomes uneconomical for the Bureau to continue the operation of any particular car, that car is sold even though it cannot be replaced by a new car.

The Conference suggests that the attached communication go forward to SAC Murphy concerning his suggestion regarding the Bureau's appropriations for the Fiscal Years 1949 and 1950.

Respectfully,
For the Conference



Clyde Tolson

CC - Mr. H. H. Clegg
Mr. J. P. Mohr

WRG:tgh

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

June 23, 1949

THE EXECUTIVE CONFERENCE

PERSONNEL SECURITY QUESTIONNAIRES

At the Executive Conference on June 21, 1949, Messrs. Tolson, Ladd, Clegg, Glavin, Harbo, Rosen, Tracy, Mohr, Nease and Fletcher being in attendance, the recommendations of Inspector Gurnea relating to Personnel Security Questionnaires utilized under the Atomic Energy Applicant Program were discussed.

Inspector Gurnea observed that the Bureau's investigation covers the period from January 1, 1937 to date, and the current Personnel Security Questionnaire filled out by the applicant lists his residences only for the past ten years, or back to about June, 1939, thus leaving a possible two-year gap in the listing of references. The Inspector pointed out that as time passes this period will increase. Previous residences are not utilized in Atomic Energy Applicant investigations except where the applicant is applying for a position with the Atomic Energy Commission, where the applicant is a top scientist, or where derogatory information is developed requiring a complete investigation.

The specific recommendation was made that Item 4 of the Personnel Security Questionnaire be changed to read: "All other addresses since January 1, 1937".

The Security Investigative Division advised that to date the Bureau had experienced no difficulty in fulfilling its responsibilities in the Atomic Energy Applicant Program by reason of the fact that the addresses were not listed back to the date January 1, 1937.

The Inspector pointed out that Item 15 of the Personnel Security Questionnaire required the applicant to list foreign countries he has visited since 1930, excepted by the remark "Exclusive of Military Service". It is possible that this exception could be interpreted to mean any military service & not in the U. S. Armed Forces. Thus, a member of the Abraham Lincoln Brigade who fought with the Loyalists in Spain could justify his failure to list the time he spent outside of the United States. The Inspector recommended that the item be changed to read: "Foreign Countries Visited (since 1930) (Exclusive of U. S. Military Service)".

The Security Investigative Division advised that to date no difficulty had been experienced as a result of answers made to the question.

- 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 Inspector pointed out that Item 16 called for a listing of membership of "All Organization Membership for the Past Fifteen Years (Religious and Labor Optional)", and that an applicant who is a member of the Communist Attachment

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Memo for the Director

Party, or a similar subversive group, could fail to list this fact and logically plead omission without criminal intent. The Inspector recommended that to decide the issue and to bolster prosecution for Fraud Against the Government, three specific questions now utilized on Bureau application forms and Civil Service Commission application forms be included on the personnel questionnaire form. These questions are:

1. Are you now, or have you ever been, a member of the Communist Party, U. S. A., or any Communist organization?
2. Are you now, or have you ever been, a member of a Fascist Organization?
3. Are you now, or have you ever been, a member of any organization, association, movement, group, or combination of persons which advocates the overthrow of our constitutional form of government, or of any organization, association, movement, group or combination of persons which has adopted a policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States or of seeking to alter the form of government of the United States by unconstitutional means?

The Security Investigative Division pointed out that the Personnel Security Questionnaire as now constituted was approved by the Bureau of the Budget and by the Department of Justice; that it could be expected that the Atomic Energy Commission would have on hand a large number of these printed forms which would have to be scrapped in the event any change is made at this time. Further, it was observed that normally the Personnel Security Questionnaires are filled out by private individuals working for private contractors and are filled out by persons who, in effect, will not be working for the Government; and there was a serious doubt as to the advisability of requiring applicants for positions with private firms to respond to such questions.

The Conference was of the unanimous opinion that no action should be taken to require a list of addresses back to the year January 1, 1937; that no action be taken to bring about a change in Item 15, requiring the applicant to list foreign countries he has visited since 1930, exclusive of Military Service.

With reference to the three questions relating to membership in the Communist Party or similar organizations, the Conference was of the opinion that since the questionnaire had already been approved by the Bureau of the Budget and by the Department of Justice, that no action should be taken other than to bring the suggestion to the attention of the Department for whatever action they might deem appropriate.

Memo for the Director

In accord with the opinion of the Conference, there is attached for your approval a memorandum addressed to The Assistant to the Attorney General Peyton Ford.

Respectfully,
For the Conference

OK
H
Clyde Tolson

THE DIRECTOR

July 12, 1949

THE EXECUTIVE CONFERENCE

~~THE BILL OF RIGHTS CONFERENCE~~

At the Executive Conference on July 12, 1949, Messrs. Tolson, Ladd, Tracy, Harbo, Carlson, N. H. McCabe, Rosen and Fletcher in attendance, the question of coverage of the Bill of Rights Conference to be held at New York City on July 16 and 17 was discussed. Seven Bureau informants will be in attendance at this conference and will be appropriately instructed to cover the entire conference. Additional informants can be expected to be in attendance.

The Conference was of the unanimous opinion that this contemplated coverage was adequate, particularly having in mind that the entire conference was open to the public. The Conference was also of the opinion that no Special Agents of the Bureau should attend and no technical coverage of any type should be attempted.

If you approve, instructions will be issued to the New York Office to handle coverage of the Conference only through the attendance of confidential informants and the press.

Respectfully,
For the Conference

Clyde Tolson

cc - Mr. Clegg
Mr. Mohr

HBF:cmv

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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

June 23, 1949

THE EXECUTIVES CONFERENCE

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The Executives Conference on 6/22/49 considered two suggestions made by Mr. Gurnea as a result of his inspection of the Security Division, as follows:

SUGGESTION #1

In order to save time, as it was observed that a considerable amount of time was consumed by Division Chiefs and higher officials receiving telephone calls from Field Offices, Mr. Gurnea recommends that recording machines with the alarm signal device thereon be authorized for installation in the offices of Division Chiefs and higher officials of the Bureau. This recording device could be used only and strictly for the purpose of recording conversations with Bureau Field Offices. If it is recognized by the Field Offices that their calls are being recorded, they can prepare their notes in advance and dictate by telephone a memorandum, thus shortening the telephone conversation and saving money and eliminating the necessity of the Division Chief making notes and subsequently dictating this data.

The Executives Conference, Messrs. Tolson, Glavin, Tracy, Ladd, Harbo, Nichols, Mohr, and Clegg being present, unanimously recommended unfavorably since it is not desired that such equipment be in the offices of the supervisory staff at the SOG.

SUGGESTION #2

Mr. Gurnea suggests that certain types of outgoing mail be approved after dictation, first by the Supervisor who dictated it and then by the Section Chief, and that such mail be sent by the Section Chief to the Reading Room and that this mail not be sent to the office of the Division Chief or to the offices of Messrs. Ladd and Tolson for approval.

Among the types of mail which it was believed should be brought within this authorization would be followup letters or teletypes to the field; letters to the field requesting investigation of matters which do not involve policy changes or possible future ramifications, or involve personnel or matters of public interest; letters to the field authorizing the field office to change the office of origin;

- 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

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CC - Mr. Mohr, Mr. Clegg

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letters to the field transmitting copies of material for information purposes; letters to the field transmitting a summary of information of the Bureau files; letters to the field requesting a routine investigation; letters to the field transmitting criminal records; letters to the Department in matters where a preliminary inquiry has been made and the Bureau desires to ascertain whether additional investigation is desired by the Department; letters to other Governmental agencies as a followup to a prior Bureau request; letters to Governmental agencies transmitting information which is of interest to them; routine transmittal memos forwarding copies of reports to the Department and followup memos to the Department on matters where a previous request has been made of the Department as to an opinion.

Mr. Gurnea's analysis showed that in the office of Mr. Winterrowd as many as 739 pages of outgoing mail and 925 pages of incoming mail were received. In the office of Mr. Ladd there were as many as 1134 pages of signature mail and 1420 pages of incoming mail received in a single day.

Mr. Gurnea observed that many of these pieces of routine mail were being initialed after they left the Section Chief by clerical employees only and that it would fix more clearly responsibility and eliminate the feeling that if there be an error, someone would subsequently review it and find it and thus improve the quality of Bureau mail.

There were objections offered in the conference to many of the above described types of mail being handled in this manner; for example, teletypes need to be examined to see if letters would suffice as the expense would not be so great; summaries to the field of information in Bureau files also need to be subject to examination before they are sent out; all communications to the Department of Justice, regardless of their nature, it was believed, should be reviewed by higher officials. Letters going to other Government agencies should likewise be inspected before being despatched.

While it was recognized as true that clerical employees who have been especially trained were authorized to initial some of the more routine types of letters going to field offices, yet it was believed that no exception should be made and that it contributes to better administration for the Supervisor to recognize that his mail is being submitted through higher channels and thus is subject to review and examination either in detail or on a spot-check basis. It was noted that many errors even in routine mail are caught by the mail being reviewed in the office of higher ranking officials.

I agree.
It was the unanimous opinion of the conference that there should be no change in the present procedures as a matter of policy and good administration.

Respectfully,
FOR THE CONFERENCE

G. Tolson

THE DIRECTOR

July 6, 1949

The Executives Conference

PLAN PROPOSED BY MR. THOMAS SLACK, INVESTIGATOR WITH THE DISTRICT ATTORNEY'S OFFICE, LOS ANGELES COUNTY, CALIFORNIA

The Executives Conference consisting of Messrs. Tolson, Glavin, Ladd, Rosen, Fletcher, Carlson, Harbo and Tracy considered the request of Thomas O. Slack, investigator for the District Attorney's Office, Los Angeles County, for copies of some 300 criminal records. Mr. Slack had requested 25 copies of each record, but subsequently advised SAC Hood that one copy would be acceptable.

For the information of the Director there is attached hereto a summary memorandum pointing out the activities of Thomas O. Slack in connection with the plan to maintain in Los Angeles a central file on certain types of criminals.

The matter comes up for reconsideration on the basis of a letter from SAC Hood dated June 24, 1949, wherein Hood asked for a reconsideration of the entire matter.

It is the majority opinion of the Conference that SAC Hood be informed that the Bureau will not assist Mr. Slack in the building and maintenance of his files; that SAC Hood be instructed to inform District Attorney William Simpson in detail about Mr. Slack's activities, particularly his conversation in Philadelphia, the details of which are set out in the attached summary memorandum.

Mr. Tracy is of the opinion that the suggestion of SAC Hood to furnish one copy of the criminal record to District Attorney William Simpson, Los Angeles County, is the best solution to the problem.

cc - Mr. Clegg
Mr. Mohr

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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MR. TOLSON

July 5, 1949

S. J. Tracy

PLAN PROPOSED BY MR. THOMAS SLACK, INVESTIGATOR WITH THE DISTRICT ATTORNEY'S OFFICE, LOS ANGELES COUNTY, CALIFORNIA

In July of 1947 Mr. Thomas Slack was referred to the Bureau in Washington by the office of the Attorney General. He was interviewed by Mr. Ladd, advising he, Slack, had been commissioned by the District Attorney in Los Angeles to contact certain Police Departments in connection with setting up a central file in Los Angeles with criminal records, photographs, and other information concerning certain types of persons. Subsequently, a letter was furnished the Bureau written by Thomas Slack to the Chief of Police at El Paso, Texas. It is planned to have in Los Angeles a central file concerning the following classifications:

- (1) Gamblers (including roving crap games)
- (2) Wire Service
- (3) Pickpockets
- (4) Narcotics (peddlers only)
- (5) Rackets and muscle
- (6) Book-making (commission, lay-off and syndicate)
- (7) Bunco and Confidence Operators
- (8) Triggermen

The following information is being compiled:

- Name
- Aliases
- Description
- Photograph
- Cities frequented
- Criminal Associates
- Facsimile of signature or sample of handwriting
- Criminal history
- Present Modus Operandi
- Agencies familiar with subject
- Fingerprint card
- Contributing Police Department number
- FBI number
- Automobile and License number

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ENCLOSURE

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The following cities as of September, 1947, had agreed to appoint a liaison officer in their department and to furnish information to Los Angeles:

- 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

- New York City
- Philadelphia
- Niagara Falls
- Boston
- Buffalo
- Cleveland

- Detroit
- Chicago
- Minneapolis
- St. Paul
- Indianapolis
- St. Louis

- Kansas City
- Council Bluffs, Iowa
- Omaha

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Memo to Mr. Tolson

July 5, 1949

The following additional cities were being invited:

Denver	Austin
Miami	Dallas
Pensacola	El Paso
New Orleans	Hot Springs, Arkansas
Fort Worth	Certain Arizona cities
Oklahoma City	

The plan seems to be sponsored by District Attorney William Simpson, Chief of Police C. B. Horrall and Sheriff Eugene Biscailuz all of Los Angeles, with Lieutenant Thomas O. Slack in charge of operations at Los Angeles.

The plan is to maintain a central file in Los Angeles with individual members advising each other as to the movement of criminals in the above categories from one city to another.

While at Philadelphia, Pennsylvania, on August 7, 1947, Thomas Slack was overheard in conversation with George F. Richardson, Assistant Superintendent of Police, Philadelphia. Richardson made a remark with reference to the FBI, "Those S.D.Bs would never receive any confidential information from me." Thomas Slack mentioned in reply to Richardson that while his office was very cooperative, he personally felt the same way about giving confidential information or information on confidential informants to the Bureau.

Subsequently, the Los Angeles Office on March 31, 1949, received from Tom Slack a list of approximately 300 names with FBI or police numbers, stating that District Attorney William Simpson of Los Angeles County had instructed him to go ahead with the project of compiling the fingerprints, photographs and criminal histories of leading criminals in the nation at Los Angeles. He asked that the Bureau furnish him with about 25 copies of the criminal record of each of these individuals. SAC Hood suggested that Slack be informed that only 1 copy of the criminal record could be furnished.

SAC Hood was advised by the Bureau under date of April 25, 1949, that considerable thought had been given to the matter and that it was necessary to advise that the Bureau could not accede to his request; that the work load at the Bureau far exceeded the capacity of our limited personnel.

On May 5, 1949, SAC Hood advised he had discussed the matter with Tom Slack, and that Slack requested he be furnished with 1 copy of the criminal record of each of the 300 individuals listed in prior correspondence. Under date of June 2, 1949, SAC Hood was advised that it was not possible to furnish copies of the records requested; that it was necessary for the Bureau to take this position inasmuch as it is impossible to carry on the existing work of the

Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr

Memo for Mr. Tolson

July 5, 1949

Identification Division and assume any additional responsibilities. SAC Hood was advised to inform Mr. Slack that it is absolutely impossible for the Bureau's Identification Division to undertake any additional responsibilities at the present time.

On June 14, 1949, SAC Hood in a telephone conversation from Los Angeles advised that if Slack could not be furnished with 1 copy of the record he was afraid it might prove to be embarrassing. At that time SAC Hood was under orders to come to Washington, however, when his orders were cancelled he prepared a letter dated June 24, 1949, in which he pointed out that it is the belief of himself and the supervisors at the Los Angeles Office that if the Bureau declines to furnish 1 copy of the criminal records, the result will be criticism of the Bureau. He also stated that it would result in embarrassment to the Los Angeles Office. He points out that Slack is handling the program for District Attorney William Simpson, and that generally very cordial relationship has been maintained with Simpson. SAC Hood also points out it would be possible for the District Attorney's office to obtain this information eventually from the Bureau on a piece meal basis, or by having other Police Departments make a few requests for criminal records over a period of time. In this way they could get the information eventually, however, in the meantime could blame the Bureau for delay in their program. SAC Hood believes that in the long run the Bureau will be the benefactor in this entire situation if we make 1 copy of the record available.

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

July 1949

THE EXECUTIVES CONFERENCE

The Executives Conference of July 11, 1949, consisting of Messrs. Tolson, Harbo, McGuire for Nichols, Fletcher, Tracy, and Glavin, considered a suggested communication to all Special Agents in Charge concerning automotive operation and maintenance cost record forms FD-111 and FD-150.

The Conference was advised that the suggested communication has been carefully gone over by Special Agent Gauthier of the Administrative Division who handles our automobiles, and by Inspector Long of the Training and Inspection Division who also is familiar with our automotive problems.

It was pointed out to the Conference that with the revision of the forms as suggested, we would be able to get our cost figures on a comparable basis with other Government agencies and not be charged with miscellaneous equipment such as sirens, two-way radios and etc. as included in the cost of automobiles, which should not enter into the recurring costs for operation.

Respectfully,
For the Conference

Clyde Tolson

CC - Mr. H. H. Clegg
Mr. J. P. Mohr

WRG: tgh

RECORDED - 8
INDEXED - 8

66-2554-7304
F B I
13 JUL 18 1949

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-7-91 BY SP-5 UC/144

- 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

53 JUL 19 1949

THE DIRECTOR

July 15, 1949

THE EXECUTIVES CONFERENCE

FBI NATIONAL ACADEMY GRADUATION EXERCISES

The Executives Conference on July 12, 1949, consisting of Messrs. Tolson, Callahan, Tracy, Harbo, Carlson, Ladd, Fletcher, Rosen and N. H. McCabe, considered the suggestion contained in the attached memorandum from Mr. Rogers of the Training Division to the effect that the graduating class march in a body to their seats at the Auditorium immediately prior to the beginning of the graduation exercises. This suggestion was made to Mr. Rogers by Supervisors George Carroll and Edward Kemper of the Crime Records Section. It was pointed out that it would be more in keeping with graduation exercises of colleges, and would let the audience know where the graduating class was seated in the Auditorium.

The Conference was unanimously in favor of keeping the procedure followed at the graduation exercises the same as has been done in the past, and it was not in favor of adopting this suggestion.

Respectfully,
For the Conference

Clyde Tolson

Attachment

cc: Mr. Clegg
Mr. Mohr

NHM: dgh

RECORDED - 100

INDEXED - 100

166-2554-7305 ✓

F B I

31 JUL 21 1949

EX-1

- 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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80 JUL 22 1949

[Handwritten signature]

THE DIRECTOR

July 18, 1949

THE EXECUTIVE CONFERENCE

At the Executive Conference on July 15, 1949, Messrs. Tolson, Ladd, Harbo, Tracy, Carlson, Nichols, Rosen and Fletcher in attendance, a request of Mr. Herbert Blumquist of the Office of International Trade, who had asked that the Bureau conduct a limited number of investigations for the Office of International Trade, was considered. The OIT, by the provisions of the Export Control Act, is the enforcement agency and they conduct investigations administrative in character designed to permit administrative action such as the revocation of export licenses by reason of violation of regulations. OIT has a very limited investigative staff and, in fact, makes available to the Customs Service a portion of its appropriations so that Customs agents are utilized in part to conduct investigations in behalf of OIT. Mr. Blumquist, in making his request, stated that there are some places that investigative leads arise where there is no personnel available to handle the inquiry. He stated that he had at that time a lead requiring an interview at Fort Wayne, Indiana. He inquired whether the Bureau could handle this lead and others that would arise from time to time, estimated at one per month, either on a reimbursable basis or without reimbursement.

The Conference was of the unanimous opinion that such inquiry should not be conducted on behalf of OIT.

If you approve Mr. Blumquist will be so advised.

Respectfully,
For the Conference

Clyde Tolson

cc - Mr. Clegg
Mr. Mohr

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H.

HBF:mer

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13 JUL 21 1949

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DATE 5-2-91 BY SP5 cu/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

TO : Mr. Nichols
FROM : R. F. Cartwright
SUBJECT:

Date July 18, 1949

Executive Conference

With reference to recent instructions as to discontinuance of the practice on the part of Bureau supervisors of retaining copies of letters, reports and memoranda for followup purposes, recent contact with a number of supervisors throughout the Bureau reflected that prior to the instructions the practice had been very common. The supervisors' reasons for the practice were:

1. To have available a basis for a follow-up on action.
2. To save time by eliminating the necessity for frequent file requests and thereby expediting the preparation of memoranda, etc.

Obviously another advantage accruing from the practices was a reduction in the work of the Records Section in that ticklet copies of reports, letters, etc., frequently served a supervisor's need and it was not necessary to call the file or locate the specific serial. The Bureau's recent instructions were motivated by security considerations. The practice of the supervisors was, in the case of letter and memoranda copies, to destroy them at the conclusion of their need, since they did not have to be accounted for in the file. In the case of report copies, the supervisor's practice was to return them to the file at the conclusion of their need.

In the interests of retaining the valuable advantages in the conservation of time and elimination of unnecessary effort in the nature of file requests, it is recommended that the Bureau reconsider recent instructions eliminating the retention of file copies by supervisors.

This problem has been discussed by Inspector Gurnea and Mr. Waikart. Mr. Gurnea has informed that if a charge-out system was established whereby supervisors could temporarily retain copies of reports during the period that a case was extremely active, the security problem could be adequately handled. It was his feeling that if, upon the return of the original of a report to the filing unit, it should contain a notation by the supervisor handling that he had retained a copy and, if an appropriate charge-out system can be established in these instances giving a basis for a follow-up after a determined length of time, the Bureau's security considerations will have been answered. Further, of course, when the supervisor retaining the copies has no further need the report must be returned to the Records Section for filing. Mr. Gurnea further felt that the procedure should be limited to important cases and in those instances where very frequent reference to the file would be eliminated by retention of ticklet copies of reports.

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July 18, 1949

It is believed that the above outlined procedure will adequately cover the security aspects of the situation and will still retain the same substantial advantages of the tickler copy system.

ADDENDUM: (LBN:hmc;RFC:mrh 7-18-49)

The Executive Conference, consisting of Messrs. Tolson, Fletcher, McCabe, Carlson, Parsons, Tracy, Ladd, Rosen, Nease and Nichols, considered the foregoing suggestions and unanimously recommended the adoption of the procedure whereby in important cases there is need for frequent, quick and ready reference to reports, letters, teletypes, etc., that the supervisors be permitted to make a notation on the original indicating the retention of a copy. The supervisors would also prepare a charge-out card to be attached to the original of the investigative report so that the Records Section may use the card as a follow-up and record on the retained copy.

The Conference further felt that no charge-out need be prepared for copies of teletypes or letters on the ground that such communications contain only fragmentary information and in accord with previous practices need not be returned to the file but may be appropriately disposed of in the confidential wastebaskets throughout the Bureau.

The Conference unanimously noted that suggestions have recently emanated from supervisors recommending the creation of special files of various types as a substitute for the recently discontinued tickler copy retention. For example, a suggestion was recently received that a special file be initiated to contain briefs of testimony in the Communist Party trial in New York since it was no longer possible for the supervisors to retain copies of such briefs, however, the initiation of special files, in these connections, would be an undue elaboration of our system and would manufacture an additional burden which would not be justified since the supervisors' needs can be taken care of without the special files if in justified instances copies can be retained by them.

Accordingly, if the Conference recommendations are approved, appropriate instructions will be issued to all Bureau supervisors and officials for the initiation of the charge-out system delineated above.

THE DIRECTOR

July 15, 1949

The Executives' Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5-7-91 BY SP-5 C. J. [signature]
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At a meeting of the Executives' Conference on July 13, 1949, attended by Hegora, Tolson, Clegg, Tracy, Harbo, Nichols, Carlson, Callahan, Fletcher, Rosen and Ladd, the activities of the Bureau in conducting applicant type investigations was discussed in detail in an effort to determine whether there were any categories presently being handled which could be cut off or curtailed. The various type of applicant cases discussed and the views of the conference were as follows:

(1) DEPARTMENTAL APPLICANTS

It was pointed out that the Bureau presently conducts all investigations of employees of the Department of Justice, in accordance with the order of the Attorney General dated July 31, 1947. This includes the maintenance employees of the Justice-Archives group and of the Identification Building.

The Conference was unanimously of the opinion that these inquiries should be continued.

(2) SPECIAL INQUIRIES FOR THE WHITE HOUSE

The Conference was advised that since President Truman had assumed office, we had had a total of 115 such cases, mostly involving Presidential appointments.

The Conference was of the unanimous opinion that they would have to continue.

(3) SPECIAL INQUIRIES FOR THE OFFICE OF THE SECRETARY OF DEFENSE

The Conference was advised that these special inquiries originated in a personal request to the Director by the then Secretary of Defense James Forgy on April 22, 1948. The request was reiterated by Louis Johnson, the incumbent, on April 20, 1949. As of June 23, we have 7 inquiries pending in this category. A 10 day dead line is set. No reimbursement is received.

The Conference was unanimously of the opinion that these inquiries should be continued.

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

JUL 25 1949

MLL:ad

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23 JUL 21 1949

(4) SPECIAL INQUIRIES FOR THE BUREAU OF THE BUDGET

It was pointed out that these inquiries are made as the result of an agreement with the Bureau of the Budget which was approved by you. The investigations commenced in February, 1949. As of June 24, there were 77 such inquiries pending. A 20 day dead line is set and the Bureau is remunerated in the amount of \$200 per case. This arrangement will continue through the fiscal year of 1950.

A. thru fiscal year 1950.

The Conference was unanimously of the opinion that these inquiries should be continued.

(5) SPECIAL INQUIRIES FOR THE NATIONAL SECURITY COUNCIL

The Conference was advised that these inquiries are conducted at the request of Admiral Sorens, the Director of the National Security Council. The Director approved the handling of such inquiries which are very infrequent. Since January 1, 1949, we have received only 5 such inquiries and at the present time have none pending. A 15 day dead line is set. No reimbursement is received.

OK

The Conference was unanimously of the opinion that these inquiries should be continued.

(6) SPECIAL INQUIRIES FOR CONGRESSIONAL COMMITTEES

The conference was informed that from time to time requests are received to conduct investigations of personnel for Congressional Committees. These are handled if the Attorney General approves. The latest conducted consists of 5 for the Senate Committee on Armed Forces which is headed by Senator Hillard Tamm, Democrat of Maryland. At this writing, none are pending. The dead line depends on the urgency of the request which is usually 15 days. No reimbursement is received.

A. only when specifically approved.

The Conference was unanimously of the opinion that these inquiries should be continued.

(7) SPECIAL INQUIRIES FOR THE NATIONAL SECURITY RESOURCES BOARD

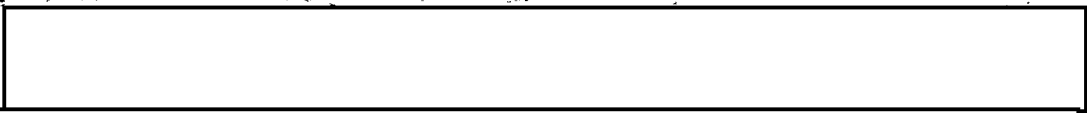
It was pointed out that at the request of the Acting Chairman Judge Sisco of the National Security Resources Board and with your approval, the FBI entered an agreement with the National Security Resources Board to investigate 100 personnel as to loyalty and security on April 22, 1949. At the present time, there are 232 cases pending. Eight have been closed. The reason for such a large number is that the National Security Resources Board wish to forward all cases possible to the Bureau during the fiscal year of 1949 for budget purposes. It is estimated that a total of 350 individuals are involved after which the only investigations will be replacements. A 21 day dead line for applicants

to pay and 30 days for incumbents. We are reimbursed in the amount of \$200 and this arrangement will continue through the fiscal year 1950.

*Although
1950
fiscal year
H.*

The Conference was unanimously of the opinion that these inquiries should be continued.

(b)



The attention of the Conference was called to the fact that in the following listed type of applicant investigations, the Act of Congress specifically requires an investigation by the Federal Bureau of Investigation and that the Bureau's appropriation contains funds for the purpose of completing these investigations.

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

The Conference was, therefore, of the opinion that in the following type of cases, all of which are Acts of Congress, that the Bureau must continue to conduct the investigations.

*OK but try
to resist any extension
H*

- (1) ATOMIC ENERGY ACT
- (2) VOICE OF AMERICA INVESTIGATIONS
- (3) EUROPEAN RECOVERY PROGRAM INVESTIGATIONS
- (4) WORLD HEALTH ORGANIZATION INVESTIGATIONS
- (5) INTERNATIONAL LABOR ORGANIZATION
- (6) GREEK-TURKEY AID BILL
- (7) INSTITUTE OF INTER-AMERICAN AFFAIRS

Respectfully,
For the Conference

C
Clyde A. Tolson

cc - Mr. Clegg
Mr. Mohr

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

THE DIRECTOR
THE EXECUTIVES CONFERENCE

July 12, 1949

323013
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DATE 5-7-91 BY SP-5 [signature]

The Executives Conference of July 7, 1949, consisting of Messrs. Tolson, Rosen, Fletcher, Clegg, Ladd, Carlson, Nease, Harbo, Tracy, and Glavin, considered two suggestions received from Special Agent Frederick T. Crowley of the Baltimore Division regarding the Bureau's investigative procedures as well as the Bureau's manuals.

SAC McFarlin of the Baltimore Office felt that one suggestion submitted by Special Agent Crowley is not entirely clear and that Crowley may be suffering from some emotional disturbance.

1. Special Agent Crowley suggests that the Manual of Rules and Regulations, Manual of Instructions and Bureau Bulletins be discontinued and the material published in them be consolidated into one set of FBI regulations; that all administrative personnel, supply, technical and investigative matter should be included in this one set of regulations; that these regulations should be so painstakingly prepared as to be a complete and final reference on nearly all matters pertaining to the FBI; and that they should be published in a form which would allow constant change and ease of use and should be accessible at a moment's notice to all employees. Crowley feels the goal should be to leave nothing to hearsay or memory and thus eliminate confusion.

Mr. Tolson advised the Conference that this should be the ultimate aim in the Bureau to have the rules and regulations and other instructions of the Bureau set up so that they could be utilized without difficulty. It was pointed out, however, that the manuals we have at the present time are very bulky and could not be effectively consolidated into one workable manual. Mr. Clegg was in agreement and the Conference feels that the Bureau is endeavoring to prepare its manuals in such a way as to make readily available all the information needed by Agents in their regular investigative work.

2. This Agent makes an additional suggestion that the Bureau use statistics extensively which would greatly improve the quality of the work done by the FBI. Crowley points out that at the present time the leads to be set out in most cases are those suggested by reason and logic and the experience of the Bureau and of the individual Agents, and that these leads are conclusions. He inquires as to whether a more extensive statistical reporting would bring to light new knowledge not gained

This merely dusts it off. I think someone should go to work now to consummate this goal. There is much merit in the idea. H.

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

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JUL 25 1949

Memo to the Director

by experience alone. He bases his suggestion on the theory that while the FBI has had excellent results in the past, conditions are becoming more complex and developments in the field of social sciences have shown that much of the criticism of these sciences as such can be refuted where the statistics are used. He points out that statistics make these sciences, of which police administration is one, organized bodies of ascertained knowledge and, thus, true sciences. He points out that is some method of reporting statistics could be provided which would not be a burden on the individual Agent, information would be obtainable on the broad basis which he proposes. He believes that statistical reporting on such a basis could be made workable in this organization if some of the methods of the public opinion poll takers were employed. He considers that the extensive use of statistics would make the experience of each Agent the experience of the Bureau as a whole and that individual discipline and efficiency would improve.

It was pointed out to the Conference that so far as can be determined, this Agent in making the above suggestion feels that the utilization of statistical information as to the productivity of investigative leads would definitely decrease the setting out of leads, setting out only those which have proved productive and discontinuing those which have not.

The Conference feels that the Special Agent in Charge or supervisor, in reviewing the reports being sent out and received from the various offices, can accomplish the same results in reviewing leads to ascertain their worth and whether they should be set forth. *He is asking the agt to clarify the suggestion*

The Conference suggests a letter of thanks to Agent Crowley for the suggestions submitted by him. Should the Director approve, such a letter is attached.

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

Mr. H. H. Gregg
Mr. J. P. Mohr

WAG: tgh

THE DIRECTOR

July 19, 1949

THE EXECUTIVES CONFERENCE

SMOKING PRIVILEGES IN THE LABORATORY

On July 18 the Conference was advised that several employees of the Laboratory had raised the question of whether smoking privileges on the 7th floor could be extended to Laboratory employees. This inquiry was largely predicated upon the fact that a rather large number of Security Division personnel have recently transferred to the 7th floor and they are permitted to smoke at their desks although they are not permitted to smoke in the corridors.

The present rules with reference to Laboratory space do not permit any smoking except in the administrative offices of the Section Chiefs. In support of the proposal that Laboratory employees be permitted to smoke at their desks it was pointed out that the Agents are extremely conscientious in the careful handling of evidence to avoid any damage and it was believed that the extension of the smoking privilege would not constitute any hazard in that respect.

The Conference, composed of Messrs. Tolson, Glavin, Mohr, Clegg, Fletcher, Rosen, Tracy, McGuire and Harbo, was unanimously of the opinion that the present regulations pertaining to smoking in the Laboratory should be continued; i. e., with smoking permitted only in the administrative offices and section chiefs' offices. They felt that any extension of the privilege would be undesirable on the ground that it probably would constitute a hazard insofar as the handling of evidence was concerned and also would be undesirable from the viewpoint of the public tours which are conducted through the Laboratory daily. The members of the tours are not permitted to smoke while on the tour and it was felt that if our employees smoked at their desks it would detract from the favorable impression which the tours now receive.

If the Director approves, the present regulations concerning smoking in the Laboratory space will be continued in effect.

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Respectfully,
For the Conference

Clyde Tolson.

66-2554-7309

cc-Mr. Clegg
Mr. Mohr

I concur

RECORDED - 11
INDEXED - 11

RB

- 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

July 20, 1949

THE EXECUTIVES CONFERENCE

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DATE 7-9-91 BY sp-2 w/deg

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The Executives Conference of July 18, 1949, consisting of Messrs. Tolson, Harbo, Clegg, Mohr, Fletcher, Rosen, Tracy, McGuire for Nichols, and Glavin, reconsidered a communication received from the Special Agent in Charge at St. Paul, Minnesota under date of June 24, 1949, wherein certain suggestions were made concerning savings in the Bureau's appropriations.

Mr. Rhodes suggests that in view of our critical financial situation, the Bureau could well consider the advisability of changing its instructions heretofore issued to the effect that the SAC or ASAC is to personally visit each Resident Agency once a month and that the SAC is to have all Resident Agents come into the headquarters city once each month. Rhodes states that this program is causing what he feels to be a tremendous expenditure of money in the St. Paul Division and he does not believe it necessary.

The Conference, in reconsidering the Bureau's policy of having the SAC or ASAC visit each Resident Agency once every 30 days, recommends that in the future in view of the condition of the Bureau's appropriation that the SAC or the ASAC personally visit and inspect each Resident Agency at least once every 60 days. In this way, it will be necessary that the SAC or the ASAC make only six inspections a year rather than the present twelve which are required by Bureau instructions.

With reference to the Resident Agents being called into the headquarters office once each month, the Conference pointed out that at the present time every Resident Agent comes into the Field Office headquarters city for firearms training at least six times a year and is in the Field Office headquarters city at least two additional times for quarterly conferences.

In discussing the desirability of having Resident Agents report to the headquarters city at least once each month, the Executives Conference was of the opinion that it would be to the Bureau's advantage to continue its present instructions in this regard. It was felt that each Resident Agent would benefit by

- 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

utilizing the opportunity of discussing his cases and problems with the Agent in Charge or supervisors at the headquarters city at least once a month. It is not felt that any change should be made in this particular regulation at this time.

SAC Rhodes further suggests in his communication that the Bureau instruct that teletypes are not to be sent between the

150
JUL 27 1949 RECORDED - 127
INDEXED - 127

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23 JUL 22 1949

Handwritten initials/signature

Memo to the Director

Bureau and the Field and between the various Field Divisions after 3:00 p.m. daily and on Saturdays and Sundays unless it is an extreme emergency. Mr. Rhodes points out that at least 50% of the teletypes that arrive at his office after 3:00 p.m. could just as well have been sent to the St. Paul office by air mail instead of by teletype.

It was pointed out by the Conference that this matter has been brought to the attention of the Field on a number of occasions in the past. Although there has been no arbitrary deadline set as to the hour after which teletypes should not be sent. The Conference pointed out that a great many teletypes prepared before 3:00 o'clock at the Seat of Government are not cleared for transmittal until the evening hours.

The Conference, in considering this matter, recommends that the Field and Seat of Government be instructed that communications shall be forwarded by regular or air mail unless action is required immediately and then a teletype or telegram be sent with the understanding that action is required by the receiving office on the day of the receipt of the teletype. It is felt that if such instructions are forwarded to the Field there will be a further cut in the teletypes and telegrams sent by the Field and by the Seat of Government.

Should the Director agree with the Conference recommendations, the appropriate communication will go forward to the Field concerning the transmission of teletypes and telegrams and Mr. Rhodes will be advised concerning the Bureau's consideration of his suggestions.

Respectfully,
For the Conference

Clyde Tolson

I concur
CC - Mr. H. H. Glegg
Mr. J. P. Mohr

Mr. Tolson *atgh*
Mr. Glegg
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

July 18, 1949

JOINT COMMITTEE

SUGGESTION NO. 156
SPECIAL EMPLOYEE WINTHROP A. YOUNG
NEW HAVEN OFFICE
TECHNICAL SURVEILLANCES - LOGS

SAVINGS: None
AWARD: None

323,013

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DATE 5-19-87 BY SP-5/dep

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
L. V. Boardman

The Joint Committee considered the matter of technical surveillance logs, and due to the fact that the existing log is prepared in such a manner that a minimum of space is allotted to record activities, a revision was submitted to a number of field offices for comment and approval.

The Chicago, Detroit, Los Angeles, Newark, San Francisco, Washington Field and Philadelphia Offices approved the proposed log marked "#1", which was also approved by Mr. Fletcher.

The Cleveland Office favored the existing form, and the Pittsburgh Office submitted a modification marked "#3". The Cincinnati Office submitted a modified form marked "#4", attached.

The advantages of the proposed log, Form #1, are that there is provided more recording space, the day of the week will save time in file reviews, the date at the bottom will save time also in file reviews, space is provided for the date stamp, and the full name of the employee on the technical surveillance is called for at the bottom of the page.

The Cleveland Office wanted a different form, and pointed out that certain items of interest are clipped from the page, stapled to sheets of paper and inserted in different files, but this benefit was not meritorious since logs relating to other cases could be provided for by having copies made and the copies would be placed in the files to which they relate.

JOINT COMMITTEE CONSIDERATION:

INDEXED - 118
RECORDED - 118
166-2554-7311
JUL 25 1949

In view of the overwhelming preference by the field offices for the proposed log #1, the Joint Committee unanimously favored its adoption.

EXECUTIVES CONFERENCE CONSIDERATION:

EX-1

The Executives Conference on 7-19-49, those present being Messrs. Tolson, Clegg, Harbo, Ladd, McGuire, Fletcher, Rosen and Clegg, unanimously recommended the attached proposed log #1, which had been approved by the majority of the field offices contacted and by the Security Division. This form will be followed when it becomes necessary to print up additional forms of this type.

- 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

Respectfully,
For the Conference

HHC:dgh

Glyde Tolson

THE DIRECTOR

July 19, 1949

The Executives Conference

RED CROSS BLOOD DONOR PROGRAM

The Executives Conference consisting of Messrs. Tolson, Clegg, Ladd, Glavin, Rosen, Harbo, Fletcher, McGuire and Tracy, considered a suggestion that all Bureau employees be notified of the new regulations pertaining to FBI employees, in view of the fact the Bureau is a participating agency, of the Red Cross Blood Donor Program.

The attached proposed notice to all employees is self-explanatory. The Conference unanimously recommends adoption of the suggestion.

Respectfully,
For the Conference

Glyde Tolson

cc - Mr. Clegg
Mr. Mohr

SJT:mp

323, 013
ALL INFORMATION CONTAINED
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DATE 5-7-91 BY SP-5 ex/def

RECORDED - 118

66-2554-7312
JUL 22 1949

INDEXED - 118

EX-1

Tolson
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Mohr
Tele. Room
Holloman
Gandy

60 JUL 25 1949

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THE DIRECTOR

July 21, 1949

THE EXECUTIVES CONFERENCE

323 013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-7-91 BY sp5c/dcg

The Executives Conference of July 19, 1949, consisting of Messrs. Tolson, Harbo, McGuire, Fletcher, Rosen, Ladd, Tracy, Clegg, and Glavin, considered a suggestion received from SAC Kramer of the Denver Office concerning the conservation of the Bureau's appropriations.

SAC Kramer points out that it has been his observation that as far as the Denver Office is concerned, there is considerable expense incurred as the result of meeting all of the various deadlines that the Bureau sets on investigations. Kramer points out that he appreciates that these deadlines are necessary or the Bureau would not set them; however, in a territory as large as Denver, it is impossible to meet these deadlines without incurring expenses which are unusual. Travel to isolated points in the territory must be made at times when there is not really a sufficient amount of work in that portion of the territory to justify a trip by an Agent under usual circumstances. He suggests, therefore, that the Bureau give consideration to the possibility of eliminating deadlines wherever possible and toward extending the time limit on certain types of deadline investigations, such as Atomic Energy Act Applicant cases. He points out that it seems to him that action along this line can do more than anything else toward reducing expenses in the Field, particularly in those Field Offices covering large rural territories.

The Conference pointed out that in connection with many applicant investigations being conducted by the Bureau for other Government agencies, in a number of instances the law requiring the Bureau to conduct such investigations really places a deadline on our investigative efforts. Further, arrangements have been made with the Atomic Energy Commission that applicant and employee investigations will be completed within a certain period of time. The same is true with Voice of America, CIA, and other applicant investigations. In those instances where there are delays in the completion of applicant investigations, the Bureau is criticized not only by the other agency within the agency itself but by other agency representatives before committees of Congress.

The Conference wishes to further point out to the Director that even with the deadlines the Bureau sets, there are a great many instances wherein such deadlines are not met and if the Bureau discontinued its deadline procedure, additional delinquencies

- 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 - 127

INDEXED 123

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EX-1

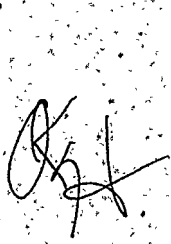
Memo to the Director

undoubtedly would be suffered since the Field would not complete such investigations within a reasonable period of time.

The Conference feels that the deadline on applicant matters should be retained.

Subject to the Director's approval, there is attached hereto an appropriate communication to SAC Kramer.

Respectfully,
For the Conference


Clyde Tolson

CC - Mr. H. H. Clegg
Mr. J. P. Mohr

WRG:tgh

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

July 20, 1949

Executive Conference

The Executive Conference on July 20, 1949, consisting of Tolson, Callahan, Tracy, Harbo, Mohr, McGuire, Ladd, Fletcher, Rosen, Carlson and Nease, considered the recommendation that the Bureau's radio station at Clinton, Maryland be repaired in view of the fact that the electrical wiring system originally installed in the house has deteriorated to the point that the building can not pass a fire inspection.

Bids have been obtained from two local contractors in Maryland and in view of the hazard involved the Conference was of the unanimous opinion that the low bid by L. J. Gunston of the Advance Electric Company be accepted and that the cost in the approximate amount of \$310 be paid for this work out of the confidential fund maintained by Mr. McGuire in Mr. Nichols' office.

Respectfully,
For the Conference

[Handwritten signature]

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Clyde Tolson

cc - Mr. Clegg
Mr. Mohr
Mr. McGuire

Jul 21
dmh

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HEREIN IS UNCLASSIFIED
DATE 5-7-91 BY SP-5 cjd/cg

RECORDED

118
166-2554-7314
JUL 25 1949

INDEXED - 118

- 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

180

60 JUL 27 1949

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THE DIRECTOR

July 7, 1949

THE EXECUTIVES CONFERENCE

The Executives Conference of July 6, 1949, consisting of Messrs. Tolson, Tracy, Harbo, Carlson, Ladd, Clegg, Fletcher, Rosen, Nease, and Glavin, considered four suggestions submitted by Special Agent in Charge William A. Murphy of the Phoenix Division in connection with the Bureau's appropriations for the fiscal years 1949 and 1950.

1. SAC Murphy feels that certain economies can be effected in the Bureau's work. He feels that the use of air mail with "Important and Urgent" tags by all field offices and by the Bureau itself would result in a tremendous saving. He points out that he recognized emergency requests for the apprehension of fugitives and the handling of fugitive leads in major cases require teletype attention, and the same emergency situation would exist in the handling of major security matters and loyalty cases. He feels that particularly in departmental applicant and Atomic Energy Act applicant cases, both the Bureau and the Field could resort to the use of air mail instead of teletype in practically all instances, thus resulting in a decrease in communications expense.

The Conference wishes to point out that it has considered this particular matter in the past and has recently considered another suggestion of the same tenor received from the Field. It was pointed out that the Bureau has reiterated its instructions for the utilization of regular or air mail whenever such facilities would care for the needs of the particular investigation.

2. SAC Murphy states that it is his firm conviction that with economy in mind, there should be some relaxation by the Department in the handling of departmental deadline applicant matters, particularly those relating to Immigration and Naturalization Service employees who have been working for the Department for a period of years. Murphy points out that frequently, in order to meet deadlines in these matters, an Agent has to divert himself from a well-planned road trip and proceed to the opposite end of the territory in order to meet a deadline which he could otherwise handle in connection with any planned work in a matter of a few days.

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76 JUL 23 1949

RECORDED - 135

JUL 29 1949

INITIALS ON ORIGINAL

Memorandum to the Director

It was pointed out to the Conference by the Investigative Division that the Bureau has found it necessary to set up deadlines on the various applicant cases, otherwise greater periods of time than even now are experienced would be experienced in securing completion of the case in question. Mr. Ladd pointed out that with the present deadlines, many of the divisional offices are not meeting such deadlines and the applicant cases are delinquent. It was further pointed out to the Conference that in connection with the Immigration and Naturalization Service employees, there is a 20-day deadline set by the Bureau. There are only 300 such cases pending and only 3 are pending in the Phoenix Division. The Conference is opposed to any change in the Bureau's policy concerning the setting of deadlines on applicant cases.

3. SAC Murphy further recommends that the Bureau give consideration to an increase in the interim period for In-Service Training for Agents who have been in the Bureau's service five years or more. He feels that if quarterly regional conferences of Special Agents in Charge were held throughout the Field by Bureau executives, information disseminated and discussed could be made available to Agent personnel at regular Agents' quarterly conferences. This would enable the Field personnel, who are not being called for retraining or specialized schools, to be kept fully informed of new Bureau policies and procedures. Murphy points out that he believes the saving in travel expense as a result of such a move would be worthy of definite consideration during this critical budgetary period.

The Conference, in considering this particular matter, points out that Divisional Conferences for Special Agents in Charge had at one time been held but that these did not prove satisfactory. The Conference feels that there should be no change in the Bureau's In-Service policies insofar as its Agents are concerned. At the present time, Agents in the Field are called into Washington at periods of approximately every two years for the purpose of being given refresher courses. The Conference feels that this policy should be continued.

4. SAC Murphy makes a further suggestion that through the sale of 1942 cars which we now have, we will effect a savings in car operation costs since this old equipment is much more expensive to maintain and to operate than the new model cars.

It was pointed out to the Conference that under our current appropriation, we are permitted to replace no more than 500 cars and that we have more than 500 1942 model cars in our possession at this time. Of necessity, certain of the 1942 cars will have to be

Memo to the Director

maintained by the Bureau until at least the next fiscal year. It was pointed out to the Conference that in those instances where it becomes uneconomical for the Bureau to continue the operation of any particular car, that car is sold even though it cannot be replaced by a new car.

The Conference suggests that the attached communication go forward to SAC Murphy concerning his suggestion regarding the Bureau's appropriations for the fiscal years 1949 and 1950.

Respectfully,
For the Conference

Clyde Tolson

CC - Mr. H. H. Glegg
Mr. J. P. Mohr

WRG: tgh

OK
H.

THE DIRECTOR

July 20, 1949

The Executives' Conference

~~FBI NAME CHECKS~~

At a meeting of the Executives' Conference on July 20, 1949, attended by Messrs. Tolson, Rosen, Callahan, McGuire, Nease, Fletcher, Clegg, Tracy, Carbo and Ladd, the various name checks being made by the Bureau for other Governmental agencies were discussed in detail.

It was pointed out to the Conference that as a general basis for the name checks, the Bureau had the Presidential Directives, instructing that the FBI should receive and correlate all information from law enforcement offices, both Federal and State; also by reason of the Delimitation Agreement and under Executive Order 9835.

The Conference was advised that name checks are presently being made for the following agencies: Atomic Energy Commission, Alien Property Custodian, Agriculture Department, Federal Supply Bureau, Central Intelligence Agency, Civil Service Commission, Coast Guard, Displaced Persons Commission, Federal Security Agency, Immigration and Naturalization Service, Military Establishments, Secret Service and White House, Red Cross, State Department, [redacted] and other foreign police, and the Veterans' Administration.

The Conference, after going over the facts with reference to each of these as outlined in the attached memorandum, was of the opinion that the Bureau would have to continue making name checks as at present.

It was noted by the Conference that a number of the agencies, such as Agriculture and Federal Security Agency, check the names of some of their employees through the Bureau's files in accordance with a request of the State Department prior to the time the State Department will issue passports and visas to them in connection with their attendance at conferences in various foreign countries. The Conference suggested that in connection with such name checks that the attention of the State Department be called to the fact that the Loyalty Program has been completed as far as all incumbent employees of the Government concerned and endeavor to get them to discontinue requesting name checks on Government employees inasmuch as that will have been completed under the Loyalty Program.

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DATE 5-7-91 BY SP-06/klf
323, 0/3

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

Mr. H. H. Clegg
Mr. Mohr

INDEXED - 118

66-2554-9316
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RECORDED - 118 JUL 26 1949

JUL 28 1949

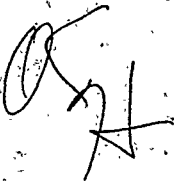
EX-1

The Director

It was pointed out, however, to the Conference that through Liaison each of the Departments and Agencies presently making name checks had been contacted and advised of the burden placed on the Bureau and requested to confine name checks to an absolute minimum.

The Conference was also advised that a form had been prepared for the use of the Agencies in making such name checks and that the use of this form by the other Agencies had been of considerable assistance in making available the necessary information for such name checks. The Conference was advised that the Liaison Section of the Bureau would continue to contact the various Government Departments and Agencies in an effort to secure their cooperation in reducing the number of such requests received.

Respectfully,
For the Conference


Clyde Tolson

Attachment

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

THE DIRECTOR

July 11, 1949

THE EXECUTIVE CONFERENCE

ATOMIC ENERGY SUBJECTS FOR
THE SECURITY INDEX
INTERNAL SECURITY SECTION
SECURITY INVESTIGATIVE DIVISION

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-10-91 BY SP5/llj/af

At the Executive Conference on July 7, 1949, Messrs. Tolson, Tracy, Harbo, Carlson, Ladd, Clegg, Rosen and Fletcher in attendance, the problem relating to the inclusion of Government employees in the Security Index was discussed.

There are currently carried in the Security Index fifteen to twenty Atomic Energy Program workers, and if orders were issued to suddenly apprehend those individuals on the Security list and such employees would be apprehended, such action might seriously impair the Atomic Energy production. The question was raised as to whether or not such employees should be included in the Security Index and what if any notification should be made to the Atomic Energy Commission. The names of these persons have been included in the list furnished to the Attorney General, but they have not been tabbed to advise the Attorney General that they are employed on atomic energy work.

The Conference was of the unanimous opinion that it would be undesirable to tab the Atomic Energy Security Index subjects for the Attorney General, because it might cause embarrassment if it became publicly known that they were employed on such work at the present time. It was the unanimous opinion of the Conference that these subjects should be broken out of the regular alphabetical breakdown and placed in a separate breakdown so that when apprehensions are ordered that these particular persons in this group can be separately considered with the view that the Atomic Energy Commission should be advised in advance of the apprehension.

With reference to other Government employees that are investigated under the Loyalty Program, it has been noted that some of them have been retained by various Government agencies even though they met present standards for inclusion in the Security Index. This means that the involved Government agency has cleared them, and the problem is presented as to whether the Bureau can properly substitute its opinion for that of the employing agency. The names of such persons

- 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 _____

HBF:esw:cmw

cmw

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63 JUL 26 1949

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have been included in the list furnished to the Attorney General, but they have not been tabbed as Government employees. The conference was of the unanimous opinion that this group should also be broken out of the Security Index and placed in a separate section under a separate heading of Government employees so that they too can be considered as a group in the event it becomes necessary and apprehensions are in order.

The conference was of the unanimous opinion that there were no current matters of policy involved which required reference to the Department.

It was also pointed out to the conference that currently the Security Index cards do not reflect the occupation of the subjects, and it was agreed that the Security Index cards to be prepared in the future should indicate the industry in which the subject is employed.

If you approve, the Security Index will be organized in accord with the recommendation of the conference.

Respectfully,
For the Conference

Clyde Tolson

cc - Mr. Clegg
Mr. Mohr

THE DIRECTOR

July 23, 1949

JOINT COMMITTEE

SUGGESTION NO. 196
DESTRUCTION OF DUPLICATE SERIALS
WHEN CASE IS CLOSED

SAVINGS: None
AWARD: None

323,013

MEMBERS PRESENT: H. H. Glegg
R. T. Harbo
S. K. McKee
L. V. Boardman

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DATE 5-6-91 BY SP3 EJC/ALY

SUGGESTION: That in those categories of cases wherein the field offices on a six-months tickler consolidate files within a single Acco binder and at the same time destroy duplicate copies of serials, this procedure be modified so that the destruction of the duplicate serials be handled at the time the file is closed.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

The Committee feels that it is simpler to handle all of the work involved in the consolidation program at one time under the six-month tickler as at present.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 7-25-49, consisting of Messrs. Nichols, C. Tamm, Parsons, Mohr, Ladd, Fletcher, Rosen and N. H. McCabe, recommended unanimously unfavorably.

Respectfully,
For the Conference

Ym
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

cc: Mr. Glegg
Mr. Mohr

RECORDED JUL 29 1949

RECORDED - 43
66-2554-7318
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13 JUL 27 1949

INDEXED - 42

J. W. Mason

THE DIRECTOR

July 22, 1949

JOINT COMMITTEE

SUGGESTION NO. 204
EMPLOYEE: DONALD PETERSON
ST. PAUL OFFICE

SAVINGS: None
AWARD: None

FILING SYSTEM

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McLeer
L. V. Boardman

323,013
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DATE 5-6-91 BY SP5 [signature]

SUGGESTION: That a control file be set up in the Chief Clerk's Office to show, in addition to the file number assigned, the name of the subject of the case. At present, the record maintained in the Chief Clerk's Office merely shows the fact that a certain file number has been used.

In support of this proposal, it is pointed out that the proposed list would be of assistance in cases of missing files, and it would reduce the possibility of skipping a number in the opening of new cases. It was further suggested that the maintenance of this list would be of assistance in locating the file in the event the index card were misplaced or was inadvertently not prepared.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee was unanimously opposed on the ground that the results to be anticipated would not justify the work involved.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 7-25-49, consisting of Messrs. Nichols, Q. Tamm, Parsons, Mohr, Ladd, Fletcher, Rosen and N. H. McCabe, recommended unanimously unfavorably.

Respectfully,
For the Conference

RECORDED - 43
Clyde Tolson
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13 JUL 27 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

JUL 29 1949
FBI

[Handwritten signature]

THE DIRECTOR

July 20, 1949

JOINT COMMITTEE

W
~~SUGGESTIONS 197 AND 209~~
~~COPIES OF INVESTIGATIVE REPORTS~~

SAVINGS: None
AWARD: None

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
L. V. Boardman

SUGGESTION: That the requirement that only one copy of investigative reports be retained in field office files in certain types of cases also be applied to classification 126 (Special Inquiry - National Security Resources Board); and that this policy be generally adopted by the Bureau with reference to all applicant-type investigations and to those classification 62 cases which bear the character "Special Inquiry - Department of Justice - German Scientists Under the Protective Custody and Control of the JICA".

JOINT COMMITTEE CONSIDERATION: Unanimously favorable.

The Joint Committee pointed out that all types of applicant investigations, other than those mentioned above, already are subject to the rule that only one copy be maintained in the field office file.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 7-25-49, consisting of Messrs. Nichols, Q. Tamm, Parsons, Mohr, Ladd, Fletcher, Rosen and H. H. McCabe, recommended unanimously favorably.

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DATE 5-16-91 BY SP5 W/dg

Respectfully,
For the Conference

RECORDED - 43

Glyde Tolson

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13 JUL 27 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

INDEXED - 43

cc: Mr. Clegg
Mr. Light
30 JUL 29

PTH:dgh dgh

THE DIRECTOR

July 22, 1949

JOINT COMMITTEE

SUGGESTION NO. 203
EMPLOYEE: SA LOUIS W. CUNNINGHAM
DETROIT OFFICE
SOURCE OF INFORMATION

SAVINGS: None
AWARD: None

323 013

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DATE 7-6-91 BY SP5 L/dlf

MEMBERS PRESENT: H. H. Clegg
S. K. McKee
R. T. Harbo
L. V. Boardman

SUGGESTION: That the Field be advised that the National Automobile Transporters Association at Detroit, Michigan, possesses personnel records on file concerning approximately 10,000 drivers of truck-away and drive-away vehicles. These vehicles are used in transporting new automobiles in interstate commerce.

This matter was referred to the Investigative Division which pointed out that the number of cases involving such vehicles is very small. It is not believed worthwhile to inform the Field by bulletin of the existence of the personnel records at Detroit, Michigan. The Investigative Division feels that most leads which might arise in such cases would undoubtedly be forwarded to the Detroit Office which is already aware of the existence of these records.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 7-25-49, consisting of Messrs. Nichols, Q. Tamm, Parsons, Mohr, Ladd, Fletcher, Rosen and H. H. McCabe, recommended unanimously unfavorably.

Respectfully,
For the Conference

Clyde Tolson

Handwritten initials/signature

RECORDED - 3
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66-2554-7321
IF B I
3 JUL 27 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

180 cc: Mr. Clegg
Mr. Mohr

UL 29 1949

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THE DIRECTOR

July 20, 1949

The Executives' Conference

At a meeting of the Executives' Conference on July 20, 1949, attended by Messrs. Tolson, Rosen, Callahan, Maguire, Nease, Fletcher, Clegg, Tracy, Harbo and Ladd, the Conference was advised that the FBI band had originally been set up and sponsored by the FBI Post of the American Legion, but that some time ago the American Legion had lost interest and dropped the sponsorship in this group; that at the present time it is functioning independently.

The Conference was advised that it was felt desirable that this activity should be brought under the Recreation Association. It was pointed out further to the Conference that this group had recently participated in a Variety Show and that the band was a very worthwhile project and had made a very creditable showing. The Conference was of the unanimous opinion that the FBIRA should take over the sponsorship of this band rather than have it operating as an independent group.

The Conference was further advised that as a result of the Variety Show which was held for the purpose of raising funds for the purchase of musical instruments and uniforms the band had taken in a total of \$391.00 of which after the payment of necessary expenses and taxes a profit of \$147.47 was realized.

It was suggested to the Conference that in sponsoring this group, the FBIRA should assist them financially as they do other similar projects at the present time, and it was suggested that the FBIRA donate \$162.55 to this fund in order to make a total of \$300.00 available for use by the band, it being further pointed out to the Conference that there is \$3500 presently in the Treasury of the FBIRA.

The Executives' Conference was unanimously in favor of both of the above recommendations.

Respectfully,
For the Conference

Clyde Tolson

323,013
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HEREIN IS UNCLASSIFIED
DATE 5-6-91 BY SP5 *ew/dcf*

- Mr. Tolson _____
- Mr. E. A. Tamm _____
- Mr. Clegg _____
- Mr. Coffey _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Tracy *cc* _____
- Mr. Carson _____
- Mr. Egan _____
- Mr. Gurnea _____
- Mr. Hendon _____
- Mr. Pennington _____
- Mr. Quinn Tamm _____
- Mr. Nease _____
- Miss Gandy _____

cc - Mr. Clegg
Mr. Mohr

INITIALS ON ORIGINAL

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The Director

July 26, 1949

Executives Conference

323 013
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DATE 5-6-91 BY Sp5 e-jdf

The Executives Conference, consisting of Messrs. Tolson, Fletcher, McCabe, Carlson, Parsons, Tracy, Ladd, Rosen, Nease and Nichols, considered a suggestion emanating from the Records Section that approval be granted for Supervisors in select cases, wherein there is constant necessity to be referring to incoming communications, to retain on their desks in a tickler file duplicate copies of letters and teletypes. This practice was approved several years ago; however, it was discontinued recently in connection with the inspection of the Security Division upon the Director's orders, when the Inspectors reported that copies of reports were also being retained.

The Conference was advised that the reason for the practice developing was a matter of expediency and necessity in order that the Supervisors would have available a basis for follow up on cases in which there is considerable pressure, to save time by eliminating the necessity of frequent calling of files, and to enable the Supervisors to expeditiously answer questions, prepare memoranda and take necessary action required. The Supervisors' practice was, in the case of investigative report copies detached, at the time of detachment to make a notation on the original of the report. This, of course, is necessary since the Files Section would not file the reports until all copies had been accounted for. Then, after the detached report had served its purpose, it would be forwarded to the Records Section, where it would be filed with the original.

Copies of letters and teletypes, since they are not filed as a matter of practice, once they are detached and have served their purpose, are destroyed.

Immediately after this practice was banned, there were numerous requests for the creation of special files in the Records Section, which would serve no good purpose except to create additional confusion and work although they would satisfy the Supervisor's needs which heretofore had been taken care of by the practice of detaching copies of teletypes, letters and, in some instances, reports.

- 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

LBN:hmc

cc: Mr. Clegg
cc: Mr. Mohr

RECORDED - 111

66-2554-7

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54 NOV 28 1949

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7321X

[Handwritten signatures and initials]

Memorandum to the Director.

July 26, 1949

system could be established whereby Supervisors would indicate on a charge-out card the identity of the report and then the card could be used as a means of following up to insure that the report copy was returned to the Records Section.

The Conference was unanimous in recommending that Supervisors handling important cases, where there is need for frequent and ready reference to reports, be permitted to detach copies of investigative reports maintained in a tickler file, at the same time making a notation on the original that a copy had been detached, and also attach to the original going to file a 3x5 charge-out indicating the Supervisor had detached a copy of the report. The charge-out card would then be maintained in the Records Section and the report followed up on.

The Conference was also unanimous that no charge-out need be prepared for copies of teletypes or letters, on the grounds that such communications contain fragmentary information and in accord with previously approved practice these copies may be disposed of by being placed in confidential wastebaskets, it being pointed out this practice has been followed over a period of years and no abuses have been noted.

If the foregoing is approved, it will not be necessary to create any special files and it appears to be the considered judgment that some such procedure is necessary in view of the shortage of personnel and the need for quick and ready reference to material. If approved, the necessary charge-out form will be prepared and the Supervisors will be notified.

Respectfully,
For the Conference

Tm
Clyde Tolson

I want more justification for this. There is no assurance the Supervisors will comply now that Asst. Directors will see what they do. When we allowed retention of copies of letters & teletypes the Supervisors on their own & with no approval started to retain reports. I most certainly will not allow any papers to be destroyed as suggested in next to last paragraph.

THE DIRECTOR
THE EXECUTIVES CONFERENCE

June 30, 1949

377

Transportation

323 013

506-2554-7322
S. L. Ladd

The Executives Conference of June 28, 1949, consisting of Messrs. Tolson, Rosen, Fletcher, McCabe for Clegg, Ladd, Carlson, Harbo, Tracy, and Glavin, considered the attached suggested regulations concerning the new per diem and travel allowances under the new Travel Expense Act. This copy of the suggested regulations was forwarded to the Bureau by Mr. Andretta of the Department with the suggestion that the regulations be looked over and that the Bureau's comments be returned to the Department at the earliest possible date.

Briefly, the suggested regulations are most complicated and different accounts of per diem are set up for different periods of travel ranging from \$5.00 to \$9.00. Rates of travel are set up differently for U. S. Attorneys, their assistants, and their clerical staff; U. S. Marshals and Deputy Marshals when compared with other employees of the Department.

It will be recalled that prior to the receipt of this particular set of suggested regulations from Andretta, a memorandum had gone forward to Peyton Ford, the Assistant to the Attorney General, recommending that \$9.00 a day be approved for the investigative personnel of the Bureau which would permit them to secure allowances sufficient to cover their necessary daily subsistence expenditures. Peyton Ford returned the memorandum with the comment that he agreed. This memorandum is attached hereto.

The Conference is of the unanimous opinion that Mr. Andretta should be advised that the Bureau feels that the \$9.00-a-day per diem should be set up as the approved per diem for investigatory personnel of the FBI.

Subject to the Director's approval, there is attached hereto the appropriate memorandum to the Administrative Assistant to the Attorney General so indicating the Bureau's thoughts in this matter.

RECORDED - 66

Respectfully,
For the Conference

66-2554-7322

INDEXED - 66

F B I
76 JUL 28 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 _____

FILED
Filed with original by [initials]

cc - Mr. H. H. Clegg
Mr. J. P. Mohr

WJG
AUG 10 1949

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THE DIRECTOR

July 27, 1949

THE EXECUTIVES CONFERENCE

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-6-91 BY SP-5/BJ

The Executives Conference of July 20, 1949, consisting of Messrs. Tolson, Nease, Fletcher, Clegg, Ladd, Mohr, Harbo, McGuire for Nichols and Callahan for Glavin, considered the question of retaining the 1942 model White bus in service in transporting Agent classes and other Bureau personnel from Washington, D. C. to Quantico, Virginia.

The conference was advised that the chauffeurs driving this bus alleged that it was not safe to operate and further that an estimate on repairs of this bus to put it into A-1 operating condition would run up to \$2300. This would provide for a new motor and a paint job, inside and out.

The conference was further advised with reference to the safeness of operation of this vehicle, that a representative of the White Motor Company, Washington, D. C., had inspected this vehicle and stated that it was satisfactory for transporting individuals as it had been utilized in the past. A further check was made of this vehicle as to its safety by the D. C. Motor Vehicle Inspection Station where the Chief Inspector personally followed the inspection of this bus through all the tests and O.K'd the bus as far as its safety in transporting passengers was concerned.

The conference was advised that the Bureau has a total of four busses in service used in transporting personnel between Washington, D. C. and Quantico, Virginia, and it is indicated that three busses would be able to handle the scheduled runs of personnel being transported to Quantico in the future.

It was recommended to the conference that the Bureau not overhaul this bus at the present time and continue it in operation at Quantico, Virginia, only where it could be utilized to transport men to the firing range from the academy building and make only necessary repairs as they are required of a minor nature. It was further recommended that no effort be made at this time to replace this bus with a new or more modern bus because the cost of these new busses would run around up to \$15,000 and to replace it with a bus of the same type would cost up to \$9,000.

The conference unanimously agreed and concurred in the recommendations that the above mentioned bus be assigned to Quantico for the transporting of men from the academy building to the range. In the event the Director concurs, this action will be taken immediately.

- 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. Mohr
Mr. Clegg

Respectfully,
For the Conference

Clyde Tolson

NPC: 2 AUG 1 1949

66-1780-1
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THE DIRECTOR

July 28, 1949

JOINT COMMITTEE

SUGGESTION NO. 208
STAMP INVENTORY

SAVINGS: None
AWARD: None

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
L. V. Boardman

SUGGESTION: That Form FD-161 providing for a daily inventory of stamps in field offices be modified, when next printed, to provide a column for the listing of stamps purchased on that date.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee was unanimously of the opinion that there is ample space on the form for the inclusion of the information concerning stamp purchases without the insertion of a printed heading, and that the work involved in modifying the form is not worth the benefit which might result.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 7-28-49, consisting of Messrs. Glavin, Parsons, Mohr, Ladd, Fletcher, Nease, Tracy, Nichols and N. H. McCabe unanimously agreed with the Joint Committee.

Respectfully,
For the Conference

Clyde Tolson

323,013
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DATE 5-23-69 BY SP3 C/ky

RECORDED 101
INDEXED 101
101

166-2534-7323
F B I
34 AUG 8 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

RTH:dgh dgh

60 AUG 9 - 1949

mmw

66-2554-7324

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DATE 5-6-91 BY SP5 u/dep

c

THE DIRECTOR

July 28, 1949

JOINT COMMITTEE

SAVINGS: None
AWARD: None

SUGGESTION NO. 211
STOP NOTICE SHEET

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
L. V. Boardman

323,013
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DATE 5-6-91 BY SP5 u/d/g

SUGGESTION: That a stop notice sheet of orange color be placed in the case file in the same manner as green bulky exhibit sheets are now placed in the case file to represent bulky exhibits in possession of the office. It is argued that the use of this colored sheet would facilitate the cancellation of stop notices when no longer needed.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

The 3x5 card index of stop notices already exists for the purpose of aiding the office to see that stop notices are cancelled when no longer needed. The file should, of course, be reviewed to see that all appropriate action is taken before the file is closed.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 7-28-49, consisting of Messrs. Glavin, Parsons, Mohr, Ladd, Fletcher, Nease, Tracy, Nichols and W. H. McCabe, recommended unanimously unfavorably.

Respectfully,
For the Conference

Glyde Tolson

RECORDED - 109
INDEXED - 109

166-2554-7325
FBI
34 AUG 8 1949

cc: Mr. Clegg
Mr. Mohr

RTH:dgh

- 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

10 AUG 3-1949

THE DIRECTOR

August 2, 1949

THE EXECUTIVES CONFERENCE

323 013
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5-6-91 BY SP-5 EJD/deg

The Executives Conference of July 28, 1949, consisting of Messrs. Ladd, Nichols, Mohr, Parsons for Harbo, Tracy, McCabe for Clegg, Fletcher, Nease, and Glavin, considered the desirability of purchasing cars for the present fiscal year for the Bureau.

It was pointed out by Mr. Glavin that we could secure Chevrolets for \$1,165.00 each; six-cylinder Fords for \$1,198.17 each; and Pontiacs at a cost of \$1,396.00 each provided we would waive the 1,000 and 2,000 mile check up. Glavin pointed out to the Conference that the Procurement Division of the Treasury Department purchases these cars under contract with the various automotive manufacturers and no special bids are sent out by the Bureau in connection with the purchase of cars at this time.

Glavin recommended, so that there may be a variety of up-to-date cars, that we secure 150 Chevrolets, 150 Fords and 200 Pontiacs. The Pontiac has been a very satisfactory car in the past, however, it is not felt desirable to secure 500 Pontiacs since we would be approaching a preponderance of the Pontiac car which would sooner or later result in a mark of identification to the underworld and others interested for personal reasons in the Bureau's activities.

Should the Director agree, appropriate arrangements will be made to purchase the cars in question. Under our present appropriation, we have authority to purchase 500 cars during this fiscal year.

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

Mr. H. H. Clegg
Mr. J. P. Mohr

56 AUG 10 1949

INDEXED - 126

166-2551-7326

AUG 10 1949

August 2, 1949

THE DIRECTOR

EXECUTIVES CONFERENCE

TEXTBOOK ON "THE INTERVIEW IN LAW ENFORCEMENT"

323 013
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DATE 5-6-91 BY SP5 C/DEF

The Executives Conference on August 2, 1949, consisting of Messrs. Tracy, Mohr, Ladd, Nichols, Fletcher, Nease, Rosen and Clegg, had called to their attention by Mr. Clegg the attached original and copy of a proposed FBI textbook entitled "The Interview In Law Enforcement". It was pointed out that this text material was prepared with the assistance of Dr. Page who was employed to assist in its preparation on a per diem basis. He used Bureau source material in the preparation of the text. Originally, he stressed techniques which had proven successful (without proper safeguards) so he then revised the textbook with a view to placing a proper degree of emphasis upon civil rights.

This textbook has been reviewed and edited in the Training and Inspection Division, and it was pointed out that there might possibly be some objectionable features, particularly in the chapter on special interviewing procedures with reference to obtaining confessions from accused persons.

The Conference recommended that this text be mimeographed in sufficient quantity, and that it be distributed for suggestions and approval as follows:

- 1 Copy to each member of the Executives Conference
- 1 Copy to the Attorney General for Departmental approval
- 1 Copy to Mr. Morris Ernest, Attorney
- 1 Copy to the President of The George Washington University for referent to his Department of Education
- 1 Copy to Dr. James M. Reinhardt, FBI NA Instructor, and connected with the University of Nebraska
- 1 Copy each to Supreme Court Justices Douglas and Jackson
- 1 Copy to Judge Harold M. Stephens
- 1 Copy to U. S. District Judge Vaught of Oklahoma
- 1 Copy to former Assistant Attorney General and now Law School Professor at Columbia University, Herbert Wechsler
- 1 Copy to each of the following law enforcement Officers:
Director Walter Anderson, North Carolina Bureau of Investigation
Chief Fred Roff, Morristown, New Jersey
Inspector Curtis Brostron, St. Louis, Missouri, Police Department

If this is approved, mimeographed copies will be prepared, and the copies to the Supreme Court Justices and Judge Stephens and Judge Vaught will be delivered personally by Bureau officials for informal discussions. The others will be transmitted by letter over the signature of the Director, and the Executives Conference distribution will be by routing slip.

Respectfully,
For the Conference

Clyde Tolson

Attachments

cc: Mr. Clegg
Mohr

HHC:dgh

RECORDED - 109
INDEXED - 109

66-2554-7327
11-2-51 3224

Getaway check card

want to a
investigable features
and just before Army
distribution is
made.

62 AUG 15 1949

THE DIRECTOR

July 14, 1949

THE EXECUTIVE CONFERENCE

INDEPENDENT PROGRESSIVE PARTY OF CALIFORNIA
INTERNAL SECURITY - C;
LOYALTY OF GOVERNMENT EMPLOYEES

At the Executive Conference on July 13, 1949, Messrs. Tolson, Ladd, Tracy, Harbo, Nichols, Clegg, Rosen, Carlson and Fletcher in attendance, a recommendation that the names of the circulators of the Independent Progressive Party of California petition be indexed was presented by the Security Division. In connection with the Loyalty Program, the Department has reflected that in view of the close connection of the Independent Progressive Party and the Communist Party in California, a full-field loyalty investigation is justified regarding any member of the Independent Progressive Party or anyone closely connected with it so as to file or circulate its petitions.

The Independent Progressive Party of California is a third party movement, and to get its candidates on the ballot in the last general election thousands of signatures were required. They were obtained primarily by reason of Communist Party activity in making available its members for the purpose of securing the necessary signatures on the petition.

The Conference, with the exception of Mr. Nichols, was of the opinion that the names of the circulators of the petition should be indexed so that the Bureau could properly carry out its responsibilities under the Loyalty Program in accord with the ruling of the Attorney General. Mr. Nichols stated such indexing constituted a project and was an added burden to an already overloaded staff.

If you approve, the necessary indexing of between 2,000 and 3,000 names will be handled as expeditiously as possible.

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DATE 5-6-91 BY Sp-5 rj/deg

Respectfully,
For the Conference

Clyde Tolson

166-2554-9328
F B I
73 AUG 12 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 Tamm
- Tele. Room
- Mr. Nease
- Misc. Gandy

RECORDED - 43

58 AUG 23 1949

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OK
N.
cmw

Handwritten initials and signatures

THE DIRECTOR
THE EXECUTIVES CONFERENCE

August 8, 1949

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-6-91 BY SP5ci/dg

The Executives Conference of August 5, 1949, consist-
of Messrs. Ladd, Mohr, Nichols, Parsons, Tracy, and Glavin,
considered a communication received from the Special Agent in
Charge at New York concerning per diem for firearms instructors
at Camp Smith, Peekskill, New York.

The Conference was advised that up until the present
time, firearms instructors at Camp Smith, Peekskill, New York,
were authorized to claim \$6.00 a day per diem. In connection with
the new per diem rates which became effective July 1, 1949, inquiry
has been raised as to whether the firearms instructors should be
permitted to claim the regular per diem rates of \$9.00 per day
for the first 14 days, \$8.00 per day for the next 30 days, and
\$7.00 a day for the remaining days away from headquarters.

SAC Scheidt advised that Camp Smith at Peekskill, New
York, is not a Government Reservation. Sleeping accommodations
exist there so that when firearms instructors remain at Camp
Smith overnight, they do not incur any expenses for such sleeping
accommodations; however, these instructors do incur all of the
usual expenses for meals and incidentals which would be incurred
by Bureau personnel in travel status. SAC Scheidt reported to
the Bureau by letter dated August 2, 1949, that it is estimated
that the actual cost of three substantial meals a day, if pur-
chased at a restaurant in nearby Peekskill, which is a resort
town, would be between \$4.00 and \$6.00; however, the firearms
instructors stationed at Camp Smith customarily follow the
practice of purchasing groceries and preparing their own break-
fast and lunch and eat only the dinner meal in a restaurant;
consequently the actual cost of food under such circumstances,
including the dinner meal, runs to about \$3.50 or \$4.00 a day.
There are certain incidental expenses incurred in connection
with the equipment used in the preparation of meals, as well as
laundry and other small miscellaneous items.

SAC Scheidt stated that it is estimated that during
the months when firearms instructors are at Camp Smith, approxi-
mately 17 to 20 days are spent at the Camp each month. The total
per diem would not be quite this much since there would be some
interruption for weekends or individual instructors not spending
every night at Camp Smith. He points out further that circum-
stances may also arise where an individual firearms instructor

- 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

115
AUG 16 1949

RECORDED
INDEXED

66-2554-7329
AUG 12 1949

Memo to the Director

may not be at Camp Smith for the entire period when firearms training is being held there during a given month; however, another instructor substitutes in the event one of the instructors regularly designated to be at Camp Smith is called away for any reason. Mr. Scheidt points out that there are normally five firearms instructors at Camp Smith while firearms training is under way in addition to Special Agent James E. Amos.

SAC Scheidt recommends therefore that per diem for firearms instructors while stationed at Camp Smith be fixed at \$6.00 per day.

The Conference pointed out that per diem allowed at Quantico, Virginia, a Government Reservation, covers actual expenditures made by Agents for meals while at Quantico; and that at the present time, Agents at Quantico on a per diem basis get \$4.80 a day per diem. This covers the cost of three meals a day plus tips.

The Conference recommends that in view of the fact that firearms instructors at Peekskill do not have to pay for sleeping quarters, that per diem at the rate of \$6.00 a day be approved for instructors who are regularly assigned to such duties.

The Conference wishes to point out to the Director that during the summer firearms training periods, as pointed out by Mr. Scheidt, the instructors are at the Camp approximately 17 to 20 days each month.

Respectfully,
For the Conference

Clyde Tolson

CC - Mr. H. H. Glegg
Mr. J. F. Mohr

WRG:tgh

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

July 22, 1949

EXECUTIVES CONFERENCE

SUGGESTIONS

SA S. BYE REEDER, JR.
KNOXVILLE DIVISION

The Executives Conference on July 20, 1949, consisting of Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Ladd, McGuire, Fletcher, Rosen, Nease and Clegg, considered the following matters:

Mr. Clegg talked with Special Agent S. Bye Reeder, Jr., now attending In-Service school, to develop from him all of the suggestions which he might have and which he referred to previously in a discussion with the Director, with respect to establishing greater uniformity in procedures, copies of reports and the like. He made the following observations:

1. There is a lack of uniformity in the number of copies of reports to be sent by field offices to the Bureau. The rules now require 2, 3, 5 or 7 copies to the Bureau. He stated that he did not know the problems that brought about this variation, but that he hears gripes among a number of the newer Agents about this lack of uniformity.

This matter was discussed at the Executives Conference on July 20, 1949, and it was pointed out that this lack of uniformity was necessary and also desirable. For example:

- 7 copies are required in Loyalty cases. When received here, 4 copies are sent to the Civil Service Commission, 1 copy to the Department of Justice, leaving but the original and 1 copy in the Bureau's file. The copy is the corrected copy as was sent out, and the original is as submitted by the field office. Obviously, this many copies would not be desirable and would be too expensive in a Bureau applicant case where only 2 copies are required.
- 6 copies are required in cases regarding Communist Party Front Groups, Infiltration into Labor Groups and the like. One copy goes to the Army Intelligence, 1 to Naval Intelligence, 1 to Air Forces, 1 to the Department or as a spare copy in answering inquiries, and the original and 1 copy to the Bureau's file.
- 5 copies of reports are required in general security matters. Two copies are sent to Intelligence Division, Armed Services, one goes to the Department and two for the Bureau's file.

- 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

HHC:deh

18

W. M. Mohr

RECORDED - 33

166-2554-7330

RECORDED
AUG 25 1949

EX-11
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3 copies of reports are required in Passport and Visa cases. One copy goes to the State Department or Department of Justice and 2 copies are for the Bureau's file.

2 copies of reports are required in Bureau applicant and White Slave Traffic Act cases, and miscellaneous crimes. In Bureau applicant cases, since no dissemination is made, only the original and 1 copy are received. Occasionally, one copy of the 2 received at the Bureau in criminal cases is furnished the Department; but, likewise, in these instances since it is the exception rather than the rule when such dissemination is made, it would be unnecessary to require that 3, 5, 6 or 7 copies be furnished the Bureau in these cases.

It was pointed out that the Agents' Handbook, which is in the hands of each Special Agent, clearly sets out under each section the number of copies required for the Bureau. In addition, there is set forth in Part I of the Handbook the number of copies required for each classification of case, this information being set forth on pages 40 to 43, inclusive, in consolidated form in sequence by classification number, so there is easily and conveniently available to all Agents the number of copies of each type of report to be sent to the Bureau in consolidated form and by classifications. When examples were cited to Mr. Reeder, he agreed that the variations were necessary and that uniformity could not be effected without unnecessary wastage. The Executives Conference recommended that this remain as is. Mr. Reeder has agreed that this was logical.

2. Mr. Reeder was of the opinion, based upon complaints made by Agents, that when the Bureau sends out copies of Bureau Bulletins and SAC Letters at frequent intervals, such as was done in the early days of the Loyalty and Atomic Energy programs, that at more frequent intervals than in the past there be issued a consolidated bulletin which would bring up to date all of the current, existing policies, so that it would be unnecessary for the Agents to refer to the numerous changes that have been made over the previous few weeks in several communications.

The Executives Conference believed this to be desirable and a sound suggestion. Although no set rule could be established as to the frequency of such consolidated bulletins, it would depend upon the developments in each of the various classifications as to the frequency or necessity of issuing new and modified instructions; but it was felt definitely that whenever there was a type of violation in which there was a great deal of activity, and frequent changes brought about by SAC Letters and Bureau Bulletins, that far more frequently than in the past there should be a consolidated bulletin bringing up to date all of the recent changes so that in one communication the Agents could find the answer. It is pointed out that now, whenever Manual changes are involved, the Manual changes are made at least once each three months, but there are some suggestions and some matters believed to be of only temporary application which do not become a part of the Manual, and these matters too could be placed in the consolidated bulletin.

Mr. Boswell, the supervisor of Manuals, should be instructed, it is believed, to note the Bureau's attitude toward this so that when he observes frequent instructions going out on any particular subject matter he can confer with the supervisor and have consolidated bulletins issued with sufficient frequency that Agents can more conveniently, in the future, keep up to date. If this is approved, Mr. Clogg will issue instructions to Mr. Boswell accordingly, and this was unanimously recommended by the Executives Conference.

3. Mr. Reeder advised that he had mentioned he was somewhat confused as to what to do in contacting officials of colleges and universities, but that during the current In-Service school there had been a lecture on this subject. He stated that this matter was made crystal clear and understandable to him, and that he had all of his questions answered completely.

The question as to the consolidation of Manuals and bringing them up to date more frequently is being covered in a separate memorandum, and will require some additional personnel in the Mechanical Section to issue such changes more frequently. At present, it is the policy and the practice that all permanent changes in policies and instructions are brought up to date in all Manuals at least once each three months, and this is being done.

In order to bring these changes in the Manuals up to date at least once each thirty days, the Administrative Division has estimated that it would require 2 additional clerical employees. The Administrative Division has advised that to bring the Manuals up to date each sixty days would likely not require additional personnel, and in fact the Manuals have been brought up to date that frequently during the past fiscal year, as evidenced by the 9 revisions made in the Manual of Rules and Regulations, 8 revisions in the Manual of Instructions and 11 revisions in the FBI Handbook. However, this matter is being covered and recommendations made in a separate memorandum dealing exclusively with Bureau Manuals and the possibility of consolidations thereof.

Respectfully,
For the Conference

Clyde Tolson

THE DIRECTOR

July 22, 1949

JOINT COMMITTEE

SUGGESTION NO. 195
INVENTORY

SAVINGS: None
AWARD: None

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
L. V. Boardman

li
SUGGESTION: That Section 6J (2) of the Manual of Rules and Regulations, which requires the submission of a memorandum for the field office file reporting the receipt of equipment or supplies of a non-expendable nature, be deleted from the Manual. This is felt to be an unnecessary step since the field office is required to submit to the Bureau a receiving slip which sets forth all pertinent data. The files in the field office will reflect the receipt of the information since it retains a carbon copy of the receiving slip sent to the Bureau.

JOINT COMMITTEE CONSIDERATION: Unanimously favorable.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on July 25, 1949, those present being Messrs. Nichols, Q. Tamm, Parsons, Mohr, Ladd, Fletcher, Rosen and M. H. McCabe, recommended unanimously favorably.

Respectfully,
For the Conference

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DATE 5-16-91 BY SP5 *ll/dig*

Clyde Tolson

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55 JUL 18 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

AUG 25 1949

W. M. ...

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THE DIRECTOR

July 8, 1949

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
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DATE 5-8-91 BY 9-512/df

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The Executives Conference of June 28, 1949, consisting of Messrs. Tolson, Rosen, Fletcher, McCabe for Clegg, Ladd, Carlson, Harbo, Tracy, and Glavin, considered a communication received from the Special Agent in Charge at St. Paul under date of June 24, 1949, concerning the Bureau's Appropriations for the fiscal years 1949 and 1950 wherein SAC Rhodes makes certain suggestions which he feels would result in savings to the Bureau.

SAC Rhodes suggests that in view of our critical financial situation, the Bureau could well consider the advisability of changing instructions heretofore issued to the effect that the SAC or the ASAC is to personally visit each Resident Agency once a month, and that the SAC is to have all Resident Agents come into headquarters city once every month. Rhodes states that this program is causing what he feels to be a tremendous expenditure of money in the St. Paul Division and he does not believe it necessary.

SAC Rhodes points out that he previously submitted detailed observations to the Bureau on this point; however, the Bureau felt that this is a necessary policy and instructed him to put it into effect in his Division with the exception of the three far-distant Resident Agencies. The Bureau instructed that it would be satisfactory for the SAC or ASAC to personally inspect these Resident Agencies once every three months and the remainder inspected monthly. It was felt that the Agents assigned to the Resident Agency cities should report to the St. Paul Office as required, once monthly. Rhodes points out that with the three far-distant agencies eliminated on the monthly inspection, there is still considerable expense involved in the monthly inspection of the five other Resident Agencies in his Division. He does not feel that these Resident Agencies should be inspected by the SAC or the ASAC more often than once every three months provided no special reason to the contrary exists. SAC Rhodes points out that, of course, if trouble, personnel or investigative, is experienced in these Resident Agencies, then more frequent inspections on a monthly basis are justified; however, where you have a situation where the Agents assigned to these Resident Agencies are doing their work and are getting along well with the public and law enforcement agencies in their territories, it seems to be a waste of time and money to inspect these agencies monthly. He further points out that since all

- 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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- Mr. Nease
- Miss Gandy

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55 JUL 23 1949

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Memo to the Director

Agents have to come into the headquarters city once a month for firearms training during the summer months, they are in contact with their office regularly and of course are reviewing their files when they come in for firearms. In the winter months, when they are not brought in every thirty days for firearms training, and if everything in their territories and the condition of the case work is favorable, Mr. Rhodes does not feel that they should be brought into the office at more frequent intervals than forty-five days.

The Conference in consideration of this suggestion unanimously recommends that the Bureau's present regulations concerning visiting of Resident Agencies and of Resident Agents reporting to the headquarters city monthly be continued. The Conference feels that in the past there has been a laxity in the supervision of such Resident Agencies and the Bureau's present regulations are necessary to insure proper administrative and supervisory control of the Resident Agencies throughout the country.

Mr. Rhodes advises that ASAG E. N. Jostensen suggests that the Bureau instruct that teletypes are not to be sent between the Bureau and the Field and between the various Field Divisions after 3:00 p.m. daily and on Saturdays and Sundays unless it is an extreme emergency. Mr. Rhodes points out that at least fifty per cent of the teletypes that arrive at his office after 3:00 p.m. could just as well have been sent to the St. Paul Office via airmail instead of by teletype.

The Conference points out that this matter has been brought to the attention of the Field in a number of instances in the past; that an arbitrary time deadline cannot, in the Conference's opinion, be set up; however, it does recommend forwarding a communication to the Field in the form of a bulletin pointing out again the necessity for practicing every economy in the utilization of teletype and telegraph expenditures.

Should the Director agree with the Conference recommendations concerning the two suggestions above, the attached communication should go forward to the SAC at St. Paul, and in addition a suggested bulletin for approval is attached.

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. H. H. Clegg
Mr. J. P. Mohr

WRO:ugh

The Director

6-2-49

The Executives Conference

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HEREIN IS UNCLASSIFIED
DATE 5-6-91 BY SP5 cc/lsp
323,013

DEPARTMENT OF ARMY REQUEST FOR
PREVIOUS ENLISTMENT DATA

The Executives Conference, consisting of Messrs. Tolson, Ladd, Glavin, Clegg, Rosen, Nichols, Harbo, H. Fletcher, Mohr, Carlson and Tracy, considered a request from the Department of the Army dated May 26, 1949 that the Bureau search Army fingerprints in the non-criminal file as well as in the criminal file.

The Army is desirous of ascertaining whether or not an enlistee has a prior record of enlistment, and specifically requests that enlistees 19 years of age or over be searched through the non-criminal file. This would involve the searching of 45,780 fingerprint cards in the fiscal year 1950 and 65,520 in the fiscal year 1951.

The cost of handling such a search through the non-criminal file is approximately \$7.86. It will be recalled that searches are not regularly made through the non-criminal file but only through the criminal file. Due to the large number of non-criminal prints received during the past quarter the non-criminal file now contains approximately 93 million fingerprint cards, with the result that searches are rather long at the present time. Bureau fugitives, unknown deceased, missing persons, and other miscellaneous searches are all that are made in the non-criminal file.

If age 21 instead of age 19 were used, it would result in approximately 7,630 searches being made in the fiscal year 1950, and 10,920 in the fiscal year 1951, the cost being:

1950 - \$59,971.80
1951 - \$85,831.20

In discussions with Army representatives in connection with this matter, it is understood thoroughly by them that the Bureau is short of personnel and that it would not be possible to start the non-criminal search until such time as personnel were available, and certainly not until after July 1, 1949. There is also every indication that the Army will be willing to transfer funds for this purpose. The cumulative delinquency in the handling of Army fingerprints in the Identification Division at the present time is:

Card Index Searching	-	1,322	
Technical Searching	-	185,214	66,2554 - 7333
Typing	-	415,452	F B I
Card Index Filing	-	654,677	
Technical Section Filing	-	432,949	JUL 23 1949

It was pointed out in the Conference that when arrangements were made for

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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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Executives Conference Memorandum
Re: Army Request for Previous Enlistment Data

6-2-49

the Bureau to handle Army fingerprints in 1939 it was agreed that service would be rendered to the Army. This agreement was confirmed by a letter to the Attorney General dated March 29, 1939, stating in part:

"Upon the effective transfer of the finger prints of military personnel to your Department, it is understood that any data relating thereto, necessary to the expeditious transaction of War Department business will be supplied promptly by the Federal Bureau of Investigation, and that in addition the files themselves will remain accessible to representatives of this Department should occasion arise for their personal inspection by those representatives."

The Conference was advised that it appears obligatory for the Bureau to accede to the Army's request; however, in view of the shortage of personnel in the Identification Division, it may be advisable to let the Department of Army pay the extra cost. Mr. Glavin pointed out it would not be advisable at the present moment for such a request to be presented to the Budget Bureau. Mr. Tolson also doubted the advisability of raising this question until after pending appropriation matters, both regular and deficiency, are disposed of.

The Conference unanimously recommends that the Army representatives be telephonically advised that the Bureau is studying the matter and will reach a decision and communicate with them further shortly after July 1, 1949.

Respectfully,
For the Conference

Glyde Tolson

cc: Mr. Mohr
Mr. Clegg

ADDENDUM: 6-29-49 (mks) On June 29, 1949 Colonel Graham of the Adjutant General's Office was contacted and it was advised that the Bureau would be unable to handle the request for prior enlistment data unless a transfer of funds or additional appropriations could be obtained. Colonel Graham advised that the matter of uniformity of procedures for all services was under discussion and stated that he would contact the Bureau at such time as it appeared that the services had agreed on a uniform procedure at which time the matter of subjects for previous enlistments would be discussed. No action is necessary pending receipt of a further request from the Army. RCA

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 DIRECTOR

7/27/49

EXECUTIVES CONFERENCE

POLICE TRAINING
QUICK-DRAW HOLSTERS

The Executives Conference on 7/25/49, Messrs. Nichols, Q. Tamm, Parsons, Mohr, Ladd, Fletcher, Rosen and McCabe being present, considered the question of giving firearms training to police officers who have "Jewett" or "clamshell" type of holsters with which it is necessary to depress a release button by inserting the finger through the trigger guard in order to draw the gun.

SAC Sloan recommended that Bureau firearms instructors point out to police officers the danger of using this type of holster and that if a police officer attends a Bureau sponsored firearms school that he be permitted to use this type of holster only if it is issued by his department and if he is under instructions to carry his revolver in this type holster.

The Executives Conference was of the opinion that we should not give any quick draw training in firearms schools to police officers who use this type holster. It will be recalled that recently a police officer in California shot himself in the leg while hip-shooting during a police school under Bureau supervision.

If approved, there is attached a letter to all SAC's.

Respectfully,
FOR THE CONFERENCE

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DATE 5-6-91 BY sps/edg

C. Tolson

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NHM:HD

CC - Mr. Mohr
Mr. Clegg

- 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
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- Mr. Nease
- Miss Gandy

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THE DIRECTOR

August 4, 1949

THE EXECUTIVES CONFERENCE

TWO-WAY FM AUTOMOBILE RADIOS, KANSAS CITY DIVISION

On August 2, 1949, the Conference was advised of the request of SAC Brantley for three two-way FM mobile radios for the Kansas City Division.

Brantley's initial request for these radios was made in September, 1948, as replacement for three old GE units which did not function satisfactorily and which, because of their condition, Brantley did not feel were worth the cost to keep them in repair. Further justification was requested of Brantley, after which his request was refused only on the ground that the shortage of funds did not permit the Bureau to purchase new or replacement radio equipment.

SAC Brantley renewed his request in May of 1949 and asked that these radios be purchased as soon as funds were available because of the need for this radio equipment on investigative assignments and because the old units had failed on actual case assignments and could not be relied upon.

The Executives Conference, consisting of Messrs. Ladd, Glavin, Tracy, Mohr, Carlson, Nichols, Nease, and Parsons unanimously recommended purchase of three new two-way FM mobile units for the Kansas City Division at a cost of approximately \$1,600.

Respectfully,
For the Conference

Clyde Tolson

323 013
S. Ladd
S. Glavin

DJP:AF

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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THE DIRECTOR

August 2, 1949

EXECUTIVES CONFERENCE

TEXTBOOK ON THE TRIALITY IN LAW ENFORCEMENT

The Executives Conference on August 2, 1949, consisting of Loears, Tracy, Ladd, Nichols, Tolson, Nease, Rosen and Clegg, had called to their attention by Mr. Clegg the attached original and copy of a proposed FBI textbook entitled "The Interview In Law Enforcement". It was pointed out that this text material was prepared with the assistance of Mr. Page who was employed to assist in its preparation on a per diem basis. No used Bureau source material in the preparation of the text. Originally, he reviewed techniques which had proven successful (without proper safeguards) so he then revised the textbook with a view to placing a proper degree of emphasis upon civil rights.

This textbook has been reviewed and edited in the Training and Inspection Division, and it was pointed out that there might possibly be some objectionable features, particularly in the chapter on Special Interviewing procedures with reference to obtaining confessions from accused persons.

The Conference recommended that this text be mimeographed in sufficient quantity, and that it be distributed for suggestions and approval as follows:

- 1 Copy to each member of the Executives Conference
- 1 Copy to the Attorney General for Departmental approval
- 1 Copy to Mr. Morris Ernst, Attorney
- 1 Copy to the President of The George Washington University for reference to his Department of Education
- 1 Copy to Dr. James H. Restarick, FBI in Instructor, and connected with the University of Nebraska
- 1 Copy each to Supreme Court Justices Douglas and Jackson
- 1 Copy to Judge Harold G. Stephens
- 1 Copy to U. S. District Judge Vaught of Oklahoma
- 1 Copy to former Assistant Attorney General and now Law School Professor at Columbia University, Herbert Wechsler
- 1 Copy to each of the following Law enforcement officers: Director Walter Anderson, North Carolina Bureau of Investigation; Chief Fred Hoff, Kentucky; New Jersey; Inspector Curtis Brostom, St. Louis, Missouri; Police Department

If this is approved, mimeographed copies will be prepared, and the copies to the Supreme Court Justices and Judge Stephens and Judge Vaught will be delivered personally by Bureau officials for informal discussions. The others will be prepared and distributed by letter over the signature of the Director, and the Executives

WAS 4 3 35 AM '49

2 PAGES OF ATTACH

Attachments
cc: Mr. Tolson
Mr. Clegg

Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Quinn
Mr. Harbo
Mr. Mohr
Mr. Holloman
Mr. Egan
Mr. Nease
Mr. Gandy

Respectfully,
NOT RECORDED
For the Conference 28 1949

W. A. Tolson

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THE DIRECTOR

August 12, 1949

THE EXECUTIVES CONFERENCE

TWO-WAY FM EQUIPMENT.
PHOENIX FIELD DIVISION

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On August 10, 1949, the Executives Conference, consisting of Messrs. Ladd, Nease, Rosen, Cartwright, Carlson, Mohr, Tracy, and Parsons, considered the request of the Phoenix Field Division for two 50-watt Motorola FM radio units to replace old 25-watt two-way radio sets presently in Bureau cars.

The SAC at Phoenix has determined that while the contractor can repair the old radio sets, they cannot be put in reliable condition and are subject to frequent breakdowns and excessive maintenance costs.

The Conference recommends that the two radio units be purchased for the Phoenix Field Division at a cost of approximately \$1,000.

Respectfully,
For the Conference

Clyde Tolson.

cc-Mr. Clegg
Mr. Mohr

DJP:AF

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DATE 2-6-91 BY SP6/afg

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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
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- Mr. Nease
- Miss Gandy

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THE DIRECTOR

August 5, 1949

THE EXECUTIVES CONFERENCE

TWO-WAY RADIO CARS
NORFOLK FIELD DIVISION

cc

On August 5, 1949, the Conference considered the request of the Norfolk Field Division for two modern 50-watt automobile 2-way radio units to replace two of the three old 25-watt units.

The SAC at Norfolk has pointed out that the cost of maintaining the old equipment in operating condition is excessive and that the contractor, due to the age of the equipment, will give no assurance that it can be kept in reliable condition. The SAC also cited instances in which the poor operation of the old equipment has made investigative assignments difficult and advised that in one case a friendly chief of police had commented that his own equipment was superior to ours.

The Conference, composed of Messrs. Ladd, Glavin, Tracy, Mohr, Nichols and Parsons, unanimously recommended that two of the three old two-way units be replaced by modern equipment at a cost of approximately \$1,200.

Respectfully,
For the Conference

Clyde Tolson

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DMP:AF

cc-Mr. Clegg
Mr. Mohr

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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

SEP 7 1949

THE DIRECTOR

8/25/49

THE EXECUTIVES CONFERENCE

INVESTIGATIVE POLICY
SELECTIVE SERVICE ACT, 1948

lc

The Executives Conference today unanimously approved the attached Bureau Bulletin advising the field of the Department's views concerning the policy of the Department in handling delinquencies arising under the above Act at this time.

Respectfully,
For the Conference

Glyde Tolson

Attachment

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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

August 24, 1949

EXECUTIVES CONFERENCE

TEXTBOOK ON "TRAFFIC LAW ENFORCEMENT"

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DATE 5-16-91 BY 975 a/pj

The Executives Conference on August 22, 1949, consisting of Messrs. Glavin, Tracy, Parsons, Mohr, Carlson, Ladd, Rosen and Clegg, considered a question involving the preparation of a textbook on "Traffic Law Enforcement." Eighteen chapters of this book have been completed, and Mr. Wilbur Smith and Supervisor Foster M. Kunz have held a conference and both concur that four additional chapters should be included, as follows:

1. Speed Control
2. Laws and Ordinances
3. Intoxication Tests
4. General Traffic Regulations

There is also one chapter "Current Problems in Traffic Law Enforcement Organization and Administration" which needs to be revised and edited.

A suggestion was made that all of the chapters be organized into five pamphlets, as follows:

- Pamphlet 1 - The Traffic Problem - Chapter I
Accident Investigations - Chapter III
Hit-and-Run Accident Investigations - Chapter IV
Scientific Aids in Accident Investigations - Chapter V
Calculating Speed from Skid-marks - Chapter VI
- Pamphlet 2 - Preparation of Notes in Accident Reports - Chapter VII
Traffic Records - Chapter VIII
Analysis and Use of Accident Records - Chapter IX
- Pamphlet 3 - Presentation of Traffic Cases in Court - Chapter X
Traffic Safety Education and the Police - Chapter XV
Public Relations in Traffic Law Enforcement - Chapter XVI
- Pamphlet 4 - Enforcement of Pedestrian Regulations - Chapter XI
Control and Direction of Traffic - Chapter XII
Supervision of Traffic at Special Events - Chapter XIII
Parking Control and Enforcement - Chapter XIV
- Pamphlet 5 - Traffic Surveys - Chapter XVII
Traffic Control Devices - Chapter XVII

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

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These pamphlets would be made available and distributed, and as their acceptability was established or modification was needed that changes be made; and that a year lapse before the textbook is printed.

cc: Mr. Clegg
Mr. Mohr

HHC:dgh

OCT 24 1949

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The Executives Conference was unanimously opposed to this suggestion. The Conference felt that it would be preferable, since the chapters which have been completed have been circulated pretty generally among traffic experts and suggestions made have been incorporated therein, to proceed with the preparation of the textbook, and not to prepare pamphlets. If pamphlets were prepared, it was believed that Frank Krenl and similar outsiders would take all the good ideas they could find and prepare their own textbooks based upon the Bureau's work and efforts. It was recommended unanimously, therefore, that we proceed with the preparation and completion of the textbook.

The Conference also recommended unanimously that the four chapters which are still to be prepared be sent to four Special Agent "Traffic Instructors" who are considered best qualified, to prepare data on these topics, including Mr. Magee of the Laboratory for "Intoxication Tests"; and that when this basic data is received, that the material be furnished to Special Agent Foster H. Kunz for final drafting and editing of these four additional chapters for inclusion in the textbook.

If this is approved, there are attached hereto letters for this specific purpose.

Respectfully,
For the Conference

Glyde Tolson

Attachments

THE DIRECTOR

July 22, 1949

JOINT COMMITTEE

SUGGESTION NO. 200
EMPLOYEE: SA J. DOYLE WILLIAMS
NEWARK OFFICE

SAVINGS: None
AWARD: None

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
L. V. Boardman

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DATE 5-6-91 BY Sp-5 li/llg

SUGGESTION: That the present Bureau regulation requiring that green sheets listing and identifying bulky exhibits brought into the office, and the supplemental 3x5 card index, be extended and applied to all bulky exhibits under the jurisdiction and control of the Bureau whether physically brought into the field office or not. This would apply to such items as recovered automobiles, bulky materials such as large quantities of clothing recovered in Theft From Interstate Shipment cases, and the like.

JOINT COMMITTEE CONSIDERATION: Unanimously favorable.

The Joint Committee feels that since the property is technically in the possession of the Bureau, the need for such control records is equally as great as in those instances where the property is physically in the office space.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 7-25-49, consisting of Messrs. Nichols, Q. Tamm, Parsons, Mohr, Ladd, Fletcher, Rosen and N. H. McCabe, recommended unanimously favorably.

Respectfully,
For the Conference

Glyde Tolson

66-2554-7339
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31 AUG 26 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

SEP 1 1949
RTH: dgh dgh

THE DIRECTOR

August 24, 1949

EXECUTIVES CONFERENCE

INVITATION TO JACP MEMBERS
FBI NA RETRAINING SESSION

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DATE 5-6-91 BY SP-5/dep

The Executives Conference on August 22, 1949, consisting of Messrs. Glavin, Tracy, Parsons, Mohr, Carlson, Ladd, Rosen and Clegg, recommended that the following friends of the Bureau, who are members of the JACP, be invited to be the Bureau's guests at all functions of the FBI National Academy Retraining Session, its entertainment functions, and to sit in, if they desire, on all classroom sessions (except the official business meeting of the Associates):

- Chief of Police Fred Roff, Morristown, New Jersey
- Chief of Police John Murray, Perth Amboy, New Jersey
- Past President, JACP, Peter J. Siccardi, Hackensack, New Jersey
- Graduate of the FBI National Academy, former Chief of Police, Hornell, New York, Howard M. "Tubby" Travis, Rochester, New York

If this is approved, they will be contacted in the name of the Director, and invited to be present at all functions, and also invited to bring their wives if they so desire. There will be no registration fees or Dutch Treat charges, which would be absorbed by the general fund and registration fees.

Respectfully,
For the Conference

Clyde Tolson

cc: Mr. Clegg
Mr. Mohr

- Tolson
- Ladd
- Clegg HHC:dgh
- Glavin
- Nichols
- Rosen
- Tracy
- Harbo
- Mohr
- Tele. Room
- Nease
- Gandy

RECORDED - 80

INDEXED - 80

66-2554-734-0

F B I

23 AUG 31 1949

67 SEP 1 1949

TO : THE DIRECTOR

DATE: August 23, 1949

FROM : EXECUTIVES CONFERENCE

SUBJECT : SUGGESTION MADE BY UNITED STATES ATTORNEY
HERBERT S. PHILLIPS, TAMPA, FLORIDA

323, 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-6-91 BY SP5/kyf

The Executives Conference on August 18, 1949, consisting of Messrs. Glavin, Tracy, Parsons, Mohr, Carlson, Ladd, Rosen and Clegg, considered a suggestion made by United States Attorney Herbert S. Phillips of Tampa, Florida, to the effect that he desires to raise the question as to whether FBI Agents should belong to a "Peace Officers Association", which association raises money to pay an attorney to represent a member thereof if such member is charged with a violation of the Civil Rights laws, and to pay the fines, if fined for any violation.

This matter was discussed by the Executives Conference, and consideration was given to the information furnished by SAC Carson that the Florida Police Officers Association has not collected or contributed any money to officers indicted for Civil Rights violations. Certain officers of this association, including the Secretary-Treasurer of the association, have been active in situations of that type, may have actually used the association's letterhead, and have collected approximately \$1,000 through individual solicitation, which does not represent any of the funds of the Florida Police Officers Association.

The letter referred to in Mr. Rosen's memorandum, based on the conversation with Carson as having been sent by USA Phillips to the Department at Washington, is a letter dated August 10, 1949, which is attached hereto, addressed to the Director in response to a request for suggestions.

It was the unanimous opinion of the members of the Conference who were present that since no Agent is contributing to the defense fund and no special assessments for such a defense fund is being made on the members of the association, and in view of the helpfulness to the Bureau for the SAC and certain Agents to be members of the association, it was believed that the present practice of belonging to the association in Florida should properly be continued. Of course, no Agent is to contribute to any fund for the defense of any officer charged with a violation of civil liberties.

This matter brought up a discussion of certain practices which are understood to be in existence in connection with some Police Chiefs' Associations. Some of the associations, it is understood, have a practice that if any of its officers are being prosecuted from which is believed to be purely political motives, certain funds from its treasury are from time to time appropriated for the defense of such a Police Chief, and this would be consistent with the constitutions of certain Police Chiefs' Associations. No specific association was borne in mind as now engaged in this practice, but had been heard of by some of the members of the Conference in years past. The Conference was of the opinion that even in these instances the mere payment of dues into the general funds of the treasury was not a specific contribution for the defense of any person charged, properly or improperly, with misfeasance, malfeasance or crime. If a majority of the members of an association desire to vote

RECORDED 72
INDEXED 72

66-2554-7341

cc: Mr. Clegg

Mr. Mohr

Attachment 7-1949

I don't agree at all. I think it is wrong to allow a member to be charged and then use the money to pay for his defense.

*Such a defense is
not a fallacious
H*

a part of the general funds for the purpose of such a defense, this could not be considered as a contribution by Special Agents of the FBI toward that purpose, except in the most indirect manner.

The benefits of Special Agents in Charge particularly belonging to Police Chiefs' Associations are many. They serve on Executive Committees, Resolutions Committees, Police Training Committees, and maintain a close liaison with many police officers through the activities of the association.

It was recommended that there be no change in the present practice of the Bureau's personnel as to joining police organizations and associations. It was further recommended that it be announced before In-Service schools and called to the attention of Special Agents in Charge in Washington for conferences, that they should caution their Agents never to contribute to any funds for the defense of people accused of violations of the law, Civil Rights or otherwise. It is also recommended that a letter setting forth the facts existing in Florida be transmitted to United States Attorney Phillips. Such a letter is attached for your consideration.

Respectfully,
For the Conference

J. M.

Glyde Tolson

*Are we not sending
H. Attis letter to
Cason & asking for
reply or statement
that Phillips obtained
his information from
F. B. D. Apts. I do wish
C. D. Conf would take
care of a matter in toto
& not leave a portion of
it hanging in mid-air
H.*

THE DIRECTOR

August 8, 1949

END EXECUTIVE CONFERENCE

SUGGESTION REGARDING
ADMISSIBILITY OF EVIDENCE

303 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-6-94 BY SP-5/efg

The Executive Conference, composed of Messrs. Glavin, Tracy, Parson, Mohr, Egan, Loxey, and Carlton, considered the suggestion of Mr. E. D. Intorrend, of Mr. Ladd's office. Mr. Intorrend suggested that the Bureau would benefit a great deal from the preparation of a document pertaining to the admissibility of evidence. This suggestion had been discussed informally at a conference composed of Mr. Tobley of the Training and Inspection Division; Mr. L. J. Powers of the Security Investigative Division; Mr. J. J. Egan of the Criminal Investigative Division; Mr. J. A. Carlton; and Mr. Intorrend, and all were in unanimous agreement that such a document would be highly beneficial.

Such a document, possibly called, "Guide to Admissibility of Evidence", would

- (1) Consolidate all previous instructions and suggestions concerning questions of evidence

and

- (2) Consolidate therewith additional research with respect to present problems and their solutions in the field of evidence

It was visualized that such a document could be complete and exhaust the field of evidence in so far as it has a practical bearing on the Bureau's investigative jurisdiction.

It was agreed at this informal conference that there is a definite need for the centralizing and consolidation of previous Bureau instructions and policy as regards the obtaining of evidence and its admissibility. It was pointed out that there are, of course, instructions pertaining to this subject given in the various training programs for new and experienced Special Agents, but it was believed that to have a basic document pertaining to the practical investigative aspects of this subject which would be exhaustive would, in turn, make readily available for all Special Agents a document which could be used as a convenient source to answer questions with respect to some aspect of evidence or its admissibility. It would be complete, well documented, and well outlined and indexed. Such a document would also serve as an excellent medium for study by Special Agents for the purpose of broadening their knowledge in this 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

144
RECORDED - 133
INDEXED - 133

166-2554-7342
31 SEP 1949

MEMO TO THE DIRECTOR

August 8, 1949

It is recommended that consideration be given to authorizing the preparation of this document and that if authorized, it be assigned to a representative of the Training and Inspection Division. He, in turn, will, of course, consult with various Supervisors in the Security and Criminal Investigative Divisions as well as other divisions for advice and suggestions and specialized assistance when needed.

The Executive Conference unanimously approved the above suggestions.

Respectfully,
FOR THE CONFERENCE

T
Clyde Tolson

JAC:rc
cc: Mr. Mohr
Mr. Block

THE DIRECTOR

August 2, 1949

THE EXECUTIVES CONFERENCE

The Executives Conference of August 1, 1949, consisting of Messrs. Ladd, Clegg, Fletcher, Rosen, Mohr, Tracy, Nease, Carlson, and Glavin, considered a suggestion submitted by the SAC at Savannah concerning the conservation of funds in connection with telegraph costs.

The SAC at Savannah points out that the majority of discontinuance wires received in the Savannah Office from other offices arrive during the afternoon and evening; that the Agents to whom the cases are assigned are not available in the office and that the odds are against them working on the particular case at the time unless it is a deadline applicant case with a very close deadline; and that many times they have received telegrams after the investigation in the Savannah Office had been completed but that other auxiliary offices had no way of knowing that such investigation had been completed. SAC Mason feels that in most instances, Air Mail Special Delivery letters might serve the purpose just as well as wires and be more economical. He states that some difficulty might occur in the use of letters to the very large offices such as New York because the letters probably would not normally clear the Chief Clerk's Office as quickly as a telegram.

The Conference in considering this particular matter feels that it would be desirable for the Bureau to continue the utilization of teletypes and telegrams in discontinuing investigations since if only a few of the investigations are discontinued as a result of the telegram or teletype, the savings in investigative time and travel would more than offset teletype or telegraph costs for such service during any fiscal year.

Should the Director agree, the Bureau will continue as present in the utilization of teletypes and telegrams in discontinuing investigations.

RECORDED - 116

66-2554-7343

INDEXED - 116

31 SEP

I agree

9-6

Respectfully,
For the Conference

TM

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

Mr. H. H. Clegg
Mr. J. P. Mohr

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HEREIN IS UNCLASSIFIED
DATE 5-6-91 BY 9-36/df

323013

HBG:tgh

60 SEP 12 1949

THE DIRECTOR
THE EXECUTIVES CONFERENCE

August 2, 1949

323 013
ALL INFORMATION CONTAINED
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DATE 5-6-91 BY SP-5/dep

At the Executives Conference on August 1, 1949, Messrs. Ladd, Glavin, Tracy, Harbo, Mohr, Carlson, Clegg, Nease, Rosen and Fletcher being in attendance, a question was raised relating to investigation of subversive activities at educational institutions. Instructions now outstanding require the field to obtain Bureau authority to make an investigation of any student, faculty member or organization on the campus of any educational institution. Instructions also require that prior to an interview with any student, faculty member or employee of an educational institution that Bureau authority be obtained.

It was pointed out that a number of the offices have established informants in educational institutions and from time to time are developing new confidential informants, and it was suggested to the Conference that it was proper for the field offices to utilize the established informants without securing Bureau authority in each instance even though they were students, faculty members or employees of an educational institution.

The Conference was of the unanimous opinion that when the Bureau authorizes an investigation of a student, faculty member, employee, or organization at any educational institution that it would be proper at that time to authorize the field to conduct the investigation and utilize all reliable sources of information, established contacts and informants, including those actually connected with the educational institution.

RECORDED - 116 INDEXED - 116 66-2554-7344

If you agree, in letters authorizing investigations in the future at educational institutions the field will be informed that authority is granted to utilize established informants and contacts at educational institutions. The field will be advised that Bureau authority must be obtained prior to contacting a student, faculty member or employee who is not carried as an established informant of a particular field division.

Respectfully,
For the Conference

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

Clyde Tolson

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

HBF:mer

[Handwritten signatures and initials: KAF, JHM, Y, DL, HST]

SEP 2 1949

The Director

August 16, 1949

The Executives Conference

NATIONAL ACADEMY REUNION
Quantico Demonstration and Luncheon
September 29, 1949

The Executives Conference consisting of Messrs. Clegg, Glavin, Ladd, Carlson, Mohr and Tracy, considered the firearms demonstration and luncheon at Quantico for the National Academy wives and guests on September 29, 1949.

A buffet luncheon can be served for \$1.00 per person, the luncheon consisting of:

- Cold Cuts - consisting of Ham, Turkey, Roast Beef
- Potato Salad
- Coles Slaw
- Pickles and Celery
- Hot Rolls and Butter
- Hot Coffee and Ice Tea
- Brick Ice Cream

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If weather permits, the buffet luncheon will be served in the classroom on the range. If the weather does not permit, it will be served in the Academy building, buffet style.

The Conference unanimously recommends approval of the luncheon selections and at the cost stated above.

For the Director's information, it is planned to serve the buffet luncheon at 1:30 p.m. with the firearms demonstration at 2:30 p.m. The guests will depart from Quantico at 4:00 p.m.

Respectfully,
For the Conference

RECORDED - 183

Glyde Tolson

166-2554-7345
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12 SEP 9 1949

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199

[Handwritten signature]

- Mr. Tolson cc - Mr. Mohr
- Mr. Clegg
- Mr. Glavin Mr. Clegg
- 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 SEP 12 1949

CJ:MP

THE DIRECTOR

July 20, 1949

JOINT COMMITTEE

SUGGESTIONS 181, 187 AND 190
WANTED AND STOP NOTICES

SAVINGS: None
AWARD: None

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
L.V. Boardman

Or literature conference

SUGGESTION:

A. That wanted and stop notice cards have a single designation as "Stop Notices".

This was submitted to ten field offices, and all offices favored the proposal.

JOINT COMMITTEE CONSIDERATION: Unanimously favorable.

B. That wanted and stop notice cards be filed behind guides marked "Individuals" and "Property", and that cards be filed in numerical sequence by classification and file number rather than alphabetically.

This was submitted to ten field offices. Seven offices voted favorably (Boston, Seattle, Savannah, Pittsburgh, Washington Field, Kansas City and Los Angeles). The three offices opposing this proposal were New York, Chicago and Cleveland.

The New York and Chicago Offices were in favor of filing the cards representing persons alphabetically for the reason that when an inquiry is made concerning a subject, a check would be made by name and not by file number.

JOINT COMMITTEE CONSIDERATION: Unanimously favorable.

The Joint Committee recommended unanimously favorably on the ground that any alphabetical search with reference to persons would normally be made in the general field office indices. It is pointed out that the main function of the stop notice file is to assist in checking the files to see that stop notices are cancelled when circumstances are appropriate.

C. That the stop notice card be modified to include the serial number in addition to the file number; and also that it be modified to eliminate the provision for indicating the agencies with whom the stop notice has been filed.

- 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

ALL INFORMATION CONTAINED
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DATE 5-29-91 BY SP-10/BJ

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Seven offices favored the suggestion (Kansas City, Washington Field, Pittsburgh, Savannah, Boston, Los Angeles and Cleveland). In addition, the Kansas City and Pittsburgh Offices recommended that the page number be shown on the card. The New York/Seattle Offices were opposed to the suggestion.

The Chicago Office favored the addition of the serial number, but also desired to retain the provision for indicating the agencies with which the stop had been placed. Reasons for continuing to reflect the agencies with whom the stop notice had been placed were as follows:

1. It is easier to follow up on the prompt removal of stop notices.
2. Name of the agencies the stop has been placed with is needed in view of numerous inquiries for such information. As the case file is not readily available, the stop notice card is the only means of quickly ascertaining this information.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee recommended unanimously that the card be modified to show the serial number in addition to the file number, and that the card continue to provide for the information reflecting the agency with whom the stops have been placed.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on July 28, 1949, consisting of Messrs. Glavin, Parsons, Mohr, Ladd, Fletcher, Nease, Tracy, Nichols and W. H. McCabe, unanimously agreed with the Joint Committee, and also recommended that it be permissible to show the page number on the card when the serial referred to was a lengthy report.

Respectfully,
For the Conference


Clyde Tolson

THE DIRECTOR

August 12, 1949

INSPECTORS' CONFERENCE

SUGGESTION #217

EMPLOYEE: SA CHARLES A. HARDISON

PREPARATION AND DICTATION OF BUREAU INVESTIGATIVE REPORTS

MEMBERS PRESENT:

- T. E. Haughton
- H. B. Long
- R. E. Gurnea
- G. A. Nease
- J. S. Egan
- E. J. Connelley
- J. B. Rogers
- R. T. Harbo

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 DATE 5-14-01 BY SP5 C/dfp

P2

SUGGESTION: That prior to dictating a report, the dictating Agent be required to write out in longhand the first sheet of the investigative report. When he dictates he would hand the rough draft first page to the stenographer and begin his dictation with the details of the report. Immediately following the dictation, the stenographer could initial the rough draft first page and place it in file where it could be retained on top of the file without being serialized until the report is transcribed, at which time it could be removed and destroyed.

ADVANTAGES:

1. It would save dictating time for the Agent and the stenographer. Most Agents now write out in their notes most of the information appearing on the first page of a report. With a little more care they could write out a legible first page.
2. It would help to insure that the Agent had properly prepared himself for dictation.
3. It would no longer be necessary for the stenographer to prepare a dictation slip and insert it in the file.
4. It would enable reviewing officials and Special Agents to determine from a review of the file between the time of dictation and the time of transcription what is contained in the report. This is particularly important in a road work office where it is frequently necessary to consolidate a rough draft report with a report which has been dictated but not transcribed.

DISADVANTAGES:

1. The proposal would result in a substantial increase in the amount of time Agents spend in the office during office hours rough-drafting reports.

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

ETH:AF

57 SEP 20 1949

INDEXED

166-2554-7347

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SEP 9 1949

RECORDED

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(cont'd)

2. Would complicate administrative procedures in the Chief Clerk's Office.
3. Some of the Agents' writing would not be legible resulting in loss of time and possibly errors in the transcription which would subsequently need correction.

INSPECTORS' CONFERENCE CONSIDERATION:

The recommendation of the Inspectors' Conference was unanimously unfavorable.

EXECUTIVES' CONFERENCE CONSIDERATION:

Unanimously unfavorable. August 18, 1949. Present: Messrs. Ladd, Glavin, Carlson, Mohr, Nichols, Rosen, Tracy, Harbo.

Respectfully,
For the Conference

Clyde Tolson

[Handwritten 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

THE DIRECTOR

August 2, 1949

JOINT COMMITTEE

SUGGESTION NO. 213
SUMMARY REPORTS

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
L. V. Boardman

323,013
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DATE 5-6-91 BY SP-5 C/def

The Joint Committee considered a number of suggestions concerning summary reports, and recommended as follows:

1. That summary reports be continued as a Bureau requirement, and that the present requirements as to their preparation be continued.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on July 29, 1949, those present being Messrs. Callahan, Tracy, Parsons, Mohr, Ladd, Fletcher, Nease, Nichols, Rosen and Clegg, unanimously approved this suggestion.

2. The Joint Committee considered the suggestion that summary reports be prepared in two sections, the first section to include that data now required in the nature of evidence, and the second section would be that of administrative details which had not been previously reported. The Committee is of the opinion that summary reports should continue as at present, and that they should not be divided into two sections, but should be prepared in logical sequence in the nature of a trial brief of facts for the benefit of the United States Attorney to aid him in determining whether there is to be prosecution, and to aid during the prosecution which might follow.

EXECUTIVES CONFERENCE CONSIDERATION:

RECORDED - 78 166-2554-7348
INDEXED - 78 IB IB II

The Executives Conference on July 29, 1949, those present being Messrs. Callahan, Tracy, Parsons, Mohr, Ladd, Fletcher, Nease, Nichols, Rosen and Clegg, unanimously approved the recommendation of the Joint Committee.

3. The Joint Committee recommended that when a field office is submitting but one single report on a case, and that office has all of the information available, and prosecution has either been completed or the entire case is being handled with the one report, that the initial report may be submitted as a summary report. This is now permissible under existing rules. Since a summary report presupposes that it is a summary of information previously reported or that which is in the files, whenever more than one report is being submitted by a particular field office, it was believed

- 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

SEP 13 1949

and it has long been the general practice that the individual investigative reports should be submitted as in the past, and that summary reports as required will be subsequently submitted. This has been the general practice.

EXECUTIVES CONFERENCE CONSIDERATION:

At the Executives Conference on July 29, 1949, consisting of Messrs. Callahan, Tracy, Parsons, Mohr, Ladd, Fletcher, Nease, Nichols, Rosen and Glegg, it was recommended that this practice be continued by Messrs. Callahan, Parsons, Mohr, Ladd, Rosen and Glegg. *Tolson - GJL*

Messrs. Fletcher and Nichols recommended that it be permissible for an office to submit a summary report in which would be undeveloped leads or some incidental lead, such as the interview with the owner of a stolen car. Mr. Fletcher stated that he had approved reports of this type on occasions in the past, and he thought it was a waste of time to require the submission of the first report to set out undeveloped leads and to subsequently prepare a summary report. Mr. Fletcher and Mr. Nichols were of the opinion that this rule of permitting the first report to be a summary report and undeveloped leads to be set out therein would result in saving typing of the same information first in an investigative report and later in a summary report.

Those who were opposed to this view, constituting the majority of the Conference, felt that undeveloped leads had no place whatsoever in a summary report which was being prepared for the United States District Attorney's Office, and that a summary report is supposed to be made in keeping with existing regulations "upon completion of the investigation". It was further believed that there would be only rare instances when but one undeveloped lead would be required, and it would be permissible for the office making the only report to obtain by wire information concerning the interview with the owner of the car, and this information as well as all other information would be included in the one summary report submitted. This is now permissible, but was not believed by the majority of the Conference that an undeveloped lead should at any time be submitted in a summary report.

4. Both the Joint Committee and the Executives Conference unanimously recommended that there be no administrative pages attached to a summary report. *GJL*

5. Subsequently, the Executives Conference considered a suggestion of Mr. Callan that when but one summary report is being submitted, and no investigative reports are submitted, that a personal description of the subject should be set forth in the summary report. The reason for this suggestion is that in name searches a description of the subject would help the Bureau at the Seat of Government make an identification, and unless there have been investigative reports submitted separately, there would be no description in the Bureau's file.

This suggestion was submitted subsequent to the Joint Committee meeting, but was unanimously approved by the Executives Conference on August 1, 1949, those present being Messrs. Glavin, Harbo, Mohr, Ladd, Fletcher, Rosen, Tracy, Nease and Glegg.

GJL

Respectfully,
For the Conference

GJL
Clyde Tolson

THE DIRECTOR

July 20, 1949

JOINT COMMITTEE

SUGGESTION NO. 170

EMPLOYEE: JOHN A. O'HARE
DETROIT OFFICE

SAVINGS: None

AWARD: None

USE OF BLOCK STAMP BY CLERICAL EMPLOYEES

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
L. V. Boardman

323 013
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DATE 5-6-91 BY SP5/ACG

SUGGESTION: That a block stamp be used in the field offices providing for initialing by clerks handling various operations in the Chief Clerk's Office. The stamp would read as follows:

Searched _____
Serialized _____
Indexed _____
Filed _____

This procedure was used by the Bureau for several years and discontinued in 1946 pursuant to the streamlining program.

Ten Special Agents in Charge were requested to furnish their recommendations, with the following results:

The SAC's at Kansas City, San Francisco, Seattle, New York, Chicago, Los Angeles, New Orleans and St. Paul favored the proposal. The SAC's at Omaha and Cleveland were opposed.

Advantages of the proposal:

1. Fixes responsibility and improves administrative control of office.
2. Makes employee more careful and will reduce errors.
3. Serves as a reminder as to various clerical functions required.

Disadvantages of the proposal:

1. Increased clerical time involved.

The SAC at Cleveland suggested that this procedure be permissive in keeping with the needs of each office, and dependent upon the experience of the clerical employees.

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

13 Mr. Mohr

RTH:dgh dgh

[Handwritten signatures]

JOINT COMMITTEE CONSIDERATION:

Messrs. Glegg and Boardman were opposed to the suggestion. Messrs. McKee and Harbo favored the suggestion.

The Joint Committee unanimously recommended that whatever rule is adopted should be mandatory throughout the entire Field.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 7-25-49, consisting of Messrs. Nichols, Q. Tamm, Parsons, Mohr, Ladd, Fletcher, Rosen and N. H. McCabe, considered the above suggestion. Messrs. Mohr, Ladd and Nichols were in favor of the suggestion and Messrs. Q. Tamm, Parsons, Fletcher, Rosen and N. H. McCabe were opposed.

Respectfully,
For the Conference

Tolson
Clyde Tolson

THE DIRECTOR

August 19, 1949

THE EXECUTIVES CONFERENCE

The Executives Conference of August 16, 1949, consisting of Messrs. Clegg, Ladd, Nease, Rosen, Carlson, Mohr, Parsons, Harbo, Tracy, and Glavin, gave further consideration to the sending of teletypes from the Seat of Government to the Field.

It was pointed out that it was felt desirable to perfect arrangements whereby the various Assistant Directors could upon reviewing teletypes prepared in the various Divisions stamp such teletypes by a rubber stamp with the legend that it should be sent by Air Mail rather than by teletype, when in the opinion of the Assistant Director the purpose for which the teletype was prepared would be as well served through the medium of Air Mail. The Conference feels that should this procedure be established, it would eliminate the necessity of returning teletypes to the various supervisors to be rewritten in letter form and will further reduce the number of teletypes actually sent thereby reducing communications expenses.

Should the Director agree with the Conference's recommendation, appropriate stamps will be prepared for each Division at the Seat of Government.

Respectfully,
For the Conference

Clyde Tolson

CC - Mr. H. H. Glegg
Mr. J. P. Mohr

WBG: tgh

- 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 _____

323 013
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HEREIN IS UNCLASSIFIED
DATE 5-6-91 BY Sp-5 cef/ty

INDEXED - 78

RECORDED - 78

66-2554-7350

53 SEP 13 1949

THE DIRECTOR
THE EXECUTIVES CONFERENCE

323 013 8/16/49
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 DATE 5-1-88 BY SP-5/ply

The Executives Conference of August 15, 1949, consisting of Messrs. Ladd, Nichols, Tracy, Rosen, Mohr, Clegg, Carlson, Parsons and Glavin, reconsidered the per diem allowance for firearms instructors at Camp Smith, Peekskill, New York. It is noted a previous Executives Conference of August 5, 1949 considered this same problem and recommended that the firearms instructors at Camp Smith located at Peekskill, New York be allowed a per diem rate of \$6.00 per day. The Director stated he did not understand the recommendation of the Executives Conference since we only allow actual cost at Quantico or \$4.80 per day while at Peekskill we have allowed \$6.00 although it appeared to him that the actual cost per day was \$4.00. The Director wanted to know why we did this in the past and also why the Executives Conference wanted to continue this rate when it appeared that it would allow a profit to the firearms instructors of \$2.00 per day.

The Conference was advised that SAC Scheidt was telephonically contacted to obtain from him the actual daily average expenditure per man by the firearms instructors at Peekskill. Mr. Scheidt stated he conferred with Mr. Rumans, who is the supervisor in charge of firearms at Peekskill, and all of the Agents who are assigned to firearms instruction, including Jim Amos, and the following information was received:

<u>Item</u>	<u>Average Cost Per Day Per Man</u>
Evening Meal	\$2.50
Tip25
Food Purchases for Cooking Breakfast and Luncheon; fruit juices and cold drinks purchased during the day while assigned to firearms instructors duties.	2.25
Laundry50
Tips to carpenters, garage men, painters, and others at Peekskill who are not Government employees.08
Ice purchased daily05
Toll bridge charge to and from Peekskill08
Replacement of Cooking and eating utensils02
Expenditures for fruit and other items which are used for targets in practice by firearms men.06
Total	\$5.79

66-2554-
 NOT RECORDED
 75 AUG 31 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 _____

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In explaining the above, SAC Scheidt advised as follows:

1. Evening meal, plus tip - In Peekskill, a resort town, the cost of any reasonable dinner meal is from \$2.25 to \$2.50. Mr. Scheidt stated he was at Peekskill in the past two weeks and that a luncheon in a decent restaurant cost him \$2.00 and there were no cheaper meals offered on the menu.

The Executives Conference was of the unanimous opinion that the estimated cost for the dinner meal of \$2.50 plus a tip of 25¢ was reasonable and should be allowed.

2. Food purchases for breakfast and lunch and fruit juices and soft drinks - Mr. Scheidt pointed out that the purchases are made at regular markets and that the firearms men consequently pay the regular retail price since no opportunity is permitted for wholesale purchases in view of the small amounts bought. Mr. Scheidt also advised that the colored chauffeur in the New York Office who drives the bus to and from Peekskill is furnished his food without charge to him and that there are from time to time visitors who are given free meals while at Peekskill. These meals are paid for by the firearms men.

The Executives Conference was of the unanimous opinion that this was a reasonable estimate for breakfast and lunch considering the fact that the food was purchased on the retail market.

3. Laundry - Mr. Scheidt advised that the firearms instructors have to send their trousers and blouses to the laundry at least three times a week and the 50¢ average a day is not an unreasonable estimate for the expenses of laundering which must be done for these men.

Messrs. Glavin and Mohr felt that a 50¢ allowance for laundry was reasonable and should be allowed, it being pointed out that unlike the firearms instructors at Quantico, these men stay at the range at Peekskill and are required to utilize high cost laundry facilities for the purpose indicated. It was also felt that a man on the range in hot weather would find it desirable to frequently have a change in clothing because it is known that such clothing becomes extremely soiled from perspiration.

The remainder of the Conference, consisting of Messrs. Ladd, Nichols, Tracy, Rosen, Clegg, Carlson and Parsons, felt that laundry should not be allowed as an item of expense, it being felt that the frequent soiling of the clothing was incidental to their position and the expense should be borne by the men personally. Mr. Glavin pointed out, however, that per diem allowances usually consider the excess cost of laundry service in hotels or at commercial establishments while in a travel status as compared with the normal laundry service one would receive while living at home.

4. Tips to carpenters, garage men, painters, etc. - Mr. Scheidt pointed out that the carpenters, painters and others who are not Government employees at Camp Smith in Peekskill do little jobs around the Bureau's quarters and they are tipped by the firearms men. When coal is delivered at the range for heating purposes, the usual procedure is to dump the coal on the ground and the firearms men have to make arrangements to have the coal put into the house itself, which necessitates additional tips being given to the individuals delivering the coal. Mr. Scheidt stated that the amount given monthly for tipping purposes is divided among the firearms men and it averages about 8¢ per day.

The majority of the Conference, consisting of Messrs. Ladd, Nichols, Tracy, Rosen, Glegg, Carlson and Parsons, felt that such an item should not be allowed and the expense should be borne by the firearms men.

Messrs. Glavin and Mohr felt that this was a proper item of expense to include in connection with computing per diem costs and should be allowed the men.

5. Ice purchases - Mr. Scheidt stated that it is necessary to purchase ice daily at the range at Peekskill for refrigeration purposes and this amounts to 5¢ per day per firearms instructor.

The majority of the Conference, consisting of Messrs. Ladd, Nichols, Tracy, Rosen, Glegg, Carlson and Parsons, felt that this was a cost which should be borne by the firearms men and should not be allowed.

Messrs. Glavin and Mohr feel this is a proper expense for computing actual cost for per diem purposes.

6. Toll bridge charge - Mr. Scheidt pointed out there were two toll bridges which the men were required to cross weekly in traveling to and from Peekskill and that the charge was 10¢ per bridge, for a total amount a week of 40¢. He pointed out that the firearms men in the past have not been charging this cost in their expense accounts and he felt it was proper to allow this item in the computation of per diem expenses.

The Conference was of the unanimous opinion that this is a proper item for the firearms men to include in their expense accounts and should not be used for computing per diem.

7. Replacement of cooking and eating utensils - Mr. Scheidt stated he was of the opinion that the estimate of 2¢ per day per man for the breakage of china and replacement of cooking utensils was not excessive. He pointed out that the china and utensils used at Peekskill are the property of the men assigned there and all replacements are made by the firearms instructors. He stated that a coffee pot which these men purchased cost them \$15 and a toaster cost them \$18. He said the men had a total amount invested in china, utensils, etc. of \$75.

Mr. Glavin pointed out that the utensils, china and equipment for Quantico had been purchased by the Bureau and any breakage or replacements were made at Bureau expense.

The majority of the Conference, consisting of Messrs. Ladd, Nichols, Tracy, Rosen, Clegg, Carlson and Parsons, was of the opinion that the charge of 2¢ per day per man for breakage of china and purchase of new utensils was not a proper item which should be utilized in computing per diem costs.

Messrs. Glavin and Mohr were of the opinion that this charge of 2¢ per day per man was a reasonable figure and should be included in computing the per diem costs.

8. Expenditures for fruit, etc. for target practice - Mr. Scheidt stated that the firearms men at Peekskill are designated by the Bureau from time to time to give firearms exhibitions which involve trick shooting and that trick shooting cannot be participated in unless continuous practice is had and that the men at Peekskill spend on an average of 6¢ per man per day for fruit, vegetables and other items which are used for trick shooting purposes and practice.

The Conference was of the unanimous opinion that this was not a proper item to allow in computing per diem costs at Peekskill.

Mr. Scheidt feels an allowance of \$6.00 per day per diem is not excessive for the firearms instructors assigned to Peekskill.

The majority of the Executives Conference, consisting of Messrs. Ladd, Nichols, Tracy, Rosen, Clegg, Carlson and Parsons, feels that a reasonable per diem allowance for the firearms instructors assigned to Peekskill is \$5.00 per day and recommends that this amount be approved by the Director.

Messrs. Glavin and Mohr recommend that the per diem at Peekskill be set at \$6.00 per day since they feel that Mr. Scheidt has submitted estimates indicating that the firearms instructors expend on an average of \$5.65 per day for items they feel are allowable in computing per diem rates.

Mr. Glavin has advised that the Administrative Division did not previously question the \$6.00 per day per diem being charged by firearms instructors at Peekskill because it was not felt that the rate was an excessive per diem charge when it was understood that certain of the meals had to be purchased at restaurants and that any food which was prepared by the men at Peekskill would have to be purchased at retail rather than wholesale prices. It is to be further noted that the question of per diem charges at Peekskill arose when

the rate was changed from \$6.00 per day to \$9.00 per day and Mr. Scheidt questioned the advisability of \$9.00 per day since the men at Peekskill were not required to pay for lodging.

The firearms men at Quantico are only allowed per diem when they remain at Quantico overnight or are assigned regular duty during weekends. The amount allowed at Quantico is \$4.80 per day and of this amount 96¢ is deducted for lodging on a Government reservation, leaving a total of \$3.84. The meals at Quantico are charged at the rate of \$1.10 for breakfast and \$1.35 for lunch and dinner, which includes a tip of 10% for each meal. The cost of the three meals amounts to \$3.80 per day. It is to be noted that Colonel Reeves, who provides the meals at Quantico, is in the restaurant business and of course purchases his food at wholesale prices rather than retail.

As has been indicated, the majority of the Conference recommends that the per diem charge at Peekskill be set at \$5.00 per day. Messrs. Glavin and Mohr recommend that the per diem charge at Peekskill be fixed at \$6.00 per day since it is estimated that the expenses of the firearms instructors at Peekskill amount to \$5.65 per day.

The vouchers of the firearms men at Peekskill for the month of July will be held in abeyance pending the decision of the Director in this case as to the amount of per diem that will be allowed for the firearms men at Peekskill.

Respectfully,
For the Conference

Clyde Tolson

THE DIRECTOR

August 8, 1949

THE EXECUTIVES CONFERENCE.

323 013

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DATE 5-6-91 BY SP-3 e/BJP

The Executives Conference of August 5, 1949, consisting of Messrs. Ladd, Mohr, Nicols, Parsons, Tracy, and Glavin, considered a communication received from the Special Agent in Charge at New York concerning per diem for firearms instructors at Camp Smith, Peekskill, New York.

The Conference was advised that up until the present time, firearms instructors at Camp Smith, Peekskill, New York, were authorized to claim \$6.00 a day per diem. In connection with the new per diem rates which became effective July 1, 1949, inquiry has been raised as to whether the firearms instructors should be permitted to claim the regular per diem rates of \$9.00 per day for the first 14 days, \$8.00 per day for the next 30 days, and \$7.00 a day for the remaining days away from headquarters.

SAC Scheidt advised that Camp Smith at Peekskill, New York, is not a Government Reservation. Sleeping accommodations exist there so that when firearms instructors remain at Camp Smith overnight, they do not incur any expenses for such sleeping accommodations; however, these instructors do incur all of the usual expenses for meals and incidentals which would be incurred by Bureau personnel in travel status. SAC Scheidt reported to the Bureau by letter dated August 2, 1949, that it is estimated that the actual cost of three substantial meals a day, if purchased at a restaurant in nearby Peekskill, which is a resort town, would be between \$4.00 and \$6.00; however, the firearms instructors stationed at Camp Smith customarily follow the practice of purchasing groceries and preparing their own breakfast and lunch and eat only the dinner meal in a restaurant, consequently the actual cost of food under such circumstances, including the dinner meal, runs to about \$3.50 or \$4.00 a day. There are certain incidental expenses incurred in connection with the equipment used in the preparation of meals, as well as laundry and other small miscellaneous items.

SAC Scheidt stated that it is estimated that during the months when firearms instructors are at Camp Smith, approximately 17 to 20 days are spent at the Camp each month. The total per diem would not be quite this much since there would be some interruption for weekends or individual instructors not spending every night at Camp Smith. He points out further that circumstances may also arise where an individual firearms instructor

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75 AUG 31 1949

53 SEP 8 1949

Memo to the Director

may not be at Camp Smith for the entire period when firearms training is being held there during a given month; however, another instructor substitutes in the event one of the instructors regularly designated to be at Camp Smith is called away for any reason. Mr. Schedit points out that there are normally five firearms instructors at Camp Smith while firearms training is under way in addition to Special Agent James E. Amos.

SAC Scheidt recommends there that per diem for firearms instructors while stationed at Camp Smith be fixed at \$6.00 per day.

The Conference pointed out that per diem allowed at Quantico, Virginia, a Government Reservation, covers actual expenditures made by Agents for meals while at Quantico; and that at the present time, Agents at Quantico on a per diem basis get \$4.80 a day per diem. This covers the cost of three meals a day plus tips.

The Conference recommends that in view of the fact that firearms instructors at Peekskill do not have to pay for sleeping quarters, that per diem at the rate of \$6.00 a day be approved for instructors who are regularly assigned to such duties.

The Conference wishes to point out to the Director that during the summer firearms training periods, as pointed out by Mr. Schedit, the instructors are at the Camp approximately 17 to 20 days each month.

Respectively,
For the Conference

Clyde Tolson

cc - Mr. H. H. Clegg
Mr. J. P. Mohr

WRG:tgh

I dont understand this. We only allow actual cost at Quantico or \$4.80 per diem while at Peekskill we have allowed \$6.00 per diem though actual cost has been 4 per diem. Why did we do this? Also why does Ex. Conf now still want to continue it which in fact gives a man at Peekskill a profit of \$2.00 a day? H.

THE DIRECTOR

9-7-49

Executives Conference

323,013
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DATE 5-8-91 BY SP-5/dfg

On August 5, 1949, the Inspectors' Conference considered the problem of security of information obtained by technical and microphone surveillances. Messrs. Connelley, Gurnea, Naughten, Long, Rogers, Nease and Clegg were present. The following suggestion in particular was considered:

SUGGESTION:

That the following suggestion which Mr. Thornton estimates will require from 1 to 2 Agents be tried for a period of 60 days in the Pittsburgh Office; that these 1 or 2 Agents paraphrase information received from technical plants and from the logs and this paraphrased information in memorandum form be placed in the individual case files of the office; that no references would be made in the paraphrase to technical surveillances, but the information would be attributed to a confidential informant indicated by symbol; that no work be assigned the Agents handling the paraphrasing which would require them to testify in the case on which the technical surveillance is operating; that a separate file be maintained on each telephone line covered which file should be given a new number and that this new number be identical with the number assigned as a symbol for the confidential informant in order that the technical confidential file can be readily identified as the source of the data on which the paraphrased memoranda are based; that these confidential technical files be kept under lock and key in the office of the Agents doing the paraphrasing; that the original log and data identifying the technical surveillance be placed in this confidential file; that inquiries from Agents working on the case for information other than that appearing in the paraphrased memoranda be made of his Field Supervisor; that such Agents not confer with the paraphrasers or the men in the technical plant about any aspect of the case and that this apply to information received in the future from technical surveillances and not to logs and records which already have been made and placed in a large number of files in Field Offices. This suggestion also includes the recommendation that all correspondence about the installation, justification, continuation or removal of the technical surveillance be kept in a Sub-A file maintained likewise in the office of the Agents who are doing the paraphrasing.

RECORDED - 133 / 66-2554-7351

The volume of work is indicated by Fact 133 at the New York Office estimated from 7 to 10 Agents and 10 Stenographers would be required to handle this additional paraphrasing work. The Chicago Office estimated 2 Agents and 3 Stenographers would be required; the Newark Office estimated 2 Agents and 1 Clerk; and the Philadelphia Office estimated 3 Agents, 2 Stenographers and 1 Clerk.

The principal disadvantages would be the delay occasioned by paraphrasing; the failure to properly interpret "double talk" and identify individuals mentioned in the telephone conversations, such interpretations and identifications being more likely if the Agent handling the case sees the original material, and the added personnel required.

cc-Mr. Mohr
Mr. Clegg
HHC:DMG
SEP 13 1949

Memorandum for the Director

The advantages are primarily that it would not compel the Agent handling the case to have "swearable" knowledge of the existence of the technical surveillance and would make more secure the Bureau's information in that it would be limited to fewer people.

INSPECTORS' CONFERENCE CONSIDERATION:

At the Inspectors' Conference, Mr. Gurnea was opposed to even trying the plan. Messrs. Long, Naughten, Rogers, Nease, Connelley and Clegg recommended a trial at the Pittsburgh Office.

Conversations over the past several weeks have disclosed that SAC's Scheidt, McSwain, McKee, Kimball, Boardman and Mumford are opposed, while SAC's Weeks, Brown, Alden, Willis and Thornton favor the suggestion or at least felt it was workable.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference with Messrs. Glavin, Parsons, Mohr, Carlson, Rosen and Clegg present agreed with the suggestion that this be tried experimentally in the Pittsburgh Office for 60 days following which the findings would be reviewed and further consideration for extending the practice would be given. Subsequently, Mr. Mohr has suggested that it also be tried at Newark where SAC McKee was opposed and it appears logical that this would be a better sampling if it were tried both at Pittsburgh and Newark where one SAC is favorable and the other is opposed.

I agree
9-8
4

Respectfully,
For the Conference

Clyde Tolson

Attachments

THE DIRECTOR

July 29, 1949

EXECUTIVES CONFERENCE

SUBMISSION OF DAILY REPORTS BY AGENTS

323,012
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DATE 5-6-91 BY SP56/dep

The Executives Conference on July 29, 1949, those present being Messrs. Callahan, Parsons, Tracy, Mohr, Ladd, Rosen, Fletcher, Nichols and Clegg, considered the suggestion of SAC S. K. McKee of Newark that daily reports for Agents be discontinued in their present form, and that we revert to the form used before January 1, 1949, which was a 3x5 card which reflected the places (towns) where the Agent went and the file number of the cases on which he worked in the event he was absent from headquarters city in excess of twenty-four hours.

JOINT COMMITTEE CONSIDERATION:

This matter was discussed by the Joint Committee on July 15, 1949, in considerable detail, and it was felt that before any action was taken modifying the existing rule a survey should be made of all Special Agents in Charge to find out how effective the present daily report form is. It was argued initially that it would increase production substantially.

The attached letter which was recommended by the Joint Committee calls for an expression of opinion from the Special Agents in Charge, and asks them to consider the value, effectiveness, increased production and cost in connection with the daily report in question, which as now used calls for a record of all interviews and substantially all of the activities of the Agent throughout the day, both in and out of the headquarters city.

EXECUTIVES CONFERENCE CONSIDERATION:

Messrs. Mohr, and Tracy were opposed to conducting any survey of this matter. They felt that regardless of the opinion of the Special Agents in Charge, the Bureau was in position to judge its effectiveness, and that the facts submitted by the Special Agents in Charge would be largely speculating in the absence of records, and would not effect any opinions at the Seat of Government.

Mr. Callahan felt that a survey should be made, but he suggested that it be restricted to 10 SAC's, rather than to all.

Messrs. Parsons, Ladd, Rosen, Fletcher, Nichols and Clegg recommended that the attached letter be submitted to all SAC's for their expressions of opinion and the facts supporting such opinions.

RECORDED - 5

Respectfully,
For the Conference

INDEXED - 5
SEP 12 1949

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

Attachment

cc: Mr. Clegg

SEP 16 1949

HHC:dch

W
THE DIRECTOR
THE EXECUTIVES CONFERENCE

August 15, 1949

323,013
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DATE 5-6-91 BY SP5 u/dy

The Executives Conference of August 11, 1949, consisting of Messrs. Ladd, Cartwright, Nichols, Parsons, Harbo, Carlson, Tracy, and Glavin, considered a recommendation made by Mr. Tarkent in the Files Section that a new type of file back be secured. A sample of the file back suggested by Mr. Tarkent is attached hereto.

The Conference was advised that this new type of file back and fastener would cost on the average of \$27.72 a thousand; and that the old type file back and Acco fasteners cost \$16.33 a thousand. It is to be noted that the new type of file back and fastener would cost approximately \$11.39 a thousand more than the old type of back and fastener used.

Mr. Tarkent points out, however, that the use of the new file back and fastener would save a tremendous amount of space and that in a thousand files we would save approximately one file drawer or \$15.00. He points out that there would be a savings to the Bureau of slightly more than \$3.00 for every thousand files used in the conservation of space and file cabinets which would permit more files to be filed in a lesser number of file cabinets than are presently filed in the Bureau.

The Conference was further advised that additional advantages involved in the use of the new file backs and fasteners are:

1. No time and labor consumed in putting fasteners into file backs.
2. Other files do not catch on the fasteners to cause mis-files.
3. No punched holes in the file back to enlarge so that the back comes off and necessitates file repair.

The Conference was advised that the Files Section was desirous of purchasing 150,000 of such file backs at an early date.

The Conference was advised that the Bureau at the present time has approximately 25,000 of the old type file backs and recommends when additional file backs are ordered, the new type as recommended by Mr. Tarkent be secured.

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 - 5
Respectfully,
For the Conference

Clyde Tolson

INDEXED - 5

66-2554-7353
SEP 12 1949

CC - Mr. H. H. Clegg
Mr. J. P. Mohr

53 SEP 13 1949

THE DIRECTOR

September 2, 1949

Executives Conference

W

The Executives Conference on August 30, 1949, with Messrs. Glavin, Tracy, Harbo, Mohr, Fletcher, Ladd, Rosen, Carlson, McGuire and Glegg present, unanimously recommended that there be included in New Agents' classes a one-hour discussion of the liaison functions of the Bureau. The recommendation that before In-Service classes this subject matter be changed to a full hour instead of a half hour was opposed unanimously, it being felt that the time, 30 minutes, is adequate for this subject. If approved the training schedules will be adjusted accordingly.

Respectfully,
For the Conference,

Glyde Tolson

cc-Mr. Mohr
Mr. Glegg

323,013
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DATE 5-6-91 BY SP5 WJG/dfj

HHC:DMG

RECORDED - 43

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- Tolson _____
- Ladd _____
- Glegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

52 SEP 14 1949

THE DIRECTOR

August 10, 1949

EXECUTIVES CONFERENCE

323013

CROSS-REFERENCE INDEXING BY EMPLOYMENT

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DATE 5-6-91 BY SP-5 C/dfj

The Executives Conference on August 8, 1949, consisting of Messrs. Glavin, Parsons, Mohr, Carlson, Rosen, Tracy and Clegg, considered in detail the attached memorandum prepared by Supervisor H. C. Boswell dated August 2, 1949, concerning the cross-reference indexing of known Communists and disloyal individuals by employment.

Of the ten vital industries, including coal, iron and steel, communications, transportation, production of aviation facilities, food producing industries, strategic war producing industries, petroleum, radio and motion pictures, it was determined on a survey that there had been investigations heretofore in the Bureau of Communist infiltration into each of these strategic industries except radio and communications. Based upon a trial check, Mr. Waikart of the Records Section estimated that it would take one clerical employee, at an annual salary of \$2,724.00, to cross reference the indexing of an average of 21 daily employment references in security mail on radio and communications industries.

Since there has been no active investigation conducted of infiltration into the radio industry and the only investigation in the communications industry has been to a relatively small portion of this industry, and in view of the strategic importance of these two industries, it was unanimously recommended by those present at the Conference that the Records Section be instructed to cross reference and prepare index cards showing the employment of individuals in the radio and communications industries in such instances only as such names of individuals appear in internal security types of mail and only as to those persons on whom information is received indicating disloyalty or Communist infiltration.

Further, it was recommended that the Records Section be authorized to assign one clerical employee for this purpose.

It was further recommended that cross-reference indexing as to employment not be extended to other industries unless future developments or circumstances make it advisable, due to the fact that active investigations have been conducted in other main or vital strategic industries and due to the cost involved.

The memorandum prepared by Mr. Boswell reflecting the survey conducted by him and Mr. Waikart is attached if further details are desired.

RECORDED - 43

INDEXED - 43

Respectfully,
For the Conference
SEP 12 1949

Glyde 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

Attachment

cc: Mr. Clegg

Mr. Mohr

SEP 1 1949
HHC:dgh

Mr. Ladd approved

[Handwritten initials]

166-2554-7355

[Handwritten initials]

THE DIRECTOR

September 8, 1949

THE EXECUTIVES CONFERENCE

323,013
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HEREIN IS UNCLASSIFIED
DATE 5-16-91 BY SP5 e/deg

The Executives Conference of August 5, 1949, consisting of Messrs. Ladd, Mohr, Nichols, Parsons, Tracy, and Glavin, was advised that the President, under date of July 29, 1949, signed Executive Order No. 10072, a copy of which is attached hereto, which provides for continuing action to improve the management of the Executive Branch of the Government.

It will be noted that Section One of the Order sets forth certain steps which the department and agency heads shall take in connection with the operation of such departments and agencies; and in Section Two, the Bureau of the Budget is given the responsibility of reviewing department and agency plans for management improvement in conjunction with requests for funds, and at other appropriate times. Section Three points out the fact that an Advisory Committee on Management Improvement is established by the President.

It is noted that under Section One, department and agency heads are instructed to review the programs under their respective jurisdictions to assure themselves and the President that such programs are being carried out with maximum effectiveness and economy. This Section goes on further to state that department and agency heads shall provide for periodic and systematic appraisals of operations to identify opportunities to improve effectiveness and performance; and further, shall schedule action to work out and install improvements, giving priority to the activities promising greatest benefits in economy or better service for the same or less money. Also, it is the responsibility of the department and agency heads to report periodically to the Bureau of the Budget on the progress made in establishing management improvement programs and the results achieved therefrom.

Insofar as reporting to the Bureau of the Budget is concerned, this report will be included in the submission of the 1951 estimates for appropriations under instructions.

INDEXED
RECORDED

166-2554-7356

Insofar as other steps to be taken by department and agency heads under Section One, the Director has long carried out this policy through the Training and Inspection Division and through the Joint Conferences of Field and Seat of Government officials; and also through self-inspections conducted in the Field, as well as the sending of suggestions from Bureau employees.

- 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. Candy

The Bureau of the Budget is well aware of the Director's activities in this regard and I have been advised informally that

SEP 12 1949
CC - Mr. H. H. Clegg
Mr. Mohr

Memo to the Director

the Bureau's policies were borne in mind by the Bureau of the Budget when consideration was being given to the issuance of the Executive Order in question.

The Conference was further advised that recently SAC Scheidt of the New York Office advised Mr. Glavin that he is personally acquainted with Mr. Thomas A. Morgan, who was appointed by the President as Chairman of the Advisory Committee on Management and Improvement. Mr. Scheidt stated that Morgan is a personal friend and one who is very friendly to the Director and the Bureau.

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

9/8/49

EXECUTIVES CONFERENCE

FBI NA RETRAINING SESSION

The Executives Conference on August 24, 1949, consisting of Messrs. Glavin, Tracy, Parsons, Mohr, McGuire and Clegg, unanimously recommended that the following Special Agents in Charge be instructed to be present in Washington to assist in connection with the contact work during the Retraining Session and Reunion of the FBI National Academy Associates from September 26 through September 30, 1949:

SAC E. A. Soucy, Boston
SAC S. K. McKee, Newark

If approved, the Administrative Division will issue instructions accordingly.

Respectfully,
For the Conference

Glyde Tolson

[Handwritten initials]

HHC:dgr:tbg
[Handwritten initials]

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HEREIN IS UNCLASSIFIED
DATE 5-6-91 BY SP-5 [Handwritten initials]

cc-Mr. Clegg
Mr. Mohr

RECORDED - 135
INDEXED - 135

166-2554-7357
SEP 13 1949

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52 SEP 14 1949

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

THE DIRECTOR
THE EXECUTIVES CONFERENCE

September 9, 1949

The Executives Conference of September 2, 1949, consisting of Messrs. Ladd, Clegg, Mohr, Carlson, Harbo, Nichols, Rosen, and Glavin, considered a suggestion submitted by SAC Hottel of the Washington Field Office to the effect that the Special Agent personnel of the Field Office be permitted to organize a pistol league for Special Agents.

It was pointed out to the Conference that it was contemplated that the league would run one night a week, after working hours. The members of the league request permission to use the Bureau's indoor range for such competition.

Mr. Hottel points out that if such permission is granted, Special Agent Charles H. Beall, a Bureau Firearms Expert, would conduct each shoot at the range.

The Conference recommends that the Agents of the Washington Field Office be permitted to utilize the range for the pistol league activities after working hours so long as a qualified Firearms Expert is in charge of the group.

RECORDED - 34

INDEXED - 34

166-2554-7358

The Conference further suggested that SAC Hottel be advised that it is the Bureau's understanding that competition will be intra-Bureau only between Agent personnel of the Field Office and representatives of outside gun clubs or agencies.

Should the Director agree with the Conference's recommendation in connection with this particular matter, SAC Hottel will be advised.

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. H. H. Clegg
Mr. J. P. Mohr

WIC: bgn

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DATE 5-6-91 BY Sp-5 c/dq

57 SEP 14 1949

THE DIRECTOR

8/25/49

THE EXECUTIVES CONFERENCE

ECONOMIC COOPERATION ADMINISTRATION
TRANSFER OF FBI REPORTS

The Executives Conference today with Messrs. Carlson, Glavin, Ladd, McGuire for Nichols, Mohr, Parsons for Harbo, Tracy, and Rosen in attendance unanimously approved that the attached letters be sent to Mr. Yeagley and to Mr. Ford.

Mr. Yeagley is being advised of the Department's interpretation of the Attorney General's circular dated 9/3/48, which the Department has advised does not contain provisions for copying or the actual transfer of FBI reports from one agency to another, but does contemplate that the reports may be read by the head of the agency to which an employee has been or is transferred or by his accredited representative.

Mr. Ford is being advised that it is the view of this Bureau that no changes should be made as the circular appears to be adequate.

Respectfully,
For the Conference

Clyde Tolson

Attachment

AR:W

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DATE 5-6-91 BY SP5 CJK/df

- 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

RECORDED - 133
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66-2554-7359
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53 SEP 29 1949

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THE DIRECTOR
INSPECTORS' CONFERENCE

August 11, 1949

SUGGESTION #214
EMPLOYEE: MRS. ANGELICA L. EDWARDS

SAVINGS: None
AWARD: None

W

RUBBER STAMP FOR I-A ENVELOPES

MEMBERS PRESENT: T. D. Naughton
H. B. Long
W. E. Gurnea
G. A. Nease
J. S. Egan
E. J. Connelley
J. S. Rogers
R. T. Harbo

323,073
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DATE 5-6-91 BY [signature]

SUGGESTION: That the rubber stamp used on the I-A white exhibit envelope be changed to provide an additional item, as follows:

EVIDENCE Yes ()
No ()

The stamp presently in use provides for the listing of information by the Agent, including identifying the Agent who brought the exhibit into the office, the date, from whom obtained, whether it is to be returned, and similar items. In support of the suggestion it has been suggested that it would be helpful to clerical employees in the Chief Clerk's Office and will indicate to them situations in which they should not make notations on the exhibit.

INSPECTORS' CONFERENCE RECOMMENDATION:

The Inspectors' Conference was unanimously opposed to the suggestion on the ground that the additional procedure proposed is unnecessary. The Conference felt that the existing rules are adequate. The existing rules provide that all matters such as documentary evidence, photographs or confessions which should not be mutilated by punching, blocking or stamping, should be placed in separate I-A exhibit envelopes.

EXECUTIVES' CONFERENCE CONSIDERATION:

RECORDED - 5/66-2554-7360
INDEXED - 5 [initials]

Unanimously unfavorable. August 12, 1949. Sent: Messrs. Ladd, Glavin, Carlson, Mohr, Nichols, Rosen, Tracy, and Harbo.

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 _____

[Handwritten initials/signature]

RO

54 SEP 14 1949



August 12, 1949

THE DIRECTOR

INSPECTORS' CONFERENCE

SUGGESTION #220

EMPLOYEE: EDWARD J. CLARKE

INVENTORIES OF EXPENDABLE AND NON-EXPENDABLE PROPERTY

MEMBERS PRESENT: T. E. Haughton J. O. Egan
 E. B. Long E. J. Conalley
 H. E. Gurnea J. S. Rogers
 G. A. Nease R. T. Harbo

SUGGESTION:

That the Bureau provide a form to be used by employees in requisitioning expendable supplies or equipment in each field office. This form would be filled out by each individual employee in requesting such items as carbon paper, pencils, notebooks, paper clips, and the like. Under the proposal, this form would be routed to the employee who issues the supplies who will make appropriate notations thereon reflecting the issuance of the property. Thereafter the form would be routed to the employee responsible for the maintenance of the inventory record cards (FD-163) which is used to maintain a running inventory of expendable supplies. At this time, an appropriate entry would be made on the inventory record card; thereafter the initial requisition form would be routed to the SAC or designated supervisor for initialing, after which it would be placed in a file and retained for a period of one year to be destroyed on a monthly basis.

INSPECTORS' CONFERENCE CONSIDERATION:

The Inspectors' Conference was unanimously opposed to the proposal on the ground that it is unnecessary and would add a substantial amount of typing and clerical work in the field offices without any benefit or advantage to the Bureau. The inventory record cards are maintained in the same room where the supplies are kept. When property is issued, an appropriate entry is made directly on the inventory record card. It is believed that setting up any intermediate record form would be unnecessary and wasteful.

RECORDED - 5 166-2554-7361
 INDEXED - 5 FBI

EXECUTIVES' CONFERENCE CONSIDERATION:

Unanimously unfavorable. August 18, 1949. Present: Messrs. Ladd, Glavin, Carlson, Mohr, Nichols, Rosen, Tracy, Harbo.

cc-Mr. Clegg
 Mr. Mohr

Respectfully,
 For the Conference

Glyde Tolson
 RB

RTH:AF

[Handwritten signatures and 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

54 SEP 14 1949

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 DATE 3-26-91 BY SP-5-efj/afj
 323013

THE DIRECTOR

August 12, 1949

INSPECTORS' CONFERENCE

SUGGESTION #216

EMPLOYEE: SAC H. M. KIMBALL, San Francisco

NAME OF SUBJECT BE PLACED ON FILE COVER

MEMBERS PRESENT: Mr. T. E. Naughten
 H. B. Long
 M. E. Gurnea
 G. A. Nease
 J. S. Egan
 E. J. Connelley
 J. S. Rogers
 R. T. Harbo

323 013
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 DATE 5-16-91 BY SP-5 WJ/dlg

SUGGESTION: That the Bureau authorize the writing of the name of the subject of a file on the outside of the file cover.

In support of the suggestion, it is stated that the placing of the subject's name on the file front would be helpful in that it provides a handy reference to insure that serials are being routed to proper files.

Several months ago, the Bureau issued instructions that the field discontinue the practice of writing the names of subjects on file covers with a view to reducing the clerical work involved. Before this action was taken, the opinions of several SACs were obtained and the majority favored the present rule which precludes the writing of the name of the subject on the file cover.

INSPECTORS' CONFERENCE CONSIDERATION:

The Inspectors' Conference was unanimously opposed to the suggestion that subjects' names be placed on file covers, pointing out that at the present time the Bureau is handling a large volume of applicant-type cases involving a rapid turnover in a large number of files and that the clerical work involved under the proposal would be excessive without commensurate benefits accruing to the Bureau.

EXECUTIVES' CONFERENCE CONSIDERATION:

Unanimously unfavorable August 18, 1949. Messrs. Ladd, Glavin, Carlson, Mohr, Nichols, Rosen, Tracy, Harbo.

RECORDED - 5 166-2554-7362

31 SEP 14 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
- Misc. Gandy

cc-Mr. Clegg
Mr. Mohr

RTH:AF

54 SEP 14 1949

THE DIRECTOR
THE EXECUTIVES CONFERENCE

August 18, 1949

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-6-91 BY SP-5 w/dg

The Executives Conference of August 18, 1949, consisting of Messrs. Ladd, Carlson, Harbo, Mohr, Nichols, and Glavin, considered an accident involving Special Agent Richard H. Grabham of the Atlanta Office which occurred on June 15, 1949. Damage to the Bureau car was \$182.85. There is attached hereto a memorandum reflecting the details of the accident.

It will be noted that Agent Grabham endeavored to stop the Bureau-owned automobile when he noticed the third party's car stopping in front of him; however, the Bureau car skidded into the rear of the third party's car causing damage to the grill and right front fender of the Bureau car. It had been raining on the day of the accident leaving water standing on the streets.

The third party advised that she was proceeding at about 25 to 30 miles an hour when her daughter, age 4, cried that her sister, age 2 months, was pulling her hair. The third party stated she put her hand out of the window to signal, started to stop and believed she had completed the stop, although she was not certain, when her car was struck from the rear. She declined to furnish any statement.

Captain Christian of the DeKalb County Police Department investigated the accident and his report reflects that the condition of the highway was wet concrete, a straight road in a residential district; speed limit was 55 miles per hour and maximum safe speed 45 miles per hour. No improper driving was noted on the part of the third party; however, under "Drivers' Violation Indicated" Agent Grabham was listed as following the car too closely.

SAC Bills stated that both cars were proceeding within the speed limit and at a normal rate of speed on the highway where the accident occurred, and that due to the wet condition of the highway, the Bureau car skidded into the rear of the third party's car. SAC Bills states that it appears this was an unavoidable accident which would, from a technically legal standpoint, make Agent Grabham liable for the damage to the third party's car; however he did not feel that Grabham should be held liable for damage to the Bureau car. Damage to the Bureau car was \$182.85 and to the other car, \$79.25. Claim has been submitted by the third party for these damages.

- 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 - 116
INDEXED 116
66-2574-7363

Messrs. Harbo, Carlson, Ladd, and Nichols are of the opinion that Special Agent Grabham was not at fault in connection with the accident. They point out that the third party's children were scuffling when she put her hand out for the signal although the Agent did not see her extend her hand out of the

67 SEP 14 1949

Hand to the Director

car. They do not feel that the third party gave the proper signal which would have alerted the Agent to stop his car. They do not feel that the Agent should be held responsible for the accident.

^{Alson}
Messrs. Mohr, Rosen, and Glavin are of the opinion that the Agent should have been able to stop his car before running into the rear of the third party's car since it is the responsibility of all drivers to have their cars under control so that they can stop without accident in any emergencies.

Should the Director agree with the majority of the Conference, the Special Agent in Charge at Atlanta will be appropriately advised that Agent Grabham is not being held responsible for the accident.

Respectfully,
For the Conference

Glyde Tolson

CC - Mr. H. H. Clegg
Mr. J. P. Mohr

WRB:agh

Jayne
H

- 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

July 20, 1949

JOINT COMMITTEE

SUGGESTION NO. 166

EMPLOYEE: MISS MATTIE HAVENS
CHIEF CLERK, DALLAS

~~AGENTS' DAILY REPORTS~~

SAVINGS: None
AWARD: None

Pz

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
L. V. Boardman

Miss Hyer

SUGGESTION: The present Bureau regulation provides that when Agents are on special assignments their daily reports be reviewed and initialed in the office of special assignment and thereafter placed in a folder for "visiting agents". Such daily reports are not at any time forwarded to the office of regular assignment.

It is suggested that when special assignments are for short duration, Agents' daily reports be transmitted daily to the SAC in the office of permanent assignment after review by the SAC at the office of temporary special assignment. If the special assignment is for a longer period, it is suggested the Agent's daily reports not be forwarded to the office of permanent assignment until completion of the special assignment.

The proposed suggestion was submitted to ten Special Agents in Charge for recommendation. The SACs at St. Paul, San Francisco, Seattle, Los Angeles, Chicago, New Orleans, Omaha and Cleveland voted in favor of the proposed change. The SACs at Kansas City and New York were opposed to the suggestion.

ADVANTAGES OF THE PROPOSAL:

1. Would eliminate folder on visiting Agents and save cabinet space.
2. Permits daily reports for an Agent to be kept in one central place.
3. Permits office of assignment to have daily reports for verification of expense accounts and leave records, as well as other administrative problems.

RECORDED - 116 166-2554-7364
INDEXED - 116 19 SEP 14 1949

DISADVANTAGES OF THE PROPOSAL:

1. Does not provide for uniform handling of daily reports.
2. No appreciable advantage from sending some of the daily reports to the office of assignment immediately, whereas others would not be forwarded until completion of the special assignment.

cc: Mr. Clegg

JHM RH 194

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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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3. Since the daily reports reflect work performed in the office of special assignment, the reports are of most value in that office.
4. The present rule is simple, whereas the proposed rule is more complicated.
5. Increases likelihood of minor administrative errors in the handling of daily reports.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee was unanimously opposed to the proposed change.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 7-25-49, consisting of Messrs. Nichols, Q. Tamm, Parsons, Mohr, Ladd, Fletcher, Rosen and N. H. McCabe, considered the above suggestion. Messrs. Fletcher, Mohr and Parsons were in favor of returning all daily reports to the office of assignment. Messrs. Nichols, Q. Tamm, Ladd, Rosen and N. H. McCabe were in favor of retaining present regulations.

Respectfully,
For the Conference

Clyde Tolson

THE DIRECTOR

July 29, 1949

THE EXECUTIVE CONFERENCE

EXPORT CONTROL ACT

323 013
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HEREIN IS UNCLASSIFIED

DATE 5-6-91 BY SP-5 CJD/gy

At the Executive Conference on July 28, 1949, attended by Messrs. Ladd, Nichols, Glavin, Tracy, Parsons, Mohr, N. H. McCabe, Nease and Fletcher, advice was furnished that in response to an inquiry of the Bureau, the Department had advised that "under Senate Bill No. 548 approved by the President, February 26, 1949, the primary investigative jurisdiction of violations of the Export Control Act seems to be vested in the Office of International Trade. A review of the legislative history of the act does nothing to disturb this conclusion." The Department also commented that the Office of International Trade had received additional appropriations for investigative purposes.

The Conference was advised that the Bureau had exercised primary investigative jurisdiction of Export Control Act violations since the receipt of a memorandum from Mr. Alexander Holtzoff, former Special Assistant to the Attorney General, dated August 26, 1941, advising that the Bureau had primary investigative jurisdiction. The working agreement with the Office of International Trade since October, 1948, when it assumed the enforcement of the administrative features of the act, is summarized as follows: The Office of International Trade has full jurisdiction to conduct such investigations as are necessary to permit administrative action by OIT, such as the revocation of licenses. Seizures under the provisions of the act were handled by Customs. The Bureau handled violations of a criminal nature coming to its attention, or when OIT in their investigations indicated violations that would not be covered by administrative action. OIT has never claimed jurisdiction for the purpose of criminal prosecution.

The Export Control Act, as re-enacted during the current session of Congress, Public Law No. 11, 81st Congress, dated February 26, 1949, provides that the Office of International Trade, to the extent necessary or appropriate for the proper enforcement of the act, may make such investigations as are necessary.

The Conference was advised of the following statistical accomplishments of the Bureau in handling violations of the Export Control Act.

- 1941 - 6 convictions
- 1942 - 14
- 1943 - 9
- 1944 - 2
- 1945 - 9
- 1946 - Unknown. There were three convictions which were either Neutrality Act or Export Control Act.

RECORDED - 123

66-3554-7365
FEB 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
- Tele. Room
- Mr. Nease
- Miss Gandy

cc - Mr. Clegg
Mr. Mohr
58 SEP 19 1949
HB:cat

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Memo for the Director

1947 - 0

1948 - Unknown. There were three convictions under both the
Neutrality Act and the Export Control Act.

1949 - 2

As near as can be determined without a recheck of the field offices, there are 8 pending Export Control Act cases at the present time.

The Conference unanimously recommended that despite any working agreement with the Office of International Trade to the contrary, that a memorandum be addressed to the Department advising that in view of the Department's opinion that OIT has the primary investigative jurisdiction under the Export Control Act as of February 26, 1949, and since the Office of International Trade has been given the necessary appropriation and has been designated by the act as the enforcement agency, the Bureau in the future will exercise no jurisdiction and all complaints will be referred to the Office of International Trade. It was also agreed that the Bureau should bring to a logical conclusion as rapidly as possible the pending Export Control Act cases, since the Bureau has previously assumed responsibility for their investigation.

For your approval, there is attached a memorandum to the Department in accord with the recommendation of the Conference. If you approve, the field will be instructed to complete all investigations of violations of the Export Control Act and will be informed that in the future all new complaints will be referred to the Office of International Trade, as the agency having primary investigative jurisdiction.

Attachment

Respectfully,
For the Conference

Glyde Tolson

THE DIRECTOR

July 22, 1949

JOINT COMMITTEE

SUGGESTION NO. 201

SAVINGS: None

AWARD: None

USE OF PHOTOGRAPHS IN APPLICANT INVESTIGATIONS

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
L. V. Boardman

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DATE 5-12-91 BY sp5 e/dag

SUGGESTION: That the Bureau authorize the Field to employ photographs of applicants in the investigation of applicant cases or in the investigation of incumbents in Loyalty of Government Employee cases and other special inquiries conducted for other departments.

In support of this suggestion, it has been pointed out that the person being interviewed on some occasions has recalled the appointee's name but has been unable to further identify the individual. On other occasions, persons being interviewed have been unable to identify a person being investigated in any way, but have stated that the appointee or applicant should be known to them, and that his photograph would probably refresh their memories.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee unanimously recommended that no blanket authorization should be given to the Field for the use of photographs in applicant-type investigations, but that the Bureau should consider each individual request from field offices on the merits involved in the individual case. It is believed that the Bureau might be subject to considerable embarrassment and criticism if it became known that we were generally using photographs in applicant-type investigations, since some people would feel that they were being placed in the category of a criminal under investigation.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 7-25-49, consisting of Messrs. Nichols, Q. Tamm, Parsons, Mohr, Ladd, Fletcher, Rosen and N. H. McCabe, was unanimously in agreement with the Joint Committee.

Respectfully,
For the Conference

Clyde Tolson

cc: Mr. Clegg
Mr. Mohr

RTH:dgh

- 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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INDEXED - 133

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SEP 15 1949

54 SEP 16 1949

THE DIRECTOR

August 25, 1949

THE EXECUTIVES CONFERENCE

✓ TWO-WAY FM RADIO EQUIPMENT - WASHINGTON FIELD DIVISION

On August 24, 1949, the Executives Conference considered the request of the Washington Field Division for 11 two-way automobile radio units. The Washington Field Division has been using radio-equipped cars more than 50% of which had the old 25-watt General Electric units. It was pointed out that the Washington Field Division operates 20 two-way radio cars which is below the minimum of 25 which was established for these offices having central stations.

The old General Electric units will require extensive overhaul at an estimated cost of \$50 to \$100 per set but the contractor will not guarantee them because of the age of the equipment. Unsatisfactory performance has been experienced with these old units and they are presently in old automobiles which will soon be sold and it is not considered desirable to put these units in new cars.

The Conference, consisting of Messrs. Clegg, Glavin, Tracy, Mohr, McGuire, Parsons, unanimously recommend the purchase of 11 modern two-way radio sets as replacement for 11 old units for the Washington Field Division at an approximate cost of \$5,684.

Respectfully,
For the Conference

[Signature]
Glyde Tolson

[Handwritten initials]

RECORDED - 9 106-2554-7367
34 SEP 16 1949

LJP:AP:ack

cc: Mr. Clegg
Mr. Mohr

EX-15

INDEXED *[Signature]*

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Mohr _____
- Tele. Room _____
- Nease _____

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HEREIN IS UNCLASSIFIED
DATE 5-6-96 BY sp2 w/dcy

54 SEP 19 1949

THE DIRECTOR

September 9, 1949

THE EXECUTIVES CONFERENCE

The Executives Conference of September 2, 1949, consisting of Messrs. Ladd, Clegg, Mohr, Carlson, Harbo, Nichols, Rosen, and Glavin, considered a suggestion submitted by Mr. Ralph G. Felts of the Investigative Division to the effect that the Bureau enlarge its system of employee awards to include the granting of a key or pin in recognition of five years of satisfactory work as an employee of the FBI.

Mr. Felts points out that he feels that the adoption of such a system of awards would serve as a beneficial morale stimulant, particularly among the clerical employees.

The Conference wishes to point out to the Director that this suggestion has been made on several occasions in the past and it has been unfavorably passed upon by the Bureau.

The Conference at this time wishes to point out that at the present time Service Award Keys are given for 10, 20, 25, and 30 years of service; that these keys are not purchased from Government funds; and that although the cost of these keys is considerable at this time, sufficient funds are available from the FBI Recreation Association to handle the purchase of the keys under our present schedule. The Conference feels that the five-year key would somewhat cheapen the other awards. Further, the expense of the purchase of such keys would be considerable and might possibly increase the cost to such an extent that there would have to be a realignment of our service key awards entirely.

The Conference recommends again, therefore, that favorable consideration not be given this suggestion.

RECORDED - 5
Respectfully,
For the Conference

INDEXED - 5

Clyde Tolson

66-2551-136
19 SEP 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 _____

CC - Mr. H. H. Clegg
Mr. J. P. Mohr

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3-16-91 BY SP-3 w/dj

ARG: tgh
57 SEP 20 1949

THE DIRECTOR

9-8-49

Executives Conference

The Executives Conference on September 6, 1949, with Messrs. Tolson, Glavin, Q. Tamm, Harbo, Mohr, Ladd, McGuire, Rosen and Clegg present, gave further consideration to the proposed textbook on "The Interview in Law Enforcement." With reference to the Director's inquiries as to what objectionable features there might be in this book, it was thought that some extremely radical-minded individuals might object to the use of a sympathetic appeal (Chapter V, page 2) in obtaining a confession; to the dual personality approach where one officer is unfriendly and the other friendly, with the latter attempting to win the confidence and thus a confession (Chapter V, page 9); capitalizing on family love, sentimental emotions (Chapter V, page 13) and the supplied story or pretexts (Chapter V, pages 18 and 19).

To negative any such feeling to the above commonplace and frequently used methods in obtaining confessions, there is an entire chapter (Chapter XVI) dealing with the legal requirements and the rights of the accused.

It was unanimously recommended that this textbook be mimeographed and copies furnished to the following for suggestions:

- 1 Copy to each member of the Executives Conference
- 1 Copy to the Criminal Division, Department of Justice
- 1 Copy to Dr. James M. Reinhardt, FBI National Academy instructor, University of Nebraska, who would undoubtedly feel complimented to be requested to make this review. He is a psychologist-sociologist and very practical.
- 1 Copy to Dr. Frontis Johnston, Davidson College, N. C., who lectures on on Constitutional Law and Civil Rights before the National Academy, who is described as very friendly and affable.
- 1 Copy to Director Walter Anderson, North Carolina Bureau of Investigation
- 1 Copy to Chief Fred Roff, Morristown, New Jersey
- 1 Copy to Inspector Curtis Brostron, St. Louis PD, FBI NA
- 1 Copy to each of the "friendly" members of the newly designated Committee on Police Training of the IACP to be designated some time after the Dallas Convention
- 1 Copy to each of the "friendly" members of the Board of Officers of the IACP and that will at this time include practically all of them.

Respectfully,
For the Conference

Clyde Tolson

106-2554
NOT RECORDED
75 SEP 28 1949

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-7-91 BY SP3 E/def

- Tolson _____
- Ladd _____
- Clegg **cc-Mr. Mohr**
- Glavin **Mr. Clegg**
- Nichols _____
- Rosen _____
- Tracy **HHC:DMG**
- Harbo _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

52 OCT 18 1949

ORIGINAL COPY FILED IN 106-2554-28

THE DIRECTOR

August 26, 1949

EXECUTIVES CONFERENCE

SPEAKERS FOR FBI NATIONAL ACADEMY GRADUATION
SEPTEMBER 30, 1949

The Executives Conference on August 26, 1949, consisting of Messrs. Glavin, Quinn Tamm, Parsons, Carlson, Ladd, Mohr, Rosen and Clegg, considered the situation with respect to the speakers for the FBI National Academy Graduation. Attorney General J. Howard McGrath has been invited, and also Vice President Barkley. The latter is uncertain, as yet, as to his ability to accept and will delay giving notification.

In the event a vacancy occurs and there is a need for a speaker, the Executives Conference unanimously approved, in the order named, the following to be invited:

1. Chief Justice Fred M. Vinson
2. Secretary of Navy Frances P. Matthews

Other names given consideration were as follows:

U. S. District Judge Harold Kennedy, Brooklyn
 Senator Irving M. Ives, New York
 Secretary of Labor Maurice J. Tobin
 Chaplain of the U. S. Senate, Rev. Frederick Brown Harris
 of the Foundry Methodist Church
 Monsignor Cartwright of Washington
 Senator Millard E. Tydings, Maryland
 Eddie Rickenbacker

These latter names are listed in the event the two recommended above are not approved.

Respectfully,
For the Conference

Glyde Tolson

323,013
 ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED
 DATE 5-6-91 BY SP5/dfg

- Tolson _____
- Ladd _____
- Clegg cc: Mr. Clegg
- Glavin cc: Mr. Mohr
- Nichols _____
- Rosen _____
- Tracy HHC:dgh
- Harbo _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

152 OCT 4 1949

66-2554-
 NOT RECORDED
 75 SEP 21 1949

ORIGINAL COPY FILED IN

THE DIRECTOR
THE EXECUTIVES CONFERENCE

September 12, 1949

The Executives Conference of August 30, 1949, consisting of Messrs. Ladd, Clegg, McGuire for Nichols, Carlson, Mohr, Fletcher, Harbo, and Glavin, considered a suggestion submitted by James E. Wallace, Special Agent in the Atlanta Division, to the effect that when new credentials are issued to Special Agents of the Bureau that the words "Special Agent" appear under the written signature of the Special Agent rather than the word "signature."

A sample of the Agent's credential card is attached hereto. It will be noted that the top portion of the card states that the individual carried on the card whose signature and photograph appear thereon is a regularly appointed Special Agent. The Conference does not feel, therefore, that any change should be made in the bottom portion of the card for the purpose of retaining the word "signature" and replacing it by the words "Special Agent."

Respectfully,
For the Conference

Clyde Tolson

CC - Mr. H. H. Clegg
Mr. J. P. Mohr

WRB:tgk

RECORDED - 5

INDEXED - 5

166-2554-9369

17 SEP 1949

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-6-91 BY sp5 eif/deg

- 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 _____

506

SEP 21 1949

THE DIRECTOR
THE EXECUTIVES CONFERENCE

September 16, 1949

W

The Executives Conference of September 15, 1949, consisting of Messrs. E. J. McCabe for Rosen, Fletcher, H. H. McCabe for Clegg, Carlson, Mohr, Parsons for Harbo, Tracy, and Glavin, considered the attached suggested Bureau Bulletin to all investigative employees concerning liberalized retirement benefits for FBI Investigatory personnel, and recommended approval.

For the Director's information, this Bulletin advises that under an amendment under the present Retirement Act, investigative employees of the Bureau can compute retirement benefits on any five consecutive years of allowable service rather than the five years next preceding the date of their retirement.

Respectfully,
For the Conference

Clyde Tolson

cc - Mr. H. H. Clegg
Mr. J. F. Mohr

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-12-91 BY SP-3 w/dcg

WAG: tgh

RECORDED - 28

INDEXED - 28

66-2554-7370
1949
SEP 21

- 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 _____

54 SEP 22 1949

THE DIRECTOR

9/15/49

THE EXECUTIVES CONFERENCE

ATOMIC ENERGY ACT - APPLICANT INVESTIGATIONS
AVAILABILITY OF INFORMANTS

Atomic Energy Informants

The Executives Conference today unanimously approved the attached Bureau Bulletin instructing the field to include statements in AEA reports concerning availability and willingness to testify of informants, who furnish disloyal or subversive derogatory information regarding AEA Applicants.

Those in attendance at the Conference were Messrs. Carlson, Glavin, Fletcher, Mohr, Parsons for Harbo, H. H. McCabe for Clegg, Tracy, and E. J. McCabe for Egan.

Respectfully,
For the Conference

Clyde Tolson

ENCLOSURE
Attachment

Knd

Rjm

323 013
5-6-91
Sp. Tolson/Knd

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F B I
U.S. DEPT. OF JUSTICE

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INDEXED - 195
RECORDED - 126

166-2554-7371
F B I
4 SEP 21 1949

wrl

- 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 _____

51 SEP 23 1949

THE DIRECTOR

September 16, 1949

THE EXECUTIVES CONFERENCE

The Executives Conference of September 15, 1949, consisting of Messrs. ^{Michale} J. McCabe for Rosen, Fletcher, H. H. McCabe for Clegg, Carlson, Mohr, Parsons for Harbo, Tracy, and Glavin, considered a communication received from the SAC at San Antonio, Texas, concerning City Directories.

The Conference was advised that William O. Harwell, Manager of the Chamber of Commerce at Austin, Texas, had advised the SAC at San Antonio that the Chamber of Commerce in Austin, Texas, over the past 3 1/2 years had collected approximately 6,000 or 7,000 City Directories from cities, both large and small, all over the United States. He further advised the SAC at San Antonio that it has now become necessary for the Chamber of Commerce to vacate the premises where these City Directories are stored and he desires to give these Directories to the Bureau if they would be of any value.

The Conference does not feel that these Directories would be of any value and recommends that the attached communication go forward to the SAC at San Antonio instructing him that Harwell should be thanked for his offer but it should be pointed out to him that the Directories would be of no particular value to the Bureau.

Such a communication is attached hereto should the Director agree with the Conference's recommendation in this particular matter.

Respectfully,
For the Conference

Clyde Tolson

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-16-91 BY SP-5 e/dcg

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

RECORDED - 41
INDEXED - 41

166-2554-7372

54 SEP 22 1949

THE DIRECTOR

9/21/49

THE EXECUTIVES' CONFERENCE

GENERAL CRIMINAL INVESTIGATIONS

The Executives Conference today with Messrs. Tolson, Ladd, Carlson, Clegg, Fletcher, Glavin, Mohr, Nichols, Nease, Tracy, and Rosen in attendance approved the attached letter to all SAC's, requesting that an analysis and comparison be made of the accomplishments in the field in each criminal violation during the past two fiscal years and that the Bureau be advised by letter prior to October 15, 1949, as to any explanation for the decrease in each violation and as to the plans formulated for insuring the proper handling of each violation during the current year. If the accomplishments reflect an increase in particular violations which may be attributed to a procedure initiated or in operation in any office, they are being requested to furnish the details to the Bureau for consideration, as the same procedure may be utilized to advantage in other offices.

Respectfully,
For the Conference

Clyde Tolson

AR:WM
Attachment

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-16-91 BY Sp5 cjd/deg

RECORDED - 41

INDEXED - 41

66-2554-7373

SEP 28 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 _____

58 SEP 30 1949

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71 9 13 AM '49

THE DIRECTOR

9-23-49

Executives Conference

The Executives Conference on September 22, 1949, with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Carlson, Ladd, Nichols, Fletcher, Rosen and Clegg present, considered the matter of FBI teams participating in firearms shooting contests under the FBI's name and had in mind particularly the group of Agents from New York who would be entered as the Peekskill Gun Club in the Marine Pistol Matches to be held October 7 - 9, 1949.

It was the unanimous opinion of the members of the Conference that Special Agents participating in this contest should be informed that they may reside at the FBI Academy during the contest if they so desire. All of the members of the Conference, except Mr. Clegg, were in favor of the Bureau participants in this contest participating under the name of the FBI as a team or as employees of the FBI. It was felt that subsequent contests should be judged on their individual merits before approval is given for such official participation.

Mr. Clegg was opposed to official participation under the name of the FBI since the public expects the FBI to win and when they do it is expected. When they don't it is disillusioning and does not improve the prestige of the Bureau.

There is attached hereto a letter to the New York Office consistent with the views of the majority, if the Director approves.

Respectfully,
For the Conference

Clyde Tolson

Attachment

- Tolson
- cc - Mr. Mohr
- Ladd
- Mr. Clegg
- Glavin
- Nichols
- Rosen
- Tracy
- Harbo
- Mohr
- Tele. Room
- Nease
- Gandy

HHD-DMG

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/16/91 BY SP3C/deg

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INDEXED - 41

166-2554-7374
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SEP 30 1949

THE DIRECTOR

October 23, 1959

THE EXECUTIVE CONFERENCE

~~CONFIDENTIAL~~

The Executive Conference, consisting of Messrs. Tolson, Boardman, Casper, Nichols, Mohr, Harbo, Tracy, Glavin, and Carlson, considered the questions presented concerning certain forms in the FBI Form Book.

Eleven forms included in the FBI Form Book include descriptions of persons. Some of the descriptions provide for "color" whereas the descriptions in some of the others provide for "race". The following forms provide for "color":

- FD-302 - Wanted Notice Request
- FD-302 - For Shipping Administration - Wanted Notice
- FD-302 - Request for Criminal Data
- FD-302 - Wanted or Cancellation Notice
- FD-302 - Confidential ID Form
- FD-302 - Civil Fingerprint Card
- FD-302 - Personnel Record Card

It was the unanimous opinion that these forms should be uniform and provide for "race", omitting "color".

The National Academy application forms presently include "race" and "nationality". It was the unanimous opinion of the Executive Conference that "race" should be omitted from all National Academy forms. It was felt that "nationality" was entirely proper in view of the fact that we do have applications from persons in foreign countries.

Respectfully,
FOR THE COMMISSIONER

Clyde Tolson

CC: Mr. Tolson
Mr. Clegg

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

RECORDED - 128

INDEXED - 128

166-2551-375
SEP 29 1959

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

EX-15

COPIES DESTROYED

THE DIRECTOR

Executives Conference

323 013

9-26-49

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-6-91 BY SP5 e/dg

On September 22, 1949, the Executives Conference, with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Carlson, Ladd, Nichols, Fletcher, Rosen and Clegg present, considered the suggestion of Supervisor W. C. Sullivan on the Communist Research Desk. Following Mr. Sullivan's appearance before the IACP in Dallas, Texas, and the universal acclaim which his talk received, Mr. Sullivan submitted a suggestion that a one-day conference be held in each Field Division to which all Sheriffs, local and state officers would be invited and that the conference on that day would be devoted to a thorough indoctrination on the purposes, the fallacies, the tactics and law enforcement procedures relating to Communism. He felt that lectures explaining first what Communism is, then showing just why it was a false and weak doctrine, the tactics and devices Communists use regularly against the police and how the police should proceed and conduct themselves would be the major part of the day's program. The information given would be solely that which is of public record and which is not open to controversy. He believes that a brief, practical working manual could be prepared in the Bureau which could be distributed to local and state police heads on the subject of Communism and the action which they should take.

ON COMMUNISM

He believes that this is desirable because of the keen desire for knowledge and information on the part of the police, because the Bureau is the coordinating agency in this field, because it would acquaint the police sufficiently with the subject matter so that they would not interfere or seriously hamper the Bureau's work or wander into the field indiscreetly and it would further be to the Bureau's advantage to assume active leadership at this time.

This matter was considered at the Executives Conference and the counter suggestion considered of preparing at the Bureau a manual to be used as a guide for Bureau representatives only and that selected representatives of the Bureau in each division be authorized at the regular annual conferences of police, attended largely in the future by police executives only, to give a total of 3 hours indoctrination of the type suggested to those attending police conferences which will probably be held in 250 to 300 cities of the United States at closed meetings.

EX-15 RECORDED - 128 INDEXED 66-2554-17376 OK

Messrs. Tolson, Mohr, Ladd, Fletcher and Rosen were opposed to taking any action of the type suggested. They felt that Special Agent Sullivan could probably handle this matter appropriately before one or two meetings, but the Bureau could not afford to take chances on 50 or more of its employees making indiscreet remarks and embarrassing the Bureau with the State Department, international relationships, and otherwise.

- Tolson
- Ladd
- Clegg
- Glavin
- Nichols
- Rosen
- Tracy
- Harbo
- Mohr
- Tele. Room
- Nease
- Gandy

I agree. I do think we might have Sullivan appear before representative groups such as law enforcement, professional

newspaper, news in closed meetings & give talk at

HNC:DMG

Memorandum for the Director

Mr. Nichols was in favor of a manual on the subject of Communism being prepared and then being given very limited distribution similar to the manual on Plant Protection during World War II and that this manual would set forth the information properly organized and edited, of the type Mr. Sullivan suggested be included in addresses before the closed meetings of the FBI Law Enforcement Conferences.

Messrs. Glavin, Tracy, Harbo and Clegg recommended that the subject of Communism be covered along the lines suggested by Mr. Sullivan as a principal feature of the next series of Annual Law Enforcement Conferences held throughout the Field; that the meetings or conferences be closed sessions as they already are; that the Bureau carefully select from the SAC's ASAC's, police instructors and Communist Supervisors those who are best able to represent the Bureau before such conferences, one being designated for each Field Division and that these Bureau representatives either be brought to Washington to attend an In-Service School and be held over 1 day for thorough indoctrination or else that detailed instructions be prepared in writing and sent to them.

Respectfully,
For the Conference

Clyde Tolson

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

THE DIRECTOR

September 29, 1949

THE EXECUTIVES CONFERENCE

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-6-91 BY SP5 CWT/4

The Executives Conference of September 22, 1949, consisting of Messrs. Tolson, Tracy, Mohr, Carlson, Nease, Ladd, Clegg, Fletcher, Rosen and Glavin, again considered the distribution of the investigative work in the El Paso Division to determine whether it would be to the advantage of the Bureau to establish a field office covering the state of New Mexico.

The Conference was advised that as of September 12, 1949, the present El Paso Division had 1058 cases pending. Of this number 425 cases were pending in that portion of the state of Texas covered by El Paso and the remaining 633 cases were pending in the state of New Mexico. Of the 425 cases pending in the Texas portion of the El Paso Division, 415 were general cases and 10 AEA cases. In New Mexico, 467 of the 633 cases pending were of a general type and 166 were AEA investigations.

From the above it will be noted that more than 50 per cent of the work of the El Paso Division is in the State of New Mexico. At the present time there are 22 Special Agents and 5 clerical employees assigned to full-time duties in the state of New Mexico. Of this number, 7 Special Agents, 2 stenographers and 2 typists are assigned to the Santa Fe sub-office; 12 Special Agents and one clerk are assigned to Albuquerque and 3 Special Agents to Los Alamos. An Assistant SAC has been assigned to the sub-office at Santa Fe and supervises the work of the personnel in the state of New Mexico.

There are attached hereto two maps - one of the state of Texas which shows the El Paso Division in the State of Texas in red; the other a map of the state of New Mexico.

By referring to the map of New Mexico it will be noted that 223 cases are pending in the county in which Albuquerque is located; 131 cases pending in the adjoining Santa Fe County; 32 cases are in the adjoining Sandoval County in which Los Alamos is located. The remainder of 633 cases are scattered throughout the state.

The Conference is of the opinion that sufficient work is pending in the El Paso Division at this time to subdivide the

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

CC - Mr. Clegg
Mr. Mohr

RECORDED - 128

INDEXED

66-2554-7377

OCT 5 1949

MEMO FOR THE DIRECTOR

territory, having El Paso handle the Texas portion of the present El Paso Division and a new office be opened in New Mexico to handle the work arising in that state.

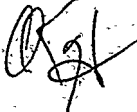
For the information of the Director, the following present offices have less than 425 cases pending at this time: Anchorage, Honolulu, Norfolk and San Juan. The El Paso Division if it handled all of the Texas portion of its present territory would have 425 cases pending. The present Knoxville Division has 433 cases pending. With reference to the portion covering the New Mexico Office, that office would have 633 cases pending and would be a larger office from the cases pending standpoint than Albany, Birmingham, Buffalo, Little Rock, Louisville, Mobile and New Haven.

The Conference, with the exception of Mr. Tracy, recommends that consideration be given to securing space in the city of Albuquerque, the largest city in New Mexico, and to the establishment of an Albuquerque Division to handle all work in the state of New Mexico. The majority of the Conference recommends Albuquerque due to the fact that a greater part of the work in New Mexico is pending within the Albuquerque area; and because there are twelve Agents and one clerk assigned to Albuquerque at this time while Santa Fe, which is sixty miles northeast of Albuquerque and has slightly more than one-half as much work as is presently handled out of Albuquerque, has only seven Agents and four clerical employees assigned thereto. Albuquerque has a population of approximately 100,000 people and Santa Fe has a population of approximately 30,000.

Mr. Tracy recommends that the New Mexico headquarters office be established at Santa Fe rather than Albuquerque since Santa Fe is the capital city of New Mexico; the state offices are there; it is the headquarters for the State Police, and that the space we occupy at Santa Fe is Federal space and Federal space is not available in Albuquerque. It was further pointed out that SAC Brown of the El Paso Division has stated that it would be difficult to obtain suitable commercial space at Albuquerque at the present time.

Should the Director agree with the majority of the Conference's recommendation that an office be established at Albuquerque, New Mexico, immediate instructions will go forward to the SAC at El Paso instructing that he make a confidential space survey at Albuquerque immediately to ascertain whether space can be secured for the opening of an office there.

Respectfully,
For the Conference


Clyde Tolson

THE DIRECTOR
THE EXECUTIVES CONFERENCE

September 29, 1949

W

The Executives Conference of September 22, 1949, consisting of Messrs. Tolson, Tracy, Mohr, Carlson, Nease, Clegg, Fletcher, Ladd, Rosen, and Glavin, considered a suggestion submitted by Matthew T. O'Dell, Radio Communications Officer of the Butte Division, to the effect that to prevent inaccurate duplication of inventory records, the Field Office make an original and one carbon copy of the page of the inventory form on which any new inventory is made, submit the original page to the Bureau along with the receiving slip, and file the carbon copy in the Field Office inventory file.

Mr. O'Dell feels that by preparing the new inventory page, the entries on the pages would not become crowded, they would be more readily understandable, and would make easier the work both at the Seat of Government and in the Field in the handling of inventory matters.

The Conference was advised that the employee in the Administrative Division who handles inventories disagrees with the suggestion because:

1. It would be a duplication of work for the Field Offices.
2. Field Offices have been previously advised to leave ample space on the inventories for additions throughout the year. There are no difficulties being experienced in the Bureau with this particular item.
3. If this suggestion were followed, since the Field Offices sometimes have three, four or more additions on one page throughout an inventory period, it would mean that they would have to retype these pages three or more separate times.

The Conference, after consideration of the suggestion, is opposed to its adoption.

RECORDED - 33
166-2554-7378
F B I
12 OCT 4 1949
Respectfully,
For the Conference

Clyde Tolson

523 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-2-81 BY SP-5 JF/BJ

- 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

54 OCT 5 1949

cc - Mr. H. H. Clegg
Mr. Mohr

WRG:tgh

THE DIRECTOR

9-28-49

Executives Conference

The Executives Conference on 9-22-49, with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Carlson, Ladd, Nichols, Fletcher, Rosen and Clegg present, considered the matter of police training films which was discussed at the IACP Conference in Dallas. Superintendent Lou Smith attached to the Police Chief's Office in Kansas City, Missouri, had presented an extensive memorandum showing the estimated cost of the production of 26 training films plus 20 slide films. The original production cost of \$150,000 was estimated and then he proposed the IACP collect from various departments funds to pay for the production cost and then purchase prints of the films for sale at a profit with the hope that the IACP would eventually make money on the deal.

The attached memorandum prepared at Dallas during the Convention reflects that 7 Committee members were to be appointed to study this problem and to make a report. Garrison, who appointed the first 3 members, designated H. H. Clegg as Chairman of the Committee and Chief Gleason, the new President, will designate the 4 additional members.

Mr. Nichols made the suggestion that the FBI should take the lead in this matter which was then discussed at the Executives Conference.

It was recommended that the Bureau again solicit bids for the complete production of 3 training moving picture sound films, concerning which the background or basis for script material has already been prepared in the Bureau. These films would be on defensive tactics, interviews and firearms. After the originals of these films have been produced, in the event bids are accepted, there will then arise the probability of purchasing 48 copies for the continental Field Offices to be used in Field training if the pictures are considered acceptable for this purpose. This was recommended unanimously by the Executives Conference.

Respectfully,
For the Conference

Clyde Tolson

Attachment

- Tolson
- Ladd cc-Mr. Mohr
- Clegg Mr. Clegg
- Glavin
- Nichols
- Rosen HHC:DMG
- Tracy
- Harbo
- Mohr
- Tele. Room
- Nease
- Gandy

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OCT 5 1949

51 OCT 7 1949

THE DIRECTOR

9-26-49

Executives Conference

Applicants for

Hydra The Bureau is in receipt of a letter from the Chief of Police of the Island of Guam requesting permission to send 4 men to the National Academy, 1 man to each session. He advised that at the present time all officers of the Civil Government are employees of the Navy Department, but in the near future they will be transferred to the Department of Interior and thus will be civilian police. The Bureau believed it was wise to first confer with Naval Intelligence about the type of candidates that might seek entrance into the Academy from Guam and Commander Wilson of the Office of Naval Intelligence stated that all prospective candidates are American Nationalists, but not citizens. Their ethnic background is largely Philippino and Spanish. All of the prospective candidates speak English and Chamorro. However, few of them think in English. It was recommended unanimously by the Executives Conference on 9-22-49, with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Carlson, Ladd, Nichols, Fletcher, Rosen and Clegg present, that applications be received from the Chief of Police at Guam in the regular manner; that the Bureau then request Naval Intelligence to conduct appropriate inquiries in the way of investigation concerning the candidates; that an invitation would be extended to the Chief of Police to send the applicant the Bureau considered best qualified and eligible and that we not agree to take more than the 1 candidate.

If this is approved, there is attached hereto a letter to Chief of Police J. P. Hackett of Guam.

Respectfully,
For the Conference

[Handwritten signature]

Clyde Tolson

66-2554-7380

Attachment
cc-Mr. Mohr
Mr. Clegg

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- Tolson _____
- Ladd _____
- Clegg HHC:DMG
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

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1 OCT 7 1949

THE DIRECTOR

10/4/49

THE EXECUTIVES CONFERENCE

Handling of Mail

The Executives Conferences of September 29 and October 3, 1949, consisting of Messrs. Tolson, Tracy, Harbo, Ladd, Clegg, Fletcher, Carlson, Rosen, Nichols, Glavin and Mohr, considered the problem with respect to the delay in promptly acknowledging correspondence. Specific instances where there had been delays up to one month in handling correspondence were pointed out to the Conference and they were advised that it was necessary that drastic steps be taken immediately to avoid a recurrence of such incidents.

The members of the Conference pointed out that at the present time on Friday of each week each division prepares a delinquency report on everything pending in the respective divisions. It was felt, however, that this report does not point up sufficiently the delinquent correspondence from outside the Bureau and the Conference was unanimous in recommending that instructions go forward to each Assistant Director that a daily report be prepared of all outside communications that require a reply to the writer of the correspondence and which communications have been in the division for two working days. The report is to be prepared in each division and is to contain correspondence on the desk of all supervisory and clerical employees as well as the Assistant Director and his Assistants and after it has been reviewed by the Assistant Director it is to be routed to Mr. Tolson for further review and action.

Should the Director approve the recommendation of the Conference, there is attached an appropriate letter to each Assistant Director setting forth the recommendation of the Conference.

Respectfully,
For the Conference

Clyde Tolson

A if actually checked up on

CC - Mr. Glegg

- 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
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THE DIRECTOR

9-28-49

Executives Conference

Police Training

The Executives Conference on 9-22-49, with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Carlson, Ladd, Nichols, Fletcher, Rosen and Clegg present, considered the question which was presented by Chief of Police Daniel Liu of Honolulu, Hawaii at the IACP Convention at Dallas. He raised the question as to who should give training to police in Radiological Safety Training in order that they might protect themselves against the radiological effects of atomic and guided missile explosives. This matter was discussed at the Executives Conference and it was unanimously agreed that the Bureau should not take any initiative in this regard, particularly at this time, that statistics have shown that practically all of those within the limited radius of an atomic explosion would be expected to be killed and that the further the distance away the smaller the percentage would be expected to die as a result of blast and radiological injuries and burns. This, therefore, appeared to be a community rather than a police problem and it was also felt that the Bureau should not institute training in this particular field of activity.

Respectfully,
For the Conference

Clyde Tolson

KH

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DATE 5-7-91 BY SP-5 wjg/ajg

cc-Mr. Mohr
Mr. Clegg

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- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

HHC:DMG

Handwritten signatures and stamps:
A large handwritten signature is written over the routing slip.
A stamp at the bottom left reads "OCT 7 1949".

THE DIRECTOR

August 11, 1949

INSPECTORS' CONFERENCE

SUGGESTION #215

EMPLOYEE: SAC R. B. HOOD, Los Angeles

LEAVE REQUESTS FOR AGENTS UNDER TRANSFER

MEMBERS PRESENT: Messrs. T. E. Naughten J. S. Egan
 H. B. Long E. J. Connelley
 K. E. Gurnea J. S. Rogers
 G. A. Nease R. T. Harbo

SUGGESTION: At present the regulations require that an Agent under transfer requesting more than three days' annual leave must obtain the approval of the SAC of the office to which he is being transferred. It has been suggested that the Bureau establish the requirement that the employee's present SAC submit, in such cases, a letter with the employee's leave slips to the receiving SAC, giving the date the employee entered on duty, the amount of accrued annual leave he has, when he took his last vacation, and the SAC's recommendation as to whether or not the leave request should be approved or disapproved.

It was pointed out that the notice of transfer which the SAC receives, advising that the Agent is under transfer to his office, does not furnish any background information concerning the Agent, and when the leave slips are received requesting annual leave in excess of three days, the new SAC has no information on which to base his decision as to whether or not the leave should be granted. It was further observed that there are cases of an Agent's making unusual requests for annual leave when he has been in the field less than a year, when old Agents are unable, because of the press of business, to take the amount of leave being requested by new Agents. There are also instances of an employee's having had his annual vacation and then getting a transfer and requesting an additional vacation from his new SAC.

INSPECTORS' CONFERENCE RECOMMENDATION: The Inspectors' Conference unanimously approved the suggestion that the information concerning the leave status of the employee under transfer be forwarded by letter to the new SAC in connection with any request for leave in excess of three days. The Inspectors' Conference was unanimously opposed to an alternate suggestion that a special form be devised for this use in lieu of a letter. The Conference felt that such situations arise relatively infrequently and that a special form is unnecessary.

EXECUTIVES' CONFERENCE CONSIDERATION: Unanimously concurred with Inspectors' Conference on August 18, 1949; present: Messrs. Ladd, Glavin, Carlson, Mohr, Nichols, Rosen, Tracy and Harbo.

Respectfully,

For the Conference

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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

OCT 18 1949

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The Director

June 29, 1949

Executives Conference

~~ALL INFORMATION CONTAINED
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EXCEPT WHERE SHOWN
OTHERWISE~~

The Executives Conference, consisting of Messrs. Tolson, Rosen, Nease, Fletcher, Clegg, Ladd, Mohr, Harbo, Tracy, Glavin and Nichols, considered the following matters that arose as a result of the inspection of the Files Section:

1. Inspectors, recognizing the volume of work occasioned by the indexing of the loyalty forms, suggested that a further survey be made as to the use of the indexing, the cost of maintaining a list of government employees and the possibility that the Civil Service master index might be used as a basis for making a recommendation to the Attorney General for his consideration.

It was pointed out that Civil Service does not have a complete list. It was unanimously believed by the Conference that we are required to index the loyalty forms inasmuch as the Loyalty Program is a continuing proposition. Due to the shortage of personnel in the Records Section, only one-half million cards have been indexed and 1,800,000 remain to be indexed. The Conference was unanimous that no further studies need be made since this program was initiated on a ruling of the Attorney General.

2. The Conference considered the indexing of the membership of the Nazi Party outside of Germany, but pointed out that the Government Printing Office had compiled a list of names of members of the Nazi Party residing outside of Germany and Austria which was secured by the Army after their entrance into Berlin.

The Conference was unanimous that members residing in the United States should be indexed. This project has been completed. The Conference was of the same taken that indexing of members of the Nazi Party not residing in the United States should be discontinued. The main argument for the indexing project is for checking names for the Displaced Persons Program, but the Senate document is a public document and available to the State Department and certainly they can check it if we can.

- 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
cc: Mr. Mohr

LBN:dmh:hmc

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June 29, 1949

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3. The New York Office secured names of 14,000 individuals who filed nominating petitions designating Simon W. Gerson as Communist Party candidate for City Councilman in Brooklyn. It was previously recommended that these names be indexed on the basis that the Attorney General had advised that the signing of a Communist Party petition in and of itself constituted sufficient basis for the initiation of a full field loyalty investigation. The petition is a petition circulated in the year 1948.

In this connection, it was pointed out that the Conference on February 10, 1948 declined to recommend the indexing of the names of signers of nominating petitions submitted by the Philadelphia Office going back to 1940 and the Philadelphia Office was advised that they did not desire these lists to be furnished the Bureau.

The Inspectors recommended that names appearing on mailing lists, subscription lists or Communist Party petitions should be indexed in the field office and not at the Seat of Government. Obviously, if we index for one office we should index for all offices. We have reached the point where we should curtail to that which is necessary for the index is becoming too unwieldy.

The Executives Conference after careful consideration is of the opinion that the names of persons on nominating petitions should not be forwarded to the Seat of Government; however, they should be indexed in the field office. It was pointed out that only the names and addresses appear on nominating petitions and experience has demonstrated that the mere fact that a name is on a petition does not necessarily mean that the individual signed it and accordingly the Conference felt such names should be indexed in the field office concerned.

4. Subscription lists of the Daily Worker and Daily People's World have been submitted. These lists contain approximately 22,500 names. On November 12, 1948, the Conference unanimously agreed that the subscription list of the Daily Worker should be indexed. On December 22, it was recommended that the People's World subscription list be indexed. ~~(X)~~

The Inspectors recommended that the subscription list of the Daily Worker and the Daily People's World not be indexed but be indexed in the field office. The Conference concurred but recommended that New York and San Francisco be instructed to furnish names of persons not residing in those divisions on the lists to the appropriate divisions, where they can be indexed. ~~(X)~~

Memorandum to the Director

June 29, 1949

~~CONFIDENTIAL~~
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It was pointed out that the fact that a name appeared on the subscription list was not sufficient to open a loyalty investigation. It is also known that numerous individuals subscribe to these publications merely to keep in touch with the publication. (X)

When the foregoing recommendations are approved, appropriate instructions will be prepared.

Respectfully,
For the Conference

Clyde Tolson

OK
H

~~CONFIDENTIAL~~

THE DIRECTOR

June 29, 1949

THE EXECUTIVE CONFERENCE

45939

hm

The Executive Conference consisting of Messrs. Tolson, Egan, Nease, Fletcher, Clegg, Ladd, Mohr, Harbo, Tracy, Glavin and Nichols considered certain observations and recommendations of the Inspector's in regard to the handling of the newspaper clippings.

After discussing the various ramifications the Executive Conference was of the unanimous belief that the restatement and enforcement of existing rules is all that is necessary. The restatement of rules is attached.

Respectfully,
For the Conference

Glyde Tolson

hm

CC: Mr. E. T. Clegg
Mr. Mohr

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EX-18

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EX-18

- 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 _____

OCT 27 1949

W
THE DIRECTOR

9/23/49

THE EXECUTIVES CONFERENCE

45938

The Executives Conference consisting of Messrs. Tolson, Callahan, Harbo, Mohr, Ladd, Nichols, Clegg, Fletcher, Rosen and Tracy, considered the General Appearance Form used by the Identification Division in making general appearance searches in the Single Fingerprint Section.

A new form, a copy of which is attached hereto, was unanimously recommended by the Conference. If approved, this form will be printed and furnished to all field offices today with instructions to destroy all copies of the old form, FD-30.

Respectfully,
For the Conference

Clyde Tolson

CC - Mr. Clegg
Mr. Mohr

SJT:DV

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3-1-49 J. S. Clegg

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

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