

The Director

December 19, 1950

The Executives Conference

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/13/91 BY SP-5 ci/07c

The Executives Conference of December 15, 1950, consisting of Messrs. Ladd, Nease, Nichols, Belmont, Clegg, Parsons for Harbo, Mohr, Tracy, Rosen and Glavin, considered a communication submitted by the SAC at Saint Louis, wherein he requests advice as to whether an additional emergency generator should be purchased for his office. It was pointed out that he has on hand an emergency generator at the office at the present time. This generator is sufficient to take care of the radio transmitter, the associate receivers for the transmitter and lighting facilities for the radio transmitter room. It is not sufficient to take care of the rest of the quarters occupied by the Saint Louis Office.

The Conference does not feel that an additional generator is necessary for the remainder of the Saint Louis Office. It is pointed out that in case of acute emergency where regular electrical current is cut off, other lighting facilities could be utilized by the Saint Louis Office in its emergency operation quarters.

Should the Director agree, the attached communication should go forward to the SAC at Saint Louis.

Respectfully,
For the Conference

Glyde Tolson

RECORDED - 65
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NOV 21 12 57 PM '50
U. S. DEPT. OF JUSTICE

66-2554-8371

DEC 27 1950

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

REG:VH

Attachment

- Tolson
- Ladd
- Clegg
- Glavin
- Nichols
- Rosen
- Tracy
- Harbo
- Belmont
- Mohr
- Tele. Room
- Nease
- Gandy

52 JAN 8 1951

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THE DIRECTOR

12-19-50

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 6/13/91 BY SP-5 CIB/HF

The Executives Conference of December 15, 1950 consisting of Messrs. Ladd, Nease, Sizoo, Clegg, Belmont, Mohr, Parsons (for Harbo), Nichols, Rosen and Glavin considered a suggestion submitted by Mrs. [redacted] a new employee assigned to the Administrative Division, regarding the fingerprinting of all United States passport applicants.

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Mrs. [redacted] suggested that as an other security measure the Bureau consider the fingerprinting of all applicants for United States passports and that these fingerprints be retained on file in this Bureau. She points out that in the event such passports are lost or stolen abroad this would establish beyond any doubt the identity of the person requesting a duplicate passport and would expedite the issuance of same. She further pointed out in cases in which persons enter the United States illegally with a forged American passport or false documents, a file with a corresponding set of fingerprints for each passport issued might help the Bureau apprehend such persons more easily.

It was pointed out to the Conference that at the present time passports issued to American citizens do not contain fingerprints. The passport application does have one single fingerprint impression and this passport application is retained in the files of the Passport Division of the State Department. The Conference does not feel that it would be desirable to initiate a program at this time for the fingerprinting of all American citizens securing passports, such fingerprints to be filed in the Bureau's Identification Division files for future identification since it is felt that appropriate identifying material is presently on hand in the State Department to permit that agency to properly identify the holder of any United States passport in the event there is any question as to the correct identity of the individual in question.

Should the Director agree the attached letter will go forward to Mrs. [redacted]

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b7C

Respectfully,
For the Conference

- Tolson _____
- Ladd _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Glavin _____
- Director _____

RECORDED 65
Blyde Tolson 66-2554-8372

JAN 8 1951

EX-123

THE DIRECTOR

12/27/50

THE EXECUTIVES CONFERENCE

PROBATION VIOLATORS

On December 27, 1950, the Executives Conference considered the feasibility of contacting United States Probation Officers in order to insure that they are promptly referring cases of probation violators to the field divisions.

The Conference, with Messrs. Ladd, Mohr, Clegg, Tracy, Sizoo, Callahan for Glavin, McGuire for Nichols, Parsons for Harbo, Henrich for Belmont and Hargett for Rosen in attendance, unanimously recommended that the attached letter to all Special Agents in Charge go forward.

Respectfully,
For the Conference

Clyde Tolson

Attachment

cc-Mr. Clegg
Mr. Mohr

EEH:LS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/13/91 BY SP-5 CIP/BJ

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- Tolson _____
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- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

RECORDED - 107

1-71

166-2554-8373
JAN 4 1951

65 JAN 6 1951

THE DIRECTOR

12-27-50

JOINT COMMITTEE

SAVINGS: None
AWARD: None

SUGGESTION #601
ASAC ARTHUR T. POTTER
BIRMINGHAM OFFICE
COMMUNICATIONS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/13/91 BY SP-5 C/BH/C

MEMBERS PRESENT: Messrs. R. T. Harbo
H. H. Clegg
E. Scheidt
S. K. McKee

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SUGGESTION: (1) The employee suggests that, when a telegram is received from a Special Agent away from the headquarters city and based upon it another telegram is to be dispatched to another Field Office; or, if a wire is received from a Field Office and based on it a telegram is to be dispatched to a Resident Agent, that the address on the incoming telegram be marked through and the new address be added so that it will be unnecessary to re dictate these communications. It was argued that this would save retyping and prevent 2 serials getting into the files where 1 would suffice.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

This would mar the appearance of the file. It is almost always necessary to make additions or amendments to the incoming wire. Nothing would be gained of a substantial nature and the file would be cluttered up with communications over which a lot of longhand notations are made which are not later intelligible, making the whole suggestion highly undesirable.

SUGGESTION (2)

The suggestion was made that, in those instances where the teletype form is dictated and typed and where the same message is to be sent to 2 or more offices not on the same direct line, only the original teletype form be prepared, addressed to all of the offices concerned, but the words "send separately" be added to the message for control purposes. This suggestion is for the purpose of saving stenographic, typing and clerical time and to reduce the number of serials in the file.

RECORDED - 76

Mr. L. R. McCoy of the Communications Section advises that the decision as to whether teletype should be

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- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Belmont _____

Mohr _____
Tele. Room _____
Nease _____
Gandy _____
Attachment
cc - Mr. Mohr
Mr. Clegg
HHC:DMG

EX-100

JAN 4 1951
14

2554-8374

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JAN 5 1951

sent separately or as a conference message is more within the experience of the Teletype Operator; and the Agents dictating and the stenographers transcribing it would not always know whether they should be sent separately or as a conference message. These are decisions which should be made by the Teletype Operator and the messages to more than one office should be typed on but a single form.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee agrees with Mr. L. R. McCoy that there should be no requirement that the words "send separately" be dictated by the Agent or be placed on the communication by the stenographer but did unanimously agree that identical messages should be typed on but one form and the method of transmittal, whether by conference or separately, would be based upon the instructions already issued to Teletype Operators. In view of the likelihood that this suggestion was based on observations of unnecessary duplicate typing, the attached Letter to All SAC's was recommended.

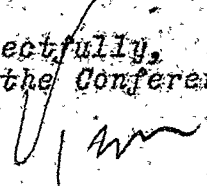
EXECUTIVES CONFERENCE CONSIDERATION:

On 12-27-50; the Executives Conference considered the above suggestions, with Messrs. N. P. Callahan, S. J. Tracy, D. J. Parsons, Ladd, L. L. Laughlin, E. E. Hargett, J. A. Sizoo, J. J. McGuire and Clegg present.

As to Suggestion (1), the Conference recommended unanimously unfavorable.

As to Suggestion (2), the Conference unanimously agreed with the Joint Committee and approved the SAC Letter attached.

Respectfully,
For the Conference


Clyde Tolson

THE DIRECTOR

12-27-50

EXECUTIVES CONFERENCE

TRAINING - POLICE SCHOOLS
SCIENTIFIC AIDS IN CRIMINAL INVESTIGATION

The Executives Conference on 12/22/50, with Messrs. Glavin, Tracy, D. J. Parsons (for Harbo), Mohr, Belmont, Ladd, J. J. McGuire (for Nichols), J. A. Sizoo, E. E. Hargett (for Rosen), Nease and Clegg present, unanimously recommended that the attached Letter to All Special Agents in Charge concerning the use of the printed material entitled "Scientific Aids In Criminal Investigations" and which submits this pamphlet to the Field be approved. It should be noted it authorizes the distribution of copies of this pamphlet to each law enforcement agency attending police schools but not to each student. The pamphlet is to serve as an aid and a guide in the identification, preservation, wrapping, packing and transmittal of material to the Laboratory.

Respectfully,
For the Conference

[Signature]
Clyde Tolson

Attachment

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/13/91 BY SP-5 *[Signature]*

cc-Mr. Mohr
Mr. Clegg

HHC:DMC

[Signature]

- Tolson _____
- Ladd _____
- Clegg _____
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- Nichols _____
- Rosen _____
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- Belmont _____
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- Tele. Room _____
- Nease _____
- Gandy _____

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66-2554-8375
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5 JAN 5 1951

THE DIRECTOR

12-28-50

0 EXECUTIVES CONFERENCE

LOCATION OF MILITARY RECORDS

On 12-28-50, the Executives Conference, with Messrs. Glavin, Tracy, Parsons, Mohr, Ladd, Nease, McGuire, Sizoo, Laughlin, Hargett and Clegg present, unanimously approved the attached Bureau Bulletin showing the location of Post Exchange employment records at Kansas City and CGC records for Hawaii are available in Washington, D. C.

Respectfully,
For the Conference

Clyde Tolson

Attachment
cc-Mr. Mohr
Mr. Clegg

HHC:DMG

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/13/91 BY SP-5 ci/ptk

RECORDED - 78

INDEXED - 78

66-2554-8376

DEC 29 3 53 PM '50
EX-113
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JAN 25

52 JAN 8 1951

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

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The Director
The Executives Conference

12-29-50

The Executives Conference of December 26, 1950 consisting of Messrs. Ladd, Belmont, Clegg, Sizoo, Hargett (for Rosen), Mohr, Parsons, Tracy, Nichols and Glavin considered a letter to all Special Agents in Charge concerning voluntary overtime reports advising the various divisional offices as to errors in reports received during the past and instructing that more care be exercised in the preparation of such reports in the future.

Respectfully,
for the Conference

[Signature]
Clyde Tolson

CC: Mr. Mohr
Mr. Clegg

WRG:cr

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/13/91 BY SP-5C/DK

Tolson _____
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Nichols _____
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JAN 4 1951

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THE DIRECTOR

December 26, 1950

THE EXECUTIVES' CONFERENCE

COMMUNIST PARTY, USA - BRIEF
INFORMANTS UTILIZED AS WITNESSES
COMMUNIST PARTY TRIAL

6/13/91 58-50 bms
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-26-84 BY 8972 JOK/ab
205,723

On December 22, 1950, the Executives' Conference, consisting of Messrs. Ladd, Clegg, Glavin, Parsons for Mr. Harbo, McGuire for Mr. Nichols, Hargett for Mr. Rosen, Tracy, Mohr, Nease, Sizoo and Belmont considered a proposal that, inasmuch as the United States Attorney, Southern District of New York, has advised that continuing or discontinuing payment to informants used as witnesses at the trial of the Communist Party [redacted] should have no effect on the appeal as the final appeal arguments have taken place before the Supreme Court, appropriate steps be taken to discontinue our payments to these informants.

It was pointed out to the Conference that at the conclusion of the trial of the Communist Party [redacted] the Bureau continued payments to the informants who had been used as witnesses in order to retain control over them and to insure that they did not take any steps or make any statements that would be harmful or that could be used to the detriment of the Government's case. As a result, up to the present time we have continued payments to these informants. In view of the final appeal arguments which have taken place before the Supreme Court, the New York Office was requested to discuss the matter of continued payments to our informants for control purposes with the United States Attorney, Southern District of New York. United States Attorney Saypol stated that since final appeal arguments have taken place, continuing or discontinuing payment should have no effect on the appeal.

In this regard, one of the informants, [redacted] has indicated that she no longer desires payments and, therefore, payments to her have been discontinued. The remaining informants are:

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INFORMANTS

AMOUNT AUTHORIZED

FIELD DIVISION

[redacted]

\$160 per month
\$225 per month
COD
\$75 per month
\$100 per month
COD

[redacted]

RECORDED - 5

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- Nichols _____
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- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

The Executives' Conference was advised that it is felt that because these informants have refrained from accepting lucrative

Attached
CC - Mr. Glegg
Mr. Mohr
AHB:tlc

JAN 8 1951

EX-37
[Handwritten signatures]

MEMORANDUM FOR THE DIRECTOR

offers since the trial and for the purpose of insuring their continued cooperation in matters on which we will have to contact them from time to time, the final lump sum payment of \$500 should be authorized for each of the informants, with the exception of [redacted] and, as stated above, [redacted]. At the time the payment is made to informant, he will be advised that no additional payment will be made. It will be pointed out that the Bureau has continued to pay him for the period since the trial in recompense for his services and this final payment is further compensation for the services rendered before and during the trial. The question of whether the informant should accept any offers that might be made to him will not be brought up at the time of the payment but the field will maintain contact with the informants from time to time to insure that the Bureau's interests are protected.

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Relative to [redacted] it is felt that [redacted] was extremely cooperative and sacrificed many lucrative offers following his testimony. Consequently, it is recommended that he be contacted by the [redacted] Office and informed that if he desires to accept any offers which he has held in abeyance, the Bureau will interpose no objection. It was pointed out that Assistant Director Nichols recently talked to a representative of Cosmopolitan Magazine and informed this individual of [redacted] identity and the fact that [redacted] had been exceedingly cooperative. It was recommended that the [redacted] Office should also be advised to keep in close touch with [redacted] and, if in the near future, he does not receive any offers, the [redacted] Office should advise the Bureau and we will consider furnishing \$1,000 to him.

The Executives' Conference unanimously recommended that the above procedure be followed, that is, that \$500 lump sum payments be paid to [redacted] that no payment be made to [redacted] and that a possible payment of \$1,000 to [redacted] be held off until the extent of any offers made to him from the outside is determined. In the event you approve, a letter to the appropriate field offices is attached.

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Respectfully,
for the Conference

Clyde Tolson

T. E. DIRECTOR

December 8, 1950

THE EXECUTIVE CONFERENCE

PORTABLE FM RADIO EQUIPMENT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 6-13-91 BY SP-5 CIP/HS

On December 4 the Executive Conference, consisting of Messrs. Tolson, Ladd, Glavin, Q. Tamm, Mohr, Belmont, Rosen, Clegg, Sizoo, McGuire, Nease and Parsons, considered the recommendation of the Laboratory that six CO/CO portable FM radio transmitters and receivers be purchased.

The Bureau has in the field 300 FM walkie-talkies which are standard military units having 1/2 watt power and therefore a quite limited range. The field in several instances has requested luggage cases which would serve to assist in concealment of walkie-talkies when used on surveillances to communicate with Bureau cars. The Bureau also has 65 50-watt units weighing approximately 130 pounds which are used to communicate with Bureau cars where conditions permit the use of these units which are too bulky and heavy for concealment. The Laboratory built three 60-watt units in luggage cases which are portable and concealable. Six additional units of this type are to be constructed for the Bureau, upon receipt of parts on an outstanding order. These units cost approximately \$675 to construct.

Requests from the field have indicated a need for a unit more powerful than the 1/2 watt walkie-talkie, but not necessarily as powerful as the 60-watt unit. The CO/CO units have a power of 10 watts; are available without construction work, and are of a compact size which lends itself to concealment by placing in a luggage case.

The Conference unanimously recommends the purchase of 6 of these units (at a total cost of approximately \$2,700) which will not be permanently assigned to field offices upon their request but will be strategically located in the field and at the Bureau for assignment, as needed, to the field office upon request.

Respectfully,
For the Conference

Clyde Tolson

- Tolson FJD:AD
- Ladd Mr. Clegg
- Clegg Mr. Mohr
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Mohr _____
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- Nease _____
- Gandy _____

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JAN 5 1951

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THE DIRECTOR

December 16, 1950

THE EXECUTIVES CONFERENCE

SIGNS ON RADIO TRUCKS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/13/91 BY SP-5 C/BH

On December 16, 1950, the Executives Conference consisting of Messrs. Ladd, Clegg, Tracy, Belmont, Callahan, Hargett, Mohr, Sizoo and Parsons, considered the question of using fictitious or legitimate signs on the special radio-equipped surveillance vehicles used in the field. The New York, Chicago and San Francisco offices have small panel trucks which are equipped with radio and photographic equipment to be used in surveillances. In the past, where signs were needed as a part of the truck's disguise, fictitious names have been used. As a result of more recent developments, inquiry has been made of the three offices now using these trucks and in addition the Boston, Seattle and Detroit offices to which trucks will be assigned in the near future. San Francisco does not recommend any signs be used on the trucks; however, it should be noted that in New York signs are required.

The Boston and Seattle offices favor fictitious names. The Chicago, New York and Detroit offices recommend that legitimate signs be used and that arrangements be made with the legitimate firms through office contacts so that anyone checking on the truck will be appropriately advised. The Detroit Office advises of a recent experience wherein a Communist Party member was found to be checking license registrations.

The Conference unanimously recommends that where signs are used they be legitimate names arranged for through contact with legitimate concerns. The Conference further recommends that the license tags be obtained as in the past; that is, that the field office obtain the license tags in a manner which will permit the Bureau's being advised of any inquiries concerning the vehicle using that license plate.

Respectfully,
For the Conference

Glyde Tolson.

- Tolson
- Ladd
- Clegg
- Glavin
- Nichols
- Rosen
- Tracy
- Harbo
- Mohr
- Tele. Room
- Nease
- Gandy

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JAN 5 1951

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THE DIRECTOR

December 18, 1950

THE EXECUTIVES CONFERENCE

AUTOMOBILE RADIOS - RICHMOND DIVISION

On December 18, 1950, the Executives Conference consisting of Messrs. Ladd, Clegg, Tracy, Callahan, Belmont, Hargett, Mohr, Sizoo and Parsons, considered the request of the SAC at Richmond for three radio receivers to receive the transmissions of the Virginia State Police radio system.

The SAC advises that one receiver is desired for a car assigned to the Alexandria Resident Agency; the second receiver for a car used for road work out of the Richmond Office, and the third for a car used in the general area of the Richmond Field Office. No transmitters are requested and the three receivers will cost approximately \$600. The Conference unanimously recommends the purchase of the requested radio receivers.

Respectfully,
For the Conference

Clyde Tolson.

Handwritten initials

ALL INFORMATION CONTAINED
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DATE 4/23/91 BY SP-8/BJP

DJP:AF

cc-Mr. Clegg
Mr. Mohr

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Ladd _____
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Nichols _____
Tracy _____
Harbo _____
Mohr _____
Parsons _____
Rosen _____

RECORDED - 40

JAN 5 1951

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EX-116

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JAN 8 1951

THE DIRECTOR

December 18, 1950

THE EXECUTIVES CONFERENCE

AUTOMOBILE RADIO - SAN FRANCISCO DIVISION

On December 18, the Executives Conference consisting of Messrs. Ladd, Clegg, Tracy, Belmont, Callahan, Hargett, Mohr, Sizoo and Parsons, considered the request of the San Francisco Office for one FM transmitter to be installed in the Bureau car assigned to the Resident Agent at Eureka, California.

This Resident Agency covers very rugged territory and telephone systems are not dependable. The San Francisco Office estimates a material saving in Agent time and telephone bills in keeping in touch with their Resident Agency.

The Conference unanimously recommends the purchase of the requested radio transmitter at a cost of approximately \$250.

Respectfully,
For the Conference

Clyde Tolson

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/13/92 BY SP-5C/DMC

DJP:AF

cc-Mr. Clegg
Mr. Mohr

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- Tolson _____
- Ladd _____
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- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Mohr _____
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- Gandy _____

RECORDED - 7

JAN 5 1951

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52 JAN 8 1951

THE DIRECTOR

12-27-50

JOINT COMMITTEE

SAVINGS: None
AWARD: None

SUGGESTION #600
SA LEON H. RUMANS, N.Y. OFFICE
SUGGESTED CHANGE IN FBI HANDBOOK
RE FIELD SUBMISSION OF PHOTOGRAPHS
BY MAIL TO BUREAU

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/13/81 BY SP-5/btz

MEMBERS PRESENT: Messrs. R. T. Harbo
H. H. Clegg
E. Scheidt
S. K. McKee

The present requirement is that photographs forwarded to the Bureau, after fingerprints have been previously submitted, must be forwarded by Air Mail Special Delivery.

SUGGESTION:

The suggestion is that these instructions be changed to permit Field Offices east of the Mississippi River to send the photographs by regular mail under such circumstances and that they not be sent by Special Delivery. If there is a major case and a photograph is an urgent necessity, the Bureau can promptly communicate to the Field Office a request that it be sent by Air Mail.

JOINT COMMITTEE CONSIDERATION: Unanimously favorable.

It was felt that this would result in considerable savings in postage expense.

EXECUTIVES CONFERENCE CONSIDERATION: Unanimously favorable.

The Executives Conference on 12-28-50, with Messrs. Glavin, Tracy, Parsons, Mohr, Ladd, Nease, McGuire, Sizoo, Laughlin, Hargett and Clegg present, considered the above suggestion and recommended unanimously favorable. If approved, there is attached hereto an SAC Letter to this effect.

JAN 5 1951
U.S. DEPT. OF JUSTICE
RECEIVED DIRECTOR

Respectfully,
For the Conference

Clyde Tolson

RECORDED 74
66-2559-8385
JAN 5 1951

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

Attachment

cc - Mr. Mohr

52 JAN 10 1951
HHC:mcg

EX-71

67
THE DIRECTOR

December 28, 1950

The Executives Conference

CIVIL AIR PATROL, STATE OF TEXAS, OFFER
TO FURNISH TWO-WAY RADIO SET AND
IDENTIFICATION CARD TO AGENT PERSONNEL
DALLAS FIELD DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/13/51 BY SP-5 C. J. DTF

The Executives Conference consisting of Messrs. Ladd, Nichols, Glavin, Clegg, Belmont, Mohr, Parsons, Sizoo, Hargett, and Tracy considered an offer of the Civil Air Patrol of the State of Texas to furnish a two-way radio set to the Dallas Field Division with which contact could be had at any time with the Civil Air Authority network and to furnish identification cards to Agent personnel.

The Dallas Office advised that the Civil Air Patrol for the State of Texas, which has 5,000 private airplanes within the state, is being furnished 200 two-way radio sets by the U. S. Air Force. These radios will be on the Civil Air Authority network frequency for use in connection with Civil Air Patrol activities. One radio was offered to the Dallas Office for use in case of disaster or emergency. The Civil Air Patrol also offered to furnish one or more Civil Air Authority identification cards to Agents of the Dallas Office. These cards would entitle the bearer to ride in any CAA plane or U. S. Air Force plane. If such identification cards were desired, it would be necessary for Agents to fill out a Civil Air Patrol application.

The Conference was unanimously of the opinion that the Bureau should not accept the two-way radio set nor request the identification cards for the reason that Bureau credentials when Agents are on official business should be adequate for the purpose of securing emergency rides on airplanes of the Civil Air Patrol or the U. S. Air Force, further, that the Civil Air Patrol radio would be of no particular value in connection with the Bureau's responsibilities. In the event contact need be made with any Civil Air Patrol or Air Force plane, such contact could be made by telephone with the appropriate officials.

If the Director agrees with the views of the Conference, there is transmitted herewith a letter to the Dallas Office.

Respectfully,
For the Conference,

Clyde Tolson

Attachment

- Tolson _____
- Ladd cc - Mr. Clegg
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo SJT:edm
- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
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THE DIRECTOR

THE EXECUTIVES' CONFERENCE

December 14, 1950

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/13/91 BY SP-5 C/P/H

HANDLING OF NATIONAL DEFENSE INFORMANTS CALLED UP
FOR INDUCTION

On December 12, 1950, the Executives' Conference, consisting of Messrs. Ladd, Clegg, Glavin, Parsons (for Mr. Harbo), Nichols, Rosen, Mohr, Nease, Sizoo, and Belmont, considered the proposed SAC Letter to the field, advising of the proper method of handling informants who are called up to serve in the Armed Forces.

The Conference was advised that in accordance with prior approval the question of handling informants who are called for induction was taken up confidentially with General Bolling, of IDA, and subsequently with OSI and OHT. Thereafter, the Attorney General was advised of the arrangements perfected with the Armed Services in this respect.

It was pointed out to the Criminal Division of the Department that whenever an informant is called up for induction or called to duty as a reservist and is confronted with signing statements of a loyalty nature, this Bureau will furnish a memorandum, setting forth pertinent information regarding the informant's cooperation, to the respective branch of the Armed Services involved which will then hold the memorandum in confidence. The informant will then fill out any so-called loyalty form in the negative in so far as the form requires information as to affiliation with Communist or front organizations. Advice was requested of the Department as to whether or not such a procedure would protect the informant from prosecution in the future.

The Department has advised that the procedures agreed upon will protect the informant from prosecution, and it would be unlikely that any such case would be referred for prosecution; however, if such occurs, that a request to the Bureau for investigation undoubtedly would result in identification of the subject as one of those covered by the procedure. The Department further stated that prosecution in any such case would not be warranted because it would be contrary to the interests of the Government and because the necessary criminal intent on the part of the informant would be lacking.

The Executives' Conference unanimously recommended that appropriate instructions be given to the field in line with the above. This is accomplished by the attached SAC Letter. In the event you approve, this letter will be sent to the field.

Respectfully,
For the Conference

Glyde Tolson

66-2557-2387
JAN 5 1951
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- Tolson _____
- Ladd _____
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- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

52 JAN 8 1951

Attachment

cc - Mr. Clegg

ANB:tlc Mr. Mohr

The Director

December 12, 1950

The Executives Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/3/81 BY Sp-Sci/PTF

The Executives Conference of December 4, 1950, consisting of Messrs. Nichols, Sizoo, Clegg, Hargett for Rosen, Ladd, Belmont, Mohr, Parsons for Harbo, Tracy and Glavin, considered the following suggestion.

It was pointed out that the Bureau war plans survey instructions to the field of October 13, 1950, quoted that when a Civilian Defense office is set up in the State or headquarters city, it is believed advisable to make appropriate contacts to determine what steps are necessary to identify appropriately FBI clerical employees to insure that it would be possible for these clerical employees to reach the field office headquarters without delay in emergency situations.

It was pointed out to the Conference that at the present time the Civilian Defense organizations on the State and local levels are in the discussion and planning stage of operation. It was further pointed out that most State and Civilian Defense offices have not decided on the form of identification to be carried by individuals to permit their travel during hours of blackout or in an emergency when it becomes necessary to restrict civilian travel.

It is further pointed out that some Civilian Defense officials indicated that individual Government agencies will be requested to issue their own passes; that nothing specific insafar as controlling the movement of individuals within cities in the event of an emergency has been formulated by Civilian Defense agencies. It was pointed out to the Conference that a few FBI field offices are of the opinion that it is highly desirable that some type of identification pass for clerical employees be approved in order that steps can be taken to have a standard FBI identification card for clerical employees recognized by the U. S. Army in the event the Army should take over the defense and evacuation of certain areas in the field. It is also further pointed out that in a few instances, Civilian Defense officials have advised that in order for any person to secure an identification card from Civilian Defense agencies, these employees must possess an identification card from their own organization.

It was pointed out to the Conference that a number of SAC's have advised the Bureau in their war plans survey that they have taken temporary measures to prepare passes of the

- Tolson _____
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- Tele. Room _____
- Nease _____
- Gandy _____

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

RECORDED - 68

INDEXED - 66

166-2554-8387X

APR 5 1951

65 APR 16 1951

"To Whom It May Concern" type to cover clerical employees; that these passes will be issued during an emergency in the event the Bureau has not prepared a uniform type of pass. It was further pointed out that Seat of Government clerical employees could be authorized to exhibit their building passes to Civilian Defense employees when it would be necessary for them to proceed to their respective buildings during an emergency when the movement of civilians might be challenged and restricted.

The Conference was advised that it was not believed necessary at this time to issue identification cards to clerical employees. However, the formulation of a proposed card should be approved and prepared now so that in the event it is considered necessary to issue cards during a war emergency, each divisional office will have a uniform identification card to issue to FBI clerical employees. It was felt that the proposed card should be distinct in appearance from the many other cards that will be in use. This card should reflect at a glance that it is issued by the FBI. A sample of such card is attached hereto and it is recommended that this card for uniform issuance to Bureau clerical employees in case of emergency be approved and, if approved, that a sample of the card be furnished to each divisional office with instructions that the SAC determine from the local Civilian Defense Agency whether these cards would be recognized by Civilian Defense officials during an emergency; further, that those offices located in strategic military production areas should also determine whether these identification cards would be recognized by the armed forces during the period of enforced martial law. It is pointed out that this possibly can be handled through Army Corps areas. Where more than one field office is located in a specific military area, the field division covering the headquarters for the military area will be able to handle this matter for other field divisions involved.

It was pointed out to the Conference that these particular cards, a sample of which is attached hereto, could be prepared in the Laboratory for issuance in times of emergency.

Should the Director agree with this plan of action, appropriate steps will be taken to have the necessary cards prepared at this time, to have them properly inventoried, and forwarded to each Special Agent in Charge, who will be held responsible for the safekeeping of these passes until such time as they must be utilized in emergency situations.

~~ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE _____ BY _____~~

Respectfully,
For the Conference.

Glyde Tolson

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Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

THE DIRECTOR

12-27-50

JOINT COMMITTEE

SAVINGS: None
AWARD: None

SUGGESTION #604

EMPLOYEE: RAYMOND E. TALLEY
RADIO COMMUNICATIONS OFFICER
SPRINGFIELD, ILLINOIS, FIELD OFFICE

NOTIFICATION TO FIELD OF DEATH OF
BUREAU EMPLOYEE

MEMBERS PRESENT: Messrs. R. T. Harbo
H. H. Clegg
E. Scheidt
S. K. McKee

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/13/91 BY SP-5 [signature]

Newman,
Rm. 525

In the event of death of a Bureau employee, at present notification of such death is furnished the Field by Bureau Bulletin.

SUGGESTION:

The employee suggests instead the notification be sent by radio through the Bureau's CT radio network. This will permit any close friends of the deceased Agent to prepare more promptly messages of condolence and to send flowers. At the same time this would provide material for the daily contact and practice of the Radio Operators when such information is to be dispatched.

SAC J. B. Poster of the Springfield Office and Assistant Director W. R. Glavin of the Administrative Division concur.

JOINT COMMITTEE CONSIDERATION: Unanimously favorable.

The Joint Committee recommended unanimously favorable with reference to the above suggestion.

EXECUTIVES CONFERENCE CONSIDERATION: Unanimously favorable.

The Executives Conference on 12-28-50, with Messrs. Glavin, Tracy, Parsons, Mohr, Ladd, Nease, McGuire, Sizoo, Laughlin, Hargett and Clegg present, considered the above suggestion and recommended unanimously favorable. If approved, there is attached hereto a letter to Raymond E. Talley, Radio Communications Officer, Springfield Office, who made the suggestion.

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- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

Attachment
cc - Mr. Mohr
Mr. Clegg

HHC:DMG
52 JAN 8 1951

Respectfully,
For the Conference

Glyde Tolson

62-54-83
JAN 5

cc: Mr. Ladd
Mr. Rosen
Mr. Hargett
Mr. Stetter

December 13, 1950

The Director
The Executive Conference
Criminal Informants

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/13/98 BY SP-10 DJR

The attached SAC Letter provides for the submission of a brief description of each criminal informant who can be used outside the territory of the field division now contacting him.

BACKGROUND:

There are numerous informants like [redacted] who could be sent almost anywhere in the United States on an important case. He should prepare a list of these informants and include it in a Bureau Bulletin so that all offices will be aware of these informants and will consider contacting them when cases arise which warrant that action. If this procedure is approved, such a Bulletin will be prepared as soon as complete returns from the field are received.

b6
b7C
b7D

Unanimously approved by the Executives Conference on December 14, 1950, with Messrs. Parsons, Nease, Ladd, Clegg, Nichols, Mohr, Belmont, Tracy and Rosen in attendance.

Respectfully,
For the Conference

Attachment

cc: Mr. Clegg
Mr. Mohr

Clyde Tolson

CGS:jcs/jh

- Tolson _____
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- Tracy _____
- Harbo _____
- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

RECORDED - 5

66-2554-2389

JAN 5 1951

EX-37

52 JAN 8 1951

THE DIRECTOR

December 27, 1950

THE EXECUTIVES CONFERENCE

INVESTIGATIONS OF MAINTENANCE
EMPLOYEES HAVING ACCESS TO
BUREAU SPACE IN JUSTICE AND
IDENTIFICATION DIVISION BUILDINGS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/13/91 BY SP-5 CJA

Pursuant to your instructions the Executives Conference consisting of Messrs. Ladd, Clegg, Tracy, Mohr, Sizoo, Callahan for Glavin, McGuire for Nichols, Henrich for Belmont, Parsons for Harbo and Hargett for Rosen, today considered the question as to whether or not the Bureau should continue to conduct investigations of maintenance employees having access to Bureau space in Justice and Identification Division Buildings.

It was pointed out that we have had only 50 requests of this type from July 1, 1950 to date or an average of approximately 8 per month which is the average rate of receipt of requests of this type each year. It was further pointed out that substantial derogatory information as to criminal records, morals and loyalty is developed in approximately 10 per cent of these investigations which makes the presence of these individuals in these buildings highly undesirable. It is our practice when substantial derogatory information is developed to have the individual involved immediately removed from the building.

In view of the security risk involved it was the unanimous opinion of the Conference that we should continue to conduct these investigations as we have in the past.

Respectfully
For the Conference

Yr
Clyde Tolson

RECORDED - 78

66-2557-890
JAN 5 1951

10

KH
CC: Mr. Mohr
Mr. H. H. 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
- Tele. Room
- Mr. Nease
- Miss Gandy

FCZ

EX-37

J. H. P. R. H. H.

JAN 8 1951

THE DIRECTOR

12-19-50

EXECUTIVES CONFERENCE

[Redacted]
CALIFORNIA
FBI NA GRADUATE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 11/13/91 BY SP-5 CIB/HK

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b7c

The Executives Conference on 12-18-50, considered the status of [Redacted] who, according to indications, had impersonated an FBI Agent and there were some indications that he had possibly engaged in misconduct with a Mrs. [Redacted] and he may have used the name of Mr. [Redacted] in attending the FBI National Academy in April 1950. A brief of this matter is attached hereto.

There is a dispute as to the facts between Mrs. [Redacted] and one of her acquaintances. [Redacted] was interviewed personally by the Los Angeles Office and denied specifically that he had represented himself as having been employed by the Bureau. He denied specifically that he had engaged in any misconduct with Mrs. [Redacted] although he stated he was in her company 3 or 4 times and he remained at her rooming house on one or two occasions until about 2 or 3 A.M. at which time she departed to work at the restaurant where she was employed. SAC Hood advised [Redacted] was very direct and positive in his denial of both insinuations and he recommends that [Redacted] name not be removed from the FBI National Academy Directory of Graduates.

The Executives Conference, with Messrs. N. P. Callahan (for Glavin), Tracy, D. J. Parsons (for Harbo), Ladd, Belmont, J. A. Sizoo, Hargett (for Rosen) and Clegg present, unanimously concurred in the recommendation of SAC Hood since there was no proof to the contrary.

Respectfully,
For the Conference

Clyde Tolson

Attachment

- Tolson cc-Mr. Mohr
- Ladd Mr. Clegg
- Clegg
- Glavin
- Nichols HHC:DMG
- Rosen
- Tracy
- Harbo 1-561
- Belmont
- Mohr
- Tele. Room
- Nease
- Gandy

RECORDED - 78

EX-113

JAN 5 1951

52 JAN 8 1951

8391

THE DIRECTOR

December 14, 1950

THE EXECUTIVES' CONFERENCE

SECURITY INDEX CARDS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 13-19-87 BY SP-5 CPH/c

At the Executives' Conference, December 11, 1950, Messrs. Ladd, Clegg, Callahan (for Mr. Glavin), Parsons (for Mr. Harbo), Nichols, Tracy, Sizoo and Belmont in attendance, the Conference considered the question raised during the recent inspection of the Security Division as to whether two copies of Security Index cards prepared on the IBM machine, in cases where form FD 122 is received recommending a change in the information on the Security Index card, should continue to be sent to the field in view of the additional clerical work entailed by this procedure.

A survey was conducted of a number of field offices on this question, as a result of which varying opinions were received from the field. Five offices recommended that the amended Security Index card should not be sent to the field in view of the additional clerical and administrative time required by the field to make the changes on their cards. They suggested that changes be made on the card at the field office. Four offices recommended that amended Security Index cards be sent to the field to assure uniformity between the Security Index cards maintained in the field and those maintained at the Seat of Government.

It was pointed out that there are approximately 75 to 80 changes in the Security Index daily for the entire field. This means that no one office has a great number of changes daily and, therefore, the amount of clerical time and supervision required to handle the amended cards as they are received is rather insignificant. The chief objection to receiving amended cards from the Bureau and placing them in the Security Index at the field office was that the description and photograph of the subjects must be placed by the field on the back of the new card in the geographical index.

The Conference unanimously recommended that we continue to send two copies of the amended cards to the field because this project is so highly important from the standpoint of uniformity that the additional work required is fully justified to insure that the records in the field are identical with those maintained at the Seat of Government. The Conference recommended that the attached SAC Letter be sent to the field, pointing out that we will continue to furnish these cards to the field and the reasons therefor. In the event you approve, this letter will be sent to the field.

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- Tele. Room _____
- Nease _____
- Gandy _____

Respectfully,
For the Conference

RECORDED

Clyde Tolson

66-2557-8392
JAN 15 1951

Attachment
cc - Mr. Tolson
JAN 8 1951

ARB:tlc Mr. Mohr

4
THE DIRECTOR

12-19-50

THE EXECUTIVES CONFERENCE

The Executives Conference of December 12, 1950 consisting of Messrs. Ladd, Nease, Sizoo, Clegg, Belmont, Mohr, Parsons (for Harbo), Nichols, Rosen and Glavin was advised that at the present time we have a reserve in the Agents' Insurance Fund of \$197,383.11 and Glavin recommended to the Conference that an additional assessment be made after the first of the year, the assessment to be paid no later than February 15, 1951.

Should the Director agree the appropriate assessment fund form will go forward immediately after the first of the year.

Respectfully,
For the Conference

Clyde Tolson

CC: Mr. Mohr
Mr. Clegg

Director

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/13/91 BY SP-5 CIP/DF

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RECORDED - 112

66-2554-8393

JAN 5 1951

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

52 JAN 8 1951

THE DIRECTOR

December 14, 1950

THE EXECUTIVE CONFERENCE

2-WAY AUTOMOBILE RADIOS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/13/81 BY SP-5 C. J. B. / J. B.

On December 13, the Conference consisting of Messrs. Ladd, Glavin, Tracy, Mohr, Belmont, Rosen, Clegg, Sizoo, Nease and Parsons, considered the requests received from the field for 2-way automobile radios.

In August, 1950, the Bureau approved the purchase of 200 2-way automobile units in order to comply with some of the requests received from the field for additional automobile radios in connection with war plans. The successful bidder on the 200 units bid \$475 which is approximately \$75 per unit less than when obtained in small quantities for each specific request from the field. In connection with war plans, the field has now requested 200 automobile radios and even though all of these field requests will not be approved, the vast majority of the 200 units will be distributed to the field and installed, leaving no substantial number in the reserve pool.

The Conference unanimously recommends that an additional 100 units be ordered because of the fact that it usually takes several months to obtain units for the field after requests are approved.

As of possible interest to the Director, the SAC at Little Rock has advised that the U. S. Fish and Wild Life Service has, since August, 1950, been operating an FM communications system in the State of Arkansas consisting of five 250-watt FM stations located in various cities serving 132 2-way automobile radios within that one State. According to the Congressional Directory, the official duties of the U. S. Fish and Wild Life Service are concerned with the conservation of animals, birds and fishes, and research is undertaken to learn the habits, needs and economic utilization of wild life. The 250-watt stations are similar to those that have been installed in 10 of our largest offices in metropolitan areas and have been approved for four more. Even though the Bureau should not indulge in such an extravagant expenditure of public funds, by comparison of our responsibilities with the welfare of the fish in Arkansas, the Bureau could justify, without being accused of extravagance, 2-way radio equipment in every Bureau car and central stations in most of its headquarters cities as standard equipment.

Respectfully,
For the Conference

- Tolson _____
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- Nichols _____
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- Gandy _____

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65-2557-8394
JAN 3 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/13/81 BY SP-5 C. J. B. / J. B. EX-37

65 JAN 6 1951

THE DIRECTOR

12-11-50

EXECUTIVES CONFERENCE

The Executives Conference on 12-8-50, with Messrs. Tolson, Glavin, Tracy, D. J. Parsons, Mohr, Belmont, Ladd, Rosen, J. A. Sizoo, J. J. McGuire, Nease and Clegg present, considered the request of the New York Office for authority to train U. S. Probation Officers for the Southern District of New York on the subject of "Interviews". This would be a part of their training program. The Probation Office was reported to be very cooperative.

Subsequently, Mr. C. W. Stein and later Mr. Scheidt of New York telephoned and advised that they agreed the subject of "Interviews" should not be handled, but they requested authority to make a talk on "The Jurisdiction of the FBI" and they were informed that this would be agreeable.

The Executives Conference had recommended that the subject of "Interviews" not be taught since any mistake made by the Probation Officers in handling juveniles and mental incompetents might be attributed to the FBI and their instructions on how to handle interviews. Mr. Scheidt has since agreed that this would be undesirable and stated they would merely discuss jurisdiction of the Bureau and it was agreed that this would be satisfactory.

Respectfully,
For the Conference

Clyde Tolson

cc-Mr. Mohr
Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 1/13/91 BY SP-5/BJH

RECORDED - 9

JAN 5 1951

EX 722

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

HHC:DHG

52 JAN 8 1951

The Director

1-2-51

The Executives Conference

The Executives Conference of December 26, 1950 consisting of Messrs. Tracy, McGuire (for Nichols), Parsons (for Harbo), Mohr, Ladd, Nease, Clegg, Sizoo, Laughlin, Hargett (for Rosen), and Glavin considered the attached suggested Bureau Bulletin to all investigative employees concerning the transportation of household goods and personal effects and the transportation expenses of immediate family, Executive Order #10196, and recommended approval thereof.

Respectfully,
For the Conference

Clyde Tolson

CC: Mr. Mohr
Mr. Clegg

WRG:cr

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/13/91 BY SP-5 c. bjh

RECORDED - 78

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166-2554-8396

JAN. 5 1951

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EX-35

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- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
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- Harbo _____
- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

54 JAN 8 1951

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THE DIRECTOR
THE EXECUTIVE CONFERENCE

December 27, 1950

INVESTIGATIONS OF MAINTENANCE
EMPLOYEES HAVING ACCESS TO
BUREAU SPACE IN JUSTICE AND
IDENTIFICATION DIVISION BUILDINGS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/13/91 BY SP-5 cjp/amy

Pursuant to your instructions the Executive Conference consisting of Messrs. Ladd, Clegg, Tracy, Mohr, Sizoo, Callahan for Glavin, McGuire for Nichols, Henrich for Belmont, Parsons for Harbo and Hargett for Rosen, today considered the question as to whether or not the Bureau should continue to conduct investigations of maintenance employees having access to Bureau space in Justice and Identification Division Buildings.

It was pointed out that we have had only 50 requests of this type from July 1, 1950 to date or an average of approximately 8 per month which is the average rate of receipt of requests of this type each year. It was further pointed out that substantial derogatory information as to criminal records, morals and loyalty is developed in approximately 10 per cent of these investigations which makes the presence of these individuals in the buildings highly undesirable. It is our practice when substantial derogatory information is developed to have the individual involved immediately removed from the building.

In view of the security risk involved it was the unanimous opinion of the Conference that we should continue to conduct these investigations as we have in the past.

Respectfully
For the Conference

Clyde Tolson

cc: Mr. Mohr
Mr. H. H. Clegg

CAM:FCF

DIRECTOR'S NOTATION: "OK.H."

RECORDED - 65

EX-123

166-2554-2397
Jan 10 1951
73

46/9
65 JAN 10 1951

ORIGINAL FILED IN

THE DIRECTOR

December 15, 1950

THE ST. CHARLES HOTEL

IDENTIFICATION DIVISION
Card Index Section
Identification Division

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/13/91 BY SP-5 CJP/MS

The Executive Conference consisting of Messrs. Tolson, Clegg, Ladd, Harbo, Nease, Belmont, Sizoo, McIntire and Tracy considered a suggestion of the Identification Division concerning the nicknames file.

No. I. For the Director's information, the nickname file in the card index section of the Identification Division contains 887,000 index cards, subdivided into male and female. Approximately 200,000 are contractions of common names such as Bill, Willie, and Billy for William; Bob, Bobbie and Bobby for Robert, et cetera. Due to the unrelenting growth of the Identification Division file, the nickname file has become too large for efficient searching. A survey of fingerprint cards searched through the file for one lead disclosed 10 identifications and 2 qualifications out of 1000 searched. It was determined, therefore, that the searching in the nickname file of current fingerprints could be eliminated inasmuch as the same identification could be made in the search of the Technical Section fingerprint cards.

RECOMMENDATION

The Conference unanimously approved the recommendation that the nickname search of current fingerprints in the Card Index Section be eliminated.

No. II In order to reduce the number of names both entered in the nickname file where the nickname is a contraction of the first name, it is suggested by the Identification Division that the preparation of index nickname cards be placed on a more select basis, i.e. the preparation of nicknames as a common contraction of a given name be eliminated, i.e. Bob for Robert, et cetera.

It was suggested that the indexing of common nicknames such as Bill, Willie, Billy be eliminated. At the present time there are approximately 3,000 cards in the file under "Black", 4500 under "Whitney", 17,000 under "Red" or "Reddy". In order to effect a reduction in the preparation of index cards, it was suggested that the supervisory employees in the Card Index Section indicate on the fingerprint card whether or not a nickname card is to be prepared.

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- Glavin _____
- Nichols _____
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- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

W. C. Clegg
J. W. Griffith

RECORDED - 9
INDEXED - 9

66-2534-8398
DEC 15 1950

Memorandum for the Director

December 15, 1950

It was further suggested the present file be purged of approximately 250,000 names which are so common as mentioned above that the future indexing of such cards would serve no purpose.

It was suggested that the indexing rules in the Typing Section be changed so that an "alias card" could be prepared and filed by the surname of the individual in all cases where a nickname is given on a line on a current fingerprint card. This will insure full indexing without the unnecessary indexing in the nickname file.

RECOMMENDATION:

The Executives Conference unanimously recommended approval of the above suggestions.

There will be a savings in the searching in the Card Index Section of approximately 72,500 searches per year. In addition, the nickname file will be more directly a nickname file and be more efficient for searching on that basis.

Respectfully,
For the Conference,


Clyde Tolson

THE DIRECTOR

December 15, 1950

THE EXECUTIVES CONFERENCE

✓ FM RADIO STATION - SEATTLE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 6/13/91 BY SP-5 cjp/mj

On December 15, the Conference consisting of Messrs. Ladd, Glavin, Tracy, Mohr, Belmont, Rosen, Clegg, Nease, Nichols and Parsons, considered the request of the SAC at Seattle for the installation of a 250-watt FM radio station, to permit 2-way radio communication with Bureau automobiles.

In May, 1950, the Executives Conference disapproved the installation of a radio station at Seattle because a large number of the Agents of the Seattle Office were assigned at the [redacted] of the Seattle radio station.

b7E

The SAC at Seattle has now requested that this matter be reconsidered because of the changes due to the international situation. It was pointed out that in the territory covered by Seattle are many [redacted] and [redacted] and that a central office radio station would permit coverage of Everett, Tacoma and Bremerton in addition to the city of Seattle itself. It has been ascertained that there are 39 Bureau automobiles regularly working within the area which could be covered by a radio station in the field office.

The Conference unanimously recommends the installation of a central office station in Seattle at a cost of approximately \$2,000.

Respectfully,
For the Conference

Clyde Tolson.

DJP:AF

- Tolson cc-Mr. Clegg
- Ladd Mr. Mohr
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
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- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

RECORDED - 9

INDEXED - 9

66-2554-2399

JAN 5 1951

22

52 JAN 8 1951

THE DIRECTOR

January 2, 1951

The Executives Conference

~~REQUEST OF CALIFORNIA STATE DEPARTMENT OF EDUCATION TO HANDLE FINGERPRINTS OF PUBLIC SCHOOL TEACHERS~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/13/81 BY SP-5C/bjt

The Executives Conference on December 29, 1950, consisting of Messrs. Ladd, Clegg, Glavin, McGuire, Sizoo, Parsons, Hargett, and Tracy considered a request from the California State Department of Education for fingerprint cards to fingerprint an anticipated 50,000 public school teachers over a period of 12 to 14 months.

For the Director's information, the California Department of Education advised that a bill is being brought before the State Legislature to require such fingerprinting and that after the initial 50,000 prints, there would be an average flow of approximately 15,000 per year. The inquiry was made as to whether the Bureau can render such service at this time.

The Conference was unanimously of the opinion that the present policy being followed by the Bureau of handling applicant fingerprint cards whenever a State law or local ordinance requires the taking and handling of such fingerprints by a state or local law enforcement agency be continued and that the California Department of Education be advised that the Bureau would be glad to render the service, however, pointing out to them that the fingerprints would be handled consistent with the volume of work presently being received and the delinquency presently existing in the handling of fingerprints not connected with the present emergency.

If the Director approves, there is transmitted herewith a letter to the California State Department of Education.

Respectfully,
For the Conference,

K

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Clyde Tolson

Attachment

- Tolson _____
- Ladd *cc* Mr. Clegg
- Clegg _____ Mr. Mohr
- Glavin _____
- Nichols _____
- Rosen *edn*
- Tracy _____
- Harbo _____
- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

RECORDED - 78 66-2554-8400
INDEXED - 78
JAN 5 1951

EX-37

65 JAN 6 1951

THE DIRECTOR

December 22, 1950

THE EXECUTIVES' CONFERENCE

MANUAL ^{ALL INFORMATION CONTAINED} TECHNICAL ASPECTS OF SABOTAGE ^{HEREIN IS UNCLASSIFIED}

DATE 6/13/81 BY SP-5 cjp/m

On December 22, 1950, the Executives' Conference, consisting of Messrs. Ladd, Clegg, Glavin, Parsons for Mr. Harbo, McGuire for Mr. Nichols, Hargett for Mr. Rosen, Tracy, Mohr, Nease, Sizoo, and Belmont, considered the appropriate method of disseminating the Manual "Technical Aspects of Sabotage."

The printing and distribution of 20,000 copies of the Manual entitled "Technical Aspects of Sabotage," a revision of the old Manual distributed during World War II, was approved and the problem at hand was the exact extent of distribution of the Manual. It was pointed out that in May, 1941, copies of the old Manual prepared by the Laboratory were sent on a confidential basis to all SACs. A search was made to determine the exact extent of the additional dissemination of this Manual without success, but it is recalled that it was disseminated on a rather restrictive basis. Another manual entitled "Suggestions for the Protection of Industrial Facilities" was widely distributed to plants and other interested persons and agencies with considerable success.

It was suggested that the present Manual should be sent: (1) to all Government officials presently receiving the daily intelligence letter from the Bureau; (2) to all field offices there should be sent at least one copy for study and filing; and, (3) copies should be disseminated through the field offices to management of plants falling within the present plant informant program which will include vital facilities, plants having classified contracts with the armed forces, and Atomic Energy Commission facilities. Plant management, in turn, will make the Manuals available to the Security Officers of the plants. These plants will total no more than 10,000 at the present time. The remaining copies of the Manual will be retained for distribution, upon request. It was felt that following the initial distribution there will be numerous requests of the Bureau for the Manual from interested organizations and agencies.

The Executives' Conference unanimously recommended the distribution of this Manual in accordance with the above plans. The Conference recommended that copies of the Manual be sent to the field offices in accordance with the number of plants in their respective areas. In the event contact has not yet been made with the plant management, the Manual should be furnished to plant management at the time of the contact with the caution that the Manual is for the use of management and the security section of the plant to assist in detecting possible sabotage in order that any evidence of sabotage may be reported immediately to the FBI for appropriate investigation.

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- Nichols _____
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- Harbo _____
- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

CC - Mr. Clegg
512 JAN 8 1951
Attachment
AHB:tlc

RECORDED - 78 66-2554-8401
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EX-118

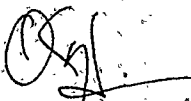
MEMORANDUM FOR THE DIRECTOR

In the event contact has already been made with plant management, the Conference recommended that the field offices send the Manual to the plant management by a letter prepared over the Director's signature. Such a letter is attached.

The Conference felt that while this Manual discusses the technical aspects of sabotage, the Bureau is fully justified in disseminating it on a restrictive basis to management of plants, inasmuch as this information which was chiefly derived from sabotage methods in use during the past war will be of assistance in detecting possible sabotage in these plants. Each Manual is numbered and marked "Confidential"; however, the Conference felt that no attempt should be made to secure receipts for the Manuals in view of the large number being disseminated.

In the event you approve, dissemination of these Manuals will be made in accordance with the above procedure. An appropriate letter to the field is attached.

Respectfully,
For the Conference


4
Clyde Tolson

THE DIRECTOR

12-28-50

EXECUTIVES CONFERENCE

REQUEST MADE BY MR. WILBUR S. SMITH FOR FBI APPROVAL
RE: TEXTBOOK TO BE PREPARED BY BUREAU OF HIGHWAY
TRAFFIC, YALE UNIVERSITY, IN ITS OWN NAME

On 12-22-50, the Executives Conference, with Messrs. Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, McGuire, Sizoo, Hargett, Nease and Clegg present, considered the oral request made by Mr. Wilbur S. Smith, Bureau of Highway Traffic, Yale University. Mr. Smith contributed information toward the preparation of a textbook on Traffic Law Enforcement which the Bureau prepared. This textbook has been furnished to all FBI Police Instructors.

Mr. Smith stated that there was a great need for information similar to that in the Bureau's textbook to be prepared in printed form and distributed to the police departments of the country. He wanted to inquire if the Bureau would approve the Yale Highway Traffic Bureau's preparing a textbook in its own name and using material, some of which may be found in the FBI textbook, but not attributing the statements of suggestions and policies to the Bureau. He stated perhaps he would want to use certain illustrations and drawings appearing in the FBI textbook. He would also like to refer to the contributions made by the FBI in the field of Police Training and anything, prior to its distribution and dissemination, would be first approved and cleared by the Bureau.

He stated that he at first hoped that the Bureau would make its textbook available to all police, but upon serious study he recognizes there were good, justifiable reasons for the Bureau's not issuing such a publication to outsiders in its own name. Since a need continues to exist and the Bureau of Highway Traffic at Yale University is headed by Mr. Theodore Watson and Mr. Wilbur S. Smith, both of whom are FBI National Academy instructors, he feels that the Bureau of Highway Traffic at Yale University can largely satisfy this need, particularly if they could make use of some FBI material. He posed the question as to whether the Bureau would approve and cooperate in this project.

The Executives Conference unanimously recommended favorably.

Respectfully,
For the Conference

Clyde Tolson

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ALL INFORMATION CONTAINED
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DATE 4/19/91 BY [signature]

JAN 8 1951

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INDEXED - 78
EX-113 3
JAN 5 1951

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THE DIRECTOR

12-19-50

THE EXECUTIVES CONFERENCE

The Executives Conference of December 12, 1950 consisting of Messrs. Ladd, Lease, Sizoo, Clegg, Belmont, Mohr, Parsons (for Harbo), Nichols, Rosen and Glavin was advised that information has been received by the Bureau that one, Leon Helfand, had purchased a part interest in the building where the Baltimore Office of the Bureau is located. The Baltimore office is located in the Court Square Building, owned by the Court Square Building Corporation, 285 Madison Avenue, New York, New York.

The Conference was advised that Helfand is a former Soviet diplomat who was alleged to have been a former OGPU Agent of the Soviet Government. He has been under investigation since 1942. This investigation failed to reveal that Helfand has engaged in espionage activities or any other activities in behalf of the Soviet Government since taking refuge in the United States since 1940. The case against Helfand is in a closed status at the present time. The Conference does not feel that the Bureau need take any action at this time toward moving the Baltimore office from its present space.

SPACE

Respectfully,

For the Conference
Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/13 BY SP-5/BJR

CC: Mr. Clegg
Mr. Mohr

RECORDED - 5

166-2554-8403
JAN 5 1951

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EX-37

- Tolson
- Ladd
- Clegg
- Glavin
- Nichols
- Rosen
- Tracy
- Harbo
- Belmont
- Mohr
- Tele. Room
- Nease
- Gandy

52 JAN 8 1951

The Director

12-29-50

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 5/14/91 BY SP-5 CBT/BJF

The Executives Conference of December 19, 1950 consisting of Messrs. Ladd, Tracy, Belmont, Sizoo, Hargett (for Rosen), Mohr, Parsons (for Harbo), Nichols and Glavin was advised that Mr. F. Wells McCormack, an insurance representative, inquired of Mr. Carlson, of the Bureau, as to whether the Bureau was interested in securing additional insurance coverage for its Special Agent personnel at this time. He also inquired as to whether this would be an opportune time to discuss group insurance coverage for clerical personnel.

The Conference was advised by Mr. Glavin that Mr. Carlson, in responding to McCormack's letter of December 5, 1950, stated that insofar as increasing life insurance benefits for members of our Association was concerned that this question would be brought up at the next meeting of the Board of Directors of the Special Agents Mutual Benefit Association and in the event any enlargement in this program is contemplated we would advise him accordingly.

This matter was taken up at the Board of Directors meeting of the Special Agents Mutual Benefit Association at which time the Board of Directors recommended that we not enter into further negotiations at this time to increase insurance coverage of Special Agent personnel.

The Executives Conference was advised further that McCormack had been informed by Mr. Carlson that the question of life insurance benefits for clerical employees in the Bureau was being referred to the Administrative Division of the Bureau for handling. The Conference does not feel that the Bureau should enter into any negotiations with insurance brokers or companies at the present time looking toward group insurance coverage of its clerical employees. It was pointed out to the Director that in the past we have always run into the bugaboo of having at least 75% of our employees in a group insurance plan, this being the type of plan that would be approved by any insurance company. Further, insurance companies are desirous of having all collections made through the employees.

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- Gandy _____

52 JAN 8 1951

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JAN 5 1951


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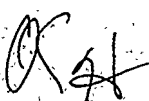
Memo for the Director

The Bureau is too busy to set up any collection procedures or to hold discussions with outsiders for the purpose of securing a manager for an insurance group for clerical employees which would compare with the manager we have for the Special Agents Mutual Benefit Association.

The Conference therefore recommends that Mr. Carlson advise Mr. McCormack that the Bureau does not desire to give further consideration to increasing insurance coverage for its employees.

Respectfully,
for the Conference


Clyde Tolson


CC: Mr. Mohr
Mr. Clegg

WRC:cr

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THE DIRECTOR

December 15, 1950

~~THE EXECUTIVES CONFERENCE~~

NEW RADIO STATION - NEWARK

On December 15, the Executives Conference consisting of Messrs. Ladd, Glavin, Tracy, Mohr, Belmont, Rosen, Clegg, Nease, Nichols and Parsons, considered the request of the SAC at Newark for 2 additional remote receivers to extend the coverage of the office radio station.

The Newark office has a 250-watt radio station from which broadcasts can be received by Bureau cars in the metropolitan area of Newark. Associated with the station are 3 remote receivers which will pick up broadcasts from the cars and relay them into the Newark office. The SAC at Newark requested in October that 2 additional remotes be added to the radio system which would permit 2-way radio coverage at Red Bank and Trenton, New Jersey. This request was not approved for lack of sufficient information to justify the purchase.

During the recent inspection of the Newark office by Inspector Kaughten he was requested to look into the need for the additional radio coverage and report to the Bureau. Inspector Kaughten's report has been received and he recommends the installation of the remote receivers and states that in the Red Bank and Trenton areas there are a minimum of 13 Agents working daily. Inspector Kaughten reports a case load of 208 cases in these areas including 108 security cases and 98 criminal cases. There are 202 Communist Party members and 56 security index subjects. The Inspector further reports that there will be a substantial saving in the telephone bills which totaled \$304 for the month of October. He also listed a number of vital installations in these areas.

The Conference unanimously recommends the installation of the 2 requested remote receivers, the equipment for which will cost approximately \$1,500.

Respectfully,
For the Conference

Clyde Tolson.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/14/91 BY SP-5 CJB/DTZ

- Tolson _____
- Ladd _____
- Clegg cc - Mr. Clegg
- Glavin Mr. Mohr
- Nichols DJP
- Rosen DRE:AF
- Tracy _____
- Harbo _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

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EX-37

JAN 5 1951

166-2554-2-2445

JAN 8 1951

THE DIRECTOR

December 18, 1950

THE EXECUTIVES CONFERENCE

60-WATT PORTABLE FM RADIO STATION - KANSAS CITY

The Executives Conference consisting of Messrs. Ladd, Clegg, Tracy, Belmont, Callahan, Hargett, Mohr, Sizoo and Parsons, on December 16, 1950, considered the request of the Kansas City Field Division for a 60-watt portable FM station.

The SAC advises that even though they have one 60-watt portable station in the Kansas City Division they desire a second unit which would permit communications in the vicinity of [redacted] exist. The SAC points out that this would permit communications on very short notice in the vicinity of [redacted] without sacrificing the ability to handle radio communications in the Kansas City area.

b7E

The Conference unanimously recommends unfavorably since there are unquestionably a number of offices having vital facilities in the division but not within proximity of the headquarters city and because of the expense it is not felt a large number of the 60-watt units should be furnished for this purpose.

Respectfully,
For the Conference

Clyde Tolson.

DJP:AF
cc-Mr. Clegg
Mr. Mohr

OK

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
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JAN 5 1951

EX-122

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JAN 8 1951

EX-12

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DATE 6/14/91 BY SP-5 JPM

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Mr. Tolson
Mr. Clegg

Chicago Division

Respectfully,
for the conference

The conference unanimously recommends the expenditure of \$1,000 to equip the Chicago radio cars to avoid radio interference from the central station when these cars are on important surveillance.

It is proposed that five radio cars presently assigned to Chicago which are now equipped with the newest 22 radios having provision for the frequency, be selected as a nucleus for out-of-range operations. It will be necessary to furnish for these cars five crystals at a cost of approximately \$40, which will permit these cars, by turning a switch, to change to an alternate frequency. These five cars will also need accessories on the alternate frequency as a cost of \$200 a piece.

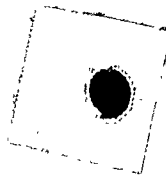
The Executive Conference on December 4, consisting of Messrs. Tolson, Ladd, Glavin, Tracy, Harbo, Rosen, Clegg, Nease, Legate, Rouse and Gurnea, considered a proposal presented by the Chicago Field Division in connection with the use of radio cars on surveillance. The Chicago Field Division has suggested that radio cars on surveillance duty must necessarily communicate with each other directly and without interference from there is insufficient time to repeat messages. Difficultly has been experienced where the field office central station, on more routine calls, has interfered with the surveillance communications because the broadcasts are on the same frequency.

CHICAGO FIELD DIVISION

THE EXECUTIVE CONFERENCE

THE DIRECTOR

December 8, 1950



THE DIRECTOR

December 28, 1950

THE EXECUTIVES CONFERENCE

REPORT FORMS

The Executives Conference on December 21, 1950, with Messrs. Glavin, Tracy, Parsons (for Harbo), Mohr, Ladd, Belmont, F. H. McIntire (for Clegg), McGuire, Sizoo, Hargett (for Rosen) present, considered the recommendation of Mr. C. D. Mobley to the effect that in reprinting a supply of first sheets for Parole and Summary Reports, the printing in the lower right-hand block be eliminated.

OBSERVATIONS: The Records Section has advised that the printing in the lower right-hand block of the first pages of Parole Reports and Summary Reports serves no purpose in the Records Division. In the interests of uniformity, they recommend that this block be the same on the Parole and Summary reports as it now is on regular Investigative reports. Copies of these first sheets are attached.

RECOMMENDATION: The Conference unanimously recommended that at the next printing of these forms the printed matter in the lower right-hand block of the Parole Report and Summary Report forms be eliminated in the interests of economy and uniformity. If you concur, this procedure will be followed at the next printing of these forms.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
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DATE 7/27/91 BY SP-54/ORT

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66-2554-8408
JAN 5 1951

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Attachments
cc Mr. Mohr
Mr. Clegg
FHM:KUM

54 JAN 9 1951

Am...

THE DIRECTOR

December 28, 1950

THE EXECUTIVES CONFERENCE

POLICE TRAINING SCHOOL
FISH AND WILDLIFE SERVICE
MINNEAPOLIS, MINNESOTA

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/14/91 BY SP-5 ci/bmf

The Executives Conference on December 21, 1950, with Messrs. Glavin, Tracy, Parsons (for Harbo), Mohr, Ladd, Belmont, F. H. McIntire (for Clegg), McGuire, Sizoo, and Hargett (for Rosen) present, considered the request of the SAC at Minneapolis that that office be permitted to give four hours of training to a Departmental In-Service School of the Minnesota Fish and Wildlife Service.

The SAC points out that the FBI has received considerable assistance in criminal and fugitive cases in rural and resort areas from members of the Fish and Wildlife Service. He states that these men are full-time law enforcement officers. Such schools have been given in the past.

RECOMMENDATION: The Conference unanimously recommended that this training be given. If you concur, no action is required since the SAC at Minneapolis submitted a schedule stating that unless advised to the contrary, this training will be given.

Respectfully,
For the Conference

Clyde Tolson

OK
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FHM:KMM
cc Mr. Mohr
Mr. Clegg

RECORDED - 40
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66-2554-8409
JAN 5 1951

52 JAN 8 1951

[Handwritten signature]

THE DIRECTOR

December 22, 1950

THE EXECUTIVES' CONFERENCE

PROPOSED UNDERGROUND ORGANIZATION - USA

On December 21, 1950, the Executives' Conference, consisting of Messrs. Ladd, McIntire for Mr. Clegg, Glavin, Parsons for Mr. Harbo, McGuire for Mr. Nichols, Hargett for Mr. Rosen, Tracy, Mohr, Sizoo and Belmont, considered a suggestion that an underground organization be set up in the Pacific Northwest and on the West Coast along the same lines as the "Stay-behind Program" in Alaska presently being developed. 2018

The suggestion pointed out that great difficulties were experienced by having to set up underground networks in European countries during World War II and that the United States might consider such action while there is time to establish here a more thorough and safe system, looking toward a system that would function in the event the United States were invaded. It was pointed out that in the event of war with the Soviet Union, the Pacific Northwest and the West Coast generally would be a logical target for invasion. It was suggested that serious consideration be given to planning for such an organization on the West Coast and in the Pacific Northwest at the present time, and further, that we determine what steps have been taken in the way of planning on the part of the Canadians, as they would be in the invasion path from any Soviet occupation zone in Alaska.

In connection with this suggestion, it was pointed out to the Conference that if an underground or stay-behind program is to be developed effectively, the program would require extensive planning and the contacting of a great many individuals throughout the Northwest and West Coast areas for the purpose of developing stay-behind agents. To be effective, such a program would require literally thousands of Agent days. In addition, due to the number of people who would have to be contacted to develop an appropriate number of stay-behind agents, the possibility of publicity is very apparent with the resultant charge that the Bureau is promoting hysteria. It was pointed out that there is no assurance that if an invasion did occur, it would occur in the Pacific Northwest or on the West Coast and consequently if such a program is to be worthwhile, we would have to extend it to other parts of the country. It was further pointed out that it would seem premature at this time to launch such a program, particularly with the heavy load of work the Bureau now is carrying, inasmuch as any invasion of this country would be likely only after the country had been weakened by continuous warfare over a period of time. It was suggested that such a program could be more readily considered from a practical standpoint if conditions in the future reflect a greater possibility of invasion.

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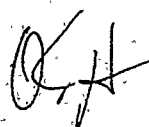
MEMORANDUM FOR THE DIRECTOR

The Executives' Conference unanimously recommended against the adoption of this suggestion with the exception that it was recommended that through liaison with Inspector [redacted] we determine whether the Canadians are taking any steps in this direction.

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b7C

[redacted] In the event you approve, we will contact Inspector [redacted] in this respect, but will not consider launching any program in this country at the present time.

Respectfully,
For the Conference



Clyde Tolson

THE DIRECTOR

12-26-50

0 EXECUTIVES CONFERENCE

IACP RECOMMENDATIONS ON CIVIL DEFENSE
FOR SUBMISSION TO IACP BOARD OF OFFICERS
JANUARY 5, 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/19/91 BY SP-5CJ/DK

The Executives Conference on 12-26-50, with Messrs. Glavin, Tracy, D. J. Parsons (for Harbo), Belmont, Mohr, Ladd, Nichols, J. A. Sizoo, E. E. Hargett (for Rosen) and Clegg present, considered an inquiry from Executive Secretary Edward J. Kelly of the IACP for reactions to a proposed outline of IACP recommendations on Civil Defense which will be submitted to the Board of Officers at their meeting to be held January 5, 1951, and before this list of recommendations is submitted to the Board of Officers, it was desired that the Bureau submit any observations, suggestions, deletions or alterations which it is believed should be made.

Photostatic copies of the list of suggestions were furnished to the members of the Executives Conference on 12-22-50, and they were brought up for consideration today as attached.

Recommendation #2: As to recommendation #2 in the attached list, the phraseology is as follows: "That the investigation of espionage, sabotage and related crimes be handled through local and state police in referral capacity to the FBI in accordance with terms of the directive of the President of the United States."

It is believed that this is a poor choice of language and that it should read as follows: "That in accordance with the terms of the Directive of the President of the United States all information received by the local, county and state police concerning espionage, sabotage, subversiveness and related matters be referred directly and promptly to the FBI and the police hereby tender their full cooperative services to the FBI in all such matters referred to them by the FBI."

Recommendation #10: As for item #10 on page 2 of the attached, the phraseology is as follows: "That the entire problem of industrial security and protection from sabotage or subversive agencies of the Federal government, and the role of police agencies in such security and protection be defined."

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It is felt that this is very poorly phrased and that the Bureau might be of service to the IACP by suggesting that the matter of Plant Protection is one primarily under the supervision of the Munitions Board of the Department of Defense and that they might communicate directly with the Munitions Board if they have any specific suggestions.

Attachments

RECORDED
JAN 10 1951
HHC:DMG

ENCLOSURE
RECORDED - 78 66-2554-8411
EX-35 1-6-51
73

ORIGINAL FILED IN 69-1-152

Recommendation #13: As for item #13 on page 2 of the attached, the phraseology is as follows: "That most careful screening through police investigative processes be made of all volunteer personnel holding key positions in state and local civil defense organizations."

Since this will likely presuppose a search through the Bureau's fingerprint identification records, it was felt that the word "local" should appear immediately before the word "police" and that the Bureau's letter should point out that the problem of fingerprinting Civilian Defense employees has apparently not been settled and before the Bureau could undertake this work, there would have to be money and personnel available and then the personnel would have to be trained to do this job. This change is suggested as an explanation for including the word "local" before the words "police investigative processes."

Recommendation #14: "That volunteer civilian police reserves be given a full course of training in basic police procedures and handling of emergency conditions by the police agency concerned or through recognized zone, state or Federal police schools, and that volunteers failing to make satisfactory progress in such instruction be transferred to other units of civil defense."

As to this, it was recommended that the suggestion be made that courses not be given in all basic police procedures including Crime Detection so that trade secrets would not be disclosed to individuals who would only temporarily serve as auxiliary police.

It is suggested that the courses of training be outlined as follows: Courses in Foot Patrol; Automobile Patrol; Guard and Protective Duties at Vulnerable Points and Places; Protecting the Scene of Crime; Traffic Control and Direction; Local Police Communications; Police Reports and Records; Basic Interview Methods; Public Relations Obligations; Organization and Administration of the Police Agency; First Aid; Discipline; Observation; Departmental Policy and Note Taking.

In the event in some of the departments these auxiliary police should be given power of arrest, there might then be added the following courses: Firearms Training with Pistol; Defensive Tactics and Arrest Methods.

All of the above suggestions were recommended unanimously favorable and it was also recommended unanimously that the letter to Exec. Secretary Kelly point out that comments are being made only with reference to those things which have a direct or indirect relationship to the work of the Bureau. This is suggested in view of the fact that they ask

specifically in their recommendations for exemption from Selective Service and also for Government insurance similar to that provided for personnel of the military services under the National Service Insurance Plan. It was felt that the Bureau should not comment on these and similar items among the 20 proposed recommendations.

If the Executives Conference recommendations are approved, there is attached hereto a letter to Edward J. Kelly, Executive Secretary of the IACP accordingly.

Respectfully,
For the Conference

Clyde Tolson.

The Director

December 4, 1950

The Executives Conference

**MICROFILMING OF PERSONNEL FILES
BURDEAU EMPLOYEES - BUREAU WAR PLAN
SURVEY - RECORDS SECTION (SOG)**

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/14/91 BY SP-5/BJP/STP

In connection with the Bureau's War Plan, the Executives Conference considered the suggestion of the Records Section that basic pertinent information in the personnel files of all Bureau employees be microfilmed and such film sent to an inland office for retention. The suggestion is predicated entirely on the extreme possibility of a complete destruction by enemy action of all Bureau records retained at Washington.

Mr. McGuire advised the Conference that the proposal to microfilm pertinent data in the personnel files included the formal application, the vocational record form, the personal statistics sheet and the clerical cover sheet and in those instances such as in the case of Special Agent's the permanent brief as well as the physical examination report. The Records Section has the necessary film and equipment. It costs 13¢ per image photographed. This figure is based on the cost worked out by Inspector [] on the microfilming now being handled in the Personnel Records Section.

The data suggested to be microfilmed under the War Plan would run approximately 136,079 images, costing \$2041.19. If the physical examinations are excluded only 126,831 images would be required, costing \$1902.47. The equipment can handle 10,000 images a day and it would take 8 people in the Personnel Records Section approximately three weeks to handle the job which would include pulling and preparing the documents, photographing, then checking them and then reassembling the material for replacement in the files.

The Conference was advised that the major use of these data in the event all other records at Washington were destroyed would be for the Bureau's protection in identifying impersonators and for assistance in cases involving claims against the Government by those alleging to be Bureau personnel. The conference was of the opinion, since a copy of the Bureau's payroll each quarter is now being sent to the Omaha Office for retention that it would be more expedient to microfilm the fingerprint cards of our personnel. This would roughly be approximately 11,000 fingerprint cards.

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cc Mr. Clegg
Mr. Mohr
59 JAN 9 1951

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JAN 4 1951
EX-13
Jjm

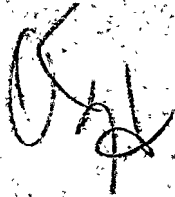
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Since the microfilm equipment can photograph both sides of the card in the one operation the identifying fingerprint data as well as the description and personal data on the reverse side of the card could be recorded on film in the one operation and such a record would provide the identifying data the Bureau would need.

Accordingly, the Conference, consisting of Messrs. Tolson, Glavin, Quinn Tamm for Tracy, Parsons for Harbo, Mohr, Belmont, Ladd, Rosen, Clegg, Sizoo, McGuire for Nichols and Nease, unanimously recommended that the Identification Division furnish the Records Section the fingerprint cards of all Bureau personnel and in those instances where there will be more than one card, to furnish the best fingerprint card to the Records Section so that they can be microfilmed in the Records Section and sent to an inland office for retention under the Bureau War Plan.

Respectfully
For the Conference


Clyde Tolson

cc: Mr. Ladd
Mr. Rosen
Mr. Pennington
Mr. Ranstad
Mr. Schafer

The Director

December 14, 1950

The Executive Conference

STATEMENTS WITHDRAWING CLAIMS
AS CONSCIENTIOUS OBJECTORS
SELECTIVE SERVICE ACT, 1949

ALL INFORMATION CONTAINED
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DATE 6/14/91 BY SP-5 C. B. H.

In view of recent allegations on the part of Hayden C. Covington, General Counsel for Jehovah's Witnesses, that Agents have obtained signed statements from some of Jehovah's Witnesses withdrawing their claims as Conscientious Objectors by telling them they could not claim classification both as Conscientious Objectors and ministers, it is recommended the attached Bulletin be issued instructing the field to discontinue obtaining signed statements from registrants withdrawing claims as Conscientious Objectors.

Unanimously approved by the Executive Conference today with Messrs. Parsons, Nease, Ladd, Clegg, Nichols, Mohr, Belmont, Tracy and Rosen in attendance.

Respectfully,
For the Conference

Attachment

Mr. Tolson

Clyde Tolson

cc: Mr. H. H. Clegg
Mr. Mohr

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The Director

December 8, 1950

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/14/91 BY SP-5 CIB/DT

The Executives Conference of December 6, 1950, consisting of Messrs. Tolson, Tracy, Parsons for Harbo, Mohr, Belmont, Ladd, Rosen, F. H. McIntire for Clegg, Sizoo, McGuire for Nichols, Nease and Glavin, considered a suggestion submitted by the SAC at Atlanta concerning red signal lights for Bureau automobiles.

It was pointed out to the Conference that the Agent in Charge at Atlanta suggests that the Bureau consider equipping its automobiles, which have fixed spotlights, with a flasher unit similar to that used in turning light indicators and other applications; that the flasher unit should be simple to install and provided with a shunting switch for selection of either continuous or blinking light.

The Agent in Charge at Atlanta further pointed out that such a blinking light will effectively improve the warning to oncoming traffic and pedestrians, especially at night when the streets are wet and a constant burning red light tends to mingle with traffic signals, tail lights and other red lights. He further points out that other emergency vehicles utilize the red blinker light system; that the general public heeds this type of warning and it is believed that the effectiveness will be greatly improved.

The Conference points out that a number of suggestions concerning red lights on Bureau automobiles have been made in the past and, after careful study, it was determined that the spotlight arrangement presently used be approved for installation on Bureau automobiles in all States where local ordinance or State law does not prohibit the use of such spotlights. This spotlight is the regular white spotlight and there has been secured for each such spotlight a red cover lense which can be snapped on over the white lense with no loss of time. In case of emergency the spotlight can then be utilized as a red warning light.

The Conference does not feel that the Bureau should at this time again change its red light installation on its pursuit cars. However, it does feel that in the event SAC Bills of the Atlanta Office believes that a blinking red light would serve as a better warning light in his particular division, the Bureau would have no objection to his installing several of these blinker devices on his automobiles to determine whether as a matter of fact they improve the red light warning system and, if they do, that he be given authority to install such blinker devices on all of the cars assigned to his division.

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CC: Mr. H. H. Clegg

Mr. Mohr

URG:VH

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EX-37

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Memorandum for the Director

The Conference was advised that in the recent past, there have been no other suggestions from the field concerning the installation of blinker lights and, for that reason, it is felt that our present red light warning system is undoubtedly working satisfactorily. It is not felt that it is necessary to circularize the field regarding this particular suggestion.

Should the Director agree with the Conference recommendation, SAC Bills will be appropriately advised.

*Respectfully,
For the Conference*

Clyde Tolson

THE DIRECTOR

December 14, 1950

EXECUTIVES CONFERENCE

INSPECTION BUREAU DIVISION -
TREATMENT OF RESIDENT AGENTS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/14/91 BY SP-5ci/DM

The Executives Conference on 12/14/50, with Messrs. Tracy, Parsons, Mohr, Ladd, Rosen, Nease, Ladd, and Clegg being present considered the suggestion of Inspector [redacted] following an inspection of the Datto Office that firearms be permitted to be maintained in Resident Agencies when there are the usual type of steel cabinets with locks in which these guns may be stored. The present regulations do not permit maintaining rifles, shotguns, and machine guns in Resident Agencies unless the agency is equipped with a special type of safe to insure the security of these weapons. These safes are not available in most Resident Agencies and as a consequence no firearms other than revolvers issued to the Agents are maintained by the Resident Agents in the Datto Division. If additional firearms are necessary in an emergency, the weapons must be sent from the Datto Office, which is a considerable distance from Resident Agencies in Idaho, or the guns must be borrowed from local law enforcement agencies.

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Among the advantages cited, the fact that the ability of the Bureau Agents in handling firearms is outstanding comparatively, the amount of training required annually insures efficiency in handling these firearms, and the firearms will be available on a raid so that the Agents can use a shotgun, rifle or machine gun if this were permitted. As for the security of the weapons, it was felt that the firearms would be adequately secure in the regular steel wardrobe type cabinets which were equipped with the usual lock. It was also felt that if these firearms should be stolen that the Bureau would not likely suffer a great deal of criticism for that as much as if the Agents were improperly equipped. Rifles and shotguns, particularly, are available in sporting goods stores and the necessity for stealing this type of weapon from an FBI office is lessened for this reason. Since the Agents are trained in the use of a particular type of weapon when other types or makes are borrowed from the police they are at a disadvantage.

Disadvantages cited are that it would not be necessary often for an Agent to have weapons other than his revolver and when this need arises, particularly in a division like Datto, the Agents have personally owned shotguns for hunting purposes.

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cc-Mr. Clegg
Mr. Mohr

H. G. [redacted]

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EX-35

66-2554-8415
JAN 5 1951

54 JAN 9 1951

although it is realized this may not always be true. It was also felt that the SAC should be informed when any Agent is about to go on a case which would require the use of a shotgun, rifle or machine gun, and perhaps the SAC or Acting SAC should lead the raid or assume charge of the squad making the arrest where such weapons are necessary. It is recognized that there would be some instances arising where prior to the time the SAC could arrive at the scene the arrest would be completed and the matter would be handled more promptly than would be the case if the SAC had to personally travel from Butte to some point in Idaho. However, it is felt that in these instances the use of local police weapons obtained from time to time would be satisfactory.

It was also pointed out that there had been no trouble because of the present regulations during the past many years since Bureau Agents have had authority to make arrests and if the guns were kept at Resident Agencies the possibility of their corroding, rusting, and developing mechanical defects could be increased with the present problems of this type multiplied many times. Also the matter of security of weapons is an important one and the Bureau has been very critical of National Guard establishments and other agencies which do not take precautionary measures with reference to the security of firearms.

EXECUTIVES CONFERENCE CONSIDERATION

Messrs. Parsons and Mohr recommended that the rule be changed to permit the assignment of shotguns to Resident Agencies where there are steel wardrobe-type cabinets equipped with locks in which they might be stored.

Mr. Messer recommended that both shotguns and rifles be assigned to Resident Agencies with the same type of safeguard; namely, the steel wardrobe cabinets equipped with locks.

Messrs. Tracy, Ladd, Rosen and Glegg recommended the present rule continue.

Respectfully
FOR THE CONFERENCE

C. Tolson

THE DIRECTOR

December 3, 1950

✓ EXECUTIVES CONFERENCE

~~CONFIDENTIAL RADIO TELETYPE~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 6/14/91 BY sp-scj/btr

On December 2, 1950, the Executives Conference consisting of Messrs. Tolson, Ladd, Glavin, E. J. Fox, Mohr, Belmont, Rosen, Clegg, Gurnea, McGuire, Nease and Parsons considered the need for three additional transmitters for our emergency radio network which links the various field offices.

It was pointed out that Honolulu has two transmitters which are approximately 10 years old and due to the fact that communication with Honolulu is by radio, this equipment has had sufficient service to become a maintenance problem. Our radio communications need in Anchorage is also vital and it was recommended that efforts be made to immediately obtain three 450 watt transmitters: one for Honolulu, one for Anchorage and one as a spare in an emergency. It is believed that these can be obtained from the Army for approximately \$1500 each, which is below the cost on the commercial market. In addition, the equipment is understood to be available from the Army which will eliminate months of delay which might be required in a commercial purchase.

The Conference unanimously recommends that efforts be made to obtain the three transmitters at a total cost of approximately \$4500.

Respectfully,
For the Conference

KAT

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Glyde Tolson

cc: Mr. Clegg
Mr. Mohr

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BJP/cob

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THE DIRECTOR

12-19-50

EXECUTIVES CONFERENCE

~~Bureau~~ WAR PLANS -
FIRST AID TRAINING, SUPPLIES AND EQUIPMENT

The Executives Conference on 12-18-50, with Messrs. Callahan (for Glavin), Tracy, D. J. Parsons (for Harbo), Mohr, Ladd, Belmont, J. A. Sizoo, Hargett (for Rosen) and Clegg present, in considering War Plans - First Aid Training, Supplies and Equipment for First Aid treatment, had their attention called to the report that a complete First Aid establishment for ~~treating~~ Atomic Bomb injuries due to radiation would cost approximately \$17,500. Of course, there does not exist in the Bureau at this time any equipment of this sort which would meet the special occasions of the set-up for handling this type of injury although we do have regular First Aid kits to handle injuries of the normal and more routine types. The Bureau has already approved postponing until March 1, 1951, the program of training 25% of its personnel in First Aid treatment. Adequate instructors, however, have recently been trained.

The Executives Conference unanimously recommended that no attempt should be made to spend a large amount of money for the First Aid establishments to treat Atomic Bombing injuries caused by radiation since it is possible that the Federal Government may in the future purchase such supplies and distribute them as they deem necessary throughout the Government agencies. It was also believed that the First Aid training should be postponed until after March 1, 1951, at which time the matter will again be considered.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
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DATE 6/14/91 BY SP-5C/DNF

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cc - Mr. Mohr
Mr. Clegg

RECORDED - 23
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66-2554-8417
JAN 5 1951
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The Director

December 26, 1950

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/14/81 BY SP-SCI/ATF

The Executives Conference of December 22, 1950, consisting of Messrs. Ladd, Glegg, Belmont, Parsons for Harbo, Tracy, Sizoo, Mohr, McGuire for Nichols, Hergett for Rosen, Kease and Glavin, considered a memorandum submitted by Mr. Parsons of the Laboratory concerning bacteriological warfare, wherein he points out that there has been a survey made of the water in the Department of Justice Building. It was found that the water in the taps is in pipes which would have to be disconnected through the use of wrenches, etc., but that the drinking water comes from a tank in the sub-basement which is covered over by planks and, although set apart by a partial wall in the sub-basement, the entrance to the enclosure being had through a door which is kept locked and the keys in the possession of the Captain of the Guard and the engineer, it is felt that an individual wishing to contaminate the drinking water of the Justice Building could do so.

It was recommended by Mr. Parsons that arrangements be made with the Carpenter Shop under the supervision of the Building Engineer to construct a wall to extend the sides of the drinking water reservoir tank to the ceiling, a door to be constructed and installed for accessibility to the float of the tank; that a secure padlock be installed on the door with one key in the possession of the engineer and one in the Guard's Office.

Mr. Parsons also recommends that each field office designate an Agent to trace the water lines within the building in which the field office is located, noting any and all points which might permit easy access to the drinking water, the results of the survey to be forwarded to the Bureau.

RECORDED - 23
INDEXED - 23
66-2554-8418

The Conference does not feel that requests should be made by the Bureau for additional construction around the drinking water reservoir tank. The Conference further does not feel that we should at this time have surveys made in the divisional service regarding the source of drinking water in those offices, it being pointed out that it would be of little avail to check contamination of drinking water in a building drinking water system when drinking water for a community or city could very easily be contaminated. The Conference does not feel that the situation is such at this time that we should request additional construction on the drinking water tank of the Department of Justice Building nor does it feel that Agent time should be utilized at the present for a survey of drinking water systems in the various divisional offices. Should the Director agree, no further action will be taken in connection with this matter at this time.

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Respectfully,
For the Conference

E. H. Clegg
Mr. Mohr
JRG:VH

Attn: Tolson

THE DIRECTOR

December 28, 1950

THE EXECUTIVES CONFERENCE

~~BUREAU WAR PLANS~~

The Executives Conference on December 21, 1950, with Messrs. Glavin, Tracy, Parsons (for Harbo), Mohr, Ladd, Belmont, F. H. McIntire (for Glegg), McGuire, Sizoo, and Hargett (for Rosen) present, considered the recommendation of the Springfield Division that all files containing SAC Letters and Bureau Bulletins be maintained in the file cabinets along with the "00" files in order that they may be immediately destroyed if necessary along with the "00" files. The Conference considered the fact that some SAC Letters and Bureau Bulletins, when broken down and when pertaining to some specific investigation or specific phase of the Bureau's administrative operation, will be included in a great number of files throughout the field offices. The Conference felt that to include all the files containing portions of SAC Letters or Bureau Bulletins along with the "00" files would defeat the purpose of having "00" files located in one particular place.

RECOMMENDATION: The Conference unanimously recommended that the field be instructed to place all "SAC Letter files" and "Bureau Bulletin files" in the same cabinets along with the "00" files. If you concur, there is attached an appropriate SAC Letter.

Handwritten initials

Handwritten initials and date: 1/13/51

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/14/91 BY SP-5 c/bw

Attachment

cc Mr. Mohr
Mr. Glegg

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Handwritten initials

The Director

January 2, 1951

The Executives Conference

INTERSTATE TRANSPORTATION OF GAMBLING DEVICES

The "Slot Machine Bill," S. 3357, has passed the Congress and has become a law with the signature of the President. The attached SAC Letter furnishes the text of this new law to the Field and instructs that complaints received are to be brought immediately to the Bureau's attention.

Following the receipt of an analysis of this law, and of our responsibilities under it from the Criminal Division of the Department, a comprehensive Bureau Bulletin will be forwarded to the Field.

ACTION RECOMMENDED

With your approval, it is suggested that the attached SAC Letter be forwarded, making available the text of this new law, to each Office.

Unanimously approved by the Executives Conference on January 3, 1951, with Messrs. Ladd, Tracy, Nease, Mohr, Belmont, Parsons, Sizoo, Clegg, Glavin and Rosen in attendance.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/14/91 BY 8-5 ci/OTF

Attachment

cc-Mr. Clegg
Mr. Mohr

RECORDED - 27

JAN 9 1951

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INDEXED - 27

166-2554-8420
JAN 9 1951
Handwritten signatures and initials

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

THE DIRECTOR

12-28-50

JOINT COMMITTEE

SAVINGS: None

AWARD: None

SUGGESTION #618

EMPLOYEE: SAC R. W. WALL
ALBANY OFFICE

SOCIALIST WORKERS PARTY
INTERNAL SECURITY - C

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/14/91 BY SP-5ci/OTR

MEMBERS PRESENT: Messrs. R. T. Harbo
H. H. Glegg
E. Scheidt
S. K. McKee

The Joint Committee considered the suggestion that two volumes of 1,030 pages, containing 17,249 signatures on the Socialist Workers Party - New York State Election petition for November 1950, be obtained, photostated and disseminated by the Albany Office to the New York and Buffalo Office for indexing.

It is the present policy of the Bureau that Field Offices should not submit to the Bureau for indexing Communist Party petitions and lists of subscribers to subversive publications, but that these should be indexed only in the Field Offices.

It was recommended by Mr. F. J. Baumgardner that this procedure be followed and that this list of names be indexed by the Albany, New York and Buffalo Offices for those signers who reside in their respective divisions, but that it not be indexed at the Bureau.

The New York Office advised on 9-22-49 by letter they were requesting Bureau instructions concerning indexing 42,000 names on the 1939 Communist Party petitions for City Council Election; 170,000 names for the 1940 Communist Party petitions for Congress and City Council and 40,000 names for 1943, 1945 and 1948 Communist Party petitions for City Council and the Bureau advised on 10-6-49 that this would be unnecessary and the petitions should be retained in the New York Office for reference purposes.

Concerning the Socialist Workers Party, the New York Office advised that there were only 400 members in New York State, thus, only a small fraction of the over 17,000 names would not be members of the Socialist Workers Party and thus, the files and indices would be cluttered up with unnecessary junk. Many people would sign petitions thinking they were for the regular Socialist Party and although the Party

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52 JAN 13 1951

RECORDED - 109

cc - Mr. Mohr
Mr. Glegg

HHC:DMC

has only 300 members in New York City, they polled over 13,000 votes in the October elections in 1950, due probably to the same misunderstanding.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

It was suggested that these petitions not be indexed in either the Field Offices or at the Bureau, particularly since the Bureau has instructed that such indexing concerning the Communist Party with a larger number of members not be indexed.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 12/29/50 was unanimously unfavorable and concurred with the Joint Committee. Messrs. Glavin, Parson, Tracy, Mohr, Sizoo, Laughlin, Ladd, Hargett, McGuire and Clegg were present.

A letter to Albany is attached.

RH Y

THE DIRECTOR

1-2-51

EXECUTIVES CONFERENCE

RECOMMENDATION BY DETROIT OFFICE FOR
COOPERATION WITH MICHIGAN ASSOCIATION
OF CHIEFS OF POLICE IN CONDUCTING A
RECRUIT SCHOOL IN MICHIGAN

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/14/91 BY SP-5 C/BH

The Executives Conference on 12-27-50, with Messrs. N. P. Callahan, Tracy, D. J. Parsons, Ladd, L. L. Laughlin, E. E. Hargett, J. A. Sizoo, J. J. McGuire and Clegg present, considered the recommendation presented by the Detroit Office for cooperation with the Michigan Association of Chiefs of Police in conducting a Recruit School in Michigan. The Detroit Office advises that the course of training will be for recruits. It will be under the sponsorship of the Michigan Association of Chiefs of Police. FBI NA Graduate, Chief Richard W. Rogers of Midland, Michigan, discussed the proposal for such a school with Mr. Clegg at the Colorado Springs, Colorado, Convention of the IACP this year. He indicated it was their plan to use the classrooms of Michigan State College and to employ Chief Howard Hoyt of Kalamazoo, Michigan, to take active charge of the training. Mr. Clegg discouraged his idea for such a school, but stated specifically to Rogers that, if Hoyt was in charge of the school that the Bureau would not participate due to Hoyt's animosity toward the FBI.

The Executive Committee of the Chief's Association recently met and selected as Coordinator of this school Charles F. Rhodes, formerly an Inspector of the Detroit Police Department, who retired in 1938 and then became Chief of Police at Pontiac, Michigan, from which position he retired in July 1950. The Detroit Office describes Rhodes as experienced in Police Training Matters in that he had been in charge of such training in the Detroit Police Department and while at Pontiac he relied completely on the cooperation of the FBI for training. They stated that he has been and is most cooperative and is a very high type, conscientious individual who could not be dominated by college authorities. He was described as intelligent, responsible and a disciplinarian. His salary would be paid by Michigan State College from their Extension Course funds but the type of training would be determined by Rhodes and the Michigan Police Chiefs. In the event Rhodes does not accept the position, their next alternate as Coordinator will be Chief of Police Charles W. Miller of Ecorse, Michigan, a graduate of the FBI National Academy who retired as Police Chief in December 1950.

RECORDED - 75

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Although the Detroit Office points out that there will be \$25.00 per week, per officer, charged for board and room, there will be no tuition charges. The Detroit Office feels that there is a

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Attachment

cc - Mr. Mohr
Mr. Clegg

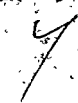
HHC:DMJ 54 JAN 11 1951

Memorandum for the Director

likelihood the school will fold up due to the fact that the larger cities have their own recruit programs and the smaller cities cannot afford \$25.00 per week expenses. In view of the fact that the Michigan Association of Police Chiefs has selected as Coordinator an individual friendly with the FBI; as the school does not charge tuition and as it would be under the sponsorship of the Police Chiefs Association, SAC O'Connor recommends the Bureau participate. He has advised that the program has not yet been made up. They will probably ask the Bureau to handle the usual subjects pertaining to Laboratory work and the Jurisdiction of the Bureau, Arrest Techniques and it could be that the total volume will require an Agent to spend 2 or 3 days per week handling it. However, this has not yet been decided. There will be a meeting on Tuesday, January 9, 1951, and Mr. O'Connor has been invited to attend. He feels that the general idea of the program will be discussed at that time and it is probable that the Bureau will be requested to handle a good many of the subjects usually taught by the Bureau in police schools, but not including subject matters, such as, City Ordinances, Local Laws, Local Organization of Police and matters which should be handled by local police officers. He requested authority to attend the conference next Tuesday and to promise the Bureau's cooperation along general lines as in most police schools, without making any specific, definite commitments as yet.

The Executives Conference recommended that the Bureau participate in these schools in the usual manner. It is also recommended that the attached letter be sent to SAC O'Connor.

Respectfully,
For the Conference


Clyde Tolson

THE DIRECTOR

1-4-51

EXECUTIVES CONFERENCE

FBI LAW ENFORCEMENT CONFERENCES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/14/71 BY SP-5 CIP/HT

The Executives Conference, with Messrs. Tracy, Parsons, Mohr, Ladd, Rosen, Nease, Ladd and Clegg being present, considered the suggestion that during the course of the Annual Law Enforcement Conferences with police executives that the subject of Civilian Defense be discussed before these police executives by Civilian Defense leaders or law enforcement officers. Of course, the FBI representatives would not discuss this subject, but would merely use the FBI Law Enforcement Conferences as a medium for bringing this subject before the police executives.

It was also pointed out that requests of this type have already been made in some instances; for Civilian Defense matters are of vital concern to police agencies throughout the country.

Disadvantages might be that there could likely arise some dissension among the police as to Civilian Defense policies and programs and they might attach to the FBI some responsibility because the FBI is providing the means of bringing this subject matter to the police. Also, if any instructions were given contrary to the national policy, there is some possibility that the FBI would be blamed.

Among the advantages is the fact that the police executives will desire conferences and instruction on Civilian Defense matters. If the FBI does not give an opportunity in its Law Enforcement Conference Program for this subject to be discussed outside Civil Defense and police authorities, there will be an opportunity for a rival conference under the direction of others so that this subject matter might be included. This would be undesirable from the Bureau's standpoint for another series of conferences be held under some other jurisdiction and, also, it would involve duplicate travel and attendance at conferences by the police executives.

EXECUTIVES CONFERENCE CONSIDERATION: Unanimously favorable.

Respectfully,
For the Conference

I think this is desirable but we will have to discuss closely
Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
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Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

Clyde Tolson

166-2557-8423
JAN 9 1951
8

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Must definitely

JAN 12 1951

EX-37

January 4, 1951

MEMORANDUM

~~ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED~~

~~EXCEPT WHERE SHOWN OTHERWISE~~

On December 26, 1950, the Executive Conference, consisting of Messrs. Ladd, Glavin, Tracy, Mohr, Belmont, Nichols, Clegg, Rosen, Harbo, and Parsons, considered the request from the field for handle-talkie units.

The military type walkie-talkies, of which we have approximately 500 in the field, measure 5 1/2 x 11 1/2 x 17 and weigh 62 pounds with batteries. The handle-talkies measure 5 x 6 1/2 x 12 1/2 and weigh only nine pounds with batteries and, therefore, can readily be concealed in a briefcase or paper bag.

As a result of requests from several field offices for radio units which were more portable and concealable than the military walkie-talkies presently in use in the field, an SAC letter was prepared and sent to the field in October requesting information from each field office as to the need for units in their respective divisions. The replies have been received from all field offices and it is noted that a total of 69 units have been requested. Among the reasons set forth to justify the purchase of these units are the following:

(1) An internal security surveillance of a swimming pool was maintained by an Agent crawling through an air duct with a walkie-talkie. A handle-talkie would have been much more practical and secure than the walkie-talkie.

(2) Contact of highly confidential sources of information involves the security of the Agent making such contact. A handle-talkie could be easily used to provide that security but a walkie-talkie is out of the question and is not now used.

(3) On several occasions the walkie-talkies were used on surveillances which could not be started until nighttime because the walkie-talkie was too large to be moved in daylight. The handle-talkie could have been easily moved immediately.

(4) Technical surveillance installations can be protected by the use of the handle-talkie, while the walkie-talkie is too bulky and conspicuous to be used.

(5) In certain cases, numerous instances cited in which the walkie-talkie was too large and the handle-talkie could have been used to advantage.

- 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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EX-37

4/4/91 (cont. next page)

Classified by SP-50/PHF
Declassify on: OADR

55 JAN 12 1951


~~CONFIDENTIAL~~

(6) In an apprehension, delay and extra work could have been avoided had the handie-talkie been immediately available.

In view of the fact that approximately one-half of the field offices did not request these units and the requests from other field offices range from one to six units, the Executives Conference unanimously recommends that we, at this time, purchase twenty units and place two in each of ten selected offices. The units would be available to other offices for specific needs and a check would be made at a later date to determine whether additional units are needed.

The twenty units will cost approximately \$250.00 each or a total of \$5,000.

Respectfully,
For the Conference


Clyde Tolson.

THE DIRECTOR

1-4-51

EXECUTIVES CONFERENCE

APPLICANT INVESTIGATIONS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/14/91 BY sp-5ci/pnf

The Executives Conference, with Messrs. Callahan, Tracy, Parsons, Ladd, Belmont, Sizoo, Hargett and Clegg present, considered the following suggestions concerning Applicant investigations, which had been previously considered by the Joint Committee of Field and Seat of Government representatives, Messrs. Scheidt, McKee, Harbo and Clegg being present:

(1) Bureau Applicant Forms now require 5 references. Experience has shown that references are usually favorable and their value is primarily to furnish background information and leads. There has been a suggestion that the number of references be reduced from 5 to 3. The Joint Committee and the Executives Conference unanimously recommended that, when next the Bureau Applicant Forms are printed, the number of references required to be shown be reduced from 5 to 3 and, further, that at this time instructions go to the Field requiring that only 3 of the 5 references be interviewed.

(2) The Cincinnati Office suggested that Lead Sheet Forms similar to Form FD-149, presently used in preparing the leads in Atomic Energy Act cases, be modified so that they would be adaptable to all other Applicant-type cases and that these Lead Sheets be used as a regular form in connection with the organization of Field territory to assign leads in the same case to Agents working in different sections of the Field Division. There is attached hereto a Lead Sheet Form for this purpose and the Joint Committee and the Executives Conference unanimously recommended its adoption and use. ASAC H. B. Fletcher and Field Applicant Supervisors Ryan, Smith and Gramp of the Washington Field Office agree that this form will be an administrative aid to the Field. Mr. Callan and Supervisors May, Eberle, J. E. Newby and Hurley also favor this form.

(3) At the present time in transmitting Loyalty reports to other agencies a printed abstract slip with uniform wording is used which saves considerable typing time. The suggestion was made that the use of printed abstract slips, such as may be approved by the Investigative Division, be used in transmitting the reports in other Applicant-type cases to the interested agencies. Mr. Callan and Mr. Hargett of the Investigative Division favor the suggestion and are presently preparing the form abstract slips for this purpose, if approved. This procedure was unanimously approved by the Joint Committee and by the Executives Conference.

(4) The Chicago, Detroit, Cleveland, Cincinnati and San Francisco Field Offices have suggested that the Bureau permit New Agents to investigate Applicant cases immediately following their assignment to Field Offices. It was felt by those offices that New Agents would be more productive in this type of case than in any other type of case. As the work permits, of course, it was believed that the New Agents should be assigned to criminal work.

Tolson
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Mohr
Tele. Room
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cc-Mr. Mohr
Mr. Clegg
HHC:DMG

RECORDED - 66
66-2574-8425
JAN 11 1951

54 JAN 13 1951

Memo for
The Director

also in order to develop their general investigative ability. The present rule is that New Agents work on criminal cases for their first 90 days in their first office. In opposition to the suggestion, the observation was made that in Newark 25% of the Agents approximately are first office Agents. SAC McKee advised that he finds it advisable to assign the New Agents to criminal work in order to develop their investigative ability and experience. New Agents are not assigned to the Washington Field Office or the New York Office at present. The handling even of neighborhood investigations by New Agents might anywhere and at any time involve interviews with important officials and individuals and it is very important that the most favorable impression be made in handling this type of case. At the Joint Committee meeting, Messrs. Harbo and Scheidt recommended favorably. Messrs. McKee and Clegg were opposed. The Executives Conference unanimously opposed the suggestion for the reasons stated.

Respectfully,
For the Conference

J. J. Harbo
Clyde Tolson

Attachment

AGENT:

LEAD SHEET

LOCATION OR ZONE:

DATE:

FILE #:

DEADLINE:

PERIOD:

RETURN TO:

NAME:

PRESENT ADDRESS:

ALIAS:

OTHER ADDRESSES:

DATE AND PLACE OF BIRTH:

SEX: (M) (F)

OTHER DESCRIPTION:

POSITION INVOLVED:

SOCIAL SECURITY #:

CITIZENSHIP:

NATURALIZED:

EMPLOYMENT & OCCUPATION:

DATES:

IMMEDIATE RELATIVES:

RELATIONSHIP:

ADDRESSES:

LEAD:

Arrest Record:

Credit Record:

Military Service (Branch and Date of Service):

Education:

Neighborhood:

Organizations:

Associates:

Employment:

References:

Other:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/19/90 BY SP-5 e/ont

ENCLOSURE

66-2554-8425

The Director
The Executives Conference

January 6, 1951

The Executives Conference of January 2, 1951, consisting of Messrs. Ladd, Tracy, Rosen, Sizoo, Clegg, Parsons for Harbo, Belmont, Mohr, Nease and Glavin, considered the attached suggested communication to all SAC's concerning the sale of automobiles and recommended its approval.

For the Director's information, it will be necessary for the Bureau to dispose of 150 of its old cars upon delivery of the new cars recently purchased by us and the attached communication instructs the field to report those cars assigned to their divisions which are in poorest operating condition at this time so that appropriate arrangements can be made to dispose of automotive equipment which is no longer in satisfactory operating condition.

If the Director agrees, the attached communication will go forward.

Respectfully,
For the Conference

Clyde Tolson

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

TRE: VII

Attachment

ALL INFORMATION CONTAINED
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Gandy _____

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66-2554 - 8426
JAN 11 1951
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55 JAN 12 1951

THE DIRECTOR

December 27, 1950

JOINT COMMITTEE

SUGGESTION NO. 613

EMPLOYEE: SA WALTER D. ATTEDERY, Lutte Division

SUBJECT: ADMINISTRATIVE ACTION SHEET

MEMBERS PRESENT: H.H. Clegg
R.T. Harbo
S.K. McKee
E. Scheidt

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/14/91 BY SP-5 CJK/BAH

SUGGESTION: That a form be adopted by the Bureau to be known as an "Administrative Action Sheet." This form would be letter size and would be the first serial in each case file but would be unserialized. If a case has more than one volume a new set would be prepared and included as the first serial in each volume. All administrative procedures such as routing slips to Agents, routing slips to other offices, Bureau error forms, etc. would be posted to this administrative action sheet.

- Advantages -
- (1) Action taken becomes a permanent part of the file.
 - (2) Serials which may later be sent to other offices or to UCA offices need not be marked and thus misfigured.
 - (3) Ready reference can be made to action taken on request and the entries on the form would also indicate the serial number covering the item in question.
 - (4) Uniformity throughout all field offices.

- Disadvantages -
- (1) Additional clerical work would be required.
 - (2) Additional work would be required on the part of the supervisor.
 - (3) The present procedure of making necessary notations on the serials themselves is adequate and in many instances is preferable since the notation can be frequently made immediately adjacent to the specific portion of the note concerned.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

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 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

cc - Mr. Clegg
 Mr. Mohr

RECORDED - 111
 1652534-2427
 INITIALS ON ORIGINAL
 73
 [Handwritten initials and signatures]

55 FEB 24 1951

Executive Conference

ORIGINAL FILED IN 165-2534-2427

THE DIRECTOR

December 27, 1950

JOINT COMMITTEE

SUGGESTION NO. 608
EMPLOYEE: SA ORSON F. MEERS, JR., KANSAS CITY DIVISION
SUBJECT: FILM PACK FOR SPEEDGRAPHIC CAMERA

MEMBERS PRESENT: H.H. Clegg
H.T. Harbo
E.K. Hokey
L. Scheidt

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/14/91 BY SP-5 CJP

SUGGESTION: That Bureau request suppliers to develop a film pack for our Speedgraphic camera which contains only 4 or 6 films rather than 12 films which are now put in each film pack.

In support of the suggestion it is stated that the procedure if adopted would materially reduce the required film inventory maintained by the Bureau, result in less "throw-away" exposed film, and provide a handier, more practical solution to the problem of promptly and economically furnishing the Bureau with photographs of subjects.

Mr. Bennisberger advises that the local representative of the Eastman Kodak Company stated it would cost practically as much to prepare film packs containing only 4 or 6 film as it would those containing one dozen film as at present since it would mean changing the production set-up. Mr. Bennisberger does not believe the suggestion is practical.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

RECORDED - 63

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

JAN 12 1951

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ORIGINAL FILED IN 66-2554-842

JM
The Director

January 6, 1951

The Executives Conference

The Executives Conference of January 2, 1951, consisting of Messrs. Ladd, Tracy, Rosen, Sizoo, Clegg, Parsons, Harbo, Belmont, Mohr, Nease and Glavin, considered the attached suggested communication to all SAC's concerning forms to be used for the sale of material and recommended its approval.

Briefly, this communication is being prepared to advise the field of up-to-date instructions received from the General Services Administration concerning the sale of surplus or obsolete Government material.

Should the Director approve the Conference recommendation, the attached SAC letter should go forward.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 6/14/91 BY SP-5C/DM

Respectfully,
For the Conference

Clyde Tolson

CC: Mr. H. H. Clegg
Mr. Mohr
WRG: VH
Attachment

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

52 JAN 13 1951

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66-2554-8429
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les

THE DIRECTOR

January 6, 1951

THE EXECUTIVES' CONFERENCE

FOREIGN ASSETS CONTROL PROGRAM

On January 6, 1951, the Executives' Conference, consisting of Messrs. Tolson, Ladd, F. H. McIntire for Mr. Clegg, Glavin, Parsons for Mr. Harbo, Nichols, Rosen, Tracy, Mohr, Nease, Sizoo, and Belmont, discussed a proposed Bureau Bulletin advising the field of the Foreign Assets Control Program set up by the Department of the Treasury and instructing the field to furnish information which would be of interest to the Treasury Department in this program.

By memorandum dated December 15, 1950, the Department advised that the Treasury Department would institute a Foreign Assets Control Program blocking the assets in this country of China and North Korea and of all their nationals and other people residing in those territories. The Department requested that the Bureau make available to the Treasury Department information which would be of assistance in instituting a Foreign Assets Control Program. With Bureau approval, direct liaison was set up with the office of Mr. Elting Arnold, Assistant General Counsel, Treasury Department, in connection with the Bureau's responsibility in this program. Through this liaison, Mr. Arnold has advised of the information desired by the Treasury Department to assist it in carrying out the program.

Upon receipt of the initial instructions from the Department, our key field divisions were instructed to submit information on Chinese Communists or North Korean individuals or corporations in this country doing business for the benefit of Red China or North Korea, as well as American citizens or corporations in this country or abroad doing business for the benefit of Red China or North Korea. The resulting information from the field has been made available to the Treasury Department in the form of blind memoranda.

The Justice Department is being advised that direct liaison has been established with the Treasury Department in connection with this program. The proposed bulletin to the field sets forth, for the benefit of the field, the information desired by the Treasury Department and instructs that such information be reported in report form suitable for distribution to the Bureau under the caption "Foreign Assets Control Program, IS-CH and KO," New York Office Origin. The purpose of the Bulletin is to gather from all field offices information which will be of assistance in this program. The Conference unanimously recommended that the bulletin be issued. In the event you approve, it will be sent.

- Tolson _____
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- Glavin _____
- Nichols _____
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- Tele. Room _____
- Nease _____
- Gandy _____

RECORDED - 9 66-2554-8430

Respectfully
For the Conference

EX-123

JAN 11 1951

Clyde Tolson

Attachment
GC - Mr. Tolson
Mr. Mohr
AHB:tlc

JAN 13 1951

THE DIRECTOR

December 26, 1950

THE EXECUTIVES CONFERENCE

LIEUTENANT RICHARD J. FELBER
METROPOLITAN POLICE DEPARTMENT
WASHINGTON, D. C.
APPLICANT, FBI WA, 46th SESSION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/14/91 BY SP-5 ci/paf

The Executives Conference on 12-21-50, with Messrs. Glavin, Tracy, Parsons (for Harbo), Mohr, Ladd, Belmont, F. H. McIntire (for Clegg), McGuire, Sizoo, and Hargett (for Rosen) present, considered the background of the above-captioned WA Applicant.

Background: This applicant is 43 years of age, has been connected with the Metropolitan Police Department in Washington, D.C. since 9-3-30, and has been Lieutenant since 8-1-49. In a letter dated 9-28-45, the Washington Field Office advised that applicant was a close friend of Detective Jack Baker who had associated with "Monk" Seal, a known gambler, that Baker was a member of the Atlas Club and that SA R. H. Kurtzman of the WFO had observed Detective Jack Baker and the applicant leaving this club in an intoxicated condition. No information was furnished to indicate that Felber was involved in graft.

An article in the Washington Post in 1945, stated that "Monk" Seal was reported to have operated on terms of friendliness with then Inspector Barrett, Detective Sergeant John K. Baker, and Richard Felber (the applicant). On 4-9-49, applicant was given a Trial Board hearing in the Metropolitan Police Department on charges of being under the influence of alcoholic beverages while off duty. The finding of the Trial Board was "Not Guilty."

The files of the Metropolitan Police Department reflect that about 4:20 a.m., Sunday, 3-27-50, applicant assaulted a Washington Post Photographer. Applicant was suspended at 4:30 p.m. the same date. The Trial Board hearing showed that applicant attended a dinner at the Mayflower Hotel, 3-27-50, and one of the guests became ill and was removed to the sidewalk to await the arrival of an ambulance. Jones, the photographer, arrived and wanted to take pictures of the ill man, and insisted on taking such pictures, whereupon several persons started a melee. Jones charged applicant with striking him with a blackjack. Witnesses testified that the applicant was not intoxicated but under the influence of liquor, and further that it was the photographer and not the applicant who started the melee. Other witnesses stated that Felber was not intoxicated. He was reinstated by Barrett the same day he was suspended.

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66-2554-8431
JAN 11 1951

cc Mr. Mohr
Mr. Clegg
FEB 1 1951

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suspended.

Major Barrett and Inspector Walter F. Storm, Assistant to the Superintendent, are very anxious to have Felber attend the Academy, and Storm advises that Departmental plans call for the appointment of Felber as next Chief of the Homicide Squad.

The applicant has always been most cooperative with the Bureau, and in 1944 worked for approximately 6 weeks under the supervision of the WFO in the investigation of Earl J. MacFarland, murderer of Mrs. Fitzwater.

Agent Kurtzman states he is not aware of any substantiating facts to indicate that Felber was ever associated with the gambling interests in the District.

A physical examination form has not as yet been obtained for the applicant. This can be secured in a very short time. It was felt that the Bureau should decide whether or not applicant will be considered prior to requesting the physical examination form.

RECOMMENDATION: The Executives Conference unanimously recommended that Felber be accepted if physically fit. If you concur, the WFO will be instructed immediately to obtain the necessary physical examination.

The Director

January 5, 1951

The Executives Conference

The Executives Conference of January 4, 1951, consisting of Messrs. Tolson, Nichols, Sizoo, Rosen, Ladd, Belmont, Parsons for Harbo, Tracy, Clegg and Glavin, was advised that the SAC at Albuquerque, New Mexico, had requested that the Bureau procure for the Albuquerque Division a number of non-skid wheel mats, popularly known as snow mats, for use with Bureau owned automobiles during snowy weather. These mats are used to secure traction in starting up an automobile during snowy weather when traction is difficult. The mats are placed under the wheels so that traction can be easily secured. They cost \$2.50 a pair.

Mr. Wily had also recommended the purchase of chemical heaters for each automobile so that it would be possible for an Agent in a Bureau owned automobile on surveillance assignments and such, when the motor is not running, to keep his hands warm. These heaters are known by the trade name "Hand Warmer," and the Director will recall that they are small devices slightly larger than a pack of cigarettes and can be carried in a pocket or in other parts of the clothing to keep the body warm. The fluid required for these warmers is lighter fluid or alcohol. These heaters cost \$2.50 each. The total cost of the non-skid wheel mats and hand warmers would be approximately \$165.00 if thirty-three automobiles assigned to the Albuquerque Division were to be equipped with these devices.

The Conference is of the definite opinion that these devices are not necessary and is opposed to the purchase of them for the Albuquerque Office.

Should the Director agree, the attached communication should go forward to the SAC at Albuquerque at this time.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/14/91 BY SP-5 CIB/BAK

Respectfully,
For the Conference

LA-71 Clyde Tolson JAN 12 1951

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

REC-7H 54 JAN 13 1951

Attachment

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Belmont _____
- Room _____

166-2554-843

M

THE DIRECTOR

December 27, 1950

JOINT COMMISSIONS

SUGGESTION NO. 614
PROPERTY SA PAUL E. PRODDING, Richmond Division
SECURITY INVESTIGATION OF AFRICAN CASES

REPLYING OFFICER: E.H. Clegg
D.C. Tardo
C.E. Rakee
L. Scheidt

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/17/91 BY SP-5/BJH

SUGGESTIONS: That one or more "Front sheets" letter size be placed on top of each applicant case file with the file number at the left top corner, the Bureau deadline in the right top corner, the applicant's name at top of page, then the town and cities where investigations are known to be required. It is then suggested that birth notification be shown first, leaving space enough for this information. Second should be educational third, employment fourth, references fifth, neighborhood sixth, relations seventh, arrests and citizenship, criminal.

Advantages - This form to be used by the Agent in making notes during the course of the investigation and the notes would then be set forth in logical and coordinated sequence. This type of setup would greatly increase efficiency in handling dossiers or the preparation of rough drafts.

Disadvantages -

Adoption of the suggestion would require preparation of another form and would add to existing requirements concerning the procedure by which reports are to be prepared. No part of the training course given all newly appointed Agents they are advised as to a convenient means to maintain their notes in order to facilitate the rapid organization of the material when preparing for dossier.

JOINT COMMISSION CONSIDERATION:

Unfavorable on the ground that there is no existing need for such a form.

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27* CLEGG
15* LOHR

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RB

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65 JAN 20 1951

THE DIRECTOR
THE EXECUTIVES CONFERENCE
FBIRA PISTOL CLUB

December 27, 1950

The Executives Conference on December 21, 1950, with Messrs. Glavin, Tracy, Parsons (for Harbo), Mohr, Ladd, Belmont, F. H. McIntire (for Clegg), McGuire, Sizoo, and Hargett (for Rosen) present considered the suggestion that the FBIRA Pistol Club, which was discontinued for the summer months, be re-activated. Mr. W. G. Eames in a memorandum to Mr. R. C. Anderson, President of the FBIRA, advised that [redacted] who has maintained a roster of members and those who are interested in becoming members, expects to be inducted into the armed forces in the near future. This list has been furnished to Mr. [redacted] of the Records Section, who states that more than 50 members have expressed an interest in having this activity resumed at the earliest possible time. He suggests that most men who are attending school would be able to work this into their schedule if they could fire on Monday and Tuesday evenings. The Training Division can arrange to have a firearms instructor available to handle this training.

b6
b7c

RECOMMENDATION: The Conference recommended unanimously that the FBIRA Pistol Club be re-activated. If you concur, an appropriate schedule will be arranged.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/17/91 BY SP-5C/BK

- Wilson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

FHM:KIM
cc Mr. Mohr
Mr. Clegg

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66-2584-84
JAN 13 1951

54 JAN 15 1951

THE DIRECTOR

1-9-51

EXECUTIVES CONFERENCE

FIREARMS TRAINING FOR
PUERTO RICAN INSULAR POLICE
JANUARY - MARCH 1951

The Executives Conference on 1-8-51, with Messrs. Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Rosen, Sizoo, Nichols and Clegg present, considered the request of the San Juan Office for authority to assign an Agent of that office to train Puerto Rican Insular Police in Firearms from 8 A.M. to 5 P.M. daily early in January to March 10, 1951. The schedule is to begin on January 8, 1951 and it is estimated that 350 officers will take this course of training in groups during this period.

It was the unanimous recommendation of the Executives Conference that the San Juan Office be informed that, although they may begin the program, as requested, they should insist that graduates of the FBI National Academy or others selected for such specialized training should be given a refresher course in Firearms instruction so that by the end of January the Insular Police will be able to handle this course with its own personnel. If approved, there is attached hereto a letter to the San Juan Office accordingly.

Respectfully,
For the Conference

Clyde Tolson

Attachment

cc-Mr. Mohr
Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/14/91 BY SP-5 CIP/MS

- Tolson _____
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- Belmont _____
- Mohr _____
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- Nease _____
- Gandy _____

HC:DMG

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JAN 13 1951

54 JAN 15 1951

THE DIRECTOR

1-9-51

EXECUTIVES CONFERENCE

REQUEST FOR COOPERATION WITH THE
FEDERAL CIVIL DEFENSE ADMINISTRATION

The Executives Conference on 1-8-51, with Messrs. Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Rosen, Sizoo, Nichols and Clegg present, approved the attached reply to Mr. Peyton Ford, Deputy Attorney General, in response to his request for cooperation with the Federal Civil Defense Administration.

Respectfully,
For the Conference

Clyde Tolson

Attachment

cc-Mr. Mohr
Mr. Clegg

HHC:DMG

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/17/91 BY SP-5C/DK

- Tolson _____
- Ladd _____
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- Nichols _____
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- Belmont _____
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JAN 13 1951
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U. S. DEPT. OF JUSTICE
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THE DIRECTOR

January 9, 1951

THE EXECUTIVES CONFERENCE

MOBILE RADIO EQUIPMENT
HOUSTON DIVISION

On January 8, 1951, the Executives Conference consisting of Messrs. Ladd, Glavin, Tracy, Mohr, Belmont, Rosen, Clegg, Sizoo, Nichols and Parsons, considered the request of the SAC at Houston for a broadcast radio receiver to be installed in the Bureau automobile used by the SAC.

The SAC at Houston requested the radio receiver to receive commercial broadcasting stations in order to keep up-to-date on storm warnings and matters of general public interest while traveling throughout the Houston territory.

In spite of the fact that the receiver costs under \$60.00, the Conference unanimously recommends against this purchase on the basis that it is not justified in that area and the only place where such equipment has been procured for Bureau automobiles is in two of the northern offices where police radios do not cover the area and severe weather conditions constitute somewhat of a hazard.

Respectfully,
For the Conference

Glyde Tolson

OK 3/1

cc - Mr. Clegg
Mr. Mohr

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/18/91 BY SP-5 CJP/DM

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JAN 13 1951

34 JAN 16 1951

THE DIRECTOR

January 8, 1951

THE EXECUTIVES' CONFERENCE

"WAR COMMITTEE" - RICHMOND FIELD DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 6/18/91 BY SP-rcj/pt

On January 8, 1951, the Executives' Conference, consisting of Messrs. Ladd, Clegg, Glavin, Parsons for Mr. Harbo, Nichols, Rosen, Tracy, Mohr, Sizoo, and Belmont considered a proposal of SAC R.D. Auerbach at Richmond that six prominent attorneys in Virginia make up an informal "War Committee" as special service contacts on a group basis to implement any programs desired by the Bureau in industry, the legal field, legislation or any other matters which the Bureau desires to get across in Virginia.

Mr. Auerbach advised that these six individuals in and of themselves are legal counsel for a larger portion of the most important companies doing business in the State of Virginia, and consequently could exert a considerable amount of influence on such companies, should they be indoctrinated properly. He suggested the possibility of forming what might be called an informal "War Committee," consisting of these six individuals who are personally known to him as substantial, energetic and close-mouthed leaders in the State and who might be considered almost as special service contacts on a group basis. The

[redacted] who is known in [redacted]
[redacted] and who undoubtedly is

[redacted] judges to the State Bench. It was stated that [redacted] could be of substantial use in connection with any program which the Bureau might desire to have the group sponsor, because of his influence with the Governor and various important State officials.

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Mr. Auerbach advised that these men appear to be genuinely and deeply interested in being of service to the FBI as their contribution to the war effort. He thought these individuals might suggest screening possibilities to the individual companies in matters such as DP employment, the question of continuance of foreign visitors to plants, etc. Inasmuch as these individuals [redacted]

[redacted] Auerbach suggested that a resolution by that organization to support the FBI would be of value, as well as possibly furnishing promising young lawyers or accountants as applicants.

These individuals, because of their position and many and varied interests, could be of assistance in many war phase programs such as civilian defense, any internment program, state legislation, along the lines of the subversive activities act of 1950, etc.

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Attachment
CC - Mr. Clegg
Mr. Mohr

AHB:tlc

52 JAN 15 1951

RECORDED - 64

RECORDED - 64

66-554-8439
JAN 13 1951

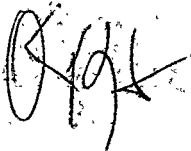
MEMORANDUM FOR THE DIRECTOR

Mr. Auerbach is going to meet with these individuals in the immediate future, merely to advise them of the FBI situation today, much the same as he would in any public speech, in an effort to interest them and put them in a receptive frame of mind for any later and additional assignments which the Bureau might care to make. He sought the Bureau's reaction to his suggestion and any assignments the Bureau might care to give to these individuals.

The Executives' Conference unanimously recommended against the implementation of such a plan on the basis that the selection of a small group of influential individuals to implement any Bureau programs could be readily misunderstood and cause jealousy; that the basic idea of dealing chiefly with any small group in preference to seeking the backing of a large number of individuals in many walks of life is unsound. The Conference saw no objection to the SAC's talking to any or all of these individuals and cultivating them as special service contacts, or where desirable, individually as special service contacts.

In the event you approve the recommendation of the Executives' Conference, a letter along these lines is attached for SAC Auerbach.

Respectfully,
For the Conference,



Clyde Tolson

THE DIRECTOR

January 4, 1951

THE EXECUTIVES' CONFERENCE

SECURITY INVESTIGATIONS AT INSTITUTIONS OF LEARNING

On January 3, 1951, the Executives' Conference, consisting of Messrs. Ladd, Nease, Mohr, Glegg, Parsons for Mr. Harbo, Sizoo, Glavin, Rosen, Tracy, McGuire for Mr. Nichols, and Belmont, considered a suggestion that the Bureau rescind its instructions that no contacts be had with persons other than established contacts at schools of higher learning and that no investigation be conducted regarding students without prior Bureau authority but rather that the initiation of investigations and the extent of the contacts be left to the discretion of the individual SACs in the field. By SAC Letter #77, Series 1948, dated May 15, 1948, the field was instructed in connection with the investigation of subversive activities at institutions of public learning that prior Bureau authority must be obtained to make an investigation of any student, faculty member, or campus organization. The instructions also required that prior Bureau authority must be obtained to interview any student, faculty member or employee of an educational institution. These restrictions on the field arose from concern expressed in educational circles that the FBI was establishing a network of undercover operatives among students and faculty members and was encroaching on the field of freedom of thought on campuses of institutions of higher learning.

The instructions contained in SAC Letter #77 were subsequently modified to some extent by SAC Letter #128, Series 1948 dated October 5, 1948, wherein the field was granted blanket authority to examine records maintained in the Registrars' offices of various institutions of public learning without obtaining prior Bureau authority. In addition, the Executives' Conference of August 1, 1949, recommended that the initial Bureau letter authorizing the investigation should authorize the field to utilize reliable sources of information, established contacts and confidential informants including those connected with educational institutions and this practice is currently being followed in all initial letters of authority directed to the field.

In our current investigation of pro-Communist Chinese, we are investigating a number of Chinese students in the United States. Reliable informants have estimated that eighty to ninety per cent of Chinese students in the United States are pro-Chinese Communists. In

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cc - Mr. Glegg
Mr. Mohr

Attachment

AHD:tlc

RECORDED - 64

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/19/91 BY SP-5C/PWF

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JAN 13 1951
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MEMORANDUM FOR THE DIRECTOR

each instance it has been necessary for the field to request authority to undertake investigation of these Chinese students under existing regulations. In addition, during the week of November 28 to December 5, 1950, the Security Index Unit received forty-eight requests from the field for Bureau authority to institute investigations of individuals connected with institutions of learning. The present regulation requiring Bureau authority before initiating investigations of this type is causing considerable delay in the initiation of investigations and possibly unnecessary correspondence between the Bureau and the field.

It was pointed out that if we allow the field to initiate investigations of students and employees of institutions of higher learning without prior Bureau authority, we will speed up the investigations and save correspondence between the field and the Bureau and vice versa. It was felt that we should not relax the other restrictions which have been set up regarding these investigations, inasmuch as the same need for these restrictions exists today as existed at the time they were put into effect.

The Executives' Conference unanimously recommended:

(1) That the attached proposed SAC Letter be sent to the field advising the field it is no longer necessary to secure Bureau authority prior to initiating a security investigation of a student or employee, other than a teacher or professor unless unusual circumstances exist which would indicate the need for prior Bureau authority. The letter further instructs the field that no other existing instructions regarding investigations and interviews of individuals connected with institutions of learning are in any way changed.

(2) That the other instructions governing investigations and interviews at institutions of learning not be changed. The field will still be required to secure prior Bureau authority before initiating an investigation of a teacher or professor or a campus organization and will still be required to secure prior Bureau authority before conducting interviews at institutions of learning other than with registrars and established sources.

In the event you approve, the proposed SAC Letter will be sent to the field.

Respectfully,
For the Conference

Glyde Tolson

The Director
The Executives Conference

January 5, 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/18/91 BY SP-5 cjb

The Executives Conference of January 4, 1951, consisting of Messrs. Tolson, Nichols, Sizoo, Rosen, Ladd, Belmont, Parsons, Harbo, Tracy, Clegg and Glavin, considered the attached communication to all Special Agents in Charge regarding stenographer delinquencies and recommended its approval.

The attached communication points out to all Special Agents in Charge that in the future it will be necessary to submit a stenographer report at the end of the month only in the event the divisional office has delinquent stenographic work on the books. It further instructs those offices having such delinquencies to advise the Bureau by teletype immediately after the end of the last business day of the month for which the report is to be submitted so that the Bureau will have knowledge of the number of offices who are carrying delinquent stenographer work and from whom reports will be received.

The Conference also approved the attached suggested memorandum to Mr. Clegg, instructing that the Inspectors, in making regular inspections of the divisional service, check to see that the Bureau's instructions concerning the reporting of delinquent stenographer work are being followed.

Should the Director agree, the attached communications should go forward.

Respectfully,
For the Conference

Clyde Tolson

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

DWG:VH

Attachment

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54 JAN 17 1951

THE DIRECTOR

1-4-51

EXECUTIVES CONFERENCE

FLORIDA PEACE OFFICERS' ASSOCIATION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/18/91 BY SP-5ci/DM

The Executives Conference on 1-3-51, with Messrs. Ladd, Tracy, Rosen, Sizoo, Parsons, Belmont, Glavin, Nease, Mohr and Clegg present, considered the Bureau's relationship with the Florida Peace Officers' Association. Due to the fact that the Secretary-Treasurer of the Association solicited funds, using the Association's stationery, such funds to aid in the defense of certain Florida policemen under indictment for Civil Rights violations, the Bureau in November 1949 instructed all of its personnel in Florida to terminate their membership by July 1950 by not renewing the payment of dues.

The present President of the Florida Peace Officers' Association (FPOA) is Lieutenant Richard Allshire, who has advised that the Association "went off half cocked in the beginning concerning Civil Rights investigations and that some of the men were hot-headed and did not know the facts." His policy, he advised, would be strictly "hands off" in such investigations. The Bureau, following this statement, felt that this personal pronouncement was not adequately official and instructed the Miami Office to continue the present status of non-membership and to find out whether there had been any official action taken.

On December 14, 1950, the Miami Office advised that the following resolution was adopted by the Association on July 20, 1950, at St. Petersburg, Florida: "That this Association go on record as taking the position that no funds shall be collected by this Association as such or any of its membership as members of this Association to be used for the purpose of defending any officer or member unless such funds are collected for the purpose of defending a member or officer for any offense for which he may be charged that may have occurred in the official performance of his duties and then only after proper consideration and investigation has been undertaken by a disinterested committee to be appointed by the President of the Association and with the final approval by the Board of Directors and it shall have been determined that such officer has been unjustly charged."

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U. S. Attorney Phillips of Tampa, who made objection to the Bureau, stated he saw no objection to the resolution, but pointed out that the attitude of the individual officers was the important thing.

The Secretary-Treasurer advised that the only official action was the above resolution and no other action is contemplated since the FPOA has completely withdrawn from any participation in

Attachment

cc-Mr. Mohr
Mr. Clegg

54 JAN 17 1951

HHC:DM

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JAN 15 1951

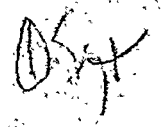
Memorandum for the Director

"Civil Rights cases." There is no other record of official action. Lt. Allshire, the President, recently told an Agent of the Miami Office that the FPOA will not collect funds for the defense of any officer or member unless the offense charged is in line of official duty and only after a thorough investigation, regardless of the type of offense. He has invited the FBI Agents to attend all of the meetings, even the Board of Directors meetings.

SAC Mason of Miami personally believes that President Allshire is sincere and if the Bureau authorizes reaffiliation, it should be with the understanding, which he personally would take up with President Allshire, that the Bureau is reaffiliating with the stipulation that any collection of funds made for any defendant in a Civil Rights case will cause the FBI immediately and permanently to withdraw.

The Executives Conference unanimously recommended that the Agents working in Florida be authorized to reaffiliate with the FPOA and that SAC Mason should make clear to the President that the Agents will permanently withdraw if there is any further collection in Civil Rights cases for the benefit of defendants. This recommendation is made in view of the official action taken by the FPOA, which appeared to reflect their intention no longer to collect funds for Civil Rights defendants; and in view of the comments by the President and the Secretary-Treasurer of the Association; and as it is probable that their resolution for aiding in the defense of some prospective defendants is to provide assistance for those who are being accused for political reasons by some new Mayor of an opposing party or those who are being sued because of false arrest charges by some defendant who has been acquitted. If this is approved, there is attached hereto a letter to the Miami Office with a copy to Mobile, accordingly.

Respectfully,
For the Conference


Clyde Tolson

THE DIRECTOR

December 16, 1950

JOINT COMMITTEE

~~CONFIDENTIAL~~

SAVINGS: NONE
AWARD: NONE

SUGGESTION NO. 615

EMPLOYEE: SAC E. A. SOUCY
PITTSBURGH OFFICE

CONSOLIDATION OF FILES IN THE FIELD

MEMBERS PRESENT: H. H. CLEGG
R. T. HARBO
S. K. MCKEE
E. SCHEIDT

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1/18/51 sp-5cib/m

SUGGESTION:

That the practice of consolidating closed files in the field be extended. At present, once each six months, closed files of Atomic Energy Applicants, CIA Applicants, Voice of America Applicants, ERP (C) Applicants, and Selective Service Violators are consolidated in the field offices. Duplicate serials are destroyed during the consolidation and several individual files are thus enclosed within a single binder which shows the classification number and inclusive file numbers.

The Executives Conference recommended, and the Director approved, in May, 1950, that the Pittsburgh office proceed to consolidate all criminal and applicant type classifications on the same basis. The criminal cases were to be consolidated when they were 3 years old and the applicant cases were to be consolidated after a 6-months lapse of time.

RESULTS OF THE EXPERIENCE AT THE PITTSBURGH OFFICE:

During approximately 6 months at the Pittsburgh office, 23,822 files were consolidated. This required 266 1/2 hours of clerical time, costing \$326.51. The files consolidated were in 215 file drawers.

As a result of this procedure, 47 file cabinet drawers of space was provided. This is nearly 9 1/2 five-drawer file cabinets. 21.8% of the file drawer space was saved. The cost of cabinets saved at \$62.36 each would represent a savings of \$586.18. The floor space on the basis of \$2 per square foot would amount to \$141 annual rent. The indicated savings in floor space and file cabinets was thus \$400.67.

cc Mr. Mohr
cc Mr. Clegg

HHC:KLM

54 JAN 16 1951

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Declassify on OADR 6/18/91

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HEREIN IS UNCLASSIFIED
DATE 11/18/81 BY SP-5CIB/M

MEMO TO THE DIRECTOR

RE: SUGGESTION OF SAC SOUCY

SAC Soucy recommended that the Bureau consider extending this requirement to all field offices and applying it to all criminal cases and all applicant cases on the same basis on which the procedure was applied at Pittsburgh. This would mean that closed files of criminal cases which have been closed for 3 years would be consolidated, applicant cases after 6 months would be consolidated, and these consolidations would occur at 6-month intervals in the field offices.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

No space in the Pittsburgh office was given up. The rental is the same as before, and although it might be argued that this will prevent the need for increasing space in the future, the actual rental savings is nebulous and uncertain.

It was felt that current work in the defense applicant and criminal field, requiring the attention of clerical employees and supervisors, was more important and more pressing than the project which is recommended, and that the Bureau does not have the personnel to spare for this type of enterprise at this time.

The Joint Committee further recommends that if the Bureau's work reaches a normal status, personnel is adequate in number, and emergencies of a more pressing type do not interfere, that this project be listed for handling when this is the case in the future, but the recommendation is unfavorable at this time. The Joint Committee also believes that under any circumstances the administrative files (66 classification) should not be consolidated due to the subject matter of those files.

EXECUTIVES CONFERENCE CONSIDERATION: HHC:DMG Unanimously unfavorable.

The Executives Conference on 12-22-50, with Messrs. Glavin, Tracy, D.J. Parsons (for Harbo), Mohr, Belmont, Ladd, McGuire (for Nichols), J. A. Sizoo, E. E. Hargett (for Rosen), Nease and Clegg present, unanimously agreed with the Joint Committee.

I suggest we reconsider this on June 1, 1951
J. L. [unclear]
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Respectfully,
For the Conference

Clyde Tolson

THE DIRECTOR

January 13, 1951

THE EXECUTIVES' CONFERENCE

- SECURITY INDEX CARDS
- SECURITY FLASH NOTICE

On January 12, 1951, the Executives' Conference, consisting of Messrs. Tolson, Ladd, Glavin, Tracy, Parsons, Harbo, Mohr, Rosen, Clegg, Sizoo, Nichols and Belmont, considered a proposal by the Charlotte Office that an additional notation be made on the reverse side of Security Index cards reflecting that a Security Flash Notice has been posted.

It was pointed out to the Conference that in certain instances, when it is known that Security Index subjects may have criminal records or during the course of the investigation it is learned that the subject has been fingerprinted in connection with employment, a Flash Notice is placed with the Identification Division in order that the field will be advised if additional information is received on the subject. These Flash Notices may be very valuable in the event Security Index subjects against whom they have been placed go into hiding or disappear and are subsequently arrested.

The Executives' Conference unanimously recommended that the proposed SAC Letter be sent to the field, authorizing the placing of the notation reflecting that a Security Flash Notice has been placed. This notation is to be placed at the end of the physical description on the reverse side of the Security Index card.

In the event you approve, this letter will be sent to the field.

Respectfully,
For the Conference

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/18/81 BY SP-5C/OK

Attachment

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- Ladd _____
- Clegg CC - Mr. Clegg
- Glavin _____ Mr. Mohr
- Nichols _____
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Clyde Tolson

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166-2554-8444
JAN 16 1951

52 JAN 18 1951

[Handwritten signatures and initials]

THE DIRECTOR

1/11/51

THE EXECUTIVES CONFERENCE

REQUEST FOR INFORMATION FROM THE
NATIONAL CONFERENCE OF BAR EXAMINERS
IN DENVER, COLORADO

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/18/91 BY SP-5 CIB/BJ

The Executives Conference consisting of Ladd, Tolson, Clegg, Glavin, Nichols, Rosen, Parsons, Mohr, Belmont, Sizoo, Nease and Tracy on January 11, 1951, considered a request from The National Conference of Bar Examiners, Denver, Colorado.

For the Director's information The National Conference of Bar Examiners conduct inquiries on behalf of the American Bar Association and on behalf of various state bar associations. The Bureau has cooperated with this group in the past on a confidential basis.

The Identification Division has not furnished criminal data or criminal records to this organization; however, a current request has been received seeking criminal information from the Identification Division files in order that The National Conference of Bar Examiners might furnish the information for the confidential use of the Arizona Board of Law Examiners. Mr. Tracy pointed out to the Conference that where the various states require the fingerprinting of attorneys seeking to be admitted to the Bar the fingerprints are searched and criminal records furnished on the basis (1) the request is from a legal, constituted state agency having authorization to fingerprint and (2) a positive identification can be made on a fingerprint search. There is always a danger in furnishing criminal data from a name search.

The Conference was unanimously of the opinion that it would be desirable to be of assistance to The National Conference of Bar Examiners, therefore, such information as may be identified by name be sent to the Special Agent in Charge at Denver, Colorado, to be given orally to the Executive Secretary of the organization, that the Agent in Charge be instructed to make it clear that it is a record disclosed by a search of the Identification Division files and that it may possibly be identical with the subject of inquiry, that positive identifications can be made only by fingerprint.

If the Director approves, there is attached hereto a letter to the Special Agent in Charge of the Denver Field Office.

RECORDED - 23 JAN 16 1951

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Respectfully,
For the Conference,

Clyde Tolson

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cc - Mr. Clegg
Mr. Mohr
JTT:do

JAN 17 1951

The Director

January 12, 1951

The Executive Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/18/91 BY sp-scip/af

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The Executive Conference of January 10, 1951 consisting of Messrs. Tolson, Nichols, Sizoo, Clegg, Rosen, Ladd, Belmont, Mohr, Parsons (for Harbo), Tracy and Glavin was advised by Glavin that an inquiry was received from Mr. [redacted] of the Bureau of the Budget regarding the retention of Selective Service records under the Selective Service Act of 1940.

Mr. [redacted] advised Mr. Callahan of the Administrative Division, that he had been approached by the examiner in the Bureau of the Budget handling the Selective Service budget estimates, at which time the Selective Service examiner had raised the question as to whether or not the FBI would have any objections if all of the old records under the Selective Service Act of 1940 were destroyed.

Mr. [redacted] further advised that the examiner had informed him that according to information furnished him by the Selective Service Headquarters, the Immigration and Naturalization Service and the FBI in the Department of Justice referred to these records on approximately 1,500 occasions each month. [redacted] further advised that there are 37,000,000 records being maintained by Selective Service growing out of the Act of 1940 and the examiner was giving some consideration to making the recommendation along the line of having a portion of these, if not all of them, destroyed.

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The Conference recommends that Mr. [redacted] of the Bureau of the Budget be advised that these records have been very helpful to the Bureau in the past in connection with its investigative responsibilities; however, the Bureau feels that the decision as to whether the records should or should not be maintained should be decided upon by the Selective Service Examiner or the other appropriate government agency that the Bureau cannot recommend either to the Selective Service Headquarters or to the Bureau of the Budget that these records be retained or be destroyed.

Should the Director agree, Mr. Hunter will be appropriately advised.

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INDEXED - 23
66-2554-8476
JAN 16 1951

Respectfully,
For the Conference

Clyde Tolson

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cc: Mr. Mohr
Mr. Sizoo
JAN 18 1951

WRO:cr

cc- Mr. Ladd
Mr. Rosen
Mr. Pennington
Mr. Hughes

The Director

January 6, 1951

The Executives Conference

GRAY MARKET IN STEEL
MISCELLANEOUS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/18/91 BY SP-5 CIB/DTK

PURPOSE

This memorandum will serve to advise of the request from the Criminal Division to furnish a copy of complaints received in this matter to the National Production Authority, as well as to the Criminal Division.

BACKGROUND

As you know, in September, 1950 the appropriate field offices were instructed to establish proper liaison with the leading steel companies throughout the country for the purpose of receiving complaints concerning gray market in steel activities. The field in general was advised of the Bureau's interest in this matter and the desire to obtain complaints and channel the information to the Department without investigation. Initially complaints were referred by the Bureau to the Attorney General. Subsequently Mr. Peyton Ford by memorandum of November 2, 1950, requested that the Bureau transmit copies of complaints in this matter to the Criminal Division with copies, when available, to Mr. Ford and the Antitrust and Claims Divisions. On November 29, 1950, the Criminal Division was informed of the interest of the National Production Authority in receiving complaints of alleged violations of priority, inventory and other regulations issued by NPA. General William Henry Harrison, Administrator, NPA, had advised the Bureau of such interest and indicated that a small investigative staff was being organized to handle non-compliance violations. Accordingly, Mr. McInerney, Assistant Attorney General, Criminal Division, was requested to advise the Bureau whether he desired that a copy of each gray market in steel complaint be made available to the NPA and if so whether the Criminal Division should be furnished with a copy of such material.

REQUEST OF CRIMINAL DIVISION

Mr. McInerney by memorandum of December 26, 1950, has requested that a copy of each complaint concerning gray market in steel be furnished to the National Production Authority, as well as the Criminal Division.

RECOMMENDATION

In order that the Bureau may properly disseminate information received in this matter it is recommended that the field be advised

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- Gandy _____

cc: Mr. S. H. Clegg
Mr. Mohr

DATE: DC:NTV

RECORDED - 23
INDEXED 23
66-2554-844-7
JAN 16 1951

[Handwritten signatures and initials]

Memorandum for The Director

of the interest of another governmental agency in this subject and that the instructions contained in Section B of SAC Letter No. 76, dated October 24, 1950, relative to dissemination of material be reemphasized under this caption. This paragraph instructed the field to submit in the form of a blind memorandum, with original and four copies to the Bureau, such material which may be of possible interest to other government agencies.

ACTION

If you concur appropriate SAC Letter is attached.

Unanimously approved by the Executives Conference on January 8, 1951, with Messrs. Tolson, Nease, Sizoo, Parsons for Harbo, Mohr, Belmont, Nichols, Glavin, Tracy, Ladd and Rosen in attendance.

Respectfully,
For the Conference



Clyde Tolson

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The Director

1-2-51

The Executives Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 6/18/91 BY SP-5 CJP/BJ

The Executives Conference of December 28, 1950 consisting of Messrs. Tracy, McGuire (for Nichols), Parsons (for Harbo), Mohr, Ladd, Nease, Clegg, Sizoo, Laughlin, Hargett (for Rosen), and Glavin considered a portion of Executive Order 10196 prescribing regulations governing payment of travel and transportation expenses with particular interest in that section of the Executive Order pertaining to government employees assigned to stations outside the continental United States. The Executive Order states as follows under Section 4 thereof. "The expenses of travel and transportation in connection with the transfer of officers and employees to posts of duty outside the continental limit of the United States shall not be allowed unless and until the officers or employees selected for such transfer shall agree in writing to remain in the government service for 12 months following the effective date of his transfer, unless separated for reasons beyond his control and acceptable to the department or agency concerned. In case of violation of such agreement any moneys expended by the United States on account of such travel and transportation shall be recoverable from the individual concerned as a debt due the United States. The expenses of return travel and transportation upon separation from service shall be allowed whether such separation is for the purposes of the Government or for personal convenience, but shall not be allowed unless such officer or employee transferred to posts of duty outside the continental United States shall have served for a minimum period of not less than one nor more than three years prescribed in advance by the heads of the department or agency concerned or unless separation is for reasons beyond the control of the individual and acceptable to the department or agency concerned."

The Conference was advised that under the Executive Order in question that we will necessarily have to secure a written agreement from employees of the Bureau going out on Legal Attache assignments or foreign clerical assignments or territorial assignments to the effect that they will remain a year in those posts unless it is determined by the Bureau that it would be to the advantage of the government to return them to domestic duty, otherwise the Bureau will not stand the expenses of transfer.

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

The proper form will be prepared by the Administrative Division for signing by the employees transferred to such assign-

66-2554-8448

52 JAN 8 1951

RECORDED - 9

INDEXED - 9

JAN 5 1951

Memo for the Director

ments on and after December 20, 1950.

Respectfully,
For the Conference

4
Clyde Tolson

CC: Mr. Mohr
Mr. Clegg

WRG:or

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

cc - Mr. Ladd
Mr. Rosen
Mr. Pennington
Mr. Ranstad

The Director

January 8, 1951

The Executives Conference

VERIFYING SERVICE IN ARMED FORCES
OF MERCHANT MARINE.

There is attached for approval a Bureau Bulletin reiterating existing instructions to have service in the Armed Forces or Merchant Marine verified by letter to the Bureau for the attention of the Identification Division. Numerous instances have been observed recently wherein Field Offices have sent such leads to the Washington Field Office, which, in turn, has called the proper procedure to the attention of the office setting out the lead. This has resulted in much unnecessary correspondence and waste of time.

Approved by the Executives Conference on January 9, 1951, with Messrs. Tolson, Nease, Sizoo, Parsons for Harbo, Mohr, Belmont, Glavin, Tracy, Clegg, Ladd and Rosen in attendance.

Attachment

HR: JJJ

cc - Mr. H. H. Clegg
Mr. Mohr

Respectfully,
For the Conference

Clyde Tolson

RECORDED - 5

INDEXED - 5

EX-37

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/18/91 BY SP-5 c/b/h

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

59 JAN 20 1951

166-2554-8499
JAN 17 1951
LRR
V

The Director

January 5, 1951

The Executives Conference

POLICY WITH REFERENCE TO REFERRING CRIMES
OUTSIDE OF THE BUREAU'S JURISDICTION TO
LOCAL OR FEDERAL AGENCIES HAVING JURISDICTION

QUESTION

The Conference considered the present procedure of the handling of matters which are not within the Bureau's jurisdiction and the procedure followed in calling to the attention of the local authorities or Federal authorities matters which should be brought to their attention in view of their primary jurisdiction.

FEDERAL VIOLATIONS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/18/91 BY SP-5 CIB/DTE

If a narcotic violation or Internal Revenue matter or other violation not within the Bureau's jurisdiction comes to our attention, it must be referred to the Agency having jurisdiction. All matters not within our jurisdiction are, therefore, referred to the Federal Agency having jurisdiction. This is the present policy. If the matter comes to our attention by letter, we refer the letter to the interested Federal Agency. If a matter comes to us orally and we subsequently write it up in the office in the form of a memorandum, we refer the matter by letter to the interested Federal Agency. If a complainant comes to our office and indicates that he has a matter involving narcotics and we do not obtain the full facts but merely refer the complainant to another Federal Agency, we do not communicate with the particular Federal Agency by any follow-up. For example, if John Doe comes to our San Antonio Division and states that he wants to report a narcotics matter to us, we will not handle the narcotics matter and we will advise the complainant that the Narcotics Bureau is located three doors down the hall and that the individual should go to the Narcotics Office and report the information. If a complainant should call on the phone and state that he has a matter involving the sale of narcotics and he wants to report the matter, we will refer that complainant to the Narcotics Bureau and point out that we do not handle such matters. We do not call the Narcotics Bureau to advise that an individual has inquired or has intended to report a narcotics matter to the Narcotics Bureau.

Conclusion

RECORDED - 78
INDEXED - 78

166-2554-8450
JAN 16 1951

Matters not relating to the Bureau's jurisdiction but coming within the jurisdiction of another Federal Agency are required to be referred to the agency having jurisdiction over such matters.

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

Mr. Clegg
Mr. Mohr

EX-37

Handwritten initials and marks

Attachment
AR:LS
JAN 18 1951

Memorandum for the Director

Recommendation

There should be no change in this policy. The Conference unanimously recommended, however, that clarification should be sent to the field and we should reiterate that the field should be particularly alert to refer all matters relating to Federal violations to the Federal Agency having jurisdiction. There should be a savings clause to the effect that if the matter is sufficiently complete to justify the preparation of a memorandum for the files of the field office and the data contained therein relates to a Federal violation not within our jurisdiction, this material should, however, be referred in writing to the interested Federal Agency in order that our files will show that the matter, having been written up, and a matter of record in our files, was cleared by an actual reference to the interested Federal Agency.

LOCAL VIOLATIONS

Our present policy requires that all local violations be brought to the attention of the local authorities. The same policy prevails as the policy enunciated above with reference to Federal violations in that our field offices are required to refer matters not within their jurisdiction to the attention of the local authorities where the matter is one involving a local offense.

Recommendation

There is no change recommended in this policy. However, there should be a savings clause which is to the effect that in the event an individual personally reports to a field office any matter which is subsequently disposed of by the complainant going directly to the local authorities and reporting the identical information to the local authorities, the matter should be cleared by a written memorandum to the local authorities if the material received from the complainant is reduced to writing in a memorandum for the files. This, in effect, will insure that information in our files relating to an offense within the jurisdiction of the local authorities is referred to the local authorities.

With reference to information in the Crime Survey reports, this information is not disseminated to anyone. Our present rules require that the Crime Survey reports be treated as highly confidential material gathered for the sole purpose of guiding our field offices in their contacts with local law enforcement agencies, which information is obtained through discreet inquiry and through confidential sources. No open investigations have been conducted.

None of the information contained in the reports is based on investigation nor has it been verified or corroborated through investigation.

The identity of the confidential informants is specifically disclosed in each report. No attempt is made to use symbol numbers for informants as the reports are not to be disseminated.

Memorandum for the Director

The reports in their present form reflect information concerning payoffs being made by racketeers to law enforcement officers, political figures and others.

They contain information reflecting on the efficiency of various police organizations and disclose the identity of informants and sources of information.

As none of the information except that relating to confidential informants and sources of information has been verified or corroborated by investigation, some of it is undoubtedly based on rumor and hearsay. Dissemination of this type of information would obviously be undesirable and should definitely be prohibited.

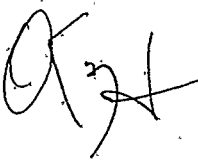
We do not furnish Crime Survey information to the Department.

Our position on the Crime Survey report is that it contains uncorroborated, unverified information which has not been the subject of investigation by the Bureau and that the information contained therein is merely a guide to the field offices in connection with their relations with the local police departments and furnishes intelligence background data for the purpose of the intelligent operation of a field office. It acts as an administrative guide in the field office involved.

RECOMMENDATION

A letter is attached restating the necessity for referring matters not within the Bureau's jurisdiction to the local and Federal authorities in accordance with our present policy. The Conference, with Messrs. Tolson, Nease, Sizoo, McIntire for Clegg, Glavin, Tracy, Parsons for Harbo, Mohr, Belmont, Nichols, Ladd and Rosen in attendance, unanimously recommended that such a Bulletin go forward.

Respectfully,
For the Conference


Clyde Tolson

The Director

January 4, 1951

The Executives Conference

SUPERVISION
SELECTIVE SERVICE ACT OF 1948

SUGGESTION

The Los Angeles Division has advised that a standard form is used by all life insurance companies wherein an applicant must advise if he has registered for Selective Service or has been examined by his draft board. It is noted by one company that some applicants had not registered. The suggestion was made that the field be instructed to make the necessary arrangements to ascertain the home offices of various life insurance companies so that they can be contacted to determine discreetly and confidentially the names of individuals required to register under the Selective Service Act of 1948 and thereafter conduct appropriate investigation.

RECOMMENDATION

Unfavorable.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/18/91 BY SP-5 cu/br

The Conference with Messrs. Tolson, Nichols, Sizoo, Clegg, Ladd, Belmont, Parsons for Harbo, Tracy, Glavin and Rosen in attendance, unanimously recommended that we do not communicate with all state or territorial commissioners of insurance in each division in order to determine the identity of all life insurance companies whose home offices are located in the division in order to contact them for the purpose of obtaining, when the information becomes available, the names of all males who have failed to register under the Selective Service Act of 1948 as disclosed by their applications for insurance. To request this information would be an unwarranted amount of work. If special circumstances arise wherein information is desired from the insurance companies, we have such arrangements at the present time.

Respectfully,
For the Conference

RECORDED

INDEXED

JAN 16 1951

Clyde Tolson

EX-123

- 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 _____

JAN 10 1951

THE DIRECTOR

January 10, 1951

THE EXECUTIVES' CONFERENCE

VETERANS OF FOREIGN WARS OF THE UNITED STATES -
PROPOSED CONTACT PROGRAM

On January 9, 1951, the Executives' Conference, consisting of Messrs. Tolson, Ladd, Clegg, Glavin, Parsons for Mr. Harbo, Nichols, Rosen, Tracy, Mohr, Nease, Sizoo, and Belmont, considered a proposed SAC Letter instructing the field to contact Commanders and Adjutants of the Veterans of Foreign Wars to advise them of the jurisdiction of the Bureau in matters involving espionage, sabotage, Selective Service, Fraud Against the Government, and subversive activities, and to solicit their cooperation in furnishing us information pertaining to matters coming within our jurisdiction.

As a result of a conference between Inspector Lee Pennington and Mr. Homer Ketchum, Executive Director of the Veterans of Foreign Wars, Mr. Pennington suggested that the Commanders and Adjutants of the Veterans of Foreign Wars be contacted and advised of our jurisdiction and that their cooperation be solicited. Mr. Pennington secured a list of the officials to be contacted and the proposed SAC Letter instructs the SAC to make these contacts personally.

It was pointed out that this is a limited contact program in that each field division will only have two or three officials to contact. It was felt that we should not institute a detailed program, such as the American Legion Contact Program, because of the time and manpower which would be involved. It was felt that our present load of work would not permit such an extensive contact program; however, it was felt that the limited program proposed would serve a highly worthwhile purpose.

The Executives' Conference unanimously recommended that we send the proposed SAC Letter to the field instructing the SAC to make these contacts and advise officials of the Veterans of Foreign Wars of our jurisdiction, soliciting their cooperation in reporting to us any matters coming within our jurisdiction.

In the event you approve, this letter will be sent to the

- Tolson _____
- Ladd _____
- Clegg _____
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- Harbo _____
- Belmont _____
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- Tele. Room _____
- Nease _____
- Gandy _____

field.

RECORDED - 78

Respectfully,
For the Conference

66-2554-8452

JAN 16 1951

Clyde Tolson

INDEXED - 78

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/18/91 BY SP-5 ci/bw

52 JAN 18 1951

Attachment
CC - Mr. Clegg
Mr. Mohr

THE DIRECTOR

THE EXECUTIVES CONFERENCE

1/10/51

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/18/81 BY SP-5 BDP

The Executives Conference of January 10, 1951, consisting of Messrs. Tolson, Ladd, Tracy, Clegg, Glavin, Nichols, Belmont, Rosen, Parsons for Harbo, Sizoo, Nease suggestion submitted by [redacted] clerical employee of the Administrative Division, that the Bureau consider exhibiting films such as the March of Time or newsreels during the lunch hour once a week or twice a month to keep employees up to date on current developments. The Conference had previously considered this suggestion on January 3 and unanimously recommended that we not favorably consider the employee's suggestion.

It was pointed out to the Conference that the Bureau at the present time shows to new employees who enter on duty during the two-day orientation class the film on the FBI which was prepared by the March of Time. It was felt, however, that there were other short documentary films on the FBI that could be shown to our employees and we could possibly arrange to obtain documentary films from other branches of the Government and possibly make arrangements to obtain newsreels and shorts from some of the film representatives in Washington, D. C.

It was suggested to the Conference that it might well be worth the effort to endeavor to show such motion pictures to our employees in this building and in the Identification Division building after working hours once each week or once every two weeks and as indicated, confine the films to newsreels, shorts and educational films and the like. *on a voluntary basis*

The Conference unanimously recommended that the Training and Inspection Division should handle this project, that it should be immediately instituted and the films should be shown after working hours with adequate advance notice being given to the employees of the day, time and films to be shown in this building and in the Identification Division building.

Should the Director agree with the recommendation of the Conference, the employee submitting the suggestion will be appropriately advised.

Respectfully,
For the Conference

I concur. I think we desperately need to do more orientation. Mr. Sizoo to build interest & expect by Cape

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Clyde Tolson
JAN 16 1951

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JAN 17 1951

EX-123

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THE DIRECTOR

1-11-51

EXECUTIVES CONFERENCE

GRADUATION SPEAKERS
46th SESSION, FBI NATIONAL ACADEMY
MARCH 30, 1951

The Executives Conference on 1-9-51, with Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Rosen, Sizoo, Nanna and Clegg present, made recommendations that one from each of the two following groups be invited in the order named as speakers for the Graduation Exercises of the 46th Session of the FBI National Academy to be held on March 30, 1951:

Government Group

- 1st Choice - U. S. Senator Everett Dirksen of Illinois
- 2nd Choice - U. S. Senator Karl E. Mundt of South Dakota.

Non-Government Group

- 1st Choice - President Cody Fowler of the American Bar Association
- 2nd Choice - Former Congressman Jennings Randolph, now an official of Capital Airlines.

If approved, the invitations will be extended.

Respectfully,
For the Conference

Glyde Tolson

HHC:DMG

cc-Mr. Mohr
Mr. Clegg

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DATE 4/18/91 BY SP-5 ci/ot

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
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- Harbo _____
- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

RECORDED - 171

JAN 16 1951

EX-123

54 JAN 17 1951

66-2554-8484

4
The Director
The Executives Conference

January 10, 1951

FOLLOW-UP FORM LETTERS ON
WANTED NOTICES

The Executives Conference consisting of Messrs. Tolson, Ladd, Clegg, Nichols, Glavin, Rosen, Parsons, Mohr, Belmont, Sizoo, Nease and Tracy on January 10, 1951, considered a suggestion from Mrs. [redacted] of the Identification Division that a new form letter be approved for use in the Posting Section of the Identification Division.

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b7c

For the Director's information at the present time a follow-up form letter is sent to law enforcement officials in cases where wanted notices have been maintained in the files of the Identification Division for over five years. In a number of instances replies are not received to these follow-up letters and the suggested form letter is to be sent to those law enforcement agencies who do not answer the first follow-up letter. The suggested letter has a provision that advises unless the law enforcement agency informs to the contrary within thirty days the notice in the files will be cancelled.

The Conference unanimously recommends approval of the suggested form letter.

Respectfully,
For the Conference,

RJH
Clyde Tolson

cc - Mr. Clegg
Mr. Mohr

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HEREIN IS UNCLASSIFIED
DATE 6/18/91 BY SP-5ca/02

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JAN 16 1951
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EX-123

54 JAN 17 1951

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THE DIRECTOR

January 9, 1951

THE EXECUTIVES CONFERENCE

250 WATT FM GENERAL STATION EQUIPMENT

On January 8, 1951, the Executives Conference consisting of Messrs. Ladd, Glavin, Tracy, Mohr, Belmont, Rosen, Clegg, Sizoo, Nichols and Parsons, considered the recommendation that 16 high frequency repeater transmitters be purchased for the 250 watt central station installations.

The Bureau presently has installed ten 250 Watt FM stations in the larger offices and five more have been approved for installation. In each of these installations remote radio receivers are installed 25 to 35 miles from the field office to pick up broadcasts from radio cars which broadcasts are relayed into the office over leased telephone lines. Under present plans in each installation at least two of the remote receivers will relay the broadcasts into the field office by a high frequency radio transmitter thus saving the rental of leased lines which average approximately \$40.00 per month. The transmitters cost approximately \$175.00 and, therefore, the savings in leased line rental pays for the equipment in one year.

It was pointed out to the Conference the desirability of having a spare high frequency transmitter for each of these installations as well as for the high frequency radio circuit between the Bureau and the Clinton radio station to avoid long delays in the event of failure of one of these high frequency transmitters and also to reduce the cost of buying the units individually.

The Conference unanimously recommends the purchase of 16 high frequency repeater units as outlined above at a cost of approximately \$175.00 per unit or \$2800.00 total cost.

Respectfully,
For the Conference

Clyde Tolson

- Tolson _____
- Ladd _____
- Clegg cc _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

cc - Mr. Clegg
Mr. Mohr

RECORDED - 65

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HEREIN IS UNCLASSIFIED
DATE 5/18/91 BY SP-SC/PTW

EX-123

66-2554-8456

JAN 16 1951

34 JAN 17 1951

THE DIRECTOR

January 5, 1951

THE EXECUTIVES' CONFERENCE

PROPOSED SUBDIVIDING OF SECURITY INDEX BY NATIONALITY BACKGROUND

On January 3, 1951, the Executives' Conference, consisting of Messrs. Ladd, Nease, Mohr, Clegg, Parsons for Mr. Harbo, Sizoo, Glavin, Rosen, Tracy, McGuire for Mr. Nichols, and Belmont, considered the advisability of subdividing the Security Index by nationalities.

The Conference was advised that as a result of the Chinese Communist participation in the fighting in Korea the possibility arose that this country would become involved in war with Communist China, and as a result, some action might be directed against Chinese Communists in this country. In anticipation of this, an attempt was made to secure a list of Chinese who are on the Security Index. Inasmuch as the Security Index subjects are not tabbed as to nationalities, it was not possible to secure such a list by the IBM machine. The question, therefore, arose as to whether the Security Index should be broken down according to nationalities.

Present Breakdown of Security Index:

The Security Index cards presently carry breakdowns by Organizational Affiliation or Nationalistic Tendency. Breakdowns are as follows:

- GOM Communist Party, USA
- ISL Independent Socialist League
- SWP Socialist Workers Party
- RWL Revolutionary Workers League
- NPR Nationalist Party of Puerto Rico
- ILL Independent Labor League
- ULP United Labor Party
- UPR United Party of Puerto Rico
- RUS Russian
- BUL Bulgarian
- HUN Hungarian
- YUG Yugoslavia
- MIS Miscellaneous
- PPA Proletarian Party of America

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DATE 4/16/91 BY SP-56/bv

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

Under present breakdowns, over ninety-five per cent of the Security Index cards are carried under the Organizational Affiliation of "GOM," (Communist Party, USA). A relatively small number of cards

cc - Mr. Clegg

Mr. Mohr

52 JAN 18 1951

AHB:tlc

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JAN 16 1951

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MEMORANDUM FOR THE DIRECTOR

are identified under the Organizational Affiliations "SWP," "NPR" and "ISL." Subjects identified under the other "Organizational Affiliation" categories listed above and the "Nationalistic Tendency" categories are very limited in number. Other than those individuals identified as Russian under "Nationalistic Tendency" in which group there were thirty-five cards at the date of the last statistical analysis on December 4, 1950, there are only one or two cards presently carried under each of the "Nationalistic Tendency" countries listed above.

The Organizational Affiliation breakdown is made because various groups represent different Marxist revolutionary or other revolutionary organizations so that members of each organization can be identified and proceeded against at any given time.

The Nationalistic Tendency groups represent those individuals who cannot be classified Communist, but whose activities are inimical to the security of the United States and are in support or behalf of the Government of the nations named. The breakdown was not intended to show allegiance of the subject by reason of birthplace or citizenship, prior or present, but rather because of the individual's present subversive activity in behalf of a particular government. Most of the cases falling in this group are espionage in character.

Possible "Nationality Background" Breakdown on IBM Equipment:

The Statistical Section has advised that it is possible under the system presently in use to add a "Nationality Background" breakdown on the tabulated card for each subject which would permit the segregation of any certain "Nationality Background" group by running all of the cards through the sorting machine.

Feasibility of a "Nationality" Background" Designation for all Security Index Subjects:

In order to designate on each Security Index card the "Nationality Background" it would be necessary to designate the nationality of each Security Index subject. With respect to aliens, this would present no problem as we have the information. With regard to naturalized citizens, we could use as a criterion the sovereignty to which the individual owed allegiance prior to his naturalization. With respect to native-born citizens, however, we would have a very real problem in attempting to designate the "nationality background" inasmuch as the families of many of these subjects have been in this country for years; some of the forebears

MEMORANDUM FOR THE DIRECTOR

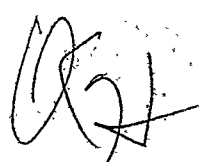
of the subjects may have come from one country, while others have come from another, and, of course, some subjects would have forebears from several countries over several generations. In view of these factors, there does not appear to be any sound basis for arriving at the nationality background of native-born citizens. Inasmuch as native-born citizens comprise almost four-fifths of the total number of subjects in the Security Index, any breakdown as to nationality background would be useless unless the native-born citizens were included.

The Security Index is presently set up to contain the names of individuals whose activities are such as to warrant them dangerous to the national security in the event of an emergency. In the event action is taken against any group in the Security Index, it is almost essential that such action would be taken against all subjects in the Security Index, rather than any particular group because regardless of nationality background, all subjects are dangerous from the standpoint of their adherence to revolutionary groups or because of other activities, such as espionage activities.

The Executives' Conference unanimously recommended, because of the difficulty which would be encountered in attempting to make a workable breakdown based on "nationality background," that we do not attempt to effect such a breakdown. The Conference further felt that the need for such a breakdown, while it would be informative, is not imperative.

In the event you approve, we will not attempt to make such a breakdown.

Respectfully,
For the Conference


Clyde Tolson

THE DIRECTOR

January 17, 1951

THE EXECUTIVES' CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 6/18/91 BY SP-5/BJD

VITAL FACILITIES
NATIONAL MILITARY ESTABLISHMENT
INTERNAL SECURITY - C.

On January 10, 1951, the Executives' Conference, consisting of Messrs. Tolson, Ladd, Clegg, Glavin, Parsons for Mr. Harbo, Nichols, Rosen, Tracy, Mohr, Nease, Sizoo, and Belmont, considered a proposed SAC Letter advising that in the event the field receives inquiries from representatives of the Army or Navy, for copies of plant surveys conducted by the FBI prior to and early in World War II, such representatives should be referred to the Headquarters of ONI and G-2 in Washington, D. C., inasmuch as they were furnished copies of the reports upon completion of the plant surveys.

It was pointed out to the conference that the plant survey reports have been destroyed by the various field offices and the Bureau does not have sufficient copies for current dissemination. Therefore, the local representatives of the Army and Navy should secure the reports from the Headquarters of ONI and G-2 here in Washington. This question came up as a result of a request by G-2 in Detroit for a copy of the plant survey made by the Detroit Office of the Detroit Water System. G-2 has been instructed to make a current survey of the Detroit Water System and was advised that the Detroit Office had made an excellent survey during the last war.

The Executives' Conference unanimously recommended that this letter be sent to the field. In the event you approve, it will be sent.

Respectfully,
For the Conference

Clyde Tolson

Attachment

- Tolson _____
- Ladd _____
- Clegg CC - Mr. Mohr
- Glavin _____ Mr. Clegg
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Belmont AHB:tlc
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

RECORDED - 23

66-2554-8458
JAN 16 1951
25

54 JAN 17 1951

The Director

January 8, 1951

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/12/91 BY SP-SCI/BJF

The Executives Conference of January 2, 1951, consisting of Messrs. Ladd, Tracy, Rosen, Sizoo, Clegg, Parsons for Harbo, Belmont, Mohr, Nease and Glavin, considered a suggestion submitted by Miss [redacted] of the Training and Inspection Division regarding the preparation of Time and Attendance reports. The Conference was advised that Miss [redacted] had indicated to Mr. Clegg that it might be desirable to have certain routine items printed on the Time and Attendance report forms at the Seat of Government before they are distributed so as to save the time of clerical personnel in the various divisions and offices who must now type such information on each form.

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b7C

Miss [redacted] felt that the name, reporting unit, agency, and pay period number could be printed on the form at the Seat of Government and save this typing in the various divisions and offices at the Seat of Government. A sample of the form is attached hereto. It will be noted that there is very little space for the printing of the information suggested by Miss [redacted].

It was further pointed out to the Conference that it was felt such a procedure would be inefficient, would not save time, but to the contrary would increase employee time in handling these Time and Attendance reports which must be filled out for each employee of the service each pay period and then forwarded to the Seat of Government for final handling. It was pointed out to the Conference that if the Bureau at the Seat of Government printed the name, reporting unit, agency and pay period on the cards in question, there would have to be constant changes because of the transferring of employees from one to another divisional offices in the field. There would also be constant changes in connection with the transfer of employees between different units at the Seat of Government. Further, any change of the payroll name, such as the marriage of a female employee, would necessitate preparing new forms.

The Conference, after consideration of this matter, felt that it would be undesirable to initiate the procedure of filling out the routine data at the Seat of Government and recommends that these forms be handled in the same manner in the future as they have in the past, that is, that the identifying data be filled in by the reporting office.

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

RECORDED - 65

JAN 17 1951

Respectfully,
For the Conference

EX-123

Glyde Tolson

54 JAN 17 1951
cc: Mr. H. H. Clegg
Mr. Mohr

THE DIRECTOR

1-10-51

41
O EXECUTIVES CONFERENCE

PROPOSED CHANGES IN
FBI NATIONAL ACADEMY WORKSHEET

The Executives Conference on 1-8-51, with Messrs. Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Rosen, Sizoo, Nichols and Clegg present, approved the suggested changes enumerated in the attached memorandum in the program of the FBI National Academy, the worksheet of which is attached and was unanimously approved by the Conference.

Respectfully,
For the Conference

Clyde Tolson

Attachments

cc-Mr. Mohr
Mr. Clegg

HHC:DMG

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/12/91 BY Sp-5ca/bmf

RECORDED - 65

EX-123

66-2554-8460
JAN 17 1951

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Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

54 JAN 17 1951

THE DIRECTOR

January 9, 1951

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/18/91 BY SP-5 CJP/BJP

The Executives Conference of December 20, 1950, consisting of Messrs. Ladd, Tracy, Clegg, McGuire (for Nichols), Laughlin (for Belmont), Hargett (for Rosen), Parsons (for Harbo), Sizoo, Mohr and Glavin, considered the present Bureau policy in the preparation of letters of censure and caution to field employees as the result of inspections and self-inspections made of the various divisional offices.

The Conference was advised by Glavin that a tremendous number of letters of caution are being sent to the Agents in the field service as a result of inspections being conducted in the field at the present time. It was pointed out that the Inspectors in writing up the cases in the field make certain recommendations as to letters of censure and caution to be forwarded to the responsible Agents. These recommendations are reviewed by the Training and Inspection Division and independent recommendations are made by that Division; in each instance the Training and Inspection Division recommendations are reviewed by the Administrative Division before letters are prepared. Letters of caution are prepared for matters such as not having subject initial changes in a statement or initial each page of a statement; for failing to include in the statement that subject was advised of his constitutional rights; on occasion for delays in investigations; or for delays in forwarding certain information to the Bureau or other field offices in connection with the investigation, and like matters.

Letters of censure are recommended for more serious derelictions by investigative Agents in the handling of cases.

It was pointed out to the Conference that the write-ups on the various cases are at the present time included in the field personnel file and also in the personnel file of the Special Agent at the Seat of Government and are given consideration when the file is reviewed looking toward any promotion or other commendatory or administrative action against the employee in question. It was felt that a great number of the letters of caution presently being forwarded to the field serve no useful purpose since the Inspector has discussed the matter with the Agents; the Inspector has received the Agents reply and has included this information in his investigative report, which in turn is included in the personnel file in the field and the file of the Agent at the Seat of Government.

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- Ladd _____
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- Glavin _____
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- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

RECORDED - 65

166-2554-8461

JAN 17 1951

EX-123

5 1/2 JAN 17 1951

cc - Mr. Clegg
Mr. Mohr

MEMO FOR THE DIRECTOR

The Conference therefore recommends that the Bureau discontinue forwarding letters of caution to Special Agents in the field as a result of inspection reports; that in the more serious errors when letters of censure are recommended that such letters of censure be forwarded to the Agents as they are at the present time. It is felt that if this procedure is followed, the Bureau will not lose any of the information it has at the present time and that a large number of letters which are being sent out will be eliminated.

Respectfully submitted,
FOR THE CONFERENCE

JK

Y
Clyde Tolson

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

The Director
The Executive Conference

~~CONFIDENTIAL~~

December 16, 1950

Classified by SP-5 CIP/PTK
Declassify on: OADR 6/21/91

~~ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/24/91 BY SP-5 CIP/PTK~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/24/91 BY SP-5 CIP/PTK

The Executive Conference of December 16, 1950, consisting of Hebert, Ladd, Nease, Nichols, Belmont, Clegg, Parsons for Harbo, Mohr, Tracy, Rosen and Glavin, considered a recommendation made by the Laboratory for the purchase of two miniaturized sound kits at a total cost of \$869.00.

It was pointed out to the Conference that these kits consist of a miniature amplifier, a crystal pick-up microphone, a carbon pick-up microphone, a crystal contact microphone, a set of headphones, an induction coil, a metal detector unit, a radio frequency probe, a line condenser, a carrying case and miscellaneous adaptor cords, connectors and clips. Mr. Parsons stated that these two kits would be of value to the Bureau in emergency situations. He cited the recent instance in which a laboratory agent worked as an employee of an electrical contractor [redacted] b7E

The Conference recommends approval of the request.

Respectfully,
For the Conference

[Handwritten signature]

Clyde Tolson

cc: Mr. H. D. Clegg
Mr. Mohr

RECORDED - 65

66-2554-8462

EX-123

JAN 17 1951

- 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 _____

770: VII

~~CONFIDENTIAL~~

[Handwritten signature]

4 JAN 17 1951

THE DIRECTOR

1-9-51

67
O EXECUTIVES CONFERENCE

ZONING OF FIELD OFFICE TERRITORIES
TO OBTAIN MAXIMUM, EFFICIENT PRODUCTION

The Executives Conference on 1-8-51, with Messrs. Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Rosen, Sizoo, Nichols and Clegg present, approved the attached SAC Letter concerning the zoning up of Field Office territories in order to remind the SACs that maximum, efficient production is necessary. The Inspectors have previously been alerted to look for any delinquency in this field.

Respectfully,
For the Conference

KX
Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/24/91 BY SP-SCI/ATF

Attachment

cc-Mr. Mohr
Mr. Clegg

HHC:DMG
[Signature]

RECORDED - 23

66-2554-8463
JAN 16 1951

EX. - 36

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- Tolson _____
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- Nichols _____
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- Tracy _____
- Harbo _____
- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

52 JAN 18 1951

The Director

January 10, 1951

The Executive Conference

STATEMENT OF DIRECTOR
Technical Section

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/24/91 BY SP-5 CJB/DTF

The Executive Conference consisting of Messrs. Tolson, Ladd, Clegg, Nichols, Glavin, Rosen, Parsons, Mohr, Belmont, Sizoo, Nease and Tracy on January 10, 1951, considered a suggestion from the Identification Division.

For the Director's information the final classification in fingerprints is the ridge count of the loops appearing in the little fingers. The key classification is the ridge count of the first loop exclusive of the little fingers. In searching if the final or the key is 17 ridges or more the fingerprints must be searched with an allowance of three ridges each way, i.e. 18, 19, 20, and 14, 15, 16. This is to allow for possible error in ridge counting.

A study was conducted in the Identification Division by a committee and it was ascertained that the present rule of searching three ridge counts each way could be changed to two ridge counts each way. The committee's study disclosed the error percentage would be 77% or less than 1% and it is felt the Fingerprint Clerk (23-6) in doubtful cases could instruct the search be made beyond the two ridge count rule.

The Conference unanimously recommends approval of the suggestion in view of the fact there will be a saving in searching time.

If the Director agrees, appropriate instructions will be issued the Identification Division.

Respectfully,
For the Conference,

Glyde Tolson

66-2551-846
JAN 10 1951

RECORDED - 23

EX - 36

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

cc - Mr. Mohr
Mr. Clegg

58 JAN 18 1951

THE DIRECTOR

January 12, 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/21/91 BY SP-5 Cj/BTF

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The Washington Conference of January 11, 1951, consisting of Messrs. Tolson, Glavin, Clegg, Ladd, Nichols, Belmont, Mohr, Parsons for Harbo, Tracy, Loach, Nease and Glavin considered an anonymous suggestion dated January 5, 1951, addressed to Mrs. [redacted] stenographer of the Washington Field Office.

The suggestion stated that it was thought that more stenographers would volunteer for night work if day work were granted on Saturdays.

It was pointed out to the Conference that at the present time there are a number of stenographers in the Washington Field Office whose regular working day is from 10:00 Noon to 6:00 P.M. and that these stenographers are recruited on a voluntary basis. This work day carries through the six days of the week, Monday through Saturday. The Conference interpreted the suggestion to mean that more stenographers of the Washington Field Office would volunteer for this shift of duty if the 10:00 Noon to 6:00 P.M. shift applied only Monday through Friday, and that if a stenographer could work the regular work day on Saturday, 10:00 A.M. to 6:00 P.M. SAC Hottel of the Washington Field Office is in agreement to these hours of duty.

The Conference feels that this would be a desirable procedure to inaugurate since it understands that many of the stenographers who might want to volunteer for the late shift of duty in the field office are not desirous of working since it would mean working late on Sunday night, the most desirable evening for making social arrangements. The Conference recommends to request that the Agent in Charge of the Washington Field Office be advised that the late shift of duty for stenographers in the field office will be from 10:00 Noon to 6:00 P.M. on Monday through Friday and that these stenographers will be assigned to the regular day shift, 10:00 A.M. to 6:00 P.M. on Saturdays.

Very truly,
for the Conference

RECORDED - 66

Clyde Tolson

65-2554-610
JAN 17 1951

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
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JAN 20 1951

THE DIRECTOR

January 11, 1951

THE EXECUTIVES CONFERENCE

ARREST - STATUTORY POWER VESTED IN FBI AGENTS
(18 U.S.C. 3052)

The President, on January 10, 1951, approved an amendment giving officials and Special Agents increased power of arrest. Under the amendment Special Agents may arrest for any offense against the United States committed in their presence or for any felony if they have reasonable grounds to believe that the person to be arrested has committed or is committing such felony. The previous requirement, that there must be likelihood of escape before a warrant could be obtained as a condition precedent to a felony arrest without a warrant, has been eliminated. Arrest without a warrant as a matter of policy is to be limited to emergency situations.

Attached is a proposed Bureau Bulletin.

Unanimously approved by the Executives Conference with Messrs. Tolson, Glavin, Tracy, Parsons for Harbo, Mohr, Belmont, Sizoo, Nichols, Clegg, Ladd and Rosen in attendance.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/21/91 BY SP-5 CJP/...

Attachment

cc-Mr. Clegg.
Mr. Mohr

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

AR:LS

RECORDED - 17

66-2559
18 1951
8466

512 JAN 18 1951 EX-123

The Director
The Executives Conference

1-10-51

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/21/91 BY SP-5 CJP/MS

The Executives Conference consisting of Messrs. Glavin, Tracy, Parsons for Harbo, Mohr, Belmont, Clegg, Sizoo and Nichols considered the following suggestion by Mr. Nichols occasioned by the critical condition in the Records Section.

Mr. Nichols pointed out that a class of Tour Training for 17 Records Section employees had just been concluded. This necessitated having these 17 clerks out of the Records Section for approximately four weeks. At the present time a new class of Tour Leaders is being organized with 19 clerks, 13 of whom are from the Files Section. This class is being organized to comply with the requirement that before clerical employees can be appointed as Agents, they must qualify as Tour Leaders. Mr. Nichols pointed out that Tour Training was highly desirable for clerks who desired to become Agents but in view of the shortage of personnel and critical situation of work it is recommended that the rule presently in effect be suspended until such time that the work is in better condition and that Tour Training be given only to train Tour Leaders to actually take tours and not as a condition precedent to being considered as a Special Agent.

In this discussion it was pointed out that clerks from the Field Office are not given Tour Training, classmates of the Bureau employees are appointed as Special Agents who are not in the Bureau and that it was felt that while highly desirable, in view of the critical personnel shortage there should be a temporary suspension of this requirement. Those members of the Conference present unanimously recommended the adoption of the foregoing.

Respectfully,
For the Conference

Glyde Tolson

I cannot go for this

1-12

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____ L DN:gs
- Nichols _____
- Rosen _____
- Tracy _____ cc; Mr. Clegg
- Harbo _____ Mr. Mohr
- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

I have no objection to discontinuing this training in view of emergency but no appointments as Agents are to be made until such training is accorded. I had never understood

RECORDED - 17

66-2554-8467

JAN 13 1951

EX-123

JAN 20 1951

Training was given but individuals trained were not actually used to conduct tours. How about this?

The Director
The Executives Conference

January 12, 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/24/91 BY SP-5/PTJ

The Executives Conference of January 12, 1951 consisting of Messrs. Tolson, Tracy, Parsons (for Harbo), Mohr, Belmont, Ladd, Nichols, Rosen, Clegg, Sizoo and Glavin recommended that the Bureau approve the attached form letter to all Special Agents in Charge concerning separation of employees for military purposes and also recommended approval of the attached form letter to be delivered to employees leaving the Bureau's service to enter military service. In the utilization of this form paper work necessary in processing military separation will be materially reduced.

Respectfully,
For the Conference

Clyde Tolson

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WRG:cr

CC. Mr. Mohr
Mr. Clegg

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JAN 18 1951

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Room 59 JAN 22 1951

THE DIRECTOR

1-11-51

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/24/91 BY SP-5 C/B/T

BUREAU WAR PLANS
CIVIL DEFENSE, STATE OF WASHINGTON

Handwritten notes in left margin:
1-11-51
Civil Defense
State of Washington

The Executives Conference on 1-9-51, with Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Rosen, Sizoo, Nease and Clegg present, considered a letter from the Seattle Office relative to changes made by Philip D. Batson, FBI NA, Director, Civil Defense, State of Washington. Mr. Batson, formerly Assistant Chief of Police at Seattle, Washington, and also formerly the Police Coordinator in the Office of Civilian Defense Planning at Washington, had pointed out that he made the following changes in the original phraseology prepared under the direction of the representatives of the Sixth Army:

1. "To provide for the mobilization, organization, and direction of the civilian populace and necessary supporting agencies to prevent or minimize the effectiveness of enemy or subversive action directed against populations, communities, industrial plants, facilities and other installations - and to maintain or restore those facilities essential to civilian support of the war effort."

This was changed to read as follows:

"To provide for the mobilization, organization and direction of the civilian populace and necessary supporting agencies to minimize the effectiveness of enemy or subversive action directed against populations, communities, industrial plants, facilities and other installations - and to maintain or restore those facilities essential to civilian support of the war effort."

He felt that this would help make clear the Bureau's responsibility in this field or at least would prevent interpretations which would overlap the Bureau's jurisdiction.

2. The following phraseology of the Sixth Army Plan:

"ALL CIVIL DEFENSE PLANS will consider in addition to natural caused disasters the following general types of enemy actions:

- (a) Sabotage
- (b) Spreading of insidious rumors
- (c) Civil Disturbances
- (d) Spreading of bacteria or viruses
- (e) Enemy bombing or guided missiles

- Tolson _____
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- Glavin _____
- Nichols _____
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- Harbo _____
- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

was changed as follows:

cc - Mr. Mohr
Mr. Clegg
Attachment
HHC:DMG

JAN 20 1951

RECORDED - 9 8
INDEXED - 9

66-2554-8469
JAN 18 1951

EX-123

Handwritten initials

"All Civil Defense Plans will consider in addition to natural, accidental or caused disasters, the following types of enemy actions:

- (a) Enemy bombing or guided missiles
- (b) Spreading of bacteria or viruses."

8. Mr. Batson also had added the following paragraph:

"Civil Defense organizations will lend whatever assistance is required by the legally constituted law enforcement agencies which are charged with the responsibility of prevention and suppression of subversive activities."

Mr. Batson pointed out to the SAC at Seattle that the Sixth Army also has jurisdiction in California, Oregon, Utah and Nevada and he felt that our Special Agents in Charge in those areas would desire to confer with Civilian Defense and Sixth Army officials to prevent the repetition of the same phraseology which Batson changed.

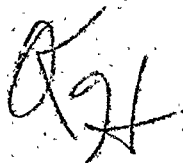
EXECUTIVES CONFERENCE CONSIDERATION:

The Conference considered the above matters and felt that the slight changes in phraseology in reality did no special good or harm and although appreciating Batson's solicitude and interest, it was felt he should be permitted to go ahead with the changes he proposed to make, but that no contacts should be made for the purpose of effecting changes similar to those made by Batson.

The SAC also recommended that he be authorized to serve on the Advisory Committee on Law Enforcement under the State Civil Defense Program as he had been invited to do so by Mr. Batson. The Conference was unanimously opposed to a Bureau representative serving on a Civilian Defense Committee.

If approved, there is attached hereto a letter to the Seattle Office, with a copy for San Francisco which had received a copy of the letter from the Seattle Office, advising of the above decisions.

Respectfully,
For the Conference


Clyde Tolson

The Director

1-18-51

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/21/91 BY SP-5 CJP/DM

The Executives Conference of January 10, 1951 consisting of Messrs. Tolson, Nichols, Sizoo, Clegg, Rosen, Ladd, Belmont, Mohr, Parsons (for Harbo), Tracy and Glavin considered a memorandum submitted by Mr. Conrad to Mr. Harbo concerning a magnetic dictating and transcribing unit. It was pointed out by Mr. Conrad that representatives of the Laboratory had examined a new magnetic dictating transcribing unit which has just been developed by the Universal Electronic Sales Corporation of Philadelphia.

Mr. Conrad pointed out that the representatives of this company are at the present time endeavoring to ascertain possible applications and fields of sale other than civilian use. Mr. Conrad pointed out the unit demonstrated consisted of a built walnut cabinet approximately 15" in length, 10" in width and 10" in depth, that it uses a magnetic sheet the size of a standard piece of letter paper and may be black oxide or red oxide coated on one side of a paper sheet or one side of a plastic sheet. The paper sheet with either type of coating has the advantage of permitting information being typed on the back of the sound recording media. The oxide coated sheet is placed about the drum contained within the case and the recording is done around the drum spirally from one end to the other. Each sheet has approximately nine minutes records capacity at a speed corresponding to 3-3/4" per second. Mr. Conrad points out that the unit had fair dictating quality and frequency response for the speed utilized but no direct application is seen at the present time for its use in Bureau work. He also points out that this machine would cost the government approximately \$229 per unit. He recommended that no action be taken by the Bureau at the present time to secure this type of equipment. He pointed out that it be kept in mind should any further development work be done.

The Conference is in agreement with Mr. Conrad that no further action be taken by the Bureau to procure any such device at this time.

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Belmont _____
- Mohr _____

cc: Mr. Mohr
Mr. Clegg

OK

RECORDED - 101

Respectfully,
For the Conference
66-2554-8470

JAN 18 1951

8 CLIVE TOLSON

EX-37

[Handwritten signature]

REC:cr 31 JAN 20 1951

The Director
The Executive Conference

January 13, 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 1/21/91 BY SP-5 CIP/mf

The Executive Conference of January 10, 1951 consisting of Messrs. Tolson, Nichols, Sizoo, Clegg, Rosen, Ladd, Belmont, Mohr, Parsons (for Harbo), Tracy and Glavin considered the re-institution of In-Service training during the present fiscal year.

It will be recalled that In-Service training was suspended during the past calendar year due to a tremendous amount of pending work in the field, it being felt that the Bureau could not continue to draw approximately 50 Agents from investigative work to attend In-Service training either weekly or bi-weekly during the period of time when our work was becoming increasingly delinquent.

The Conference recommends that we do not take any steps to reinstitute In-Service training at the present time but that we re-consider this problem on June 1, 1951 to determine whether In-Service training should begin the next fiscal year, July 1, 1951.

Respectfully,
For the Conference

Clyde Tolson

cc: Mr. Mohr
Mr. Clegg

ERG:cr:ack

- Tolson _____
- Ladd _____
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166-2554 - 8471
JAN 18 1951

EX - 30

5 JAN 20 1951

The Director

January 10, 1951

The Executives Conference

~~CONFIDENTIAL~~

~~ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/11/01 BY 60322/UC/STW~~

Classified by SP-5 JDF
Declassify on: OADR 1/24/91

The Executives Conference consisting of Messrs. Tracy, Glavin, Parsons, Mohr, Belmont, Clegg, Sizoo, Nease and Nichols considered the following matter:

The Conference was advised by Mr. Nichols that during the month of September applicant mail was responsible for opening 52.9 per cent of the new files, that applicant investigations in the following categories, Departmental, applicant, Atomic Energy Commission, [CIA], Voice of America, ERP, constituted a total of 66,044 cases in September. These cases contained 37,107 serials.

In addition, in the Numbering Unit, i.e., where abstracts are detached and serials are serialized, there was a total of 70,038 pieces.

At the present time when a new applicant case is opened the first serial is placed on record and thereafter the additional mail is sent directly to the Supervisor where it is placed in a folder until the investigation is completed and reports are sent to the appropriate agencies. At this point, the folder is sent to the Records Section where each piece of mail is processed. In view of the personnel shortage and accumulation of work the following recommendation was made for the handling of Departmental Applicant, Atomic Energy Commission, [CIA], Voice of America and ERP mail. The following applies only when the investigation is favorable to the applicant and does not disclose derogatory information and in cases wherein no derogatory or subversive information has been developed.

When the first serial is received, it will be put on record and indexed. Thereafter incoming mail will be forwarded to the Supervisor. When the investigation is completed, and reports sent to the appropriate agencies, the folder will be sent to the Files Section where each piece of mail will be sequenced chronologically according to date and the number of serials will be counted and the number in the group will be placed on the top serial. This serial number would then be marked off the tab card in the Numbering Unit. The closed case would be sent to the Checking Unit where it would be checked and then placed in the file. In other words, this mail would not be processed. The purpose of placing the number of serials on the top serial would be to serve as a security check on the actual number of pieces of mail in a given closed applicant case.

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~~CONFIDENTIAL~~ RECORDED - 78

66-2554-26772
JAN 18 1951

EX-37

LBN:rd JAN 20 1951

Memo to The Director from The Executives Conference January 10, 1951
Re:

~~CONFIDENTIAL~~

In this connection, it is pointed out that the letter of transmittal, transmitting investigative reports, carries an inventory of the investigative reports sent to other agencies and would in itself be an additional security check on the number of investigative reports in the file and would enable anyone subsequently reviewing the file to ascertain the identity of any missing serials.

For example, by referring to the letter of transmittal, it would be simple to ascertain that the described reports are or are not in the case file. In a similar manner, referral to the other type of letter of transmittal or the letter or notations ordering the investigation would reveal data making possible a file reconstruction or review with or without referral to field office information.

It is also contemplated that the Supervisors handling the case could very easily indicate the derogatory mail and indexing desired by green pencil. It is not contemplated that this recommendation would pertain to cases of possible interest such as the Anna Rosenberg Case.

ADVANTAGES:

(1) A total of 17 employees would be saved in mail processing. In addition there would be an additional savings in the filing unit.

(2) Applicant mail would be in the file chronologically by date within a period of 24 to 48 hours after it was received in the Records Section. This would result in considerable savings in locate work.

(3) The typing of an estimated 20 to 25 thousand abstracts per month in the field would be eliminated which would be an additional saving.

DISADVANTAGES:

(1) The absence of an abstract on each recorded serial would provide less security and would increase the locate problem.

~~CONFIDENTIAL~~

Memo to The Director from The Executives Conference January 10, 1951

~~CONFIDENTIAL~~

(2) The file consisting of only the first serial recorded and the last serial numbered might take more time to review, although this is believed offset by the fact that each report would be in the file chronologically by date prepared.

(3) The names of some persons interviewed would not be indexed. It is not the practice today to index all of the persons interviewed unless there is a special reason to do so; however, should the necessity arise, it is believed that it would, of course, be possible to secure the identity of the case which would permit a review and check of all names.

Those present unanimously recommended the immediate adoption of the above recommendation. In addition, Mr. Nichols conferred with Mr. Ladd who agreed to its adoption.

Respectfully,
For the Conference

Clyde Tolson

As a stream-lining
procedure I recommend
we try this for 60 days
and then re-examine it

1-15

~~CONFIDENTIAL~~

January 18, 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/24/91 BY sp-scip/rr

The following conference of January 11, 1951,
participating of Messrs. Tolson, Ladd, Clegg, Glavin,
Nichols, Rosen, Tracy, Harbo, Belmont, Mohr, and
Tele. Room. Mr. Glavin stated appropriate check had
been made of the suggestion submitted by the Legal Attache
at London, Mr. John W. Chapman, concerning the installation
of a portable inductor.

It was pointed out in the conference that under date of
December 9, 1950, Mr. Chapman advised that arrangements had been
made with the Security Officer of the Embassy to have a portable
inductor installed in the Legal Attache's Office. This
portable inductor, according to the Security Officer would contain
approximately 20 pounds of paper which had already been
checked, should meet the requirements of the Legal Attache's Office
under the existing war plans. This matter was previously
brought to the attention of the Scientific Conference and a request
was made to the War Plans Division to be referred to the
manufacturer of such inductor, the responsibilities of that particular
consideration could be given to determine whether such a portable
inductor could be produced for other Legal Attaches or for
the Bureau of the Office of Government. It was pointed out that the
Legal Attache at London had expressed that the inductor to be
used for emergency use in the event of other Legal Attaches
as well as having several of these inductors at the feet of
Government to be available in certain situations for the quick
destruction of highly confidential matter.

Through the Liaison Section it was ascertained that
the State Department had purchased these inductors through the
Firm of Robinson and Frank, 310, Metropolitan Bank Building,
Washington, D. C. and that the inductors were manufactured by
the Radio Signal Unit Company of New York City. The specifications
for the inductor are that it be portable, light weight,
approximately 20 pounds weight and capable of completely destroying
any records on 20 pounds of paper, by 100 hours. The specifications
further point out that the assembly and operation should be
simple and fool proof. It was stated that it shall be portable and of
strong, sturdy construction and be designed that it shall
be able to be used in the field. It was stated that the inductor
should be available in certain situations for the quick
destruction of highly confidential matter.

- Tolson _____
- Ladd _____
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- Nichols _____
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- Tracy _____
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- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

RECORDED - 20 JAN 18 1951
66-2547-847-3
8

JAN 21 1951

ly

Memorandum for the Director - Continued

The Conference does not feel that the Bureau should purchase additional dual magnifiers for other legal agencies or for the Bureau at the cost of Government, since commercial plans have been made by these offices to carry their supplies of important paper in case of an emergency.

OK

Approved:
W. J. Clegg

W. J. Clegg

10-17-47

cc - Mr. Tolson
Mr. Clegg

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

The Director
The Executives Conference

January 12, 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 6/21/91 BY SP-5 CJP/PTF

The Executives Conference of January 12, 1951 consisting of Messrs. Tolson, Tracy, Parsons (for Harbo), Mohr, Belmont, Ladd, Nichols, Rosen, Clegg, Sizoo and Glavin was advised by Glavin that he felt consideration should be given to the Special Agents Insurance Fund insofar as the amount of the insurance fund reserve is concerned.

It was pointed out to the Conference that there are a number of Special Agents in the service who have reached retirement age but who are continued on an active duty basis. It was further pointed out that upon formation of the fund in the initial instance our insurance contact pointed out that the fund would be a healthy growing fund since we are continuously receiving new young blood into the service and that the older Special Agents would retire upon reaching retirement age and would become disassociated with the fund, thereby relieving the fund of payment for deaths in the higher age bracket.

It was pointed out to the Conference that with the increase in the number of men reaching retirement age, that the drain on the fund within the next five or ten years would be much greater than it is at the present time. Frankly, at the present time the payment on deaths of Agents have, in the majority of instances, been deaths of Agents in the younger bracket, that there were two Agents of retirement age or above who died during the past year and that the total payment numbering 13 during the past year covered the deaths of 11 men ranging from the ages 27 to 49.

At the present time we have 11 Special Agents 60 years of age or more on active duty in the Bureau. Of this number 7 are over 65 years of age and 2 are over 70 years of age. It is from this group that we may expect an increasingly high mortality rate in the next several years.

In view of this fact it was felt that consideration should be given at this time to increasing the reserve in our fund to meet any unusual claims on the fund through deaths of its members. It was pointed out to the Conference that we have one assessment outstanding at the present time, the assessment to be paid no later than

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

RECORDED - 40

JAN 18 1951

8

52 JAN 20 1951

Memo for the Director

February 20th. We have approximately \$200,000 in the fund at this time.

The majority of the Conference felt that it would be a desirable procedure to gradually build up our reserve from its present total to a maximum total of \$500,000 which amount would give us a safe working margin for the fund in the future. A reserve of \$500,000 would permit payment to beneficiaries for 50 deaths without depleting the fund. We could, of course, continue in the future to make additional assessments as additional deaths are reported. It is the suggestion of the majority of the Conference that the reserve be built up gradually and not within a short period of time, for instance, one or two additional assessments a year would bring the fund up to \$500,000 reserve desired within a reasonable period of time. Messrs. Tolson and Sizoo recommend that the fund be maintained at its present level or in no instance more than \$250,000 as a reserve.

Messrs. Tolson and Sizoo do not feel at the present time that our experience has reflected any need to increase the fund to a half million dollars from its present amount.

Pending the Director's decision further action concerning this particular matter is being held in abeyance.

Respectfully,
For the Conference

[Signature]
Clyde Tolson

[Signature]
CC: Mr. Mohr
Mr. Glegg

- Tolson _____
- Ladd _____
- Glegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

The Director

January 10, 1951

The Executives Conference

SEARCHING CRIMINAL REFERENCES
ATOMIC ENERGY APPLICANT CASES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/24/91 BY SP-5ci/DM

The Executives Conference consisting of Messrs. Tolson, Sizoo, Glavin, Rosen, Nease, Ladd, Belmont, Mohr, Parsons, Tracy, Glavin and Nichols were advised by Mr. Nichols of the increased work in the Files Section.

It was pointed out that in July 168,820 pieces of mail was received whereas in December this had increased to 251,550 pieces of mail; that in July 104,045 name checks were received whereas in December 166,500 were received; that indicative of the increase in October 217,322 name checks were received; that in July we had a total of 1164 persons working in the Records Section, that on January 6th we had only 1085, that while 71 additional persons reported on duty today and others would report this week and next week, it would be sometime before these individuals were productive and were trained.

The Conference was requested to lend assistance in cutting special requests of the files section to a minimum and also for the loan of any individuals who could be spared who formerly worked in the Files Section during this particular period.

Mr. Nichols then pointed out that a study had been made in the Records Section of certain searching procedures applied to Atomic Energy applicant cases. In November, 1950, 5,317 Atomic Energy forms were received. Of these 10,075 were no records, 4,242 were identified which necessitated searching 42,242 references. Of this number 26,971 were subversive references, 15,271 were criminal references or 36 per cent.

It was pointed out to the Conference that in the early days of the Loyalty Program a study was made and it was determined not to search criminal references in processing Federal employee loyalty forms on the basis that each employee was fingerprinted and if he had an arrest record that this would be developed by the fingerprint search and that the investigation in the field, if a full-field investigation were made, would develop other criminal records. It was pointed out that only recently the same procedure was applied to the searching of Immigration and Naturalization forms.

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy
CC: Mr. Clegg
CC: Mr. Mohr
LBN:mb

RECORDED - 66

66-2554-2975
JAN 15 1951

INDEXED

51 JAN 20 1951

EX 96

Memo to the Director from the Executives Conference
RE: Searching Criminal References
Atomic Energy Applicant Cases

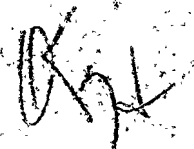
January 10, 1951

It was further pointed out that each applicant for a job in the Atomic Energy Commission is fingerprinted and if he possesses an arrest record this would be disclosed from fingerprints, that the field investigation should develop any record of criminal activities and since there would be a minimum savings of 7 grade 4 employees in the Records Section and 2 grade 3 employees without taking into consideration additional employees being saved elsewhere, it was recommended that effective immediately only subversive references be checked in searching Atomic Energy Applicants.

Those present, Messrs. Glavin, Tracy, Mohr, Belmont, Parsons, Glegg, Sizoo, Nease and Nichols, recommended the immediate adoption of this procedure.

Mr. Nichols subsequently conferred with Mr. Ladd who agreed to this recommendation. (The other members of the Conference mentioned in the first paragraph found it necessary to leave prior to the presentation of this specific suggestion.

Respectfully,
For the Conference


Clyde Tolson

MR. NICHOLS

4-17-50

F. W. WAIKART

SECURITY GUARD IN RECORDS SECTION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/21/91 BY SP-5 C/OTR

At the present time the Records Section maintains a security guard on the sixth and seventh floors from 6:00 p.m. until 12:00 midnight. On the seventh floor there are 6 employees stationed in strategic areas and their duties of course are to observe the char force and report any activity that would appear to be out of order. On the sixth floor there are only 3 employees assigned to this duty from 11:00 p.m. until 12:00 midnight. This arrangement is due to the regular night force which is working until 11:00 p.m. on the sixth floor.

It has been suggested by our Night Supervisor that the number of employees assigned to the seventh floor be reduced to 2 in view of the work pressures and instead of the employees stationing themselves in one particular area that they patrol the entire floor. This will mean of course that the employees assigned will be non-productive, however, the overall gain will be 4 employees who can be assigned to file pulling and locate duties.

RECOMMENDATION:

It is recommended that the above suggestion be adopted and that we reduce our security patrol on the seventh floor to 2 employees. The prior arrangements mentioned on the sixth floor should remain the same.

OGM:igs

Resubmitted on 1/11/51

*Approved by the Executive
Conference 1-11-51*

RECORDED - 112
73

INITIALS ON ORIGINAL

OK

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C 382

60 JAN 24 1951

SECURITY CONFERENCE

ORIGINAL FILED IN 66-19003-9

THE DIRECTOR

January 16, 1951

The Executives Conference

ELIMINATION OF COMPLETE CLASSIFICATION OF FINGERS NUMBER FIVE AND TEN

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/2/91 BY SP-5 cjb/DM

The Executives Conference consisting of Messrs. Tolson, Ladd, Clegg, Nichols, Glavin, Rosen, Harbo, Belmont, Sizoo, and Tracy on January 15, 1951, considered a suggestion from the Identification Division.

The Conference was advised by Mr. Tracy of a study by a committee in the Identification Division of the complete fingerprint classification resulting in the following recommendations:

1. The classifying rules be amended to eliminate the tracing of whorls in fingers five and ten (the little fingers)
2. Eliminate the counting of loops in finger number 10 (the little finger) when not used as part of the classification formula.

The classification rules have provided uniformly over the years that all ten fingers be fully classified on the fingerprint chart; however, when the ridge count in the little finger of the right hand is used as the "final" in the classification, the ridge count is not used in the little finger of the left hand, therefore, the counting of the ridges in the left little finger could be discontinued. With reference to the tracing of whorls in these same fingers, the tracing can also be eliminated as it is not brought up in the classification.

The study discloses there would be approximately 3.6 hours savings per thousand fingerprints handled.

The Conference unanimously recommends approval of the suggestion.

Respectfully,
For the Conference,

Clyde Tolson

RZ

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- Tolson _____
- Ladd _____
- Clegg _____
- Glavin *cc* _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

Mr. Clegg
Mr. Mohr

SJT:edm

RECORDED - 5

EX-37

166-2554-8477
JAN 16 1951

51 JAN 20 1951

The Director

1-18-51

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/21/51 BY SP-5 c/bt

The Executives Conference of January 15, 1951 consisting of Messrs. Tolson, Sizoo, Clegg, Rosen, Ladd, Mohr, Harbo, Tracy, Belmont, Nichols and Glavin considered the attached memorandum from Grace M. Stewart, Executive Assistant to the Attorney General, to the Heads of Divisions, Bureaus and Offices regarding the Arthritis and Rheumatism 1950 Fund Campaign.

The memorandum, which was dated December 15, 1950, was received in the Bureau on January 12, 1951.

The Conference recommends that the appropriate wire boxes be put up in various sections of the Bureau and the collections secured be turned over to Mrs. Stewart. The Administrative Division will coordinate collections of funds received and a report will be made to the Director concerning the total collections made.

Respectfully,
For the Conference

Clyde Tolson

cc: Mr. Mohr
Mr. Clegg

NRG:CT

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
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- Harbo _____
- Belmont _____
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- Tele. Room _____
- Nease _____
- Gandy _____

RECORDED - 5

EX-37

66-2557-18478
JAN 18 1951
14

JAN 20 1951

The Director

1-10-51

The Executive Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/21/91 BY SP-5ci/OTF

The Executive Conference of January 15, 1951 consisting of Messrs. Tolson, Sizoo, Clegg, Rosen, Ladd, Mohr, Harbo, Tracy, Belmont, Nichols and Glavin considered a suggestion submitted by [redacted] of the Administrative Division concerning the Special Agents Insurance Fund.

It was pointed out to the Conference that since the establishment of the Special Agents Insurance Fund when assessments are made the Special Agents personally forward their assessments with the appropriate form to the Bureau for handling. As a result there is considerable amount of work when such assessments are made. This work is reflected in the Routing Section of the Records and Communications Division upon receipt of the contributions, it is reflected in the Mail Room in assorting receipts which are returned to the contributors. It is also necessary for the Bureau to follow up SACs on delinquent members.

b6
b7c

Mr. [redacted] who handles the book work insofar as the Special Agents Insurance Fund is concerned, recommends that when assessments are made, instead of the members sending their contributions and beneficiary forms directly to the Bureau, a system be set up whereby each Field Division maintain the contributions there until all of the members of that Division have made their contributions and then forward them to the Bureau under the same cover. Mr. [redacted] also points out that the Agent in Charge would be responsible to see that each member of the Fund contributed prior to the deadline date.

The Conference feels that this recommendation is a worthy one. In this manner the volume of mail would be cut down, as pointed out by Mr. [redacted]. It would eliminate the necessity for the routing unit to open the individual contributions, eliminate the necessity for the mail room to sort the receipts when they are returned to the contributors and also the necessity of our having to advise the SACs of delinquent members. It would provide a more even flow of work for the person handling the forms and it would eliminate the

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- Tele. Room _____
- Nease _____
- Gandy _____

RECORDED - 28

62-554-8479
JAN 18 1951

JAN 20 1951

Memo for the Director


necessity of the Bureau communicating with the field to determine why certain Special Agents assigned to certain divisional offices had not contributed to the fund.

The Conference recommended, therefore, that the suggestion submitted by [redacted] be adopted by the Bureau.

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b7c

Should the Director agree the various Special Agents in Charge will be immediately advised and our present assessment, which is due February 20th, can be handled in this manner.

Respectfully,
For the Conference



Clyde Tolson

CC: Mr. Mohr
Mr. Clegg

WRC:OT

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

The Director

October 27, 1950

The Executives Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 6/21/91 BY SP-5C/BJP

OK

The Executives Conference today reconsidered the matter of sending out staff Christmas cards this year.

It is recalled the majority of the Conference on October 12, 1950, favored the discontinuance of a staff card on the basis that:

- (1) Christmas card sending has become a racket
- (2) Lists grow and become a formality
- (3) There is considerable work involved in sending the Christmas cards

The Director favored the majority view.

The Conference was advised that in checking over the 1,900 names on the staff card list that there were a number of good Bureau friends who were on this staff card list who had previously been on the Director's personal list and if we discontinued the sending of staff cards we would lose contact with these people who would expect the Bureau to send them greetings. For example:

- Dr. and Mrs. [redacted]
- Honorable Bernard M. Baruch
- Honorable and Mrs. Leslie L. Biffle
- Honorable and Mrs. Harold M. Stephens
- Mr. and Mrs. [redacted]
- Mr. [redacted]
- Mr. [redacted]
- Honorable Alexander Holtzoff
- Honorable James A. Farley
- Honorable and Mrs. Ugo J. A. Carusi
- Honorable Amon G. Carter
- Honorable and Mrs. Francis Biddle
- Mr. [redacted]
- Mr. and Mrs. [redacted]

b6
b7c

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

CC: Mr. Mohr
CC: Mr. Clegg

JJM:mb

RECORDED - 75

66-2554

INITIALS ON ORIGINALS

60 JAN 31 1951

JJM
gm

General Henry H. Arnold
Honorable and Mrs. George E. Allen

Mr.
Mr.
Mr.

b6
b7c

The above would not receive any greetings from the Bureau if the staff card list is completely discontinued.

In addition to the 1,900 names on the staff card list, there are approximately 2,000 graduates of the National Academy who in previous years received staff cards.

On reconsidering this matter, the Conference was unanimous in feeling that we should continue sending out staff cards.

As to the National Academy group, Mr. Tolson, Mr. Glavin, Mr. Tracy, Mr. Harbo, Mr. Glegg, Mr. Sizoo and Mr. Laughlin were in favor of having a greeting from the Bureau appear in the FBI Notes which are sent to the National Academy Graduates and that no staff cards be sent to the National Academy.

Mr. Mohr, Mr. Ladd, Mr. Rosen and Mr. McGuire were in favor of sending staff cards to the Graduates of the National Academy on the basis that this is the main means by which the Bureau can evidence a personal contact with our National Academy Graduates during the Holiday Season as the cards are exhibited with considerable pride by the Graduates themselves when they receive them.

Respectfully,
For the Conference

Clyde Tolson

4

DATE: 1-16-51

TO : The Director
FROM : The Executives Conference

HEREIN IS UNCLASSIFIED
DATE 6/21/91 BY SP-5/BJM

SUBJECT:

The Executives Conference of January 15, 1951 consisting of Messrs. Tolson, Sizoo, Clegg, Rosen, Ladd, Mohr, Harbo, Tracy, Belmont, Nichols and Glavin considered the attached letter to all Special Agents in Charge concerning Contracts for the fiscal year 1952 and recommended its approval.

The communication in question consisting of 5 pages explains in detail to the divisional service the steps to be taken for the procurement of contracts for the next fiscal year.

The field is instructed to have the necessary bids on these contracts forwarded to the Bureau no later than March 15, 1951.

Respectfully,
For the Conference

✓
Clyde Tolson

CC: Mr. Mohr
Mr. Clegg

Attachment

WRG:cr

RECORDED - 90

166-2554-8481
JAN 20 1951

54 JAN 23 1951

THE DIRECTOR

December 27, 1950

JOINT CONSULTATION

SUCCESSION NO. 612

EMPLOYEE: SA ROBERT W. HOLLOY, Detroit Division

SUBJECT: FUGITIVE INDEX CARDS

MEMBERS PRESENT: H. L. Clegg
R. F. Harbo
H. E. McFee
D. Scheidt

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/24/91 BY SP-5 C. J. P. M.

SUGGESTION: At present whenever a subject becomes a fugitive the field division concerned is required to forward to the Bureau a fugitive form letter so that appropriate index cards may be made and placed in the fugitive index in the Bureau. The suggestion is that instead of preparing a fugitive form letter the field prepare a 3 x 5 card which could be added to the fugitive index when received in the Bureau.

In support of the suggestion the Agent states that it is his recollection that a temporary card is first prepared at the seat of Government and subsequently a permanent card is prepared. He feels that his suggestion would result in some saving in the preparation of the card. Mr. Rosen's office advises that their procedures were changed several years ago and that at present only one index card is prepared for the fugitive index. These are consequently numbered as prepared. It is desirable that a fugitive form letter be submitted so that the case file will contain a record of this administrative step. It would be difficult to have uniformity in the preparation of the index cards if it were distributed among 52 different offices. Mr. Rosen is opposed to the suggestion.

JOINT CONSULTATION CONCLUSION: Unanimously opposed to the suggestion for the reasons indicated above.

C. J. P. M. 122-940

ORIGINAL FILED IN 122-940

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

cc - Mr. Clegg
Mr. Mohr

gm

PH RA

RECORDED - 66

EX - 36

166-2591-8482
1-13-51

RECEIVED BY MAIL

THE DIRECTOR

1-13-51

EXECUTIVES CONFERENCE

ANNUAL LAW ENFORCEMENT
CONFERENCES FOR 1951

The Executives Conference on 1-12-51, with Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Rosen, Sizoo, Ladd, Nichols and Clegg present, approved the attached SAC Letter issuing instructions as to required and optional subjects for the FBI Law Enforcement Conferences for 1951. It is recommended it be transmitted to the Field.

Respectfully,
For the Conference

Glyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/24/91 BY SP-5 CIB/BJ

Attachment

cc-Mr. Mohr
Mr. Clegg

HHC:DMG

RECORDED - 9

66-2554-8483
JAN 20 1951

EX-123

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

[Handwritten initials]

cc: Mr. Ladd
Mr. Rosen
Mr. Pennington
Mr. Held

The Director

January 10, 1951

The Executives Conference

**VETERANS' ADMINISTRATION MATTER
SERVICEMEN'S READJUSTMENT ACT OF 1944**

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/21/91 BY SP-SCI/BAP

PURPOSE:

To suggest that instructions be directed to the Field to first determine whether the subjects of investigation conducted under the Servicemen's Readjustment Act of 1944, have made arrangements to make restitution, and if so to discuss facts with the United States Attorney before engaging in any active investigation.

BACKGROUND:

Pursuant to instructions set forth in Departmental Circular #3929, Supplement No. 1, dated August 1, 1950, the United States Attorneys in the various districts have been referring cases to local FBI Field Offices for investigation. These matters have been, in the first instance referred to them by the Veterans Administration.

Experience has shown that subsequent to such action the Veterans Administration, if at all possible, has been endeavoring to secure restitution from the subjects. In many cases the Field Offices have been aware of such action and have discussed the facts with the United States Attorney before initiating active investigation. There have been, however, instances where restitution has been obtained by the Veterans Administration, and such action was not made known to either the United States Attorney or the FBI Field Office. This results, of course, in the expenditure of much useless time and effort because United States Attorneys almost invariably decline prosecution upon learning that restitution has been made by the subject.

In view of the above it would appear advisable to have the Field determine from the appropriate Veterans Administration Regional Office as the initial investigative step whether any such arrangements have been made with the subject. If such is true it would also appear advisable to bring this to the attention of the United States Attorney before engaging in any active investigation.

ACTION:

There is attached for your approval a Bureau Bulletin to the Field directing that such steps be taken.

cc: Mr. Cleve
Mr. Mohr

65 JAN 25 1951

RCH:ndw

- Tolson _____
- Ladd _____
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- Glavin _____
- Nichols _____
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- Tracy _____
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- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

RECORDED - 15

INDEXED - 15

JAN 20 1951

[Handwritten signatures and initials]

Memorandum for the Director

Unanimously approved by the Executives Conference on January 12, 1951, with Messrs. Tolson, Glavin, Sizoo, Parsons for Harbo, Mohr, Belmont, Tracy, Nichols, Clegg, Ladd and Rosen in attendance.

Respectfully,
For the Conference

Clyde Tolson

OK
H.

THE DIRECTOR

January 13, 1951

THE EXECUTIVES' CONFERENCE

DETCOM SURVEY

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/21/91 BY SP-SCI/PT

On January 12, 1951, the Executives' Conference, consisting of Messrs. Tolson, Ladd, Glavin, Tracy, Parsons, Harbo, Mohr, Rosen, Clegg, Sizoo, Nichols and Belmont considered the request of the Baltimore Division that the Baltimore City Police, the Maryland State Police and the Cumberland Police be utilized in connection with the Detcom Program at such time as the program is put into effect.

It was pointed out to the Conference that these three police organizations have not been approved by the Bureau to conduct investigations for the Bureau under the present program of utilizing police agencies to assist in investigative work. Nevertheless, it was pointed out that at such time as the Detcom Program is put into effect, it will be necessary to utilize police departments, wherever possible, to assist in the apprehension of Detcom subjects, if we are to make these apprehensions as rapidly as possible and if we are to utilize our Agent personnel to the fullest extent.

The Executives' Conference unanimously recommended that the Baltimore Office be authorized to utilize the assistance of these police departments at such time as the Detcom Program is placed into effect for the purpose of assisting in apprehending Detcom subjects. The arrangements with these police departments will be made at such time as the Detcom Program is placed into effect and not prior thereto. Special Agents will, of course, be present at all apprehensions. The attached letter to Baltimore authorizes the use of these agencies along the above lines. In the event you approve, it will be sent.

Respectfully,
For the Conference

RECORDED - 15

Glyde Tolson

66-2554-8485

JAN 20 1951

INDEXED - 15

OK
H.

[Handwritten signatures]

Attachment

- Tolson
- Ladd
- Clegg - CC - Mr. Clegg
- Glavin - Mr. Mohr
- Nichols
- Rosen
- Tracy
- Harbo
- Belmont - AHB:tlc *[initials]*
- Mohr
- Tele. Room
- Nease
- Gandy

05 JAN 25 1951

11/15/50

THE DIRECTOR

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 6/21/91 BY SP-5C/bmf

Reference is made to the Executive Conference memorandum dated October 25, 1950, which considered the operation of the Cash Room in the Identification Division and the operation of emergency loan funds in the Personnel Office of the Administrative Division and in the Files Section of the Records and Communications Division. The majority of the Conference recommended the closing of the Cash Room in the Identification Division in view of the off the record opinion furnished by the General Accounting Office that the Bureau could not justify the continuation of this function. The majority of the Conference recommended that since the Cash Room sold stamps, this function could be handled just as well by placing a stamp machine in the cafeteria. It was further recommended that the sale of American Express money orders which are now sold in the Cash Room be immediately stopped; the collection of the hospitalization funds should be continued as in the past but since this activity only occurs once a month it would only occupy the time of an employee for approximately one day and emergency loans from the Identification Division welfare fund should only be made in cases of emergency after approval of Mr. Tracy had been obtained.

With respect to the emergency loan funds in the Justice Building, the majority of the Conference was unanimous in recommending the continuation of the present emergency loan funds which are operated in the Personnel Office of the Administrative Division and in the Files Section of the Records and Communications Division, with such loans being approved by the Assistant Director. The Conference was unanimous in recommending that the Identification Division welfare fund and the emergency loan funds in the Justice Building be utilized to cash out of town personal checks of new employees where they were unable to get them cashed elsewhere.

The Director noted on this memorandum that he was inclined to stop the Cash Room and the sale of money orders. He stated the stamp machine could be installed. He said he did not think we should cash checks. As for the loan funds, before passing on this the Director said he would like views regarding having the Credit Union handle this both in this building and in the Identification Division Building. You will recall that Mr. Nease in a pink memorandum dated October 27, 1950, suggested that consideration again be given to arranging for a branch of the Department of Justice Credit Union to be installed in the Identification Division Building since Mr. Nease felt this would settle the problems of our employees over there.

The Executives Conference of November 2, 1950, consisting of Messrs. Ladd, Quinn Tamm, Clegg, Glavin, McGuire, Laughlin, Rosen, Harbo, Sizoo and Mohr, considered the possibility of establishing a branch of

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EX-123

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ORIGINAL FILED IN 66-11-29-9410

the Department of Justice Credit Union in the Identification Division Building, it being pointed out to the Conference that there is a Credit Union in the Department of Justice Building entrance to which is in the corridor near the elevator bank at 9th Street and Pennsylvania Avenue.

It was pointed out to the Conference that when the Identification Division was located in the Armory, the Department of Justice Credit Union established a branch in a private home very close to the Armory. The Department of Justice Credit Union has not given much thought to establishing a branch of the Credit Union near the Identification Division Building at 2nd and D Streets, S. W. As a matter of fact this particular problem has been discussed with Mr. James W. Grant, Assistant Treasurer of the Credit Union, and he stated because of the type of neighborhood at 2nd and D Streets, S. W. they were not giving any consideration to establishing a branch outside of the Identification Division Building. Nothing was said to him about a possible branch being opened in the Identification Building itself.

Mr. Grant stated that in so far as new employees entering on duty in the Bureau are concerned, they must wait six months' probationary period before they can obtain a loan on their own signature. Otherwise one co-maker is required for each \$100 borrowed. To obtain a loan, a new employee must be a member of the Credit Union. To become a member of the Credit Union, the new employee would have to pay a fee of 25¢ and make a \$5 share purchase to the Credit Union Fund, which latter would amount to a savings since the employee would be paid approximately $4\frac{1}{2}\%$ earnings on this investment. The earnings made on shares cannot exceed 6% per month. Mr. Grant also stated that an employee who made application for a loan during the week would have the application in the normal course of business acted upon on Thursday when the committee approving loans meets and the check would be issued on the next day, Friday. He said that if an emergency situation were presented, it would be possible to get a loan approved in a shorter period of time. Employees are charged an interest rate of 1% per month on the unpaid balance. Generally the employee sets the terms for repaying the loan; however, under the law the maximum period in most cases is 15 months for repaying the loan. He also stated it is possible to obtain a secured type of loan where no endorsers are necessary in which case $\frac{3}{4}$ of 1% interest is required on the unpaid balance. This would be a loan on the purchase of a new automobile where the car is given as security.

Mr. Grant stated that employees in the Identification Division now handle their business with the Department of Justice Credit Union either by taking annual leave and coming over to this building or they handle it by mail. He said he considered mail unsatisfactory since employees will send cash through the mail.

In the Conference Mr. Glavin made the observation that the Identification Division welfare fund is in fact a welfare fund since some of the money accruing to this fund is obtained from the profits of the operation of the cafeteria in the Identification Division Building and the profits are made available for welfare purposes. Mr. Glavin felt that the loaning of money from this fund to needy employees and in extreme emergencies would most certainly be construed as a welfare purpose.

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As a matter of information, Mr. [redacted] of the Department has asked Mr. Tracy if it is possible to allocate space to the Department of Justice Credit Union in the Identification Division Building. Mr. [redacted] stated that they would like to have sufficient space in one of the first floor lobbies for a desk and a couple of chairs in order to service requests of employees in the Identification Division Building during the lunch period on approximately three days a week. Mr. Tracy told Mr. [redacted] that he would submit the request to the Bureau and would let him know whether it would be possible to effect the arrangements.

The Majority of the Conference consisting of Messrs. Ladd, Glegg, Glavin, McGuire, Laughlin, Harbo and Sizoo recommended that we arrange to have a branch of the Department of Justice Credit Union installed in the Identification Division Building. They felt that by having a branch of the Credit Union in the Identification Division Building it would cut down on annual leave requests for employees who now have to come to this building to make loans and the Credit Union could also make loans to new employees.

Messrs. Rosen, Quinn Tamm and Mohr were opposed to the idea of having a branch of the Department of Justice Credit Union established in the Identification Division Building. They were opposed because we would have to give them space, the Credit Union would operate the office there as they would see fit and the Credit Union is not established to take care of the emergency type of loan fund we need for new employees or employees in dire emergencies such as getting admitted to hospitals, released from hospitals and the like. It should be further pointed out that a new employee would have considerable difficulty in getting someone to sign a loan from the Credit Union as a co-maker since the co-maker becomes liable for the amount of the loan. The new employee has no friends and consequently would have difficulty in securing a co-maker on emergency loans that he might need. This group also pointed to the fact that even in other Governmental agencies where branches of the Credit Union are now established, there are welfare funds to provide emergency loans in emergencies to employees without any interest rate being charged. These welfare loans are generally made available for new employees entering on duty.

In the event the Director agrees with the majority of the Conference, the Cash Room in the Identification Division will be closed immediately and the sale of money orders will be stopped immediately.

Furthermore the emergency loan funds now operated in the Personnel Office of the Administrative Division and in the Files Section of the Records and Communications Division will be dissolved immediately and no further loans will be made from these funds. New employees and other employees in dire emergencies will be directed to the Credit Union in the Department of Justice Building to obtain any necessary loans. In addition the welfare fund in the Identification Division will no longer be used to make emergency loans to employees nor will it be used to cash out of town checks for new employees but will only be used for other welfare purposes.

In the event the Director approves the recommendation of the Majority members of the Conference, Mr. [redacted] of the Department of Justice will be advised that arrangements will be made to provide sufficient space in the Identification Division Building for a branch of the Department of Justice Credit Union.

Respectfully,
For the Conference

Clyde Tolson

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b7c

THE DIRECTOR

January 18, 1951

The Executives Conference

FORM ROUTING SLIP FOR RETURN OF
DISPOSITION REPORTS AND PHOTOGRAPHS
WITH COMMON NAMES

The Executives Conference consisting of Messrs. Tolson, Ladd, Clegg, Nichols, Glavin, Rosen, Harbo, Belmont, Sizoo, and Tracy, on January 15, 1951, considered a suggestion from the Identification Division that a form routing slip be authorized for the return of disposition reports and photographs where additional information is necessary in order to properly handle the dispositions or photographs.

The Conference unanimously recommends approval of the suggested form routing slip.

Respectfully,
For the Conference,

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/24/92 BY SP-5A/BW



cc - Mr. Clegg
Mr. Mohr

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- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

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166-2554-8487

JAN 23 1951

EX-35 1

JAN 25 1951

Handwritten initials or mark.

cc Mr. Ladd
Mr. Rosen
Mr. Hargett
Mr. Thompson

The Director
The Executives Conference

January 9, 1951

~~CONFIDENTIAL~~ INFORMANTS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/19/91 BY SP-5C/DTK

PURPOSE

To suggest that the names of potential informants be included in the Informant Indices; however, they are to be properly labeled and of course will not be considered as informants until they are fully developed and are actually furnishing valuable information with some degree of regularity.

DETAILS:

Since September 1, 1950, the number of potential criminal informants has been reported to the Bureau by each office in the monthly criminal informant report. Upon occasion, the Bureau has asked various offices to furnish the identity of such potential informants and their location. These data have been requested to assist the Bureau in determining the weak spots in certain areas and to see that efforts are being made to improve the coverage in such weak territories.

It is suggested that the names of potential criminal and National Defense informants be included in the Informant Indices; however, they will be properly labeled as only potential informants and of course will not be considered as informants until they are fully developed and are actually furnishing valuable information with some degree of regularity. Such a procedure would assist an office in keeping a control of potential informants under development and to readily furnish the identity of such individuals to Agents attempting to find out who might possibly furnish information in certain areas or concerning a certain type of case.

RECOMMENDATION:

That the attached Bureau Bulletin, providing for the inclusion of potential informants in the Informant Indices be issued.

Unanimously approved by the Executives Conference with Messrs. Tolson, Nease, Sizoo, Parsons for Harbo, Mohr, Belmont, Nichols, Glavin, Tracy, Ladd and Rosen in attendance.

RECORDED - 40 66-2554-8488
INDEXED - 40
JAN 23 1951

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

cc: Mr. H. H. Clegg
Mr. Mohr

Respectfully,
for the Conference

Clyde Tolson

82 JAN 25 1951

[Handwritten signatures and initials: K, H, P, H]

THE DIRECTOR

January 18, 1951

The Executives Conference

HANDLING FINGERPRINTS FOR SPECIAL POLICE AND SENSITIVE POSITIONS FOR NORTHWEST AIRLINES, INC.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/21/91 BY 58-52/OTF

The Executives Conference consisting of Messrs. Tolson, Clegg, Glavin, Rosen, Harbo, Mohr, Belmont, Stoo, Mcquire, and Tracy on January 18, 1951, considered a letter from the Northwest Airlines, Incorporated, dated January 15, 1951, advising that all new employees are being fingerprinted and requesting that the FBI accept these fingerprints for search.

The Conference unanimously recommends that the Northwest Airlines be informed the Bureau will be glad to handle fingerprints of persons employed as special police or for sensitive positions and that the cooperation of the Airlines in seeing that unnecessary prints not be sent to us in view of the heavy workload of the Identification Division during the national emergency will be appreciated.

In the event the Director approves, there is attached hereto a letter to the Northwest Airlines.

Respectfully,
For the Conference,

Clyde Tolson

Attachment

cc - Mr. Clegg
Mr. Mohr

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EX-123

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JAN 23 1951

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- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
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- Tracy _____
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- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

62 JAN 25 1951

The Director
The Executives Conference

January 12, 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 6/24/91 BY SP-5CIB/HT

The Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Rosen, Clegg, Sizoo and Nichols considered the following suggestions designed to save personnel in the Files Section:

(1) In connection with the search of displaced persons forms, the Records Section at the present time searches, in addition to the displaced persons, the names of the spouses and the children. The review of 100 displaced persons forms reflected searches were necessary in 52 instances pertaining to spouses and children, which represents 26.9 per cent of the searches on displaced persons' requests. Applying this percentage to the total number of displaced persons forms received and checked, the discontinuance of the searches of spouses and children would save the time of six employees.

All members of the Conference were unanimous in recommending the adoption of this recommendation.

(2) The Files Section also suggested that the search of the names of sponsors be discontinued. Out of 100 displaced persons forms 41 references pertaining to sponsors had to be searched. When projected to all displaced persons forms, it represented the time of 4.7 employees per day.

The Files Section recommendation was based upon the fact that the search of sponsors is not required by Presidential Directive or otherwise but that this procedure was adopted by the Bureau as being justified from the internal security standpoint.

It was pointed out that out of 49 memoranda prepared in the past four months in only nine instances did the derogatory information furnished concern displaced persons, while in 40 instances it pertained to sponsors.

There have been instances where sponsors of displaced persons on a file check were found to be Communists. For example, on August 12, 1949, Morris Greenbaum sponsored a displaced person named Yudko Waldman. The search revealed that Greenbaum was one of the owners of the Daily Worker, that he performed high-level auditing and legal work for the Communist Party and thereby had

Tolson
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Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

CC: Mr. Clegg
CC: Mr. Mohr

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EX-123

166-2524-8490
JAN 23 1951
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LBN:mb 62 JAN 25 1951

Memo to The Director
From The Executive Conference

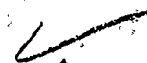
January 12, 1951

been in daily contact with high-ranking members of the Communist Party. As of January, 1950, Waldman had not been admitted to the United States.

The Security Division advised that where substantial derogatory information is furnished concerning a sponsor, the Displaced Persons Commission removes the name of this sponsor from the list of individuals eligible to act in that capacity and in the event derogatory information is turned up on a sponsor, the Displaced Persons Commission makes further investigation of the displaced person. In the event this investigation is favorable to the displaced person another sponsor is designated for the displaced person.

The Conference, while granting that we were not requested to check sponsors, felt that there should be no change in the present procedure and that we should continue to check the names of the sponsors.

Respectfully,
For the Conference


Clyde Tolson

OK
H.

THE DIRECTOR

12-27-50

JOINT COMMITTEE

SAVINGS: None
AWARD: None

SUGGESTION #602
SAC J. E. THORNTON
BOSTON FIELD DIVISION
QUESTIONNAIRES IN APPLICANT-TYPE CASES
FURNISHED BUREAU BY OTHER GOVERNMENTAL
AGENCIES - LISTING OF REFERENCES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/21/91 BY SP-5C/BHF

MEMBERS PRESENT: Messrs. R. T. Harbo
H. H. Glegg
E. Scheidt
S. K. McKee

SUGGESTION:

The employee suggests that in Applicant-type cases the questionnaires being furnished the Bureau by other Government agencies list character references with their business addresses. If the business addresses were shown as well as the residence addresses it would save much travel time in an effort to locate such references for interview.

It was suggested that this be called to the attention of the various Governmental agencies so that in the preparation of future application or questionnaire forms both the business and residence addresses of references could be listed.

JOINT COMMITTEE CONSIDERATION: Unanimously favorable.

The Joint Committee recommended unanimously favorable that this matter be handled through Liaison Section with other Governmental agencies in order that this additional information could be made available in the future.

EXECUTIVES CONFERENCE CONSIDERATION:

On 12-28-50, the Executives Conference, with Messrs. Glavin, Tracy, Parsons, Mohr, Ladd, Nease, McGuire, Sizoo, Laughlin, Hargett and Glegg present, considered the above suggestion and felt that the Liaison Section through oral contacts with the Government agencies, whose Applicants we are continuing to handle, be requested to add the business addresses, as well as the residence addresses of references.

- Tolson _____
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- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

Attachment (Letter to SAC Boston)

HHC:DHG

62 JAN 25 1951

EX-71

RECORDED -50
Respectfully,
For the Conference

66-2554-8491
JAN 23 1951

Clyde Tolson

THE DIRECTOR

January 19, 1951

THE EXECUTIVES CONFERENCE

PROCEDURE FOR HANDLING DIPLOMATIC AND OFFICIAL REPRESENTATIVES OF ENEMY NATIONS IN THE EVENT OF HOSTILITIES

~~CONFIDENTIAL~~

Referral/Consult

ALL MEMBERS OF CONFERENCE EXCEPT WHERE SHOWN OTHERWISE

The Executives Conference, consisting of Messrs. Tolson, Glavin, Rosen, McIntire for Clegg, Nichols, Tracy, Ladd, Mohr, Sizoo, and Belmont, on January 19, 1951, considered the advisability of [redacted]

It was pointed out to the Conference that we have been discussing for some time with the State Department the procedure for handling diplomatic and official representatives of enemy nations in the event of hostilities.

[Large redacted area]

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- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

RECORDED - 101
INDEXED - 101
66-2554-8492
JAN 24 1951

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

AIB:ner 64

EX-37

Classified by [redacted]
Declassify on: OADR
Multiple copies
4/24/51

Referral/Consult

[Redacted]

(c)

~~CONFIDENTIAL~~ Respectfully,
for the Conference

KA

Y
Clyde Tolson

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

~~CONFIDENTIAL~~

The Director

1/17/51

The Executives Conference

RELATIVE ACCOMPLISHMENTS FOR THE
FIRST SIX MONTHS OF THE 1950 AND
1951 FISCAL YEARS

The Executives Conference, with Messrs. Tolson, Ladd, Belmont, Clegg, Glavin, Harbo, Nichols, Tracy, Sizoo, Mohr and Rosen in attendance, unanimously approved the attached Letter to all Special Agents in Charge advising that affirmative steps must be taken to insure that our accomplishments this year will at least equal, if not exceed, the level of accomplishments of last year.

Respectfully,
For the Conference

Clyde Tolson

AGT

E.I.R.-8

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DATE *5/11/92* BY *SP-5/bm*

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Attachment

cc-Mr. Clegg
Mr. Mohr

AR:LS

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166-2554-8493
JAN 23 1951

EX-27

- Tolson
- Ladd
- Clegg
- Glavin
- Nichols
- Rosen
- Tracy
- Harbo
- Belmont
- Mohr
- Tele. Room
- Nease
- Gandy

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62 JAN 27 1951

THE DIRECTOR

December 23, 1950

The Executives Conference

SUGGESTIONS FOR POSSIBLE ELIMINATION
OF DELINQUENCY IN IDENTIFICATION DIVISION

The Executives Conference consisting of Messrs. Ladd, Nichols, Glavin, Clegg, Belmont, Mohr, Parsons, Sizoo, Hargett, and Tracy considered suggestions from Inspector Quinn Tamm of the Identification Division with reference to the possible elimination of the present delinquency.

For the Director's information, the daily average receipts for the Identification Division were as follows during the month of November (six-day week basis):

Criminal	4,169.92
Suspects	7.83
Deceased	20.83
NONCRIMINAL	
Army	4,120.17
Navy	694.04
Marine Corps	183.21
Coast Guard	121.00
Loyalty	3,076.17
Alien	1,001.67
Miscellaneous Applicant	2,622.79
Atomic Energy Commission	234.54

ALL INFORMATION CONTAINED
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DATE 6/21/91 BY SP-5 CIP/MP

Total Daily Average Receipts 16,302.17

Daily Average Searches in Technical Section 10,772

The Technical Section is the determining factor for the number of fingerprints which can be handled. At the present time, with prior authority, Alien, Military, and Miscellaneous Applicant fingerprints are being held as a delinquency in the Technical Section following their search in the Card Index Section, and the following is the current delinquency in the Technical Section as of December 23, 1950:

Current Fingerprint Cards

Priority	
Non-Priority	
Loyalty	27,366
Applicant	35,311
Military	330,935
Aliens	57,970

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1-12-51

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Total Non-Priority 501,592

Total Current Prints for Search 501,614

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

cc - Mr. Clegg
Mr. Mohr

The daily average fingerprints received for search and the personnel for each month since July are as follows:

	<u>Daily Average Receipts</u>	<u>Personnel (as of 1st day of each month)</u>
July	11,709.85	1,481
August	13,153.30	1,451
September	18,037.80	1,459
October	18,024.81	1,401
November	16,302.17	1,389

(Personnel on duty December 23, 1950 - 1,403; Budget Quota (from Chief Clerk's Office - 1,363)

The delinquency in the Technical Section is increasing at the rate of approximately 5,000 fingerprint cards per day at the present time, and this delinquency will be further increased due to the fact that the Coast Guard has advised that it is sending to the Bureau an average of 5,000 fingerprint cards per week of individuals being fingerprinted under the Coast Guard Security Program.

RECOMMENDATION NUMBER 1

Mr. Quinn Tamm recommended the discontinuance of handling all miscellaneous applicant fingerprint cards from local or state law enforcement agencies, approximately 1,000 such fingerprints being received per day including employees of hotels, taxi drivers, pistol permits, applicants to take bar examinations, applicants for second-hand stores or soliciting licenses, and applicants for jobs with police departments or as auxiliary or special police. Mr. Tamm recommended that contributors be notified by letter that fingerprints of this type will not be handled until such time as the condition of the work permits.

The Conference was of the opinion that it is necessary that the Bureau handle fingerprints of this type inasmuch as local or state ordinances require local law enforcement agencies to take and process such fingerprints and it is, therefore, incumbent upon the Bureau to furnish the requested service.

RECOMMENDATION NUMBER 2

Mr. Quinn Tamm recommended that Alien fingerprint cards be classified and filed without any search for the reason that when an alien applies for naturalization at a subsequent date, a form letter request is received from the Immigration and Naturalization Service in

order that the fingerprint card might be pulled and researched at that time. This amounts to a duplicate search in all cases where an alien subsequently seeks naturalization. The percentage of identifications is considerably below one per cent on the original search of the alien fingerprint cards and the majority of the identifications are made in connection with Canadian and Mexican Border crossings.

The Conference previously recommended and the Director approved that Alien fingerprint cards be held as a delinquency in the Technical Section after the Card Index search. This is presently being done.

The Conference, with the exception of Mr. Tracy, was of the opinion that the Alien fingerprints should continue to be searched and held as a delinquency in the Technical Section, as at present, until such time as additional personnel is secured to permit such a search. Mr. Tracy recommends that the matter of searching Alien fingerprint cards on their original receipt be discussed with the Immigration and Naturalization Service with the view to ascertaining whether or not the relatively few identifications made are actually of any value to the Immigration and Naturalization Service with the view toward eliminating the original search if concurred in by the Immigration and Naturalization Service.

RECOMMENDATION NUMBER 3

Mr. Quinn Tamm recommended that fingerprint cards received from the armed forces be classified and filed without any search. This group comprises the largest single delinquency in the Technical Section, where they are held following the Card Index search. In view of the shortage of personnel, the Director has previously approved the retention of the armed forces fingerprint cards (exclusive of the Coast Guard) as a delinquency in the Technical Section following the Card Index search.

Mr. Tracy pointed out to the Conference the fact that casualty lists are presently being received from Korea and that unless the armed forces fingerprint cards are in file, it will be impossible to locate them for identification purposes. They are presently being stored by date of receipt in the Technical Section.

The Executives Conference did not concur in the recommendation; however, it did consider a substitute recommendation of Mr. Clegg that the armed services fingerprint cards be searched in the Card Index Section.

where approximately nine per cent of identifications are made, the subsequent Technical Section search resulting in an additional one per cent of identification; that the armed forces fingerprints (exclusive of the Coast Guard) be classified and filed after the Card Index search in order that they may be located in connection with casualty searches; that, however, as additional personnel is secured, the Technical Section continue to search to the maximum of the personnel assigned in the hope that eventually it will be possible to search all such fingerprints through the Technical Section.

Messrs. Ladd, Nichols, Clegg, Parsons, Sizoo, and Hargett concurred with Mr. Clegg's recommendation. Messrs. Glavin, Belmont, Mohr, and Tracy were opposed to Mr. Clegg's recommendation. Those in favor of the recommendation felt that the armed forces fingerprint cards should get in file at the earliest possible moment even though a fingerprint search in the Technical Section was not made. Those opposed felt that these fingerprints should continue to be held as a delinquency in the Technical Section until such time as new employees entering on duty in January, 1951, can be trained to handle them.

RECOMMENDATION NUMBER 4

With reference to fingerprint cards of applicants for jobs with police departments or as auxiliary police, it was suggested by Mr. Tracy that such fingerprints should be handled special by being tagged on receipt in order that they will be handled prior to other applicant fingerprints.

The Conference was in agreement with this suggestion.

Mr. Glavin informed the Conference that a large number of new employees would be available during the month of January, 1951. Such new employees as may be assigned to the Identification Division will be qualified to classify fingerprints in approximately six weeks and will be able to reach the minimum searching production figure in approximately four months from the time of assignment to a Student Fingerprint Class.

Respectfully,
For the Conference,

Glyde Tolson

THE DIRECTOR

1/20/51

EXECUTIVES CONFERENCE

FIELD EMPLOYEE CONFERENCES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 6/21/91 BY SA-SCJ/DHF

The Executives Conference on 1/15/51, with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Sizoo, Nichols and Clegg present, considered the recommendation of Inspector H. B. Long with reference to Field Employee Conferences.

The present requirement is that Field Clerical Conferences held semi-annually shall be reported to the Bureau two weeks prior to the scheduled date of the Conference and the Bureau will be advised as to the detailed program for this Conference. The Quarterly Conferences of Special Agents are held in the Field and it is not necessary to advise the Bureau that such a Conference has been held but a brief memorandum should be placed in the office administrative file summarizing the results and this file is examined by the Inspectors conducting regular inspections and during self-inspections to see that the Conference was held and that it was adequate in its coverage.

The recommendation is that both of these Conferences be handled in the same manner so far as reporting is concerned and that the change be in the method of recording the Semi-Annual Clerical Conferences with a memorandum for the administrative file of the Field Office, with no report submitted to the Bureau and with the files to be checked during regular inspections and self-inspections. This will save two letters each year from each of the 52 Field Offices.

The Executives Conference recommended unanimously favorably.

Respectfully,
For the Conference

Clyde Tolson

cc-Mr. Mohr
Mr. Clegg

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
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- Nease _____
- Gandy _____

HHC:DMG

RECORDED 66-2554-8495

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THE DIRECTOR

January 19, 1951

THE EXECUTIVES CONFERENCE

REPORT WRITING

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 6/21/91 BY SP-5 CIB/HF

The Executives Conference, consisting of Messrs. Tolson, Glavin, Rosen, McIntire for Clegg, Nichols, Tracy, Ladd, Mohr, Sizoo and Belmont, on January 19, considered a proposed Bureau Bulletin instructing the field in the proper manner of reporting the coverage of certain investigative leads.

It was pointed out that investigative reports are being received in the Security Division from auxiliary offices reflecting the coverage of leads set out by the office of origin, in which reports the relation of the auxiliary investigation to the main subject is not reflected. For example, an auxiliary office will be asked to investigate an individual who has been in touch with the main subject as reflected by a mail cover. The auxiliary office, in reporting the results of its investigation, fails to note the relationship of its investigation to the main subject, that is, fails to note that this individual has been in contact with the main subject as reflected by the mail cover. As a consequence, in a complex investigation it is sometimes difficult to tie in the auxiliary investigation with the main subject. The proposed Bulletin instructs the field in the proper handling of such a situation.

The Executives Conference was unanimously of the opinion that this Bulletin should be sent to the field. In the event you approve, this will be done.

Respectfully,
For the Conference

Glyde Tolson

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

AHB:met

54 FEB 2 1951

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
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Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

RECORDED - 32 66-2584 - 8496
JAN 27 1951

The Director

January 23, 1951

The Executives Conference

4.

The Executives Conference consisting of Messrs. Tolson, Sizoo, Nease, McIntire, Rosen, Ladd, Belmont, Harbo, Tracy, Glavin, and Nichols, considered and unanimously recommended approval of the following suggestion of Mr. Nichols: That Government Services, Incorporated, be permitted to install vending machines in the classroom utilized by Records Section employees on the seventh floor, which will vend hot coffee, hot chocolate, sandwiches, or cold drinks. These machines will be available between the hours of 3:30 and 5:30 A.M. for the benefit of the midnight shift employees, which will alleviate the necessity of going out to eat at that hour which has become increasingly difficult. As an illustration, last night a group of our girls were at the Waffle Shop and two drunken soldiers created a disturbance which forced the girls to leave before finishing their lunch. Screens will be placed in front of these vending machines during the day and they will not in any way interfere with the operations of the classroom. The classroom is felt to be the only place we have available as it will provide a place for the employees to sit while they are having their lunch.

Respectfully,
For the Conference

Clyde Tolson

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DATE 6/21/81 BY SP-5 C/DH

*See that
area is kept clean & no
debris is allowed
to accumulate*

LBN:CMC

cc: Mr. Clegg
Mr. Mohr

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

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66-2557-8497

JAN 23 1951

EX - 36

54 JAN 30 1951

THE DIRECTOR
THE EXECUTIVES CONFERENCE
NEW AGENTS' TRAINING

January 24, 1951

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DATE 6/21/91 BY SP-50/bmj

The Executives Conference on January 24, 1951, with Messrs. Tolson, Glavin, Tracy, Harbo, Belmont, Rosen, Sizoo, Nichols and Clegg present, considered the New Agents' training courses and the recent findings at the Inspectors Conference that there was some weakness on the part of the New Agents going to the field which could be improved if the training was extended in those fields. New Agents classes are now 7 weeks in length, the classes leaving on Friday afternoon of the 7th week. The Executives Conference unanimously made the following recommendations:

1. That New Agents' courses be extended to a total of 8 weeks with the class completing on Saturday afternoon of the 8th week, thus adding 7 additional days training. The added training will be on Atomic Energy Applicant matters including interviews, report writing and dictation; additional instruction on Interviews and Pretexts; additional training in dictation and report writing practice; added training in Court work; 17 hours' additional Practical Case work, including use of interview logs, preparation of signed attachments, contacts with United States Attorneys, Commissioners and law enforcement officers in practice cases and practice interviews. Additional time also will be allotted for planning and carrying through to completion a road trip and added training in police relations and police contacts, arrests, searches, seizures and confessions.

2. It was recommended that from available Agents with suitable qualifications the class counselors be selected who have excellent efficiency reports with satisfactory overtime records; and that they be selected from Field Offices and report on duty to Washington for one 3-week period to serve as a class counselor with per diem payments when the counselors are brought from Field Offices away from Washington. This will allow a broader latitude in selecting counselors.

3. That on the basis of the present increased recruiting and training of Agents there will be on duty in Washington by February 5, a total of 10 New Agents' classes of approximately 50 men each. On February 12 there will be 12 New Agents' classes in session. On February 19 there will be 14 New Agents' classes

Tolson _____
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Clegg _____
Glavin cc - Mr. Clegg
Nichols Mr. Mohr
Rosen _____
Tracy _____
Harbo SAC; asp: ijs
Mohr _____
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Nease _____
Gandy _____

RECORDED - 48

66-2554-8498
JAN. 27 1951


54 FEB 2 1951

On February 26 there will be 16 New Agents' classes in session. There will be 16 classes thereafter under the present practice of 100 new men per week. To take care of the training in Manual of Rules and Regulations many of the subjects in Laboratory work and the Manual of Instructions and to handle the Practical Case work at Quantico in which the Agents need to be divided into small groups for close supervision and instruction, there is needed a total of 8 instructors over and above those presently available in the Training Division.

It was the unanimous opinion of the Conference that for the duration of the period of this increased training work that it would be better to assign carefully selected, qualified and trained instructors who are able to manifest appropriate enthusiasm as instructors. This would be more desirable, it was felt, than borrowing Agents temporarily for such an assignment and, thus, the Conference recommended that the 8 instructors necessary for this increased work be assigned to the Training Division as long as their services were necessary. The Personnel Office would select those who are assigned for this purpose from a list of qualified instructors who are competent and suitable for this type of work.

4. In discussing the added space necessary, it was the unanimous opinion of the Conference that when space was obtained soon in the Old Post Office Building that the training classes presently meeting in the Identification Building be assigned to occupy space in the Old Post Office Building. This will be nearer to the Justice Building and will thus be more convenient.

Respectfully,
For the Conference


Clyde Tolson

All approved &
expdite
H.

The Director

January 24, 1951

The Executives Conference

250 WATT FM RADIO STATION -
SAINT LOUIS DIVISION

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DATE 4/24/91 BY SP-5 CIB/BJP

On January 23, the Executives Conference composed of Messrs. Tolson, Ladd, Glavin, Tracy, Belmont, F. H. McIntire, Sizoo, Rosen, Nichols, Nease and Harbo considered the request for the installation of a 250 watt FM radio station in the Saint Louis Office to permit two-way radio communication with Bureau automobiles. The Conference was advised that Inspector B. C. Brown at the conclusion of his recent inspection of the Saint Louis Office recommended favorable consideration of this request.

Saint Louis is the only one of the twelve largest metropolitan areas in the United States which does not either have such a radio setup installed or approved for installation. There are thirty-eight automobiles operating within a 45 mile radius of the field office headquarters; Saint Louis is headquarters of District 21 of the Communist Party and 325 of the 358 Communist Party members in the State of Missouri are in the Saint Louis Division. Also, the Inspector pointed out that there are many large installations vital to the national defense in this area.

The Conference unanimously recommends that the request of the S&S at Saint Louis be approved. The approximate cost of the installation is \$9,000. The Conference also recommends that twelve additional two-way automobile radios be approved for Saint Louis at an approximate cost of \$6,000 so that when added to their present eight units they will have a total of twenty automobiles equipped with two-way radios.

Respectfully,
For the Conference

RECORDED - 90 166-2554-8499
Clyde Tolson JAN 27 1951

- Tolson _____
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- Glavin _____
- Nichols _____
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- Tracy _____
- Harbo _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

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

RTH:VH

4 FEB 2 1951

~~CONFIDENTIAL~~

THE DIRECTOR

December 8, 1950

THE EXECUTIVES CONFERENCE

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OTHERWISE~~

APPLICANT INVESTIGATIONS FOR
OTHER GOVERNMENTAL AGENCIES

The Executives Conference, with Messrs. Tolson, Nease, McGuire for Nichols, Sizoo, Glavin, Parsons for Harbo, Mohr, Tracy, Belmont, Ladd, Clegg and Rosen, in attendance, today reconsidered the problem of investigations for other agencies such as CIA, [redacted] and others wherein by agreement we conduct these investigations for them. In addition, the Conference also considered those applicant investigations for other Governmental agencies which are conducted pursuant to statutory requirement. It was pointed out that in view of our difficulty in meeting our required responsibility, consideration should be given as to whether we should agree to carry out additional and further responsibilities not actually required of us. The problem of funds was not in issue.

(4) 171

Referral/Consult

The following applicant investigations are conducted on an agreement basis:



Recommendation:

RECORDED - 9 166-2554-9500 INITIALS ON ORIGINAL

Messrs. Tolson, Nease, McGuire, Sizoo, Glavin, Parsons, Mohr, and Rosen recommend that we advise Admiral Stone that we will finish those investigations which we presently have received (they number 156) and that we will be unable to accept any more in view of the other commitments and responsibilities which have been placed upon the Bureau. (In this respect, Stone can get the Army, the Navy, the Marine Corps or the Coast Guard to conduct the investigations for them.)

ORIGINAL COPY FILED IN 66-2554-9500

Belmont, Tracy, Clegg and Ladd recommend that we go to Admiral Stone and advise him that we can handle only those investigations which are absolutely essential; that we try to whittle the list down to 50 or 75. This group points out that we have been

Mr. Mohr
Mr. Clegg

4/24/97

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Declassify on: OADR

R [signature]

FEB 12 1951 323,013

Memo for the Director

getting considerable information from the Armed Forces Security Agency which does all the decoding work for the armed services and that we have received valuable information as a result of our contact with Admiral Stone's office; that in view of what we get, we should continue to handle these applicant investigations.

CENTRAL INTELLIGENCE AGENCY (X)

~~CONFIDENTIAL~~

We have agreed, by letter of December 17, 1948, to conduct 200 investigations per month until June 31, 1951. However, by letter of December 1, 1950 to [General Bedell Smith] we have agreed to accept an additional 100 cases per month for a maximum period of four months, making a total of 300 per month for the four month period. At the present time we have 568 cases pending. (X)

Recommendation:

Messrs. Tolson, Clegg, Tracy, Sizoo and McGuire recommend that we immediately advise [CIA (General Bedell Smith)] that it will be impossible to accept any more cases and that it will be necessary for us to discontinue the program which heretofore has been in effect. We will complete the work which we presently have on the books. This will give [CIA] an opportunity to prepare to handle their own work beginning after the first of the year. [It was recommended that CIA be advised that circumstances beyond our control make it necessary that we immediately institute this program.] (X)

The balance of the Conference, Messrs. Nease, Glavin, Parsons, Mohr, Belmont, Ladd and Rosen, recommend that we immediately advise [CIA] that we will be unable to continue to handle these cases subsequent to June 31, 1951 which is the date presently accepted under our agreement. We should, therefore, advise [CIA] that we will not be able to handle any cases beyond June 31, 1951; that we will immediately set in motion plans to discontinue the project beyond the date indicated. This, of course, would make it necessary for [CIA] to make their own arrangements to get these cases handled and they will have six months in which to make whatever arrangements they deem necessary. (X)

NATIONAL SECURITY RESOURCES BOARD

We agreed by letter to the then Director, John Steelman, which was subsequently confirmed with the present Director Symington, to conduct investigations of which we have 170 pending.

Recommendation:

The Conference in unanimous agreement recommended that we immediately advise Symington's office that we cannot, under the

Memo for the Director

present circumstances, continue to handle or accept any more cases; that the present number of 170 which are pending will be completed and that we will be unable to handle any additional cases. (Symington is not without recourse. He ought to be able to get Army, Navy, Marine Corps or Coast Guard to handle this work for him.)

DEPARTMENTAL APPLICANTS - PROFESSIONAL POSITIONS AND CLERICAL POSITIONS

These are conducted at the instructions of the Attorney General dated July 31, 1947. There are 38 applicants - professional cases pending and 528 applicants - clerical cases pending.

Recommendation:

The Conference recommended there be no change; that we continue to handle these matters.

MAINTENANCE EMPLOYEES

These investigations are conducted of such employees in the Justice-Archives Group and the Identification Building. Our agreement with Justice covers only those in the Justice-Archives Group and those in the Identification Building are investigated because these employees have access to Bureau premises.

Recommendation:

In view of the fact that there are 34 pending cases and inasmuch as this is a matter of protection to the Bureau from a security standpoint, we recommend that this be continued.

BUREAU OF THE BUDGET

It was agreed and approved by the Director, the first case being received in February, 1949, that we conduct investigations for the Bureau of the Budget. There are 22 cases pending.

Recommendation:

That we complete the 22 cases pending; that we discontinue handling any additional cases and that upon receipt of the first additional case we advise the Bureau of the Budget that we will be unable to handle any cases in view of our other commitments.

COAST GUARD SCREENING APPEALS BOARD

At the instruction of the Department by memorandum from Peyton Ford dated September 7, 1950, Ford stated that the Attorney General and the President wanted the Bureau to conduct these investigations. There are presently 54 cases pending and the individuals involved are members of the panel which will review the cases of seamen who have been denied clearance for security reasons from sailing on American ships.

Memo for the Director

Recommendation:

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That we discontinue this project upon the completion of the 54 cases and that upon the receipt of the next case in the Bureau that we advise Peyton Ford that we will be unable to handle these cases in view of the present commitments of the Bureau and that we seek this opportunity to again reiterate to Peyton Ford our desire to relieve ourselves of this responsibility. (Coast Guard is not without recourse as they have personnel who could check these people out.)

OFFICE OF THE SECRETARY OF DEFENSE

We originally instituted this program at the request of Secretary James Forrestal. It was handled for Secretary Johnson at his request and is presently being handled at the request of Secretary Marshall which was dated October 11, 1950. At present we have 13 cases pending.

Recommendation:

The Conference unanimously recommended that we advise the Office of the Secretary that we are unable to accept any more cases and that we will complete those cases presently on our books; that this plan is to become immediately effective in view of the commitments which we presently have making it impossible for us to accept any more cases. (The Office of the Secretary of Defense certainly could call upon the armed services for assistance in this matter.)

NATIONAL SECURITY COUNCIL

At the request of Admiral Souers, the Director approved handling these cases.

Recommendation:

We have been following this program since January, 1948, and although the requests are infrequent and we have but one pending, it is recommended that we make no exception and that we advise the Council that we are unable to accept any additional cases; that we will, of course, complete the case which we presently have and that this comes about as of necessity inasmuch as it is impossible for us to meet our present commitments. (Certainly this Council could call upon the armed forces for assistance.)

WHITE HOUSE

Since President Truman assumed office, he has, from time to time requested us to investigate persons who are usually being considered for Presidential appointments. These cases are difficult to handle, place considerable burden on the Bureau in view of their expeditious nature and they are, of course, increasing in number. We presently have 19 cases pending.

- 4 - ~~CONFIDENTIAL~~

Memo for the Director

Recommendation:

The Conference recommended that we continue to handle these cases.

~~CONFIDENTIAL~~

CONGRESSIONAL COMMITTEES

The Senate Armed Services, Senate Appropriations, House Appropriations, Joint Committee on Atomic Energy, are handled upon specific request of each committee.

Recommendation:

It is recommended that each request of each of the aforementioned committees be handled on an individual basis. We have four cases presently pending and we continue to follow this project very closely and if an unreasonable number are referred to us for investigation that we attempt to discourage the practice of referring these cases to us.

The following applicant cases are handled as a result of statutory requirements:

The Conference considered the action to be taken in connection with those programs presently handled by the Bureau as the result of statutory requirements. The programs are listed below indicating the public law in effect. In connection with the consideration which the Conference gave to this problem, the opinion of the Conference was divided into two views. One view was to the effect that steps should be taken in the nature of spadework and the affirmative action to approach the proper persons and committees in order to bring about a change in the legislation. This change in the legislation will eliminate the Bureau as the agency responsible for conducting these investigations and will delegate this responsibility to the Civil Service Commission or to the obvious governmental agency in order that the investigation can be appropriately handled. It is to be pointed out in this connection that the Bureau is not relieving itself of any responsibility to handle all security matters or matters involving the national defense inasmuch as cases involving the loyalty of Government employees are referred to the Bureau under Presidential Order. Therefore, it can be seen that any person whose loyalty is in question is, as a matter of fact, referred to the Bureau for investigation. This view, therefore, will bring about a change in the legislation which, in turn, will fix the responsibility in the agency which logically should have it and will also allow the Bureau to conduct those investigations which involve the internal security of the nation.

~~CONFIDENTIAL~~

Memo for the Director

The other view, the contrary view, is to the effect that we should do nothing to bring about a change in the statute inasmuch as the law presently requires that we handle these matters and that we, therefore, should continue to handle them.

~~CONFIDENTIAL~~

<u>PROGRAM</u>	<u>STATUTE</u>	<u>CASES PENDING</u>
ATOMIC ENERGY	Atomic Energy Act of 1946 as amended	11,057

Messrs. Tolson, Tracy, Clegg, Sizoo, McGuire, Nease, Ladd and Rosen recommend that Nichols get in touch with Senator McMahon (D.-Conn.) and point out to the Senator the tremendous problem with which the Bureau is confronted; that these cases could very well be handled by the Civil Service Commission. Of course, the Bureau would continue to make name checks and, of course, would continue to investigate persons under the loyalty program and we would also make fingerprint checks. However, there is no reason why the Bureau should continue to handle the thousands of cases involving applicants wherein no information is developed indicating a question as to their loyalty. The Bureau will handle those cases, of course, involving loyalty, etc. but steps should be taken to amend the Act to bring about a change as above suggested.

Messrs. Glavin and Mohr were opposed to this approach.

Messrs. Belmont and Parsons suggested that steps be taken to handle the top scientists and top echelon cases only.

Mr. Ladd pointed out that in view of our responsibility under the Atomic Energy Program and in view of the existing law, he felt we should take no action at this time to change the existing statute.

<u>PROGRAM</u>	<u>STATUTE</u>	<u>CASES PENDING</u>
EUROPEAN RECOVERY PROGRAM	Public Law 472, 80th Congress	306
INTERNATIONAL DEVELOPMENT PROGRAM	Public Law 535, 81st Congress	234
GREECE-TURKEY AID	Public Laws 75 & 84, 80th Congress	3
INTERNATIONAL LABOR ORGANIZATION	Public Law 843, 80th Congress	0
INSTITUTE OF INTER-AMERICAN AFFAIRS	Public Law 369, 80th Congress	22
WORLD HEALTH	Public Law 643, 80th Congress	0
VOICE OF AMERICA	Public Law 402, 80th Congress	1,285
OFFICE OF CIVIL DEFENSE	Public Law 686, 81st Congress	1

Memo for the Director

Recommendation:

With reference to the above, the following unanimously recommended that steps immediately be taken to determine the proper persons to be contacted in order that a legislative change can be brought about: Messrs. Tolson, Nease, McGuire, Sizoo, Parsons, Tracy, Belmont, Ladd, Clegg and Rosen. The Conference saw no reason why applicant investigations under the Voice of America Program, for instance, which is administered by the State Department, could not be handled by the State Department. The same holds true with reference to Greece-Turkey Aid, Institute of Inter-American Affairs, International Development Program, International Labor Organization, World Health Organization and the European Recovery Program.

Messrs. Clavin and Mohr recommended that we take no action to bring about a change in the legislation.

Respectfully,
For the Conference

Clayton Tolson

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