

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

Total Deleted Page(s) = 2
Page 194 ~ Referral/Consult;
Page 195 ~ Referral/Consult;

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THE DIRECTOR

6/2/51

JOINT COMMITTEE

Executive Conf

SUGGESTION #740

EMPLOYEE: MISS ESTHER M. BOKELMAN
SAN DIEGO OFFICE

ALIASES IN TITLE BE LISTED IN
STRICT ALPHABETICAL ORDER

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/18/97 BY SP-5 EJP/BJG

MEMBERS PRESENT: Messrs. E. Scheidt R. T. Harbo
H. M. Kimball S. K. McKee
E. D. Mason

SUGGESTION:

- (1) The employee suggested that all aliases of subjects be carried in the title in strict alphabetical order.

ADVANTAGES:

Would save clerical time of employees searching the indices both in Field Offices and at the Seat of Government.

DISADVANTAGES:

In some instances, especially in Security cases, a subject is generally and widely known by an alias rather than by his true name. It is believed that such aliases should be listed first, immediately after the true name.

JOINT COMMITTEE CONSIDERATION: Unanimously favorable.

The Joint Committee on 5/26/51, unanimously agreed that aliases should be listed in alphabetical order, with the exception of the alias by which the subject is generally and widely known. This alias should be listed first, immediately after the true name.

EXECUTIVES CONFERENCE CONSIDERATION: HHC:ebt

Messrs. Rosen, Glavin, [redacted] and Clegg were opposed to this suggestion because it was believed that the requirement that aliases be arranged in alphabetical order would consume unnecessary time on the part of the stenographer preparing the report and the Agent dictating the report to list these items alphabetically; because this would be another detail for the Agents to try to remember when reports are prepared; because it is unnecessary that the aliases be listed alphabetically in order to check them through the indices in alphabetical sequence; and because it

- To: _____
- La: _____
- Cl: _____
- Gl: _____
- Mc: _____
- Ro: _____
- Tr: _____
- Har: _____
- Hel: _____
- Hol: _____
- Tele: _____
- Ne: _____
- Can: _____

cc - Messrs. Mohr & Clegg

RECORDED - 43

JUN 14 1951

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is more logical to arrange the aliases in the order in which the aliases are most frequently used by the subject.

All other members of the Conference recommended approval of the suggestion that after the true name and the alias by which the subject is widely known, the remaining aliases be listed in alphabetical order because it was felt that this would provide an easier and simpler method of checking the names through the field office indices.

The Executives Conference with Messrs. Tracy, Glavin, Tolson, Harbo, Mohr, Belmont, Ladd, Rosen, Sizoo, and Clegg being present, considered this suggestion on June 6, 1951.

SUGGESTION:

- (2) Where one subject has 10 or more aliases, the employee suggested they be listed alphabetically in a column on a separate page of the report, i.e., on page 2. The details of the report would begin on page 3.

ADVANTAGES:

1. Greatly facilitates searching names through the indices.
2. Would provide more room for notations concerning file references directly opposite the aliases involved.
3. Would reduce the likelihood that any one alias might be omitted entirely in the search under the present system of listing the aliases.
4. Less "searching fatigue" will be encountered by the index clerk.

DISADVANTAGES:

1. With the aliases listed on the second page, it is possible that they would be overlooked entirely in the handling by the Chief Clerk's Office in the Field Offices, or by the Records Section at the Seat of Government.
2. Considerable space in the report would be wasted since there would be substantial blank space on the page.
3. The second page could become detached and since the following page would contain the details of the report this error might not be noted.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

On 5/26/51, the Joint Committee considered the above suggestion and recommended unanimously unfavorably for the above reasons.

The Executives Conference on June 6, 1951, with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Sizoo and Clegg being present recommended unanimously unfavorably.

I approve majority views. *[Signature]*

Respectfully,
For the Conference

[Signature]
Clyde Tolson

THE DIRECTOR

6/7/51

EXECUTIVES CONFERENCE

X REPORT WRITING

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/18/91 BY SP-5CJ/PTP

The Executives Conference on 6/7/51, with Messrs. Tolson, Ladd, Rosen, Tracy, Trotter, Mohr, Harbo, Callahan, Belmont and Mobley present, considered clarifying instructions on report writing concerning: (1) Information from Bureau sources; (2) Reports in control cases; (3) Reporting negative interviews with reliable confidential informants; and (4) Reporting stop and look-out notices, since questions were raised by the Washington Field Office following the last change in report writing which discontinued reporting results of investigation on administrative pages.

(1) Instructions were previously issued to principal offices that reports should not contain information from Bureau sources where the subject had been identified. Where the subject was unidentified, it could be paraphrased and reported. We do not disseminate this type of information.

(2) In control files on Espionage and Security Matters, reports of an intelligence nature are submitted periodically. They were formerly marked "Administrative." We do not disseminate these reports and it was felt the Field should be advised these reports are to be prepared in the usual manner and are not to be marked "Administrative."

(3) Instructions require temporary symbols for confidential informants, with a statement as to their reliability. The Field reports on administrative pages the results of negative interviews with reliable informants. It was felt that, in reporting this type of interview, proper phraseology should be added which would indicate that it was logical to interview the informant. For example, "Confidential Informant T, of known reliability, who is known to be closely associated with _____ organization...."

(4) The Field formerly reported the placing of stop and look-out notices on administrative pages. Since this represents an investigative step, it will now be included in the report proper.

RECOMMENDATION: The Executives Conference unanimously agreed that the above instructions should be sent to the Field. Attached for approval is an appropriate SAC Letter.

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

[Handwritten signature]

Respectfully,
For the Conference

RECORDED - 132

INDEXED - 132

66-2554-8799

cc-Messrs. Mohr, & Clegg
Attachment
CDM:DMG

60 JUN 25 1951

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[Handwritten initials]

THE DIRECTOR

6/8/51

JOINT COMMITTEE

SUGGESTION #731

EMPLOYEE: SA EDWARD G. BURKE
NEWARK OFFICE

~~CONFIDENTIAL~~ PLANT INFORMANTS:
SUGGESTED FILE FOR SUBVERSIVE
INFORMATION CONCERNING EMPLOYEES
AT INDIVIDUAL FACILITIES

Executive Conference

MEMBERS PRESENT: Messrs. R. T. Harbo E. Scheidt
H. M. Kimball S. K. McKee
E. D. Mason

SUGGESTION:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 11/19/91 BY SP-5 C/BM

Channelize to the administrative file on each vital facility or PROCLI plant all information received concerning employees in that plant relative to subversive activities or suspected subversive affiliation.

ADVANTAGES:

- (1) The file would provide the names of likely suspects in the event of Sabotage although there would be no definite proof that these suspects were involved in the Sabotage.
- (2) Would provide a collection of information showing the extent of subversive activity at each plant.

DISADVANTAGES:

- (1) The above information could be compiled only by extensive file reviews.
- (2) There would be tremendous difficulties in keeping this information current.
- (3) The procedure would amount to making periodic checks to find out if persons with Communistic leanings or other subversive inclinations were still employed at various plants, resulting in effect in almost a dossier system and a program even larger than the current Security Index Program.
- (4) Tremendous expense in manpower would be required.

RECORDED - 125
INDEXED - 25
66-2554-8800
JUN 14 1951

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

The Joint Committee on 5/26/51, recommended unanimously unfavorably as to the above suggestion. There is attached hereto a letter to SAC, Newark, relative to this matter.

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

Attachment
cc-Messrs. Mohr & Clegg
EDM:DMG

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THE DIRECTOR

6/2/51

JOINT COMMITTEE

SUGGESTION #745

EMPLOYEE: INSPECTOR E. D. MASON
TRAINING AND INSPECTION DIVISION
INITIALING OF BULKY EXHIBIT GREEN SHEETS AND
1-A EXHIBIT ENVELOPES IN FIELD OFFICES

MEMBERS PRESENT: Messrs. R. T. Harbo S. K. McKee
E. Scheidt H. M. Kimball
E. D. Mason

SUGGESTION:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/91 BY SP-SCIBW

That the provision in the Manual of Rules and Regulations reading, "clerical employees may not place their initials on any documents, administrative or otherwise as authorization for filing. However, the Chief Clerk or Assistant Chief Clerk of a Field Office may initial bulky exhibit envelopes or green sheets and 1-A exhibit envelopes in investigative cases for filing," be changed to permit any clerical employee designated by the SAC to perform this function. It was pointed out that in a small office the Chief Clerk could logically be expected to handle these duties, but in a larger office an administrative clerk or some other employee might logically have these duties delegated to her.

JOINT COMMITTEE CONSIDERATION: Unanimously favorable to the suggestion.

The Joint Committee on 5/26/51, considered the above matter and recommended unanimously favorably to the suggestion. Attached hereto is a proposed change for the Manual of Rules and Regulations, Section 6-1(10).

EXECUTIVES CONFERENCE CONSIDERATION: HHG:ebt

The Executives Conference on June 6, 1951 with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Sizoo, and Clegg being present recommended unanimously favorable.

Respectfully,
For the Conference

RECORDED - 124
INDEXED 124
JUN 16 1951
6

Clyde Tolson

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

Attachment

cc - Mr. Mohr
Mr. Clegg

ES:DMG

JUN 19 1951

THE DIRECTOR

5/31/51

JOINT COMMITTEE

SUGGESTION #759

EMPLOYEE: SAC G. N. WILLIS
NEW HAVEN OFFICE
CONFIDENTIAL PLANT INFORMANT
AND AMERICAL LEGION CONTACT
INDEX CARDS

MEMBERS PRESENT: Messrs. H. H. Clegg R. T. Harbo
E. Scheidt S. K. McKee
H. M. Kimball E. D. Mason

SUGGESTION:

The New Haven Office suggested the preparation of a mimeographed card upon which the typist would fill in the date of birth, residence address, residence telephone number, date hired, shift on which contact works, and other related information on persons developed as American Legion Contacts or Confidential Plant Informants.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

The Joint Committee on 5/26/51 unanimously decided the use of this card would be unnecessary, that it would require considerable typists' time to line up the various spaces on the typewriter, and that there is no need at this time for such a device.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/13/91 BY SP-SC/DM

RECORDED - 81
INDEXED - 81

66-2554-8802
JUN 16 1951

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

cc-Mr. Mohr
Mr. Clegg

50 JUN 13 1951

EDM:DMG

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THE DIRECTOR

6/4/51

JOINT COMMITTEE

SUGGESTION #741
EMPLOYEE: SAC H. O. HAWKINS
DALLAS OFFICE
USE OF 1-A LINED ENVELOPES

MEMBERS PRESENT: Messrs. R. T. Harbo E. Scheidt
H. M. Kimball H. D. Mason
S. K. McKee

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/91 BY SP-5/BJP

SUGGESTION:

During the recent inspection of the Dallas Office, it was found that the Dallas Office was mimeographing lines on brown manila envelopes which constitute the 1-A serial in the file. This had not previously been authorized and the SAC at Dallas requested authority to continue this practice and also suggested the Bureau consider this for field-wide usage.

Heretofore, whenever exhibits were placed in a 1-A envelope, notations were written on the outside of the envelope. The absence of lines contributed to loss of space and various sizes of handwriting. With lines many more entries can legibly be placed on the exhibit envelope.

JOINT COMMITTEE CONSIDERATION: Unanimously favorable.

The Joint Committee, on 5/26/51, unanimously favored bringing the use of lined envelopes to the attention of the Field, it being pointed out that each office could very easily cut a stencil and run the necessary number of exhibit envelopes through the office mimeograph machine. Samples of lined and unlined exhibit envelopes are attached.

The Joint Committee recommended, if approved, a letter be forwarded to the Dallas Office to advise this practice may be continued and to thank the SAC for the suggestion. Also attached is a Letter to All SAGs.

RECORDED - 81
INDEXED - 81

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on June 5, 1951, with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Sizoo and Clegg being present recommended unanimously favorable

Respectfully,
For the Conference

Clyde Tolson

Attachments
cc - Mr. Mohr
EDM:DMC Cle 99

Executive Conference

- Tolson
- Ladd
- Clegg
- Glavin
- Nichols
- Rosen
- Tracy
- Harbo
- Belmont
- Mohr
- Felt
- Nease
- Candy

JUN 18 1951

Handwritten signatures and initials, including a large signature that appears to be 'Clyde Tolson'.

Director

June 8, 1951

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/19/91 BY SP-5 C/P/H

The Executives Conference, consisting of Messrs. Glavin, Tracy, Harbo, Mohr, Laughlin, Ladd, Rosen, Clegg, Sizoo and Nichols, considered the matter of tours.

1. The matter of continuing or stopping tours was discussed. Mr. Nichols advised the Conference that throughout the month of June we are committed to take an average of 200 visitors per day on tour; however, experience in other years has indicated that tours drop off considerably in July and August and then decline during the winter months. At the present time we have no scheduled tours for July and August; the big periods of the year are during Christmas vacation, Easter vacation, April, May and June.

From the standpoint of space, the Conference unanimously was of the opinion we could ~~not~~ continue taking tours on our present basis without causing too great a burden and without too much congestion. It is pointed out that in the past 65 days 115,000 people have visited the Bureau. This, of course, is the peak season.

It was further pointed out that we can expect members of Congress to call us, even though we have declined to take commercially sponsored tours, as they are duty bound to do so for their constituents. Since the adoption of our new policy there have been attempts to get around our rule but it is believed that with the educational program underway this will become less of a problem.

The Conference, therefore, recommended unanimously that we continue taking tours.

2. Mr. Nichols suggested that with space at a premium in this building we ascertain whether space could be made available in the Identification Building where a series of exhibits could be installed. We could, in the future when there are large groups desiring to visit the Bureau, send such

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

cc: Mr. Clegg
cc: Mr. Mohr

LBN:hmo

RECORDED - 81
INDEXED - 81

66-2554-8804
JUN 16 1951

50 JUN 15 1951

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Executives Conference memorandum

groups to the Identification Division, where they could be shown the exhibits and the fingerprint files. It was pointed out to the Conference that it was felt a tour consisting only of exhibits would not be advisable. The Conference recommended that this be explored further.

3. In a recent inspection the Training Division recommended that space be made available on the first floor wherein exhibits could be installed and tours not be brought to the fifth floor but taken to the exhibits on the first floor and then to the range.

The Conference unanimously disapproved this idea in view of the fact that space is at a premium and the space on the first floor is presently occupied by the Security Division with no additional space which could be utilized. It was felt that with the present program tours could be adequately handled.

Respectfully,
For the Conference

Clyde Tolson
Associate Director

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

THE DIRECTOR

May 28, 1951

THE EXECUTIVES' CONFERENCE

DETCOM (Emergency Detention Program)

On May 28, 1951, the Executives' Conference, consisting of Messrs. Tolson, Ladd, Clegg, Glavin, Harbo, Nichols, Rosen, Tracy, Mohr, Sizoo and Belmont, considered the request of the Los Angeles Office that it be allowed to have apprehensions under the captioned program made by local law enforcement officers unaccompanied by a Special Agent.

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DATE 11/1/91 BY SP-5 CIP/MT

Los Angeles Plan:

The plans of the Los Angeles Office under the Emergency Detention Program reflect that that office did not propose to use a Special Agent in effecting the apprehension of every Security Index subject. The Bureau advised Los Angeles that it was felt desirable to revise its program to arrange that a Special Agent be present at each apprehension.

SAC Hood has replied to the Bureau, recommending that the Bureau reconsider having Special Agents participate in every arrest in order that the apprehensions can be made in the shortest possible time by using local officers unaccompanied by Special Agents, especially in cases involving non-Detcom or non-Comsab subjects in an effort to keep the subjects from going into hiding or leaving the country. (Detcom and Comsab subjects are persons tabbed for priority arrest purposes as the most dangerous Communists and/or potential saboteurs.)

Mr. Hood pointed out that by using law enforcement officers on the apprehensions without Special Agents on every team, the ratio of subjects to teams of officers is approximately 4 to 1, whereas if Agents must be present on every apprehension, the ratio will be about 8 to 1 and it will increase as the number of Security Index subjects increases. Los Angeles now has 1,900 Security Index subjects and contemplates eventually having some 2,500 Security Index cards. Mr. Hood stated that under the Los Angeles Plan, as it presently exists, the number of teams of officers and/or Agents equals the number of subjects tabbed for Comsab and Detcom, allowing simultaneous action against all persons in these categories. (There are 442 Detcom and Comsab subjects in Los Angeles.)

If an Agent is required on each apprehension, there will be two SA's per team and he feels that in the 4,000 square miles in Los Angeles County alone, where most of the subjects reside, there would be considerable opportunity for some of these persons to go into hiding before their

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

cc - Mr. Clegg
Mr. Mohr

106
1951

INITIALS ON ORIGINAL

RECORDED - 135

66-2554-8805

JUN 16 1951

INDEXED - 135

78

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MEMORANDUM FOR THE DIRECTOR

apprehensions can be effected. Mr. Hood states that it is known through informants within the Communist Party that Communists are extremely alert to the declaration of an emergency and even if there is no public announcement concerning it, through their own underground channels, they will be promptly advised if and when the apprehensions are made. If each Agent has 8 to 10 subjects to arrest, in many instances it will take over 24 hours before the assignments are completed and it is reasonable to assume that many of these persons would go into hiding and some of them would flee to Mexico which is only three hours away by automobile.

If local officers are permitted to make apprehensions and resulting searches unaccompanied by a Special Agent, there will be about 4 Security Index subjects per team of officers available. Based on the number of Agents in the Los Angeles Office, it is estimated that about one-half of the apprehension teams will consist of local officers only under this plan and the other half will consist of a Special Agent accompanied by a police officer. For administrative purposes, the Los Angeles Office has designated its territory into various areas and plans to station liaison Agents in each area to coordinate the program.

It was pointed out to the Executives' Conference that the problem posed in the Los Angeles Office may well exist in other offices which are located near the border or which have a large ratio of Security Index subjects in comparison to the number of Agents in the office. It was suggested that if the Los Angeles Plan has merit, the views of other offices with a like possible problem should be sought as to the application of this plan in those offices.

It was pointed out to the Conference that the first and primary responsibility of the Bureau in this program is to effect the apprehensions of Security Index subjects as rapidly as possible and the more quickly the apprehensions are effected, the less possibility exists that the subjects will go into hiding or flee.

Objection to the
Los Angeles Suggestion:

(1) Because of the complex nature of the Detention Program, the Bureau needs to retain full control over the entire operation in order to prevent criticism, both during the operation of the program and following its completion. There is no doubt that the Bureau will be charged with the full responsibility for the effectiveness of the program and the manner in which it is handled. This responsibility will be borne by the Bureau not only during and immediately after the program but for years to come. The use of local officers without the presence of a Special Agent necessarily reduces our control in applying this program.

MEMORANDUM FOR THE DIRECTOR

(2) The Security Index Program, as made up by the Department, provides for the use of a number of forms which must be executed promptly. It can be anticipated that difficulty will be experienced with these forms if they are handled by local law enforcement officers.

(3) Departmental plans allow considerable latitude in the making of searches in connection with the program. It will be important that good judgment is exercised in making such searches. If apprehensions are made by local officers, there is greater possibility of difficulty in connection with searches along the lines of incomplete searches, unnecessary seizures, disappearance of valuables, etc. When a Special Agent is present, we will have a better record of the events during apprehension and search and will be in a better position to answer any charges which may be brought against the apprehending officers or the Bureau.

Executives' Conference
Recommendation:

The Executives' Conference was of the opinion that the immediate apprehension of Security Index subjects was of the utmost importance and our Detcom Program should be geared to accomplish these apprehensions in the shortest possible time. The Conference, with the exception of Mr. Belmont, recommended that the Los Angeles Office be authorized to continue its present plan of authorizing the apprehension of Security Index subjects by local officers where necessary without Special Agents being present on all arrests. The Conference further recommended that the pertinent offices be circularized to determine whether their problems are such that they need authorization similar to that granted to the Los Angeles Division.

Mr. Belmont disagreed. He felt that the problems connected with this program are so far reaching and the Bureau bears such a grave responsibility that we must maintain complete control. He felt that while the prompt apprehension of Security Index subjects is essential, by utilizing police officers for apprehensions without the presence of Special Agents, we would not be in a position to exercise the control necessary to insure that this program is administered within the regulations set up and the Bureau would be taking an unwarranted risk in assuming responsibility for the actions of these police officers. He felt we should continue to adhere to the policy that Special Agents should be present at all apprehensions unless in outlying districts where no Agent was within striking distance common sense dictated otherwise.

MEMORANDUM FOR THE DIRECTOR

In accordance with the majority opinion of the Executives' Conference, there is attached a letter to Los Angeles with copies for a number of other field divisions which may have a similar problem. In the event you agree, it will be sent.

Respectfully,
For the Conference

Clyde Tolson

THE DIRECTOR

6/4/51

JOINT COMMITTEE

SUGGESTION #758

EMPLOYEE: ASAC H. B. FLETCHER
WASHINGTON FIELD OFFICE

SAG E. A. SOUCY
PITTSBURGH OFFICE

REPORT WRITING

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/91 BY sp-5c/bj

MEMBERS PRESENT: Messrs. R. T. Harbo E. Scheidt
S. K. McKee H. M. Kimball
E. D. Mason

Executive Conference

SUGGESTION:

Bureau Bulletin #16, dated 4/20/51, requires that all administrative material be placed on the administrative page of a report, with the exception of undeveloped leads which should be placed on another page.

ASAC H. B. Fletcher suggested that everything be placed on one administrative page, without the separate lead page requirement, and that the following items in particular be mentioned as suitable for inclusion on an administrative page:

1. Identity of informants
2. Identity of Special Employees
3. Name of intelligence agency having the security responsibility for a vital facility when the subject of a security case is there employed
4. Whether an Atomic Energy facility has an interest in the subject matter of a security-type case
5. Advice as to why copies are furnished for information
6. Miscellaneous administrative data similar to that described
7. Undeveloped leads (a topical heading should be placed on the administrative page, "Undeveloped Leads")
8. References.

SAG E. A. Soucy of Pittsburgh reflected sentiments along this line also.

RECORDED - 7 | 66-2554-9806

JOINT COMMITTEE CONSIDERATION: Unanimous favorable.

INDEXED - 7

On 5/26/51, the Joint Committee considered the above matter and recommended unanimously favorably. There is attached a proposed Bureau Bulletin for approval.

Attachment

EDM:DMG cc-Mr. Mohr
Mr. Clegg

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

EXECUTIVES CONFERENCE CONSIDERATION: HHC:ebt

The Executives Conference on June 6, 1951, with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Sizoo, and Clegg being present recommended unanimously favorable.

Respectfully,
For the Conference

✓
Clyde Tolson

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The Director

5-29-51

The Executives Conference

The Executives Conference of May 28, 1951, consisting of Messrs. Tolson, Tracy, Harbo, Belmont, Ladd, Nichols, Mohr, Rosen, Clegg, Sizoo and Glavin was advised that Mr. Pennington has furnished the attached dodger suggesting the joining of the \$10 - Club helping to send underprivileged boys to camp. The FBI American Legion Post 56 is the sponsor of Boy Scout Troop 31 which is composed of underprivileged youngsters who are wards of the city at the District of Columbia Industrial Home School. The Poster attached is a plea for donations to send these boys to camp.

It was suggested that rather than endeavoring to send the Poster around for signing of names of those who will contribute, that the Bureau utilize the mite boxes set up for this particularly worthy cause. The Conference feels that the response to this particular plea will be most wholehearted.

Should the Director agree the appropriate mite boxes will be set up without delay.

Respectfully,
For the Conference

Clyde Tolson

cc: Mr. Mohr
Mr. Clegg

WRG:cr

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HEREIN IS UNCLASSIFIED
DATE 11/19/91 BY SP-5UB/DP

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44 AUG 2 1951

ORIGINAL COPY FILED IN

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TO : The Director
FROM : The Executive Conference

DATE 6-11-51

SUBJECT:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/99 BY SP-5/BJM

The Executives Conference of June 8, 1951, consisting of Messrs. Tolson, Leo Laughlin (for Belmont), Sizoo, Clegg, Rosen, Ladd, Nichols, Mohr, Harbo, Tracy and Glavin considered a communication received from Marcell Graham of 141 Lincoln Street, Midvale, Utah, a National Academy graduate, who is desirous of being considered for appointment to the position of Special Agent in the Bureau.

b6
b7c

It was pointed out to the Conference that Mr. Graham is 40 years of age, a high school graduate and Chief of Police at Midvale, Utah. He was a graduate of the 38th Session of the National Academy in 1948. His character and fitness investigation, insofar as he himself, is concerned is entirely satisfactory. However, [redacted] have or had police records or very poor reputations and for that reason Mr. Clegg, in October 1950, stated that since [redacted] have or had criminal records and very poor reputations in their communities, the appointment of this man would be a gamble as it could quite possibly place the Bureau in a very embarrassing position should he have to conduct an investigation involving [redacted] which possibility is not at all remote in view of the character of [redacted]

Mr. Graham, in his communication of May 27, 1951, stated that he had been in law enforcement for the past ten years and was greatly honored by attending the 38th Session of the National Academy and since that time it has been his ambition to become affiliated with the FBI. He pointed out that he realized the high standards of personnel that are maintained by the FBI and feels he would be able to qualify and that he has not had any contact with his family since he was a boy. He stated he definitely does not have any contact with them at the present time, in fact, he does not have any information as to the whereabouts of [redacted]. He stated he has sincerely tried to live an honorable life and to take his place in his community as a good citizen and stated that if his family difficulties is the reason he application was rejected that the Director might take this into consideration and rescreen his file.

Since receipt of Mr. Graham's letter a communication was received from the SAC at Salt Lake City on June 6, 1951, concerning this particular applicant. SAC Newman stated he originally recommended Graham for appointment as a Special Agent Employee under the National Academy program, that he is a man of fine character, his honesty, integrity and dependability are unquestioned, he is absolutely loyal to the Bureau and has the highest regard for the Director and the Bureau's program.

CC: Mr. Mohr
Mr. Clegg

RECORDED - 121

66-2554-8807

INDEXED - 121

JUN 16 1951

WRG:cr
4549

65 JUN 11 1951

Memo for the Director

Newman continues that immediately following the recent riot at the Utah State Prison, the Governor of Utah declared a state of emergency and placed the Superintendent of the Utah Highway Patrol in temporary charge of the prison. The superintendent of the Highway Patrol, having the utmost confidence in Graham, had the Governor of Utah obtain an emergency leave of absence for Graham from the Mayor of Midvale, Utah, and he was designated Deputy Warden of the prison under this temporary emergency arrangement. Newman stated that the emergency at the prison is considered about over, and Graham informed him on June 6th that he intended to return to his job as Chief of Police at Midvale.

b6
b7c

At the same time Mr. Graham mentioned to Mr. Newman that he felt sure that he had not been offered an appointment by the Bureau in view of the reputation [redacted]. He stated, however, he has not had any contact with them for a long period of time and as far as possible, in view of the situation, had severed his connection with them. He advised Mr. Newman that he wanted him to know that in the event the Bureau could give him consideration, he would never do anything that would embarrass the Bureau in any way.

The Conference wishes to point out that the Director has recently approved the recommendation made by Mr. Mohr that National Academy graduates not be further considered at this time for Special Agent appointments.

The Conference recommends that a communication go forward to Mr. Graham at this time advising him it will not be possible to give further consideration to his application at this time. Such a communication is attached hereto.

Respectfully,
For the Conference

Clyde Tolson

Attachment.

If we resume making appointments of N.A. men he may be considered.
H

THE DIRECTOR

6/5/51

JOINT COMMITTEE

SUGGESTION #735

EMPLOYEE: SA WILLIAM J. JOVICK
SAN DIEGO OFFICE

NOTEBOOK WITH PERFORATED SHEETS FOR AGENTS

MEMBERS PRESENT: Messrs. R. T. Harbo E. Scheidt
H. M. Kimball S. K. McKee
E. D. Mason

SUGGESTION: ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/91 BY SP-5/BJW

The employee suggested that the Bureau adopt a small notebook with perforated pages convenient for carrying in the pocket and to be used by Field investigative employees. The employee felt that there would be a savings in the printing of the new notebook, it would be cheaper, and since each page was perforated, the pages could be quickly detached, constituting an advantage over the present type of notebook. The employee undoubtedly had in mind the present type of notebook the stenographers use in which all pages are bound to the cover rather than the type of notebook set in a ring binder, which permits each page to become easily detached.

EXECUTIVES CONFERENCE CONSIDERATION:

This matter was presented to the Executives Conference on May 7, 1951, at which time Messrs. Mohr, Rosen, Belmont, Sizoo, Ladd, Harbo, Nichols and Mason were present. The Executives Conference referred the matter to the Joint Committee, without recommendation.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

The Joint Committee on 5/26/51, felt that the present Bureau notebooks are more suited to the Bureau's needs. The Joint Committee also impressed by the fact that current notebooks cost \$80.00 per thousand, whereas the suggested notebooks cost \$120.00 per thousand.

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

66-2584
NOT RECORDED
45 JUN 23 1951

cc-Mr. Mohr
Mr. Clegg
EDM:DMC

ORIGINAL FILED IN 66-2584-311

THE DIRECTOR

5/31/51

JOINT COMMITTEE

SAVINGS:
AWARD:

SUGGESTION #723

EMPLOYEE: SA PAUL B. FRANKFURT
CHICAGO OFFICE

HANDLING OF SELECTIVE SERVICE CASES -
SCREENING TO DETERMINE IF DELINQUENCY WILFUL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 11/19/91 BY SP-5 C. B. H. J.

MEMBERS PRESENT: Messrs. H. H. Clegg R. T. Harbo
E. Scheidt S. E. McKee
H. M. Kimball E. D. Mason

SUGGESTION:

Employee suggested that, upon receipt of Selective Service cases for investigation by Field Offices, prior to conducting investigation or referring them to police departments for investigation, the cases be "screened" through initial inquiries by telephone so as to determine whether the delinquency is wilful.

ADVANTAGES:

1. In many instances such telephone inquiries will resolve the delinquency as non-wilful and thus enable attention to be concentrated on the wilful cases.
2. Since the initial inquiries will consist primarily of telephone calls to the individual's employer, persons to always know the subject's address, and neighbors, information as to subject's intentions can readily be obtained.
3. Saving in personnel time.

RECORDED - 124

66-2554-8808

DISADVANTAGES:

1. Form letters are now used for the same purpose and it is believed they are more effective than the proposed system.
2. Investigation by telephone is undesirable, especially when the telephonic contact is with an individual unknown to the Agent.
3. It is felt that telephonic contacts generally would create an unfavorable impression with the public and might possibly result in criticism.
4. The proposed procedure would eliminate certain phases of administrative control presently available through the use of form letters.

JUN 15 1951

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

65 JUL 6 1951
cc-Mr. Mohr & Mr. Clegg
ES:DMG

Executive Conference

ORIGINAL COPY FILED IN 66-2554-8808

DISADVANTAGES (continued)

5. Telephonic contacts, if carried beyond the local zone, could cause a considerable increase in communications costs since there is a volume of Selective Service cases.
6. It is very doubtful whether it would be possible to easily determine by telephone whether delinquency was wilful.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

On 5/26/51, the Joint Committee considered the above suggestion and recommended unanimously unfavorably for the above reasons.

The Director

May 15, 1951

The Executives Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7/11/91 BY SP-5 CBT/HP

ANALYTICAL FILE REVIEWS

Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Clegg, Sizoo and Nichols considered the following recommendation presented by Mr. Nichols on behalf of the Files Section.

Mr. Nichols pointed out that our name checks are increasing; that efforts are being made to devise short cuts, particularly in File Review, to remove the burden of checking scores of file references inasmuch as experience has demonstrated that 95 per cent of all files reviewed contain insufficient information to establish an identification of an individual who is the subject of inquiry. The remaining 5 per cent identifications are furnished to Agent Supervisors reviewing files and of these only 2 per cent of the file references are finally utilized. It was pointed out that over the past eight years an exceedingly experienced, ingenious, and conscientious group of employees have developed in the Records Section who have an intimate knowledge of the files, indices and Records Section operations.

On test checks it has been demonstrated that the experienced, mature employees in File Review can handle the forms on an analytical basis rather than adhering to the mechanical rules of searching and reviewing which we have and which we must have for inexperienced employees. By utilizing this method, the experienced employees, by taking into consideration the following factors, can weed out non-identifying material and expedite the file review. Employees assigned to this type of search would be required to have a minimum of 1 1/2 years experience in file review work, which would mean they had been assigned to the Files Section for at least 2 years. Even then each person assigned to this type of search would be selected upon the basis of their proven record and only those who have demonstrated personal competence and good judgment would be used. This is the type of person who would be reallocated in the new proposed grade GS-5 which is presently under consideration. As a further illustration of the restrictions which the Files Section contemplates placing upon the assignment of such people at this time, there are only 15 employees in the Files Section who are believed to have sufficient competence to justify their assignment to this type of search. The following are the factors considered whereby this is possible:

INDEXED - 41
RECORDED - 41
66-2554-880

- 1. Analysis of occupational data on the form ~~SEARCH~~ it with similar or dissimilar data on index cards and abstracts.

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

cc: Mr. Clegg
Mr. Mohr

LAN:mog:GMC

JUN 22 1951

May 15, 1951

2. Analysis of information concerning dates as they pertain to localities on the name check forms and comparing this with similar data on index cards and abstracts.
3. Correlation and analysis of collective information on the forms with that on the index cards, abstracts and files that determine sex, race, aliases, and significances and variations of names.
4. A knowledge of the file numbers appearing on index cards of the contents of the file. For example, there are certain files that contain a list of names which do not present enough information to justify an identification.

As an illustration of the advantages of this system, it may be pointed out that an average reviewer under our required rules of file reviewing handles on an average of two forms per hour. Under the suggested procedure, the reviewer averages ten forms per hour, a daily production of eighty forms per day, as compared to sixteen forms per day. As an illustration, the name of Florence Pearl Hankin, nee Buck, is searched. There are 175 file references under the name of Pearl Buck. By applying the suggested procedure, an experienced file reviewer by reviewing the references and eliminating those which are not identical was able to complete the review in fifteen minutes. Had we handled the review under our rules and regulations for new employees, approximately twelve hours would have been required. Numerous tests have been run and in no instance has derogatory information been developed by following our prescribed rules of searching and reviewing which was not found by the analytical method suggested.

It was pointed out that there is a calculated risk in this analytical system. It is believed, however, that it is so remote that the advantages far exceed the risk. The risk can further be cut down by resolving on doubts of names, particularly when they refer to main files, to check files. A demonstration of this system has been given to Messrs. Keay, Glavin, Ladd and Nichols. Messrs Glavin and Ladd reported to the Conference their approval of the procedure. Mr. Keay had previously approved the procedure. The Conference unanimously recommended that it be put into effect immediately, utilizing only old experienced employees.

Respectfully,
For the Conference

KJ
Clyde Tolson

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : The Director
From : The Executives Conference
Subject:

Date: June 15, 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/91 BY SP-5 CJB/BJ

The Executives Conference of June 13, 1951, consisting of Messrs. Tolson, Ladd, Clegg, Tracy, Sizoo, Laughlin (for Belmont), Mohr, Rosen, Parsons (for Harbo) and Glavin considered the attached suggested communication to all Special Agents in Charge concerning Annual Performance Ratings on Investigative personnel and recommended its approval.

This particular communication is being forwarded to all Special Agents in Charge pointing out to each SAC the necessity of submitting Annual Performance Ratings by June 30, 1951, on those Special Agents who were not eligible for such ratings on March 31, 1951.

The Conference recommends approval of the communication in question.

Respectfully,
For the Conference

[Handwritten signature]

Clyde Tolson

Attachment

CC: Mr. Mohr
Mr. Clegg

WRG: cr

[Handwritten initials]

RECORDED - 34 | 66-2554-8810
INDEXED - 34 | JUN 21 1951

HANDLED BY
SECP DESK

4099

50 JUN 21 1951

The Director

5-29-51

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/94 BY SP-5 CIP/xy

The Executives Conference of May 28, 1951, consisting of Messrs. Tolson, Tracy, Harbo, Belmont, Ladd, Nichols, Mohr, Rosen, Clegg, Sizoo and Glavin considered the present Bureau regulations pertaining to the storage facilities of Bureau automobiles. It also considered the registrations thereof.

It was pointed out to the Conference that recently an automobile assigned to the Resident Agency at Huntington, West Virginia had been stolen. This car was parked beside the Resident Agent's home shortly before midnight, the Agent working late in the evening, and he having made arrangements to depart from his residence on active duty at 6:00 A. M. the following morning. The car was stolen during the early morning hours. It was recovered undamaged.

The Bureau regulations contained in Section 27 (6) of the Manual of Rules and Regulations provides that adequate storage facilities should be provided for all Bureau-owned automobiles and that such automobiles used on road trips should be given the same attention as to storage as those automobiles used in the headquarters cities. The section further provides that the Special Agent to whom the car is assigned should see that it is properly stored for the night whenever such facilities are available and that cars should not be left unattended on public highways or on city streets during the night hours.

The Conference feels that the Bureau's present regulation concerning the protection of Bureau owned automobiles is entirely adequate. In the present case, if the Resident Agent at Huntington, West Virginia, stored the automobile in the contract garage at Huntington it would not have been stolen.

The Conference recommends that we again advise the field concerning the Bureau's regulation pertaining to the storage of Bureau owned automobiles and they be again advised that this regulation must be abided by at all times.

With reference to the registration of Bureau owned

cc: Mr. Mohr
Mr. Clegg
Director

66-2584-
NOT RECORDED

JUN 28 1951

ORIGINAL FILED IN 66-1980-7-2287

Memorandum for the Director

automobiles, the Conference feels that first we must secure from all divisional offices the procedure followed by those offices in registering automobiles so that the Bureau can give attention to this matter on a country-wide basis at one time.

A suggested communication to the field concerning this particular matter is attached hereto.

Also attached hereto is a suggested letter to all investigative employees concerning the proper storage of Bureau owned automobiles.

Respectfully,
For the Conference

Clyde Tolson

Attachments:

THE DIRECTOR

5/28/51

JOINT COMMITTEE

SAVINGS: None
AWARD: None

SUGGESTION #704

EMPLOYEE: SAC C. W. BROWN

CHARLOTTE DIVISION

PROPOSED MODIFICATION MANUAL OF
RULES AND REGULATIONS
HANDLING OF PHOTOGRAPHS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/91 BY SP-5 cjb/brp

MEMBERS PRESENT: Messrs. H. H. Clegg R. T. Harbo
E. Scheidt S. X. McKee
H. M. Kimball E. D. Mason

SUGGESTION:

Executive Corps

It was suggested that the Manual of Rules and Regulations be changed to require the placing of a subject's name and the date that a photograph was taken on the reverse side of each photograph placed in FBI files whenever available.

The Manual of Rules and Regulations presently states, "The name and date the photograph was taken shall be placed on the back of the photograph by the office sending the photograph to other offices."

SAC Brown points out that the present requirement of placing the subject's name and date taken on the photograph covers instances only when a photograph is transmitted to another Field Office and, if the photograph is not transmitted to any other office, it might remain in file for an extended period of time at the end of which it would not be possible to determine the original date the photograph was taken.

ADVANTAGES:

Positively shows the date the photograph was taken and the name of the person whose picture was taken.

DISADVANTAGE:

Small amount of clerical time required.

JOINT COMMITTEE ACTION: Unanimously favorable.

The Joint Committee considered the above suggestion on 5/26/51, and recommended unanimously favorably to adjust the Manual of Rules and Regulations to read:

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

Attachment

55 JUN 25 1951

EDM: DVG

RECORDED - 107
INDEXED - 109
EX - 32

166-2554-888
536-20-51

ORIGINAL FILED IN 100-1033

*HCM
CWM*

JOINT COMMITTEE ACTION (continued)

"The name of the person and the date of the photograph shall be placed on the back of the photograph at the time it is put into an exhibit envelope. This identifying data need appear on only one copy of identical photographs in file. All photographs transmitted to another office should show the identity of the individual and date the photograph was taken, along with full description."

EXECUTIVES CONFERENCE CONSIDERATION: EDM: MAW

The Executives Conference of May 31, consisting of Messrs. Glavin, Tracy, Harbo, Mohr, Ladd, Belmont, Sizoo, Nichols, and Mason considered the above subject. All persons in attendance were favorable. There is attached, subject to approval, a Bureau Bulletin which will also constitute a revision of the Manual of Rules and Regulations. The attached Bureau Bulletin is presented for approval.

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

THE DIRECTOR

6/5/51

JOINT COMMITTEE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

SUGGESTION #742

DATE 11/19/50 BY Sp-521/pw

EMPLOYEE: SA FRANK V. HITT
SECURITY INVESTIGATIVE DIVISION

~~SHORTENING TELETYPE MESSAGES -~~
~~REPORTING APPREHENSION OF FUGITIVES.~~

MEMBERS PRESENT: Messrs. R. T. Harbo H. M. Kimball
S. K. McKee E. D. Mason
E. Scheidt

SUGGESTION:

The employee stated numerous teletypes are sent relative to fugitive cases, containing the following information:

"Title and character. Subject apprehended by Bureau Agents today at (City and State). Discontinue."

The employee suggested the use of a code word to serve in place of 5 of the words contained in the above message so that these teletypes in the future would read as follows:

"Title and character. SATBAD (meaning subject apprehended today, Bureau Agents. Discontinue). (City and State)."

OBSERVATIONS:

Mr. A. H. Belmont expressed the opinion that this suggestion appeared to have considerable merit and recommended that the suggestion be expanded to provide for the inclusion of the police department when police representatives accompany Bureau Agents in effecting an apprehension. Mr. Belmont also felt that instructions should also be issued to the Field in the event of an apprehension of a fugitive of importance, or if a press release is involved, additional details should be incorporated in the teletype.

Mr. A. Rosen expressed the view that the suggestion has considerable merit and that there is a large number of teletypes of the nature referred to. Mr. Rosen also felt that, if adopted, careful instructions should be given the Field in order that no confusion might arise in situations where for some reason additional information is required.

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

cc-Mr. Mohr
Mr. Clegg

RECORDED - 81
INDEXED - 81

66-2554-818/25
NOT REC.
45 JUN 14 1951

HANDLED BY
SQUAD

ORIGINAL FILED IN 62-14749

EDM:DMG

ADVANTAGES:

Saves 5 words of a teletype message.

DISADVANTAGES:

1. It would be another code word for employees to learn and keep track of.
2. Saves only 5 words whereas in the regular message the Bureau pays at the rate of 3 minutes dispatching time and a saving of 5 words would be of no financial savings to the Bureau.
3. Employees might fall into the routine of submitting the code word without adding the additional identifying data necessary where press releases were involved, thus resulting in no savings, but actual expense from follow-up communications necessary to and from the submitting office.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

On 5/26/51, the Joint Committee considered the above suggestion and recommended unanimously unfavorably.

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

THE DIRECTOR

5/31/51

JOINT COMMITTEE

Quarterly Conference
SAVINGS:
AWARD:

SUGGESTION #730

EMPLOYEE: SA ROY C. DAHL
EL PASO OFFICE

FIRST REPORTS AND/OR TELETYPES
CONCERNING ESCAPED FEDERAL PRISONERS.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/91 BY *sq-scibmp*

MEMBERS PRESENT: Messrs. H. H. Clegg R. T. Harbo
E. Scheidt S. K. McKee
H. N. Kimball E. D. Mason

SUGGESTION (1)

That the Bureau require that the first report, or teletype from the office of origin in an Escaped Federal Prisoner case contain a statement as to whether or not the institution from which the subject escaped has offered a reward for the subject's apprehension.

ADVANTAGES:

This information could be brought to the attention of local law enforcement officers who might thereby be stimulated to render more active assistance in attempts to locate the fugitive.

DISADVANTAGES:

166-2554
NOT RECORDED
149 JUN 19 51

1. Several years ago the Bureau had some difficulty in this type of case as a result of ~~misunderstandings~~ when local officers were under the impression a reward had been offered and when, in fact, there was none outstanding. As a result, in 1937 the Field was cautioned in this matter to avoid the possibility of this type of misunderstanding.
2. The Bureau of Prisons has advised that very rarely does the Warden of a penitentiary issue a reward immediately after a prisoner escapes. There are now 6 different types of rewards offered by the Bureau of Prisons, all with different conditions.
3. In view of past experience with misunderstandings on the part of local officers, it is not felt that we should take the initiative in informing them of rewards offered by another agency as it might tend to involve us in controversies concerning the payment of rewards.
4. Cooperation from local officers should be on the basis of our personal relations rather than on the basis of a reward offered by the Bureau of Prisons.

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

cc - Mr. Mohr
Mr. Clegg
RTH:DMG

ORIGINAL FILE IN 166-6200-76

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

On 5/26/51, the Joint Committee considered the above suggestion and recommended unanimously unfavorably for the above reasons.

SUGGESTION (II)

The employee suggested it be mandatory that the first teletype contain the fingerprint classification of the subject.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee considered this suggestion and unanimously felt that no further action was necessary on this point since existing instructions in the FBI Handbook require a Field Division, when requesting investigation of auxiliary offices for the location and apprehension of a Bureau fugitive, to furnish the description of the subject, which includes the fingerprint classification.

THE DIRECTOR

6/2/51

JOINT COMMITTEE

SUGGESTION #708
EMPLOYEE: SA FRED K. MORGAN
ALBANY DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/21/91 BY SP-5 CJP/DTF

SUGGESTED USE OF 6 VOLT PORTABLE WIRE RECORDERS
FOR BUREAU SURVEILLANCE CARS

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

SUGGESTION:

It was suggested that the Bureau equip Field Offices with portable battery-operated wire recorders.

ADVANTAGES:

1. Such equipment could be used in surveillance cars to enable the Agent to record detailed descriptions of events, automobile license numbers, residences, physical descriptions, etc.
2. Such equipment could also be used to record full and complete information on major cases as the events actually happen.

DISADVANTAGES:

1. Cost of equipment.
2. Likelihood of possible surveillance activity becoming publicized through the use of the equipment.
3. Additional Agent time and stenographic time in playing back the recording and transcribing the data.
4. Additional problems of maintenance and administration.

OBSERVATIONS:

It was pointed out by Mr. Harbo that the Bureau has on order 2 battery-operated magnetic tape recorders which upon receipt will be forwarded to the New York Office for experimental use. Further consideration will be given to the possible wider application of such equipment to field investigative problems after the results in New York have been reviewed.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

The Joint Committee scheduled this for reconsideration in January 1952.

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

RTH:DMG
cc-Mr. Mohr & Mr. Clegg

RECORDED - 44-66-2554-8813
INDEXED - 44 NOT RECORDED
45 JUN 16 1951

130

ORIGINAL FILED IN

HANDED TO STOP

HAC

The Director

April 24, 1951

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/91 BY SP-5C/pw

The Executives Conference of April 23, 1951, consisting of Messrs. Ladd, Sizoo, Quinn Tamm (for Tracy), Harbo, Mason (for Clegg), Belmont, Rosen, Mohr and Glavin considered the attached suggested letter to all SACs concerning resident agencies and contract garages and recommended that the attached communication go forward to the field.

It was pointed out to the Conference that the Bureau has not had for a number of years the residence addresses of resident agents and it is felt that in order to definitely determine that all Resident Agents are residing in their resident agency that this information should be on hand and should be furnished in the future.

Respectfully,
For the Conference

Clyde Tolson

CC: Mr. Mohr
Mr. Clegg

Attachment

WRG:or

RECORDED - 43

INDEXED - 43

66-2554-8814

JUN 25 1951

HANDLED BY
STOR DESK

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

886

55 JUN 25 1951

THE DIRECTOR

June 12, 1951

THE EXECUTIVES' CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 11/19/91 BY SP-SC/BW

ONI REQUESTS TO REVIEW ATOMIC ENERGY COMMISSION REPORTS AT PITTSBURGH, PENNSYLVANIA

On June 11, 1951, the Executives' Conference, consisting of Messrs. Tolson, Ladd, Clegg, Glavin, Harbo, Nichols, Rosen, Tracy, Mohr, Sizoo and Belmont, considered a request by ONI that ONI representatives at Pittsburgh, Pennsylvania who are investigating personnel of the Navy for security clearances be allowed to examine FBI reports in possession of the Atomic Energy facility at Pittsburgh. Commander G. R. Wilson, of ONI, advised that ONI is investigating, incidental to issuing security clearances, a heavy volume of cases concerning enlisted, officer and civilian personnel of the Navy. Wilson stated that the subjects of many such inquiries had previously been investigated by the FBI under the Atomic Energy Act. ONI representatives have contacted an Atomic Energy facility at Pittsburgh, Pennsylvania, to review FBI reports in these Atomic Energy cases, but were denied permission by AEC officials on the grounds that the FBI did not permit the disclosure of information in FBI reports in the possession of AEC to outside agencies.

Commander Wilson advised that many ONI investigations are confined to one area and a local check in many instances is sufficient, thus avoiding a name check through the headquarters offices in Washington, D. C. Commander Wilson requested that the Bureau give authority for ONI to make examination of our reports in possession of the Atomic Energy facility at Pittsburgh.

FACTS:

The FBI, under the Atomic Energy Act, handles numerous investigations of employees of the Departments of the Army, Navy, Air Force, the Office of Secretary of Defense, and other agencies, incidental to these employees being considered for clearance by the Atomic Energy Commission for the handling of restricted data, or for their admission to restricted areas.

It was pointed out that if we grant authority to AEC to allow ONI representatives to examine FBI reports in their custody at Pittsburgh, we would be opening the door for like requests from other agencies and also there might be a tendency on the part of AEC to relax the restrictions which AEC maintains concerning our reports.

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

CC - Mr. Clegg
Mr. Mohr

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INDEXED - 11
JUN 21 1951

66-2554-8815
JUN 21 1951

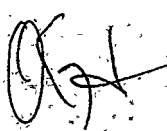
MEMORANDUM FOR THE DIRECTOR

It was also pointed out that by allowing ONI to make such reviews locally, this would cut down on the administrative burden required if ONI has to go through Headquarters for a complete name check when, in fact, the procedure could be streamlined by merely allowing ONI to check these reports. On the principle of handling matters locally, whenever possible, it would appear desirable to authorize AEC to allow ONI to make this examination. Only accredited ONI representatives would be allowed to look at these reports and, of course, we would make the same information available to ONI, upon request, here in Washington. Therefore, it is not a question of furnishing information to which ONI is not entitled.

EXECUTIVES' CONFERENCE
RECOMMENDATION:

The Executives' Conference recommended unanimously that we authorize the Atomic Energy Facility at Pittsburgh to make the above-mentioned reports available for examination by ONI representatives at Pittsburgh. In the event you agree, this matter will be handled via Liaison.

Respectfully,
For the Conference


4
Clyde Tolson

May 7, 1951

File

The Director
The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/91 BY SP-5ci/bmj

The Executives Conference consisting of Messrs. Ladd, Glavin, Clegg, Sizoo, Belmont, Rosen, Mohr, Tracy, Nease and Nichols considered the recommendation of the Records Section that nicknames in connection with the applicant-personnel type of investigation not be indexed. It was pointed out that out of 240,158 cases opened there were approximately 58,000 index cards containing nicknames based upon the forms sent to the Bureau. It was the Records Section's recommendation that nicknames not be indexed in these cases unless derogatory information was developed in the course of the investigation; however, nicknames would be searched in the searching process.

The Conference unanimately recommended approval.

Respectfully,
For the Conference

LBN:mb
cc - Mr. Clegg
Mr. Mohr

Clyde Tolson

DIRECTOR'S NOTATION: "OK.H."

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66-5084-323
66-2554-8816
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JUN 21 1951

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INITIALS ON ORIGINAL

76 JUL 26 1951

THE DIRECTOR

6/14/51

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 11/19/91 BY SP-5 [signature]

On 6/13/51, the Executives Conference, with Messrs. Ladd, Parsons, Glavin, Mohr, Sizoo, Laughlin, Rosen, Tracy, Nease and Clegg present, considered an inquiry from SAC Maynor of Buffalo. The graduates of the FBI National Academy are meeting at Lake Placid for the state-wide meet on the weekend of June 24, and there are business sessions on Monday and Tuesday, June 25 and 26, 1951. The SAs of Albany and New York City will be present. SAC Maynor does not plan to attend as his son is graduating from high school at that time and he wants to be at the graduation. His office will be represented by SA George A. Lankes, who will discuss Juvenile Delinquency before the meeting.

He advised that 2 graduates of the FBI National Academy who, prior to appointment resided in the Buffalo Division, had recently arrived on transfer to the Buffalo Office. One of these men is an official of the state organization, being a member of the Board of Governors. This is the first meeting since his election and his successor has not been appointed. Mr. Maynor inquired as to whether these 2 graduates of the Academy would be authorized to attend and, if so, whether they should be considered on Annual Leave or on official business.

Messrs. Glavin and Mohr felt it was advisable for them to take Annual Leave if they desired to attend since this meeting would be largely for their personal satisfaction and the Bureau might be subjected to criticism for authorizing them to attend at Government expense. Lake Placid is in the Buffalo Division.

Messrs. Ladd, Parsons, Sizoo, Laughlin, Rosen, Tracy, Nease and Clegg recommended that these graduates be authorized to attend this meeting of the FBI National Academy Associates on Government time and at Government expense since the Academy Associates is an organization which cooperates closely with the FBI and it was to the Bureau's advantage to maintain close liaison with this group, and the attendance of these graduates of the Academy, who are now Special Agents, would be beneficial to the meeting, would improve the contacts and relationships, and would be to the benefit of the Bureau, and, hence, to the Government.

Mr. Maynor will be advised in keeping with the Director's decision.

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

RECORDED - 34
INDEXED - 34

66-2554-8817

JUN 21 1951

Clayton with minority

Respectfully,
For the Conference

JUN 25 1951

cc-Messrs. Mohr & Clegg
BHC:DMG

Clyde Tolson

HANDLED BY
STOP DESK

The Director

June 18, 1951

The Executives Conference

RADIO EQUIPMENT
SAN ANTONIO OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/12/91 BY SP-5 CJB

On June 18 the Conference composed of Messrs. Ladd, Callahan, Tamm, Trotter, Nichols, Sizoo, Belmont, Rosen and Harbo considered the request of the San Antonio Office for radio receivers for use in the field office to enable them to monitor broadcasts by the San Antonio Police Department and by the Texas Department of Public Safety.

The SAC pointed out that this equipment would be of great value to the office when working on a case which constituted both a Federal and a State violation. He pointed out that in the recent investigation of a bank robbery case the San Antonio Office was working on the case at the same time as the San Antonio Police and the Texas Department of Public Safety; the lack of facilities to monitor radio broadcasts of the latter two agencies put our Agents at a disadvantage because they were not in possession of up-to-the-minute information concerning certain phases of the pursuit of the fugitives.

Equipment of the type requested was recently approved for installation in the El Paso and Indianapolis Offices.

The Conference unanimously recommends approval of the purchase of two radio receivers for the San Antonio Office to permit monitoring of the broadcasts of the San Antonio Police Department and the Texas Department of Public Safety. Combined cost of the two receivers will be approximately \$200.00.

Respectfully,
For the Conference

Clyde Tolson

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

HANDLED BY
STOP DESK

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JUN 21 1951

INDEXED - 109 37

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

JUN 25 1951

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RH

66-2554-8818

April 24, 1951

Mr. Nichols

M. A. Jones

Field Office Mailing List Changes

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/91 BY SP-5 CJP/HP

You will recall that each year in March the field offices submit field office mailing lists which contain the names of the various law enforcement officials in the respective field offices districts. Subsequently throughout the year the various field offices submit changes by memorandum as they occur. The changes are first received in the Crime Records Section and thereafter we route them to the Identification Division so that Identification can change their own list if necessary. According to the policy which has been followed in the past, the Ident. Division has been thereafter destroying these memorandums. I now understand from Mr. Anderson in the Ident. Division that it is the feeling there that these changes should be kept permanently or at least until the field office mailing list for the following year is received.

I can see no purpose in keeping these memorandums after the changes have been made in this Section and Ident. Accordingly, I wish to recommend that we destroy this material after the changes have been made. Some samples of the memorandums are attached.

It is noted that the Records Disposal Act approved July 7, 1943, and later amended, covers mailing lists. General Schedule #3, items 1 and 2 permits destruction after they are superseded or become obsolete, or until changes are made. (66-3286-381X, 431X)

cc: Mr. Tracy

RECORDED - 127

Attachment
MAJ:lch

66-2554-8819
JUN 20 1951
54

ADDENDUM: 4/26/51 SJT:do

Letters reflecting changes in the Field Office Mailing List should be kept in order that responsibility can be determined in the event a field office fails to advise of a change of office or if an employee at the Bureau fails to properly handle the change. Responsibility cannot be established if they are destroyed.

S.J. Tracy

ADDENDUM: 5-1-51, LBN:CMC

Executive Conference consisting of Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Clegg, Sizoo, and Nichols were of the unanimous opinion that copies of mailing list changes from the field should be retained for one year.

ORIGINAL FILE IN 66-2554-8819

54

The Director

May 17, 1951

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/9/91 BY SP-SC/DAP

PREPARATION OF CRIMINAL RECORDS

The Executives Conference on May 15, 1951, with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Sizoo, Nichols, and Clegg being present, considered recommendations concerning the preparation of criminal records in the Identification Division. It will be recalled that Judge Conway of Sioux Falls, South Dakota wrote to the Bureau advising that he felt there was a wilful waste in connection with the preparation of criminal records due to the fact that the record to which he referred was made up of six sheets of paper with only one side of the paper used and with the record being double spaced. He felt there should be more abbreviation, each offense listed on one line, the report single spaced and both sides of the paper used. This, he felt, would result in a saving of paper and would lessen the burden on the U. S. Mail. He thought that by making a report more compact it could be reduced to approximately one-sixth of its present weight.

SUGGESTIONS AND RECOMMENDATIONS OF THE EXECUTIVE CONFERENCE

Following a survey of the method in which identification records were prepared the Executives Conference considered the following suggestions:

1. It was recommended that we continue to print the criminal record on one side of the paper. It was found that the procedure of printing on both sides increased operating time by 87.5%, resulted in errors because the paper was wet with ink from the first run, and decreased the neatness and legibility of the record. The increased cost in time of employees would approximate \$25,000 per year. A criminal record of up to five pages can be mailed for the minimum charge of 6¢ by air mail. 90% of the outgoing records by air mail require no extra postage. The savings in paper would be considerably less than the increased operating cost. An Official of the company manufacturing the ditto machine states that it was primarily intended for use on one side of the paper and there is a definite loss in operating time if the paper is printed on both sides.

RECOMMENDATION:

The Executives Conference unanimously recommended favorably that we continue to print the record on one side of the paper.

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

IHC: eb ulk
Mr. Mohr
Mr. Clegg

RECORDED - 127

INDEXED - 127

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RECORDED

63
66-21-51

65 JUN 26 1951

2. It is recommended that the present practice of leaving a line of space between each entry on the record be discontinued and that there be no skipped line between different arrest records. In the event the disposition is not furnished with the fingerprint card then a line would be skipped in order to enter this disposition when it is received. This suggestion is to apply only to records typed in the future and does not include a requirement that thousands of stencils already prepared be retyped.

ADVANTAGES

The record is entirely legible when single spaced. Attached hereto is exhibit A which reflects the present system of double spacing the record. Also attached is exhibit B which is a sample of single spacing the record. This definitely requires less paper and less space.

DISADVANTAGES

1. It lends to the possibility of confusion when each arrest is not separated by a skipped line.
2. When the disposition can be set forth fully on the first page of the criminal record it eliminates the necessity of the disposition having to be posted as a notation on the following page.

THE EXECUTIVE CONFERENCE CONSIDERATION

Messrs. Tracy and Clegg recommended favorably that the single spaced method, as suggested, be used.

All the other members of the Conference who were present recommended unfavorably.

3. Concerning the use of abbreviations it was suggested that the abbreviations presently in use be continued. The present approved list of abbreviations which has been published in the past in the FBI Law Enforcement Bulletin would be re-examined by the Identification Division officials to make certain it is up to date and to make any additions which they believe to be advisable.

Due to the fact that the present list of abbreviations

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

is maintained as pages in the typists' manual it is felt that they should be more easily available and it was recommended that for the typists preparing this sort of material there should be obtained a visual type register to be placed on the typists' desks. Approximately 350 visual type registers would be needed at a cost of approximately \$1.40 each.

Some fear was expressed that there was not enough room on the typists' desks for this visual register and that they would continue to keep it in their desk.

THE EXECUTIVES CONFERENCE RECOMMENDATION:

It was unanimously recommended that six of these visual type registers be obtained and tried by the typists in order to determine its practicability. It was felt that if these registers of abbreviations could be maintained in this more convenient manner, it would lead to a more frequent use of the present approved abbreviations by the typists, thus reducing the length of some items in the report as well as the report itself.

4. A suggestion was made that it might be possible to consolidate the records of arrests for intoxication and drunkenness. Out of 1,312,293 criminal fingerprints received in 1950, 178,165 or 13.57% were for drunkenness. Rewriting or summarizing these arrests would be time consuming; would require the preparation of new stencils; and the summarization, if approved, would have to be performed by typing employees in the Identification Division.

THE EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference unanimously recommended unfavorably. It was believed that arrests for drunkenness and intoxication should continue to be recorded each as a separate item as at present.

Respectfully,
For the Conference

Clyde Tolson

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

THE DIRECTOR

6/1/51

JOINT COMMITTEE

SUGGESTION #739

EMPLOYEE: SA JOSEPH P. McMAHON
CHICAGO OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/91 BY SP-3 JCB/DP

RECORDING DATA ON CASE FILE COVERS

MEMBERS PRESENT: Messrs. H. H. Clegg R. T. Harbo
E. Scheidt S. K. McKee
H. M. Kimball E. D. Mason

SUGGESTION:

The employee suggested that a system of posting certain information on the inside of the front cover of Security Matter cases be authorized. Such information would consist of such items as Bureau file numbers, correct and complete title, birth date, or naturalization status, photographs sent Bureau, handwriting sent Bureau, identification record obtained, security flash placed, trash cover placed, date of last report and it was also provided that the serial number containing the item in question would be set forth opposite the item.

ADVANTAGES:

1. The availability of this information would be convenient for reference purposes and would save some supervisory time in connection with file reviews.

DISADVANTAGES:

1. It appears that the time consumed in administrative handling to keep such a system up to date outweighs the benefits.
2. The procedure would add considerable administrative burden to the Field in posting changes.
3. Checks would have to be made from time to time in order to insure that the information set forth was accurate.
4. Certain of the information appears on the Security Index card and thus would be a duplication.
5. It is not believed that this, or any other system set up, would obviate the need for a file review by supervisory employees.

JOINT COMMITTEE CONSIDERATION: Unanimously opposed.

The Joint Committee on 5/26/51, was unanimously opposed to the suggestion for the above reasons.

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

4-142
INDEXED
NOT RECORDED
EX-72
SKMc:DMG

166-2554-882
NOT RECORDED
45 JUN 1 1951

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INITIALS ON ORIGINAL

52 JUL 23 1951

0 Expedited

ORIGINAL FILED IN

THE DIRECTOR

6/8/51

JOINT COMMITTEE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/19/91 BY SP-5 CBN/ST

SUGGESTION #721

EMPLOYEE: INSPECTOR T. E. NAUGHTEN
TRAINING AND INSPECTION DIVISION
SECURITY MATTERS - LOS ANGELES DIVISION

MEMBERS PRESENT: Messrs. R. T. Harbo E. Scheidt
S. K. McKee H. M. Kimball
E. D. Mason

SUGGESTION:

(1) Mr. Naughten suggested that the Field be authorized to adopt a form memorandum to be filled in by the Agents in Longhand for the purpose of reporting attendance at meetings of interest in Security Matters. Since channelizing memoranda are prepared in order that one copy may be filed in the case file on each person attending, a form for recording the attendance at meetings will be time-saving, since generally the only information will be that the individual attended a particular meeting.

ADVANTAGES:

1. A form channelizing memorandum for the purpose of recording attendance at meetings will save both stenographic and clerical time since it can be filled out by the Agent in Longhand.
2. This type of memorandum will save time in file reviews.

JOINT COMMITTEE CONSIDERATION: Unanimously favorable.

A number of Field Offices are handling channelizing memoranda for the purpose of recording attendance at meetings in this manner. The Joint Committee favored the adoption of this procedure. Attached for approval is an SAC Letter, and a standard form to follow.

EXECUTIVES CONFERENCE CONSIDERATION: Unanimously favorable. HHC:DMG

On 6/13/51, the Executives Conference, with Messrs. Ladd, Parsons, Glavin, Mohr, Sizoo, Laughlin, Rosen, Tracy, Nease and Clegg present, unanimously recommended that the suggestion be adopted; the attached form be approved; and the recording of attendance of individuals at the meeting be listed on the attached form. If this is approved, there is attached hereto an SAC Letter and an accompanying form for this purpose.

65 JUN 26 1951

INDEXED - 132

66-2559-8822
JUN 23 1951

Attachment

cc-Messrs. Mohr & Clegg
CDM:DMG

RECORDED 132
HARRIS

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


SUGGESTION:

(2) Mr. Naughten forwarded a suggestion from Mr. E. B. Hood that Security Index cases be maintained in a pending inactive status and assigned. Mr. Hood's view was that, since addresses on Security Index subjects are verified every 6 months, keeping cases pending inactive and assigned will be reflected in our statistical accomplishments and will reduce the clerical time and effort necessary to open and close these cases every 6 months.

SECURITY AND ESPIONAGE CONFERENCE CONSIDERATION:

This matter was considered by the recent Security and Espionage Conference and was handled by SAC Letter #53, dated 5/26/51, which provides that Security Index subject cases are not to be maintained pending inactive or assigned but are to be followed on a 6-month tickler in order that addresses may be verified. For this reason, the Joint Committee did not consider this suggestion.

Respectfully,
For the Conference


Clyde Tolson

OK
fn

THE DIRECTOR

June 19, 1951

THE EXECUTIVES' CONFERENCE

~~NO CASE~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/91 BY SP-5 CIP/BJZ

On June 18, 1951, the Executives' Conference consisting of Messrs. Ladd, Callahan for Glavin, Harbo, Nichols, Rosen, Quinn Tamm for Tracy, Sizoo for Mohr, Trotter, and Belmont considered the problem of what course the Bureau should pursue relative to difficulties being encountered by Boris Morros in bringing into this country the Austrian film "Child of the Danube."

Boris Morros has made several trips to Europe in connection with his moving picture business. During these trips, he has also attempted to cement his relations with the Soviets and particularly to bring to a head the setting up of the proposed television company in New York City and the financing thereof by the Soviets. The Soviets have kept him dangling since 1949 with promises to finance him and the television company. As part of this financial picture, the Soviets have proposed furnishing to Morros the moving picture "Child of the Danube," which is a singing and dancing production in color originally made under the old Austrian regime before occupation by the Soviets. The film was taken by the Soviets as reparation and negotiations have been under way for some time by Morros to secure the film, dub in English dialogue and release the film in the United States. These negotiations have been successfully completed with the Soviets and Morros expects to make a considerable sum of money which, according to the Soviets, may be used to finance the television company in part. It is thus important from the standpoint of the continued operation of Morris as a double agent to successfully negotiate this film.

Morros has completed the dubbing of this film and is in the last stages of clearing it for transportation to this country. He was scheduled to return to this country the latter part of June, 1951 with the film.

During the dubbing of the film, Morros ran into difficulty in Vienna in securing American actors for the English dialogue. This difficulty was due to the opposition of the American Embassy in that the Embassy regarded this film as a Soviet possession and the displaying of it in the United States would necessarily result in American dollars going to the Russians. The American Ambassador also had been attempting to get the Austrian actors not to cooperate with the Soviet dominated film industry in Austria and felt that the release of this film in America would go against that objective.

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

cc - Mr. Clegg
65 JUN 20 1951
AHB:tlc

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JUN 23 1951
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66-2354-2223

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MEMORANDUM FOR THE DIRECTOR

The American Ambassador in Vienna cabled the State Department in May, 1951, pointing out the activities of Morros in getting this film and objecting to it on the above ground. We contacted Mr. Humelsine, of the State Department, confidentially advising him that Morros had been and was continuing to be of value on security investigations and asking what action the State Department contemplated. The State Department then pointed out to the Ambassador that Morros was not violating any regulations and in effect the State Department did not encourage the Ambassador in objecting to this film. We did not ask the State Department to take any action favoring Morros.

On June 15, 1951, Mr. Humelsine advised that another cable has been received from the American Embassy in Vienna raising additional objections to the importation of this film to the United States. The film was characterized as a propaganda picture and it was pointed out that the Austrians and the Embassy opposed the picture being brought into the United States. It was suggested that at least Morros be required to remove the "label," which indicates that this is an Austrian production. Mr. Humelsine advised that in accordance with standard practice a copy of the incoming cable went to the Department of Commerce for action. Mr. Humelsine advised that the State Department could recall the matter from the Commerce Department and indicate that State would handle the matter, but this might appear suspicious and if there was a leak to Congress, considerable unfavorable publicity might follow and the State Department might be accused of allowing a propaganda picture to be brought into the United States. Mr. Humelsine requested the Bureau's views as to what action should be taken.

OBSERVATIONS:

Morros has advised us that this film has no Russian stigma; that it is a musical comedy. Agents of the Los Angeles Office have viewed this picture and have stated it is not a propaganda type picture.

The theatrical newspaper "Variety," on May 23, 1951, printed an article date-lined Vienna, May 15, 1951, stating that Boris Morros has completed the English synchronization of the Russian-owned and produced musical, "Child of Danube" for potential United States release despite a dim view attitude expressed by American authorities in Vienna who felt they could not stop the project but would not bless any effort to earn hard money for Russian picture interests.

MEMORANDUM FOR THE DIRECTOR

Morros had difficulty in getting actors and actresses in Vienna due to opposition from American authorities.

Morros has apparently completed this film and is ready to bring it back. The only indication we have of additional opposition is the above-mentioned cable from the American Embassy in Vienna brought to our attention on June 15, by Mr. Humelsine. It is quite possible that because Morros is not violating any regulations he will be able to bring the picture into this country, regardless of these objections. The sale of the picture could well be affected if it is branded as propoganda, or if a Congressional Committee interests itself in the importation of a Russian-owned film to this country.

Any attempt on the part of the Bureau to have the American Embassy withdraw its objections through instructions from the State Department would have undesirable features, namely, if objection is raised to this film in this country through the press, Congressional inquiry, or otherwise, the State Department may well clear its skirts by mentioning FBI interest. Even an indirect reference to Government interest in this film would be highly prejudicial to this case. Any attempt to quiet down the Embassy in Vienna would not necessarily remove the opposition to this film or adverse publicity in connection with it.

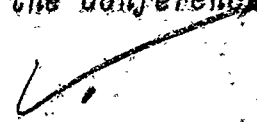
EXECUTIVES' CONFERENCE

RECOMMENDATION:

The Executives' Conference unanimously recommended that we make no effort to control any opposition to this film at this time on the grounds that to do so might reflect the relationship between Morros and this Bureau and expose the Mocase. Further, there is no certainty that Morros cannot handle this matter himself, and if necessary, seek assistance from his financial backers in this country. This would be the normal method which a businessman in Morros' position would adopt. It was recommended that we maintain close liaison with Mr. Humelsine as to what action the State Department and Department of Commerce may take in this matter in order that we can be properly guided, but that we make no request whatsoever in connection therewith.

In the event you approve, we will follow the above course.

Respectfully,
For the Conference

OK

Clyde Tolson

The Director
The Executive Conference

June 19, 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/97 BY SP-5CJ/DHF

The Executive Conference of June 15, 1951, consisting of Messrs. Ladd, Rosen, Stooz, Clegg, Belmont, Mohr, Harbo, Tracy and Glavin considered a communication received from the SAC at Philadelphia concerning SA John A. Livingston who is desirous of being released to go on military leave.

The Conference was advised that this Agent had submitted a request for military leave from June 19 to June 29, 1951. He pointed out that he is a member assigned to the Division staff of the 78th Infantry and received warning orders for summer training at Camp Pickett, Virginia. Mr. Cornelius states that Agent Livingston has advised him that he will this year complete fifteen years of service as a Reserve Officer and will need only five more years to be eligible for retirement pay under the provisions of the law applicable to the retirement of Reserve Officers. Mr. Cornelius states that he noted that Livingston is not subject to call for active duty. Consequently, SAC Cornelius states that this is an unusual situation in that Livingston is holding his commission in the active reserve and taking military leave each year to receive training with an organization with which he will not be eligible to serve in the event that Division is called to active duty.

Mr. Cornelius telephonically discussed this matter with me. I pointed out to him that we could not refuse the man to take his military leave and if he received his orders to undergo training and he requested the leave we would have to approve it. This man has reported for this training session at Camp Pickett.

Mr. Cornelius points out it is understandable that Livingston would want to hold his commission in the Reserve since he will get a pension at the expiration of an additional 5 years. Mr. Cornelius pointed out, however, that since Livingston is filling the place of someone who would be available for service in the event the Division is activated and is receiving training for a position for which he will not be available, it is suggested that the Bureau consider withdrawing any request which may already have been made for the deferment of this Agent from military service and advising the Army authorities that he would be available in the event of call to active duty.

Glavin pointed out to the Conference that he is of the same opinion as is Cornelius, that it does not appear to be fair or reasonable for men to take two weeks military leave for training with their various components and then when the component is called for active duty

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

INDEXED - 132

66-2554-882-4

RECORDED - 132

65 JUN 26 1951

EX-155

Memorandum for the Director

he not be available to accept such active duty. Glavin suggested to the Conference that the Bureau establish a policy in those instances where a man requests military leave to undergo active training with his unit and after the explanation of the Bureau's work and its responsibilities and he is still desirous of taking such leave and such leave is approved, that we advise the agent that the Bureau feels that since he is desirous of continuing his reserve affiliation on an active basis and his reserve unit is depending upon him to fulfill certain obligations in the event the reserve unit is called to active duty that we will advise the appropriate armed service authority, whether it be Army, Navy, Air Force, or Marine Corps, that since he is desirous of continuing active affiliation, which has with it certain obligations for active duty in case of emergency, that the Bureau will not request deferment from active duty in such cases.

The Conference is in agreement with this recommendation, pending the Director's decision, advice to the SAC at Philadelphia is being withheld.

Respectfully,
For the Conference

Clyde Tolson

J. Edgar Hoover

6/20

O.K.
H

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

The Director

June 14, 1951

The Executives Conference

SECURITY INSPECTION OF TELEPHONES
IN RESIDENT AGENCIES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/9/97 BY SP-5 JPH

On June 11 the Conference composed of Messrs. Tolson, Mohr, Belmont, Ladd, Rosen, Clegg, Sizoo, Nichols, Glavin, Tracy and Harbo considered the question of whether the field should be required to make periodic security checks of the telephones in Resident Agencies to guard against possible attempts to tap them. It was pointed out that instructions have never been issued the field to check telephones in Resident Agencies. During the last war field offices were instructed to make monthly checks of telephones in their headquarters office; this was changed to quarterly checks in 1945 but recently the field was instructed to again make monthly checks to guard against possible telephone or teletype taps in view of existing international conditions.

Messrs. Tolson, Mohr, Belmont, Ladd, Rosen, Clegg, Sizoo and Nichols recommend that the field be required to make an annual check of telephones in Resident Agency offices which occupy Federal or commercial space, on the ground that important information is necessarily telephonically furnished to Resident Agencies by field offices in the expedite handling of cases of urgent importance.

Mr. Glavin agrees that the Resident Agency office phones should be checked but he believes it should be done every six months, and in addition he feels that telephones in the homes of Resident Agents should be checked in those instances where there is no office space provided.

Messrs. Tracy and Harbo recommend that the field not be required to check Resident Agency telephones on the ground that there has been no indication during the past several years of any attempt to tap telephone lines in field offices. In view of the large number of Resident Agencies scattered throughout the United States, the amount of travel time in addition to the time required to make the security checks by the limited number of Agents with sound training, and the fact that it would be more reasonable to expect any attempted telephone tapping to be directed at the field office headquarters, they feel that as a practical matter Resident Agency phones should not be checked until we are confronted with some tangible indication that attempts are being made to tap Bureau telephone lines.

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

RECORDED - 132

INDEXED - 132
Respectfully,
For the Conference

66-2554-8825

JUN 23 1951

Glyde Tolson

37
RO

HANDLED BY
SP-5 JPH

65 JUN 26 1951

H. H. Clegg
Mohr

RTH: VV-A

THE DIRECTOR

6/8/51

JOINT COMMITTEE

SUGGESTION #761

EMPLOYEE: MISS [REDACTED]

ALBUQUERQUE OFFICE

HANDLING OF 116 CLASSIFICATION CASES

SAVINGS:

AWARD:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/9/91 BY SP-5C/1000

MEMBERS PRESENT: Messrs. H. H. Clegg R. T. Harbo
E. Scheidt S. K. McKee
H. M. Kimball E. D. Mason

b6
b7c

SUGGESTION:

At the present time on files in Field Offices there appears in pencil in the lower right hand corner on the top side of the file cover the name of the Agent to whom the case is assigned. When the case is reassigned the name of the Agent to whom the case has previously been assigned is erased and the name of the new Agent handling the case is written on the file. When the investigation is RUC'd or closed, the name of the Agent to whom the case was assigned is erased and the letters "RUC" are written in in pencil on the file cover. If closed, a large pencil notation, or the word "closed" appears on the cover.

The employee suggested that, in Atomic Energy classification cases, the practice of erasing be discontinued as it is time-consuming and that the clerk RUCing the file merely scratch out the name of the Agent to whom the case was assigned as an indication that the case is RUC'd.

JOINT COMMITTEE CONSIDERATION: Unanimously favorable.

On 5/26/51, the Joint Committee considered this matter and expanded on the suggestion of Miss [REDACTED] to cover all types of investigative cases. The Joint Committee felt it was not necessary in a normal instance to erase the name of an Agent to write in another employee's name, or the status of the file. The Joint Committee felt that merely scratching out the name of the former employee and writing in the new name or the status of the case directly above will suffice and will save time.

66-2554-8826

761 - INDEXED RECORDED - 132

EXECUTIVES CONFERENCE CONSIDERATION: Unanimously favorable.

On 6/11/51, the Executives Conference, with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Sizoo, and Nichols present, considered the above suggestion and recommended unanimously favorably.

Respectfully, JUN 23 1951
For the Conference

HANDLED BY
STOP DESK

Clyde Tolson

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

cc-Mr. Mohr
Mr. Clegg

55 JUN 26 1951

EDM:DMG

THE DIRECTOR

6/16/51

EXECUTIVES CONFERENCE

*FBI NATIONAL ACADEMY JEWELRY

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 11/9/91 BY SP-5 CPH

On 6/15/51, the Executives Conference, with Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Sizoo, Rosen, Nichols, Nease and Clegg present, considered the following. At present the sole manufacturer of FBI National Academy jewelry, rings, keys, lapel pins, tie chains, bill folds, etc., containing the seal of the FBI National Academy and the words "FBI National Academy," is the firm of Guterman and Cooper of Yonkers, New York. They have no contract and there is no record of any written or verbal understanding that they are to be the exclusive dealers in this jewelry.

On May 12, 1951, the Bureau was advised that [redacted] Espionage - Israel (Bufile #7-14838) was expected to spend several days with one Lillian Guterman of Yonkers, New York, who is the daughter of one of the co-owners of Guterman and Cooper jewelers.

b6
b7c

When the jewelry samples are displayed before each class of the FBI National Academy, they are informed that this is not required and that they do not have to purchase any jewelry, and all purchases are handled through the class treasurer. Each class purchases from \$600. to \$700. worth of this jewelry.

For a number of years the Bureau has had a friendly relationship with Mr. Arthur Markel, a local jeweler, who recently paid for the printing of the discount list issued by the FBI Recreation Association. He has long given substantial discounts to Bureau personnel who purchase items at his jewelry store. He would be able to manufacture jewelry and sell it at least the same price as Guterman and Cooper.

RECOMMENDATION: That Mr. Markel be informed that the FBI can guarantee no sales whatsoever of this jewelry; that the purchases are strictly up to the men in the class; that they will have to make their own original dies and casts and must not, of course, make casts from the jewelry manufactured by Guterman and Cooper; that if they desire to manufacture this jewelry, samples will be furnished to the class treasurer in order that he may take orders, if any of the men in the class desire to purchase such equipment.

Respectfully,
For the Conference

RECORDED - 127

Clyde Tolson

66-2554-8827
JUN 23 1951
37

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

cc-Messrs. Mohr & Clegg

65 JUN 26 1951

HANDLED BY
STOP DESK
INDEXED - 121

THE DIRECTOR

6/16/51

EXECUTIVES CONFERENCE

SUGGESTION #615
EMPLOYEE: SAC E. A. SOUCY
PITTSBURGH OFFICE

~~SECRET~~

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

CONSOLIDATION OF FILES IN THE FIELD

On 6/11/51, the Executives Conference, with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Sizoo, Nichols and Clegg present, considered the question of consolidation of Bureau files. In December 1950, the question of consolidating closed files in Field Offices was considered, at which time instructions were issued that this matter be reconsidered in June 1951.

SUGGESTION:

Referral/Consult

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

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

Classified by SP-5 C/DH
Declassify on: OADR 7/19/71

RESULTS OF THE EXPERIENCE AT THE PITTSBURGH OFFICE:

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

As a result of this procedure, 47 file cabinet drawers of space was provided. This is nearly 9 1/2 five-drawer file cabinets. 21.8% of the file-drawer space was saved. The cost of cabinets saved at \$62.36 each would represent a savings of \$586.18. The floor space on the basis of \$2.00 per square foot would amount to \$141.00 annual rent. The indicated savings in floor space and file cabinets was thus \$400.67.

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

65 JUN 26 1951

RECORDED - 127

166-2554-8828

cc - Messrs. Mohr & Clegg
HRC:DMG

INDEXED 127
STAMP DESK

~~SECRET~~

~~SECRET~~

RESULTS OF THE EXPERIENCE AT THE PITTSBURGH OFFICE (continued)

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

EXECUTIVES CONFERENCE CONSIDERATION:

On 6/11/51, Messrs. Harbo, Belmont, Ladd and Rosen were opposed to instructions being issued that consolidation of files which were closed be made at this time. They felt there were other more pressing and more important duties to which the clerical employees could devote their attention in the fields of security, criminal, and applicant work.

J. Conroy
→

Messrs. Glavin, Tracy, Mohr, Sizoo, and Nichols recommended that this consolidation project be started in each Field Office as the clerical personnel in such offices became available to handle such work. Further, it was recommended that each Field Office submit a report as to when this project is started. Mr. Mohr desired that regular reports be submitted as to the progress being made in the Field Offices. It was pointed out that this would result in savings in file cabinets and space, and the savings exceed the cost of making such consolidations, as shown in the experiment conducted at the Pittsburgh Office. It is recognized that in some offices this project could not be started at this time, therefore it would be left to the SACs as to when clerical employees would be assigned to this project.

Messrs. Tolson and Olegg recommended that this matter be reconsidered in January 1952, since there were important duties for the clerks to perform at this time and there was not a surplus of clerical personnel and, further, the instructions when they are issued should be uniform for all offices.

Respectfully,
For the Conference

~~SECRET~~

Clyde Tolson

THE DIRECTOR

6/7/51

JOINT COMMITTEE

SUGGESTION #744

EMPLOYEE: INSPECTOR E. D. MASON

TRAINING AND INSPECTION DIVISION

FBI HANDBOOK REVIEW FOR SPECIAL AGENTS

MEMBERS PRESENT: Messrs. R. T. Harbo
S. K. McKee
E. D. Mason

E. Scheidt
H. M. Kimball

ALL INFORMATION CONTAINED

SUGGESTION: HEREIN IS UNCLASSIFIED

DATE 11/19/91 BY SP-5 BOM

That 40-question quizzes covering the FBI Handbook be afforded once a month for the next 12 months to every Special Agent. The suggestion was designed to familiarize Agents with all phases of the Handbook, it being borne in mind that hundreds of New Agents have been sent to the Field in recent months after completion of a short training course and that many other employees have necessarily devoted extended periods of time to purely Applicant-type investigation, physical surveillances, technical surveillances, or Security work, with no contact with criminal matters or Federal procedure.

The suggestion relative to quizzes was to sharpen up each employee's knowledge of the FBI Handbook. As originally suggested, it was intended that each Field Division prepare quizzes on matters designed to cover local needs, mimeograph the questions providing space for the answers, and at some convenient time allow the employees to take the quiz. Special Agents taking the quiz should write in the answers in the space provided and if they do not know the answers peruse the FBI Handbook, ascertain the answers and then fill in the appropriate blocks. It was intended that each quiz would be graded by the office taking the quiz so that the Agent would be aware of his own weaknesses and could conduct additional study at home. No marks were to be recorded in order to reduce paper work and it was believed that the quiz would be more enthusiastically received if the employee felt that it was a "self-help measure."

JOINT COMMITTEE CONSIDERATION: Unanimously favorable. JUN 23 1951

Pursuant to Executives Conference recommendation 5/9/51, the Joint Committee considered the above suggestion on 5/26/51. The Committee was unanimously of the opinion that the Bureau should prepare 12 quizzes and forward the

Executives Conference

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

RECORDED - 11
INDEXED - 11 66-2554-8829

65 JUN 26 1951

cc-Messrs. Mohr & Clegg

HANDLED BY STOP BANK

JOINT COMMITTEE CONSIDERATION: (continued)

quizzes to the SACs, with instructions that the SACs use them to train New Agents, letting any older Agents who wish to do so take the quiz on a voluntary basis. It was the opinion of the Joint Committee that older Agents would universally volunteer to take the quiz and that they would appreciate the quiz more if they were not forced to take it. It was also the opinion of the Committee that the quiz not necessarily be covered during a period of 1 year and that it be left to the discretion of the individual SACs as to when they should give these quizzes. Some SACs might wish to combine these quizzes with Weekly New Agents' Conferences. Each quiz is designed to take approximately 20 to 25 minutes.

The Joint Committee recommended unanimously favorably that quizzes be prepared at the Seat of Government, be forwarded to the SACs for the training of new Special Agents and that they be given to the older Agents on a purely voluntary basis. If approved, there is attached hereto a Letter to All Special Agents in Charge. A sample quiz is also attached for the Director's perusal.

EXECUTIVES CONFERENCE CONSIDERATION:

HAC DMC 6/6/51
Unanimously unfavorable.

The Executives Conference on 6/11/51, with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Sisco, Nichols and Clegg present, considered the above suggestion. Due to the fact that the Field Agents would likely conclude that the questions prepared at the Seat of Government would be the only questions which they should study, and know the answers to, because this would require an expenditure of a large amount of paper at a time when paper conservation is desired; as quiz courses can be given orally at Field Offices and study periods can occur in Field Offices at this time; and the procedure does not appear to be necessary, the Conference recommended unanimously unfavorably.

Respectfully,
For the Conference

Clyde Tolson

Don against it but the reasons given by Ex. Conf. are utterly silly — the first reflects on intelligence of our agts the second is trivialism for that concern for paper saving should start here in shortening memos & the third is just "wards" H.

The Director

June 15, 1951

The Executives Conference

~~INSTRUCTION IN SOUND AND ELECTRICAL EQUIPMENT~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/91 BY SP-5 CJD/HZ

On June 11 the Conference composed of Messrs. Tolson, Mohr, Belmont, Ladd, Rosen, Glegg, Sizoo, Nichols, Glavin, Tracy and Harbo considered whether with the resumption of In-Service classes for Agents the Bureau should resume giving a three-day refresher course in sound and electrical matters to Agents with previous sound training.

Since December 1949 no instruction has been given in wire tapping procedures or in sound and electrical matters related thereto. At present there are 178 Agents who have received sound training but of these 55 are unavailable for assignment to this type of work because they have been designated as Agent in Charge, Assistant Agent in Charge, or Supervisors at the Seat of Government or for other miscellaneous reasons. This leaves 123 active sound trained Agents including those presently serving as field supervisors.

Prior to December 1949 sound trained Agents were called to In-Service in groups of 4 or 5 in a single In-Service class and upon completion of the two weeks regular In-Service course they were held over for three days refresher training as follows: 1 1/2 days of specialized sound and electrical retraining, 1 day for radio training and 1/2 day for retraining in lock studies. All of the sound men were also given training in locks as part of their basic instruction.

The Conference unanimously recommends that the three-day refresher training for sound men be resumed on the ground that since we do maintain technical surveillances it is essential that these men be kept up to date on the latest developments in this field.

Prior to December 1949 the instruction to regular In-Service classes attended by all Agents included 1/2 hour devoted to a showing of 19 slides pertaining to sound and electrical equipment accompanied by an explanatory commentary by the lecturer. This material included references to telephone taps and microphone-telephone installations as well as information concerning various types of recording equipment. The Conference unanimously recommended against giving this instruction to all Agents.

RECORDED - 75
INDEXED - 75 66-2557-8830

Respectfully,
For the Conference

EX - 52

Clyde Tolson

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

OK
D.

Mr. H. H. Clegg
Mr. Mohr

HANDLED BY
STOP DESK

RD

9/51

Chief Clerk's Office

Mr. H. H. Clegg

REPAIRS TO CLASSROOM ARMCHAIRS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/91 BY SP-5 CBT/AF

PURPOSE

To eliminate much of the constant repair work required to keep classroom armchairs in useable condition.

BACKGROUND

We have in the Justice, Identl., Old Post Office and Quantico classrooms approxiamtely 925 classroom armchairs. Some of these chairs are out of service for repairs at all times.

There are several inherent weaknesses in these chairs as follows:

1. The right arms are not braced and they break lose easily rendering the chairs unuseable.
2. The right arm is supported by a post, the top of which is doweled into the writing surface. This peg works loose and eventually sticks up through the arm which interferes with writing.
3. Constant normal use eventually works the writing surface loose and the movement of the arm spreads the looseness to the entire back of the chair.
4. The gliders are frequently knocked off after chairs are moved around, making one leg shorter than the other and causing the chair to rock.
5. The leatherette seats eventually break along the edges.

The shortage of skilled labor makes it difficult to have the chairs repaired in any reasonable time. Sometimes carpenters are not available for weeks at a time and a backlog of chairs in need of repair is necessarily built up. Even after the repairs have been made the chairs are sometimes still not in satisfactory condition because of the inherent weaknesses enumerated above.

SUGGESTIONS

To eliminate as much as possible the constant repairs required and constant loss of the use of some of the chairs at all times the following suggestions are made:

1. Secure bids for the construction and installation of a triangular steel bracket on each chair and the installation of 2 steel rods through the rear of the arms and the wooden frame of the chair.

NAW: pac

60 JUN 29 1951

RECORDED - 42

166-2584-8831

EX-120 ORIGINAL 6-32-51

ORIGINAL COPY FILED IN 66-11111-1121

06 per the Conf...

Properly constructed, this bracket would eliminate to a large extent two things: (a) the breaking loose of the writing arm and (b) the peg sticking up through the writing surface. The two steel rods would reinforce the arms and backs and prevent them from coming loose even though the glue dries out. Details concerning the nature of the brackets and rods desired can be worked out by the bidders in consultation with Special Agent [REDACTED]

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b7c

2. Purchase 8 dozen gliders which can be made available at the 4 buildings for immediate replacement purposes when gliders are found to be missing from the feet of the chairs. These are easily installed with nothing more than a hammer.
3. We will have to continue our present practice with regard to repairing worn seats since this is a carpenter's job and no permanent remedy is available.

RECOMMENDATIONS

1. That bids be solicited with regard to suggestion #1 and that a contract be let for reinforcing all of the classroom armchairs.
2. That 8 dozen of the proper type of gliders be purchased so that it will be unnecessary to call a carpenter for this simple repair. These will not cost more than \$2 or \$3.00.

Addendum: WRG: or 5-25-51

The Executives Conference of 5-23-51 consisting of Messrs. Tolson, Ladd, Sizoo, Mason (for Clegg), Alden (for Rosen), Henrich (for Belmont), Harbo, Tracy and Glavin considered a recommendation made by Mr. Clegg that the present chairs utilized by the classroom be repaired.

The Conference was advised that the building carpenters would repair these chairs at a cost of approximately \$4.50 per chair and the Conference recommended that this repair work be done by the building carpenters.

THE DIRECTOR

June 20, 1951

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/91 BY SP-5 CIB/HF

The Executives Conference of June 10, 1951, consisting of Messrs. Ladd, Nichols, Trotter, Harbo, Alan Tamm, Losen, Sizoo, Belmont, and Callahan considered the attached suggestion submitted by a Records Section employee that no lighted cigarettes and cigars be permitted carried on the elevators of this building.

The Executives Conference was advised that this employee suggested the prohibition of carrying lighted cigars and cigarettes on the elevators in view of the fact that such nylon clothing is now worn, some of which is highly inflammable.

The Executives Conference unanimously recommended that the Bureau not take any action in connection with this suggestion since this matter could only be handled as far as Bureau personnel is concerned, since the operations of the elevators are under the jurisdiction of the Public Buildings Services and any over-all prohibition would have to be imposed by that agency.

In the event the Director agrees with the decision of the Conference, the Records Section employee will be advised by the Records Section concerning the consideration given this suggestion.

I don't agree. I think we should take this up with Public Bldg officials

Respectfully,
For the Conference

Clyde Tolson

I agree

IPC:JC
Attachment

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

RECORDED
INDEXED - 36

66-2554-8832
JUN 25 1951

HANDLED BY
STOR. DESK EX-130

FBI

5/13/51

The Director

June 19, 1951

The Executive Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/91 BY SP-5 CPT/PT

The Executive Conference of June 15, 1951, consisting of Messrs. Ladd, Rosen, Sigoe, Clegg, Belmont, Mohr, Harbo, Tracy and Glavin considered the problem of paying salaries for overtime on Saturdays in July and August, 1951.

As it is reflected in the attached memorandum from Mr. Greenham to Mr. Glavin, the Conference was advised that 31% of our employees have indicated they wish to continue on the 45-hour week during the months of July and August, 33% wish to continue on the 40-hour week and 35% will work some Saturdays.

It was pointed out to the Conference that the present number of regular changes from normal pay, that is changes which require special computations by the Payroll Office, run between four and five thousand for each bi-weekly payroll and the alternating of employees from 48 to 40 hour weeks and vice versa will increase our changes from normal pay to approximately 8,000 for each bi-weekly payroll period.

The Conference was advised that the Payroll Office can handle this problem with a minimum of confusion if permitted to pay the employees for Saturday work on supplemental payrolls which would be paid during the week immediately following the regular pay day. The Treasury Department's finds that it cannot handle the increased changes on the regular payroll basis. They have also stated that Treasury Circular 102, dated June 29, 1947, recommends that compensation for overtime be paid on separate supplemental rolls where such payments exceed 10% of the number of employees on the rolls. A copy of this communication from the Treasury Department, with the appropriate section thereof on Page 3 underlined, is attached hereto.

It was pointed out to the Conference that if we can pay our employees for the regular 40-hour week on the regular pay day and pay employees for Saturday work on supplemental rolls which would be paid during the week following the regular pay day it would make it less difficult for the Treasury Department to prepare the necessary rolls.

It was pointed out that when changes are made on the payrolls the same changes must be made by the Treasury Department before the change is made. The Treasury Department officials have been particular

Mr. Mohr
Mr. Clegg
Director

RECORDED
INDEXED - 36
EX-130

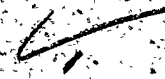
66-2554-8833
JH

Memorandum for the Director

ly helpful to the Bureau since we have been preparing the payrolls and it is known that they are short of personnel and it is felt that this suggested handling of overtime pay be approved. The conference recommends that it be approved.

If the Director concurs the appropriate notification will be immediately furnished to all nurse personnel.

Respectfully,
For the Conference


Glyde Tolson



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Room

THE DIRECTOR

8/8/51

JOINT COMMITTEE

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b7c

SUGGESTION #751

EMPLOYEE: MR. [REDACTED]

EL PASO OFFICE

PROPOSED REVISION IN INVENTORY FORM CC-103

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 1/19/91 BY SP-5 C/P

MEMBERS PRESENT: Messrs. R. T. Harbo

S. E. McKee

E. D. Mason

E. Scheidt

H. M. Kimball

SUGGESTION:

When printing blank pages to be used in taking inventory, number each line of the page. This will permit ready reference and immediate identification of items discussed in correspondence between Field Offices and the Bureau. Inasmuch as certain items of furniture or equipment not having serial numbers are very similar to certain other items and it is sometimes difficult to positively identify the item mentioned in correspondence. Revise Form CC-103, the Inventory Sheet.

The Administrative Division felt that, when the current supply of Form CC-103 is exhausted, lines could be numbered in the new form with no additional cost except the initial cost of setting up a new negative. The Administrative Division feels that the present supply of Form CC-103 should be used before the new form is prepared.

JOINT COMMITTEE CONSIDERATION: Unanimously favorable.

The Joint Committee on 5/26/51, unanimously recommended favorably that the Field be advised of the above by an appropriate SAC Letter, which is attached for approval.

EXECUTIVES CONFERENCE CONSIDERATION: HHG:ebt

The Executives Conference on June 8, 1951, with Messrs. Glavin, Tracy, Harbo, Mohr, Ladd, Nichols, Rosen, Sizoo, Ladd and Clegg being present unanimously recommended favorably that these forms when the present supply is exhausted, be numbered on each line in order to aid in identifying items on the inventory.

Respectfully,

For the Conference

RECORDED 66-2554-8834

NOT RECORDED

Clegg Tolson

6-30-51

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

cc-Mr. Mohr
Mr. Clegg
Attachment

EDM:DMG

INITIALS ON ORIGINAL

52 JUL 2 1951

ORIGINAL COPY FILED IN 66-3709-158

cc-Mr. Ladd
Mr. Rosen
Mr. Callan
Mr. Hartley June 20, 1951

THE DIRECTOR

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/91 BY SP-5 CJP/AF

~~ATOMIC ENERGY ACT APPLICANT SITUATION~~

The Conference considered the results obtained in connection with Atomic Energy Act applicant cases in reducing the number of cases being referred to the Bureau for investigation.

As a result of continued surveys made at the Seat of Government and on a field level, as reflected in the attached detailed memorandum prepared by Mr. Callan, considerable savings have been effected in the number of cases being handled.

The estimate of Atomic Energy Act applicant investigations to be received by the Bureau during June of 1951 is 8921. As of June 15 the half-way mark, we have received 2712 requests.

Numerous observations concerning the survey resulted in the following recommendations.

1. We will continue to discuss Atomic Energy Act cases with representatives of the Commission and with the Department of Justice with a view to clarifying the important issue as to what constitutes access to restricted data under the Atomic Energy Act of 1946, and also who are covered by this Act.

The recent letter from the Attorney General to the Atomic Energy Commission, while it stated that the Attorney General felt that a large portion of the investigations were not required by law, did not clarify the matter. If we could get a definition as to what constitutes access to restricted data and if construction workers could be definitely classified as being excluded from coming within the purview of the Act, we could save considerable investigations. It is, however, recognized that the very factory itself may be such as to warrant construction workers being investigated because the factory plan may be highly confidential. This is being followed closely.

The Conference unanimously recommended that this project be continued.

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

2. It was recommended that the field offices be permitted to confer with the Atomic Energy installations, on a local level, in order to try to effect a reduction in the number of cases referred to the Bureau.

Attachment
cc-Mr. Clegg
65 JUL 2 1951
AR:LS

RECORDED - 1
INDEXED BY
HANDLED BY
STOP DESK

66-2554-8835
JUL 28 1951

Memorandum for the Director

At the present time requests for Atomic Energy Act investigations are transmitted by the local Atomic Energy installations directly to the Bureau, Seat of Government. This means that the installation sends them directly to us here in Washington. We review them and take up the questionable ones with the Atomic Energy Commission, here in Washington. The Atomic Energy Commission here in Washington then reviews the ones which are questioned and either knock them out or send them back to the Bureau. In most instances this action by the Atomic Energy Commission is taken after they have had a chance to talk to the local installations on the ones which we question.

In order to effectuate closer liaison between the field offices and the Atomic Energy Commission on a local level and in order to bring about fewer requests for investigation, our survey has shown that once the problem is explained to the Atomic Energy installation on a local level reduction in numbers has been effected. As an example, at Paducah it was evident that the proper degree of selectivity had not been exercised due to some confusion on the part of the local Atomic Energy officials and representatives of the contractor, the McGraw Construction Company. It was possible to effect the immediate discontinuance of 442 cases on which investigations had been requested and a review is being made of approximately 1,000 additional cases. As of June 20, 403 of the 1,000 had been cancelled. This is but one example.

Messrs. Tolson, Clegg, Laughlin for Belmont, Trotter for Mohr, Harbo, Quinn Tamm for Tracy and Rosen recommended the following, for a 90 day trial period:

That we allow the field to receive the requests for investigation forms directly from the local installations. The field will then look them over and turn back the questionable ones. The ones which are approved will be sent in to the Bureau.

Upon receipt at the Bureau, the Bureau will then look them over and if they are not questioned the field will be instructed to go forward with the investigation.

If they are questioned, the Bureau in Washington will return the forms to the Atomic Energy Commission here in Washington and point out wherein the forms are questioned. It will then become the responsibility of the Commission here in Washington to re-examine the forms and determine whether they are justified or not.

While I am going along with this it looks to me like Mr. Dir. is trying to duck its responsibilities & pass on to the Field duties

which should be performed here.

Memorandum for the Director

The effect of this recommendation is to change our present practice of allowing the installation to send the forms directly to Washington and to now require that the installation send them to the field office instead.

The responsibility for initiating the investigation and reviewing the forms still rests upon the Seat of Government and the responsibility for reviewing the ones which the Bureau at the Seat of Government questions will be placed upon the Atomic Energy Commission here in Washington.

Messrs. Ladd and Callahan for Glavin recommended no change.

3. The Atomic Energy Commission thought it would be a good idea to have our Agent Supervisors here at the Seat of Government take a tour of the installations so that they would be more familiar with the actual workings at the plants and thereby perhaps have a greater appreciation of the type of activity required by the various employees, etc.

The Conference unanimously recommended that this was undesirable and not necessary and that as an alternative it might be well to have representatives of the Atomic Energy Commission appear before our supervisors on a lecture basis and relate the various situations orally to the Agents. In this fashion the Agent Supervisors would obtain appreciation of the Commission's problems. The Conference felt that inasmuch as the Atomic Energy Commission raised the initial suggestion in their desire to cooperate with us, that we should counter by allowing them to come over here and give us whatever information they may desire to impart and the Conference unanimously approved this be allowed.

Respectfully,
For the Conference.

Clyde Tolson

J. Edgar Hoover

THE DIRECTOR

6/4/51

JOINT COMMITTEE

SUGGESTION #796

EMPLOYEE: SA ROBERT J. WIRTH
ALBUQUERQUE OFFICE

~~CANCELLATION OF CIRCULAR LETTERS, WANTED FLYERS
AND I.O.s~~

MEMBERS PRESENT: Messrs. R. T. Harbo E. Scheidt
E. D. Mason H. M. Kimball
S. K. McKee

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SUGGESTION: DATE 11/19/91 BY SP-5 CIB/HF

0 Executive Conference

The employee stated the Bureau manuals appear to be silent on the cancellation of Circular Letters, Wanted Flyers, and Identification Orders circulated to individuals above and beyond the Bureau's usual mailing list. This practice takes place in unusual cases, such as, the circularization of doctors and hospitals when a fugitive is known to have a particular type of ailment which will require treatment.

Persons on the regular mailing list are advised of apprehension at present. Specially circularized persons are not advised of the fugitive's apprehension.

No difficulty has been noticed with the current procedure. In the event any individual believes that he or she has located a fugitive concerning whom there has been circularization, contact with the nearest Field Office makes possible prompt notification to the complainant that the person is already in custody.

The employee suggested that clarifying instructions be issued to the Field authorizing this procedure.

OBSERVATIONS:

No legal difficulty can be foreseen which might arise out of the present procedure. The procedure presents a situation wherein the FBI has asked for cooperation. When the need for that cooperation no longer exists there would appear to be no reason why everyone who was originally asked to cooperate should be notified.

Where actual stops have been placed necessitating continuing work on the part of a cooperating individual or organization, these stops are, of course, removed under existing rules.

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

cc - Mr. Mohr

AUG 28 1951

EDM:DMG

INDEXED
EX-92

NOT RECORDED

45 JUN 28 1951

ORIGINAL FILED IN 62-26151-111

HMC
can

It is the recommendation of the Investigative Division, and this was concurred in by Mr. D. M. Ladd, that no steps be taken to cancel original circularization beyond the Bureau's regular mailing list.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

The Joint Committee considered this suggestion on 5/26/51 and recommended unanimously unfavorably relative to the matter. They felt that it would be unnecessary expense to advise persons circularized (above and beyond the Bureau's regular mailing list) that their cooperation was no longer needed in a particular instance and, further, the Joint Committee felt that there was no reason for any clarifying instructions in the manual.

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

The Director

June 23, 1951

The Executives Conference **G. I. R. -1**

BUREAU RADIO NETWORK

ALL INFORMATION CONTAINED
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DATE 11/19/98 BY SP-5/BJM

On June 20 the Conference composed of Messrs. Tolson, Ladd, Rosen, Clegg, Sizoo, Trotter, Callahan, Tamm, Laughlin and Harbo considered the problem of alternate means of communication between the Seat of Government and the radio station at Clinton, Maryland. At present coded communications to be transmitted from the Seat of Government via radio are sent to the Clinton station by teletype, and similarly incoming radio traffic received at Clinton is transmitted to the Department of Justice Building by teletype. This employs regular telephone lines.

In the event of failure of the telephone lines, due to sabotage, enemy attack or other causes, we do have a radio link between the Code Room in this building and the Clinton station. However, the amount of traffic which could be handled over such a radio link is limited to the amount which one operator could handle in Morse code employing a telegraph key.

Mr. Conrad of the Laboratory has advised that we have on hand war surplus equipment which will make it possible to install a radio teletype circuit between the Code Room in the Department of Justice Building and our Clinton station. The installation would require 2 employees approximately 1 week, and the only additional cost will be \$1.50 per month for telephone lines between the Code Room in this building and the eighth floor space where the radio equipment would actually be located. The installation of this equipment would greatly increase the volume of radio traffic which could be handled if the telephone lines between this building and Clinton were put out of service. The proposed equipment would enable the transmission of traffic at the rate of 60 words per minute employing a regular teletype machine at the sending site with the traffic received at the other end of the circuit in typewritten form.

The Conference unanimously recommends approval of the proposed radio teletype link between the Department of Justice Building and our Clinton radio station to be used under emergency conditions when regular telephone lines are not available.

RECORDED - 22
Respectfully,
66-2554-8837

For the Conference
INDEXED - 22

EX - 32 JUN 27 1951
Clyde Tolson

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

OK
FG

cc - Mr. H. Clegg
Mr. Mohr

RTH:VH

HANDLED BY
STORER

RD

The Director
The Executives Conference

June 22, 1951

ALL INFORMATION CONTAINED
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DATE 11/19/96 BY SP-5/BJD

The Executives Conference on June 21, 1951, consisting of Messrs. Tolson, Glavin, Tamm, Harbo, Trotter, Belmont, Ladd, Rosen, Sizoo and Clegg, considered the request of Colonel Harbison, who had a position in the Government for arranging for certain foreign officials to visit the United States for indoctrinational courses. Colonel Harbison called at the Bureau on June 21, and talked to Mr. Clegg, advising that four Japanese officials were soon to arrive in the United States. One of them is the prosecutor who tried Richard Sorge, who was convicted of espionage in Japanese courts. Another is the Chief of the National Rural Police. Another is an official in the Control of Un-Democratic Activity. Arrangements have been made for them to spend several days with the House Committee on Un-American Activities. The Criminal Division of the Department also is conferring with these groups.

Colonel Harbison requested specifically the following assistance during the week of August 6 thru 16, at the Pentagon Building:

1. A forty minute lecture on the subject "Organization of the FBI and Its Place in the Department of Justice," followed by twenty minutes of questions and answers.
2. A forty minute lecture on "Cooperative and Clearing House Aids of the FBI," and twenty minute discussion.
3. Tour of the FBI.
4. The loan of a movie which they would show and which he described was on a subject of dramatization of an espionage case handled by FBI Agents.

Colonel Harbison stated that he would write a letter to the Bureau asking for the above assistance. It was explained to him that there was a manpower shortage and that the volume of work was terrific.

cc - Mr. Mohr
Mr. Clegg

RECORDED - 127
INDEXED - 127

66-2554-8238
JUN 27 1951

HHC:IGS

cc - Mr. Nichols

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56 JUL 2 1951

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

The Executives Conference recommended that when the request was received that the Bureau offer a tour and the loan of the movie for them to show.

Respectfully,
For the Conference

Y
Clyde Tolson

OK



The Director

June 22, 1951

The Executives Conference

G. L. R. T

~~X~~ RADIO EQUIPMENT
PHOENIX DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/91 BY SP-5 C/BH

On June 21 the Conference composed of Messrs. Tolson, Ladd, Tamm, Trotter, Belmont, Clegg, Sizoo, Rosen, Glavin and Harbo again considered the request of the Phoenix Office for additional radio equipment.

The SAC requests a more powerful transmitter for installation in the Phoenix Office in order that it would cover all of Phoenix and the adjacent area within a radius of 25 to 30 miles. In addition he requests a 60 watt transmitter for use at the Tucson Resident Agency.

Phoenix has a population of 235,000 and it is estimated that 37% of the entire population of Arizona which is 749,587 lies within a 30 mile radius of downtown Phoenix. The SAC cited figures indicating that the Phoenix Office had a higher number of convictions, fugitives apprehended and automobiles recovered in relation to population than other offices in the southwestern part of the nation. He states "that since the ratio of criminal activity in Arizona is far greater than that in California, New Mexico or Texas that the Phoenix Office should have more effective radio coverage even though this might be limited to only a 30 mile radius around Phoenix."

With reference to his request for a 60 watt portable transmitter for use at the Tucson Resident Agency he states it has been necessary in bank robbery and extortion investigations in that area to use a walkie talkie set in order to communicate with the cars in the pertinent areas and that a 60 watt portable unit would be much more effective. He also states there is a considerable amount of Communist Party activity in that area and that the radio equipment would be desirable so that any future investigative activity can be properly coordinated and directed.

At present there are 32 Agents assigned to Phoenix of whom 5 are Resident Agents at Tucson, 1 at Flagstaff, 1 at Prescott, 1 at Safford and 1 at Yuma. There are 24 automobiles assigned. Assuming that each Resident Agent has one this would leave a maximum of 15 automobiles operating in the immediate vicinity of Phoenix.

INDEXED 66-2554-8839
RECORDED 5-22

Phoenix presently has a 60 watt portable transmitter which operated from the field office in order to maintain contact with automobiles equipped with two-way radio in Phoenix. There are 6 autos assigned with two-way radio operating on the FBI frequency, 5 with units operating on the frequency of the State Highway Patrol and 5 are equipped with radio receivers only to operate on the frequency of the State Highway Patrol. The foregoing figures include

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

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

RTH:VH

SEARCHED BY
INDEXED BY
SERIALIZED BY
FILED BY

RV


Memorandum for the Director

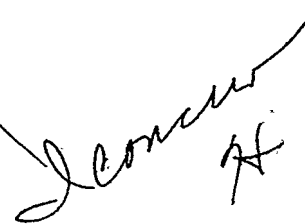
equipment already on hand and units scheduled for delivery in the near future. In addition this office has several walkie talkie units and 2 of the smaller handie talkie units are on order; this equipment operates on the FBI radio frequency.

Messrs. Trotter, Belmont, Rosen, Clegg, Sizoo and Harbo were opposed to the Phoenix request. There has been no showing of any lack of adequate radio equipment in any specific case. The equipment available to the Phoenix Office and Tucson Resident Agency compares very favorably with equipment furnished other offices including several which are much larger both in population area and the number of Agents assigned. There are at least a dozen field offices which could be considered for expanded radio facilities in preference to the Phoenix Office based on the population of the metropolitan area involved and the number of Agents assigned.

Messrs. Tolson, Glavin and Tamm recommend approval of a 250 watt transmitter for installation in the Phoenix Office and that the 60 watt transmitter presently at Phoenix be moved to the Tucson Resident Agency to comply with the SAC's request for such equipment at Tucson. The necessary equipment to be purchased would cost a minimum of \$2,400 plus installation expenses. This would furnish the greater "talk out" radio coverage in the Phoenix area requested by the SAC as well as the improved radio coverage at Tucson. In view of the circumstances cited by SAC Murphy they recommend the purchase of the equipment indicated.

Respectfully,
For the Conference


Clyde Tolson



TO: The Director
FROM: The Executives Conference
SUBJECT: PREPARATION OF CRIMINAL RECORDS

DATE: 5/17/51

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/91 BY SP-5 CPH/2

The Executives Conference on May 15, 1951, with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Sizoo, Nichols, and Clegg being present, considered recommendations concerning the preparation of criminal records in the Identification Division. It will be recalled that Judge Conway of Sioux Falls, South Dakota wrote to the Bureau advising that he felt there was a wilful waste in connection with the preparation of criminal records due to the fact that the record to which he referred was made up of six sheets of paper with only one side of the paper used and with the record being double spaced. He felt there should be more abbreviation, each offense listed on one line, the report single spaced and both sides of the paper used. This, he felt, would result in a saving of paper and would lessen the burden on the U.S. Mail. He thought that by making a report more compact it could be reduced approximately one-sixth of its present weight.

SUGGESTIONS AND RECOMMENDATIONS OF THE EXECUTIVE CONFERENCE

Following a survey of the method in which identification records were prepared the Executives Conference considered the following suggestions:

1. It was recommended that we continue to print the criminal record on one side of the paper. It was found that the procedure of printing on both sides increased operating time by 87.5%, resulted in errors because the paper was wet with ink from the first run, and decreased the neatness and legibility of the record. The increased cost in time of employees would approximate \$25,000 per year. A criminal record of up to five pages can be mailed for minimum charge of 6¢ by air mail. 90% of the outgoing records by air mail require no extra postage. The savings in paper would be considerably less than the increased operating cost. An Official of the company manufacturing the ditto machine states that it was primarily intended for use on one side of the paper and there is a definite loss in operating time if the paper is printed on both sides.

RECOMMENDATION:

The Executives Conference unanimously recommended favorably that we continue to print the record on one side of the paper.

HHC: ebt
cc - Mr. Mohr
Mr. Clegg

RECORDED - 90
INDEXED - 90
EX - 97

166-2554-8840
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63
6-27-51

70 JUL 2 1951

2. It is recommended that the present practice of leaving a line of space between each entry on the record be discontinued and that there be no skipped line between different arrest records. In the event the disposition is not furnished with the fingerprint card then a line would be skipped in order to enter this disposition when it is received. This suggestion is to apply only to records typed in the future and does not include a requirement that thousands of stencils already prepared be retyped.

ADVANTAGES

The record is entirely legible when single spaced. Attached hereto is exhibit A which reflects the present system of double spacing the record. Also attached is exhibit B which is a sample of single spacing the record. This definitely requires less paper and less space.

DISADVANTAGES

1. It lends to the possibility of confusion when each arrest is not separated by a skipped line.
2. When the disposition can be set forth fully on the first page of the criminal record it eliminates the necessity of the disposition having to be posted as a notation on the following page.

THE EXECUTIVE CONFERENCE CONSIDERATION

Messrs. Tracy and Clegg and Tolson recommended favorably that the single spaced method, as suggested, be used.

All the other members of the Conference who were present recommended unfavorably.

Concerning the use of abbreviations it was suggested that the abbreviations presently in use be continued. The present approved list of abbreviations which has been published in the past in the FBI Law Enforcement Bulletin should be re-examined by the Identification Division officials to make certain it is up to date and to make any additions which they believe to be advisable.

Due to the fact that the present list of abbreviations is maintained as pages in the typists' manual it is felt

that they should be more easily available and it was recommended that for the typists preparing this sort of material there should be obtained a visual type register to be placed on the typists' desks. Approximately 350 visual type registers would be needed at a cost of approximately \$1.40 each.

Some fear was expressed that there was not enough room on the typists' desks for this visual register and that they could continue to keep it in their desk.

THE EXECUTIVES CONFERENCE RECOMMENDATION:

It was unanimously recommended that six of these visual type registers be obtained and tried by the typists in order to determine its practicability. It was felt that if these registers of abbreviations could be maintained in this more convenient manner, it would lead to a more frequent use of the present approved abbreviations by the typists, thus reducing the length of some items in the report as well as the report itself.

4. A suggestion was made that it might be possible to consolidate the records of arrests for intoxication and drunkenness. Out of 1,312,293 criminal fingerprints received in 1950, 178,165 or 13.57% were for drunkenness. Rewriting or summarizing these arrests would be time consuming; would require the preparation of new stencils; and the summarization, if approved, would have to be performed by typing employees in the Identification Division.

THE EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference unanimously recommended unfavorably. It was believed that arrests for drunkenness and intoxication should continue to be recorded each as a separate item at present.

Respectfully,
For the Conference

Glyde Tolson

THE DIRECTOR

March 15, 1951

JOINT COMMITTEE

SUGGESTIONS No. 644 and 657

EMPLOYEE: INSPECTOR H. B. LONG
Training and Inspection Division

EMPLOYEE: FRANCIS P. MARZINSKI
St. Louis Field Division

ASSIGNMENT CARDS

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

ALL INFORMATION CONTAINED
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DATE 11/20/91 BY SP-5 *sc/bmc*

SUGGESTION:

Inspector H. B. Long suggests that assignment cards be printed and assembled in advance at the Bureau with the carbon paper already inserted. At present the assignment cards, original, duplicate and tickler, are assembled in the field by the individual stenographer or clerical employee inserting the carbon paper. The larger offices require four copies, since in addition to the regular use, there is a master assignment card box. The smaller offices use three assignment card forms, since they do not have the master assignment box.

It is believed that this would save time and, therefore, money in the field by having these forms already printed and assembled.

Estimated Savings:

It is estimated 1,200,000 sets are used per annum. An estimated price obtained from an outside concern, to which the Government Printing Office frequently lets contracts for printing, reflected that these sets of three would cost \$4,200. There would be some increase in the cost for the sets of four. The savings, however, are estimated only for the sets of three.

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Mohr
Tele. Rm.
Holloman

cc - Mr. Mohr
Mr. Glegg

HHC: IGS

157

Incl. w/ Mr. Glegg - as to availability
of form 65-2554-880-1

RECORDED - 15

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63-6-28-51

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The estimated cost of printing these forms and assembling them by employees of the Bureau is as follows:

Printing and paper	\$2,521.21
Carbon paper	600.00
Employee time spent in assembling	<u>4,539.54</u>
Total	\$7,720.75

These estimates did not take into consideration equipment cost or cost of printers ink, but does take into consideration the average paper wastage, cutting time and packaging time. These estimated prices include the present estimated use of carbon paper for six times. The calculation as to the assembling was based upon actual tests timed with stop watches.

Net savings estimated	\$7,720.75
	<u>4,200.00</u>
Savings	3,520.75

Clerical Employee Francis P. Naginski of the St. Louis Office further suggested that with regard to the preparation of these forms they be printed in chain-fashion so that, particularly in the larger offices, it is unnecessary to continue to reinsert individual sets of assignment cards, which would permit the employee doing this type of work to do it with the least amount of wastage of time which would represent some additional small savings, which would, however, be offset by increased costs.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee recommended unanimously favorable to the effect that this be tried experimentally with the continuous form type of card in the Washington Field Office where there are 10,000 cases opened per month, and with the single set form being provided and used experimentally in the Charlotte Office where new cases are opened occasionally during the day. Based upon the experiments at these two Field Offices, the matter can then be considered as to whether supplies

should be ordered in sufficient quantity to last for a year and also to determine whether it would be better to have the continuous form or the single-set type. With regard to the use of the forms experimentally for a period of sixty days in the Washington Field Office and the Charlotte Office, the cost of the forms would be higher, ^{because} because they would not be purchased in such a large quantity.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on March 5, 1951, consisting of Messrs. Ladd, Harbo, Mohr, Belmont, Sizoo, Rosen, McGuire, Tracy and Clegg recommended unanimously favorable for the sixty-day experiment in the Charlotte and Washington Field Offices.

Respectfully,
For the Conference

Clyde Tolson.

THE DIRECTOR

June 29, 1951

The Executive Conference

HANDLING OF CORRESPONDENCE
IN IDENTIFICATION DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/20/91 BY SP-5 *scrip*

The Executive Conference consisting of Messrs. Tolson, Ladd, Clegg, Rosen, Harbo, Laughlin, Callahan, Sizoo, Trotter, and Q. Tamm considered the destruction of certain types of communications in the Identification Division.

Since April 11, 1946, the following types of communications have been destroyed after being handled in the Identification Division:

1. Requests for original records received from Bureau offices.
2. Requests from Bureau field offices for the removal of wanted notices after the want has been removed.

The Conference unanimously recommends that the Identification Division continue to destroy these two types of communications pointing out that the action has been taken in the Identification Division and copies of the communications are maintained in the Investigative file.

The conference also considered the destruction of probation flash letters after the letter has been posted to the record.

These are a form of disposition sheet which also is duplicated by a copy in the Investigative file. However, in the event an employee erroneously handles a probation flash notice, the possibility exists of a law enforcement agency being informed that an individual is on probation when, in fact, he is not. If these probation flash letters are destroyed it would not be possible to determine the identity of the employee responsible for the error if such an error should occur. No such error has come to the attention of the Bureau in the handling of this type of material.

For this reason, Messrs. Tolson, Callahan, Rosen, and Trotter recommend the retention of the probation flash notices in the Identification Division file. Messrs. Ladd, Harbo, Clegg, Sizoo, Laughlin, and Q. Tamm recommend that they be destroyed.

RECORDED - 25 1 254-8842

Respectfully,
For the Conference,

I agree
[Signature]

Clyde Tolson

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STOP
1951

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

Mr. Clegg
Mr. [unclear]

07/11

The Director

June 19, 1951

The Executive Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/20/51 BY SP-5 CPH/STC

The Executives Conference of June 15, 1951, consisting of Messrs. Ladd, Bogen, Sizoo, Duggs, Belmont, Mohr, Dapho, Tracy and Glavin considered a communication received from the Administrative Assistant Attorney General dated June 11, 1951, to which he attached a copy of the Bureau of the Budget Report Number 51-18, concerning delegation of authority in the field operations of the Department, and in his cover memorandum stated that he would appreciate a detailed report covering the activities of the Bureau as outlined in Paragraph 3, Parts 1, 2, and 3 of the attached Bulletin.

The Conference was advised that Paragraph 3, Parts 1, 2 and 3 of the attached Bulletin covers the following information:

The heads of each department and agency having offices in the field is requested to submit a report to the Bureau of the Budget (in triplicate) by July 31, 1951. Part I of this report should contain a brief narrative statement of the actions that have been taken by the department or agency to fulfill the requirements of the President's Letter of April 24, 1951, that all departments and agencies review their program and operations to insure that sufficient authority has been delegated consistent with good management, to permit effective performance of each operating level. This part of the report should include actions to review existing delegations of authority and to initiate additional delegations.

Part 2 of the report should contain a brief narrative statement indicating the extent to which authority has been delegated to regional, district, and other field offices for carrying on program or substantive operations. Because of the wide variety of activities in the departments and agencies, it is not feasible to prepare a list of standard items that would be applicable to all agencies, that each agency should describe delegations that have been made by June 30, 1951, or which it plans to put into effect, for each of the major programs of each Bureau or major constituent unit.

The statement should cover the delegations of authority that have been made to make the reporting of

TO: Mr. Tolson
FROM: Mr. Mohr
SUBJECT: [illegible]

63 SEP 27 1951

HANDLED BY
SNOO DEPT

SEP 18 1951

Memo for the Director

decisions that are required to carry on each major program. The types of delegations to be described include items such as awarding contracts for program activities, adjudicating claims, making agreements with Federal, state and local agencies, etc.

Part B of the report should contain a brief narrative statement for each bureau or major constituent unit indicating the extent to which authority has been delegated to regional, district and other field offices for taking final action in each of the management activities. The activities include the following:

Procurement of materials, supplies and contractual services.

Release of property for disposition.

Acquisition, renovation and release of space.

Operation, maintenance and protection of Government-owned buildings.

Storage and disposition of records.

Recruitment, appointment and placement of personnel.

Establishment and classification of positions.

It was pointed out to the Conference that these particular phases of the Bureau's activities are supervised from the Seat of Government, final approval being granted after review at the Seat of Government.

The Conference was of the unanimous opinion that the Bureau should continue its present policies and point out in responding to the directive of the Director of the Bureau of the Budget the responsibilities and delegations which have been made to the field and those which are

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Memorandum for the Director

retained for the present at the Seat of Government.

Glavin pointed out to the Conference that he feels it would be undesirable to delegate authority to the field for all of the matters mentioned above since even with Bureau control of many of these items of expenditures the field continually tries to procure equipment, supplies, materials and, at times, personnel, space, and related items, when it is felt that such is not needed.

Should the Director agree with the Conference recommendation the appropriate report will be prepared for submission to the Bureau of the Budget on or before July 31, 1951.

Respectfully,
For the Conference

Clyde Tolson

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May 12, 1951

~~CONFIDENTIAL~~

SAC, Honolulu

RE: U.S. ATTORNEYS' CONFERENCE

RECORDED - 5
66-2554-4

Dear Sir:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/20/91 BY SP-5 CIB/ST

Reference is made to your communication of April 21, 1951, concerning the above-mentioned conference wherein you advised that Mr. Hoddick, Acting U. S. Attorney at Honolulu, has received several requests for prosecutive action together with investigation from the United States Attorney at Guam, which Island is now a separate Judicial District under the Organic Law. It is noted that you state that Mr. Hoddick is aware of the Bureau's policy of not handling any investigations or violations which arise on the Island of Guam. However, he feels that some investigative agency should have jurisdiction over the handling of these violations and this problem is one which he intends to take up at the United States Attorneys' Conference.

For your information, the Bureau will in the future handle investigative matters under its jurisdiction which arise on the Island of Guam. The Bureau is desirous of your advising Mr. Hoddick of this fact prior to his departure for the states to attend the U. S. Attorneys' Conference which is to be held in this city on May 23, 24, and 25, 1951.

In the event Mr. Hoddick has already departed for the mainland by the time you receive this communication, you should discuss this matter with him when he returns to the Islands. A Bureau representative in Washington will advise Mr. Hoddick concerning this matter during his attendance at the U. S. Attorneys' Conference in the event you have not had opportunity to so advise him prior to his departure.

The Bureau is desirous of being advised by you as to the amount of investigative work which it is anticipated will arise on the Island of Guam and the Bureau is also

WRG:jc

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EL

desirous of your further opinion as to whether the amount of work on that Island will be sufficient for the establishment of a Resident Agency there or whether the work should be handled out of your office on a road work basis.

The Bureau is further desirous of your proceeding to Guam at the earliest opportunity to meet the officials on that Island and explain to them the Bureau's investigative jurisdiction so that matters falling within our jurisdiction will be referred to us without delay.

For your information, the Bureau is advising all divisional offices that investigative matters to be handled on the Island of Guam should be referred to your office for attention.

Very truly yours,

John Edgar Hoover
Director

The Director

5/9/51

Executives Conference

UNITED STATES ATTORNEY'S SUGGESTION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/29/91 BY Sp-5 C/hm

The Executives Conference on 5/4/51, with Messrs. Glavin, Tracy, Harbo, Belmont, Ladd, Rosen, Sizoo, McGuire, Nease and Clegg being present, considered the point raised by U. S. Attorney Hoddick when he was recently interviewed relative to investigative work on the Island of Guam. Guam is now a separate judicial district and there is a U. S. Attorney located there. Mr. Hoddick felt that some investigative agency should have jurisdiction over the handling of violations of a Federal type on the Island of Guam and he advised that he intended to take this matter up at the U. S. Attorneys' Conference in Washington. He is aware of the Bureau's policy of not handling investigations on Guam.

Background

On 8/24/50, Governor Carlton Skinner of Guam was interviewed by Mr. Ladd. Skinner was accompanied by Mr. Frost, Commissioner of Public Safety for Guam, and a Mr. Mackey, who was at the time being considered for the position of U. S. Attorney.

Governor Skinner wanted an FBI Agent or Agents stationed at Guam inasmuch as this territory under the Organic Act of 8/1/50, was given the same status as Puerto Rico and the Virgin Islands. Formal Naval control over Guam has been relinquished to civil control. Most of violations arising at Guam would be Fraud cases, Theft of Government Property from military installations and subversive cases involving Espionage and Sabotage. Mr. Ladd advised Governor Skinner that this would have to be taken up with you.

By letter of September 11, 1950, you advised Governor Skinner that the Navy intends to continue exercising exclusive jurisdiction over Security Matters on the Island of Guam in accordance with the Delimitations Agreement. You also mentioned that there would be very few Federal violations on Guam and that, therefore, you considered it undesirable to assign an Agent or Agents in either investigative or liaison capacity to Guam.

Department of Interior is governing Guam through Skinner. The Navy has 2 Intelligence officers on Guam. Native population 27,698. There are 5,000 construction workers on the island. 200 police handle violations. Mr. Ladd agreed with Mr. Tolson last August that there was not enough work on Guam to keep an Agent busy.

Advice to Department

By memorandum of 12/6/49, you advised Assistant Attorney General Alexander M. Campbell that the Bureau will not conduct

Mr. Mohr & Mr. Clegg

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HHC

Memorandum for the Director

Investigations in the Trust Territory in the Pacific Islands because the FBI has neither the personnel nor transportation facilities to carry out responsibilities of investigative nature over the sparsely settled territory of 3 million square miles in the Western Pacific north of the Equator. You advised Mr. Campbell that the Territory contains 96 distinct island units of which Guam is the natural metropolis. Guam is 5,100 miles from San Francisco and 3,340 miles from Honolulu. Total resident population of the Territory in January 1948 was estimated at 80,000, although later estimates indicate possibility of 90,000, exact figures being unknown.

Executives Conference Action:

On May 4, 1951, the Executives Conference considered the Bureau's policy relative to investigations on Guam. It was the unanimous opinion of the Conference that the Bureau should not assign an Agent to that area, if possible to avoid it. Investigations of Internal Security Matters on Guam are being handled by the Navy. It was unanimously recommended that investigative matters on the Island of Guam should be handled by civilian police and that, in the event this matter arises at the U. S. Attorneys' Conference, it be properly explained.

Messrs. Rosen, Belmont and Clegg will be present at the U. S. Attorneys' Conference.

Respectfully,
For the Conference

Clyde Tolson

(Details appear in Bu. file #62-80602 and particularly serial #17. Also Bu. file #64-29833-333-Guam, and the Director's letter to Skinner is serial #12)

The Director

May 17, 1951

The Executives Conference

Proposed Article For FBI Law Enforcement Bulletin

The Executives Conference on May 16, 1951, with Messrs. Ladd, Glavin, Harbo, Nichols, Rosen, Tracy, Belmont, McGuire, Mohr, Sizoo and Clegg being present, considered an article for the FBI Law Enforcement Bulletin concerning the improper and unethical use of identification records. You will recall that in Oklahoma and Florida in recent months there have been indications of the improper use by local officers of fingerprint identification records furnished by the Bureau, in political campaigns.

The Executives Conference considered a draft of an article and recommended revisions; and then unanimously approved the attached, short article to appear in the next issue of the FBI Law Enforcement Bulletin on this subject.

Respectfully,
For the Conference

Clyde Tolson

HHC:arg

cc-Mr. Mohr
Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/20/91 BY SP-5 RCB/BJK

Attachment

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EX-130

JUN 28 1951
INITIALS ON ORIGINAL

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ORIGINAL COPY FILED IN 67-3-1-111-2-2-1

PROPER USE OF IDENTIFICATION RECORDS

There are but few obligations of Government, (Municipal, County, State or Federal) which are more important than providing justice for its people. Law enforcement work is an important factor in the administration of justice. The various aids to law enforcement agencies, such as fingerprint identification, are provided to assist police agencies in their important duties.

Of course, it is illegal and unethical to use a fingerprint record for purposes of blackmail. On that we can all quickly agree. It is believed to be equally unethical and improper to use such identification or criminal records for any purpose except for strictly official law enforcement duties.

Although the FBI gladly furnishes fingerprint identification records to authorized law enforcement agencies which make proper use of such records, as a safeguard against improper use of such records each and every copy is stamped "Furnished for Official Use Only." It is suggested that every law enforcement agency establish safeguards to insure that their records will be used only for legitimate official purposes.

ALL INFORMATION CONTAINED
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DATE 11/20/91 BY SP-5 CPH

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ENCLOSURE 66-2554-8843

The Director

June 21, 1951

The Executives Conference

ANTITRUST SUPERVISION
AND INVESTIGATIONS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/20/91 BY 8-524/BJT

The Executives Conference on June 20, 1951, consisting of Messrs. Tolson, Callahan, Tamm, Harbo, Trotter, Ladd, Rosen, Sizoo, Laughlin and Clegg, considered the training being given in antitrust investigations. This matter arose out of the report by the Select Committee on Small Business of the House of Representatives. The Director had asked that the present procedure in training Special Agents and in handling antitrust investigations be considered.

The present In-Service Agents are given one hour on antitrust matters. The new expanded program of fourteen weeks for New Agents would provide increased time for antitrust investigation discussion. The Investigative Division recommends four hours time for the New Agents in this subject. In view of the fact that the New Agents are not going to be handling anti-trust cases normally for a year or more, it was felt that any additional instruction given beyond four hours would be in the nature of "hold-storage" instruction for which the Agents would not likely gain any experience for many months.

It was, therefore, felt that it would be sufficient to limit this instruction to four hours for the New Agents and to continue for one hour the instruction to In-Service Agents. No other changes were recommended in the procedures.

Respectfully,
For the Conference

Clyde Tolson

cc - Mr. Mohr
Mr. Clegg

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JUN 29 1951

66-2507-8244

The Director

June 26, 1951

The Executives Conference

AVAILABILITY OF INDISPENSABLE RECORDS FOR EMERGENCY USE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED

DATE 11/20/91 BY SP-5 CPH

The Executives Conference consisting of Messrs. Tolson, Sizoo, Clegg, Ladd, Trotter, Parsons, Q. Tamm, Belmont, Rosen, and Nichols, considered a request from the Budget Bureau for advice on two points.

1. The identity and address of the selected repositories in Washington for vital Government documents.

It was pointed out to the Conference that the Department was advised last November that in the event of attack or invasion our records should be destroyed and we would depend upon reconstituting our records from the field. It is believed that this item has already been answered.

2. The Budget Bureau instructs that where reliance is placed on reconstituting indispensable records by assembling duplicates from field office files, that the identity of the two field offices, the identity of two officials at that point, and the identity of two officials of the agency in Washington be submitted. The Budget Bureau directive points out that this information is being compiled for the benefit of the President who must at all times, under emergency conditions, know to whom he should turn for vital documents stored outside of Washington in the event key officials are incapacitated.

The Conference was unanimous in recommending that we advise Mr. Di Girolamo of the Department who is compiling information for the entire Department of Justice that the identities of the two Bureau officials in Washington to whom queries will be directed will be Messrs. Nichols and Warkart; that the two field offices designated wherein knowledge would be available on reconstituting documents would be the Omaha Office (selected because our payroll records and SI cards are maintained there), and the Chicago Office.

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cc: Mr. Clegg
 Mr. Mohr

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JUN 29 1951

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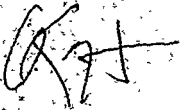
66-2554-8845

Memo to the Director

June 26, 1951

The Conference was unanimous in recommending that in addition to furnishing this information to Mr. Di Girolamo in response to the Budget Bureau request that a detailed memorandum be sent to the SAC's in both Chicago and Omaha on the procedures to be followed. This will be done and submitted within the next few days. In the meantime a memorandum to Mr. Di Girolamo is attached.

Respectfully,
For the Conference


Clyde Tolson

Attachment

The Director

June 23, 1951

The Executives Conference

LEADS TO CHECK ARMED SERVICE RECORDS IN WASHINGTON, D. C.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/20/91 BY SP-5CA/PTK

The Executives Conference on June 20, 1951, consisting of Messrs. Tolson, Callahan, Tamm, Harbo, Trotter, Ladd, Rosen, Sizoo, Laughlin and Clegg, considered the survey made by Mr. G. C. Gearty on instructions from Mr. Mohr as to whether the requests for checks of Armed Forces records and the records of Merchant Seamen in Washington, D. C., should be handled by the Washington Field Office or the Identification Division.

At present a staff of three investigative clerks in Grade GS-7 are handling these matters, together with two other clerical employees, one in Grade GS-2 and one in Grade GS-3, who perform clerical typing and stenographic work.

This matter has been inquired into on several occasions previously.

From July 1, 1950, to May 31, 1951, the Identification Division's Liaison Section handled 2,866 requests of this type. Such a request is received when a subject becomes a fugitive and Identification Division records are searched and the Liaison Section of the Identification Division contacts the military or Merchant Marine agencies for additional information. Similar requests are received when the Field is trying to locate a subject who is not yet a fugitive.

At least 80 per cent of the work of this type requires a preliminary examination of the Identification records. The Washington Field Office advises that in the past six months there has been only one instance in a criminal case in which the services of a Special Agent were necessary in handling such an inquiry.

The Washington Field Office handles only applicant cases in near-by Virginia and Maryland, and if this sort of inquiry were to be handled by a Field Office under present requirements, there would first have to be obtained from the

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cc - Mr. Mohr
Mr. Clegg

HHC: ICS

cc - Mr. Tracy

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INDEXED - 34

66-2554-8846
JUN 29 1951
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Identification Division the fingerprint record and then the lead would be sent to the Richmond Office to be checked at the Pentagon and the Navy Annex, both of which are in Virginia. The Coast Guard and Maritime records are in the District of Columbia.

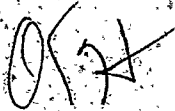
If the Washington Field Office were to handle all of this work, the same number of employees would be required and they would need to be stationed at the Identification Building where most of the preliminary work is done.

The Executive Conference unanimously recommended as follows:

1. That the Liaison Section of the Identification Division continue to handle these contacts as at present since it is both more efficient and economical to do so.

2. That the attached Bureau Bulletin be sent to the Field since a question had arisen with reference to this procedure, and the Washington Field Office had requested that instructions be issued to the Field in order to call attention to the need for uniform practice in forwarding the leads to the Bureau instead of the Washington Field Office or the Richmond Division. Since only one request in six months for the services of a Special Agent had arisen out of this procedure, it was not felt necessary to issue any instructions as to whether such requests for the services of a Special Agent should be made to the Richmond or the Washington Field Offices. The attached Bureau Bulletin should serve to avoid the misdirection of undeveloped leads.

Respectfully,
For the Conference


Clyde Tolson

Attachment

THE DIRECTOR

JOINT COMMITTEE

SUGGESTION #746

EMPLOYEE: SAC H. G. MAYNOR
BUFFALO DIVISION

IDENTIFYING NATIONAL DEFENSE INFORMANTS

6/8/51
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/20/91 BY SP-5/STJ/btp

MEMBERS PRESENT: Messrs. R. T. Harbo
E. Scheidt
E. D. Mason

S. K. McKee
H. M. Kimball

SUGGESTION:

The Buffalo Division suggested that a separate file be maintained captioned, "Identity of Confidential Informants - Other Field Divisions," maintained under lock and key along with other informant files. Where one Field Office requests from another the identity of a particular Confidential Informant, the correspondence will be placed in this file rather than in the investigative file to which the informant's information relates.

ADVANTAGES:

1. This procedure will afford maximum security as to the identity of informants in other offices.
2. File reviews will be shortened where necessary to determine the background or identity concerning a Confidential Informant of another division.

JOINT COMMITTEE CONSIDERATION: Unanimously favorable.

The Joint Committee on 5/26/51, favored the adoption of this suggestion in order to insure maximum security as to the identity of Confidential Informants in other divisions. Attached for approval is an appropriate SAC Letter.

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Attachment

cc-Mr. Mohr
Mr. Clegg
GDM:DMF

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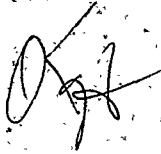
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EXECUTIVES CONFERENCE CONSIDERATION: Unanimously favorable.

The Executives Conference on 6/11/51, with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Sizoo, Nichols and Clegg present, considered the above suggestion and recommended unanimously favorably.

Respectfully,
For the Conference


Clyde Tolson

THE DIRECTOR

6/9/51

JOINT COMMITTEE

Executive Conference

SUGGESTION #733

EMPLOYEE: SA JACK U. RICHARDSON
LOS ANGELES OFFICE

MARK CERTAIN SECURITY FILES
IN A DISTINCTIVE MANNER

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/20/91 BY sq-scibtp

MEMBERS PRESENT: MESSRS. E. SCHEIDT S. K. MCKEE
H. M. KIMBALL E. D. MASON
R. T. HARBO

SUGGESTION:

The Los Angeles Office suggested that a rubber stamp be used to mark the outside of file covers with the letters "CI" or "SI," signifying Communist Index and Security Index, respectively, on those case files maintained on individuals who are the subjects of Security Index or Communist Index cards.

As an alternate proposal the employee suggested that, if the stamp is not approved, consideration be given to placing on the top serial a sheet of paper of distinctive coloring on which the letters "CI" or "SI" would be stamped.

ADVANTAGES:

1. Since such files are handled constantly by Supervisors and Agents, it would save time if there was an obvious indication on the file that the individual is the subject of a Security Index card or Communist Index card.
2. At present the Supervisor must constantly check to see if a Security Index or Communist Index card has been prepared. This clerical work would largely be eliminated if the suggestion were adopted.
3. It would be a quick signal that the file contains a Security Index card where a report is received showing change of address or change of employment.

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cc - Mr. Mohr
Mr. Clegg

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66-2554-3878

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DISADVANTAGES:

1. The fact that the subject appears on the Communist Index is of no special significance at any time and it appears that no purpose would be served in so stamping the files.
2. The fact that a person is on the Security Index is apparent even on cursory examination of the file since the file will contain Forms FD-154 (Form for verification of information on Security Index card) and FD-122 (Form recommending the Security Index card be prepared). A brief examination of the file will denote the person is on the Security Index and it is believed no further notation is necessary on such files.
3. The status of these subjects changes from time to time which would entail the necessity of keeping the stamp up to date and might create a basis for errors.
4. Any serial being considered in connection with the file should either be evaluated in respect to the contents of the file or simply initialed for filing. If the serial requires evaluation, it requires an examination of the file. Therefore, the placing of the stamp on the file front is of no value.

JOINT COMMITTEE CONSIDERATION:

Messrs. McKee, Mason, Kimball and Scheidt opposed the suggestion for the above reasons.

Mr. Harbo favored the suggestion as to stamping the cover because the Los Angeles Office has indicated that they presently spend a large amount of time constantly checking the Security and Communist indices. He believes the procedure should be permitted in the Los Angeles Office.

EXECUTIVES CONFERENCE CONSIDERATION:

HHC:IGS

The Executives Conference on June 20, 1951, consisting of Messrs. Tolson, Callahan, Tamm, Harbo, Trotter, Ladd, Rosen, Sizoo, Laughlin and Glegg considered the above suggestion. In view of the fact that the Los

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Angeles Office has advised that this will save time, Messrs. Tolson, Harbo and Clegg recommended that the Los Angeles Office be authorized to stamp the cover in the manner indicated and after this procedure has been followed for sixty days, the Los Angeles Office would advise as to the effectiveness of its use and the matter could be considered for broad application throughout the Bureau.

All other members of the Conference were opposed feeling that this is just another type of log and that the adoption of this practice would lead to even further information being stamped on file covers and they were, therefore, opposed.

Respectfully,
For the Conference

Y
Clyde Tolson

The Director

June 23, 1951

The Executives Conference

SUGGESTION #789

EMPLOYER: SAC C. F. BROWN
CHARLOTTE OFFICE
FIELD OFFICE ADMINISTRATION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/28/92 BY SP-5C/bff

The Executives Conference on June 20, 1951, consisting of Messrs. Tolson, Callahan, Farn, Harbo, Trotter, Ladd, Rosen, Sizoo, Laughlin and Clegg, gave reconsideration to the suggestion submitted by SAC Brown of the Charlotte Office that there be tabulated monthly and furnished to each Agent statistical data as follows:

- Average cases closed for the month _____
- You closed _____
- Cases opened by you _____
- Sources of information submitted by you _____
- Confidential informants submitted by you _____
- Your delinquency _____
- Pending reports written by you _____

This matter was given reconsideration by the Executives Conference and the observations of the Director were brought to the attention of the Conference. It was felt that in many instances the tabulation as suggested by SAC Brown would be unwise. It would not be adaptable in such matters as Loyalty cases and Security type of work.

In view of the fact that the Director has approved the SAC Letter which accompanied the previous Executives Conference memorandum, it was unanimously recommended that sixty days hence a second SAC Letter go to the Field inquiring specifically as to the use being made of this plan and the results of such use where it was applied. Based upon the findings at that time, the possibility of expanding this program would then be considered by the Conference.

If the Director approves, a follow up letter will be sent to the Field sixty days from now for this purpose.

Respectfully,
For the Conference

cc - Mr. Mohr
Mr. Clegg

Clyde Tolson

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The Director

June 21, 1951

The Executives Conference

DISPOSAL OF PERIODIC STATISTICAL AND ADMINISTRATIVE REPORTS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/20/91 BY SP-5C/bmf

The Executives Conference consisting of Messrs. Belmont, Sizoo, Rosen, Ladd, Q. Tamm, Callahan, and Nichols considered the recommendation of the Files Section that weekly and monthly delinquency reports, which at one time were prepared on pink paper and destroyed, not be filed.

Since these reports have no permanent value and are housekeeping records as compared to official government documents which are of permanent value to the file, the Conference was unanimous in recommending the adoption of this recommendation. The Files Section will in the future return such delinquency reports as are of no permanent value to the Division from which they emanated.

Respectfully,
For the Conference

Clyde Tolson

LDN:CMC:mb

CC - Mr. Clegg
- Mr. Mohr

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The Director

June 25, 1951

The Executives Conference

The Executives Conference consisting of Messrs. Tolson, Glavin, Quinn Tamm, Harbo, Trotter, Belmont, Ladd, Clegg, Sizoo, Rosen and Nichols considered the matter of speaking engagements which Mr. Nichols outlined as to the policy in effect in regard to speaking engagements and the method in which they are accepted.

The Conference was unanimous in recommending that an appropriate letter go to all SAC's pointing out the policy which would have the effect of concentrating speaking engagements with the Agents in Charge, Assistant Agents in Charge and a few qualified Agents making the bulk of the speeches. Such a letter is attached.

The Conference was also of the unanimous opinion that a strict adherence to this rule should not result in an office being criticized for a decline in the number of speaking engagements provided the SAC and ASAC are assuming a fair share of the responsibility.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/20/91 BY SP-5 a/b/r

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Attachment

CC - Mr. Clegg

CC - Mr. Mohr

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THE DIRECTOR

June 26, 1951

THE EXECUTIVES CONFERENCE

ALIEN FINGERPRINTS
MEXICAN BORDER CROSSINGS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/20/91 BY SP-5 C. [initials]

The Executives Conference on June 26, 1951, consisting of Messrs. Tolson, Ladd, Clegg, Parsons for Harbo, Nichols, Rosen, Tamm for Tracy, Sizoo for Mohr, Trotter, and Belmont, considered what position the Bureau should take in discussing with Mr. [redacted] of the Bureau of the Budget questions regarding the security of the Mexican border.

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Based on a recommendation of the ICIS Sub-Committee on Entry and Exit Problems that the Immigration and Naturalization Service and the State Department should work out a method of reissuing Mexican border crossing cards and establish a central record of these card holders at I&NS headquarters in Washington, I&NS and the State Department held a conference in El Paso, Texas, from May 7 to 10, 1951, to work out procedures.

Mr. Tracy informed on May 16, 1951, that during a conference with Commissioner Argyle Mackey, Mr. [redacted] and Mr. [redacted] of the I&NS, Commissioner Mackey advised that as a result of an intelligence conference recommendation, a special study has been made of Mexican border crossings from the viewpoint of security of the country against the infiltration of Communists or Communist agents. It is noted that the original recommendation of the ICIS did not appear to cover this broad field, but, rather, was restricted to a method of reissuing Mexican border crossing cards and establishing a central record at I&NS headquarters in Washington.

I&NS has now requested an increased appropriation with which to fingerprint Mexican border crossers. The I&NS program would result in receipt by the Bureau of over a million additional fingerprints during the fiscal years 1952 and 1953. The increased fingerprinting by I&NS actually represents no new programs, but, rather, an expansion of existing programs. The increase is expected to fall in the following three categories:

- (1) The estimated 430,000 outstanding border crossing permits are to be reissued and the permit holders fingerprinted. These persons were fingerprinted at the time the permits were originally issued and the prints were submitted to the Bureau. The advantage

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- Tracy
- Harbo
- Alden
- Belmont
- Laughlin
- Mohr
- Tele. Room
- Nease
- Gandy

AHB:LL

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

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of fingerprinting such persons in the first instance was to prevent those Mexicans with arrest records from receiving permits to pass back and forth across the border and to have available a means of identifying them if they are arrested in the United States. The purpose of refingerprinting them, as suggested by I&NS, is to insure that the permits are still in the hands of the rightful owners and to again screen out undesirables.

(2) I&NS expects an increase of about 200,000 in the number of agricultural workers brought into the United States from Mexico this summer. Agricultural workers are fingerprinted and the prints submitted to the Bureau at the present time. The advantage of fingerprinting such persons is to have available a means of identifying them if they attempt to remain in the United States after their work contract is completed or if they engage in criminal activity. Inasmuch as some of these workers might be brought into this country several times during one season, there may be repeated fingerprinting under this program.

(3) I&NS advise there were 570,000 apprehensions of illegal border crossers (so-called "wetbacks") along the Mexican border last year. Only about 5% of this number were fingerprinted. I&NS now intend to fingerprint all such persons. The advantage of this program is to identify persons who have previously attempted illegal entrance into the United States, with a view toward prosecuting aggravated cases, and to identify such persons in the event they later succeed in entering this country and engage in criminal activity.

Basically, I&NS proposed program for fingerprinting Mexican border crossers will weed out those persons with arrest records for criminal activity and will serve as a means of identifying those persons who enter the United States and subsequently are arrested for criminal activity. The increased fingerprinting by I&NS concerns only an expansion of existing programs; therefore, such fingerprinting will not involve individuals who enter the United States from Mexico and are traveling on passports of foreign countries or those individuals who travel on Mexican passports.

The problem of security along the Mexican border is much greater than that of merely weeding out the criminally undesirable. From the security standpoint, it would be desirable to identify Communist Party members, foreign agents, and other subversives who attempt to enter this country. Fingerprinting would not accomplish this except in the rare instance. The problem of preventing security risks from entering the United States along the Mexican border involves the control of a border which is approximately 2,000 miles long. Because of the desires of both the Mexican and American governments to allow as free and expeditious movement across the border by their respective citizens as possible, the screening program by ICNS has been perfunctory in many instances. In addition, because of the length of the border and the lack of adequate patrol measures, illegal entries along the border are very numerous. The main problem from an internal security standpoint would be to devise some means whereby security risks may be weeded out when they attempt to enter the United States legally, as well as to prevent illegal entry. The proposed fingerprinting program would not solve this problem.

It is conceded that fingerprinting is an integral part of any security program, as is indicated by the Alien Registration Act of 1940. Fingerprinting compels registration and thereby insures background information on potential security risks. It also permits a ready means of identifying individuals who become security risks, and probably serves as a psychological deterrent to subversives who attempt to enter the United States. From a security standpoint, however, there are certain things which the fingerprinting program proposed by ICNS will not accomplish:

- (1) It will not restrict border crossings.
- (2) It will have little, if any, effect on detecting enemy agents or other subversives. Name checks of our subversive files would serve to identify Communists or other subversive individuals, provided we had information on them. However, the percentage of persons crossing the Mexican border on whom we would have information would be very small. It is not believed that we should undertake name checks of all Mexican border crossers, as the result would not justify the effort involved. No proposal has been made that we handle such a name check program.

- (3) Fingerprinting of all legal entries will not prevent illegal entries into the United States. In this regard, it is noted that whereas 430,000 border crossing permits are outstanding, I&NS state there were 578,000 apprehensions of illegal border crossers along the Mexican border last year. No one, of course, has any idea as to the number of successful illegal entries into the United States.

Under the present control system, illegal entries into this country over the Mexican border are not difficult. For example, under the present screening program, an individual who looks like an American could enter a Mexican town at a border crossing, purchase several bags of groceries, and leisurely walk across the American border with the normal crowds during the day. If this individual were stopped, he would have no difficulty in crossing into the United States by merely indicating that he was a United States citizen, born in this country, and that he had been shopping.

As a corollary to the subject matter of security on the Mexican border, the Department referred to us, under date of June 22, a memorandum from I&NS dealing with the question of centralized records, beginning with a centralized system of records for I&NS. The Department furnished this for our information and any views which we might care to express. A portion of that memorandum from I&NS dealt with a centralized record of aliens who have been issued nonresident alien border crossing cards on the Mexican border, and stated that centralized records could be maintained by I&NS if they were of value for security purposes, if there was justification for the additional expenditures to establish them, and if the Budget Bureau would support a request for funds. An appropriate reply to the Department is being prepared.

Mr. Quinn Tamm pointed out that the I&NS is conducting a survey during the months of June and July as to what information of value is received as a result of the search of fingerprint cards submitted to the Bureau on aliens, including the fingerprinting involved in Mexican border crossings. Mr. Tamm pointed out that the value of the fingerprint program, from a security standpoint, could be determined as a result of this survey.

EXECUTIVES CONFERENCE RECOMMENDATION:

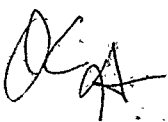
The Executives Conference unanimously recommended that in discussing this matter with Mr. [redacted] who has requested that the Bureau discuss it with him, we furnish Mr. [redacted] orally

with the above analysis of the part which a fingerprint program would play insofar as security of the Mexican border is concerned and further suggest to him that he may wish to check with ICNS as to the results of their survey on the value of information received back following the search of these fingerprint cards through the Identification Division.

In the event you approve, Mr. Glavin (or in his absence, Mr. Callahan) and Mr. Belmont will discuss this with Mr.

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Respectfully,
For the Conference


Clyde Tolson

The Director

June 28, 1951

The Executives Conference

FIRST-AID PROGRAM FOR PERSONNEL AT THE SOG
WAR PLANS

The Executives Conference on June 26, 1951, consisting of Messrs. Tolson, Tamm, Parsons, Trotter, Belmont, Ladd, Nichols, Lisco, Rosen and Clegg, considered the First-Aid Training Program for personnel at the Seat of Government in connection with War Plans.

The War Plans called for the training of 25 per cent of all personnel at the Seat of Government in first aid. This would require providing training for 1023 employees for a period of 24 hours, for a total of over 24,000 employee hours.

It was unanimously recommended that this matter be passed over for reconsideration in January, 1952.

Respectfully,
For the Conference

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Clyde Tolson

cc - Mr. Mohr
Mr. Clegg

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June 15, 1951

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SAC, Albany

Director, FBI

INSPECTION OF TELEPHONE
AND TELETYPE FACILITIES
ALBANY OFFICE

Reurlet June 1, 1951, concerning above
matter. Confine inspection to only those lines
used by the Field office.

ALL INFORMATION CONTAINED
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DATE 11/29/92 BY SP-5 CJB/BJ

RTH:VH

The Executives Conference composed of
Messrs. Tolson, Mohr, Belmont, Ladd, Rosen, Clegg,
Sizoo, Nichols, Glavin, Tracy and Harbo considered
this problem on June 11 and a memorandum setting
forth the views of the majority and a minority group
has been submitted. It is believed this letter
should go forward at this time. If the Director
decides that Resident Agency telephones should be
checked the Albany Office will be appropriately
advised by SAC letter to all offices. RTH:VH

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The Director

June 29, 1951

The Executives Conference

ALL INFORMATION CONTAINED
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DATE _____ BY _____

~~BUREAU RADIO NETWORK~~

On June 28 the Conference composed of Messrs. Tolson, Ladd, Callahan, Tamm, Trotter, Rosen, Nichols, Clegg, Sizoo, Laughlin and Harbo considered the need to replace three radio transmitters at the main transmitting station at Waldorf, Maryland. There are three 1,000 watt transmitters which are unreliable and have run their useful service life. In view of the highly unfavorable receiving conditions in practically all of our field office stations due to high downtown electrical noise, the replacement equipment should be of a higher power. The Conference unanimously concurs in Mr. Conrad's recommendation that three 2,500 watt radio transmitters be purchased at an estimated cost of \$8,000 each. It is anticipated that a minimum of nine months will be required for delivery.

The Conference also considered the recommendation for the purchase of three 1,000 watt transmitters, one to replace an old and unreliable unit at San Diego and the other two to be stored at Shepherdstown for possible emergency use should Bureau headquarters be moved there. This equipment is available immediately through the military services at approximately \$4,000 each. The Conference recommends this purchase.

To summarize the Conference unanimously recommends the purchase of three 2,500 watt radio transmitters at a cost of \$8,000 each and three 1,000 watt radio transmitters at a cost of \$4,000 each, total cost being \$36,000.

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Respectfully,
For the Conference

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Clyde Tolson

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

ETH:VH *[initials]*

- Mr. Tolson _____
- Mr. Clegg _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Tracy _____
- Mr. Egan _____
- Mr. Gurnea _____
- Mr. Harbo _____
- Mr. Mohr _____
- Mr. Pennington _____
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The Director

June 30, 1951

The Executives Conference

REQUEST FOR RADIO EQUIPPED TRUCK
NEW YORK DIVISION

ALL INFORMATION CONTAINED
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DATE 11/20/98 BY SP-5 CPH/ML

On June 28 the Conference composed of Messrs. Tolson, Ladd, Callahan, Tamm, Trotter, Rosen, Nichols, Clegg, Sizoo, Laughlin and Harbo considered the request of the New York Office for an additional radio truck.

New York presently has one radio equipped truck which they point out is in constant use; that this vehicle alone of those available in New York permits a close fixed surveillance. However when the same vehicle is used continuously on a surveillance it soon becomes conspicuous and for that reason New York requests another truck of the same general type and with similar special equipment installed but of a different make so as to be externally dissimilar in appearance.

The Conference unanimously recommends the purchase and equipment of an additional radio truck for the New York Office at an approximate cost of \$2,200 including the special equipment to be installed.

Respectfully,
For the Conference

Clyde Tolson

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

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Mr. Tolson _____
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Mr. Nichols _____
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Mr. Harbo _____
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The Director

June 29, 1951

The Executives Conference

X FM RADIO INSTALLATION
LOS ANGELES

ALL INFORMATION CONTAINED
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DATE 11/29/91 BY SP-5 UBN/HF

On June 28 the Conference composed of Messrs. Tolson, Ladd, Callahan, Tamm, Trotter, Rosen, Nichols, Clegg, Sizoo, Laughlin and Harbo considered the request of the Los Angeles Office for modification of their radio installation in order to provide improved two-way coverage of certain portions of the San Fernando Valley. The area involved is within twenty miles of the field office.

When this station was installed several years ago it was recognized that coverage was spotty in portions of the San Fernando Valley due to the adjacent mountains, but at that time the field office felt the installation was adequate for their needs. However due to the increase in population in this area, the presence of large airplane factories, and the necessity to conduct surveillances in security cases in this area the Los Angeles Office now requests improved coverage. The Los Angeles Office has suggested two alternate means of achieving the desired result. Analysis by the Radio Section has resulted in the recommendation that a 60 watt transmitter with associated repeater equipment be installed at Flint Peak (one of the remote receiver sites). The necessary equipment will cost \$2,120; the salary and per diem of the radio engineer to install the equipment will bring the total cost to approximately \$2,570.

Messrs. Tolson, Ladd, Tamm, Trotter, Rosen, Nichols, Clegg, Sizoo, Laughlin and Harbo recommend the installation of the additional equipment to furnish the improved coverage in the San Fernando Valley as requested by the Los Angeles Office. Mr. Callahan is opposed; he feels that the benefits anticipated will not justify the cost involved.

KZ

Respectfully,
For the Conference

Clyde Tolson

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

- Mr. Tolson _____
- Mr. Clegg _____
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- Mr. Nichols _____
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THE DIRECTOR

June 30, 1951

THE EXECUTIVES' CONFERENCE

~~SECURITY INVESTIGATIONS~~ ~~SECURITY INDEX~~

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DATE 11/20/96 BY SP-SC/DW

On June 28, 1951, the Executives' Conference, consisting of Messrs. Tolson, Ladd, Clegg, Callahan for Glavin, Harbo, Nichols, Rosen, Quinn Tamm for Tracy, Sizoo for Mohr, Trotter and Belmont, considered whether we should open security investigations on the basis of complaints received now alleging Communist activities some years ago; on the basis of allegations in our files which were not investigated at the time under the Redirection Program; and, on the basis of anonymous complaints.

In order that a clear understanding may be had concerning the background of Bureau policy in opening security investigations, there is attached a memorandum reflecting the various SAC Letters since April 18, 1945, instructing the field as to what individuals should be investigated in security matter investigations.

Bureau Instructions to the Field:

Briefly, prior to April 18, 1945, the Bureau attempted to secure complete coverage in the Communist field. On April 13, 1945, the field was told to place emphasis on the more important individuals and organizations; that Communist cases should be opened on a selective basis and the number of security cases could be reduced by limiting investigations to subjects regarded as dangerous or potentially dangerous; that mere membership or occasional attendance at meetings was not sufficient to indicate potential dangerousness.

On April 17, 1947, the Redirection Program was put into effect and the field was told to reevaluate investigations in the Communist field because of shortage of personnel. Party membership alone was not sufficient basis for investigation; investigations should be restricted to dangerous or potentially dangerous Party members whose statements or acts indicate dangerousness.

On April 10, 1948, the field was instructed to take stock of its state of preparedness for a detention program in the event of an emergency; to review security files and open investigations on dangerous and potentially dangerous persons, based on activity or affiliation with subversive organizations, plus certain standards,

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CC - Mr. Clegg
Mr. Mohr

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MEMORANDUM FOR THE DIRECTOR

such as position in the Party, training, involvement in espionage, employment in vital industry, military training, etc. In effect, this set the basis for the field as to who should be considered dangerous or potentially dangerous and resulted in opening or re-opening thousands of cases not investigated under the Redirection Program.

On July 25, 1950, because of the Korean situation and the international tension, the field was instructed to open cases on all individuals reported as present or alleged members of, or affiliated with the Communist Party or other revolutionary groups. The basis for this change was that because the Communist Party and related subversive groups came out strongly for Soviet Russia and North Korea in the Korean incident, any persons continuing as members of these groups or espousing their line should be considered as dangerous or potentially dangerous.

Observations:

From the information set out above, it is apparent that from April 18, 1945, until July 25, 1950, membership alone in a subversive organization, without additional information indicating dangerousness, was not sufficient to warrant the opening of a security investigation, according to Bureau policy in effect during that period.

Undoubtedly, there are thousands of individuals reported as Party members during 1945 through 1949 who have never been investigated from a security standpoint because their cases did not meet the standards for opening a case during that period and information concerning their subversive activities ceased sometime before the standards were changed on July 25, 1950. The exception would be where investigations have been initiated for special reasons, as present employment in the Federal Government, special requests from other Government agencies, or other information prompting an investigation such as employment in vital facilities. As indicated above, SAC Letter No. 48, dated July 25, 1950, instructed the field to open investigations on individuals, who were present, active, participating members of the Communist Party or other revolutionary groups or were affiliated or espoused the lines of those groups.

It is fully realized that each case must be considered on its own set of facts and that many factors are involved; however, it is believed that this matter should be fully considered to determine whether our present procedures for conducting investigations are sound, taking into consideration the present work load on the field in investigating and considering for the Security Index persons presently active or affiliated with subversive groups.

MEMORANDUM FOR THE DIRECTOR

It is pointed out that any individual who is ever reported a member of a subversive group, in the absence of specific evidence of disaffection, has the potential to be dangerous and may commit sabotage and espionage if the circumstances dictate; however, we must direct our investigative efforts towards completing investigations in cases where the potential of dangerousness is greatest, as we see it, before opening cases on all subversive complaints received through the years.

Standards For Security Cases Presently Being Opened:

(1) SAC Letter #48 dated July 25, 1950, is the basis for the opening of security cases on all individuals reported as present members of or affiliated with Communist Party or other revolutionary groups. The field does not open cases on allegations received today alleging membership or affiliation with these groups prior to July 25, 1950 unless the information furnished alleges more than mere membership or affiliation with the groups, that is, the allegation includes activities, training, etc., which coupled with membership indicates the subject is dangerous or potentially dangerous.

(2) Security cases are opened on all persons who, prior to the Korean situation, were members of or affiliated with the Communist Party or other revolutionary groups if there are additional factors which indicate that these persons are dangerous or potentially dangerous. In determining whether a person is potentially dangerous, the field has been furnished a number of factors such as high position in a subversive organization, special training, involvement in espionage, membership in the Abraham Lincoln Brigade, Armed Forces training, employment in vital industry, public utilities or Government, etc.

Observations:

The field considers each case on its own facts in determining whether an investigation should be initiated to ascertain whether the subject's activities warrant placing him on the Security Index. The ideal situation would be to conduct a security investigation on every derogatory subversive complaint ever received by the Bureau. We do not have the manpower to do this. We must work now on the cases where the most dangerousness appears, namely, active participation in subversive affairs since the Korean situation or past activity plus employment or training, as mentioned above.

We must face the fact that the Redirection Program which was in effect until July 25, 1950, de-emphasized the investigation

MEMORANDUM FOR THE DIRECTOR

of individuals and when there was an allegation of mere membership in subversive groups, we did not investigate the complaint in the absence of some other specific reason.

We must bear in mind that since we broadened the basis for opening security investigations by SAC Letter No. 48 dated July 25, 1950, we have opened 52,893 security matters in classification 100 and closed 37,345 matters, or a net increase of 15,548 pending matters. The total pending classification 100 matters as of August 1, 1950, was 12,251 as compared with 27,799 pending matters in that classification as of May 1, 1951. SAC Letter No. 48 purposely set out additional basis for investigation of "Present or alleged members of or affiliated with the Communist Party or other revolutionary groups," thus not requiring the field to open cases on persons who were routine members in the past. To have done otherwise would have placed a burden on the field which could not have been handled. The number of pending security matters continues to increase under our present instructions. Therefore, it does not appear sensible to instruct the field to review their files and open cases on the basis of routine membership or affiliation information received during the period of the Redirection Program and not investigated then. We may come to this later, although it would be a highly inefficient method of determining persons now potentially dangerous.

Employment in Key Vital Facilities:

During the period between April 18, 1945 and July 25, 1950, there was no definite designation or identification as to basic, strategic or vital industries. Today, key vital facilities have been designated by the Secretary of Defense. The possibility exists that individuals against whom subversive allegations were received or who were identified as mere Party members but not investigated during the above years, may today be employed in facilities listed by the Secretary of Defense. Likewise, subjects of security cases who were investigated but not placed on the Security Index, unknown to us, may now be employed in vital facilities.

Name checks on all persons employed in key vital facilities would be the most practical way to ascertain whether persons on whom we have derogatory security information are so employed because such checks would disclose all information regardless of whether we had conducted investigations or not. This would be a continuing job due to the millions of persons now in industry and the turnover of labor. The proposed Munitions Board Name Check Program of two million names would be partially effective.

MEMORANDUM FOR THE DIRECTOR

Anonymous Complaints:

Anonymous complaints alleging subversive activity have been treated in the same manner as any other complaint, with the exception that because the complainant refuses to sign his name, we do not place the same credence in the complaint as we do in those cases where we can go back to the complainant for more detail and for leads to prove or disprove the complaint. In addition, many anonymous complaints are the result of spite and the fact that the complainant does not sign his name indicates that he will not back up his complaint with facts. Where the anonymous complaint is sufficiently specific and of sufficient weight to warrant investigation, an investigation is opened, but we do not place the same weight on an anonymous complaint as we do when a complainant makes his identity known.

Executives' Conference Recommendation:

The Executives' Conference unanimously recommended:

(1) that we do not attempt to go back through our files to resurrect complaints received prior to the Korean situation for the purpose of opening investigative cases. To do so would result in the opening of thousands of cases which the conference felt is not warranted, particularly as we have conducted investigation on those persons whose activities were such as to cause them to be considered dangerous or potentially dangerous;

(2) that we should not open a case on information currently received, alleging subversive activities prior to the Korean situation, unless the allegations go beyond mere membership or association with the Communist Party or related groups and include information such as training, employment in vital industry, Government position, etc., which warrant the investigation on the basis of a potential dangerousness. This policy is in effect at the present time;

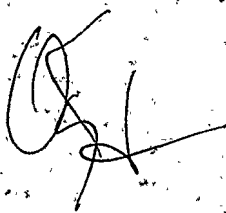
(3) that we do open investigations on allegations currently received reflecting membership in subversive organizations subsequent to January 1, 1949. This would be an exception to the general rule under Number 2, above, and is warranted because the detention provisions of the Internal Security Act of 1950 call for action in an emergency against individuals who were members of the Communist Party subsequent to January 1, 1949. The Conference felt that as Congress set the date January 1, 1949, in the Internal Security Act of 1950, we should conduct investigations based on allegations of mere membership subsequent to that date, but we are warranted in not going back beyond that date on the basis that Congressional intent is reflected in the Act. Instructions are under preparation for the field in this respect.

MEMORANDUM FOR THE DIRECTOR

(4) that in the instructions to the field the matter of anonymous complaints be covered, namely, to the effect that merely because a complaint is anonymous the complaint should not be disregarded, but the facts of the complaint should be considered and if they are sufficiently specific, an investigation should be opened.

If you approve the Executives' Conference recommendations, we will be so governed.

Respectfully,
For the Conference


Clyde Tolson

THE DIRECTOR

June 28, 1951

THE EXECUTIVES CONFERENCE

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DATE 11/20/91 BY SP-SC/DH

The Executives Conference of June 25, 1951, consisting of Messrs. Tolson, Glavin, Q. Tamm, Harbo, Trotter, Belmont, Ladd, Rosen, Clegg, Sizoo, and Nichols considered methods of ~~identifying derogatory information on Bureau employees as it comes into the Bureau and is incorporated into our records both in the Identification Division and the Records Section.~~

This problem arose out of the incident involving Special Agent [redacted] who after entering on duty and while in New Agents Training School revealed that he had been arrested at Fort Jackson, South Carolina on a disorderly conduct charge. The arrest occurred approximately two months before Agent [redacted] entered on duty and while he was under investigation for employment with the Bureau. Since the fingerprints of [redacted] taken when he initially applied for the position of Special Agent were filed in the Non-criminal Section of the Identification Division Records, no identification was made when the criminal fingerprint card covering the arrest was received. Agent [redacted] was again fingerprinted following his entry on duty and when these prints were searched on February 7, 1951, they were identified with the criminal prints reflecting his arrest and the Administrative Division was promptly notified. In the meantime, however, [redacted] had volunteered the information concerning his arrest.

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The important fact to be noted is that regardless of [redacted] admission of his arrest it was automatically noted when his fingerprints were searched two days after he entered on duty.

You will recall that because of this incident the fingerprints of Bureau personnel are now being filed in the Criminal Section of the Identification Division Records. This has not been completed but is a current project presently being worked on. As a result, when a Bureau employee is arrested for any reason and fingerprinted the subsequent check of the Criminal prints will immediately identify him as a Bureau employee.

INDEXED - 27 RECORDED - 27 166-2554-8859

In the Records Section all applicants are carefully checked through the main indices for derogatory data, and just prior to appointment the immediate relatives of the applicant and his or her spouse are also checked for unfavorable information. After employment any information noted in incoming mail such as

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

60 JUL 12 1951

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June 28, 1951

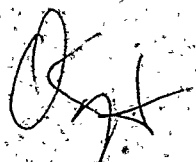
MEMORANDUM TO THE DIRECTOR
FROM THE EXECUTIVES CONFERENCE

Investigative reports, letters and general correspondence, reflecting unfavorably on Bureau personnel is immediately referred to the Personnel Unit of the Chief Clerk's Office.

The Conference unanimously agreed that there should be no change in our present procedures.

Respectfully,
For the Conference


Clyde Tolson



April 25, 1951

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/21/91 BY SP-5/BJR

LOYALTY AND APPLICANT PROGRAMS

On April 24, 1951, the Executives' Conference, consisting of Messrs. Tolson, Ladd, Mason for Mr. Clegg, Glavin, Harbo, Nichols, Alden for Mr. Rosen, Tracy, Mohr, and Belmont, considered the problem, after investigative reports are submitted to the Civil Service Commission and/or the employing agency, of whether the Bureau should follow up further in those instances where derogatory information is developed and yet the employee is retained in Government service, to ascertain the employee's further activities.

It was pointed out that we have conducted thousands of investigations under the loyalty and applicant programs and have developed disloyal information in varying degrees in thousands of cases. As an example, under the loyalty program, we have closed 14,785 full field investigations as of April 14, 1951. In 9,385 of these cases, disloyal information was developed, ranging from mere signers of Communist Party petitions to Communist Party membership and active association with Communist front groups. However, in the overwhelming majority of cases the disloyal information developed pertains to activities ranging from the 1930's to 1946. Of the 9,385 cases, 248 were removed or denied employment and 1,744 resigned or were separated from the Government. This leaves a total of 7,393 persons who are still with the Government, either having been retained by the Loyalty Review Boards or are still under consideration by such Boards.

In each of these cases investigative reports have been submitted to the Civil Service Commission. Wherever the derogatory information developed was substantial, reports were sent to the Department also. The question is do we have a responsibility to follow the activities and employment of these individuals while they are still in Government service. We have not done so in the past unless the case was a serious one.

The system we employ is that whenever derogatory subversive information is developed, the Loyalty Section sends a copy of the report to the Internal Security Section for consideration as to whether a Security Index card should be prepared, or investigation should be continued as a security case looking toward a Security Index card. We presently have a total of 54 Security Index cards on Government employees. In numerically few instances are loyalty cases continued as security cases due to the fact that it is possible to determine from the loyalty case whether an individual should go on the Security Index and further investigation is not warranted. There are some few exceptions.

CC - Mr. Clegg

Mr. Mohr

CHB:ALB 16 1951

RECORDED - 91 66 - 2554 - 986

HANDLED BY
STOP DESK

NOT RECORDED
133 JUL 3 1951

ORIGINAL FILED IN 66-2554-986

MEMORANDUM FOR THE DIRECTOR

If we decide to follow these cases further, we can do so in one of three ways, namely:

(1) We can place all Government employees on whom any substantial derogatory information is developed on the Security Index. This would be a departure from the usual standards. In the great majority of cases, the derogatory information applies to periods years in advance of the present date.

(2) We could open security cases when the loyalty cases are completed on all subjects where derogatory information has been developed. This would appear unwarranted, as the loyalty investigation is as complete or more complete than the usual security investigation. The opening of a security case would not accomplish anything except to indicate periodically that the subject is still in Government employ.

(3) We could supply a list of these cases to the field and have the field check periodically to see if the subject is in Government service. This would be a very burdensome administrative procedure but can be done if it is felt to be warranted. The chief objection to this is not the additional work involved but the fact that when we get the information, there is no effective action which can be taken. Therefore, we are merely satisfying our curiosity.

The same problem and procedures, as set forth above, apply also to the applicant programs.

As a result of the recent Internal Security-Espionage Conference, we are preparing instructions to the field, reiterating the necessity for principal offices to receive copies of all derogatory reports and consider the subject for the Security Index. Instructions are also being reiterated to the field to have supplementary loyalty reports rendered when necessary.

Because of the volume of loyalty and applicant type cases, it is apparent that any additional safeguards set up by the Bureau will require a great deal of administrative and investigative time. This might be warranted if the resulting information would enable the Bureau to take definite action. However, this does not appear to be the case.

Executives' Conference
Recommendation:

The Executives Conference unanimously recommended that we continue our present procedure, that is, where investigations

The Director

June 30, 1951

The Executives Conference

250 WATT FM RADIO STATION
SAN FRANCISCO DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/21/91 BY SP-5 c/bmr

On June 28 the Conference composed of Messrs. Tolson, Ladd, Callahan, Tamm, Trotter, Rosen, Nichols, Clegg, Sizoo, Laughlin and Harbo considered the request of the San Francisco Office for the installation of additional equipment which would expand the area in which they would have two-way radio communication between the field office and radio equipped automobiles.

This installation, along with other similar field office installations, was engineered to provide solid two-way coverage within a radius of twenty to twenty-five miles of the field office. A survey conducted by a Bureau radio engineer has disclosed that by installing a 60 watt transmitter with associated repeater equipment on Mount Diablo, located approximately forty miles east of San Francisco, it will be possible to make a very substantial increase in the area in which two-way radio communication will be possible. This increased area will include a major portion of the Sacramento Valley, especially that portion which is most heavily populated, extending northeast beyond Sacramento a distance of at least one hundred miles from San Francisco. The area involved includes Resident Agencies at Sacramento, Stockton, San Jose, Martinez and Marysville with a total of fifteen Resident Agents; and eleven additional Agents work in this area on a more or less regular basis.

SAC Kimball requests the expanded coverage and feels that it will increase efficiency of operations and reduce communications costs especially between San Francisco and Sacramento. The installation would give two-way coverage in that portion of the San Francisco territory wherein the major portion of their work is to be handled.

Messrs. Tolson, Ladd, Tamm, Trotter, Rosen, Clegg, Sizoo, Laughlin and Harbo recommend that a 60 watt transmitter and associated repeater equipment be installed at Mount Diablo at a total cost of \$2,570 including salary and per diem of the engineer who makes the installation.

Messrs. Callahan and Nichols were opposed; they felt that the benefits to be anticipated from the expanded coverage would not be such as to justify the cost involved.

RECORDED - 5
Respectfully,
For the Conference

INDEXED - 5
Glyde Tolson

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

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

JUL 12 1951

166-2554-886
RB

The Director

June 4, 1951

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 11/21/97 BY sp-5 cjp/mf

The Executives Conference consisting of Messrs. Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Sizoo, Glavin and Nichols considered the attached letter to all SAC's.

It was pointed out to the Conference by Mr. Nichols that this letter consolidates information previously set out on the handling of press releases and points out problems that have arisen in connection with public relations matters.

The Conference was advised that at the present time the Bureau's Manual of Rules and Regulations authorizes Agents in Charge to make releases without prior Bureau authority in cases involving Interstate Transportation of Stolen Motor Vehicles, Illegal Hearing of the Uniform, Impersonation, Selective Service Violations, White Slave Traffic Act cases and Deserter cases. In all other cases the field must have prior approval. For the most part, this approval is obtained by a short teletype to the Bureau stating that a press release will be made unless advised to the contrary.

It was recommended that certain other categories be added to this list wherein the SAC will be permitted to make releases without prior Bureau approval in routine cases. The attached SAC Letter sets out these cases on pages two and three, with the admonition that if the case is such as to create more than local attention or has unusual features, then prior Bureau approval must be obtained.

This letter has been carefully reviewed by Mr. Clegg's and Mr. Rosen's Division. The Conference was unanimous that it be sent out.

Respectfully,
For the Conference

Clyde Tolson

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

Attachment

CC - Mr. Clegg
Mr. Mohr

Rel. Room LBN:mrh
Nease
Gandy
5 AUG 65 1951

100-2334
8-20-51

ORIGINAL FILED IN

The Director

June 30, 1951

The Executives Conference

**TRAINING CLERICAL EMPLOYEES ASSIGNED
OUTSIDE THE RECORDS SECTION**

The Executives Conference on June 26, 1951, consisting of Messrs. Tolson, Tamm, Parsons, Trotter, Belmont, Ladd, Nichols, Sizoo, Rosen and Clegg, unanimously approved the suggestion of Mr. F. W. Walkart that a total of two hours training be given to clerical personnel assigned to the Supervisors' offices in the various Divisions (except the Identification Division) in matters of file room procedures, including file requests, methods of ordering files, requests for serials, locate problems, forwarding slips, file transfers, recharges, removing serials, mail filing, confidential files, and related matters.

There would be from 150 to 200 employees who should take this course of training and each group would be trained for a total of two hours. There would be six sessions, one session each week for two hours, and each employee would attend only one two-hour session.

If approved, there is attached hereto a memorandum instructing that this program be put into effect.

Respectfully,
For the Conference

Clyde Tolson

Attachment

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/21/91 BY SP-5 CUB/ML

cc - Mr. Mohr
Mr. Clegg

RECORDED - 5

166-2554-8863

JUL 6 1951

HHC:IGS

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

7/1/51
DEPT

AACM

JUL 9 1951

THE DIRECTOR
THE EXECUTIVES CONFERENCE

July 5, 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/21/91 BY SP-5 CJB/HK

The Executives Conference of July 3, 1951, consisting of Messrs. Tolson, Nichols, Ladd, Sizoo, Mason, Rosen, Belmont, Trotter, Harbo, Quinn Tamm and Callahan considered the Bureau's policy for requesting deferment of Special Agents which, as you know, at the present time provides that when an Agent completes his training and has reported to the field, if he is then ordered to report for active duty with his reserve component, the Bureau will request the respective armed service to grant deferment to the employee.

At the time this policy was originally adopted, the training period was 8 weeks duration. Since then it has been extended to the present 14 week training period.

The Conference unanimously felt that the Bureau should request deferment after an Agent appointee has completed 8 weeks of his training, since it was felt that the trainee would have received enough training and developed sufficiently so that the Bureau would be in a good position to justify such requests.

In the event the Director concurs, this policy will be placed into effect immediately.

Respectfully,
For the Conference

Clyde Tolson

WFO:JC

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

RECORDED - 88

JUL 11 1951

66-2554-8864

FBI
RECEIVED

JUL 11 1951

50 JUL 16 1951

HANDLED BY
STOP PRESS

June 30, 1951

Mr. William H. Alexander
Security Officer
National Production Authority
Department of Commerce
Washington 25, D. C.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/21/96 BY SP-5 CBTX

Dear Mr. Alexander:

I wish to acknowledge receipt of your letter of June 22, 1951, in which you request that in addition to advising the Civil Service Commission concerning arrests on National Production Authority employees, a copy be forwarded directly to your Security Office.

You are advised that arrangements have been made in the Identification Division of this Bureau so that you will be furnished directly a copy of any arrest information coming to the attention of the Identification Division pertaining to National Production Authority employees when the Civil Service card reflects such employment.

Sincerely yours,

John Edgar Hoover
Director

QT/jl

Approved by the ⁰Executives Conference, Messrs. Tolson, Callahan, Harbo, Trotter, Ladd, Rosen, Nichols, Clegg, Sizoo, Laughlin, and Tamm being present.

66-2554 ✓
AUG 1 1951
65

52 SEP 10 1951

62-93871-112
ORIGINAL COPY FILED IN

THE DIRECTOR

July 5, 1957

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/21/91 BY Sp-30/btk

The Executive Conference of June 27, 1957, consisting of Messrs. Tolson, Ladd, Clegg, Belmont, Nichols, Glavin, Rosen, Trotter, Harbo, Cain, Tamm and Callahan considered the request of the FBI American Legion Post for assistance from SAs in obtaining additional members in a current membership drive that is being conducted.

The FBI American Legion Post has presently approximately 120 members. This time a year ago it had a membership of 204. The Post pointed out that this has resulted from members being transferred to field offices in the positions of Special Agent and Special Employees and that in order to augment its membership in order to meet financial obligations with the dues obtained therefrom, it is desirous of soliciting veterans throughout the field in order to increase its membership.

The Post recommended that the Post Membership Officer, John L. Dawson, an Identification employee, address a letter to each SA requesting that the SA endeavor to obtain at least two new members from the veterans assigned to his field division for the FBI American Legion Post.

The Conference unanimously recommended that this suggestion be disapproved on the grounds that the veterans assigned to the various field divisions would want to join posts in that immediate area if they were so inclined to join the Legion in order that they could actively participate in the Legion's activities. However, it felt there should be no objection to the Membership Officer addressing a personal letter to each of the present members of the Post requesting that such members endeavor to obtain new members for the Post.

RECORDED - 135 166-2554-8865

In the event the Director concurs with the Conference recommendation, the Post Membership Officer will be so advised.

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

E. J. *Respectfully,*
For the Conference

Clyde Tolson

JUL 16 1957
U.S. H. H. Clegg

THE DIRECTOR

5/31/51

JOINT COMMITTEE

SAVINGS: None
AWARD: None

SUGGESTION #718
EMPLOYEE: MISS [redacted]

SAVANNAH OFFICE

SUGGESTION #718-A

EMPLOYEE: MISS [redacted]

NEW YORK DIVISION

REVISED FORM FD-189 EMPERSONNEL FILES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/21/91 BY SP-5 [redacted]

MEMBERS PRESENT:

H. E. Clegg R. T. Harbo
E. Scheidt S. K. McKee
H. W. Kimball E. D. Mason

b6
b7c

SUGGESTION:

This is a combination suggestion submitted by Miss [redacted] of the Savannah Office and also by Miss [redacted] of the New York Office to the effect that Form FD-189, a form utilized for recording salary changes of personnel, not be stapled to the top cover of the personnel file as at present, but that it be maintained as the top serial in the personnel file.

ADVANTAGES:

1. Staples will not show through the files. 45 JUL 11 1951
2. Less time is consumed in handling.
3. When Agents are transferred it takes more time to un-staple and re-staple this form than it would to move it to the top of the new file.

INDEXED - 135 66 T 2554 - 8066

NOT RECORDED

DISADVANTAGES:

1. Making longhand entries on the form, regardless of where the form is located, is faster than taking the form from the file and making typed entries.
2. In the past there have been instructions that such forms as "Property records" be made the top serial of the personnel file. It is pointed out there cannot be 2 top serials.
3. The fact that staple holes are left in a file top when a new file top is placed on the file, incident to transfer, would not seem to make any difference as the first file top is buried in the file.

ORIGINAL FILED IN

Personnel File

Class: _____

Glavin: _____

Nichols: _____

Rosen: _____

Tracy: _____

Harbo: _____

Belmont: _____

Mohr: _____

Tele. Room: _____

Nease: _____

Gandy: _____

cc - Mr. Mohr
Mr. Clegg
HUK: DWG

ANALYSIS ON [redacted]
HANDLED BY [redacted]
STOP [redacted]

RECEIVED
JUL 12 1951
[Handwritten initials]

DISADVANTAGES: (continued)

4. The suggested procedures are more time-consuming than the present practice.

JOINT COMMITTEE CONSIDERATION:

Messrs. Harbo, Scheidt, Kimball and Mason favored the adoption of the suggestions, with the proviso that the entries may be written in longhand or typed as long as the document is kept as the top serial.

SAC McKee was opposed to the change in location of the form in the file, but also favors longhand notations.

EXECUTIVES CONFERENCE CONSIDERATION: HHC:ebt

On the basis of the advantages listed and the recommendation of the majority of the Joint Committee, all members of the Conference except Clegg recommended favorably that the form recording salary changes be maintained as the top serial in the personnel file rather than stapled to the top cover as at present.

Because of the disadvantages listed Clegg was opposed to the suggestion.

The Executives Conference on June 5, 1951, consisted of Messrs. Tracy, Tolson, Callahan, Harbo, Mohr, Ladd, Belmont, Sizoo, Rosen, Nichols and Clegg.

Respectfully,
For the Conference

Clyde Tolson

OK, H (Director's instruction)

THE DIRECTOR

June 4, 1951

The Executives Conference

~~PERSONAL IDENTIFICATION FINGERPRINTS~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/21/98 BY SP-5/BJT

The Executives Conference consisting of Messrs. Ladd, Harbo, Nichols, Belmont, Sizoo, Mason, Mohr, and Tracy on May 31, 1951, considered the matter of the receipt of Personal Identification fingerprints.

The Conference was advised by Mr. Tracy that the receipt of Personal Identification fingerprints are increasing and that apparently due to the activities of local civil defense groups and talk about atom bombs, more inquiries are being received as to Personal Identification fingerprinting, particularly of school children.

A few months ago, a woman from Boston almost succeeded in getting the State of Vermont to pass a law to fingerprint all school children as a civil defense matter. A recent letter is in from Massachusetts indicating she is still active in trying to promote the same idea. The Identification Division has one box of 3,000 fingerprints of school children and adults in from the Police Department, Beverly, Massachusetts, and another of 500 fingerprints from Westwood, New Jersey.

Mr. Tracy advised that the Bureau has neither the personnel nor the funds to handle Personal Identification fingerprints on a national scale; further, that national Civil Defense authorities are considering the issuance of "dog tags" for school children instead of fingerprints. He felt that a notice should be sent to all law enforcement agencies advising that the Bureau cannot accept Civil Identification fingerprints, including those of school children, because of the fact that no national policy has been set by the Civil Defense authorities and as a result, the Bureau has no funds or personnel for this purpose.

Mr. Nichols agreed with Mr. Tracy. The balance of the Conference was of the opinion that the Bureau should continue to accept fingerprints of school children as we have in the past - stacking them up by cities and states until such time as they can be classified and filed.

A proposed notice to be sent to all contributors and a proposed bulletin to all field offices is transmitted herewith in the event the Director agrees with the minority view.

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

Attachment

JUL 16 1951

cc - Mr. Clegg
Mr. Mohr

HANDLED BY
SP-5 DESK

RECORDED - 135

Respectfully,
For the Conference,

INDEXED - 135

Glyde Tolson

EX-62

66-2554-886
JUL 11 1951

THE DIRECTOR

July 5, 1951

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/21/91 BY SP-5C/bff

The Executive Conference of June 27, 1951, consisting of Messrs. Tolson, Ladd, Clegg, Belmont, Nichols, Sizoo, Rosen, Trotter, Harbo, Quinn Tamm and Callahan considered the request of the St. Louis Office for a station wagon or light panel truck for use to haul equipment in connection with firearms training and police schools.

It was pointed out to the Conference that at the present time such equipment is hauled to firearms training and police schools in Bureau cars and that it would still be necessary to utilize Bureau cars to transport personnel to firearms training and no appreciable savings would be effected.

The Conference unanimously recommended that in view of the limited use to which this truck could be made that this request be denied at this time.

In the event the Director concurs, there is attached a communication to the SAC at St. Louis advising him concerning this.

Respectfully,
For the Conference

J. L. ...

Alyde Tolson

Attachment

#FC:JCF

Mr. H. H. Clegg
Mr. J. I. ...

166-2554
JUL 12 1951

RECORDED - 43

8862

60 JUL 16 1951

THE DIRECTOR

6/8/51

JOINT COMMITTEE

SAVINGS: \$500 per year
AWARD: \$15 per employee

SUGGESTION #750

EMPLOYEE: MRS. [redacted]
LOS ANGELES OFFICE

SUGGESTION #757

EMPLOYEE: MR. [redacted]
PORTLAND OFFICE

TELETYPE COSTS - RELAY MESSAGES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/21/91 BY SP-5 C/PWF

MEMBERS PRESENT: Messrs. R. T. Harbo E. Scheidt
H. M. Kimball S. K. McKee
E. D. Mason

b6
b7c

SUGGESTION:

(1) Mr. [redacted] suggested that the Seat of Government and Washington Field Office relay outgoing east coast traffic through the Bureau to non-direct line offices.

(2) Mrs. [redacted] suggested that the Los Angeles and San Francisco Divisions, which presently act as relay points in accepting TWX traffic from nearby offices for relay to direct-line offices, be permitted to accept teletype traffic from the same number of limited TWX offices as at present, but also handle messages with multiple addresses for any point or points on the direct-line circuits.

Multiple or conference messages are presently prohibited unless a savings of \$1.50 can be effected. The suggested procedure will eliminate the prohibitive measure and permit the handling of multiple messages regardless of the savings involved.

It was the view of Mr. [redacted] of the Communications Section that this will not increase leased-line traffic and will not overload existing circuits. Mr. [redacted] points out that in certain instances the new procedure will actually save the cost of TWX calls between TWX offices, and between the TWX office and a relay point when the message is a conference.

b6
b7c

RECORDED - 2666-2554-8869

It was the estimate of Mr. [redacted] that a savings of \$500.00 per year over-all would result from the joint suggestion of [redacted] and Mrs. [redacted]

32 JUL 12 1951

Executive Conference

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

Attachment
co-Messrs. Mohr & Clegg
EDM:DMG

HANDLED BY
STOP

[Handwritten signature]

Relative to the first suggestion, it is Mr. [redacted] view that the relay system was set up to accept traffic from only a limited number of non-direct line offices to leased-line offices only, and that replies to such wires or additional expansion was not possible without overloading the leased-line circuits.

JOINT COMMITTEE CONSIDERATION: Award of \$15.00 to each recommended.

With reference to Suggestion #1, that the Seat of Government and Washington Field Office relay outgoing east coast traffic, the Joint Committee recommended unanimously unfavorably.

b6
b7c

With reference to Suggestion #2, the Joint Committee on 5/26/51, recommended unanimously favorably.

The Communications Section of the Bureau estimated the savings at \$500.00 per year from the entire Field service and not \$300.00 per office, as was indicated by Weaner. The Joint Committee recommended an award to [redacted] of the Portland Office and Mrs. [redacted] of the Los Angeles Office of \$15.00 each for the suggested savings of \$500.00 per annum. If approved, this matter should be referred to the Administrative Division for appropriate action.

EXECUTIVES CONFERENCE CONSIDERATION:

(LBN:mrh 7-7-51)

Executives Conference unanimously approved the foregoing recommendations.

The Director

July 7, 1951

The Executives Conference

DIVISION OF SAFETY
STATE OF NEW YORK
ALBANY, NEW YORK

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 11/21/77 BY SP-5 CBJ/OTK

The Executives Conference on July 6, 1951, with Messrs. Tolson, Callahan, Tamm, Harbo, Trotter, Belmont, Ladd, Rosen, Mason and Sizoo in attendance, considered a letter of July 3, 1951, from SAC, Albany. This letter advised that John J. Lyons, National Academy Graduate, Safety Field Representative, Division of Safety, State of New York, wanted to include in the Division's monthly publication entitled "Police Bureau News" a thumbnail sketch of each National Academy Graduate from the State of New York who has returned to the Bureau for the duration of the current emergency. Mr. Thomas Ryan, National Academy, is Director of the Division of Safety.

EXECUTIVES CONFERENCE CONSIDERATION:

Mr. Ladd favorable. All others opposed.

Mr. Ladd favored giving Lyons authority to publish the thumbnail sketches. It was pointed out that there are eight Graduates from New York State presently serving as FBI Agents.

The remainder of the Conference felt that such authority should not be given to Mr. Lyons for publicity relative to National Academy Graduates could stir up those National Academy Graduates who were not selected to serve with the FBI. It would be a needless provoking of questions among some Graduates as to why they were not called to serve with the FBI.

There is attached for approval a letter to SAC, Albany in the event the Director agrees with the majority view. Also attached is a copy of the "Police Bureau News" in the event the Director desires to peruse it.

RECORDED - 90

EX-83

66-2554-8870
Respectfully,
July 12, 1951 Conference
13

Attachments

cc - Mr. Mohr
Mr. Clegg

Clyde Tolson

HANDLED BY
STOPI DEPT

EDM:IGS

2 JUL 16 1951

6-16-51

Mr. Nichols

b6
b7c



OPERATION OF CW AND FM RADIO STATIONS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/21/91 BY SP-5016HK

The attached suggested SAC Letter is self-explanatory. It is occasioned by numerous inquiries and problems which have accumulated over a period of time concerning the proper operation of the Bureau's radio stations. It is suggested that the attached letter be distributed at this time in view of the completion of assignment of additional radio personnel to the Field, although there are some seven offices to which second operators have not yet been assigned but will be in the near future.

The matter concerning the operation of the FM stations by the radio personnel has been discussed with Mr. H. L. Edwards of the Administrative Division and with Messrs. Conrad and Millen of the Laboratory. The operation of the FM stations is primarily handled by the radio personnel with a few exceptions and as there are sufficient radio operators to man these stations full time it is felt that the policy outlined in the attached letter should now be placed in effect as there is considerable advantage in having the radio personnel handle both CW and FM Radio duties.

It is further suggested that the policies set forth in reference SAC Letter be checked in future Field Office inspections by the Training Division and be included in inspection reports.

LRMc:mas
Attachment

Addendum, LBN:CMC, 6-26-51

Approved by the Executives Conference consisting of Messrs. Tolson, Glavin, Q. Tamm, Harbo, Trotter, Belmont, Ladd, Clegg, Sizoo, and Nichols.

ORIGINAL FILED IN 62-50000-114

ac

66-2554-1
NOT RECORDED
133 JUL 24 1951

INITIALS ON ORIGINAL

HANDLED BY
SP-5016HK

31 1951

The Director

July 9, 1951

The Executives Conference

LISTINGS IN NATIONAL ACADEMY ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 11/21/81 BY SP-5 JBT/STP

On July 6, the Executives Conference consisting of Messrs. Callahan, Tomp, Harbo, Trotter, Belmont, Ladd, Rosen, Mason, Sizoo and Tolson, considered whether retired Chiefs of Police or other law enforcement officers, who complete their service in a local law enforcement agency and after retirement accept a job with the Office of Price Stabilization or similar organization, should be retained on the List of National Academy Graduates.

Currently, if a National Academy Graduate retires from his position in law enforcement, he is maintained on the List of National Academy Graduates.

If an officer before retirement or after retirement leaves his law enforcement position to enter the service of OPS or any other organization in that category, his name is removed from the List of Graduates.

This question arose in connection with Herman R. Schneider, former Chief of Police at Fremont, Ohio, who retired of his twenty years' service. Some later was now accepted a position as an investigator with the Toledo District of the Office of Price Stabilization.

In all, four National Academy Graduates have entered the service of OPS.

EXECUTIVES CONFERENCE CONSIDERATION:

The Conference felt unanimously there was no need to change the present regulations. If an officer enters OPS before or after retirement, his name will be removed from the List of National Academy Graduates.

Attached for approval is a letter for the SAC of Cleveland advising that Schneider can no longer be considered as a Graduate of the Academy in good standing. 66-2584-8871

Attachment

RECORDED - 90
INDEXED 90 JUL 11 1951
12-1951
OF THE CONFERENCE

cc - Mr. Mohr

Clyde Tolson

60 JUL 10 1951

EDU:RAS

HANDLED BY
SVP HJH

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

The Director
The Executives' Conference

July 6, 1951

[REDACTED] MATTERS

~~CONFIDENTIAL~~

Classified by 11/22/91
Declassify on: 50-50
GADR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN
OTHERWISE

The Executives' Conference, consisting of Messrs. Tolson, Mason for Glegg, Callahan for Glavin, Harbo, Nichols, Rosen, Quinn Tamm for Tracy, Sizoo for Mohr, Ladd, Trotter, and Belmont, on July 6, 1951, considered the handling of requests by [REDACTED]

As set forth in memorandum of June 22, 1951, in accordance with the request of Mr. [REDACTED] in January, 1951, the Bureau approved an arrangement whereby the New York Office UN [REDACTED] at Mr. [REDACTED]

b6
b7C
b7E

This [REDACTED] being initiated at [REDACTED] General, New York was [REDACTED]

[REDACTED] The UN has, in recent months, [REDACTED]

[REDACTED] of [REDACTED] has provided a [REDACTED] between June 1 and October 1, 1951. [REDACTED] stated that [REDACTED]

b6
b7C
b7E

New York has been instructed to prepare a summary on [REDACTED] to the Bureau for Bureau approval prior to [REDACTED] Captain [REDACTED] New York [REDACTED]

that [REDACTED] the Bureau [REDACTED]

Attachment

cc: Mr. H. H. Glegg
Mr. Mohr

RECORDED - 90

INDEXED - 90

EX-81

JUL 12 1951

166-25541-8872

6/12/51

ABH:LL
60 JUL 16 1951

HANDLED BY
STAFF DESK

~~CONFIDENTIAL~~

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

~~CONFIDENTIAL~~

The [redacted] will fall into three classes, set forth below with recommended action as to each:

1. [redacted] on whom we have received [redacted]

On some of these [redacted] The amount of information we will furnish to [redacted] will depend on the individual case. However, the [redacted] based on information we confidentially furnish, will not seriously affect [redacted]

b6
b7C
b7E

[redacted] In accordance with our established policy, we will continue to furnish this information to [redacted] on a confidential, selective basis.

2. [redacted]

b6
b7C
b7E

This category constitutes a problem, since the discharge and subsequent departure of a known [redacted]

3. [redacted]

~~CONFIDENTIAL~~

The Bureau cannot, however, take the responsibility for suggesting or recommending.

[Redacted]

As a specific example, the [Redacted]

[Redacted]

It was recommended in the case of [Redacted] and in the case of additional subjects in this category - namely, [Redacted] that we advise [Redacted]

b6
b7C
b7D
b7E

[Redacted]

EXECUTIVES' CONFERENCE RECOMMENDATION:

The Executives' Conference, with the exception of Mr. Trotter, recommended that we be governed in accordance with the recommendations set forth under each of the three above categories.

Mr. Trotter agreed as to categories 1 and 2, but felt that we should not furnish information on [Redacted]

~~CONFIDENTIAL~~

~~UNITED STATES~~

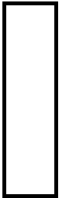
UNITED STATES

UNITED STATES

~~CONFIDENTIAL~~

In the event you approve the recommendation of the majority, we will be governed accordingly.

A telephone meeting New York in the case is attached.



b6
b7C
b7E

Respectfully
for the Conference

Walter Tolson

THE DIRECTOR

6/29/51

JOINT COMMITTEE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/22/91 BY SP-SC/BTF

SUGGESTION #713
EMPLOYEE: SA L. O. TEAGUE
DENVER OFFICE
INTERVIEW LOGS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

MEMBERS PRESENT: Messrs. E. Scheidt R. T. Harbo
S. K. McKee H. M. Kimball
E. D. Mason

SUGGESTION: Executive Conference Memo

That the present practice of preparing detailed interview logs on subjects interviewed outside of the United States be discontinued.

BACKGROUND:

The FBI Handbook requires that interview logs be prepared when suspects or subjects are interviewed prior or subsequent to arrest, hearing before a U. S. Commissioner, or arraignment and plea in District Court. These instructions apply to interviews in field offices, homes, offices, places of business, or in local or Federal jails.

Form FD-158 (Interview Log) is attached, and it will be noted that the primary purpose of the log is to record the exact time at which the person interviewed was informed of certain rights guaranteed to him by law and also to record the time admissions were made, the interview was terminated, and other important data which the interviewing Agent may later be required to testify to in court. Any unusual happenings are also logged. Interview logs, in some instances, may be very detailed.

PRESENT REGULATIONS RELATIVE TO INTERVIEWS OUTSIDE THE UNITED STATES

There are no special Bureau rules governing interviews outside the United States, or in foreign countries. Although Agents conduct numerous interviews in Mexico and Canada, they are bound by the same rules relative to interview logs as are domestic Agents.

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

Attachments
cc - Mr. Mohr
Mr. Clegg

RECORDED - 135

INDEXED - 135

HANDLED BY
STP

66-2554-8873

JUL 13 1951

66-2554-8873
491

JOINT COMMITTEE CONSIDERATION:

The Joint Committee considered the above suggestion on 5/26/51, and unanimously recommended that interview logs outside the United States be discontinued, but that investigative notes be retained from such interviews so that, if necessary later to refute allegations arising from interviews, the Agent will be properly prepared to testify.

EXECUTIVES CONFERENCE CONSIDERATION:

On 6/11/51, the Executives Conference, with Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Sizoo, Nichols and Clegg present, considered the above suggestion.

Mr. Ladd recommended continuance of the present procedure, there being no need for any special instructions covering interviews in foreign countries. Mr. Ladd felt that the same requirements for interviews should prevail in Mexico and Canada as in the United States, particularly because the interviews are a prelude to ultimate court action within the United States.

Messrs. Belmont, Glavin, Tracy, Harbo, Nichols, Sizoo, Tolson, Clegg, and Mohr agreed with the Joint Committee's recommendation and recommended issuance of an SAC Letter.

The majority view was that, in many instances only 1 Agent would be available and would have to fill out the log in the presence of the subject. The majority felt that the detailed interview log utilized for domestic work would be unnecessary for these foreign interviews.

In the event the Director approves of the majority view, there is attached an SAC Letter.

Respectfully,
For the Conference

Glyde Tolson

THE DIRECTOR
THE EXECUTIVES CONFERENCE

June 22, 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/22/91 BY sp-5 cjh/af

The Conference considered the various suggestions which had been made with reference to the development of criminal intelligence information presently contained in our Crime Survey Reports, which suggestions were obtained for the purpose of improving our present Program. The following recommendations were unanimously approved by the Executives Conference, those in attendance being Messrs. Sizoo, Belmont, Harbo, Mohr, Tracy, Glavin, Nichols, Ladd and Rosen:

1. That the title "Crime Survey Report or Crime Survey Program" be immediately eliminated so that this program will not be designated as such. This change is suggested for security reasons, they being that numerous requests have been made by various sources, either within the Department of Justice or without, for data which might bear upon crime survey. This apparently has been the most descriptive caption for the activities of Congressional Committees.

Former Bureau employees have repeatedly referred to these so-called Crime Surveys, or Crime Programs, with such frequency as to suggest that the Bureau may be engaging in surveys concerning the crime situation. This is not the fact. The Bureau obtains information of a nature relating to criminal activities falling in two categories. One category is that which relates to specific offenses which the Bureau investigates. The other relates to offenses which the Bureau does not investigate and which it refers to those agencies having jurisdiction. Any other information in the nature of criminal intelligence is of an administrative character and allows the Bureau to determine in a more intelligent manner administrative procedures which will be followed in the various field offices in dealing with specific Federal offenses, persons who can or cannot be trusted, etc.

We have, therefore, maintained that the information which we obtain in connection with this program is definitely of an administrative nature for our own use and we do not, under any circumstances, refer to the fact that we have such a program. Therefore, the following is recommended as the new caption for the reports and will be referred to hereafter as the following program:

~~GENERAL INVESTIGATIVE INTELLIGENCE FILE~~

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

cc Mr. Clegg
Mr. [initials]

JUL 16 1951

HANDLED BY
SYDNEY BASK

RECORDED - 113
INDEXED - 113

66-2554-8874
JUL 13 1951

AR:LS

Memorandum for the Director

2. That the Program by all means should be continued.

3. That a folder be maintained in each office into which could be placed from time to time memoranda in loose leaf form and other information pertinent to General Investigative Intelligence matters in order that these items may be incorporated in the semiannual reports presently being prepared and readily available to the individual who is to be held responsible for preparing the report. This would encourage the accumulation of information on a day to day basis rather than the assimilation of information to meet a deadline or the termination of a project.

4. In view of the tremendous interest and spotlight of notoriety being focused on the criminal element by various State and Federal investigating committees, it is essential that our field offices keep abreast of the criminal picture within their district. To this end it is recommended therefore that we have a subheading in our reports which would take care of the reporting of activities of local crime commissions and grand juries which inquire into crime and vice conditions for the use of offices where these bodies are in existence.

5. That the program should be assigned in each field office to an experienced Agent who would have the responsibility of correlating the material obtained on a daily basis; that he would be held responsible for following various Agents both in the headquarters city and in the resident agencies for information which is received on a day to day basis; that by doing this they would be in a position to constantly remind the Agents the program exists and it would tend to bring about a more conscientious and alert development of the information desired.

6. We intend to alert the field to the possible increase and concentration of crime and vice in the vicinity of military establishments and to point out the increasing likelihood of an increase of prostitution, thefts of Government property, fencing activities and related matters in these areas.

7. We will eliminate the section on Confidential Informants and Sources of Information in view of the fact that this is presently handled in a very separate project included in the Bureau's informant program.

A Letter to All Special Agents in Charge is attached hereto incorporating the above observations and details concerning the administration and preparation of the report.

The Conference unanimously recommended the above changes and if approved the attached SAC Letter should go forward.

Respectfully,
For the Conference

Clyde Tolson

The Director

July 10, 1951

The Executives Conference

1 AUTOMOBILE RADIO EQUIPMENT
LOS ANGELES DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/22/91 BY SP-5/BJK

On July 6 the Conference composed of Messrs. Tolson, Ladd, Callahan, Tamm, Trotter, Belmont, Rosen, Mason, Sizoo, Nichols and Harbo considered the request of the Los Angeles Office for a radio transmitter for installation in the automobile of the Resident Agent at Ventura to enable him to transmit to the Sheriff's radio station at Ventura, California.

There are two Resident Agents at Ventura; one has an automobile equipped with both a radio receiver and a radio transmitter while the second automobile has a receiver only permitting him to receive radio broadcasts from the Sheriff's Office. The request is for a transmitter for this automobile.

The Los Angeles Office submitted a thirty day use report on the two-way radio presently in one of the Resident Agency automobiles. This report reflected one instance wherein the Resident Agent transmitted a radio message to the Ventura Sheriff's Office requesting assistance in the apprehension of a subject in a Selective Service case. In five instances the automobile received broadcasts from the Sheriff's Office conveying messages to call the office or advising that subjects in Selective Service cases had been located.

It was pointed out that the present radio receiver in the Agent's automobile will permit receipt of broadcasts from the Sheriff's Office and that in only one instance was the transmitter used to call for assistance in making an apprehension. There was no indication that telephone facilities were unavailable for this purpose. In view of the small amount of use shown during the thirty day period for the radio transmitter presently installed in one of the Resident Agency cars Messrs. Tolson, Ladd, Trotter, Belmont, Mason, Sizoo, Nichols and Harbo were opposed to the request.

Messrs. Rosen, Callahan and Tamm recommend the purchase of a radio transmitter at an approximate cost of \$250.00 for installation in the car assigned to the second Resident Agent at Ventura. They feel it would increase the efficiency of the Resident Agent and also make possible radio communication between the two Resident Agency cars.

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

INDEXED - 8 Respectfully, 66-2554-9875
For the Conference

RECORDED - 8

283 692
52 JUL 17 1951

JUL 18 1951
Clyde Tolson

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

THE DIRECTOR

7/6/51

JOINT COMMITTEE

SUGGESTION
EMPLOYEE:

FOR H. B. LONG

TRAINING & INSPECTION DIVISION
PROVIDING NEW SPECIAL AGENTS OPPORTUNITY
OF WITNESSING COURT IN ACTION

MEMBERS PRESENT:

Messrs. E. Scheidt R. T. Harbo
S. K. McKee J. A. Robey
E. D. Mason

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/21/91 BY SP-5/BJW

SUGGESTION:

That as a training device, new Special Agents reporting to the Field be afforded the opportunity to witness a court in action.

Mr. Long pointed out many of the new Agents have not been legally trained and never have been inside of a court, and at some future time they will have to appear as witnesses.

INSPECTORS' CONFERENCE CONSIDERATION:

The Inspectors' Conference, consisting of Messrs. E. J. Connelley, T. E. Naughten, H. B. Long, K. R. McIntire, B. C. Brown, and E. D. Mason, unanimously felt it would be desirable under a strictly controlled arrangement by the SAC to provide the opportunity for new Agents, one at a time, to witness courts in operation. It was suggested that these new Agents might appear at civil cases or as regular spectators, just like any other citizen in cases handled by some other agency, and that in all probability each SAC would find a way to arrange for this training without any publicity or embarrassment.

The Inspectors' Conference was aware that embarrassment has arisen in the past because of Agents serving as spectators in courtrooms, but felt under a controlled system by the SAC the likelihood of any embarrassment could be obviated.

The Inspectors' Conference recommended authority for SAC's to arrange for this training, pointing out that Mock Court and similar training devices do not provide the atmosphere of a Federal Court.

JOINT COMMITTEE CONSIDERATION:

On 6/30/51, the Joint Committee considered this suggestion and Messrs. Scheidt, McKee, Robey and Mason favored a controlled program to permit new Agents to observe courts in

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

RECORDED - 8
INDEXED - 8
JUL 13 1951
66-2557-8876

HANDLED BY
Special Agent

Messrs. Mohr & Clegg
E. D. Mason

JOINT COMMITTEE CONSIDERATION (continued)

action.

Mr. McKee pointed out possibly this could be done during the first 2 weeks of an Agent's service in the Field, during which time he is being trained by an older Agent, in a court with existing regulations.

The majority felt that this training should be confined to Federal Courts.

Assistant Director Harbo was opposed to any change in the current prohibition against Agents appearing as spectators in Federal Courts because of the factors which contributed to the adoption of the present regulation. Further, he feels this is one of those things which may be considered desirable, but not necessary, and that our manpower should be devoted as fully as possible to the investigation of pending cases.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference of 7-9-51, consisting of Messrs. Tolson, Callahan, Tamm, Parsons, Mohr, Belmont, Ladd, Rosen, Mason, Sizoo and Nichols considered the above suggestion. All members of the Executives Conference except Mason were opposed to the suggestion and felt that Agents should be concentrating on investigative activities. The majority further felt that there was too much possibility of embarrassment by having Agents as spectators in court.

Mr. Mason clung to the belief that this phase of training should be provided under arrangements made by the SAC with close friends in the Court House.

Respectfully,
For the Conference

Clyde Tolson

The Director

July 10, 1951

The Executives Conference

AUTOMOBILE RADIO EQUIPMENT
BUFFALO DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/24/81 BY SP-50/bw

On July 6 the Conference composed of Messrs. Tolson, Ladd, Callahan, Tamm, Trotter, Belmont, Rosen, Mason, Sizoo, Nichols and Harbo considered the request of the Buffalo Office for a two-way automobile radio to be installed in the automobile assigned to the Resident Agent at Canandaigua, New York, to permit radio communication with the Sheriff's Office and other local law enforcement agencies.

In support of the request the Buffalo Office cited several instances wherein the State Police had apprehended subjects in possession of stolen cars coming within the Bureau's jurisdiction and had released the subjects to local police and had subsequently advised the Buffalo Office that this was done because the Resident Agent could not be contacted quickly enough. A similar statement was made as to the explanation furnished by a local chief of police who stated it was necessary to file local charges against a subject who admitted several local robberies and was immediately arraigned in local court. The defendant was the subject of a Bureau bank robbery investigation and when questioned the chief of police advised that since the Resident Agent did not have radio equipment he could not be contacted and it was necessary to place local charges in order to insure his prosecution.

The Buffalo Office further cited several cases wherein the Resident Agent was able to secure the cooperation of a deputy sheriff who was a National Academy graduate and used his two-way radio equipment. It was reported that this facilitated the prompt recovery of a tractor and trailer valued at \$37,000; in another instance the use of radio yielded prompt information concerning the location of a Bureau fugitive and eliminated ninety miles travel by the Agent which otherwise would have been made. In another case the Agent received information by radio that a fugitive he was seeking had been apprehended; this enabled him to discontinue his efforts and to promptly proceed to the city where he was in custody and take the fugitive into Federal custody.

Messrs. Callahan, Tamm, Trotter, Belmont, Rosen and Mason recommend that the Buffalo Office be furnished a two-way automobile radio to enable communication with the Sheriff's Office at Canandaigua at approximate cost of \$500.00. Messrs. Tolson, Ladd, Sizoo, Nichols and Harbo recommend approval of a radio receiver only at an approximate cost of \$250.00 on the ground that in the majority

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

cc - Mr. H. K. Glegg
Mr. Mohr

RECORDED - 67

INDEXED - 67

6-25548877

JUL 13 1951

60 JUL 16 1951

EX - 52

Memorandum for the Director

of the instances wherein radio equipment is of assistance the need is for the Agent to receive information broadcast by the Sheriff's Office rather than for the Agent to transmit information to the Sheriff's Office.

Respectfully,
For the Conference

✓
Clyde Tolson

THE DIRECTOR

7/8/51

JOINT COMMITTEE

SUGGESTION # 792

EMPLOYEE: INSPECTOR H. B. LONG
TRAINING & INSPECTION DIVISION
DISCONTINUANCE OF DAILY REPORTS FOR
RESIDENT AND ROAD-WORK AGENTS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 01/22/91 BY S. J. [signature]

MEMBERS PRESENT: Messrs. E. Scheidt R. T. Harbo
S. K. McKee J. A. Robay
E. D. Mason

SUGGESTION:

The current practice of requiring Resident Agents and Road-work Agents to submit Daily Reports be discontinued.

The present rule is that Daily Reports are not required for Agents working in headquarters city. These Agents use Number Three Register cards.

INSPECTORS' CONFERENCE CONSIDERATION:

At the Inspectors' Conference on 6/26/51, Assistant Director E. J. Connelley and Inspectors R. C. Brown, K. E. McIntire, and E. D. Mason were of the opinion that there should be no change in the current requirements for Daily Reports because approximately one-third of the Bureau's entire Agent personnel are new Agents and many of them are working road territories, and assisting in Resident Agencies. It was felt that Daily Reports were necessary to determine the quality of planning and to be aware of the activities of Agents away from headquarters city. It was felt that Daily Reports aid supervisory officials in the Field.

Inspectors H. B. Long and T. E. Naughton favored abolition of Daily Reports in Resident Agencies and on road trips.

JOINT COMMITTEE CONSIDERATION:

On 6/30/51, the Joint Committee considered the above suggestion and unanimously favored continuation of the present rule that Daily Reports be required for Agents working in other than the headquarters city.

RECORDED - 141 JUL 13 1951

EXECUTIVES CONFERENCE CONSIDERATION:

INDEXED - 141

EX - 48

The Executives Conference of 7-9-51, consisting of Messrs. Tolson, Callahan, Tamm, Parsons, Mohr, Belmont, Ladd, Rosen, Mason, Sizoo and Nichols recommended unanimously unfavorable. Respectfully, For the Conference

cc-Messrs. Mohr & Clegg

EDW:DMG

Elmer Tolson

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

6/26/51

6/27/51
194

THE DIRECTOR

July 7, 1951

THE EXECUTIVES' CONFERENCE

ASSIGNMENT OF SECURITY CASES TO THE POLICE

On July 2, 1951, the Executives' Conference, consisting of Messrs. Tolson, Ladd, Mason for Clegg, Callahan for Glavin, Harbo, Nichols, Rosen, Quinn Tamm for Tracy, Sizoo for Mohr, Trotter and Belmont, considered certain questions raised by our field offices relative to the assignment of security type cases to the police.

By SAC Letter #50, Series 1951, dated May 19, 1951, the field was advised that no security type cases should be assigned to state or local police in jurisdictions wherein, by virtue of state or local law, the state or local authorities have enforcement and prosecutive duties imposed upon them to act against Communists or other subversives. In the absence of state legislation, the continued assignment of security type cases to the police was approved. The field was instructed to ascertain what local legislation existed in their areas and to be governed accordingly.

This SAC Letter pointed out that old statutes, such as prohibitions against sedition, criminal syndicalism, anarchy, etc., in the absence of modern "anti-Communist" legislation should not preclude the assignment of security cases to the police. However, the field should be alert for any intended application of such old statutes to the present situation.

Our field offices are governing themselves in accordance with this SAC Letter. However, in several instances individual field offices have requested permission to continue to assign cases to the police, although there are in existence local statutes which give the police the authority and power to take action against Communists and subversive elements. These exceptions are requested generally on the basis that while the statutes are in existence, no effort is being made to apply them. As examples, the following are shown:

California

RECORDED - 141 166-2534-8879
INDEXED - 141 JUL 13 1951

EX - 48

San Francisco advised that the State Legislature of California in 1941 enacted the "Subversive Organization Registration Act, Statutes of 1941, Chapter 183, Act 8425." This statute applies to any group or association of two or more persons which directly or indirectly advocates the overthrow of the Government of the United States or the State of California, or any political subdivision thereof, by force

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

CC - Mr. Clegg
Mr. Mohr

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/22/91 BY SP-5CIB/PT

[Handwritten signatures]

52 JUL 16 1951 999

06 p.m. - [unclear]

MEMORANDUM FOR THE DIRECTOR

and violence, or is subject to foreign control, etc., must register with the Secretary of State and render periodic reports. Violations of the Act carry a fine for the corporation or association and a fine plus imprisonment for the officers and members, if convicted.

San Francisco stated that in view of this, no security cases would be assigned to the police.

San Diego stated there were no local statutes of anti-Communist nature and requested authority to continue to assign security cases to the police, inasmuch as there had been no local enforcement of the State "Subversive Organization Registration Act."

Los Angeles stated that there are a number of local statutes of anti-Communist nature. However, the Los Angeles County Registration Ordinance was declared unconstitutional on February 28, 1951, and at the present time no effort is being made to enforce the ordinances. Los Angeles requested authority to continue to assign cases to the police.

The Security Division recommended that in view of the current State law applicable in California that no security cases be assigned to the police in California.

New Jersey

The Newark Office advised that there does exist statutory authority dating from 1898 through 1937 which could be used as a basis for action against subversives. In addition, two municipalities, Jersey City and Hoboken, have current anti-Communist ordinances. Newark advised that there appears to be no disposition on the part of the police to undertake action against subversive individuals independent of the FBI.

The Security Division recommended that Newark be authorized to continue to assign security cases to the police, except at Jersey City and Hoboken, where current anti-Communist ordinances are in effect.

Pennsylvania

Philadelphia advised that there are prosecutions presently under way against leaders of the Communist Party at Pittsburgh under Article II, Section 207, Sedition, of the Penal Code of June 24, 1939, as amended. Further, the Pennsylvania State Police conduct security type investigations on their own initiative and not in cooperation with

MEMORANDUM FOR THE DIRECTOR

the FBI. Certain local ordinances in Lancaster, Arnold, Erie, McKeesport and Berwick also provide for action against the Communist Party and front organizations. Philadelphia recommended that security type cases still be assigned to police departments throughout the State of Pennsylvania, with the exception of the Pennsylvania State Police and the Lancaster and Berwick Police Departments.

The Security Division recommended that, in view of the Pennsylvania Sedition law which is presently being applied, no security cases be assigned to the police in the State of Pennsylvania.

Puerto Rico

Puerto Rico advised of the existence of Insular Public Law #53 through June 10, 1948, as amended by Public Law #9 of August 19, 1948 and Public Law #13 of December 20, 1950, characterized as the "Smith Act of Puerto Rico," which provides that advocating, etc., the overthrow, destruction of the Government of Puerto Rico or any political subdivision thereof, constitutes a felony, and membership in an organization advocating such action also constitutes a violation. The Insular Police of Puerto Rico have investigative jurisdiction concerning this legislation and the present policy is one of active investigation. This concerns not only matters involving the Nationalist Party of Puerto Rico and its members, but also the Communist Party of Puerto Rico and its members. There have been 77 cases involving individual Nationalists presented in the Insular Courts for prosecution.

San Juan recommended that selected cases of a security type, principally in the Nationalist field, continue to be assigned to the Insular Police of Puerto Rico for the following reasons:

- (1) The Insular Police represent the only police agency in the Island of Puerto Rico;
- (2) Insular Police can, in a great many instances, conduct certain types of investigation in rural areas which would be very difficult for a Continental to conduct with any degree of security without arousing suspicion.
- (3) It would be necessary to greatly increase the personnel in the San Juan Office to discharge our investigative responsibility if we did not rely on the Insular Police for assistance.

A high degree of mutual confidence exists between the San Juan Office and Colonel Roij, a graduate of the National Academy

MEMORANDUM FOR THE DIRECTOR

who is Chief of the Insular Police. There are 15 other National Academy graduates in strategic places throughout the Department. San Juan believes that continuing cooperation can be expected from the Insular Police on investigations of a routine nature.

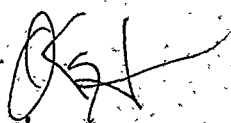
Because of the geographical location of Puerto Rico and the close relationship between the Bureau's office and the Police, together with the fact that the problem at Puerto Rico differs somewhat from the problem in the United States, the Security Division recommended that the San Juan Office be allowed to continue to assign selected security cases to the Police.

Executives' Conference
Recommendation:

The Executives' Conference unanimously concurred with the recommendations of the Security Division, as set out above. The Conference recommended that we continue to be governed by the provisions of SAC Letter #50 dated May 19, 1951, in that the field will not be authorized to assign security type cases to the police where there is recent or active legislation being enforced or available for enforcement by local authorities. Where there is not legislation of a statewide nature, cases may be assigned to local police agencies if there are no local ordinances requiring action by the police. Infrequently, there may be a reason for an exception to this rule, such as in the case of Puerto Rico. In such instances the Bureau will weigh the advantages and disadvantages of assigning cases to the police.

In the event you agree, we will continue to follow this policy.

Respectfully,
For the Conference


Clyde Tolson

The Director

July 10, 1951

The Executives Conference

RADIO EQUIPMENT
NEW YORK DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/22/91 BY SP-5 CIB/BJ

On July 6 the Conference composed of Messrs. Tolson, Ladd, Callahan, Tamm, Trotter, Belmont, Rosen, Mason, Sizoo, Nichols and Harbo considered the request of the New York Office for one decoy radio package for use in extortion cases and 38 additional two-way automobile radio units. The recommendations for such equipment were included in the radio survey report submitted by Inspector Naughten and concurred in by SAC Scheidt.

With reference to the extortion decoy package it was pointed out that 6 such units are now assigned to field offices distributed throughout the country; one of these is in Boston and one in Newark. However the unit at Newark operates on a frequency slightly different from that used by the New York Office. The Conference recommends that the New York Office be furnished with an appropriate crystal which can be quickly substituted for the crystal presently in the Newark unit when it is needed for use in New York. No instances were cited wherein the needs of the New York Office for equipment of this sort in a specific case were not met.

With reference to the request for 38 additional automobile radio units the following facts were pointed out:

1. Physical surveillances are commonplace and often two or more independent surveillances are handled simultaneously.
2. In hijacking cases ten Agents in five cars are immediately sent to known "drops" and otherwise conduct a search for the vehicle involved. These Agents use radio equipped cars.
3. Several illustrative cases were cited showing the use and value of the present equipment, but no cases were cited where there was any shortage of equipment.
4. Equipment presently available is fully utilized; any increase in activity such as under the Detcom program could be handled only by sacrificing a portion of the service presently being rendered.

RECORDED & INDEXED - 8 66-2534-8880

JUL 12 1951

5. It was felt that in the event of war the present two-way units would be inadequate,

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

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

RTT: VII

RAB

Memorandum for the Director

6. All supervisors in New York indicated that if a greater number of two-way cars were available they would use them to great advantage, pointing out that such equipment makes Agents more readily available and permits more efficient utilization of manpower.

The Conference noted that New York has 103 automobiles of which 52 are radio equipped. The proportion of radio equipped cars is higher than in any other of the larger field offices. There is as a practical matter a limit to the number of radio equipped units which can on a daily basis be used on simultaneous surveillances since a radio transmission by any one automobile will interfere with transmission by other automobiles in the same general area. In view of the fact that 50% of the automobiles in the New York Office are radio equipped and there have been no instances in which the equipment has been inadequate the Conference was opposed to the proposal to assign 38 additional two-way units but recommends that replacements be furnished for 3 obsolete units presently in use in New York.

To summarize the Conference recommends New York be furnished with an appropriate crystal to facilitate the use of the decoy package presently assigned to Newark and thus permit joint use of this unit and recommends 3 replacement two-way automobile units for the New York Office.

Respectfully,
For the Conference

4
Glyde Tolson

*I want more detail
as to both. He should
have Scheidt supplement
his justification*
H

5-31-51

The Director
The Executives Conference

jk

The Executives Conference of today, consisting of Messrs. Ladd, Nichols, Sizoo, Mason (for Clegg), Belmont, Mohr, Harbo, Tracy and Glavin considered the attached memorandum to the Seat of Government and also a letter to all SACs concerning information desired by the Payroll Section of the Bureau covering Saturday duty for the months of July and August and recommended approval of the communications attached.

For the Director's information, the procurement of this information will permit the Payroll Section to set up normal pay periods for all employees of the Bureau and will eliminate a great deal of computing work for each pay period.

h

Respectfully,
For the Conference

Clyde Tolson

Attachments

CC: Mr. Mohr
Mr. Clegg

WRG:cr

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/24/91 BY SP-5/BJM

RECORDED - 70

EX-130

66-2554-888
NOT RECORDED
45 JUL 10 1951

TELETYPE NO. STALLING

F22
HANDLED BY
SEP 7 1951

5-12-51

MEMORANDUM

(FOR JOINT COMMITTEE CONSIDERATION)

RE: ~~INITIALING OF BULKY EXHIBIT GREEN SHEETS AND 1-A EXHIBIT ENVELOPES IN FIELD OFFICES~~

The Manual of Rules and Regulations, 6-1-10, provides "Clerical employees may not place their initials on any documents, administrative or otherwise as authorization for filing. However, the Chief Clerk or Assistant Chief Clerk of a Field Office may initial bulky exhibit envelopes or green sheets and 1-A exhibit envelopes in investigative cases for filing."

This question arose in a recent inspection where it was found that employees other than the Chief Clerk or Assistant Chief Clerk were initialing the documents described above.

In a small office the Chief Clerk or Assistant Chief Clerk could logically be expected to handle these duties. In a larger office an administrative clerk or some other employee might logically have these duties delegated to her.

RECOMMENDATION:

That the Joint Committee of Field and Seat of Government Representatives examine the current Manual requirements and conclude as to whether an adjustment is necessary.

EDM:DMG

George Thomas Cooper

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/21/71 BY SP-5 CUB/HK

ORIGINAL FILED IN

ENCL

R325
7225

57 NOV 2 1951

HANDLED BY
STOP 11/19

RECORDED - 70
INDEXED - 70

66-2557-8882
NOT RECORDED
45 JUL 13 1951

INITIALS ON ORIGINAL

THE DIRECTOR

July 9, 1951

The Executives Conference

FINGERPRINT CARDS SERVICED
DEPARTMENT OF DEFENSE
IDENTIFICATION BOARD
INDUSTRIAL SECURITY PROGRAM

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/21/98 BY SP-5/MLK

Messrs. Tolson, Ladd, Harbo, Rosen, Rosen, Ladd, Trotter, Harbo, Callahan, Nichols, and G. Tamm considered the question of handling fingerprint cards submitted in connection with the Munitions Board of the Department of Defense Industrial Security Program.

The Bureau, as reflected by memoranda submitted by Mr. D. H. Ladd on October 11, 1950, agreed to handle for the Munitions Board 157,000 fingerprint cards in connection with the Industrial Security Program of those persons who had access to secret and top secret material. Since this agreement, 323,000 fingerprint cards have been handled in the Identification Division or an excess of 71,000 fingerprint cards above the original agreement. As you know, no provision has been made for funds for the handling of these fingerprint cards and the Bureau agreed to the receipt of the fingerprints because of the nature of the material being handled by the individuals.

It is felt that because the number now has exceeded the original number which we agreed to handle and because of the fact that, in spite of the Bureau's objection, the Munitions Board, on June 9, 1951, issued instructions for the fingerprinting of 2,000,000 additional people without having transferred the necessary funds to the Bureau, the Liaison Section should be instructed to immediately contact the Munitions Board, the Army, the Navy, and the Air Force and advise them that no provisions have been made for the handling of fingerprint cards in the fiscal year 1952; consequently, it will not be possible for the Bureau to accept any additional fingerprints until appropriate funds have been transferred and the personnel trained.

The Conference unanimously recommends this action. If you approve, appropriate instructions will be issued to the Liaison Section.

Respectfully,

For the Conference,

RECORDED - 21

EX - 37

Clyde Tolson

66-2554-8883
RECORDED
JUL 13 1951

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

F170
JUL 21 1951
Mr. Mohr

UNITED STATES DEPARTMENT OF JUSTICE

6-13-51

MR. NICHOLS

F. W. WAIKART

SPECIAL HANDLING OF APPLICANT TYPE MAIL
(EXCEPT BUREAU)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/22/91 BY SP-5/BJH

In January of this year we successfully adopted a streamlined method of handling and processing all applicant type mail except Bureau. By executives Conference memorandum dated March 30, 1951, the Director approved the permanent application of this procedure.

One of the most effective short cut methods in this new operation avoids the necessity for recording the mail. As a result, abstracts on the investigative reports are unnecessary. It is true that in certain instances, particularly where derogatory information is developed, the mail has to be recorded and the abstracts are needed. In the largest category of this mail, namely Atomic Energy cases, we have consistently found that the abstracts are superfluous. Therefore, instructions could and should be issued to the field that on reports submitted in the Atomic Energy cases abstracts will be unnecessary in the future.

Accordingly, for your approval there is attached a proposed Bulletin to the Field instructing that in the future abstracts will no longer be necessary on reports on Atomic Energy cases. There is also attached a proposed amendment to Section 11-S of the Manual of Rules and Regulations entitled "Abstract Slips."

FWW:nlc
Attachments

ADDENDUM, LBN:CMC,

This was considered and unanimously recommended by the Executives Conference consisting of Messrs. Belmont, Sizoo, Rosen, Ladd, Trotter, Harbo, C. Tamm, Callahan and Nichols.

61 JUL 26 1951
M. J. BY
M. J. BY

INVESTING NO. 5111

166-2551
NOT RECORDED
44 JUL 17 1951

ORIGINAL COPY FILED IN

The Director

July 10, 1951

The Executives Conference

SECURITY OF TELETYPE TRAFFIC

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/27/91 BY SP-5 EJA/arc

On July 6 the Conference composed of Messrs. Tolson, Ladd, Callahan, Tamm, Trotter, Belmont, Rosen, Mason, Sizoo, Nichols and Harbo considered the suggestion by Mr. Conrad that the Bureau either issue a new code book for use in connection with teletype traffic of such a nature that coding is required or issue a cipher pad in order that coded teletype traffic may be given the same security now provided to radio traffic involving security matters.

An examination of incoming and outgoing teletype traffic for a three day period disclosed a total of 2,901 messages of which 28 were coded. Present regulations provide that high security teletypes shall be encoded in code C. Mr. Conrad points out that since our code C has been used for several years to handle non-confidential radio traffic, it must be assumed that the Russians have monitored that radio traffic and have successfully reconstructed the C code.

Mr. Conrad further points out that there are several means by which the Russians could conceivably get copies of our teletype traffic as follows:

1. At the "switching center" in any large city teletype calls are handled by a telephone company operator in a manner analogous to the usual switchboard handling of telephone calls. This teletype operator could conceivably monitor the circuits which she establishes and make copies of the messages transmitted or at the time she establishes the Bureau's connections she could cut into the Bureau's circuit any other line which she desired. For example if the Russians subscribed to teletype service it would be entirely possible for the teletype operator to connect the Russian teletypewriter to the FBI circuit with the result that the FBI traffic would be reproduced on the Russian teletypewriter. The difficulties confronted by the enemy in such a situation would be that of recruiting teletype operators who would so cooperate with them; further it would be necessary for the operator to avoid direct observation of her improper activity by the telephone company supervisor.

2. The telephone company operates in large cities service identified as the "teletype" for the purpose of conducting test monitoring of subscribers' teletype lines to ascertain that the service is satisfactory and the subscribers' equipment is working properly. Disloyal employees could monitor and reproduce traffic going over the Bureau's teletype

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

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

HANDLED BY
STOP DESK

RTH:VH

RECORDED 266 2584 884
INDEXED 126
16 1951

Memorandum for the Director

lines under the pretext of conducting a routine test.

3. By applying a tap on the Bureau's teletype lines. This is basically similar to the method of tapping a telephone line but is technically somewhat more difficult and requires personnel with more technical training. It is necessary to locate points where the teletype circuits can be tapped which would of course be facilitated if they had contacts within the telephone company.

Mr. Conrad points out that the Russians have the technical "know how" to carry out such matters and accordingly he feels that our top security teletype traffic should depend on something beside the teletype system itself, i.e., a satisfactory system of cryptographic security.

The Conference noted that under existing instructions the field is required to check both telephone and teletype lines once a month to guard against any possible taps or tampering with our lines; that in many of the offices the telephone company lines run from the telephone exchange to the office building in a lead cable; that the telephone company conducts its own checks to see that their facilities and personnel function properly. Mr. Nichols pointed out that he has had numerous conferences with telephone company representatives as a result of which it is his opinion that it is highly improbable that any improper recording or monitoring of the teletype messages would take place at the telephone exchange. The Conference further noted that the Bureau has recently ordered 120 automatic encoding machines which will provide the means for prompt encoding of selected traffic. Although this equipment will not be delivered for many months we have been advised that 30 encoding machines will be loaned to the Bureau by [redacted] and delivery is expected the middle of July. It is planned to distribute these machines among the offices handling the bulk of the security work in the field. Referral/Consult


Mr. Ladd pointed out that during the past years there has been no indication whatever that any of our traffic has been sent anywhere except to its destination within the FBI.

It was Mr. Harbo's view that there is a need for greater cryptographic security in handling top security teletype traffic than is provided by our code G. However in view of the imminent acquisition of 30 automatic encoding machines plus plans for delivery of additional units later this year that will provide the additional security necessary.

Memorandum for the Director

The Conference was unanimously opposed to Mr. Conrad's recommendation that a new code book be printed or that enciphered code be used on top security teletype traffic for the reasons indicated herein.

Respectfully,
For the Conference


Clyde Tolson



THE DIRECTOR

7/7/51

JOINT COMMITTEE

SUGGESTION #770
EMPLOYEE: SA WARREN W. RICHMOND
SAN FRANCISCO OFFICE
FORM FD-128 AND SECURITY FLASHES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/24/91 BY Sp-5 c/bhp

MEMBERS PRESENT: Messrs. E. Scheidt R. T. Harbo
S. K. McKee J. A. Robey
E. D. Mason

SUGGESTION:

To change Form FD-128, the form changing the office of origin, when a Security Index subject has moved from one Field Division to another so that there will be included thereon a notation to the effect that a Security Flash has been placed with the Identification Division by the original office of origin.

The Internal Security Section of the Security Division recommends favorable consideration of this suggestion.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee feels that this suggestion would facilitate the supervision of these cases and put the new office of origin on notice as to the exact status of the matter relative to Security Flashes. This notation will also save the writing of another letter by the new office of origin. They will put the Identification Division on notice as to the new office to be notified in the event information is received at the Seat of Government relative to the subject.

The Joint Committee felt that until the present supply of forms has been exhausted the notation relative to the Security Flash should be typed on the old form. When the new form is prepared, appropriate provisions will be made for this entry.

RECORDED - 2666-2554-8885

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference of 7-9-51, consisting of Messrs. Tolson, Callahan, Tamm, Parsons, Mohr, Belmont, Ladd, Rosen, Mason, Staco and Nichols recommended unanimously favorable.

Respectfully,
For the Conference

Clyde Tolson

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

cc Messrs. Mohr & Clegg
EDM:DMG

HANDLED BY
STOP DESK

THE DIRECTOR

5/31/51

JOINT COMMITTEE

SUGGESTION #732

EMPLOYEE: SAC C. W. BROWN
CHARLOTTE OFFICE
FIELD OFFICE ADMINISTRATION

MEMBERS PRESENT: Messrs. H. H. Clegg R. T. Harbo
E. Scheidt S. K. McKee
H. M. Kimball E. D. Mason

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 11/22/91 BY SP-SC/DT

SUGGESTION:

SAC Brown of Charlotte submitted to the Bureau a procedure used in that office, consisting of tabulating monthly certain phases of the work of each Special Agent, including:

- "Average cases closed for the month _____
- You closed _____
- Cases opened by you _____
- Sources of information submitted by you _____
- Confidential informants submitted by you _____
- Your delinquency _____
- Pending reports written by you _____

B

ADVANTAGES:

1. May increase production.
2. Gives the SAC a good statistical picture of some phases of an Agent's work, but not all.
3. Provides a medium for the SAC to encourage Agents who have good statistics by commending them informally and also provides an opportunity to stimulate an Agent whose record is below average to improve his performance.
4. Much of the information included can be readily obtained at the time the Monthly Administrative Report is prepared.
5. This is a consensus of several ideas utilized intermittently by various offices of the Bureau over a period of years when adaptable to existing circumstances, it being recognized that not every office lends itself to this type of statistical compilation.

RECORDED - 26 66-2554-8886

DISADVANTAGES:

INITIALS ON ORIGINAL 5-1

81 7-17-51

1. This idea does not have equal applicability to all offices, but its usefulness would appear to be limited primarily to the smaller offices where the Agents are working on all types of cases and where in general each Agent's work is comparable with that of the other Agents.

HHC
COW

- Gilson _____
- Add _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Selmont _____
- Tohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

HANDLED BY
STON

EDN:DMC

NOV 30 1951

DISADVANTAGES (continued)

2. It would present an unfair picture where an Agent was assigned to one special case for a month or on other limited type of assignment.
3. Where offices are squadded, due to volume of work, there is not a fair basis of comparison for the work, for example, of men on the Criminal Squad as compared to men handling Atomic Energy Act Applicant investigations.
4. The following of this type procedure or any variation thereof month in and month out would not seem to be justified administratively from the standpoint of time involved since this is of value only as a supplement to the close personal supervision of each Agent by his immediate Supervisor. A spot check system would seem to suffice.
5. This system weighs quantity only and pays no attention to quality, and it might emphasize turnover at the expense of thorough investigations. Depending upon results by a given office, the use of such a system may be pure surplusage.
6. It could have a bad effect on morale in those instances where an Agent might have done splendid work during the month, but of a type which would be low statistically.

JOINT COMMITTEE CONSIDERATION:

On 5/26/51, the Joint Committee considered the above suggestion and unanimously felt it was unsuited for Bureau-wide application to the Field. The Committee unanimously opposed this as a requirement. All SACs are aware that it is already permissible where it will serve any useful purpose.

EXECUTIVES CONFERENCE CONSIDERATION: HHC:ebt

On June 5, 1951, the Executives Conference consisting of Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Ladd, Belmont, Sizoo, Rosen, Nichols and Clegg unanimously recommended that an SAC letter be forwarded to the field setting forth this suggestion and advising that this procedure may be adopted by any field office or by any squad in the field office where it appeared to be practical and applicable. If this is approved there is attached hereto an SAC Letter accordingly, also a letter to SAC Brown.

Respectfully,
For the Conference

Clyde Tolson

40

The Director
The Executives Conference

July 14, 1951

J

The Executives Conference of June 26, 1951, consisting of Messrs. Tolson, Laughlin, Sizoo, Clegg, Nichols, Rosen, Ladd, Harbo, Quinn Tamm (for Tracy) and Callahan (for Glavin), considered the suggestion of Mr. Leo Gauthier that a new type credential card for Special Agents be issued which would preclude the necessity of the card being signed by the new Attorney General each time the occupant of that office changes. Gauthier, in his suggestion, points out that it costs approximately \$1.75 to prepare the present credential card in use by the Special Agent personnel in the Bureau. Under his suggestion, in lieu of the Attorney General signing each credential card, the card would bear, in addition to the name of the Director and his title, the following verbiage: "By Order Of: The Attorney General of the United States". This would represent a considerable savings as replacements would not have to be made as the occupants of the Attorney General's Office change.

The Conference unanimously felt that the autograph signature of the Attorney General on the credential card was of definite psychological value and recommended against the adoption of the suggestion.

Respectfully,
For the Conference

[Handwritten signature]

Clyde Tolson

[Handwritten mark]

cc: Mr. Mohr
Mr. Clegg

NPC:cr

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/22/91 BY SP-50/BJ

RECORDED - 70

INDEXED - 70

66-2554-8887

HANDLED BY
STOP DESK

EX. 39

50 JUL 19 1951

[Handwritten initials]

The Director

June 26, 1951

The Executives Conference

PROPOSED SAC LETTER
PUBLICITY AND PRESS RELEASES

The Executives Conference consisting of Messrs. Tolson, Sizoo, Clegg, Ladd, Trotter, Parsons, Q. Tamm, Belmont, Rosen, and Nichols, reconsidered its deliberations as set forth in Mr. Nichols' memorandum of June 4th, on a proposed letter to all SAC's reatating rules and regulations in connection with the handling of press releases.

As was pointed out on June 4th, the SAC Letter added twelve classifications of cases to the six previously approved wherein SAC's could make releases in routine cases without securing approval of the Washington Headquarters of the Bureau.

The Executives Conference has now reconsidered the advisability of extending the scope of cases wherein press releases might be made without Bureau approval, and the Conference now recommends that no change be made. Accordingly, the SAC Letter referred to has been revised and the additional twelve classifications of cases have been deleted.

Respectfully,
For the Conference

Clyde Tolson

cc: Mr. Clegg
Mr. Mohr

LBN:CMC

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 11/22/97 BY SP-5 CIB/MS

RECORDED - 15

66-2554-888

JUL 18 1951

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HANDLED BY
STAMP DESK

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66 JUL 23 1951

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THE DIRECTOR

7-12-51

JOINT COMMITTEE

SUGGESTION #786
EMPLOYEE: MISS [REDACTED]
ALBUQUERQUE OFFICE
USING "118" FILE COVERS TWICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/22/91 BY SP-5 [REDACTED]

MEMBERS PRESENT: Messrs. F. Scheidt R. T. Harbo
S. K. McKee J. A. Robey
E. D. Mason

SUGGESTION:

That front covers on Atomic Energy cases be used more than once.

It was pointed out that, in an individual file, the cover is only used for a maximum of 6 months whereupon the serials are removed and placed in a consolidated file. By re-using the front cover as a back cover, some economy will result. Some offices have already been following this practice.

JOINT COMMITTEE CONSIDERATION:

On 6-30-51, the Joint Committee considered the above suggestion and recommended unanimously that this procedure be brought to the attention of all offices by an SAC Letter, in order that if any offices are using the front covers only once they may increase the use thereof. An award of \$50 was recommended for Miss [REDACTED]. This action is based on advice from the Administrative Division that the Field uses 988,000 file backs per year. Assume that each file cover used during the year will also be used as a file back this would mean a savings of 484,000 file backs. The FBI pays \$2 per thousand for file backs. Estimated savings to the FBI \$968 per year.

RECORDED IN

66-2554-8889
JUL 18 1951

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference of 7-9-51, consisting of Messrs. Tolson, Callahan, Tamm, Parsons, Mohr, Belmont, Ladd, Rosen, Mason, Sizoo and Nichols recommended unanimously favorable. Thereare attached for the Director's approval a proposed letter to all SAC's and a letter to Miss [REDACTED]

Respectfully,
for the Conference

Clude Tolson

- Tolson
- Ladd
- Clegg
- Glavin
- Nichols
- Rosen
- Tracy
- Harbo
- Belmont
- Mason
- Callahan
- Tamm
- Parsons
- Mohr
- Belmont
- Ladd
- Rosen
- Mason
- Sizoo
- Nichols

Attachments

cc: Mr. Mohr
Mr. Clegg
EDM:BNH

JUL 21 1951

THE DIRECTOR

7/5/51

JOINT COMMITTEE

b6
b7c

SUGGESTION #784

EMPLOYEE: [REDACTED] CHIEF CLERK
DALLAS, TEXAS
FILING SYSTEM - DESTRUCTION OF FILES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/22/91 BY SP-5/btr

MEMBERS PRESENT: Messrs. E. Scheidt R. T. Harbo
S. K. McKee J. A. Robey
E. D. Mason

SUGGESTION:

DESTRUCTION OF MATERIAL
Under present procedure when the Loyalty Section at the Seat of Government initiates a preliminary inquiry under the Loyalty Program, copies of the letter are sent to other offices which may subsequently be called upon to conduct investigation in the event the preliminary inquiry discloses data which would require the institution of a full field investigation. Under present rules, if a full field investigation does not become necessary, the auxiliary offices retain the copies of the letter for a period of 1 year, at which time they destroy the index card and all copies of the letter, plus copies of the Loyalty form. In lieu thereof a charge-out slip is placed in the file to account for the serial destroyed.

The suggestion is that the Bureau modify the procedure so that one copy of the letter will remain in file and no effort will be made to locate and destroy the index card. Under this procedure the material destroyed would be limited to the duplicate copy of the letter, plus the copy of the Loyalty form.

In support of the suggestion, it is pointed out that this will result in a saving of clerical time in locating the index card and in preparing the charge-out slip which is necessary under present procedure.

JOINT COMMITTEE CONSIDERATION:

On 6/30/51, the Joint Committee considered the above suggestion and unanimously recommended that the present procedure be modified to require the following action by Field Offices: (1) Locate and destroy the index card; and (2) Remove from the file the duplicate copy of the letter from the Seat of Government, plus the copy of the Loyalty form.

- Tolson
- Ladd
- Clegg
- Glavin
- Nichols
- Rosen
- Tracy
- Harbo
- Algen
- Belmont
- Laughlin
- Mohr
- Tele. Room
- Holmes
- Gandy

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference of 7-9-51, consisting of Messrs.

EX-81 RECORDED - 58 JUL 12 1951
INDEXED 24 66-2554-8390

cc-Mr. Mohr & Mr. Clegg
EDM:DM

EXECUTIVES CONFERENCE CONSIDERATION: (Continued)

Tolson, Callahan, Tamm, Parsons, Mohr, Belmont, Ladd, Rosen, Mason, Sizoo and Nichols unanimously agreed with the Joint Committee's recommendations. A proposed SAC letter is attached.

W

M

Attachment

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

THE DIRECTOR

July 3, 1951

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/27/91 BY SP-5/BJW

The Executive Conference of June 27, 1951, consisting of Messrs. Tolson, Ladd, Clegg, Belmont, Nichols, Sizoo, Rosen, Trotter, Harbo, Winn Tamm and Callahan considered the request of the New York Office for authorization for obtaining vending machines such as coca cola, candy, cigarettes and milk to be installed in the space being obtained for that office at 230 Broadway, New York City.

For New York Office

The Conference unanimously recommends that this request be approved and in the event the Director agrees, there is attached a suggested letter to the SAC at New York City.

Respectfully,
For the Conference

Glyde Tolson

Attachment
UPC-100

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

Addendum: NPC:cr 7-14-51

These machines, of course, would be placed in space not in public areas or view.

RECORDED - 135
INDEXED - 135

66-2534-8891
JUL 20 1951

EX-130

HANDLED BY
STEP [unclear]

son
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in
cont
chlin
Room

The Director

7-18-51

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/22/91 BY SP-5/BJP

The Executives Conference of July 17, 1951, consisting of Messrs. Ladd, Parsons (for Harbo), Sizoo, Mason (for Clegg), Mohr, Rosen, Nease, Belmont, Tracy and Glavin considered a suggestion submitted by Special Employee [redacted] of the Atlanta Division, wherein he suggests that an additional copy of 1034 Public Voucher be stamped by the Bureau's Voucher Section at the time payment is made and returned to the field division from whence it originated. Mr. [redacted] stated that this would enable the field office to answer various inquiries by commercial concerns concerning the vouchers and time would be saved inasmuch as the field office would be able to answer direct to the payee rather than through the Bureau.

b6
b7c

It was pointed out to the Conference that the suggestion of [redacted] should not be favorably considered at this time. It was pointed out that it would of necessity be necessary to have an additional copy of every voucher submitted at the time the original voucher is sent in for payment.

It was pointed out that these vouchers are not paid through the Bureau but the checks are mailed directly to the payee by the Treasury Department.

It was pointed out that the records of the Department would have to be checked in order to determine the date the voucher was paid which date is not recorded until after the check is mailed by the Treasury Department.

It was further pointed out that a great number of concerns at the present time handle this situation very effectively by enclosing a copy of their invoice with the voucher and have the extra copy of the invoice stamped that it is to be mailed with the check and the Treasury Department will then enclose this copy with the check when it is mailed to the payee in order that they may identify the check in question.

The Conference therefore recommends that Mr. [redacted] be advised that in view of the manner in which these vouchers are handled at the present time it would be undesirable to approve the suggestion made by him, suggesting that various payees may wish to submit additional copies of their invoice with their vouchers so that

CC: Mr. Mohr
Mr. Clegg
WRG:cr

RECORDED - 43

166-2554-8892
JUL 23 1951

b6
b7c

EX-107
JUL 23 1951
EX - 27

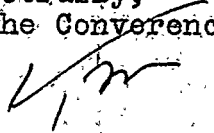
Memo for the Director

they will have notice upon receipt of the checks from the Treasury Department of the invoice which the particular check covers.

Should the Director agree the attached letter should go forward to Mr.

b6
b7c

Respectfully,
For the Conference


Clyde Tolson

Mr. Tolson

7-18-51

W. R. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/22/91 BY SP-5/HR

The Executive Conference of July 17, 1951, consisting of Messrs. Ladd, Parsons (for Harbo), Sizoo, Mason (for Clegg), Mohr, Rosen, Nease, Belmont, Tracy and Glavin, was advised of a communication received from [redacted]

b6
b7c

[redacted] of the Illuminating Engineering Society, New York, New York, Mr. [redacted] stating that the Protective Lighting Committee is preparing the revision of work previously done by a wartime committee on Protective Lighting for Industrial Properties. Mr. [redacted] pointed out that it is expected that the proposed draft of this revision will be completed and ready for submittal to the American Standards Association Sectional Committee in the very near future. They are arranging for suitable representation on the Sectional Committee which will include those groups essentially affected by the provisions of such a standard. [redacted] points out that his records do not indicate that the FBI had previously been represented on this Committee. However, in view of present wartime emergencies and their effects upon industry, they would especially welcome such representation. He requested that the Director name a person and an alternate to whom they should write regarding further developments of the revision.

The Conference did not feel that the Bureau should have a representative on this particular sectional committee, it being pointed out that during the present emergency we are not conducting plant surveys as was done during the past war and that the responsibility rests with the Munitions Board. Mr. Ladd recommended that Mr. [redacted] be advised that in view of the many other responsibilities of the Bureau it is not felt that a representative of the Bureau could be designated on this Committee in question, suggesting that [redacted] may wish to communicate with the Industrial Evolution Board of the Department of Commerce and the Munitions Board, EITHER in this city, concerning representation from those organizations.

b6
b7c

Should the Director agree, the attached communication will go forward to Mr. [redacted]

RECORDED - 55

Respectfully,
For the Conference

66-2554-8893
JUL 22 1951

Clyde Tolson

- Tolson
- Ladd
- Clegg
- Glavin
- Nichols
- Rosen
- Tracy
- Harbo
- Iden
- Belmont
- Mohr
- Nease
- Parsons
- Sizoo
- Mason
- Tele. Room
- Holloman
- Gandy

cc: Mr. Mohr
Mr. Clegg

WRC:ar

Attachment JUL 26 1951

THE DIRECTOR

7/7/51

JOINT COMMITTEE

MAILING EQUIPMENT
INDIANAPOLIS FIELD OFFICE

MEMBERS PRESENT: Messrs. E. Scheidt R. T. Harbo
S. K. McKee J. A. Robey
E. D. Mason

The Indianapolis Office requested authority from the Bureau for the purchase of a folding machine, at a cost of \$506.93, plus tax, capable of folding 10,000 sheets of paper per hour or half that number of multiple pages stapled together.

Indianapolis also wants authority to buy an M-S envelope sealer, manufactured by the Commercial Control Corporation, at a cost of \$190.00.

The Indianapolis Office pointed out that they send 35,000 letters to high school graduates in connection with the FBI Recruiting Program, requiring 208 man-hours of voluntary overtime, and that in a number of investigative cases circularization of law enforcement officers, doctors, used car dealers, retail merchants, railroad and bus depots, and hospitals was necessary. These cases were cited as justification by Indianapolis.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

The Joint Committee on 6/30/51, considered the above requests and unanimously felt that the need for the proposed equipment for circularization on a large scale is only occasional and, therefore, does not justify the expenditure involved. This Joint Committee action was taken because the request had previously been turned down by the Executives Conference on 4/2/51. Since the Indianapolis Office renewed its request, the Bureau wanted to secure an expression from other SACs as to the need for mailing equipment. The Committee recommended unanimously unfavorably as to the above requests for authority to purchase a folding machine and an envelope sealer.

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

Attachment

cc-Messrs. Mohr & Clegg

EDW:DMC
F210

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/27/81 BY SP-5/BHP

RECORDED - 5
HANDLED BY
STOP INDEX

166-2554-1894
JUL 19 1951

INITIALS ON ORIGINAL

ORIGINAL FILE IN

AUG 2 1951

EX-52

SAC, Philadelphia

July 6, 1951

Director, FBI

ASSIGNMENT OF SECURITY
CASES TO POLICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/22/91 BY SP-5 CIB/BJF

Reurlet June 9, 1951, and relet from Pittsburgh
dated June 9, 1951.

In view of the Pennsylvania Seditious Law, namely,
The Penal Code of June 24, 1939, as amended, Article II,
Section 207, it is not considered advisable that your Office
or the Pittsburgh Office continue to assign any security
cases to the various police agencies.

As pointed out in SAC Letter No. 50, Series
1951, dated May 19, 1951, "the lack of any effort to date
should not be considered as justification for assigning
cases to the police in such jurisdictions, inasmuch as
the state policies regarding enforcement may change at
any time. The test to be utilized is the existence of
such legislation."

In view of the foregoing, the Philadelphia and
Pittsburgh Offices are instructed to assign no further
security cases to the local police agencies.

cc - Pittsburgh

cc 66-9340-39
cc File 66-9340

Recommended for approval by Executives' Conference,
consisting of Messrs. Tolson, Ladd, Mason
for Clegg, Callahan for Glavin, Harbo,
Nichols, Rosen, Quinn Tamm for Tracy,
Sizoo for Mohr, Trotter and Belmont on
7/2/51.

5 AUG 1 1951

RECORDED 72 66-2554-8895
JUL 18 1951
54

HANDLED BY
STON

66-9340-39
ORIGINAL FILE IN

THE DIRECTOR
JOINT COMMITTEE

7/6/51

SUGGESTION #793
EMPLOYEE: INSPECTOR H. B. LONG
TRAINING & INSPECTION DIVISION
PROVIDING NEW SPECIAL AGENTS OPPORTUNITY
OF WITNESSING COURT IN ACTION

MEMBERS PRESENT: Messrs. E. Scheidt R. T. Harbo
S. K. McKee J. A. Robey
E. D. Mason

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/21/91 BY SP-SCB/DK

SUGGESTION:

That as a training device, new Special Agents reporting to the Field be provided the opportunity to witness a court in action.

Mr. Long pointed out many of the new Agents have not been legally trained and never have been inside of a court, and at some future time they will have to appear as witnesses.

INSPECTORS' CONFERENCE CONSIDERATION:

The Inspectors' Conference, consisting of Messrs. E. J. Connelley, T. E. Naughten, H. B. Long, K. R. McIntire, B. C. Brown, and E. D. Mason, unanimously felt it would be desirable under a strictly controlled arrangement by the SAC to provide the opportunity for new Agents, one at a time, to witness courts in operation. It was suggested that these new Agents might appear at civil cases or as regular spectators, just like any other citizen in cases handled by some other agency, and that in all probability each SAC would find a way to arrange for this training without any publicity or embarrassment.

The Inspectors' Conference was aware that embarrassment has arisen in the past because of Agents serving as spectators in courtrooms, but felt under a controlled system by the SAC the likelihood of any embarrassment could be obviated.

The Inspectors' Conference recommended authority for SAC's to arrange for this training, pointing out that Moot Court and similar training devices do not provide the atmosphere of a Federal Court.

JOINT COMMITTEE CONSIDERATION:

On 6/30/51, the Joint Committee considered this suggestion and Messrs. Scheidt, McKee, Robey and Mason favored a controlled program to permit new Agents to observe courts in

RECORDED - 88
INDEXED - 88
66-2354-889
NO RECORD
45 JUL 1951

cc - Mr. Mohr & Clegg
EDM:DMG

JOINT COMMITTEE CONSIDERATION (Continued)

action.

Mr. McKee pointed out possibly this could be done during the first 2 weeks of an Agent's service in the Field, during which time he is being trained by an older Agent, in a court with existing regulations.

The majority felt that this training should be confined to Federal Courts.

Assistant Director Harbo was opposed to any change in the current prohibition against Agents appearing as spectators in Federal Courts because of the factors which contributed to the adoption of the present regulation. Further, he feels this is one of those things which may be considered desirable, but not necessary, and that our manpower should be devoted as fully as possible to the investigation of pending cases.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference of 7-9-51, consisting of Messrs. Tolson, Callahan, Tamm, Parsons, Mohr, Belmont, Ladd, Rosen, Mason, Sizoo and Nichols considered the above suggestion. All members of the Executives Conference except Mason were opposed to the suggestion and felt that Agents should be concentrating on investigative activities. The majority further felt that there was too much possibility of embarrassment by having Agents as spectators in court.

Mr. Mason clung to the belief that this phase of training should be provided under arrangements made by the SAC with close friends in the Court House.

Respectfully,
For the Conference

Clyd Tolson

DIRECTOR'S NOTATION: "I concur" H.

THE DIRECTOR

June 12, 1951

JOINT COMMITTEE

SUGGESTION #764

EMPLOYEE: INSPECTOR T. E. NAUGHTEN

TRAINING AND INSPECTION DIVISION

ATOMIC ENERGY AND OTHER APPLICANT-TYPE CASES

MEMBERS PRESENT: Messrs. R. T. Harbo

E. Scheidt

H. M. Kimball

S. E. McKee

E. D. Mason

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 11/22/90 BY SP-5 U/DM

SUGGESTION:

That Atomic Energy investigations covering areas where the applicant has never been known to reside and has never been known to be employed be restricted to a search of the applicant's name through field office indices and a perusal of any employment records which may exist.

Instances of this type arise under conditions similar to the following:

1. An applicant is being investigated in Savannah, Georgia, for a position with the Atomic Energy Commission. The questionnaire shows that he was employed by the Savannah Shipyard in 1942, 1944, and 1945 in Savannah.
2. Since then the Shipyard has closed down and all employment records are now kept in Newark, New Jersey.
3. The questionnaire does not show that the applicant ever lived in Newark or ever worked in Newark, and the only lead for Newark is to verify employment from a perusal of the personnel records of the Savannah Shipyard, which were transferred to a depository in Newark when the Shipyard went out of existence in Savannah.

Under Mr. Naughten's suggestion, all that Newark will do in the future, if approved, is to peruse the employment records and to search the office indices on the applicant's name. Search of field office files will be limited to main files only, in such instances.

JOINT COMMITTEE ACTION: Unanimously favorable.

If approved, there is attached a Bureau Bulletin instructing the field to limit to the suggestion made.

RECORDED - 566-2554-8897

INDEXED

EX - 27

NOT RECORDED

45 JUL 27 1951

cc-Messrs. Mohr & Clegg

EDM:maw:dmg

HANDLED BY SP-5 U/DM

INITIALS AND DATE
JL 6/13

ORIGINAL FILED IN 61-133-1-11

Observations in file

EXECUTIVES CONFERENCE ACTION: Unanimously favorable. H He: lmy

On 6/13/51, the Executives Conference, with Messrs. Ladd, Parsons, Glavin, Mohr, Sizoo, Laughlin, Rosen, Tracy, Nease, and Clegg present, considered the above suggestion and recommended unanimously favorably.

Respectfully,
For the Conference

Glyde Tolson

JUN 13 1951

THE DIRECTOR

July 5, 1951

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/21/92 BY sp-5 c/b/h

The Executives Conference of July 3, 1951, consisting of Messrs. Tolson, Nichols, Ladd, Sizoo, Mason, Egan, Belmont, Trotter, Harbo, Quinn Tamm and Callahan considered the utilization of FBI identification plates for Bureau automobiles.

For your information, at the present time the Bureau requires that all Bureau cars be equipped with such license plates, they being the same size as regular automobile license plates having a yellow background and bearing the initials "FBI" thereon. These plates are carried in the trunk of the car and are to be affixed when operating under emergency conditions.

The Conference was advised of the recent incident in which a Bureau car was stolen in the Resident Agency at Huntington, West Virginia, and license plates such as those above, were in the trunk of the car. However, they had not been removed and were in fact when the car was recovered. It was pointed out to the Conference that since these license plates are to be used under emergency conditions, there were three possible methods of handling these plates. First is to permit the continuance of maintaining the plates in the trunks of the cars as we do at the present time. Secondly, to designate a number of cars in each divisional office to be equipped with such plates. Third, remove the plates from all the cars at this time, maintaining them in the divisional office until such time as emergency conditions indicate their use, and place them on the cars at that time.

The Conference unanimously recommended that the latter suggestion be adopted, that is, these plates be removed from the cars at the present time and maintained in the headquarters city until such time as their use is needed. In the event the Director approves, there is attached a letter to all SACs advising them of the change in the Bureau's present policy.

Respectfully,
For the Conference

Clyde Tolson

RECORDED - 26 | 66-2554-889
INDEXED - 26 | JUL 24 1951
78

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

61 AUG 4 1951 F 97

ORIGINAL FILED IN

66-1987-7314

THE DIRECTOR

7/7/51

JOINT COMMITTEE

SUGGESTION #779
EMPLOYEE: MISS [REDACTED]
NORFOLK OFFICE
LOCATION OF BUREAU DEADLINE
UNDER DATE OF LETTER -
BUREAU APPLICANT CASES

b6
b7c

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/22/91 BY SP-5 CIB/mj

MEMBERS PRESENT: Messrs. E. Scheidt R. T. Harbo
S. K. McKee J. A. Robey
E. D. Mason

SUGGESTION:

That the Bureau deadline appear in a consistent place readily seen in all correspondence on Bureau Applicants. This is particularly applicable on those Bureau Applicant cases in which investigation is initiated by one Field Office, which sets forth leads for other offices.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee, on 6/30/51, felt that the Bureau deadline date should appear in the title of the Bureau communication, immediately following the character.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference of 7-9-51, consisting of Messrs. Tolson, Callahan, Tamm, Parsons, Mohr, Belmont, Ladd, Rosen, Mason, Sizoo and Nichols considered the above suggestion with unanimously favorable recommendation.

Attached is a Bureau Bulletin for the Director's approval.

Respectfully,
For the Conference

Clyde Tolson

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

RECORDED 53-166-2554-8899-

HANDLED BY
STEP DESK

JUL 24 1951

EX - 27

EDM:DMG

351

CHIEF CLERK'S OFFICE

6/7/51

MR. CLEGG

~~REPLACEMENT OF GYMNASIUM EQUIPMENT - EXERCYCLES~~

The 2 electric Exercycles that are located in the Basement Gymnasium were inspected by a factory representative of the Exercycle Company on June 7, 1951 with the following results:

1. One machine which has been out of service for the past 3 weeks is worn to such an extent that it is beyond repair.
2. The other machine is in very bad condition and in a short time will be in need of repairs which will cost approximately \$100.
3. These machines were manufactured 12 or 13 years ago and are considered out-dated.

It has been ascertained that the list price for a new Exercycle is \$425. However, a trade-in allowance of \$100 can be obtained for the old Exercycle.

Accordingly it is requested that 2 new Exercycles be obtained for use in the Basement Gymnasium. These machines can be obtained from:
Exercycle of Maryland
Room 412
Albee Building
Washington, D. C.
Telephone REpublic 1565
(Mr. Lane)

HAM:atp
Addendum:WRG:cr 6-16-51

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/24/91 BY SP-5 CBJ/PP

The Executives Conference of 6-13-51 consisting of Messrs. Tolson, Laughlin (for Belmont), Sizoo, Nichols, Clegg, Rosen, Ladd, Mohr, Harbo, Quinn Tamm (for Tracy), and Glavin recommended the purchase of the Exercycles requested by Mr. Clegg.

ORIGINAL FILED IN

1190
JUL 11 1951

INDEXED - 105 | 66-2554-8900
RECORDED - 105 | RECORDED
43 JUL 24 1951

EX - 48

SEARCHED ON ORIGINAL # 12

The Director

June 16, 1951

The Executives Conference

RADIO EQUIPMENT
PHOENIX DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/22/91 BY SP-50/STW

On June 15 the Conference composed of Messrs. Ladd, Glavin, Mohr, Belmont, Clegg, Sizoo, Tracy, Rosen and Harbo considered the request of the Phoenix Office for additional radio equipment.

At present the Phoenix Office has a 60 watt portable transmitter which is operated from the field office in order to maintain contact with automobiles equipped with two-way radio in Phoenix. This is the type of portable transmitter with which each office is equipped. The SAC desires a more powerful transmitter in order that it would cover all of Phoenix and the adjacent area within a radius of 25 to 30 miles. Phoenix has a population of 235,000 and it is estimated that 37% of the entire population of Arizona lies within a 30 mile radius of downtown Phoenix.

The SAC cited figures indicating that the Phoenix Office had a higher number of convictions, fugitives apprehended and automobiles recovered in relation to population than other offices in the southwestern part of the nation.

The Conference was unanimously opposed to the installation of this additional radio equipment at Phoenix which would cost approximately \$3,200 on the ground that the number of Agents and the number of automobiles operated in this area would not justify this action. It was felt that we should await the results of the experimental installation in the Albuquerque district before undertaking more comprehensive radio installations in the field office districts with a relatively small number of Agents assigned.

The SAC also requested an additional 60 watt portable radio transmitter for use at the Tucson Resident Agency in order to coordinate the activity of the radio equipped automobiles in that area in the handling of major cases. The Conference was unanimously opposed to this, feeling that the amount of special investigations in that area would not justify favorable action on the request. It is pointed out that the 60 watt transmitter presently at Phoenix is portable and if equipment of this type were needed at Tucson for a temporary period it could readily be transported from Phoenix to Tucson for the duration of the special assignment.

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

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

ETH:VH

RECORDED

Respectfully,
For the Conference

Clyde Tolson

RJ

5 AUG 14 1951

INITIALS ON ORIGINAL

The Director

July 19, 1951

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/21/91 BY SP-SCB/DW

The Executives Conference on July 12, 1951, consisting of Messrs. Tolson, Glavin, Tamm, Parsons, Mohr, Ladd, Rosen, McGuire, Sizoo, Laughlin and Clegg, considered the suggestion that an exception be made to the present requirement that the interview log made by the Agents who are interviewing a subject who has been arrested by local authorities, reflect the exact time and place of the arrest by such local authorities.

At times a subject is arrested by a State police officer and then carried many miles to the county seat and placed in jail. A subject may in fact be transferred by the local authority from one jail to another. Later the case is referred to the Bureau. The records of the jail will show when the subject was incarcerated at the jail. To find out the exact time and place of the arrest, the Agent may be required to travel great distances to another part of the state to interview the arresting officer to find out the exact time and place of arrest. The suggestion is that this extra travel to satisfy this requirement not be mandatory in the future, but instead the time that the prisoner was placed in the jail where he is being interviewed be recorded on the interview log. There could be occasions where the exact time and place of the arrest would be pertinent, but this would be an unusual exception to the rule and to require the entry of such items routinely and automatically seems to be unnecessary.

It was the recommendation of the Conference that this requirement be modified to avoid the routine requirement, except where necessary, and, if approved, there is attached hereto a proposed revision of the Bureau Manual and Handbook.

Respectfully,
For the Conference

FBI

RECEIVED READING ROOM
JUL 26 5 02 PM '51
Clyde Tolson

Attachment

cc - Mr. Mohr
Mr. Clegg

RECORDED - 26
INDEXED - 26 JUL 26 1951

66-1354-8901

HANDLED BY
SOP

EX-141

56 JUL 28 1951

THE DIRECTOR
JOINT COMMITTEE

Electric Conf 7/7/51

SURVEY - APPLICANT DEADLINE CASES
SUMMARY RUC TELETYPES BE SUBMITTED TO BUREAU
RATHER THAN REPORT WHEN INVESTIGATION FAVORABLE

MEMBERS PRESENT: Messrs. E. Schetdt R. T. Harbo
S. K. McKee J. A. Robey
E. D. Mason

In connection with streamlining the handling of Applicant cases, Inspector T.E. Naughten suggested that, in Bureau Applicant cases, where the investigation is favorable, a summary RUC teletype be submitted to the Bureau rather than a report and that the notes of the investigating Agent be contained in the Field file. The Administrative Division is opposed to this suggestion.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee on 6/30/51, unanimously felt that the investigation of Bureau Applicants is the most important phase of Field operations and that reports should continue to be prepared in these cases.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/22/97 BY SP-5 C/BW

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

cc-Mr. Mohr
Mr. Clegg

EDM:DMG

7-142
AUG 1 1951

166-2554-
NOT RECORDED
44 JUL 26 1951

TO : MR. GLAVIN

DATE: June 7, 1951

FROM : H. L. EDWARDS

SUBJECT: SAC LETTER ON LEAVE COMPUTATION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/22/91 BY SP-5/BJP

As you know, some employees undoubtedly will lose annual leave earned during 1950, through failure to use it by June 30, 1951. The field was advised by SAC Letter #98, Series 1950, dated December 26, 1950, how to handle the preparation of the bi-weekly Time and Attendance Reports to reflect the leave forfeiture properly.

It is felt that a good deal of work in the form of correcting erroneous Time and Attendance Reports will be saved in the Leave Unit by sending out another SAC LETTER now, calling the field's attention to this problem and the recommended method of handling the records.

RECOMMENDATION

It is therefore recommended that the attached proposed SAC Letter be approved.

Attachment

WEC:cmw Addendum:WRG:cr 6-16-51
THE EXECUTIVE CONFERENCE of 6-13-51 consisting of Messrs. Tolson, Laughlin (for Belmont), Sizoo, Nichols, Clegg, Rosen, Ladd, Mohr, Harbo, Quinn Tamm (for Tracy), and Glavin approved the above-suggested communication to all SACs regarding leave.

6 AUG 3 1951

B

RECORDED - 79

HANDLED BY STOP 11/30/57 78
66-2554-8903
JUL 27 1951

INITIALS ON ORIGINAL

ORIGINAL FILED IN 66-2554-2118

The Director

July 18, 1951

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/27/91 BY SP-5 CJB/BJE

On July 18, 1951, the Executives Conference consisting of Messrs. Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Rosen, Mason, Sizoo, Nichols and Nease considered the attached suggestion that appropriate contact be made with the United States Bureau of Narcotics for the purpose of obtaining a good article on narcotics violations for the FBI Law Enforcement Bulletin. It was felt that in view of the current interest in narcotics such an article would be most timely and well received.

All present with exception of Inspector Mohr, who was opposed, favored having Commissioner Anslinger contacted by a representative of the Liaison Section and requested to prepare an appropriate article. It was further felt that Commissioner Anslinger should be requested to work in if possible any information he might have on the use of narcotics by members of the Communist Party.

Respectfully,
For the Conference

[Signature]
Clyde A. Tolson

Attachment

CC: Mr. H. H. Clegg

Mr. Mohr

Note:

July 19, 1951

In the event Mr. Anslinger does prepare an article on narcotics, it was thought that it would be opportune to again sound him out regarding the theory that Communists use the field of narcotics to finance and further their activities. This theory has been advanced by writers and others on several occasions and has received some publicity. Bureau investigations have failed to show any tie-in between narcotics and the Communist Party. The article by Commissioner Anslinger might prove a vehicle to deflate such stories.

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66-2554-2904

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14 AUG 1951

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The Director
The Executives Conference

July 26, 1951

SPANISH AND JAPANESE LANGUAGE
TEXT BOOKS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/24/91 BY SP-5C/PH

The Executives Conference on July 13, 1951, consisting of Messrs. Tolson, Callahan, Quinn Tamm, Parsons, Mohr, Ladd, Rosen, Sizoo, Laughlin and Glegg, gave consideration to the fact that there are three file cabinets filled with Spanish language and Japanese language text books. During World War II and during our program of training of SIS employees, there was prepared a comprehensive text for Special Agents studying Spanish. Also there was prepared a graded reader of Military Japanese. These texts have been multigraphed and a large number of them are still on hand and in storage in the Administrative Division. They are serving no current purpose.

It was unanimously recommended by the Conference that ten copies of the Spanish text book be forwarded to the San Juan, Puerto Rico Office and that the remainder of this material be removed from the binders and the binders preserved and the contents destroyed, with one copy going to the files in case a subsequent reprint of these texts should at any time in the future become necessary.

If this is approved, there is attached a proposed letter to San Juan transmitting ten copies of the Spanish text book.

Respectfully,
For the Conference

ac

Clyde Tolson

Attachment

cc - Mr. Mohr
Mr. Glegg

cc - Mr. Glavin

HHC:IGS

RECORDED - 74 166-2554-8905
INDEXED - 74 JUL 27 1951

EX. 100

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63 AUG 2 1951 f-225

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THE DIRECTOR
THE EXECUTIVES CONFERENCE

July 17, 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/21/91 BY SP-5 CIP/MP

The Executives Conference of July 17, 1951, consisting of Messrs. Ladd, Parsons for Harbo, Sizoo, Mason for Clegg, Mohr, Rosen, Nease, Belmont, Tracy and Glavin considered a suggestion submitted by Mr. L. J. Gauthier concerning ~~31~~ posters and the number of suggested posters attached hereto were exhibited to the Conference.

The Conference feels that the posters prepared by the Cartographic Section are excellent and recommends that copies of these posters be prepared, one each month, for distribution to the various divisional offices and the divisions at the Seat of Government.

The Conference does not feel that posters need be furnished to the field and to the Seat of Government to cover 25% of the personnel. They feel that the posters should be placed in the various poster frames previously utilized during the last world war and the larger posters to be sent to the Identification Division and the Files Section, and that posters be forwarded to the field for posting on the various bulletin boards in the various divisional offices. It is not felt that a large number of these posters will be necessary.

The Conference suggests that a small number of the posters be forwarded each divisional office with the suggestion that the Bureau be advised as to whether any additional posters will be needed in future distributions and that insofar as the Seat of Government is concerned that a call be made to the various divisions inquiring as to the number of posters desired for the division in question. Should the Director agree, this matter will be handled as above suggested.

Respectfully,
For the Conference

[Signature]
Clyde Tolson

RECORDED - 74
INDEXED - 74

106-2554-39106
JUL 31

CL - 100

Attachments
WRG, JC

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

55 AUG 2 1951

THE DIRECTOR

7/7/51

JOINT COMMITTEE

~~SURVEY - APPLICANT DEADLINE CASES~~
~~DEPARTMENTAL APPLICANT CASES~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/24/91 BY SP-5 SIB/TK

MEMBERS PRESENT: Messrs. E. Scheidt R. T. Harbo
S. K. McKee J. A. Robey
E. D. Mason

Executive Conference

In connection with streamlining the handling of Applicant cases, Inspector F. E. Naughten suggested that, in Departmental Applicant investigations, the investigation of past employment be limited from 1940 to the current date, unless derogatory information is developed, in which event a full investigation should be conducted.

Mr. Naughten further recommended that, in investigations for minor positions in the Department, Agents be authorized to interview the Applicant, if inadequate information on which to base an investigation has been provided.

Inspector Callan is opposed to any limitation of Departmental Applicant investigations, pointing out that these positions are the closest thing to actual Bureau employees, and that they are a part of "our official family." It will be noted that the Attorney General under date of January 4, 1951, also expressed his desire that there not be any curtailment in Departmental Applicant investigations. Inspector Callan cited the Judith Coplon matter, indicating she entered the Department of Justice in a minor capacity and it was fortunate the Bureau had pointed up certain derogatory information developed during her investigation.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee on 6/30/51, unanimously recommended no change in the current practice of conducting Departmental Applicant investigations.

The Joint Committee felt that this problem is of such infrequent occurrence as not to warrant a blanket approval to the field of the type proposed, but that instead when a Field Office has inadequate information on which to base the investigation, an inquiry should be made of the Seat of Government with a view to the possibility of obtaining additional information through the Department.

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- Harbo _____
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- Belmont _____
- Laughlin _____
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- Tele. Room _____
- Nease _____
- Gandy _____

cc-Mr. Mohr
Mr. Olegg

HANDLED BY
STOP DESK
7/11/51

166-2554-8907
AUG 30 1951

EDM:DMG
65 AUG 8 1951

RECORDED - 98

78

INDEXED - 98

ORIGINAL FILED IN 66-6320

The Director

July 18, 1951

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/22/90 BY SP-5/BJM

my

On July 18, 1951, the Executives Conference consisting of Messrs. Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Rosen, Mason, Sizoo, Nichols and Nease considered the memorandum dated July 16, 1951, from H. A. Jones to Mr. Nichols concerning the distribution of newspaper mats and pictures to the press in connection with fugitives. The above mentioned memorandum was predicated on a letter dated July 7, 1951, from [redacted]

b6
b7c

[redacted] The Southern Illinoisan, Carbondale, Illinois, who pointed out that an Identification Order was useless to him but that he could use a glossy print together with a story on a fugitive.

With regard to mats the Conference unanimously agreed that the present policy of distributing them on important fugitives should be continued and that the distribution should be made primarily in those areas where the fugitives might possibly be operating.

With regard to pictures there was a unanimous agreement that as an experiment we should try sending out slick pictures with appropriate stories to the field offices for distribution to the press. Likewise it was felt that this should be on a regional basis and should be confined to those sections where the fugitives might possibly be operating.

An appropriate SAC letter is attached.

Respectfully,
For the Conference

[Signature]

Clyde Tolson

ac

Attachment

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

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- Ladd _____
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HAF:brh

RECORDED - 70

INDEXED - 70

66-2554-8908

HANDLED BY
STON 8/1/51

EX-7

M

52 AUG 2 1951

THE DIRECTOR

July 20, 1951

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/21/91 BY SP-5 CIB/BJ

PAIDROLL

The Executive Conference of July 17, 1951, consisting of Messrs. Ladd, Mohr, Tracy, Belmont, Nease, Rosen, Parsons (for Harbo), Sizoo, Mason (for Clegg), and Glavin, considered a suggestion received from [redacted] technical student in the Identification Division, concerning the payment of employees assigned to the Identification Division.

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b7C

She suggested that on pay days, messengers go around to units assigned to them with pay envelopes prepared as they are now, that each of the messengers go to each employee in the unit to which she is assigned, deliver the pay envelope to the employee and have the necessary signature accepting receipt placed on a sign sheet.

She states that this method is entirely without disturbance, the mad scramble to get in line by alphabet is done away with and no rampover hours are wasted. The method in use now is deplorable and out-moded. It takes another half-hour to settle down after returning to work.

It was pointed out to the Conference that the Treasury Department handles payments of salaries in cash to our employees, and that arrangements are made so that only certain employees go up to the pay tables at certain times. The Treasury paymaster is responsible for the delivery of the salaries to the proper employees and he would not be permitted to distribute pay envelopes as suggested by this employee.

The Conference wishes to point out further that the suggestion made by this employee would be highly undesirable in particular since she would have young employees in the Bureau's service being responsible for the proper delivery of thousands of dollars in salaries to various Bureau employees. Such deliveries would be unsafe and most undesirable.

ad

The Conference recommends that Miss [redacted] be advised of the Bureau's decision concerning her suggestion.

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Attachments

RECORDED - 70

66-2554-8909

cc: Mr. Mohr
Mr. Clegg

INDEXED - 70

HANDLED BY
STOP 11/17

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52 AUG 2 1951

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- Ladd _____
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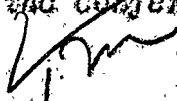
Memorandum to the Director

July 23, 1951

Subject to the Director's approval, it is suggested that the attached communication go forward to Miss [redacted] at this time.

Respectfully,
For the Conference

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b7c



Clyde Tolson

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- Tolson _____
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- Tele. Room _____
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THE DIRECTOR

7/7/51

JOINT COMMITTEE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

~~SURVEY~~ ~~APPLICANT DEADLINE CASES~~
~~CREDIT CHECKS~~

DATE 11/22/91 BY SP-5 CIB/DF

MEMBERS PRESENT: Messrs. E. Scheidt R. T. Harbo
S. K. McKee J. A. Robey
E. D. Mason

Executive Conference

In connection with streamlining the handling of Applicant cases, Inspector T. E. Naughten suggested that the Bureau abolish the present requirement of making credit checks in all Applicant deadline cases, with the exception of Bureau Applicants, Departmental Applicants and Special Inquiry - White House cases.

Inspector Callan was opposed to this for the reason that credit information reflects on the character of the Applicant, particularly from the standpoint of his ability, or inability to meet financial obligations, and that character is one of the phases of the investigation with which the FBI is concerned.

JOINT COMMITTEE CONSIDERATION:

On 8/30/51, the Joint Committee considered the above suggestion, and unanimously agreed with Inspector Callan, who was opposed to the suggestion.

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cc-Mr. Mohr
Mr. Clegg

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AUG 9 1951

HANDLED BY
STON DESK
8/11/51

INDEXED - 96

66-2554-8910

JUL 30 1951

RECORDED - 96

78

THE DIRECTOR

7/2/51

JOINT COMMITTEE

SURVEY - APPLICANT DEADLINE CASES.
LIMITED "NOSE" INVESTIGATIONS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/22/01 BY SP-10C/BJW

MEMBERS PRESENT:

Messrs. K. Scheidt R. F. Harbo
 S. I. Moker J. A. Hobey
 E. D. Mason

In consultation with streamlining the handling of Applicant cases, Inspector F. E. Naughten suggested that Bureau Field Offices discontinue the present practice of checking indices on all persons named as references by the Atomic Energy Applicant.

Mr. Naughten pointed out Atomic Energy investigations are limited in scope. Bureau regulations provide for the elimination of neighborhood investigations, credit checks, and reference interviews. A limitation of the investigation could be logically extended to eliminate indices searches on references of the applicant. This would save time in the field.

Mr. Callan of the Special Inquiry Section was opposed, but stated consideration might be given to limiting field searches to "non nose" searches of references. References provide an indication as to the associates of the Applicant being investigated.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee on 6/30/51, considered the above suggestion, and unanimously agreed with the view of Inspector Callan that searches of references' names be limited to "non the nose" searches, and that there be no other change in the current practice.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on July 12, 1951, consisting of Messrs. Tolson, Glavin, Tamm, Parsons, Mohr, Ladd, Rosen, McGuire, Sizoo, Laughlin and Clegg, unanimously recommended that as to references in Atomic Energy Applicant cases the search of the names of references through the field office indices should be limited to the search of the name as it appears in the reference without further searches of variations of the name and initials.

cc-Messrs. Mohr & Clegg

EDM:DMG

HANDLED BY

STOR/DPTS/


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66-2554-8911

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This type of search which is approved and which is the only type of search which will be required is known as "on the nose search." If approved, there is attached an SAC Letter accordingly.

Respectfully,
For the Conference


Clyde Tolson

Attachment

THE DIRECTOR

7/7/51

JOINT COMMITTEE

~~SURVEY - APPLICANT DEADLINE CASES~~
~~DISCONTINUOUS USE OF FORM O-1.~~

MEMBERS PRESENT: Messrs. E. Scheidt E. T. Harbo
S. K. McKee J. A. Robey
Executive Conference E. D. Mason

In connection with streamlining the handling of Applicant cases, Inspector T. E. Naughten suggested that the Bureau discontinue the use of Form O-1, which is utilized to follow the Field as to why a report was not received by the deadline date and when a report will be expected along with an indication as to the reason for the delay.

Inspector Callan of the Special Inquiry Section was opposed because this would eliminate control over the case by the Bureau. Mr. Callan pointed out at the present time when the Field submits a letter in advance as to why a deadline will not be met, as is currently prescribed by Bureau regulations, a Form O-1 is not sent by the Bureau to the Field.

JOINT COMMITTEE CONSIDERATION:

On 6/30/51, the Joint Committee considered the above suggestion, and unanimously agreed with Inspector Callan, who was opposed.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/27/91 BY SP-5 CJB/bjs

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

cc-Mr. Mohr
Mr. Clegg

EDM:DMC

35 AUG 21 1951

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8/11/51

RECORDED - 86

RECORDED - 86

INDEXED - 96

166-2584-8912

JUL 30 1951

ATTACHED TO ORIGINAL

THE DIRECTOR

7/7/51

JOINT COMMITTEE

SURVEY - APPLICANT DEADLINE CASES
"FIELD LETTERS"

MEMBERS PRESENT: Messrs. E. Scheidt R. W. Harbo
S. K. Meyer J. A. Robey
Executive: Con Ferrelle, R. D. Mason

In connection with streamlining the handling of Applicant cases, Inspector T. E. Naughten suggested the Bureau discontinue the requirement that the Field notify the Bureau in advance as to why a deadline cannot be met and when the Bureau may expect the receipt of a report from the Field. Mr. Naughten pointed out the New York Office daily expends 30 hours of Special Agent, clerical and supervisory time in the preparation of deadline extension letters.

Inspector Callan of the Special Inquiry Section was opposed, pointing out the Agents to whom the case is assigned is familiar with the facts and it would be an easy matter for him to prepare a letter to the Bureau notifying of the inability to meet the deadline. Mr. Callan expressed the opinion that where this delay letter is received, it eliminates the necessity of the Bureau sending follow-up letters to the Field.

JOINT COMMITTEE CONSIDERATION:

On 6/30/51, the Joint Committee considered the above matter and unadvisedly agreed with the view of Inspector Callan, who was opposed to the suggestion.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/22/91 BY SP-5 G. DHE

ORIGINAL FILED IN 66-622

2 AUG 9 1951

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66-2557-8913
JUL 30 1951

INDEXED - 96
RECORDED - 96
78

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cc-Mr. Mohr
Mr. Clegg
AUG 16 1951
RMW:DWG

The Director

June 23, 1951

The Executives Conference

14-WEEK ~~NEW~~ AGENTS' TRAINING COURSE

The Executives Conference on June 26, 1951, consisting of Messrs. Tolson, Tamm, Parsons, Trotter, Belmont, Ladd, Nichols, Sizoo, Rosen and Glegg, considered the attached fourteen-week schedule of classes for New Agents' Training Course.

Copies were furnished in advance to the Assistant Director in charge of each Division at the Seat of Government. The attached was unanimously approved by the Executives Conference and is submitted for approval.

Respectfully,
For the Conference

Clyde Tolson

Attachment

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/22/91 BY SP-50101

cc - Mr. Mohr
Mr. Glegg

66-2554-8913K

RECORDED - 135

JUL 24 1951

INDEXED - 135

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HHC: J.S.

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THE DIRECTOR

7/7/51

JOINT COMMITTEE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/22/91 BY SP-5 C/bte

SURVEY - APPLICANT DEADLINE CASES
NO VERIFICATION OF UNEMPLOYMENT UNDER 3 MONTHS
IN ATOMIC ENERGY ACT APPLICANT CASES

MEMBERS PRESENT: Messrs. E. Scheidt R. T. Harbo
S.K. McKee J. A. Robsy
E.D. Mason

In connection with streamlining the handling of Applicant cases, Inspector T. E. Naughten suggested that, in Atomic Energy Applicant investigations, no effort be made to verify periods of unemployment where the unemployment was for less than 3 months' duration.

Under the present system, neighborhood inquiries are made in order to verify short periods of unemployment and it is found that, in many instances the neighbors have no way of recalling whether the Applicant was or was not employed.

Inspector Callan of the Special Inquiry Section interposed no objection to this suggestion. He pointed out there is no existing requirement at this time whereby the Field must verify unemployment of 3 months or less, provided no information is developed which would indicate that unemployment should be verified.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee subscribed unanimously to the view of Inspector Callan, and recommended that the Field be so advised.

EXECUTIVES CONFERENCE CONSIDERATION: HHC:IGS

The Executives Conference on July 12, 1951, consisting of Messrs. Tolson, Glavin, Tamm, Parsons, Mohr, Ladd, Rosen, McGuire, Sizoo, Laughlin and Clegg, unanimously concurred with the Joint Committee and recommended that in Atomic Energy Applicant investigations only no effort be made to verify periods of unemployment of three months' duration or less unless there is a specific reason otherwise developed for making inquiries concerning this short period of time. If this is approved, there is attached hereto an SAC Letter accordingly.

Attachment

cc-Mr. Mohr
Mr. Clegg

EDM:DMG

Respectfully,
For the Conference

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EX - 52 JUL 31 1951
Clyde Tolson -25

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56 AUG 9 1951

The Director

7/17/51

The Executives Conference

BANK ROBBERIES

~~Submission of Initial Reports on Bank Robberies~~

The Executives Conference considered the suggestion that the present requirement that a report be submitted within a period of two weeks in Bank Robbery cases be changed, and that instead it be required that a report be submitted within thirty days rather than two weeks.

It was observed that the most productive investigative period is during the first two weeks and should be devoted to conducting investigation rather than in the preparation and writing of a report. Reports are necessarily comprehensive and take considerable time, particularly the time of the Agent who must prepare the report and who must correlate the material and set out the leads. Many of these cases occur away from the headquarter city and away from Resident Agencies but the reports are most likely prepared at the headquarter city. The Bureau will continue to be advised immediately by teletype of all violations reported to the field and a teletype summary will be submitted to the Bureau of each major development as it occurs.

In view of these considerations the Conference unanimously recommended that the initial report in a Bank Robbery case should be submitted in thirty days rather than two weeks, those in attendance being; Messrs. Nease, Sizoo, Mason for Clegg, Belmont, Mohr, Parsons for Harbo, Glavin, Tracy, Ladd and Rosen.

A proposed SAC Letter is attached.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/22/91 BY SP-5/bjt

[Handwritten signature]

Clyde Tolson

Attachment

RECORDED - 74 66-2554-8915

AR:WV

INDEXED - 74 JUL 31 1951

cc - Mr. Mohr
Mr. Clegg

EX. 100

HANDLED BY
STOP 8/1/51

65 AUG 2 1951 f-225

THE DIRECTOR

9/7/51

JOINT COMMITTEE

SUGGESTION #775

EMPLOYEE: SAC J. B. WILCOX
SEATTLE OFFICE

ASSIGNMENT OF CASES TO POLICE
RECORDING POLICE ASSISTANCE RENDERED

MEMBERS PRESENT: Messrs. E. Scheidt R. T. Harbo
S. K. McKee J. A. Robey
E. D. Mason

SUGGESTION: *Copy of Certificate*

That, in addition to making a record of the number of cases assigned to police, the Bureau record all assistance given to the FBI by local law enforcement officers.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee was unanimously of the opinion that this would require a substantial amount of clerical time on the part of both Agents and other employees, and that the information so collected would be of doubtful value. Therefore, the Committee recommended unanimously unfavorably as to this suggestion.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/22/91 BY SP-5 CIB/BJ

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Plan. _____
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Training _____
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cc - Mr. Mohr
Mr. Clegg

EDM:DMK

CS 975

HANDLED BY
S. P. BRSK

RECORDED 83

66-2554-8916

7-31-51

The Director

July 23, 1951

The Executives Conference

DEPARTMENTAL APPLICANTS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/22/90 BY SP-5 CIB/BJ

The Executives Conference on July 23, 1951, consisting of Messrs. Tracy, Parsons, Mohr, Rosen, Ladd, Hennrich, Sizoo, Nease, Nichols and Clegg, considered the proposed Bureau Bulletin concerning Departmental Applicants. It was unanimously approved with the following changes:

- (1) In the title, in addition to "Re Departmental Applicant," also add "and Special Inquiries for the White House."
- (2) In item 4, page 2, add "When the applicant is being considered for a Federal judicial position, the President of the Bar Association should be interviewed."

The Conference felt that it was undesirable to interview the President of the Bar Association for every legal position, due to the large volume of such cases.

These changes are incorporated in the attached Bureau Bulletin for the Director's consideration.

Concerning the attached memorandum from Clegg to Mr. Tolson dated July 21, 1951, entitled "Departmental Applicant Investigations," a copy of which is attached, the following recommendations were unanimously approved:

- (1) That the Bureau Bulletin considered above be approved and sent to the Field.
- (2) That a Bureau official confer with appropriate officials of the Department in order to try to have reduced the requests for teletype summaries.
- (3) That the Bureau official designated request the Department to attach a mimeographed form to their regular application form requesting the applicant to list his residences for the past five years (not ten years) as an aid in shortening these applicant investigations.

Attachments

cc - Mr. Mohr
Mr. Clegg

RECORDED - 120

INDEXED - 120

66-2554-8917
AUG 1 1951

HHE:IGS

56 AUG 2 1951

cc Mr. Rosen

- Tolson
- Ladd
- Clegg
- Glavin
- Nichols
- Rosen
- Tracy
- Harbo
- Alden
- Belmont
- Laughlin
- Mohr
- Tele. Room
- Nease
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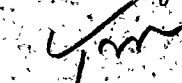
(4) That a conference of Field applicant supervisors be held for a period of two days in Washington and that there be included instructions not only concerning Departmental Applicant, but also Bureau Applicant and all other types of applicant cases, during this two-day conference.

(5) That there be discontinued the automatic requirement that reference be made to Section 103, Volume 3, Manual of Instructions, at the end of teletypes to the Field requesting applicant investigations.

Concerning the suggestion that the Field, in lieu of teletype summaries, prepare a blind memorandum summary to be transmitted by the Field by form letter in such a manner that the blind memorandum can be detached and forwarded to the Department in order to reduce teletype cost, Mr. Nichols and Mr. Clegg favored this suggestion.

All other members of the conference were opposed, since there are frequent phone calls from the Department following up applicant cases, and the receipt of teletypes will permit an earlier reply, sometimes airplanes are grounded and the air mail would not suffice, and it is likely that the summaries prepared at the Field would have to be edited and rewritten just as are teletypes at present.

Respectfully,
For the Conference


Clyde Tolson

9 share majority
Law - H.

THE DIRECTOR

7/24/51

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/24/91 BY SP-5 c/bnz

The Executives Conference of July 17, 1951, consisting of Messrs. Glavin, Tracy, Parsons, Belmont, Ladd, Mason, Sizoo, Nease, Rosen, Nichols and Mohr, considered the present Bureau policy with respect to the return of non-Federal fingerprints to contributors upon the receipt of a request for them.

It was pointed out to the Conference that we have up to the present time been operating on the theory that in connection with non-Federal fingerprint cards, they are official records of the submitting agency and we are only custodians of such fingerprint records. Under this theory we have in the past upon receipt of a request from a non-Federal contributor returned the fingerprints without any question or explanation from the contributor. The only time that we raise a question is where the individual on whom the prints were submitted had been convicted of the crime, in which cases we address a communication to the appropriate field division to contact the law enforcement agency to discourage the return of such fingerprint records.

It was further pointed out to the Conference that the Attorney General has ruled previously in so far as Federal fingerprint records are concerned that such records are to be permanently retained in Identification Division files since they are official records of the Government and should not be returned to contributors or individuals who have been fingerprinted.

The Conference carefully considered this matter and Messrs. Tracy, Mason, Sizoo, Nichols and Nease recommended that we continue present policy in that we should consider that fingerprint cards of non-Federal contributors are official records of the agency submitting them and that we are in fact the custodians of such fingerprint cards. They felt whenever we received a request for the return of such fingerprint cards we should write to the contributor and request the reason for the return of the prints and where there was any doubt as to the legitimacy of such requests, that the appropriate field office should be requested to contact the submitting agency in an effort to resolve such doubts.

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The majority of the Conference consisting of Messrs. Glavin, Parsons, Belmont, Ladd, Rosen and Mohr recommended a change in our policy. The majority was of the opinion that fingerprint records submitted to the Identification Division upon receipt become official records of the Department of Justice and should be retained. They felt that rather than return fingerprint records, that our identification record which is sent out to various agencies should simply show the disposition on the record, such as a pardon, where the case has been nolle prossed,

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

26 AUG 2 1951

cc - Mr. Clegg

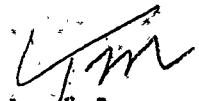
Parsons

de

where it has been reversed on appeal or similar action has been taken. The majority of the Conference felt the only time the fingerprint card should be returned to the submitting law enforcement agency was when there was a case clearly showing that the person who had been fingerprinted was innocently involved. In all other cases, the fingerprint card should be retained in the files of the Identification Division.

Should the Director agree with the majority views of the Conference, the policy recommended by the majority of the Executives Conference will be put into effect immediately by the Identification Division.

Respectfully,
For the Conference


Clyde Tolson

The Director

7-27-51

The Executive Conference

ALL INFORMATION CONTAINED
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DATE 11/22/91 BY SP-5/BJG

The Executive Conference of July 24, 1951, consisting of Messrs. Ladd, Mohr, Sizoo, Belmont, Rosen, Mason, Parsons, Nease and Glavin, considered the attached suggested SAC Letter concerning reimbursements for shipping household goods and personal effects and recommended its approval.

The Conference was advised that a number of errors are being noted in vouchers being submitted by the field and it is felt that such a communication should go forward to the field bringing the unsatisfactory condition to the attention of the SACs at this time.

Respectfully,
For the Conference

Clyde Tolson

Director

CC: Mr. Mohr
Mr. Sizoo

Attachment

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

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THE DIRECTOR

July 20

THE EXECUTIVES CONFERENCE

~~STORAGE AND DISPOSITION OF PROPERTY~~
~~AND IDENTIFY EVIDENCE~~

Comp # 3231013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/20/91 BY sp-5 c/bw

On July 20, 1951, the Executives Conference of Messrs. Glavin, Tracy, Parsons, Ladd, Rosen, Mason and Sizoo, considered problems incident to the storage and disposition of property acquired as evidence.

The Executives Conference unanimously agreed that it would be desirable to submit a memorandum to the Criminal Division asking that division to give consideration to the problems of disposing of evidence after it has served its purposes to the Bureau, and requesting any suggestions which the Criminal Division might be able to make. It was also agreed that it would be desirable to ask the Criminal Division to give consideration to the problem of storing evidence pending trial and to the possibility of placing such evidence in the hands of the United States Marshal for storage. A suggested memorandum to the Criminal Division is attached.

The Conference also considered the desirability of requesting the field to inventory such property on a recurring basis and the suggestion was made that an inventory be prepared each six months by the field listing such material in storage.

The majority of the Conference, Glavin, Tracy, Parsons, Nease, Ladd, Rosen and Mason, were of the opinion that a six months' inventory of such property was not necessary. They contended that the rule requiring the disposal of all property thirty days after it had served its purposes was adequate; that such an inventory is maintained in each field office; that the responsibility for the disposition of evidence is placed on the Special Agent in Charge and should so remain; that the retention of bulky exhibits, including valuable property, is checked during every field office inspection; and that no serious violations of Bureau rules in this connection have been noted. The majority of the Conference recommended that an SAC Letter be prepared reminding the Special Agents in Charge of the existing rules and their responsibilities in this connection, and that a memorandum also be directed to the Bureau inspectors reminding them of the importance of carefully checking all property to insure compliance with Bureau instructions and the earliest possible disposition of such property.

Mr. Lohr
Mr. Clegg

7-22
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Lesser. Since and Mohr recommended the institution of a six months' inventory of such property on the theory that while Bureau instructions call for the disposition of property within thirty days, we have no way of knowing what property might be stored in a field office and which has not been the subject of a communication to the Bureau; that having written one letter to the Bureau the matter might thereafter be forgotten; that the submission of such an inventory to the Bureau would not necessarily transfer the responsibility of disposing of evidence from the Special Agent in charge to the Bureau supervisor; that such an inventory requirement would add impetus to our program of disposing of property as soon as possible. Field office inspections are made at least only once a year and such an inventory has never been a requirement. It was recommended that the six months' inventory be required on August 1 and February 1 of each year and that the inventory submitted as of August 1, 1951, be carefully reviewed in the Bureau for the purpose of evaluating the use as against the time taken for its preparation in order that modifications might be made in the instructions, if desirable. It was recommended that such an inventory be limited to the bulky exhibits and all valuable property wherever stored, but that we not require the search of exhibit envelopes of all pending or closed files.

If you approve the view of the majority, an appropriate SAC Letter and memorandum to inspectors will be prepared. However, in view of the detailed instructions involved in the recommendation of the minority, a suggested SAC Letter containing such instructions is attached for your consideration.

Respectfully,
FOR THE DIRECTOR

[Signature]

Clyde Tolson

I show minority

View - H,

It has taken all too long to get some action on this matter - H. H. again is a matter Ladd & Rosen should have anticipated instead of acting like Archers on the Problem

H,