

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

Total Deleted Page(s) = 2
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The Director

January 22, 1951

The Executives Conference

FUGITIVES - DEADLINES FOR FUGITIVE LEADS

Comp # 323, 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/91 BY SP-SC/B/TX

Effective November 25, 1950, and extending through December 31, 1950, a thirty-day deadline was in effect as to investigation of leads in all fugitive cases. The effectiveness of this deadline is borne out by a substantial increase in apprehension of criminal fugitives during December and November over preceding months in the current year.

Successful results in fugitive investigations depend more perhaps than in any other type of investigation on the speed with which leads are handled. Delay, particularly in cases involving mobile subjects, often requires additional investigation, otherwise unnecessary, not only in the office which allowed the lead to grow "cold" but often in several auxiliary offices as well. Through early apprehensions manpower is released for other equally important cases.

Fugitive statistics are still below 1950. The reinstatement of a thirty-day deadline for coverage of leads will be most effective in increasing our fugitive accomplishments.

ACTION BEING TAKEN:

Attached for approval is a Bureau Bulletin instructing the field as to reinstatement of a thirty-day deadline in fugitive cases, effective February 1, 1951. It is suggested this Bulletin be printed for immediate distribution.

The Executives Conference, with Messrs. Tolson, Nease, McGuire for Nichols, Sizoo, Belmont, Glavin, Harbo, Clegg, Tracy, Ladd and Rosen in attendance, today suggested that in view of the urgency of other matters pending, this be held in abeyance for sixty to ninety days.

RECORDED - 20

Respectfully,
For the Conference

62-337-8501
JAN 29 1951

Clyde Tolson

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

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

MCC:jh

54 FEB 2 1951

[Handwritten signatures and initials]

cc: Mr.
Mr.
Mr.
Mr.

The Director
The Executives Conference

January 22, 1951

CRIME SURVEY

In order that information of current interest will reach the Bureau on a more timely basis in connection with criminal activities in resort areas and other locations where sports or other special events attract unusual numbers of the underworld element a new schedule has been prepared for the submission of the semiannual Crime Survey reports. There is attached a proposed SAC Letter containing the new schedule of dates for the submission of the semiannual Crime Survey reports by the different offices.

ACTION RECOMMENDED:

That the attached SAC Letter be transmitted to the field.

W:irfb
Attachment

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

cc - Mr. Clegg
Mr. Mohr

Respectfully,
For the Conference

Clyde Tolson

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DATE 10/18/91 BY SP-5 CJP/STX

- Tolson
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EX - 36

66-2537-85

JAN 24 1951

61 FEB 5 1951

THE DIRECTOR

January 23, 1951

THE EXECUTIVES CONFERENCE

HANDLING COPY INDEX CARDS
IN THE CARD INDEX SECTION

The Executives Conference consisting of Messrs. Tolson, Nichols, Ladd, Glavin, Rosen, Harbo, Belmont, McIntire, Clegg, Sizoo, and Tracy on January 23, 1951, considered a suggestion from the Identification Division.

For the Director's information at the present time when a master index card is out of file at the time a new fingerprint card is received a blue index card is prepared from the charge card. This blue card accompanies the incoming fingerprint card until after it has been answered at which time the blue card returns to the Card Index Section.

When the blue card is filed in the Card Index Section and the master has returned to file, the master and the blue card are routed to a typist in order to type on the master card the data from the blue card which is the information concerning the last incoming fingerprint card.

The recommendation is that one employee in the Card Index Section file the blue cards and when a master card is not in file the entry be made on the master index card in ink hand printed.

If the suggestion is approved, it is estimated the saving of one typist will be effected in that the master card will remain in file rather than be charged out to the typist to enter the notations and then be refiled.

The Conference unanimously recommends the approval of this suggestion.

Respectfully,
For the Conference,

RECORDED - 20
Clyde Tolson 166-2534-8503
JAN 29 1951

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

cc - Mr. Mohr
Mr. CH 99

ALL INFORMATION CONTAINED
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DATE 10/21/91 BY SP-SCI/BMK

54 FEB 2 1951

THE DIRECTOR

1/19/51

EXECUTIVES CONFERENCE

CONFIDENTIAL PLANT INFORMANTS,
AMERICAN LEGION CONTACTS,
CONFIDENTIAL NATIONAL DEFENSE INFORMANTS,
CRIMINAL INFORMANTS ---
ADMINISTRATIVE HANDLING IN FIELD OFFICES

The Executives Conference on 1/16/51, with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Sizoo and Clegg present, gave consideration to the fact that in the Plant Informant, Criminal Informant, National Defense Informant and American Legion Contact Programs there is at present opened a pending file bearing the classification "66-" (Administrative Matters) on: (1) Each plant in which Plant Informants are to be developed; (2) Each American Legion Post in which contacts are to be made; (3) Each Confidential National Defense Informant or prospective informant; and (4) Each actual and potential Criminal Informant. The cases are assigned to Special Agents for handling and they are carried in the Monthly Administrative Report as pending, but in the past they have not been considered in the calculation of delinquencies.

The Executives Conference unanimously recommended:

- (1) That the present program of opening cases and assigning them to Special Agents be continued;
- (2) That these cases be continued in a pending active assigned status and included in the Monthly Administrative Report;
- (3) That the Field Offices be permitted to post each memorandum submitted reflecting the development of an informant or a contact in each American Legion Post and that such memoranda may be posted on the back of the Assignment Cards; and
- (4) That, when there is no posted activity for a period of 45 days, the case be recorded as delinquent in making the tabulations recorded on the Monthly Administrative Report.

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

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 DATE 10/21/91 BY sp-scj/pmr

Respectfully,
For the Conference

Clyde Tolson

RECORDED - 48

166-2554-8504

JAN 24 1951

HHC:DLG

ORIGINAL COPY FILED IN 66-2119-475

THE DIRECTOR

January 10, 1951

THE EXECUTIVES' CONFERENCE

CONFIDENTIAL PLANT INFORMANT PROGRAM -
PROPOSED ELIMINATION OF SPECIAL INDEX ON ATOMIC
ENERGY INFORMANTS

On January 9, 1951, the Executives' Conference, consisting of Messrs. Tolson, Ladd, Clegg, Glavin, Parsons, Mr. Harbo, Nichols, Rosen, Tracy, Mohr, Nease, Sizoo, and Belmont, considered the advisability of destroying the special index on atomic energy informants presently maintained in the Internal Security Section of the Security Division.

The Conference was advised that prior to the institution of the Confidential Plant Informant Program, a separate index was maintained in each field office and at the Seat of Government reflecting the number and identities of confidential informants developed in Atomic Energy facilities. With the institution of the Plant Informant Program, the field was advised that the Atomic Energy informants should be made a part of the Plant Informant Index. Under the Confidential Plant Informant Program, the field does not advise the Bureau of the identity of the individual plant informants developed. Consequently, the maintenance of the Atomic Energy Informant Index at the Seat of Government no longer serves a useful purpose.

A number of the field offices in their monthly report entitled "Confidential Informant and Similar Types of Coverage" still separately list Atomic Energy informants. Therefore, a letter has been prepared to these field offices, reiterating the instructions of the Bureau in the proper maintenance of the informant index.

The Executives' Conference unanimously recommended that the Atomic Energy Informant Index at the Seat of Government be destroyed as it no longer serves a useful purpose and does not furnish current information. In the event you approve, this index will be destroyed and the attached letter will be sent to the field, setting the appropriate offices straight in the proper handling of the Plant Informant Index.

RECORDED - 48

166-254-8505

Respectfully,

For the Conference

76 JAN 189 1951

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DATE 10/21/91 BY sp-5c/btr

Clyde Tolson

ORIGINAL COPY FILED IN 100-2443-1-31

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

CC - Mr. Clegg
Mr. Mohr
Att:tlc 1/10/51

1951

MR. ROSEN

J. G. LEGGETT

SECURITY OF INFORMATION IN BUREAU FILES

PURPOSE:

To advise that the SAC's at Chicago, New York, Philadelphia, and San Francisco, who were requested to furnish an opinion in the matter, have all recommended that there be no change in the administrative handling of Crime Survey and related files.

BACKGROUND:

The Los Angeles Division raised the question of security in connection with informant files, Crime Survey reports and related matters, pointing out that since National Academy men are being employed by the Bureau and have access to Crime Survey type information, that they might, upon returning to their departments in the future, disclose such information. Also, that instances exist where Bureau employees have relatives in local law enforcement agencies and that the possibility exists that they might disclose confidential information. Los Angeles recommended that the Crime Survey files be restricted in order to minimize this danger.

EXECUTIVES CONFERENCE DECISION:

The Conference on November 16, 1950, recommended unanimously against the suggestion of the Los Angeles Office but recommended that the matter be further considered and instructed that the SAC's at Chicago, New York, Philadelphia and San Francisco be requested to consider the problem and submit their opinions and recommendations.

OPINION OF SAC's:

The SAC's of the offices mentioned have submitted their opinion and have recommended unfavorably as to the suggestion of the Los Angeles Office, the consensus of opinion being that present security regulations are adequate and that there should be no restriction on the accessibility of Crime Survey type information for the use of the Agents.

JGL:nhl

INDEXED

103

66-2554-8506

NOT RECORDED

45 JAN 30 1951

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DATE 10/21/91 BY SP-5 CJD/HK

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65 FEB 9 1951

Original copy
66-2554-422

Memo to Mr. Rosen

CONCLUSION:

It appears that present security regulations are considered adequate and that there is a feeling in the offices where opinion was tested that Crime Survey type information should be freely accessible to all Agent Personnel.

RECOMMENDATION:

It is recommended that there be no change in the Present policy of administrative handling of Crime Survey files and related material. The Los Angeles suggestion appears anticipatory inasmuch as no instance is cited where confidential information has been disclosed by a former employee and in the event a particular problem arises, it appears that the Los Angeles Office will be able to provide adequate security under present regulations, and for that reason it is suggested that no special authority be granted to Los Angeles at this time to restrict Crime Survey type information.

ADDENDUM - AR:ES 1/17/51

This was again submitted to the Executive Conference and the opinions of the other offices involved were brought to their attention. They agreed that the previous action taken by the Executives Conference was proper; therefore, no further action is necessary.

THE DIRECTOR

1/8/51

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
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DATE 10/21/91 BY SP-5 ci/bhp

The Executives Conference of January 8, 1951, consisting of Messrs. Ladd, Tracy, Clegg, Glavin, Nichols, Belmont, Rosen, Parsons for Harbo, Sizoo and Mohr, considered a request from Chief of Police Timothy J. Kelleher of the East Hartford, Connecticut, Police Department for 18,000 fingerprint cards which he stated his department planned to use to fingerprint school children and "others we will use in the civilian defense setup here."

It was pointed out to the Conference that we have in the past received requests for personal identification cards from various localities to fingerprint school children and submit them to the Identification Division for inclusion in the Personal Identification files and our policy has for the past ten years been to write the Special Agent in Charge in such cases to contact the individual making the inquiry and endeavor to discourage this type of activity in view of our pending work. The Conference was also advised that we have received requests from various communities for fingerprint cards to fingerprint citizens who will volunteer to assist in the local civilian defense setups and in such cases we have respectfully declined to furnish the fingerprint cards with the information that no national policy of fingerprinting civilians had been adopted by the Federal Civil Defense Agency and the inquiring individuals were thereafter referred to the state administrator of civilian defense for a decision on this matter. This is the first time that we have received in connection with the civilian defense program a request for fingerprint cards to fingerprint school children as well as others who will undoubtedly volunteer in local civilian defense setups.

It was pointed out to the Conference that in the past we have consistently accepted personal identification fingerprint cards submitted on school children from time to time for inclusion in the Personal Identification files of the Identification Division. We have endeavored to discourage the submission of such fingerprints. The present communication from Chief Kelleher again calls attention to this matter and the necessity for formulating a policy with respect to the handling of fingerprints of school children, factory workers and other citizens of a community as well as volunteers who may participate in local civilian defense setups.

RECORDED 65 16-2554-8507
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- Tolson _____
- Ladd _____
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The Conference was of the opinion that there are four courses of action the Bureau could take with respect to this matter as follows:

1. We could refer all such inquiries to the Federal Civil Defense Agency for their appropriate attention and whatever action they desired to take. It should be noted that we have in the past submitted to the Federal Civil Defense Agency the question of fingerprinting local

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Jr

civilian defense volunteers and to date no national policy has been adopted with respect to such fingerprint records. The problem of fingerprinting school children and the like in local communities has not been made the subject matter of a discussion or correspondence with the Federal Civil Defense Agency.

2. We could refer anyone communicating with us with respect to such types of fingerprints to the State administrator for civilian defense matters in the various states, pointing out that to date there has been no national policy on the subject and in the absence of such a policy, the FBI is not in a position to accept such fingerprints.

3. With respect to the fingerprinting of school children, factory workers and other civilians in connection with disaster identification we could continue as in the past to discourage the submission of such fingerprints through contacts by the various Special Agents in Charge. With respect to civilian defense volunteers, we could continue to point out that there has been no national policy adopted by the Federal Civil Defense Agency and refer the correspondent to the state administrator for civil defense.

4. In the absence of any other action, we could conceivably consider the submission of such fingerprints to be personal identification fingerprint cards being submitted for future ~~disaster identification~~, and accept such cards after a request has been made of the Budget Bureau for funds to handle such fingerprints. The Conference is of the opinion, however, if this latter course of action were taken it would amount to universal fingerprinting and such a program should not be undertaken in the absence of Congressional legislation.

Some discussion was had at the Conference as to whether or not the Bureau would be able to handle on a national basis personal identification fingerprints for disaster purposes and it was the consensus of opinion that the Bureau could handle such fingerprints since they would not involve a search through the Technical Section of the Identification Division, which would present actual working obstacles since there is a limit to the number of fingerprints that could be handled per day in the Technical Section. ~~Personal identification fingerprinting for disaster identification would involve the receipt of the prints, their classification, preparation of index cards and the filing of the index cards and the fingerprints, with no further action being necessary.~~ Personal identification fingerprints are the simplest type of prints to handle and all that would be required would be the additional personnel and the space and equipment to handle such fingerprints.

Mr. Tracy proposed in connection with the present inquiry and as a matter of policy that whenever we receive requests for fingerprinting of school children or other types of civilians for personal identification disaster fingerprinting, we write to the Special Agent in Charge and have him discuss the matter with the correspondent with a view to discouraging the submission of such fingerprints. Where a request is made

for the submission of fingerprints of volunteer civil defense workers, the correspondent should be referred to the state administrator of civil defense in the absence of a national policy of fingerprinting such individuals by the Federal Civil Defense Agency. Messrs. Glavin, Parsons, Ladd, Clegg, Nichols and Mohr concurred in this recommendation.

Mr. Belmont proposed that the Director reply to any correspondent submitting a request for such fingerprinting and state that such a fingerprinting program is a part of the national picture and suggest to the correspondent that he take the matter up with the state administrator of civil defense. Mr. Belmont is of the opinion that requests for the fingerprinting of school children and civilians as well as volunteer defense workers are all in the same category and such a fingerprinting program fits into the national scheme for personal fingerprinting for disaster identification and as such a national policy should be determined for the handling of such work by the Federal Civil Defense Agency and that by referring the problem to the various state administrators of civil defense they could with the Federal Agency work out a program in this regard. Mr. Belmont was of the opinion that if a program of fingerprinting was developed, then the Bureau could request the necessary funds to handle the program. Messrs. Rosen and Sizoo concurred with the views of Mr. Belmont.

In the event the Director concurs with the majority views of the Conference, a communication will go forward in this instance to the Special Agent in Charge at New Haven requesting that he contact the Chief of Police at East Hartford, Connecticut, with respect to his current request and discourage the Chief from his program of fingerprinting school children for the reason that the Bureau is presently engaged in matters of much greater responsibility and greater proportions and also point out to the Chief that the question of fingerprinting civilian defense volunteer workers is a matter of national policy to be worked out in the future and suggesting to the Chief that he may wish to take this matter up with the state administrator for civil defense.

Respectfully,
For the Conference

Clyde Tolson

CC - Mr. Clegg

The Director

January 27, 1951

The Executives Conference

POLICE RADIO IN BUREAU CARS
MIAMI DIVISION

On January 25 the Executives Conference composed of Messrs. Tolson, Ladd, Glavin, Belmont, Rosen, F. H. McIntire, Sizoo, Mohr, Nichols and Harbo considered the request of the Miami Office for four two-way automobile radio units to enable two-way radio communication between FBI Resident Agents' automobiles and the Florida Highway Patrol. If approved, two will be placed in Resident Agents' automobiles at Orlando and two at Daytona Beach.

The SAC states this equipment would eliminate delays in his being able to contact Agents on urgent matters, would increase efficiency of operations, enable closer liaison with local and state police agencies, and would reduce communications costs.

The Conference unanimously recommends favorably. If the Director approves, the Miami Office will be furnished four two-way radio units to operate on the frequency of the Florida Highway Patrol, at a total cost of approximately \$2,000.

Respectfully,
For the Conference

Clyde Tolson

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

RECORDED - 99

166-2557-8508
FEB 2 1951

RTH:VH

ALL INFORMATION CONTAINED

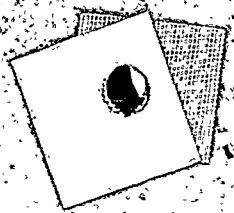
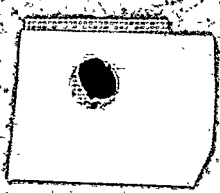
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DATE 10/21/91 BY SP-5 BJB/DC

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- Gandy _____

COPY (new)



TO : The Director
FROM : THE Executive Conference
SUBJECT :

DATE: January 27, 1951

ALL INFORMATION CONTAINED
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DATE 10/21/91 BY SP-5 CIB/BJ

The Executives Conference of January 24, 1951 consisting of Messrs. Tolson, Sizoo, Clegg, Rosen, Ladd, Belmont, Harbo, Tracy, Nichols and Glavin was advised that information was received from SAC Mason of the Miami Division that he was desirous of securing 344 square feet of commercial space which consists of two rooms for the purpose of housing the Resident Agency at St. Petersburg.

Mr. Mason advised that there is absolutely no federal space in St. Petersburg, that the Resident Agents in this city work out of their residences and he felt that it would be very desirable to secure office space there. At the present time there are two Resident Agents assigned to St. Petersburg. Mason stated that he could secure 344 square feet of space at an annual rental of \$120+.

It was pointed out to the Conference that we would have to pay the rent for this space for the remainder of this fiscal year but that at the beginning of the next fiscal year the rental obligation would be taken over by the Public Buildings Service of the Federal Works Administration.

The Conference felt that it would be highly desirable to have office space for the Resident Agents at St. Petersburg and recommends approval of the procurement of commercial space to house the Resident Agents there.

Should the Director agree the attached communication should go forward to the SAC at Miami.

Respectfully,
For the Conference

Clyde Tolson

Attachment

CC: Mr. Mohr
Mr. Clegg

WRG:cr

RECORDED - 32 66-2554 - 8509

62 FEB 5 1951

EX-132

The Director

January 27, 1951

The Executives Conference

**EMERGENCY GENERATORS FOR
250 WATT FM RADIO
STATIONS IN FIELD OFFICES**

On January 25 the Executives Conference composed of Messrs. Tolson, Ladd, Glavin, Belmont, Rosen, F. H. McIntire, Sizoo, Mohr, Nichols and Harbo considered a suggestion made by Mr. Conrad that the Bureau obtain fifteen additional power generators so that one could be furnished to each field office with a 250 watt FM radio station. The purpose would be to provide a source of emergency electric power to one of the remote receivers in the event the city power supply should be disrupted in time of emergency.

The Conference was advised that each 250 watt station installation consists of a central transmitter in the field office building plus an average of six remote receivers located at various points throughout the city to pick up the comparatively weak radio signal from the automobile and relay it back to the central station. Each field office presently has an emergency power generator which would enable the central station to keep in operation even though the city power supply were disrupted. The objective of the suggestion would be to furnish an additional power generator to enable the most strategically located remote receiver to continue to function under such emergency conditions.

The Conference unanimously recommends unfavorably. Each such generator would cost approximately \$600 plus installation. The Conference feels that the anticipated benefits are too speculative in nature and would not warrant the expenditures involved.

Respectfully,
For the Conference

RH

Clyde Tolson

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

CC: Mr. H. H. Glegg
Mr. Mohr

RTH:VH

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ALL INFORMATION CONTAINED
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DATE 10/21/91 BY *[signature]*

66-2554-8510

65 FEB 5 1951

The Director
The Executives Conference

January 4, 1951

CRIMINAL INFORMANTS
SPECIALIZED TRAINING OF AGENTS

63538

SUGGESTION:

That selected Agents be brought to Washington for specialized training in the development of Criminal Informants.

BACKGROUND:

At the time the Criminal Informant Program was intensified, it was proposed that selected Agents be brought to Washington for specialized training in this work. Since April, a large number of new informants (36 per cent of those presently listed) have been identified, cultivated and designated, and established techniques have been used and certain new techniques have been tried out. Some offices have had outstanding results and others have not. It is felt that the Agents who have been most successful could pass on to selected representatives of the unsuccessful offices some ideas regarding the things which have been done along the following lines:

1. Selecting prospects for development
2. Making initial contacts
3. Securing cooperation
4. Maintaining contacts
5. Testing reliability
6. Selecting cases on which to use informants and prospects
7. Noting pitfalls to be avoided

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Several Agents have received meritorious raises and letters of commendation for developing new informants. It is believed that these Agents and others from the offices which have accomplished the most should be brought to Washington and should be permitted to describe their work to another group of Agents carefully selected by the offices which have not been able to get results.

- 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

FEB 21 1951

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DATE 10/21/91 BY SP-54/DTJ

Memorandum for the Director

RECOMMENDATION:

Unfavorable.

The Conference felt that it was not desirable at this time to bring in a group of Agents for specialized training but that instead the program outlined herein should be instituted for the beginning of the first In-Service session for the year 1951 and that it should be continued thereafter. We will therefore be able to accomplish the program by taking it up during the In-Service courses.

Those in attendance at the Conference today were Messrs. Tolson, Nichols, Sizoo, Clegg, Ladd, Belmont, Parsons, Harbo, Tracy, Glavin and Rosen.

Respectfully,
For the Conference

Clyde Tolson

66-2554-8511
2-2-51

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
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 a suggestion submitted by Mr. [redacted] of the Records Section, wherein he suggests that the heating system be better regulated in order to avoid the extremely high temperature that usually becomes evident in the early afternoon. Mr. [redacted] felt that better working conditions would result.

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b7C

The Director instructed that this matter be looked into promptly; that each year some of our offices get overheated and we should check regularly on all offices to see that the temperature is proper.

Glavin pointed out to the Conference that it would be of great assistance to the Administrative Division if conditions, such as those mentioned by employee [redacted] were called to the attention of the Administrative Division. It was pointed out that at times we get complaints from individuals in the same room, one being too hot and the other being too cold, and it is, of course, impossible to satisfy both individuals at the same time, but, where there is any overheating or underheating of any particular portion of the Bureau's quarters, immediate attention will be given such complaints by the building engineer upon request by us. The members of the Conference were in agreement that the supervisory personnel in each division should continually bear this matter in mind and advise the Administrative Division when corrective measures should be taken.

There is attached hereto a communication addressed to Mr. [redacted] concerning this matter.

RECORDED - 104

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/21/91 BY 9-50107

Clyde Tolson

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

URG: VH
Attachment

- Tolson _____
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- Gandy _____

ORIGINAL FILED IN 66-2729-2057

66-2554-8512

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The Director

January 31, 1951

The Executives Conference

250 WATT FM STATION
MIAMI DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/23/91 BY SP-5 CIP/H

On January 29 the Executives Conference composed of Messrs. Ladd, Tracy, Mohr, Rosen, Clegg, Sizoo, Belmont, Glavin, Nease, J. J. McGuire and Harbo, considered the request of the Miami Office for extension of the coverage of their 250 watt FM station to enable two-way communication between the office in Miami and automobiles in the West Palm Beach area which is approximately sixty miles from Miami.

The Miami Office presently has a standard 250 watt FM radio installation which provides two-way communication between automobiles and the central station within a radius of approximately twenty-five miles of the office. In addition, the broadcasts from the office can be received by cars at greater distances, approximately thirty-five to forty-five miles. In support of the request for extension of the two-way coverage the Miami Office states that although they have only three full time employees working in the West Palm Beach area, other employees are in the area for half a day or a day at a time. The SAC estimates that thirty-six Agent days' time are spent by employees of the office in the West Palm Beach area weekly.

The Conference was advised that to provide the extended coverage requested would cost approximately \$10,300.

The Conference unanimously recommends unfavorably on the ground that the stated need does not warrant the expenditure involved.

RECORDED - 166-2537-8513
Respectfully, FEB 5 1951
For the Conference

Clyde Tolson

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

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

RTH:VH 2 1951

The Director

January 29, 1951

Joint Committee

SUGGESTION NO. 629

EMPLOYEE: SPECIAL AGENT ROBERT O. CHAMBERS
Newark Division

SUBJECT: INCREASING USE OF FILE JACKETS

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

SUGGESTION:

At present file folders, which are used only in the pending files section of field offices, are used only twice and are then discarded. The suggestion is that gummed labels be employed so that the file folders can be more extensively reused.

JOINT COMMITTEE RECOMMENDATION:

Unanimously favorable since this should reduce expenditures for file folders.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously favorable January 31, 1951, Messrs. Tolson, Ladd, Glavin, Tracy, Belmont, Rosen, Clegg, Sizoo, Nichols and Harbo.

cc - Mr. Clegg
Mr. Mohr

Respectfully,
For the Conference

Clyde Tolson

RTH:VH

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

RECORDED - 46

FEB 5 1951

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FEB 8 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/21/91 BY SP-5 CIB/BJ

248

THE DIRECTOR

January 25, 1951

JOINT COMMITTEE

SAVINGS: None
AWARD: None

SUGGESTION NO. 622

EMPLOYEE: SAC JAMES B. POSTER
SPRINGFIELD OFFICE

PLANT INFORMANT PROGRAM -
SEARCHING NAMES OF PROSPECTIVE
IN FIELD OFFICE FILES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/21/91 BY spscip/bj

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

SUGGESTION:

In connection with the Plant Informant Program, when names are obtained of prospective informants, employee suggests the Springfield Office be permitted, whenever there are index cards in the Field Office referring to individuals by the same name in Security or Criminal files, to immediately discontinue the consideration of such informant. It was pointed out this would save a considerable amount of clerical work and there would be an adequate number of names on which the Field Office would have no references on index cards to develop a sufficient number of plant informants and, thus, the file review program could be eliminated in most instances.

Mr. Baumgardner of the Security Division recommends unfavorably for all other Field Offices, but does not object to the Springfield Office following this program.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee felt that the adoption of this program would be placing emphasis on quantity rather than quality of informants. It could be that the file references would show that the individual whose name is indexed had served valuably as an informant or source of information on a previous occasion and that he was especially skillful in this field. It was believed, however, that whenever the first item of significant derogatory information was discovered the file review should then be discontinued. It was thought that time might be saved by calling attention to this desirable procedure in an SAC Letter, which is attached, if approved. Also attached is a letter for the Springfield Office if the recommendation is approved.

Attachment

cc - Mr. Clegg
Mr. Mohr

HHC:DMG:ias

RECORDED - 29

FEB 5 1951

66-2554-8515

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

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference of January 23, 1951, consisting of Messrs. Glavin, Tracy, Harbo, Mohr, Ladd, Rosen, Belmont, Sizoo, McGuire, Nease and Clegg unanimously approved the recommendation of the Joint Committee:

Respectfully,
For the Conference

KJ
Glyde Tolson

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

EMPLOYEE SUGGESTION

Date 12-27-50

To: Director, Federal Bureau of Investigation

From: James B. Poster, Special Agent in Charge

Field Office or Division Springfield

SUGGESTION:

In connection with the plant informant program, the Agents of this office in securing names and making contacts for plant informants in the various plants in this district, determine approximately the size of the plant, number of employees, number of divisions, etc., and then come to a decision as to the approximate number of plant informants that should be developed. They then secure names of employees for possible development as informants. One of the first steps is to search the names through the indices. We have found quite a few references. Particularly in cases of common names, it involves a great deal of clerical work, pulling these files, reviewing them, and determining if they are identical with the proposed informant.

(continued on attached sheet)

It will save a tremendous amount of clerical work in pulling these files and reviewing said files to determine if identical with the informant and then transmitting these serials to the Agent, charging them out, and having the Agent return them. If this is adopted throughout the entire field, it would undoubtedly save many days of clerical work. Springfield Office will operate on this basis UACB.

It should save at least \$_____ annually.

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/21/91 BY SP-5 C/MT

(Signature of Suggestor)

Comments and recommendation of Supervisor, SAC, or Assistant Director:

SAB
if being...

10B
#622
[Handwritten signature]

(Signature)

(Title)

MAR 12 1951

66-2554-8515

(continued from front sheet)

It is suggested that where fifty informants are to be developed that seventy-five names be secured by the Agent, searched through the indices, and those individuals on whom a reference is found other than an administrative reference are arbitrarily deleted and no efforts made to develop them as an informant, it being felt that the Agent can easily obtain the names of sufficient employees who will have no reference in our files.

THE DIRECTOR

1/25/51

JOINT COMMITTEE

SAVINGS:
AHEAD:

SUGGESTION NO. 625
EMPLOYEE: SAC HARRY H. KIMBALL
SAN FRANCISCO OFFICE
APPLICANT-TYPE INVESTIGATIONS

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

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/21/91 BY sp-scib/br

SUGGESTION:

Employee suggests that in Applicant-Type cases there be a form devised for preparing rough drafts of all reports and this form calls for a briefed report and the use of both sides of a sheet of paper and after the form has been filled out the typist will type up the original report with adequate copies in briefed form. This suggestion is predicated on the amount of time now being spent preparing reports on Applicant-Type cases and on the expectation of this work continuing to increase.

The Investigative Division opposed the suggestion on the basis of the fact that instead of Applicant cases increasing they are now decreasing and it is hoped that soon we will be out of the business of investigating applicants for other departments than the Bureau and the Justice Department. It was objected to also because there would be no Synopsis of Facts which would make a hurried review of the file difficult. It would be an incomplete report with the further provision that Agent's notes be destroyed. It was felt that the briefed report would likely lead to briefed interviews and thus lack of thorough investigations and the adequacy of the report as far as the Atomic Energy Commission and other recipients of the report are concerned would be undesirable and insufficient. Although Mr. Kimball's suggestion calls for a brief reporting of derogatory information in somewhat greater detail than the rest of the report it is felt that applicants would consider it unfair to have the good things reported too brief and the derogatory information reported on somewhat more thoroughly.

JOINT COMMITTEE CONSIDERATION:

For the reasons stated the Joint Committee recommended unanimously unfavorable.

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

cc - Mr. Mohr
Mr. Clegg

HHC:atp atp

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FEB 5 1951


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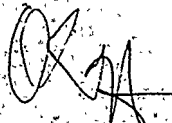
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EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference of January 29, 1951, consisting of Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Sizoo, McGuire, Nease and Clegg, unanimously concurred with the recommendation of the Joint Committee.

Respectfully,
For The Conference


Clyde Tolson



THE DIRECTOR

1/25/51

JOINT COMMITTEE

SAVINGS:
AWARD:

SUGGESTION NO. 636

EMPLOYEE: SA C. DALLAS MOBLEY
TRAINING AND INSPECTION DIVISION - SOG
STANDARD FORM #64 - CORRESPONDENCE -
FIELD OFFICE ADMINISTRATION

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

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/21/91 BY SP-5 CJB/MS

SUGGESTION:

Employee suggests that there should be a clarification of the use of the regular Standard Form 64 used for correspondence and which is approved for standardized use throughout the Government with the notations To:, From:, Subject:, and Date: already printed on the form and in the use of the Letterhead type of communication which has the salutation and complimentary close. It has been observed that there is not a uniformity of practice although the Manual of Rules and Regulations provides for the use of the Standard Form 64 for all routine communications. In using the regular letterhead there is a discussion in the Manual of the type of salutation when letters are addressed to the Bureau.

JOINT COMMITTEE CONSIDERATION:

It was unanimously recommended that on SAC Letter be sent to the field pointing out that unless some special reason exists to the contrary the Standard Form 64 should be used and that the Manual of Rules and Regulations be changed in order to reflect this requirement. At present it is found that in many instances Personal and Confidential communications sent to the Bureau are written on letterhead while it is the usual practice for more routine types of correspondence to be on the regular form as required. A suggested SAC Letter is attached hereto for approval.

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

EXECUTIVES CONFERENCE CONSIDERATION:

cc - Mr. Mohr
Mr. Clegg

HHC:atp

FEB 8 1951

RECORDED - 56

FEB 5 1951

24

The recommendation of the Executives Conference of January 29, 1951, consisting of Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Sizoo, McGuire, Nease and Clegg, was unanimously favorable in approval of the Joint Committee Suggestion.

Respectfully,
For the Conference

KA

✓
Clyde Tolson

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

The Director

January 29, 1951

Joint Committee

SUGGESTION NO. 627

EMPLOYEE: SAC KINBALL

San Francisco Division

SUBJECT: SECURITY INDEX

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

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/21/91 BY SP-5 CJB/BJP

SUGGESTION:

That the attached form be approved for field-wide use in compiling information to be recorded on Security Index cards, reflecting physical description of subject.

Present Bureau regulations require that one copy of the Security Index card maintained in the field include the description and a photograph of the subject. The proposed form would be filled in by the Agent handling the case and would subsequently be routed to the clerical employee for posting to the Security Index card. This form would facilitate the handling of the work involved. The form would be placed in the case file after the information was posted to the Security Index card.

JOINT COMMITTEE RECOMMENDATION:

Unanimously favorable.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously favorable January 31, 1951, Messrs. Tolson, Ladd, Glavin, Tracy, Belmont, Rosen, Clegg, Sizoo, Nichols and Harbo.

cc - Mr. Clegg
Mr. Mohr

Respectfully,
For the Conference

RTH:VH

Glyde Tolson

Attachment

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

RECORDED - 56

66-2554-8518
FEB 5 1951

Handwritten initials and date: RTH 125
FEB 8 1951

The Director

January 31, 1951

The Executives Conference

ASSIGNMENT OF INVESTIGATIVE
WORK TO POLICE -
POLICE INTERNAL SECURITY SQUADS
LOS ANGELES DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/21/91 BY SP-SC/d

The Executives Conference of January 29, 1951, consisting of Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Sizoo, McGuire, Nease and Clegg, at the request of Special Agent Hood of Los Angeles reconsidered the decision previously reached with reference to the assignment of investigative work to the Los Angeles Police Department.

Due to the fact that certain policemen of the Los Angeles Police Department objected to the program "Dragonet" involving a graduate of the FBI National Academy during each program, and as the Chief of Police took no steps to correct this situation in which the Police Officers indicated that the Bureau was in bad repute with police agencies throughout the country and that they would have nothing to do with the program if it continued; on this basis of clearly indicated lack of cooperation, the Los Angeles Police Department was not approved among the Police Departments to which cases could be assigned by the Field Offices.

SAC Hood has pointed out that there is now a new Chief of Police, William Parker, who has exhibited a most friendly and cooperative attitude and has offered the services of the Anti-Subversive Squad of the Los Angeles Police Department to the Bureau. As this squad worked very closely with the Los Angeles Office during World War II, as it would be almost mandatory for the Los Angeles Office to call on the Los Angeles Police Department for assistance in carrying out many of the war plans including the Detcom Program, as he believed that a sound working relationship should be established at the present time since the Los Angeles Police Department has been extremely cooperative recently and had aided in solving several bank robbery cases and three TFIS cases were referred to the Los Angeles Office by the Los Angeles Police Department resulting in apprehension and Federal prosecution, and as there are 1,200 unassigned Communist cases in Los Angeles at the present time, SAC Hood recommended that the Bureau reconsider this matter, and he recommended the Los Angeles Police Department be approved for the handling of cases along the lines of certain other approved Police Departments throughout the country.

RECEIVED - DIRECTOR

cc - Mr. H. H. Clegg

Mr. Mohr

66-2504-9519
FEB 5 1951

ENC-195

FEB 8 1951

RECORDED - 56

37

Personnel list with names: Glavin, Ladd, Nichols, Rosen, Tracy, Harbo, Mohr, Belmont, Sizoo, McGuire, Nease, Clegg, Hood, Glavin, Ladd, Nichols, Rosen, Tracy, Harbo, Mohr, Belmont, Sizoo, McGuire, Nease, Clegg, Hood.

Mr. Rosen recommended unfavorably. Although he was willing to continue the present basis of cooperative relationship, he felt it was unwise to start assigning cases to the Los Angeles Police Department at this time. All other members of the Conference recommended favorably in view of the information furnished by Special Agent in Charge Hood.

Respectfully,
For the Conference

*I agree with Rosen
Suggd. reconsider
April 2/21*

Clyde Tolson

J. Edgar Hoover

THE DIRECTOR

February 2, 1951

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/21/91 BY sp-Sci/BAF

The Executive Conference of January 31, 1951, consisting of Messrs. Tolson, Nichols, Clegg, Glavin, Ladd, Harbo, Rosen, Tracy and Glavin considered a request from the SAC, Miami that authority be granted to purchase an additional 3 kw emergency power generator for his office.

The Conference was advised that SAC Lison of the Miami Division pointed out that in case of power failure, as during a hurricane period, the one emergency power generator which is now in his office is not sufficient to handle our radio station, or as an alternative could handle the switchboard for emergency calls. Mr. Lison pointed out that the emergency power generator is not sufficient to generate enough power to handle both the radio station and the switchboard at the same time.

It is pointed out in some detail the problem confronting his office during a hurricane and the Bureau feels that he has adequately justified the purchase of an additional emergency power generator for his office and recommends approval of the purchase in question.

Respectfully,
for the Conference

W. Lee Tolson

RECORDED - 56

66-2537-8520
FEB 5 1951

- Tolson
- Ladd
- Clegg
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- Tracy
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- Nease
- Gandy

FEB 8 1951

14
JAN 12 1951

January 13, 1951

CONFIDENTIAL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/21/91 BY SP-5/BJH

The Conference was held on January 11, 1951, at the residence of the Director, FBI, Washington, D.C. The participants were the Director, Mr. Tolson, Mr. Ladd, Mr. Clegg, Mr. Glavin, Mr. Nichols, Mr. Rosen, Mr. Tracy, Mr. Harbo, Mr. Belmont, Mr. Mohr, Mr. Tele. Room, Mr. Nease, and Miss Gandy. The subject of the Conference was the review of the records of the Bureau of Investigation, Department of Justice, relating to the activities of the Communist Party, U.S.A., and its affiliates, in the United States and abroad, during the period from 1945 to the present. The Conference was held in order to discuss the results of the review and to determine the steps to be taken to improve the Bureau's handling of such cases.

The review of the records of the Bureau of Investigation, Department of Justice, relating to the activities of the Communist Party, U.S.A., and its affiliates, in the United States and abroad, during the period from 1945 to the present, has been completed. The results of the review are being reviewed by the Conference. It is noted that the Bureau has a large number of files on such cases and that the records are often scattered and incomplete. It is recommended that the Bureau should take steps to improve its handling of such cases. The Conference has agreed to recommend to the Director the steps to be taken to improve the Bureau's handling of such cases. The Conference has also agreed to recommend to the Director the steps to be taken to improve the Bureau's handling of such cases.

The Conference has agreed to recommend to the Director the steps to be taken to improve the Bureau's handling of such cases. The Conference has also agreed to recommend to the Director the steps to be taken to improve the Bureau's handling of such cases. The Conference has also agreed to recommend to the Director the steps to be taken to improve the Bureau's handling of such cases. The Conference has also agreed to recommend to the Director the steps to be taken to improve the Bureau's handling of such cases. The Conference has also agreed to recommend to the Director the steps to be taken to improve the Bureau's handling of such cases.

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

RECORDED - 46

FEB. 6 1951

8521

Memo for the Director - Continued

For the Director's information, to make sure checks on Bureau applications taken of the immediate relatives of the applicant, that is, mother, father, brothers and sisters and if the applicant is married, the mother, father, brothers and sisters of the spouse. Our application blank, a copy of which is attached hereto, requests the applicant to furnish complete names, birth places and present addresses of the relatives heretofore mentioned.

The Conference feels that the information presently requested is sufficient for the Records Section to make the same check and it is not felt that securing the additional information requested by the Records Section would in any way expedite the handling of these checks, so a matter of fact, it would increase the work incident to the Records Section to conduct. The Conference points out that the increase in these checks would result under the following set of circumstances: [redacted] is given as the [redacted] of the applicant. At the present time our application blank can be done in Boston and properly verified in Boston. Under the locality check made by the Records Section, only those areas are reflected [redacted] in the locality of Boston would be pulled. If additional information was secured as requested by the Records Section, giving the addresses for the past ten years, it is possible that very often for the past ten years they had lived not only in Boston, but in New York, Los Angeles and elsewhere as well in a locality covered the entire world of [redacted] at New York, New London and Philadelphia would have to be pulled, with the result that there would be considerable additional work being handled in the Records Section on Bureau applicant name checks.

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b7c

The Conference wishes to point out that in all Bureau applicant name, full field investigations are made, and in the event there is any derogatory information concerning a close relative of an applicant, it is usually turned up as a result of a field investigation. The majority of the Conference recommends that the Bureau not act for any information in addition to that which is secure from the applicant at the present time. Mr. Nichols recommends that the additional information requested by the Records Section be secured by the interviewing official at the time the applicant is interviewed.

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

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

Respectfully,
For the Conference

Clude Tolson

THE DIRECTOR

1/16/51

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/21/91 BY SP-5 CIB/TZ

The Executives Conference of January 15, 1951, consisting of Messrs. Tolson, Ladd, Tracy, Elegg, Glavin, Nichols, Belmont, Rosen, Harbo, Sizoo and Mohr, reconsidered the present Bureau instructions with respect to the retention of investigative notes by Special Agent personnel in the field. You will recall that this matter was considered by the Executives Conference on January 10, 1951 and the Conference was unanimous in recommending no change in the present procedure with respect to the retention of investigative notes by field investigating Agents.

It was pointed out to the Conference that our present rule leaves the matter entirely with the particular investigating Agent as to exactly what investigative notes he will or will not retain. In other words, it is a matter entirely left to the discretion and good judgment of the individual Special Agent. It was further pointed out to the Conference that obviously such a rule was designed for the string savers, that is the type of Special Agent who wants to save everything and destroy nothing. The Conference was also advised by Mr. Mohr that he had discussed telephonically with SACs Scheidt and McKee and also ASAC Fletcher of the Washington Field Office the matter of retaining notes and they were all in agreement that no change should be made in the present rule. Messrs. Scheidt, McKee and Fletcher stated that the various Special Agents thoroughly understood the present Bureau rule that investigative notes should only be retained where there was a possibility of utilizing such notes to refresh the memory in the event the Agent was called to the witness stand, that the Agents were utilizing good judgment and the present rule was operating without any difficulty. They also stated it would be most inadvisable for the Bureau to issue any rule prohibiting the retention of investigative notes since Agents on the witness stand in response to a specific question would have to reply that the reason they had not retained notes taken during a specific interview was because there was a Bureau rule prohibiting it. This would, of course, be most unwise and in the minds of some would raise a serious question as to the Bureau's motive and the reason for not allowing Agents to retain their investigative notes.

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FEB 8 1951

It was also pointed out that it would be totally unnecessary and would merely clutter up the files to inaugurate a rule making it necessary to retain notes in all types of cases or even in all criminal cases. It was pointed out that if the rule were made mandatory in all criminal cases, then we would not be including Loyalty cases and applicant cases which conceivably could develop into criminal types of cases in the future.

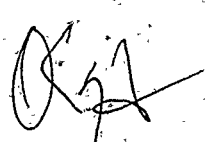
- Tolson _____
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- Rosen _____
- Tracy _____
- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

APM:DW
FEB 8 1951

Mr. Ladd pointed out to the Conference that by leaving the rule as it now stands, it is the responsibility of the individual Agent rather than the Bureau for the Agent to answer the question on the witness stand as to why he did not retain investigative notes in the event none were retained. In other words, the Agent as an individual now must supply the reason for his failure to retain the notes on an individual basis if the question is ever raised during the course of a trial. Obviously such a reply is much preferable to having the Agent get on the witness stand and categorically state the reason he failed to retain his investigative notes was due to some rule of the Bureau.

The Conference was unanimous in again recommending that there be no change in the present rule since it has worked satisfactorily in the past and apparently Agents are thoroughly conversant with the application of the present rule which is sufficiently specific to take care of those cases where it is desirable to retain investigative notes.

Respectfully,
For the Conference



Clyde Tolson

Mr. La
cc-Mr. Ro
Mr. Ha
Mr. Jo

Mr. Director

The Executive Conference

ASSIGNMENT OF INVESTIGATIVE WORK TO POLICE
POLICE INTERNAL SECURITY CASES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/21/91 BY SP-5 C/DNF

PURPOSE

To suggest that the Field be required to include in the monthly administrative report the character and the number of cases assigned in each category to the police agencies under this program.

RAC GROUND

By SAC Letter No. 76, Series 1950, dated October 24, 1950, the Field was instructed to furnish the results of the program of assignment of investigative work to police agencies in the monthly administrative report beginning with the October, 1950, report. This is reported on a sheet entitled "Letters Assigned to Police" and lists the names of the various police departments to which cases have been assigned, the total number of cases assigned to each department, and the total number of delinquent cases assigned to each department. Present instructions do not require the Field to show the character of the cases which are assigned.

Investigative reports and letters received in the Investigative Division disclose little or no indication of cases being referred to police agencies for handling with the exception of Selective Service and Deserter Fugitive cases. Some Selective Service cases of a routine nature are being assigned to the police, and a number of offices are referring routine deserter leads to police agencies for handling.

In order for the Bureau to be fully cognizant of the investigative work being assigned to the various police agencies, it appears necessary that present instructions be revised to require the Field to include in the monthly administrative report the character and the number of cases assigned in each category.

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

Attachment

cc: Mr. Clegg
Mr. Mohr
Mr. Glavin

ECJ: jhk:mfw

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RECEIVED - 10/21/51
OCT 25 1951
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OCT 21 1951
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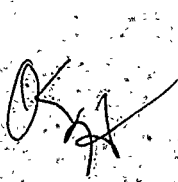
Memorandum to the Director

ACTION RECOMMENDED

That the attached SAC Letter be forwarded to the Field, and thereafter this memorandum routed to the Training and Inspection Division in order that the appropriate manual changes may be made.

Unanimously approved by the Executives Conference on January 31, 1951, with Messrs. Tolson, Sizoo, Belmont, Harbo, Glavin, Tracy, Nichols, Clegg, Ladd and Rosen in attendance.

Respectfully,
For the Conference


Clyde Tolson

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

The Director

1/31/51

The Executives Conference

ALBUM OF KEY FIGURE CONFIDENCE MEN
INTERSTATE TRANSPORTATION OF STOLEN PROPERTY

The Executives Conference today, with Messrs. Tolson, Sizoo, Belmont, Harbo, Glavin, Tracy, Nichols, Clegg, Ladd and Rosen in attendance, unanimously approved the attached Letter to all Special Agents in Charge canceling the requirement that each field division covering the location of a key figure confidence man advise the Bureau semi-annually relative to the current activities of such individuals and instructing that any pertinent information relative to these subjects in connection with their activities outside the Bureau's jurisdiction should, in the future, be incorporated in the regular crime survey report.

Respectfully,
For the Conference

[Signature]
Clyde Tolson

Attachment

cc-Mr. Clegg
Mr. Mohr

AR:LS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/21/91 BY SP-5/...

- Tolson _____
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EX-127

FEB 7 1951

FEB 8 1951

8525

THE DIRECTOR

January 9, 1951

THE EXECUTIVES' CONFERENCE

BUREAU WAR PLANS SURVEY - PROPOSED EXTENSION OF FOREIGN LIAISON COVERAGE

63537

On January 9, 1951, the Executives' Conference, consisting of Messrs. Tolson, Ladd, Glegg, Glavin, Parsons for Mr. Harbo, Nichols, Rosen, Tracy, Mohr, Nease, Sizoo and Belmont, considered the advisability of extending our liaison representation in foreign countries at this time.

The attention of the Conference was called to a memorandum prepared November 29, 1950, entitled "Bureau War Plans" by the Security Division setting forth for future consideration an analysis of the strategic areas to which the Bureau might find it advantageous to send liaison representatives in the event of war. At the suggestion of Mr. Carlson, this memorandum was brought to the attention of the Executives' Conference for its opinion as to whether the time is appropriate to consider an extension of our liaison representation in foreign countries.

The memorandum in question was drawn up with the thought in mind that should we engage in war, we would have given prior thought to those foreign areas where it may be desirable to extend our liaison coverage. The Security Division did not recommend that such coverage be extended at the present time.

The Executives' Conference unanimously recommended against establishing any additional liaison representatives in foreign countries at this time, but recommended that the memorandum be used as a basis for considering extended coverage in the event of war or further deterioration in international conditions.

In the event you approve, no action will be taken at this time to extend our foreign liaison coverage through the establishment of additional Bureau representatives in foreign countries.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/21/91 BY 99-scib

Respectfully,
For the Conference

RECORDED - 30

Clyde Tolson

166-2554-8526

FEB 7 1951

48

cc - Mr. Glegg
Mr. Mohr

55 FEB 24 1951

ORIGINAL COPY FILED IN 166-2554-8526

THE DIRECTOR

February 6, 1951

The Executives Conference

CHANGE OF NAME FORMS - NAVY

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/21/91 BY SP-5C/BSP

The Executives Conference consisting of Messrs. Tolson, Ladd, Glavin, Harbo, Belmont, F. McIntire, Sizoo, Mohr, and Tracy on February 2, 1951, considered the following matter.

The Identification Division is in receipt of a number of name change forms from the Department of the Navy, and it is recommended by the Identification Division that these forms be destroyed for the reason that in the event a Navy fingerprint card is not located on a search, a check is always made with the Navy Department. The correction of the fingerprint cards to show changes in name or in the spelling of names would not materially affect the service rendered and it is an expensive operation to locate fingerprint cards on the basis of a name search.

For the Director's information, the same question involving name change forms from the War Department was submitted by Executives Conference memorandum under date of March 10, 1950, and the Conference unanimously recommended and the Director approved the destruction of the Army name change forms.

The Conference unanimously recommends destruction of the Navy name change forms.

Respectfully,
For the Conference,

Clyde Tolson

cc - Mr. Clegg
Mr. Mohr

RECORDED - 104

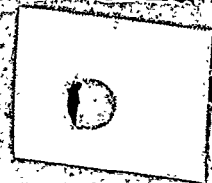
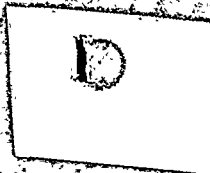
66-2504-8527
FEB 8 1951
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- Ladd _____
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- Nease _____
- Gandy _____

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TO : THE DIRECTOR
FROM : THE EXECUTIVES CONFERENCE
SUBJECT: WIRE FROM PHILADELPHIA OFFICE CONCERNING RELATIONSHIP WITH PENNSYLVANIA STATE POLICE

DATE: February 5, 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/21/91 BY SP-5 C/PTX

You will recall that the Pennsylvania State Police declines to furnish information from their files to the Bureau on the basis that their files are confidential, which decision they reached with the consent of the State Attorney General after the Bureau had declined to furnish information from its files concerning subversives. SAC Cornelius advises that the Pennsylvania State Police are investigating subversives of all types, that they are accumulating a great deal of information, that they have referred only three nonspecific cases to the Bureau in recent months, and the former Governor announced that industry would be advised of subversives in various plants based on information in the files of the Pennsylvania State Police. The Pennsylvania State Police has not been approved as an agency to which the Philadelphia Office could assign cases.

The Philadelphia wire anticipates calling on the Governor at an early date (SAC Cornelius advised by Phone he has an appointment for 9:00 a.m. Thursday, February 8, and the State Attorney General and Commissioner Wilhelm will be standing by to be called into a conference by the Governor if circumstances warrant.) SAC Cornelius will discuss the Bureau's jurisdiction and the national policy of the Bureau in keeping with Bureau instructions. He will not refer to cooperation with the Pennsylvania State Police, unless the Governor raises the question, which apparently he intends to do as he has advised that the State Attorney General and State Police Commissioner Wilhelm will be standing by near the Governor's office.

If the issue is raised, Cornelius states that unless advised to the contrary he will:

1. Advise that the Pennsylvania State Police had not been furnishing information to the Bureau in accordance with the Presidential Directive except three nonspecific complaints received by the Field Office.
2. Advise that the State Police has refused to make information from their subversive files available to the Bureau.

RECORDED - 59

615-27-8528

FEB 9 1951

34

EX-71

HHC:igs:atp

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

3. In the event the State Police are called into conference and offer, or if the Governor independently offers to have State Police make copies of the internal security matters available to the Bureau, Cornelius will inform them that this is not in any way in compliance with the Presidential Directive, and that this Bureau's policy is that matters pertaining to espionage, sabotage and subversive activities should be referred to the FBI by the most expeditious means possible without investigation or evaluation, and if this is done, the Bureau will be glad to have cooperation with the State Police and cases would be referred to the State Police after checking FBI records as is done with police departments throughout the country.

RECOMMENDATIONS:

It is recommended that SAC Cornelius be advised by telephone that he should carry out the instructions in the Bureau's wire regarding the conference with the Governor, that if issue is raised he may discuss the exact relationship with the Pennsylvania State Police, including the fact that information in State Police files are not made available to the Bureau and they have refused to furnish the Bureau such information. Also, if an offer is made to furnish the Bureau copies of their reports on internal security matters, Cornelius should inform them that the Bureau, of course, will accept any information which is furnished but that Presidential Directive presupposes information will be furnished immediately to the FBI without investigation or evaluation.

It is recommended that the Governor and any others present be informed that the Bureau cannot disclose any information in the Bureau's files and this has been established as a national policy; that the Bureau cannot be brought into conflict with labor unions because of dismissals by plant authorities of alleged subversives; and that the Bureau will furnish its information to the Arm, Navy and Air Force authorities which negotiate contracts with private industry for such action as these Federal military authorities desire to take.

Further, it is not believed that the Philadelphia Office should make any commitment as to whether the Bureau will assign any cases to the Pennsylvania State Police for investigation,

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and that it should be pointed out that the FBI has been designated as the receiving, coordinating and investigating agency in such matters and contents of FBI files as a matter of national policy may not be disclosed to local, county, or state police authorities or to private individuals or industry.


The fact that Cornelius advised that the Governor plans to have Commissioner Wilhelm of the State Police and the State Attorney General present and both of these officials have already taken a position in conflict with the Presidential Directive, there would seem to be little hope of a successful outcome of the conference and, therefore, it is not believed that the Bureau should make any commitments as to assigning cases to the Pennsylvania State Police.

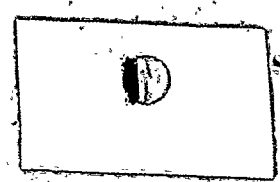
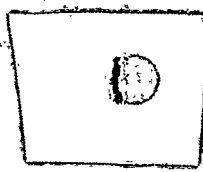
EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on February 6, 1951, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Rosen, Nease, Sizoo, Laughlin and Clegg, concurred with the above "Recommendations" with the one modification that instead of referring to a "conflict with labor unions," that Mr. Cornelius should state "the Bureau cannot be brought into employer-employee relationship matters because of the dismissals by plant authorities of alleged subversives."

If this is approved, Mr. Cornelius will be telephoned as per the above.

Respectfully,
For the Conference


Clyde Tolson



THE DIRECTOR
THE EXECUTIVES CONFERENCE

February 6, 1951

The Executives Conference of February 5, 1951, consisting of Ladd, Tolson, Nichols, Sizoo, Clegg, Rosen, Belmont, Mohr, Harbo, Tracy, Nease and Glavin was advised that under date of January 20, 1951, the Attorney General in a memorandum to all employees of the Department of Justice pointed out that the annual Heart Fund campaign conducted by the American Heart Association and its affiliated heart organizations would have their drive during the month of February, 1951.

It was pointed out to the Conference that this is one of the campaigns which is covered in the Bureau through the placing of note boxes throughout Bureau offices and this procedure will be followed this year unless advised to the contrary.

RH

Respectfully,
For the Conference

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Olyce Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/21/91 BY SP-5 CBT/ML

UT:JC *JB*

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

RECORDED - 31

EX - 83

66-2537-8529
FEB 9 1951
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- Ladd _____
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- Nease _____
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FEB 12 1951

JB

THE DIRECTOR

1/9/51

THE EXECUTIVES CONFERENCE

INFORMANTS - CRIMINAL, NATIONAL DEFENSE, ALIEN -
AMERICAN LEGION CONTACTS - MONTHLY ADMINISTRATIVE
REPORT - FIELD OFFICE ADMINISTRATION

The Executives Conference of January 5, 1951, consisting of Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Rosen, McIntire, Sizoo, Nease, and Nichols, considered the attached SAC Letter relative to the above matter.

Some questions have been asked by the field relative to the handling of the files of the administrative 66 classification which have been opened on active confidential informants of the various types and on prospective informants of the various types who are being developed. This letter instructs that these files be carried as pending active until such time as they are appropriately closed administratively. It further instructs that these files are to be listed on the monthly administrative report as pending cases but are not to be carried as delinquent under any circumstances.

The Conference unanimously recommended that this ~~letter~~ ^{approval} be sent to the field. If you concur, it is attached.

Respectfully,
For the Conference

Clyde Tolson

Attachment

cc - Mr. Clegg
Mr. Mohr

FHM:FRB

- Tolson
- Ladd
- Clegg
- Glavin
- Nichols
- Rosen
- Tracy
- Harbo
- Belmont
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DATE 10/21/91 BY SP-5 C/DH

54 FEB 13 1951

AYB

The Director
The Executives Conference

January 27, 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/21/91 BY SP-5 C/DJ

The Executives Conference of January 24, 1951 consisting of Messrs. Tolson, Sizoo, Glegg, Rosen, Ladd, Belmont, Harbo, Tracy, Nichols and Glavin was advised that information was received from SAC Mason of the Miami Division that he was desirous of securing 344 square feet of commercial space which consists of two rooms for the purpose of housing the Resident Agency at St. Petersburg.

Mr. Mason advised that there is absolutely no federal space in St. Petersburg, that the Resident Agents in this city work out of their residences and he felt that it would be very desirable to secure office space there. At the present time there are two Resident Agents assigned to St. Petersburg. Mason stated that he could secure 344 square feet of space at an annual rental of \$1204.

It was pointed out to the Conference that we would have to pay the rent for this space for the remainder of this fiscal year but that at the beginning of the next fiscal year the rental obligation would be taken over by the Public Buildings Service of the Federal Service Administration.

The Conference felt that it would be highly desirable to have office space for the Resident Agents at St. Petersburg and recommends approval of the procurement of commercial space to house the Resident Agents there.

Should the Director agree the attached communication should go forward to the SAC at Miami.

Respectfully,
For the Conference

RECORDED - 98
FEB 2 1951
INDEXED - 305
FEB 5 1951
66-2554-8531
Clyde Tolson

- Tolson _____
- Ladd _____
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- Gandy _____

Attachment

cc: Mr. Mohr
Mr. Glegg

NRG:cr

54 FEB 13 1951 ENCLOSURE

THE DIRECTOR

February 3, 1951

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/21/91 BY SP-5C/BH

The Executive Conference of January 31, 1951, concerning of Tolson, Nichols, Clegg, Ladd, Belmont, Harbo, Mason, Tracy and Loyal considered the desirability of continuing the Bureau's liaison representative in the Panama Canal Zone in harmony with instructions previously issued by the Director in this regard.

It was pointed out to the Conference that the Bureau's present representative, [redacted] has established good relations with the various investment active agencies in the Zone as a result of which matters of interest to the Bureau have been received by him and forwarded to the Dept of Government. It was pointed out that since [redacted] arrived in Panama approximately 100 cases have been opened of which 64 were in a closed status as of January 31, 1951. He has established a card index system of approximately 500 cards. The Security Division states that [redacted] close cooperation with the various investigative agencies in the Canal Zone, has resulted in information of value to the Bureau is now being furnished which, in the past, did not reach us.

It is further pointed out that the following is a breakdown of cases which have been handled by [redacted] since his arrival in Panama.

	Closed	Pending	Total
Security	0	10	10
Loyalty	60	84	144
Defense applicants	5	1	6
IRA	10	33	43
Other applicants	1	—	1
Criminal	5	5	10
Collective Service	1	—	1
TOTAL	82	134	216

b7D

It is pointed out that the greater bulk of the cards from a statistical standpoint is in loyalty and certain energy investigations which matters are turned over to the Army for investigation and which [redacted] has followed as a liaison agent to make sure that the results of the investigations fill the Bureau's needs. It appears that [redacted] has furnished the Bureau important information concerning espionage activities in Panama and has also furnished the Bureau information concerning Communists attempting to come to the United States.

- Tolson
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- Gandy

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EX-127

66-54-9532
FEB 10 1951

54 FEB 18 1951

Memorandum for the Director - Continued

It has pointed out by the Security Division that recent newspaper publicity described a Majority Report of the Senate National Security Committee on Government Spies as including that undecipherable Communist penetration efforts in Paris. The report favored the passage of an administration bill providing special penalties for espionage, sabotage, terrorism, or assault. Specific reports on the Committee's findings have been furnished from the Soviet's representative in the Canal Zone and this situation is being followed closely by the Espionage Section of the Security Division. The Security Division reports that [redacted] has operated his office very conscientiously, that in conformity with office hours in the Canal Zone he works a five day week, however, he is averaging 7 hours and 15 minutes per day voluntary overtime.

The Security Division advises that it appears that Mr. [redacted] is doing an excellent job in obtaining and currying information of interest to the Bureau in security matters as well as in protecting the Bureau's interest in investigations being handled in the Canal Zone and recommends that the office be kept open for another six months or until after a survey of the work situation there will be made. The Security Division also makes the recommendation that [redacted] be recalled to Grade GS-11 for the duration of his assignment.

b7D

The Conference recommends that the office in the Canal Zone be continued and that another survey of the work in that office be made July 1, 1951.

Respectfully,
For the Director

Ray C. Tolson

- Tolson _____
- Ladd _____
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- Nease _____
- Gandy _____

THE DIRECTOR

January 27, 1951

JOINT COMMITTEE

b6
b7C

SAVINGS: None
AWARD: None

SUGGESTION NO. 621

EMPLOYEE: SA [REDACTED]

KANSAS CITY DIVISION

FORMS USED FOR REQUESTING CREDIT DATA
AND CRIMINAL DATA - PROVISION FOR
SIMULTANEOUS TYPE OF IDENTICAL ITEMS

MEMBERS PRESENT: MESSRS R. T. Harbo
H. H. Glegg
E. Scheidt
S. J. McKee

EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/21/82 BY SP-5/BJP

SUGGESTION:

The employee suggests that, since the form used for recording information obtained when requests are made for credit data and the form used for requesting criminal data from police agencies, both contain several identical items, they be arranged so that the identical items can be typed simultaneously by the use of carbon paper. At present such items as occupation, name, address, age, date and place of birth and addresses appear on different portions of the two forms.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee felt that there was a possibility of saving time and paper by consolidating these two forms (FD-125 and FD-126). Supervisors at the Seat of Government from the Investigative, Security, and Training and Inspection Divisions made up a consolidated form which is attached hereto, and this matter was also discussed by Messrs. Scheidt and McKee with a number of Supervisors and Agents of their respective offices, and it was recommended that the consolidated form be adopted as attached. For your approval there is attached a letter to Special Agent [REDACTED] of the Kansas City Division who made the suggestion.

ENCL.

Attachment

cc - Mr. Harbo
Mr. Glegg

HHC 59 APR 25 1951

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NOT RECORDED
149 MAR 12 1951

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HEREIN IS UNCLASSIFIED
DATE 12/21/82 BY SP-5/BJP

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THE DIRECTOR

February 3, 1951

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/21/91 BY SP-5 CIB/

Mr. Walter Anderson, IACP President, telephoned Mr. Clegg and advised he was at home sick with the flu. He has just returned from a trip to Chicago and while in the office of Frank Kreml of the Traffic Institute he overheard a phone call in which it was advised that Mr. Eaton, the present Police Consultant on Civil Defense was resigning. In the telephone conversation handled by one of Kreml's subordinates, apparently he was in conversation with somebody on the West Coast. The names of John Holstrom, Chief of Police, Berkeley, California; Philip D. Bateson, former Assistant Chief of Police at Seattle, and Roger F. Gleason, former SAC of the Bureau's New Haven Office were mentioned.

Walter Anderson stated that he wanted to have any names considered referred to the Civil Defense Committee of which Superintendent Schoeffel of the New Jersey State Police was Chairman and he could talk to Schoeffel and get the right person selected or at least recommended for this important assignment and it would be the official recommendation of the IACP to the Civil Defense group.

The Executives Conference on February 1, 1951, with Messrs. Tolson, Callahan, Tracy, Mohr, Harbo, Belmont, Ladd, Rosen, Sizoo and Clegg being present unanimously recommended:

1. That John Holstrom not be favorably considered.

Chief Holstrom is cooperative with the Bureau only in those instances where it is to his advantage.

Eaton's appointment to the position of Police Consultant to Civil Defense was apparently based on Chief Holstrom's recommendation and was not discussed or approved by the IACP Executive Committee. Walter Anderson resented this activity on the part of Holstrom.

Holstrom has been closely associated with Frank Kreml of Northwestern University in setting up procedures for training police in civil defense matters.

cc - Mr. Mohr
Mr. Clegg

RECORDED - 56

166-2554-6533
FEB 10 1951

FEB 23 1951

FEB 29 1951

FEB 13 1951

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EX-80

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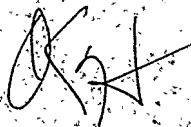
2. That Philip D. Batson, former Assistant Chief of Police at Seattle, and presently Civilian Defense Director of the State of Washington, be considered as first choice. Batson is a graduate of the FBI National Academy, also of the Northwestern Traffic Institute. He was an outstanding student in the Academy. He was appointed Assistant Police Chief at Seattle by Police Chief George D. Eastman who has had an alignment with the University of Washington Police School program. Batson served as Consultant to Civilian Defense in Washington from November, 1948, to July, 1949. He has aided in the training school for police at the University of Washington and served as Director of one session of that Institute. He recently came to SAC Wilcox with some suggestions concerning Army instructions which were being issued concerning Civil Defense work which he thought should be clarified to protect the Bureau's interests. SAC Wilcox advises that he is and has been most cooperative with his office at all times.

3. That second choice of a recommendation to Mr. Anderson be former SAC Roger F. Gleason, who was in August, 1950, appointed Director of Civil Defense for Connecticut, but will probably be ousted soon by the new Governor. He called at the Bureau on August 18 after his appointment to find out what the Bureau would desire to do so that he could make certain that in Connecticut the program followed the plans which the Bureau might have, particularly in the field of police training. He, in September, 1950, inquired if the Bureau would have any objection to proposing a resolution at the Civil Defense Conference recommending that Congress appropriate funds for the FBI to handle Civil Defense fingerprints. He was informed by SAC Scheidt that such matters were being handled by the Munitions Board.

There are attached hereto blind memoranda summarizing the Bureau's files on Batson, Gleason and Holstrom.

If the Director approves, Walter Anderson will be informed orally as a suggestion.

Respectfully
For the Conference


Clyde Tolson

THE DIRECTOR

2/2/51

THE EXECUTIVES CONFERENCE

6

The Executives Conference on 1/31/51, with Messrs. Tolson, Glavin, Tracy, Harbo, Belmont, Ladd, Rosen, Sizoo, Nichols, and Clegg being present gave further consideration to the necessity of reducing the size of the FBI Handbook, which is issued to all Agents since it is already large and is growing. The first step taken was to request all divisions to review the sections of the Handbook to eliminate unnecessary phraseology and sections as a result of which the Handbook can be reduced by 12 pages. This is still not adequate in the further planning for this Handbook and a recommendation for smaller type was considered.

The use of smaller type will reduce the number of pages in the Handbook by approximately 25%. It is not proposed to reprint it all at one time but whenever a page is reprinted the smaller type would be used. The following two samples were exhibited to 13 supervisors, 10 of whom recommended Sample #1 and 3 of whom recommended Sample #2:

SAMPLE #1

ALL INFORMATION CONTAINED
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DATE 10/22/91 BY SP-5 BTP

SAMPLE #2

RECORDED - 26

EX-127

66-2537-8534
FEB 10 1951

The Executives Conference examined these samples and unanimously recommended that as the Handbook is reprinted Sample #2 be used in the future which will require the necessity of purchasing a typewriter with this size type.

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

Handwritten initials

Respectfully,
For the Conference

Clyde Tolson

cc-Mr. Mohr
Mr. Clegg

4 FEB 13 1951

The Director

January 29, 1951

Joint Committee

SUGGESTION NO. 631

EMPLOYEE: SAC R. B. HOOD
Los Angeles Division

SUBJECT: CONFIDENTIAL INFORMANT REPORTS -
FIELD OFFICE ADMINISTRATION

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

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/22/91 BY SP-5ci/bmz

SUGGESTION:

When written reports are received from confidential informants, the Agent handling the matter prepares a memorandum which sets forth the information furnished by the informant and also sets forth any necessary explanation concerning the significance of the information. Such a memorandum is frequently referred to as a "channelizing memorandum" since a copy of this memorandum is designated for each investigative case file for which the memorandum has pertinent data. Frequently the number of copies of such memoranda needed is so large that the memorandum is mimeographed.

The suggestion is that one copy of such channelizing memoranda, based on a confidential informant's written report, be placed in the subfile containing the informant's original reports. Very often the informant's handwriting is poor and proper names are misspelled. Also informants may fail to fully identify the Party activity on which a written report was based.

Advantages:

1. Since copies of channelizing memoranda are usually mimeographed, no additional typing work is necessary.
2. The suggestion will facilitate indexing since the copy of the channelizing memorandum in the informant's file may be marked for indexing in lieu of his original report.
3. An Agent reviewing references will find at one place in the file the original source information which is the informant's written report together with a copy of the channelizing memorandum setting forth the information together with any explanatory data indicating more clearly the significance of the information furnished by the informant.
4. This system will enable the supervisor when reviewing informant files to readily determine

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

CC: Mr. Clegg
Mr. Mohr
RTH: VH

RH

The Director

whether proper channelizing memoranda were prepared on a particular informant report.

5. Bureau instructions require the maintenance of informant files in such fashion that it can be promptly determined from them the identities of all individuals or groups concerning which they can testify. This is especially important when the informant has lost his confidential status. The proposal will simplify the field problem of complying with this instruction.

Disadvantages: 1. One additional filing step would result from the adoption of this suggestion.

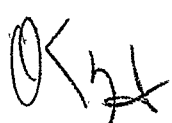
JOINT COMMITTEE RECOMMENDATION:

Unanimously favorable and that the attached SAC Letter be forwarded to the field.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously favorable, January 31, 1951, Messrs. Tolson, Ladd, Glavin, Tracy, Belmont, Rosen, Clegg, Sizoo, Nichols and Harbo.

Respectfully,
For the Conference


Clyde Tolson

The Director
The Executives Conference

January 31, 1951

~~POLICY IN CONNECTION WITH MAJOR DISASTERS
FEDERAL TORT CLAIMS ACT~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/22/91 BY sp-5 cjb

Section 45, Volume II, of the Manual of Instructions (FTCA), sets forth under Policy the following: "Where a major disaster occurs such as the 'Texas City Disaster of April, 1947,' the Bureau should be advised immediately by teletype or telephone. Immediate investigation of such a disaster may be instituted at the specific request of the United States Attorney where potential civil suits against the Government are in excess of \$1,000."

In view of the present rearmament program, the critical international situation, and the possibility of major disasters resulting from same, it is deemed advisable at this time to reiterate the Bureau's policy in respect to handling major disasters.

ACTION

Attached for approval is a proposed Bureau Bulletin which reiterates existing policy and emphasizes the action which should be taken by the field in respect to handling major disasters which might result in claims being filed against the Government or by the Government.

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

Respectfully,
For the Conference

Clyde Tolson

RECORDED - 104 66-12554-8536

FEB 12 1951

INDEXED - 104

34

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

Attachment
RAG:DC
cc Mr. H. H. Clegg
Mr. Mohr

51 FEB 14 1951

February 8, 1951

The Director
The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/22/91 BY SP-SCA/DW

The Executives Conference on February 7, 1951, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Rosen, Sizoo, Nichols and Clegg, reconsidered at the request of SAC O'Connor of the Detroit Office the question as to whether the Detroit Police Department would be approved as a police department to which cases might be assigned by the Detroit Office in keeping with the program of the Bureau of assigning cases to police.

The Police Commissioner at Detroit is George F. Boos, who is a native of Michigan and who as a member of the United States Secret Service was formerly in charge of the Detroit Office of the Secret Service and later was a Secret Service operative in New York City.

On February 6, 1933, the Special Agent in Charge at Detroit advised that Boos had complained to the United States Attorney in Detroit that the Bureau was improperly assuming investigative jurisdiction over certain Veterans Bureau matters involving the submission of false applications by veterans. Boos was critical of the Bureau's activities generally and attempted to build up the Secret Service while belittling the Bureau. The Special Agent in Charge interviewed Boos and admonished him for his critical comments. His misunderstanding regarding the jurisdiction was clarified and Boos expressed his regret for the misunderstanding.

On February 25, 1947, Senator Ferguson inquired of Mr. Nichols about Boos when he was considering for the position of Chief Investigator of a Senate Committee, and the Senator was informed that our files reflected nothing derogatory other than the difficulties we had with him in 1933 on the question of jurisdiction.

In August, 1947, Mr. Nichols told Senator Ferguson that a newspaperman had advised Boos was very unfriendly toward the Bureau. The Senator recalled during this conversation that he had checked with the Bureau regarding Boos prior to his being employed and that we had interposed no objection. Senator Ferguson stated that Boos had always indicated a very friendly attitude toward the FBI, and the Senator stated he would call in Boos and

cc - Mr. H. H. Clegg

RECORDED - 56

66-2557-8537
FEB 13 1951

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

FEB 23 1951

FEB 13 1951

Lay down the law to him. Four days later Mr. Nichols talked with Senator Ferguson by telephone and the Senator stated he had dressed Boos down regarding the charges and told Boos that a recurrence would not be tolerated, although, the Senator did not say that Boos had denied the accusations. Later the same day Mr. Nichols talked with Senator Ferguson personally and told him that a reputable newspaperman had inquired concerning Ferguson's hostilities toward the Bureau and the newspaperman had advised that he had received information that a group of investigators from Senator Ferguson's Committee had lunch with officials of the War Assets Administration and one of those in attendance was a protege of Senator Ferguson (Boos) who indicated a deep antagonism toward the Director personally and made very uncomplimentary remarks accusing the Director of playing politics, of utilizing his position for personal and political advantage, and it was concluded that Senator Ferguson might be personally antagonistic because his protege was. Senator Ferguson later advised that he talked with Boos regarding this and Boos denied it.

Mr. Egan advised that he had known Boos for many years and considers him as an individual who cannot be trusted and as most unreliable.

The Director instructed that he should be most circumspect in all dealings with the Detroit Police Department as long as Boos heads it.

SAC O'CONNOR'S STATEMENTS

SAC O'Connor advises that he is aware of the critical attitude of Boos in the past, but Boos is a politically appointed Commissioner, that the head of the Department is Superintendent Morgan, who has always been most friendly and cooperative. He stated that the Detroit Police Department was not being punished by our not assigning cases to them for they are not aware that they are being omitted from this program, and that the only one being penalized was the Detroit Office which has a large number of cases which could be assigned to the Detroit Police Department. He advised that there is an Internal Security Squad on the Detroit Police Department which furnishes information promptly and freely to the Detroit Office and they recognize that the Bureau cannot furnish them information but they have no complaints to make and there is a free flow of information to the Detroit Office from this Squad.

I don't get this - no one ever intended it to be punishment - It has been because we haven't full confidence in them. I do wish our executives would get facts straight

They have at the head of their Training Academy a graduate of the FBI National Academy, they have several graduates of the Academy in the Police Department including the Chief of Detectives, who is most cooperative, and the relationships between the Detroit Office and the Police Department are splendid. Further, the Detroit Police Department is the best qualified agency in that area to handle the assignments which the Bureau needed to give to the Police, and that as far as the relationship with Boos personally or officially was concerned, he had been most cooperative and very friendly and when there is any function or gathering in which law enforcement may be interested, Boos personally invites SAC O'Connor to be present and does not invite the head of the local Secret Service.

O'Connor stated that recently a graduate of the FBINA assigned to the Detroit Police Academy retired, and he was replaced by another Academy graduate. The Detroit Police Department is also anxious to have another representative attend the Academy and their application has been pending for several months.

EXECUTIVES CONFERENCE CONSIDERATION:

OK
H
1. On the question of authorizing the Detroit Office to assign cases to the Detroit Police Department, the Conference unanimously recommended favorably.

2. On the questions as to whether the Bureau would accept a representative of the Detroit Police Department to attend the FBI National Academy, Messrs. Tolson, Rosen and Sizoo recommended unfavorably. All other members of the Conference recommended favorably.

Respectfully,
For the Conference

✓
Glyde Tolson

We will not
do this at this time -
It can be reconsidered
later.
H,

The Director
The Executives Conference

February 9, 1951

RADIO TELEGRAPH COMMUNICATIONS
INSULAR OFFICES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/22/91 BY SP-5 CJA/STJ

On February 5 the Conference composed of Messrs. Tolson, Tracy, Mohr, Rosen, Clegg, Sizoo, Nichols, Belmont, Glavin, Nease and Harbo considered the proposed purchase of certain radio equipment for the insular offices.

Mr. Conrad recommends the purchase of two 1,000 watt radio transmitters, one for Anchorage and the other for San Juan. These are intended to replace similar units which are presently in use at those offices but which are approximately ten years old and in need of replacement. It is pointed out that a similar 1,000 watt transmitter used at Honolulu recently ceased functioning and a replacement is already en route to Honolulu.

Consideration was given to the possibility of a bombing attack and that the existing radio stations would be put out of commission. The SAC at Honolulu advised that moving of the radio telegraph station would become necessary only in the event of complete evacuation in which case the office would move into a Naval establishment and would make use of Navy communications. Accordingly no recommendation is made for the purchase of additional radio telegraph equipment for Honolulu to be held in reserve to set up a new station in the event the present station were destroyed or evacuated.

With reference to the possibility of evacuation of the San Juan Office and the possible need to set up a radio telegraph station at a different point in Puerto Rico, the Conference did not feel that the possible need for such an alternate radio station was sufficiently likely to occur as to justify the purchase of additional equipment to be held in reserve. The equipment proposed by Mr. Conrad would cost approximately \$2,900. However, with reference to this same problem in Alaska, the Conference favors Mr. Conrad's recommendation for the purchase of reserve radio transmitting equipment to cost approximately \$2,300. It is proposed that the equipment be stored at Juneau since the SAC stated that in the event it becomes necessary to evacuate the Anchorage area the only logical place to establish alternate headquarters would be in Juneau.

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

The Conference unanimously recommends the purchase of two 1,000 watt radio transmitters, one to be installed at Anchorage and one at San Juan as replacement for worn out equipment. These units cost approximately \$4,000 each, total cost \$8,000. The Conference further recommends the purchase of the following equipment to be stored

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

RECORDED 156

62-57-8538
FEB 13 1951

54 FEB 13 1951

Memorandum for the Director

at Juneau for possible use in setting up an alternate radio station in event emergency conditions require:

*One 450 watt transmitter at \$1,500
One 2,000 watt emergency generator at \$600
Two communications type radio receivers at \$350 each
Miscellaneous accessories at \$100*

Total cost for the Anchorage reserve equipment \$2,900.

*Respectfully,
For the Conference*



Clyde Tolson

*OK
AS.*

The Director
The Executives Conference

February 9, 1951

RADIO TELEGRAPH STATIONS
CONTINENTAL OFFICES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/22/91 BY SP-5 CIB/

On February 5 the Conference composed of Messrs. Tolson, Tracy, Mohr, Rosen, Clegg, Sizoo, Nichols, Belmont, Glavin, Nease and Harbo considered Mr. Conrad's recommendations submitted in response to instructions that we consider and make recommendations for alternate radio equipment to be available for at least the strategic field offices in the event of bombing or evacuation.

Mr. Conrad recommended that eighteen 450 watt radio transmitters, eighteen emergency generators and thirty-six communications type receivers and miscellaneous accessories be purchased and stored at locations some distance removed from the more important field office cities. This equipment would cost approximately \$52,200 and would then be available to set up alternate radio telegraph stations in the event of bombing or evacuation of our existing radio stations.

The Conference was unanimously opposed to the proposal. It was felt that our existing telephone communications facilities are sufficiently comprehensive and flexible that we could expect to have commercial communications facilities available to us with possible brief disruptions in any areas where conditions would be such that we could continue to operate a field office headquarters. It was pointed out that in the case of hurricanes and other natural disasters, communications service is rapidly restored usually within a few hours.

Respectfully,
For the Conference

Glyde Tolson

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

RTH:VH

RECORDED - 26

166-2554-8539
FEB 13 1951

FEB 14 1951

EX-127

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

The Director
The Executives Conference

February 9, 1951

RESERVE SUPPLY OF 250 WATT FM
RADIO TRANSMITTERS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/22/91 BY SP-5 Cj/DJF

On February 8, the Conference composed of Messrs. Tolson, Glavin, Tracy, Belmont, Rosen, Clegg, Sizoo, McGuire, Mohr and Harbo considered the suggestion that eight 250 watt FM radio transmitters be purchased and placed in storage at strategic locations so that the equipment would be available for replacement purposes in the event existing equipment in the larger field offices was destroyed by bombing attack. Each transmitter would cost approximately \$1,800, a total of \$14,400 for the eight units.

The Conference was unanimously opposed to this proposal. The Conference recommends unfavorably on the ground that the need for the equipment is indefinite and is insufficient to justify the proposed expenditure at this time.

Respectfully,
For the Conference

OK

Clyde Tolson

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

RTH: VH

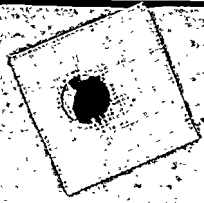
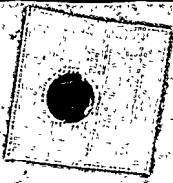
- Tolson _____
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- Glavin _____
- Nichols _____
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- Tracy _____
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- Tele. Room _____
- Nease _____
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RECORDED - 26 66-2554 - 8540
FEB 13 1951 RTH

EX-127

FEB 14 1951

C
O (mcw)
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Y



TO : THE DIRECTOR
FROM : THE EXECUTIVES CONFERENCE
SUBJECT:

DATE: February 6, 1951

W

The Executives Conference of February 5, 1951, consisting of Messrs. Tolson, Nichols, Sizoo, Clegg, Rosen, Belmont, Mohr, Harbo, Tracy, Nease and Glavin considered a suggestion submitted by [redacted] dated February 1, 1951, wherein he suggested that the transit companies be notified several hours in advance on days that Bureau personnel is let out early because of inclement weather in order that these companies will put the necessary vehicles and operators into service at the time our personnel is released. Mr. [redacted] states that if such procedure were followed, traffic congestion caused by inclement weather, would be cleared up.

b6
b7c

The Conference wishes to point out that in those instances where it is necessary to release Bureau employees before the close of the regular business day due to inclement weather or in the summer due to excessive heat it is not generally possible to determine several hours in advance as to whether employees will be dismissed early, and in view of this fact, it would not be feasible to endeavor to notify the transit companies several hours in advance that our employees are to be released early.

The Conference therefore recommends that Mr. [redacted] be appropriately advised in this regard.

Respectfully,
For the Conference

Clyde Tolson

WRG:JC

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

RECORDED - 90

66-2557-954

FEB 12 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/22/91 BY SP-5CIP/HT

66-2557-15 1951

THE DIRECTOR

February 10, 1951

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED.

DATE 0/22/92 BY SP-SCI/JHF

The Executives Conference of February 7, 1951, consisting of Messrs. Tolson, Sizoo, Mohr, Clegg, Belmont, Ladd, Nease, Harbo, Nichols, Rosen, Tracy and Glavin was advised that Mr. Scheidt, during his attendance at a Joint Conference in Washington recently, had brought up the problem of microfilming records. SAC Cobdick, in discussing the matter with Mr. Glavin, stated that he felt that possibly it would be worth while in view of the lack of available facilities to give consideration to microfilming files ten years or more old in the various divisional offices.

The Conference was interested in ascertaining the Bureau's experience with microfilming in the Records Section at the Seat of Government. It was pointed out to the Conference that we began microfilming Bureau records on a selective basis on November 15, 1949. The material to be filmed consisted of 41 file cabinets or 174 drawers of old applicant personnel files. The material did not cover any specific date period, but consisted of Bureau applicants cases upon which no action had been taken in the previous ten years. The Files Section states the results were very favorable in that at the conclusion of the first project the cost per page amounted to less than one cent, whereas we had been quoted a price in excess of one cent per page by a commercial firm. The Conference was advised that based on the initial experiment, we were authorized to go forward with the microfilming of old National Motor Vehicle Theft and White Slave Traffic Act cases dating from 1922 through 1942. In addition to saving space, the main purpose of this second project was to determine the feasibility of microfilming semi-active records. The file material to be filmed was contained in 253 file cabinets of 1,010 drawers. This project had been about half completed, being temporarily discontinued due to the fact that the personnel utilized on this particular project was more urgently needed to handle current work being received by the Files Section. Mr. Callhart in the Files Section reports that the results of the microfilm work to date had been very worth while from a space standpoint. However they have conclusively determined that files that are inactive should not be microfilmed. Even though the cases may be closed and theoretically inactive, they still are used in connection with these checks. In the material microfilmed to date, very little reference had been made to the film because in addition to the cases being closed, very little reference is made to them in our name check work. Enough references have been checked to justify the conclusion that more active material should not be microfilmed. It was pointed out that the reason for this is obvious in that file material microfilmed takes more time to check than does original material in case files. This, of course, should be a

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

RECORDED - 38

66-2537-8342

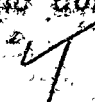
FEB 13 1951

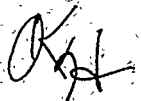
Memo for the Director - Continued

controlling factor, in any future microfilming work. Tuller's points out that there are a number of files in the Files Section at the present time that are completely inactive and should be either destroyed or microfilmed. These files are such as the Old German, Bureau Section, Miscellaneous, and Mexican files and others of a like category.

The Conference feels that no action should be taken by the Bureau at the present time to institute any microfilming of files in the Divisional service, by believing that personnel presently assigned to field duty are urgently needed for handling of current work and no employee should be channelled off into work other than current work at this time. The Conference unanimously suggested that this matter be held in abeyance and be considered on July 1, 1951, the beginning of the new fiscal year. Should the Director agree, SAC Chicago will be appropriately advised.

Respectfully,
For the Conference


Clyde Tolson



Tolson _____
Ladd _____
Clegg _____
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Belmont _____
Mohr _____
Tele. Room _____
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THE DIRECTOR

February 12, 1951

THE EXECUTIVES CONFERENCE

*APPLICANT INVESTIGATIONS -
NEIGHBORHOOD INQUIRIES

The Executives Conference today, with Messrs. Tolson, Nease, McGuire for Nichols, Sizoo, Belmont, Mohr, Tracy, Glavin, Harbo, Clegg and Rosen in attendance, unanimously approved the attached Bureau Bulletin advising that effective immediately it is not desired that neighborhood inquiries concerning an applicant go back beyond the last five year period, unless derogatory information has been developed either as a result of a file search or from other investigation.

Respectfully,
For the Conference

Clyde Tolson

Attachment

cc-Mr. Clegg
Mr. Mohr

AR:LS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/22/91 BY SP-5ci/DTK

RECORDED - 33

INDEXED - 33

RECEIVED
FEB 12 1951
FEB 14 1951
NO. 5111
8543

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

Sizoo

THE DIRECTOR

1/25/51

JOINT COMMITTEE

SAVINGS: None
AWARD: None

SUGGESTION NO. 623

EMPLOYEE: GEORGE W. MAYO, JR.
NEW AGENTS' CLASS #19
E.O.D. 12/4/50

NOT ASSIGNED TO NEWARK OFFICE
TELETYPE MESSAGES - PROPOSED ABBREVIATED
HEADING TO SAVE STROKES ON TELETYPE MACHINES.

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

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/22/91 BY sp. r. j. b.

SUGGESTION:

The employee suggests an abbreviated type of heading for teletype messages which would save from 15 to 19 strokes on the teletype machines for each message. For example, instead of listing the date and time as 12-23-50, 11:30 P.M., this information would be listed as 232330. The first 23 would be the date of the current month and the 2330 would be the 24-hour time, rather than A.M. - P.M. time.

Mr. McCoy of the Communications Section recommended unfavorably. He doubted the savings in the number of strokes indicated and felt that the confusion to Agents and clerks reviewing files on subsequent occasions and their trying to figure out the meaning of the coded date and time would be more expensive than any possible time saved in the typing operations. These teletypes have to be reviewed before they go to the file and they are referred to in many instances by clerical employees, Supervisors and Agents in endeavoring to locate a communication with a specific date.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

The Joint Committee recommended unanimously unfavorably for the reasons expressed by Mr. McCoy.

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

cc - Mr. Mohr
Mr. Clegg

HHC:DMG

RECORDED - 30

66-2557-8544
1551

ORIGINAL FILED IN 62-14749

THE DIRECTOR

1-4-51

JOINT COMMITTEE

SAVINGS: None

AWARD: None

SUGGESTION #574
SAC H. G. FOSTER
INDIANAPOLIS OFFICE

SUGGESTION #597
SA IRA WILLIAMS
MEMPHIS OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/22/91 BY SP-5 JPK

CONFIDENTIAL PLANT INFORMANTS
FORM TO BE USED BY AGENTS IN
RECORDING INFORMATION

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

SUGGESTION: The Joint Committee on 12-16-50, considered a suggestion that a form be adopted to be used by Agents in recording information concerning Confidential Plant Informants as developed. This form will be filled out in longhand by the Agents and, based upon it, the Plant Informant card will be prepared. The proposed form was transmitted to 10 offices for examination and suggestions. All offices favored a form and most of them offered suggestions for modifying the proposed form. The Joint Committee considered these suggestions, together with Supervisor P. F. Dougherty of the Security Division who handles these matters.

JOINT COMMITTEE ACTION: The Joint Committee and the Executives Conference were in unanimous agreement on the following EXEC. CONF. CONSIDERATION points:

- (1) That the attached "Exhibit G" incorporating the better ideas of all suggestions be approved.
- (2) It was unanimously agreed that recontacts by telephone be authorized.
- (3) It was unanimously agreed that no new or special form should be used to record recontact information and any changes in address could be noted on the Plant Informant index card.
- (4) It was unanimously agreed that the date of the recontact should be posted on the Plant Informant index card as a matter of record.

There is at present a requirement that recontacts be made with Plant Informants each 6 months. Messrs. Scheidt and McKee of the Joint Committee recommended that these recontacts, as now required, be eliminated entirely. There are over 6,000 such Informants now and it is estimated that the program will eventually number 70,000 or more. They believe the volume of the Bureau's work is too great to require these recontacts. Messrs. Harbo and Clegg recommended that the recontacts be made annually due to the fact that many Plant Informants change jobs and at least once a year the Field Office should know if these informants are still available and where they might be reached.

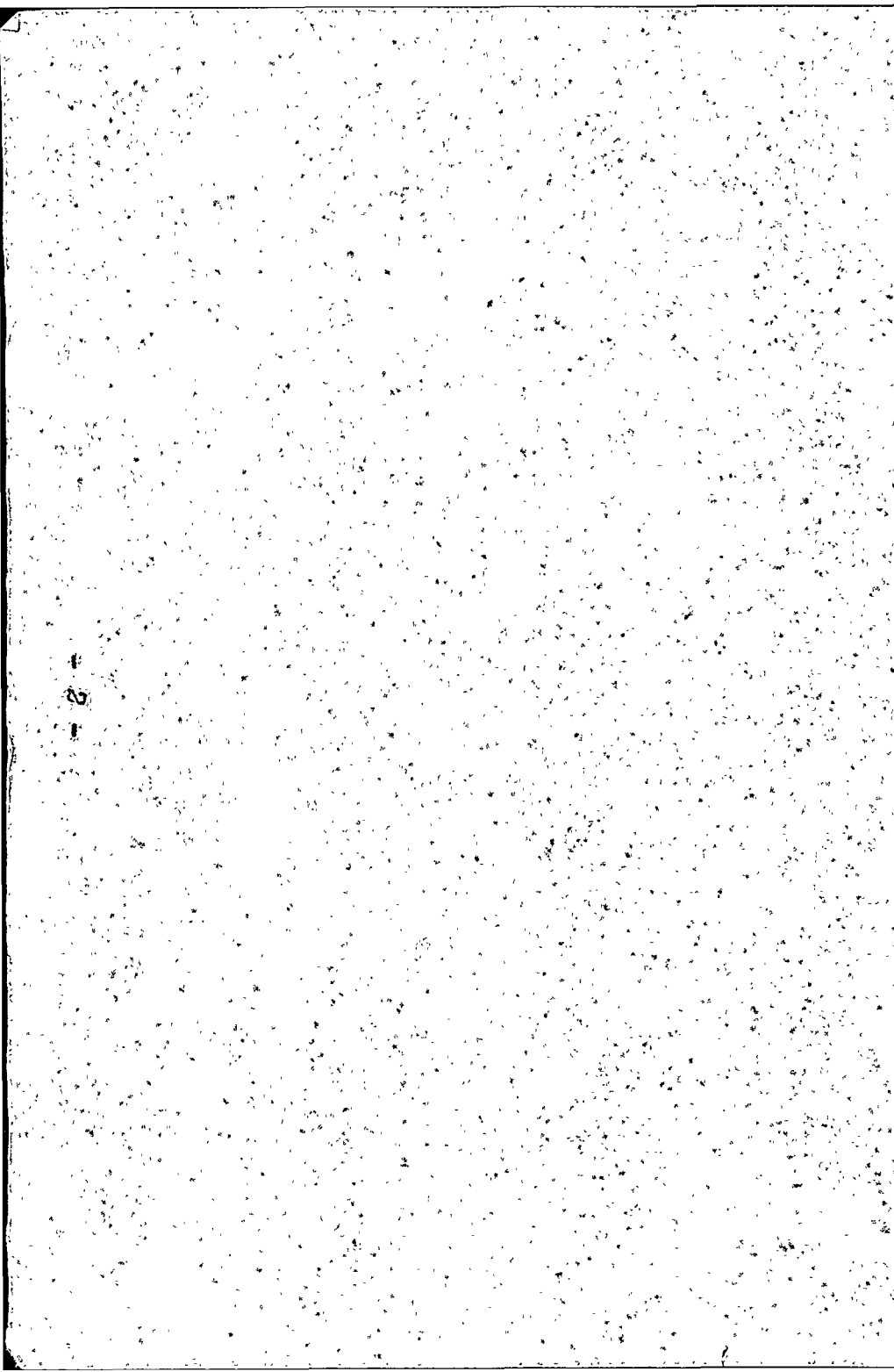
cc - Mr. Mohr
Mr. Clegg
HHC:DMG
FEB 20 1951

EXHIBITIVE CONFERENCE

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

RECORDED

545



Memorandum for the Director

Messrs. Mohr, Ladd, Belmont, Hargett, Glavin and Parsons recommended that the recontacts be made on a 6-month basis and use of the telephone will limit the amount of personal recontacts. The right Supervisors could handle a great deal of this work on a staggered basis throughout the 6-month period. Messrs. Tracy, Sizoo and Clegg recommended the recontacts be made annually. Many of the Informants will not have and probably will not be able to get telephones. It will require too large an amount of Agents' time to make these eventually 70,000 recontacts twice per year they felt.

Respectfully,
For the Conference,

Clude Tolson

Glavin

Glavin
94

Attachment

SAC

SA

CONFIDENTIAL PLANT INFORMANT
PLANT:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/22/91 BY SP-5C/bjc

The above-named individual was developed by the writer as a confidential plant informant. This memorandum reflects the checks made prior to contact, background information, and results of the interview.

Office Indices _____

Credit _____

Criminal _____

Date, Place of Birth _____

Citizenship _____

Race _____

Residence _____

Residence Phone _____

Business Address _____

Business Phone _____

Education _____

Military Service _____

Entered on Duty _____

Exact Position _____

Shift (hours) _____

Remarks _____

Advised of Bureau's jurisdiction and responsibilities over sabotage, espionage, fraud against the Government, and subversive activities including Communist infiltration into labor unions _____ (yes) _____ (no).

Advised Bureau has no interest whatsoever in relations between management and employees or in union matters _____ (yes) _____ (no).

Advised he will in no manner be a representative of the Bureau _____ (yes) _____ (no).

Advised that his relationship with the Bureau is strictly confidential and under no circumstances should be disclosed to anyone _____ (Yes) _____ (no)

File Number _____

Date of Interview _____

Confidential Plant Informant Index _____

Card Made _____

"EXHIBIT G" - ~~SUGGESTED BY SUPERVISOR PAUL E. DOUGHERTY, SECURITY DIV.~~

ENCLOSURE

62-2554-2445

C.O.
p (mcw)

y

TO : THE DIRECTOR
FROM : THE EXECUTIVES CONFERENCE
SUBJECT:

DATE: 2/12/51

The Executives Conference of February 6, 1951, consisting of Messrs. Tolson, Laughlin for Belmont, Sizoo, Clegg, Rosen, Mohr, Harbo, Tracy and Glavin considered the attached suggested communication to all Special Agents in Charge concerning periodic within-in grade increases in salary and recommending its approval.

It was pointed out to the Conference that inquiry has been raised as to how the field personnel file would be maintained in an up-to-date condition insofar as salary status is concerned since individual communications are not going forward to the various Agents on Uniform Promotions and under the suggested procedure, the regular fanfold will go forward to the Special Agent in Charge so that he can make the necessary entry in the field personnel file and deliver the fanfold to the Agent in question.

Respectfully,
For the Conference

[Handwritten signature]
Clyde Tolson

Attachment
WRG:JC

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

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/20/91 BY SP-50/BW

RECORDED - 33

16-2534-8546
FEB 16 1951
1

54 FEB 23 1951

MR. NICHOLS

1-15-51

F. W. WAIKART

APPLICANT INVESTIGATIONS OTHER THAN
ATOMIC ENERGY APPLICANTS

Executive Conference ~~SECRET~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

Reference is made to the attached memorandum dated January 10, 1951, which reflects the savings in man days that would accrue to the Records Section if the criminal search were eliminated. In order that you may be assured that each of the above agencies include a set of fingerprints for each application, the following is submitted.

10/22/91
Classified by *SP-5 CBT/HF*
Declassify on: OADR

CENTRAL INTELLIGENCE AGENCY (118) (X)

Memorandum by Mr. Rosen to Mr. Tamm dated September 25, 1946 reflects the arrangements made with Colonel William H. Harris of C.I.G. for a conference to be held with representatives of the C.I.G. designated to determine the procedures which will be followed in connection with the C.I.G. Applicant Program. As a result the following arrangements, among others, was agreed upon, "CIG states it intends to fingerprint each applicant who is employed at the time they are placed upon the payroll" (66-6200-

118-3)

GREEK-TURKEY AID BILL (62)

A complete review of our files fails to reflect that provisions were made for the Bureau to receive fingerprints in connection with the applications submitted for employment under the Greek-Turkey Aid Program. There is one reference, however, to fingerprints mentioned in a letter to Mr. J. Walter Yeagley, Director, Security and Investigation Division, Economic Cooperation Administration, which is quoted herewith:

b6
b7C

"The fingerprint card of [redacted] was the only one received by the Identification Division of the FBI in connection with the Greece-Turkey Aid Program."

The Identification Division was contacted in this regard, and it was determined that they do receive some prints, the contributor being listed as the Greek-Turkey Aid Program. Further contact with the supervisor handling the program at the Bureau revealed that

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

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~~SECRET~~

166-2554
RECORDED
18 1951

ORIGINAL COPY FILED IN 66-818-293

MEMORANDUM TO MR. NICHOLS
RE: APPLICANT INVESTIGATIONS OTHER THAN
ATOMIC ENERGY APPLICANTS

~~SECRET~~

fingerprints are not received with the application form at the Bureau. However, it has been established via Liaison channels that the contributing agency should submit fingerprints for all applicants.

In summarizing the above it would appear that all applicants under the Greek-Turkey Aid Program should submit fingerprints even though this fact can not be definitely established from a review of the Bureau files.

VOICE OF AMERICA (123)

Memorandum dated November 17, 1948 quoted herewith initialed by the Director, instructs that fingerprints be submitted with each request for investigation in V.O.A. cases, "with reference to investigations of personnel being employed by the Voice of America, it is desired that Liaison contact the State Department and effect an arrangement whereby fingerprints will be submitted with the request for investigation in order that criminal records might be included in the investigative reports at the time they are submitted to the State Department"(66-6200-123-58).

EUROPEAN RECOVERY PROGRAM (124)

ECONOMIC COOPERATION ADMINISTRATION

The Bureau arrangements, for the handling of name check forms for the E.C.A., which includes a statement to the effect that fingerprints be submitted on each individual, is quoted herewith, "It is understood that a fingerprint card will be submitted on each individual to be employed by the Economic Cooperation Administration. Upon receipt of such a fingerprint card, it would form the basis of a search of the identification records of the FBI"(62-86974-20).

By memorandum dated May 5, 1948, Mr. E.A. Tamm advised that "ERP" for European Recovery Program is identical in meaning with "ECA" for Economic Cooperation Administration, which is the now current name for the European Recovery Program"(62-86974-22).

INSTITUTE OF INTER-AMERICAN AFFAIRS (62)

The arrangement for receiving fingerprints in connection with applicant investigations for the I.I.A.A. are briefly set forth in a memorandum from Mr. Rosen to Mr. Ladd, dated April 23, 1948:

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

"By letter of April 5, 1948, Mr. [redacted] Personnel Section, Institute of Inter-American Affairs advised that

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MEMORANDUM TO MR. NICHOLS
RE: APPLICANT INVESTIGATIONS OTHER THAN
ATOMIC ENERGY APPLICANTS

~~SECRET~~

he had been in communication with the Civil Service Commission and had received a ruling from them that it would no longer be incumbent upon the Institute to furnish to the FBI Standard Form 84 (request for report on loyalty data) inasmuch as all employees of the Institute were being investigated by the FBI under Public Law No. 369 of the 80th Congress.

The only action requested by the Civil Service Commission, of the Institute, was that they continue to furnish fingerprints on all employees or applicants on either Form 86 or Form 87 as the case may require and that these fingerprints be searched through the Identification Division of the FBI" (62-61140-140).

DEPARTMENTAL APPLICANTS (77)

Referral/Consult

In connection with the receipt of fingerprints from the Department for the Departmental Applicants, a portion of their Circular #4002 supplement #1 is quoted herewith:

"In accordance with that agreement, the provisions of Chapter 12-10.01 of the Federal Personnel Manual (Procedural Instructions for Record Checks and Inquiries on Appointees) are suspended insofar as this Department is concerned, and in lieu thereof, effective immediately, when a recommendation is made for an appointment to any position, excepted or competitive, in either the Departmental or Field service, there shall be submitted with the recommendation Standard Form 57 (Application) in duplicate, and Standard Form 86 (Fingerprint Chart)."

Even though the above provides for fingerprints to be submitted in most cases, the Bureau supervisor advised as a practical matter, no prints are received for Judges and White House applicants. Also, no prints are submitted on Special Inquiry Coast Guard, Bureau of Budget and Maintenance Employees. However, each maintenance employee is printed before entering on duty.

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 _____

~~SECRET~~

MEMORANDUM TO MR. NICHOLS
RE: APPLICANT INVESTIGATIONS OTHER THAN
ATOMIC ENERGY APPLICANTS

INTERNATIONAL DEVELOPMENT PROGRAM (128)

~~SECRET~~

It is to be noted that in connection with this program that all regulations governing the submission of fingerprints are identical with those for the Voice of America Program, and as set forth in this memorandum, prints are received in all V.O.A. cases.

It is to be noted in connection with the above, that evidence has been obtained in practically every case, except the National Security Resources Board, to verify that fingerprints accompany all applications for investigations in the Investigative Division. Also, this fact has been confirmed through the Identification Division and by conversation with the individual supervisors.

The National Security Resources Board no longer submits requests for investigations. Thus, only a subversive name check is conducted for the Liaison Section since the supervision of this material has been transferred there.

The above background information is submitted to reflect that fingerprints are received by the Identification Division for most of the Applicant Investigations conducted by the Bureau.

ADDENDUM, LBN:CMC, 2-24-51

The Executives Conference consisting of Messrs. Glavin, Harbo, Tracy, Mohr, Belmont, Rosen, Clegg, Sizoo, Nease, and Nichols on February 23rd considered the procedure of not searching criminal references in those instances where fingerprint cards were received. The procedure recently established of not searching the criminal references in Atomic Energy cases is to be extended to the above-mentioned, was unanimously approved.

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 _____

~~SECRET~~

The Director

2-6-51

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/22/91 BY sp-scibty

The Executives Conference of February 2, 1951 consisting of Messrs. Tolson, Ladd, Harbo, Tracy, Mohr, Belmont, McIntire (for Clegg), Sizoo, McGuire (for Nichols), Rosen, Nease and Glavin considered a suggestion submitted by the SAC of Indianapolis to the effect that he have a "Trial run" alert for the entire Indianapolis Division. Mr. Foster points out that there are many problems faced by the Indianapolis Office and some of the problems are:

1. Large centers of population some distance from the headquarters office.
2. The fact that the Security Index, as well as Detcom, subjects are scattered over half the state are now located in Lake County and other Security Index and Detcom subjects located in the population centers at South Bend and Fort Wayne.

Foster stated that as the Bureau has been previously advised, it will be necessary to dispatch a considerable number of Agents to the above-described centers, particularly Lake County, Indiana, as it is not believed that the number of Resident Agents and road trip Agents normally in these cities will be adequate for the apprehension of Security Index subjects and other necessary details in connection with carrying out the Bureau's war plans. Foster stated that, accordingly, this "alert" be carried out to the extent of notifying every employee in the Indianapolis Division and actually having the Agents dispatched to the various population centers. He stated that they would stop short of notifying any outside agency of any type. A careful log of all activities would be maintained to determine the time element involved and to determine, as far as possible, what unanticipated problems might arise. He stated that a very careful record of all activities would be maintained in order that the Bureau could be fully and completely advised of every aspect thereof. He explains that this would not only be of tremendous value to the Indianapolis Office but might prove of value to other offices who might have somewhat similar situations. He points out that the date of the "trial alert" would not be known to anyone other than himself, the ASAC and supervisors in Indianapolis and

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

CC: Mr. Mohr
Mr. Clegg

RECORDED - 48

FEB 2 1951

166-255 ORIGINAL
FEB 16 1951

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ORIGINAL COPY FILED IN 66-17386-213

NRG:cr

Memo for the Director

when advising the Agents and other employees of their assigned stations and duties, they would be fully impressed with the fact that it is a "trial run." Foster states that if the Bureau does not approve of holding this on a regular work day, an alternative is suggested for some Sunday in the near future.

The Conference does not feel that it is necessary or essential for such a "trial alert" be had at this time and recommends that Mr. Foster be so advised.

Subject to the Director's approval there is attached an appropriate communication to Mr. Foster.

Respectfully,
For the Conference

Clyde Tolson

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

THE DIRECTOR

February 17, 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/22/91 BY sp-sc/bj

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ALL INFORMATION CONTAINED
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DATE 10/22/91 BY sp-sc/bj

The Executive Conference of February 10, 1951,
participating of Messrs. Tolson, Board, Clegg, Rosen, Belmont,
Nichols, Ladd, Glavin, Tracy, Harbo and Glavin was
advised that [redacted] representing the Maryland
Marble Company, Baltimore, Maryland, had left with the Bureau
a copy of the Bureau's poster "Protect Your Country" which had
been specially prepared by the company for the Baltimore branch
of the Full Employment Campaign.

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A copy of the poster as prepared by the Maryland
Marble Company is attached hereto. [redacted] stated that this
poster is made of a heavier weight paper and costs 25¢ apiece.
The poster on the heavy paper prepared for the Bureau by the
Government Printing Office costs 10¢ each.

The Conference is opposed to the utilization of the
lighter type of poster since the cost is more than double the
cost of the poster prepared for the Bureau by the Government
Printing Office.

Respectfully,
For the Conference

[Signature]
Clyde Tolson

It would be excellent
but since it costs
twice as much we
can't utilize it.

66-2554-8548
FEB 20 1951

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Attachment
CWS:JC

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

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

[Handwritten signature]

51 FEB 21 1951

THE DIRECTOR

February 15, 1951

THE EXECUTIVES' CONFERENCE

~~SUPERVISION OF THE LEGAL ATTACHES~~

~~CONFIDENTIAL~~

On February 13, 1951, the Executives' Conference, consisting of Messrs. Clegg, Harbo, McGuire, for Nichols, Rosen, Tracy, Mohr, Sizoo and Belmont, considered suggestions by the Security Division to effect closer supervision of our Legal Attaches and their work. The Security Division suggested that:

(1) All investigations in which the office of origin is the Legal Attache's office be supervised on the Foreign Liaison Desk of the Correlation-Liaison Section, rather than on the substantive desk. As an example, the Communist Party of Mexico is closely followed by the Legal Attache and he maintains a current case on it. This case is now supervised on the North American and Caribbean Desk in the Espionage Section as a foreign intelligence matter. It was suggested that as the Legal Attache is the office of origin, the case should be supervised by the Foreign Liaison Desk to enable that desk to have full knowledge of the case and to closely follow the Legal Attache. It was further suggested that all leads sent to the Legal Attaches in connection with domestic field cases be the responsibility of the Foreign Liaison Desk, even though the actual supervision of the case is retained on the appropriate substantive desk in the Bureau. In other words, the supervisor on the substantive desk would continue to determine foreign leads, write the necessary memoranda and letters, etc., but they will be routed through the Foreign Liaison Desk which will be responsible to see that the Legal Attaches properly handle the leads. In order to do this, all outgoing mail is routed through the Foreign Liaison Desk before it is sent and all incoming mail from the Legal Attaches should go first to the Foreign Liaison Desk in order that primary supervision of foreign operations may be exercised on that desk.

This system is essentially the same as that followed during the time we had the SIS operation. To do this, we will have to assign at least one additional supervisor to the Foreign Liaison Desk, and dependent on the volume of work, to properly supervise closely the Legal Attaches, it may be necessary to assign two more Supervisors to that desk.

INDEXED - 104 G. I. R. - 7
RECORDED - 104

166-2554-8549

(2) Legal Attaches, with their families, are brought in every two years for home leave, at which time they have In-Service or a substitute therefor at the Seat of Government, and are given an opportunity for necessary conferences. Home leave under the law can only be taken every two years. As a practice, however, we should bring in the Legal Attaches a minimum of once every year for conference, that is, during the year they are not coming in for home leave, they would be brought

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WHERE SHOWN OTHERWISE

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

cc - Mr. Clegg
Mr. Mohr

AHB:tlc

Classified by SP-5 C/DK
Declassify on: OADR

2/22/90
~~CONFIDENTIAL~~

MEMORANDUM FOR THE DIRECTOR

~~CONFIDENTIAL~~

in for conferences and any necessary training only. Due to the isolation of the Legal Attaches from the Bureau, and as a matter of fact from the United States, it is believed we should be in more frequent personal touch with them if we are going to determine their difficulties, handle their problems, and keep control of the situation. It should be noted that the [redacted] b7D

[redacted] This would cause no appreciable loss of the Legal Attaches' time due to the availability of air transportation and the most distant office is only one day's travel from the United States by air.

(3) It is believed that the offices abroad should be visited more often. Bringing the Legal Attaches to the United States serves a useful purpose, both from their standpoint and that of the Bureau, but we cannot determine the situation in our offices through this means. A Legal Attache could be guilty of grave misconduct, could be in bad standing with an Embassy, or could be at odds with local police authorities for a long period before it was discovered. However, visiting the offices would serve to quickly detect any such matters and might nip in the bud potential trouble before it crystallizes.

We, of course, have periodic regular Bureau inspections, although they are far apart and some of our offices have not been inspected since December, 1944. The periodic inspections should be continued, but it is believed that at least once each year a Bureau official, such as the head of the Security Division, or the head of the Correlation-Liaison Section which is responsible for the operation of these offices, should check the offices in the years in which they are not visited for the purpose of a complete inspection. You will recall that this was done during our SIS operation with a great deal of effectiveness. Such visits need not be extended to permit complete inspections, but they should be for the specific purpose of conferring with the Legal Attaches and checking on our operations.

(4) It is suggested that no man be designated as a Legal Attache unless he is of SAC or ASAC caliber and has had substantially the training for these positions. As a minimum, the man chosen for such a position should have one year's experience at the Seat of Government as a Supervisor in order that he will have a better understanding of Bureau operations and policies. It is suggested that this be kept in mind in bringing Supervisors to the Seat of Government so that some may be selected with a view to their eventual development into Legal Attaches. Legal Attaches receive the same grade as SACs, that is, Grade 14, and their responsibilities are at least equal to those of an SAC in a small office.

MEMORANDUM FOR THE DIRECTOR

~~CONFIDENTIAL~~

The Conference was advised that operations in the foreign field, as engaged in by the Bureau at the present time, present many problems that are peculiar and completely different from any existing in the domestic field. These operations are delicate, hazardous, and require the greatest of care. The above steps were suggested as necessary in view of the situation presented by our continuing in this field. These suggestions were based primarily on our experience in the SIS operation during the last war and have been proved sound.

With reference to suggestion (1), the Conference unanimously recommended, after discussion, that it be adopted, with the exception that the cases wherein the Legal Attaches are office of origin should continue to be supervised by the substantive desk and the Foreign Liaison Desk should maintain an appropriate tickler system on these cases, [as well as on all leads, to insure that the Legal Attaches are giving prompt attention to cases and leads assigned to them.] The Conference felt that because the Supervisor on the substantive desk needs to know of all the activity in his particular field, he should continue to supervise the cases. It was recognized that this would result in some duplicate supervision, but it was felt that this was necessary.

The Conference unanimously recommended the adoption of suggestion (2), that the Legal Attaches be brought in a minimum of once every year for conference.

With reference to suggestion (3), the Conference recommended that inspections be conducted every two years of the Legal Attaches' offices, and during alternate years, that a Bureau official from the Security Division visit the Legal Attaches for the purpose of conferring with them and checking on their operations at the scene of those operations.

It was recommended further that Inspector Naughten, at the completion of his current tour of inspections, be assigned to inspect the London, Paris and Madrid offices which have not been inspected since late 1944 and early 1945. The Conference was in unanimous agreement regarding suggestion (4) as to the caliber of personnel to be selected as Legal Attaches.

In the event you approve, the above recommendations will be placed into effect at once.

Respectfully,
For the Conference

OK

~~CONFIDENTIAL~~

Clyde Tolson

~~CONFIDENTIAL~~

cc: Mr. Rosen
Mr. Price
Mr. Schmi
Mr. Thompson

The Director

February 13, 1951

The Executive Conference

DISPOSITION OF PROPERTY OBTAINED
DURING AN INVESTIGATION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/22/91 BY SP-5CIB/TAF

MEMORANDUM

To reiterate instructions to the field in regard to the seizure and disposition of property, and to instruct that any property obtained during an investigation must be properly disposed of within thirty days unless some special reason exists.

DETAILS:

Some Bureau Offices have not been following existing instructions in regard to the seizure and disposition of property, and it is desired that such instructions be again called to the attention of all Agents.

It is also believed advisable to issue new instructions that provide for the proper disposition of all property coming into the possession of the Bureau during an investigation, within a period of thirty days, unless there is some special reason for not doing so. If property is not handled within the thirty day period, the Bureau is to be advised as to the reason the property is still being retained so that the Bureau will be able to properly follow the matter to insure the prompt disposition of the property.

REG RECOMMENDATION:

That the attached Bureau Bulletin be issued.

Unanimously approved by the Executives Conference on February 15, 1951, with Messrs. Sizoo, Harbo, Mohr, Tracy, Belmont, Clegg, Nichols and Rosen in attendance.

Respectfully,
For the Conference

[Handwritten initials]

G. I. R. - 1

RECORDED - 104

INDEXED - 104

Clyde Tolson

66-254-8558

FEB 20 1951

34

- Tolson
- Adm
- Belmont
- Mohr
- Tele. Room
- Nease
- Tracy
- Harbo
- Belmont
- Mohr
- Tele. Room
- Nease
- Tracy

Attachment

FEB 26 1951

Mr. Mohr
Mr. H. H. Clegg

[Handwritten signatures and initials]

The Director

February 16, 1951

The Executives Conference

Fraud Against the Government -
"Five Percenters"

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/22/91 BY SP-5 CIP/DT

In view of the present defense program and the critical international situation, it is advisable at this time to expose and eliminate as far as possible those individuals and selling agencies commonly referred to as "Five Percenters" or "Influence Peddlers", who attempt and do in many instances secure contracts for clients for a commission or fee, by referring such individuals or selling agencies to the Senate Investigating Committee on an informal basis or to the interested Governmental agency. However, in those instances where contractors are awarded contracts through the influence of so-called "Five Percenters" where the contractors warrant that no person or selling agency has been employed, this, of course, constitutes a false statement within the purview of Section 1001, Title 18, U. S. Code, and will not be reported on the above basis as a "Five Percenter" for dissemination but will be investigated by the Bureau.

ACTION:

Attached for your approval is a proposed SAC Letter instructing all SAC's to be alert to activities of the so-called "Five Percenters" and report same to the Bureau except in those cases where a contract has been consummated constituting a fraud against the Government based on the contractor's warranty that no person or selling agency has been employed or retained to solicit or secure a contract.

Unanimously approved by the Executives Conference on February 19, 1951, with Messrs. Tolson, Ladd, Mohr, Belmont, Glavin, Harbo, Nichols, Tracy, Clegg and Rosen in attendance.

MJB:jh

Respectfully,
For the Conference

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

Attachment

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

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RECORDED - 95

INDEXED - 95

Clyde Tolson

166-2334-8551

FEB 24 1951

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26 MAY 8 1951

The Director

February 19, 1951

The Executives Conference

MANUAL TECHNICAL ASPECTS OF SABOTAGE
MATERIAL ON COMMUNISM

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/22/91 BY Sp-5a/DTF

The Executives Conference of February 19, 1951, with Messrs. Tolson, McGuire, Sizoo, Rosen, Nease, Belmont, Mohr, Harbo, Tracy, Glavin and Clegg being present, considered the authority of SACs in appearing before closed sessions of law enforcement conferences to discuss material set forth in the manual entitled "Technical Aspects of Sabotage" and material set forth in a special memorandum prepared by Supervisor W. C. Sullivan on Communism.

The manual "Technical Aspects of Sabotage" was sent to the field on January 5, 1951, advising that copies should be disseminated to plant management and facilities. Plant management in turn can make them available to security officers on a restricted basis and, in addition, it was pointed out that there may be other individuals in the division who have a legitimate interest in the subject matter who should be furnished with copies of the manual, which they are to retain in confidence. Thus, the Bureau is distributing widely this manual and the information is available to the types of persons indicated having a legitimate interest in the subject matter.

On January 20, 1951, the field was advised that the subject "Technical Aspects of Sabotage" could be used as a subject before law enforcement conferences which are required to be "closed" meetings. Thus, the Bureau has printed and distributed under its own name the information in this manual and the SACs are authorized at closed meetings to discuss the contents of the manual at law enforcement conferences.

On the subject matter of Communism, the Bureau approved Supervisor W. C. Sullivan preparing basic material to be sent to field offices for two purposes:

- (1) The first section of the printed material could be used by the Special Agent in Charge and by police instructors before police officials attending police training schools conducted by the Bureau.
- (2) There was a supplement which gave added information on the subject of Communism, and the SAC could use the information in both the first part and the supplement of this material to discuss the subject of Communism before closed law enforcement conferences.

These instructions were issued on September 22, 1950.

cc - Mr. Clegg
Mr. Mohr

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INDEXED - 95

FEB 24 1951

File 2554-8552

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DIFFICULTIES ENCOUNTERED BY SAC WILCOX

Wilcox attended a meeting sponsored by the Chamber of Commerce for plant protection officers, fire chiefs, police chiefs and certain officials. He was invited to speak on the Jurisdiction of the Bureau. He considered that the meeting was closed; in fact, was told the meeting was closed and not open to the public, but when he inquired if there was press coverage, the official in charge told him he did not know at the time but they would get up a digest which would be made available to the press. None of Wilcox's remarks concerning sabotage appears in the digest. His talk was based in part on the contents of the pamphlet "Technical Aspects of Sabotage." The resulting publicity caused a complaint to be made to the Bureau.

EXECUTIVES CONFERENCE CONSIDERATION

The Conference unanimously felt that the mistake that had occurred was in Wilcox speaking on the contents of the manual "Technical Aspects of Sabotage" without ascertaining whether there were press agents present or whether the meeting was "closed." This was not a law enforcement conference and there were others present besides law enforcement executives.

The Conference recommended that since the pamphlet "Technical Aspects of Sabotage" has been widely distributed under the Bureau's name, that there should be no restrictions which would prevent an SAC from discussing the information appearing in the pamphlet at "closed" law enforcement conferences.

It was also felt that the pamphlet "Material on Communism," a copy of which is attached hereto, was carefully prepared by Supervisor Sullivan for the express purpose of its contents being discussed in part before police training schools and in whole at closed law enforcement conferences.

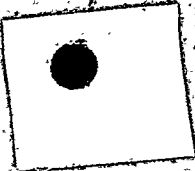
It was believed that there should be no change in the present restrictions, either with regard to the existing provisions for use of the material on Communism or for the distribution and discussion at closed meetings of the pamphlet "Technical Aspects of Sabotage."

It was believed that there should be sent to the field an SAC letter cautioning the SACs to make certain that when either of these matters are discussed they should make certain that the meetings are "closed" meetings, and that the discussion should be limited to the specific groups approved, namely, closed law enforcement conferences and certain portions of the material before police schools. If this is approved, there is attached an SAC letter for this purpose.

Respectfully,
FOR THE CONFERENCE,

G. Tolson

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



M

February 15, 1951

~~CONFIDENTIAL~~

SAC, Los Angeles

RE: AUTOMOBILE SURVEILLANCES

DECLASSIFIED BY *sq-sc/bat*
ON *10/22/91*

Dear Sir:

Reference is made to your communication of 2/3/51, concerning automobile surveillances conducted by your office and wherein you recommend that the Bureau give consideration to the purchase of heavier automobiles for use on surveillance assignments.

This is to advise you that under existing law it is not possible for the Bureau to purchase a large type automobile as suggested by you since such machines cannot be purchased for a total cost of \$1400 or less. As you know, under existing legislation, the Government cannot spend more than \$14000 for a passenger carrying vehicle and special legislation would necessarily have to be approved to permit the purchase of machines of the type mentioned by you in your communication of reference. It is not felt that the Bureau should make any request for such special legislation at this particular time. In view of these facts, the Bureau cannot favorably act on the suggestion submitted by you.

It is further noted from a review of your communication that the Pontiac machine utilized in the surveillance in question was not equipped with safety tubes. It is realized that certain automobiles in the past have been delivered to the field without being equipped with safety tubes, since such tubes were not available at the time the automobiles were purchased. The Bureau has no objection, however, and feels at this time that the regular tubes should be removed from the cars in question and that they be equipped with safety tubes. In the event a sufficient number of safety tubes are not available in your office to equip these cars, the appropriate order should be placed by you.

Very truly yours,

66-2554-8553
2-24-51
73

RECORDED - 25

John Edgar Hoover
Director

WRG:JC

The Executives Conference of 2/7/51, consisting of Messrs. Tolson, Nichols, Sizoo, Clegg, Rosen, Belmont, Mohr, Harbo, Tracy, Nease & Glavin recommended that the communication from SAC Hood be answered as above.

ORIGINAL FILED IN 66-28-5228

62 MAR 2 1951

February 17, 1951

The Director

The Executives Conference

63536

The Executives Conference of February 16, 1951 consisting of Messrs. Tolson, Sizoo, Clegg, Rosen, Belmont, McGuire (for Nichols), Mohr, Harbo, Tracy, Nease and Glavin considered a suggestion submitted by Special Agent [redacted] of the Seattle Office that expense accounts of Special Agents of the Bureau be submitted by them on a quarterly basis when the total of such accounts for the quarter is less than \$50.00.

b6
b7C

It was pointed out to the Conference that a large number of expense accounts submitted by Special Agents in the field are for amounts less than \$50.00 and if such a procedure as suggested by Mr. [redacted] were approved it would be extremely difficult to accurately forecast our travel expenses since we would not receive the accounts on a current basis which would permit us to obligate our appropriation monthly.

Glavin stated that he felt that it would be to the Bureau's disadvantage to have expense accounts submitted on a quarterly rather than a monthly basis and the Conference agreed with Mr. Glavin.

Should the Director agree, the attached communications should go forward to Special Agent [redacted]

Respectfully
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/22/91 BY SP-5CJ/DTH

Clyde Tolson

Attachment
CC: Mr. Mohr
Mr. Clegg

RECORDED - 30

166-2554-8559
2-25-51

WRG:cr

[Handwritten signatures and initials]
348

177
2690

THE DIRECTOR

2/21/51

THE EXECUTIVES CONFERENCE

ADMINISTRATIVE REPORT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/22/91 BY SP-5 CBT

The Executives Conference of February 20, 1951, consisting of Messrs. Tolson, Tracy, Harbo, Belmont, Rosen, Sizoo, McGuire, Clegg, Glavin and Mohr, considered the present policy of including in the monthly Administrative Report as investigative matters those 66 classification cases which include plant informants, American Legion contacts, potential and active criminal informants and confidential national defense informants.

It was pointed out to the Conference that instructions have been issued to the field that in the 66 classification there should be included as pending investigative matters the development of confidential informants in each vital facility. In other words, the vital facility is counted as one investigative matter regardless of the number of plant informants to be developed in the plant. Obviously in some plants the number of confidential informants would be few whereas in a large plant like General Electric in Schenectady, New York, a great number of informants would have to be developed. Nevertheless, General Electric in Schenectady as one vital facility is counted as one investigative matter.

The field has also been instructed in connection with the American Legion contact program that the contacts with each post shall be considered as one pending investigative matter regardless of the number of individuals contacted in each post. A minimum of two individuals are contacted in each post, consisting of the commander and the adjutant. The American Legion contact program is tied in directly with the plant informant program since contacts with each American Legion post are considered in the development of plant informants so there may be considerably more than two contacts in each post. However, each post is carried as one investigative matter.

Furthermore, the development of a potential criminal informant is carried as a pending investigative matter as well as an active criminal informant. The same thing is true of confidential national defense informants. There are at the present time 1,716 potential criminal informants so there are 1,716 pending 66 classification cases in this category. In the case of potential criminal informants, as well as in active criminal informants, confidential national defense informants, plant informants and American Legion contacts, if there is no contact made in a 45-day period, the matter is carried as delinquent. The contacts are posted in the field office on the individual assignment card. There are 600 active criminal informants and 1,070 active national defense informants.

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

59 FEB 28 1951

EX - 83
INDEXED - 59 FEB 27 1951
RECORDED - 59
8555

The Conference was advised that as of January 31, 1951, there were in the 66 classification 20,457 matters pending and 10,645 were delinquent, for a percentage delinquency of 52%. The Conference was further advised that this delinquency was small compared to what it would be at the end of February 1951, because the instructions for carrying plant informant and American Legion matters as delinquent if no contact was made during a 45-day period were issued in the middle of January 1951 and consequently all offices did not have an opportunity of administratively reviewing these matters to determine which ones were delinquent at the time the monthly Administrative Report for January was submitted to the Bureau.

As of January 31, 1951, there were pending 123,977 investigative matters and the 66 classification constituted 16.5% of the total pending cases. The sharp increase in the 66 classification cases may be observed from the following. During July there were 244 investigative matters pending in the 66 classification; during August there were 479; during September there were 7,147; during October there were 14,891; during November there were 18,916; during December, 20,210 and during January, 20,457. To illustrate how the instructions to carry these matters delinquent where no contact has been made in 45 days affects the delinquency figure, there were 52% of these investigative matters delinquent as of January 31, 1951, whereas on December 31, 1950 there were only 12 such investigative matters reported as delinquent on the monthly Administrative Report and in November there were only 9 reported as delinquent.

The Conference very carefully considered this entire situation with respect to the 66 classification of investigative matters and particularly the effect this has on the Bureau's pending case load. The Conference was of the unanimous opinion that the Bureau was perfectly justified in continuing to reflect these investigative matters in the monthly Administrative Report since the monthly Administrative Report is designed for the purpose of showing the amount of work pending in our divisional offices. There is a great deal of investigative time expended on the part of Special Agents in developing plant informants and making American Legion contacts and in developing criminal and national defense informants. In the event these matters were excluded from the monthly Administrative Report, then there would be a distorted picture of the work pending in the field. Furthermore, if these matters were not considered like other investigative matters and considered as delinquent at the expiration of 45 days, by the same token the delinquent work pending in the field would then be distorted.

It is noted that the recent instructions requiring that 66 classification matters be carried in a delinquent status has measurably increased the delinquency in the various divisional offices. The Cleveland Division, as an example, as of December 31, 1950 had a 29.59% delinquency whereas on January 31, 1951 this delinquency had jumped to 49.83%. Mr. Abbaticchio has stated that this resulted from our change in the reporting of delinquent 66 classification matters.

In the event you agree with the unanimous views of the Conference, we shall continue to carry plant informant and American Legion contacts and potential and active criminal informants and national defense informants in the CC classification on the monthly Administrative Report and will continue to show these matters as delinquent when there has been no activity during the 45-day delinquency period.

I agree with this -
Zinnings -
H.

Respectfully,
For the Conference

Clyde Tolson

CC - Mr. Clegg

THE DIRECTOR

2/12/51

THE EXECUTIVES CONFERENCE

OFFICE OF DEFENSE MOBILIZATION -
APPLICANT INVESTIGATIONS

The Executives Conference today, with Messrs. Tolson, Nease, McGuire, for Nichols, Sizoo, Belmont, Mohr, Tracy, Glavin, Harbo, Clegg and Rosen in attendance, unanimously approved the attached Letter To All Special Agents in Charge advising that the Bureau has agreed to accept a limited number of applicant type investigations from the Office of Defense Mobilization.

Respectfully,
For the Conference

Clyde Tolson

Attachment

cc-Mr. Clegg
Mr. Mohr

AR:LS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/22/91 BY SP-5 CJP/RC

RECORDED - 30

166-9534-8556
FEB 28 1951

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

FEB 21 1951

RECORDED - 30

ORIGINAL COPY FILED IN

The Director

February 21, 1951

The Executives Conference

X CIVILIAN DEFENSE

The Executives Conference on February 20, 1951, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Rosen, Elsoo, McGuire and Clegg, considered the suggestion of SAC Auerbach that the Bureau obtain copies of the booklet entitled "Survival Under Atomic Attack," and furnished a copy to each employee of the Bureau. It is published by the Government Printing Office and costs ten cents each or there is a twenty-five per cent discount for orders in excess of 100.

The Executives Conference recommended unfavorably. The various Divisions of the Bureau have been furnished a copy of this pamphlet, and it is presumed that in connection with civil defense training programs, there will be issued instructions as to procedures to be followed in the event of a bombing, which instructions will be furnished by the Civil Defense Administration, and in the absence of actual declaration of war, as well as the lack of immediate necessity for obtaining and distributing this pamphlet, the Conference recommended unfavorably.

Respectfully,
for the Conference

[Signature]
Clyde Tolson

[Handwritten initials]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/22/91 BY SP-5 abm

cc - Mr. Mohr
Mr. Clegg

INDEXED - 59

161-254-8557

HHC:IGS

RECORDED - 59

FEB 28 1951

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

[Handwritten initials]

51 MAR 3

[Handwritten scribble]

The Director

February 20, 1951

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/22/91 BY SP-5 C. D. H.

The Executives Conference of February 19, 1951 consisting of Messrs. Tolson, Sizoo, Rosen, Belmont, Clegg, Harbo, Mohr, Nichols, Tracy and Glavin gave consideration to the desirability of revising the present Bureau qualifications for stenographic employees.

There is attached hereto a memorandum dated December 14, 1950 with supporting memorandums of November 30 and November 22, 1950, concerning the speed qualifications for stenographers as well as the passing grade for stenographers and typists.

It was pointed out that a survey of dictation speed in five divisional offices made by Inspectors of the Training and Inspection Division reflected that dictation speed ranged from 62 word per minute to 73.5 words per minutes.

An analysis of dictation speed at the Seat of Government ranged from 56.7 words per minute to 68.7 words per minute. As a result of these surveys a passing speed of 60 words per minute for stenographic applicants was approved. The Director, at that time, stated that there is no indication that any field office dictates faster but to the contrary seldom exceeds 70 while at the Seat of Government the majority of Divisions don't exceed 60. The Director recommended that both the Seat of Government and the field should be alerted to improved speed of dictation.

The field and the Seat of Government were appropriately advised concerning the new standard of dictation speed of stenographic applicants and employees in the Bureau's service.

The Conference was advised at this time that the SAC of the Washington Field Office recently advised the Director that some of the new stenographers who were being assigned to his office do not have the stenographic ability to properly handle the work in his office, Mr. Stein stating that he felt the speed of the stenographers would be best met by increasing the training schools for stenographers.

The Conference was advised that these training courses have been established and maintained by the Bureau prior to February 16th and a number of stenographic employees of the Washington

Mr. Mohr
Mr. Clegg

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

EX-76

RECORDED - 90
INDEXED - 90
FEB 28 1951

106-2554-8558

Director 51 MAR 3 1951

Memo for the Director

Field Office were attending such speed classes prior to February 16th, the date on which Mr. Stein discussed this matter with the Director.

The Director further instructed that the question of stenographers' speed be again looked into to see whether we should raise our standards for stenographic appointment.

The matter of stenographic speed was considered by the Executives Conference on February 19, 1951. Messrs. Tolson, Nichols and Glavin recommended that stenographic applicants for appointment to positions in the Bureau be required to pass the stenographic test at the rate of 100 words per minute rather than 80 words per minute as at present. They further recommend that stenographers presently employed at the Seat of Government and in the field having passed a test only at 80 words per minute be advised that they should increase their speed to 100 words per minute. These members of the Conference feel that stenographers having only 80 words per minute speed at the Seat of Government can attend the speed classes held by the Training and Inspection Division and increase their speed from 80 to 100 words per minute within a period of 90 days. Glavin has checked this time limit with Miss [redacted] Shorthand Teacher, who is handling the speed classes in the Training and Inspection Division, and she states that 90 days is a liberal estimate for a girl attending speed classes to bring up her speed from 80 words per minute to 100 words per minute. These members further recommend that our 80 words per minute stenographers be advised that until they can pass the 100 word per minute test they will not be eligible for promotion to a higher stenographic and secretarial position. Messrs. Tracy, Harbo, Mohr, Belmont, Rosen, Clegg and Sizoo recommend that the Bureau's requirement for stenographers remain at 80 words per minute, that they be encouraged to bring their speed up to 100 words per minute but that they still be appointed if they can pass the 80 word per minute test. These members of the Conference also feel that a stenographer qualified at only 80 words per minute be advised that she is not eligible for promotion to higher stenographic and secretarial positions until she can reach a 100 words per minute minimum.

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

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

I phone this memo
[Signature]

Respectfully,
For the Conference

[Signature]
Clyde Tolson

THE DIRECTOR

February 23, 1951

THE EXECUTIVE CONFERENCE

RADIO EQUIPMENT
EL PASO DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/22/91 BY SP-5 C. D. H.

On February 20, the conference, composed of Messrs. Tolson, Tracy, Mohr, Belmont, Rosen, Sizoo, McGuire, Clegg and Harbo, considered the request of the El Paso Office for one FM radio receiver to be installed in the field office to enable the personnel of the office to listen to radio broadcasts by the Local Police Department, Sheriff's Office or the Texas Department of Public Safety.

The El Paso Office has advised that this equipment is needed to enable them to learn immediately of pertinent information in the possession of the local agencies in cases where the FBI and local agencies are operating jointly in a fugitive hunt or in other major cases where local agencies have concurrent jurisdiction with the FBI. The El Paso Office was able to monitor such broadcasts by local law enforcement agencies until they recently shifted to the use of FM equipment.

The Conference unanimously recommends the purchase of the FM radio receiver requested by the El Paso Office at an approximate cost of 1305.00.

Respectfully,
For the Conference

[Signature]
Lyce Tolson

[Handwritten initials]

cc - Mr. Clegg
Mr. Mohr

EX - 83
RECORDED - 108

INDEXED - 108

66-254-8559
FEB. 28 1951

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

51 MAR 3 1951

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[Handwritten initials]

January 19, 1951

MEMORANDUM FOR MESSRS.	C. A. TOLSON ✓	S. J. TRACY ✓
	D. M. LADD	A. H. BELMONT
	W. R. GLAVIN	J. P. MOHR
	R. T. HARBO	J. A. SIZOO
	L. B. NICHOLS	G. A. NEASE
	A. ROSEN	H. H. CLEGG ✓

RE: EXECUTIVES CONFERENCE MEETINGS

I am informed that there continues the practices far too frequently of matters being presented to the Executives Conference which should have been disposed of by the members of the Conference in their discussions with Mr. Tolson and Mr. Ladd. I am also informed that too often matters are presented to the Executives Conference for exploratory discussions and without recommendations. This may be necessary occasionally, but for the most part the subject should be presented to the Executives Conference with a brief discussion of the advantages, disadvantages and specific recommendations. I do not desire that this memorandum be interpreted as in any way preventing any necessary discussions of suggestions and proposed policies and procedures. In keeping with the instructions issued recently by Mr. Tolson, it is desired that sessions of the Executives Conference not be unnecessarily prolonged consistent with the need for due consideration of the daily problems presented at the Conference. Hereafter, it will be unnecessary for any SAC Letter or Bureau Bulletin which is merely information and which is fully consistent with the established policies and procedures to be presented to the Executives Conference. All such communications affecting policy or changing established procedure should, of course, be first presented to the Conference.

Hereafter, when SAC Letters, Bureau Bulletins and special communications are prepared for signature, it will be agreeable to note at the bottom of the first page of the yellow file copy of such communications that the Executives Conference has approved the communication, with a listing of the names of those present and the date of the Conference, whenever such approval is unanimous.

Very truly yours,

W

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/22/91 BY sp-5 c/bm

John Edgar Hoover
Director

RECORDED - 31

66-2551-8560

HHC:DMG

51 MAR 12 1951

INDEXED - 31

MAR 1 1951

61

Attending of the Executive Conference

67-5000-1466

ORIGINAL

12-7-50

66-2554-1
SAC, Chicago

Director, FBI

LEASED LINE TELETYPE CIRCUIT
WEST COAST

This is to advise that in the near future you will be contacted by your local American Telephone and Telegraph representative in connection with the necessary changes to be made on the Bureau's west coast leased line teletype circuit to increase the teletype transmission speed from 60 to 75 words per minute.

cc - Los Angeles
San Francisco
St. Louis

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/22/91 BY SP-5 CBT/MP

Teletype Unit, Rm 5644

Note: Increase of West Coast teletype transmission speed approved by Executives Conference 11-8-50. Per memo from L. R. McCoy to Mr. Nichols 11-7-50.

LRMc:mas

62 FEB 24 1951

ORIGINAL FILED IN 62-14749-1634

Mr. Nichols

11-7-50

L. R. McCoy

LEASED LINE CIRCUIT
WEST COASTALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/22/91 BY SP-5 CBT/STGEXECUTIVE CONFERENCE

Reference is made to the letter from the SAC, San Francisco, dated October 26, 1950, recommending that the Bureau consider the feasibility of increasing the operating speed of the west coast leased line teletype circuit from 60 to 75 or 90 words per minute. Reference letter points out that it has been noted that there has been a considerable increase in the amount of traffic handled over the west coast leased line circuit.

You will recall that our east coast circuit, as well as the two point circuit to New York, was recently increased to 75 words per minute due to the overflowing of traffic on these lines. However, due to the increase in cost for such conversions it was recommended that the west coast circuit not be similarly increased at that time. The traffic handled over the west coast circuit, however, has continued to increase and it is now to the point where the volume of traffic being handled on the west coast lines is about equal to the amount of traffic handled on the east coast lines. Our Teletype folks advise that the individual offices on the west coast are experiencing difficulties and delays during busy periods in obtaining use of the line to handle their traffic as the circuit is being used almost continually by one of the five points on the circuit. As you know, only one office can use the circuit at any one time.

Therefore, it is recommended that the suggestion from the SAC, San Francisco, receive favorable consideration but to increase the west coast circuit to 75 words per minute rather than 90 words per minute, which will not only conform to the speed of our east coast circuit but will eliminate additional cost.

The present cost for the west coast for service six days per week is \$3,645.78 per month. To increase the transmission speed to 75 words per minute there would be an additional cost of \$329.25 per month, raising our total monthly charge for the west coast lines to \$3975.03.

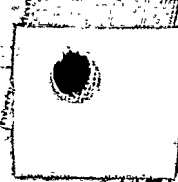
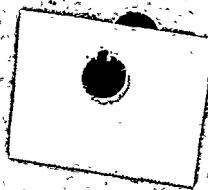
RECOMMENDATION: That the transmission speed of our west coast leased teletype circuit be increased from 60 to 75 words per minute at an additional cost of \$329.25 per month. Should you approve, an appropriate letter to the SAC, San Francisco is attached.

ADDENDUM: 11-8-50, JMM:mcq. Approved 11-8-50 by Executive Conference LRMc:mas consisting of Tolson, Glavin, Tracy, Harbo, Mohr, Sizoo, Attachment McIntyre, McGuire, Hargett and Leo Laughlin.

NOT RECORDED

142 NOV 21 1950

ON ORIGINAL



13-50

Mr. Nichols

L. R. McCoy

SUGGESTION:

Bureau Bulletins and SAC Letters
SAC, San Francisco

EXECUTIVE CONFERENCE

Reference is made to the above-captioned matter suggesting that the Bureau consider forwarding one copy of Bureau Bulletins and SAC Letters to west coast offices via air mail in advance of the regular supply in order that such offices may be apprised of new policies and procedures.

The present procedure in our Mailing Unit is to forward the supply of SAC Letters via our regular daily mail pouch to each Division, which entails no additional cost. The pouches to all Divisions are dispatched as regular mail, registered special delivery, except for mail to San Juan, Anchorage and Honolulu, which mail is sent air mail registered. The supply of Bureau Bulletins is more bulky and therefore Bulletins are boxed in the Supply Section and delivered to our Mailing Unit where they are sent out regular mail registered.

Arrangements can be made with the Mechanical Section to furnish the Mailing Unit in advance of the regular supply the first 25 copies printed of all SAC Letters and Bureau Bulletins. The advance copies would be distributed to the offices west of the Mississippi River and the three insular possession offices by inserting one copy each in the air mail pouch for these offices in the event there is an air mail pouch already prepared for those offices concerned. In the event there is not any air mail to be dispatched to any of the offices, then separate air mail envelopes will be prepared and the SAC Letters and Bureau Bulletins dispatched separately.

For purposes of clarity, it is to be understood that the present procedure in the Mail Room is not to dispatch Bureau mail by any other means except regular (under the frank) registered special delivery except to the insular possession offices which is by air mail registered as explained above. Any other handling desired, such as air mail, must be so indicated on the individual letter. Therefore, in dispatching advance copies of SAC Letters and Bureau Bulletins there will be no added expense involved should there be other mail ready for dispatch to those offices to be sent air mail registered as the Bulletins and SAC Letters can merely be inserted in the air mail envelopes already prepared. Should there only be air mail envelopes to any offices, then it would be necessary only to register the envelope and should there not be any air mail for a particular office, then it will be necessary to prepare a separate envelope air mail registered to dispatch the advance

ERMc:mas

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HEREIN IS UNCLASSIFIED
DATE 10/22/91 BY sp-5c/bmj

61-2554-4
NOT RECORDED
142 NOV 28 1950

59 FEB 21 1951

INITIALS ON ORIGINAL

ORIGINAL FILED IN

11-13-50

copies of the SAC Letters and Bureau Bulletins.

In any event, the cost for each advance dispatch would not exceed \$6.82 should it be necessary to prepare separate envelopes for all 22 offices west of the Mississippi. There would be no additional cost for the three insular possession offices as explained above, as all of their regular mail is always sent air mail registered. The cost for air mail is 6¢ an ounce and the registry fee is 25¢ for each office.

Although this procedure would entail additional dispatching work, there appears to be no objection should the Bureau consider the additional cost involved worthwhile.

RECOMMENDATION: That single copies of all SAC Letters and Bureau Bulletins be dispatched in advance of the regular supply by registered air mail to all Field Divisions west of the Mississippi River and the three insular possession offices at a maximum cost of \$6.82 per each dispatch.

A suggested letter to the SAC, San Francisco and the other offices concerned is attached.

ADDENDUM: JJM:MB:FML: 11/14/50:

Approved by the Executives Conference 11/7/50 consisting of Mr. Glavin, Mr. Tracy, Mr. Harbo, Mr. Belmont, Mr. McIntire for Mr. Clegg, Mr. McGurie for Mr. Nichols, Mr. Hargett for Mr. Rosen, and Mr. Sizoo.

THE DIRECTOR

11/3/50

JOINT COMMITTEE

SUGGESTION NO. 536

EMPLOYEE: SA PIERCE A. PRATT
BIRMINGHAM OFFICE

SAVINGS: None
AWARD: None

TEN-DAY REPORTS

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

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/22/91 BY SP-5 CBT/BJA

SUGGESTION: That the so-called ten-day reports prepared by Accountants not be sent to the United States Attorney. It should be noted that this ten-day report is now a two-week report. A ten-day report is required to set forth the initial conference with the United States Attorney, and as it lists the nature and discovery of irregularities and makes an estimate of the time that will be required to complete the investigation, the employee felt that so much of this data was administrative that the United States Attorney would not be interested.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

Due to the fact that there is included in this report the results of the initial conference with the United States Attorney, copies of this report should go to him for confirmation purposes reflecting his views, instructions or opinions during such initial interviews. Also, it will confirm the Agent's interpretation of the nature of the irregularities that have been reported. Further, it will reflect an estimate as to the amount of time required to complete the investigation which, in some instances, might cause the United States Attorney to feel that the investigation should not be made and that the case should be closed without further investigation due to the lack of aggravation in the alleged violation and the amount of time required for the investigation.

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

Executive
Conference

Mr. Clegg
Mr. Mohr

Jgh

166-2534
NOT RECORDED
75 NOV 10 1950

~~ORIGINALS COPY~~

ORIGINAL COPY FILED IN

The Director

February 17, 1951

The Executives Conference

AUTOMOBILE RADIO EQUIPMENT
BUTTE OFFICE

On February 15, the Conference composed of Messrs. Rosen, Tracy, Mohr, Belmont, Nichols, Clegg, Sizoo and Harbo considered the request of the Butte Office for two commercial broadcast radio receivers for installation in two new automobiles, at an estimated cost of \$50.00 each.

Last November, the Director approved the purchase of seven such radio receivers for the Butte Division. There is no State Police radio network in the Butte Division and the only way to get in contact with Agents driving in cars throughout this rather extensive area is by a message over commercial radio stations. Arrangements have been in effect for several years whereby this can be done when necessary in an emergency.

The Conference unanimously recommends favorably on the Butte request for two radio receivers at a total cost of approximately \$100.00.

Respectfully,
For the Conference

Clyde Tolson

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

RTH: VH

RECORDED - 119
INDEXED 116

66-2557-8561

MAR 1 1951

3

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/22/91 BY sp-scip/ny

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

EX-21

R2

The Director
The Executives Conference

February 24, 1951

The Executives Conference consisting of Messrs. Glavin, Harbo, Tracy, Mohr, Belmont, Rosen, Glegg, Sizoo, Nease and Nichols considered Mr. Clark's suggestion for the organization of a square dance club which Mr. Leonard has agreed to undertake.

It was recommended that the gymnasium in the Justice Building or the recreation room in the Identification Building would be suitable for dances to be held once a week, possibly on Thursday, from 8 to 10:30. In making the suggestion the thought was advanced that the square dance club appeared to be a legitimate recreational activity for the FBIRA to undertake. The problem is where the dance will be held. If Bureau space were utilized it would pull down expenses and permit better control over the participants.

Recognizing the security aspect in the after-hours use of Bureau space inasmuch as our employees would bring persons who were not employees, the Executives Conference unanimously recommended unfavorably on the ground that the use of Bureau premises for a dance would be improper; that a security problem would always exist inasmuch as someone might deliberately cultivate a Bureau employee for the purpose of getting into the Bureau in this way. There would be various problems presented particularly in view of the fact that we are going more and more on a twenty-four hour shift both in this building and in the Identification Building.

Respectfully,
For the Conference

Clyde Tolson

cc: Mr. Glegg
Mr. Mohr

- Tolson _____
- Ladd _____
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- Glavin _____
- Nichols _____
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DATE 10/22/91 BY SP-5 CJS/MP

THE DIRECTOR

Feb. 21, 1951

THE EXECUTIVES' CONFERENCE

INTERNAL SECURITY - ESPIONAGE CONFERENCE

Considered on

On February 21, 1951, the Executives' Conference, consisting of Messrs. Clegg, Glavin, Harbo, McGuire for Nichols, Rosen, Tracy, Mohr, Nease, Sizoo, and Belmont, considered a suggestion that a two-day conference on Internal Security and Espionage be held by the Security Division on April 2 and 3, 1951. In attendance will be the SACs and Security Supervisors of thirteen key offices and Security Supervisors from three additional key offices. The conference was advised that it appears desirable to discuss with representatives of the field at this time their current problems in Internal Security and Espionage and to obtain the various observations and suggestions with regard to the procedures for discharging the responsibilities with which the Bureau will be faced during the present year.

Special Agents in Charge and field supervisors for Internal Security and Espionage matters, except as otherwise indicated, from the following offices should be invited:

- Albuquerque (field supervisor only)
- Baltimore
- Boston
- Chicago
- Cleveland
- Detroit
- Los Angeles
- Miami (field supervisor only)
- Newark
- New York
- Omaha (field supervisor only)
- Philadelphia
- Pittsburgh
- San Francisco
- Seattle
- Washington Field

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The agenda of the conference would include problems and procedures relating to security investigations; the Emergency Detention Program; the Internal Security Act of 1950; coverage of the Communist Party, front groups, and

AHB:jo
cc - Mr. Clegg
Mr. Mohr

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- Tolson
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51 MAR 6

related groups; development and operation of informants; internal security aspects of loyalty of government employee investigations; espionage and related matters; intelligence coverage; and Bureau war plans.

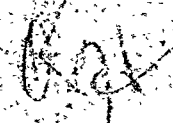
Mr. Clegg suggested that in connection with the agenda particular consideration should be given to analysis of complaints in security investigations, establishment of minimum standards for opening cases in the security field, and consideration of possible preliminary investigative procedure prior to opening full field investigations of security matters. Mr. Clegg suggested that consideration should be given to the problem of assigning security type investigations to police agencies; the problem of training new agents in security investigations include moot court training; the problem of increased Communist Party informant coverage, increased coverage of foreign language groups, and effective coverage of Communist infiltration into new areas of activity connected with the national defense.

The Executives' Conference unanimously recommended that the proposed conference on Internal Security and Espionage matters be held on April 2 and 3, 1951, and that the attached letter and proposed agenda be directed to the appropriate SACs.

While several of the SACs listed for attendance have recently been at the Seat of Government for regularly scheduled conferences, it is felt that they should be present at this conference. In order to avoid unnecessary travel, the Administrative Division will correlate the regularly scheduled visits to the Seat of Government by the other SACs concerned with this proposed conference.

In the event you approve, the attached letter and agenda will be sent, it being understood that the conference will discuss the matters raised by Mr. Clegg at the appropriate points in the agenda.

Respectfully,
For the Conference


Clyde Tolson

The Director

March 1, 1951

The Executives Conference

MOVIES FOR CLERICAL EMPLOYEES

The Executives Conference on February 28, 1951, consisting of Messrs. Ladd, Glavin, Mohr, Sizoo, Belmont and Rosen considered the above-captioned matter.

The three showings of the movies for clerical employees last week (one day being a holiday) in the Justice Building had a total attendance for all three showings of 64 people. Three announced showings in the Identification Building had a total of 13 people present.

Beginning Monday, the Records Section goes on a three-shift basis with the Day Shift ending at 4:30 p.m., and the earliest the classroom can be made available in this building is 5:30 p.m.

In view of the above, the Executives Conference unanimously recommended that movies be shown twice per week in the future beginning Wednesday, March 7, at 5:40 p.m. in the Justice Building and at 4:40 p.m. in the Identification Building on Wednesday and Friday of each week.

Respectfully,
For the Conference

Clyde Tolson

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DATE 10/22/91 BY SP-5 CIP/HTF

*If there isn't more interest
in this it should be dis-continued.*

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cc - Mr. Mohr
Mr. Clegg.

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EX 76

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O. (mcw)

P Y

TO : THE DIRECTOR

FROM : THE EXECUTIVES CONFERENCE

SUBJECT:

DATE: 2/28/51

The Executives Conference of February 26, 1951, consisting of Messrs. Tolson, McGuire (for Nichols), Sizoo, Clegg, Rosen, Ladd, Belmont, Mohr, Harbo, Tracy and Glavin recommended that the attached communication addressed to all SACs concerning ~~performance rating reports~~ be approved as submitted.

For the Director's information, this communication should be forwarded so that in preparing the annual efficiency reports as of March 31st covering the investigative personnel, various SACs will not include the narrative comments of Special Agent personnel on the reverse side of the Performance Rating Form and that the only narrative comments which will be included on the reverse side of the Performance Rating Form will be those comments pertaining to Outstanding or Unsatisfactory ratings.

Respectfully,
For the Conference

CC: Mr. Mohr
Mr. Clegg

Clyde Tolson

WRG:er

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DATE 02/29/91 BY SP-5 CJA/bm

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51 MAR 8 1951

MAR 5 1951

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The Director

2-28-51

THE Executives Conference

The Executives Conference of February 28, 1951, consisting of Messrs. Tolson, McGuire (for Nichols), Ladd, Clegg, Rosen, Tamm, Belmont, Mohr, Harbo, Tracy and Glavin recommended that the attached communication addressed to all SACs concerning performance rating reports be approved as submitted.

For the Director's information, this communication should be forwarded so that in preparing the annual efficiency reports as of March 31st covering the investigative personnel, various SACs will not include the narrative comments of Special Agent personnel on the reverse side of the Performance Rating Form and that the only narrative comments which will be included on the reverse side of the Performance Rating Form will be those comments pertaining to Outstanding or Unsatisfactory ratings.

Respectfully,
For the Conference

CC: Mr. Mohr
Mr. Clegg

Clyde Tolson

WFO:cj

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DATE 10/22/91 BY SP-5 CIB/KC

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THE DIRECTOR
THE EXECUTIVES CONFERENCE

February 27, 1951

ALL INFORMATION CONTAINED
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DATE 10/22/91 BY SP-5C/BAB

The Executives Conference of February 16, 1951, consisting of Messrs. Tolson, Sizoo, Clegg, Rosen, Belmont, McGuire for Nichols, Mohr, Harbo, Tracy, Nease and Glavin considered a suggestion made by Mr. L. R. McCoy, Chief of the Communications Section concerning teletype tests. Mr. McCoy suggested that even though passing grades for stenographers and typists have been reduced to 75% he feels that the passing grade on teletype tests should be 85%. He gives as his reason the fact that speed and accuracy are of prime importance in teletype transmissions, we are charged on a time basis, and he feels that it would be undesirable to lower the grading system which would result in lowering the speed of the teletype operators with the result that increases in cost to the Bureau in sending teletypes would exist.

The Conference wishes to point out that under date of November 27, 1950, they considered the desirability of lowering the Bureau's stenographic qualifications and unanimously recommended that the stenographic and typing test passing grades of 85% be reduced for both applicants and employees to 75%. The Director agreed with the recommendation that the grade be reduced and the appropriate change was made. The Conference feels, therefore, that the passing grade for teletype tests should be 75% rather than the 85% suggested by Mr. McCoy, Chief of the Communications Section of the Records and Communications Division.

Should the Director agree, the field will be appropriately notified.

Respectfully,
For the Conference

Clyde Tolson

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INDEXED - 91

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

MAR 5 1951

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[Large handwritten signature]

MAR 8 1951

EXL76

MEMORANDUM

FILE

EXECUTIVE CONFERENCE

63535

The Executive Conference today considered the attached memorandum which outlines the policy with reference to handling National Production Authority matters and sets out the background, present policy and reasons for again writing to the Attorney General pointing out the Bureau's position in declining to handle investigations of violations of the National Production Authority.

The Conference, with Messrs. Tolson, McGuire for Nichols, Ladd, Mohr, Belmont, Tracy, Glavin, Clegg, Harbo, Ladd and Rosen in attendance, unanimously recommend the above procedure on the ground that our position appears to be correct and we should advise the Attorney General of our reasons for declining to handle these investigations.

Respectfully,
For the Conference

Clyde Tolson

cc-Mr. Clegg
Mr. MOHR

MAILS

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DATE 0/22/91 BY SP-13/...

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MAR 8 1951

EX-175

THE DIRECTOR
THE EXECUTIVES CONFERENCE

1-24-51

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/22/91 BY sp-5 cjb

The Executives Conference consisting of Messrs. Sizoo, Clegg, Rosen, Ladd, Belmont, Harbo, Tracy, Glavin, and Nichols unanimously recommended approval of the following suggestion of Mr. Nichols: That the Records Section assign fifty per cent of its day employees to the shift that works the hours of 8:00 A.M. to 4:30 P.M.

For the Director's information, the day shift in the Records Section operates during two separate periods: 8:00 A.M. to 4:30 P.M. with 145 employees and 9:00 A.M. to 5:30 P.M. with 864 employees. The earlier shift constitutes 14.37 per cent of the day personnel and the later or regular shift accounts for 85.63 per cent of the day personnel. The 8:00 A.M. to 4:30 P.M. shift is necessary in order to get the work distributed and under way before the main force gets in at 9:00 A.M.

We also have two dual night shifts in the Records Section. The "night shift" operates in two parts - one section of 46 employees works from 2:30 P.M. to 11:00 P.M. The other section, consisting of 26 employees, works from 3:30 P.M. to 12:00 midnight. The "midnight shift" is divided into two sections - the first consisting of 19 employees operates from 11:00 P.M. to 7:30 A.M., and the second section of 92 employees from 12:00 midnight to 8:30 A.M. The combined "night shift" constitutes 5.95 per cent of the Records Section total personnel, and the combined "midnight shift" accounts for 9.18 per cent of the total personnel.

From experience, we have found it necessary and highly desirable to have our night shifts operate in two sections. The primary reason involves security coverage and enables us to have adequate personnel on duty during the shift change-overs in the hour before midnight and the hour before the day shift comes on at 8:00 A.M. Another problem that is minimized involves transportation and with those employees who have such difficulties, the dual shift usually solves the problem. It should also be borne in mind that for obvious reasons, we have always insisted that female employees get off from work by midnight or earlier on the "night shift", and on the "midnight shift" that they remain on duty as late in the morning as possible.

The space problem in the Records Section has become acute, particularly since the assignment of substantial numbers of new personnel. This is most serious during the evening hours from 2:30 to 5:30 P.M. when we have the largest overlap of shifts, and in order to alleviate this condition, it is proposed that a larger number of our day employees, approximately 50 per cent, work the earlier day shift from 8:00 to 4:30 P.M.

- 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
- Mr. Nease
- Miss Gandy

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MAR 6 1951
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65 MAR 13 1951

EX-37

To: The Director
From: The Executives Conference
January 24, 1951

The only possible disadvantage is that there would be less coverage between 4:30 and 5:30. However, it is believed this would be no problem in view of our growing night force, and the supervisors of the night force can take over when the clerical supervisors of the 8:00 to 4:30 force leave. As a matter of fact, there is supervisory coverage on a twenty-four hour basis.

Respectfully,
For the Conference

Clyde Tolson

The Director

February 7, 1951

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/22/91 BY SP-5 CDM

The Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Rosen, Clegg, Sizoo, and Nichols, considered the shifts presently being employed in the Records Section.

Mr. Nichols pointed out that there are three basic shifts, the day shift, the night shift, and the midnight shift. At the present time each shift is broken down into two sections. One section of the day shift works from 8 A.M. to 4:30 P.M., with 145 employees. The other section of the day shift works from 9 A.M. to 5:30 P.M., with 864 employees. There are two sections to the night shift. One shift works from 2:30 P.M. to 11 P.M., with 46 employees, and the other from 3:30 P.M. to 12 Midnight, with 26 employees. The midnight shift has two sections. One works from 11 P.M. until 7:30 A.M., and the other 12 Midnight until 8:30 A.M., with 19 employees and 92 employees respectively. The reasons given for these shifts are as follows:

1. There is an overlap of from 2:30 to 5:30 when the day shift and the night shift are on duty. There are 1081 employees in the Records Section from 2:30 to 4:30 and 936 from 4:30 to 5:30. With the expansion of personnel in the files section it is necessary to cut down this overlap because of space difficulties, and it was proposed that 50 per cent of the day shift work the hours 8 to 4:30. The Records Section feels very strongly that the entire day shift should not be put on this schedule since it would not leave sufficient coverage during the hours of 4:30 to 5:30 to take care of any specials which might arise. In other words, service would suffer.

2. It is in the interest of the Bureau, as well as the Records Section, to have employees coming on duty in each of the three shifts at two different times since fewer employees come on at each time, making it possible for a more orderly beginning of the shift's work and the transferring of duties from one shift to the other.

3. Employees come on at 8 o'clock in order to start processing the mail and get things under way before the full shift comes on at 9 o'clock. Also, we have found over the last

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- Nease _____
- Gandy _____

cc: Mr. Clegg

Mr. Mohr

LBN:GNC

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Memo to the Director from
the Executives Conference

February 7, 1951

several months that an increasing number of supervisors are coming in earlier and desire service from the Records Section.

4. On the night shift we have the problem of transportation and we would like to get as many of our employees out at 11 o'clock as it is possible to do so, as transportation seems to slacken, particularly to outlying districts. Also, we are facing the fact that more and more girls will be employed in Records Section, and it is believed we will have fewer personnel problems if we can get them out earlier. In some instances transportation, for practical purposes, ceases in some of the outlying districts at 12 o'clock and if the employees are not let out until 12 o'clock we are confronted with transportation difficulties. By having some flexibility it is possible to make it easier for employees to get transportation.

5. We presently have the other section of the night shift which works until 12 o'clock in order to give greater coverage from a security standpoint, and also for servicing requests if we have them.

6. On the midnight shift, the section which works from 11 P.M. until 7:30 A.M. is engaged primarily in name searching and file review. Likewise, this gives us greater security during the hours of 11 to 12. There is an additional factor which bears directly on morale - the transportation involved here. Some of the employees living in outlying localities drive their own personal cars and find parking space either in the basement or in the immediate vicinity which they could not have if they did not leave until 8:30 in the morning as parking would simply not be available to them. Likewise, we have instances of mothers working on the midnight shift who by being able to leave at 7:30 in the morning, can see their children and help get them ready for school whereas this would not be possible if they were working until 8:30.

7. The section of the midnight shift which works from 12 Midnight to 8:30 A.M. increases our coverage in the early morning hours and gives our day supervisors an opportunity of coming in early to discuss problems with this particular shift.

8. We have certain definite morale factors to take into consideration. We are placing new personnel and old

Memo to the Director from
the Executives Conference

February 7, 1951

employees in Grades two and three on the night shifts on a voluntary basis. Experience has pretty well demonstrated that where an employee voluntarily goes on a shift morale tends to be better. In connection with Grade four employees, this, of course, is compulsory. The question of transportation also enters into this as I have indicated.

We have had no difficulties with this arrangement. It has worked satisfactorily and gives us an even flow of people coming in on a shift and going out on a shift without congestion, and the Records Section urgently recommends that this be continued. However, Messrs. Tolson, Glavin, Tracy, Harbo, Belmont, Rosen, Clegg, and Sizoo recommended that there be a strict three shifts of 8 A.M. to 4:30 P.M., 3:30 P.M. to 12 Midnight, and 12 Midnight to 8:30 A.M. Mr. Nichols recommended that the shifts continue as they are as they have proven to be of value and have been effective.

Respectfully,
For the Conference

Clyde Tolson

THE DIRECTOR

March 1, 1951

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
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DATE 10/10/91 BY SP-5 CJD/BJ

The Executives Conference of February 28, 1951, consisting of Messrs. Ladd, Rosen, Belmont, Sizoo, Clegg, Mohr, Tracy, Harbo, McGuire for Nichols, Nease and Glavin considered a communication from the SAC at St. Louis to the effect that Special Agent John D. Brennan, who retired from active duty in the Bureau on December 31, 1950, has requested permission to bid for the contract to service the two-way radios for the St. Louis Field Division.

It was pointed out to the Conference that Brennan is well qualified to perform such work. It was further pointed out to the Conference that it was not felt that Brennan should be prohibited from bidding merely because he was at one time employed as an Agent in the Bureau.

The Conference therefore unanimously recommends that the Special Agent in Charge at St. Louis be advised that there is no objection to permitting former Agent Brennan to bid on the Bureau's radio repair contract for the next fiscal year.

Subject to the Director's approval, there is attached hereto a communication to the Special Agent in Charge at St. Louis concerning this particular matter.

Respectfully,
For the Conference

Clyde Tolson

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Attachment

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

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The Director

March 1, 1951

The Executives Conference

~~250 WATT RADIO STATIONS -
SUPPLY OF SPARE ANTENNAE~~

ALL INFORMATION CONTAINED
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DATE 10/22/91 BY SP-5 CJB/ST

On February 27 the Conference composed of Messrs. Tolson, Ladd, Tracy, Mohr, Belmont, Rosen, F. H. McIntire, Sizoo, Glavin, Nichols and Harbo considered the suggestion that spare antennae for use in connection with Bureau 250 watt FM radio stations be obtained.

The Conference was advised that several antennae have had to be replaced during the past year. The transmitting antenna at Miami was broken during a storm; a guy wire broke at Detroit resulting in damage to the antenna; an antenna in Newark installation was damaged; and a remote receiver antenna in Chicago was damaged by storm conditions.

The Conference unanimously concurred in the Laboratory recommendation that nine transmitting antennae at \$65.00 each and twenty-eight receiving antennae at \$30.00 each be purchased and distributed among the field offices with 250 watt radio installations. Total cost of the antennae is estimated at \$1,425.

Respectfully,
For the Conference

Clyde Tolson

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

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EX-37

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The Director
The Executives Conference

March 1, 1951

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DATE 10/22/91 BY SP-5ci/STW

The Executives Conference of February 26, 1951, consisting of Messrs. Tolson, McGuire (for Nichols), Sizoo, Clegg, Rosen, Ladd, Belmont, Mohr, Harbo, Tracy and Glavin considered the desirability of purchasing a machine known as the Shredmaster to shred confidential papers being disposed of by the Bureau.

It was pointed out that the junior model of the Shredmaster would shred approximately 35 pounds of paper per hour, the senior table model approximately 400 pounds per hour and the heavy-duty all-purpose Shredmaster up to 1000 pounds of paper per hour.

It was thought that the Bureau might desire to utilize such ~~machines~~ for the shredding of certain of its waste paper which is presently destroyed by burning.

The Conference does not feel that this machine should be purchased by the Bureau at this time since confidential material at the present time is being destroyed by burning in the Department of Justice incinerator and the shredding procedure would be more costly and would take a longer period of time than the procedure presently followed in disposing waste paper.

Respectfully,
For the Conference

Clyde Tolson

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CC: Mr. Mohr
Mr. Clegg

WRG:gr

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MAR 6 1951

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[Signature]

The Director

February 17, 1951

The Executives Conference

~~CRYPTOGRAPHERS REQUIREMENT FOR PROMOTION FROM GS-5 TO GS-7~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/22/91 BY SP-5 CIP/MT

On February 15, the Conference composed of Messrs. Rosen, Tracy, Mohr, Belmont, Nichols, Clegg, Sizoo and Harbo considered a proposal for a change in the Bureau's requirements for promotion from Cryptographer, GS-5, to Cryptographer, GS-7. The present rule is as follows:

"Candidates for this position (GS-7) shall have satisfactorily completed at least Cryptanalysis Courses I, II and III and shall have a working knowledge of at least two foreign languages; also the experience of a minimum of one year's service as a Cryptographer, GS-5, in the FBI or equivalent occupational or educational experience. In lieu of the foreign language requirements, unusual and extraordinary ability in the fields of cryptanalytics, mathematics or statistics will be acceptable, provided the candidate shall have exhibited originality, ingenuity and resourcefulness in any or all these fields."

The requirement which is now proposed in lieu of the foregoing is that candidates shall have satisfactorily served a trial period of at least three months as a Cryptographer, GS-5, shall have started their formalized training in cryptanalytics, and shall have exhibited sufficient aptitude and ability to progress in the higher grades.

In support of the proposed change the following were pointed out:

1. The requirement for knowledge of foreign languages is no longer necessary since translators are now available to handle language problems in the same Section of the Laboratory.

2. The training course in cryptanalytics is presently much more extensive and difficult than it was at the time that the existing requirements for promotion to GS-7 were adopted.

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CC: Mr. H. H. Clegg

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MAR 7 1951

Memorandum for the Director

3. Tremendous advances were made in the field of cryptanalysis during the war and the ensuing years. As a result we have necessarily had to secure the services of better educated individuals with special qualifications and training in the field of mathematics. Two of the cryptanalysts appointed during the past few months have Master's degrees in mathematics. It is exceedingly difficult to find qualified applicants for this type of work. It is felt we should continue to appoint them in Grade GS-5 but that they should stay in that grade only long enough for them to demonstrate that they have the necessary qualifications and aptitudes and will develop properly in the field of cryptanalysis. Such additional training and aptitude in cryptanalysis merits early promotion to Grade GS-7.

The Conference unanimously favors the proposal that Cryptographers in GS-5 who have served a trial period of at least three months and have exhibited sufficient aptitude and ability to progress in the higher phases of the work should be eligible for consideration for promotion to the position of Cryptographer, GS-7.

Respectfully,
For the Conference


Clyde Tolson

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Glavin
Nichols
Rosen
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Nease
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MAR 2 1951

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CC: Mr. Clegg
Mr. Mohr
LBN: CRO

Attachment

Clyde Tolson

Respectfully,
For the Conference

If approved, a letter is attached to all Bureau officials, supervisors, stenographers and typists.

The conference was unanimously in favor of adopting the principle of this suggestion since it would contribute to solving the problem which presently exists of an outgoing yellow becoming detached from the incoming. Whenever possible the outgoing yellow should be stapled to the incoming by the stenographer preparing the communication, it being recognized that there would be instances where the incoming communication would be bulky and it would be difficult to staple an outgoing yellow to it. The conference opposed the idea of placing this responsibility on the reading room because to do so would require the reading room to reassemble each piece of mail and it is felt this is a function that could best be handled by the stenographers.

The Executive Conference consisting of Messrs. Glavin, Harbo, Tolson, Mohr, Belmont, Rosen, Clegg, Sizoo, Nease and Nichols considered the suggestion of Mr. [redacted] of the Files Section to the effect that yellow to outgoing communications be stapled to incoming correspondence before leaving the reading room.

The Director
The Executive Conference

February 24, 1951
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/22/91 BY SP-5 CJP/AD

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b7c

The Director

2-27-51

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/23/91 BY SP-SCI/DH

The Executives Conference on February 21, 1951, consisting of Messrs. Rosen, Tracy, Belmont, Sizoo, Neese, Mohr, Harbo, Clegg and Glavin considered a memorandum submitted by Mr. V. P. Keay, addressed to Mr. Belmont, dated February 14, 1951, concerning the alert planning for protection of key government personnel.

It was pointed out to the Conference that the Liaison representative stated that he felt that the Bureau should be cut in on the so-called "yellow alert" which emanates from the Military Post Command at the Pentagon which reflects that there is a strong indication of attack, in addition to the estimated number of planes and the direction of the flight. This alert is given as soon as enemy planes are spotted which would indicate that the planes are one or two hours away from their target. At the present time the "yellow alert" is given only to the White House, Army, Navy, Air Force and CIA.

It was further pointed out to the Conference that the problem of what action the agencies of Government would take upon the sounding of an alert was discussed by Mr. Ramsey D. Potts, Special Assistant to the Chairman of the National Security Resources Board with representatives of the State Department, CIA, Department of Defense and the President's Office. Mr. [redacted] of the Liaison Section of the Bureau was present at the meeting.

The group concluded that at this moment there is absolutely no plan within any agency which has been made public. Persons in attendance at this meeting were requested to give the views of his own agency concerning what action his agency would take in an attempt to protect their own people following an alert. The Bureau representative at this meeting made no comment concerning the Bureau's plans; however, several of those in attendance stated that no plans had been formulated within their agency to handle this problem.

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The Conference was further advised that during this meeting the problem of providing protection by the use of bombproof shelter for the top Government officials was discussed. Mr. Potts assigned the task of securing data from the various agencies represented concerning this problem to one, Mr. [redacted] of the Federal Civil

- Tolson _____
- Ladd _____
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- Nichols _____
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- Harbo _____
- Belmont _____
- Mohr _____
- Tele. Room _____
- Neese _____
- Gandy _____

RECORDED - 114
INDEXED - 114

66-2554-18575
MAR 5 1951

50 MAR 13 1951 EX-3

Memo for the Director

Defense Agency.

On February 18, 1951, [redacted] contacted Mr. [redacted] of the Liaison Section, and requested to know if the Director of the FBI desired to have a bombproof shelter for use during an air raid. He further desired to know that if the Director desired such a shelter, how many of the top officials would he desire to take with him to this shelter during a bombing attack and further requested information as to where the Director would like to have this bomb shelter built. In connection with the Identification Division building, [redacted] desired to know if an additional bomb shelter should be provided for the officials there and how many would use it.

On February 20, 1951, Mr. [redacted] again advised Mr. [redacted] of the Liaison Section, that at the present time the present thinking concerning providing bomb shelters for top Government officials is to have the President advise the officials involved that a bomb shelter is being provided for their use and that it would be mandatory for them to use it during an alert. Mr. [redacted] advised that this came about by the fact that it appears that many of the officials had some hesitancy in requesting a bomb shelter and that if the shelter was provided and the officials were ordered to use it by the White House the situation would be much less awkward. [redacted] advised that he personally will come over to the Department of Justice Building for a survey in the near future.

b6
b7c

From the information furnished to the Liaison Section it appears that a bomb shelter is to be constructed for the Director's use since he, [redacted] on February 20, 1951, again requested that he be advised as to the number of FBI officials the Director would take with him into the bomb shelter.

The Conference respectfully recommends to the Director that in addition to his immediate office staff the Director also have with him Mr. Tolson and his immediate office staff and Mr. Ladd and his immediate office staff. It is not felt that other officials of the Bureau need be included among those personnel who would necessarily have to be housed in the bomb shelter during air raid emergencies.

The Conference feels with the immediate staff of the Director, the Associate Director and the Assistant to the Director, with appropriate runners for the transmission of orders, the needs of the Bureau would be cared for. It is, of course, assumed that certain emergency wire communication facilities would be available in the bomb shelter which may be constructed.

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

The Liaison Section further suggests that in connection

Memo for the Director

with the "yellow alert" that [redacted] be advised the FBI definitely desires to be included on this alert and in answer to the question as to what action the FBI would take to protect its personnel if the air raid sirens were to sound and it appeared that an air raid would follow immediately, that Mr. [redacted] be advised that the present plan for protection of FBI employees is to have them proceed from their post of duty to the basement of the building where they are assigned, either the Justice Building or the Identification Building, it being pointed out that the basements of these buildings were utilized as air raid shelters during the past war. It is further suggested that [redacted] be advised that the Bureau has given considerable study to emergency war plans covering evacuation of its employees, their families, first aid care of our employees during air raids and bombings, the training of a sufficient number of personnel to afford such first aid assistance, that lines of command have been set up and procedures have been set up for orderly dispersal to air raid shelters in case of air raids.

b6
b7c

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

ADDENDUM - March 1, 1951

If the Federal Civil Defense Agency is going to build bomb-proof shelters, I believe that we should let them build one for the Director. It is not believed that there is any need to designate the officials to utilize such a bomb shelter beyond the Director.

I also feel that the Bureau should be included on the so-called "yellow alert".

I agree as to this
H

D. M. Ladd
y

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

I will go wherever the rest of our personnel goes. There is going to be no super-duper de super security for retreat for any "brass" in this Bureau
H

THE DIRECTOR

1/24/51

JOINT COMMITTEE

SAVINGS:
AWARD:

SUGGESTION #619

EMPLOYEE: SA JOHN B. O'DONOGHUE
CLEVELAND OFFICE

~~BUREAU SAVINGS BY USE OF
SPECIAL EMPLOYEES~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/23/91 BY SP-5/BJP

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

SUGGESTION: That the Bureau save money by ~~extended~~ use of Special Employees. He believes that Special Employees might be recruited from college students and Law students and they could review files in Security cases and correlate the information in the various files and the cross-references concerning one subject, which memorandum when prepared could be used by the Special Agent to whom the case was assigned in making his report. He believes that the difference between the Agents' salary in preparing and submitting reports and memoranda, including the review of files and the salary paid Special Employees for doing the same work would be considerable and amount to a saving of at least \$500,000 per annum, thus, enabling the Bureau more effectively to exploit the Agent personnel to obtain increased coverage of the tremendous Security problems and the training thus received by the Special Employees would enhance their future value as Special Agents when they complete their educational requirements.

Mr. F. J. Baumgardner of the Security Division recommended unfavorably because of the work of evaluating and reporting subversive information in Security investigations is of the utmost importance due to the tense international situation; because the suggestion does not take into consideration the extra stenographic, clerical and Agent time that would be necessary to check the work of the Special Employee; and the brief prepared by the Special Employee might well omit pertinent information which the Special Agent handling the case should have.

Mr. Belmont believed that we might ~~save~~ stand money by using mature and well educated clerks for reviewing files and correlating the information therein. He believes clerical employees of a high caliber can do this work within certain fine limits, if they are properly trained.

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

RECORDED - 30
INDEXED - 30
66-257-8576

5 JAN 13 1951

cc-Mr. Mohr
Mr. Clegg

UUC-DUC

Memorandum for the Director

JOINT COMMITTEE CONSIDERATION (Continued):

In the correlation memorandum which in turn would be placed in the main file and the data contained therein needed by the Special Agents for a report would then be available to the Special Agents. Both SACs Scheidt and McKee advised that they would arrange to see that close supervision is given to this work during the experimental period so that a future recommendation could be made with reference thereto.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference of January 29, 1951, consisting of Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Sizoo, McGuire, Nease and Clegg considered the above suggestion.

Mr. Mohr was opposed to the recommendation of the Joint Committee since he felt that this was an unjustified expansion of the use of clerical personnel in Field Offices, and he felt that the amount of supervision by Special Agents required for closely observing and directing the work of these clerical employees would not be justified and that it would be better for Special Agents in this event to review the files and prepare the memoranda when needed and to use such portions as were pertinent in each report as it was dictated.

All other members of the Conference unanimously approved the recommendation for six clerical employees for the New York Office and four for the Newark Office, to be carefully selected and approved by the Bureau, be given training in this type of work and that this procedure be tried for a period of four months including the period of training.

Messrs. Scheidt and McKee advised that they will give close supervision and will in fact divide the assignments so that all the memoranda written by these clerical employees will not fall on the same supervisor's desk so that their memoranda and work can be examined and spot checked by various field supervisors as to accuracy and adequacy. Further, Messrs. Scheidt and

EXECUTIVE CONFERENCE ON ILLIAPAH: (continued)

McKee will at the end of four months submit a report as to the value of this arrangement and make a recommendation as to extending it to other Field Offices where such services may be needed.

Respectfully,
For the Conference

Clyde Tolson

I think this is
worth the trial
suggested above
1-31

I agree but it must be
most carefully supervised
& understood it is on a
temporary trial basis.
H.

THE DIRECTOR

March 2, 1951

JOINT COMMITTEE

SUGGESTION NO. 638

EMPLOYEE: SAC A. CORNELIUS
PHILADELPHIA FIELD DIVISION
ASSIGNING LEADS IN APPLICANT TYPE
CASES WITHOUT PREPARING LEAD CARDS

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

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DATE 10/23/91 BY SP-5 CIB/STP

SUGGESTION:

The Philadelphia Office points out that due to the zoning of the territory and the City of Philadelphia in particular, for assignment of Applicant cases with one Agent assigned to each zone and as lead sheets are prepared as a basis for assigning the work to these Agents, lead cards appear to be unnecessary in the assignment card box. The application of such a process has been approved in the handling of Atomic Energy cases.

JOINT COMMITTEE CONSIDERATION: Unanimously favorable.

Joint Committee recommended unanimously favorable that lead cards not be prepared in Applicant cases under such circumstances and that a SAC Letter should go to the field approving this procedure.

EXECUTIVES CONFERENCE CONSIDERATION: Unanimously favorable.

The Executives Conference on February 28, 1951, consisting of Messrs. Ladd, Glavin, Mohr, Sizoo, Belmont, Rosen and Clegg recommended unanimously favorable that such a SAC Letter be approved. The proposed SAC Letter is attached for your approval.

Respectfully,
For the Conference

RECORDED 114 68-2554-8577

INDEXED 114 MAR 9 1951

Clare Tolson

EX-37

OK

[Signature]

Attachment

cc - Mr. Mohr
Mr. Clegg

HHC:IGS *[Signature]*

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

0 suggestion for final

THE DIRECTOR
THE EXECUTIVES' CONFERENCE

February 24, 1951

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

LIAISON WITH MEXICAN AUTHORITIES

~~CONFIDENTIAL~~

[Handwritten signature]

On February 23, 1951, the Executives' Conference, consisting of Messrs. Clegg, Glavin, Harbo, Nichols, Rosen, Tracy, Nease, Mohr, Sizoo and Belmont, considered the suggestion of Inspector Thomas E. Naughten that the San Diego Office be authorized to undertake the establishment of personal liaison with officials of the Southern District of the Territory of Baja California, Mexico.

Inspector Naughten recommended that Agents [who cover leads in Mexico] out of the San Diego Office be authorized to go further down the peninsula of Baja California, Mexico, and establish liaison with the Mexican Police officials in the Southern District of Baja California. He pointed out that at the present time Agents can only maintain contact with authorities in the Northern District; that recently improved communication and travel means have made the Southern District accessible to tourists and other individuals, including criminals. Allegations have been received that stolen cars in the United States are shipped out of Baja California to the Mexican mainland in trade for narcotics and that there are many stolen cars in the Southern Division of Baja California, particularly in the City of La Paz.

The Executives' Conference unanimously recommended against granting this authority to Agents of the San Diego Office. The Conference recognized that the proposed contacts with officials in the Southern Division of Baja California would be highly desirable from the standpoint of promoting the Bureau's interests in that area; however, the area in question is well below the twenty-five mile border crossing area in which the Bureau has authorized Special Agents to conduct inquiries. Under the agreement completed by the State Department with the Mexican Government in September, 1947, it was understood that the Bureau Agents would be limited to the area in Mexico near the Mexican border, although no specific distance was mentioned in the formal agreement. In interpreting this, the Bureau set twenty-five miles as a limit, beyond which Agents crossing the border over into Mexico should not go. The San Diego Office was later authorized to allow Agents to go down to Ensenada, Baja California, 60 miles below the border since that city could be reached by land only through the northern part of Lower California and therefore was not readily accessible to Agents and informants operating out of the Legal Attache's Office in Mexico.

- Tolson _____
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- Nease _____
- Gandy _____

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MAR 9 1951

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10/23/91

EX-37

~~CONFIDENTIAL~~

Classified by SP-5/BJR
Declassify on: OADR

MAR 12 1951
U.S. DEPT. OF JUSTICE
MAR 10 1951
AHB:tlc

MEMORANDUM FOR THE DIRECTOR

~~CONFIDENTIAL~~

While it is not anticipated that establishment of liaison with officials of the Southern Division of Baja California would encompass investigative activities by our Agents, nevertheless, if any difficulty arose as a result of such liaison, our border crossing agreement could readily be affected. The Conference felt that because of the international relationship involved, we should not take any steps which might interfere with the existing agreement permitting inquiries to be made within the limited area below the Mexican border.

In the event you agree, the suggestion of Inspector Naughten will not be adopted.

Respectfully,
For the Conference

Clyde Tolson

*I suggest liaison
contact state to
see whether treaty
would permit
extension to Baja
California*

*2/26
4*

*Louise
H*

~~CONFIDENTIAL~~
~~CONFIDENTIAL~~

THE DIRECTOR

3/7/51

EXECUTIVES CONFERENCE

~~ASSIGNMENT OF INVESTIGATIVE WORK TO POLICE -~~
~~POLICE INTERNAL SECURITY SQUADS~~
~~ALBUQUERQUE DIVISION~~

The Executives Conference on 3/7/51, with Messrs. Ladd, Harbo, Mohr, Belmont, Sizoo, F. H. McIntire and Tracy present, considered the recommendation of the SAC at Albuquerque that the Santa Fe, New Mexico, Police Department be removed from the list of those departments qualified for assignment of investigative matters and that the New Mexico State Police be approved for assignment of routine Selective Service, Deserter and general routine cases.

In regard to the Santa Fe, New Mexico ~~Police Department~~ it was pointed out that Ben Martinez (NA) is no longer Chief of Police and that the present Chief of Police is not considered particularly qualified or reliable and, consequently, investigative matters should not be assigned to this department.

With reference to the ~~New Mexico State Police~~, it should be pointed out that Hubert Beasley, head of the State Police, was tried and convicted on a Civil Rights charge which was investigated by the Bureau. Joseph Roach is presently serving as Acting Chief of the New Mexico State Police. By letter dated 10-5-51, SAC Wylie of Albuquerque advised that at least 50% of the New Mexico State Police Force had resented the Bureau's participation in the case involving Beasley. Some of the State Troopers had stopped speaking to the Bureau Agents and had nothing to do with them officially or unofficially. The SAC points out in recent months our relations with the New Mexico State Police have improved. In view of the improvement, he has discussed the handling of routine types of investigation with Acting Chief Roach, who has advised that the State Police will be happy to assist us in this program.

EXECUTIVES CONFERENCE RECOMMENDATION:

(1) That the Santa Fe, New Mexico, Police Department be deleted from the list of those qualified departments.

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

cc-Mr. Mohr
Mr. Clegg

FHMc : DMG

RECORDED - 93
INDEXED - 93
MAR 12 1951

8579

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HEREIN IS UNCLASSIFIED
DATE 10/23/91 BY SA scb/ht

[Handwritten initials]

Memorandum for the Director

(2) That the New Mexico State Police not be approved at this time. The Conference realizes that improvement has been made in the relations since their low ebb following the conviction of Beasley, but does not feel that that department has shown a sufficient cooperative spirit to warrant assignment of cases at this time. If you concur, there is attached an appropriate letter to the SAC at Albuquerque.

Respectfully,
For the Conference

Clyde Tolson

I most certainly
concur & I am
astounded at Fugly's
recommendation.
H.

Attachment

The Director
The Executives Conference

March 7, 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/23/91 BY SP-5 CIB/BJ

The Executives Conference on March 5, 1951, consisting of Messrs. Ladd, Harbo, Mohr, Belmont, Sizoo, Rosen, Tracy and Clegg, considered the problem which had arisen in connection with a talk made by Special Agent Supervisor William C. Sullivan before the IACP Convention at Colorado Springs last year. This talk was off the record and yet a number of police journals and magazines have contained purported excerpts or paraphrases from this talk in which they attributed statements to Agent Sullivan which he did not make.

The question arose as to whether it would be advisable to ignore these breaches of faith or whether it would be better to have an article prepared by Special Agent Sullivan which would set forth what he did state and correct the misinformation which has been circulated in certain police journals and magazines.

The Conference unanimously recommended: G. I. R. - J

(1) That no action be taken to correct the misinformation which has appeared in some police journals since particularly to write up the gist of what was said at this time would completely eliminate the "off the record" character of his talk.

(2) It was recommended that, because SAC's are going to talk on certain aspects of Communism at law enforcement conferences and before police schools and some discussion of this subject will be given by police instructors, an SAC Letter should be submitted telling the SAC's that whenever they or police instructors appear before police groups to discuss Communism, whether it is a closed meeting or the talk is "off the record," they should point out specifically that the subject matter or any reference thereto of these discussions should not appear in any police journal or magazine or other publicity media.

There is attached hereto an SAC Letter for your approval.

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

Attachment

cc - Mr. Mohr
Mr. Clegg

MAR 15 1951

RECORDED - 103
INDEXED - 108
MAR 10 1951

Respectfully,
For the Conference

126 2574 - 8580
MAR 10 1951

Clyde Tolson

WTC/H

THE DIRECTOR
JOINT COMMITTEE

March 7, 1951

SUGGESTION NO. 645

EMPLOYEE: Miss [redacted] Clerk.
Los Angeles Field Office

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b7c

*MIMEOGRAPHING FILE NUMBERS FROM
INDEX CARDS ON COMMON NAMES

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

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/23/91 BY sp-scj/bk

SUGGESTION:

Employee suggests with regard to common names such as John Smith and frequently used given names with surnames such as Jones, Wilson, Taylor, Black, Johnson or Williams that, when a list of cross references is prepared following a search of the indices, a stencil be prepared listing these file numbers and additions be made to the stencil as additional references are added in the indices.

Advantages:

The advantages of this suggestion the employee felt would be that it would be possible for an employee to use the stencils and not have to duplicate these file numbers when the same search has to be made subsequently, rather than to again search the files and make a longhand list of the file numbers.

Disadvantages:

Disadvantages were found in the fact that in most instances the only search desired has to do with a name as to location, an administrative matter, a criminal record or at other times a subversive record. It is presently a requirement that when a common name is indexed some item of description or location should be added in order to aid in identifying the specific case. Thus, even if the stencils were available, it would more often than not be unnecessary to review all of the files included on the cross references, because

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

cc - Mr. Mohr
Mr. Clegg

WHC:IGS

61 MAR 16 1951

RECORDED - 86

INDEXED - 86

MAR 13 1951

83

8581

WAC

the search is for one particular file or one particular type of information. The Records Section believed that this would be undesirable. It is further pointed out that such a procedure would necessitate storage space for the stencils for the purpose of locating them.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

EXECUTIVES CONFERENCE CONSIDERATION: Unanimously unfavorable.

The Executives Conference on March 5, 1951, consisting of Messrs. Ladd, Harbo, Mohr, Belmont, Sizoo, Rosen, Tracy and Clegg recommended unanimously unfavorable.

Respectfully,
For the Conference

Clyde Tolson

The Director

March 9, 1951

The Executives Conference

250 WATT FM RADIO STATION
SAN FRANCISCO DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/23/91 BY SP-5CJ/DTC

On March 6 the Conference composed of Messrs. Ladd, Mohr, Nichols, Rosen, Belmont, Sizoo, Tracy, Clegg and Harbo, was advised that the San Francisco Division has requested that their present 250 watt radio station which enables two-way communication between the office and radio equipped automobiles be modified to furnish expanded coverage. The installation at San Francisco as well as in the other nine offices with similar facilities provides two-way coverage within a range of twenty-five miles from the office. San Francisco states that at present their setup furnishes coverage of approximately 5% of the land area and 50% of the population in their field division; that under the proposed plan they would expect coverage of 60% of the area and 90% of the population of the field division.

The expanded coverage would be accomplished by the installation of additional transmitting equipment and additional remote receivers on the top of high mountains in the area. Mr. Conrad has estimated the total cost for such an installation covering both equipment and personnel time as ranging between \$3,167 and \$5,172. These estimates are made without the benefit of an engineering survey on the scene. The Conference was further advised that if the expanded coverage were given, San Francisco would doubtless request and it would be logical to furnish an additional number of two-way automobile radio units at a cost of \$500 each.

It will be necessary in the near future to send a radio engineer to Seattle and to Honolulu to install radio equipment in those offices. The engineer could without any additional travel make a survey at San Francisco in order that a more specific report could be submitted concerning the ways and means and cost of obtaining the expanded coverage requested by the San Francisco Office. Such a survey would require four or five days' time.

The Conference unanimously recommends that the Laboratory be instructed to have the radio engineer make the survey at San Francisco and submit a report concerning the cost of making an installation of the type requested by the San Francisco Office at which time the Conference will further consider the San Francisco request.

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

MAR 15 1951

Mr. H. H. Clegg
Mr. Mohr

RECORDED - 86
Respectfully,
For the Conference

INDEXED - 86

Clyde Tolson

RTH:VH

1-9582

RJ

SECURITY CONFERENCE

THE DIRECTOR

March 6, 1951

JOINT COMMITTEE

SUGGESTION NO. 641
EMPLOYEE: Miss [redacted]
GENERAL INVESTIGATIVE DIVISION
FUGITIVE INDEX CARDS

MEMBERS PRESENT:

- H. H. Clegg
- R. T. Harbo
- S. K. McKee
- E. Scheidt

1934

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/23/91 BY SP-5 CDB/DF

SUGGESTION:

The Bureau has already approved a recommendation of Miss [redacted] of the Fugitive Indexes Section that fugitive index cards be prepared in a continuous form with one-time use carbon paper already inserted at the time they are prepared. This suggestion has been adopted. The net savings as calculated will be \$309.39 for the first year.

The Joint Committee unanimously recommended that the maximum cash award of \$20.00 be paid to Miss [redacted] for her suggestion. Although the actual printing costs are somewhat higher, the amount of time saved will more than offset the added printing cost with the net savings in addition.

JOINT COMMITTEE CONSIDERATION:

For a cash award of \$20.00

EXECUTIVES CONFERENCE CONSIDERATION: Unanimously concurred.

The Executives Conference on March 5, 1951, consisting of Messrs. Ladd, Harbo, Mohr, Belmont, Sizoo, Rosen, Tracy and Clegg unanimously concurred with the Joint Committee consideration.

Respectfully,
For the Conference

Clyde Tolson

[Handwritten signature]

cc - Mr. Mohr
Mr. Clegg

MAR 13 1951

RECORDED - 18

MAR 13 1951

66-2554-9583

HRCA:IGSS

Tolson	
Ladd	
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Nichols	
Rosen	
Tracy	
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Belmont	
Mohr	
Tele. Room	
Nease	
Gandy	

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[Handwritten mark]

The Director

March 8, 1951

Joint Committee

SUGGESTION NO. 654

EMPLOYEE: SAC G. N. WILLIS
New Haven Division

SUBJECT: RUBBER STAMPS

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

SUGGESTION:

That the Bureau approve the preparation and use of three ~~rubber~~ stamps in the New Haven Office as follows:

Chief Clerk
Open on This _____
Assign to _____

Chief Clerk
Close on This _____

Chief Clerk
Reopen on This _____
Assign to _____

In support of the recommendation it is stated that the use of the stamps would reduce the possibility of clerical employees failing to take the action desired.

JOINT COMMITTEE CONSIDERATION:

Unanimously unfavorable. This function has for years been handled throughout the field service by the supervisor making a longhand notation on the communication involved. It is not felt that the use of the stamps would be any time saver and would in effect result in each Agent Supervisor throughout the field service having a set of the proposed stamps.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/23/91 BY SP-501/017

RECORDED - 47

INDEXED - 117

44-2554-8584
MAR 14 1951
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FILED IN

- son _____
- Ladd _____
- Close cc - Mr. Clegg
- Glavin Mr. Mohr
- Nichols _____
- Rosen RTH: VH
- Tracy _____
- Harbo _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

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J RTH

The Director

March 9, 1951

Executives Conference

FIELD OFFICE RADIO TELEGRAPH EQUIPMENT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/23/91 BY SP-5C/DT
Comp # 323,013

On March 5 the Conference composed of Messrs. Ladd, Mohr, Clegg, Belmont, Sizoo, Eosen, Tracy and Harbo considered the recommendation by Mr. Conrad that the radio telegraph equipment in five field offices be replaced.

The Conference was advised that the radio telegraph equipment in all field offices with the exception of five is in relatively good condition and is designed for regular daily use. However, the five units which are presently located in the Cincinnati, Cleveland, Los Angeles, Philadelphia and Portland Offices are approximately ten years old and were designed for intermittent amateur operations rather than regular daily use. Mr. Conrad feels that these five units would be adequate if it were anticipated that they would be used during some brief emergency short of war conditions; he does not feel that we should rely on these units to give us adequate service in the event we should be forced to employ them due to a war emergency necessitating their daily use.

The Conference unanimously recommends approval of the proposal to obtain five new 450 watt radio transmitters to replace those presently in the Cincinnati, Cleveland, Los Angeles, Philadelphia and Portland Offices, at a total cost of approximately \$6,500 for the equipment.

Respectfully,
For the Conference

Clyde Tolson

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

RECORDED - II

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66-254-8585
MAR 15 1951

RTH:VH

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